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Meeting	CABINET
Time/Day/Date	5.00 pm on Thursday, 23 July 2020
Location	Remote meeting using Microsoft Teams
Officer to contact	Democratic Services (01530 454512)

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest and whether it is pecuniary or non-pecuniary.	
3. PUBLIC QUESTION AND ANSWER SESSION	
4. MINUTES	
Minutes of the meeting held on 09 June 2020	5 - 8
5. COUNCIL DELIVERY PLAN 2020/21 & QUARTER 3 REPORTING 2019/20	
Report of the Chief Executive Presented by the Leader of the Council	9 - 60
6. COVID-19 FINANCIAL IMPACT REPORT	
Report of the Strategic Director of Housing & Customer Services Presented by the Corporate Portfolio Holder	61 - 72
7. TREASURY MANAGEMENT STEWARDSHIP REPORT FOR 2019/20	
Report of the Strategic Director of Housing & Customer Services Presented by the Corporate Portfolio Holder	73 - 86
8. FORMER TENANT RENT ARREARS, CURRENT TENANT RENT	

ARREARS, COUNCIL TAX, NON DOMESTIC RATES AND SUNDRY DEBTOR WRITE OFFS REPORT FOR 2019/20

- Report of the Strategic Director of Housing & Customer Services
Presented by the Corporate Portfolio Holder **87 - 88**
- 9. LOCAL PLAN SUBSTANTIVE REVIEW - OBJECTIVES**
- Report of the Strategic Director of Place
Presented by the Planning & Infrastructure Portfolio Holder **89 - 102**
- 10. STATEMENT OF COMMUNITY INVOLVEMENT**
- Report of the Strategic Director of Place
Presented by the Portfolio Holder for Planning & Infrastructure **103 - 156**
- 11. USE OF ARTICLE 4 DIRECTION: HOUSES IN MULTIPLE OCCUPATION IN KEGWORTH**
- Report of the Strategic Director of Place
Presented by the Portfolio Holder for Planning & Infrastructure **157 - 182**
- 12. CONFIRMATION OF CASTLE DONINGTON (APIARY GATE & CLAPGUN STREET) ARTICLE 4(1) DIRECTION**
- Report of the Strategic Director of Place
Presented by the Portfolio Holder for Planning & Infrastructure **183 - 196**
- 13. 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.
- 14. EXEMPTION FROM THE COUNCIL'S CONTRACT PROCEDURE RULES - FINANCE SYSTEM**
- Report of the Strategic Director of Housing & Customer Services
Presented by the Corporate Portfolio Holder **197 - 204**
- 15. THE RECOVERY OF OUR LEISURE CENTRES AND THE PARTNERSHIP CONTRACT WITH EVERYONE ACTIVE (JULY TO SEPTEMBER)**
- Report of the Strategic Director of Place
Presented by the Community Services Portfolio Holder **205 - 226**
- 16. NEWMARKET**
- Report of the Strategic Director of Place
Presented by the Community Services Portfolio Holder **227 - 234**

Circulation:

Councillor R Blunt (Chairman)
Councillor R Ashman (Deputy Chairman)
Councillor R D Bayliss
Councillor T Gillard
Councillor N J Rushton
Councillor A C Woodman

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MINUTES of a meeting of the CABINET held in the Remote meeting using Microsoft Teams on TUESDAY, 9 JUNE 2020

Present: Councillor R Blunt (Chairman)

Councillors R Ashman, R D Bayliss, T Gillard, N J Rushton and A C Woodman

In Attendance: Councillors

Officers: Mr A Barton, Mr J Arnold, Mrs T Bingham, Mr T Delaney, Mrs M Long, Mrs B Smith and Miss E Warhurst

112. APOLOGIES FOR ABSENCE

No apologies for absence were received.

113. DECLARATION OF INTERESTS

No interests were declared.

114. PUBLIC QUESTION AND ANSWER SESSION

No members of the public had requested to speak at the meeting.

115. MINUTES

Consideration was given to the minutes of the meeting held on 26 May 2020.

It was moved, seconded and

RESOLVED THAT:

The minutes of the meeting held on 26 May 2020 be approved as a correct record.

Reason for decision: To comply with the Constitution.

116. DISEWORTH VILLAGE DESIGN STATEMENT

Councillor Robert Ashman presented the report to Cabinet on a request from Diseworth and Long Whatton Parish Council to adopt a revised Village Design Statement for Diseworth as a Supplementary Planning Document.

It was noted that, following the decision of Cabinet in January 2018, the Diseworth and Long Whatton Parish Council were contacted to advise them of the need to consider reviewing the Village Design Statement (VDS) to be retained. It was agreed with the Parish Council that the revised VDS needed to be the subject of consultation before it could be submitted to the District Council.

The VDS is considered compatible with the adopted Local Council's Design Supplementary Planning Document (SPD), helping to provide a local dimension that these documents alone cannot do. In terms of governance, formulation of an SPD is an Executive function but adoption is a Council function, which has been delegated to the Local Plan Committee.

Therefore, Cabinet is asked to request that the Local Plan Committee approve that the draft SPD go out to public consultation. Following the public consultation, a further report amending the draft SPD will then need to be brought back to Cabinet with amendments

having been made pursuant to the consultation response, recommending that Local Plan Committee approve the revised draft SPD.

Cabinet was advised that the next Local Plan Committee was scheduled for 29 July 2020. Subject to the agreement of Cabinet, a report would be taken to that meeting seeking the approval of the Local Plan Committee to commence consultation as outlined above.

The Leader thanked Councillor Ashman and invited questions and comments from Members.

Members wholeheartedly welcomed the report and supported the recommendation.

The recommendation as set out on page 7 of the report was moved by Councillor Ashman, seconded by Councillor Rushton and subsequently

RESOLVED THAT:

The Local Plan Committee be requested to agree to undertake consultation in respect of the revised Diseworth Village Design Statement subject to being able to comply with the Council's Statement of Community Involvement.

Reason for decision: The preparation of a Supplementary Planning Document is a Cabinet function.

117. AWARD OF CONTRACT FOR DATA CENTRE, NETWORK AND CLOUD SERVICES

Councillor Roger Bayliss presented the report to Cabinet on the issues surrounding the award of a contract in relation to the IT data centre, wide area network, backup and disaster recovery.

He advised that the current contract comes to an end on the 31st of August 2020 and that the award of a new contract is necessary in order to continue and maintain our core IT infrastructure.

The Leader thanked Councillor Bayliss and took questions and comments from Members. There were none.

The recommendation as set out on page 23 of the report was moved by Councillor Bayliss, seconded by Councillor Rushton and subsequently

RESOLVED THAT:

The contract for the IT data centre, wide area network, backup and disaster recovery be awarded to Six Degrees Technology Group Ltd.

Reason for decision: The current contract for data centre, wide area network, backup and disaster recovery services, comes to an end on the 31 August. The award of a new contract is necessary to maintain our IT infrastructure, network, backup, systems and applications. The level of expenditure on this contract exceeds the authority threshold in the scheme of delegation.

118. EXCLUSION OF PRESS AND PUBLIC

It was moved, seconded and subsequently

RESOLVED THAT:

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

The Chairman explained that it was necessary to move into confidential session and he thanked those who had joined the meeting for their participation.

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

119. PROCUREMENT EXEMPTIONS IN RELATION TO THE COUNCIL'S FLEET GARAGE AND CCTV SERVICES

Councillor Andrew Woodman presented the report to Cabinet on the issues surrounding two recent purchases of new council assets that could not be competitively tendered.

The Leader thanked Councillor Woodman for his report.

The recommendation as set out on page 27 of the report was moved by Councillor Woodman, seconded by Councillor Rushton and subsequently

RESOLVED THAT:

The recommendation as set out on page 27 of the report be approved.

Reason for decision: The council's Financial and Contract Procedures require that exemptions be reported to Cabinet.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.12 pm

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Title of Report	COUNCIL DELIVERY PLAN 2020/21 & QUARTER 3 REPORTING 2019/20	
Presented by	Councillor Richard Blunt Leader of the Council	
Background Papers	Various documents on the In-Phase performance management system.	Public Report: Yes
		Key Decision: Yes
Financial Implications	These will be addressed under the 'Review of the Medium Term Financial Plan' currently scheduled for September Cabinet. As with all Councils we are still assessing the impacts of COVID 19 on our finances. Whilst the CDP presented in this report fits with the latest version of the Medium Term Financial Plan (February 2020), any amendments required to the plan may impact on the delivery of the CDP as a whole. Should this be the case, any issues will be identified and reported to Cabinet via the 'Review of the Medium Term Financial Plan' report in September 2020.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	This report sets in place the CDP for the coming year and as such is a key policy document for the council.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	These are addressed under the Team Plans for each area of the council and through the MTFP.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To report Q3 2019/20 Council Delivery Plan Performance, and consider the new Council Delivery Plan for 2020/21.	
Reason for Decision	To ensure that the Council has in place a full suite of policy documents, that members have set direction for the year ahead and that members are aware of current performance against the plan.	
Recommendations	THAT CABINET: <ol style="list-style-type: none"> 1) ENDORSE THE DRAFT CORPORATE DELIVERY PLAN 2020/21 IN PRINCIPLE, AS SHOWN IN ANNEX A, FOR USE IN MONITORING AND WORK PROGRAMME DEVELOPMENT FROM Q1. 2) REFER THE DRAFT CORPORATE DELIVERY PLAN 2020/21 TO CORPORATE SCRUTINY FOR THEIR COMMENTS, PRIOR TO RETURNING TO CABINET IN SEPTEMBER AND ON TO COUNCIL FOR ADOPTION IN NOVEMBER. 3) AGREE NOT TO PUBLISH A FINAL YEAR REPORT FOR 2019/20, REFERRING TO THE ANNUAL ACCOUNTS STATEMENT IN ITS PLACE 4) NOTE THE PERFORMANCE REPORT FOR Q3 2019/20 	

	<p>(IN ANNEX B) INCLUDING COMMENTS FROM CORPORATE SCRUTINY COMMITTEE (IN ANNEX C)</p> <p>5) NOTE THE FORTHCOMING REVIEW OF THE MEDIUM TERM FINANCIAL PLAN WHERE ANY ISSUES IDENTIFIED IN CONNECTION WITH THE FINANCING OF THE PLAN WILL BE REPORTED</p>
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1.0 BACKGROUND

- 1.1 The Council Delivery Plan (CDP) is produced annually to set out the priority areas of work and performance targets and information for the year ahead. This plan has been developed through discussions at the Corporate Leadership Team and Portfolio Holders.
- 1.2 This year has seen unprecedented impacts of COVID19. This has delayed the CDP development for this year, meaning the Council is in effect without an up to date plan. This report enables Cabinet early sight, and endorse the CDP ‘in principle’ subject to Scrutiny comments, and puts in place the monitoring and work plans to enable delivery. Due to meeting date changes, final adoption will not be until Council in November 2020.
- 1.3 The Council’s priorities for the year ahead are underpinned by a balanced budget, a constant focus on value for money, local income generation where appropriate and a balanced, prudent approach to the future challenges to our funding and expenditure as set out in the MTFs. As with all Councils we are still assessing the impacts of COVID19 on our finances. Whilst the CDP presented in this report fits with the latest version of our medium term financial plan (approved February 2020), any amendments e required to the plan may impact on the delivery of the CDP as a whole. Should this be the case, any issues will be identified and reported to Cabinet via the ‘Review of the Medium Term Financial Plan’ in September 2020.
- 1.4 Our priority work areas will remain for this year :-
 - Supporting Coalville to be a more vibrant, family friendly town.
 - Our communities are safe, healthy and connected.
 - Local people live in high quality, affordable homes.
 - Supporting business and helping people into local jobs.
 - Developing a clean and green district.
- 1.5 Included in this report is also the Q3 reporting for the CDP in 2019/20.

2.0 Council Delivery Plan 2020/21

- 2.1 The service and financial planning processes in the Council are aligned, with the funding is identified in the Medium Term Financial Plan (MTFP) to ensure that the Council Delivery Plan priorities and actions can be delivered within the available resources. As with all Councils we are still assessing the impacts of COVID19 on our finances. Whilst the CDP presented in this report fits with the latest version of our medium term financial plan (approved February 2020), any amendments required to the plan may impact on the delivery of the CDP as a whole. Should this be the case, any issues will be identified and reported to Cabinet via the ‘Review of the Medium Term Financial Plan’ in September 2020.
- 2.2 The proposed draft of the Council Delivery Plan is attached at Annex A. The design and layout of the document will be akin to past years once finalised. The Plan outlines the key tasks that will be undertaken to deliver in the priority areas during 2020/21 and also the aspirations for the priorities over a three year period. Notes are added to aid clarity on the reasons for any changes.
- 2.3 There are a number of themes coming through this years CDP – these include :

- Our plans to help economic and community recovery post COVID19
- Our regeneration plans for Coalville and investment plans across the District
- Delivery of our climate change plans
- To ensure that the impacts on Brexit on our communities / businesses are addressed
- Greater and sharper focus on activity and outcome generally

2.4 Due to the delays and rescheduling of meetings due to COVID19 Cabinet is being asked to endorse the plan 'in principle' subject to comment from Corporate Scrutiny in September. This is so that development and work plans can be commenced as the council starts to return to normal operation post the impacts created by COVID19. The CDP will then follow the normal decision making route, returning to Cabinet post scrutiny in September and on to Council in November. In future years the CDP and MTFS processes will be aligned to avoid a potential repeat of this issue in the future.

2.5 Progress on the Council Delivery Plan will be reported to the Corporate Scrutiny Committee and Cabinet on a quarterly basis as now. Subject to endorsement of the 'in principle' plan we will use the updated CDP for the monitoring from Q1 2020/21 onwards.

2.6 In normal years we would also have published a final year report. Due again to meeting dates, and reprioritised staffing resources, the Q4 reporting will not be published until September. For this year we will not publish an end of year report due to the need to focus limited resources on addressing the demands around COVID19 recovery. A very similar retrospective review forms part of the Annual Statement of Accounts, and will suffice for this year.

3.0 Quarter 3 2019/20 Reporting (Oct-Dec 2019)

3.1 This report sets out the performance and progress against the Council Delivery Plan priority actions, performance indicators, sickness absence management and finance. As noted above due to the COVID19 related issues the reporting has been delayed. The Q3 monitoring was however presented to Corporate Scrutiny Committee on the 11 March 2019, and the minutes of that meeting are included in Annex C. A high level report of the Council's performance for Q3 is included in Annex B.

3.2 Performance remained good across the vast majority of the indicators, and progress is now being monitored on a monthly basis and reviewed by managers and Heads of Service using the In Phase performance software system. This enables any areas of underperformance to be identified quickly.

3.3 Progress against the Council's key priorities is detailed in Annex B with explanations of the progress against each of the key tasks identified for the current financial/operating year. In summary these show :

3.4 Supporting Coalville to be a more vibrant, family friendly town

- Work is continuing on the Future High Street funds bid to try to secure additional funding to support the regeneration of the Coalville town centre. We are working with external advisors to develop the detail of our bid and this will include engagement with members, businesses and the wider communities.
- We are continuing to have discussions with potential developers and operators to seek to locate a cinema option in Coalville.
- Three key events were held during quarter three – “the many faces of Palitoy” – an exhibition which celebrated the figures and history of the Palitoy manufacturing company which is an important part of Coalville's heritage attracted over 5,000

visitors to the town. The Remembrance service and parade attracted over 4,000 people as local people came together to remember those who had lost their lives and been injured in the first and second world wars and subsequent conflicts. Christmas in Coalville was well supported with an estimated 5,000 people attending and enjoying the food drink and craft markets, performers and firework finale.

- Work is continuing on the improvements to Marlborough square with progress on the redesign work and engagement with partners and statutory consultees. Preparations were undertaken to develop the new indoor market with construction work due to commence in quarter 4 with a planned opening in spring 2020. Discussions and engagement with traders in the existing market continued to help enable a smooth future transfer or alternative arrangements where possible.

3.5 Our communities are safe, healthy and connected.

- We continued our work on making customer processes digital to enable customers who can to access services on-line, and the number of customers with on-line accounts increased again. We now have over 21,000 subscribers.
- Telephone Call waiting times in the customer services centre improved again during the quarter and fewer customers were hanging up before being answered.
- In collaboration with our new Leisure partner Everyone Active we have completed improvements to the Hood Park Leisure Centre in Ashby de la Zouch with a new fitness suite, dance studio, function room, spin studio, upgraded changing rooms and refurbished reception area.
- Planning consent was agreed for the new Coalville Leisure Centre and construction work is due to commence in 2020.
- The consultation on revisions to the Local Plan started in the quarter.

3.6 Local people live in High quality, affordable homes

- We are continuing to consider the options for potential future housebuilding on Council owned sites in Coalville, Whitwick and Measham. We are looking at the possibility of establishing a local housing/trading company.
- We are funding a significant capital programme to undertake a range of works to tenants home and estates. This has included improvement works to tenant's houses, fire risk remedial works, the installation of Air Source Heat pumps, and capital improvements to empty homes.
- We are investing in improvements to off street car parking on our housing estates with planned works in Ridgeway Road, Ashby de la Zouch and Castle Donington.

3.7 Support for businesses and helping people into jobs

- We delivered compliance advice to 101 smaller businesses with a focus on food hygiene and allergen controls.
- We are working with our partner the National Forest Company to consider an options appraisal brief for the Moira Furnace site.
- We provided a variety of information to businesses in the lead up to the previously scheduled EU exit date, which included information on the EU settlement scheme, targeted information for specific business importers/exporters. We were actively involved with partners at the County Council, Local Resilience Forum and other

key organisations in preparing for possible impacts around the airport in the event of traffic or other border disruption.

3.8 Developing a clean and green district

- We expanded our free tree scheme with more than 25,000 trees distributed across the district.
- Electric charging points were installed in Ashby de la Zouch, and we are undertaking feasibility studies to determine the best future sites for the expansion of the electric charging network.
- We are continuing to support the National Forest Company's International Timber Festival.
- We are continuing with our programme of installation of Air Source Heat pumps in our Council owned properties.

3.9 Finance

3.10 At the end of the third quarter of the financial year the Council's budgets are being managed effectively.

3.11 At that time, increased revenue surpluses were forecast on both the General Fund and Housing Revenue Accounts, with a nominal increase in expenditure on the Special Expenses account which is planned to be funded by Special Expenses reserves.

3.12 Further slippage was been identified within the General Fund Capital Programme as a result of spend associated with the new Coalville Leisure Centre now due to occur in 2020/21. An underspend remains on the HRA Capital Programme as reported in Quarter 2. Further slippage was been identified largely as a result of the fire risk remedial risk works now due to occur in 2020/21.

3.13 A full report on the financial outturn for the 2019/20 year is detailed within a separate agenda item for this meeting and members should note that this separate report supersedes the information contained within this report in respect of finance.

3.14 Performance Indicators

- The use of both qualitative and quantitative measures to supplement the delivery of actions in the Council Delivery plan provides a picture of how we are performing against the expected outcomes.
- The performance indicators show that out of 31 indicators, 20 are on target or within tolerance, 6 are behind target and 5 are measured on annual target. The following indicators are highlighted as being significantly different to the original target (or where there is a likelihood that the indicator will not be within target at the end of the financial year).
- Amount of spend on agency workers – this is showing a spend of £433K in the quarter against a target of £250K. It is important to emphasise that while the spend is over the target, all of the spend has been within existing salary budgets. Agency workers are used where there are absences of permanent employees or where we have been unable to recruit permanently to vacancies occurring in the workforce. There were increases in the use of Agency workers in the Planning, Finance, Housing and Legal services work areas during the quarter. In a number of these areas we have struggled to recruit to permanent posts and have therefore needed to rely more on Agency support. We do seek to recruit agency workers to permanent roles where possible to minimise the proportions of temporary staff.

- Sickness absence. The current absence rate is 11.08 days lost per full time equivalent (fte) (if the Q3 rate continues at the current rate to the end of the financial year). This compares to a target rate of 8.0 days per fte. We have implemented a number of measures to try to reduce the sickness rate including the provision of flu injections, a programme of activities to encourage health and well-being in the workforce, a task and finish group in the refuse and recycling team to more proactively manage the long term absences in that work area. We are also reviewing our Human resources policies to ensure they are effective in maximising future attendance at work.

Policies and other considerations, as appropriate	
Council Priorities:	The CDP support all council priorities: <ul style="list-style-type: none"> - Supporting Coalville to be a more vibrant, family-friendly town - Support for businesses and helping people into local jobs - Developing a clean and green district - Local people live in high quality, affordable homes - Our communities are safe, healthy and connected
Policy Considerations:	None directly
Safeguarding:	None directly
Equalities/Diversity:	None directly
Customer Impact:	None directly but programmes of work will positively impact
Economic and Social Impact:	The CDP includes a series of economic and social aims programmes and deliverables
Environment and Climate Change:	The CDP includes a series of environmental and climate change aims programmes and deliverables
Consultation/Community Engagement:	None directly but individual programmes will
Risks:	Noted in the report
Officer Contact	Andy Barton Strategic Director Andy.Barton@nwleicestershire.gov.uk

Annex A – DRAFT CDP 2020/21

Supporting Coalville to be a more vibrant, family friendly town

		Notes
Key tasks 2020-21	Commence delivery of the Coalville Regeneration Framework to enhance the town centre	Move to commence framework
	Seek external funding, including the new national Future High Streets Fund to support town centre regeneration, and recovery post COVID19	COVID ref added
	Seek a cinema operator for Coalville	
	Deliver a community events programme, where appropriate in line with the current COVID19 guidance	modified re COVID19
	Start the implementation of Marlborough Square redevelopment	pick up commencing construction
	Complete the new indoor market on Marlborough Square	Update to complete within year
	Work with partners to make the most of our heritage to bolster the town's identity and sense of place	
	Provide grants to at least ten businesses in Coalville to improve the fronts of their buildings, creating a better street scene	
	Consider how the Councils accommodation and property ownership can assist with the delivery of regeneration & reduce environmental impacts	Picks up wider Accommodation work & old market etc. & links to carbon reduction
	Continue to provide support and funding for Coalville Market traders to grow their business	
In the next three years we will...	Begin priority projects in the Regeneration Framework for Coalville	
	Enable and initiate new developments and public realm projects, supporting the district's high aspirations for design quality	
	Support the redevelopment of key housing sites in Coalville	
	Work with the Belvoir Shopping Centre to make it a more attractive destination and reduce the number of vacant shops	
	Ensure that links to the new leisure centre are maximised focusing on Hermitage Recreation Ground and the future of the leisure centre building	added detail to provide focus

Our communities are safe, healthy and connected

		Notes
16	Key tasks 2020-21	
	Ensure that our communities recover from the impacts of COVID19, including the continued delivery of the 'hub' for our shielded and vulnerable residents	New to address COVID19 roles
	Develop and deploy an 'agile' working policy and approach	In reaction to COVID19
	Make sure our customers can interact with us in a way which meets their needs, improving our services, promoting self-serve and digital options as well as providing face-to-face support compliant with COVID19 guidance	Merging a number of past items and COVID19 impact
	Through the Health and Wellbeing Strategy H&WB Team will support the Integrated Lifestyle Hub working with LRS and Public Health colleagues. Initially we will focus on reducing levels of obesity in partnership with Leicestershire's Weight Management Service.	Updated to reflect this year's focus
	Work with our leisure partner to start the construction of a new leisure centre in Coalville	
	Working with local schools, parish councils and leisure centres, improve the community leisure facilities in Castle Donington and at Ibstock and Measham Leisure Centres	
	Develop our tourism offer to encourage inward investment, dwell time and connecting visitor attractions	
	Encourage and support town and parish councils to write and prepare their own Neighbourhood Plans	
Adopt the partial review of the Local Plan	brought up from 3 Years	
In the next three years we will...	Develop a network of locations for mobile CCTV	
	Stabilise and reduce if possible our sickness absence levels through a combination of measures in our People Plan	updated to reflect COVID situation etc.
	Work towards increasing participation levels at Coalville and Ashby Leisure Centres by 58% by 2026	Delayed by 1 year due to COVID19 build delay
	Achieve accreditation from the Surveillance Camera Commissioner for our CCTV system	Delayed until 2021/22 until the new Control room is fitted and fully working.

Local people live in high quality, affordable homes

		Notes
17	Get planning permission and start building new council homes in Coalville, Whitwick and Measham	
	Ensure residential development takes place on brownfield sites in Moira and Measham	
	Ensure all new housing in the district meets the standards of the NWLDC Good Design Guide.	
	Invest up to £5 million to upgrade tenants' homes and their neighbourhoods	update amount spent reflecting budget - does not address COVID impacts - will be addressed via monitoring
	Alter tenants' homes where there is an assessed medical need, by spending £300,000 on level access showers, stair lifts and other aids and adaptations	update amount spent reflecting budget - does not address COVID impacts - will be addressed via monitoring
	Invest £770,000 in estate improvements including off-street parking, improvements to footpaths and roads and mobility scooter stores	update amount spent reflecting budget - does not address COVID impacts - will be addressed via monitoring
	Carry out proactive, targeted enforcement so all eligible landlords have a Houses in Multiple Occupation (HMO) Licence	
	Commence delivery of the redevelopment of Appleby Magna Caravan Park	Reflecting Cabinet decision
	Provide at least 15 new council homes through new build or by acquiring through agreements with developers and market purchase	brought up from 3 years - reduced specificity - converted to 1 year target, - reflecting impacts of COVID19 on housing market
In the next three years we will...	Maximise the number of private empty properties that are brought back into use	
	Selectively buy back long term empty properties	
	Work with local housing associations to supply 300 new affordable homes	
	Invest up to £14 million to improve council homes	£14.1m, made up of: HIP: £11.8m, Supported Housing Improvements: £1.2m, Capital works on voids: £1.1m

Support for businesses and helping people into local jobs

		Notes
18	Working in partnership with the National Forest Company, carry out an options appraisal for Moira Furnace as part of an application for Resilient Heritage funding to the Heritage Lottery Fund	
	Provide targeted support for local business who may be impacted by HS2	Focus on HS2 – separate Brexit item listed
	Deliver the aspirations of the North West Leicestershire Economic Growth Plan 2019-21	
	Working with our new leisure partner, increase local employment, training and apprenticeship opportunities with a key focus on local supply chains in the construction of the new Coalville Leisure Centre	
	Work with food establishments to further reduce the number that have a hygiene rating of 0, 1 or 2	Brought up from 3 years
	Ensure that we minimise the negative impacts and maximise the positive of COVID19 on our business community	eg delivery of national and local grants and support, Economic Recovery Plan LEP
	Play our part in readying our businesses for the effects of BREXIT	
	Encouraging the public to support local businesses as part of our recovery from COCID19	

In the next three years we will...	Maintain 12 apprentice placements each year	
	Provide a £250,000 programme of grant funding and business support	
	Promote North West Leicestershire as a key location for business growth and support £1 million of new business investment and 4,000 new jobs	
	Work with partners and public transport providers to enhance transport connectivity so local people can access new job opportunities throughout the district	
	Work with three schools / colleges and local businesses on skills development with a focus on career advice	
	Provide face to face business and environmental health advice to 20 growing businesses each year	

	<p>Work closely with Kegworth Parish Council and other partners to engage the public and businesses and deliver a scheme that focuses on improving the village's infrastructure, stimulating economic growth and supporting businesses.</p>	
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Developing a clean and green district




		Notes
20	Increase recycling rates by at least 1% every year through our Recycle more... campaign	
	Continue our Free Tree Scheme	
	Support towns and villages to develop an identity associated with the National Forest	
	Support private householders to improve the energy efficiency of their homes and help those in greatest need to access Government grants for affordable warmth	
	Complete the installation of air source heat pumps in council homes and assess tenant satisfaction	
	Undertake feasibility studies for 4 EV charging points across the district	pilot completed - feasibility unlikely to start until Q3 due to supplier issues related to COVID19
	Commence the Delivery of our Carbon Reduction Plan	
	Review our employee travel and allowances to help deliver the Carbon Reduction Plan	
In the next three years we will...	Support the Litter Strategy for England through our partnership working within the Roadside Litter Working Group	
	Work in partnership with local haulage companies to tackle layby litter	
	Achieve 50% recycling rates by 2023	
	Reduce carbon emissions at Coalville and Ashby Leisure Centres by 20% by 2024	Delayed due to COVID delay on builds and upgrades
	Replace lighting in NWLDC buildings with LED lighting to reduce energy consumption	
	Reduce vehicle emissions from licensed Hackney Carriage and Private Hire vehicles	
	Help 250 fuel poor households to receive funding for loft and cavity wall insulation and replacement boilers	

Priority Dashboards - Appendix 1

Appendix 1 sets out the following items:

- Progress against CDP actions
- Progress against CDP performance indicators
- Health and Safety Report
- Sickness absence management update and statistics
- Customer Feedback
- Customer Service Call Centre Statistics

Status definitions used in Appendix 1

-  Performance indicators on track, on or above target
-  Performance indicators under control
-  Performance indicators below target

Supporting Coalville to be a more vibrant, family friendly town

Our aims

Coalville is a vibrant town – Local people choose to spend their time and money in Coalville town centre
 – Coalville is a good place to do business

Key tasks 2019/20	Quarter Three Performance
Develop a Coalville Regeneration Framework to enhance the town	Business Focus have appointed external advisers to support us in preparing the business case for the Council's Future High Streets Fund bid, which will also be the basis of the Coalville Regeneration Framework. Details of the Future High Street Fund are provided below and the work needed to compile the bid will provide a clear way forward to implement the programme of key projects that form the Coalville Regeneration Framework even if this funding bid is not successful.
Seek external funding, including the new national Future High Streets Fund to support town centre regeneration	<p>In March 2019, the Business Focus Team prepared and submitted the Council's expression of interest to the Government's £675 million Future High Streets Fund. In July 2019 it was announced that our bid had been selected as one of fifty that are through to the second round of the Future High Streets Fund, which could see up to £25 million allocated to the regeneration of Coalville town centre.</p> <p>The Council has been allocated funding by the Future High Streets Fund to develop a full business case. An outline bid was submitted on the 15th January 2020, and the full bid will be submitted by the end of April 2020.</p> <p>Between now and April, the Business Focus team will be working with the external advisers to further develop the detail of the Future High Streets Fund bid. This will include engagement with members, businesses and the wider community to gain feedback on a programme of projects that we are seeking to progress with support from Government. The projects include employment, housing, public realm and access improvements which would see the town centre become a</p>

	<p>more attractive place to live, work, visit and shop. As such the town would become a destination for many more people who would stay longer and spend more, resulting in a significant boost to the local economy, and have a higher quality offer for existing residents.</p>
<p>Seek a cinema operator for Coalville</p>	<p>Discussions with potential cinema developers and operators who are interested in locating in Coalville town centre continue. Options are currently being considered with the new owner of the Belvoir Shopping Centre and a request for a funding contribution is currently included in the Council's draft Future High Street Fund bid.</p>
<p>Establish and maintain an events programme in our public spaces</p>	<p>Three key events were delivered in quarter three: 'The Many Faces of Palitoy', The Remembrance Service and Parade, and Christmas in Coalville.</p> <p>Working in partnership with Coalville Heritage Society 'The Many Faces of Palitoy' exhibition ran from 12th October to 10th November 2019. The exhibition attracted local, national and international visitors and received significant media coverage. The event was attended by 5,158 visitors and 602 school children.</p> <p>The Remembrance Service and Parade attracted support from local residents and uniformed and local organisations. The parade and outdoor service remains popular and well attended, with an estimated 4,000 people supporting the event.</p> <p>Christmas in Coalville was very well supported this year. The event continues to grow in popularity from both visitors to the event and businesses wishing to attend the event. It is estimated that over 5,000 people participated in the various elements of the day which included a food, drink and craft market, street performers and entertainers, local performers, main stage, and firework finale.</p>
<p>Start the redesign of Marlborough Square</p>	<p>The re-design of Marlborough Square has progressed with feedback provided to the consultants on road layout, surfacing materials, planting,</p>

	<p>street furniture, lighting and layout of market stalls which will enable them to start the necessary processes with the highway authority to obtain permission to work on the highway and to start producing the contract documentation needed to obtain tenders. The Business Focus team have also continued to liaise with the LLEP with regard to the funding grant.</p>
<p>Create a vibrant indoor market on Marlborough Square</p>	<p>Planning permission for the new market was obtained during the quarter. Negotiations with contractors have brought costs back within budget, and works began on Monday 6th January 2020. The opening of Newmarket is scheduled for Spring 2020, with the project team focussed to achieve this milestone.</p>
<p>Work in partnership to make the most of our heritage to bolster the town's identity and sense of place</p>	<p>We continue to engage in the redevelopment of Snibston Park working with Leicestershire County Council.</p> <p>We support the group that is progressing the application to establish the Snibston Charitable Incorporated Organisation (the outcome of their application is anticipated in early 2020).</p>
<p>Work with the community and interest groups to celebrate and promote Coalville's heritage including 100 years of Palitoy</p>	<p>We continue to work with Coalville Heritage Society to progress 'The Many Faces of Palitoy' project. The focus this quarter was the exhibition which attracted 5,760 visitors.</p> <p>Coalville Heritage Society also received £737 of donations which will be reinvested into the project.</p>
<p>Provide grants to at least ten businesses in Coalville to improve the fronts of their buildings, creating a better street scene</p>	<p>The Coalville Frontage Improvement Scheme was relaunched in July 2019. To date, the scheme has received 15 initial applications for grant funding, of which 11 are being developed between the grant applicant, the Business Focus team and our appointed architects, Simon Foote Architects with a total cost of £373,000. The other four applications have been placed on a waiting list as the scheme is currently oversubscribed against the available budget which reflects the increased popularity of</p>

	<p>the scheme as a result of revisions made before the relaunch to make the process easier for shopkeepers. These shops, on Hotel Street, High Street, Belvoir Road and Marlborough Square, will complement the improvements made already and significantly increase the impact of the scheme and the appearance of these key town centre streets. Implementation is expected in 2020 and early 2021.</p>
<p>Provide a tailored support programme for 20 retail businesses in Coalville</p>	<p>This project has been delayed to allow officer capacity to respond to the Future High Streets Fund bid. Business Focus have appointed three specialist consultants (“Clockwork City”, who specialise in digital marketing and online trading, “Made You Look” who provide visual merchandising support and “The Retail Group” who help with business growth and marketing The support sessions for twenty Coalville retail businesses will be delivered in quarter four.</p>
<p>Continue to provide support and funding for Coalville Market traders to grow their business</p>	<p>Business Focus are continuing to work with the Markets team to support the transition from the Market Hall to the Newmarket on Marlborough Square. So far, three grants of £500 have also been awarded to traders to help them set up in other new premises. The Business Focus team and consultants have completed preparations to deliver a programme of 1:2:1 support for transitioning traders. The support will take place between January and March 2020.</p> <p>The Retail Group worked with Coalville Market Traders in the run up to Christmas to help boost trade and to help prepare and support the business into the quieter January period, ahead of the support to transition to the New Market in Spring. Market traders have been given application forms for the New Market, due to open in Spring 2020, and we intend to continue working with affected businesses. Following discussions it is not anticipated that all existing market traders will move to the new location. The Business Focus team is offering support to seek to assist those traders with other options.</p>

Our communities are safe, healthy and connected

Our aims

Put our customer sat the heart of all we do – Increase connectivity (physically and virtually) throughout our communities
 – Support safer neighbourhoods

Key tasks 2019/20	Quarter 3 Performance
<p>Make sure our customers can contact us in a way that suits them, with self-serve options as well as face-to-face support</p>	<p>Work has continued on our digital forms, with the team focused on completing the final two customer processes from this phase of work; private hire and food inspections.</p> <p>The team is now concentrating on designing integrations into our back office systems to minimise the amount of rekeying for Council staff.</p> <p>During the period the sign-up to our online accounts grew again, with 1,512 opened this quarter. As of December 2019, we have 21,399 subscribers.</p>
<p>Make all appropriate transactions 'digital by default'</p>	<p>There are 53 external and internal processes currently in use. This includes new processes created for the food waste containers trial. Our digital offer now spans the range of Council Services such as; waste management, environmental management, licensing, taxi licensing, etc.</p> <p>The increasing number of digital forms available is continuing to attract customers to this channel. In quarter three, over 5,800 processes were completed. A total of 25,904 processes were completed in 2019.</p>
<p>Improve the accessibility of our customer service environments, continuing to reduce call wait times</p>	<p>Our average call waiting time continues to reduce. Quarter three saw an overall waiting time average of 34 seconds and only 6.89% of customers hung up before being answered. This shows an improvement over last quarter with 10 seconds less waiting time, and more customers getting through to Customer Service.</p>

<p>Identify locations for customers to access our services in their own communities</p>	<p>Key customer service officers have met with the Council's equalities lead to explore the customer pathways across our access channels. This has focused on face to face initially, with telephony and digital to follow.</p> <p>Our digital offer continues to develop, permitting access from anywhere and anytime. In quarter four, we will also pilot new self-service devices at the Council offices which, if successful, could be rolled out further.</p>
<p>Deliver the actions in our Health and Wellbeing Strategy</p>	<p>The Staying Healthy Partnership is the external group of stakeholders that have taken responsibility for delivery of the North West Leicestershire Health and Wellbeing Strategy. The group were engaged on the action plan and shaped specific actions and timescales as well as identifying which external partners were best placed to deliver specific actions. The group created a fluid action plan that will now be a standing agenda item at meetings. In addition, strategic support from key stakeholders such as Public Health, the West Leicestershire CCG and the NWL GP Federation has been secured as the strategy was supported by the Unified Prevention Board, the Integrated Locality Team, and District Health Leads.</p>
<p>Working with our leisure partner to secure planning consent and start the construction of a new leisure centre in Coalville</p>	<p>Planning consent for the new leisure centre was granted in October and negotiations with Leicestershire County Council are ongoing to secure the necessary consents to construct the new access and bridge from the A511 (a key element of the works). It is hoped that these consents will be granted in February 2020 to maintain the current programme. Assuming these consents are in place as planned, utility diversion works will commence immediately, and construction of the bridge will complete mid-2020. The leisure centre building works will commence as soon as practicable once suitable means of access are in place.</p>
<p>Modernise, reconfigure and enhance the leisure centre in Ashby</p>	<p>All improvements to the leisure centre in Ashby have now been completed. These include a new fitness suite, a new dance studio, a new function room, a new spin studio, new wet side village changing rooms,</p>

	<p>new dry side changing rooms, a refurbished reception area and a redecoration of the centre. The centre will be re-branded 'Ashby Leisure Centre and Lido', and this will be launched in May 2020.</p>
<p>Develop our tourism offer to encourage inward investment, dwell time and connecting visitor attractions</p>	<p>The draft North West Leicestershire Tourism Strategy was presented at Community Scrutiny Committee in November and is on schedule to be reported to Cabinet in quarter four.</p>
<p>Working with local schools, parish councils and leisure centres, improve the community leisure facilities in Castle Donington and at Ibstock, and Measham leisure centres</p>	<p>All of the bids have been assessed and Cabinet have approved the allocation of funding to Measham Leisure Centre and Ibstock Community College so that the projects can commence.</p> <p>The development at Castle Donington College will be led by NWLDC officers. Project plans will be developed prior to a further report going to Cabinet to seek funding approval and allocation.</p>
<p>Achieve accreditation from the Surveillance Camera Commissioner for our CCTV system</p>	<p>All contracts for the new control room have recently been agreed, and the process of moving the control room has commenced. Achieving the Surveillance Commissioners accreditation is dependent upon the new control room following the revised procedures. As soon as the control room has been installed and the new processes are in place, the application will be made.</p>
<p>Consult on revisions to Local Plan</p>	<p>Consultation on the Partial Review commenced on 20th Nov 2019 and ran until 8th January 2020. We will consider the consultation comments carefully before submitting the plan by the deadline of 20th Feb 2020.</p>
<p>Encourage and support town and parish councils to write and adopt their own Neighbourhood Plans</p>	<p>Support has been provided to Blackfordby, Hugglescote and Donington le Heath Neighbourhood Plan groups.</p> <p>An event was planned in the quarter with Community Focus to promote Neighbourhood Plans to town and parish councils. This will take place on the 4th March 2020.</p>

Local People live in high quality, affordable homes

Our aims

Increase the number of affordable homes in the district

Improve the quality of our council housing – Improve the quality of private rented accommodation

Key tasks 2019/20	Quarter Three Performance
<p>Get planning permission and start building new council homes in Coalville, Whitwick and Measham</p>	<p>Design work is underway on the Coalville site and pre-application work is underway on revised sites in Whitwick and Measham. The sites originally identified in Whitwick and Measham had constraints that were not initially anticipated which represented a significant barrier to development. One site has a significant gas main running through it, and the other has access challenges and significant trees that reduced the developable area to a level that means the site is not financially viable.</p> <p>Alternative sites in both locations have now been identified, and are being prepared for development which we anticipate will take place in 2021/22 subject to planning approvals being obtained. For the site in Measham, planning restriction regarding the River Mease development area will be a consideration which may delay progress.</p>
<p>Establish a local housing/trading company</p>	<p>Work to consider the development of a local housing / trading company will recommence once the new Strategic Director joins the Council in January 2020.</p>
<p>Buy affordable homes from developers to increase the availability of council housing</p>	<p>The Council has made offers to purchase a number of Section 106 planning gain affordable housing units from developers where they meet our financial and housing need criteria. This year to date we have been successful in being selected as the approved development partner for seven properties on two such schemes in Osgathorpe and Coleorton, that are forecast to deliver new housing in 2020/21.</p> <p>New schemes are considered on an ongoing basis as they are presented to us by developers, and where the properties are of an appropriate size,</p>

	<p>type, and / or location to meet local housing needs, we submit a bid based on a Value For Money assessment of the new homes being offered. Through this assessment process, a number of schemes were rejected in Q3 and no bids submitted whilst other bids were made, but we have not yet been notified of the outcomes.</p>
<p>Ensure residential development takes place on brownfield sites in Moira and Measham</p>	<p>As a result of the cumulative value of design work we were commissioning, a procurement exercise was required to appoint an architectural design consultancy to work with us on our new build programme going forward. During Q3 we completed this procurement exercise, and HLP Design were appointed. Their brief includes a number of potential development sites across the district including the former sheltered schemes at Woulds Court in Moira and Queensway House in Measham. It is anticipated that we will enter contract with them by February 2020 and planning applications for the two schemes will be submitted before the end of March 2020, with others to follow.</p>
<p>Ensure all new housing in the district meets the standards of the NWLDC Good Design Guide</p>	<p>All major proposals are subject to consultation with the Council's Urban Designer who assesses the schemes design objectively using Building for Life Criteria, the Council's Good Design Guide, and the new National Design Guide (September 2019). The use of the design guides are now embedded into our normal business processes.</p> <p>All major planning proposals in this period have achieved a high quality design. The Design Ambassadors tour of development sites to review the success of schemes took place on 12th November 2019.</p>
<p>Invest up to £7.6 million to upgrade tenants homes and their neighbourhoods</p>	<p>The HRA capital programme provides funding for a range of works to improve tenant's homes and estates. Overall spend against this budget to the end of quarter three was £4.2 million.</p> <p>The key elements of this budget are:</p> <p>The Home Improvement Programme - £1.9 million spent, which includes 'Decent Homes' improvement work to tenant's homes, which are now</p>

	<p>being completed by our In-house Repairs Team (IRT).</p> <p>Fire Risk Remedial works - £822,000 budget with £258,000 spent on urgent works to sheltered schemes which have largely been completed, with two remaining schemes to be finished in quarter four. The remaining budget is for non-urgent works to low rise flats identified following the outcome of a programme of Fire Risk Assessments. This work is currently being specified and a delivery contractor is being procured. The remaining budget will be carried forward to 2020/21 for delivery.</p> <p>ASHP programme - £568,000 spent on the ASHP programme, with outturn to be determined by success of negotiations with tenants to secure access/agreement to works from those currently refusing to have work completed.</p> <p>Sheltered housing improvements – The budget of £200,000 will be carried forward to 2020/21 to complete a pilot scheme for remodelling and upgrading all of our sheltered buildings.</p> <p>Active asset management - £420,000 spent on the demolition of two decommissioned sheltered schemes, and capital improvements to empty homes.</p> <p>New ICT system - £477,000 spent to deliver our new computer systems that will provide a comprehensive information platform for the whole housing service when it is commissioned in June 2020.</p> <p>Delivery overheads and costs of delivering the capital programme - £335,000 spent on staffing related costs incurred while delivering the programme.</p>
<p>Alter tenants' homes where there is an assessed medical need, by spending £295,000 on level access showers, stair lifts and other aids and adaptations</p>	<p>During the first three quarters adaptations with a combined value of £228,000 have been completed. Minor adaptations include grab rails and lever taps, whilst major adaptations are more significant building works such as ramps, stair lifts, off street parking and level access showers. It is anticipated that the budget will be fully spent this financial year with the potential risk of overspend, but due to the nature of this work we will fund</p>

	this from virement if necessary.
<p>Invest £778,000 in estate improvements including off street parking, improvements to footpaths and roads and mobility scooter stores</p>	<p>Off street car parking – A contractor has now been appointed to complete this work, and contract mobilisation of them in quarter four will be followed by delivery of the Ridgeway Road scheme that recently obtained Planning Permission. Scheme design for The Biggin / Wakefield Court in Castle Donington will be the next priority. A report detailing our future plans for the car parking improvement programme will be submitted to Scrutiny and Cabinet in quarter one of 2020/21.</p> <p>Mobility scooter stores – a contractor will be appointed in quarter four to complete these works, following procurement planning activity in quarter three. For each scheme where there is a need for a store, we will have a specific proposal drawn up in consultation with residents, which will then be submitted for planning permission. This work has been delayed to allow it to be coordinated with the sheltered scheme improvement project previously referred to.</p> <p>Footpaths and un-adopted roads –the primary uses of this budget for 2019/20 are the fencing improvement programme to Riverview estate in Measham and resurfacing of car park entrance roads at various locations.</p> <p>Handrail replacement – works are being commissioned for Cropston Drive shops car park to provide bollards and a height barrier, and Mount Pleasant Flats in Kegworth to provide a height barrier.</p> <p>Garage demolition – extensive garage demolition has been completed across the district and we will be reconciling the costs from other budgets in quarter four.</p>
<p>Carry out a proactive, targeted enforcement so all eligible landlords have a Houses in Multiple Occupation (HMO) Licence</p>	<p>An action plan has been developed and will be implemented in quarter four. This will include making contact with all known student HMOs in Kegworth to ascertain if a licence is required. During quarter four, street walks will be carried out to identify any unknown or non-student HMOs that may require licensing.</p>

Support for businesses and helping people into jobs

Our aims

Match local people with skills and jobs – Support new and growing businesses to create jobs – Help young people into work

Key tasks 2019/20	Quarter Three Performance
Give comprehensive compliance advice to smaller businesses and start-ups with a focus on food hygiene and allergen controls	Comprehensive compliance advice was delivered to 101 smaller businesses and start-ups with a focus on food hygiene and allergen controls. The advice was provided by qualified Environmental Health Practitioners, face to face at each of the food businesses.
Working in partnership with the National Forest Company, carry out an options appraisal for Moira Furnace as part of an application for Resilient Heritage funding to the Heritage Lottery Fund	The National Forest Company are leading on this initiative. The options appraisal brief for Moira Furnace is on schedule to be finalised in quarter four, with the options appraisal being progressed in 2020 / 21.
Launch a grant funding programme that supports the growth of existing Coalville businesses as well as support new business start ups	<p>The district wide enterprising grant scheme is progressing well, with eight applications now approved and nine further applications are going through the process.</p> <p>As reported in quarter two, the current scheme is now closed due to being oversubscribed.</p>
Provide targeted support for local business who may be impacted by HS2 and EU Exit	We provided a variety of information to businesses in the lead up to the previously scheduled EU exit date. This included information on the EU settlement scheme, targeted information for businesses – particularly those in the vicinity of the airport and in the wider business community. We developed and disseminated information on our website and undertook visits to key businesses at the airport. We were actively and regularly engaged with government, the Local Resilience forum, Parish councils and partners in preparations for the possibility of a no-deal EU

	<p>exit.</p> <p>Due to the general election, information on both the EU exit and HS2 has been limited. Businesses will be informed as soon as new relevant information is available on both subjects.</p>
<p>Adopt and start to deliver the aspirations of the North West Leicestershire Economic Growth Plan 2019-21</p>	<p>Work is continuing on the production of the associated Action Plan. Discussions have been held with Partners to ensure that joint working delivers the Plan.</p>
<p>Working with our new leisure partner increase local employment, training and apprenticeships opportunities with a key focus on local supply chains in the construction of the new Coalville Centre</p>	<p>Work on the new leisure centre has been delayed due to the need to resolve site access issues with the County Council. As a result of this, the details of the economic benefits are still to be finalised. However, our leisure partner Everyone Active and the Project Consultants Paragon have committed to delivering a number of opportunities.</p> <p>These include:</p> <ul style="list-style-type: none"> • Ensuring that a minimum of 10% of the overall project value will be accounted for within the local community. • Ensuring that the number of package tender and enquiries issued and invited to local companies will be within an agreed and defined geographical area. • Targeting trades and suppliers such as hire of tools and plant, consumables, and sundry materials from local suppliers. • Ensuring the supply chain seeks to recruit directly employed site operatives through local Job centres. • Providing opportunities in the construction industry through potential work placements and apprenticeships. • Organising and facilitating workshops with groups of school children to help them understand the dangers of a construction site, gain an understanding of the construction process and roles and responsibilities, and undertake 'hands-on' classroom activities and problem solving tasks related to construction.

Developing a clean and green district

Our aims

Lead by example by reducing our own carbon footprint – Reduce littering and fly tipping – Promote the work of the National Forest

Key tasks 2019/20	Quarter Three Performance
<p>Increase recycling rates by at least 1% every year through our Recycle more... campaign</p>	<p>A new recycling container trial commenced at the beginning of October with 250 residents. The system is a wheeled trolley with three boxes stacked together for glass, cans, tins & plastics and paper. The system is designed to be more convenient for residents as it can be wheeled to the kerbside instead of the current system of individual boxes and bags which have to be carried and lifted meaning residents have to make more than one journey to the kerbside when presenting them for collection. The system is anticipated to reduce windblown recycling as it is more secure container than the current system.</p> <p>A weekly food waste collection trial for 2,000 households commenced on 26th November 2019. The trial area is part of Measham and the outlying villages of Newton Burgoland, Snarestone, Swepstone, Appleby Magna, Appleby Parva and Chilcote. As of the end of December we collected 10.3 tonnes which has been diverted away from landfill. The food waste is sent to an anaerobic digestion facility where it is heated up to produce green electricity and bio-fertiliser which is used on local farmland. The participation in the service by households is between 35-45%, which is defined by DEFRA as “average”. During quarter four we are planning to place “no food waste” stickers on the black bin domestic waste bins for those households in the trial. This is proven to increase the participation rate as it further encourages residents to put food waste in the dedicated food waste bin for recycling.</p> <p>Mobile phones and household battery kerbside recycling commenced on 1st December 2019. We are collecting good quantities of batteries (weight to be confirmed in the next quarter). The batteries and mobile phones are sent for processing where they are recycled.</p>

<p>Develop and run a high profile fly tipping campaign 'Breaking the Cycle'</p>	<p>To continue to tackle fly tipping, the team are in the process of implementing new gates and barriers at the old Little Chef site to prevent access to unauthorised vehicles as per the current Public Space Protection Order.</p>
<p>Expansion of our Free Tree scheme</p>	<p>The 2019 Free Tree Scheme launched in quarter three has proved very successful, with more than 25,000 trees being distributed across the district: 17,153 trees have been given to expand the National Forest and a further 7,831 have been planted outside the Forest but within the district, contributing to the sustainability agenda.</p>
<p>Run an electric car charging point pilot in the Ashby</p>	<p>Electric vehicle charging points were installed on North Street car park, Ashby de la Zouch, in May 2019. The data gained from this pilot scheme has supported the capital bid of £115,000 to install a further 24 EVCP to grow the electric charging portfolio across the district. Feasibility studies are ready to begin to understand prime locations for electric charging to be sited.</p>
<p>Support towns and villages to develop an identity associated with the National Forest</p>	<p>The draft North West Leicestershire Tourism Strategy supports the progression of this priority. Ashby de la Zouch (supported through the Ashby Project) and Coalville are target areas for progression. These areas are also priorities in the Leicester and Leicestershire Tourism Growth Plan, through 'destination development' and 'uncover the story' priorities.</p> <p>We are supporting The Heart of the Forest Masterplan. The project focusses on an area of 10 square miles, incorporating a number of towns and villages in the district: Moira, Donisthorpe, Oakthorpe, Measham and Ashby de la Zouch. This initiative will present opportunities to develop this priority in 2020 and future years.</p>
<p>Sponsor the National Forest Company's international Timber Festival in 2019 and 2020</p>	<p>Further support for Timber 2020 has been requested in the 2020 / 21 budget.</p>
<p>Support private householders to improve the energy efficiency of their homes and help those in greatest need to access Government grants for affordable warmth</p>	<p>Local ECO Flex Scheme - the scheme provides home owners in North West Leicestershire and those renting from landlords with an easy and wider access to national funding for loft and cavity wall insulation. Six referrals for</p>

	<p>insulation works have been received by the Council's ECO Flex partner Harborough Energy and are being assessed against the funding criteria. A decision is pending regarding whether to maintain a North West Leicestershire ECO scheme or to promote the ECO scheme introduced by Leicestershire County Council in September.</p> <p>Collective Switching - 90 people registered in the October auction and 21 switched supplier through the scheme. Average realised savings were: £99 for those moving from a current fixed tariff, £141 for those moving from a standard variable tariff and £341 for those moving at the end of a fixed rate tariff.</p> <p>Warm Homes - the Council continues to raise awareness of the County Council Warm Homes Service to customers, staff and partners. A member of the Warm Homes team will be presenting at the multi-agency Prevention of Homelessness Forum and a training session has been arranged with the Lightbulb project for frontline Housing Choices staff.</p>
<p>25 Complete the installation of 400 air source heat pumps in council homes and assess tenant satisfaction</p>	<p>Since March 2018, we have installed 350 air source heat pumps leaving 60 homes within the programme still outstanding. Of these, 22 are in the process of Western Power upgrading the electrical network capacity to the properties, and as soon as this is completed the heat pumps will be installed. For the remaining 38 properties the tenants have refused to have the new heating, preferring to retain their existing solid fuel system. We will be engaging with these tenants again in quarter four to try to encourage them to have the new heating system installed. Consideration has been given to legal enforcement action to secure access to upgrade heating systems, but this is not currently considered to be a proportionate response, so efforts will continue to negotiate agreement. The installations will also occur when the properties become empty at the end of tenancies.</p>

Value for Money

It is our ethos to manage our budgets carefully and sensibly. This allows us to provide excellent value for money in our services; investing in key schemes and infrastructure that make a real difference in our communities, whilst balancing the books and planning for the future.

Performance Indicator 2019/20	Actual	Target	RAG	Commentary
Amount of income generation from the sale of Legal Services	£3,077	£10,890	▲	We remain behind target for actual income banked. However our work in progress (WIP) position is strong. Un-invoiced WIP total £25,543.11, which will be billed in October 2019. The income expected from planning which include S106's has slightly increased from last month and currently sits at £40,800.
Percentage of rent loss 38	1.05	0.80	▲	The cumulative performance is 0.83% which is only 0.03% outside of target. In monetary terms the total rent loss this financial year is £107,275.37. As the performance is only marginally below target, no corrective action is required, as performance in quarter four is forecast to ensure we achieve the annual target.
Amount of spend on agency workers is reduced to £1m in 19/20	£433,953.05	£250,000.00	▲	There was an increase in agency spend in Planning and Infrastructure, Finance, Housing, and Legal and Commercial Services from quarter two to quarter three. The majority of the agency spend is due to unfilled permanent posts which have been re-advertised, and the current spend is being offset by salary savings.
Percentage of Council Tax Collected (in year target)	83.7%	84.1%	●	Cumulative target is 84.1% and the current cumulative position is 83.7%, so in essence a 0.1% improvement when compared to the previous year.

Percentage of National Non Domestic Rates (in year target)	84.1%	82.6%	★	The percentage recovered is within acceptable tolerances – normal recovery procedures are being progressed where required.
Amount of days taken to process new claims	16.2 days	22.2 days	★	The year-end target is 17 days and current the average to date is 13.2 days. In month target is 17.2 days and achieved 16.2 days.
Percentage of rent collected from commercial tenants	96%	98%	●	Uncollected commercial rent due relates to only 3 units, which the property services team are dealing with, though direct contact with the tenants. Forecast is to achieve the annual target by the end of quarter four.
Percentage of commercial units occupied per annum	86%	88%	●	The level of occupation of our commercial units is just below target at 86%. To improve performance going forward, particularly in 2020/21, we have engaged a commercial lettings agent to market our vacant units which includes production of particulars, acting as the point of contact, accompanying viewings, marketing on national property websites, etc.
Amount of annual income achieved by the In-house Repairs Team at least £5.2 million	£1,122,866	£1,300,000	▲	The income level achieved is slightly below the ambitious target, which represented a significant income increase when compared to previous years. This increase was to reflect the predicted level of work arising from the decision to insource the completion of the Home Improvement programme. Recruitment challenges for electricians and roofing operatives have delayed high value aspects of the Home Improvement Programme (rewiring and roof replacements) during quarter

				three. Subject to weather conditions not delaying the remaining roofing programme, adequate operative resources have now been engaged through agency sources to allow the programme to be completed, which will lead to an income increase in quarter four.
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Supporting Coalville to be a more vibrant, family friendly town

Coalville is a vibrant town – Local people choose to spend their time and money in Coalville town centre
Coalville is a good place to do business

Performance Indicator 2019/20	Actual	Target	RAG	Commentary
Number of people attending Coalville events organised	14,760	8,000	★	Events delivered in quarter three: The Many Faces of Palitoy (during October and November), visitors: 5158 and 602 school children TOTAL: 5760 Remembrance Service and Parade (November), estimated attendees: 4000 Christmas in Coalville (November), estimated visitors: 5000
Number of events delivered in Coalville	2	2	★	Two events were delivered in quarter three: The Many Faces of Palitoy and Christmas in Coalville.
Number of visitors/tourists spending is increased by 2% across the District	This measure will be reported in quarter four	This measure will be reported in quarter four		This information will be reported in quarter four using a nationally recognised data source which is collected annually.
Shop vacancy rates in the Belvoir Centre are more positive than the national average.	This measure will be reported in quarter four	This measure will be reported in quarter four		This information will be reported in quarter four using a nationally recognised data source which is collected annually.

Our communities are safe, healthy and connected

Put our customer sat the heart of all we do – Increase connectivity (physically and virtually) throughout our communities
Support safer neighbourhoods

Performance Indicator 2019/20	Actual	Target	RAG	Commentary
Number of online accounts	21,399 (cumulative)	22,500 (annual)	★	Actual is on track to meet annual target.
Number of online forms submitted (transactions)	5802	1875	★	This is significantly ahead of the target and demonstrates the increasing use of online forms for customer transactions.
Percentage of customer satisfaction (Customer Services)	97.44%	92%	★	Customer satisfaction for customer service team rating Good and above remains high
Percentage of high risk ASB cases recorded and actioned within 48 hours	100%	100%	★	ASB cases are reported via the internet, on email and on occasion are reported directly to the team. These are transferred to the partnership system to enable effective partnership working. Assessing the risk associated with case is one of the first actions as it is important to ensure resources are allocated quickly and effectively. All cases that have been reported in the last quarter have been reviewed to discover any case that needs to be actioned immediately. All cases in the last quarter have been actioned within the agreed timescales.

Local People live in high quality, affordable homes

Increase the number of affordable homes in the district – Improve the quality of our council housing
Improve the quality of private rented accommodation


Performance Indicator 2019/20	Actual	Target	RAG	Commentary
Percentage of major residential development schemes scoring / performing positively	100%	90%	★	All major planning proposals are subject to consultation with the Council's Urban Designer who assesses the schemes objectively using Building for Life criteria and the Council's Good Design Supplementary Planning Document. All major planning proposals in this period have achieved a high quality design.
Percentage of major planning applications determined within 13 weeks	75%	75%	★	Performance in determining major applications (e.g. greater than 10 dwellings and 1000 square metres of commercial development) remains strong and in December stood at 75% with 3 majors out of 4 determined within 13 weeks or with an extension of time. Cumulatively, performance up to the end of quarter three was 88% with 15 out of 17 majors determined within 13 weeks or with an extension of time. This is significantly above the national performance target of 60% and the local performance target of 75%.
Percentage of minor planning applications determined within 8 weeks	87.5%	80%	★	Performance on minor applications (e.g. less than 10 dwellings and 1000 square metres of commercial development) in December remains strong and stood at 87.5% with 14 minors out of 16 determined within 8 weeks or with an extension of time. Cumulatively, performance up to the end of

				quarter three was 91.6% with 44 out of 48 minor applications determined within 8 weeks or with an extension of time. This is significantly above the national performance target of 65% and the local performance target of 80%.
Percentage of other planning applications determined within 8 weeks	88%	85%	★	<p>Performance on other applications (e.g. householder developments) remains strong and in December stood at 88% with 22 out of 25 applications determined within 8 weeks or with an extension of time.</p> <p>Cumulatively, performance up to the end of quarter three was 95.2% with 100 out of 105 applications determined within 8 weeks or with an extension of time. This is above the national performance target of 80% and the local performance target of 85%.</p>
Percentage of all repairs completed within target	96%	94%	★	<p>Performance in completing repairs on time continues to be strong, and an improvement on previous years. Consultation will be concluded with tenants groups in early quarter four regarding a revised Repairs Policy which will be considered by Communities Scrutiny and Cabinet by the end of quarter four.</p>
Average length of time taken to re-let a Council property when it becomes vacant	<p>31 (quarter three stand-alone average)</p> <p>22 (YTD Average)</p>	23	▲	<p>Performance in quarter three has not been as positive as the previous two quarters due to staff absence and the volume and complexity of the empty homes received.</p> <p>The standalone performance for December was 31 days which was an improvement of 5 days compared with the preceding month, evidencing that performance is improving again.</p> <p>The cumulative performance remains ahead of the quarterly target at 22 days.</p>

Support for businesses and helping people into jobs

Match local people with skills and jobs – Support new and growing businesses to create jobs – Help young people into work

Performance Indicator 2019/20	Actual	Target	RAG	Commentary
Number of jobs in the tourism sector is increased in the District	This measure will be reported in quarter four	This measure will be reported in quarter four		This information will be reported in quarter four using a nationally recognised data source which is collected annually.
Number of food businesses improving hygiene standards	11	11	★	The Environmental health team has continued to deliver a support programme to a number of food businesses with a hygiene rating of 0, 1 or 2. We are pleased with the response received from businesses who have listened to the advice provided and have improved their standards. Eleven food businesses previously with a hygiene rating of 0, 1 or 2 now have a rating of 3, 4 or 5. A good hygiene rating provides consumers with confidence which ultimately has to be good for business.
Number of business enquires received and supported	58	25	★	No further business enquiries received this quarter.
Value of Coalville shop fronts grant awards	£0	£40,000	N/A	The programme is now closed to new applicants due to the large volume of applications received. The received applications are being assessed and shop front design work is underway, but they are not yet at the stage where grant awards can be made.

Number of businesses supported - Market Towns business support programme	0	5		The support programme has been put in place so that it is available as planned in quarter four for up to 20 businesses.
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Developing a clean and green district

Lead by example by reducing our own carbon footprint – Reduce littering and fly tipping – Promote the work of the National Forest

Performance Indicator 2019/20	Actual	Target	RAG	Commentary
Number of trees delivered to the local community to expand the district's National Forest area	25689	13000	★	The 2019 Free Tree Scheme launched in quarter three and proved very successful with in excess of 25,000 trees being distributed across the district. The scheme has exceeded the target of 13,000 trees, with 17,153 trees being given to expand the National Forest. A further 7,831 have been planted outside the Forest, but within the district contributing to the sustainability agenda.
Percentage of fly tipping in district is reduced by 3% over the year	This measure will be reported in quarter four	This measure will be reported in quarter four		This information will be reported in quarter four using a nationally recognised data source which is collected annually.
Percentage increase on yearly recycling rate by 1%	This measure will be reported in quarter four	This measure will be reported in quarter four		This information will be reported in quarter four using a nationally recognised data source which is collected annually.
Amount in kgs of household waste sent to landfill per house, per year	112.35kgs	125kgs	★	Below target but higher than the previous quarters, this may be because people are using coal to heat their homes and ash is heavy which would be disposed of in the refuse (black) bin. More waste is disposed of over Christmas which may also be a factor.

Health and Safety Report

Accidents

There were 10 accidents to employees reported in the quarter, there was one RIDDOR reportable accident leading to 18 days of absence from work. We had no near misses reported in the quarter. All accidents were investigated and measures put in place to minimise re-occurrence.

Accidents statistics graph 2005 – 2019

As can be seen in the graph below the average number of employee accidents have, since 2007, been stable at around 50 annually or approximately 1 per week.



48

Training

So far in 2019/20 - 90 employees have attended "in house" Health and Safety training.

Legionella

Stringent procedures and testing provided during the first quarter of the year, ensured there were no reports of any bacterial ingress. Regular testing continues to take place, the regime includes the Main Council Offices, Sheltered Housing, Parks and sports pavilions throughout the district.

Fire

Fire warden training took place in the quarter when 13 fire wardens refreshed their knowledge in evacuations involving suspicious packages. The next fire evacuation will take place once the new fire alarm system is commissioned.

Risk assessments

To ensure full legal compliance, Senior Management must ensure we have suitable and sufficient risk assessments for any task they expect their staff to perform and to communicate safe systems of work to those who are at risk. In 2018/9 479 assessments were reviewed and there were new 39 assessments added to the portfolio. We are presently reviewing out safety procedures highlighted in the Health and Safety Audit Report. We changed the supplier of our Safety Reporting package on Jan 1st we shall now be using SHE Assure as our preferred package, following a recommendation to review systems following last year's audit report. Training for this will be taking place in March

Asbestos

If there is a report of unregulated Asbestos is being found, the Council's policy is for operatives to immediately report their find to their line manager, who following a dynamic risk assessment may consider engaging specialist contractors to manage further arrangements for removing handling or transporting of the Asbestos, according to agreed procedures

Sickness Absence

In quarter three (2019/20) there were 1305 days lost due to sickness, equating to 2.98 days per full time equivalent (FTE). This is higher than the same period in 2018/19 (1174 FTE days lost). Projecting ahead, based on quarter three results, the annual absence rate will be 11.08 days lost per FTE against a corporate target of 8.0 days.

Work areas with the highest levels of sickness in this quarter include Community Services (3.26 days/FTE), Finance (3.74 days/FTE) and Housing (4.18 days/FTE). 46% of sickness in Housing was in Housing Commercial Services (229 FTE days) of which 44% was long term, lasting 10 more days.

Across the organisation, musculoskeletal continues to be the most common reason for sickness, accounting for over 25% of all sickness. Its highest occurrence is in Grounds Maintenance (40%) and Waste Services (24%).

As expected, winter related illnesses accounted for a higher percentage of sickness in this period (28%). Most of these (61%) were short-term, lasting less than 10 days.

The Table below illustrates total sickness as a percentage by reason:

Sickness Reason	Percentage of sickness by reason	Sickness Reason	Percentage of sickness by reason
Asthma - bronchitis - respiratory	1.84	Gynaecological - obstetric	0.15
Back pain - sprain - strain - musculo- skeletal	25.51	Headache - migraine - neurological	4.01
Blood conditions	1.27	Heart - cardiovascular	3.75
Cancer - malignancy	0.00	Infectious diseases	0.23
Cold and Flu	16.73	Operation / Post Op	9.33
Debility - fatigue	0.08	Stomach - bowel - gastric - intestinal	13.94
Ear nose & throat - dental	5.77	Stress - depression - anxiety - psychological (non-work related)	12.30
Eye - ophthalmic	0.21	Stress - depression - anxiety - psychological (work related)	4.65
Genito-urinary	0.23		

Organisationally, 62% of all sickness was long term against 66% in the quarter two. In quarter three, 25 long term sickness employees returned back to work, either full-time or on a phased return. There are currently eight open cases of long term sickness. These are being managed by a senior HR advisor, in conjunction with Occupational Health and the relevant line managers. Where needed, employees have been referred to Everyday Advice Line, the council's employee assistance plan.

Completion of return to work interview forms across the Council was a rate of 91%. The return to work interviews are known to be a critical first process in managing sickness, so we have emphasised the need for managers to complete and return these during the past quarter.

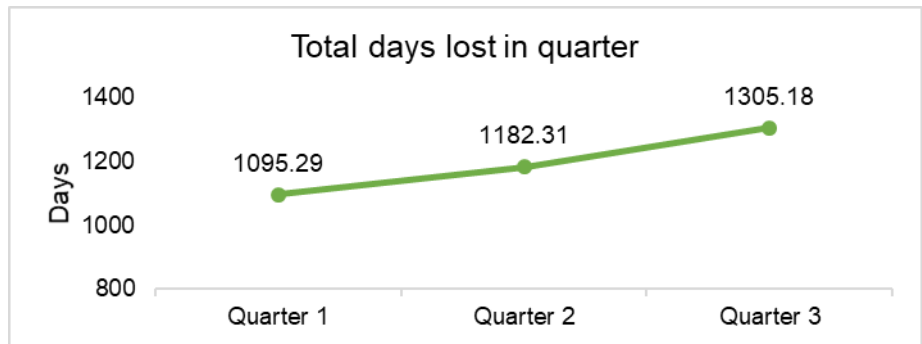
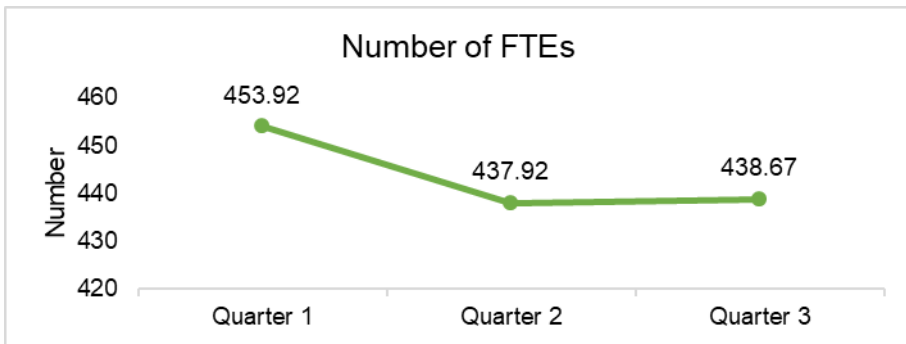
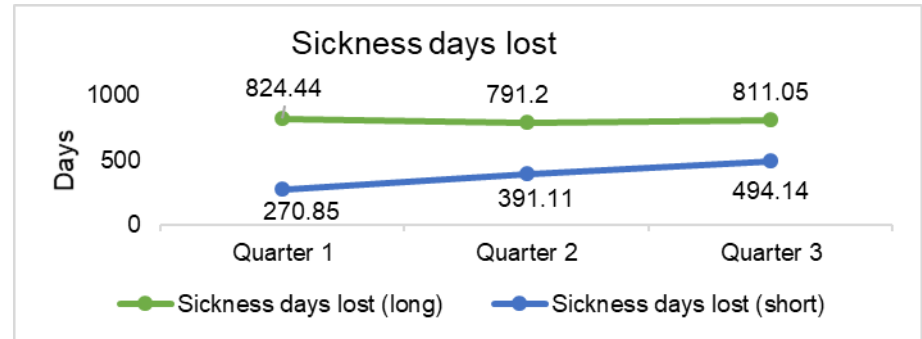
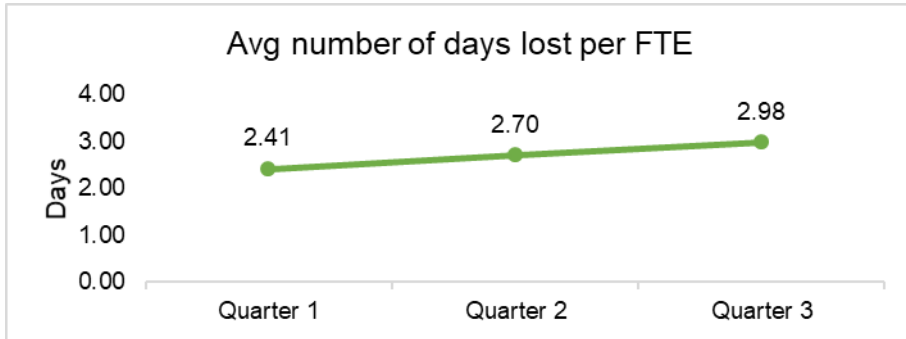
Sickness Absence Benchmarking - All Authority Types



Management of Absence

Performance Indicator										
	All Directoriates	Chief Executive	Community Services	Customer Services	Economic Regeneration	Finance	Housing and Property	HR & OD	Legal & Commercial Services	Planning & Infrastructure
Avg number of days lost per FTE	2.98	1.09	3.26	1.54	0.35	3.74	4.18	1.27	1.76	1.93
Number of FTE's	438.67	13.11	174.51	57.03	10.59	10.17	118.92	8.68	19.90	25.77
Sickness days lost (long)	811.05	0	448.49	27.99	0	37	255.77	0	15	26.79
Sickness days lost (short)	494.14	14.29	119.69	59.69	3.7	1	241.77	11	20	23
Total days lost in qtr	1305.18	14.29	568.18	87.68	3.7	38	497.54	11	35	49.79

52



Customer Feedback

Compliments:

During quarter three we received 60 compliments, including housing repairs operatives giving great customer service, tenants happy with their new heating systems, waste crews going the extra mile for a resident and fly tipping being removed promptly.

Complaints:

Stage one complaints were responded to within agreed timescales which is a credit to all involved, considering that during this period there were some particularly complex cases which involved multiple teams working together.

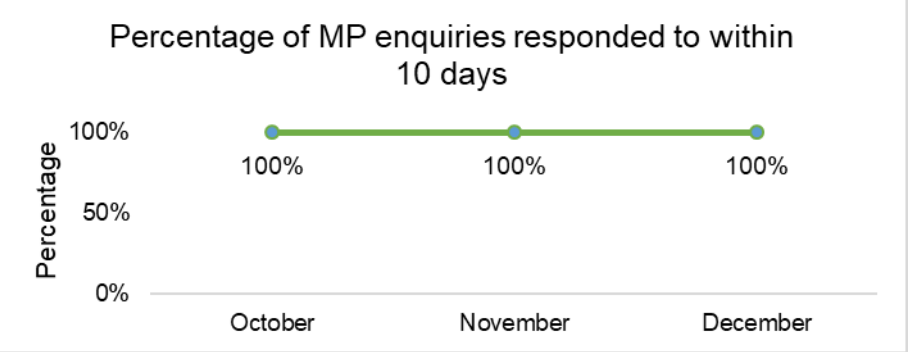
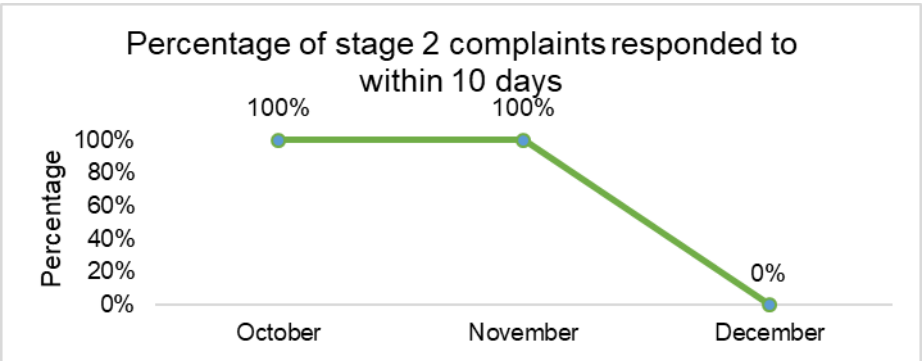
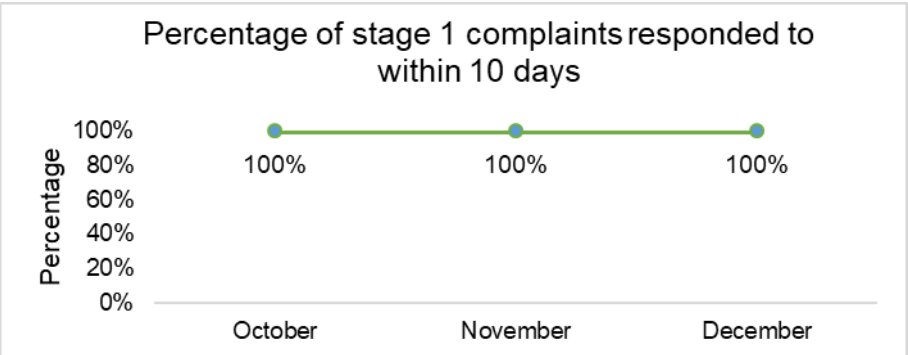
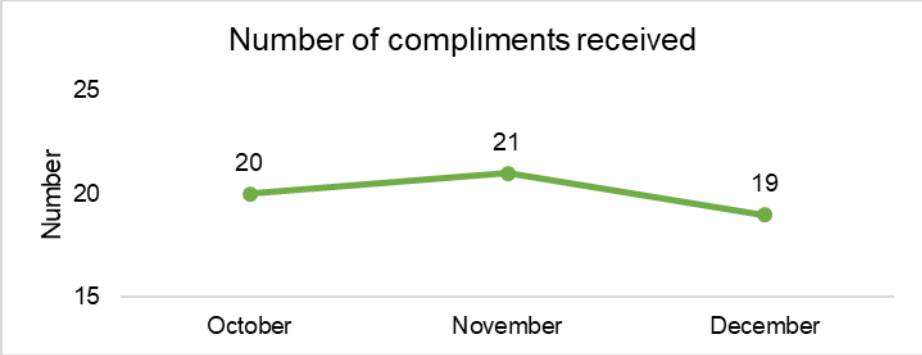
Stage two complaints again accomplished their set timescale in October and November. The December figure of 0% stage two complaints responded to in 10 days was driven by two complaints received, both of which were complicated and over-ran by 2 days.

All MP enquires were responded to within set timescales.

One Housing Ombudsman complaint was received during this period, this is a particularly difficult case due to the amount of correspondence and contact the complainant had made with the council. Our report will be sent at the end of January 2020, Ombudsman have indicated their response will take 6-8 months to conclude.

Customer Feedback Graph

Performance Indicator	Community Services	Customer Services	Economic Regeneration	Finance	Housing and Property	HR and Organisation Development	Legal and Commercial Services	Planning and Infrastructure
*PI003 - Number of compliments received	18	6	1	0	35	0	0	0
*PI004 - Number of ombudsman cases received	0	0	0	0	1	0	0	0
*PI005 - Percentage of stage 1 complaints responded to within 10 days	100%	100%	-	-	100%	-	-	100%
*PI006 - Percentage of stage 2 complaints responded to within 10 days	100%	-	-	-	100%	-	-	0%
*PI007 - Percentage of MP enquiries responded to within 10 days	100%	-	-	-	100%	-	100%	-



Customer Services Call Centre Statistics

For quarter three we saw an increase in contact of more than 3500 calls on the same period in 2018/19 which can be attributed to not only an additional service within Customer Service but also the severe weather conditions. Whilst the graph shows a slight dip over the three months, this still equates to a 2% increase on quarter two as well as a 1% increase on last year.

The abandoned rate has increased over the quarter, but the end result is still an improvement on the same quarter last year (a decrease of 0.63% year on year).

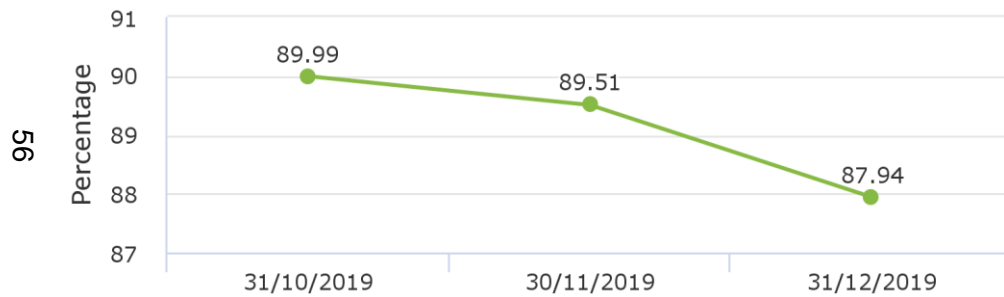
Customer Services continue to remain under target by not keeping customers waiting. Although comparison shows that we had 38 less customers that the same quarter last year and we were 30 seconds slower at calling them forward, the team are now also handling calls when idle and the average transaction time increase by 34 seconds therefore an outstanding performance overall.

Although the Call Waiting time target has not been met month on month and therefore does not reach target for the quarter, this is a huge improvement on 2018/19. The target was set with limited insight and is only 0.04% above target. Given the increase in calls by 20% against same quarter is a fantastic result

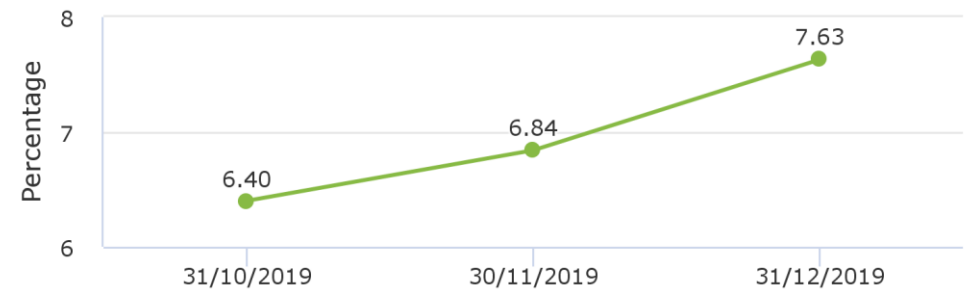
Customer Services Call Centre Statistics Graph

Measure Name		Oct 2019	Nov 2019	Dec 2019
PI029 - Percentage of calls answered in the call centre	Actual	89.99	89.51	87.94
PI030 - Percentage of Call centre rate of abandonment	Actual	6.40	6.84	7.63
PI032 - Average amount of minutes a visitor has to wait before they are seen by Customer Services	Actual	6	6	6
PI235 - Amount of seconds for customer call waiting time average	Actual	34	33	35

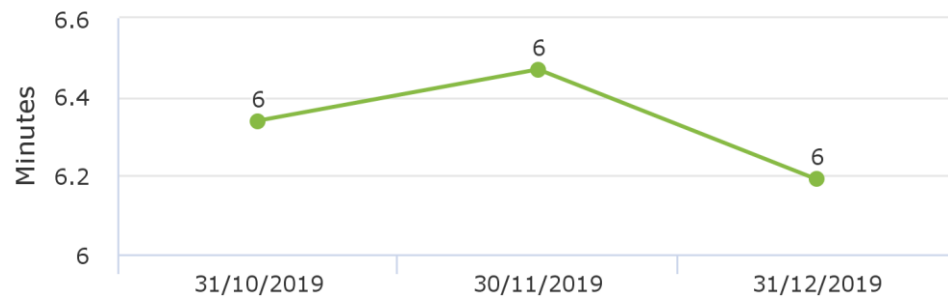
Percentage of calls answered



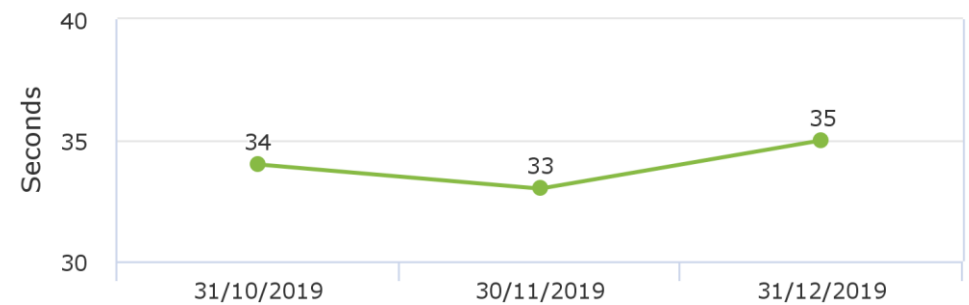
Percentage of calls abandoned



Average amount of time a customer waits before being seen



Average amount of seconds for customer calls waiting time



Finance

General Fund	Annual Budgeted Position	Q3 Annual Forecast Position	Forecast Variance	Movement from Q2
Budgeted Contribution to/(from) Reserves	£161,000	£353,000	£192,000	£121,000

There has been adverse variances of £1.29 million, of which £363,000 relates to a reduction in income, £910,000 in additional costs compared to the budget and a number of de-minimus variances of £15,000. This is offset against favourable variances of £1.12 million, of which additional income of £215,000 and reduction in costs of £903,000. The net variances of £170,000 have been financed by £363,000 of additional business rates, with the remaining £192,000 being transferred to the General Fund balance. Explanations of the significant variances (over £50,000) are detailed below.

Refuse and Recycling agency costs are forecast to be overspend by £64,000 (net of salary savings), a decrease from £40,000 in quarter two. This is due to additional temporary workers required than originally budgeted due to levels of sickness absences. As reported in quarter two, there is additional early retirement capital costs of £50,000 and a reduction in rent allowances of £59,000.

Across the general fund there is forecast salary savings of £499,000 compared to budget, an increase of £128,000 from quarter two. The savings are due to a number of vacant posts across the authority.

The forecast outturn for business rates is an additional £362,000 compared to the budget. £156,000 relates to additional Section 31 grants received and £206,000 as a result of accounting differences, compared to the budgeted level stated in the council's NNDR1 return.

Housing Revenue Account	Annual Budgeted Position	Q3 Annual Forecast Position	Forecast Variance	Movement from Q2
Budgeted Surplus/(Deficit)	£1,418,000	£1,776,000	£358,000	£85,000

Since quarter two, the forecast HRA surplus has increased by £85,000 to £176,000. This small change is caused by a number of small movements, including: savings on staff costs of £25,000; lower than anticipated costs on electrical inspections totalling £20,000; saving of £15,000 on miscellaneous expenses.

The most significant variance for the HRA remains from the incorporation of the in-house repair team's (IRT) surplus of £487,000, which was

reported in quarter two and remains unchanged. The increase is partially offset by an adjustment to the budget for revenue void costs forecast for the year of £421,000, which brings it in line with previous years' costs and reflects changes to how we are accounting for the IRT surpluses. The expenditure in this area has not increased significantly over previous years, and this adjustment corrects a historic under provision.

Other significant savings include a reduced expenditure on painting of £100,000, lower council tax on voids of £55,000 following demolition of Woulds Court and Queensway House former sheltered housing schemes, reduced responsive repair costs of £50,000, reduced utility costs of £40,000, lower cleaning costs £29,000 and net savings on staff costs of £110,000. This is offset by increases to the number of asbestos surveys at additional forecast cost of £63,000, and forecast reduced service charge income of £38,000.

Special Expenses	Annual Budgeted Position	Q3 Annual Forecast Position	Forecast Variance	Movement from Q2
Net Expenditure	£536,000	£545,000	£9,000	-£16,000

The net cost of Special Expenses services are funded through Council Tax and Localisation of Council Tax Support Grant. Any overspend is funded from Special Expenses reserves. The forecast position is a deficit of £9,000 that will be funded through reserves, compared to a budgeted surplus position of £4,000 (that was planned to be contributed to reserves).

General Fund Capital Programme	Annual Budgeted Position	Q3 Annual Forecast Position	Forecast Variance	Movement from Q2
Budgeted Expenditure	£15,252,361	£4,920,227	-£10,332,134	-£2,368,745

Further slippage has been identified since quarter two. The majority of the variance is in relation to the Coalville Leisure Centre as £7.3 million (£5.5 million at quarter two) of the new build expenditure will now be incurred during 2020/21 instead of 2019/20. The other significant variance is £1.7 million relating to Marlborough Square, which will be carried over into 2020/21. £1.2 million has been spent during the quarter of which £300,000 related to an interim payment for the Coalville Leisure Centre and £830,000 on the improvement works to Hood Park Leisure Centre. All of the expenditure is in line with anticipated spend.

Housing Revenue Account Capital Programme	Annual Budgeted Position	Q3 Annual Forecast Position	Forecast Variance	Movement from Q2
Budgeted Expenditure	£13,109,000	£7,819,000	-£5,290,000	-£1,204,000

By the end of quarter three we spent £5 million and the current forecast expenditure for the year is now £7.8 million, against a forecast position at quarter two of £9 million.

Since quarter two, the forecast expenditure for the year has fallen by £1.2 million. This is largely due to projects slipping into the next financial year, including £422,000 of fire risk remedial work, £218,000 related to our New Supply programme, £100,000 of off-street parking works, £100,000 for a new speech module in our supported housing schemes and £99,000 building scooter mobility stores.

There are also areas where we now expect to spend less in the year. For instance, expected spend on the Home Improvement Programme is now £2.9 million, down £163,000 since quarter two. We have reviewed the costs associated with our garage demolition works and revised down the forecast expenditure by £80,000 to £60,000. We do not expect any additional demolition costs in the year, saving £197,000 on this budget.

This is offset by an additional £121,000 planned expenditure on renewable energy installation programme, as we have identified new properties to replace those where tenants have refused to have a new air source heat pump installed.

Annex C - 2019/20 Q3 Performance Report – Corporate Scrutiny Committee 11 March 2020

Item 43 Minutes:

The report was presented by Head of Human Resources and Organisation Development.

In response to a question in relation to agency staff from Councillor S Sheahan, it was clarified that agency costs were still within budget but were unfortunately over the target. It was explained that a number of service areas had struggled to recruit to permanent posts, specifically in Housing Maintenance and Refuse. In terms of Housing Maintenance, most of the work had been brought in house and agency staff would only be used in the short term whilst assessments were being undertaken on workloads. Councillor S Sheahan felt that a plan was necessary to reduce the use of agency staff, as it seemed that they were currently employed on a reactive basis. The Strategic Director assured Members that plans were already moving forward.

Councillor D Bigby commented that the time between reporting and the Committee receiving was long, and asked for the timetabling to be reconsidered. In relation to the leisure centre project, he asked if the delay was due to highway issues, which was affecting the work required for the pedestrian bridge. He also suggested that the delay provided a good opportunity to investigate a greener heating system before building works began. The Strategic Director agreed to discuss these matters with the appropriate officers and provide a full response outside of the meeting.

Councillor M B Wyatt expressed his disappointment that work was being undertaken on the new leisure centre site to clear trees when nesting season had begun. He asked if the necessary assessments had been undertaken, and if so, be made available to Members. The Strategic Director believed that assessments would have been undertaken as part of the planning permission stage; he would investigate and provide further information outside of the meeting.

Councillor A Bridgen felt that Coalville would benefit if the town centre boundary was extended to include the surrounding areas. He believed the area would become more inclusive, vibrant and family friendly. The Strategic Director agreed to take the suggestion back to officers.

Following a discussion in relation to the provision of affordable homes, the Strategic Director agreed to obtain further information on the progress towards the target.

Councillor E Allman acknowledged the national skill shortage in relation to the development control service and asked what was being done to attract candidates. The Head of Human Resources and Organisational Development explained that unfortunately, pay grades at the Council did not follow market trends, but to make positions more competitive with the private sector, there was an option to add market supplements and to appoint at higher points on the pay grade. He added that there had been some recent success with recruitment across the authority.

Councillor D Bigby was pleased that establishing a local housing trading company was being investigated but asked that it be brought to scrutiny before being considered by Cabinet. The Strategic Director confirmed that if it moved forward, a report would be submitted for scrutiny.

It was moved by Councillor V Richichi, seconded by Councillor J Hoult and

RESOLVED THAT:

- a) The report be noted.
- b) Comments made by the committee be presented to Cabinet when considering the report.

Councillor M B Wyatt left the meeting during the discussion of the item.
Councillor V Richichi left the meeting at the conclusion of the item.

Title of Report	COVID-19 FINANCIAL IMPACT REPORT	
Presented by	Councillor Nicholas Rushton Corporate Portfolio Holder	
Background Papers	Corporate Scrutiny Committee – 10 June 2020	Public Report: Yes
		Key Decision: No
Financial Implications	The early council-wide estimated financial impact of the Covid-19 pandemic is £2.1m gross and £1m net of government emergency funding received to date.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None.	
	Signed off by the Deputy Monitoring Officer: Yes	
Staffing and Corporate Implications	Once the full extent of the financial impact of Covid-19 is known, it is likely that the council will need to consider any organisational changes that may be required to take account of the additional services needed to support communities over the next twelve months, to mitigate the financial impact and to ensure critical services continue to be unaffected.	
	Signed off by the Acting Head of Paid Service: Yes	
Purpose of Report	To provide Cabinet with an understanding of the financial impact of the Covid-19 pandemic to the Council's finances.	
Reason for Decision	For Cabinet to be aware of the scale of financial impact of the Covid-19 pandemic.	
Recommendations	THAT CABINET NOTE THE CONTENTS REPORT, MAKING ANY COMMENTS TO THE S151 OFFICER SO THESE CAN BE TAKEN INTO ACCOUNT WHEN ADDRESSING THE BUDGET IMPLICATIONS FOR THIS AND SUBSEQUENT YEARS.	

1.0 BACKGROUND

- 1.1 The council's own financial implications arising from Covid-19 are still emerging and are expected to continue to emerge over the medium-term. This report sets out the financial impact currently understood in the last week of April and is intended to provide members with an opportunity to understand the detail regarding the early financial assessment. Forecasts assume a lockdown period lasting until 30 June, unless specific service variations are known, with economic recovery taking longer.
- 1.2 This report does not provide members with details of the outturn position for 2019/20 – this will be presented to Cabinet in September. The council's draft accounts are planned to be published mid-August and it is expected that the Audit and Governance Committee sign off the final accounts in November, in line with the revised national statutory deadlines of end

of August for draft and end of November for final published accounts (the November sign off date for the Council is some months away from what we had originally planned and this is because of the delayed timescales associated with signing off the Leicestershire Pension Fund).

- 1.3 At this early stage, we are not in a position to forecast the final position for 2020/21 or indeed for the final impact of the pandemic on the council's finances. Further and more refined estimates relating to the impact to the 2020/21 budget will be presented in the forthcoming quarterly performance management reports. Similarly, it is not yet possible to consider the impact to the council's five year medium term position. The medium-term impact and revised medium-term deficit position will be considered in September of this year when the "Review of the Councils Medium Term Financial Plan" is considered by the Committee and Cabinet. This this end, this report focuses solely on the impact of Covid-19 to date.
- 1.4 Council finance officers and budget holders from across the organisation have undertaken additional work in May to review budgets and capture the detailed information to explain the impact of Covid-19. Assessment of the council's revenue accounts, the General Fund, the Housing Revenue Account (HRA) and Special Expenses, has focussed on ascertaining the value of:
- Irrecoverable income losses – where the income lost to the council is unlikely to be recovered;
 - Deferred funding or income – where the income lost is likely to be received in the future; and
 - Increased expenditure – where the Council has spent more through one-off costs or increased service delivery costs (which may continue through economic recovery or end when we exit lockdown).
- 1.5 Assessment of the council's General Fund and HRA Capital Programmes has sought to understand the financial impact of the deferment of schemes where works were or have been suspended.
- 1.6 Along with other local authorities, the council has received additional funding from government to support its own finances in the form of the Coronavirus (Covid-19) Emergency Funding for Local Government from the government of £1.086m, received in two tranches. The government has recently announced that it guarantees funding for councils for actions that it has asked us to carry out, but there is concern that this may not be sufficient to cover all losses. As at the time of writing this report, we are yet to receive further detail regarding a third tranche of this Emergency Funding. Our position has been not to allocate this funding to services, at least until the position becomes clearer.
- 1.7 The Council has received (or is due to receive over the course of 2020/21) various other significant sums of funding, the majority of which do not or will not have an impact on the Council's financial position but instead compensate for expenditure or planned expenditure, as follows:

Funding	Purpose	Impact on Council finances
Covid-19 Emergency Funding for Local Government £1.086m	Emergency funding to support local authorities increased expenditure and income losses.	Will reduce impact of council losses.
Covid-19 Business Grants £20.8m	Covid-19 Support for businesses via: • Small Business Grant Fund	Nil – funding is passed on to local businesses

	<ul style="list-style-type: none"> • Retail, Hospitality and Leisure Grant Fund Schemes • Local Authority Discretionary Grants Fund 	
Section 31 Grant £1.6m	Section 31 Grant – funding in respect of business rates ordinarily paid over course of year brought forward to support local authorities’ cash flow	Nil. Funding compensates the administration of normal business rates reliefs. Government paid this amount in March to support local authorities’ cash flows, instead of paying over the course of the year.
Section 31 Grant – Retail, Leisure and Hospitality and Nursery Discount £10.6m	Additional Section 31 Grant to compensate additional Business Rates reliefs/discounts in respect of Retail, Hospitality and Leisure relief and Nursery Discount	Nil. Funding compensates the administration of new reliefs announced for the retail sector and nurseries and supports the council to be able to meet its precept payments as normal.
Covid-19 Hardship Fund £0.5m	Covid-19 Hardship Fund to support recipients of Local Council Tax Support by reducing their annual bills by £150.00	Nil. These funds compensate the council for its and preceptors loss of council tax income as a result of administering the hardship fund.
High Streets and Retail Spaces £93k	Government to fund preparatory work for the safe reopening of high streets and other retail spaces.	Nil. It is assumed the fund will be spent in full on supporting the re-opening of retail and high street spaces.
New Burdens Funding – Business Grants –£130k	Grant funding to compensate local authorities for the administration of grants to local businesses - expected in two tranches, to reflect the two sets of administration responsibilities on grants, although these amounts remain to be confirmed	Will reduce impact of council losses.

1.8 The Council continues to have a healthy level of reserves across both its General Fund and Housing Revenue Account. These reserves are able to be redeployed in the event that a deficit is forecast to arise at the end of the 2020/21 year. As such, the Head of Finance and Section 151 Officer considers the council to be financial stable on an ongoing basis. The future of New Homes Bonus and the level of growth to be retained via the Business Rates Retention System from 2021 remains yet to be confirmed by government and therefore total council funding remains at risk – this matter will be considered and reported in the review of the medium term financial plan in September when the position will be much clearer.

1.9 The contents of this report were presented to Corporate Scrutiny Committee on 10 June. An extract of the minutes of this meeting in relation to this item can be found in Appendix A.

2.0 CASHFLOW

- 2.1 Since the 17 March, greater scrutiny of cash flow monitoring (in addition to the daily monitoring schedule undertaken by the Finance team) has been implemented to properly assess the likely impact of Covid-19 and ensure the council has the necessary funds to meet its financial obligations to fund service continuity, pay contractors and pay precept payments of council tax and business rates.
- 2.2 All new investments were suspended on this date in order to preserve cash for these reasons. Cash management processes have been in line with the council's own Treasury Management Strategy Statement that was approved by Council in February 2020 and local decisions authorised by the Head of Finance and Section 151 Officer to ensure cash remains liquid.
- 2.3 Current forecasts identify that the Council may have a very short-term (1 - 2 months) borrowing need in Q4 (January 2021 – March 2021) in the region of £5m - £11m. However, it is very likely that this borrowing need will be negated through normal fluctuations in cash movements between now and Q4, particularly if capital spending plans are deferred further. The position will be continued to be monitored and estimates revised once further information arises. If necessary, the Head of Finance has the appropriate delegations in place to undertake new borrowing.

3.0 EARLY ASSESSMENT OF COUNCIL WIDE FINANCIAL IMPACT

- 3.1 In summary, the revenue impact across the Council to date is estimated to be in the region of **£2.129m gross and £1.043 net of the £1.086m Emergency Funding for Local Government**. The majority of this impact is within the General Fund which will bear £1.870m gross impact, with the HRA impacted by £259k, notwithstanding the actual impact on housing rents which is not yet fully understood.
- 3.2 The estimates detailed span across the tail end of the 2019/20 financial year, but the majority of impact is within 2020/21 as detailed in the remainder of the report. However, members should note that the impact the impact to council tax and business rates will be felt in the 2021/22 financial year rather than the current year due to how local taxation is accounted for (see para 4.3.1).
- 3.3 The **impact across our capital programmes is estimated at an additional £79k expenditure**, solely on the General Fund at this stage. Some detail is included below with regard to likely deferment of spending, however, it is too early to estimate the full year impact on spending plans.
- 3.4 We currently await for a response from government regarding 'right to buy one for one replacement monies' and whether the council will need to spend more of its own fund on its new build housing programme due to having to repay £134k of right to buy one for one receipts back to treasury (see paragraph 8.2.2).
- 3.5 As we are yet to allocate the emergency funding recovered to services, estimates below are in gross values and where possible reflect the full year impact.

4.0 GENERAL FUND

- 4.1 The total impact to the General Fund is currently estimated to be £1.870m.
- 4.2 In the last few weeks of the 2019/20 financial year, we have estimated that income reduced by £11k due to the pandemic: respect of bulky and food waste collections (£2k) and car parking income (£9k). An estimated £58k of additional expenditure was estimated to be incurred in respect of additional administration equipment (£3k), cleaning equipment (£1k), IT equipment (£43k), IT software licences and (£6k) and homelessness prevention (£5k).

4.3 The key areas where we expect the pandemic to impact our finances over the course of 2020/21 are detailed below:

4.3.1 There is an early estimated reduction in local taxation of £460k Business Rates and Council Tax that would hit the council's accounts in 2020/21.

It is anticipated that there will be an impact to the Council's share of business rates and council tax due in 2020/21, however, the impact on local taxation is much more difficult to assess. Although we anticipate a reduction in the amounts we will receive in the coming months, this does not of itself amount to a shortfall of income as sums charged remain due and can be collected long after the year ends. Due to the nature of accounting arrangements, any additional amounts not collected will not hit the accounts in the current year and instead will be reflected as a charge against the 'Collection Fund' in the following year (2021/22).

In the past, we have found that around 98% of business rates and council tax is collected each year. Initial estimates for council tax suggest that we could see an increase of 1-2% of not collected which we broadly equate to a loss of £110k (at 2%) on the council's £5.5m share of the total £69m due to be collected. Business rates could see an increase of 5% not collected, which would broadly equate to £350k of the council's £6.9m share of the total £71.7m due.

4.3.2 There is a forecast reduction in income of £818k. The significant areas of reduced income are detailed below:

- a) £255k in relation to Grounds Maintenance – only minimal work has been undertaken during April to June, it is assumed that the service will be restarted from July.
- b) £139k in relation to trade refuse income which has been partially offset against the reduction in disposal costs of £104k. It has been assumed that there is a 50% decrease in demand for the service for the period April to September and a 10% decrease for the remainder of the year.
- c) £117k for pay and display income. The forecast is based on no income for April to June and then reduced income for when the car parks start charging again from July.
- d) £41k for cleansing services due to the loss of income from Leicestershire County Council for sweepings, recharges to the HRA for the waste removal contract and from various cancelled events. The service is scheduled to recommence from June with the support of agency staff and the service should be back to normal from January.
- e) £100k in relation to planning fees. Assumptions are based reductions in applications for the first 6 months of the year and then it has been assumed that the budgeted income will resume from October.
- f) £116k investment income – due to the fall in interest rates and the expectation they will not increase for the remainder of the financial year.

4.3.3 Additional expenditure of £631k. The significant areas of additional expenditure are:

- a) £66k in relation to cleaning, which includes daily wipe downs of the refuse, recycling and cleansing vehicles and contract cleaning at the Linden Way depot.
- b) £48k in relation to communications with residents, two letters have been sent to all residents detailing the council's response to the coronavirus pandemic and information regarding the recommencing of green bin collections.
- c) £95k in relation to a loan to Everyone Active to cover 20% of staffing costs for furlough staff not covered by the government scheme. The £95k will be repaid over the remainder of the contract. Everyone Active have requested additional support and this will be covered in a separate report to Community Scrutiny in July and Cabinet in September 2020.

- d) £292k in relation to waste staffing costs. To enable the refuse and recycling services to continue, additional staffing and agency costs have been incurred and the additional spend has been forecast to continue until December.

4.3.4 Reduction of expenditure of £108k. The main savings identified are in relation to fuel savings of £67k for the waste services and cleansing teams, due to the lower costs of fuel and reduction in usage.

4.3.5 Journey to Self Sufficiency Programme. Responding to the pandemic is diverting internal resources away from this important corporate programme. We had budgeted for £570k of savings in 2020-21, but work is currently paused. Savings of £56k are forecast to be made this year by:

- a) Arranging to prepay secondary pension contributions for 2021/22 and 2022/23 years early to generate a 3 year saving of £120k - £88k of which relates to the general fund and the remaining £32k for the HRA, meaning £29k will be saved in 2020/21.
- b) Savings of £27k per year have also been identified in relation to the procurement of the ICT Data Centre.

Given the ongoing recovery work it is unlikely that the full £570k savings will be achieved in 2020-21, however a review of the programme will be undertaken and an update will be provided as part of the review of the medium term financial plan in September 2020.

5.0 HOUSING REVENUE ACCOUNT

5.1 The Housing Revenue Account is a ring-fenced account to ensure that income generated from our council homes is reinvested back into the service we provide as a landlord.

5.2 The total impact on the HRA is £259k. There were no identified areas of reduced income or additional expenditure relating to 2019/20.

5.3 The key areas where we expect the pandemic to impact our finances over the course of 2020/21 are:

5.3.1 Reduced surplus from our In-house Repairs Team (IRT). Our in-house repairs team charge the HRA for each repair or home improvement they complete. This generates a surplus, which is then reinvested back into the HRA.

A budgeted for a surplus of £286k exists for 2020-21. However, the pandemic has caused the council to temporarily pause our home improvement programme and only complete emergency repairs in homes. We have also kept all agency staff employed through this difficult time, meaning the IRT recorded a loss of £121k in April.

The IRT are now beginning to restart work where possible and we currently expect that the account should near breaking even by the end of the year, which is £285,000 below our budgeted position. This, however, is heavily dependent on work increasing back to normal levels, which remains to be seen.

5.3.2 Savings on our routine repairs work. In April we spent £115k on routine repairs compared to a budget for the month of £259k. Our expectation is that our repair costs will take the rest of quarter one to recover back to normal levels as non-urgent repair work is resumed where possible. As a result we expect savings of £218k at this stage.

5.3.3 Journey to Self-Sufficiency Programme. Responding to the pandemic is diverting resource away from this important corporate programme. We had budgeted for £225k of savings in 2020-21, but work is currently paused. Given the

ongoing focus on recovering from this emergency it is prudent to assume that this programme will not generate all the savings anticipated this year. This will be reviewed in details and a revised position reported as part of the medium term financial plan in September 2020.

5.3.4 Reduced rent from the new homes we're building in Coalville. We are currently building 8 homes on Cropston Drive, Coalville. The budget had assumed these would be ready for occupation at the beginning of June, but work on site was paused in March 2020. We currently expect the homes to be let in early September, which reduces our expected income by £12k.

5.3.5 Reduced rental income from existing homes by £114k. We have adopted a policy of managed collections, whereby we continue to charge rent but take no action to recover any debt. This resulted in the amount of rent we are owed increasing by £114k above normal levels in April 2020. However, work will continue to recover this debt.

5.3.6 Officers are also exploring options how we can pass on savings to tenants for activities that normally attract service charges that have been suspended due to Covid-19, such as grass cutting. This work is still ongoing at the time of writing, but the financial implications should be small as the reduced income will be offset by the reduced costs.

5.3.7 Reduced investment interest on balances. As noted in paragraph 4.2.2 f), interest rates have fallen significant and are not expected to recover quickly. We are forecasting reduced income to the HRA of £66k as a result.

6.0 SPECIAL EXPENSES

6.1 Due to the pandemic, there will be reduction in planned expenditure of £135k due to suspension of grounds maintenance services received and the cancellation of a number of events.

7.0 GENERAL FUND CAPITAL PROGRAMME

7.1 It is not currently proposed that any of the 2020/21 approved schemes planned will be cancelled, however a number have been suspended during the pandemic. The Council spent less than £10k of its approved capital programme budgets during April, however this is expected to increase from June.

7.2 There has been one direct impact on the general fund capital programme due to Covid-19. The capital programme included £25k for the laptop replacement programme. Due to the requirements to set staff up to work from home, £104k has been spent on laptops. £43k was incurred in 2019/20 and £61k in 2020/21. There may need to be some further spend as a number of employees are still using their own devices. The over spend in 2020/21 will be funded from an identified saving in respect of another ICT related capital project.

7.3 At present it is too early to forecast the impact on the remainder of the capital programme due to the pandemic. Construction work on the New Market was paused but work has now recommenced. There is likely to be slippage on both the Leisure Centre and Marlborough Square projects. However, the indirect impact will be in the Council's capacity to deliver some of the projects within the year given the focus on recovery and delivering core services. It is anticipated that a revised position will be presented to members as part of the Quarter 1 performance report.

8.0 HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME

8.1 We spent £185k on the HRA Capital Programme in April 2020. This is lower than would have been expected as work on some major programmes has had to stop.

8.2 There has been no direct impact of the pandemic in terms of additional capital expenditure. We expect key areas of impact over 2020/21 to include:

8.2.1 The Home Improvement Programme. We had budgeted to spend £3.9m on this programme, which provides funding for the replacement of key components in our properties, such as bathrooms, kitchens and roofs. This work was stopped in response to Covid-19, meaning little has been spent on the programme so far this year.

We are beginning to restart the Home Improvement Programme, starting with works to the outside of properties such as roofs. However, we expect spending in this area to be lower than normal for some time as:

- Social distancing policies will reduce operative’s productivity;
- It may take time for supply chains to return to normal, preventing us completing some types of work;
- Tenants may be less willing to have operatives in their homes completing this work.

We currently expect to spend between £100k-120k in the first quarter of this year. The position at the end of the year is also likely to be lower than originally budgeted, with a current estimated spend of £3m by the end of the year compared to a budget of £3.9m.

8.2.2 The New Supply Programme. As noted in paragraph 3.3.6, the current new build scheme on Cropston Drive was temporarily paused and is now likely to complete later in the year. This delay is not expected to have major changes to the budgeted expenditure.

However, the build is being part funded by right to buy one for one receipts. These are receipts retained from the sale of our homes through the right to buy scheme and our agreement with Government stipulates that we must spend these within 3 years or return to Government with interest. We need to spend £342k by the end of quarter one in 2020/21, and the delay on Cropston Drive now puts us at risk of having to return £134k of this funding.

We, and other organisations, have raised this issue with Government and are waiting to hear whether there will be any changes to the agreement to reflect the challenges authorities are having spending these funds during this period.

8.2.3 The New Housing System project. The 2020-21 budget included a small budget of £24k to complete the installation of a new IT system for the Housing department. This project is now on hold in direct response to the Covid-19 response and the staff have been redeployed to other teams responding to the crisis. It is not yet possible to accurately quantify how much will be spent during 2020-21 on this project as a new timetable for completion of the project has not been confirmed. However, we can expect to see a significant overspend when the project gets underway again.

8.3 Other projects and programmes within the Capital programme have not been directly impacted by the Covid-19 emergency. However, as with the General Fund capital programme, there is a risk that the Council’s focus on responding to and recovering from this emergency will reduce capacity to deliver some of these projects.

Policies and other considerations, as appropriate	
Council Priorities:	A sound financial position for the Council underpins

	all Council values.
Policy Considerations:	None.
Safeguarding:	None.
Equalities/Diversity:	None.
Customer Impact:	None.
Economic and Social Impact:	None.
Environment and Climate Change:	None.
Consultation/Community Engagement:	None.
Risks:	The 2020/21 budget will continue be monitored throughout the year to ensure expenditure is controlled and where possible income recovered. Similarly, the council's cash flow will also be monitored to ensure the council has sufficient funds to pay preceptors and its own financial liabilities when they fall due.
Officer Contact	Tracy Bingham, Head of Finance 01530 454707 tracy.bingham@nwleicestershire.gov.uk

**EXTRACT FROM DRAFT MINUTES OF
CORPORATE SCRUTINY COMMITTEE MEETING
10 JUNE 2020**

ITEM 6 – COVID-19 FINANCIAL IMPACT

The Head of Finance presented the report to the Committee setting out how the COVID 19 pandemic had impacted on the Council's finances.

The Committee was advised that the council's own financial implications arising from Covid-19 were still emerging and expected to continue to emerge over the medium-term. The report set out the financial impact currently understood in the last week of April and was intended to provide members with an opportunity to understand the detail regarding the early financial assessment. Forecasts assumed a lockdown period lasting until 30 June, unless specific service variations were known, with economic recovery taking longer.

The revenue impact across the Council to date was estimated to be in the region of £2.129m gross and £1.043m net of the £1.086m Emergency Funding for Local Government. The majority of this impact was within the General Fund which would bear £1.870m gross impact, with the HRA impacted by £259k, notwithstanding the actual impact on housing rents which was not yet fully understood.

As Section 151 Officer, the Head of Finance advised that she had no concerns regarding the resilience of this Council but she was mindful of the future funding position; she would also be monitoring the borrowing forecasts very closely and would have the relevant delegations in place in terms of undertaking short-term borrowing.

The Head of Finance drew member's attention to the impact on local taxation, in particular council tax and business rates. Any loss in income would not be felt until 2021/22 at the earliest because of the collection fund accounting method.

The Chairman invited Councillor N Rushton to speak as the Portfolio holder.

Councillor Rushton reiterated the Head of Finance's comments about being in a sound financial position and the Government's suggestion that the Council had received sufficient funding to deal with Covid-19 when, as the report clearly demonstrated, it had actually only received half as there was currently a £1m shortfall. He also reiterated the point about the impact on the 2021/22 financial year and forewarned that a reduction in council tax and business rates sitting alongside a policy of no increase in council tax puts the council in a difficult position. If extenuating circumstances were applied and, for example a 3% increase was applied, because the base has eroded over the years, it would only equate to £100k-£150k which was worrying for a small district and even more worrying for those who were not responsible for their own incomes such as police, fire etc.

Councillor Rushton advised that he was receiving regular briefings on what was a moveable feast and he congratulated the Head of Finance and her team for all their hard

work and excellent performance in achieving a rate of 92% of all grant monies being allocated; and who were now working hard to identify those business who did not qualify for the large scheme to see if they qualify for the discretionary grant scheme.

The Chairman thanked the Head of Finance for her detailed report and took questions and comments from Members.

Councillor M Wyatt asked whether the additional funding available to businesses would apply to showmen/fairground workers to which he was advised that they would be eligible as long as they had not been awarded any other of the government grants available to businesses and that they could demonstrate that they had still had to pay ongoing property related costs and coupled with that they had seen a reduction in their income. No business had been excluded from the scheme unless they had property related costs which exceeded £51k a year, as the focus was on smaller businesses.

Councillor Wyatt advised that he would support a reduction in service charge for tenants and Councillor Rushton advised that, following a meeting he had attended earlier in the day, this had been agreed and would see this materialise in a reduced bill next year.

Councillor Wyatt asked about the reference to reduced expenditure of the Coalville special expenses area and asked if this funding would be carried over to the next financial year. He was advised that it would be carried over if remains unspent, as special expenses were ring fenced and therefore could not be allocated elsewhere.

Councillor Wyatt thanked the Head of Finance and Councillor Rushton for their positive responses which he welcomed.

Councillor Sheahan stated that it was refreshing to hear from Councillor Rushton that after several years of not increasing the council tax he could foresee circumstances where council tax may have to be increased in the future.

Councillor Smith asked how the information regarding the local authority discretionary grants fund scheme was being communicated across the district. He was advised that this was being done by contacting those who were not eligible for the earlier scheme and through social media, press releases and direct targeting.

The Chairman advised that, as the recommendation was simply asking the Committee to note and comment on the report ahead of its submission to Cabinet, he would take it by affirmation of the meeting that Members were happy to do this unless anyone objected. He asked if there were any objections. There were none.

The recommendation as set out on page 15 of the report was moved by Councillor Houlton, seconded by Councillor Wyatt and by affirmation of the meeting it was

RESOLVED THAT:

The report be duly noted and the comments made at this meeting be reported to Cabinet at its meeting on 14 July 2020.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – THURSDAY 23 JULY 2020



Title of Report	TREASURY MANAGEMENT STEWARDSHIP REPORT FOR 2019/20	
Presented by	Councillor Nick Rushton Corporate Portfolio Holder	
Background Papers	<p>Capital Strategy 2019/20 – Council 26 February 2019</p> <p>Treasury Management Strategy Statement 2019/20 and Prudential Indicators 2019/20 to 2021/22 – Council 26 February 2019</p> <p>Treasury Management Activity Report April 2019 to January 2020 – Audit and Governance 17 March 2020</p> <p>Investment Strategy – Service and Commercial 2019/20 – Council 26 February 2019</p> <p>Budget and Council Tax 2019/20 – Council 26 February 2019</p>	<p>Public Report: Yes</p> <p>Key Decision: Yes</p>
Financial Implications	<p>A total of £490k in investment interest was earned on balances. This is mainly split between the General Fund £273k, Housing Revenue Account £157k and S106 Fund 57k.</p> <p>Annual principal repayment of £1.1m was paid on two PWLB loans for the Housing Revenue Account.</p> <p>In addition, interest on loans of £2.7m was paid on external debt, of which £2.3m was for the Housing Revenue Account and £400k for the General Fund.</p> <p>The above has an impact on the financial resources available to the Council.</p> <p>Signed off by the Section 151 Officer: Yes</p>	
Legal Implications	<p>There are no legal implications arising out of the contents of this report</p> <p>Signed off by the Deputy Monitoring Officer: Yes</p>	
Staffing and Corporate Implications	<p>None</p> <p>Signed off by the Acting Head of Paid Service: Yes</p>	
Purpose of Report	To inform Cabinet of the Council's Treasury Management activity undertaken for the financial year 2019/20.	
Reason for Decision	Informing Cabinet of the Council's Treasury Management	

	activity is a statutory requirement.
Recommendations	THAT CABINET APPROVE THIS REPORT.

1.0 BACKGROUND

- 1.1 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 council's legal obligation under the Local Government Act 2003, to have regard to both the CIPFA Code and the Ministry of Housing, Communities and Local Government (MHCLG) Investment Guidance
- 1.3 In 2019/20, council approved its Capital Strategy (included in the Budget and Council Tax report) and Treasury Management Strategy Statement, including the Borrowing Strategy, Debt Rescheduling Strategy, Annual Investment Policy and Strategy, Interest Apportionment Policy, Prudential Indicators and Annual Minimum Revenue Position Statement in its meeting on 26 February 2019.
- 1.4 Investing or borrowing activities expose the council to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risks are therefore central to the council's treasury management strategy.

2.0 THE U.K. ECONOMY AND OTHER FACTORS.

- 2.1 An economic update and Interest rate forecast has been provided by our Treasury Advisers (Arlingclose Ltd) and summarised below. A full update can be found at Appendix A
- CPI fell to 1.7% in February 2020, below the Bank of England's target of 2%.
 - The unemployment was 3.9% in the three months to January 2020, while the employment rate hit a record high of 76.5%
 - GDP growth in Q4 was reported as flat by the Office for national Statistics with annual rate growth remained below-trend at 1.1%.
 - The coronavirus which first appeared in China in December 2019, started spreading across the globe caused falls in financial markets not seen since the Global Financial Crisis.
 - The Bank of England held policy rates steady at 0.75% through most of 2019/20, but moved in March to cut rates to 0.25%, and then swiftly thereafter reduced further to the record low of 0.1%.
 - The UK government introduced a number of measures to help businesses and households impacted by a series of ever-tightening social restrictions, culminating in pretty much the entire lockdown of the UK.

3.0 THE COUNCIL'S TREASURY POSITION.

- 3.1 The council's current strategy is to use internal borrowing to reduce risk and keep interest costs low. The treasury management change over the financial year is shown below.

	Balance at 01/04/2019 £m	Net Movement £m	Balance at 31/03/2020 £m

Long term borrowing - HRA	£72.80	-£1.10	£71.70
Long term borrowing – General Fund	£8.40	£0.00	£8.40
Other long-term liabilities - HBBC	£0.10	£0.00	£0.10
Total Borrowing	£81.30	-£1.10	£80.20
Long term investments – greater than 1 year	£3.00	£0.00	£3.00
Short term investments – less than 1 year	£39.60	£0.10	£39.70
Pooled funds and externally managed investments*	£5.80	£2.20	£8.00
Total Investments	£48.40	£2.30	£50.70
Net debt	£32.90	-£3.40	£29.50

*Represents investments held in Money Market Funds

3.2 The annual repayments on two PWLB annuity loans taken out as part of the self-financing system of Council Housing in 2011/2012, are shown in the Net Movement column.

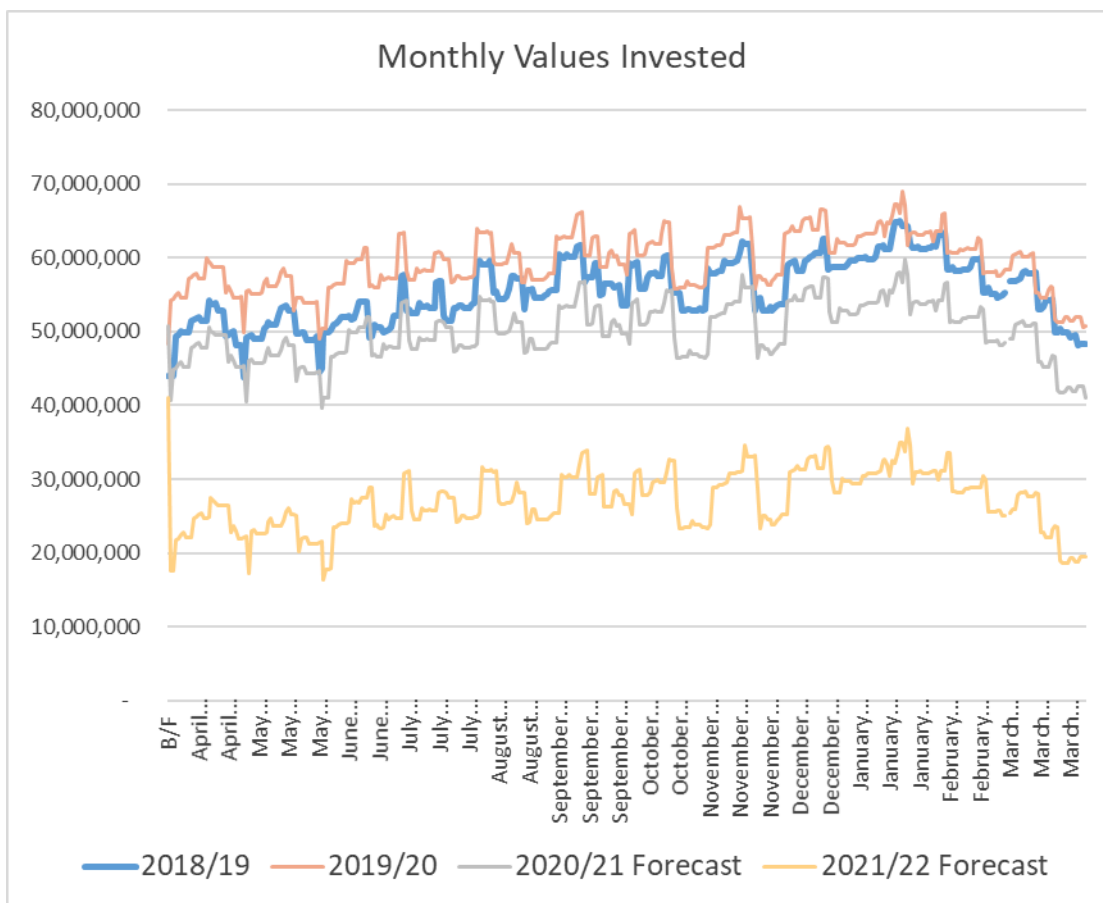
3.3 In 2019/20, the capacity for investment has increased by £2.3m. This can be affected by various factors including: increased income, contributions to/from reserves, setting aside expenditure to repay borrowing (MRP), fortuitous income, cash flow timing of receipts and payments and internal borrowing.

3.4 In 2019/20, some of the highlights that have impacted on the capacity are:

- Sales of assets – circa £3.8m
 - General Fund Vehicles £11k
 - Housing Revenue Account
 - Land £950k
 - Council Houses RTB £3.562m
 - Council Houses Non RTB £210k
- MRP £618k
- Increased income from various activities across the council including: circa £193k from investment income and £30k re-cycling income.
- There was also a delay on implementation of 2019/20 Capital Programmes; General Fund £10.7m (largely attributable from the New Leisure Centre Project) and Housing Revenue Account for £2.8m.

3.5 The pattern of cash held and subsequently invested per day is shown in the chart below, illustrating the cash flow trends throughout the year. The delay in implementation of the New Leisure Centre Building for £7.3m was the main factor for the increased investment capacity in the year. This is expected to impact the Council's cash flow for 2020/21.

The chart below also shows the forecast position for 2020/21 and 2021/22. This reflects lower levels of cash available in the next two years since it is planned that internal borrowing will be used to fund Capital programmes along with the effect of the expected maturity of Housing Revenue Account's £13m PWLB loans in 2021/22.



4.0 BORROWING ACTIVITY.

- 4.1 The council's Borrowing Strategy 2019/20, incorporates a prudent and pragmatic approach to borrowing to minimise borrowing costs without compromising the longer-term stability of the portfolio, consistent with the council's Prudential Indicators.
- 4.2 No loans matured in 2019/20 that required replacement.
- 4.3 The Borrowing Strategy identified that borrowing would not be required until 2020/21 and the council has not undertaken any new long-term borrowing during the year. Annual principal repayment of £1.1m and Interest payments totalling £2.71m were made in respect of existing debt. Members should note that a significant proportion of the HRA self-financing debt was taken out on a maturity basis and therefore whilst interest is paid, the principal repayment of the loan is not made. The Council has the funds set aside within HRA reserves for the first two maturity loan redemptions in 2022 of £3m and £10m, should it decide to repay the loans rather than refinance.
- 4.4 The council's cash flow remained positive and did not require and temporary loans during the year.
- 4.5 The council had approximately £9m of internal debt at 31 March 2020. This is the cumulative value of internal cash balances used to finance new capital expenditure instead of financing through unsupported borrowing. 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 made to General Fund revenue account for 2019/20 is £618k.

4.7 The Housing Revenue Account is not required to make MRP charges. However, the council classes the principal repayments made in respect of the two PWLB annuity loans taken out as part of the housing self-financing in 2011/12, as MRP. In 2019/20, this repayment was £1.1m (as per 4.3 above).

5.0 DEBT RESCHEDULING ACTIVITY.

5.1 The council's Debt Rescheduling Strategy 2019/20, 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 council has undertaken no debt rescheduling activity during the year.

5.3 The council's portfolio of thirteen loans - ten PWLB loans and three market loans continue to be monitored for debt rescheduling opportunities.

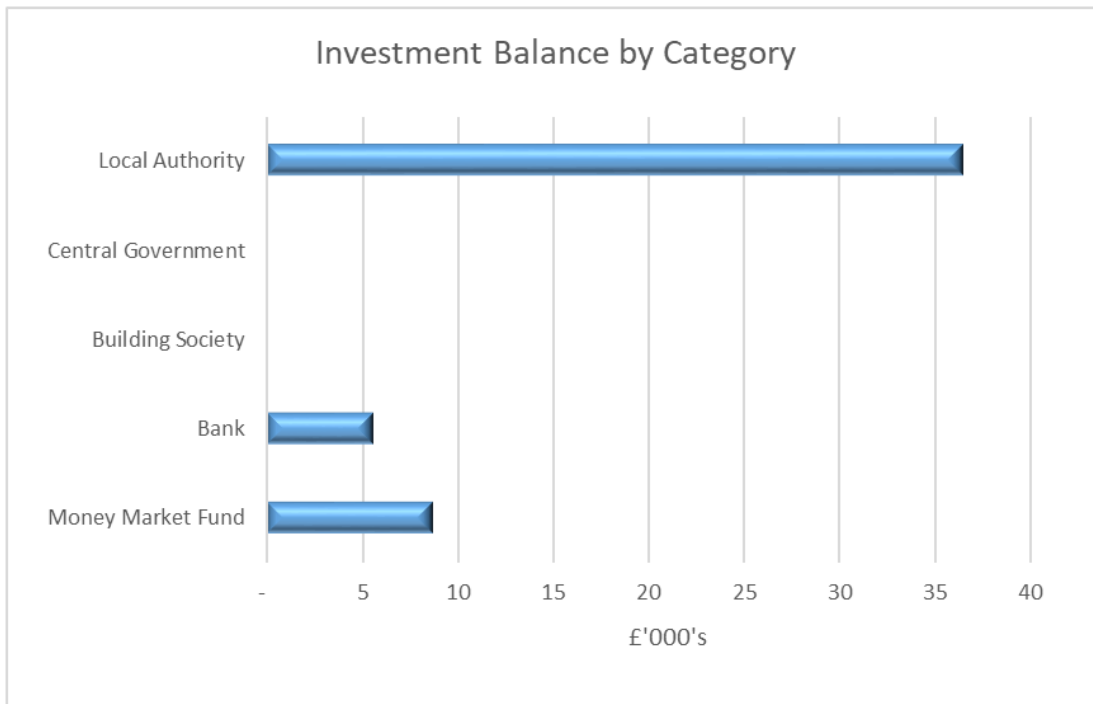
6.0 TREASURY MANAGEMENT INVESTMENT ACTIVITY.

6.1 The main objective of the council's Investment Policy and Strategy 2019/20 is to invest its surplus funds prudently.

6.2 The council's investment priorities (S.L.Y.) are:

- **S**ecurity of the invested capital;
- **L**iquidity to permit investments; and,
- **Y**ield which is commensurate with security and liquidity.

6.3 To lower the inherent investment risk, the council has minimised the use of banks and increased the use of other Local Authorities as investment counterparties. A range of lengths of investment, from overnight investments to short and long fixed term, from 32 days to 3 years, are currently utilised to ensure that the principles of security, liquidity and yield are followed. The table below shows the range of counterparties used by the council and the values invested at 31 March 2020.



- 6.4 The counterparties that the council currently use all meet the criteria set out in the Treasury Management Strategy Statement 2019/20 and are monitored by the Treasury Management Advisors. A detailed list of the counterparties used and amounts currently invested can be seen in Appendix B.

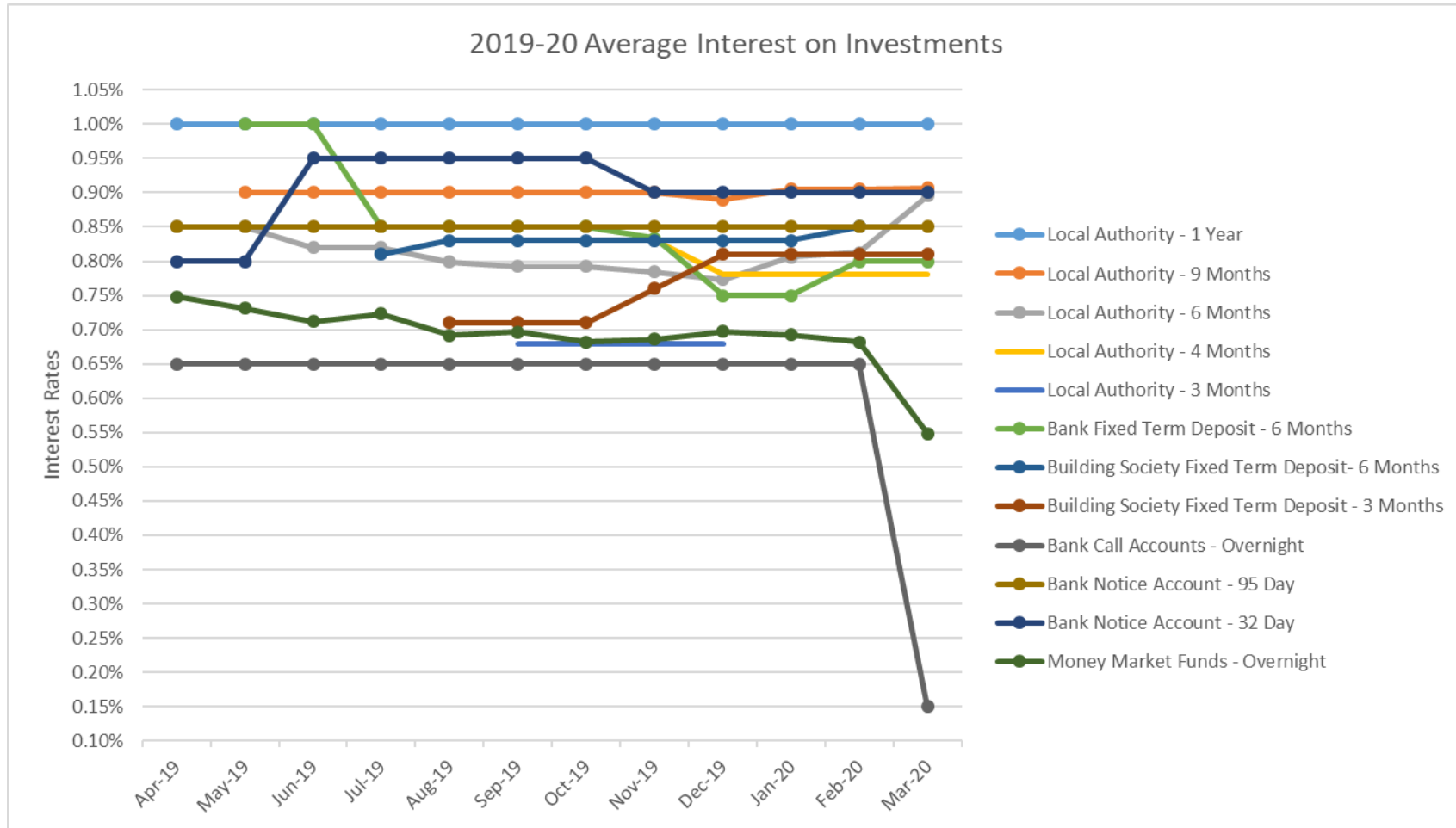
Inter-Local Authority lending accounted for 68% of investments placed during the year. The Council's investments are made with reference to the Council's cash flow, the outlook for the UK Bank Rate, money market rates, the economic outlook and advice from the Council's treasury adviser.

The Council exercises due diligence by assessing the organisation's financial stability. This is achieved by reviewing their credit status, most recent audited financial statements, auditor's report, budget report and current news which is financial in nature. All decisions are signed off the by Section 151 Officer or her Deputy.

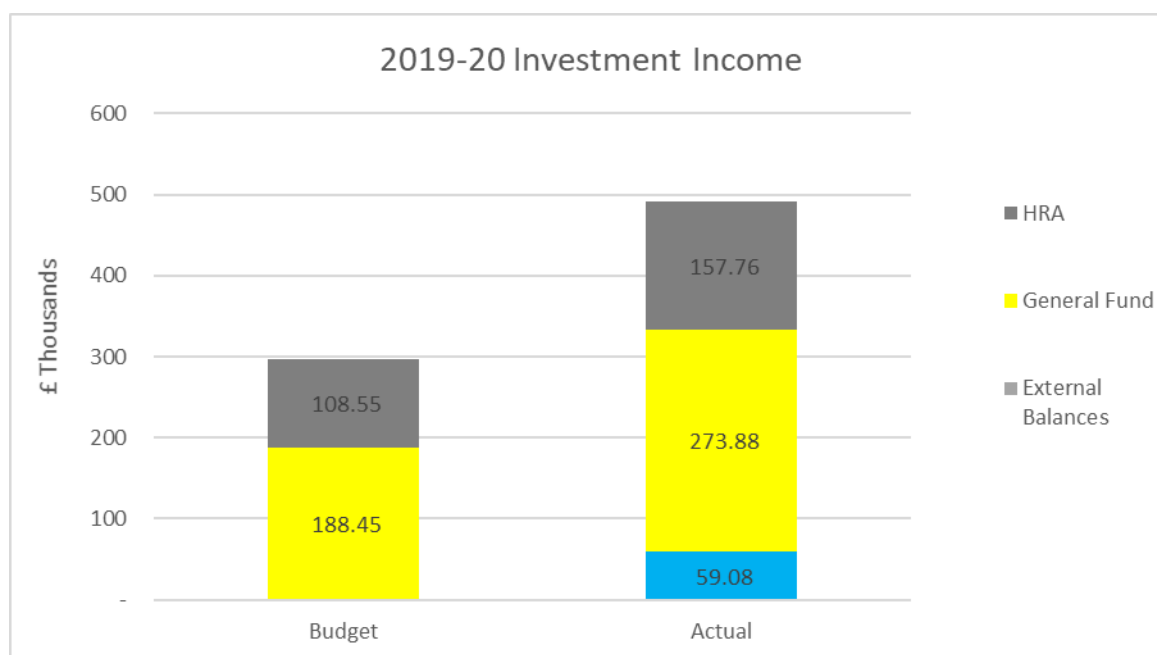
- 6.5 The average rate of return on the council's investment balances for the year was 0.82%. For comparison purposes, the benchmark return (average 7-day London Interbank Bid Rate or LIBID rate) on 31 March 2020 was 0.58% and the average 7 day London Interbank Offered Rate (LIBOR) rate was 0.58%. This shows that we are achieving a good rate of return against benchmark.
- 6.6 Paragraph 6.5 above explains that the current average rate of return of 0.82% has been achieved. This was an improved rate from the budgeted interest of 0.69% and contributed to the additional interest income of £193k above the budget of £297k.

The current COVID-19 pandemic has affected the financial market followed by the Bank of England cutting interest to as low as 0.10%. This resonated on interest rates across all investment opportunities and forecasted to be the same position for at least the remainder of the year. This is expected to dramatically reduce the interest income for the coming year which is budgeted at £260k based on an average interest rate of 0.68%.

The graph below shows the average interest rate on in year investments and the movement of interest rates over the year.



- 6.7 The council budgeted to achieve £297,000 of income from its investment activity in 2019/20 of which £188,450 is applied to General Fund and £108,550 to Housing Revenue Account. Investment activity for the year achieved £490,711 in interest.
- 6.8 Of the income achieved, an element is applied to balances held on external income. This external income largely represents balances from S106 contributions that have not yet been spent. The amount to be applied is £59,079. This is not budgeted for as S106 contributions are only achieved when specific conditions are met and are anticipated to be spent.
- 6.9 The remaining balance of £431,632 is apportioned between the General Fund which will receive £273,875; and Housing Revenue Account which will receive £157,756.
- 6.10 The budgeted and projected levels of investment income is represented in the table below.



6.11 There was one breach of investment limits in the year reported to Audit and Governance committee in December 2019. This was where the council went into an unapproved overdraft position. The council had a £1,000,000.00 deposit with Close Brothers at a rate of 1% for the period of 29 March 2019 to 30 September 2019. This trade was agreed through the broker on 28 March 2019. The funds were not credited in the Council’s current bank account (as stated on the trade confirmation) on the 30 September 2019, or by 1 October 2019. The £1,000,000 deposit plus interest earned of £5,575.34 was received by the council on the 2 October 2019. This resulted in the council’s bank account being overdrawn and bank charges incurred. The reason for the breach was that deal was repaid to another bank account. The overdraft charges and loss of 2 days interest has been fully reimbursed by Close Brothers Ltd.

7.0 NON-TREASURY INVESTMENT ACTIVITY

- 7.1 The definition of investments in CIPFA’s revised Treasury Management Code now covers all the financial assets of the Authority as well as other non-financial assets which the Authority holds primarily for financial return. This is replicated in MHCLG’s Investment Guidance, in which the definition of investments is further broadened to also include all such assets held partially for financial return.
- 7.2 The following list represents the council’s current investments in this area.

Property or Type	Value at 31 Mar 2020	Reason held
Industrial Units	£6.5m	To support the local economy and to

		generate profits to supplement council expenditure
Markets	£1.5m	Any profit supplements council expenditure
Land	£4.8m	Future economic benefit

- 7.3 More detailed information can be found in the “Investment Strategy – Service and Commercial” which was presented to Council on 26 February 2019.
- 7.4 In November 2019, Cabinet approved a new Corporate Asset Management Strategy, which set out a framework from which to manage our corporate property assets for the next five years. This strategy commits to reviewing the financial performance of our commercial assets as a priority, and an external review identified an average yield of 7.88% across our portfolio. Lower yielding assets are planned to be reviewed as part of the Council’s Journey to Self Sufficiency programme to assess whether they can managed in a different way to increase overall portfolio yield.

8.0 SUMMARY

- 8.1 For the financial year 2019/20, the council can confirm that it has complied with its Prudential Indicators, which were approved as part of the council’s Treasury Management Strategy Statement.
- 8.2 The council can confirm that during the financial year, other than the breach of prescribed limit detailed in paragraph 6.12, it has complied with its Treasury Management Practices.

Economic information provided by Treasury Management Advisors

External Context *(based on data as at 24/04/20)*

Economic commentary

Economic background: The UK's exit from the European Union and future trading arrangements, had remained one of major influences on the UK economy and sentiment during 2019/20. The 29th March 2019 Brexit deadline was extended to 12th April, then to 31st October and finally to 31st January 2020. Politics played a major role in financial markets over the period as the UK's tenuous progress negotiating its exit from the European Union together with its future trading arrangements drove volatility, particularly in foreign exchange markets. The outcome of December's General Election removed a lot of the uncertainty and looked set to provide a 'bounce' to confidence and activity.

The headline rate of UK Consumer Price Inflation UK Consumer Price Inflation fell to 1.7% y/y in February, below the Bank of England's target of 2%. Labour market data remained positive. The ILO unemployment rate was 3.9% in the three months to January 2020 while the employment rate hit a record high of 76.5%. The average annual growth rate for pay excluding bonuses was 3.1% in January 2020 and the same when bonuses were included, providing some evidence that a shortage of labour had been supporting wages.

GDP growth in Q4 2019 was reported as flat by the Office for National Statistics and service sector growth slowed and production and construction activity contracted on the back of what at the time were concerns over the impact of global trade tensions on economic activity. The annual rate of GDP growth remained below-trend at 1.1%.

Then coronavirus swiftly changed everything. COVID-19, which had first appeared in China in December 2019, started spreading across the globe causing plummeting sentiment and falls in financial markets not seen since the Global Financial Crisis as part of a flight to quality into sovereign debt and other perceived 'safe' assets.

In response to the spread of the virus and sharp increase in those infected, the government enforced lockdowns, central banks and governments around the world cut interest rates and introduced massive stimulus packages in an attempt to reduce some of the negative economic impact to domestic and global growth.

The Bank of England, which had held policy rates steady at 0.75% through most of 2019/20, moved in March to cut rates to 0.25% from 0.75% and then swiftly thereafter brought them down further to the record low of 0.1%. In conjunction with these cuts, the UK government introduced a number of measures to help businesses and households impacted by a series of ever-tightening social restrictions, culminating in pretty much the entire lockdown of the UK.

The US economy grew at an annualised rate of 2.1% in Q4 2019. After escalating trade wars and a protracted standoff, the signing of Phase 1 of the trade agreement between the US and China in January was initially positive for both economies, but COVID-19 severely impacted sentiment and production in both countries. Against a slowing economic outlook, the US Federal Reserve began cutting rates in August. Following a series of five cuts, the largest of which were in March 2020, the Fed Funds rate fell from of 2.5% to range of 0% - 0.25%. The US government also unleashed a raft of COVID-19

related measures and support for its economy including a \$2 trillion fiscal stimulus package. With interest rates already on (or below) the floor, the European Central Bank held its base rate at 0% and deposit rate at -0.5%.

Financial markets: Financial markets sold off sharply as the impact from the coronavirus worsened. After starting positively in 2020, the FTSE 100 fell over 30% at its worst point with stock markets in other countries seeing similar huge falls. In March sterling touch its lowest level against the dollar since 1985. The measures implemented by central banks and governments helped restore some confidence and financial markets have rebounded in recent weeks but remain extremely volatile. The flight to quality caused gilts yields to fall substantially. The 5-year benchmark falling from 0.75% in April 2019 to 0.26% on 31st March. The 10-year benchmark yield fell from 1% to 0.4%, the 20-year benchmark yield from 1.47% to 0.76% over the same period. 1-month, 3-month and 12-month bid rates averaged 0.61%, 0.72% and 0.88% respectively over the period.

Since the start of the calendar 2020, the yield on 2-year US treasuries had fallen from 1.573% to 0.20% and from 1.877% to 0.61% for 10-year treasuries. German bund yields remain negative.

Credit review: In Q4 2019 Fitch affirmed the UK's AA sovereign rating, removed it from Rating Watch Negative (RWN) and assigned a negative outlook. Fitch then affirmed UK banks' long-term ratings, removed the RWN and assigned a stable outlook. Standard & Poor's also affirmed the UK sovereign AA rating and revised the outlook to stable from negative. The Bank of England announced its latest stress tests results for the main seven UK banking groups. All seven passed on both a common equity Tier 1 (CET1) ratio and a leverage ratio basis. Under the test scenario the banks' aggregate level of CET1 capital would remain twice their level before the 2008 financial crisis.

After remaining flat in January and February and between a range of 30-55bps, Credit Default Swap spreads rose sharply in March as the potential impact of the coronavirus on bank balance sheets gave cause for concern. Spreads declined in late March and through to mid-April but remain above their initial 2020 levels. NatWest Markets Plc (non-ringfenced) remains the highest at 128bps and National Westminster Bank Plc (ringfenced) still the lowest at 56bps. The other main UK banks are between 65bps and 123bps, with the latter being the thinly traded and volatile Santander UK CDS.

While the UK and Non-UK banks on the Arlingclose counterparty list remain in a strong and well-capitalised position, the duration advice on all these banks was cut to 35 days in mid-March.

Fitch downgraded the UK sovereign rating to AA- in March which was followed by a number of actions on UK and Non-UK banks. This included revising the outlook on all banks on the counterparty list to negative, with the exception of Barclays Bank, Rabobank, Handelsbanken and Nordea Bank which were placed on Rating Watch Negative, as well as cutting Close Brothers long-term rating to A-. Having revised their outlooks to negative, Fitch upgraded the long-term ratings on Canadian and German banks but downgraded the long-term ratings for Australian banks. HSBC Bank and HSBC UK Bank, however, had their long-term ratings increased by Fitch to AA-.

Counterparty	Length	From	To	Amount	Rate
Goldman Sachs MMF	Overnight	31/03/2020	01/04/2020	2,000,000.00	0.48%
Blackrock MMF	Overnight	31/03/2020	01/04/2020	1,700,000.00	0.49%
Aberdeen Asset Management MMF	Overnight	31/03/2020	01/04/2020	1,000,000.00	0.61%
Federated Investors MMF	Overnight	31/03/2020	01/04/2020	3,000,000.00	0.57%
CCLA MMF	Overnight	31/03/2020	01/04/2020	1,000,000.00	0.59%
Lloyds Main	Overnight	31/03/2020	01/04/2020	745,274.47	0.00%
Bank of Scotland	Overnight	31/03/2020	01/04/2020	1,795,000.01	0.00%
Santander Notice Account	95 days	31/03/2020	18/06/2020	1,495,000.00	0.85%
Northumberland County Council	1096	03/04/2017	03/04/2020	3,000,000.00	0.99%
Thurrock Council	365	02/04/2019	01/04/2020	1,000,000.00	1.00%
London Borough of Brent	274	18/11/2019	18/08/2020	5,000,000.00	0.90%
North Lanarkshire Council	275	02/12/2019	02/09/2020	5,000,000.00	0.87%
Lloyds Bank Fixed Term Deposit	182	20/11/2019	20/05/2020	1,500,000.00	0.80%
Eastleigh Borough Council	122	16/12/2019	16/04/2020	3,000,000.00	0.73%
Blackburn with Darwen Council	182	10/02/2020	10/08/2020	3,000,000.00	0.85%
Blackpool Borough Council	182	29/01/2020	29/07/2020	5,000,000.00	0.90%
Islington Council	182	20/01/2020	20/07/2020	3,000,000.00	0.85%
Ards and North Down Borough Council	261	13/01/2020	30/09/2020	2,000,000.00	0.95%
Kingston-upon-Hull City Council	185	13/03/2020	14/09/2020	2,000,000.00	0.90%
Broxtowe Borough Council	182	30/01/2020	30/07/2020	2,000,000.00	0.85%
Telford & Wrekin Council	184	09/03/2020	09/09/2020	2,500,000.00	1.17%
Total				50,735,274.48	

Policies and other considerations, as appropriate	
Council Priorities:	Value for Money
Policy Considerations:	Treasury Management Strategy Statement
Safeguarding:	Not Applicable
Equalities/Diversity:	Not Applicable
Customer Impact:	Not Applicable
Economic and Social Impact:	Not Applicable
Environment and Climate Change:	Not Applicable
Consultation/Community Engagement:	Not Applicable
Risks:	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
Officer Contact	Anna Wright Finance Team Manager & Deputy S151 Officer anna.wright@nwleicestershire.gov.uk

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Title of Report	SUMMARY OF FORMER TENANT RENT ARREARS, CURRENT TENANT RENT ARREARS, COUNCIL TAX, NON DOMESTIC RATES AND SUNDRY DEBTOR WRITE OFFS UNDERTAKEN IN FINANCIAL YEAR 2019/20	
Presented by	Councillor Nick Rushton Corporate Portfolio Holder	
Background Papers	All information used in compiling the report contain exempt information under paragraph 3 of Part 1 to Schedule 12A Local Government Act 1972	Public Report: Yes
		Key Decision: No
Financial Implications	There is no additional financial effect as all the debts are met from the Authority's bad debt provision for previous years arrears or from in year income if the debts relate to the current financial year.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None identified.	
	Signed off by the Deputy Monitoring Officer: Yes	
Staffing and Corporate Implications	None identified.	
	Signed off by the Acting Head of Paid Service: Yes	
Purpose of Report	To advise Cabinet of total annual write offs in accordance with agreed reporting guidance.	
Reason for Decision	To comply with proper accounting practices.	
Recommendations	THAT CABINET NOTE THE INFORMATION CONTAINED WITHIN THE REPORT AS A TRUE REPRESENTATION OF WRITE OFFS UNDERTAKEN DURING 2019/20	

1.0 WRITE OFFS

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

These include:

- Bankruptcy or a Debt Relief Order is in place;
- Deceased – No assets within the estate;
- Debtor Absconded / No Trace;
- Company in liquidation/dissolved or ceased trading with no assets;
- Severe hardship and/or serious health issues; or 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 example due to the low level of the debt or they have gone abroad.

1.2 The purpose of this report is to advise members of the total amount of debt written off by Fund type during the previous Financial Year.

1.3 For each Fund the total write offs completed are split into Cabinet approved (Over £10,000.00) and those written off under delegated powers (Under £10,000.00). Details of the original Bad Debt Provision and the value remaining at the end of the Financial Year are also stated. The figures can be found below in 2.0 Write Offs Undertaken in Financial Year 2019/20.

2.0 WRITE OFFS UNDERTAKEN IN FINANCIAL YEAR 2019/20

Fund	2019/20 Bad Debt Provision £	Cabinet Approved Write Offs £	Delegated Powers Write Offs £	Total Value Of Write Offs £	Bad Debt Provision Remaining £
Council Tax	2,387,388.00	0.00	77,210.96	77,210.96	2,310,177.04
National Non-Domestic Rates	347,209.00	72,153.20	5,781.79	77,934.99	269,274.01
Overpaid Housing Benefit	1,284,237.00	0.00	20,915.95	20,915.95	1,263,321.05
Housing Rent	676,410.72	0.00	30,959.18	30,959.18	645,451.54
Sundry Debtor Invoices	340,748.00	14,991.94	41,920.25	56,912.19	283,835.81

Policies and other considerations, as appropriate	
Council Priorities:	Value for Money
Policy Considerations:	Not applicable.
Safeguarding:	Not applicable.
Equalities/Diversity:	Not applicable.
Customer Impact:	Not applicable.
Economic and Social Impact:	Not applicable.
Environment and Climate Change:	Not applicable.
Consultation/Community Engagement:	Not applicable.
Risks:	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.
Officer Contact	Andy Gould Exchequer Services Team Leader andy.gould@nwleicestershire.gov.uk

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – THURSDAY 23 JULY 2020



Title of Report	LOCAL PLAN REVIEW – DRAFT OBJECTIVES	
Presented by	Councillor Robert Ashman Planning and Infrastructure Portfolio Holder	
Background Papers	National Planning Policy Framework	Public Report: Yes
	Sustainability Appraisal Scoping Report 2020 Council Delivery Plan Leicester and Leicestershire Strategic Growth Plan	Key Decision: Key
Financial Implications	The cost of the substantive Local Plan Review is met through existing budgets.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	The agreed draft objectives will be included in the next consultation stage for the Substantive Local Plan Review. This consultation must be undertaken in a way that accords with the council's agreed Statement of Community Involvement.	
	Signed off by the Deputy Monitoring Officer: Yes	
Staffing and Corporate Implications	No staffing implications associated with the specific content of this report. Links with the Council's Priorities are set out in the report itself.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To consider a set of potential Local Plan Objectives for inclusion in the next stage of public consultation for the Substantive Local Plan Review.	
Reason for Decision	The preparation of the Local Plan is a Cabinet function.	
Recommendations	THAT CABINET REQUEST THE LOCAL PLAN COMMITTEE AGREE THE DRAFT OBJECTIVES AT PARAGRAPH 2.8 FOR INCLUSION IN THE NEXT PUBLIC CONSULTATION STAGE OF THE SUBSTANTIVE LOCAL PLAN REVIEW.	

1. BACKGROUND

- 1.1 The Substantive Local Plan Review will need to contain a set of objectives. These overarching objectives will describe, in overall terms, what the Local Plan aims to achieve and will provide a guiding framework for the plan's policies and proposals. Each Local Plan policy should help achieve one or more of the objectives.

1.2 The purpose of this report is to present a set of draft objectives for Cabinet's consideration and approval. Subject to the consideration of both Cabinet and the Local Plan Committee, it is intended that these draft objectives will then be included in the next stage of consultation on the Local Plan Substantive Review.

2. DRAFT OBJECTIVES

2.1 The 15 objectives in the adopted Local Plan provide a starting point for this exercise. It is not appropriate simply to roll these forward into the Local Plan Substantive Review even though they may still seem valid; they need to be re-visited to take account of updated information and any changes in circumstance since the adopted Local Plan was prepared.

2.2 In developing a revised set of objectives a number of other sources have been considered, in addition to the adopted Local Plan.

2.3 One input to this review process is the Sustainability Appraisal (SA) objectives from the (draft) Sustainability Appraisal Scoping Report (2020). These SA objectives provide the framework by which the sustainability credentials of the emerging plan will be tested.

2.4 The National Planning Policy Framework (NPPF) has been revised since the Local Plan was adopted and this should be a further influencing factor on the Local Plan Review objectives. It is important that the objectives are grounded in the requirements as set out in the NPPF.

2.5 Important local perspective can be added from the council's own Delivery Plan. Whilst this covers a shorter timeframe than the Local Plan Review, it is an important statement of the council's key priorities which strategic documents, such as the Local Plan, can help to deliver. Also, and where appropriate, other key council strategies such as the Health & Wellbeing Strategy and the Zero Carbon Roadmap/Action Plan may inform the objectives of the Local Plan Review.

2.6 Finally, the objectives in the Leicester & Leicestershire 2050 Strategic Growth Plan are also considered to be relevant.

2.7 To take this forward, the adopted Local Plan objectives have been assessed against the influencing factors described above. This assessment is presented in the table in Appendix A of this report and this helps to identify common themes and explains the reasoning behind proposed changes. Climate change is a particular area which has been given added emphasis to reflect the Council's commitment to achieve carbon neutrality. Where possible, similar matters have been consolidated to help reduce the overall number of objectives.

2.8 The assessment table concludes with proposed, revised objectives for the Local Plan Review. For convenience, the 11 suggested objectives are listed below.

1 - Enable the health and wellbeing of the district's population.

2 - Enable the delivery of new homes, including affordable housing, which meet local housing needs including in terms of size, tenure and type.

3 - Achieve high quality development which is sustainable, which responds positively to local character and which creates safe places to live and work.

4 - Reduce the need to travel and increase opportunities for cycling, walking and public transport use.

5 - Support the district's economy, including its rural economy, by providing for a range of employment opportunities which respond to the needs of businesses and local workers.

6 - Enhance the vitality and viability of the district's town and local centres which have an important role serving our local communities with a particular focus on the regeneration of Coalville.

7 - Ensure new development mitigates for and adapts to climate change, including reducing vulnerability to flooding, and contributes to reduced net greenhouse gas emissions to support the district becoming carbon neutral by 2050.

8 - Conserve and enhance the district's built, cultural, industrial and rural heritage and heritage assets.

9 - Conserve and enhance the district's natural environment, including its biodiversity, geodiversity, water environments and landscape character, notably the National Forest and Charnwood Forest as well as its other valued landscapes.

10 - Promote the efficient use of natural resources and brownfield land, control pollution and facilitate the sustainable use and management of minerals and waste.

11 - Maintain access to services and facilities including jobs, shops, education, sport and recreation, green space, cultural facilities, communication networks and health & social care and ensure that development is supported by the physical and social infrastructure the community needs and that this is brought forward in a co-ordinated and timely way.

2.9 The number of objectives (11) is slightly less than in the adopted Local Plan (15). This is because a number of objectives have been merged to consolidate the overall number. For example, community safety is now included in design as is local identity.

2.10 Subject to Cabinet's and the Local Plan Committee's consideration, the draft objectives will be part of the next public consultation for the Local Plan Review. This will expose them to wider scrutiny and the feedback received can be used to inform future iterations of the objectives. The objectives will complement an overall 'Vision' which is a narrative statement explaining what the district will be like at a future point when the Local Plan Review has been delivered. A draft Vision is in preparation.

Policies and other considerations, as appropriate	
Council Priorities:	All the Council Priorities impact on the subject matter of this report: <ul style="list-style-type: none"> - Supporting Coalville to be a more vibrant, family-friendly town - Our communities are safe, healthy and connected - Local people live in high quality, affordable homes - Support for businesses and helping people into local jobs - Developing a clean and green district
Policy Considerations:	Adopted Local Plan National Planning Policy Framework
Safeguarding:	None specific
Equalities/Diversity:	The Local Plan Review as an entity will be subject to an Equalities Impact Assessment.
Customer Impact:	None specific
Economic and Social Impact:	The decision, of itself, will have no specific impact. The Local Plan Review as a whole will deliver positive

	economic and social impacts and these will be recorded through the Sustainability Appraisal.
Environment and Climate Change:	The decision, of itself, will have no specific impact. The Local Plan Review as a whole will deliver positive environmental and climate change benefits and these will be recorded through the Sustainability Appraisal.
Consultation/Community Engagement:	The draft objectives will be subject to public consultation as part of the plan preparation process. The consultation arrangements will be governed by requirements in the Statement of Community Involvement.
Risks:	A risk assessment for the Local Plan Review has been prepared and is kept up to date. As far as possible control measures have been put in place to minimise risks, including regular Project Board meetings where risk is reviewed.
Officer Contact	Ian Nelson - Planning Policy Team Manager 01530 454677 ian.nelson@nwleicestershire.gov.uk

APPENDIX A

Draft Local Plan Review Objectives

	NWLLP (2017)	NPPF (paragraph 20)	SA Scoping Report (2020)	Council Delivery Plan (2019/20)	Leicester & Leicestershire 2050 Strategic Growth Plan
Health & wellbeing	Objective 1 - Promote the health and wellbeing of the district's population.	<ul style="list-style-type: none"> Make sufficient provision for.. community facilities such as health 	<p>SA1 Improve the health and wellbeing of the district's population. (provision of suitable homes is addressed under SA 4)</p> <p>SA9 is 'Reduce air, light and noise pollution to avoid damage to natural systems and protect human health'.</p>	Our communities are safe, healthy and connected The Vision of the Council's Health & Wellbeing Strategy (2018-28) is 'To measurably improve the health and wellbeing of everyone in North West Leicestershire.'	
Commentary	<p><i>Health & wellbeing is a consistent theme across these sources and is a local priority in the CDP and reflected in the Health & Wellbeing Strategy. The adopted plan objective is still relevant and fit for purpose subject to a small change to substitute the word 'enable' for 'promote' to make the objective more proactive.</i></p> <p><i>Recommendation – retain 'Enable the health and wellbeing of the district's population.'</i></p>				
Housing needs	Objective 2 - Support the delivery of new homes balanced with economic growth to provide a stock of housing that meets the needs of the community, including the need for affordable housing.	<ul style="list-style-type: none"> Strategic policies should set out an overall strategy for the pattern, scale and quality of development Make sufficient provision for... housing (including affordable housing) 	SA4 Provide good quality homes that meet local needs in terms of number, type and tenure in locations where it can deliver the greatest benefits and sustainable access to services and jobs.	Local people live in high quality, affordable homes	Creating conditions for investment and growth - balancing the need for new housing and jobs with protection of our environment and built heritage.

	NWLLP (2017)	NPPF (paragraph 20)	SA Scoping Report (2020)	Council Delivery Plan (2019/20)	Leicester & Leicestershire 2050 Strategic Growth Plan
			(the design, energy, resource and water efficiency of homes is addressed under SA 10, 13, 16 and 17)		
94 Commentary	<p><i>Achieving the delivery of new homes which meet local needs (number, size, type and tenure) is a consistent theme and a relevant objective. Creating an strict alignment between housing and employment growth has less emphasis now in view of the introduction of the standard methodology although it is still a matter which will be carefully considered as the plan progresses. For the purposes of the objectives, it is suggested this be omitted. The SA objective refers to locations which can deliver the greatest benefits; Members will chose an appropriate spatial strategy, and the sites which can deliver it, at a later stage of the plan preparation process.. The SA references to sustainable access can be covered in a sustainable transport objective. The CDP refer to quality homes which can be picked up in a development quality objective .</i></p> <p><i>Recommendation – revise Objective 2 to ‘Enable the delivery of new homes, including affordable housing, which meet local housing needs including in terms of size, tenure and type’.</i></p>				
Development quality	Objective 3 - Ensure new development is of a high quality of design and layout whilst having due regard to the need to accommodate national standards in a way that reflects local context and circumstances.	<ul style="list-style-type: none"> • Strategic policies should set out an overall strategy for the pattern, scale and quality of development • 		Local people live in high quality, affordable homes	Maintaining the essential qualities of Leicester & Leicestershire and delivering high quality development.
Commentary	<p><i>Development quality is an important theme in the NPPF and local documents, albeit not part of the SA framework, which merits an objective in the Local Plan Review. The adopted LP objective could be simplified to remove the reference to national standards although this is an aspect we will need to address in the policies themselves. In an effort to consolidate the number of objectives, community safety has been incorporated into this objective.</i></p> <p><i>Recommendation – Revise Objective 3 to ‘achieve high quality development which is sustainable, which responds positively to local character and which creates safe places to live and work’.</i></p>				

	NWLLP (2017)	NPPF (paragraph 20)	SA Scoping Report (2020)	Council Delivery Plan (2019/20)	Leicester & Leicestershire 2050 Strategic Growth Plan
<p>Accessibility and access to services</p> <p>66</p>	<p>Objective 4 – Ensure regard is had to reducing the need to travel and to maintaining access to services and facilities including jobs, shops, education, sport and recreation, green space, cultural facilities, communication networks, health and social care.</p>	<ul style="list-style-type: none"> • Strategic policies should set out an overall strategy for the pattern, scale and quality of development • Make sufficient provision for...infrastructure for transport, telecommunications; community facilities such as...cultural infrastructure; conservation and enhancement of the natural environment 	<p>SA2 Reduce inequalities and ensure fair and equal access and opportunities for all residents</p> <p>SA8 Reduce the need to travel and increase numbers of people walking, cycling or using the bus for their day-to-day travel needs.</p>	<p>Developing a clean and green district</p>	<p>Securing essential infrastructure that is needed to make this happen – taking advantage of proposals to improve national and regional networks (as set out in the Midlands Connect Strategy) and maximising the benefits from them.</p>
<p><i>Commentary</i></p>	<p><i>There are two distinct (though linked) concepts here; 1) reducing the need to travel which itself is closely linked to increasing the availability of sustainable transport modes and 2) facilitating access to services which can encompass how services are delivered as well as their physical location and how accessible they are from where people live (or will live). LP Objective 4 combines them whereas the SA separates them and it is recommended that the latter approach be taken here and access to services is covered in the infrastructure objective below.</i></p> <p><i>Recommendation – Revise Objective 4 to ‘Reduce the need to travel and increase opportunities for cycling, walking and public transport use.’</i></p>				
<p>Needs of the economy</p>	<p>Objective 5 - Support economic growth throughout the district and the provision of a diverse range of employment opportunities including the development of tourism and leisure.</p>	<ul style="list-style-type: none"> • Make sufficient provision for employment, retail, leisure and other commercial development 	<p>SA5 Support economic growth throughout the District</p> <p>SA7 Provision of a diverse range of employment opportunities that match the skills and needs of local residents</p>	<p>Supporting businesses and helping people into local jobs</p>	<p>Creating conditions for investment and growth - balancing the need for new housing and jobs with protection of our environment and built heritage.</p>

	NWLLP (2017)	NPPF (paragraph 20)	SA Scoping Report (2020)	Council Delivery Plan (2019/20)	Leicester & Leicestershire 2050 Strategic Growth Plan
<i>Commentary</i>	<p><i>Supporting economic growth throughout the district and the provision of a range of employment opportunities are clear, common themes. Matching jobs to the skills and needs of local residents (as expressed in Sustainability Appraisal objective SA7) could be interpreted as a limit on employment growth for an authority which imports a considerable amount of labour and with a demand for strategic scale distribution in the district. The term 'respond to' is preferred for the Local Plan Objective. Tourism and leisure uses are encompassed in the term 'economy'.</i></p> <p><i>Recommendation – Revise Objective 5 to 'Support the district's economy, including its rural economy, by providing for a range of employment opportunities which respond to the needs of businesses and local workers'</i></p>				
Town and local centres 06	Objective 6 - Enhance the vitality and viability of the districts town and local centres, with a particular focus on the regeneration of Coalville, in ways that help meet the consumer needs.	<ul style="list-style-type: none"> • Strategic policies should set out an overall strategy for the pattern, scale and quality of development • Make sufficient provision for.. retail, leisure 	SA6 Enhance the vitality and viability of existing town centres and village centres.	Supporting Coalville to be a more vibrant, family-friendly town	
<i>Commentary</i>	<p><i>There is a common thread across the sources about retaining the vitality and viability of town and local centres and the local focus on Coalville reflects the CDP On the face of it 'ways that meet consumer needs' could be excluded and replaced with words which underline the important role of town and village centres.</i></p> <p><i>Recommendation – Slightly revise objective 6 to 'Enhance the vitality and viability of the district's town and local centres which have an important role serving our local communities with a particular focus on the regeneration of Coalville'</i></p>				
Community safety	Objective 7 - Enhance community safety so far as practically possible and in a way which is proportionate to the scale of development proposed whenever allocating sites for	<ul style="list-style-type: none"> • Make sufficient provision for...infrastructure for security 		Our communities are safe, healthy and connected	

	NWLLP (2017)	NPPF (paragraph 20)	SA Scoping Report (2020)	Council Delivery Plan (2019/20)	Leicester & Leicestershire 2050 Strategic Growth Plan
	development or granting planning permission.				
<i>Commentary</i>	<p><i>The issue of community safety could be incorporated into an objective about design and quality. This would help to condense the number of objectives without losing sight of it as an issue.</i></p> <p><i>Recommendation – include community safety considerations in a design/quality objective</i></p>				
Climate change 97	Objective 8 - Prepare for, limit and adapt to climate change.	<ul style="list-style-type: none"> • Make sufficient provision for...planning measures to address climate change and adaptation 	SA10 Reduce carbon emissions throughout the District. (reducing the impact of petrol or diesel fuelled vehicles is addressed by SA8) SA11 Ensure the District is resilient to the impacts of climate change.	The Council adopted a Zero Carbon Roadmap and Action Plan in March 2020.	
<i>Commentary</i>	<p><i>This will be a key issue for the Substantive Review. The Zero Carbon Roadmap and Action Plan aims for the Council to be carbon neutral by 2030 with the whole district to follow by 2050. The adopted Local Plan objective continues to be relevant with a suggested revision to refer to the carbon neutrality target. Reference to flood risk could also be included as part of the mission to reduce the overall number of objectives.</i></p> <p><i>Recommendation – revise Objective 8 to read ‘Ensure new development mitigates for and adapts to climate change, including reducing vulnerability to flooding, and contributes to reduced net greenhouse gas emissions to support the district becoming carbon neutral by 2050.’</i></p>				
Water	Objective 9 - New developments need to be designed to use water efficiently, to reduce flood	<ul style="list-style-type: none"> • Make sufficient provision for infrastructure for.. water 	SA16 Protect water resources and ensure they are used efficiently.		

	NWLLP (2017)	NPPF (paragraph 20)	SA Scoping Report (2020)	Council Delivery Plan (2019/20)	Leicester & Leicestershire 2050 Strategic Growth Plan
	risk and the demand for water within the district, whilst at the same time taking full account of flood risk and ensuring the effective use of sustainable urban drainage systems (SUDs).	supply, wastewater, flood risk			
<p>Commentary</p> <p>86</p>	<p><i>On the face of it water efficiency, reducing the demand for water could be covered under an 'efficient use of resources' objective.</i></p> <p><i>Avoiding/mitigating for flood risk could be addressed under the umbrella objective for climate change.</i></p> <p><i>Recommendation – cover these issues into an expanded climate change objective and a resources objective .</i></p>				
Local identity	Objective 10 - Conserve and enhance the identity, character and diversity and local distinctiveness of the district's built, natural, cultural, industrial and rural heritage and heritage assets.	<ul style="list-style-type: none"> • Strategic policies should set out an overall strategy for the pattern, scale and quality of development • Make sufficient provision for... conservation and enhancement of the natural, built and historic environment • Make sufficient provision for...community facilities such as ..cultural infrastructure 	SA13 Conserve and enhance the quality of the District's landscape and townscape character. SA15 Conserve and enhance the character, diversity and local distinctiveness of the District's built and historic heritage.		<p>Creating conditions for investment and growth - balancing the need for new housing and jobs with protection of our environment and built heritage.</p> <p>Maintaining the essential qualities of Leicester & Leicestershire and delivering high quality development.</p>

	NWLLP (2017)	NPPF (paragraph 20)	SA Scoping Report (2020)	Council Delivery Plan (2019/20)	Leicester & Leicestershire 2050 Strategic Growth Plan
<i>Commentary</i>	<p><i>Local identity (distinctiveness) and respecting local qualities cuts across the SA objectives and the SGP. This issue could be incorporated into an objective about overall development quality encompassing design, respecting and reflecting local character. Heritage could be covered in a new, dedicated objective.</i></p> <p><i>Recommendation - produce a composite design objective (see above) and a heritage objective 'Conserve and enhance the district's built, cultural, industrial and rural heritage and heritage assets'</i></p>				
Natural environment 66	Objective 11 - Protect and enhance the natural environment including the district's biodiversity, geodiversity and water environment areas identified for their importance.	<ul style="list-style-type: none"> Make sufficient provision for... conservation and enhancement of the natural, built and historic environment, including ... green infrastructure 	<p>SA12 Protect and enhance the District's biodiversity and protect areas identified for their nature conservation and geological importance.</p> <p>SA9 Reduce air, light and noise pollution to avoid damage to natural systems and protect human health.</p>	Developing a clean and green district	Creating conditions for investment and growth - balancing the need for new housing and jobs with protection of our environment and built heritage.
<i>Commentary</i>	<p><i>As an issue, this is an important one and one which consistent across the sources. This could be combined with landscape conservation to create a more concise list of objectives.</i></p> <p><i>Recommendation – Combine and refine Objectives 11 and 12 to read 'Conserve and enhance the district's natural environment, including its biodiversity, geodiversity, water environments and landscape character, notably the National Forest and Charnwood Forest as well as its other valued landscapes.'</i></p>				
Landscape	Objective 12 - Conserve and enhance the quality of the district's landscape character including the National Forest and Charnwood Forest and other valued landscapes.	<ul style="list-style-type: none"> Make sufficient provision for... conservation and enhancement of the natural, built and historic environment, including landscapes 	SA13 Conserve and enhance the quality of the District's landscape and townscape character.	Developing a clean and green district	

	NWLLP (2017)	NPPF (paragraph 20)	SA Scoping Report (2020)	Council Delivery Plan (2019/20)	Leicester & Leicestershire 2050 Strategic Growth Plan
<i>Commentary</i>	<i>See above</i>				
Waste 100	Objective 13 - Take account of the need to reduce the amount of waste produced.	<ul style="list-style-type: none"> • Make sufficient provision for infrastructure for...waste management • Make sufficient provision for...planning measures to address climate change mitigation 	<p>SA17 Ensure the efficient use of natural resources, including reducing waste generation.</p> <p>SA9 Reduce air, light and noise pollution to avoid damage to natural systems and protect human health.</p> <p>SA14 Ensure land is used efficiently and effectively</p>		
<i>Commentary</i>	<p><i>Whilst this objective may have been included be a response to a particular local issue, the lead authority for waste management infrastructure is the county council. The issue could be covered in a more generic way to refer to the efficient use of resources (like the SA does) which could encompass promoting waste reduction, promoting the use of brownfield land, water use, minerals etc as well as a reference to pollution to pick up that aspect of SA9</i></p> <p><i>Recommendation - replace objectives 13 and 15 with 'promote the efficient use of natural resources and brownfield land, control pollution and facilitate the sustainable use and management of minerals and waste.'</i></p>				
Infrastructure	Objective 14 - Seek to deliver the infrastructure needs of the area, including Green sustainable development.	<ul style="list-style-type: none"> • Make sufficient provision for infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, 		Our communities are safe, healthy and connected	Securing essential infrastructure that is needed to make this happen – taking advantage of proposals to improve national and regional networks (as set out in the Midlands Connect Strategy)

	NWLLP (2017)	NPPF (paragraph 20)	SA Scoping Report (2020)	Council Delivery Plan (2019/20)	Leicester & Leicestershire 2050 Strategic Growth Plan
		flood risk and coastal change management....; community facilities (such as health, education and cultural infrastructure)			and maximising the benefits from them.
<i>Commentary</i>	<p><i>Whilst infrastructure isn't an issue specifically identified in the SA framework, it will be a key matter for the Substantive Local Plan Review taking account of the NPPF and the SGP. Objective 14 could be expanded to provide more detail on the types of infrastructure and to incorporate the theme of the overall accessibility of services</i></p> <p><i>Recommendation - amend Objective 14 to read '-Maintain access to services and facilities including jobs, shops, education, sport and recreation, green space, cultural facilities, communication networks and health & social care and ensure that development is supported by the physical and social infrastructure the community needs and that this is brought forward in a co-ordinated and timely way.'</i></p>				
Minerals 101	Objective 15 - Take full account of the need to safeguard mineral resources including sand and gravel, igneous rock and brickclay.	<ul style="list-style-type: none"> • Make sufficient provision for ... the provision of minerals and energy (including heat); 			
<i>Commentary</i>	<i>See above</i>				

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CABINET – THURSDAY 23 JULY 2020

Title of Report	TEMPORARY SUSPENSION OF PARTS OF STATEMENT OF COMMUNITY INVOLVEMENT FOR PLANNING PURPOSES	
Presented by	Councillor Robert Ashman Planning and Infrastructure Portfolio Holder	
Background Papers	Planning Practice Guidance: Coronavirus (COVID-19): planning update https://www.gov.uk/guidance/coronavirus-covid-19-planning-update	Public Report: Yes
	Planning Practice Guidance: Plan-making https://www.gov.uk/guidance/plan-making#covid19	Key Decision: Yes
Financial Implications	There are not any costs associated with the suggested changes to the Statement of Community Involvement	
	Signed off by the Deputy Section 151 Officer: Yes	
Legal Implications	Legal considerations considered in the drafting of the report	
	Signed off by the Deputy Monitoring Officer: Yes	
Staffing and Corporate Implications	None	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To consider amendments to the Council’s adopted Statement of Community Involvement (February 2019) in light of the Covid-19 pandemic, and in other such circumstances that may arise when locations referenced in the SCI are not available.	
Reason for Decision	In accordance with the Council’s constitution, approval of changes to the Statement of Community Involvement falls within the remit of Cabinet.	
Recommendations	THAT CABINET: (I) AGREE TO AN ADDENDUM TO THE ADOPTED STATEMENT OF COMMUNITY INVOLVEMENT (SCI) AS SET OUT IN 4.1 OF THIS REPORT TO OUTLINE HOW THE COUNCIL WILL CONSULT IN THE EVENT OF LOCATIONS REFERENCED IN THE SCI NOT BEING AVAILABLE;AND; (II) THAT THE LOCAL PLAN COMMITTEE BE INFORMED OF THE DECISION OF CABINET.	

1. BACKGROUND

- 1.1 The Statement of Community Involvement (SCI) sets out how the Council will involve the local community, businesses, key organisations and others in preparing its Local Plans, other important planning documents and in processing planning applications. The Council is committed to ensuring that all sections of the community understand how they are able to contribute, and have opportunity to be involved in and influence, the planning process.
- 1.2 However, in light of the impact of Covid-19 pandemic, it is not currently possible to fulfil certain requirements of the Statement of Community Involvement. In particular, access to the Council Office and other locations where documents can normally be viewed, is either not allowed or is severely restricted. This has implications for seeking views on various planning matters.
- 1.3 In response to these restrictions the government has published new guidance as part of the National Planning Practice Guidance (PPG) in respect of the need to review Statements of Community Involvement, with respect to Plan-Making.

2. PLANNING PRACTICE GUIDANCE

- 2.1 The PPG advises that where any of the policies in the SCI cannot be complied with due to current Covid-19 guidance the local planning authority is encouraged to undertake an immediate review and update the policies where necessary so that plan-making can continue. Alternative temporary amendments should be made to the SCI, that are necessary to allow plan-making to progress, and that also continue to promote effective community engagement by means which are reasonably practicable. Suggested options include the use of online engagements to their full potential, including social media and providing documents for inspection on public websites.
- 2.2 The Local Planning Authority should also take reasonable steps to ensure those sections of the community that do not have internet access, are involved and to consider alternative and creative ways to achieve this. For example, use representative groups to target people in areas affected by the proposal. Also, if feasible consulting by telephone or in writing can be used if alternatives cannot be identified.
- 2.3 It is noted that this Guidance specifically refers to plan-making, however the SCI also deals with the processing of planning applications. It is therefore suggested that the SCI is also reviewed and updated, where appropriate, on this matter also.
- 2.4 Since the publication of this Guidance, the government has announced that they propose to make some temporary changes to how Local Development Documents (Local Plans) are made available, through the Business and Planning Bill that was introduced to the House of Commons on 25 June 2020. This identifies that the Government intends to bring forward legislation to remove temporarily the requirement for local planning authorities to make Local Development Documents available for inspection at their offices and other places. It also proposes to temporarily remove the requirement for these documents to be provided on request. Local Authorities however will still need to ensure that these documents are made available on their website.
- 2.5 Notwithstanding this upcoming legislation, it is still considered beneficial for the Council to publish its proposed arrangements should it not be able to fulfil certain requirements of its SCI, whether Covid-19 related or not. It is considered that this approach would provide clarity to our customers as, also at this current time, there is no clear timetable for when this legislation may be introduced. If further updates on the proposed legislation are available for the date of the Cabinet Meeting, members will be provided with a verbal update.

3. NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT (ADOPTED 2019)

- 3.1 The Council's SCI was adopted in February 2019 (Appendix A). Officers have identified those areas of the SCI that cannot be complied with due to the impact of the current Covid-19 pandemic. These are summarised below:

Preparation of Local Plans and Supplementary Planning Documents

- 3.2 Throughout various stages in the preparation of these documents, arrangements set out in the SCI require, amongst a range of other consultation measures, that hard copies of the documents will be made available for inspection 'at the Council Offices, district libraries and at other locations considered appropriate.' The Council Offices and libraries are currently closed to the public.
- 3.3 The SCI also suggests that hard copies of documents could also be provided to the Parish Councils that have offices and the Council's leisure centres. However many of these facilities are also currently closed due to the pandemic.

Managing Development

- 3.4 With respect to how planning applications are dealt with, the SCI makes the following arrangements.
- For those older applications that are not available on line, the documents can be made available for inspection, at the District Council offices, by arrangement during office hours.
 - For those who do not have access to a computer the Council provides access to the online system at the District Councils offices.
 - The Planning Register is available on the District Council's website or available for inspection, at the District Council offices, by arrangement during office hours.

Neighbourhood Planning

- 3.5 Whilst the SCI does not set out specific requirements related to the conduct of consultations associated with the preparation of Neighbourhood Plans, it does highlight the Local Planning Authority's role in publicising in relation to applications for neighbourhood areas and in relation to publicising Neighbourhood Planning proposals.

4. PROPOSED AMENDMENTS TO THE SCI

- 4.1 There may be consultations or other instances where it may not be possible to provide access to hard copies of documents due to circumstances beyond the Council's control, because locations identified in the SCI are not available. It is therefore suggested that a minor amendment is made to the SCI. Consideration has been given to how this information could be provided in an updated SCI. As these changes would only be temporary, and also for ease of use, it is suggested that the changes that will occur, in such circumstances, is relayed in the form of an Addendum at the front of the SCI. The suggested Addendum is detailed below:

Proposed Addendum

There may be occasions where it may not be possible to provide access to hard copies of documents that the Council wishes to consult on due to circumstances beyond the Council's control. A specific example being the Covid-19 pandemic where the Council is unable to provide its usual access to hard copies of documents as the Council Office and other locations, such as public libraries are closed due to restrictions on movement imposed by the Government. Where such occasions arise, the Council will use other available channels of communication to promote and deliver effective consultation. The

Council will provide notice on its website of the methods of communication being used in a particular consultation and also those locations which are affected by any access restrictions.

The Council's alternative approaches to ensure continued participation in consultations are set out below. Should any Government guidance or amendments to legislation be published the Council will review and amend the SCI accordingly. Also please note that it is the intention for these changes to be temporary during the period of such occurrences.

Preparation of Local Plans and Supplementary Planning Documents

- For all consultations, the Council will carefully consider whether it is safe, feasible and appropriate to carry out a consultation, in a way that does not prejudice the ability of people to be engaged in terms of fairness and equality. The Council may in some cases need to adjust its timescales for document preparation and also the period of time documents are consulted upon.*
- All consultation documents will continue to be made available via the Council's website.*
- For those that are not able to view a local plan or other consultation documents online, hard copies of the document will be made available and posted out where possible (free of charge) on request. This will be communicated in consultation material.*
- Should anyone be unable to submit a response online or by email and be unable to leave their home to post a response the Council will consider bespoke measures on a case by case basis to enable people to respond. Anyone who experiences such issues should contact the Planning Policy Team on 01530 454677 or 454676 to discuss possible alternative arrangements.*
- The Council will be clear in its correspondence as to how officers can be contacted via phone when not in the office.*
- Consultation periods may be extended, where appropriate, to provide time for accessing documents and responding.*
- Where a formal notice is required to be available for inspection at the Council Offices, then this will be displayed in a location(s) accessible to the public without needing to enter the Council Offices, for example at the entrances of the building and/or on a notice board.*
- Arrangements will be kept under review throughout consultations.*

Managing Development

- For those applications that are not available on line, the documents can be made available in PDF format and sent electronically. For those who do not have access to a computer, please contact the Council's Planning Department on 01530 454665 to discuss alternative arrangements.*
- Should anyone be unable to submit a response online or by email and be unable to leave their home to post a response the Council will consider bespoke measures on a case by case basis to enable people to respond. Anyone who experiences such issues should contact the Council's Planning Department on 01530 454665 to discuss alternative arrangements.*
- Decision notices for planning applications submitted and determined since 2008 can be viewed on the Council's website.*
- Applications for planning permission will be entered on a register. Maintaining a planning register is a statutory obligation and the information is available on the District Council's website for inspection.*
- For those unable to view the above documentation on line, hard copies will be made available and posted out where possible (free of charge) on request.*
- The Council operates a Duty Planning Officer system to deal with simple enquiries, as well as offering general planning and procedural advice. This service will only be available between 1pm and 5pm on the phone on 01543 454580. However, it may*

be necessary on occasion to temporarily suspend this service. Any suspension shall be advertised on the Council's website.

Neighbourhood Plans

- *For those elements of the Neighbourhood Plan process where the Council is responsible for undertaking consultation, the Council will employ pragmatic steps to make the consultation as inclusive as possible. This is likely to include, but is not limited to: extended consultation period, posters in key locations that remain accessible, press release and printed elements provided on request.*

5 NEXT STEPS

- 5.1 With current social distancing restrictions as a result of the Covid-19 pandemic, it is not possible to fulfil a number of the requirements set out in the SCI. It is therefore considered appropriate to suspend parts of the SCI temporarily and in part and to provide alternative arrangements.
- 5.2 There is not a requirement to consult on these changes to the SCI but national guidance suggests that it is good practice for local planning authorities to inform the public of their intentions to update the SCI and of the temporary changes that have been made.
- 5.3 As Cabinet approval is sought for these changes this would ensure that the report and decision is available in the public domain. It is also suggested that those on the Council's Local Plan database will be made aware of the Cabinet decision. It is then the intention for the decision of Cabinet to be reported to Local Plan Committee on 29 July 2020, for their information.

Policies and other considerations, as appropriate	
Council Priorities:	Our communities are safe, healthy and well connected.
Policy Considerations:	None identified
Safeguarding:	None identified
Equalities/Diversity:	The Statement of Community Involvement has been subject to an Equalities Impact Assessment.
Customer Impact:	An up-to-date Statement of Community Involvement seeks to ensure effective and constructive engagement in the preparation of the Local Plan and in determining planning applications. The suggested amendments communicate how the Council will respond during the Covid-19 pandemic or other such times when access to hard copies of documents are not available at locations within the District.
Economic and Social Impact:	The suggested amendments to the SCI illustrates and confirms the Council's commitment to ensuring that all sections of the community understand how they are able to contribute, and have opportunity to be involved in and influence, the planning process.
Environment and Climate Change:	None Identified
Consultation/Community Engagement:	The public will be informed of the Council's intentions to update the SCI and of the temporary changes to be made, as detailed in paragraph 5.3
Risks:	A failure to engage effectively and constructively in the preparation of the Local Plan and in determining

	planning applications could leave the Council vulnerable to challenge. Having an up-to-date Statement of Community Involvement will help to minimise this risk.
Officer Contact	Chris Elston Head of Planning and Infrastructure chris.elston@nwleicestershire.gov.uk



STATEMENT OF COMMUNITY INVOLVEMENT

FEBRUARY 2019

SECTION A: INTRODUCTON AND BACKGROUND

1 INTRODUCTION

- 1.1 Planning shapes the places where people live and work, so it is right that people should be able to take an active part in the process.
- 1.2 The [National Planning Policy Framework](#)(NPPF) (March 2018) highlights the importance of engagement with our communities in plan-making and states that:
- “Plans should.....be shaped by early, proportionate and effective engagement between planmakers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees; (Paragraph 16)”
- 1.3 In addition, Local Planning Authorities are required to produce a Statement of Community Involvement (SCI) under section 18 (Part 1) of the Planning and Compulsory Purchase Act 2004.
- 1.4 In making decisions as part of the plan making or planning application process the outcome of engagement will be taken in to account alongside all other material considerations.

What is the Statement of Community Involvement (SCI)?

- 1.5 The main purpose of the Statement of Community Involvement (SCI) is to:-
- set out how the community, business and other organisations with an interest in the development of the District can engage with the planning system.
 - explain how North West Leicestershire District Council will engage and consult the community and other interested individuals and organisations in the production of new Development Plan Documents (DPDs) including the Local Plan and Supplementary Planning Documents (SPDs), and when dealing with planning applications.
 - set out the Council’s role in neighbourhood planning
- 1.6 The SCI provides a framework for future consultation and community engagement. It is not prescriptive. The approach to consultation will vary depending upon circumstances and therefore a flexible approach to all future consultations is required. Certain requirements for consultation and engagement on plan-making and planning applications are set out in legislation. The SCI satisfies these statutory requirements and also seeks to exceed these requirements where appropriate whilst also having regard to available resources.
- 1.7 Section D of the SCI addresses Neighbourhood Planning which is a key part of the Government’s localism agenda. The approach to consultation and engagement will be a matter for the individual bodies in preparing their plans and therefore this matters is outside the scope of the neighbourhood plan Therefore the SCI provides an overview of what neighbourhood planning

is, its process and how the District Council will support and assist Neighbourhood Plan Groups in the preparation and making of Neighbourhood Plans.

Why is a new SCI required?

- 1.8 The current adopted SCI (20015) was prepared to take into account legislative changes relating to the preparation of Local Plans and the determination of planning applications. It also provided an opportunity to allow the Council to change its approach on consultation based on experieience gained since the adoption of the 2006 SCI.
- 1.9 Since the adoption of this SCI (2015), legislative changes have been made under the Neighbourhood Planning Act 2017, with respect to plan-making and neighbourhood planning, and what should be addressed in a SCI, namely:-
- The Neighbourhood Planning Act requires a local planning authority to notify the parish/town council or neighbourhood forum of relevant planning applications if there is an adopted neighbourhood plan for their area.
 - Within its SCI the Council is now required to set out its policy for discharging its duty to give advice or assistance to qualifying bodies (i.e. Parish/Town Councils or Neighbourhood Forums) to facilitate neighbourhood planning and neighbourhood development plans and their preparation.

It is therefore an appropriate and relevant time to prepared an updated SCI to allow for these changes to be incorporated.

How is the statement set out?

- 1.10 Section A sets the background and context for the SCI, including legal requirements and explaining how communities, and other individual and organisations, can be involved in the planning process.
- 1.11 Section B deals with plan-making, providing details on who the Council will consult, as well as when and how we will consult and engage with communities and stakeholders.
- 1.12 Section C explains how planning applications are dealt with and outlines the District Council's consultation arrangements.
- 1.13 Section D provides an overview of the role and process of Neighbourhood Development Plans and how the Council will support neighbourhood planning.
- 1.14 A glossary of terminology that has been used is provided within Appendix H.

2 WHAT IS PLANNING?

- 2.1 The purpose of the planning system is to manage the use and development of land and buildings. It is how we as a society strike a balance between allowing development to support economic development and provide the things we need like homes, jobs, shops and transport whilst conserving our heritage and the environment.

The planning system has two main parts to it:

- Plan making (Planning Policy) and
- Managing Development (Planning Applications)

Plan-Making

- 2.2 The purpose of plan making is to set out how an area will develop over time and to provide a guide for future development. Development Plan Documents (DPDs) will set out the policies for development within the district, for example, the North West Leicestershire Local Plan (Adopted 2017). When making decisions on planning applications, they are made having regard to adopted DPDs unless other material considerations indicate otherwise.
- 2.3 A Neighbourhood Plan is also a DPD, and is prepared by either a Parish or Town Council, or a Neighbourhood Forum. It can be used to assist in the determination of planning applications in the local area to which it applies.

[National Planning Policy](#)

- 2.4 National Planning Policy is contained within the National Planning Policy Framework (NPPF), together with the National Planning Policy Guidance (NPPG) and the Planning Policy for Traveller Sites (PPTS). These documents provide advice on how the national policies should be applied and also provide guidance for local authorities, both in preparing DPDs and making decisions on planning applications.

Duty to Co-operate

- 2.5 There is also a 'Duty to Co-operate' in the plan making process as defined in Section 110 of the Localism Act 2011. It is a requirement for the Council to engage with its partners, such as neighbouring authorities and other statutory bodies to consider joint approaches to plan making. North West Leicestershire District Council is committed to meeting this duty and is actively working with neighbouring authorities and other statutory bodies, and will continue to do so, throughout the plan-making process. See Appendix A for a list of the Duty to Co-operate bodies.

Local Plan Policy

Development Plan Documents

- 2.6 Development Plan Documents (DPDs) set out the District's policies for development. The Development Plan comprises of Development Plan Documents (DPDs) which form the legal basis for all future planning decisions in the district. DPDS must be consistent with and have regard to national planning policy.
- 2.7 The key and main DPD for the District Council is the Local Plan. This will set out the planning strategy, policies and proposal for the district; it will set out how the area will develop and change in the long term and will:
- Provide a vision for the future of the area, based on evidence of what is needed and what makes the local area distinctive
 - Provide priorities and policies to guide future development
 - Allocate land for housing, employment, retail and other uses.

Planning applications must be determined in accordance with the development plan (i.e. the Local Plan) unless material considerations indicate otherwise.

- 2.8 The current [North West Leicestershire Local Plan](#) was adopted in 2017 and provides the planning policies for the district for the period 2011 to 2031. It comprises a vision, strategic objectives, site allocations and development management policies.

Supplementary Planning Documents

- 2.9 We can also produce Supplementary Planning Documents (SPDs) to add greater detail to policies in the Local Plan. These can be area or topic based. Although SPDs do not have the same status as the Local Plan they can be a material consideration when making planning application and making planning decisions. Current [SPDs](#) are available to view on the Councils website.

Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

- 2.10 All DPDs must be subject to a Sustainability Appraisal and most DPDs and some SPDs to a Strategic Environmental Assessment (SEA), the latter normally being incorporated into the former. The Sustainability Appraisal seeks to assess the environment, social and economic effects of the implementation of the policies contained in the documents or the effects of not having these policies. The SEA only considers the environmental implications of policies and proposals in a DPD.
- 2.11 The Sustainability Appraisal is an integral part of Local Plan preparation and its outputs will be consulted upon during the various consultation periods.

Neighbourhood Plan Policy

Neighbourhood Plans

- 2.12 A Neighbourhood Plan is a community prepared plan which enables local people to guide the future of the area they live and work in. It is prepared by communities themselves with the support of the Council and will form part of the Statutory Development Plan alongside the Local Plan. Legislation enables either a parish or town council (where they exists), or a neighbourhood forum (for non-parished areas) to take neighbourhood planning forward and produce a Neighbourhood Plan. These are referred to as the 'qualifying body'. It is the role of the local planning authority to agree to the designation of a neighbourhood forum for the neighbourhood area.
- 2.13 A Neighbourhood Plan can be used to address the development and use of land and it can allocate land for the development, or include policies to guide development, for example, by seeking to protect important local green spaces. It should support the strategic policies set out in the Local Plan for its area and have regard to national policies and advice, set out in the NPPF and the NPPG. A proposed Neighbourhood Plan is subject to an Independent Examination and if recommended will proceed to a referendum. If a majority vote is received at referendum the Neighbourhood Plan will then be approved and form part of the development plan for that Neighbourhood Area. Applications for planning permission must be determined in accordance with the development plan, which includes both a local plan and neighbourhood plan, unless material considerations indicate otherwise

Managing Development

- 2.14 Most new development, building work and how land and buildings are used, are managed through the process of planning permission. We are responsible for the determination of planning applications for such works. We receive about 1,000 applications per year which range from householder extensions and minor applications to large-scale proposals that include new housing, employment, retail and other development. The Local Plan is the most important consideration in deciding planning applications and planning applications must be determined in accordance with the development (i.e. the Local Plan) unless material considerations indicate otherwise

3 WHAT OPPORTUNITIES ARE THERE TO BE INVOLVED IN PLANNING?

- 3.1 For the plans that we prepare and the planning applications that are submitted to us to decide, we must consult and engage with people and organisations in making our decisions.

Plan Making

- 3.2 The Local Plan has to be widely consulted upon and there is a formal process of consultation that all Local Plans need to go through with fixed deadlines. Minimum requirements for engagement are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (The Regulations). There are different stages in the preparation of a Local Plan and there are different opportunities to have a say throughout.

- 3.3 The nature of community involvement will vary depending on the type of planning policy document being produced. For example;

- Development Plan Documents - these must go through specific stages of community involvement before being submitted to a Government Inspector for examination and decision;
- Supplementary Planning Documents - these will also be subject to public consultation (but no independent examination) but will be adopted by the Council itself.

- 3.4 The Town and Country Planning (Local Planning) (England) Regulations 2012 ('The Regulations') sets out the three stages of plan production where some consultation or engagement is required, these are:

- Preparation of a Local Plan (Regulation 18)
- Publication of a Local Plan (Regulations 19)
- Representations relating to a Local Plan (Regulation 20); and
- Submission of a Local Plan and information to the Secretary of State (Regulation 22)

- 3.5 In terms of Supplementary Planning Documents (SPDs) the Regulations set out the two stages of plan production where some consultation or engagement is required, these are:

- Public participation (Regulation 12) and;
- Adoption of supplementary planning documents (Regulation 14)

Managing Development

- 3.6 Once any planning application has been received and recorded, we will take steps to publicise it, consult and invite comments. The nature, scale and type of planning application will determine how we will engage with the Community. Minimum requirements are set out in the Town and Country Planning (Development Management Procedure) Order 2015 (DMPO).

What is the role of Councillors in the planning system?

- 3.7 Councillors have an extremely important role to play in the planning process, both as decision makers and as somebody who will represent the views of local people. Before the Local Plan can be submitted for independent examination it must be agreed by a meeting of all Councillors. Eleven Councillors also sit on the Local Plan Committee, which enables cross-party discussion, guidance and support for the development of the Local Plan.
- 3.8 With respect to planning applications, some of these will be determined by the Planning Committee. Although not all Councillors are members of the Planning Committee they can attend the meeting and make representations on behalf of local people.
- 3.9 Councillors will also help you to understand the planning process and assist you to respond to consultations on the Local Plan or planning applications. They will also communicate your views to officers and other councillors so as to ensure that all views are taken into account when determining how the council should proceed.
- 3.10 You can discuss any concerns or views you have with a councillor over the telephone or meet them in person. Councillors have regular surgeries which provide an opportunity for any resident to go and talk to their ward councillor face to face. If you cannot attend a surgery then councillors will try and meet with you separately. You can also write to councillors using either email or a letter.
- 3.11 Information about which councillors represent which area together with information about how you can contact them can be found on the district council's website at: www.neleics.gov.uk/councillors.

SECTION B: PLAN MAKING

4 Introduction

4.1 This section of the SCI set outs who we will consult, when we will consult and how we will consult when preparing our planning policy documents, both DPDs and SPDs. Minimum requirements for consultation and engagement are set out within the regulations however at certain stages in the preparation of planning policy documents; we have the flexibility to undertake our own process of engagement. The scale and extent of this will vary depending on the subject of the planning document. For example, the Local Plan will require widespread consultation across the District as well as with national and regional bodies, whereas an action plan for a particular area or a supplementary planning document on a specific topic, will be much more specific and targeted in terms of its consultation.

5 PLAN MAKING: Who do we consult?

5.1 Depending on the type of planning policy document there are a number of 'specific' consultation bodies that we must consult and invite to make representations. We also have the discretion to identify general consultation bodies. However these two lists of bodies are not exhaustive and are also related to successor bodies where re-organisations occur. In addition, legislation and regulations are frequently updated and the list of consultees may change over time as a result.

5.2 The Regulations set out the specific consultation bodies that we must consult at defined key stages in the production of a Plan. This includes a range of statutory bodies with responsibilities for the environment, infrastructure and mining. A full list of these 'specific consultation bodies' is set out in Appendix B. In addition we must consult with neighbouring authorities, with this group being more tightly specified and also part of the Duty to Cooperate place on local authorities.

5.3 We must also consult 'general' consultation bodies at key stages. The types of bodies on this list who will be involved include:

- Those representing the wider community, including the local strategic partnership, parish/town council, neighbourhood forums, areas forums, and other community groups;
- Those representing the business community, including chambers of trade and Network Gold;
- Special interest groups, such as conservation societies and nature conservation bodies;
- Hard to Reach Groups
- Developers and those with property and/or development interests.
- Voluntary groups and groups representing different ethnic, national or faith groups, and groups representing the interests of local people with disabilities.

The current list is set out in Appendix C.

Those 'general consultation bodies' who are consulted will depend on the nature and subject of the planning policy document being consulted upon. The Council can decide which organisations within these general categories it thinks are appropriate to consult.

- 5.4 In addition to the 'specific' and 'general' consultation bodies, we are committed to involving a wide range of other individuals and organisations including members of the Community and 'hard to reach' groups.
- 5.5 Therefore we will maintain a comprehensive database of individuals, community groups and stakeholder groups, who wish to be informed of the production of development plan documents and plan making. This database will be kept up to date as and when is necessary and will be kept under review. These interested individual and groups are asked to provide details of any changes of address etc to enable the database to be kept up to date.
- 5.6 It is recognised that there are sections of the community and population that maybe underrepresented in the planning process, or have a limited capacity for involvement. These groups may include ethnic minorities, young people, elderly people, and the transient population. We will liaise with other local council services, such as the Community Focus Team, as well as other organisations, such as Leicestershire County Council, where necessary to seek engagement with as many hard to reach groups as possible.

6.0 PLAN-MAKING: When do we consult?

6.1 The section below identifies the minimum legal requirements (as stated within the Regulations) for the stages in the preparation of DPDs and SPDs.

Strategic Growth Plan for Leicester and Leicestershire

6.2 The district council has been working with the other Leicestershire authorities on the preparation of a Strategic Growth Plan which will set out aspirations for delivering housing, economic development and infrastructure. This document does not comprise a DPD but the Council will provide support for its preparation and assist in public consultation that is to be undertaken. The SCI will inform the methods of consultation and engagement as well as the consultees, including specific and general consultation bodies.

Development Plan Documents

6.3 There are three main stages of DPD production where some form of consultation or engagement is required by the Regulations. These are summarised below.

Preparation of a Local Plan (Regulation 18): At this stage in the process we must consult and invite representations from:

- 'specific' consultation bodies (identified in the Regulations);
- 'general' consultation bodies (identified by the Local Authority), and
- Residents or businesses within the area, who we consider appropriate

Representation will be sought on what a Local Plan ought to contain.

Apart from these requirements there is flexibility open to us as to how we carry out the initial stages of plan production. Plan preparation can be an informal and ongoing process and involvement will be possible up to the publication of the Local Plan. However there will be at least one 'formal consultation' period during the Local Plan Preparation stage, normally with a 6-12 week consultation period.

Publication of a Local Plan (Regulations 19 & 20): The publication stage plan is the plan which we consider ready for examination. Before the plan is submitted we will publish the plan together with associated documents for representations to be made, for a period of not less than 6 weeks. These documents will be made available at the Council Offices and other defined appropriate places. The Council will invite interested parties (in addition to the specific and general consultation bodies) to make formal representations at this stage. This is the final stage in the process when formal representations on the Local Plan can be made to the Council.

Submission of a Local Plan to the Secretary of State (Regulation 22): A copy of the Local Plan and associated documents is submitted to the Secretary of State for ‘examination’ and an Independent Inspector is appointed to examine the soundness of the plan. The Inspector will also be provided with the formal representations made at the previous publication stage.

It is also at this stage that a Programme Officer will be appointed to assist the Inspector with procedural and administrative matters, organise the Hearing session of the examination and act as a channel of communication between the Inspector, the Council and representors. The Programme Officer is not an officer of the Council, but works under the direction of the Inspector.

The Programme Officer will notify each of the general and specific consultation bodies advising that the documents are available for inspection and where, as well as give notice of submission, to those who requested to be notified. Please note that this is not a stage where we carry out a formal consultation.

Independent Examination (Regulation 24): The Planning Inspectorate will notify the council of the date for the Examination in Public (EIP) in order to carry out an examination into the Plan’s ‘Soundness’. The Programme Officer will notify any person who has made a representation on the pre-submission consultation (Regulation 20) of the date, time, place and name of the Inspector at least six weeks before the opening of the hearing. The Plan is ‘examined’ by the Inspector to ensure that it is ‘sound’ and that the appropriate legal and procedural requirements have been met. Please note that this is not a stage where we carry out a formal consultation.

Adoption (regulation 26): As soon as reasonably practicable after we adopt a local plan we will make the plan and associated documents available for inspection at the Council Offices and other defined appropriate places. We will also send a copy of the adoption statement to any person who has asked to be notified on the adoption of the Local Plan as well as to the specific and general consultation bodies.

- 6.4 The Consultation Table 1 in Appendix D summarises the key stages of consultation for DPDs. It explains what these stages are, who will be consulted, when and how. This table will form the basis of how the Council will conduct its consultation on Development Plan Documents.

Supplementary Planning Documents

- 6.5 The Council will occasionally produce Supplementary Planning Documents to add further detail to the policies in the Local Plan, as well as other DPDS. A Supplementary Planning Document (SPD) can be area or topic based and is capable of being a material consideration in a planning decision.
- 6.6 The National Planning Policy Framework (2012) states that SPDs should be used where they can help applicants make successful applications or aid infrastructure delivery. They should not be used to add unnecessarily to the financial burdens on development.

Scoping and Evidence Gathering – this is not a formal stage that is required in the Regulations. However this stage allows document preparation to begin with evidence gathering from a variety of sources, with a view to identifying possible issues and options. This stage is also likely to involve informal consultation with stakeholders and interested parties, considered appropriate to the subject matter of the SPD.

Publication Stage (Public Participation) (Regulation 12) – Copies of the SPD will be made available for not less than 4 weeks at the Council offices and other defined places and on the Council’s website. The Council will also invite representations from those individuals and bodies considered appropriate having regard to the subject of the SPD using the lists of specific and general consultation bodies. This stage is the formal consultation stage when comments are invited on the draft SPD.

Adoption (Regulation 14) –Representations received will be considered and when we are satisfied with the content and form of the document, it will be presented to Cabinet for adoption. Once adopted a SPD is a material consideration in the determination of planning applications.

- 6.7 The Consultation Table 2 in Appendix D summarises the key stages of consultation for SPDs. It explains what these stages are, who will be consulted, when and how. This table will form the basis of how the Council will conduct its consultation on Development Plan Documents.

7 PLAN MAKING: How do we consult?

7.1 The Council recognises that there are different elements to engagement, including

- Providing information, in a variety of ways e.g. in writing, website and social media
- Undertaking consultation – the Council asking for views or comments on what you think about a policy or proposal,
- Participation – active involvement in something such as discussions or workshop etc and;
- Feedback – identifying or explaining how responses received have informed the production of a piece of work such as a DPD.

7.2 In the case of planning policy documents, there is a distinction between ‘formal stages’ of plan production (where the nature of consultation is governed by the Regulations) and ‘ongoing informal consultation and engagement’ with the Community as part of the development and assessment of emerging options and where there is more freedom about how we engage..

What are the Legal Requirements?

7.3 The minimum legal requirements concerning ‘how’ the Council must consult on Development Plan Documents are set out in the Town and Country Planning (Local Planning) (England) Regulations (2012) (The Regulations). These specify the following:

Plan Preparation (Regulation 18)

7.4 Notify and invite comments from the specific and general consultation bodies as well as residents or other persons with an interest in the district. To meet these requirements the specific and general bodies along with residents and business will be informed, by letter or e-mail during this stage of plan preparation.

Publication of a Local Plan (Regulation 19 & 20)

7.5 We are required to publicise the version of the Local Plan that we intend to submit for examination. This is to provide opportunity for representations to be made that can be considered at examination.

7.6 The regulations also specify that the document must be made available for inspection. We will meet this requirement by making the Local Plan document and supporting documents available in defined locations, including:

- At the Council Offices, Whitwick Road, Coalville, LE67 3FJ
- [At the Libraries throughout the district](#)
- [On the Council’s website](#)

We will advise, by email or by letter, the specific and general consultation bodies, of this stage of plan production, including the availability of documents and inviting representations to be

made, as required by the Regulations. The Council will also advise by email or by letter, residents and business, who are listed on the Council's Local Plan database.

Submission of documents (Regulation 22)

7.7 A copy of the Local Plan, along with associated documentation including any proposed changes is submitted to the Secretary of State for 'examination'. An independent Inspector is subsequently appointed to examine the soundness of the plan. We will meet the minimum publicity requirements by making the documents available in defined locations, including:

- At the Council Offices, Whitwick Road, Coalville, LE67 3FJ
- [At the Libraries throughout the district](#)
- [On the Council's website](#)

The Programme Officer will notify, by email or by letter, each of the general and specific consultation bodies, as well as residents and businesses, advising of the availability of the document, their availability for inspection and when and where. Other groups and individuals who have requested to be notified of the submission will also be contacted by email or by letter.

7.8 Our database will be used to ensure the required and appropriate stakeholders, including organisations, individuals, community groups and stakeholder groups are informed of the production of development plan documents and plan making.

How we will communicate with people

7.9 There are a variety of consultation and engagement techniques available to the Council that go beyond the minimum requirements of the Regulations. We will seek to go beyond the minimum requirements. Furthermore the methods of involving people should be appropriate and relevant to the people involved, and the type of consultation being undertaken. For example, a consultation on the general principle of where development should go will need a much wider consultation than a proposal relating to a specific issue or specific part of the district. Where possible and appropriate, we will go beyond those minimum requirements to promote greater community participation.

7.10 We will give consideration to a variety of methods that could be used during the various stages of the plan making process outlined above. Potential techniques that could be used include:-

Inform by letter or email statutory and general bodies, relevant groups and to those on our consultation database who have requested to be consulted.

Publish on the Council's website – a dedicated page(s) on the Council's website to provide information on the preparation of planning policy documents. Notifications of upcoming consultations will also be available on the website, including dates of consultation, how to make representations and how to view or download the associated documents, including evidence bases. Press releases could also be posted on the Council's website.

The web pages will be kept up to date and will be interactive, allowing representations to be submitted electronically where appropriate.

Email alert system whereby stakeholders identified on the Council's database can be provided with the latest information.

Social Media – Facebook, Twitter and other forms of social media used to publicise emerging documents and consultations and seek views and representations.

Local media – Notices published in local newspapers circulating in the area and press releases made available to the local media, as appropriate throughout the plan preparation process, and at key preparation stages.

Availability of documents – Hard copies of the documents will be made available for public viewing during formal public consultation at the District Council's offices and local libraries within the District. Hard copies of documents could also be provided to the Parish Councils that have offices and the Council's leisure centres.

The Planning E-newsletter - Consideration will be given to the publication of a planning e-newsletter which could be published on our website and distributed to all Parish Councils and District Councillors and stakeholders. It could be used to provide updates on plan preparation and provide notification of consultation events.

Leaflets/postcards/posters – this could be a good way of informing local residents about the local plan. Leaflets and posters could be made available at the Council offices, libraries, leisure centres and health centres as well a range of venues frequented by peoples, such as notice boards at Parish Councils and supermarkets in the District.

Workshops– These can be employed through the process although the exact format will depend on the issues discussed. They could be particularly useful in gathering information to inform plan preparation. The objectives and expected outcomes of each workshop will be clearly set out beforehand. Workshops will usually involve groups using plans and other visual aids. Careful consideration will be given to venues, timing and participants to ensure that events are as effective as possible.

Town and Parish Councils –have an important part to play during the process. Their important role in the local community and their knowledge on local matters is recognised. We will endeavour to make officers available to explain proposals and to help facilitate a well informed debate on the issues under consideration. We will also look at ways to facilitate and enable the Parish Council to help raise awareness of local plan preparation and consultations in their local community. Supporting documents can also be sent to the Parish Councils, such as leaflets and posters, to support local community engagement. Parish Councils will also be advised of Local Planning Advisory Committee Meetings and provided, electronically, with a copy of the agenda. In addition, we will use the existing Parish Liaison meetings to provide information and updates.

Exhibitions – These can also be employed throughout the process. Public displays for local residents would allow for progress on plan preparation to be followed, provide advice and information or raise awareness of consultations, as well as provide opportunities to contribute representations to a consultation. Existing community events could be used as venue for such exhibitions. Other appropriate venues may include high street locations, frequented by people, within the district’s town and villages.

Surveys and questionnaire - these may be utilised to canvas views on key issues, options, proposal and documents. Existing community events could be used as a venue for the surveys and questionnaires to be carried out.

Programme of plan preparation – The Council’s Local Development Scheme will provide information on the timetable for producing development plan documents. Where possible local groups will be advised of forthcoming consultation exercised through e-mail alerts.

Focused meetings with recognised lobby groups – These will be considered when requested and where it is clear that there are significant benefits from holding such a meeting.

Utilise existing established groups – existing forums and stakeholders will be utilised where appropriate in order to publicise development plan preparation and process including for the purposes of consultation and evidence gathering.

Resources

- 7.11` Community Involvement of the plan making process will be led by the Council’s Planning Policy Team but will also involve a corporate support across the Council involving the Communications Team and the Community Focus Team, as well as other areas of expertise. It is also appreciated that there may need to be an input from consultants or external facilitators.

8. HOW DO WE DEAL WITH REPRESENTATIONS

8.1 Feedback is also an important element of the process as it is a means of showing those who have responded to the consultation how their views have been taken into account and informed the plan-making process. We will:

- acknowledge all representations received and summaries will be prepared of such representations.

8.2 It should be noted that all comments and representations received are public documents and cannot be kept confidential.

SECTION C: MANAGING DEVELOPMENT

9. INTRODUCTION

- 9.1 This section explains how planning applications are dealt with and outlines the District Council's consultation arrangements.
- 9.2 The majority of planning applications are determined under powers that have been delegated to officers. Some applications are considered and determined by the Planning Committee which meets monthly, in accordance with the Council's constitution. Decisions are taken having regard to the Councils adopted Local Plan, and any adopted Neighbourhood Plans, which are the legal basis for all decisions, unless material considerations indicate otherwise.
- 9.3 The government sets targets for the time taken to determine planning applications. These are currently 13 weeks for major applications and 8 weeks for all others. If an Environmental Impact Assessment is required by the scale of development then this period will extend to 16 weeks. Before a decision is made the case officer will prepare a report with a recommendation.
- 9.4 The recommendation will take into account the policies within the adopted Local Plan, the National Planning Policy Framework, Planning Practice Guidance as well as any consultation comments received. The District Council can only take into account comments relating to material planning considerations.

10. PRE-APPLICATION ADVICE

- 10.1 We encourage applicants and developers to seek pre-application advice from the Council prior to the submission of a formal planning application. These discussions are undertaken in confidence. Normally this would involve the submission of sketch drawings and other relevant detail. We aim to provide a response within 20 working days wherever possible, advising on the likelihood of gaining an approval on an informal and non-prejudicial basis as well as giving an indication of what the key policies and planning issues are likely to be. The schedule of charges for pre-application advice as well as the procedures for gaining pre-application advice is available at:
- http://www.nwleics.gov.uk/pages/planning_advice_and_guidance
- 10.2 Furthermore, in accordance with good practice guidelines, the District Council currently operates a 'development team' approach to major proposals, with a nominated officer co-ordinating the input of other specialist advice on an initial scheme.
- 10.3 The Council also operates a Duty Planning Officer system to deal with simple enquiries, as well as offering general planning and procedural advice. This is available between 1pm and 5pm at the reception at the Council Offices or on the phone on 01543 454580.

Pre-Application Consultation

- 10.4 We will also encourage applicants to undertake pre-submission consultation with neighbours and local communities prior to making an application. Pre-application discussion should also include the key consultees on the type of development proposed such as the Local Highway Authority, the Highways Agency and Environment Agency.

11. MANAGING DEVELOPMENT: When do we consult?

- 11.1 Upon receipt of a planning application the local planning authority will undertake a period of formal consultation. This will normally last for a period of 21 days although there will be cases a longer period of time will be allowed for comment on applications where this is prescribed by legislation.
- 11.2 Depending on the type of planning application being considered, there are a number of consultation bodies that the Council must consult and invite to make representations. In addition, who will be consulted can depend on factors such as how many people would be affected by the proposal and the type of impact likely. The main type of consultation groups include:-
- Public – including consultation with neighbouring residents and community groups
 - Parish Councils and Neighbourhood Forums – consulted on applications within their Parish or Neighbourhood Area.
 - Statutory Consultees – this is where there is a requirement in law to consult a specific body who in turn are under a duty to respond, for example, Environment Agency, The Coal Authority
 - Consultation required by a direction – this is where the local planning authority is directed to undertake additional consultation due to specific local circumstance
 - Non Statutory Consultees – these are not required by law but there is a planning reason to engage with these consultees and who are likely to have an interest in the proposed development, for example, Health and Safety Executive.

Amended Plans

- 11.3 Following submission of a planning application, negotiations can often take place between planning officers and developers, and their agents in order to seek amendments to a submitted scheme. In most cases, upon receipt of amended plans, we will carry out a further consultation on these amendments. This consultation is likely to include re-notification of neighbours, Parish Councils and statutory consultees, depending on the nature of the changes and the likely implications. In view of the tight time scales to determine planning applications the re-notification time is set at 14 days. Minor alterations that have no material impacts will not normally be the subject of re-notification.

Planning Appeals

- 11.4 If an application for planning permission is refused by the local planning authority, or it is granted with conditions, an appeal can be made to the Secretary of State against the refusal or the conditions attached. There is also a right of appeal if an application is not determined within a specific time. An appeal can only be made by or on behalf of the person who made the application for planning permission or approval. There is currently no 'third party' right of

appeal for objectors or other parties who may have an interest in the proposal and who are unhappy about the decision to approve a planning application.

- 11.5 Appeals are examined by an independent Planning Inspector. We will advise neighbours who have previously been notified when appeals are submitted. Further advice on the appeal process is available at:-

<http://www.planningportal.gov.uk/planning/planninginspectorate>

12. MANAGING DEVELOPMENT: How do we consult?

- 12.1 The level of consultation carried out for planning applications, will be proportionate to the type and scale of planning application being determined. In all cases, publicity will meet legal requirements and in some cases, additional publicity will be carried out.
- 12.2 Planning legislation requires certain types of applications, such as works to a listed building, or planning applications that are accompanied by an Environmental Impact Assessment, to be advertised in the local press. For most types of applications, site notices (s) and/or letters will be appropriate. More detail is provided in the section below.

Publicity Requirements

- 12.3 The regulations set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015, The Planning (Listed Building and Conservation Areas) Regulations and The Planning (Listed Buildings and Conservation Areas) Act 1990, state how planning applications need to be publicised, either by site notice or individual neighbour notification.
- 12.4 Neighbour notification by letter is the principal method of consultation on most planning applications. For most planning applications, letters are sent to all owners/occupiers of properties that immediately adjoin the boundary of the application site. In addition the Council will notify more widely where an application is likely to have a wider impact. Comments are invited within 21 days.
- 12.5 In addition, a press notice and site notice is also required for the following types of applications:
- Erection of 10 or more dwellings, or a site area of 0.5 hectares or more
 - Erection of 1000 square metres of floorspace or site area of 1 hectare or more
 - An application accompanied by an Environment Impact Statement
 - A departure from the Local Plan
 - A development that would affect the public right of way, under part III of the Wildlife and Countryside Act 1981
 - Development affecting the character or appearance of a Conservation Area
 - Development affecting the setting of a Listed Building.

12.6 Large scale or more complex development proposals may warrant the use of a Planning Performance Agreement (PPA). This is a project management tool that is agreed between the Local Planning Authority and an applicant. Under the PPA a project plan and programme is agreed. They provide opportunities for joint working, bringing together other parties such as statutory consultees as well as provide opportunity to identify how and what communities should be engaged.

13. MANAGING DEVELOPMENT: Who do we consult?

13.1 The Council is ‘required’ to consult various organisation and bodies and is advised to consult others depending on the type of application, as set out in the Town and Country Planning (Development Management Procedure Order) (England) (2015) (DMPO). A list of the statutory consultees is provided in Appendix E. A list of the non-statutory consultees, as defined in national policy and guidance, is provided in Appendix F.

13.2 Parish Councils are consulted electronically on planning applications within their parish, which means they are able to access the planning application by viewing the details on line. The same approach would be applied to any Neighbourhood Forums that are established within the district.

13.3 In addition to planning applications, there are other types of applications that can be submitted to the Councils for determination. These are listed in the table below along with details of who and how we will usually consult on these applications, depending on the particular circumstances

Application type	Consultation
Lawful Development Certificate (existing)	<ul style="list-style-type: none"> • Neighbour Notification • Parish/Town Council • Neighbourhood Forum • Site Notice
Lawful Development Certificate (proposed)	<ul style="list-style-type: none"> • Neighbour Notification • Parish/Town Council • Neighbourhood Forum • Site Notice
Advertisement Consent Applications	<ul style="list-style-type: none"> • Neighbour Notification • Parish/Town Councils • Neighbourhood Forum • Councils Conservation Officer if the application site is on a Listed Building • Highway Authority if the sign is illuminated and is fronting public highway

Prior Notification Applications	Parish/Town Councils are consulted as would be any Neighbourhood Forums. As scheme is permitted development and does not need the benefit of planning permission, generally there is more consultation. However some consultation maybe undertaken depending in the nature of the proposal and whether local knowledge is appropriate to situation.
Non-Material Amendments	As these types of applications propose amendments that are non-material to the original permission then no consultation is carried out.
Hedgerow removal notices	<ul style="list-style-type: none"> • Parish/Town Council • Neighbourhood Forum • Council's Tree Officer • Any relevant statutory consultees
Tree Preservation Orders(TPOs)/works to trees protected by TPOS	<ul style="list-style-type: none"> • Neighbour Notification • Parish/Town Council • Neighbourhood Forum
Work to trees in a Conservation Area	<ul style="list-style-type: none"> • Parish/Town Council • Neighbourhood Forum
Discharge of Conditions	<ul style="list-style-type: none"> • Relevant Statutory Consultees
Environment Assessment 'scoping opinion'	<ul style="list-style-type: none"> • Relevant Statutory Consultees
Environmental Assessment 'Screening opinion'	<ul style="list-style-type: none"> • None

Table 1: publicity on other planning applications

What happens to comments made on an application?

- 13.4 People are able to respond online through the Councils website. Alternatively comments can be submitted by email or by letter. All comments must be made in writing and contain the name and address of the author. All comments received are public documents and cannot be kept confidential. All written representations received on all applications are summarised in the report on the application and are considered before a decision is made.

14. HOW ARE APPLICATIONS DETERMINED?

- 14.1 Some 90% of planning applications are determined under delegated powers by authorised officers of the Council. However, some major and/or controversial applications are reported to the Planning Committee for decision by Members of the Council. If an application is to be determined in this way we will inform the applicant/agent and anyone who has submitted comments on a particular application (including the Parish Council) of the date of the meeting and their right to speak at the meeting. Ordinarily there is a right for one objector or supporter, the applicant or agent and a Parish Council representative to speak at the Planning Committee.

Each speaker has no more than three minutes. A guidance note is sent to all interested parties advising of the procedure and issues which are planning related and those which are not. These guidance notes are available also available on the Council's web site at:

http://www.nwleics.gov.uk/pages/speaking_at_planning_committee

- 14.2 Planning decisions are uploaded to the Council's website. In addition, anyone who submitted comments in respect of a particular planning application is notified of the decision.

15. WHERE CAN I FIND INFORMATION ON PLANNING APPLICATIONS

- 15.1 Information on planning applications can be found in a number of places.

Website

- 15.2 Current planning applications including plans, application forms, consultation replies and drawings, as well as some historical applications, can be viewed here https://www.nwleics.gov.uk/pages/view_planning_applications. This is available by individual property or by weekly/monthly list.

- 15.3 For those older applications that are not available on line, the documents can be made available for inspection by arrangement during office hours. For those who do not have access to a computer the Council provides access to the online system at the District Councils offices, Whitwick Road, Coalville. Access to the offices is between the hours of 8.45 am and 5.00pm Monday to Friday.

- 15.4 Decision notices for planning applications submitted and determined since 2008 can normally also be viewed on the Councils website.

The Weekly List

- 15.5 A list of valid planning applications registered and planning decisions made are updated in 'real time' on the District Council's website.

The Planning Register

- 15.6 Applications for planning permission will be entered on a register. Maintaining a planning register is a statutory obligation and the information is available on the District Council's website for inspection by arrangement during office hours.

SECTION D: NEIGHBOURHOOD PLANNING

16. NEIGHBOURHOOD PLANS

- 16.1 Neighbourhood Plans (NPs) were introduced by the Localism Act 2011 and are regulated by The Neighbourhood Planning (General) Regulations.
- 16.2 A NP is a community prepared plan which enables local people to guide the future of the area they live and work. NPs can add detail and local objectives to the Council's Local Plan. North West Leicestershire District Council will provide advice and assistance to a parish/town council, neighbourhood forum or community organisation that is producing a neighbourhood plan and take decisions at key stages in the neighbourhood planning process within the time limits that apply.
- 16.3 North West Leicestershire District Council will provide information on the status of neighbourhood plans in the district using the Councils' website. However it is not the role of the SCI to set out the approach to consultation on a Neighbourhood Plan and this will be a matter for the 'qualifying body'.
- 16.4 The following section summarises the key stages in the neighbourhood planning process, together with the roles and responsibilities of the District Council and qualifying body.

17. STAGES AND CONSULTEES IN THE PREPARATION OF A NEIGHBOURHOOD AREA DESIGNATION

- 17.1 In terms of general support throughout the plan preparation process, North West Leicestershire District will
- Maintain a Neighbourhood Planning webpage that provides information about the powers available under neighbourhood planning and the key development stages.
 - Provide details of the officer(s) to contact for Neighbourhood Plan Issues.
 - Coordinate input into the Neighbourhood Plan on Local Authority services, functions, plans and policies including local planning, housing and leisure and amenities.
 - Provide advice and information about the Neighbourhood Planning process and any funding, resources and skills available to support the process. This maybe in the form of providing details of contacts in other organisations, attending Neighbourhood Plan meetings or signposting the group to the availability of funding sources
 - Provide advice and assist with the interpretation of the relevant regulations and highlight any potential issues.

- Assist with and/or provide advice on community engagement or consultation, loan of display boards, and where resources permit attend consultation events/meetings if requested.
- Provide mapping services for use at consultation events and workshop.

17.1 Step 1: Designating neighbourhood area and if appropriate neighbourhood forum (Regulation 5, 6 and 7)

- Relevant body submits an application to North West Leicestershire District Council to designate a neighbourhood area.
- On receipt the Council will check that the application meets the necessary requirements and that the boundary is considered to be coherent, consistent and appropriate in planning terms. If it is considered not to be we will work with the qualifying body to come to a suitable resolution
- North West Leicestershire District Council will acknowledge receipt of the application and publicise and consult on the area application for minimum 6 weeks (4 weeks where the application is from a parish council and the area to which the application relates is the whole of the area of the parish council). The District Council will consult local planning authorities adjoining the neighbourhood area, adjoining parish councils, Leicestershire County Council and the relevant District Councillors. The costs of consultation will be met by the District Council.
- In an area without a town or parish council a prospective neighbourhood forum would need to submit an application to be the designated neighbourhood forum for a neighbourhood area. The Council will also publicise and consult on the forum application for minimum 6 weeks.
- North West Leicestershire District Council will designate the neighbourhood area within the statutory timescales, this being within 8 weeks if the application is from a parish council and relates to the whole of the parish, or 13 weeks in other cases. Where the application relates to an area that also falls within the area(s) of another local planning authority, the application will be determined within 20 weeks. The timescale commences from the date immediately following that on which the application is first publicised.
- North West Leicestershire District Council takes decision on whether to designate the neighbourhood forum.

17.2 Step 2: Preparing a draft neighbourhood plan

Qualifying body develops proposals and will:

- gather baseline information and evidence. North West Leicestershire District Council will share relevant evidence, including that gathered to support its own plan-making, with the qualifying body. In particular, where the Local Plan does not set out a housing requirement figure for a neighbourhood area, the District Council will provide an

indicative figure if requested to do so by the qualifying body. The District Council will engage with the qualifying body, in order for groups to understand how figures are reached. This will help avoid disagreements at neighbourhood plan examinations, and minimise the risk of neighbourhood plan figures being superseded when the District Council adopts a new Local Plan.

- engage and consult those living and working in the neighbourhood area and those with an interest in or affected by the proposals (eg service providers). Representatives of North West Leicestershire District Council will attend stakeholder events when invited by the qualifying body.
- talk to land owners and the development industry. North West Leicestershire District Council will share relevant evidence relating to land availability assessments subject to data protection principles.
- Identify issues that the Neighbourhood Plan may address. North West Leicestershire District Council will provide advice on which issues could be considered suitable for a Neighbourhood Plan as well as provide advice on any relevant European and National legislation and policies, and adopted and emerging Local Plan policies which the Neighbourhood Plan will need to be in conformity with
- determine whether a plan is likely to have significant environmental effect. If requested to do so by the qualifying body, North West Leicestershire District Council will prepare a Strategic Environmental Assessment Screening Statement for a neighbourhood plan to be used to determine whether a neighbourhood plan requires a Strategic Environmental Assessment (SEA). Where requested the District Council will also prepare a Habitats Regulations Assessment Screening Statement to assess whether there are likely to be significant effects on European Sites as a result of a neighbourhood plan.
- start to prepare proposals documents eg basic conditions statement. Where a neighbourhood plan is brought forward before an up-to-date Local Plan is in place the District Council will discuss and aim to agree with the qualifying body the relationship between policies in the emerging neighbourhood and local plans with appropriate regard to national policy and guidance. The District Council will work with the qualifying body to produce complementary neighbourhood and Local Plans.

17.3 **Step 3: Pre-submission publicity and consultation (Regulation 14)**

The qualifying body:

- publicises the draft plan and invites representations
- consults the consultation bodies as appropriate. Appendix G provides a list of these consultees and North West Leicestershire District Council will provide the qualifying body with relevant contact details subject to data protection principles. The Council will also respond to the pre-submission consultation on the Neighbourhood Plan.
- sends a copy of the draft plan to the local planning authority. North West Leicestershire District Council will publicise the draft plan on its website for the duration of the consultation period which should be a minimum of 6 weeks
- where European Obligations apply, complies with relevant publicity and consultation requirements.
- considers consultation responses and amends plan if appropriate.

- prepares consultation statement and other proposal documents.

17.5 Step 4: Submission of a neighbourhood plan to the local planning authority (regulation 15 & 16)

Qualifying body submits the plan to North West Leicestershire District Council together with a map or statement which identifies the neighbourhood plan area, a Consultation Statement, and a Basic Conditions Statement.

- North West Leicestershire District Council checks that submitted proposal complies with all relevant legislation
- If the North West Leicestershire District Council finds that the neighbourhood plan meets the legal requirements it will:
 - publicises the proposal for minimum 6 weeks and invite representations
 - publicise the submitted documents on the Council's website, as a minimum, in a way which is likely to bring the proposal to the attention of people who live, work or carry on business in the neighbourhood area.
 - notifies consultation bodies referred to in the consultation statement including those bodies specified under Paragraph 1 of Schedule 1 of the Neighbourhood planning (General) Regulations 2012. (Appendix G)
 - appoints an independent examiner (with the agreement of the qualifying body)

17.6 Step 5: Independent Examination (regulation 17 & 18)

- North West Leicestershire District Council sends plan and representation to the independent examiner
- independent examiner undertakes examination. The examination will usually take the form of written representations, unless the examiner considers it necessary to hold a public hearing. If a public hearing is held the examiner will invite participants to attend. Examiner fees are paid by North West Leicestershire District Council. If a public hearing is to be held, the District Council will provide an Examination venue, if no other suitable town/village venue can be provided.
- independent examiner issues a report to the North West Leicestershire District Council and qualifying body
- North West Leicestershire District Council publishes report
- North West Leicestershire District Council considers report and reaches own view within 5 weeks of receiving the report unless the District Council and the qualifying body agree another date.
- North West Leicestershire District Council takes the decision on whether to send the plan to referendum

17.7 Steps 6 and 7: Referendum (guided by the Neighbourhoods Planning (Referendums) Regulations 2012) and bringing the neighbourhood plan into force

- North West Leicestershire District Council will meet the cost of the referendum and will arrange a referendum, normally within 56 days of the decision to go to referendum. The Council will also give a minimum of 28 working days notice before the date of the referendum.
- North West Leicestershire District Council publishes information statement
- North West Leicestershire District Council publishes notice of referendum/s
- polling takes place (in a business area an additional referendum is held)
- results declared
- should more than half of those voting vote in favour of the neighbourhood plan, the plan comes into force as part of the statutory development plan for the area
- upon a successful vote for the community to accept the NP as a planning document for the area the Council will bring the document into legal force as an extant and active planning document. The Council will publicise the decision on its website as a minimum and notify anyone who asked to be notified of the decision. Details of where and when the neighbourhood plan can be inspected will also be provided.
- there are narrow circumstances where North West Leicestershire District Council is not required to make the neighbourhood plan. These are where it considers that the making of the neighbourhood plan would breach, or otherwise be incompatible with, any EU or human rights obligations (see section 61E(8) of the Town and Country Planning Act 1990 Act as amended). Otherwise, the neighbourhood plan will be 'made' within 8 weeks of the referendum.
- in respect of proposals for modifications of neighbourhood plans where the modifications do not change the nature of the plan and meet the basic conditions, a referendum is not required. The local planning authority is required to make the modified neighbourhood plan

Appendix A

PLAN MAKING – Duty to Co-operate Bodies

The prescribed bodies (in addition to local planning authorities and County Councils) which are subject to the Duty to Co-operate include;

- The Environment Agency
- English Heritage
- Natural England
- The Civil aviation Authority
- Homes England
- The Primary Care Trust (now replaced by the Clinical Commissioning Group)
- The Office of Rail Regulation
- The Highway Authority (both the Highways Agency and Leicestershire County Council)

Appendix B

PLAN MAKING - Specific Consultation Bodies

- The Coal Authority
- The Environment Agency
- Historic England
- Natural England
- Network Rail
- Highways England
- A 'relevant' authority in or adjoining the Local Planning Authority (Including Local Planning Authorities, County Council, a Parish Council and a Local Policing Body)
- Electronic communication code systems operators
- Primary Care trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section
- Electricity providers
- Gas providers
- Sewerage Undertakers
- Water Undertakers
- Homes England

Appendix C

PLAN MAKING – General Consultation Bodies

Please note that this list is not exhaustive. The Council has a live database which can be amended at any time.

Age UK Leicestershire and Rutland
Ancient Monuments Society
Ashby de la Zouch Civic Society
Canal and Rivers Trust
Campaign for Real Ale Ltd
Campaign for the Protection of Rural England (Leicestershire and Derbyshire) and other environmental groups
Charley Heritage Group
Civic societies and local resident associations
Clinical Commissioning Groups
Coal Authority
Coalville Heritage Society
Coleorton Heritage Group
Commission for Architecture and the Built environment
Community Appraisal Groups
Council for British Archaeology
Crown Estate
Diseworth Local Heritage Society
East Midlands Airport
East Midlands Chambers
Equality and Human Rights Commission
Federation of Small Businesses
Freight on Rail
Friends of Thringstone
Garden History Society
Guide Association
Historic period societies (e.g. Georgian Society, Victorian Society, Twentieth Century Society)
Home Builders Federation
Hugglescote Heritage Society
Inland Waterways Association
Ibstock Historical Society
Leicestershire Police
Leicestershire Fire and Rescue Services
Leicestershire and Rutland Wildlife Trust
Long Whatton Local Historical Society
National Farmers Union
National Forest Company

National Trust
Network Rail
Newbold Heritage Group
Parish Councils
Parish Plan Groups
Relevant bus companies
Royal Society for the protection of Birds
Resident Associations
The Scout Association
The Society for the Protection of Ancient Buildings
Sport England (East midlands Region)
Sustrans
The Theatres Trust
Volunteering Partnerships
Whitwick Historical Group
Woodland Trust

Appendix D

Table 1: Consultation on Development Planning Documents

Stage	Purpose	Who	How
Preparation of a Local Plan document (Regulation 18)	<p>Plan preparation which can be informal and ongoing process with involvement possible right up to its publication.</p> <p>There will be at least one formal consultation period during the Local Plan Preparation stage, normally with a 6-12 week consultation period.</p>	<p>Specific and general consultation bodies</p> <p>Those registered on the Councils database, including those residents or business within the area where appropriate.</p> <p>Duty to Co-operate bodies</p>	<p>Letter, email, website, press releases.</p> <p>Documents will be made available at the Council Offices and at other locations considered appropriate.</p> <p>Other potential techniques that may be used include: Town and Parish Councils, workshops, utilise existing established groups, social media, public exhibitions, community events.</p>
Publication of a Local Plan Document (Regulation 19 & 20)	<p>Consultation on the proposed submission document.</p> <p>Consultation will be undertaken for a minimum of 6 weeks.</p>	<p>Specific and general consultation bodies</p> <p>Those registered on the Councils database, including those residents or business within the area where appropriate.</p> <p>Duty to Co-operate bodies</p> <p>Those who responded to the plan preparation consultation</p>	<p>Letter, email, website, press releases, social media.</p> <p>Documents will be made available at the Council Offices, district libraries and at other locations considered appropriate.</p> <p>Statement of representations procedure and statement of fact will be sent to specific and general consultation bodies.</p>

Stage	Purpose	Who	How
			<p>Letters and emails will be sent out with the following information-</p> <ul style="list-style-type: none"> -consultation period -how the Plan can be seen, along with the places and times that the Plan can be viewed. <p>Other potential techniques that may be used include:</p> <ul style="list-style-type: none"> Town and Parish Councils, workshops, utilise existing established groups, social media, public exhibitions, community events.
<p>Submission of a Local Plan to the Secretary of State</p> <p>(Regulation 22)</p>	<p>Submission of a Local Plan and all associated documents in accordance with Regulation 22</p> <p>This is not a stage where formal consultation is carried out by the Local Planning Authority (LPA)</p>	<p>Specific and general consultation bodies</p> <p>Duty to Co-operate bodies</p> <p>Other interested parties considered appropriate.</p> <p>Those who requested to be notified.</p>	<p>Notification of the submission of the document will be carried out by the appointed Programme Officer, by letter and email.</p> <p>Notification will advise of the availability of the plan for inspection and where and when it can be inspected.</p> <p>A copy of the Submission document and associated documents will be placed on the Council's website, at the Council Offices, and at the districts libraries.</p>

Stage	Purpose	Who	How
Independent Examination(Regulation 24)	<p>Independent examination of the plan by an Independent Inspector.</p> <p>This is not a stage where formal consultation is carried out by the Local Planning Authority (LPA)</p>	<p>All those who made representations.</p>	<p>The Programme Officer will advise of the examination hearing sessions by letter or email, at least 6 week before its start.</p> <p>Publish on the Council's website and provide a hard copy on display at the Council, a notice setting out the date, time and place at which the hearing is to be held and the name of the Inspector appointed to carry out the independent examination.</p> <p>Other potential techniques used may include press releases and social media.</p>
Adoption (Regulation 26)	<p>Adoption of the plan by the Local Planning Authority.</p>	<p>All those who made representations.</p> <p>Specific and general consultation bodies.</p> <p>All those who asked to be notified.</p>	<p>Letter, email, website, Press Releases, Social Media.</p> <p>The Plan and associated documents will be made available at the Council Offices and at other appropriate locations.</p> <p>A copy of the Adoption Statement will be sent to the Secretary of State as well as those who asked to be specifically notified.</p>

Table 2: Consultation on Supplementary Planning Documents

Stage	Purpose	Who	How
Scoping and Evidence Gathering	Evidence Gathering and preparation of Draft SPD	Stakeholders and interested parties, considered appropriate to the subject matter of the SPD, will be engaged.	Letter, email, website. Documents will be made available at the Council Offices and at other locations considered appropriate. Other potential techniques that may be used include: Town and Parish Councils, workshops, utilise existing established groups, social media, public exhibitions, community events.
Public Participation (Regulation 12)	Consultation on the Draft SPD. Consultation period of a minimum of 6 weeks.	Specific and general consultation bodies Duty to Co-operate bodies Those registered on the Councils database, including those residents or business within the area where appropriate.	Letter, email, website, press releases, social media. Copies of the SPD and any supporting documents will be made available at the Council offices and the districts libraries, as a minimum, for public inspection. Other potential techniques that may be used include: Town and Parish Councils, workshops, utilise existing established groups
Adoption	Adoption of the SPD by the	The following will be	The adoption statement

<p>(Regulation 14)</p>	<p>Local Planning Authority</p> <p>This is not a stage where consultation is carried out by the Local Planning Authority (LPA)</p>	<p>notified of the adoption of the SPD:</p> <p>Specific and general consultation bodies</p> <p>Duty to Co-operate bodies</p> <p>Those registered on the Councils database, including those residents or business within the area where appropriate.</p> <p>Anyone who has specifically asked to be notified when the SPD is adopted.</p>	<p>and the SPD will be made available at the Council offices, the district libraries and other appropriate locations, and published on the Councils website.</p> <p>Notification of the adoption of the SPD sent to individuals, bodies and organisations will be in writing, either email or letter.</p> <p>Press releases and social media will also be used to inform of adoption.</p>
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Appendix E

MANAGING DEVELOPMENT – Statutory Consultees

Statutory Consultees	Type of Development
The Canals and River Trust	Certain types of development likely to affect canals or nearby areas
The Coal Authority	Certain types of development in areas where the Coal Authority has notified to the local planning authority that it is an area of coal working, and for minerals exploration on land that has been identified as containing coal.
Crown Estates Commissioner	Certain minerals planning applications where the Crown Estates Commissioners have given notice to that land in their area contains silver or gold.
Department of Energy and Climate Change	Mineral developments where the Department for Energy and Climate Change have given notice to the local planning authority that the land in their area contains gas or oil.
Department of Transport (administered in practice by the Highways England)	New Development likely to result in a material increase in the volume or a material change in the character of traffic entering or leaving a trunk road.
East Midlands Airport	East Midlands Airport is a statutory consultee in respect of development management. This is in respect of its role as the Aerodrome Safeguarding Authority for East Midlands Airport. East Midlands Airport will be consulted on relevant planning applications located within the Airport Consultation Zone.
Environment Agency	The Environment Agency are a statutory consultee to Local planning authorities for several types of planning application related to its statutory duties on flood risk, protection of land and water quality, mining operations, waste regulation and fisheries.
Historic England	Historic England are a statutory consultee to Local planning authorities for several types of planning application including development that would affect the setting of a Listed Building, development that would affect the

Statutory Consultees	Type of Development
	character and appearance of a Conservation Area, development likely to affect the site of a scheduled monument and Applications for Listed Building Consent for works on a Grade I or Grade II* listed Building.
Forestry Commission	Statutory requirement under paragraph 4 of Schedule 5 of the Town and Country Planning Act 1990 or mineral operators to consult the forestry commission if the proposed form of post-extraction restoration is for forestry.
Garden History Society	For development likely to affect any park or garden on English Heritage's <i>Register of Historic Parks and Gardens of Special Historic Interest in England</i>
Health and Safety Executive	The Health and Safety Executive issues consultation zones to the local planning authority and should be consulted on certain developments in the vicinity to major accident hazards.
Highways England	Developments likely to affect the strategic road network, and certain other highway matters.
Local Planning Authority	The adjoining local planning authority will usually need to be consulted where an application is likely to have an impact on a neighbouring area. Where there is a County Council, the district council is required to consult the county council in certain cases and may not decide the application for 21 days or the county council has responded (if earlier).
Local Highway Authority	The Local Highway Authority will need to be consulted where the proposed development will either involve a new access to the highway network, or an increase or change in traffic movements.
County Planning Authority	Specific requirements exist for consultation with County Planning Authorities, reflecting their responsibilities as planning authorities for certain specific matters.
Natural England	Certain developments affecting Sites of Special Scientific Interest, involving the loss of best and most versatile agricultural land, or in an area of particular natural sensitivity or interest which appears to be affected by development that could have significant implications for

Statutory Consultees	Type of Development
	major accident hazards. Natural England must also be consulted on development (including permitted development) likely to have a significant effect on a European (wildlife) Site in England or European Offshore Marine Site under the Conservation of Habitats and Species Regulations 2010 (as amended).
National Parks Authorities	Specific requirements exist for consultation with National Parks authorities in relation to development likely to affect land in a National Park
Parish Councils	<p>Whilst Parish Councils are not statutory consultees, they do have a role as a consultee in the planning application process.</p> <p>The Local Planning Authority must consult the Parish Council if they have requested that they do so. There is also a legal requirement to notify the Parish Council of the decision on planning applications if they have requested that they Local Planning Authority do so.</p> <p>The same approach applies to any Neighbourhood Forums.</p>
Rail Network Operators	Development likely to result in a material increase in the amount of traffic using a level crossing over a railway.
Sport England	Planning applications where the development is likely to affect the use of land as playing fields.
Theatres Trust	Development involving any land on which there is a theatre.

APPENDIX F

MANAGING DEVELOPMENT – Non-Statutory Consultees

Non – Statutory Consultees
Emergency Services and Multi-Agency Emergency Planning
Forestry Commission
Health and Safety Executive
Ministry of Defence
Office of Nuclear Regulation
Police and Crime Commissioners
Rail Network Operators
Sport England

Appendix G

Consultation Body as defined by the Neighbourhood Planning (General) Regulations 2012

Consultation Body
A local planning authority, county council or a parish council any part of whose areas is in or adjoins the area of the local planning authority
The Coal Authority
Homes England
Natural England
The Environment Agency
Historic England
Network Rail Infrastructure Limited
Highways England
The Marine Management Organisation
Any person to whom the electronic communication code applies.
Any person who owns or controls electronic communication apparatus
A Primary Care Trust in any part of the neighbourhood area
A person with a licence under the Electricity Act, in any part of the neighbourhood area
A person with a licence under the Gas Act, in any part of the neighbourhood area
A sewerage undertaker, in any part of the neighbourhood area
A water undertaker, in any part of the neighbourhood area
Voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area
Bodies which represent the interest of different racial, ethnic or national groups in the neighbourhood area
Bodies which represent the interest of different religious groups in the neighbourhood area
Bodies which represent the interest of person carrying on business in the neighbourhood area
Bodies which represent the interests of disabled persons in the neighbourhood area.

Appendix H

GLOSSARY

Development Management – The management or control of development proposals through the planning system.

Development Plan – comprises of Development Plan Documents (DPDs) which form the legal basis for all future planning decisions in the district.

Development Plan Documents (DPD) – Documents prepared by the local planning authority (including the Local Plan) setting out the main spatial strategy, policies and proposals for the area. These documents will be statutory documents and subject to an independent examination by an Inspector. They will undergo rigorous procedures of community involvement and consultation. DPDs must be consistent with and have regard to national planning policy.

Duty to Cooperate – Created by the Localism Act 2011. It places a legal duty on the Council to engage constructively, actively and on an ongoing basis with certain specified bodies to maximise the effectiveness of Local Plan preparation relating to strategic cross boundary matters.

Examination – The purpose of the Examination is to consider if the development plan is sound. The majority of representations made at Examination will usually be written representations. However, in some instances a Planning Inspector may allow representations to be examined by way of oral hearings, for example round table discussions, informal hearing sessions and formal hearing sessions.

General Consultation Bodies – Organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include bodies which represent the interests of different racial, ethnic, religious or national groups, disabled persons and business in the local planning authority's area.

Hard to Reach Groups – Groups of people or organisations within the community that have traditionally been more difficult to engage in the planning system. They include older people, religious, disabled and ethnic minority groups.

Local Development Document (LDD) – The collective term covering Development Plan Documents and Supplementary Planning Documents.

Local Development Scheme (LDS) – A three year project plan outlining the Councils programme for preparing the Local Plan.

Local Plan – Collective term for the Development Plan Documents that set out the spatial vision and strategy for the Borough including policies and proposals. The Local Plan is a key part of the development plan.

National Planning Policy Framework (NPPF) – It sets out the government's national planning requirements, policies and objectives. It replaces much of the national advice previously contained within planning policy statements, planning policy guidance and circulars. It is a material consideration in the preparation of Local Plan documents and when considering planning applications.

Neighbourhood Development Plan (NDP) – A plan for the neighbourhood area which is prepared by an authorised community group. The plan must be in general agreement with the overall plan for the local authority area and can include general planning policies and allocations for new development.

The Planning Inspectorate - The Planning Inspectorate is an executive agency of the Department for Communities and Local Government. It deals with planning appeals, national infrastructure planning applications, examination of local plans.

Planning Performance Agreements – Up front agreements between a developer and a local planning authority that set out all the information required and the timetable for delivering a decision on a large

application. They are an opportunity to establish a collaborative relationship based on good communication and regular exchange of information. This should allow a process to be agreed which allows the local planning authority to project plan the work needed to determine the application.

Specific Consultation Bodies – Organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include neighbouring and parish councils, key service providers, Government departments and non-government organisations.

Stakeholders – A person or organisation with an interest or concern in something.

Statement of Community Involvement (SCI) – Outlines the approach of the authority to involving the community in preparing the Local Plan and planning applications.

Supplementary Planning Documents (SPD) – Documents that expand on policies and proposals in Development Plan Documents.

Sustainability Appraisal (SA) – An appraisal of the social, economic and environmental implications of a strategy, policies and proposals. The SA seeks to ensure that proposals contribute to the achievement of sustainable development.

Tests of Soundness – The tests outlined in the National Planning Policy Framework that DPDs are judged against.

Title of Report	USE OF ARTICLE 4 DIRECTION: HOUSE IN MULTIPLE OCCUAPTION IN KEGWORTH	
Presented by	Councillor Robert Ashman Planning and Infrastructure Portfolio Holder	
Background Papers	National Planning Policy Framework: National Planning Practice Guidance: Housing Act 2004:Part 2 Town and Country Planning (General Permitted Development) (England) Order 2015: Evidence Gathering – Housing in Multiple Occupation and possible planning responses; Department for Communities and Local Government 2008	Public Report: Yes Key Decision: Yes
Financial Implications	<p>The cost of preparing and consulting on a possible Article 4 will be met from existing resources.</p> <p>As outlined in the report making an 'immediate' Article 4 could result in a cost claim against the Council in the event that planning permission is refused where it is proposed to create a small HMO. Any such additional costs would need to be met from the contingency budget held by the Planning Service.</p>	
	Signed off by the Deputy Section 151 Officer: Yes	
Legal Implications	Detailed in the Report.	
	Signed off by the Deputy Monitoring Officer: Yes	
Staffing and Corporate Implications	None.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To consider the confirmation of an Article 4 Direction in Kegworth prohibiting the change of use of a dwelling to a small House in Multiple Occupation by way of permitted development rights.	
Reason for Decision	In accordance with the Council's constitution, making an Article 4 Direction falls within the remit of Cabinet.	
Recommendations	THAT CABINET: <ol style="list-style-type: none"> 1. CONFIRMS THAT FROM FRIDAY 19 FEBRUARY 2021, THE KEGWORTH ARTICLE 4 DIRECTION 2020 WILL BE APPLIED TO THE VILLAGE OF KEGWORTH TO REMOVE PERMITTED DEVELOPMENT RIGHTS FOR THE CHANGE OF USE OF A DWELLING HOUSE (C3 USE) TO SMALL HOUSES IN MULTIPLE OCCUPATION (C4 USE) 2. CONSIDER THE PUBLIC COMMENTS RECEIVED DURING THE PUBLICITY PERIOD IN MAKING THEIR DECISION ON THE ABOVE RECOMMENDATIONS, 3. AUTHORISES THE ISSUE OF PUBLIC NOTICES OF THIS DECISION AND SEND A COPY OF THE NEW DIRECTION TO 	

1. BACKGROUND

- 1.1 Kegworth Parish Council have expressed concerns about the high concentration of Houses in Multiple Occupation (HMO) in the village of Kegworth, and the negative impact they are having on its character, well-being and housing profile. They have therefore requested that the District Council consider issuing an Article 4 direction so as to manage the creation of new small HMOs within the village.
- 1.2 Members will recall that a report on Houses in Multiple Occupation in Kegworth and the use of an Article 4 Direction to manage this issues, was considered by this committee on 4 February 2020. At this meeting, the District Council approved the making of a non-immediate Article 4 Direction to the entire village of Kegworth, to withdraw permitted development rights for the change of use from dwelling houses (Use Classes C3) to small HMO's (Houses in Multiple Occupation) (Use Class C4) where between 3 and 6 unrelated people share basic amenities such as a kitchen or bathroom.
- 1.3 Following a consultation period to publicise this Article 4 Direction, approval is now sought to confirm this order which will be brought into effect from Friday 19 February 2021.

2 WHAT DID WE CONSULT ON?

- 2.1 Following this decision the Council undertook an initial 6 week public consultation period to publicise the Article 4 Direction, between Monday 17th February 2020 and Monday 30th March 2020. It asked for views on the following questions:
 - a) Do you agree with the introduction of an Article 4 Direction in relation to Houses in Multiple Occupation?
 - b) Do you agree with the boundary of the Article 4 Direction?
- 2.2 The Council displayed a number of posters around the village advertising the Article 4 Direction and its consultation, as well as contacting the Parish Council, local ward councillors and other local stakeholders, such as estate agents and the University of Nottingham. The consultation was also publicised on the Council's website with a dedicated webpage, with supporting documents available as well as a leaflet answering frequently asked questions. Posters advertising the Article 4 Direction and consultation were made via social media and advertising material was also made available in Kegworth Library.
- 2.3 However due to an administrative error, a further 6 week consultation period was undertaken between Monday 4th May 2020 and Monday 15th June 2020. To support this extended consultation and the revised consultation dates, amended site notices were displayed throughout the village and all the consultation material was made available on the Council's website. Local stakeholders were also advised of the extended consultation period as were those who had already made representations. However due to the coronavirus pandemic and the restrictions of movement of the public, a pragmatic approach to the inspection of documents had to be taken. Access to the Council Office and libraries where the consultation documents can normally be viewed, is either not allowed or is severally restricted. Therefore a copy of the Article 4 Direction, Statutory Notice and Map was displayed in the window of the Parish Council Offices.
- 2.4 Also, as required by Regulations:

- A copy of the Statutory Notice was placed in an edition of a local newspaper, namely The Derby Telegraph;
- The county planning authority, Leicestershire County Council, was given notice of the Direction and;
- A copy of the direction, the notice of the direction and associated map was sent to the Secretary of State

2.5 Subsequently, it has been identified that there were drafting errors in the published Article 4 Direction in terms of when it would come into force. Cabinet previously decided that the Article 4 Direction would come in to force after 12 months. The date of 5 February 2021, this date being 12 months after Cabinet's decision of 4 February 2020, was used in the various notices and communications issued in respect of the consultations. However, in accordance with the published Article 4 Direction the date should be 19 February 2021. This does mean that there would be a slightly longer period than intended in which somebody could implement a change of use from a dwellings house to a HMO, but it is only a short time period. It is considered nobody would be prejudiced by this change. A copy of the amended Article 4 Direction is attached as Appendix C, should Members be minded to confirm the Article 4 Direction, as per the recommendation.

2.6 In addition as there are already small HMOs within Kegworth, the consultation has also been used as an opportunity to ask owners of such properties to declare these to the District Council so that they can be recorded as an existing small HMO. However any such declarations can be submitted up to the point that the Article 4 direction takes effect.

3 WHAT RESPONSES DID WE RECEIVE?

3.1 In total we received 19 responses to the initial consultation, the majority from individuals as well as a number of responses from local stakeholders including a district ward member, Kegworth Parish Council and Nottingham University. A summary of all comments received, along with an officer response to each consultation comments, can be found as Appendix A. However the main points raised are as follows:

- All respondents supportive of the introduction of an Article 4 Direction in relation to Houses in Multiple Occupation in Kegworth; and
- All respondents supportive of the boundary for the Article 4 Direction.

3.2 In deciding whether to confirm an Article 4 Direction, the local authority must take into account any representations received during the consultation period and any resulting material changes to the Direction will require re-consultation.

3.3 All representations received to the initial consultation have been in support of the Article 4 Direction and its boundary and no changes have been suggested. With respect to the issues raised by a number of the consultation responses, as the purpose of the Article 4 Direction 2020 is to removed permitted development rights for the conversion of C3 dwelling houses to C4 HMOs, it cannot itself address some of the more specific matters raised such as those concerning, noise, anti-social behaviour, amenity, appearance, refuse, parking and highways. Addressing such matters will require close working between district and county council officers, elected members and external organisations such as the police. In addition, the Local Plan Review will give consideration to the inclusion of a policy in respect of HMOs, which could also address a number of the issues raised.

3.4 Three additional representations were received to the extended consultation and a summary of these comments, along with an officer response, can also be found in Appendix A. Two of these representations object to the Article 4 Direction and one suggests that the date that the Article 4 Direction should take effect be delayed. Having considered these representations it is suggested that no changes, other than that stated at paragraph 2.5 above, are necessary to the Article 4 Direction, the reasons for this approach are detailed in Appendix A.

- 3.5 With respect to the representation which suggests that the 'effective' date for the Article 4 Direction be deferred. The reasoning for this is that a number of properties have been, or may be, converted to a HMO for students, but due to the Covid-19 pandemic, the students may not return until after February 2021 which is the implementation date for the Article 4 Direction. Therefore the HMO will have not been implemented, as it is not become occupied, and planning permission will then be needed due to the presence of the Article 4 Direction. However it would appear that Nottingham University is intending to open for the new term in September 2020, with a mixture of on-site sessions and virtual lectures, leading to a need for student accommodation. It is therefore suggested that there is no justification to defer the implementation date of the Article 4 Direction.
- 3.6 A response has been received from Leicestershire County Council who have advised support for the Article 4 Direction and is summarised in Appendix A.
- 3.7 In addition, a response has now been received from the Secretary of State which has not raised any objections, but has advised of the need to inform the Secretary of State if the Article 4 Direction is confirmed.
- 3.8 Having considered the representations made to the consultation, it is recommended that no changes are needed to the Article 4 Direction, other than that stated at paragraph 2.5 above, and therefore further consultation is not necessary.

4 NEXT STEPS

- 4.1 Schedule 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 requires directions to come into force no less than 28 days and no more than 2 years after first being published. The Cabinet at its meeting on 4 February 2020, resolved the Non-Immediate Article 4 Direction be brought into force after 12 months. Without this 12 month period there would be a risk that developers of HMOs affected by the Article 4 Direction might seek to make compensation claims to the District Council for their financial loss.
- 4.2 In line with the proposed changes set out in paragraph 2.5, the Article 4 Direction will come into force on Friday 19 February 2021. From this date onwards planning permission will be needed to change the use of a dwelling house to any small house in multiple occupation (C4 use).
- 4.3 Schedule 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 sets out the process that local authorities are required to follow in making and confirming Article 4 Directions. With respect to confirming an Article 4 Direction, as soon as practicable after a direction has been confirmed, the local planning authority must:
- Give notice of the confirmation and the date on which the Article 4 Direction will come into force and;
 - Send a copy of the Article 4 Direction as confirmed to the Secretary of State.
- 4.4 Following confirmation of such Article 4 Direction, local authorities are required to publicise the Article 4 Direction via the following means:
- Local advertisement of the Article 4 Direction (Local Newspaper);
 - Display of a minimum of two notices in different locations for a minimum period of six weeks;
 - Notify owners and occupiers within the affected area (these regulations can be relaxed where this would be impracticable), for example, site notices can be displayed and be sufficient.

- 4.5 The notice of the confirmation must specify that the Article 4 Direction is made under Article 4 (1) of the Town and Country Planning (General Permitted Development) (England) Order 2015. It must also include a description of the development and the area to which the Article 4 Direction relates along with a statement of the effect of the Article 4 Direction. Details of where a copy of the Article 4 Direction and associated map defining the area to which it relates, can be seen, is also to be provided.
- 4.6 A copy of the notice is provided in Appendix B and a copy of the Article 4 Direction (as confirmed) is provided in Appendix C.
- 4.7 Publicity of the notice is to advise of the Council's confirmation of the Article 4 Direction. There is no requirement for the District Council to consider any further public comments made in response to these notices at this stage of the process. In line with the above regulations, the notices will be issued to the local press (The Derby Telegraph) and displayed in at least two locations in the village of Kegworth. In addition, it is also suggested that all interested parties, including those whom made representations and HMO declarations, are advised of the amended and confirmed Article 4 Direction, and it is confirmed to them when the Article 4 Direction will come into effect.

Policies and other considerations, as appropriate	
Council Priorities:	Our communities are safe, healthy and connected Local people live in high quality, affordable homes Developing a clean and green district
Policy Considerations:	None Identified
Safeguarding:	None Identified
Equalities/Diversity:	An Equality Impact Assessment has been undertaken
Customer Impact:	Making an Article 4 Direction would require some customers to submit a planning application, which would potentially entail additional costs.
Economic and Social Impact:	Making an Article 4 Direction will help to protect the social cohesiveness of Kegworth.
Environment and Climate Change:	Making an Article 4 Direction could help to protect the local amenities of Kegworth.
Consultation/Community Engagement:	The proposed Article 4 Direction has been subject to consultation before being confirmed.
Risks:	Making a non-immediate direction would remove the potential cost risk to the Council in respect of compensation claims. Where a planning application for a HMO is submitted as a result of the Article 4 Direction being in place and that application is then refused, there is no guarantee that a refusal would be supported in a subsequent appeal.
Officer Contact	Chris Elston Head of Planning and Infrastructure chris.elston@nwleicestershire.gov.uk

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1. Do you agree with the introduction of an Article 4 Direction in relation to Houses in Multiple Occupation in Kegworth?		
Respondent	Summary of Response	Reply
Mr Jamie Carelessq	Yes. People are getting priced out of Kegworth. Families and local people cannot afford to buy within Kegworth. As soon as properties become available they are being sold to investors.	Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified.
Mrs Kathryn Widdowson	Yes. Young families are being priced out of the housing market in Kegworth. This is particularly difficult for those whose children attend the village school but are unable to purchase a home in village. Results in people having to buy property elsewhere, and either travel to the village schools, or move schools. Village is full of student housing at the expense of needed family housing.	Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified.
Dr Nicola Bowring	<p>Yes. Kegworth is a rural village that already contains a disproportionate ratio of HMO rental properties. As a resident of the village with children in the local school I am aware of the struggle to buy family housing, as suitable properties are being purchased to rent out as HMO properties. The cost to rent a family property is also excessive when compared to the cost of a mortgage. There is also a limited supply of suitable family properties, as landlords would prefer to rent to HMO as these would provide an increase revenue return.</p> <p>Every spring, the village becomes inundated with 'to let' boards (for student properties), making the place appear a very transient community. Parking issues are also experienced within the village and is especially noticeable in areas with high numbers of HMOs. Meanwhile, the student accommodation at Sutton Bonington is, as far as I understand, under-booked, with flats standing empty.</p>	<p>Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified.</p> <p>The issue of To Let boards is noted, but it is suggested that this is beyond the remit of the Article 4 Direction. However, the Town and Country Planning (Control of Advertisements) Regulations 2007 governs the display of advertising. The display of Estate Agents Board has express consent and, generally does not need permission subject to specific criteria being met, for example, only 1 board per property is displayed. The display of boards not in accordance with the specified criteria, would be considered unauthorised and their removal could be sought.</p> <p>Officers have not been able to find any specific demonstrable evidence to link amenity type issues directly to HMOs, such as</p>

		parking, as these issues may also be related to other factors. Notwithstanding, the Local Plan Review will give consideration to the inclusion of a policy in respect of HMOs, which could address the need to for satisfactory parking provision to be provided for new HMOs.
Miss Kate Hampson	There are far too many existing HMOs in the village and their numbers need to be capped. The numbers of HMOs is having an adverse impact on the rental market for family housing.	Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified.
Mrs Jennifer Lee	Local families are being priced out of the village as landlords are turning properties, even small houses into HMOs. There is very limited parking in the village especially on roads like Pritchard Drive where our contracts specify no parking on the road. The roads are narrow. However when a property is rented out as a HMO, the level of parking generated is such that on street parking is making the roads impassable for emergency vehicles. HMO should only be granted where adequate parking is available.	Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified. Officers have not been able to find any specific demonstrable evidence to link amenity type issues directly to HMOs, such as parking, as these issues may also be related to other factors. Notwithstanding, the Local Plan Review will give consideration to the inclusion of a policy in respect of HMOs, which could address the need to for satisfactory parking provision to be provided for new HMOs.
Mrs Claire Hughes	Yes. There are too many multiple occupancy house in Kegworth. Houses are not maintained adequately thus reducing the street appeal of houses near to these properties. In addition, that house prices and rental prices are pushed up for single family households because the multiple occupancy houses are more profitable. There are also parking issues given the number of cars generated by HMOs and the level of on-street parking.	Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified. Officers have not been able to find any specific demonstrable evidence to link amenity type issues directly to HMOs, such as parking, as these issues may also be related to other factors. Notwithstanding, the Local Plan Review will give consideration to the inclusion of a policy in respect of HMOs, which could

		address the need to for satisfactory parking provision to be provided for new HMOs.
Mr Mark Payne	Yes. There are too many HMOs in Kegworth with limited housing available for the local community or those with children. Kegworth is increasingly becoming a dormitory village for the University and the 'Warehouse' employers adjacent to the motorway. There are also parking issues given the number of cars generated by HMOs and the level of on-street parking. Quality of life is being adversely effected, there are local frictions and the village is becoming overdeveloped, due to HMO development.	Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified. Officers have not been able to find any specific demonstrable evidence to link amenity type issues directly to HMOs, such as parking, as these issues may also be related to other factors. Notwithstanding, the Local Plan Review will give consideration to the inclusion of a policy in respect of HMOs, which could address the need to for satisfactory parking provision to be provided for new HMOs.
Mrs Carolyn Woods	Yes. Too many HMO's in the village, resulting in parking issues and anti-social behaviour. The character of the village has changed. Limited opportunities s for locals to find property as landlords are renting properties out as HMOs, as in rental terms this is more profitable and council tax does not have to be paid. This is having an adverse impact on the character of the village.	Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified.
Miss Sarah Fory	Difficult to find a property to rent as the majority are student lets. A bad level of on-street parking around the village. The University of Nottingham/Sutton Bonington campus have at least 3 empty properties on Melton Lane and Collage Road, for at least a year.	Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified. Officers have not been able to find any specific demonstrable evidence to link amenity type issues directly to HMOs, such as parking, as these issues may also be related to other factors. Notwithstanding, the Local Plan Review will give consideration to the inclusion of a policy in respect of HMOs, which could address the need to for satisfactory parking provision to be provided for new HMOs.

Mr Kieran Pallett	<p>Yes. As a resident of Kegworth who currently rents it has proved difficult to find a 3 bed property for rent, as most properties available to rent are for student lets. Private renters are being priced out of the market. Have witnessed many homes that have been put for sale, are then rented out to students. Resulting in adverse impacts on those who wish to rent privately but also families looking to purchase a property.</p>	<p>Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified.</p>
Ms Clare Fletcher	<p>Yes. A local resident and in the past three years have seen the number of HMOs in the village rise leading to difficulties finding available parking on the road. Some HMOs generate five cars leading to unsafe on-street parking in terms of large and emergency vehicles unable to access the roads.</p> <p>Appreciate that there is a need for HMOs but if they are not regulated, they can place undue pressure on local infrastructure.</p>	<p>Officers have not been able to find any specific demonstrable evidence to link amenity type issues directly to HMOs, such as parking, as these issues may also be related to other factors. Notwithstanding, the Local Plan Review will give consideration to the inclusion of a policy in respect of HMOs, which could address the need to for satisfactory parking provision to be provided for new HMOs.</p>
Mrs Carol Sewell (Councillor for Daleacre Hill)	<p>Yes. Kegworth is suffering from lack of social cohesion, and is losing family homes. These are being converted into student/workers accommodation. This is creating disturbance to neighbours, loss of amenity and parking problems.</p> <p>Two-thirds of HMOs in the whole of NW Leicestershire are in Kegworth, which is a village. 16 more HMO licences are being sought and would bring this figure to 75%. The number of HMOS is unacceptable for the size of the village.</p>	<p>Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified.</p> <p>Officers have not been able to find any specific demonstrable evidence to link amenity type issues directly to HMOs, such as parking, as these issues may also be related to other factors. Notwithstanding, the Local Plan Review will give consideration to the inclusion of a policy in respect of HMOs, which could address the need to for satisfactory parking provision to be provided for new HMOs.</p>

Mrs Victoria Roe (Parish Clerk – Kegworth Parish Council)	Parish Councillors formally agreed at their meeting held on Monday 2nd March 2020 that they are fully in support of the introduction of an Article 4 Direction for Kegworth.	Noted
Mrs Gwyneth Tseng	<p>Yes. Lived in Kegworth for nearly 40 years and seen a marked growth in the number of HMOs in my locality. Too some extent owner occupiers are the minority in some areas. This has had detrimental impact on community spirit and social cohesion due to the transient nature of those living within the HMOs.</p> <p>There is a disproportionate number of temporary residents, including students who attend Sutton Bonington campus, and therefore an unbalanced community. Student rentals also do not contribute to Council Tax for the district, affecting the District and Parish Council revenue.</p> <p>The demand for HMOs in Kegworth is having an adverse impact on the community balance. The demand for these rental properties is forcing house prices up beyond the affordability of younger people. Estate agents are regularly and proactively looking for rental properties.</p> <p>Landlords and tenants tend to not maintain the external appearance of HMO properties, with gardens left untidy, and lack of understanding of the refuse and recycling collection system. All contribute to a detrimental impact on the street scene. Proliferation of 'Let and Managed By' Signs also contribute to the poor appearance of the environment and lack of community spirit/cohesion.</p> <p>Support the Article 4 direction and also hope that these comments are borne in mind when planning applications are determined.</p>	<p>Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified.</p> <p>It is recognised that a high number or concentration of HMOS can also have a more general impact on residential amenity and the character of an area. It is therefore important that issues such as noise and disturbance, parking, physical appearance/maintenance and recycling and refuse storage facilities, are also addressed in any future policy.</p>

Mrs Jane Clarke	<p>Yes. Properties have become too expensive due to multiple lets. Further HMOs will exacerbate existing parking problems.</p>	<p>Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified.</p> <p>Officers have not been able to find any specific demonstrable evidence to link amenity type issues directly to HMOs, such as parking, as these issues may also be related to other factors. Notwithstanding, the Local Plan Review will give consideration to the inclusion of a policy in respect of HMOs, which could address the need to for satisfactory parking provision to be provided for new HMOs.</p>
Mr David Hayes	<p>Yes. The unregulated creation of small HMO'S is having a serious effect on Kegworth. The majority of HMOs appear to be occupied by students although it is acknowledged there will also be a demand for this type of accommodation from the workforce employed at the East Midlands Gateway. Furthermore the student intake at Sutton Bonington campus is to dramatically increase. Both of which will increase the demand for HMO accommodation in Kegworth.</p> <p>Have not experience any anti-social behaviour issues, but there are a number of negative impacts being experienced by Kegworth, namely:-</p> <ul style="list-style-type: none"> - Loss of Council Tax revenue due to student properties being exempt; - Imbalance in the housing market and lack of available properties for first time buyers , as properties are being purchased on a but to let basis; - Car parking issues throughout the village. HMOs generate a number of cars and the properties are rarely able to provide adequate off-street parking. High levels of on street parking lead to on street parking congestion for other residents and visitors; 	<p>Noted.</p> <p>It is recognised that a high number or concentration of HMOS can also have a more general impact on residential amenity and the character of an area. It is therefore important that issues such as noise and disturbance, parking, physical appearance/maintenance and recycling and refuse storage facilities, are also addressed in any future policy.</p>

	<ul style="list-style-type: none"> - External appearance of HMOs is considerably poorer than that of owner occupied properties; - Adverse impact on the social fabric of Kegworth, with a larger transient population who have no mid or long term interest in the social life of the village. <p>Support the use of an Article 4 Direction as it will allow the Council to exercise control over the development of small HMOs.</p>	
Mr Stuart Harrison	Yes.	Noted.
Mrs Jill Wilson	<p>Yes. Welcome the introduction of the Article 4.</p> <p>Over a period of time Kegworth has experienced an unacceptable increase in the number of HMO or student properties, to the detriment of the village.</p> <p>Issues being experienced include:-</p> <ul style="list-style-type: none"> - Lack of adequate parking provision and safety concerns; - Occupants of the HMOS come and go at all hours; - Occupants have lack of regard for local environment, and refuse/recycling bins left on pavements for long periods of time, causing an obstruction; - Poor property and garden maintenance; - Anti-social behaviour <p>Occupants do not pay Council Tax but still use the local services, means that the villages are losing out on funding. Inspection of HMO properties also uses up District Council resources.</p> <p>The conversion of HMO properties is resulting in the unavailability of family properties in the villages. The transient nature of the HMO</p>	<p>Noted. For the reasons outlined in the report to Cabinet on 4 February 2020, it is considered that an Article 4 Direction is justified.</p> <p>It is recognised that a high number or concentration of HMOS can also have a more general impact on residential amenity and the character of an area. It is therefore important that issues such as noise and disturbance, parking, physical appearance/maintenance and recycling and refuse storage facilities, are also addressed in any future policy.</p>

	occupants also do not provide a regular need for local services and therefore affects the income of local businesses.	
Dr Paul Greatrix (Registrar – Nottingham University)	<p>Yes. Kegworth’s close proximity to the Sutton Bonington Campus coupled with the high standard and variety of amenities make it a desirable neighbourhood for University staff and students alike. The University and Students’ Union are committed to supporting students in finding safe, licensed, accredited (where applicable), comfortable and good value accommodation. Also supports students to positively contribute to the areas in which they live. Therefore have a shared objective with the District Council for supporting housing choices and developing balanced, cohesive communities.</p> <p>Given the subsequent impact of the Article 4 on the housing market in Kegworth, we would welcome the opportunity to engage in discussions and where possible contribute to the process.</p> <p>Also welcome the opportunity to build a relationship with the Council and elected representatives, on a variety matters relating to where we have a strong student population, such as Kegworth. We are grateful to Kegworth Parish Council for hosting regular liaison meetings with the Off Campus Student Affairs Department.</p>	<p>Noted. Public consultation is undertaken during the process of making an Article 4 direction. Furthermore public consultation will be undertaken throughout the Local Plan Review and preparation of any future planning policy relation to the provision of new HMOs.</p> <p>Officers have suggested that the University are added to the Local Plan Database, so that they can be kept up to date with future consultations.</p>
Caroline Ince	<p>Yes. With the introduction of the Amazon Warehouse and the dual intake at Sutton Bonington Campus, I think it is important to retain a portion of houses as family homes and keep the heart of the village. However, with the unprecedented situation with Covid-19 and the uncertainty around the students return to campus, suggest that it would be pertinent to postpone the date that article 4 comes into the village. Some people including locals have purchased houses or are refurbishing properties ready for the putting on the student market in September in order to fall in line with the cut off but if the students don't return then they won't be able to meet the deadline.</p>	<p>It is acknowledged that a small HMO use will not be implemented/ a change of use in planning terms will not have occurred until such time that the property is occupied as a HMO.</p> <p>However at present Nottingham University are advising that their new academic year will start on Monday 21 September 2020, as planned but are closely monitoring the ongoing coronavirus situation and reviewing their response in line with national and international developments. It is also our</p>

		<p>understanding that it is anticipated that students will be returning and that their studies will be in the form of a mixture of attendance at the Sutton Bonington Campus, in small groups, as well as virtual lectures.</p> <p>In addition, whilst these small HMOS may have originally been aimed at the student market there is nothing to stop the HMO being occupied by non-students. They can then be occupied by students at a later date, without the need for planning permission, because a HMO is a HMO irrespective of who occupies it.</p> <p>Therefore it is considered that a deferral of the Article 4 taking effect is not necessary.</p>
Lesley Pendleton	<p>Object to the use of an Article 4 with regard to small HMOs. Kegworth is a popular location for those wishing to rent due to its proximity to East Midlands Airport, the Ratcliffe on Soar Power Station, East Midlands Gateway, the major road network and Sutton Bonington Campus. The proposal discriminates against students and landlords who own small properties in Kegworth.</p> <p>Prior to proceeding any further it is suggested that a comparison is made between the number of rented properties in Kegworth and other villages such as Castle Donington, Long Whatton, Diseworth, Ashby and Coalville. These areas may also have a large proportion of properties in use as small HMOs given their proximity to the Airport and East Midlands Airport.</p> <p>If an Article 4 comes into force, presumably each time a property changes from a small HMO to a family as tenants, planning permission will be required. This could happen every six months as this tends to be the length of a tenancy.</p>	<p>There is not to be a presumption against the use of small HMOs should an application be submitted. Rather, it is to allow an opportunity to manage the impact of these change of uses on the character of the area.</p> <p>There is some evidence to indicate that not having control over the number/concentration of HMOs in the villages has resulted in a loss of family housing.</p> <p>This approach has been taken given the issues that are being faced by Kegworth due to the impact of the number and concentration of HMOs within the village. The Council is not aware of similar issues being faced by the other towns and villages identified. In addition, data from the 2011 Census shows that there was already a significantly higher student population living in Kegworth than the rest of the district. When looking at the 'Economic Profile' of Kegworth's</p>

In my position as clerk to the Parish Council for 35 years, and also a County Councillor, I received very few complaints from Kegworth residents reference HMOs and students. These related to refuse and parking and a few relating anti-social behaviour, and were dealt with effectively and efficiently. Furthermore a family house could 'create' the same number of cars as a small HMO. Furthermore the introduction of parking restrictions on the Market Place and other roads in the village, have exacerbated the village's parking problems.

How can the Council conclude on balance that there is a case to introduce this Article 4, when there is such a lack of evidence in terms of negative impacts as a result of HMOs and residents?

There is plenty of available housing for first time buyers and families. Many students walk or cycle to Sutton Bonington Campus and there is a bus service that is used by students also. Also common to see aircrew using public transport and they tend not to bring their cars to Kegworth when they are on duty. It is also difficult to differentiate between properties that are owner occupied or let out as HMOs. There are many owner occupier properties that are in need of maintenance. There are landlords and agents who keep their properties well maintained. There is also no specific impact of tenanted properties on the Conservation Area.

As student properties are exempt from Council Tax, there is a loss of revenue for Kegworth Parish Council with a reduction in its Precept. It is assumed that the district council would be able to claim, within its Government Support Grant, for its exempt Council Tax properties. Perhaps the district council would be agreeable to pay Kegworth Parish Council, a percentage of these monies received to 'repay' their shortfall in Precept.

residents, the number of full time students was recorded as 317 (11.6%) compared to 2,611 (3.8%) of residents in the district as a whole.

Notwithstanding the introduction of the proposed Article 4 Direction, planning permission would not be needed to convert a property from a small HMO to a single family dwelling house. In addition, once a property has permission for a small HMO, it can be occupied by either students or non-students, and a further planning application would not be required. A HMO is a HMO irrespective of who occupies it.

It is appreciated that the presence of HMOs can have positive impacts on an area, and this is acknowledged in the Cabinet Report. However this has to be balanced against the more detrimental impacts that can be had on the locality, particularly the impact on the housing profile of Kegworth.

The issues raised regarding precept and Council Tax are not planning matters.

	<p>Students and HMO tenants enhance Kegworth Village and support local facilities such as the Co-op, take away services and other local services. They are also more likely to shop on a daily basis and use local facilities, rather than traveling elsewhere. They support the local economy.</p> <p>Request that the Article 4 is not confirmed.</p>	
Miss Anita King	No. If the house is not overcrowded then it shouldn't need one.	The use of an Article 4 Direction is to allow the impact of an HMO on its surrounding area, to be considered the planning application process.
Leicestershire County Council	<p>Yes.</p> <p>Support the District Council's approach to support the local community through better managing the creation of HMOs, and in so doing minimise the impact on the character, amenity and well-being of the area which could be adversely affected by a high concentration of HMOs. It is recognised that it could help the community to be more resilient in the future with more longer-term residents.</p> <p>This will result in an increase in planning applications submitted as a result of removing permitted development rights, please can you advise on the predicted increase?</p> <p>If the Article 4 Direction is confirmed the County Council in its role as the Local Highway Authority will not be in a position to advise refusal of planning applications on highways grounds unless it can be demonstrated that there will be a severe impact on the highway network and/or a detrimental impact on highway safety. An initial site visit will be undertaken where possible in respect of future planning applications received by NWLDC for change of use from dwelling houses (C3) to small Houses in Multiple Occupation (HMO, C4) within the area covered by the Article 4 Direction.</p>	<p>Support is noted as are the comments made reference a potential refusal of applications on highway grounds.</p> <p>Unfortunately the Council is not in a position to be able to advise of the likely predicted increase in the number of planning applications should the Article 4 be confirmed.</p>

Mrs Hilary Tansley	<p>Yes. There are a disproportionate number of HMOs in the villages, in fact some 150, occupied by students, construction workers and those employed at the SEGRO rail freight site. The consequence is a loss of amenity to village residents, noise and disruption and unsightly properties as they are not maintained to a good standard.</p> <p>Many students bring vehicles with them and use the University Hopper Bus. Leads to chaotic street parking further exacerbated in the area of Packington Hill where there are also two hotels. The current 'lockdown' has shown a number of the vehicles that have been parking in the village are not owned by 'ordinary' residents.</p> <p>The Vet school is due to double in size and not all units of the SEGRO site are constructed or complete. Therefore the disproportionate number of HMOS will continue to change the nature of the village if it is allowed to continue unchecked.</p>	<p>Noted. Public consultation is undertaken during the process of making an Article 4 direction. Furthermore public consultation will be undertaken throughout the Local Plan Review and preparation of any future planning policy relation to the provision of new HMOs.</p> <p>It is recognised that a high number or concentration of HMOS can also have a more general impact on residential amenity and the character of an area. It is therefore important that issues such as noise and disturbance, parking, physical appearance/maintenance and recycling and refuse storage facilities, are also addressed in any future policy.</p>
2. Do you agree with the boundary of the Article 4 Direction? -		
Respondent	Summary of Response	Reply
Mr Jamie Carelessq	Yes. Its covers the entire village of Kegworth including land which could be built on	Noted.
Mrs Kathryn Widdowson	Yes. It covers all of Kegworth which is where it is needed most.	Noted
Dr Nicola Bowring	Yes. This covers the village and surrounding countryside, so hopefully would help with the temptation to destroy the surrounding area with too much new housing also.	Noted

Miss Kate Hampson	Yes.	Noted.
Mrs Jennifer Lee	Yes. I agree that the whole of Kegworth should be covered	Noted
Mrs Claire Hughes	Yes	Noted
Mr Mark Payne	Yes. It makes sense	Noted
Mrs Carolyn Woods	Yes. As far as I can see this covers the whole of the village.	Noted
Miss Sarah Foy	Yes.	Noted
Mr Kieran Pallett	Yes.	Noted
Ms Clare Fletcher	Yes. Seems fair.	Noted
Mrs Carol Sewell	Yes. The whole village is affected by HMOs.	Noted
Mrs Victoria Roe (Parish Clerk – Kegworth Parish Council)	Yes.	Noted
Mrs Gwyneth Tseng	Yes. It is quite a large area, but presumably will take account of any future expansion of the village envelope, and also includes some farm houses which might be attractive for landlords to acquire for HMOs	Noted
Mrs Jane Clarke	Yes. Parking is a problem in Kegworth, this will make it worse.	Noted
Mr David Hayes	Noted. It seems appropriate to include the whole of the village as opposed to certain streets as the introduction of controls in some areas will only shift the focus of buy to let landlords.	Noted
Mr Stuart Harrison	Yes.	Noted
Mrs Jill Wilson	Yes. I think that the area that it covers will have a positive impact on the village.	Noted
Dr Paul Greatrix (Registrar – Nottingham University)	Yes. Complete and full coverage of the village is appropriate and necessary for the legislation to be effective.	Noted
Caroline Ince	Yes. It effects Kegworth as a whole.	Noted.
Lesley Pendleton	No. See comments above.	See comments above.

Miss Anita King	No. It should be the same for the whole country.	Given the impact of the concentration of HMOs on the village of Kegworth it is considered appropriate that it would benefit from the introduction of an Article 4 Direction that would withdraw permitted development rights for the change of use from dwelling houses (Use Classes C3) to small HMO's (Houses in Multiple Occupation) (Use Class C4).
Leicestershire County Council	Yes. We understand the proposed wide boundary of the Article 4 Direction has been chosen to ensure consistency and more comprehensive management of HMO distribution in the future, and also to alleviate pressure to displace HMOs to other local areas.	Noted.
Mrs Hilary Tansley	Yes. The boundary covers the extents of the Village. A smaller area would concentrate the effects of the A4 in any area not covered by it	Noted.

APPENDIX C

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

**KEGWORTH ARTICLE 4 DIRECTION 2020: HOUSE IN MULTIPLE OCCUPATION
(HMO)**

**TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT)
(ENGLAND) ORDER 2015 AS AMENDED**

**DIRECTION MADE UNDER ARTICLE 4(1) OF THE TOWN AND COUNTRY
PLANNING (GENERAL PERMITTED DEVELOPMENT) (ENGLAND) ORDER 2015
(AMENDED)**

WHEREAS NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL being the appropriate local planning authority within the meaning of article 4(5) of the Town and Country Planning (General Permitted Development) Order 2015 (“the Order”), are satisfied that it is expedient that development of the description set out in the Schedule 1 below should not be carried out on the land shown edged red on the attached plan at Schedule 2 (“the Land”), unless planning permission is granted on an application made under Part III of the Town and Country Planning Act 1990 as amended,

NOW THEREFORE the said Council in pursuance of the power conferred on them by article 4(1) of the Order hereby direct that the permission granted by article 3 of the said Order shall not apply to development on the said land of the description set out in the Schedule 1 below:

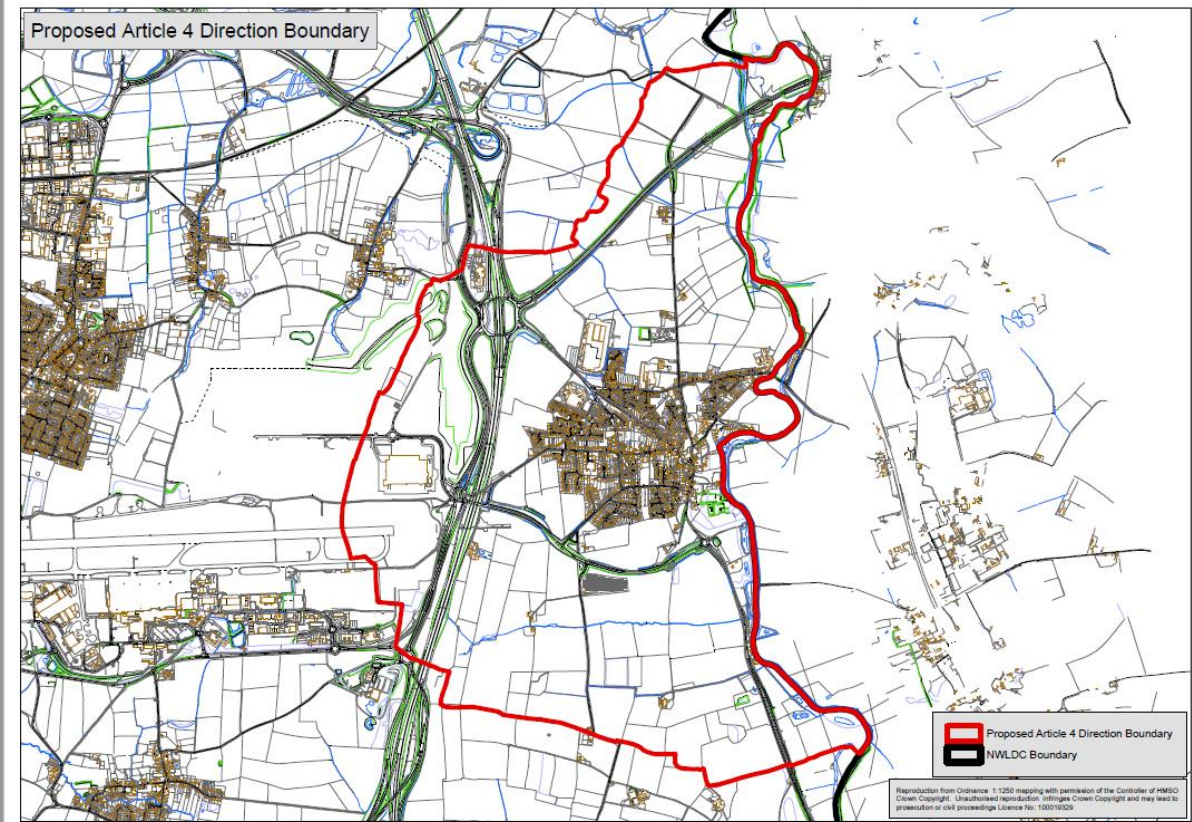
This Direction is made under article 4(1) of the said Order and in accordance with the Order is confirmed and shall take effect on Friday 19th February 2021.

SCHEDULE 1

Development consisting of a change of use of a building to a use falling within Class C4 (houses in multiple occupation) of the Schedule to the Town and Country Planning (Use Classes) Order 1987 as amended, to accommodate between three and six people, from a use falling within Class C3 (dwelling houses), being development comprised within Class L) of Part 3 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 and not being development comprised in any other Class.

SCHEDULE 2: PLAN

The area delineated and shown edged red defines the extent of the attached Article 4 relating to Houses of Multiple Occupation.



Confirmed under the Common Seal of the Council this XX day of XX 2020

The Common Seal of the Council was affixed to this Direction in the presence of:

.....
Authorised Officer

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STATUTORY NOTICE OF THE CONFIRMATION OF AN ARTICLE 4 DIRECTION

TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT)

(ENGLAND) ORDER 2015 (AS AMENDED)

**CONFIRMATION NOTICE OF THE ARTICLE 4 DIRECTION TO BE MADE TO THE VILLAGE OF
KEGWORTH UNDER ARTICLE 4 (1) OF THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED
DEVELOPMENT) (ENGLAND) ORDER 2015 (“the Order”)**

KEGWORTH ARTICLE 4 DIRECTION 2020

North West Leicestershire District Council confirmed the Kegworth Article 4 (1) Direction on 23 July 2020 under Article 4 (1) of the Town and Country Planning (General Permitted Development) (England) Order 2015. The Direction relates to development consisting of a change of use of a building from a use falling within Class C3 (dwellinghouses) of the Schedule to the Town and Country Planning (Use Classes) order 1987 (as amended) to a use falling within Class C4 (houses in multiple occupation) of that Schedule, and removes permitted development rights for this type of development from Friday 19 February 2021. Planning permission will therefore be required for change of use from Class C3 to Class C4 once the Article 4 Direction takes effect.

The Article 4 Direction applies to the area outlined in red on the attached Plan. A copy of the Direction and map and public report can be viewed at www.nwleics.gov.uk/kegwortharticle4 or on display at the Offices of Kegworth Parish Council Offices, 1 London Road, Kegworth, Derby, DE74 2EU.

Dated 23 July 2020

Map 1: Proposed Article 4 Direction Boundary (Kegworth)



Title of Report	CONFIRMATION OF CASTLE DONINGTON (APIARY GATE & CLAPGUN STREET) ARTICLE 4(1) DIRECTION	
Presented by	Councillor Robert Ashman Planning & Infrastructure	
Background Papers	Provisional direction, schedule and maps www.nwleics.gov.uk/article-four	Public Report: Yes
		Key Decision: No
Financial Implications	None.	
	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	(a) To consider responses to the recent public consultation; (b) To confirm the Castle Donington (Apiary Gate & Clapgun Street) Article 4(1) Direction; (c) To note the making of the supplementary direction set out in appendix 2; (d) To delegate confirmation of the supplementary direction to the Strategic Director of Place in consultation with the Portfolio Holder for Planning and Infrastructure provided that no objections are received.	
Reason for Decision	Confirmation of the Article 4(1) Direction and making of the supplementary provisional direction would support the Council in fulfilling its duties under the Planning (Listed Buildings & Conservation Areas) Act 1990 relating to the management of conservation areas.	
Recommendations	IT IS RECOMMENDED THAT THE CABINET: <ol style="list-style-type: none"> 1. CONFIRMS THE CASTLE DONINGTON (APIARY GATE & CLAPGUN STREET) ARTICLE 4(1) DIRECTION; 2. NOTES THE MAKING OF THE SUPPLEMENTARY DIRECTION SET OUT IN APPENDIX 2; 3. DELEGATES CONFIRMATION OF THE SUPPLEMENTARY DIRECTION TO THE STRATEGIC DIRECTOR OF PLACE IN CONSULTATION WITH THE PORTFOLIO HOLDER FOR PLANNING AND INFRASTRUCTURE, PROVIDED THAT NO OBJECTIONS ARE RECEIVED. 	

1.0 BACKGROUND

- 1.1 The Castle Donington conservation area was designated in November 1972. Revisions to the designated boundary took effect in December 2000 and a character appraisal was adopted in March 2001.

- 1.2 On 5 February the District Council published a draft character appraisal for the Castle Donington conservation area, for public consultation. The draft character appraisal considers the conservation area as sixteen character zones. The draft character appraisal says that “timber windows dominate the ‘Barroon’ and ‘Clapgun Street’ character zones, where about 80% of buildings have timber windows”.
- 1.3 Under article 4(1) of the Town & Country Planning (General Permitted Development) Order 2015, the District Council may serve a direction restricting permitted development if it is “satisfied that it is expedient that development ... should not be carried out unless permission is granted for it on an application”. The District Council has confirmed article 4(1) directions for dwellings in the Lockington and Staunton Harold conservation areas.
- 1.4 On 5 February the District Council served a provisional article 4(1) direction upon about 50 dwellings in the ‘Barroon’ and ‘Clapgun Street’ character zones (“the provisional direction”). The effect of the provisional direction is that one would need Planning Permission to alter windows in an elevation that “fronts a highway”. The provisional direction will lapse on the 5 August 2020 “unless confirmed by the Council”.
- 1.5 The provisional direction was served in accordance with schedule 3, paragraph 2(2) of the Town & Country Planning (General Permitted Development) Order 2015. Notification was given by local advertisement, by “site display at no fewer than two locations” and by “serving notice on the occupier of every part of the land ... to which the direction relates” (see paragraphs 3.1 and 3.2 below). The Secretary of State for Housing, Communities and Local Government was notified of the provisional direction.
- 1.6 The dominance of timber windows in the ‘Barroon’ and ‘Clapgun Street’ character zones contributes positively to the character of the conservation area. In the absence of an article 4(1) direction householders would be within their rights to remove these windows and this would be detrimental to the conservation area’s character. Under the Planning (Listed Buildings and Conservation Areas) Act 1990 the District Council has a duty to “formulate and publish proposals for the preservation and enhancement of [their] conservation areas”. Confirmation of the provisional direction and service of the supplementary direction would support the District Council in fulfilling this duty.
- 1.7 The approval of the Chairman of the Council has been given to the exemption of the Council’s Scrutiny Procedure rules in relation to the call-in of the decision on this item, since any call-in would prejudice the ability of the Council to confirm the provisional direction on or before the 5 August 2020. The Chairman has considered the timetable for confirmation and agrees that the matter before Cabinet is urgent for this reason.

2.0 IMPLICATIONS

- 2.1 The District Council may remove certain permitted development rights from dwellings in a conservation area, through the service of an article 4(1) direction. An application for Planning Permission arising from the service of an article 4(1) direction would attract the standard householder application fee (£206).

3.0 CONSULTATIONS

- 3.1 Between 5 February and 18 March 2020 the following people and organisations were consulted regarding the provisional direction:
- District Councillors Tony Saffell and Rachel Canny;
 - Leicestershire County Council and Castle Donington Parish Council;
 - Castle Donington Museum;
 - Historic England and the seven National Amenity Societies;
 - Residents affected by the provisional direction.

- 3.2 The provisional direction was displayed near the junction of Apiary Gate and Clapgun Street and near the junction of Barroon and Clapgun Street.
- 3.3 The District Council's conservation officer met with the Parish Council's Planning Committee on the 13 February to discuss the provisional direction. The conservation officer held drop-in sessions at the Castle Donington parish hub on 20 February and 5 March.
- 3.4 Appendix 1 records the consultation responses received and explains how these responses have been taken into account.

4.0 PUBLIC CONSULTATION RESPONSES

- 4.1 Only four consultation responses were received. Two responses were received from residents affected by the provisional direction. The residents supported the provisional direction.

The direction "treats us differently to anyone else"

- 4.2 A resident advised that the provisional direction "treats us differently to anyone else in the conservation area". Similar advice was received during the drop-in sessions.
- 4.3 The provisional direction applies to dwelling houses. The effect of the provisional direction is that one would need Planning Permission to alter windows in an elevation that "fronts a highway".
- 4.4 On 5 February the District Council published a draft character appraisal for the Castle Donington conservation area, for public consultation. The draft character appraisal considers the conservation area as sixteen character zones. The provisional direction applies to two of the character zones. The direction should not be extended to every character zone, for the following reasons:
- Generally the 'Borough Street' and 'Hillside' character zones contains buildings that are not in use as dwelling houses;
 - Generally the 'Castle', 'Manor House' and 'Vicarage' character zones contain buildings that are not in use as dwelling houses or which do not "front a highway";
 - Four character zones are 'opportunity zones' where we have identified "opportunities to enhance character through redevelopment";
 - The draft character appraisal says that "plastic windows dominate the Spittal 'east' character zone, where about 70% of buildings have plastic windows";
 - Two character zones on Bondgate coincide with an air quality management area (AQMA) designated due to the volume of queuing traffic.
- 4.5 The 'Dovecote' character zone adjoins the junction of Apiary Gate and Clapgun Street. In recognition of the resident's advice, officers have identified seven properties on Dovecote and Mount Pleasant that may be the subject of a supplementary direction. Please refer to appendix 2.
- ##### The direction introduces an "increased financial burden"
- 4.6 A resident advised that the provisional direction places an "increased financial burden on people trying to maintain properties".
- 4.7 One would not need Planning Permission to maintain or repair a window or to replace it on a like-for-like basis. One would not need Planning Permission to install draught proofing or secondary glazing. The provisional direction does not place an increased financial burden on people wishing to maintain properties.

- 4.8** One would need Planning Permission to alter a window in an elevation that “fronts a highway”. A planning application would attract the standard householder application fee (£206). The provisional direction does place an increased financial burden on people wishing to alter properties, but officers consider that this burden is proportionate to the aims of the provisional direction.
- 4.9** The provisional direction and the supplementary direction reflect best practice and take appropriate account of the responses received during the public consultation period. It is recommended that the Cabinet confirms the provisional direction as per appendix 3 and notes the making of the supplementary direction as per appendix 2.

Policies and other considerations, as appropriate	
Council Priorities:	None relevant.
Policy Considerations:	The adopted local plan recognises that the Council has a “key role in the conservation of heritage assets” and that this role includes “making use of Article 4 Directions and Local Development Orders where appropriate” (paragraph 11.12).
Safeguarding:	No considerations made.
Equalities/Diversity:	No considerations made.
Customer Impact:	No direct impact identified.
Economic and Social Impact:	No direct impact identified.
Environment and Climate Change:	The article 4(1) direction would have a neutral impact on environment and climate change. Historic England has published guidance on draught proofing and secondary glazing as part of a series of advice notes regarding <i>Energy efficiency and historic buildings</i> .
Consultation/Community Engagement:	Please refer to section 2.0 above.
Risks:	If the cabinet does not confirm the provisional direction then its decision may not reflect best practice or take appropriate account of the public consultation responses received.
Officer Contact	James White Senior Conservation Officer james.white@nwleicestershire.gov.uk

Castle Donington (Apiary Gate & Clapgun Street) Article 4(1) Direction

Summary of public consultation responses

Consultee	Consultee's response	NWLDC officer comments
Resident 70 Clapgun Street	Telephone conversation 5 February. Strongly supported the provisional direction.	Noted.
Resident 3 Apiary Gate	<p>Emails 7 and 13 February. Supported "keeping the historical centre ... and controlling changes".</p> <p>Considered that the provisional direction "treats us differently to anyone else in the conservation area".</p> <p>Considered that the provisional direction places an "increased financial burden on people trying to maintain properties".</p>	<p>Noted.</p> <p>Please refer to the cabinet report.</p> <p>Please refer to the cabinet report.</p>
Resident 12 Castle Hill	Online consultation response 19 February. Strongly supported the provisional direction. Noted that "plastic windows are creeping into [the] conservation area".	Noted.
Parish Council Planning Committee	Meeting 13 February. Resolved to "accept" the provisional direction.	Noted.

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**TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) (ENGLAND) ORDER 2015
DIRECTION MADE UNDER ARTICLE 4(1)**

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL
CASTLE DONINGTON (APIARY GATE AND CLAPGUN STREET)
(SUPPLEMENTARY) ARTICLE 4(1) DIRECTION**

WHEREAS NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL (“the Council”) is the appropriate local planning authority within the meaning of article 4(5) of the Town & Country (General Permitted Development) (England) Order 2015 (“the Order”).

AND WHEREAS the Council is satisfied that it is expedient that development of the description set out in schedule 1 below should not be carried out on the land described in Schedule 2 below (“the Land”) unless Planning Permission is granted on an application made under Part 3 of the Town & Country Planning Act 1990.

NOW THEREFORE the Council in pursuance of the power conferred on it by article 4(1) of the Order hereby directs that the permission granted by article 3 of the said Order shall not apply to development of the Land of the description set out in Schedule 1.

THIS DIRECTION shall be made and come into force on [date x] and shall remain in force until [date y] whereupon it shall lapse unless confirmed by the Council.

ANY REPRESENTATIONS concerning this direction may be made to the Council between [date x] and [date z].

MEMBERS of the public may inspect a copy of this direction (including a map showing the location of the properties affected) at the Council Offices, Whitwick Road, Coalville, Leicestershire LE67 3FJ from 0900 to 1700 hours Monday to Friday.

Direction made on [date]

Signed as a deed by affixing the seal of)

NORTH WEST LEICESTERSHIRE)

DISTRICT COUNCIL)

in the presence of:)

Authorised signatory

Direction confirmed on [date]

Signed as a deed by affixing the seal of)

NORTH WEST LEICESTERSHIRE)

DISTRICT COUNCIL)

in the presence of:)

Authorised signatory

SCHEDULE 1

The improvement or other alteration of a dwelling house comprising **the alteration of windows**, where any part of the improvement or other alteration would front a highway or open space (this being development comprised within Class A of Part 1 of Schedule 2 of the Order and not being development within any other part).

SCHEDULE 2

Dovecote

2 Dovecote

4 Dovecote

6 Dovecote

Mount Pleasant

1 Mount Pleasant

3 Mount Pleasant

5 Mount Pleasant

7 Mount Pleasant

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**TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) (ENGLAND) ORDER 2015
DIRECTION MADE UNDER ARTICLE 4(1)**

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL
CONFIRMATION OF THE CASTLE DONINGTON (APIARY GATE AND CLAPGUN STREET)
ARTICLE 4(1) DIRECTION**

NOTICE IS HEREBY GIVEN that North West Leicestershire District Council (“the Council”) of the Council Offices, Coalville, Leicestershire, has confirmed a direction (“the Direction”) made by the Council on 5 February 2020 pursuant to Article 4(1) of the above order and which affects properties in the Castle Donington conservation area.

The effect of the Direction is that the types of development specified in the Direction may no longer be carried out at the properties specified below in Schedule 2 without a grant of planning permission. These relate to certain forms of development of dwelling houses as described in Schedule 1 below. Before such development can be undertaken it is necessary to apply to the Council for planning permission.

A copy of the Direction (which includes a map showing the location of the properties affected) to which this notice relates can be inspected during normal office hours at the Council Offices.

Dated the fifth day of August 2020

Signed as a deed by affixing the seal of)

NORTH WEST LEICESTERSHIRE)

DISTRICT COUNCIL)

in the presence of:)

Authorised signatory

SCHEDULE 1

The improvement or other alteration of a dwelling house comprising **the alteration of windows**, where any part of the improvement or other alteration would front a highway or open space (this being development comprised within Class A of Part 1 of Schedule 2 of the Order and not being development within any other part).

SCHEDULE 2

Apiary Gate

North side

3 Apiary Gate
5 Apiary Gate
7 Apiary Gate
9 Apiary Gate
9A Apiary Gate
9B Apiary Gate
11 Apiary Gate
13 Apiary Gate
17 Apiary Gate

Apiary Gate

South side

2 Apiary Gate
10 Apiary Gate
12 Apiary Gate
14 Apiary Gate

Barroon

North side

5 Barroon
7 Barroon
11 Barroon
11A Barroon

Barroon

South side

6 Barroon

Church Lane

North side

1 Church Lane
3 Church Lane
5 Church Lane
7 Church Lane
9 Church Lane
11 Church Lane

Clapgun Street

West side

6 Clapgun Street
8 Clapgun Street
10 Clapgun Street
16 Clapgun Street
18 Clapgun Street
20 Clapgun Street
62 Clapgun Street
64 Clapgun Street
66 Clapgun Street
68 Clapgun Street
70 Clapgun Street

Clapgun Street

East side

13 Clapgun Street
27 Clapgun Street
29 Clapgun Street
35 Clapgun Street
45 Clapgun Street
51 Clapgun Street
53 Clapgun Street
63a Clapgun Street
65 Clapgun Street
67 Clapgun Street

Moat

West side

1A Moat
1 Moat
3 Moat
5 Moat

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Agenda Item 16.

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