

Guildhall Gainsborough

Lincolnshire DN21 2NA

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## AGENDA

This meeting will be recorded and the video archive published on our website

**Prosperous Communities Committee**  
**Tuesday, 13th September, 2016 at 6.30 pm**  
**The Council Chamber - The Guildhall**

**Members:**

- Councillor Gillian Bardsley (Vice-Chairman)
- Councillor Sheila Bibb (Chairman)
- Councillor Steve England (Vice-Chairman)
- Councillor Owen Bierley
- Councillor Michael Devine
- Councillor Paul Howitt-Cowan
- Councillor Mrs Jessie Milne
- Councillor Malcolm Parish
- Councillor Mrs Diana Rodgers
- Councillor Lesley Rollings
- Councillor Thomas Smith
- Councillor Trevor Young

**1. Apologies for Absence**

**2. Public Participation**

Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.

**3. Minutes of Previous Meeting**

Meeting of the Prosperous Communities Committee held on Tuesday 19 July 2016 (previously circulated)

**4. Matters Arising Schedule**

Setting out current position of previously agreed actions as at 5 September 2016.

(PAGES 1 - 4)

**5. Members' Declarations of Interest**

Members may make any declarations of interest at this point but may also make them at any time during the course of the meeting.

**6. Public Reports**

- a)** Community Defibrillator Scheme (PAGES 5 - 12)
- b)** Independent Living Policy (PAGES 13 - 30)
- c)** Riseholme Neighbourhood Plan (PAGES 31 - 54)
- d)** Work Plan (PAGES 55 - 56)

**7. Exclusion of Public and Press**

To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

**8. Exempt Reports**

- a)** Gainsborough Markets Future Delivery

M Gill  
Chief Executive  
The Guildhall  
Gainsborough

5 September 2016

## Purpose:

To consider progress on the matters arising from previous Prosperous Communities Committee meetings.

**Recommendation:** That members note progress on the matters arising and request corrective action if necessary.

## Matters arising Schedule

Active/Closed	Active				
Meeting	Prosperous Communities Committee				
Status	Title	Action Required	Comments	Due Date	Allocated To
Black					
	healthcare provision - poss future workplan item	<p>extract from mins fo mtg 22/3/16: -</p> <p>The issue of health provision in Gainsborough was again raised by Vice-Chairman Lewis Strange, following recent items in the local press and TV. Initial thoughts were that this was more within the remit of the Challenge and Improvement Committee who had previously scrutinised the work of the CCG The Chairman of said Committee was present and undertook to seek his Committee's approval to revisit the health issue again.</p>	<p>this item has been added to the C and I Chairs Briefing agenda for May 16</p> <p>Item was deferred at May's meeting and will be considered at June's briefing. scoping paper is being prepared for agreement by relevant policy ctte - likely to be considered in September . now entered as a forward plan item for October</p>	31/07/16	Ian Knowles
	complaints information	<p>extract from mins of mtg 7/6/16</p> <p>Debate ensued and a Member sought indication as to how many of those complaints received in the Planning Department related to general permitted development rights. As this information was not available Officers undertook to provide this outside of the meeting to the Councillor concerned, but offered assurance that the figure would be relatively low.</p>	please provide requested info to cllr smith	21/06/16	Mark Sturgess

	<b>potential special meeting required</b>	extract from mins of mtg 26/4 when discussing markets paper  resolved that : - (b) in the event of the required work being completed earlier than predicted, the proper office be requested to convene a special meeting of the Committee prior to September 2016;	<b>in the event the work is completed early, please contact demo services who will assist in arranging a special meeting of the committee . Not required, item to be considered at timetabled september meeting</b>	01/08/16	Joanna Walker
	<b>work plan</b>	extract from mins of meeting 7/6/16  The Chief Operating Officer advised that he had be liaising with the Chairman regarding key pieces of work which would need consideration by the Committee over the coming civic year. It was intended that these would entered into the Work Plan, with the caveat that timescales may change.	<b>please populate work plan . matter further discussed at july's chairs briefing. agreed items to be plotted</b>	31/07/16	Mark Sturgess
	<b>Market Rasen Car Parking</b>	Following agreement to implement parking charges and review after 6 months, please enter a proposed date in the Forward Plan for a further report to Committee.	<b>Item added for April 17</b>	13/09/16	Sarah Troman
	<b>swimming statistics</b>	Minute extract 19 July 2016 It was asked if there were any statistics regarding the number of children able to swim. Please investigate.	<b>We have access to the school swimming numbers for West Lindsey Leisure Centre. In 14/15 27,117 pupils attended swimming lessons and in 15/16 this was 26,981. There is a full programme of school swimming during the day. No details are kept of individuals progress or distances swam - these details will be kept by individual schools.</b>	13/09/16	Karen Whitfield

	<p><b>the future of leisure provision at Caistor / MR</b></p>	<p>Arising from cttee on 19/7 Members had asked for a sepearte report on this matter. Karen please feed back current position through the comments box below.</p>	<p><b>The facilities at both of the school sites are very limited and offer no opportunity for development and income generation. Therefore, as discussed in the recent report, continuing operations from these schools does not support the Council's aspirations of the leisure service being at zero cost or attracting an income for the Council.</b></p> <p><b>Both De Aston School at Market Rasen and Caistor Yarborough school are academy schools and will be free to pursue community leisure provision in their own right if they so wish to do so. West Lindsey District Council is committed to supporting them in any way possible whether it be by way of advice or transferring equipment.</b></p> <p><b>Now that the report has gone through Committee consultation can begin with the schools on the best way forward and most ideal outcome for them. Initial discussions with De Aston School have already demonstrated that the school support the decision to withdraw community use.</b></p> <p><b>Market Rasen Town Council are aware and supportive of potential new facility development in the town. A visit has been made to Caistor Town Council to discuss the withdrawal of the sports hall from the future contract. Due to the low use of the sports hall and the alternative leisure provision in the town Caistor Town Council raised no issues.</b></p>	08/08/16	Karen Whitfield
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Green					
	<b>Leisure Provision in Market Rasen</b>	Minute extract 19 July 2016 Councillor Smith also requested that the Commercial Director, at her earliest convenience, give written assurance, if the Council were to remove De Aston School from its leisure contract that WLDC would ensure by working with Market Rasen Town Council and other key stakeholders and partners that an enhanced leisure alternative would be provided within Market Rasen.		13/09/16	Penny Sharp
<b>Grand Total</b>					



PRCC.22 16/17

Prosperous Communities

13<sup>th</sup> September 2016

# B

**Subject: Community Defibrillator Scheme**

Report by:

Chief Operating Officer

Contact Officer:

Enterprising Communities Team Manager  
01427 675145

Purpose / Summary:

To approve the creation of a new scheme to provide community accessible defibrillators using existing funds from the Community Grants Programme.

**RECOMMENDATION(S):**

1. That Members approve the launch of this scheme.
2. That Members approve the use of funds from the Community Grants Scheme Earmarked Reserve.
3. That Members delegate to Enterprising Communities Team Manager to arrange the specific details of delivery for this project in partnership with LIVES.

## IMPLICATIONS

**Legal:** No legal implications

### **Financial : FIN/69/17**

Funds will be allocated from the existing Community Grants Scheme Earmarked Reserve. No additional budget pressure will occur.

The balance of the Community Grants Scheme Earmarked Reserve, after current year commitments, is £187,394. This is to deliver the Small, Large and Match Funding Grant schemes during 2017/2018.

The scheme cost of equipment and installation for 30 sites is £40,800. WLDC will meet 80% of this cost, with 20% to be funded by each location. WLDC will incur the full £40,800 up front expenditure and recover the 20% from each location prior to installation. The net impact on the Community Grants Scheme Earmarked Reserve will be £32,640 (see section 8 for financial breakdown).

The Community Defibrillator Scheme will use funds from the Community Grants Scheme Earmarked Reserve of £32,640 which will leave £154,754 available to deliver the Small, Large and Match Funding Grant schemes during 2017/2018.

**Staffing :** No staffing implications

### **Equality and Diversity including Human Rights :**

Appropriate delivery mechanisms will be used to ensure fair and equal access to this scheme.

### **Risk Assessment :**

No risk assessment has been conducted for this report.

### **Climate Related Risks and Opportunities :**

Not applicable

### **Title and Location of any Background Papers used in the preparation of this report:**



## Call in and Urgency:

### Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

x

## Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

☐

No

x

### 1. Background

1.1 As a Local Authority we have recognised the role we can play in attracting funding into West Lindsey. We currently deliver a range of community grant schemes that make up our Community Grants Programme. This includes the following schemes:

- Councillor Initiative Fund
- Small Community Grant (grants up to £500 – up to 80% of costs)
- Large Community Grant (grants up to £8,000 – up to 80% of costs)
- Match Funding Grant (grants up to £8,000 – up to 30% of costs)

1.2 The above schemes have been actively supporting a wide range of community projects across West Lindsey. Funded projects have enabled volunteering action, positive community outcomes and secured match funding.

1.3 The above schemes were created to offer flexibility and an easy hands on approach to working with and supporting community projects. We continually review the delivery of the schemes to ensure they are meeting local needs and are operating effectively and efficiently.

1.4 Where an opportunity arises for allocating funds to achieve a greater community outcome or secure significant match funding, officers will present a clear plan for delivery to the relevant Board or Committee for approval.

1.5 Our community grant schemes have directly supported the purchase and installation of defibrillators. They have been installed in public access locations for the whole community to access in an emergency.

1.6 As more communities decide to install these life saving devices we expect more requests to our grant schemes to support their purchase. Currently we are treating each application to purchase and install these devices on an individual basis.

1.7 This creates risk that the delivery of these projects are not being managed to the same standards in each community and best value for money may not be achieved purchasing equipment individually.

## **2. Community Defibrillator Scheme**

- 2.1 To help address the growing need and demand for community defibrillators and greatly improve the health and life chances for local residents, it is proposed to deliver the Community Defibrillator Scheme.
- 2.2 The Council working in partnership with Lincolnshire Integrated Voluntary Emergency Service (LIVES) will deliver a scheme to work with local communities and provide community accessible defibrillators. The devices would be installed in public accessible locations such as the outside wall of a village hall, local pub, shop or other community buildings. Located in a central place they would be easily accessible in the event of a medical emergency.
- 2.3 The Council will allocate a set amount of funding from the existing community grant budgets to help fund the purchase and installation of the devices. The total cost for each device location would be covered up to a maximum of 80% from Council funds. The local community would be required to provide the remaining 20% either from local funds or other external grant funding. This match funding ratio is in line with our existing ratio for the Small and Large Community Grant schemes.
- 2.4 The scheme will be established with sufficient funds to purchase and install 30 defibrillators. Progress will be reviewed during the scheme and options for continuation of the scheme will be brought back to committee depending on need and demand.
- 2.5 The scheme will be open to Town & Parish Councils, village halls, community buildings and other organisations representing wider community benefit. All defibrillators will be installed in the best possible locations in line with professional and medical guidance from LIVES and East Midlands Ambulance Service.

## **3. Eligibility Criteria**

- 3.1 This will be a structured scheme and a set of eligibility criteria will be used to oversee its management and delivery. This will ensure transparency and fairness to organisations whilst providing best value for money.
- 3.2 The following key criteria will be used for this scheme:
  - Defibrillators will only be installed in West Lindsey
  - A maximum of 2 defibrillators can be applied for in each community
  - Applications will be treated on a first come first serve basis
  - Preference will be given to communities with no defibrillators
  - Where there are 2 competing applications in a community, the most suitable location will be chosen

- Applications can't use other West Lindsey District Council funding as match funding
  - The applicant will be responsible for all on-going maintenance
- 3.3 Whilst this scheme is running, the Council's other community grant schemes will not fund the purchase and/or installation of defibrillators.
- 3.4 The Project Officer may make minor changes to the eligibility criteria to ensure the effective delivery of the scheme. Any significant changes will be brought to Committee for approval.

#### **4. Application Process**

- 4.1 The scheme will use a simple and easy to follow application process. An application form will be made available electronically and in printed format. The form will gather key information about the applying organisation, local community, equipment requirements, proposed defibrillator location and match funding.
- 4.2 The scheme will be open to new applications at any time. Once received it will be processed and a decision made within 14 working days. This may sometimes take longer if a site visit or further information is required.
- 4.3 Decisions on each application will be made by the Lead Officer for the scheme in line with the eligibility criteria. They will also use professional and medical advice from officers at LIVES and East Midlands Ambulance Service.
- 4.4 The Lead Officer may make minor changes to the application process to ensure the effective delivery of the scheme. Any significant changes will be brought to Committee for approval.

#### **5. Promotion and Publicity**

- 5.1 The scheme will be launched with extensive promotion via newsletters, social media, internet coverage and local media. Targeted information will be sent to Town and Parish Councils.
- 5.2 On-going publicity of the scheme will take place to raise awareness of the new defibrillators. Local communities will be required to acknowledge the support from West Lindsey District Council in any local publicity.
- 5.3 A form of branding will be used on each defibrillator to show the support provided by West Lindsey District Council and LIVES.
- 5.4 A process of Member engagement will be established for this scheme. This will ensure local Members are aware of requests and new defibrillator installations in their ward areas.

## **6. Monitoring and Evaluation**

- 6.1 All communities that receive a defibrillator will be required to complete monitoring. This will include keeping a record of the number of uses and maintenance logs. The organisation that applies will be expected to complete this but the responsibility can be moved to another local organisation if needed.
- 6.2 An evaluation exercise will be conducted after 12 months of delivering the scheme. The evaluation will survey communities to assess the value and impact of providing the defibrillators.
- 6.3 Where possible case studies will be prepared to show value and positive outcomes.

## **7. The Defibrillator**

- 7.1 Quotations have been obtained for 3 different makes of defibrillator. The chosen device represents the best value and quality based on professional advice from LIVES. It has been commonly used by LIVES and other organisations seeking to provide public access defibrillators.
- 7.2 The chosen device is the LIFEPAK CR Plus Defibrillator. This device is already is used at locations across Lincolnshire and is a popular system representing good quality and value for money.
- 7.3 Each chosen location will receive the following items:
  - 1. Defibrillator (including pads and 1 set of spares)
  - 2. Secure and lockable external storage unit
  - 3. Installation (including connection to power supply)
  - 4. Awareness/training session for up to 12 members of the community
- 7.4 Installation will be conducted by a qualified installer and electrician used and recommended by LIVES.
- 7.5 Each installation will also include an awareness/training session for up to 12 members of the local community. This will be delivered by qualified LIVES trainers and teach people how to use the device. These sessions also help to re-assure people about the defibrillator and not be afraid to use them in an emergency.
- 7.6 Additional awareness and training sessions can be organised in each community for an additional cost payable to LIVES. This can be requested at the time of applying for a defibrillator.

## **8. Financial Breakdown.**

- 8.1 The balance of the Community Grants Scheme Earmarked Reserve, after current year commitments, is £187,394. This is to deliver the Small, Large and Match Funding Grant schemes during 2017/2018.

- 8.2 The Community Defibrillator Scheme will use funds from the Community Grants Scheme Earmarked Reserve. This will leave £154,754 still available to deliver the Small, Large and Match Funding Grant schemes during 2017/2018.
- 8.3 The Councillor Initiative Fund is budgeted separately from the above and is not impacted with the launch of this new scheme.
- 8.4 The following is the financial breakdown for this scheme:

Item	Cost
Defibrillator (including all parts)	£850
Secure storage unit	£360
Installation	£150*
Total per location	£1,360
Scheme TOTAL (x30)	£40,800

\* The installation cost is based on an estimate set price per location. Some locations may cost more or less depending on installation requirements. A set price will be agreed to ensure best value for money and management of the scheme.

- 8.5 The following is the funding breakdown for this scheme:

Description	Amount
Funds from WLDC (80%)	£1,088
Funds from each location (20%)	£272
Total Funds per location	£1,360
Funds from WLDC (80%) x 30	£32,640
Funds from each location (20%) x 30	£8,160
Funding TOTAL (x30)	£40,800

The scheme cost of equipment and installation for 30 sites is £40,800. WLDC will meet 80% of this cost, with 20% to be funded by each location. WLDC will incur the full £40,800 up front expenditure and recover the 20% from each location prior to installation, over a period of approx.12 months.

The net impact on the Community Grants Scheme Earmarked Reserve will be £32,640.

- 8.6 The total cost of the scheme will be paid by WLDC in the form of a grant payment to LIVES who will manage the delivery and installation of the defibrillators. There will be no management fee as part of this project and it will be delivered in partnership between LIVES and WLDC.

8.7 A grant funding agreement will be created to document the criteria and arrangements between WLDC and LIVES.

8.8 The 20% funding from each location will be payable prior to installation.

## **9. Corporate Priorities**

9.1 This scheme will help support the following Corporate Priorities:

- **People First – ease and convenience of access to a range of public services offered by the council and partner organisations**
  - By providing defibrillators in community locations we will make it easier and quicker to access lifesaving equipment. Decreasing the time it takes to administer CPR greatly increases life chances.
- **Partnership/Devolution – work in partnership to explore opportunities to deliver improvements in housing, infrastructure, agri-food, manufacturing and engineering, visitor economy, skills, water management, health and public protection**
  - The defibrillators will directly link to improving health outcomes and provide additional access to medical services in an emergency.

## **10. Recommendation**

10.1 That Members approve the launch of this scheme.

10.2 That Members approve the use of funds from the Community Grants Scheme Earmarked Reserve.

10.3 That Members delegate to Lead Officer Enterprising Communities to arrange the specific details of delivery for this project in partnership with LIVES.



PRCC.23 16/17

**Committee – Prosperous  
Communities Committee**

**13<sup>th</sup> September 2016**

**C**

**Subject: West Lindsey Independent Living Policy 2017-2019**

Report by:

Chief Operating Officer

Contact Officer:

Andy Gray  
Housing and Communities Team Manager  
01427 675195  
Andy.gray@west-lindsey.gov.uk

Purpose / Summary:

This report includes the West Lindsey Independent Living Policy 2017-2019 as a replacement and update to the West Lindsey Housing Assistance Policy 2014-2016

**RECOMMENDATION(S): Elected members are asked to**

1. Approve the policy
2. Approve the pilot project for stairlifts that is set out in the policy
3. Recommend that the additional charges proposed within the stairlift pilot are approved by Full Council in order for them to come into effect as soon as possible.

## IMPLICATIONS

**Legal:** DFG's are undertaken within the Housing Construction and Regeneration Act 1996 and this policy is in line with this legislation.

**Financial : FIN/53/17** The revised policy proposes to introduce a fee of £120 to cover administrative costs for the installation of stairlifts for persons that would not be eligible under the current legislation. Full details of this are set out in the policy.

**Staffing :** The additional pilot will be completed within existing resources.

**Equality and Diversity including Human Rights :**

The policy details customer service improvements for those both eligible and ineligible for disabled facilities grants. It does not discriminate or seek to doubt applicant's disabilities.

**Risk Assessment:** The corporate risk register has recently been updated to include one area of potential risk concerning repayment of funding offered to applicants who would have been ineligible for a DFG as this funding is to be recouped through debtors. There is a risk that West Lindsey may have to take additional debt recovery action should payment be withheld. This will be carried out in line with the Council's debt recovery procedures.

**Climate Related Risks and Opportunities : N/A**

**Title and Location of any Background Papers used in the preparation of this report:**

A copy of the West Lindsey Housing assistance policy 2014-2016 can be found here

<https://www.west-lindsey.gov.uk/my-services/housing-and-home-choices/housing-strategies-and-policies/housing-assistance-policy-2014-to-2016/>

### Call in and Urgency:

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

x

### Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

☒

No

☐



## **1 Background**

- 1.1 West Lindsey Housing Assistance Policy 2014-2016 covered all aspects of delivering DFG's and Empty Properties initiatives. The Council's policy in regards to empty properties is currently being reviewed and will be brought to Committee at a later date.
- 1.2 The West Lindsey Independent Living Policy 2017-2019 (Appendix 1) replaces the above policy and sets out how we intend to undertake DFG's and also improve our service by offering another project through independent living. It was decided this being a standalone policy would ensure it was clear how West Lindsey intend to support the Better Care Fund and improve services to disabled people living in West Lindsey.
- 1.3 Since 2014 when DFG's were brought back in house, a lot of work has been undertaken to ensure we are offering grants to customers that meet their needs in a timely and cost effective manner. We have brought in many new procedures and the service has gone from strength to strength. 100% of customers have reported to be happy with the service they have received from West Lindsey
- 1.4 Focus has been on developing relationships with partners involved in delivering DFG's including OT's, Social Landlords and contractors to ensure we are able to offer a rounded robust service for all applicants. West Lindsey now has in place its own Competent Contractor list and also undertakes a bi-annual OT meeting to discuss progress and any issues that arise. It is also used as a training platform for OT and staff.

## **2. The Policy**

- 2.1 The 2014-2016 policy has been successful in supporting to reduce the end to end times for disabled people in need of adaptations. There is a reduction in number of grants that have been approved, this is outside of the control of West Lindsey and does not resemble the service provision that is required for DFG's.

	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>
Referrals	130	128	114
Approvals	98	89	59
Total spend	£408,094	£441,055	£254,033
Referral received to works completed - average end to end time	355 days )12 months)	161 (5.3 months)	146 days (4.8 months)
Grant average	£4164.22	£3769.61	£4624.04

- 2.2 The main changes to the policy from 2014-2016 include:

- The introduction of the pilot project for stairlifts (detailed below)

- The procedure for applying for grant funding towards an adaptation of the applicants choosing
- The inclusion of extensions being considered and specific information as to when they are able to be considered.
- Competent contractor assessment criteria
- Removal of empty homes initiatives (to be replaced by a new policy in 16/17)

### 3. Pilot project

3.1 The independent living policy has been written to include a 1 year pilot project for the delivery of Stairlifts. Stairlifts are an essential part of many disabled people's lives as it allows them to access essential facilities.

3.2 Stairlifts are often referred along with level access showers and this can slow down the installation of the stairlift while waiting for the other adaptation to be determined.

3.3 In the policy, we have set out how we intend to improve the installation of stairlifts through the pilot project. The aims and advantages of this are:

- Quicker installation of stairlifts for customers who are identified as needing them.
- One stop shop for all people who require a stairlift whether eligible for a DFG or not
- Warranties offered for all stairlifts (currently not offered under DFG)
- Reduced risk of falls on stairs due to faster installations
- Help and advice for all people in West Lindsey seeking a stairlift. (not just those with an OT recommendation)

3.4 Current delivery of stairlifts:

	2013/2014	2014/2015	2015/2016
Total Stairlifts provided under DFG	17	27	19
Total cost of stairlifts provided	£49,239	£64,799.22	£38,486.95
Average cost of stairlifts	£2896	£2399.90	£2025.62
Average end to end time from receiving referral to installation of stairlift.	218 days	124 days	62 days

This table shows the improvements that have been made in reducing the time taken to deliver stairlifts in West Lindsey through DFG. This project aims to be delivering stairlifts on average of no more than 30 days from receiving the request to installation of the stairlift.

3.5 This pilot project will be funded via the capital independent living budget as an alternative to DFG. If the pilot is successful, it can be continued to be funded through the DFG budget and will enhance the overall service offered.

- 3.6 There will be an administration fee of £120 included in this project charged to persons that are not eligible under DFG legislation or those who have not been referred via an Occupational Therapist. This is to cover officer time in dealing with the installation, application and administration required for each case.
- 3.7 Any customers who access the pilot who would not be eligible for DFG will agree to a repayment schedule for the works delivered, as detailed within the policy. The Council will also secure repayment as land charges until the repayments have been made.
- 3.8 Procurement advice will be sought in regards to the contract required for the delivery of stair lifts. Any contract put in place will be aimed at ensuring that delivery is efficient and that value for money is achieved. The contract will last for the period of the pilot and be reviewed once it is complete

#### **4. Financial position**

- 4.1 Disabled Facilities Grants will continue to be financed through a grant received from the Better Care Fund for 2016/2017. This allocation is year on year, with the allocation not determined until the beginning of the financial year. It is thought this funding will continue in this way for the near future.
- 4.2 The pilot project will be funded through a mixture of the DFG budget and the Independent Living Fund. If the disabled person would be eligible for a DFG, their stairlift will be funded through DFG as normal. If they are not eligible, Independent Living funding will be utilised and this money then re-couped, with the addition of the fee.
- 4.3 The figures below show the current position in regards to DFG and independent living budgets. The Pilot will not impact on the Councils ability to deliver its statutory obligations in regards to DFGs.

	<b>DFG</b>	<b>Independent living</b>
<b>2016/2017</b>	£337,000	£86,700
<b>2017/2018</b>	£337,000*	£77,000

\*expected amount, not confirmed

#### **5. Recommendations**

Elected members are asked to:

- 5.1 Approve the policy.
- 5.2 Approve the pilot project for stairlifts that is set out in the policy.
- 5.3 Recommend that the additional charges proposed within the stairlift pilot are approved by Full Council in order for them to come into effect as soon as possible.

# **West Lindsey District Council- Independent Living Policy 2016 - 2018**

**September 2016**

# Contents

Introduction	Page 3
Disabled Facilities Grant	Page 4
Stairlifts	Page 9

Further information regarding this policy can be obtained by contacting:

The Housing and Communities Team  
Guildhall  
Marshall's Yard  
Gainsborough  
Lincs.  
DN21 2NA  
01427 676676  
[DFG@west-lindsey.gov.uk](mailto:DFG@west-lindsey.gov.uk)

# Introduction

**‘We want people in West Lindsey to be able to choose a home and community that meets their needs and aspirations’**

This Independent Living Policy sets out the forms of assistance that are available from West Lindsey District Council to assist people to remain living independently in their home.

Funding for Disabled Facilities Grants is now received from Lincolnshire County Council through the Better care Fund.

The Better Care Fund (BCF) is a program spanning both the NHS and local government. It has been created to improve the lives of some of the most vulnerable people in our society, placing them at the center of their care and support, and providing them with ‘wraparound’ fully integrated health and social care, resulting in an improved experience and better quality of life.

The Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 removed most of the prescriptive housing renewal grant legislation in the Housing Grants, Construction and Regeneration Act 1996, and introduced new wide ranging discretionary power to local housing authorities to develop different forms of financial assistance to meet local needs.

To be able to give financial assistance under the Act, the local housing authority must adopt and publish a policy setting out how it intends to use this general power to give assistance.

## **Policy objectives**

This policy aims to assist disabled people to live safely and independently in their own home.

This Policy sets out how this will be done in line with the legislation, good practise guidance and through offering good value for money.

West Lindsey District Council will work with the following key partners in order to deliver this policy.

- Housing Associations
- Occupational Therapist and Customer Care officers
- Private Landlords
- Home Owner
- Local contractors and specialist equipment providers

## Disabled Facilities Grant

Disabled Facilities Grant (DFG) is a mandatory entitlement to help fund the provision of adaptations, to enable people with disabilities to achieve independent living in their own home. The primary legislation covering Disabled Facilities Grants is the Housing Grants, Construction and Regeneration Act 1996.

DFG is a means tested grant and the amount that is awarded depends on:

- Household income. and;
- Household savings over £6,000

The maximum grant amount that can be awarded will be worked out using a means test, but is subject to a maximum of £30,000. Depending on the outcome of the means test an applicant may be required to pay towards some, or all, of the work carried out.

Under the current legislation, applications for disabled children are not subject to a means test. All other aspects of the DFG application process remain the same for both child and adult applications.

Awarding a DFG will not affect any other benefits that the applicant is in receipt of.

### Eligible Applicants:

- **An applicants is only eligible for a DFG if a recommendation is received from an Occupational Therapist which will state what is required for the disabled person to remain living independently in the property.**
- Homeowners – an application can be made by the homeowner if the disabled person is living in their house, for example, partner, child, sibling etc.
- Private and socially rented – an application can only be made by the person who holds the tenancy, this can be on behalf of the disabled person. The landlord or owner of the property must give consent for the adaptation.

### Eligible properties:

- Dwellings, houseboats and park homes on authorised permanent sites are eligible for assistance. Grants will only be awarded to adapt the only or main residence of the disabled person.
- The council must be satisfied that the work is necessary and appropriate for the disabled person's needs. It must also be deemed reasonable and can be carried out given the age and condition of the property.
- If the property is not considered to be a suitable home to adapt or the adaptations are not technically possible or feasible, the council will not offer grant assistance but can support the applicant in identifying suitable alternative housing, if this is something the applicant wishes to do.
- The council must be satisfied that the disabled person is living suitably within the home (i.e. has permanent use of a suitable bedroom and washing facilities) before allowing any grant work to commence. Grants will not be provided if the council considers that the disabled person would remain at risk, even with adaptations being provided. In such cases the reasons will be provided by the council in writing.

- Where the cost of the adaptations is less than £1,000 (usually minor adaptations, such as installing hand rails) the work will be completed by Social Services and the grant application closed.
- Where the cost of the adaptations requested is extensive and beyond what can reasonably be provided within the scope of DFG then the application will also be referred back to social services and the DFG application closed.
- A condition of the grant is that the disabled person must intend to occupy the property for at least the full grant period, which is currently 5 years from the date works are completed. This applies to **all** properties. For landlords, this means that they must accept this 5 year term as a condition of permitting the adaptations. Landlords should consider either long-term leases or how to make effective use of the adaptations if the disabled tenant moves away from the property, before accepting the grant.
- Grants for tenants in rented properties (including social rented properties) cannot be awarded if the relevant landlord does not consent to the property being adapted.
- No grant funding will be awarded if work has started at a property **before** the council has approved an application.

### **Key Facts about DFGs in West Lindsey:**

All applications for Disabled Facilities Grants are determined by West Lindsey District Council. All applicants must have their medical needs assessed by an Occupational Therapist, appointed by Lincolnshire County Council, for a grant application to be considered.

Grant funding can only be provided to cover the cost of adaptations that are deemed to be *essential* for meeting the disabled person's needs. These are typically any adaptations that the disabled person is wholly dependent upon in order to remain living independently within the property. The council will determine how best to carry out any adaptations, considering both Occupational Therapist recommendations and an assessment of the applicant's home.

The council will always seek the most cost effective solution to meeting the disabled person's essential needs. Adaptations will be designed, and grants offered, on this basis. If an applicant makes a specific request for additional work that is not considered to be essential by the council, or makes a request for adaptations to be carried out in a different way to that proposed by the council, the council will limit the amount of grant offered to cover only the essential elements of the request.

Where the value of any grant awarded to a home owner exceeds £5,000 a local land charge will be applied to the property. The land charge will be up to a maximum charge of £10,000 and will remain in place for a 10 year period. If the house is sold during this period, the land charge will be required to be paid until the land charge is paid in full (usually when the property is sold) or after a period of ten years. Anyone wishing to purchase the property in this time would be made aware of the charge when they, or their solicitor, undertake a Local Land Charge property search.

### **Examples of Eligible Works:**

The works must be for at least one of the following purposes:

- a) Facilitating access to and from the dwelling, houseboat or park home
- b) Making the dwelling, houseboat or park home safe



- c) Facilitating access to a room used or usable as the principal family room
- d) Facilitating access to, or providing, a room used or usable for sleeping
- e) Facilitating access to, or providing, a room in which there is a lavatory, or facilitating the use of a lavatory
- f) Facilitating access to, or providing, a room in which there is a bath or shower (or both), or facilitating the use of a bath or shower
- g) Facilitating access to, or providing, a room in which there is a wash hand basin, or facilitating the use of a wash hand basin
- h) Facilitating the preparation and cooking of food
- i) Providing or improving any heating system in the dwelling, houseboat or park home
- j) Facilitating the use of a source of power, light or heat by altering the controls or the position of the control, or providing additional controls
- k) Facilitating access around the dwelling, houseboat or park home for a disabled occupant to enable them to provide care for another person
- l) Facilitating access to and from a garden
- m) Making access to a garden safe
- n) Such other purposes as may be specified by order of the Secretary of State.

Extensions – Extensions can be offered under the following circumstances:

- All other possible avenues to adapt the home have been exhausted. Rooms within the home can be converted to make additional bedroom space for a disabled person, however, essential provision must still be available for cooking, dining and living. Studies, play rooms, utility areas and spare bedrooms are not classed as 'essential living'
- It would be expected the following applies when looking at current space available. 2 Children under 10 any sex can share a bedroom. 2 same sex children under the age of 18 can share a bedroom. Depending on room size, 3 children under the age of 10 could be expected to share a bedroom. If this criteria is being utilised to not provide additional bedroom space, the 5 year grant period must be taken into account.
- The applicants are unable to move home due to financial reasons. Their health and property suitability must be prioritised when determining whether or not a move is feasible.

All alternative means of providing assistance within the home must be trialled before a DFG application will be considered. As a minimum this will include asking for evidence that equipment has been trialled (and is no longer a suitable long term solution) and that the suitability of the property for the disabled person has been assessed.

All adaptations arranged by West Lindsey will be carried out by the council's approved contractor list. This list is updated annually and requires the contractors to provide the following information:

- Insurance Policies
- CRB checks for all employees
- Certificates for membership of any professional bodies
- Signed application forms which details company information
- References
- Signed form agreeing to timescales for providing quotes and undertaking work.

West Lindsey reserves the right to withdraw any contractor from this list at any point throughout the year if there is just reason to do so.

Under the terms of the grant there are limitations on the amount of grant that can be awarded if the applicant wishes to use a family member to complete the work for them. Applicants must discuss this with the council before any work commences and obtain consent in writing if they wish to appoint a family member, to complete the work for them. Failure to do this may result in a grant offer being refused or withdrawn.

Professional technical fees, up to a maximum of 10% of the total value of the adaptation/building work requested, can be included in the grant application. This amount can cover items such as the production of technical drawings, completing applications for any additional permissions that are needed (such as Planning or Building Control applications) and other professional fees for surveys etc. that are agreed in advance with the council.

Applicants should consider purchasing or negotiating extended warranties for any work carried out in their properties or for any specialist equipment installed. This is a matter for the applicant to discuss directly with the contractor and will not affect the council's decision on whether or not to offer grant assistance. The council will not cover the cost of additional warranties under the DFG scheme.

The council cannot meet the costs of any additional work that is requested by an applicant unless this has been agreed with the council in advance of the work taking place. Where an applicant asks a contractor to carry out any additional work on-site, the applicant will become fully responsible for both the cost and quality of that work. Contractors are aware that any additional work or agreements to alter an approved scheme must be cleared by the council.

The council will pay the grant directly to the contractor once all work has been completed to the satisfaction of both the council and the grant applicant.

In line with the terms of accepting a DFG, once an adaptation has been completed the applicant will assume responsibility for all future maintenance and repairs. In addition, the council is not responsible for returning a property to its original condition in the event that any adaptations are removed or no longer required. Applicants and landlords are advised to consider how they will meet any future maintenance and repair costs when applying for and accepting a DFG.

### **Works which are ineligible for DFG assistance:**

The following works are generally not eligible for assistance:

- Any works that can reasonably be expected to be normal maintenance issues for home owners or landlords
- Repair works that result from the misuse or have arisen due to the lack of regular maintenance by the property owner or landlord
- Work outside of the main property, including improving or installing driveways
- Works which would normally be covered by a household insurance policy

- Repairs to sheds, outbuildings, conservatories, fences, porches and similar items
- Cosmetic items, such as internal or external decoration, cleaning, gardening or landscaping
- Replacement of doors and windows which are in reasonable repair
- Replacement of any sanitary wear that is not required for a medical purpose
- Conversion of barns or outbuildings
- Completion or rectification of DIY work
- Loft conversions
- Installation of intruder alarm systems
- Work that is required following the serving of any enforcement notice(s)

### **Adaptations different to what is recommended**

If an applicants would like a different adaptation to what is recommended by an OT, there is a procedure for undertaking this.

West Lindsey will have the scheme recommended by the OT drawn. The OT will then have to agree that this plan will meet the needs of the disabled person. At this point, the applicant will then need to submit to West Lindsey, 3 quotes for this work from 3 different contractors. West Lindsey will make a financial grant offer based on the quotations received within the limitations of DFG. This grant offer will last for 1 year. Within that year, it is up to the applicant to provide West Lindsey with the following information in order for the grant to be approved:

- Drawings for the adaptation they wish to undertake along with OT approval of these drawings
- All relevant building regulation and planning approval
- Quotation for the work
- Details of the contractor undertaking the works to include company name, address, and registration number (it is down to the applicant to do all relevant checks on the contractor as West Lindsey will accept no responsibility for their work)
- Consent from the landlord if applicable
- CDM action plan

Once all the above has been received, West Lindsey will formally approve the grant. This grant will be directly paid to the contractor once the works are complete and the following information received:

- Invoice
- A building control completion certificate
- Signed consent from the applicant that they are happy with the works
- Any relevant electrical completion certificates
- Asbestos removal confirmation if applicable

West Lindsey will not assist in providing quotes for adaptations being undertaken in this way.

### **Further DFG information:**

Adaptations will be considered to have been completed when the necessary work has been completed to an acceptable standard, appropriate for the user. The

customer must sign to confirm they are happy with the works that have been undertaken.

On accepting a DFG, the applicant will not be eligible for inclusion on the Housing Register in West Lindsey for at least the full grant period (5 years). Any applicant already on the register will be removed once their DFG application is complete. If the grant application is refused, an applicant's housing register status is not affected.

The council will always seek to recover in full any grants that are obtained with false or incorrect information. Applicants are responsible for ensuring that the council is made aware as early as possible if they believe that any information they have submitted contains errors or omissions. If the council becomes aware that any false or incorrect information has been supplied before work commences the grant offer may be withdrawn, or put on hold pending additional investigation.

Grant applications will only be considered to be 'valid applications' when all of the requested information has been supplied to the council. Failure to provide the necessary financial information, or any other supporting evidence as requested by the council, will result in the closure of a DFG application and applicants will be referred back to their Occupational Therapist to discuss alternative means of support.

Applicants that experience a change in their financial circumstances during the application process or after a grant amount has been approved must notify the council immediately. This is to ensure that a reassessment of resources (a revised means test) can be carried out to ensure that the applicant remains eligible for the grant.

Applicants wishing to submit a complaint about the service, challenge a decision issued or to raise a dispute about any work completed, will be referred to the adopted corporate complaints procedure.

Further details for applicants on how to apply for a grant and what a grant can be used for is set out in the council's *DFG Guidance for Applicants*.

## **Delivering Stairlifts through Independent Living – 1 year Pilot 2017**

### **Background**

Stairlifts are an essential part of the home for people who rely upon them to access upstairs facilities. When upstairs facilities cannot be safely accessed it can put the person in very high risk of falling both up and down the stairs. This can often result in hospitalisation.

Stairlifts can currently be delivered under DFG's. This process has been streamlined and is now delivered in an efficient way, however, the DFG process can still be time consuming as the delay comes from the customer completing and returning required information.

WLDC are proposing a scheme that will be under Independent Living and therefore fall outside of the DFG system as it is now while still being compliant of the legislation.

It is expected this will ensure stairlifts are fitted into people's homes who need them as soon as possible to reduce the risk of falls and hospitalisation. This will also ensure that everyone is able to access stairlifts whether they are eligible for DFG funding or not, reducing the risk of people who are identified as having a need for a stairlift, not having that installed due to the cost.

The financial determination of eligibility will be undertaken once the stairlift has been installed. If it is determined they would have been able to afford to install the stairlift themselves, WLDC will seek to recover the cost with the customer with an agreed payment schedule.

### **Aims and advantages of the scheme**

- Quicker installation of stairlifts for customers who are identified as needing them.
- One stop shop for all people who require a stairlift whether eligible for a DFG or not
- Warranties offered for all stairlifts (currently not offered under DFG)
- Reduced risk of falls due to fast installations
- Help and advice for all people in West Lindsey seeking a stairlift. (not just those with an OT recommendation)

### **The process**

The referrals will come from OTs in the same way they are received for DFG applications. If a referral made includes other adaptations, the stairlift will be completed through this route and the other adaptations will be completed via the DFG process, the customer will be made aware of this.

A very basic information gathering form will be completed by the customer during a home visit arranged within 48 hours of receiving the referral. This will include name, address, date of birth, property tenure and also information they must read and consent to for this process regarding the possibility of them having to fund the stairlift themselves based on their financial circumstances.

WLDC will be required to obtain consent for a stairlift to be fitted from the landlord, this will be done as soon as the referral is received. WLDC will seek to secure consent from all social landlords to allow stairlifts in their properties. Private landlords will be required to sign a consent form, verbal consent will be sufficient to start the process, written consent will still also need to be obtained.

Once the above is received, a request for the stairlift to be quoted for will be sent, this will be to the company who have the contract to provide stairlifts in West Lindsey. They will receive instruction from WLDC to quote for and arrange installation of the stairlift with the customer. Timescales for this will be set in the contract.

At this point, another application will be posted out to the customer, this will form the financial assessment. This will determine whether or not they are required to pay for the stairlift or if it will be funded by WLDC. This process is based around DFG legislation and will have the same eligibility criteria of pass-porting benefits and also the same requirements for financial information required.

If it is determined they would have been eligible for a DFG, the customer will receive a letter stating they are not required to pay anything towards their stairlift. If it is determined they would have been required to pay a contribution towards the stairlift, or to cover the full amount, WLDC will agree a payment schedule, and there are 3 options for this:

- Pay in full on completion
- Pay monthly (agreed amount based on what is determined as affordable)
- Pay annually (agreed amount based on what is determined as affordable)

If monthly or annual payment schedule is agreed, a local land charge will be placed on the property to cover the full amount until payment has been made at which point it will be removed.

## **Fee**

For all stairlift provided, there will be an admin fee of £120 added to the cost. This is to cover the time of the all officers involved in administering the scheme.

## **Obtaining a stairlift without an Occupational Therapist recommendation**

If no referral has been received from an OT stating that there is a need for a stairlift, West Lindsey residents can still take advantage of the stairlift scheme. This however cannot be funded through a DFG and all stairlifts will be required to be paid for with no financial assessment being undertaken. The fees for stair lifts delivered in this way will also be £120.

## **Appendix A:**

### **Preliminary and Ancillary services and charges**

Preliminary and ancillary services and charges which can be included in applications for assistance are determined by the Housing Renewal Grants (Services and Charges) Order 1996 (S.I. 1996/2889):

- Confirmation that you have an owner's interest in the property
- Technical and structural surveys
- Design and preparation of plans and drawings
- Preparation of schedules of the relevant works
- Assistance in completing forms
- Advice on financing the cost of the relevant works which are not met by grant
- Applications for building regulations approval or planning permission including the application fee and the preparation of related documents)
- Obtaining estimates for the relevant works
- Advice on contracts
- Consideration of tenders
- Supervision of the relevant works
- Disconnection and reconnection of electricity, gas, water or drainage utilities where this is made necessary by the relevant works (but not charges arising from non-payment of bills)
- Payment of contractors
- Services and charges of an occupational therapist in relation to the relevant works \*\*

\*\* Only eligible for mandatory Disabled Facilities Grant and Discretionary Disabled Facilities Assistance Applications and prior agreement with the Council

## **Appendix B:**

### **Exemptions to Repayment**

The Council will demand the repayment of the assistance in the circumstances outlined within this Policy, except in any of the following events:

- Where the recipient would suffer financial hardship if they were to be required to pay all or any part of the assistance. In this circumstance the Council will give consideration to whether the demand for repayment should be waived or delayed
- Where the disposal is made for reasons connected with the physical or mental health or well being of the recipient or a disabled occupant of the dwelling. In such cases evidence must be provided to support this.
- Where the property is sold or transferred compulsorily, or by agreement, to a public body with compulsory purchase powers

### **Delays to Repayment**

The Council will consider an application to delay a demand for repayment of the assistance in the circumstances outlined within this Policy, in any of the following events:

- Where the recipient is deceased and the spouse, partner or family member who was living with the recipient for at least 12 months prior to the death continues to occupy the dwelling
- In the course of a domestic breakdown where the applicant sells or transfers the property to their spouse, partner or family member who was living with the recipient for at least 12 months prior to the domestic breakdown and continues to occupy the dwelling

Where an application to delay the repayment of assistance is approved, the Council will specify a time or an event in the future when the assistance must be repaid.





**PRCC.24 16/17**

**Committee: Prosperous Communities**

**Date: 13 September 2016**

# D

**Subject: Riseholme Neighbourhood Plan Public Referendum**

Report by:	Chief Operating Officer, Mark Sturgess
Contact Officer:	Luke Brown Neighbourhood Planning Officer Luke.brown@west-lindsey.gov.uk
Purpose / Summary:	To receive the report and recommend the progression to public referendum for the Riseholme Neighbourhood Plan.

**RECOMMENDATION(S): Members formally approve the Riseholme Neighbourhood Plan advancing to Public Referendum, in line with the advice received from the independent Examiner.**

## IMPLICATIONS

**Legal:** This work is a duty under the Localism Act 2011 and the Neighbourhood Plan Regulations 2012 (amended).

**Financial:** Additional financial contributions are available from DCLG to support Neighbourhood Planning and cover the cost of the public referendum.

**Staffing:** Neighbourhood Planning officer's role is to support each NDP group in progressing through the process.

**Equality and Diversity including Human Rights :**

The Riseholme Neighbourhood Plan has been through an independent Examination and has been checked to see whether it does pose any issues related to Human Rights, Equality and Diversity.

**Risk Assessment :** n/a

**Climate Related Risks and Opportunities :** n/a

**Title and Location of any Background Papers used in the preparation of this report:**

**Appendix A:** Copy of the Examiner's report

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

☐

**No**

**X**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**X**

**No**

☐

## **1.0 Background to the Riseholme Neighbourhood Plan**

- 1.1 The Riseholme Neighbourhood Plan area was designated on the 6<sup>th</sup> March 2015. After this, the Neighbourhood Plan Steering Group undertook a significant amount of public consultation to identify the core issues that the local community would like to see included within the Neighbourhood Plan.
- 1.2 Several consultations have taken place, as well as public meetings, public events, community days, discussions with local businesses and talk within the local schools.
- 1.3 The Neighbourhood Plan Group identified and commissioned a number of technical reports and evidence base studies in order to support the emerging Neighbourhood Plan. The evidence base was also used to inform the planning policies and justification for the various issues raised by the community.

Issues and policies included within the Neighbourhood Plan, include:

- Location of future housing
- Type and design of new development
- Protection of open spaces and landscape
- Landscape character

## **2.0 Examination and Public Referendum**

- 2.1 There are two statutory final stages in completing the Neighbourhood Plan that are the responsibility of West Lindsey District Council to organise and cover the costs for; i) the independent examination, and ii) the referendum. The independent examination has now been completed and the Independent Examiner (Andrew Ashcroft) has advised that the plan should proceed to public referendum.
- 2.2 Accordingly, it is now recommended that members support and approve this next stage of the process and, in line with regulations, agree the date for this to happen. The District Council must give at least 28 working days notice in advance of the start of the referendum. The qualifying body (Neighbourhood Plan Group) may campaign before the referendum, subject to rules over expenses.
- 2.3 The Riseholme Public Referendum has been arranged to take place on **Thursday the 27<sup>th</sup> October 2016.**

- 2.4 Members will recall from the two successful previous referendums that if more than 50% of those voting in the referendum vote 'yes', then the council will bring the plan into legal force.

### **3.0 Next Steps after the Referendum**

- 3.1 If the outcome of the public referendum is supportive of the plan (i.e. more than 50% of the people who vote, vote in favour of the Plan) the Local Planning Authority must formally 'make' the Neighbourhood Plan. Again, as with the two previous 'made' plans, this will be formalised by bringing the Neighbourhood Plan back before Council for a final time. Subject to a positive outcome at public referendum, it is likely that this will be at the November Full Council meeting.
- 3.2 Once this has been undertaken the Neighbourhood Plan form part of the statutory planning policy requirements for the Riseholme parish area.

### **4.0 Recommendation**

- 4.1 **Members formally approve the Riseholme Neighbourhood Plan advancing to Public Referendum, in line with the advice received from the independent Examiner.**

# **Riseholme Neighbourhood Plan**

## **2015-2036**

**A report to West Lindsey District Council on the  
Riseholme Neighbourhood Plan**

**9 September 2016**

**Andrew Ashcroft  
Independent Examiner  
BA (Hons) MA, DMS, MRTPI**

**Director – Andrew Ashcroft Planning Limited**

## **Executive Summary**

- 1 I was appointed by West Lindsey District Council in July 2016 to carry out the independent examination of the Riseholme Neighbourhood Plan.
- 2 The examination was undertaken by written representations. I visited the neighbourhood plan area on 28 August 2016.
- 3 The Plan proposes a series of policies and seeks to bring forward positive and sustainable development in the plan area. There is a very clear focus on safeguarding local character and promoting appropriate and sensitive development on the university campus.
- 4 The Plan has been significantly underpinned by community support and engagement. It is clear that all sections of the community have been actively engaged in its preparation.
- 5 Subject to a series of recommended modifications set out in this report I have concluded that the Riseholme Neighbourhood Plan meets all the necessary legal requirements and should proceed to referendum.
- 6 I recommend that the referendum should be held within the neighbourhood plan area.

**Andrew Ashcroft**  
**Independent Examiner**  
**XX September 2016**

## **1 Introduction**

- 1.1 This report sets out the findings of the independent examination of the Riseholme Neighbourhood Plan 2015-2026 (the Plan).
- 1.2 The Plan has been submitted to West Lindsey District Council (WLDC) by the Riseholme Parish Council in its capacity as the qualifying body responsible for preparing the neighbourhood plan.
- 1.3 Neighbourhood plans were introduced into the planning process by the Localism Act 2011. They aim to allow local communities to take responsibility for guiding development in their area. This approach was subsequently embedded in the National Planning Policy Framework in 2012 and which continues to be the principal element of national planning policy.
- 1.4 This report assesses whether the Plan is legally compliant and meets the Basic Conditions that apply to neighbourhood plans. It also considers the content of the Plan and, where necessary, recommends changes to its policies and supporting text.
- 1.5 This report also provides a recommendation as to whether the Plan should proceed to referendum. If this is the case and that referendum results in a positive outcome the Plan would then be used to determine planning applications within the plan area and will sit as part of the wider development plan.

## **2 The Role of the Independent Examiner**

- 2.1 The examiner's role is to ensure that any submitted neighbourhood plan meets the relevant legislative and procedural requirements.
- 2.2 I was appointed by WLDC, with the consent of the Parish Council, to conduct the examination of the Plan and to prepare this report. I am independent of both the WLDC and the Parish Council. I do not have any interest in any land that may be affected by the Plan.
- 2.3 I possess the appropriate qualifications and experience to undertake this role. I am a Director of Andrew Ashcroft Planning Limited. In previous roles I have over 30 years' experience in various local authorities at either Head of Planning or Service Director level. I am a chartered town planner and have significant experience of undertaking other neighbourhood plan examinations and health checks. I am a member of the Royal Town Planning Institute.

### *Examination Outcomes*

- 2.4 In my role as the independent examiner of the Plan I am required to recommend one of the following outcomes of the examination:
- (a) that the Plan is submitted to a referendum; or
  - (b) that the Plan should proceed to referendum as modified (based on my recommendations); or
  - (c) that the Plan does not proceed to referendum on the basis that it does not meet the necessary legal requirements.

### *The Basic Conditions*

- 2.5 As part of this process I must consider whether the submitted Plan meets the Basic Conditions as set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990. To comply with the basic conditions, the Plan must:
- have regard to national policies and advice contained in guidance issued by the Secretary of State; and
  - contribute to the achievement of sustainable development; and
  - be in general conformity with the strategic policies of the development plan in the area; and
  - be compatible with European Union (EU) and European Convention on Human Rights (ECHR) obligations.

I have examined the submitted Plan against each of these basic conditions, and my conclusions are set out in Sections 6 and 7 of this report. I have made specific comments on the fourth bullet point above in paragraphs 2.6 to 2.10 of this report.

- 2.6 In order to comply with the Basic Condition relating to European obligations the District Council carried out a screening assessment. The conclusion of the draft screening report was that there were no significant environmental effects as a result of the production of the Plan



- 2.7 The required consultation was carried out with the three prescribed bodies.
- 2.8 WLDC has also undertaken a Habitats Regulations Assessment (HRA) screening report on the Plan. Its Habitats Regulation Assessment (HRA) screening report concluded that the Plan was not likely to have any significant effect on a European site.
- 2.9 Having reviewed the information provided to me as part of the examination I am satisfied that a thorough, comprehensive and proportionate process has been undertaken in accordance with the various regulations. The various reports set out a robust and compelling assessment of the relevant information. None of the statutory consultees have raised any concerns with regard to either neighbourhood plan or to European obligations. In the absence of any evidence to the contrary, I am entirely satisfied that the submitted Plan is compatible with this aspect of European obligations.
- 2.10 In a similar fashion I am satisfied that the submitted Plan has had regard to the fundamental rights and freedoms guaranteed under the European Convention on Human Rights (ECHR) and that it complies with the Human Rights Act. There is no evidence that has been submitted to me to suggest otherwise. There has been full and adequate opportunity for all interested parties to take part in the preparation of the Plan and to make their comments known. On this basis I conclude that the submitted Plan does not breach, nor is in any way incompatible with the ECHR.

#### *Other examination matters*

- 2.11 In examining the Plan I am also required to check whether:
- the policies relate to the development and use of land for a designated neighbourhood plan area; and
  - the Plan meets the requirements of Section 38B of the Planning and Compulsory Purchase Act 2004 (the Plan must specify the period to which it has effect, must not include provision about development that is excluded development, and must not relate to more than one neighbourhood area); and
  - the Plan has been prepared for an area that has been designated under Section 61G of the Localism Act and has been developed and submitted for examination by a qualifying body.
- 2.12 Having addressed the matters identified in paragraph 2.11 of this report I am satisfied that all of the points have been met subject to the contents of this report.

### **3 Procedural Matters**

3.1 In undertaking this examination I have considered the following documents:

- the submitted Plan.
- the Basic Conditions Statement.
- the Consultation Statement.
- the WLDC Habitats Regulations Assessment
- the WLDC Screening report.
- the representations made to the Plan.
- the West Linsey District Local Plan (First Review)
- the National Planning Policy Framework (March 2012).
- Planning Practice Guidance (March 2014 and subsequent updates).
- recent Ministerial Statements (March, May and June 2015).

3.2 I carried out an unaccompanied visit to the Plan area on 29 July 2016. I looked at its overall character and appearance and at those areas affected by policies in the Plan in particular. My site inspection is covered in more detail in paragraphs 5.9 to 5.16 of this report.

3.3 It is a general rule that neighbourhood plan examinations should be held by written representations only. Having considered all the information before me, including the representations made to the submitted plan, I was satisfied that the Plan could be examined without the need for a public hearing. I advised WLDC of this decision early in the examination process.

## **4 Consultation**

### *Consultation Process*

- 4.1 Policies in made neighbourhood plans become the basis for local planning and development control decisions. As such the regulations require neighbourhood plans to be supported and underpinned by public consultation.
- 4.2 In accordance with the Neighbourhood Planning (General) Regulations 2012 the Parish Council has prepared a Consultation Statement. This statement is well-presented and is proportionate to the Plan area and its six policies. It also provides specific details on the consultation process that took place on the pre-submission version of the Plan. The Statement helpfully sets out how the emerging plan took account of the various comments and representations.
- 4.3 The initial section of the Statement sets out details of the wider consultation events that has been carried out as part the evolution of the Plan. Details are provided about:
- the series of posters and leaflets used
  - the series of public events and displays
  - the use of a questionnaire
  - the use of the local newspaper (the Lincolnshire Echo)
  - the advice and assistance provided by both the District Council and Community Lincs.
- 4.4 The Statement provides very useful information on the issues raised at each of the various public events and displays
- 4.5 It is clear to me that consultation has been an important and integral the Plan's production. Advice on the neighbourhood planning process has been made available to the community in a positive and direct way by those responsible for the Plan's preparation. Consultation and feedback has been at the heart of the Plan throughout the various stages of its production.
- 4.6 The positive approach that was taken in responding to the earlier comments is reflected in the number of representations received to the submitted plan (see 4.8 below) and their generally positive nature.
- 4.7 From all the evidence provided to me as part of the examination, I can see that the Plan has promoted an inclusive and comprehensive approach to seeking the opinions of all concerned throughout the process. WLDC has carried out its own assessment that the consultation process has complied with the requirements of the Regulations.

### *Representations Received*

4.8 Consultation on the submitted plan was undertaken by the District Council for a six-week period and which ended on 5 August 2016. This exercise generated nine comments from the following persons or organisations:

- Highways England
- Natural England
- Burton-by-Lincoln Parish Council
- Welton- by- Lincoln Parish Council
- Greetwell Parish Council
- Anglian Water Services Limited
- Michael and Wendy Hinks
- University of Lincoln
- Lincolnshire County Council

## **5 The Plan Area and the Development Plan Context**

### *The Plan Area*

- 5.1 The Plan area covers the parish of Riseholme. It was designated as a neighbourhood area on 6 March 2015.
- 5.2 The Plan area is located to the immediate north of Lincoln. The context and setting of the Plan area is heavily defined by the A46 to its southern part and the A15 to its west. Nevertheless, it displays an open and agricultural context that sits in sharp contrast to the city to the south. As its Plan's title suggests the Plan area forms part of the 'Green Lungs of Lincoln'. This was the case in the past and continues to current times.
- 5.3 The principal built development itself sits comfortably within the surrounding rolling countryside. It falls into several distinctive landscape types as set out in the accompanying Character Assessment. It has strong associations in building design, type and design to its historic and agricultural context. The Plan area is strongly associated in landscape, historic and economic terms with the Riseholme Campus. This site is specifically addressed in both the Character Assessment and Policy 3 of the Plan itself.

### *Development Plan Context*

- 5.4 The West Linsey District Local Plan (First Review) was adopted in June 2006. It sets out the basis for development in the District between 2006 and 2016. A significant part of its policies remain saved until the adoption of the emerging Central Lincolnshire Local Plan. All the policies in the Strategic section of the saved local plan are strategic policies of the development plan (see paragraph 2.5 of this report). It is this Local Plan against which I am required to examine the submitted Neighbourhood Plan. Within this saved plan the following policies are particularly relevant to the Riseholme neighbourhood plan:

Policy Strat 3 in which Riseholme is identified as a small Rural Settlement.

Policy Strat 8 which sets out a series of criteria against which applications for windfall or infill residential developments will be assessed in small rural settlements.

Policy Strat 12 which sets out the approach to development in the open countryside.

Policy Strat 13 which identifies a series of green wedges around Lincoln. One of these directly affects the Plan area.

Policy CRT6 which supports the extension of existing educational facilities subject to certain criteria.

- 5.5 The Basic Conditions Statement has very helpfully listed the policies in both the adopted local plan documents with which the Plan is considered to be consistent. It highlights the key policies in the development plan and how they relate to policies in the submitted Plan. This is good practice. WLDC has also provided me with a comprehensive list of those policies that it considers to be strategic. This was also very helpful as part of the examination.
- 5.6 These saved policies will apply in the Plan area until the adopted Local Plan is replaced by the emerging Central Lincolnshire Local Plan.
- 5.7 The emerging Central Lincolnshire Local Plan (CLLP) 2012 to 2036 was about to be submitted for examination in June 2016. Plainly at this stage its policies are in an emerging state and have not been examined. Nevertheless, its policies will have an important and longer term implication on the Plan area.
- 5.8 It is clear that the submitted Plan has been prepared with an eye to the future. In doing so it has relied on up to date information and research that has underpinned the emerging neighbourhood plan. This is good practice and which reflects key elements in Planning Practice Guidance on neighbourhood planning.

#### *Site Visit*

- 5.9 I carried out an unaccompanied visit to the Plan area on 28 August 2016.
- 5.10 I drove initially to the University Campus to familiarise myself with the current range of buildings on the site. I had the very unusual experience of sharing the whole of the campus with just two anglers and a security guard.
- 5.12 I spent some time looking at the various traditional and more modern buildings and how they related to the wider agricultural landscape. I was able to look in detail at Riseholme Hall, the stable block, the garden house and St Mary's church. This part of the visit also helped me to understand the submitted Character Assessment.
- 5.13 I then walked along the local road network to Riseholme Lane. I saw the Old Rectory and the more modern houses to the immediate east of the A15.
- 5.14 I then continued my visit by looking at the concentration of properties in St George's Lane.
- 5.15 At various points during my visit I looked at the details set out in the Character Assessment.
- 5.16 In order to get a full impression of the Plan area I drove around some of the surrounding main and minor roads.

## **6 The Neighbourhood Plan as a whole**

- 6.1 This section of the report deals with the submitted neighbourhood plan as a whole and the extent to which it meets the basic conditions. The submitted Basic Conditions Statement has helped considerably in the preparation of this section of the report. It is a well-presented, informative and very professional document. It follows other submission documents in terms of its design, format and presentation.
- 6.2 The Plan needs to meet all the basic conditions to proceed to referendum. This section provides an overview of the extent to which the Plan meets three of the four basic conditions. Paragraphs 2.6 to 2.10 of this report have already addressed the issue of conformity with European Union legislation.

### *National Planning Policies and Guidance*

- 6.3 The key elements of national policy relating to planning matters are set out in the National Planning Policy Framework (NPPF) issued in March 2012.
- 6.4 The NPPF sets out a range of core land-use planning principles to underpin both plan-making and decision-taking. The following are of particular relevance to the Riseholme Neighbourhood Plan:
- a plan led system– in this case the relationship between the neighbourhood plan and the adopted Local Plan.
  - recognising the intrinsic character and beauty of the countryside and supporting thriving local communities.
  - proactively driving and supporting economic development to deliver homes, businesses and industrial units and infrastructure.
  - Encouraging the effective use of land by reusing land that has been previously developed provided that it is not of high environmental value
- 6.5 Neighbourhood plans sit within this wider context both generally, and within the more specific presumption in favour of sustainable development, which is identified as a golden thread running through the planning system. Paragraph 16 of the NPPF indicates that neighbourhoods should both develop plans that support the strategic needs set out in local plans and plan positively to support local development that is outside the strategic elements of the development plan.
- 6.6 In addition to the NPPF I have also taken account of other elements of national planning policy including Planning Practice Guidance and the ministerial statements of March, May and June 2015.
- 6.7 Having considered all the evidence and representations available as part of the examination I am satisfied that the submitted Plan has had regard to national planning policies and guidance in general terms. It sets out a positive vision for the future of the plan area and promotes sustainable growth. At its heart are a suite of policies that aim to bring forward infill housing development to meet local needs, to safeguard its rich

natural heritage and to provide a context for future development on the Riseholme Campus. Section 3 of the Basic Conditions Statement is particularly effective in terms of mapping Plan policies with the appropriate paragraphs in the NPPF.

- 6.8 At a more practical level the NPPF indicates that plans should provide a clear framework within which decisions on planning applications can be made and that they should give a clear indication of how a decision-maker should react to a development proposal (paragraphs 17 and 154). This was reinforced with the publication of Planning Practice Guidance in March 2014. Its paragraph 41 (41-041-20140306) indicates that policies in neighbourhood plans should be drafted with sufficient clarity so that a decision-maker can apply them consistently and with confidence when determining planning applications. Policies should also be concise, precise and supported by appropriate evidence.
- 6.9 As submitted the Plan does not fully accord with this range of practical issues. The majority of my recommended modifications in Section 7 relate to matters of clarity and precision. They are designed to ensure that the Plan fully accords with national policy.

*Contributing to sustainable development*

- 6.10 There are clear overlaps between national policy and the contribution that the submitted Plan makes to achieving sustainable development. Sustainable development has three principal dimensions – economic, social and environmental. It is clear to me that the submitted Plan has set out to achieve sustainable development in the Plan area. In the economic dimension the Plan includes policies to promote new residential development, to safeguard the retail centre and to provide a context for future development on the university campus site. In the social role it includes policies to promote any unidentified local need for affordable housing over the plan period. In the environmental dimension the Plan positively seeks to protect the natural, built and historic environment of the parish. In particular, it proposes innovative policies on design and local character and on character areas.

*General conformity with the strategic policies in the development plan*

- 6.11 I have already commented in detail on the development plan context in the wider West Lindsey District Council area in paragraphs 5.4 to 5.8 of this report.
- 6.12 I consider that the submitted Plan delivers a local dimension to this strategic context and supplements the detail already included in the adopted Local Plan. Table 3 of the Basic Conditions Statement helpfully relates the Plan's policies to policies in the Core Strategy/saved Local Plan. I am satisfied that the submitted Plan is in general conformity with the strategic policies in the development plan.



## **7 The Neighbourhood Plan policies**

- 7.1 This section of the report comments on the range of policies in the Plan. In particular, it makes a series of recommended modifications to ensure that the various policies have the necessary precision to meet the basic conditions.
- 7.2 My recommendations focus on the policies themselves given that the basic conditions relate primarily to this aspect of neighbourhood plans. In some cases, I have also recommended changes to the associated supporting text.
- 7.3 I am satisfied that the content and the form of the Plan is fit for purpose. It is thorough and distinctive to the Plan area. The wider community and the Neighbourhood Forum have spent considerable time and energy in identifying the issues and objectives that they wish to be included in their Plan. This gets to the heart of the localism agenda.
- 7.4 The Plan has been designed to reflect Planning Practice Guidance (41-004-20140306) which indicates that neighbourhood plans must address the development and use of land.
- 7.5 I have addressed the policies in the order that they appear in the submitted plan. In some cases, there are overlaps between the different policies.
- 7.6 For clarity this section of the report comments on all policies whether or not I have recommended modifications in order to ensure that the Plan meets the basic conditions.
- 7.7 Where modifications are recommended to policies they are highlighted in bold print. Any associated or free-standing changes to the text of the Plan are set out in italic print.

### *The initial sections of the Plan*

- 7.8 These introductory elements of the Plan set the scene for the range of policies. They do so in a concise and proportionate way. The Plan is well-presented and arranged and it is supported by well-chosen photographs and diagrams. The photographs add value and depth to the text in these sections of the Plan. The theme continues throughout the Plan and makes it interesting both to local residents and others who may be using it as a planning document throughout its lifetime.
- 7.9 A very clear context is provided to the production of the Plan area and some historic background to the Plan area. It describes earlier work on the preparation of a community-led plan.
- 7.10 The 'Local History' section provides a succinct background to the Plan area. It helps significantly in understanding its landscape and building characteristics.
- 7.11 The 'Socio-economic/demographic' section sets out detailed information on the Plan area and helpfully compares it with the remainder of the District, the East Midlands and England.

- 7.12 The Community Aspirations section draws out a series of ambitions that cannot be delivered through the planning process. These are set out in greater detail later in the Plan.

*Policy 1: Managed Housing Growth*

- 7.13 This policy sets out to provide a positive framework for locally distinctive decision making. It seeks to address positively national ambitions for housing growth and the delivery of sustainable development. It properly identifies that new residential development should not have a negative impact on the special character and appearance of the landscape setting and historic buildings in the Plan area.
- 7.14 The policy indicates that new housing will be supported where they meet one of four criteria – located on previously developed land, within existing residential built up areas, an appropriate conversion of a redundant rural building and meeting an unidentified local need for affordable housing. The policy also makes reference to the proportionate requirement of new housing in the Plan area arising from the emerging Local Plan.
- 7.15 I recommend a series of modifications to ensure that the Plan meets the basic conditions. The first removes the indicative new housing growth from the policy. The future housing target for the Plan area is already addressed in the supporting text. The basic conditions require that a neighbourhood plan is in general conformity with the adopted neighbourhood plan. The second indicates that plans at an appropriate scale should be included in the Plan to identify the three areas of existing built up areas as shown on Map 2. The indicative format of Map 2 does not provide the clarity required by the NPPF. The third recommends that the wording of the third criterion on rural conversions is tightened and aligned to national policy. The fourth recommends that the policy also refers to other policies in the neighbourhood plan and the wider development plan. As submitted the implementation of the policy has the potential to permitted unintended development.

**Replace initial element of the policy with the following:**

**Proposals for new housing development will be supported where they:**

- 1. Are located on previously-developed land; or**
- 2. Are within existing residential built up areas on Map 2 in general and on Maps (insert additional map numbers) in detail; or**
- 3. Represent a re-use of redundant or disused buildings and lead to an enhancement to the immediate setting; or**
- 4. Respond to an unidentified local need for affordable housing over the Plan period**

**Include the following addition to the policy:**

**All proposals for new housing development should comply with other policies in this Plan and with the local plan in place at the time of their determination.**

### *Policy 2: Infill Developments*

- 7.16 This policy consolidates the approach adopted in Policy 1. It sets out three criteria against which residential proposals will be assessed. The criteria are both appropriate and distinctive to the Plan area.
- 7.17 Both the initial section of the policy and the first criterion refer to 'small' scale developments or gaps in the existing street frontage. However, 'small' is not defined and as such the policy does not have the necessary clarity. In order to ensure that the policy complies with the basic conditions I recommend the deletion of the word 'small' and the inclusion of an additional criterion that provides guidance on the scale of redevelopment plots to their immediate surroundings.

**Remove 'small' from the introductory paragraph to the policy and in the first criterion**

**Add the following to the policy:**

**4 They are appropriate in scale to the character, appearance and layout to the character of their immediate surroundings**

### *Policy 3: Redevelopment of Previously Developed Land at Riseholme Campus*

- 7.18 This policy sits at the heart of the Plan. The campus occupies a significant parcel of land in the Plan area. It also represents the most obvious development opportunity in the Plan area.
- 7.19 The policy and its supporting text provide background on the consolidation of the campus in recent years and the views of the community about preferred uses for the site. I have also taken account of a representation from the University setting out its ambitions for future development on the site. As I have highlighted earlier I looked at the campus site in detail when I visited the Plan area.
- 7.20 As submitted the policy does not have proper regard to national planning policy. Its focus is on the enhancement and sustainability of the parish. This is acceptable in principle. Nevertheless, the policy also needs to have regard to those elements of national policy that promote economic growth in general, and the effective use of brownfield land in particular. These matters are addressed in Section 1 (18-22) and the Core Planning Principles (17) in the NPPF.
- 7.21 Taking into account national planning policy, the representation submitted by the University and the range of environmental constraints on the campus site I recommend a series of modifications to the submitted policy as set out below. These modifications to the policy would ensure that the policy has proper regards to national policy and therefore meets the basic conditions. It would provide appropriate support for the

consolidation of teaching and research facilities in the site. The criteria will also address the full round of environmental and other material considerations that apply to the post.

- 7.22 I have recommended the removal of any reference to new residential development in this policy. The examination process is solely concerned with ensuring that a submitted neighbourhood plan meets the basic conditions. New residential development in this location would not sit comfortably with national planning policy or the adopted local plan.
- 7.23 I have also recommended the inclusion of additional supporting text. This addition to the supporting text will make it clear that the policy has a focus specifically on teaching and research facilities. It properly identifies that it will be for the District Council to consider any applications for residential accommodation on their merits.

**Replace policy with the following:**

**Proposals for educational, teaching and research buildings and other associated uses will be supported at the University of Lincoln Campus as shown on the proposals map subject to the following criteria:**

- **they make an effective use of land within the campus that has been previously developed; and**
- **they respect the integrity and the setting of listed buildings on the campus and propose uses sensitive to their design and scale; and**
- **they respect the integrity of the parkland setting and the lake to the south of Riseholme Hall; and**
- **the design and massing of new buildings is appropriate to the rural setting of the site;**
- **appropriate car park facilities are provided on the site in accordance with WLDC standards**

**Proposals that promote agricultural, land based or food related research and educational facilities will be particularly supported.**

*Add additional text at the end of that already set out on pages 18/19*

*Policy 3 sets out key principles for the future consolidation and development of the site for university related teaching and research purposes. Any proposals for the development of additional student residential accommodation on the site or for other types of residential development will be considered on their merits taking account of development plan policies in place at that time and any other material planning applications*

*Policy 4: Local Design and Development Principles*

- 7.24 This policy sets out a very comprehensive approach to local design and distinctiveness. It identifies locally distinctive design principles for the Plan area and which I can clearly relate to what I saw on my visit. It is supported by evidence and is underpinned by earlier work carried out as part of the West Lindsey Landscape Character Assessment.

7.25 The policy properly responds to paragraph 60 of the NPPF in promoting and reinforcing local distinctiveness. At the same time, it follows the approach set out in paragraph 59 of the NPPF in not being unnecessarily prescriptive and avoiding detail.

7.26 I recommend modifications to bring clarity to the policy in general, and to ensure that all the criteria apply to all development proposals where applicable

**C1 replace 'feel' with 'character'**

**C1 insert 'and' at the end of the criterion**

**C5 delete 'the large number of'**

**C6 replace 'views' with 'vistas'.**

**C6 replace 'must be.... new development' with 'incorporate them into the design and layout of any new development'**

**C7 delete 'and its surrounding setting'**

#### *Policy 5: Character Areas*

7.27 This policy provides a detailed context for three identified character areas in the Plan area – Riseholme Fields, Riseholme Campus and Riseholme South. It does so in a very thorough and professional way

7.28 The policy is supported by a very comprehensive Character Assessment. This document is equally thorough and comprehensive. It is also beautifully illustrated with plans, diagrams and photographs.

7.29 The policy itself indicates that proposals must demonstrate how they have had regards to the key features of the character areas in which they are located. Within this context I recommend two modifications. The first ties the policy into the planning application process. The second provides guidance for how planning applications will be assessed based on the extent to which they have regard to the identified key features. This will provide the clarity required by the NPPF

**Replace 'Proposals.... they' with 'Planning applications will be supported where they'**

**Insert the following at the end of the policy:**

**Planning applications that do not have regards to the key features of the character area concerned and would create demonstrable harm to its character will not be supported**

#### *Policy 6: Conservation and Enhancement of Non-Vehicular Routes*

7.30 The policy has been included in the Plan to reflect community feedback that existing public rights of way should be preserved and enhanced wherever possible. I walked along several of the routes as part of my visit

- 7.31 The policy is helpfully supported by Map 6 and which identifies the different types of routes
- 7.32 I recommend modifications to the policy so that its language is clear and consistent and in order to ensure that it meets the basic conditions

**Replace ‘will normally be permitted’ with ‘will be supported’**

**Start each of the three criteria as follows:**

- **they do not detract....**
- **they conserve or enhance....**
- **they retain and incorporate....**

*Community Aspirations and Priorities*

- 7.33 The text on p34 identifies that not all community priorities can be delivered through planning policies. This section of the Plan correctly follows advice in Planning Practice Guidance in including non-land use matters in a separate section of the Plan.
- 7.34 Seven Aspirations are identified as follows:
- Improvements to the A15 junctions at Riseholme Lane
  - Improvements to the connections across the A46
  - Creating Heritage Trails between Nettleham and Burton Villager
  - Improving public rights of way
  - Promoting tourism development
  - A community led masterplan for the university campus
  - Increase in community facilities
- 7.35 These aspirations are both appropriate and distinctive to the Plan area. I can see that they sit comfortably within the wider context of the Plan. Aspiration 6 is a matter that the community and the University will address as they see fit throughout the Plan period. Plainly the future of the campus site will ultimately be determined by the District Council’s consideration of relevant planning applications.

## **8 Summary and Conclusions**

### *Summary*

- 8.1 The Plan sets out a range of policies to guide and direct development proposals in the period up to 2026. It is thorough and distinctive in addressing a specific set of issues that have been identified and refined by the wider community.
- 8.2 Following my independent examination of the Plan I have concluded that the Riseholme Neighbourhood Development Plan meets the basic conditions for the preparation of a neighbourhood plan subject to a series of recommended modifications.
- 8.3 This report has recommended a range of modifications to the policies in the Plan. Nevertheless, it remains fundamentally unchanged in its role and purpose.

### *Conclusion*

- 8.4 On the basis of the findings in this report I recommend to West Lindsey District Council that subject to the incorporation of the modifications set out in this report that the Riseholme Neighbourhood Plan should proceed to referendum.

### *Referendum Area*

- 8.5 I am required to consider whether the referendum area should be extended beyond the Plan area. In my view the neighbourhood area is entirely appropriate for this purpose and no evidence has been submitted to suggest that this is not the case. I therefore recommend that the Plan should proceed to referendum based on the neighbourhood area as approved by the District Council on 6 March 2015.
- 8.6 I am grateful to everyone who has helped in any way to ensure that this examination has run in a smooth and efficient manner.

**Andrew Ashcroft**  
**Independent Examiner**  
**09<sup>th</sup> September 2016**

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## Prosperous Communities Committee Work Plan

## Purpose:

This report provides a summary of reports that are due on the Forward Plan over the next 12 months for the Prosperous Communities Committee.

## Recommendation:

1. That members note the schedule of reports.

Prosperous Communities Committee			
Active/Closed	Active		
<b>Date</b>	<b>Title</b>	<b>Lead Officer</b>	<b>Purpose of the report</b>
25/10/2016	Presentation by AGE UK	Katie Coughlan	to receive a presentation from representatives
	Managed Workshop Provision	Joanna Walker	project to deliver new workshop provision to facilitate business growth and job creation in the District - see project PID for more details.
	Sun Inn redevelopment	Eve Fawcett-Moralee	The report will seek approval of a grant with a requisite development agreement to enable and ensure the development of a 64 bed hotel with a ground floor restaurant.
	Market St Regeneration Ltd	Eve Fawcett-Moralee	The report will seek approval to the Council entering a JV agreement to regenerate Market St. Approval is sought to transfer £20k from the THI/Heritage masterplan project approved by PC committee in May.
	scothern neighbourhood plan	Luke Brown	to agree the plan proceed to referendum
	broadband provision across the district	Ian Knowles	the report will advise members on the current status of broadband provision across the district , of negotiations had with LCC, BDUK and quickline and what provision will look like going forward
	GP / Hospital / Ambulance Provision - scope paper	Mark Sturgess	to present a scoping paper inc remit and terms of ref for commission to be undertaken by c and l cttee in regard to GP / Hospital / Ambulance Provision
	Budget Options	Tracey Bircumshaw	to present budget options, in advance of fees and charges / base budgets proposals being submitted for agreement
25/10/2016 Total			
06/12/2016	Progress and Delivery Period 2	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 2
	Fees and Charges 2017-18	Tracey Bircumshaw	To present the proposed fees and charges for 2017-18
	Saxilby Neighbourhood Plan	Luke Brown	To receive the plan and pass for referendum
	dunholme	Luke Brown	to receive the plan and refer for local referendum

	neighbourhood plan		
	Housing Allocations Policy & Partnership ToR	Michelle Howard	1. To seek approval of the revised housing register/ choice based letting allocations policy. Referred to as CBL policy. This is a joint policy for WLDC, CoLC, NKDC and Acis Group.  2. To seek approval of the revised terms of reference and governance arrangements for the CBL strategic partnership.
	Waste Services Policies	Ady Selby	To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity
	Empty Property Compulsory Purchase Orders	Andy Gray	To seek approval to proceed with a number of long term empty property CPOs.
06/12/2016 Total			
31/01/2017	Corporate Plan	Manjeet Gill	To present the refreshed Corporate Plan
	Progress and Delivery Q3	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 3
	Revenue Base Budgets 2017-18	Tracey Bircumshaw	To present the proposed revenue base budgets for 2017-18
	6 month selective licensing progress update report	Andy Gray	to update cttee on how the first six months of the scheme is progressing
	Food Enterprize Zone	Eve Fawcett-Moralee	funding requirements for the FEZ (eve please extend)
	Rural Transport Proposals	Grant White	to present proposals relating to rural transport (grant please extend )
	Monitoring of Festivals - Caistor MR	Karen Whitfield	To provide feedback on the impact of the festivals held in market rasen and caistor.
31/01/2017 Total			
21/03/2017	recommendations from the SWW Working Group	Shayleen Towns	to bring together the conclusions of the work undertaken by the Group and to consider their recommendations on how the council and partner agencies can better work together  please note timescale for report may change. group as yet have not agreed its timescales (15/9/15 kjc)
	Formal Adoption of the local plan	Oliver Fytche-Taylor	to present the local plan for adoption, this matter will also require recommendation to full council
21/03/2017 Total			
02/05/2017	Progress and Delivery Q4	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 4
	Market Rasen Car Parking	Sarah Troman	To provide an update on the impact of introducing car parking charges in Market Rasen
	Housing Strategy	Sarah Troman	to present the new Housing Strategy for approval
	Disabled Facilities Grant - Future Provision	Andy Gray	to present proposals regarding the future provision of DFGs
	Leisure Contract Update	Karen Whitfield	to provide Members with a progress update regarding the procurement of a a new leisure contract and assurance that the project is running in line with agreed parameters and timescales
02/05/2017 Total			