

AGENDA

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

Prosperous Communities Committee
Tuesday, 6th December, 2016 at 6.30 pm
The Council Chamber - The Guildhall

Members:

- Councillor Gillian Bardsley (Vice-Chairman)
- Councillor Sheila Bibb (Chairman)
- Councillor Owen Bierley
- Councillor Michael Devine
- Councillor Steve England (Vice-Chairman)
- 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** (PAGES 1 - 10)
Meeting of the Prosperous Communities Committee held on 25 October 2016.
4. **Matters Arising Schedule** (PAGES 11 - 14)
Setting out current position of previously agreed actions as at 28 November 2016
5. **Members' Declarations of Interest**
Members may make any declarations at this point but may also make them at any time during the course of the meeting.

6. **Public Reports**

- a) Broadband Provision across the District (PAGES 15 - 30)
- b) Scothern Neighbourhood Plan (PAGES 31 - 58)
- c) Dunholme Neighbourhood Plan (PAGES 59 - 62)
- d) Progress and Delivery Period 2 (PAGES 63 - 124)
- e) Fees and Charges 2017/2018 (PAGES 125 - 180)
- f) Work Plan (PAGES 181 - 184)

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) Compulsory Purchase Order - Marton

M Gill
Chief Executive
The Guildhall
Gainsborough

29 November 2016

Prosperous Communities Committee- 25 October 2016

Subject to Call-in. Call-in will expire at 5pm on Wednesday 9 November 2016

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 25 October 2016 commencing at 6.30 pm.

Present: Councillor Sheila Bibb (Chairman)
Councillor Gillian Bardsley (Vice-Chairman) and Councillor Steve England (Vice-Chairman)

Councillor Owen Bierley
Councillor Michael Devine
Councillor Paul Howitt-Cowan
Councillor Mrs Jessie Milne
Councillor Malcolm Parish
Councillor Thomas Smith
Councillor Trevor Young
Councillor Matthew Boles
Councillor Christopher Darcel

In Attendance:

Ian Knowles Director of Resources and S151 Officer
Eve Fawcett-Moralee SL - Economic Development and Neighbourhoods
Ian Knowles Director of Resources and S151 Officer
Ady Selby Operational Services Team manager

Also Present

Councillor Jeff Summers
Councillor Lewis Strange
Councillor Angela White

Apologies:

Councillor Mrs Diana Rodgers
Councillor Lesley Rollings

Membership:

Councillor Darcel substituted for Councillor Rodgers
Councillor Boles substituted for Councillor Rollings

44 PUBLIC PARTICIPATION

Cllr Lewis Strange had attended the meeting to pose a question under Public Participation.

“Further to my request at Council that Prosperous Communities Committee to look again at the implementation of parking charges in Market Rasen, you will realise that I think this is wrong at a time when Market Rasen traders who pay business rates are having such a very tough time. The argument that we have to be cost neutral across the district hardly stands up when you think about the amount the Council spends propping up Gainsborough market. However, much against my feelings as vice chair

of your committee last year, the officer led decision, I believe, was imposed. I have no idea if any members of that committee or officers shopped in Market Rasen, but I do some of my shopping there and I know how difficult it is to survive as a business. I had a restaurant in Brigg that lost its lunchtime trade when North Lincs brought in car parking charges some 10 years ago. The result was the closure of a restaurant that had won the Taste of Lincolnshire award two years previously. I am therefore asking the committee to look again positively, and also before the review in six months' time at adopting North Lincolnshire's parking policy where anyone may park for two hours at any time of the day free of charge. This current idea of one hour charge of 30p is of course tiny, but it is not, if the chemist has caused you to be 10 minutes late back to your car and the warden has slapped a ticket for a £50 fine on your car. The idea of free parking in the afternoon after 3pm is not welcome either if you have just collected tired and irritable children from pre or primary school. Finally I ask committee why have East Lindsey removed car park charges in the towns around the authority apart from the coastal strip. Ask the traders in Louth today if the increase in trade they are experiencing compared with two years ago. And why is Brigg booming since the free two hour parking scheme was brought in.
Thank you Madam Chairman"

The Chairman replied that Councillor Strange would be responded to in writing.

45 MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Meeting of the Prosperous Communities Committee held on 13 September 2016 be confirmed and signed as a correct record.

46 MATTERS ARISING SCHEDULE

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 17 October 2016.

The Governance and Civic Officer noted that one item was showing as black as being completed. One of the green items was not yet due for completion and the other green item's status was not known, so would carry forward to the following meeting.

Councillor Smith, referring to the item on Market Rasen car parking, requested that consultation also be undertaken with stakeholders as well as Ward Members.

RESOLVED that progress on the Matters Arising Schedule, as set out in the report be received and noted.

47 MEMBERS' DECLARATIONS OF INTEREST

Councillor Bierley declared a personal interest in item 6a as he was the Council's representative on Age UK Lindsey and also Trustee for the charity.

Councillor Bierley also noted that some of the later items on the agenda could potentially lead to planning applications, and questioned the position of members of the Planning Committee in terms of declarations of interest. It was verified that these would be dealt with

as and when the items arose at the Planning Committee.

Debate ensued as to the position of members of the Challenge and Improvement Committee in terms of voting on the Call-in item. The Director of Resources stated that as the Constitution stipulated that Members of the decision making Committee could not take part in the decision at the Scrutiny Committee, therefore, although the Constitution did not clarify the matter it was assumed that the matter would be reciprocated in reverse and that Members who took part in the decision to call the item in should not vote on the matter at this Committee. Councillor Young stated that as the Constitution was silent, then he should be allowed to take part and vote, however the Director of Resources clarified that as Councillor Young had stepped aside from the Scrutiny Committee for consideration of the item this would not apply to him and he would be able to vote. Councillor Young stated that the rules around Call-in needed to be clarified in the Constitution, and Councillor Howitt-Cowan said that he had spoken to the Chairman of the Governance and Audit Committee requesting that the Constitution be made more clear in this matter. The Director of Resources said that the interpretation was that the rule should be reciprocated across the Committees, however if Members did not feel that this was appropriate they be allowed to vote and the Constitution be clarified.

48 GP / HOSPITAL / AMBULANCE PROVISION - SCOPE PAPER

The Director of Resources introduced the paper and set out the background in which Members were minded to set up a commission to examine the state of health services in the District. In order to achieve this it was proposed to request Challenge and Improvement Committee to set up this commission and carry out the investigation in accordance with the draft brief attached as appendix.

Councillor Bierley stated that the starting point was the long term health and wellbeing of the whole district, and noted that 'soft issues' such as health walks etc were the primary target for funding cuts but which had a big impact on health. The Council could assist in such issues, with initiatives like the recent defibrillator and stairlift programmes. The work would repay itself, particularly with positive engagement with the 3rd sector.

Councillor Young requested that the recent reduction in funding to pharmacies be included within the scope of the commission. Councillor Howitt-Cowan, Chairman of the Challenge and Improvement Committee assured Members that the study would look at the whole district and not just urban areas.

RESOLVED that the brief (attached as an appendix to the report) for the proposed Health Commission be agreed and the Challenge and Improvement Committee be requested to carry out the investigation and report back to the Prosperous Communities Committee with recommendations.

49 SCOTHERN NEIGHBOURHOOD PLAN

Councillor Steve England informed the Committee that the Scothern Neighbourhood Plan examiner had stated that the report would now not be published for another two weeks as more information was needed. Therefore, it was proposed that the item be deferred.

RESOLVED that consideration of the Scothern Neighbourhood Plan be deferred to a future meeting.

50 WORK PLAN

The Governance and Civic Officer noted that the Scothern Neighbourhood Plan would now be a further item to be included in the Work Plan.

Discussion took place on the Broadband provision for the area and it was felt that residents had been misled and given the wrong advice, and that West Lindsey's Current arrangement was jeopardising the provision by BDUK, however the report due for the December meeting was to be an update on the current situation. The Director of Resources stated that discussions were ongoing with BDUK and providers. Overbuild was tied in with European funding and State Aid rules. It was generally felt that there were still significant problems in rural areas.

RESOLVED that the Work Plan be noted.

51 EXCLUSION OF PUBLIC AND PRESS

RESOLVED 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.

52 DEVELOPMENT PARTNERSHIP - POSITION UPDATE

The Strategic Lead for Economic Development and Neighbourhoods introduced the report which sought approval for the procurement of a development partner to assist the Council in the implementation of Gainsborough's Regeneration Delivery Plan.

Initially, this would include the development of the Council assets in Gainsborough town centre and potentially deliver the Council's wider housing plans for Gainsborough, namely the Housing Zone agenda with the Homes and Communities Agency and assist in the delivery of the Urban Extensions.

The procurement process was being conducted in accordance with the competitive dialogue procedure for complex projects (pursuant to Regulation 30 of the Public Contracts Regulations 2015) which allowed development and financial solutions to be fully considered and refined with a shortlist of pre-qualified developers. A key benefit of this procedure was the ability to commence the dialogue with a long list of sites/projects and test the cohesiveness and viability of "the preferred solution".

The procurement of a development partner was integral to the delivery of the Council's corporate regeneration and commercial agendas (approved by the Council in March 2016). Specifically, it would ensure that the Council's objectives to achieve economic and housing growth were realised, maximising the use of the Council's asset base and enabling funds to create an appropriate financial return to the Council.

Stage one, the formal market testing of the procurement scope of the project had been

completed and a Memorandum of Information had been prepared to respond to the feedback to further improve the attractiveness of the opportunity to the market.

The next stage of the project is to publish an Official Journal of the European Union (OJEU) notice and invite developers to submit a Pre-Qualification Questionnaire (PQQ). The PQQ would be evaluated in accordance with the pre-disclosed evaluation criteria and this would predominantly focus on financial standing and proven relevant experience of delivering similar complex development projects.

Twelve companies had attended developer meetings and there was interest from some leading organisations, who understood the marginality of Gainsborough, and feedback had been positive. The Memorandum of Information (MOI) was attached as Appendix 2 of the report and outlined in further detail the procurement scope and objectives of the project.

It was questioned why the Devolution agenda had caused the stalling of the Starter Homes funding bid, however it was clarified that this was more about Brexit than Devolution and that the Strategic Lead for Economic Development and Neighbourhoods was lobbying hard for the area and was in discussion with the Housing and Communities Agency.

Members asked why the focus was so heavily directed towards housing and service provision such as leisure and retail when work and employment were the wealth creators. Dormitory settlements were not wanted, jobs and industry were needed. The Strategic Lead for Economic Development and Neighbourhoods stated that the housing target was from the Central Lincolnshire Local Plan and that the only currently available government funding was for housing. The target was a current reflection of the economic growth for Lincolnshire.

The Committee thanked the Strategic Lead for Economic Development and Neighbourhoods for her work on the project and her efforts to get brownfield land developed in Gainsborough, and the recommendations were moved and seconded en bloc.

On being voted upon it was **RESOLVED** that:

- a) the OJEU notice and Memorandum of Information (MOI) that set out the scope of the procurement for the Development Partner in Appendix 1 and 2 of the report be approved; and it be noted how the OJEU Notice and MOI have been augmented to respond to the market feedback received from the market following the publication of a Prior Information Notice;
- b) the Pre-Qualification Questionnaire and related evaluation criteria in Appendix 3 of the report be approved, to enable a minimum shortlist of three bidders to be selected to work up outline solutions;
- c) agreement for the project in line with the process and timeframe agreed on 14 July, be approved to progress to the next key committee milestones;
 - prior approval of the Invitation to Submit Outline Proposals ("ISOP") and Invitation to Submit Detailed Solutions ("ISDS") documents to be released to the shortlisted bidders; and - prior to selection of the preferred bidder; as detailed in section 4 of the report.

53 SUN INN RE-DEVELOPMENT AND MARKET STREET REGENERATION

The Strategic Lead for Economic Development and Neighbourhoods introduced the report which had been agreed in principle by the Corporate Policy and Resources Committee.

It was recognised that securing a hotel in Gainsborough should have a positive impact on the town in terms of its regeneration improving market attractiveness, addressing a known demand for bed spaces and making an economic contribution in terms of new jobs and additional business rates. The Sun Inn had been vacant for over five years despite active marketing and a planning consent for a hotel. The building had been the subject of vandalism and the adjoining Chapel Alley was in a very poor state of repair. The building was located on the corner of Market and North Street and was considered a key gateway into the town centre. Upgrading Market Street would entice footfall from Marshall's Yard into the town centre. Market Street had a number of empty properties and dereliction adjoining the Sun Inn.

In progressing the Gainsborough Regeneration Delivery Plan (GRDP) and in discussions with Historic England to bid for a Townscape Heritage Initiative, officers had lobbied the owners of the Sun Inn to implement the hotel planning consent or refurbish the building. These discussions had resulted in the current proposals to assist in the delivery of the hotel with a ground floor restaurant and the wider regeneration of Market Street to accelerate the delivery of regeneration in the town centre.

The Council's commercial advisors had confirmed that the cost of developing the Sun Inn as a new hotel was higher than the end value, as such there was a viability gap. The Council had acknowledged the need to support commercial development in Gainsborough through the Gainsborough Growth Fund (a grant funding regime) and through the creation of enabling funds for the GRDP. An options appraisal to assess the best way of delivering a new hotel here had been undertaken. The conclusion had been given the existing planning consent that the owner was best placed to deliver this project based on their existing land interests, their expertise and vested interest, and to safeguard the Council from development risk.

Lengthy debate ensued with Members expressing differing views as to the desirability of the project and whether this was the best use of the Council's resources. Further clarification on any potential investment return was sought, and it was acknowledged that the most significant return would be from the multiplier effect and subsequent regeneration of a rundown area of the town. There were clauses built into the agreement which could realise a financial return in due course, and there would also be the receipt of business rates.

The Strategic Lead for Economic Development and Neighbourhoods stated that the Council was fortunate to have secured a hotel chain which had agreed to site in Gainsborough at such a strategic location which was a gateway to the town. Some Members, whilst supportive of the hotel in principle, still had reservations regarding the use of tax payers' money and the public perception of this.

The Strategic Lead for Economic Development and Neighbourhoods assured Members that the form of grant proposed was normal practice and completely legal and that without the proposed offer Gainsborough was not a viable opportunity to attract other investors. The Council had to think boldly if it wanted quality, and the proposals reflected a wider view of

regeneration, which it was suggested could be extended further into town to encompass the Market Place. A number of other investment examples were cited as demonstrations of both good and poor outcomes.

It was moved and seconded that the recommendations in the report be agreed en bloc, and on being voted upon it was:

RESOLVED that:

- a) the principle of the redevelopment of the Sun Inn, which involves the creation of a new 54 bedroom hotel with an independent ground floor restaurant, in accordance with the wider regeneration strategy for Gainsborough, (to be funded in accordance with resolution passed at Corporate Policy and Resources Committee on 22 September 2016) be supported;
- b) the entering into a 50/50 joint venture company with the developer to facilitate the regeneration of Market Street (including the acquisition of vacant shop units, refurbishment of shop units and environmental improvements to the area) as part of the Gainsborough Regeneration Delivery Plan, be approved; and
- c) authority be delegated to the Chief Executive in consultation with the Leader and Chairman of Prosperous Communities Committee to finalise both the requisite Grant Funding and Joint Venture Agreements (in accordance with the contents of this report and the legal and financial parameters), and to return to both Prosperous Communities and Corporate Policy and Resources Committees for approval prior to the execution of the Grant Funding Agreement and Joint Venture Agreement.

Note: Councillors Milne and Smith requested that it be noted that they had voted against the recommendations.

54 POTENTIAL PROPERTY ACQUISITION

The Strategic Lead for Economic Development and Neighbourhoods set out the rationale for the proposed acquisition of a property in the town.

The acquisition of the site was envisaged in the Gainsborough Regeneration Delivery Plan (GRDP) on the basis of its strategic location (relationship with the historic fabric of the town and Housing Zone designation in addition to the forthcoming master planning work to secure the town's second Housing LDO), considered by members of the Prosperous Communities and Corporate Policy Resources committee in February. In addition the potential to incorporate the site into the Development Partnership project to provide contingency retail and car parking spaces was outlined to the special committee meeting of both committees in July.

Council control of the site would enable the redevelopment of the town centre sites in its ownership, specifically the former Guildhall and in the longer term high quality redevelopment to housing and mixed-use to support the Council's regeneration objectives.

The financial details were set out in the report along with the appended Heads of Terms.

A number of questions were raised about associated car parking provision, which were clarified for the Committee, and it was again questioned as to why the focus was on housing and leisure, when there were already allocated housing sites in the town which were not currently being progressed.

The recommendations in the report were proposed and seconded en bloc and on being voted upon it was:

RESOLVED that:

- a) it be recommended to the Corporate Policy and Resources Committee that Capital Funds be released for the acquisition of the site as set out in the report as part of the Gainsborough Regeneration Delivery Plan;
- b) it be recommended to the Corporate Policy and Resources Committee that the resource implications detailed in the report be approved; and
- c) the Heads of Terms attached to the report for the above transactions be approved and officers be instructed to complete the purchase and sale in line with these terms by a long stop date of March 2017.

55 MANAGED WORKSHOP PROVISION

The Strategic Lead for Economic Development and Neighbourhoods presented a report seeking consideration of a proposal for the Council to take a head lease for a complex of industrial units, with a development team to build the units and sell these to businesses on a freehold basis.

The development team had identified a need and demand for leasehold units in the area, to cater for smaller, start-up businesses who were not yet in a position to purchase their own premises. This was a need that had also been identified by the Council.

The typical tenant for this sort of accommodation was a new start-up business with limited financial backing and the need for flexibility. In these circumstances, most tenants required short term 'easy in - easy out' leasehold arrangements which, from an investment perspective, undermined the reliability of the income stream and made it difficult to secure affordable finance to cover the cost of constructing the units.

The predicted cash flow summary and development appraisal summary were appended to the report.

Members welcomed the initiative, both to provide industrial units, to assist employment prospects, and also the fact that the proposals were for a settlement outside of Gainsborough, for which the local Neighbourhood Plan was supportive.

The recommendations were then moved, seconded and voted upon.

It was therefore **RESOLVED** that:

- a) it be recommended that the Corporate Policy and Resources Committee,

- approve, in principle, the taking of a head lease for a complex of industrial units on the site as set out in the report; and
- b) authority be delegated to the Director of Resources, in consultation with the Chair of Corporate Policy and Resources Committee for the negotiation and the final decision to approve the detailed commercial legal terms and the signing of the head lease.

Note: Councillor Darcel declared a personal non-pecuniary interest in that he used to be employed by one part of the development team.

56 GAINSBOROUGH MARKET CALL-IN

The Chairman stated that the report on the proposals for Gainsborough Market had been brought back to the Committee for reconsideration on the recommendation of the Challenge and Improvement Committee, and proposed that the Committee vote on the item without discussion.

The Chairman then proposed that option 1 be agreed, this was seconded and on being voted on it was:

RESOLVED to accept the recommendations from Challenge and Improvement Committee and commission officers to further develop the options specified and provide more detail on the nature of the proposed joint committee outlined in Option 3 and present their findings back to a future meeting of the Prosperous Communities Committee.

The meeting concluded at 8.41 pm.

Chairman

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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					
	Question to Committee	<p>CLlr Strange put a question to ask Committee to reconsider the Market Rasen parking charges. (question sent by email)</p> <p>The Chairman replied that he would receive a response in writing.</p>	Response sent 03/11	07/12/16	David Kirkup
	dementia video	mrs bardlsey to provide katie with video for circulation if deemed appropriate	CLlr mrs bardsley was approached with the request on 12/10/11. info circulated to all Members	25/10/16	Katie Coughlan

	<p>Call In procedures</p>	<p>Minute Extract 25/10/16 Debate ensued as to the position of members of the Challenge and Improvement Committee in terms of voting on the Call-in item. The Director of Resources stated that as the Constitution stipulated that Members of the decision making Committee could not take part in the decision at the Scrutiny Committee, therefore, although the Constitution did not clarify the matter it was assumed that the matter would be reciprocated in reverse and that Members who took part in the decision to call the item in should not vote on the matter at this Committee. Councillor Young stated that as the Constitution was silent, then he should be allowed to take part and vote, however the Director of Resources clarified that as Councillor Young had stepped aside from the Scrutiny Committee for consideration of the item this would not apply to him and he would be able to vote. Councillor Young stated that the rules around Call-in needed to be clarified in the Constitution, and Councillor Howitt-Cowan said that he had spoken to the Chairman of the Governance and Audit Committee requesting that the Constitution be made more clear in this matter. The Director of Resources said that the interpretation was that the rule should be reciprocated across the Committees, however if Members did not feel that this was appropriate they be allowed to vote and the Constitution be clarified.</p>	<p>G and A cttee have formally resolved to look at these as part of the annual review . examples from other authorities are being sought to give members assurance</p>	<p>31/12/16</p>	<p>Ian Knowles</p>
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	Health Scoping paper	Cllr Young requested that the reduction in funding to pharmacies be included in the scope of the proposed Health Commission	KC please add to C&I scope. added in and signed off by cttee	15/11/16	Cllr. P Howitt-Cowan
	Scothern Neighbourhood Plan	Following deferral of the item on 25/10 please enter revised date in the Forward Plan	item rolled over to dec 16 - kjc	06/12/16	Luke Brown
	Gainsborough Market	Minute extract 25/10/16 RESOLVED to accept the recommendations from Challenge and Improvement Committee and commission officers to further develop the options specified and provide more detail on the nature of the proposed joint committee outlined in Option 3 and present their findings back to a future meeting of the Prosperous Communities Committee	item added to f plan for early in the new year in order to allow additional work to be undertaken	31/12/16	Ady Selby
	Green				
	work plan	extract from mins of mtg 13/9/16 Referring to the workplan item entitled "Presentation by Age UK", currently scheduled for October, Councillor Bierley requested that an invitation be extended to all Members of the Council to attend for this.	25/10/16 Status of item not known at meeting, please update. This matter has been further discussed at briefing and it has been agreed that a workshop style session open to all members (and also parish councils will be arranged) – the session will look at the new four year strategic plan and extended services on offer in the	31/01/17	Katie Coughlan

			District.		
	market rasen car parking consultation	extract from mins of mtg 13/9 Referring to the workplan item entitled "Market Rasen Car Parking" Councillor Smith sought and received assurance from Officers that consultation with Ward Members would be undertaken prior to the Committee receiving the report.	please ensure requested consultation is built into report prep. 25/10/16 Cllr Smith requested that stakeholders be included in the consultation.	31/12/16	Mark Sturgess
Grand Total					



PRCC.37 16/17

Prosperous Communities
Committee

6 December 2016

B

**Subject: Broadband Provision Across the District – Current Position
and Future Options**

Report by:

Director of Resources

Contact Officer:

Ian Knowles
Director of Resources
01427 675183
ian.knowles@west-lindsey.gov.uk

Purpose / Summary:

To provide Members with an up to date position with regard to Broadband Provision across the District. The report also sets out high level options for future consideration.

RECOMMENDATION(S):

That Officers are requested to investigate the options available to the Authority to assist residents in obtaining access to superfast broadband services and working with the Chair of this committee to bring forward a further paper in March 2017.

IMPLICATIONS

Legal:

Financial :

Financial Implications: FIN/108/17

A Capital Budget of £555k was approved as part of the 2013/14 Capital Programme to support the BDUK roll out within West Lindsey as detailed within the report. This was to be funded from Capital Receipts. Any reduction in the amount paid will result in capital receipts being available for future capital investment.

Staffing :

Equality and Diversity including Human Rights :

NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).

Risk Assessment :

Climate Related Risks and Opportunities :

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

*Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.*

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

Key Decision:

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

Yes

No

Definitions

To aid the clarity of this report the following definitions will be used:

Superfast (UK) = speeds of 24mbps or greater

Superfast (EU) = speeds of 30mbps or greater

Basic Broadband = speeds 2mbps or greater

BDUK Coverage = the number of houses where the BT cabinet has been upgraded

Thinkbroadband.com coverage = An independent assessment of coverage by BT, Virgin and KC. Speed assessment uses members of the public speed tests by postcode.

1 Introduction

- 1.1 In 2012 WLDC agreed to be part of the BDUK partnership in Lincolnshire to be known as Onlincolnshire. This partnership was to be led by a team based within Lincolnshire County Council.
- 1.2 The district of West Lindsey was identified within the project as being part of what was known as Phase 7. This was due to be initiated in March 2015 and completed in March 2016. BDUK Phase 1 was expected to provide coverage to 90% (including commercial roll out) of households in West Lindsey.
- 1.3 Given that BDUK would not provide 100% coverage WLDC determined in June 2014, to enter into a commercial loan with Quickline Ltd on an interest bearing basis at market rates. This decision was taken to ensure that, ahead of the BDUK work, which at the time had still to begin in West Lindsey (apart from some work overlapping with other districts at the boundary) the district was able to begin its development of Broadband provision in the harder to reach areas.
- 1.4 As has become much discussed, whilst WLDC received appropriate advice regarding its own responsibilities for State Aid issues (hence the Commercial Loan does not contravene any state aid regulations), officers at BDUK determined that the loan, and in particular its reference to WLDC achieving 100% coverage, would cause BDUK to contravene the state aid regulations applicable to their use of Government Funds should they allocate further funding to West Lindsey. BDUK could not provide funding where it would constitute 'overbuild' (development of broadband infrastructure where there was already an infrastructure in place).
- 1.5 Despite challenging this determination over many communications with BDUK, including representations by colleagues at LCC, we have been unable to change the BDUK opinion on this matter.

2. Phase 1 Contract

- 2.1 The first phase of BDUK was intended to deliver 90% coverage at Superfast UK levels and 100% coverage of basic broadband.
- 2.2 The first phase of BDUK included West Lindsey and along with BT's commercial coverage accounts for the 85.53% coverage achieved to date (using UK definitions from <http://labs.thinkbroadband.com/local/index.php>).
- 2.3 In the Capital Programme for 2012/13, Committee agreed a contribution to the Onlincolnshire Partnership of between £375k to £500k.
- 2.4 This amount has not yet been paid and we are awaiting the partnership contract to be resubmitted to the Authority for sealing and signature.

- 2.5 There is a reported underspend on Phase 1 of £9m which West Lindsey is currently prohibited from benefitting from due to the direction of BDUK. This amounts to a 25% underspend on the overall project.

3. Coverage

- 3.1 The overall coverage for Lincolnshire as at November 2016 (thinkbroadband.com) is 88.86%, whilst in West Lindsey coverage of 85.53% is reportable.
- 3.2 It is worth noting that BT/BDUK assess coverage based on a 'houses past basis', which means that all houses supported by an upgraded cabinet are considered to have superfast coverage irrespective as to whether it is actually available (residents more than a mile away from the cabinet may not be able to obtain superfast (UK) speeds.
- 3.3 The maps at Appendix A show those areas understood to be covered by either BDUK (BT) and Quickline. We have been unable at this stage to obtain the commercial roll out data from BT. It is considered that provision from any other providers, such as Virgin Media, is incidental to their provision in neighbouring areas although we are aware that Virgin Media have begun to introduce their own fibre to the premise in the southern part of the district. Quickline coverage is based on signal reach but there may need to be additional masts to receive that signal in some cases.
- 3.4 The areas that remain without coverage are shown in grey on the maps and are the difficult to reach areas that will need specialist solutions.

4. Comparisons with neighbours

- 4.1 At this time it has not been possible to obtain figures on coverage from Onlincolnshire however there is a website that I was referred to by Paul Bimson, Regional Partnership Director for BT.
- 4.2 The Website thinkbroadband.com provides comparisons both locally and nationally in terms of coverage. It attempts to draw on both formal data and the experiences of local residents. To that end it serves to provide a comparison with others but should not be taken as the absolute position with regards coverage.

4.3 The table below shows some comparisons for local coverage and national. (It is understood that these figures do not include Quickline coverage)

	Superfast (UK) (>24mbps)	Superfast (EU) (>30mbps)
England	92.80%	92.30%
Lincolnshire	88.86%	87.60%
West Lindsey	85.53%	83.20%
Boston	88.57%	87.10%
East Lindsey	81.54%	80.10%
Lincoln	99.33%	99.20%
North Kesteven	91.05%	90.50%
South Holland	85.30%	83.20%
South Kesteven	92.31%	91.50%
North East Lincolnshire	96.51%	96.34%
North Lincolnshire	91.29%	90.31%

4.4 Our neighbours to the North have been included for comparison purposes as they have their own arrangements with BDUK.

5. Onlincolnshire partnership

5.1 I have asked Onlincolnshire to send the Partnership Agreement for our signature.

5.2 Members need to consider whether or not to pay the amount agreed in 2012.

5.3 The figure indicated at that time was between £375k to £555k. The figure being requested by Onlincolnshire is £550k.

5.4 However it should be noted that there is a £9m underspend within the Partnership and commercial 'payback' (BT provide cashback to Onlincolnshire where take up of a supported cabinet exceeds agreed levels) this takes the available figure upto £16m.

5.5 However, given the circumstances explained above, Onlincolnshire advises that they are unable to use any of these surplus funds to support residents in West Lindsey.

5.6 In addition, whilst BDUK Phase 1 has been completed the assessment of coverage in West Lindsey using ThinkBroadband.com suggests only 85% coverage has been achieved. Whilst this website may lag behind the latest position we are awaiting the final information on coverage from Onlincolnshire.

6. Current offers to residents

- 6.1 Whilst Onlincolnshire is unable to use Partnership funds to support West Lindsey residents there are two offers that are available funded directly by DCMS through local providers.
- 6.2 There are 2 current offers which can be available for communities in West Lindsey through either BT or Quickline.
- 6.3 BT offer a Community Fibre Partnership grant which enables communities that fall into the 5% of the UK excluded from national fibre broadband rollout plans to apply for funding of up to £20,000 toward the cost of their new fibre infrastructure, if that new infrastructure also serves the local school.
- 6.4 Quickline have subscribed to the 'better broadband subsidy scheme' which means residents could be eligible for a free connection. To be eligible their current speed needs to be less than 2Mbps. They apply through a portal depending on which local authority they belong to and it normally takes a couple of days to receive a code if eligible. If they are not eligible and feel that they receive speeds of less than 2Mbps they can challenge and supply speed checks.

7. Future Options

- 7.1 Given the circumstances outlined in the introduction we are currently not being supported by BDUK and therefore Onlincolnshire, in our attempts to support West Lindsey neighbourhoods to obtain high speed broadband.
- 7.2 We need to consider how we support residents in delivering the last 10-15% of coverage.
- 7.3 At this time there is no financial provision within the Authority for any direct support and therefore any additional provision would need to be ranked alongside other commitments in the Medium Term Financial Strategy.
- 7.4 Options might include:

1 – Work with Onlincolnshire and BDUK to remove the barrier to providing funding in West Lindsey

Members and Officers have attempted to engage with the officers and Members with this portfolio at the County without success. The potential to use this option would depend entirely on being able to change the view of BDUK with regards their ability and hence the ability of Onlincolnshire to provide funding in the West Lindsey district.

2 – Direct support by the Authority

Whilst there is no allocated funding for this purpose, it maybe an option if members wished, subject to appropriate legal advice.

As there is an underspend within the BDUK Phase 1 members may wish to consider withholding the West Lindsey share of the underspend for use within West Lindsey should it be legally possible. A higher level of withholding amount maybe justifiable given the current assessment of coverage is below the target 90%.

3 – Provide Broadband expertise to support local neighbourhoods

One of the issues for localities is obtaining appropriate advice on the options available to them, given their individual and specific difficulties. Each neighbourhood is likely to have different challenges where broadband is concerned and will need a tailored solution.

The Authority may wish to consider providing specialist support to localities in a similar way that we support Neighbourhood plans. This would require additional funding.

8. Conclusion

- 8.1 Whilst the current position ensures that residents across West Lindsey had access to Superfast Broadband earlier than might have otherwise been expected, the current position leaves many neighbourhoods with no support for facilitating a faster and consistent broadband service.
- 8.2 Without intervention, it is likely that West Lindsey residents will continue to be left behind other areas of the County and the Country.

9. Recommendations

- 9.1 It is therefore recommended that officers are asked to investigate the options available to the Authority to assist residents in obtaining access to superfast broadband services and working with the Chair of this committee to bring forward a further paper in March 2017.

Broadband Coverage

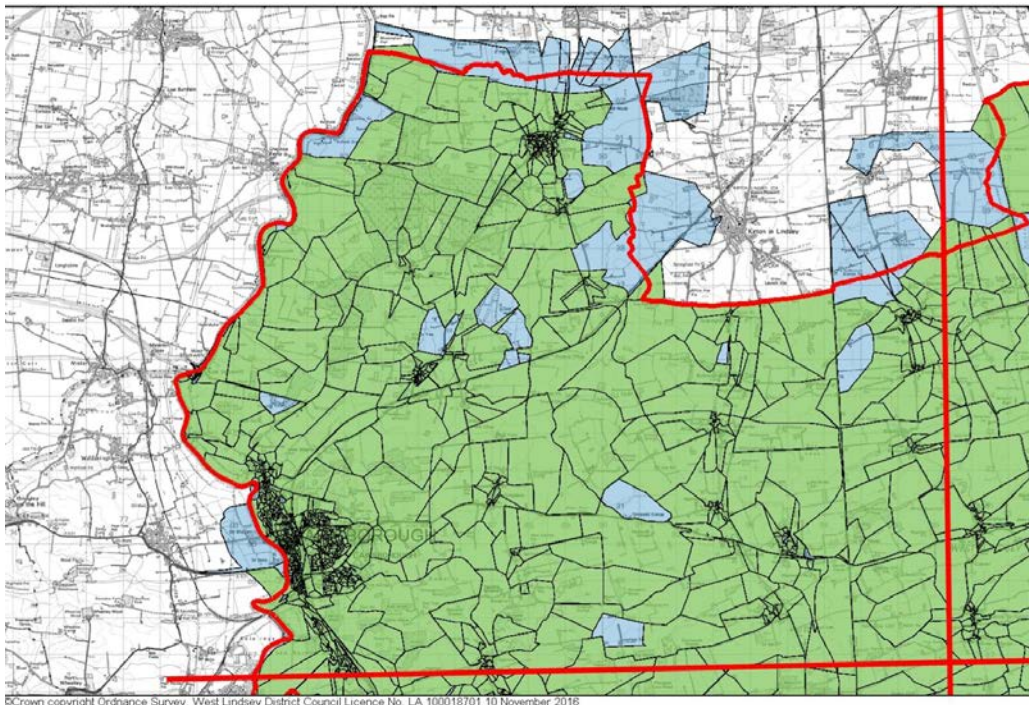
Key

- District Boundary WL
- Quickline data
 - Quickline coverage Nov2016
- BDUK Coverage
 - Broadband Rollout as at July 2015
 - Phase 1
 - Phase 2
 - Phase 3
 - Phase 4
 - Phase 5

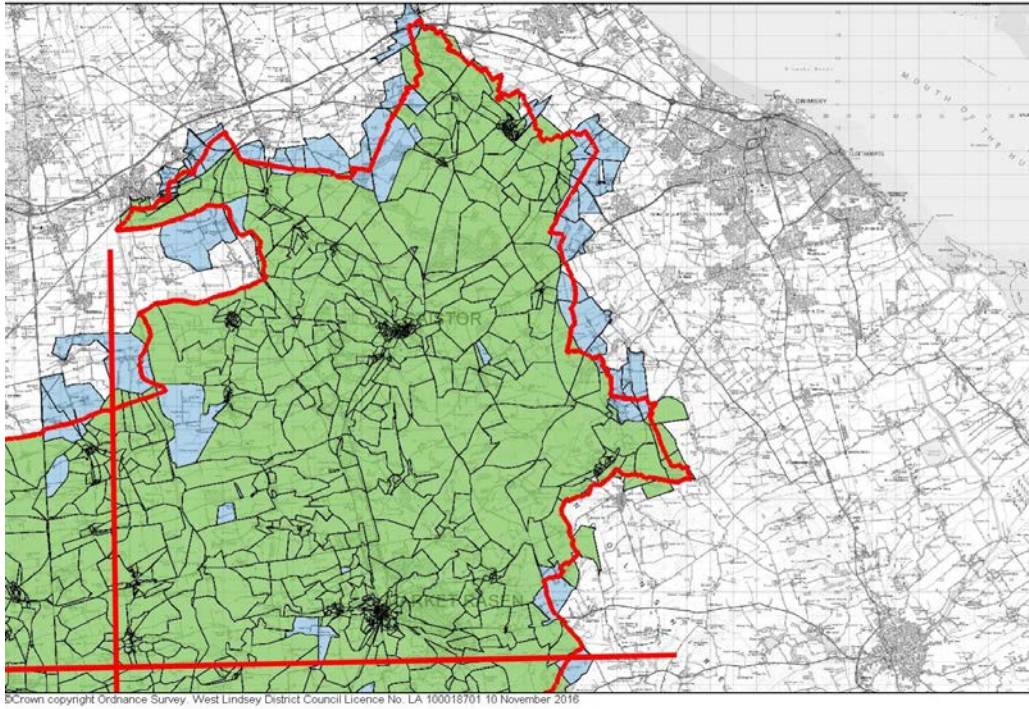
Also a red line which is used to “quarter” WL for print purposes only.

Blue areas are the WL postcodes and the green is showing which postcodes are covered by quickline, the gaps showing blue are areas not covered.

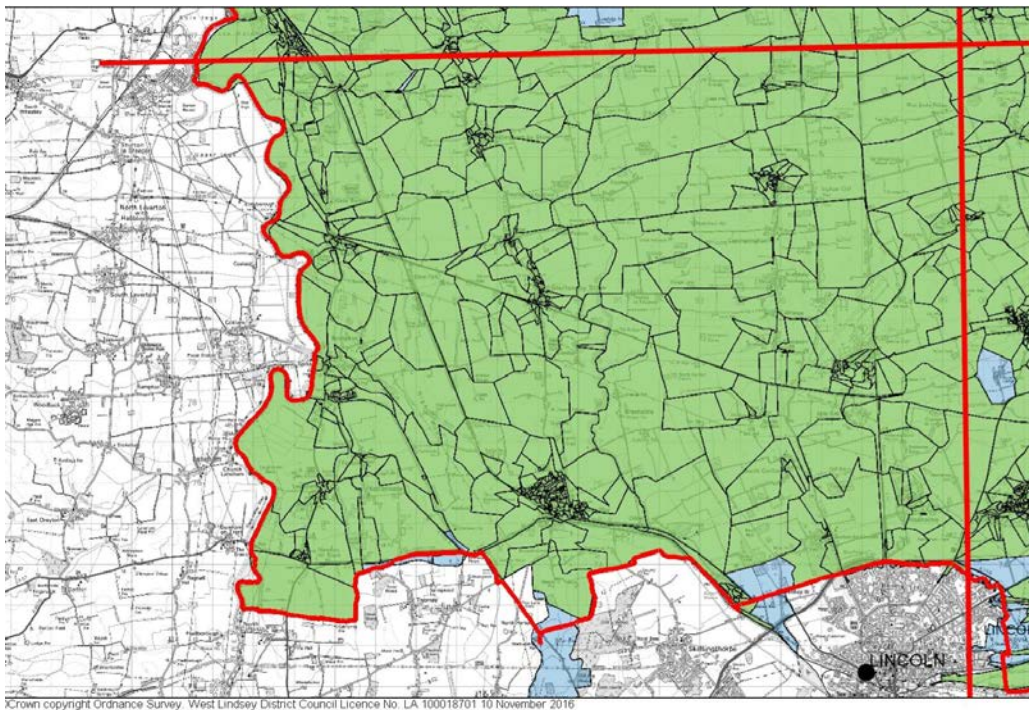
Quickline coverage in the North West section.



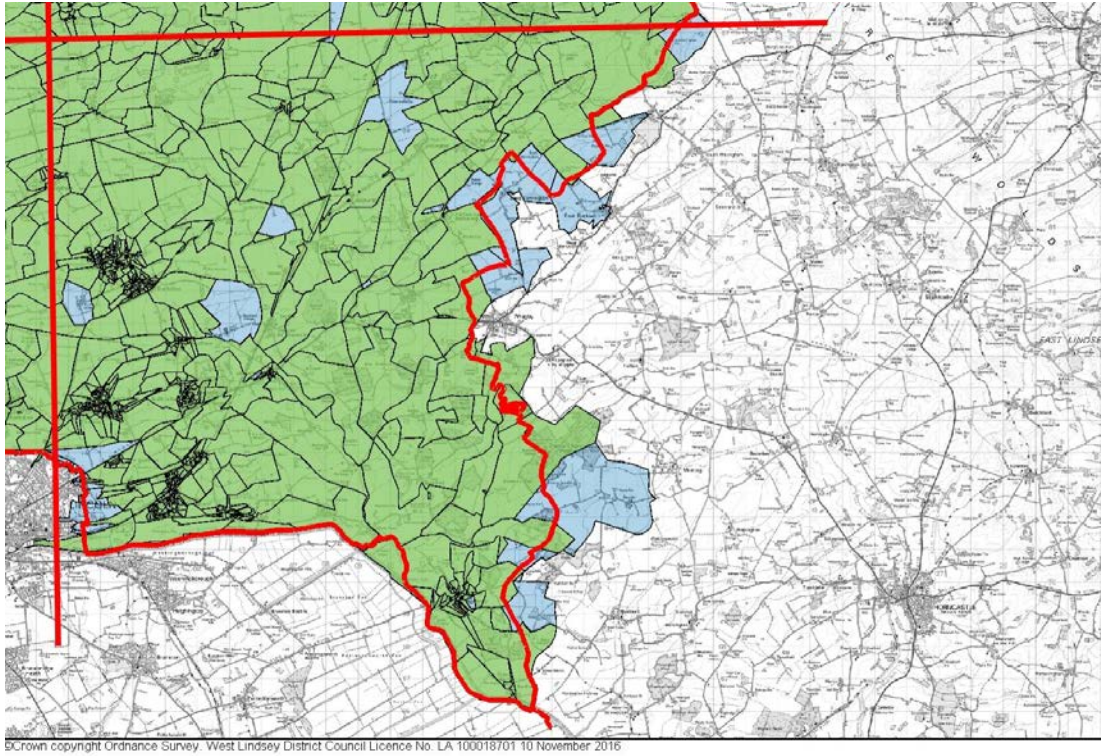
Quickline coverage in the North East section.









Quickline coverage in the South West section.

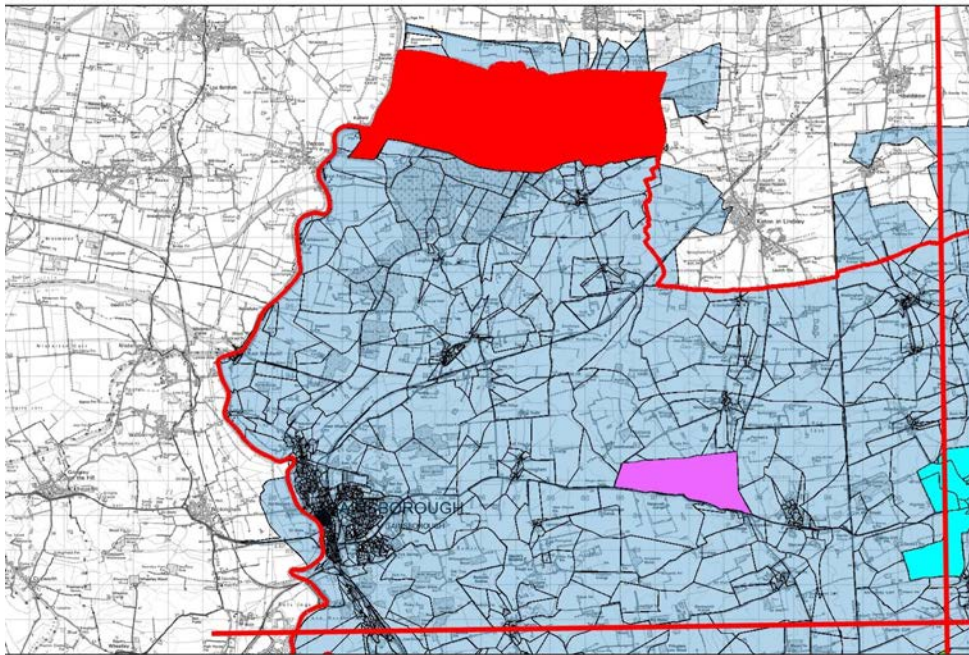


Quickline coverage in the South East section.









BDUK coverage in the North West section.

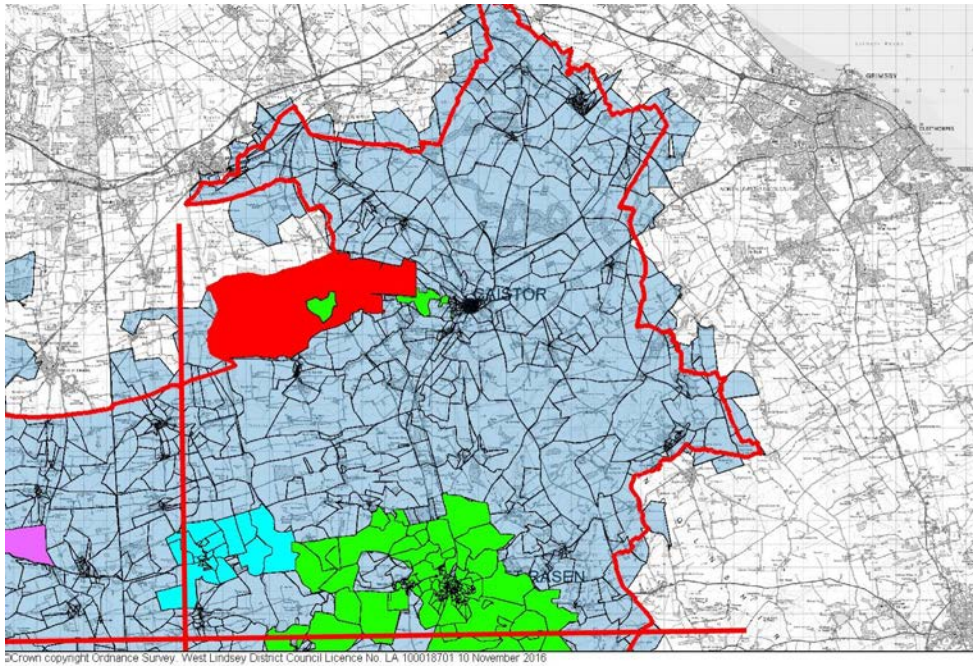
BDUK Coverage	
	Broadband Rollout as at July 2015
	Phase 1
	Phase 2
	Phase 3
	Phase 4
	Phase 5









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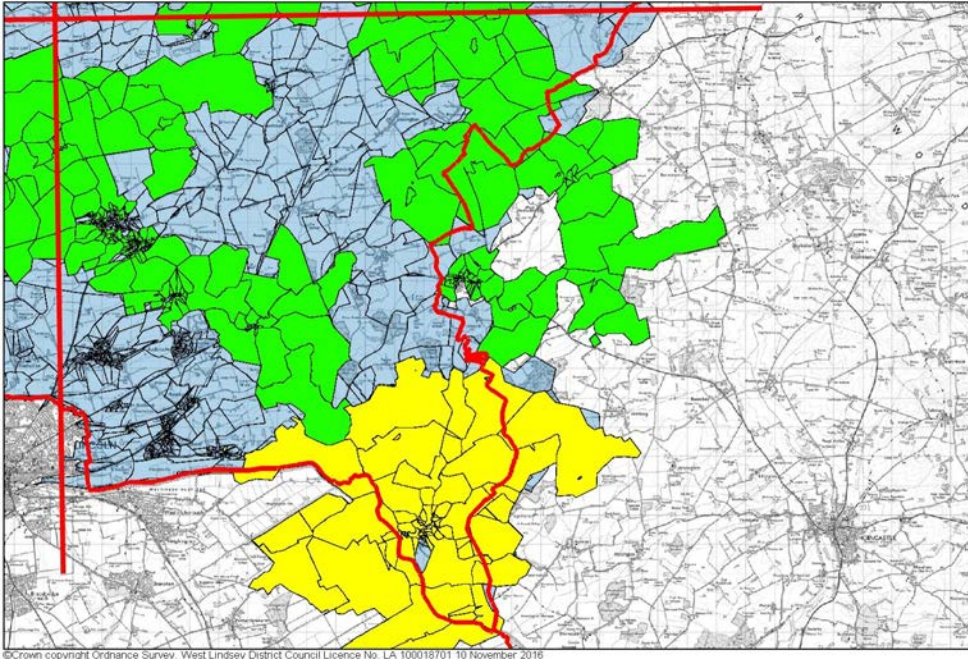
BDUK coverage in the North East section.

BDUK Coverage	
	Broadband Rollout as at July 2015
	Phase 1
	Phase 2
	Phase 3
	Phase 4
	Phase 5









BDUK coverage in the South West section.

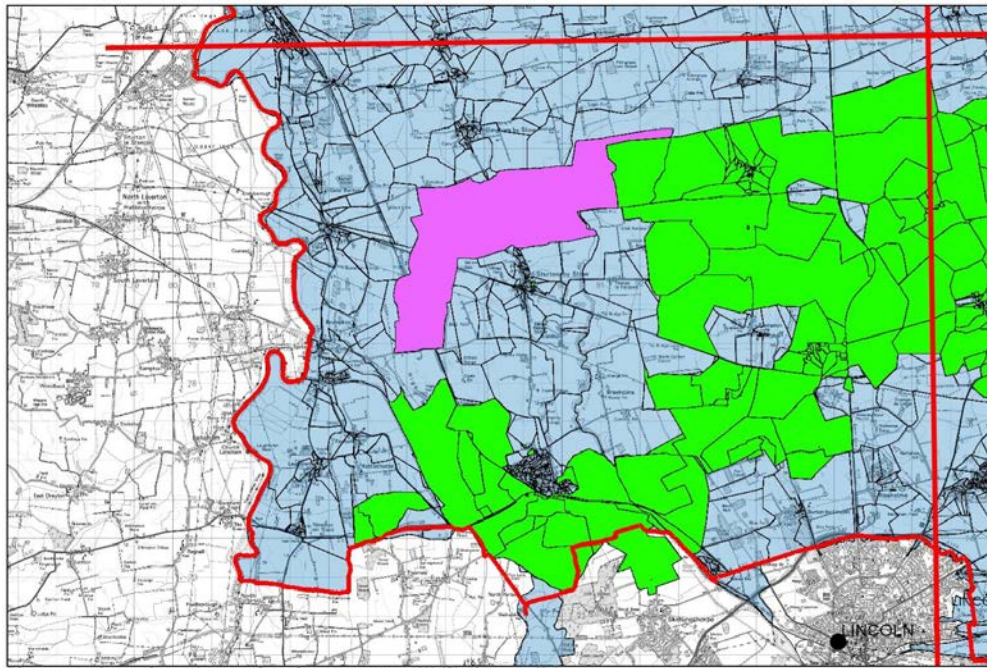
BDUK Coverage	
	Broadband Rollout as at July 2015
	Phase 1
	Phase 2
	Phase 3
	Phase 4
	Phase 5



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BDUK coverage in the South East section.

BDUK Coverage	
	Broadband Rollout as at July 2015
	Phase 1
	Phase 2
	Phase 3
	Phase 4
	Phase 5



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PRCC.38 16/17
Prosperous Communities Committee
6 th December 2016

C

Subject: Scothern 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 Scothern Neighbourhood Plan.

RECOMMENDATION(S): Members formally approve the Scothern 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: FIN/105/17

Additional financial contributions are available from DCLG to support Neighbourhood Planning and cover the cost of the public referendum therefore there will be no additional costs to the Council.

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

Equality and Diversity including Human Rights :

The Scothern 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 Scothern Neighbourhood Plan

1.1 The Scothern Neighbourhood Plan area was designated on the 9th April 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 and discussions with local businesses.

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 Local Green spaces
- Landscape and built 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.

2.3 The Scothern Public Referendum has been scheduled to take place on **Thursday the 19th January 2017.**

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 February (2017) Full Council meeting.

3.2 Once this has been undertaken the Neighbourhood Plan form part of the statutory planning policy requirements for the Scothern parish area.

4.0 Recommendation

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

Scothern Neighbourhood Plan 2015-2036

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

**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 September 2016 to carry out the independent examination of the Scothern Neighbourhood Plan.
- 2 The examination was undertaken by written representations. I visited the neighbourhood plan area on 15 October 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, designating local green spaces and promoting new residential growth.
- 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 Scothern 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
7 November 2016

1 Introduction

- 1.1 This report sets out the findings of the independent examination of the Scothern Neighbourhood Plan 2015-2036 (the Plan).
- 1.2 The Plan has been submitted to West Lindsey District Council (WLDC) by Scothern 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 proportionate process has been undertaken in accordance with the various regulations. 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 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).
- Relevant Ministerial Statements.

3.2 I carried out an unaccompanied visit to the Plan area on 15 October 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 policies. It also provides specific details on the consultation process that took place on the pre-submission version of the Plan in April – June 2016. The Statement helpfully sets out how the emerging plan took account of the various comments and representations. The table that describes the comments received and how the Plan took account of those comments is particularly helpful.
- 4.3 Section 2.4 of the Statement sets out details of the wider consultation events that have been carried out to raise awareness as part the evolution of the Plan. Details are provided about:
- the articles in the Parish magazine
 - the two village surveys
 - the creation of a website
 - the drop in session for local residents
 - the public event held in May 2016
 - the distribution of a copy of the pre-submission version of the Plan to every household in the neighbourhood area.
- 4.4 The Consultation 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 part to 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 that ended on 13 September 2016. This exercise generated six comments from the following organisations:

- Highways England
- Natural England
- Anglian Water
- Historic England
- Gin Property Limited
- Enterprise Inns plc

5 The Plan Area and the Development Plan Context

The Plan Area

- 5.1 The Plan area covers the parish of Scothern. It was designated as a neighbourhood area on 9 April 2015.
- 5.2 The Plan area is located to the immediate north of Lincoln. It consists principally of the village of Scothern set within its wider agricultural hinterland. The village has a tight and attractive built form. In 2011 it had a population of 860 persons.
- 5.3 The village displays both its history and its agricultural background and context in many different ways. Section 2 of the Plan indicates that like many other smaller villages Scothern no longer has a shop or a post office. Nevertheless, I saw the strong sense of community in the village on my visit to the Plan area. There is an active school, a well-used village hall, the church and the Bottle and Glass public house.

Development Plan Context

- 5.4 The West Lindsey 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 Scothern neighbourhood plan:

Policy Strat 3 in which Scothern is identified as a Primary Rural Settlement.

Policy Strat 6 which sets out a series of criteria against which applications for windfall or infill residential developments will be assessed in primary 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.

- 5.5 The Basic Conditions Statement (in its section 5) usefully highlights the key policies in the development plan and how they relate to policies in the submitted Plan. This is good practice.
- 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 submitted for examination in June 2016. Plainly at this stage its policies are in an emerging state

and have not been fully examined. Nevertheless, they 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 15 October 2016.
- 5.10 I parked initially in Church Street. This proved to be a good central location to walk to the more outlying elements of the village.
- 5.12 I walked to the west along Main Street to look at housing sites H1.1 and H1.2. I saw the recent huge fall of conkers from the trees in the parcel of land to the immediate north of the junction between Main Street and Heath Road. I saw that the housing site off Heath Road was largely built out. I looked around Scothern Nurseries Plant Centre on my way back to the village centre. It was very popular with both gardeners and others enjoying tea and cake.
- 5.13 I then looked at the four identified local green spaces. I saw that they were very different in both their scale and their uses and character. The information in the Green Spaces Report was particularly helpful in my understanding of the circumstances in which they had been proposed for this designation in the submitted Plan.
- 5.14 I then continued my visit by looking at the proposed housing site off Langworth Road. In doing so I was able to see the well-preserved Methodist Chapel and the adjacent Chapel Walk.
- 5.15 At various points during my visit I looked at the various residential roads and street so that I could understand the various policies in the Plan that relate to character and design.
- 5.16 In order to get a full impression of the Plan area I drove around some of the surrounding main and minor roads in the Plan area. In particular, I drove back to the main road network via Nettleham so that I could see first-hand how the village sat within the wider landscape.

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.

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 Scothern 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.
- Always seeking to secure high quality design and good standards of amenity for all future occupants of land and buildings.

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 new housing development to meet local needs, to safeguard its character and appearance and to promote an appropriate balance between growth and

community facilities 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 and to provide a positive context for working from home. In the social role, it includes policies to safeguard and extend community facilities and to consolidate and extend pedestrian and cycling routes. 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, it identifies local green spaces and sets out a policy to safeguard the Scothern Beck.

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. Section of the Basic Conditions Statement helpfully relates the Plan's policies to policies in the 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 Parish Council 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. It also identifies some non-land use Community Aspirations in a separate section of the Plan.
- 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 (Sections 1-3)

- 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.
- 7.9 Section 1 provides very clear context is to the production of the Plan area and some h background to the neighbourhood planning process.
- 7.10 Section 2 provides background information on the Plan area. It helps significantly in understanding its landscape and building characteristics.
- 7.11 Details are provided about the composition of households, its economic profile and the nature of the local environment. It usefully introduces the concept of the character areas. This is translated into a specific policy later in the heart of the Plan.
- 7.12 Section 3 sets out the Vision and Objectives of the Plan. It is a model exercise in setting out a clear, concise and proportionate context to the Plan. Section 4 then sets out the

various policies within the context set by the objectives. The remainder of this section of my report comments on the Plan's policies in turn.

S1: Location of New Development

- 7.13 This policy sets the scene for the Plan. It proposes that development is concentrated within the built up area of Scothern. This is entirely appropriate in this rural landscape and will contribute significantly to the promotion of sustainable development. The approach taken overlaps with that taken in the Local Plan (policy Strat 6).
- 7.14 The second element of the policy sets out the implications of its implementation. I agree that these outcomes and implications are both realistic and a natural result of the promotion of this policy approach. Nevertheless, these outcomes are not policies in their own right and should naturally sit within the supporting text. I recommend accordingly.
- 7.15 I also recommend a modification to the language used in the policy. It refers to 'a built-up area boundary'. However, a boundary is not defined on the Proposals Map. The supporting text describes the built-up area as the continuous built form and then identifies what land use elements are excluded from the built-up area. This approach reflects the approach being taken in the submitted Central Lincolnshire Local Plan 2012 -2036. I am satisfied that this approach is in general conformity with the strategic policies in the adopted local plan and has regard to national policy by taking an appropriate approach to the relationship between the adopted local plan, a submitted neighbourhood plan and an emerging local plan.

Delete 'boundary' in the first and second paragraphs of the policy

Delete 'This will ensure (and then the three bullet points)'

Insert the following additional supporting text at the end of the existing second paragraph of text at S1 'The implementation of Policy S1 will ensure (and then followed by the three bullet points recommended for deletion from the submitted policy itself)'

H1: Future Housing Need

- 7.16 This policy identifies three locations on the edge of the village where new housing development will be supported. I looked at the various sites on my visit to the Plan area. The supporting text identifies that planning permission has been granted for the development of each of these sites as the plan has been in preparation. This is not unusual and it represents a positive approach towards boosting the supply of housing land in accordance with the NPPF. I saw that a significant amount of development had already taken place on the site off Heath Road (H1.1). The supporting text identifies that the policy has been drafted in this way to facilitate future planning permissions to come forward in the event that the existing permissions lapse within the Plan period.

- 7.17 As part of the consultation process on the submitted Plan a further housing site on land off Nettleham Road was proposed by developers for inclusion in the Plan. Planning permission has been refused for its development. At the time of this examination an appeal against that decision was being considered. Plainly that matter will take its own course. The representation draws my attention to the fact that the emerging Central Lincolnshire Local Plan is currently at its own examination and that the strategic growth anticipated for Scothern may change. I acknowledge that this is a possibility. However, in that event the Parish Council would have the opportunity to review any made neighbourhood plan if it so wished. Having taking into account all the information before me I am satisfied that the submitted neighbourhood plan has properly had regard to national policy. The three housing sites identified in the Plan will have the potential to deliver around 70 new dwellings. In addition, it is clear that the relationship between the adopted local plan, the submitted neighbourhood plan and the emerging Local Plan (now at examination) has followed the principles set out in Planning Practice Guidance (41-009-20160211).
- 7.18 The approach taken is entirely pragmatic and has proved to be effective at Heath Road. The policy meets the basic conditions. Nevertheless, I recommend a change to its supporting text to reflect that development is now well underway on the Heath Road site.

*Insert the following at the end of the first paragraph of the supporting text at 4.2.1:
At the time of the submission of the Plan development was well-underway on the Heath Road site.*

H2: Housing Mix and Type

- 7.19 This policy sets out to ensure that new housing developments provide for a mix of house sizes and types. This approach is underpinned by a comprehensive Housing Survey. Evidence from that survey identifies a need for smaller dwellings both to reflect affordability issues and the ageing nature of the local population. With the latter issue in mind the policy also requires that 30% of all dwellings on sites of six houses or more should be constructed to the higher access standards as set out in Part M4(2) of the Building Regulations.
- 7.20 Both elements of the policy have been designed to meet very distinctive needs in the Plan area. I recommend a series of modifications to bring the clarity to the policy required by the NPPF. The first involves a replacement of certain words in the first paragraph with others that make its approach more applicable to the development management process and clear in intention. In particular whilst the policy as submitted refers to a mix of housing it does not link that provision back to the Housing Report. The second recommends a more specific approach on the circumstances where the higher access standards may not apply – as submitted the Plan, by definition, cannot define the exceptional circumstances that it has in mind.

In the first paragraph of the policy delete ‘seek to’. Replace its second sentence with:

‘Proposals that provide a mix of houses and which cater for the housing needs of the local community will be supported. Proposals that include one and two bedroom houses based on the local housing need will be particularly supported’.

In the second paragraph replace ‘except.... circumstances’ with ‘other than in circumstances where the commercial viability of the scheme would be unacceptably affected’.

Include an additional sentence to the end of the fourth paragraph of the supporting text at H2 to read:

Policy H2 identifies that there may be viability issues that could prevent the delivery of some sites to these higher standards. In circumstances where a developer considers this to be relevant to any particular site an open book policy should be applied to any planning application that does not include housing to the standard required’.

D1: Design and Character

- 7.21 This is an important policy in the Plan. It sets out design standards for new development. These standards have been prepared within the context of a Character Assessment that has been submitted with the Plan.
- 7.22 The Character Assessment is an impressive document. It sets out some historic background to the settlement as a context to its built development. It goes on to identify five Character Areas as follows:
- The Historic Core area
 - The Dunholme Road area
 - The Nettleham Road area
 - The Sudbrooke Road area
 - The Langworth Road area
- 7.23 Within each of these five sections further information is provided on the character and appearance of the area. In some cases, this is done on a road/street basis.
- 7.24 I am satisfied that the Character Assessment that underpins this policy meets the basic conditions. It is an excellent interpretation of the type of design and character information that paragraphs 59 and 60 of the NPPF anticipate would come forward at local level. They seek to promote and reinforce local distinctiveness.
- 7.25 The policy itself is well-constructed and criteria based. The criteria address an appropriate range of matters that are distinctive to the Plan area. I recommend a series of modifications to the policy so that it has the clarity required by the NPPF and to ensure that the criteria are worded in a positive and a consistent fashion.

Replace ‘are encouraged to have’ with ‘will be supported where they have’.

In the third bullet point replace ‘do not unacceptably erode’ with ‘respect and safeguard’.

In the seventh bullet point delete ‘take every opportunity....to’.

T1: Parking Standards

- 7.26 This policy sets out to identify specific car parking standards in the Plan area. It reflects concerns about on street parking and the levels of congestion experienced around the school at peak times
- 7.27 The standards proposed are reasonable and appropriate. The policy meets the basic conditions.

T2: Pedestrian and Cycle Routes

- 7.28 The policy sets out that new developments should provide safe and accessible pedestrian and cycle routes. It is well constructed and reflects the feedback from resident surveys
- 7.29 The policy meets the basic conditions.

B1: Working from Home

- 7.30 This policy has been designed to facilitate a more sustainable community. The Plan identifies that many people of working age do so elsewhere. The supporting text usefully clarifies that working from home does not necessarily require planning permission. The policy itself is criteria based and addresses an appropriate range of environmental matters.
- 7.31 The policy meets the basic conditions

E1: Local Green Space

- 7.32 The Plan proposes four local green spaces. The supporting text correctly sets out the three criteria in paragraph 77 of the NPPF for the designation of local green spaces. More detailed evidence and justification is set out in a separate Green Spaces report. I comment on each of the local green spaces in the following paragraphs.
- 7.33 The village hall playing fields (LGS1) is an attractive open space to the north of the village hall. It has a pleasant mix of children’s play equipment, a cricket pitch and a football pitch. It is in close proximity to the village and is local in scale. It is well-used for a variety of purposes and is demonstrably special to the local community. Its designation is entirely appropriate.

- 7.34 Grange Park (LGS2) is an attractive park with mature hedges, trees and wildflowers. It crossed and intersected by a series of footpaths and is a remarkable haven of space and beauty in the centre of the village. I saw on my visit that several houses had designed their rear gardens so that they were visually open to the Park. It comfortably meets the three criteria in the NPPF to be designated as a local green space. It is exactly the type of local green spaces that the authors of the NPPF must have had in mind when drafting this element of national policy.
- 7.35 The Bottle and Glass Beer Garden (LGS4) is a beer garden associated with the public house. The beer garden is located to the west of the building itself and is adjacent to the associated car park. Following my visit to the Plan area I was satisfied that the proposed local green space was in close proximity to the community it serves (it is at the heart of the village) and is local in scale (it is 0.1 hectare in size).
- 7.36 I sought clarification from WLDC and the Parish Council on the extent to which it was demonstrably special to the local community. The information provided in the Green Spaces report was in my view insufficient to justify its designation on four of the five assessment factors identified. However, I was keen to understand the evidence underpinning the comment in the Green Spaces report that it was the last remaining part of the village green. I sought the views of the site owners on the additional information received. The owners had made an objection to the designation of the site as local green space during the consultation process on the submitted Plan.
- 7.37 The Parish Council supplied a very helpful set of historic maps together with commentary on the evolution of the village. Detailed references are made in the additional information to published material (Everson and Stocker, *Custodians of Continuity? The Premonstratensian Abbey at Barlings and the Landscape of Ritual*, Heritage Trust of Lincolnshire, 2011). In response to this additional information planning consultants acting on behalf of the owners challenged the assumptions and assertions in the Parish Council's report. My attention was also drawn to the work carried out as part of the emerging Central Lincolnshire Local Plan. Its Evidence Report 24 on Local Green Space and other Important Open Space (April 2016) had considered the site (in that document identified as LGS FD6) was not demonstrably special to the local community. Having carefully assessed all the information presented to me I conclude that there is insufficient detailed evidence to support the Parish Council's assertion that the proposed local green space was once part of the historic village green. On this basis, I recommend the deletion of this proposed local green space.
- 7.38 The two open areas at Heathlea Gardens (LGS 5) provide an attractive open landscaped area at the south and west of the village. I am satisfied that they meet the three criteria to be designated as local green space. This judgement does not accord with the outcome of the assessment of the same site as part of the emerging local plan in April 2016 (see paragraph 7.37 of this report). Nevertheless, in coming to this decision I have taken into account my own observations about the way the site provides a well-maintained landscape frontage to small houses on the edge of the village and provides a sense of tranquillity. There was also very clear evidence of its

recreational use. In particular, I saw a very imaginative and well-constructed swing that had been attached to one of the trees. In any event its designation as a local green space will neither hinder nor prevent the implementation of either national policy or the strategic objectives of the adopted local plan and the emerging Central Lincolnshire Local Plan.

Delete Local Green Space 4 – Bottle and Glass Beer Garden from the schedule of proposed Local Green Spaces.

Make consequential changes to Figure 10.

E2: Biodiversity

- 7.39 This policy appropriately sets out to safeguard the biodiversity in the Plan area. Important sites are referenced in the supporting text.
- 7.40 In a similar fashion to other policies in the Plan this policy is criteria based. Nevertheless, its structure is confusing as its criteria are both positive and negative. I address this matter in recommended modifications. The effect of the modifications is to set out what is required to secure planning permission and which types of development will result in the refusal of planning permission. This will give clarity all round and as required by the NPPF.

In the first criterion replace ‘not result in...upon’ with ‘respect’

**Insert the following as a separate second component of the policy:
Development proposals that would result in the loss of, or which would create unacceptable harm to wildlife sites and other areas of ecological importance will not be supported.**

E3: Scothern Beck Green Corridor

- 7.41 This policy provides a context to safeguard the Scothern Beck. I saw its importance and character on my visit to the Plan area. The policy is underpinned by community survey results. The policy is very clear and proportionate on the type of proposals that will and will not be supported.
- 7.42 The policy meets the basic conditions.

C1: Provision of new or improved community facilities

- 7.43 This policy recognises that there may be a demand for new community facilities as the village expands during the Plan period. On this basis, it sets out a criteria based policy against which such proposals can be assessed.
- 7.44 The policy meets the basic conditions.

C2: Loss of existing community facilities

- 7.45 This policy identifies a range of existing community facilities and then sets out a context against which proposals for their improvement will be assessed. It then goes on to identify criteria against which planning applications that propose the loss of these facilities would be considered. The approach adopted is entirely appropriate. In particular, the second component of the policy properly takes account of viability issues. It also recognises the potential that the new uses proposed may have a greater benefit to the community.
- 7.46 The policy as submitted meets the basic conditions. However, I recommend that its title is refined. As submitted it implies that community facilities will be lost. The policy will however ensure a very different and appropriate outcome.

In the title of the policy replace 'Loss' with 'Retention and improvement'

Community Aspirations

- 7.47 The submitted Plan includes a series of community aspirations. Whilst the Plan acknowledges that they are not land use matters it identifies that they stem from community consultation and engagement. I provide commentary on these matters as follows:

CA1: CIL Monies

This aspiration sets out the range of community infrastructure projects to which the local element of the community infrastructure levy will be applied. They are appropriate and relate to the nature of the Plan area.

CA2: Improvements to bridleways, walking and cycling routes

This aspiration sets out to support improvements to existing footpaths or their use. Its approach is both for making better use of existing facilities or through proposals that make land available for such purposes. It overlaps with CA1 in its potential use of CIL funding. I saw the impressive network of footpaths on my visit to the Plan area. The improvement and/or extension of the network would assist the wider objectives of the Plan.

CA3: Enhancement of village facilities

This aspiration sets out a potential range of uses for parcel of land close to the Church of England Academy. It anticipates that it may become available during the Plan period and identifies an appropriate range of community related uses.

CA4: Redevelopment of the cricket ground

This aspiration links the potential development of the site in CA3 with the potential redevelopment of the cricket ground to provide an extended village hall. This aspiration again relates to the wider objectives of the Plan. In the event that the proposal came forward it would need to be considered on its own merits and in accordance with land use policies in this Plan.

CA5: Assets of Community Value

This aspiration requests that WLDC identifies five community facilities as Assets of Community Value. This approach is appropriate for promotion through a neighbourhood plan. Nevertheless, the five facilities will need to be assessed by WLDC based on their merits and under separate legislation.

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 2036. 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 Scothern 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 Scothern 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 9 April 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. I am particularly grateful to all those who provided timely information and commentary on the proposed Bottle and Glass local green space.

Andrew Ashcroft
Independent Examiner
7 November 2016

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PRCC.39 16/17
Prosperous Communities Committee
Date: 6th December 2016

D

Subject: Dunholme 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 Dunholme Neighbourhood Plan.

RECOMMENDATION(S): Members formally approve the Dunholme 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: FIN/106/17

Additional financial contributions are available from DCLG to support Neighbourhood Planning and cover the cost of the public referendum therefore there will be no additional costs to the Council.

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

Equality and Diversity including Human Rights :

The Dunholme 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 Dunholme Neighbourhood Plan

- 1.1 The Dunholme Neighbourhood Plan area was designated on the 15th October 2013. 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 and discussions with local businesses.
- 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 Local Green spaces
- Landscape and built 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.
- 2.3 The Dunholme Public Referendum has been scheduled to take place on **Thursday the 19th January 2017.**

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 February (2017) Full Council meeting.

3.2 Once this has been undertaken the Neighbourhood Plan form part of the statutory planning policy requirements for the Dunholme parish area.

4.0 Recommendation

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



PRCC.40 16/17
Prosperous Communities Committee
Date: 6 December 2016

E

Subject: Progress and Delivery (Period Two)

Report by:	Chief Operating Officer
Contact Officer:	Mark Sturgess Chief Operating Officer 01472 676687 Mark.sturgess@west-lindsey.gov.uk
Purpose/Summary:	To present to members the second quarter performance information through the progress and delivery report.

RECOMMENDATION(S):

- The Committee are asked to review the performance information contained in the Progress and Delivery Report and to review the performance outlined and highlight where specific action should be taken.**

IMPLICATIONS

Legal: None

Financial: None

Staffing: None

Equality and Diversity including Human Rights: None

Risk Assessment: None

Climate Related Risks and Opportunities: None

Title and Location of any Background Papers used in the preparation of this report:
Report to Corporate Policy and Resources Committee, 21 June 2016, Revised Format for Progress and Delivery Reporting 2016/17 (CPR.60 16/17)

Call in and Urgency:

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

Yes No

Key Decision:

Yes No

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Introduction

Councillors have received progress and delivery reports since 2012. They have sought to give councillors information on how the council is performing through its services, project delivery and finances. This has given councillors the opportunities to question officers on performance and ensure that any rectification measures proposed to remedy poor performance are sufficient to tackle the issues identified.

This report includes information about the performance of the services the council is delivering in order to meet the objectives it has set itself in the corporate plan.

It also includes performance information in relation to current projects which are in the delivery stage.

This report does not include the monitoring information about progress and delivery of the Corporate Plan with these measure being included in a later report.




The commercial plan measures are included as an appendix to this report.

For clarity this report will provide information on those services that are either performing below their target level or have exceeded the performance expected of them. This will be done within certain tolerance levels therefore services which are just below their target performance will not be reported at this stage, but will be monitored through the council's services leadership team. Generally explanations and rectifications are given where an aspect of a service is performing below the required standard.

In addition the report will contain information on services which were included in the last period's exceptions report, but have subsequently improved to the extent that they are not included in this report. This is to demonstrate to members that remedial measures which have been put in place are working.

How to use this report

RAG Performance Indicators

	Performance against this indicator is better than the set target
	Performance is in line with its target
	Performance is lower than predicted

Direction of Travel

↑	Performance is improving
→	Performance is remaining static
↓	Performance is declining

Executive Summary

This report reflects the performance of the council in the first six months of the 2016/17 municipal year (April – September).

Rather than splitting the executive summary into the same divisions as the report, as was done in June, the summary is structured to highlight those areas that are performing above expectations, those areas where there is a risk to either performance or delivery and those areas where further work is required for next year's report.

Performing Well

Building Control

The Council has made significant investment in the Building Control service to equip the team to compete effectively in the market. The benefits of this are starting to be realised with a small increase in fees when compared to 2015/16, however the construction sector continues to be volatile and there is still work to be done to ensure this trend continues long term. Work has now started on delivering additional services highlighted in the Business Plan. Air testing has just been launched with Fire Risk Assessments following shortly. It is likely that warranty work in conjunction with Local Authority Building Control (the national accreditation body for the service) will start this year.

Development Management

During quarter two Development Management has sustained and continued to build upon the significant improvements in performance achieved during the latter part of 2015 and early 2016. Fee income from planning applications has exceeded budget targets each month and for the year to date is notably higher than the same period in 2015/16. This work has established the building blocks for the service to ensure that it now starts to improve areas such as customer care, although the volume of complaints the service receives is starting to reduce.

Projects and Growth

The Team is focussed on the Gainsborough Growth Programme, the Food Enterprise Zone at Hemswell Cliff and wider economic development initiatives such as the Lindsey Action Zone and the potential for industrial units at key sites such as Saxilby.

In Gainsborough, the 'Development Prospectus' was launched over the summer and progress has been made on procurement of a Strategic Development Partner; funding bids have been made to both Heritage Lottery Fund and Historic England to assist in the restoration of town centre properties; the Gainsborough Place Board has been launched and a range of key stakeholders are signed up as 'Ambassadors' for the town; Council support has been secured for the redevelopment of the Sun

Hotel and for a joint venture company to regenerate Market Street; feasibility work has progressed for a marina in the town and a further funding bid has been made to assist with infrastructure costs which will help to unlock key housing sites. The Gainsborough Growth Fund also continues to assist new and growing firms in the town. Works to upgrade the footways along Beaumont Street and Trinity Street have been undertaken, working with Lincolnshire County Council.

In the wider District, the Lindsey Action Zone continues to assist West Lindsey businesses, most recently through the award of a grant for the expansion of Hall Farm Park. The upgrading of the road access to Newtoft Business Park has also been delivered as a joint initiative between the Council and the local business community. An evaluation of the Townscape Heritage Initiative in Caistor is underway, which will inform future action in the town and the Council is considering the potential to take a lease on new workspace units in Saxilby.

Other measures such as the investigation of discretionary rate relief for businesses and the implementation of the selective licensing scheme in the south west ward of Gainsborough are all helping to deliver corporate plan objectives.

CCTV

The complete upgrade the CCTV system is nearing completion. The latest high definition CCTV cameras are operating in Gainsborough and Market Rasen. The system upgrade has resulted in savings on our line rental costs and has prepared us for future expansion and the commercial marketing of the service. Already during September 2016 our CCTV Control Centre assisted with over 60 incidents.

With the greatly improved CCTV quality we have supported a wide range of police and criminal investigations. Examples have included public order, assaults, criminal damage and burglaries in both Gainsborough and Market Rasen.

Risks

Local Land Charges

The service has a good reputation for quality and accuracy and because of this maintains a core customer base. A new automated system for Local Land Charges has been procured and is being implemented, with an anticipated completion date of April 2017 and this will significantly improve search processing times. Until the new system is fully functioning the service faces a challenge to consistently turn around searches within the 10 day target using the current manual system. Additional resources have been allocated to the service in order to keep turnaround times for searches within the 10 day target in the interim.

Enforcement

The increase in demand on enforcement services is increasing across all areas and continues to remain at a high level in planning enforcement. Work is being

undertaken to identify why this increase is continuing at a sustained level and ensure that cases are dealt with in accordance with the adopted policy.

Markets

Markets continue to underperform and whilst a final decision is awaited on proposals to improve their performance, measures are being taken to reduce operation costs which do not prejudice any of the options under consideration by members.

Home Choices

Demand on the home choices service for people in housing need and those at risk of homelessness is increasing. We have seen a marked increase in new approaches to the service, homelessness presentations and temporary accommodation usage.

Temporary accommodation: the Cross Street provision has been full to capacity leading to a need to utilise B&B accommodation, particularly during September 2016. During September 2016, £1517 was spent on additional B&B accommodation. The team is working hard to ensure homelessness applications are processed as quickly as possible and the need for B&B alleviated; demonstrated in the average length of stay measure however, the increased demand and complexity of cases the team is dealing with must be recognised. This has had a direct impact on capacity to proactively prevent homelessness – performance in this area was lower in September 2016 and the service will be actively working to improve this against a backdrop of increased demand.

The service will complete some specific performance monitoring activity on housing register allocations during November 2016 and a review of the measure regarding 'successful nominations' is proposed for 2016/17.

Further Work

Complaints can be a good source of intelligence on how a particular service is performing and how it can be improved to better meet the needs and expectations of customers.

At the present time the total volume of complaints are recorded within each service and these are aggregated and reported to members as part of the corporate health measures set out in the progress and delivery report.

It is fully accepted that this is a crude way of handling complaint information and a more sophisticated approach is needed which is able to identify trends in complaints, highlight particular areas or services which are subject to high levels of complaints and key themes in complaints the council receives. More importantly from an organisation point of view techniques need to be developed which will enable services to act on information from an analysis of complaints which can make a tangible difference to the service customers receive. This is more than just improving the response to individual complaints it is about learning from all complaints and

changing systems and process so that the scope for that type of complaint recur is eliminated.

For the 2016/17 municipal year the way we report complaint information will be reviewed in order to give members information on complaints which gives them a better insight into what customers complain about and how action is taken to ensure we deal with the causes of complaints.

Section 1: Corporate Health Measures

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Customer										
Employee satisfaction	Under review								The measures and frequency of reporting of this measure is currently under review and will be reported in full before the end of the municipal year.	The staff engagement group are working on a number of initiatives to improve staff engagement and satisfaction, the group will agree the next steps for collecting staff satisfaction data.
Complaints	Monthly	54	28	●	N/A	32	●	●	Of the 54 complaints received in this period we received 1 informal complaint, 34 stage 2 complaints and 8 stage 3 complaints. Of these 12 were in relation to Waste Services, 10 in relation to Development Management, 7 in relation to Planning Enforcement, 6 in relation to Housing, 5 in relation to Home Choices, 4 in relation to Council Tax, 3 in relation to Housing Benefits, 2 in	Complaints provide a good source of data within which patterns can be identified and improvements made to processes and how customers are dealt with. In some services decisions the council takes will always disappoint a customer. It is incumbent on the council to ensure that all customers are dealt fairly, reasonably and with curtesy as well as

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
									<p>relation to property and 1 in relation to each of the following Anti-Social Behaviour, Licensing, Customer Services, Governance and Trinity Arts. Analysis shows that 28 complaints were about the process, 11 about behaviour of staff, 9 about the decision we made, 2 in relation to missed bins, 2 in relation to bin placement and 2 in relation to general waste issues around Gainsborough. In addition it is also clear where the council has embarked on new initiatives these have been a source of complaints – Selective Licensing (5) and car parking charges in Market Rasen (2).</p>	<p>ensuring that the decisions it takes are sound. Individual services are constantly reviewing how they operate as a result of complaints to ensure that they meet these standards of customer and accuracy in decision making. This process will continue to make inroads into the amount of complaints the council receives.</p>
Compliments	Monthly	44	86	●	N/A	21	●	●	<p>In period 2 received a total of 44 compliments. Analysis shows the following: 16 compliments were received for Development</p>	<p>As with complaints, compliments can help a service to improve by showing the areas of its work it gets right</p>

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
									Management, 11 for Customer Services, 7 for Waste Services, 2 each for Building Control and Home Choices, 1 each for Trinity Arts, Localism, Street Naming and Numbering, Public Protection, Housing Benefits and Planning Enforcement. Of these 31 were compliments about staff, 9 in relation to how quickly we responded or dealt with a situations, 2 in relation to doing good work, 1 in relation to how good our self-service options are and 1 in relation to the professionalism of planning committee and the planning officer.	and is valued by customers. Data on the number and type of compliments received is used to help learning of drive improvement across all services.
Perspective: Financial										
Position against budget	Quarterly	£14.669m	£15.244m	★	↑	£15.067	£15.244m	★	Projecting £0.575m surplus Increased Planning Fee Income £0.220m, Staffing savings £0.179m, Pension Deficit overpaid previous year £0.171m	At the present time the budget position is looking healthy due to an increase in fees and through controlling our costs. There is a need to ensure that this position is

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
										regularly monitored to ensure we maintain a balanced budget at the end of the municipal year.
Perspective: Quality										
Service and system availability	Monthly	100%	98%	★	↑	100%	★	★	Proactive monitoring and event logging ensures excellent service	Continue to monitor and respond accordingly.
Staff absenteeism	Monthly	0.87	0.7	●	↓	0.55	★	●	There are a high number of long term absences that are significantly affecting performance data	We will continue to explore all options with regards to managing absence, especially around tackling long term sickness.
Percentage of service requests received through digital channels	Monthly	26%	35%	●	↓	29%	●	●		
Percentage of calls answered	Monthly	72%	90%	●	→	72%	●	●	Proper analysis of the reasons behind this performance is being undertaken. It might be that when staff who either work part time, take annual leave or are off sick that their do not forward their calls to another colleague's	We are working with our provider to implement some initiatives and this will take place at the end of October. In addition we are to run reports on individual extension to identify is a particular situation with an extension numbers.

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Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
									extension number resulting in missed calls. The analysis should identify the cause and a solution found.	This will be investigated during November 2016.
Health and Safety incidents	Quarterly	23	N/A	N/A	N/A	16	N/A	N/A	Staff are encouraged to report all incidents. Annually the incidents are broken down into service areas and trends identified.	

Table 1: Corporate Health measures

Section 2: Project and Programme Delivery

All projects and programmes are currently on track for delivery against their project plan.

Project Name	Description	RAG	Reason
Commercial Board			
Growth Board			
Transformation Board			

Table 2: Project and Programme Delivery

Section 3: Corporate Plan Measures

Corporate Plan Theme: Open for Business

The Corporate Plan measures will be reported in full at a later meeting of the Corporate Policy and Resources Committee.

Performance Measure	Current Period				Previous Period		YTD perf.	What is affecting performance
	Actual	Target	Perf	DoT	Actual	Perf.		
Priority: To attract inward investment								
Hectares of land secured for development	Performance expected Q4 2016/17							
Number of new business in the District								
Percentage increase in NNDR base								
Percentage of land developed out								
Percentage increase in the District's GVA								
Priority: To retain, support and facilitate the growth of business in the District								
Percentage increase in employment across the District	Performance expected Q4 2016/17							
Number of businesses actively supported								
Number of job vacancies across the District								
Total investment levered via above schemes								
Priority: Housing led economic growth								
Number of new dwellings built within the District.	Performance expected Q4 2016/17							
Percentage increase in Council Tax base								
Residents' survey								
Percentage reduction in empty properties								
Priority: Understand and address the skills gap in the District								
Number of new apprenticeships secured	Performance expected Q4 2016/17							
Percentage decrease in youth (18-24) unemployment								
Increased education attainment (NVQ Level Three or above)								
Numbers of young people supported with mentoring								
Priority: Promote and expand the agri-food sector								
Number of additional jobs secured in the sector	Performance expected Q4 2016/17							
Number of new agri-food business established								

Performance Measure	Current Period				Previous Period		YTD perf.	What is affecting performance
	Actual	Target	Perf	DoT	Actual	Perf.		
Priority: Understand and promote the value of the visitor economy								
Percentage increase in tourist spend per head	Performance expected Q4 2016/17							
Residents satisfaction surveys								
Increase in visitor numbers								
Increase in employment in the sector								

Table 3: Open for Business Measures

Corporate Plan Theme: People First

Performance Measure	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
	Actual	Target	Perf	DoT	Actual	Perf.			
Priority: Ease and convenience of access to a range of public services offered by the Council and partner organisations									
Customer satisfaction with Council and services provided	Performance expected Q4 2016/17								
Priority: Enhance and maintain a safe, natural and built environment									
Residents satisfaction surveys	Performance expected Q4 2016/17								
Percentage reductions in no. of ASB/Community Safety incidents reported.									
Priority: Meet local housing needs and aspirations									
Percentage increase in population of District	Performance expected Q4 2016/17								
General Housing condition survey									
Priority: Increase opportunities for arts, culture, night-time economy, sport and leisure for residents									
Health Survey	Performance expected Q4 2016/17								
Residents satisfaction surveys									
Percentage increase in users of Leisure Centre									
Percentage increase in users of TAC									
Percentage increase in the number of licensed/eating establishments									

Table 4: People First Measures

Corporate Plan Theme: Asset Management

Performance Measure	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
	Actual	Target	Perf	DoT	Actual	Perf.			
Priority: To develop and maximise the return on and value of our asset base									
Percentage increase in income derived from assets	Performance expected Q4 2016/17								
Percentage increase in yields (return on capital employed)	Performance expected Q4 2016/17								
Percentage reduction in maintenance (planned/unplanned) spend	Performance expected Q4 2016/17								
Priority: Maximise the benefits of our assets for our communities									
Tenants' satisfaction levels	Performance expected Q4 2016/17								
Priority: Utilise our asset base to facilitate inward investment									
Occupancy rate of Council properties	Performance expected Q4 2016/17								
Percentage reduction in voids	Performance expected Q4 2016/17								

Table 5: Asset Management Measures

Corporate Plan Theme: Central Lincolnshire Local Plan

Performance Measure	Current Period				Previous Period		YTD perf.	What is affecting performance
	Actual	Target	Perf	DoT	Actual	Perf.		
Priority: Local Plan is adopted								
Local Plan is in place by 31st December 2016	Performance expected Q4 2016/17							
Priority: Establish the appropriate number of Neighbourhood Plans required across the District and ensure they are supported and developed								
Number of Neighbourhood Plans approved	Performance expected Q4 2016/17							
Number of requests for Neighbourhood Plans								
Priority: The key growth and regeneration priorities for Gainsborough to deliver Local Plan priorities are identified in the Gainsborough Chapter of the document								
Number of proposed schemes relevant for Gainsborough alone	Performance expected Q4 2016/17							
Percentage of schemes developed out								
Priority: Infrastructure that meets the housing and growth priorities for West Lindsey								
Value of external funding secured for infrastructure development	Performance expected Q4 2016/17							

Table 6: Central Lincolnshire Local Plan measures

Corporate Plan Theme: Partnerships/Devolution

Performance Measure	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
	Actual	Target	Perf	DoT	Actual	Perf.			
Priority: To work in partnership to explore opportunities for joined-up service delivery									
Number of key partnerships entered into	Performance expected Q4 2016/17								
Priority: To work with national and regional organisations to deliver services locally									
Number of shared service delivery initiatives implemented	Performance expected Q4 2016/17								
Priority: To build successful commercial partnerships and Joint Ventures									
Income generated from commercial activity	Performance expected Q4 2016/17								
Number of commercial partnerships formed									
Priority: To work with partners to deliver local services at as local a level as possible									
Annual number of volunteering hours undertaken across the District	Performance expected Q4 2016/17								
Resident satisfaction surveys									
Monetary value of volunteering hours									
Number of community based service delivery mechanism in place									

Table 7: Partnerships/Devolution Measures

Corporate Plan Theme: Excellent Value for Money Services

Performance Measure	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
	Actual	Target	Perf	DoT	Actual	Perf.			
Priority: Explore alternative delivery models which ensure the effective use of resources									
Customer satisfaction surveys	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Data to be collated by ICS and presented to GCLT on 10 October 2016 for action as appropriate	
Percentage of services that are maintaining or exceeding expected levels of performance									
Priority: 6.2 Deliver a customer first culture across the Council									
Customer satisfaction surveys	Performance expected Q4 2016/17								
Priority: Develop a workforce of high skilled, motivated staff to deliver in an entrepreneurial manner									
Number and type of CPD and training events held	Performance expected Q4 2016/17								
Percentage reduction in sickness/ absence levels									
Staff satisfaction survey									
Tracking of spend against training budget	Performance expected Q4 2016/17								
Priority: To be a high performing Council at a cost affordable to the residents of the District									
Residents survey re VfM and Council Tax levels	Performance expected Q4 2016/17								

Table 8: Excellent Value for Money Services measures

Section 4: Commercial Plan Measures

Included at appendix.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Theme: Generating greater income from the council's services										
Total amount of income generated										
Income as a proportion of total expenditure										
Total net revenue income (i.e. surplus)										
Theme: Securing greater external funding										
Total external funding secured for the Council										
Total external funding secured for communities/district										
Theme: Increasing capital and revenue returns to the council through delivering housing and economic growth										
Change in capital value of assets										
Rate of return on rental income										
Change in Council Tax base										
Change in net business rates payable										
Theme: Enhancing the council's commercial culture and capability										

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Proportion of staff that understand corporate objectives										
Proportion of members that understand corporate objectives										

Table 9: Commercial Plan Measures

Section 5: Service Exceptions Report

Benefits

The average time to calculate new claims and changes to existing claims is significantly better than 2015/16, this is attributed to receiving fewer new claims this year and a slight drop of 100 in the number of live claims we currently have. The cost per claim has also reduced when compared to 2015/16 which is due to scrutiny of the Housing Benefits team budget and changes in the way the team are working. The team are now awaiting final details of the new Benefit Cap which will be implemented from November 2016 affecting a further 120+ families within the Local Authority area.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Quality										
Processing times	Monthly	4.8	6	★	↓	4.6	★	★	Processing times for new claims and changes to existing claims is above target as the number of new claims received in Q2 has decreased slightly when compared to 2016/17.	No improvement required
Volume of claims older than 30 days	Monthly	23	30	★	↑	28	🟡	★	The volume of claims taking over 30 days to process during Quarter 2 has reduced due to there being fewer new claims received than in 2016/17 and the Benefits Assessment team concentrating on 'managing' claims through the process as quickly as the claimants can comply.	No improvement required

Table 10: Benefits measures

Council Tax

Council Tax and Business Rate collection rates continue to remain on target for year end and since the majority of appeals have now been settled for business rates the rateable value has begun to steadily increase. The number of customers opting to pay by 12 instalments continues to increase each month in respect of both council tax and business rates and this may be aiding customers to pay their instalments.

Building Control

The Council has made significant investment in the Building Control service to equip the team to compete effectively in the market. For the past 3 years Building Control have been focusing on improving and developing its services, through building relationships, improving reputation and raising the profile of the team with potential customers. The benefits of this are starting to be realised with a small increase in fees when compared to 2015/16, however the construction sector continues to be volatile and there is still work to be done to ensure this trend continues long term. Work has now started on delivering some of the additional services highlighted in the Business Plan. Air testing has just been launched with Fire Risk Assessments following shortly. Other members of the team are booked on training courses over the next 6 months, including warranty work in conjunction with Local Authority Building Control (the national accreditation body for the service), providing a very exciting opportunity for the authority.

Local Land Charges

The service has a good reputation for quality and accuracy and because of this maintains a core customer base. A new automated system for Local Land Charges has been procured and is being implemented, with an anticipated completion date of April 2017 and this will significantly improve search processing times. Until the new system is fully functioning the service faces a challenge to consistently turn around searches within the 10 day target using the current manual system. Additional resources have been allocated to the service in order to keep turnaround times for searches within the 10 day target in the interim.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Quality										
Time taken to process a search	Monthly	15	10			13		14	The current manual system for processing searches leaves the service vulnerable to staff absences as it is difficult to bring staff into the service with the	An automated system for processes searches has been procured and is being implemented. The anticipated "go-live" date is April 2017.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
									<p>required skills and experience at short notice.</p> <p>In this period the service has lost experienced staff and replacements have taken to time to find and train.</p>	<p>In the meantime staff have been recruited on a temporary basis to keep the turn-around times for searches within the 10 day target.</p> <p>Once the new system is implemented search times will significantly improve and resilience will be increased.</p>

Table 11: Local Land Charges measure exceptions

Development Management

During quarter two Development Management have sustained and continued to build upon the significant improvements in performance achieved during the latter part of 2015 and early 2016. Fee income from planning applications has exceeded budget targets each month and for the year to date is notably higher than the same period in 2015/16. The number of invalid applications remains high but is being directly addressed as part of the service changes taking place as the new ICT system is introduced. In October Challenge and Improvement Committee considered a report on performance in development management and commended the service for the progress made and considerable achievements in improving the service for customers.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Quality										
Rate of invalids	Monthly	71%	50%	●	↓	64%	●	●	<p>Poor quality submissions from agents resulting in applications being returned to them.</p> <p>Poor quality submissions mean that key information is missing which is vital if those affected by the application are to understand how they will be affected should the proposal be approved.</p>	<p>Working with agents to assist them to understand the importance of supplying all the information and in the correct form to support their planning application.</p> <p>We will publish a “local list” setting out this councils detailed requirements for publication on the web-site so agents are clear about what is required.</p>
Major applications determined within national targets	Quarterly	83%	65%	★	↓	65%	★	★	Remains well above target despite the closure of several older applications	Ensure that older, out of time planning applications are cleared from the system
Minor applications determined within national targets	Monthly	91%	75%	★	↑	82%	★	★	The performance in this category is showing high levels of sustained improvements.	<p>Make performance visible through the implementation of a new ICT system – due April 2017.</p> <p>Maintain high quality leadership in the service</p>

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Other applications determined within national targets	Monthly	97%	85%	★	↑	96%	★	★	The performance in this category is showing high levels of sustained improvements.	Make performance visible through the implementation of a new ICT system – due April 2017. Maintain high quality leadership in the service.

Table 12: Development Management measure exceptions

Enforcement

The increase in demand on enforcement services is consistent across all areas and continues to remain at a high level in planning enforcement. Work is being undertaken to identify why this increase is continuing at a sustained level. An officer returning from maternity leave will provide additional resources within this area, which should reduce the caseload before the end of the year. The number of priority cases across housing and planning continues to lead to formal action, prosecutions and the serving of notices.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Process										
Open planning enforcement cases	Monthly	133	100	●	N/A	130	●	●	A large ongoing and increasing caseload	Continue to monitor and review cases and look to identify the need for additional resources where necessary.
Perspective: Quality										
Time taken to resolve a planning	Monthly	184	100	●	↑	214	●	●	Long standing cases closed. High caseload. Maternity leave	Maternity leave return in October.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
enforcement request										

Table 13: Enforcement measure exceptions

Environmental Protection

The Environmental Protection team continue to deal with complaints in the set timescales. As County Council are now the statutory consultee for planning applications that might cause flooding issues this has enabled work areas to be altered in order to increase officer hours for food inspections.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Quality										
Nuisance complaints completed within timescales	Monthly	100%	95%	★	→	100%	★	★	Due to the work of officers and good data input complaints are dealt with within timescales.	Need to examine the quality of the solution arrived at and learn from its effectiveness

Table 14: Environmental Protection measure exceptions

Food Safety

Performance is still on target for this service, however there has been a fall in number of targeted inspections in period 2. This has been due to a small number of inspections resulting in voluntary closures of the business and the time take to work with the business in order to ensure public safety is maintained.

Licensing

The licensing service continues to operate consistently, particularly with regards to the number of applications received compared with the same period last year. 96% of applications were processed within the agreed timescales, with only 1% of applications being put before Members of the relevant Sub-Committee for a decision. The current period has overachieved income by approximately £12.5k, however this is not expected to continue due to an expected fall-off in taxi driver applications, brought about by changes to legislation, which will be reflected throughout the year. Both Animal Welfare & Gambling income have performed well.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Financial										
Income received	Monthly	£58,148	£45,564	★	N/A	£18,465	●	★		

Table 15: Licensing measure exceptions

Street Cleansing

Street Cleansing is performing well, the only area for concern is income which is down on previous years especially for mechanical road-sweeping. Customers point toward a lack of new development and an exceptionally dry summer for the downturn in demand.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Financial										
Income generation	Monthly	£3,775	£16,000	●	↓	£3,849	●	●	Downturn in mechanical road sweeping demand	Continue to promote service

Table 16: Street Cleansing measure exceptions

Waste Collection

All waste collection measures are on target apart from missed bins, this is due to high rates of sickness this year and resultant use of inexperienced agency staff. The recycling rate appears to be on target, there will be a downturn when the garden waste service closes in winter. Income generating services within waste are performing well, especially second garden waste bins and the commercial waste service.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Financial										
Trade waste income	Monthly	£51,466	£45,044	★	↑	£21,613	●	●	On target	Continue with sales and marketing strategy
Perspective: Quality										
Missed collections	Monthly	558	520	●	N/A	296	★	●	High sickness levels, turnover of new staff	Work with crews to resolve

Table 17: Waste Collection measure exceptions

Trinity Arts Centre

Performance has improved this quarter since the roof works have been concluded which is demonstrated by the surplus generated from the artistic programme being on track. Good audience numbers are being recorded again now the roof works have been concluded and further enhancements will ensure this trend continues.

It remains difficult to accurately reflect performance of the Centre against progress and delivery targets as fluctuations in monthly expenditure do throw the figures out. For example in September TAC received an electricity bill, had the season brochures printed and paid out for maintenance work that a grant will cover once repaid. This shows the costs of the Centre to be high in the month but over the year this will even out.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Financial										
Cost of Trinity Arts Centre per user	Monthly	£8.87	£5.50		↓	89p			Good performance on artistic programme. This result is skewed as quarterly electricity bill hit in August	Monthly monitoring proves difficult due to no ability to spread the cost of bills. This causes month to month fluctuations
Received surplus	Monthly	£12,941	£12,000		↑	£7,221			Good attendance at events and shows booked on profitable terms	Continue to offer attractive programme
Perspective: Process										
Audience figures	Monthly	4,624	2,800		↑	2,326			Good attendance at performances and events	Continue to ensure popular programme is maintained
Perspective: Quality										
Event occupancy	Monthly	42%	55%		↓	45%			A couple of events had low usage (live streaming of Glyndebourne Opera) and these events will be removed from the programme	Ensure program continues to be attractive to customers

Table 18: Trinity Arts Centre measure exceptions

Democratic Services

There is a robust personal assistant service in place and positive feedback from Chief Executive and Directors. Standards complaints continue to be received from Parish Councils regarding governance issues. The Freedom of Information process has been redesigned to embed efficiencies and automating of the process where possible. There are two large projects being run within the team on top of the day to day work, embedding and maximising the potential of the new automated committee system (Modern.gov) and exploring the Governance arrangements of the council.

Financial Services

The service has achieved an unqualified audit opinion on the 2015/16 Statement of Accounts and Value for Money assessment. With the statutory deadline for the 2017/18 Statements being brought forward to 31.5.2018, the team had challenging deadlines this year to produce the statements by the earlier date. This has identified where further efficiencies in procedures need to be made.

The implementation of a Bank Reconciliation system is now finalised, and this will achieve daily bank reconciliations and efficiencies within this important process. The Treasury staff continue to exceed investment interest benchmark targets albeit rates are at an all-time low. In conjunction with budget managers, a base budget review has been undertaken which has identified £147k of ongoing savings.

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Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Financial										
Unqualified audit	Annual	Unqualified	Unqualified	🟡	N/A	N/A	N/A	N/A		
Perspective: Quality										
Return on investment	Quarterly	1.15%	0.34%	🟢	N/A	1.30%	🟢	🟢	Investment Markets Post Brexit, china and USA issues	No control over markets - longer investments
Savings generated	Quarterly	£800	£9,500	🔴	N/A	£5,000	🔴	🔴		

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
through Procurement exercises										

Table 19: Financial Services measure exceptions

Projects and Growth

The Team is focussed on the Gainsborough Growth Programme, the Food Enterprise Zone at Hemswell Cliff and wider economic development initiatives such as the Lindsey Action Zone and the potential for industrial units at key sites such as Saxilby.

With regards to Gainsborough, the 'Development Prospectus' has been launched and progress has been made on the procurement for the Strategic Development Partner (a separate committee paper provides further details on this); funding bids have been made to both Heritage Lottery Fund and Historic England to assist in the restoration of town centre properties; the Gainsborough Place Board has been launched and a range of key stakeholders are signed up as 'Ambassadors' for the town; Council support has been secured for the redevelopment of the Sun Hotel and for a Joint Venture company to regenerate Market Street; Feasibility work has progressed for the marina site and a further funding bid has been made to assist with infrastructure costs which will help to unlock key housing sites. The Gainsborough Growth Fund also continues to assist new and expanding firms in the town and works to upgrade the footways along Beaumont Street and Trinity Street have been undertaken, working with Lincolnshire County Council.

In terms of the wider District, the Lindsey Action Zone continues to assist West Lindsey businesses, most recently through the award of a grant for the expansion of Hall Farm Park. The upgrading of the road access to Newtoft Business Park has also been delivered as a joint initiative between the Council and the local business community. An evaluation of the Townscape Heritage Initiative in Caistor is underway, which will inform future action in the town and the Council is considering the potential to take a lease on new workspace units in Saxilby.

Finally, an Environmental Impact Assessment is underway as part of the Food Enterprise Zone, in order to secure the Local Development Order for the site. The project has also been shortlisted for major capital funding through the Greater Lincolnshire Local Enterprise Partnership to support infrastructure delivery costs.

Enterprise and Community Services

Following a re-structure the service has now been renamed 'Enterprise and Community Services'. The service plan for the service is currently being written which will involve the identification of a relevant measure set.

CCTV

The complete upgrade of our CCTV system is nearing completion. We now have the latest high definition CCTV cameras operating in Gainsborough and Market Rasen. The system upgrade has already resulted in savings on our line rental costs and has prepared us for future expansion and commercial development. A new incident recording system has been developed. We are in the process of backdating this to 1st April 2016. When completed this will produce a full financial year of statistics and create a baseline to use in 2017/2018. Already during September 2016 our CCTV Control Centre assisted with over 60 incidents. A breakdown of incidents will be available in future progress and delivery reports.

With the greatly improved CCTV quality we have supported a wide range of police and criminal investigations. Examples have included public order, assaults, criminal damage and burglaries in both Gainsborough and Market Rasen.

Funding

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Financial										
External funds levered by WLDC grant funding	Quarterly	£802,590.80							This figure is the total external funds levered by WLDC grant funds since they launched in Sep 2015.	
Total value of community grants awarded	Quarterly	£208,687.87							This figure is the total external funds levered by WLDC grant funds since they launched in Sep 2015.	
Perspective: Process										
Number of community grants awarded	Quarterly	67							This figure is the total external funds levered by WLDC grant funds since they launched in Sep 2015.	

Table 20: Localism and Community Safety measure exceptions

Markets

Markets continues to underperform, we await a final decision on options from Members.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Process										
Average number of stalls on a Tuesday	Monthly	51	60		↓	58			Market review and options appraisal currently underway	

Table 21: Markets measure exceptions

Assets and Facilities Management

A temporary technical resource has been brought in to assist the service in delivery its objectives with a temporary admin support resource currently being sought. This comes on the back of a vastly improved Audit where in June this year the service was given an assurance opinion of substantial with a travel direction of improving.

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Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Financial										
Two year backlog maintenance reduction	Quarterly	2%	10%		→	2%		2%	Staff shortages are limiting ability to tender and deliver works programme.	Restructure of the service began in April and should be in place (fully staffed) by December.
Planned and responsive maintenance	Quarterly	80%/16%	70%/30%			0%/100%			Increase in payments for capital works.	Property and Assets Teams
Rental income-Assets	Monthly	£244,217	£133,731		↑	£62,742	£76,358		Income comparable with previous years. There	Property and Assets Teams

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
									remains a delay in getting service charge setting resolved	

Table 22: Assets measure exceptions

Housing

Housing services continue to perform well and deliver for residents across the District. The demand for Disabled Facilities Grants is consistent and the service continues to perform strongly when compared to the rest of the County. The average spend increase relates to the high level of complex cases that we are currently dealing with. The total number of long term empty homes continues to decrease and is a reflection of the positive work undertaken by officers. In relation to this a number of compulsory purchase orders are being explored for the very poorest condition long term empty properties.

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Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Financial										
Average spend per disabled facilities grants	Monthly	£4,702	£3,000	●	N/A	£4,394	●	●	Increase in complex and larger cases.	Ongoing case reviews
Total spend on completed disabled facilities grants	Monthly	£629,170	£112,332	●	N/A	£107,185	●	●	No performance issues	Within tolerance
Perspective: Quality										
Average days from DFG approval to completion	Monthly	46	60	★	↓	43	★	★	No performance issues	

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Total number of long term empty homes in the District	Quarterly	542	539	★	↓	540	★	★	No performance issues	

Table 23: Housing measure exceptions

Home Choices

Demand on the home choices service for people in housing need and those at risk of homelessness is increasing. We have seen a marked increase in new approaches to the service, homelessness presentations and temporary accommodation usage.

Temporary accommodation: the Cross Street provision has been full to capacity leading to a need to utilise B&B accommodation, particularly during September 2016. During September 2016, £1517 was spent on additional B&B accommodation. The team is working hard to ensure homelessness applications are processed as quickly as possible and the need for B&B alleviated; demonstrated in the average length of stay measure however, the increased demand and complexity of cases the team is dealing with must be recognised. This has had a direct impact on capacity to proactively prevent homelessness – performance in this area was lower in September 2016 and the service will be actively working to improve this against a backdrop of increased demand.

The service will complete some specific performance monitoring activity on housing register allocations during November 2016 and a review of the measure regarding ‘successful nominations’ is proposed for 2016/17.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Process										
Number of verified rough sleepers	Quarterly	2	0	●	↓	1	●	●	Performance within tolerance	Performance within tolerance.
Number of nights verified rough sleepers	Monthly	39	0	●	↓	1	●	●	August 2016 was an exceptional month with evictions taking place at temporary accommodation	Liaison is taking place with partner organisations with resources or







Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
									providers leading to an increase in rough sleepers. It is getting more difficult to access accommodation in some cases. This is all part of the increase in complexity and demand the service is experiencing as a whole.	responsibility to house rough sleepers. Work is also underway with landlords and other providers of accommodation in order to try and prevent people becoming homeless at short notice.
Bed and breakfast nights	Monthly	27	0		↓	9			Waiting for move on accommodation, complex individuals struggling to move on and persons who need specific property type. 1 client was a weekend out of hours call. Again this is part of the increase in demand and complexity of cases the service is dealing with.	Working with partners to ensure that we receive more notice of potential evictions so that solutions other than B&B can be found. Ensure that home owners becoming homeless due to repossession understand the options available to them once they lose their home.
Perspective: Quality										
Average length of stay in temporary accommodation	Monthly	19	28		↑	29			One household found not homeless with no l/c so given 28 days' notice and another refused a property by ACIS due to support needs	

Table 24: Home Choices measure exceptions

Healthy District

The leisure contract continues to perform well. Customer satisfaction is consistently high across the whole of the contract. The majority of the information comes from monthly surveying of customers together with intelligence from customer comments and complaints. During the quarter no poor scores have been recorded in connection with customer service.

The cost per user has continued to be ahead of target. This is mainly due to the high levels of usage at West Lindsey Leisure Centre and the reduction in management fee negotiated in October 2013 providing value for money. A range of marketing activity mixed with a good range of activity being offered attracts a steady stream of new customers.

Usage at West Lindsey Leisure Centre in particular remains high. Issues over the correct recording of users for multiple user activities (i.e. badminton and squash) have been rectified. Usage at the satellite school sites continues to be of concern but these sites are not being included in plans for new contracting arrangements from 2018.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Customer										
Customer satisfaction of leisure facilities & activities	Monthly	96%	80%	★	↓	98%	★	★	Customer satisfaction remains high across the whole contract with no poor scores being recorded	Monitor satisfaction levels and ensure issues and complaints are dealt with efficiently
Perspective: Financial										
Cost of Leisure Management fee per service user	Monthly	79p	£1.20	★	→	78P	★	★	Good usage levels at West Lindsey Leisure Centre continues to provide value for money, covering poor performing satellite sites	Continue to monitor usage levels. New contract arrangements will address issues with satellite sites
Perspective: Process										
New participants at West Lindsey Leisure facilities	Monthly	969	800	★	↑	484	★	★	Good range of activities and marketing	Ensure current level of service continues
West Lindsey leisure facilities usage	Monthly	108,523	102,000	★	N/A	N/A	N/A	★	Usage of West Lindsey Leisure Centre remains high due to pricing structure and activities being offered	Ensure current level of service is continued

Table 25: Healthy District measure exceptions

ICT

Success this quarter is that the team have all passed our ITIL foundation – one of the audit actions needed. Kept the CRFs and helpdesks calls responsive and exceeded the target.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Process										
Incident & Problem Management	Monthly	101%	90%	★	↑	88%	★	★	Automation of the ICT helpdesk ensure rapid notification of issues and directed to the appropriate officer	Continue to develop and enhance helpdesk functionality
Change Management	Monthly	103%	50%	★	↑	92%	★	★	Automation of the ICT helpdesk ensure rapid notification of requests for change and directed to the appropriate officer	Continue to develop and enhance helpdesk functionality
Perspective: Quality										
Service and System availability: Secure Network	Monthly	100%	98%	★	→	100%	★	★	Proactive monitoring and event logging ensures excellent service	Continue to monitor and respond accordingly

Table 26: ICT measure exceptions

Systems Development

Commercial venture in building Rutland website, started the Arcus project (new ICT for land based services), successfully carried out major upgrades to Northgate without any downtime for officers.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Process										
Number of online customers signing up to the self service accounts	Monthly	1,002	528	★	N/A	1,512	★	★	This is new customers signing up each month. The proactive campaigning is creating these contacts.	Keep promoting the digital opportunities for online submissions
Number of electronic forms developed and integrated into the website	Monthly	234	128	★	N/A	128	★	★	This is a running total of the number of live forms now on the website	Keep promoting the digital opportunities for online submissions
Housing re-naming requests delat with within timescales	Monthly	100%	90%	★	↑	90%	Amb	★	Procedure improved by automating process and utilising online information	Continue as set procedure, but only able to progress at the speed of the customer
Perspective: Quality										
Website availability	Monthly	100%	98%	★	→	100%	★	★	Proactive monitoring of server and network traffic enables quick response times	Continue with proactive monitoring. This has now been moved to a cloud hosted solution and therefore available 24/7 with full monitoring capabilities and alerts.

Table 27: Systems Development measure exceptions

Contracts Management

The overview and on-going management of contracts is currently performing well. Pro-active work is undertaken to highlight contracts that are due to expire and pro-active work ensures that the appropriate review mechanisms is in place. We will continue to keep up this good work to ensure that consistency is applied to Contracts Management.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Process										
Percentage of contracts that have expired and continued with no extension arrangement in place	Six monthly	0%	20%	★	N/A	N/A	N/A	★	The majority of contracts that have expired are specific 'one-off' projects therefore they will not need to be procured	On-going monitoring of contracts
Percentage of contract extensions used as a default	Six monthly	0%	20%	★	N/A	N/A	N/A	★	Performance is on track	On-going monitoring of contract expiry dates
Number of exception reports raised	Quarterly	0	5	★	↑	5	A	★	Performance is on track	On-going monitoring of contract expiry dates

Table 28: Contracts Management measure exceptions

Corporate Governance

A recent Internal Audit has identified the value of Approved Codes of Practice and made recommendations that these are reviewed and subsequently updated and promoted; this work is scheduled in for Period Three of 2016/17. The volume of outstanding risks and audit actions that have expired are high due to the six month point.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Perspective: Quality										
Expired Codes of Practices	Six monthly	10	0	●	N/A	N/A	N/A	●	Internal Audit have just completed a review on the internal policies process which included ACoPs. This audit stated that ACoPs are	Audit identified that a process is developed to ensure that ACoPs are review in time

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
									still useful to support internal processes	
Outstanding Audit Actions	Six monthly	4	0	●	N/A	N/A	N/A	●	Although performance is worse than the target the volume of outstanding audit actions has decreased due to pro-active work by the team.	Scope the opportunity to deliver a Business Partner approach for the Corporate Governance service to increase awareness.
Risks exceeding review date	Six monthly	10	0	●	N/A	N/A	N/A	●	Although performance is worse than the target the volume of outstanding risks has decreased due to pro-active work by the team.	Scope the opportunity to deliver a Business Partner approach for the Corporate Governance service to increase awareness.
Citizen Panel survey response rate	Six monthly	72%	50%	★	N/A	N/A	N/A	★	Excellent response to recent Citizens Panel	Review of current working practises to ensure the Citizen Panel remains relevant and up-to-date

Commercial Plan 2015 to 2020

Delivery Plan - 2016/17

Progress Update

ST1: Generating greater income from the council's services through charging, trading and investment (in order to reduce the net subsidy for each service)

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
ST1.1 Reviewing the trading and income potential of all services	Commercial Director	<ul style="list-style-type: none"> • 2016/17 Business plans to identify income generation opportunities • Systematic review of services completed 	<p>October 2016</p> <p>June 2016</p>	<p>Trading and income generation proposals being by Corporate Leadership Team in November 2016 reviewed as part of the current business planning process.</p> <p>Service review process still underway as part of the wider 'Closer to the Customer'</p>	Green

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
				transformation programme.	
ST1.2 Delivering a prioritised programme of business case development for commercial projects/initiatives	Commercial Director	<ul style="list-style-type: none"> • Robust business cases developed for 6 additional potential commercial projects • Minimum of 3 projects progressed to implementation 	<p>March 2017</p> <p>March 2017</p>	<p>Business cases previously approved for Trade Waste and Corporate Fraud. Additional business cases have been approved for Acquisition of Sure Staff; capital investment project; Commercial Property Investments; CCTV; Building Control.</p> <p>Business case being developed for commercial opportunities linked to selective licensing.</p>	Amber

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
				Further business cases to be developed from business planning income generation proposals.	
ST1.3 Developing a systematic approach to customer insight, market analysis and environmental scanning for business opportunities	SL- Customer Focus	<ul style="list-style-type: none"> • Customer segmentation used to inform development and implementation of 6 commercial projects • Experian Mosaic tool reviewed and licence renewed if value for money • Establish effective corporate approach to capturing and analysing customer intelligence and management information 	March 2017 November 2016	Corporate approach to using customer insight is being developed as part of the 'Closer to the Customer' transformation programme Experian Mosaic has been used as a customer segmentation for several initiatives including the developing housing strategy. Notice will be issued to	Amber

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
				terminate the licence as WLDC does not currently have the capacity to make the most effective use of the tool.	
ST1.4 Establishing an 'Invest to Earn' fund to stimulate business development	Commercial Director	<ul style="list-style-type: none"> All services aware of 'invest to earn' funding Funding drawn down to support development of commercial project(s) 	March 2017	£95k committed from Invest to Earn Fund. Spend has included temporary staffing to progress and implement commercial activity; legal advice and commercial training.	Green
ST1.5 Establishing effective financial systems for trading services to help manage direct and indirect costs	SL - Democratic and Business Support	<ul style="list-style-type: none"> Payment systems reviewed further to facilitate customers' payment preferences Trading and income generation 	June 2016 Quarterly as a minimum	Payment system has been reviewed and some improvements made. The system fix for variable	Amber

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
		reviewed regularly for established Commercial Projects	(frequency will be project specific)	invoicing has yet to be implemented. Monthly monitoring has been established for trading services/active commercial projects. This will continue to be developed and refined.	
ST1.6 Establishing appropriate charging policies (fees and charges) that balance the need for full-cost recovery with market sensitivity and legal constraints	SL – Democratic and Business Support	<ul style="list-style-type: none"> • Fees and Charges reviewed • Pricing/Trading approach reviewed. 	December 2016	Review of fees and charges has been undertaken. Car parking charges reviewed and to be implemented in 2016/17 Pricing policy/trading approach considered on a	Green

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
				case by case basis depending on commercial proposition and market	
ST1.7 Developing alternative service delivery models as appropriate	Commercial Director	<ul style="list-style-type: none"> Options for service delivery models considered as part of individual commercial project business cases 	March 2017	<p>Acquired Sure Staff in Spring 2016.</p> <p>Group Trading Company approved by CP&R and Council in October 2016.</p> <p>Alternative methods of service delivery being considered as part of the 2017/18 business planning process.</p>	Green

ST2: Securing greater external funding for the council and the district

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
<p>ST2.1. Developing a pipeline of strategic projects that can secure external funding</p>	<p>SL - Economic Growth & Planning</p>	<ul style="list-style-type: none"> Implement capital programme (subject to approval by Council in March 2016) 	<p>March 2017</p>	<p>External funding secured for the Gainsborough Housing Zone, Hemswell Cliff Food Enterprise Zone and Gainsborough Growth Infrastructure. One Public Estate Feasibility funding secured for exploring joint venture to improve Caistor GP/health facilities. Gainsborough shortlisted for Devo 2 investment and OPE feasibility funding for scoping an enhanced Gainsborough public sector hub.</p>	<p>Green</p>
<p>ST2.2 Establishing an approach for encouraging and approving external funding bids</p>	<p>Commercial Director</p>	<ul style="list-style-type: none"> Establish staff resources for co-ordinating and developing external funding bids Amount of external funding 	<p>June 2017</p>	<p>Revised process for promoting and monitoring external funding opportunities for services has been approved and is being rolled-out.</p>	<p>Green</p>

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
		secured reviewed		Value of external funding secured is reported through P&D as one of the Commercial Plan Key Performance Indicators.	
ST2.3 Developing and influencing networks to maximise opportunities and success in securing external funding.	Commercial Director	<ul style="list-style-type: none"> Regular stakeholder meetings held. Further develop networks to maximise horizon-scanning and potential opportunities 	Frequency dependent on stakeholder	<p>Regular meetings held with key funders.</p> <p>Horizon-scanning ongoing.</p> <p>Invest Gainsborough event and PR campaign has raised the profile of the town and West Lindsey.</p>	Green
ST2.4 Maximising the leverage from the council's external funding activities	Director of Resources	<ul style="list-style-type: none"> Regularly monitor and report value of additional resources leveraged through council grant/loan funding 	Quarterly	Monitoring and reporting system being developed by Finance.	Amber

ST3: Increasing capital and revenue returns to the council through delivering housing and economic growth.

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
<p>ST3.1 Developing and delivering a land and property programme (capital development programme) to add value and diversify the Council's property portfolio.</p>	<p>SL – Housing and Regeneration</p>	<ul style="list-style-type: none"> Land and Property Management Plan implemented 	<p>March 2017</p>	<p>Land and property plan being implemented with regular reviews of individual assets.</p> <p>Disposal of assets to generate a capital receipt; acquisition approved for an asset for regeneration/ income generation. Rental income significantly increased in 2016/17</p>	<p>Green</p>
<p>ST3.2 Strengthening the council's approach to estate management (including facilities management) to maximise surplus and return on investment.</p>		<ul style="list-style-type: none"> Internal Audit review of asset management completed and reported to Committee Planned maintenance programme established 	<p>July 2016</p> <p>January/ February 2016</p>	<p>Internal review of asset management completed and given Substantial assurance.</p> <p>Planned maintenance programme delayed due to capacity issues.</p>	<p>Green</p> <p>Red</p>

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
		<ul style="list-style-type: none"> Recruit resources (as appropriate and subject to approval) to support land and property management Commission and procure the development and management of a commercial investment portfolio (subject to member approval) 	<p>July 2016</p> <p>December 2016</p>	<p>Restructure approved and implementation progressing. Exploring opportunity for closer joint working with ACIS</p> <p>CP&R approval to release £5m earmarked reserves for acquisition in 2016/17 subject to an approved business case.</p> <p>Currently procuring commercial advisors to support sourcing and acquisition of commercial properties</p>	<p>Amber</p> <p>Amber</p>
ST3.3 Establishing a housing company to develop, own and manage new homes and return empty properties to use	Commercial Director	<ul style="list-style-type: none"> Housing Company business case considered by Committee Establish Housing Company (if appropriate) 	<p>May 2016</p> <p>July 2016</p>	Procurement process for a Development Partner underway to support town centre regeneration and housing/commercial developments.	<p>Green</p> <p>Amber</p>

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
				Detailed options for a property company being explored.	
ST3.4 Stimulating business growth and investment by implementing the district's Economic Development Delivery Plan	SL - Economic Development & Neighbourhoods	<ul style="list-style-type: none"> Implement Capital Programme (subject to Council approval in March 2016) Develop and implement targeted marketing strategy Adopt Local Development Orders for Food Enterprise Zone and additional Housing Zone site Implement Gainsborough Growth Delivery Plan 	March 2017	Approvals secured for significant capital investment, however, majority of spend will now occur in 2017/18.	Amber
			October 2016	Invest Gainsborough PR campaign and Developer Day have significantly raised the profile and market interest in Gainsborough and West Lindsey.	Green
			March 2017	FEZ LDO progressing. Additional housing zone LDO now deferred to capitalise on an opportunity that is likely to materialise in 2017/18	Amber
			March 2017	Implementation of Gainsborough Growth delivery plan on track	Green

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG

ST4: Enhancing the council's commercial culture and capability

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
ST4.1 Developing a communications and engagement plan to involve all staff and members in the council's commercial approach	Commercial Director	<ul style="list-style-type: none"> Implement programme of regular Commercial 'Lunch and Learn' sessions. 	March 2017	ASPiRE now established as a peer mentoring and support programme	Green
		<ul style="list-style-type: none"> Commercial updates included in Corporate Updates 	March 2017	Corporate Updates (regular staff briefings) held regularly and include updates on commercial activity	Green
		<ul style="list-style-type: none"> Review Commercial Member Steering Group and membership 	May 2016	Commercial Member Steering Group reviewed and membership agreed by Council in May 2016.	Green
		<ul style="list-style-type: none"> Commercial Plan progress 	March 2017		Green

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
		<p>update considered by Corporate Policy and Resources Committee</p> <ul style="list-style-type: none"> Commercial Plan annual review and updated delivery plan considered by Full Council 	March 2017	<p>Progress update and reporting on Commercial KPIs due for December 2016 CP&R committee meeting.</p> <p>Annual review and delivery plan for 2017/18 to be considered by Council at the same time as the MTFP.</p>	Green
ST4.2 Establishing a development programme for staff and elected members as part of the people strategy that underpins the council's commercial ambitions	SL - Democratic and Business Support	<ul style="list-style-type: none"> Finance Matters 2 training rolled-out 	June 2016	Finance Matter 2 training for staff is still to be rolled-out	Red
		<ul style="list-style-type: none"> Review of member development programme to support commercial ambitions 	April 2016	Member development programme has been reviewed and enhanced.	Green
		<ul style="list-style-type: none"> Commercial competencies considered as 	June 2016	The Council's commercial approach has been reflected in	Red

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
		part of annual staff appraisals		the People Strategy (organisational development plan). Appraisal process still to be reviewed to reflect competencies required to support income generation and trading.	
ST4.3 Strengthening corporate systems and processes to support the council's commercial activities.	Director of Resources	<ul style="list-style-type: none"> Review approach to project/programme management 	June 2016	Council's approach to project and programme management has been reviewed and a revised approach now being implemented from October 2016	Green
		<ul style="list-style-type: none"> Business planning process to encompass commercial/income generation proposals 	October 2016		Green
			March 2017	Income generation proposals and alternative methods of service delivery have been identified through the business planning process for 2017/18	

Theme	Responsible Officer	Milestones	Due Date	Progress Update	RAG
		<ul style="list-style-type: none"> Implement systems improvements to financial processes as required 		Financial systems improved although still need to implement a solution to enable variable invoicing. However, this is not affecting trading performance.	Red
ST4.4 Ensuring that the council's commercial activities are resourced appropriately.	Commercial Director	<ul style="list-style-type: none"> Recruit resources required to support commercial activities and delivery (subject to approval) All commercial business cases to consider staffing implications of project development and implementation 	<p>June 2016</p> <p>March 2017</p>	<p>Restructure proposals being developed. Internal Audit review in 2016 identified capacity as a constraint on delivery of commercial approach.</p> <p>A revised project template has been developed to ensure business cases now capturing resource requirements for both development and implementation.</p>	<p>Amber</p> <p>Green</p>

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PRCC.41 16/17

Prosperous Communities
Committee

6th December 2016

F

Subject: Proposed Fees and Charges 2017/18

Report by:

Financial Services Manager

Contact Officer:

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Financial Services Manager
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Purpose / Summary:

Propose Fees and Charges to take effect from
1 April 2017.

RECOMMENDATION:

- 1. That Members consider the proposed fees and charges, as detailed and make recommendation to Corporate Policy and Resources Committee for approval.**
- 2. Managers keep fees and changes under review throughout the year to either implement changes during the year if required, or to feed into the following years Medium Term Financial Plan.**

IMPLICATIONS

Legal:

None arising as a result of this report

Financial : FIN/96/17

The 2017/2018 fees and charges are explained in the appendices of this report. The financial effects of the increases together with introducing new charges will result in an additional £40,880 being built into the Councils Medium Term Financial Plan.

Prosperous Communities Committee	Average Proposed Increase	Proposed Increase £	Budget Impact
Building Control	0.28%		£622
Car Parks	0.00%		£0
Cemeteries	New and benchmarked		£5,252
Environment Services	Set by DEFRA in January 2017		
Fixed Penalty Notices	0.00%		£0
Land Charges	2.20%		£2,521
Licensing	Upto 12%		£1,100
Markets	0.00%		£0
Planning	2.20%		£1,188
Strategic Housing (Enforcement Charges)	100%	£150.00	
Trinity Arts Centre	Price on Application		
Operational Services			£29,875
Total Budget Impact RPI			£40,873

Staffing :

None arising as a result of this report

Equality and Diversity including Human Rights :

The Equality Act 2010 places a responsibility on councils to assess their budget options before taking decisions on areas that could result in discrimination. Where appropriate assessments have been undertaken by the relevant service areas.

Risk Assessment :

All items where necessary have been risk and equality impacted assessed by the relevant budget holder. Specific risks are explained within the body of the report.

Climate Related Risks and Opportunities :

There are no significant climate related risks and opportunities relating to this report.

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

Corporate Fees and Charges Policy

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1. Introduction

- 1.1 This report and appendices sets out the proposed fees and charges for 2017/18.
- 1.2 The Council has in place a corporate Fees, Charges and Concessions Policy which aims to provide clear guidance on a number of areas. In particular this focuses on how fees and charges can assist in the achievement of corporate priorities, the setting of new and reviewing of existing charges, the Council's approach to full cost recovery and income generation from fees and charges and eligibility for concessions.
- 1.3 It is recognised that although full cost recovery will be the customary approach, although this will not be appropriate in all circumstances and the amount charged will need to be a reflection of many factors including Council objectives, market conditions, the cost of collection and the potential impact on customers.
- 1.4 Work has been undertaken to bring these fees and charges in line with this policy, through reviewing existing fees and charges and considering the introduction of new charges for Council services, to recover costs and control demand.
- 1.5 As a minimum, inflationary increases would normally have been applied where possible with the exception of those set by statute.

2 Fees and Charges

- 2.1 The review of fees and charges this year has been more robust than in previous years, combining the benchmarking of charges, previously undertaken with an assessment of the level of cost recovery and market demand where information is available.
- 2.2 As part of the review process the officers were furnished with greater levels of strategic information. The service areas worked with their finance business partner to review the levels of income against the costs of providing the service to understand and determine the level of cost recovery.
- 2.3 The review has in the main tried to consider the full cost recovery constraints. However, the process has been influenced to a degree by issues where the Council considers through the benchmarking exercise that the charge proposed is fair and reasonable for the service being provided.
- 2.4 In addition specific services need to understand the impact of new strategies before amending fees and charges at this stage.
- 2.5 The greatest risk/concern for Managers is receiving challenges to the level of fees and charges. There is sound justification to support the proposed fees and, where the fees proposed do not reflect the full cost of providing the service, there is a sound basis for the decision based on the Managers understanding of the commercial environment.
- 2.6 Where fees have been reviewed having a greater regard to benchmarking data, we have tried to ensure that they are at a level whereby they do not vary substantially when compared to other local authorities. In most cases the proposed fees remain around the median to third quartile on the benchmarking range to reduce the likelihood of challenge.
- 2.7 In areas where the Council experiences external competition, again we have tried to ensure that the rates remain competitive and value for money. It would not be prudent to risk pricing ourselves out of the market just to satisfy an aspiration to achieve a set increase in fee income. It is not believed that the proposed fees will price ourselves out of the market but it is vital to allow Managers some flexibility on fees when trying to secure business, without breaching any regulations.
- 2.8 There are risks of a reluctance to accept the proposed fees and charges; especially where the proposed fees provide for some significant stepped changes in order to try and draw our fees and charges in line with other authorities. By undertaking a detailed income and expenditure review and coupled with the previously undertaken benchmarking process, we have given confidence in our approach and proposals.
- 2.9 Given the general belief that our proposed fees and charges are fair and reasonable the significant risks to fee income are not with fee levels themselves but with the achievable volumes and delivering against business plans.

- 2.10 The fees and charges will be subject to continuous monitoring during the year to either implement changes during the year if required, or to feed into the following years Medium Term Financial Plan.
- 2.11 Of the 415 fees and charges reviewed, 48% are statutory and 60% of these are not proposing an increase as they demonstrate full cost recovery. 52% are non-statutory fees and 83% are proposing an increase and 17% holding the current fees for 2017/18. There are a number of new fees to be introduced in 2017/18, representing 5% of the total fees and charges reviewed.
- 2.12 The increased income as proposed does not take into consideration any changes to income from the impacts of business plan implementations. These changes will be built into the budget at a later stage.
- 2.13 The proposed fees and charges will apply from 1st April 2017, unless there are other constraints preventing this, in which case the operative date will be as soon as practicable after 1st April.
- 2.14 The following appendices summarises the proposed changes by service area.

Appendix A Building Control (Confidential)

Appendix B Car Parks

Appendix C Cemeteries

Appendix D Environment Services

Appendix E Fixed Penalty Notices

Appendix F Land Charges

Appendix G Licensing

Appendix H Markets

Appendix I Planning

Appendix J Strategic Housing

Appendix K Trinity Arts Centre

Appendix L Operational Services

FEES AND CHARGES REPORT

APPENDIX B - CAR PARKS

1. Background

Car parks are operated by the council in Gainsborough and Market Rasen. The approval of a Car Parking Strategy earlier in this financial year, introduced, for the first time charging in Market Rasen.

New tariffs were introduced for Gainsborough as well as the ones in Market Rasen. It was decided that Market Rasen's charges would be set at 50% of Gainsborough's, to reflect the reduced offer of the smaller town.

As part of the overall review of parking it was also decided to install new ticket machines in both towns and link these to a data collection system to inform future decisions, including setting new tariffs and understanding demand. The system also allows remote monitoring of the machines serviceability, amount of cash held and number of tickets remaining.

2. Impact of Different Options

No usage data available at this time.

3. Pricing

The car parking function is dependent on market demand and developers viability in addition to the economy and cost.

Table of Cost of Sales, Overheads: Total Cost v Net Income

	14/15	15/16	16/17
Income	161,790	176,753	113,067
Direct Costs	74,398	68,396	101,400
Overheads	24,883	40,029	56,100
TOTAL COSTS	99,280	108,426	157,500
NET Surplus/ (Deficit)	62,510	68,327	(44,433)

Current Fees have covered the costs and are also expected to over the Medium Financial Plan.

Recent benchmarking has arrived at the conclusion that car park fees are in the mid to high range except for parking permits where our fees are considerably lower.

Possibly in future years an area to target a potential fee increase would be parking permits. Even if they doubled, they would still be considered inexpensive.

Table of past fees and forecast fees at current rates and then at proposed rates

Prosperous Communities Committee		Car Parks & Bus Station						
		Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl	VAT rate include
		2016/17 £	%	or £	2017/18 £	£	2017/18	
Car Parks								
Gainsborough	0-1 hours	£0.50			£0.50	£0.10	£0.60	S
	1-2 hours	£0.92			£0.92	£0.18	£1.20	S
	2-3 hours	£1.33			£1.33	£0.27	£1.60	S
	3-4 hours	£1.67			£1.67	£0.33	£2.10	S
	4-6 hours	£2.75			£2.75	£0.55	£3.30	S
	6+ hours	£3.25			£3.25	£0.65	£3.90	S
Market Rasen	0-1 hours	£0.25			£0.25	£0.05	£0.30	S
	1-2 hours	£0.42			£0.42	£0.08	£0.60	S
	2-3 hours	£0.67			£0.67	£0.13	£0.90	S
	3-4 hours	£0.83			£0.83	£0.17	£1.00	S
	4-6 hours	£1.43			£1.43	£0.29	£1.80	S
	6+ hours	£1.68			£1.68	£0.34	£2.10	S
Annual Season Tickets								
District Wide (Including parking at both Gainsborough and Market Rasen)	Mon-Sat	£177.36	C		£177.36	£35.47	£212.90	S
	Mon-Sat (if paid by monthly DD)	£153.36	C		£153.36	£30.67	£184.10	S
	Mon-Fri	£150.86	C		£150.86	£30.17	£181.10	S
	Mon-Fri (if paid by monthly DD)	£124.36	C		£124.36	£24.87	£149.30	S
Market Rasen Only	Mon-Sat	£88.68	C		£88.68	£17.74	£106.50	S
	Mon-Sat (if paid by monthly DD)	£76.68	C		£76.68	£15.34	£92.10	S
	Mon-Fri	£75.43	C		£75.43	£15.09	£90.60	S
	Mon-Fri (if paid by monthly DD)	£62.18	C		£62.18	£12.44	£74.70	S
Penalty Charge Notice								
Higher Rate		£70.00			£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days		£35.00			£35.00	£0.00	£35.00	OS
Lower Rate		£50.00			£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days		£25.00			£25.00	£0.00	£25.00	OS
Penalty Charge Notices have replaced the Excess Charge Notice. The Traffic Management Act 2004 has introduced differential Penalty Charge Notices. Notices are categorized as 'Higher' or 'Lower' dependent on the severity of the parking infringement. Higher penalties are payable at £70 and lower penalties at £50. These categories are as determined in National Guidance.								
Bus Station								
Allocated stand	Per quarter for first stand	£288.65	S		£288.65	£0.00	£289.00	X
	Per quarter for second stand	£177.10	S		£177.10	£0.00	£178.00	X
Registered Casual Users Per Quarter		£54.05	S		£54.05	£0.00	£55.00	X

NB. It is proposed to leave the charges at 2016/17 rates as the current charges have only been in force for 3-4 months.

3. Understanding Customers and Markets

Data around usage has been very sparse, limited only to occasional manual counts of car park occupancy and the amount of cash collected from ticket machines. The new machines installed in Gainsborough in August 2016 and to be installed in Market Rasen in late 2016, support a data collection system which will provide excellent information on usage going forward.

This financial year has seen an increase in permit sales with a similar fall in pay and display tickets. In spite of the multi storeys new operator offering lower tariffs that the council car parks, it has had limited success with the majority of permit holders that previously used the multi storey, moving to other council car parks when the private operator took on the multi storey car park.

4. Proposed Charges

For non-statutory charges the Car Park Service proposes to apply no increase for the reasons mentioned above.

5. Recommendation

Members are asked to approve charges for the 2017-2018 financial year as detailed below.

It is recommended that charges are held at their current level because it was decided that Market Rasen's charges were set at 50% of those in Gainsborough. Whilst it was not suggested that this policy was to be maintained permanently, it was certainly a key factor in the setting of Market Rasen's tariffs. As it has not yet been possible to start charging in Market Rasen, an increase in April after approximately 3 months of the new charges would appear unreasonable. Assuming that the relationship of charging between the two towns is to be maintained for the time being at least, it follows that Gainsborough's charges would remain un-changed too.

FEES AND CHARGES REPORT

APPENDIX C - CEMETERY SERVICES

1. Background

West Lindsey District Council currently maintains 2 open cemeteries – Legsby Road, Market Rasen and School Lane, Springthorpe.

Costs for maintaining the grounds at these sites have been steadily increasing, but the income received from the sites is small and therefore the council heavily subsidise these areas.

There are two service charges applied to the cemeteries:

- Exclusive Right of Burial (EROB) – allocation of grave space for period of 99 years
- Memorials and inscriptions – permission for erection of memorial or adding of inscription to existing memorial

The current service charge is below the benchmark average and does not recover full costs, a further 130% uplift is required to bring charges in line with market average and achieve a break-even position.

(EROB – single grave space)	West Lindsey	- £250
	Newark	- £470
	Bassetlaw	- £750
	Gainsborough TC	- £512

2. Impact of Different Options

The following options were considered as part of the review;

Option 1 – increase approx in line with inflation – will not reduce the subsidy on the grounds maintenance costs

Option 2 – phased increase for term of external current grounds maintenance provision – will enable gradual progression to break-even position within 4 years

Option 3 – increase to achieve break-even position from 2017/18 – removes subsidy cost in relation to the current grounds maintenance contract from the Council with immediate effect

Option 4 – opportunity to introduce new service charges – potentially provides further income streams.

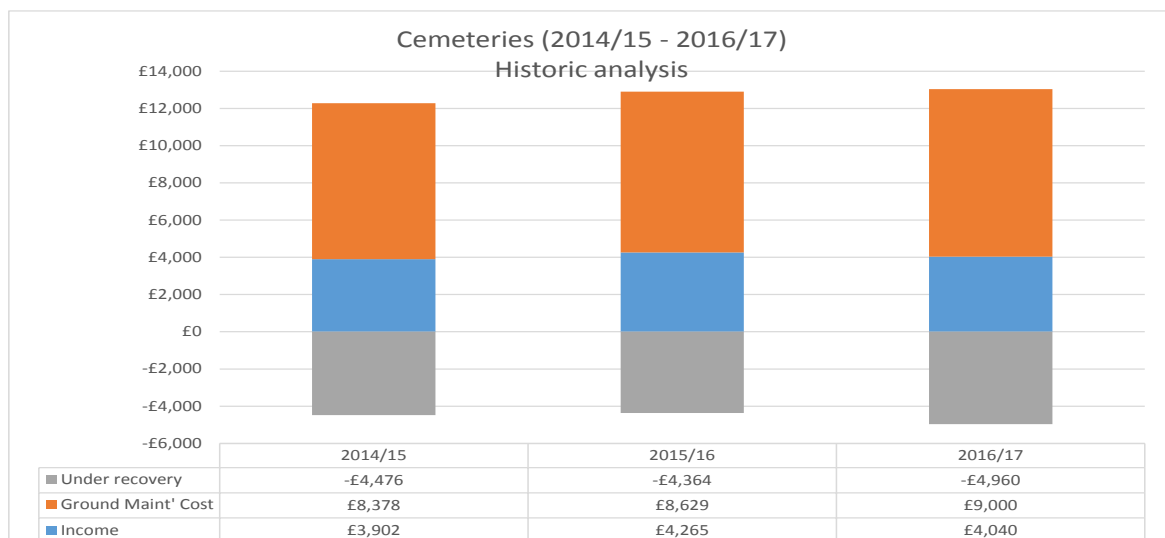
3. Pricing

The graphs below reflect the current costs and income levels, resulting in a net under recovery of grounds maintenance costs of circa £5k

The Cemetery service is demand driven and cannot be influenced.

Recent benchmarking shows the fees set for this services are considerably lower than in other areas. This year's recommended increase is a step towards the charges set by other Councils and will need to be reviewed and increased annually to fully recover costs.

A historic analysis shows similar recovery shortfall over recent years.



4. Understanding Customers and Markets

The table below shows the last three years usage data for burials for West Lindsey District Council. There has been an increase in this service over the last two years, however it is one that is linked to the demographics of the area and the space available.

	April	May	June	July	August	September	October	November	December	January	February	March	Total
2014/15	0	2	1	3	0	0	1	3	0	0	0	0	10
2015/16	0	0	5	0	2	3	1	0	1	2	3	5	22
2016/17	5	0	0	0	0	0	0	0	0	0	0	0	5
Total	5	2	6	3	2	3	2	3	1	2	3	5	

5. Proposed Charges

It is proposed that fees are increased to achieve cost recovery and to implement new service charges (Option 3 and 4)

Prosperous Communities Committee		Cemeteries						
	Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included	
	2016/17 £	%	or £	2017/18 £	£	2017/18 £		
Exclusive Rights of Burial in Earthen Graves								
Single Grave not exceeding 9' x 4'	£250.00	130%		£575.00	£0.00	£575.00	OS	
Grave not exceeding 9' x 4' for double/triple interments	£350.00	130%		£805.00	£0.00	£805.00	OS	
Cremated remains only grave not exceeding 4' 6" x 4'	£150.00	130%		£345.00	£0.00	£345.00	OS	
Exclusive right of Burial child grave up to 12 years (99 years)	New			£100.00	£0.00	£100.00	OS	
Exclusive Right of Burial single (50 years)	New			£287.50	£0.00	£287.50	OS	
Exclusive Right of Burial double (50 years)	New			£402.50	£0.00	£402.50	OS	
Exclusive Right of Burial triple (50 years)	New			£450.00	£0.00	£450.00	OS	
Exclusive Right of Burial double (99 years)	New			£805.00	£0.00	£805.00	OS	
Exclusive Right of Burial triple (99 years)	New			£900.00	£0.00	£900.00	OS	
Cremated remains only - Exclusive Right of Burial child up to 12 years	New			£80.00	£0.00	£80.00	OS	
Exhumation								
Body	New			£500.00	£0.00	£500.00	OS	
Cremated remains	New			£250.00	£0.00	£250.00	OS	
Monuments, Gravestones, Tablets & monumental inscriptions (Permission to erect)								
The right to erect or place on a grave or vault	A headstone not exceeding 3 feet in height	£ 60.00	130%		£138.00	£0.00	£138.00	OS
	A vase or tablet not exceeding 12 inches in height by 12 inches in width at the head of the grave	£ 40.00	130%		£92.00	£0.00	£92.00	OS
	For each inscription after the first	£ 25.00	130%		£58.00	£0.00	£58.00	OS
	Headstone over 3ft but under 4ft	New			£250.00	£0.00	£250.00	OS
	Flat stone (not exceeding 12" x 18")	New			£102.00	£0.00	£102.00	OS
	vase (up to 12" in height) (fixed)	New			£92.00	£0.00	£92.00	OS
	Plaque (not exceeding 12" x 6") (fixed)	New			£92.00	£0.00	£92.00	OS
Cremation	Memorial figurine (over 12" but under 24" fixed)	New			£110.00	£0.00	£110.00	OS
	Headstone up to 18 inches	New			£115.00	£0.00	£115.00	OS
	Headstone 18 inches to 3ft	New			£138.00	£0.00	£138.00	OS
	Flat stone (not exceeding 12" x 12")	New			£92.00	£0.00	£92.00	OS
	small vase (up to 6" in height) (fixed)	New			£50.00	£0.00	£50.00	OS
	Plaque (not exceeding 8" x 4") (fixed)	New			£50.00	£0.00	£50.00	OS
	Memorial figurine (not exceeding 12" fixed)	New			£92.00	£0.00	£92.00	OS
Registration Fees								
Per certified copy of a certificate of grant of exclusive right of burial	£40.00	130%		£92.00	£0.00	£92.00	OS	
Per certified copy of entry in Register of Burials	£40.00	130%		£92.00	£0.00	£92.00	OS	
Copies of Certificates								
Permission to plant memorial tree	New			£75.00	£0.00	£75.00	OS	
Permission to install memorial seat	New			£75.00	£0.00	£75.00	OS	
Burial grounds at Market Rasen & Springthorpe								

6. Recommendation

Members are requested to recommend the fees as detailed above for the period 2017/18 to 2019/20.

FEES AND CHARGES REPORT

APPENDIX D - ENVIRONMENT SERVICES

1. Background

The Environmental Regulatory Service has a number of Fees and Charges namely;

- **Statutory Fees**
 - Environmental Services Local Air Pollution –
 - Private water Supply Work – all fees are set as a maximum charge.
 - Request for Information
- **Non Statutory Fees**
 - Health Certificate
 - Food Advisory Service – (New for 17/18)

Statutory Fees

These charges are all set by DEFRA. The charges for 2017/18 will be set in January 2017 and the schedule of charges updated to reflect any changes.

All works undertaken are charged on a case by case basis, costed on the actual time taken up to a maximum charge that is set by statute. In the last 12 months the maximum fee set by statute has been sufficient to cover costs except in one case.

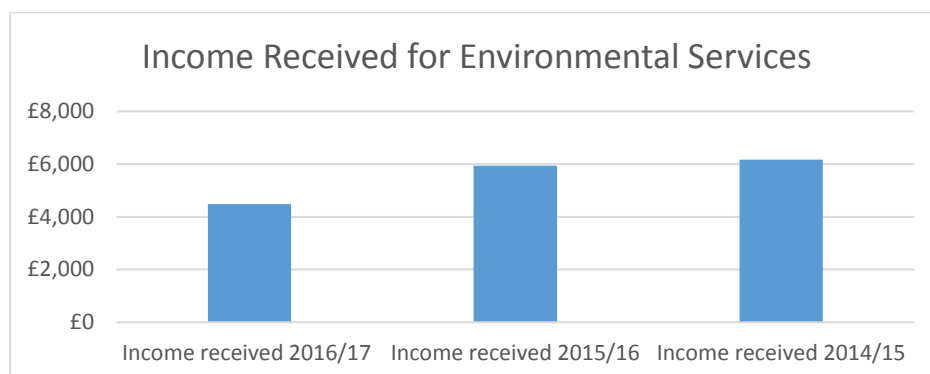
Non statutory Fees

Health Certificates – current service is proposing an RPI increase in 2017/18.

Food Advisory Service – this is new service for 2017/18 to provide businesses with advice and support in order to ensure legal compliance.

2. Impact of Options

The graph below demonstrates the total income received by the service for statutory fees over the last 3 years.



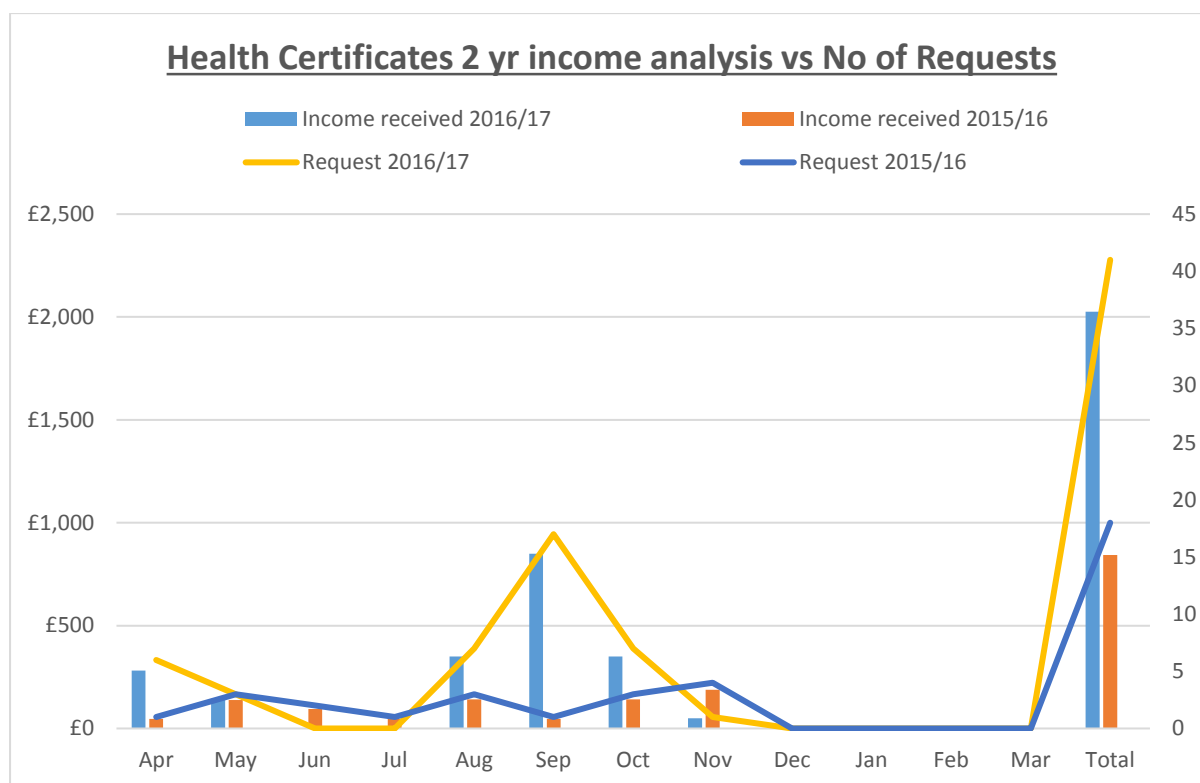
Environmental Services	Total	Budget	Under/(over)
Income Projection 2016/17	4,484	10,800	6,316
Income Received 2015/16	5,941	10,800	4,859
Income Received 2014/15	6,168	10,800	4,632

Statutory Fees are set at a maximum and cannot be increased.

All works charged the actual time taken up to the maximum. In the last 12 months the maximum fee set by statute has been sufficient to cover costs except in one case.

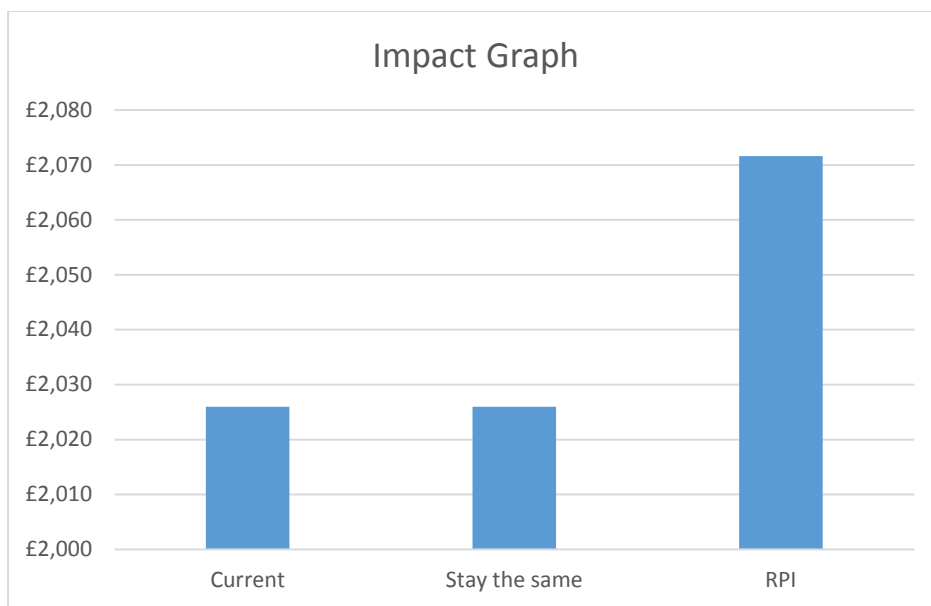
Non Statutory:

Health Certificates – The graph shows income and requests received for issuing a health certificate for the previous 2 years.



We recommend an increase of RPI in 2017/18. The graph below shows the impact on increasing the fee based on 2016/17 activity.

Current	£2,026
Stay the same	£2,026
RPI Increase	£2,072



3. Pricing

The costing for the Food Advice Service has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs. The proposed price will give full cost recovery.

4. Understanding Customers and Markets

The majority of fees and charges are statutory and set by statute.

With regard to the proposed new charge for advisory visits to businesses within the District. These visits will be give businesses advice and support in order to ensure that their businesses comply with legal requirements. It is felt that this value adding service will enable businesses to attain a higher star rating.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

Health Certificate – increase by RPI.

Request for Information – increase by RPI. This is in line with benchmarking information received from other local authorities.

New fees

SFBB pack - including diary	£10	to cover costs
Diary refill	£5	to cover costs

Updated hygiene score sticker £15 to cover costs

Regulatory Advisory visits - £125 for first two hours of the visit and then £40 per hour. The £125 covers officer time (including admin support and travel costs). The £40 is for officer time and has been set at this level after benchmarking what other authorities charge or are considering charging.

Health Act 2006 – Failure to display No Smoking signs £200

Prosperous Communities Committee	Environment Services Local Air Pollution
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Current Net Charge	Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT Rate
2016/17 £	2017/18 £	£	2017/18 £	

All charges are set by DEFRA

Application Fee					
- Standard Process		£1,579.00	£1,579.00	£0.00	£1,579.00 OS
- Additional fee for operating without a permit		£1,137.00	£1,137.00	£0.00	£1,137.00 OS
- Reduced fee activities		£148.00	£148.00	£0.00	£148.00 OS
- Reduced fee activities: Additional Fee for operating without a permit		£68.00	£68.00	£0.00	£68.00 OS
- Mobile Screening and crushing plant		£1,579.00	£1,579.00	£0.00	£1,579.00 OS
- For the third to seventh applications		£943.00	£943.00	£0.00	£943.00 OS
- For the eighth and subsequent applications		£477.00	£477.00	£0.00	£477.00 OS

An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation.

Annual Subsistence Fee -Standard Process	Low	£739.00	£739.00	£0.00	£739.00 OS
	Medium	£1,111.00	£1,111.00	£0.00	£1,111.00 OS
	High	£1,672.00	£1,672.00	£0.00	£1,672.00 OS

An additional charge of £99 for Low , £149 for Medium and £198 for High applies to the above where the permit is for a combined part B and waste installation.

- Reduced fee activities	Low	£76.00	£76.00	£0.00	£76.00 OS
	Medium	£151.00	£151.00	£0.00	£151.00 OS
	High	£227.00	£227.00	£0.00	£227.00 OS
- PVR I & II Combined	Low	£108.00	£108.00	£0.00	£108.00 OS
	Medium	£216.00	£216.00	£0.00	£216.00 OS
	High	£326.00	£326.00	£0.00	£326.00 OS
- Vehicle refinishers	Low	£218.00	£218.00	£0.00	£218.00 OS
	Medium	£349.00	£349.00	£0.00	£349.00 OS
	High	£524.00	£524.00	£0.00	£524.00 OS
- Odourisation of natural gas	Low	£76.00	£76.00	£0.00	£76.00 OS
	Medium	£151.00	£151.00	£0.00	£151.00 OS
	High	£227.00	£227.00	£0.00	£227.00 OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£618.00	£618.00	£0.00	£618.00 OS
	Medium	£989.00	£989.00	£0.00	£989.00 OS
	High	£1,485.00	£1,485.00	£0.00	£1,485.00 OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£368.00	£368.00	£0.00	£368.00 OS
	Medium	£590.00	£590.00	£0.00	£590.00 OS
	High	£884.00	£884.00	£0.00	£884.00 OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£189.00	£189.00	£0.00	£189.00 OS
	Medium	£302.00	£302.00	£0.00	£302.00 OS
	High	£453.00	£453.00	£0.00	£453.00 OS

Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £99 applies.

<u>Transfer and Surrender</u>					
- Transfer		£162.00	£162.00	£0.00	£162.00 OS
- Partial transfer		£476.00	£476.00	£0.00	£476.00 OS
- New operator at low risk reduced fee		£75.00	£75.00	£0.00	£75.00 OS
- Reduced fee activities: Partial transfer		£45.00	£45.00	£0.00	£45.00 OS
<u>Substantial Change</u>					£0.00
- Standard Process		£1,005.00	£1,005.00	£0.00	£1,005.00 OS
- Standard process where the substantial change results in a new PPC activity		£1,579.00	£1,579.00	£0.00	£1,579.00 OS
- Reduced fee activities		£98.00	£98.00	£0.00	£98.00 OS

Subsistence charges can be paid in four equal instalments at an additional cost of £36 p.a.

Prosperous Communities Committee		Environment Services Local Air Pollution				
		Current Net Charge	Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT Rate
All charges are set by DEFRA		2016/17 £	2017/18 £	£	2017/18 £	
Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£70.00	£71.54	£0.00	£71.54	OS
	Thereafter per hour	£42.00	£42.00	£0.00	£42.00	OS
Health Certificates		£50.00	£51.10	£0.00	£51.10	OS
Food Premises Register	Per page	£3.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)		£10.00	£0.00	£10.00	OS
Diary Refill			£5.00	£0.00	£5.00	OS
Updated hygiene score sticker			£15.00	£0.00	£15.00	OS
Private Water Supply Work	Maximum charges			£0.00		
	Risk assessment (each assessment)	£500.00	£500.00	£0.00	£500.00	OS
	Sampling (each visit)	£100.00	£100.00	£0.00	£100.00	OS
	Investigation (each investigation)	£100.00	£100.00	£0.00	£100.00	OS
	Granting an authorisation (each authorisation)	£100.00	£100.00	£0.00	£100.00	OS
	Analysing a sample:-			£0.00		
	Taken under regulation 10 (domestic supplies)	£25.00	£25.00	£0.00	£25.00	OS
	Taken during check monitoring (commercial supplies)	£100.00	£100.00	£0.00	£100.00	OS
	Taken during audit monitoring (commercial supplies)	£500.00	£500.00	£0.00	£500.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)		£125.00		£125.00	OS
	Charge for additional hours		£40.00		£40.00	OS
Health Act 2006	Smoking in a smoke free place	£50.00	£50.00		£50.00	OS
	Failure to display no smoking fine		£200.00		£200.00	OS

6. Recommendation

Members are requested to recommend to Council the charges for 2017/18 with further work to be undertaken to review impacts prior to the 2018/19 fee setting. The statutory fees will be in line with recommendations from DEFRA.

FEES AND CHARGES REPORT

APPENDIX E – FIXED PENALTY NOTICES

Community Safety

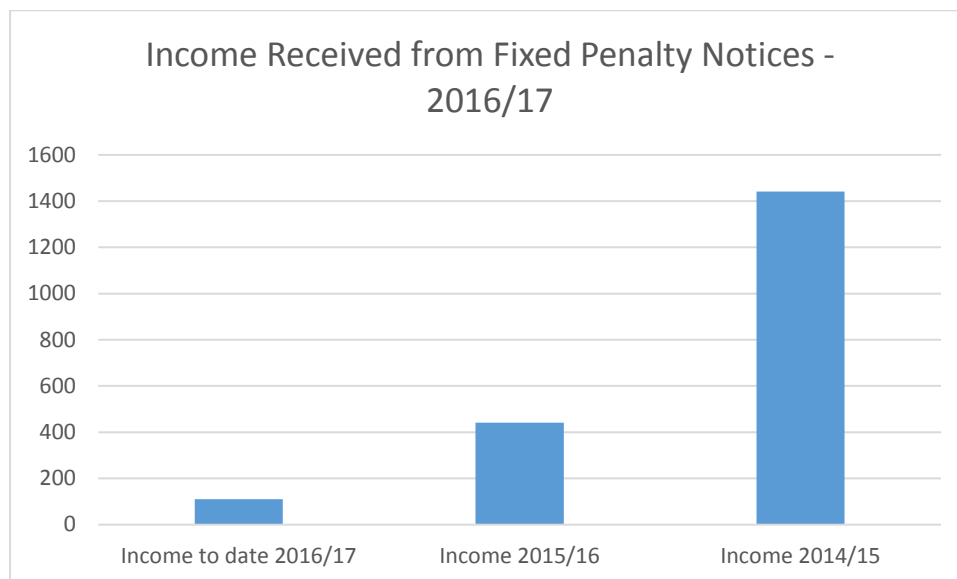
1. Background

Fixed Penalty Notices (FPNs) are used to tackle specific problems associated with environmental crime and anti-social behaviour. These charges are in the main set by statute and where appropriate set locally by the Council.

These charges are levied at a rate relevant to the specific incident and are used as an immediate deterrent to reduce the number of incidents in specific areas.

2. Impact of Different Options

The graph shows the income received from Fixed Penalty notices for the last three years. We are proposing no amendment to the charges for 2017/18. In previous years there has been a larger team dealing with this area which has significantly reduced this financial year. It is worth noting that there is no target to issue Fixed Penalty Notices, however there will be a more pro-active approach in this area going forward.



3. Pricing

The charging schedule sets out where fees are set by statute. Where the fees are set by the Council, it is proposed that these remain the same as they are deemed to cover the costs that are incurred within the service.

4. Understanding Customers and Markets

The approach taken in regards to enviro-crime specifically is currently under review and with it the use of Fixed Penalty Notices for enforcement. It is likely that the Council will enhance its use of Fixed Penalty Notices over the coming months to tackle specific areas where these incidents occur on a regular basis.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

Prosperous Communities Committee		Fixed Penalty Notices						
		Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge	VAT Rate
		2016/17 £	%	£	2017/18 £	£	Incl VAT £	
Depositing Litter	Fee set by Government - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00			£50.00	£0.00	£50.00	OS
Failing to pick up Dog Fouling	Fee set by Government - payable within 14 days of issue	£50.00			£50.00	£0.00	£50.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00			£300.00	£0.00	£300.00	OS
Failure to produce Authority to Transport Waste	Fee set by Government - payable within 14 days of issue	£300.00			£300.00	£0.00	£300.00	OS
Unauthorised Distribution of Free Printed Matter	Fee set by Government - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
Failure to comply with a Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Government - discounted if paid within 10 days	£60.00			£60.00	£0.00	£60.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00			£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00			£100.00	£0.00	£100.00	OS
Failure to comply with a Public Spaces Protection Order (replacing fine under Dog Control Orders)	Fee set by Council - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Council - discounted if paid within 10 days	£50.00			£50.00	£0.00	£50.00	OS
Failure to comply with Dog Control Order	Fee set by Council - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Council - discounted if paid within 10 days	£50.00			£50.00	£0.00	£50.00	OS
Failure to comply with a Community Protection Notice (replacing fine under Graffiti and Defacement Notices)	Fee set by Council - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Council - discounted if paid within 10 days	£50.00			£50.00			
Anti Social Behaviour Crime and Policing Act 2014 - Community Protection Notice	Fee set by Council - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Council - discounted if paid within 10 days	£50.00						
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	Fee set by Council - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Council - discounted if paid within 10 days	£50.00						
Smoking Free Regulations - Premises / Vehicles	Fee set by Government - payable within 14 days of issue	£50.00			£50.00	£0.00	£50.00	OS

6. Recommendation

Members are requested to recommend to Council the charges for 2017/18. with further work to be undertaken to review impacts prior to 2018/19 fee setting.

FEES AND CHARGES REPORT

APPENDIX F - LAND CHARGES SERVICES

1. Background

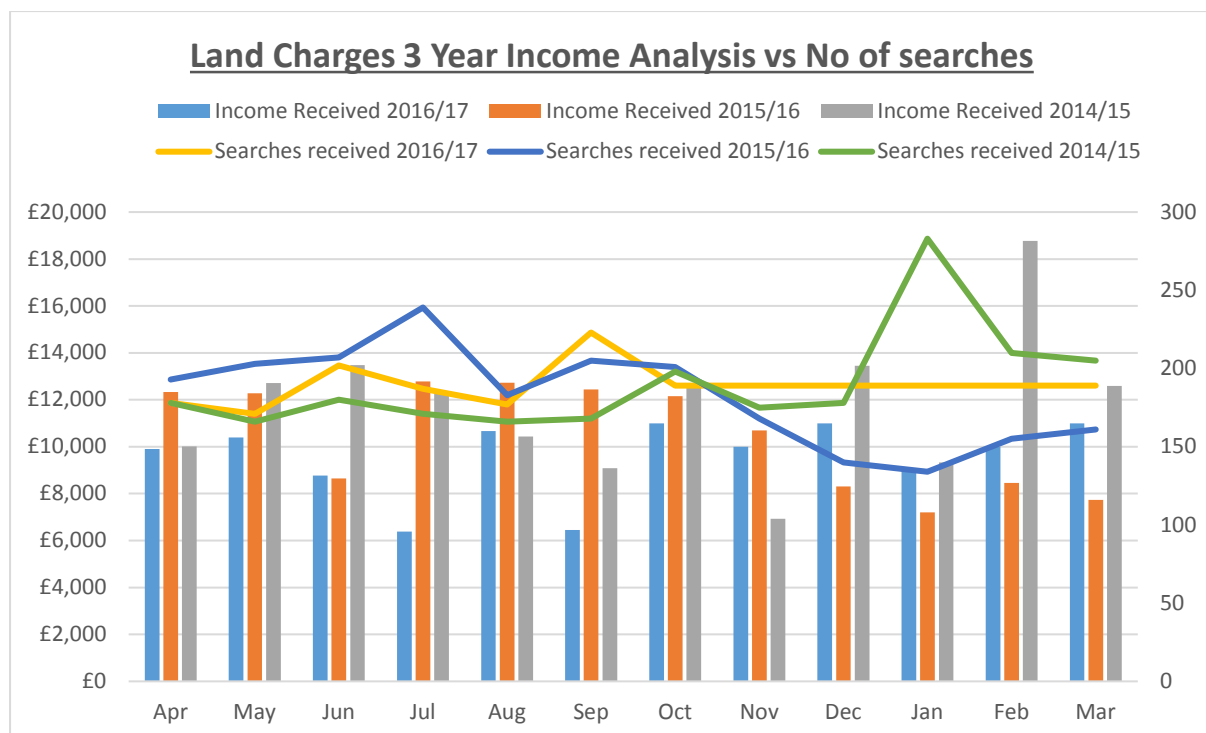
The provision of a public register in the Local Land Charges service is a statutory requirement that provides an income to the authority on a cost recovery basis. The service is a key part of the wider conveyancing process used to buy, sell re-mortgage etc. land and property within England and Wales.

Standard information is requested by conveyancers. This is split into two parts, information that is held within the register (statutory element) and information which forms part of the CON29, which makes reference to the contract that the Law Society and Local Authorities work under when requesting and providing this information.

There is a proposal within the new Infrastructure Act, to centralise the statutory element of the Local Land Charges search and make Land Registry responsible for administering the register. The Local Authority will retain liability and responsibility for information provided from the register.

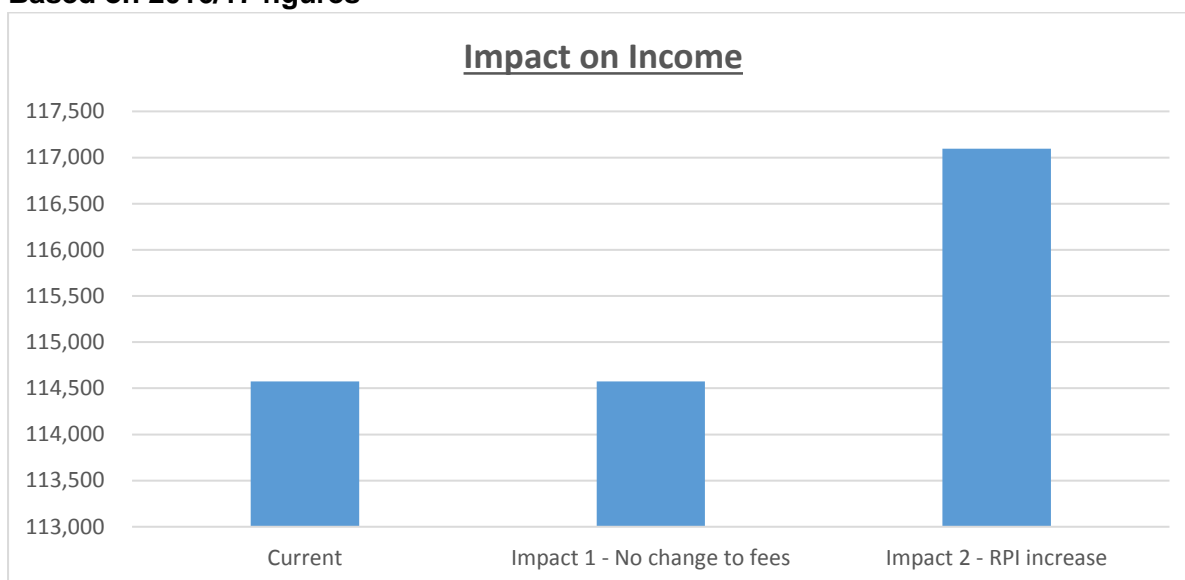
2. Impact of Different Options

Please note that October 2016 to March 2017 is a forecast. It is recommended to add RPI % to the fees. There has also been a Law Society change in 2016/17 which has resulted in lower income levels of approximately £10k which has been reflected in the income budgets for Land Charges from 2017/18 onwards.



	Total	Budget	Under/(over)
Income Received 2016/17	114,575	125,000	10,425
Income Received 2015/16	125,749	125,000	(749)
Income Received 2014/15	141,767	125,000	(16,767)

Based on 2016/17 figures



An in depth review of fees and charges will be undertaken at 2018/19 budget setting after the implementation of the new automated IT system which is planned to go live in December 2016. After this point there will be sufficient data to analyse to ensure that full cost recovery is achieved. Therefore as an interim measure we are proposing to only increase the fees by RPI for 2017/18.

3. Pricing

The Land Charge function is dependent on market demand in addition to the economy.

	Actual 14/15	Actual 15/16	Forecast 16/17	Budget 17/18
Income	-142,040	-151,288	-115,000	-115,000
Direct Costs	107,984	116,042	130,900	128,100
Overheads	53,199	131,956	31,700	31,700
Net Income	19,144	96,710	47,600	44,800

Note: Overheads for 2015/16 are high due to a National legal challenge.

Benchmarking has highlighted that with a few exceptions we are below the median level of comparative authorities and suggests the fees could be raised and still remain at a level that could easily be considered reasonable. Once the new IT system has been implemented then a full review will be completed.

Table of past fees (2016/17) and forecast fees (2017/18) at current rates and then at proposed rates

Based on 16/17 activity	£
Current	114,575
Impact 1 - No change to fees	114,575
Impact 2 - RPI increase	117,096

4. Understanding Customers and Markets

The Local Land Charges service (LLC), over the years has achieved a reputation across the district as being a quality and accurate service. This reputation has been built, primarily, by one person, who has led the service with professionalism, attention to detail and a huge, in depth knowledge of this statutory provision. A core group of customers have remained loyal to the service because of this, however there has been no formal attempt by the service to increase its market share due to the lack of resilience in service due to the antiquated process and procedures created by the paper based systems.

The Service did not increase its Non-Statutory fees in 2016/17 and they remained at the level set in 2015/16.

5. Proposed Charges

For non-statutory charges the Land Charges Service proposes to apply an increase equivalent to RPI, ensuring full cost recovery by 2020/21 after the new IT system has been implemented as illustrated below;

Prosperous Communities Committee		Land Charges						
		Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included
		2016/17 £	%	£	2017/18 £	£	2017/18 £	
Access to data	registers (includes £5 admin fee)	£19.00	2.20%	£0.42	£19.50	£0.00	£20.00	OS
	Cancellation Fee	£5.00	2.20%	£0.11	£5.20	£0.00	£5.20	OS
LLC1:	Any one part of the register	£6.15	2.20%	£0.14	£6.30	£0.00	£6.30	OS
	Whole of the register	£19.00	2.20%	£0.42	£19.50	£0.00	£19.50	OS
	Per additional parcel (maximum of £16)	£1.00	2.20%	£0.02	£1.10	£0.00	£1.10	OS
CON 29R	One parcel	£61.00	2.20%	£1.34	£62.40	£12.48	£74.88	S
	Each additional parcel	£13.50	2.20%	£0.30	£13.80	£2.76	£16.56	S
	Lincolnshire County Council Fee *	£20.00	2.20%	£0.44	£20.50	£4.10	£24.60	S
CON 29O								
submitted with CON29R or LLC1	Each printed enquiry	£15.00	2.20%	£0.33	£15.40	£3.08	£18.48	S
submitted on its own	Each printed enquiry	£15.00	2.20%	£0.33	£15.40	£3.08	£18.48	S
Administration Fee		£10.00	2.20%	£0.22	£10.30	£2.06	£12.36	S
Additional Enquiries	Per additional enquiry	£26.00	2.20%	£0.57	£26.60	£5.32	£31.92	S
Filing a definitive certificate of the Lands Tribunal		£2.50	2.20%	£0.06	£2.60	£0.00	£2.60	OS
Office copy of an entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)		Fee set according to time and work involved						OS

* Please note: LCC have not as yet advised if this fee is to change. Any change in cost will be passed on to the purchaser

6. Recommendation

Members are asked to approve charges for 2017/18 as detailed below;

Members are requested to recommend to Council the charges for 2017/18 with further work to be undertaken to review impacts after the implementation of the new IT system and prior to 2018/19 fee setting ensuring full cost recovery by 2020/21.

FEES AND CHARGES REPORT

LICENSING SERVICES

1. Background

The Licensing service processes many different types of licences, (the majority of which but not all) incur a fee for the service we provide and can be broken down into the following categories;

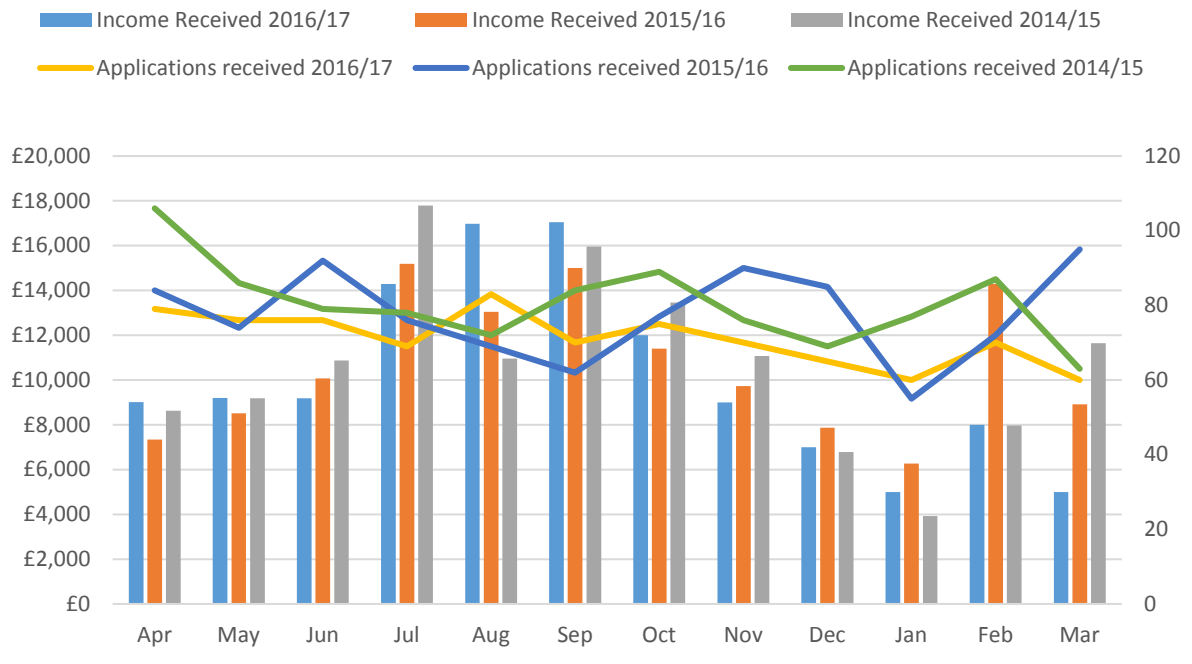
- Licensing Fees – which are statutory set fees dependent upon type of application, the details of which are known by the Team Manager each year. The majority of these are derived from alcohol, entertainment and late night refreshment, all of which are governed by the Licensing Act 2003. It is important to note that the mandatory fees applied under this legislation have not been amended since the regime commenced in 2005 and in some cases we cannot recover our costs. Typically fees within this category are set for the sale of alcohol and entertainment in pubs, clubs, off-licences and supermarkets.
- Licensing Fees – which are totally discretionary gives us the opportunity to set the fees accordingly to recover the costs incurred. Typically fees within this category are set for dog breeding, boarding, pet shops, riding establishments, sex establishments and scrap metal etc.
- Licensing Fees – which are partially discretionary which allows us to set the fees to recover costs, however the fees we set are limited to prevent going beyond a statutory ceiling. Typically fees within this category are set for betting shops, betting tracks, bingo and adult gaming premises etc all of which are governed by the Gambling Act 2005.
- There are also a number of applications that we process whereby we are prevented from setting any fee, such as house to house collections, street collections and some caravan site licences.

Whilst some of the fees are partially statutory charges the authority has the flexibility to set the fee up to a maximum. As with other service areas we are required to comply with the relevant regulations when compiling the fees and must be ready to justify the levels.

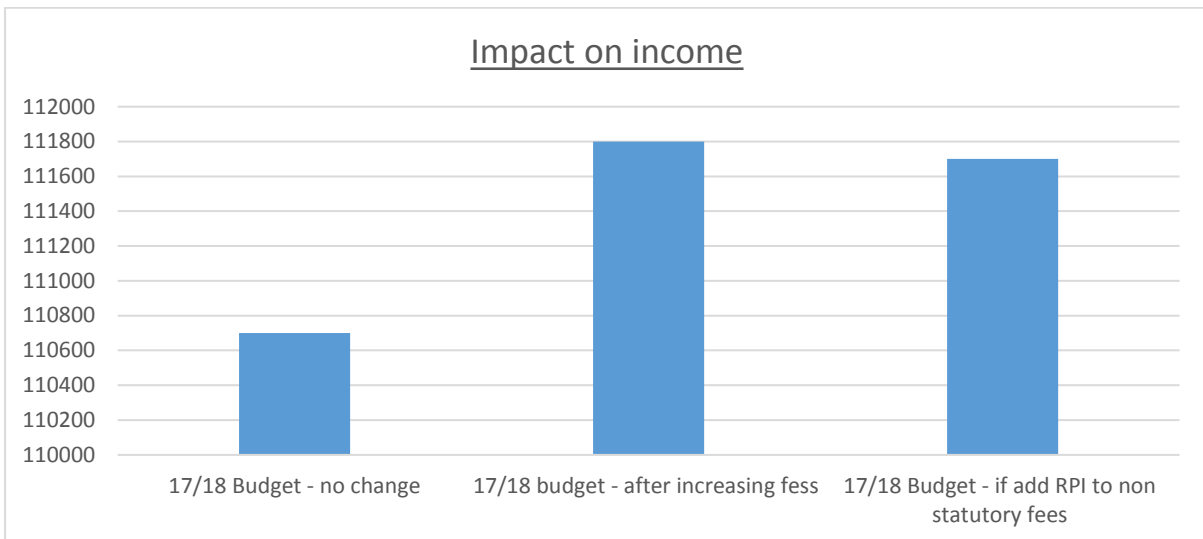
2. Impact of Different Options

Please note that Oct 2016 to Mar 2017 is a forecast. A full Analysis of fees and charges has been undertaken with a view to achieving full cost recovery. Some fees are limited as they have a price ceiling that we can't go over.

Licensing 3 Year Income Analysis vs Number of Applications



	Total	Budget	Under/(over)
Income Received 2016/17	121,714	131,300	9,586
Income Received 2015/16	127,632	141,500	13,868
Income Received 2014/15	128,250	127,300	(950)



Many of the fees within the Licensing service are statutory or statutory with a ceiling range as to what we can charge. After a thorough review it can be confirmed that we are currently at full cost recovery on most of the Licensing fees. Therefore the proposal is to only increase 6 of the fees as outlined below with the addition of 4 new fees.

		Current Fee	New Fee	Increase %	Notes
Knowledge Test Fee	New or Lapsed Driver Licenses	25.00	28.00	12	Increase fee
Knowledge Test Fee	Retest	25.00	28.00	12	Increase fee
Replacement Plate	Plate Only		27.00		New Fee
Replacement Plate	Plate and Bracket	50.00	36.00	-28	Fee reduction
Pet Shops	New	159.00	175.00	10	Increase fee
	Renewal	159.00	175.00	10	Increase fee
Dog Breeding	Renewal	199.00	220.00	11	Increase fee
Animal Boarding Establishments including Home Boarding	Cats or Dogs - Renewal	199.00	220.00	11	Increase fee
	Home Boarding - New		145.00		New Fee
	Home Boarding - Renewal		145.00		New Fee
Zoos - Annual Inspection	Officer hourly rate		58.00		New Fee

3. Pricing

The Licensing function is not dependent on the local plan, or particularly the availability of skilled workers, however any form of growth within the district has the potential to impact on our service provision by placing increased demand of our services which in turn has the potential to generate income further also.

Broadly speaking, both the number of applications received and the income generated has been consistent over recent years.

Actual income for 2014/15 = £137k

Actual income for 2015/16 = £132k

Forecasted income for 2016/17 = £126k

The reduced income figure forecasted above is not unexpected and in the main is due to reduced applications from the taxi trade. This is for two reasons:

- 1) A policy was implemented to prevent 'out of area' taxi operators being licensed by this authority (and then trading elsewhere in the country)
- 2) Changes in legislation effective from October 2015 which means that taxi drivers are now issued a licence for a three year duration compared to the previous system whereby they were licensed annually

The impact of the above reasons will be felt within future years and has been recognised within the MTFP. Budget has reduced from £131,300 in 16/17 to £116,400 in 2017/18 mainly due to this change. This has resulted in the net budget not balancing to zero in 2017/18 due to reduced activity levels.

It is worth noting that we cannot recover the cost of enforcement through our licence fees and additionally, we also process some permits/licences whereby we receive no income at all e.g. House to House Collections, Street Collections and some Caravan site licences, therefore we can never totally recover our costs.

	Actual 14/15	Actual 15/16	Forecast 16/17	Budget 17/18
Income	-136,754	-132,291	-126,300	-116,400
Direct Costs	110,549	115,258	110,200	111,400
Overheads	26,092	67,788	50,400	50,400
Net Income	-113	50,755	34,300	45,400

WLDC are at the lower end of the charging scale through the benchmarking process but given the low number of establishments falling within this category it is not deemed to be one where we can be making significant increases.

4. Understanding Customers and Markets

The service has not carried out any customer satisfaction surveys relative to fee setting. 98% of licence applications are processed within the agreed timescales, the majority of which are from the statutory regime, which in turn have their own set turnaround times which we have to comply with, therefore it is highly unlikely that there is any scope for applicants to pay more for a faster turnaround.

At 2016/17 budget setting 10% had been applied where we are not at the median and 6% where we are already at the median.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

For other charges the Licensing Service proposes to apply the following as illustrated below;

Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT Rate
	% Type	or £				
2016/17 £			2017/18 £	£	£	

Bingo Premises Licence

Application Fee for Provisional Statement	953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	859.10		£859.10	£0.00	£859.10	OS
Application Fee New Premises	953.70		£953.70	£0.00	£953.70	OS
Annual Fee	796.06		£796.06	£0.00	£796.06	OS
Variation of Licence	953.70		£953.70	£0.00	£953.70	OS
Transfer Fee	826.10		£826.10	£0.00	£826.10	OS
Application for Reinstatement	826.10		£826.10	£0.00	£826.10	OS

Adult Gaming Centre

Application Fee for Provisional Statement	953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	859.10		£859.10	£0.00	£859.10	OS
Application Fee New Premises	953.70		£953.70	£0.00	£953.70	OS
Annual Fee	826.10		£826.10	£0.00	£826.10	OS
Variation of Licence	867.00		£867.00	£0.00	£867.00	OS
Transfer Fee	826.10		£826.10	£0.00	£826.10	OS
Application for Reinstatement	826.10		£826.10	£0.00	£826.10	OS

Family Entertainment Centre

Application Fee for Provisional Statement	953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	858.00		£858.00	£0.00	£858.00	OS
Application Fee New Premises	953.70		£953.70	£0.00	£953.70	OS
Annual Fee	750.00		£750.00	£0.00	£750.00	OS
Variation of Licence	867.00		£867.00	£0.00	£867.00	OS
Transfer Fee	796.06		£796.06	£0.00	£796.06	OS
Application for Reinstatement	796.06		£796.06	£0.00	£796.06	OS

Betting Premises (Other)

Application Fee for Provisional Statement	953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	858.00		£858.00	£0.00	£858.00	OS
Application Fee New Premises	953.70		£953.70	£0.00	£953.70	OS
Annual Fee	600.00		£600.00	£0.00	£600.00	OS
Variation of Licence	953.70		£953.70	£0.00	£953.70	OS
Transfer Fee	826.10		£826.10	£0.00	£826.10	OS
Application for Reinstatement	826.10		£826.10	£0.00	£826.10	OS

Betting Premises (Tracks)

Application Fee for Provisional Statement	953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	858.00		£858.00	£0.00	£858.00	OS
Application Fee New Premises	953.70		£953.70	£0.00	£953.70	OS
Annual Fee	750.00		£750.00	£0.00	£750.00	OS
Variation of Licence	953.70		£953.70	£0.00	£953.70	OS
Transfer Fee	796.06		£796.06	£0.00	£796.06	OS
Application for Reinstatement	796.06		£796.06	£0.00	£796.06	OS

Miscellaneous

Change of Circumstances	49.82		£49.82	£0.00	£49.82	OS
Fee for Copy of a Licence Under the Gambling Act 2005	24.00		£24.00	£0.00	£24.00	OS
Temporary Usage License	377.30		£377.30	£0.00	£377.30	OS

Unlicensed FEC's & Prize Gaming Permits (10 year duration)

New Gaming Machine Permit (no annual fee)	300.00		£300.00	£0.00	£300.00	OS
Renewal	300.00		£300.00	£0.00	£300.00	OS
Change of name on permit	25.00		£25.00	£0.00	£25.00	OS
Copy of permit	15.00		£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)	300.00		£300.00	£0.00	£300.00	OS
Renewal	300.00		£300.00	£0.00	£300.00	OS
Change of name on permit	25.00		£25.00	£0.00	£25.00	OS
Copy of permit	15.00		£15.00	£0.00	£15.00	OS

Club Gaming Permit & Club Machine Permit (10 year duration)

New Grant Club Gaming Permit	200.00		£200.00	£0.00	£200.00	OS
New Grant Club Gaming Permit with Club Premises Certificate	100.00		£100.00	£0.00	£100.00	OS
Renewal	200.00		£200.00	£0.00	£200.00	OS
Renewal with Club Premises Certificate	100.00		£100.00	£0.00	£100.00	OS
Annual fee	50.00		£50.00	£0.00	£50.00	OS
Variation	100.00		£100.00	£0.00	£100.00	OS
Copy of permit	15.00		£15.00	£0.00	£15.00	OS
New Grant Club Machine Permit	200.00		£200.00	£0.00	£200.00	OS
New Grant Club Machine Permit with Club Premises Certificate	100.00		£100.00	£0.00	£100.00	OS
Renewal	200.00		£200.00	£0.00	£200.00	OS
Renewal with Club Premises Certificate	100.00		£100.00	£0.00	£100.00	OS
Annual fee	50.00		£50.00	£0.00	£50.00	OS
Variation	100.00		£100.00	£0.00	£100.00	OS
Copy of permit	15.00		£15.00	£0.00	£15.00	OS

Lotteries

Society Lottery - New	40.00		£40.00	£0.00	£40.00	OS
Society Lottery - Renewal	20.00		£20.00	£0.00	£20.00	OS

Machines in Alcohol Licensed premises - 3 or more Machines

New	150.00		£150.00	£0.00	£150.00	OS
Annual Fee	50.00		£50.00	£0.00	£50.00	OS
Transfer	25.00		£25.00	£0.00	£25.00	OS
Variation	100.00		£100.00	£0.00	£100.00	OS
Change of name on permit	25.00		£25.00	£0.00	£25.00	OS
Copy of gaming machine permit	15.00		£15.00	£0.00	£15.00	OS
Up to 2 Machines	50.00	One-off fee	£50.00	£0.00	£50.00	OS

2016/17	Proposed Increase		2017/18	VAT Amount	2017/18 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Taxi Licensing (Including Horse Drawn Omnibus)

Driver's Licence Application (3Yr)	New/Renewal	£156.00	0.00%	£0.00	£156.00	£0.00	£156.00	OS
Knowledge Test Fee	New or Lapsed Driver Licenses	£25.00	0.00%	£3.00	£28.00	£0.00	£28.00	OS
Knowledge Test Fee	Retest	£25.00	0.00%	£3.00	£28.00	£0.00	£28.00	OS
DBS Check	On New or Renewal	£44.00	0.00%	£0.00	£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	0.00%	£0.00	£10.00	£2.00	£12.00	S
	<i>*This fee is controlled by LCC and subject to change</i>							
Vehicle Licence	New	£249.00	0.00%	£0.00	£249.00	£0.00	£249.00	OS
Vehicle Licence	Renewal	£249.00	0.00%	£0.00	£249.00	£0.00	£249.00	OS
Replacement Plate	Plate Only	£0.00	0.00%	£27.00	£27.00	£0.00	£27.00	OS
Replacement Plate	Plate and Bracket	£50.00	0.00%	-£14.00	£36.00	£0.00	£36.00	OS
Private Hire Operators Licence (5Yr)		£210.00	0.00%	£0.00	£210.00	£0.00	£210.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle Licence		£25.00	0.00%	£0.00	£25.00	£0.00	£25.00	OS

Alcohol and Entertainment Licences**New Premises Licence**

Category A		£100	0.00%	£0.00	£100.00	£0.00	£100.00	OS
Category B		£190	0.00%	£0.00	£190.00	£0.00	£190.00	OS
Category C		£315	0.00%	£0.00	£315.00	£0.00	£315.00	OS
Category D		£450	0.00%	£0.00	£450.00	£0.00	£450.00	OS
Category E		£635	0.00%	£0.00	£635.00	£0.00	£635.00	OS
Large scale application >4999		£1000 minimum	0.00%	£0.00	£1000 minimum	£0.00	£1000 minimum	OS
Variation of Premises Licence		£100 - £635	0.00%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Dissapplication of DPS		£23	0.00%	£0.00	£23.00	£0.00	£23.00	OS

Annual fee demand

Category A		£70	0.00%	£0.00	£70.00	£0.00	£70.00	OS
Category B		£180	0.00%	£0.00	£180.00	£0.00	£180.00	OS
Category C		£295	0.00%	£0.00	£295.00	£0.00	£295.00	OS
Category D		£320	0.00%	£0.00	£320.00	£0.00	£320.00	OS
Category E		£350	0.00%	£0.00	£350.00	£0.00	£350.00	OS
Large scale annual fee >4999		£500 minimum	0.00%	£0.00	£500 minimum	£0.00	£500 minimum	OS
Minor Variation		£89	0.00%	£0.00	£89.00	£0.00	£89.00	OS
Provisional Statement		£195	0.00%	£0.00	£195.00	£0.00	£195.00	OS
Register of Interest		£21	0.00%	£0.00	£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	0.00%	£0.00	£10.50	£0.00	£10.50	OS
Club Premises Certificate - New		£100 - £635	0.00%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	0.00%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89	0.00%	£0.00	£89.00	£0.00	£89.00	OS
Personal Licence - New		£37	0.00%	£0.00	£37.00	£0.00	£37.00	OS
Personal Licence - Change of name/address		£10.50	0.00%	£0.00	£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	0.00%	£0.00	£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23	0.00%	£0.00	£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21	0.00%	£0.00	£21.00	£0.00	£21.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application	£1,950.00	0.00%	£0.00	£1,950.00	£0.00	£1,950.00	OS
	Renewal	£1,528.52	0.00%	£0.00	£1,528.52	£0.00	£1,528.52	OS
	Transfer fee	£395.00	0.00%	£0.00	£395.00	£0.00	£395.00	OS
Pet Shops	New	£159.00	0.00%	£16.00	£175.00	£0.00	£175.00	OS
	Renewal	£159.00	0.00%	£16.00	£175.00	£0.00	£175.00	OS
Animal Boarding Establishments including Home Boarding (Excludes vet fees payable direct to vet)	Cats or Dogs - New - Admin Fee Only	£79.00	0.00%	£0.00	£79.00	£0.00	£79.00	OS
	Cats or Dogs - Renewal	£199.00	0.00%	£21.00	£220.00	£0.00	£220.00	OS
	Dual Usage - New - Admin Fee Only	£79.00	0.00%	£0.00	£79.00	£0.00	£79.00	OS
	Dual Usage - Renewal	£259.00	0.00%	£0.00	£259.00	£0.00	£259.00	OS
	Home Boarding - New	£0.00	0.00%	£145.00	£145.00	£0.00	£145.00	OS
	Home Boarding - Renewal	£0.00	0.00%	£145.00	£145.00	£0.00	£145.00	OS
Horse Riding Establishment (Excluding vet fees)	Admin Cost - New or Renewal	£79.00	0.00%	£0.00	£79.00	£0.00	£79.00	OS
Dog Breeding	New	£79.00	0.00%	£0.00	£79.00	£0.00	£79.00	OS
	Renewal	£199.00	0.00%	£21.00	£220.00	£0.00	£220.00	OS
Dangerous Wild Animals (Excluding vet fees) - 2 yr licence	Vets fees plus admin costs	£140.00	0.00%	£0.00	£140.00	£0.00	£140.00	OS
Zoos (Excluding vet fees) - payable at 4yr initial application	Vets fees plus admin costs	£350.00	0.00%	£0.00	£350.00	£0.00	£350.00	OS
Zoos (Excluding vet fees) - payable at 6yr intervals	Vets fees plus admin costs of	£499.00	0.00%	£0.00	£499.00	£0.00	£499.00	OS
Zoos - Annual Inspection	Officer hourly rate	£0.00	0.00%	£58.00	£58.00	£0.00	£58.00	OS
Scrap Metal								
New Collectors fee - 3 yr		£199.00	0.00%	£0.00	£199.00	£0.00	£199.00	OS
Collectors fee renewal - 3 yr		£199.00	0.00%	£0.00	£199.00	£0.00	£199.00	OS
Change details, name/address		£100.00	0.00%	£0.00	£100.00	£0.00	£100.00	OS
New Site fee - 3 yr		£1,298.00	0.00%	£0.00	£1,298.00	£0.00	£1,298.00	OS
Renewal - 3 yr		£1,298.00	0.00%	£0.00	£1,298.00	£0.00	£1,298.00	OS
Change of site manager		£70.00	0.00%	£0.00	£70.00	£0.00	£70.00	OS
Skin Piercing	Premises registration	£174.00	0.00%	£0.00	£174.00	£0.00	£174.00	OS
Skin Piercing	Personal registration	£45.00	0.00%	£0.00	£45.00	£0.00	£45.00	OS
Street Trading Consents		£170.00	0.00%	£0.00	£170.00	£0.00	£170.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£24.00	0.00%	£0.00	£24.00	£0.00	£24.00	OS

6. Recommendation

Members are asked to approve charges for 2017/18 as detailed below;

Members are requested to the recommend to Council the fees as detailed above, only applying an increase of no more than 10% where we are not at full cost recovery.

FEES AND CHARGES REPORT

APPENDIX H – GAINSBOROUGH MARKET

1. Background

Gainsborough general market takes place every Tuesday and Saturday, with stalls located in the Market Place and Silver Street.

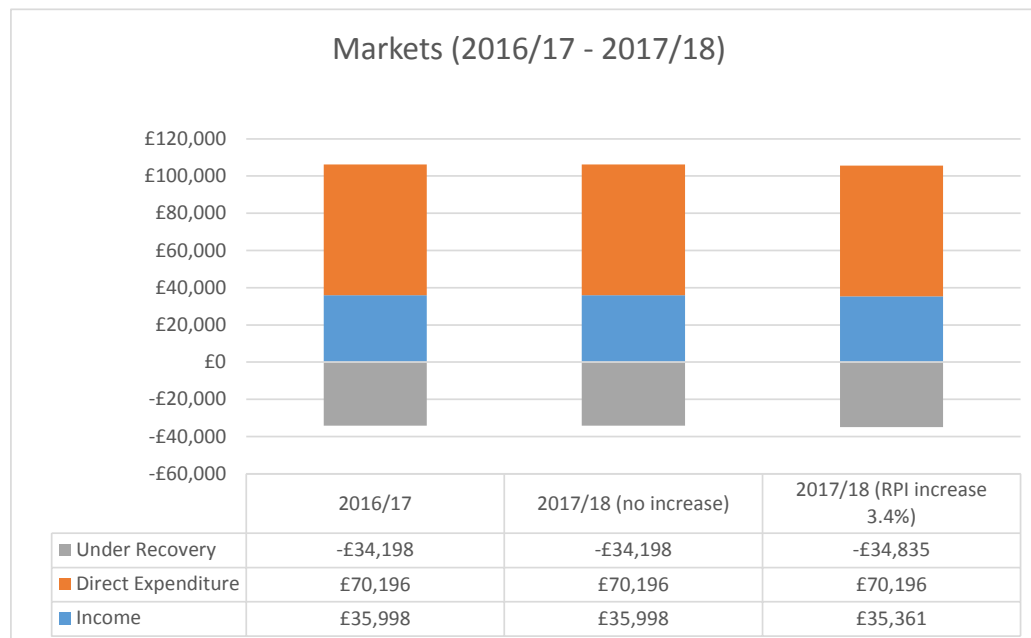
The market function is now part of Operational Services and is managed on a day to day basis by the Market Officer.

Traders pay their stall fees by monthly invoice and there is no longer a cash collection of rents on market days. Current rental charges for Casual Traders are £17.50 per stall and £25.50 for a Vending Van on Tuesday or for Registered Traders, £16 per stall and £23.50 for a Vending Van. Charges for Saturday are £16.50 for stalls and £20 for Vending Vans for Casual Traders and £10/£15 respectively for Registered Traders. Registered Traders are entitled to 4 weeks annual leave per year, which is deducted from their monthly invoice total.

Gainsborough market is a key feature of the town and helps to attract footfall to support the wider shopping area, particularly on a Tuesday. However, consistent with the national picture, Gainsborough market has been in decline in recent years due to changing retail habits. Financial pressures have placed further strain on the resources needed to manage and develop the market.

The market is now subject to review and future delivery options are currently being considered by the Council's Prosperous Communities Committee.

2. Impact of Different Options



It is estimated that an increase in charges of around 3% based on RPI would drive a reduction in utilisation of around 5%.

3. Pricing

A breakdown of the costs associated with this function for the past 3 years is shown below. This shows how income from the market has decreased as stall numbers have declined. Direct expenditure has reduced; there have been some efficiencies within the operational teams but the higher spend in 2013/14/15 can mainly be attributed to additional settlement payments made to staff, a programme of stall repairs and some additional markets. The actual spend for the core operational function is relatively consistent.

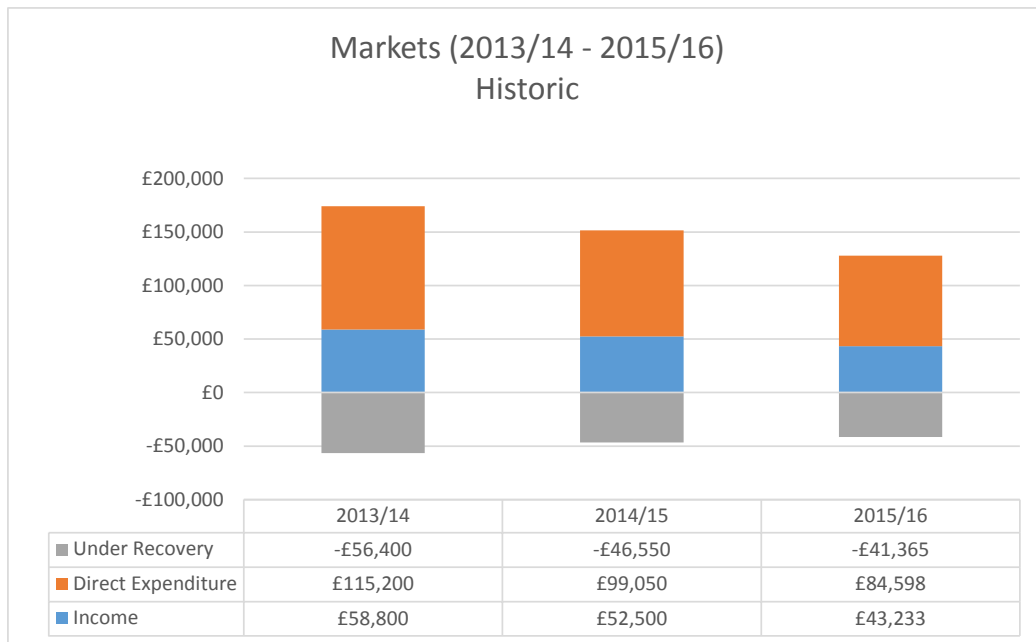
The current market review focusses on a range of options which will deliver further efficiency savings, an effective management structure and stabilise the market stall numbers (with the potential for modest growth).

	2013/2014	2014/2015	2015/2016
INCOME			
Tuesday Stalls	£41,800	£40,600	£32,661
Saturday Stalls	£14,000	£10,600	£9,212
Other	£3,000	£1,300	£1,360
Total Income	£58,800	£52,500	£43,233
EXPENDITURE			
Direct Expenditure	£115,200	£99,050	£84,598
Overheads	£40,300	£36,200	£30,900
Total Expenditure	£155,500	£135,250	£115,498
Total Direct Subsidy Exc. Overheads	£56,400	£46,550	£41,365
Total Direct Subsidy Inc. Overheads	£96,700	£82,750	£72,265

As outlined above, current trader payment arrangements as via monthly invoice and there is no longer a cash collection of rents on market days. Registered Traders are entitled to 4 weeks annual leave per year, which is deducted from their monthly invoice total.

As of April 2016, outstanding market payments amounted to **£8,864.76**; £6,775 for the year 2015/16 and £2,090 for 2014/15. The level of arrears has increased during 2015/16, following the introduction of invoicing for all Trader fees (prior to this, payment by monthly invoice was optional and many traders chose to pay in cash on a weekly basis).

Given the increase in arrears, the method of market fee payments is now being considered as part of the wider review of the function.



4. Understanding Customers and Markets

The market function is currently the subject of an in-depth review by the Prosperous Communities Committee. The aim of this review is to deliver a more efficient and effective service and a range of future delivery options are being considered. It is likely that consultation and further engagement with staff, traders and wider stakeholders will be required as part of this process.

5. Proposed Charges

In light of this ongoing review and given the current decline in numbers, it is proposed to freeze the market stall fees for 2017/18.

Prosperous Communities Committee **Markets**

Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included
	2016/17 £	% Type				

Gainsborough Market

Tuesday Market

Registered Trader

1 stall	£16.00		£0.00	£16.00	£0.00	£16.00	X
2 stalls	£27.00		£0.00	£27.00	£0.00	£27.00	X
3 stalls	£35.00		£0.00	£35.00	£0.00	£35.00	X
4 stalls	£43.00		£0.00	£43.00	£0.00	£43.00	X
5 stalls	£51.00		£0.00	£51.00	£0.00	£51.00	X

Casual Trader

1 stall	£17.50		£0.00	£17.50	£0.00	£17.50	X
2 stalls	£35.00		£0.00	£35.00	£0.00	£35.00	X
3 stalls	£52.50		£0.00	£52.50	£0.00	£52.50	X
4 stalls	£70.00		£0.00	£70.00	£0.00	£70.00	X
5 stalls	£87.50		£0.00	£87.50	£0.00	£87.50	X

Saturday Market

Registered Trader

1 stall	£10.00		£0.00	£10.00	£0.00	£10.00	X
2 stalls	£20.00		£0.00	£20.00	£0.00	£20.00	X
3 stalls	£25.00		£0.00	£25.00	£0.00	£25.00	X
4 stalls	£30.00		£0.00	£30.00	£0.00	£30.00	X
5 stalls	£35.00		£0.00	£35.00	£0.00	£35.00	X

Casual Trader

1 stall	£16.50		£0.00	£16.50	£0.00	£16.50	X
2 stalls	£33.00		£0.00	£33.00	£0.00	£33.00	X
3 stalls	£49.50		£0.00	£49.50	£0.00	£49.50	X
4 stalls	£66.00		£0.00	£66.00	£0.00	£66.00	X
5 stalls	£82.50		£0.00	£82.50	£0.00	£82.50	X

All new traders offered £7.50 per stall on Saturday for a maximum of 6 months
 The 6 month period will be cumulative and will be calculated on a rolling basis for each trader
 Once a trader has had 6 months discount no further discounts will be given irrespective of time gap between trading

Other Units (Vending Vans, Trailers etc)

Tuesday Market

Registered	£23.50			£23.50	£0.00	£23.50	X
Casual	£25.50			£25.50	£0.00	£25.50	X

Saturday Market

Registered	£15.00			£15.00	£0.00	£15.00	X
Casual	£20.00			£20.00	£0.00	£20.00	X

6. Recommendation

Members are requested to recommend to Council the charges for 2017/18 are not increased with a further review to take place the following year.

FEES AND CHARGES REPORT

APPENDIX I - PLANNING SERVICES

1. Background

The Planning service has a number of Fees and Charges namely:

- Planning Application Fees – Statutory set fees by Central Government and are dependent upon type of application. Fees are not reviewed annually. At this time there are no planned increases this year and we have not been informed of any planned increases next year.
- Pre Application Advice – enhanced service to improve customer experience and reduce time spent on invalid applications by identifying potential issues prior to plan submission. Fees for this service can be set locally by WLDC.

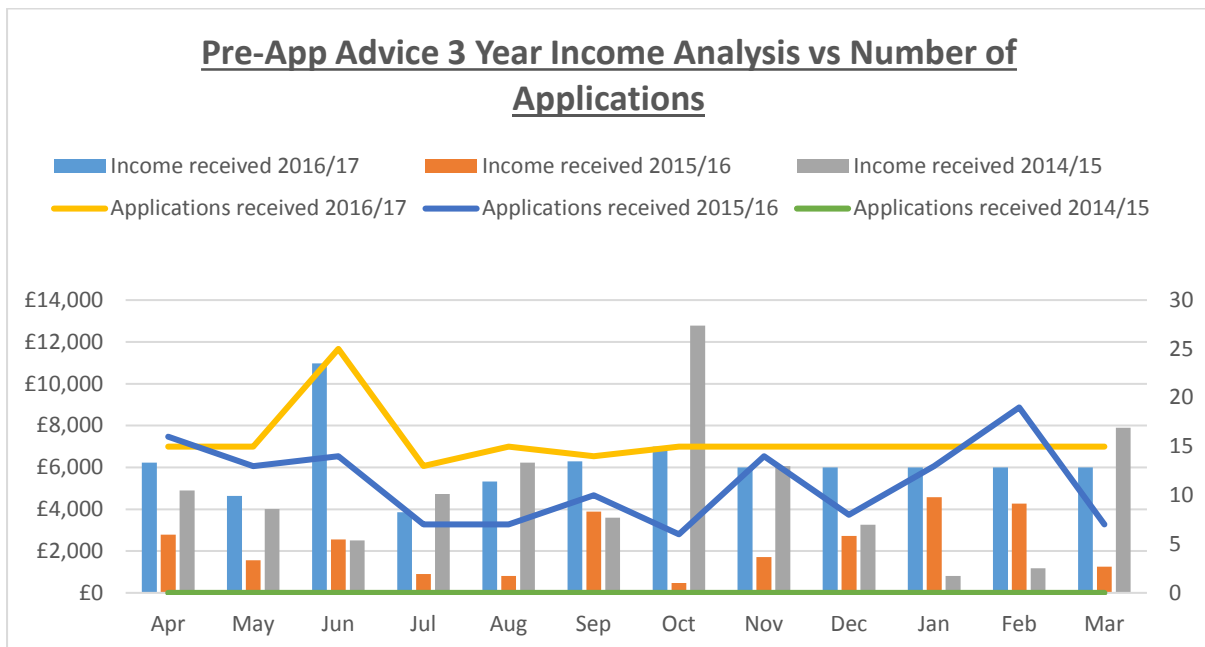
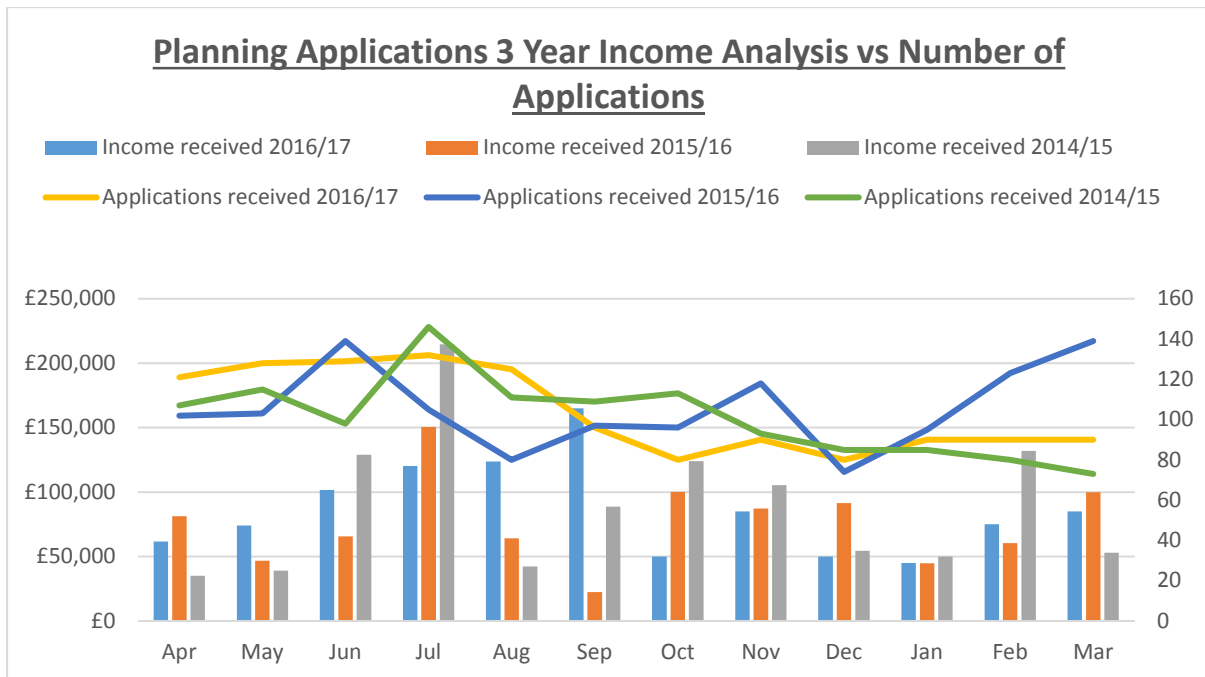
For 2016/17 the Planning service is expected to cover its costs and bring in more income to WLDC than the cost of providing the service.

During the current financial year there has been a strong focus on reducing service costs, a key part of this has been eliminating the high level of reliance on agency support staff. At the same time use of the service has steadily grown, application numbers are at a record high and accordingly income has followed this trend and exceeded budget targets. The section has undergone a management restructure in 2016 and during the next 12 months the new computer system is planned to bring further efficiencies.

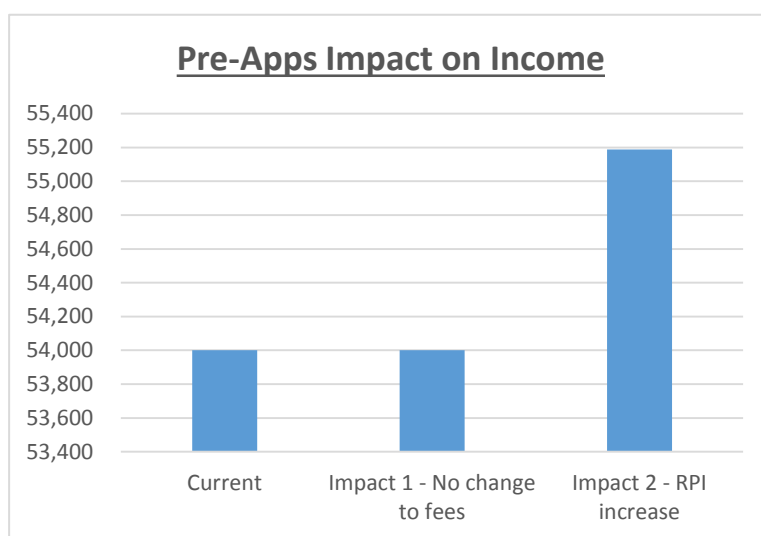
The trend seen in 2016/17 is forecast to continue over the next 2/3 years minimum due to the adoption of the new Central Lincolnshire Local Plan. Therefore it is felt that a more in depth review towards the end of 2017 will be appropriate to reflect the new local plan and the new computer system and the impact of both of these on service delivery.

2. Impact of Different Options

Please note that October 2016 to March 2017 is a forecast. It is recommended to add RPI % to the fees.



Planning Applications			
	Total	Budget	Under/(over)
Income Received 2016/17	1,036,416	836,200	(200,216)
Income Received 2015/16	914,891	850,000	(64,891)
Income Received 2014/15	1,067,508	460,500	(607,008)
Pre-App			
	Total	Budget	Under/(over)
Income Received 2016/17	74,292	54,000	(20,292)
Income Received 2015/16	27,485	50,000	22,515
Income Received 2014/15	57,929	38,000	(19,929)



As the Planning Applications Fees are statutory set we are unable to do any impact analysis.

3. Pricing

The Planning function is dependent on the local plan, market demand and developers viability in addition to economic stability, development costs and the availability of skilled workers and materials.

	Actual 14/15	Actual 15/16	Forecast 16/17	Budget 17/18
Fees and Charges Income	-1,125,437	-942,473	-1,110,200	-891,400
Other income	-1,519	-16,531	-40,200	-30,200
Direct Costs	558,627	752,458	766,700	750,100
Overheads	423,264	458,865	244,300	244,300
Net Income	-145,065	252,320	-139,400	72,800

Other income comprises of S106 administration charge and recovery of appeal costs

Benchmarking on the non-statutory fees has shown a wide range of charging across authorities with West Lindsey fees sitting across all quartiles. Once the new IT system is implemented a full in depth review will be undertaken.

Table of past fees (2016/17) and forecast fees (2017/18) at current rates and then at proposed rates

Pre-Apps	
Based on 16/17 activity	£
Current	54,000
Impact 1 - No change to fees	54,000
Impact 2 - RPI increase	55,188

4. Understanding Customers and Markets

During the current financial year the strategic growth agenda has focused on developing key relationships with land owners and developers to restore confidence in the local housing market. Working with partners such as the HCA, the Council has sought to gain a much improved understanding of the local viability pressures that have impacted upon delivery in the past and coupled with this the Council is investing heavily in regeneration and commercial projects. At service level this has involved officers working closely with all of these partners to make sure that the Planning service is fit for purpose and reflects modern industry development needs. On a smaller scale the number of complaints has substantially fallen throughout the year and the focus on improving performance for our customers has insured that the service has developed with a much sounder understanding of their needs. It is important that successes such as the restored confidence in our pre-application advice service are not undermined by unnecessarily high increases or that we lose our share of this service to the private sector which is why only the RPI is proposed.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

For non-statutory charges the Planning Service proposes to apply an increase equivalent to RPI, ensuring full cost recovery by 2020/21 after the new IT system has been implemented as illustrated on the next page.

Prosperous Communities Committee		Planning Applications						
		Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included
		2016/17 £	%	or £	2017/18 £	£	2017/18 £	
Outline Applications								
All types of building Per 0.1 ha		£110.00			£110.00	£0.00	£110.00	OS
Full Applications and Applications for Approval of Reserved Matters following an Outline Permission								
Alterations/extensions to existing Dwellings		£172.00			£172.00	£0.00	£172.00	OS
Erection of dwelling		£385.00			£385.00	£0.00	£385.00	OS
Other buildings	Less than 40 m ² floor space created	£195.00			£195.00	£0.00	£195.00	OS
	Between 40 and 75 m ² floor space created	£385.00			£385.00	£0.00	£385.00	OS
	Every additional 75 m ² up to 3750 m ²	£385.00			£385.00	£0.00	£385.00	OS
	Over 3750 m ² , £19,049 plus for each additional 75 m ² (Maximum fee £250,000)	£115.00			£115.00	£0.00	£115.00	OS
Plant or machinery where site does not exceed 5 ha; per 0.1 ha		£385.00			£385.00	£0.00	£385.00	OS
Over 5 ha £19,049 plus for each additional 0.1 ha (Maximum fee £250,000)		£115.00			£115.00	£0.00	£115.00	OS
Agricultural Buildings								
Less than 465 m ² floor space created		£80.00			£80.00	£0.00	£80.00	OS
Between 465 > 540 m ²		£385.00			£385.00	£0.00	£385.00	OS
Between 540 > 4215 m ² , £385 for the first 540 m ² then per additional 75 m ²		£385.00			£385.00	£0.00	£385.00	OS
Over 4215 m ² , £19,049 then per additional 75 m ² (Maximum fee £250,000)		£115.00			£115.00	£0.00	£115.00	OS
Glasshouses								
No more than 465 sq m floor space created		£80.00			£80.00	£0.00	£80.00	OS
More than 465 sq m floor space created		£2,150.00			£2,150.00	£0.00	£2,150.00	OS
Changes of use								
Buildings or land, including caravan sites		£385.00			£385.00	£0.00	£385.00	OS
A building to more than one dwelling where no. of dwellings 50 or less; per dwelling		£385.00			£385.00	£0.00	£385.00	OS
A building to more than one dwelling where no. of dwellings more than 50; £19,049 then for each dwelling in excess of 50 (Maximum fee of £250,000)		£115.00			£115.00	£0.00	£115.00	OS
Refuse or waste disposal where site area less than 15 ha; per 0.1 ha		£195.00			£195.00	£0.00	£195.00	OS
Refuse or waste disposal where site area exceeds 15 ha, £29,112 then for each 0.1 ha in excess of 15 ha (Maximum Fee £65,000)		£115.00			£115.00	£0.00	£115.00	OS
Other material change of use of building or land		£385.00			£385.00	£0.00	£385.00	OS
No Buildings created								
Ancillary to a dwelling		£172.00			£172.00	£0.00	£172.00	OS
Car parks, service roads, accesses at existing developments		£195.00			£195.00	£0.00	£195.00	OS
Exploratory drilling for oil/gas where site area does not exceed 7.5 ha; per 0.1 ha		£385.00			£385.00	£0.00	£385.00	OS
Exploratory drilling for oil/gas where site area exceeds 7.5 ha, £28,750 then for each 0.1 ha in excess of 7.5 ha (Maximum fee £250,000)		£115.00			£115.00	£0.00	£115.00	OS
Other operations - minerals working - site area does not exceed 15 ha; Per 0.1 ha		£195.00			£195.00	£0.00	£195.00	OS
Other operations - minerals working - site area exceeds 15 ha; £29,112 then for each 0.1 ha in excess of 15 ha (Maximum fee £65,000)		£115.00			£115.00	£0.00	£115.00	OS
Other operations - non-minerals related, per 0.1 ha (Maximum fee £250,000)		£195.00			£195.00	£0.00	£195.00	OS
Advertisements								
Relating to the business on the premises		£110.00			£110.00	£0.00	£110.00	OS
Advance direction signs to a business		£110.00			£110.00	£0.00	£110.00	OS
Other advertisements		£385.00			£385.00	£0.00	£385.00	OS
Prior Notifications and Approvals								
Agriculture, forestry or demolition proposals		£80.00			£80.00	£0.00	£80.00	OS
Telecommunications		£385.00			£385.00	£0.00	£385.00	OS
Proposed change of use to state funded school or registered nursery		£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of Agricultural building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels or Assembly or Leisure		£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of a Building from Office use to a dwellinghouse		£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of Agricultural building to a dwellinghouse where there are no associated building operations		£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of Agricultural Building to a dwellinghouse and associated building operations		£172.00			£172.00	£0.00	£172.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwellinghouse where there are no associated building operations		£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwellinghouse and associated building operations		£172.00			£172.00	£0.00	£172.00	OS
Other Applications								
Renewal of temporary permission		£195.00	The equivalent planning application fee					OS
Variation or removal of a condition		£195.00			£195.00	£0.00	£195.00	OS
Lawful Development Certificates - Existing development		The equivalent planning application fee						OS
- Proposed development		Half the equivalent application fee						OS
High Hedges Complaints Application		£307.20			£307.20	£0.00	£307.00	OS

	Current Net Charge		Proposed Increase		Proposed Net Charge	VAT Amount £	Total Charge Incl VAT	VAT rate included
	2016/17 £	%	£	2017/18 £				
Development								
Householder development including alterations, extensions and outbuildings (this fee would also include establishing whether an application is required and any listed building consent enquiry if applicable)	£69.96	2.20%	£1.54	£72.00	£0.00	£72.00	OS	
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 sq. m (gross)	£151.25	2.20%	£3.33	£155.00	£31.00	£186.00	S	
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 sq m or above (gross)	£265.00	2.20%	£5.83	£271.00	£54.20	£325.20	S	
Development of 1-9 dwellings including changes of use to residential	1st dwelling	£181.50	2.20%	£3.99	£186.00	£37.20	£223.20	S
	additional dwellings	£100.00	2.20%	£2.20	£103.00	£20.60	£123.60	S
Development of 10-49 dwellings including changes of use to residential	10th dwelling	£1,100.00	2.20%	£24.20	£1,125.00	£225.00	£1,350.00	S
	additional dwellings	£53.00	2.20%	£1.17	£55.00	£11.00	£66.00	S
Development of 50 or more dwellings with additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.	minimum fee	£3,300.00	2.20%	£72.60	£3,373.00	£674.60	£4,047.60	S
Non-residential development where no floorspace is created.	£96.00	2.20%	£2.11	£99.00	£19.80	£118.80	S	
Non-residential development up to 499 sq. m floor area, or 0.5 ha site area	£132.50	2.20%	£2.92	£136.00	£27.20	£163.20	S	
Non-residential development between 500 and 999 sq. m floor area, or between 0.51ha and 1.0 ha.	for 500 sq. m or 0.51ha	£200.00	2.20%	£4.40	£205.00	£41.00	£246.00	S
	for each additional 100 sq m or 0.1	£100.00	2.20%	£2.20	£103.00	£20.60	£123.60	S
Non-residential development between 1,000 and 4,999 sq. m floor area, or between 1.1ha and 2.0ha.	for 1,000 sq. m or 1.1ha	£689.00	2.20%	£15.16	£705.00	£141.00	£846.00	S
	for each additional 100 sq m or 0.1	£50.00	2.20%	£1.10	£52.00	£10.40	£62.40	S
Non-residential development of 5,000 sq. m or more or 2.1ha or more with additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.	minimum fee	£2,809.00	2.20%	£1.10	£72.00	£14.40	£86.40	S
Variation or removal of condition.	£69.96	2.20%	£1.54	£72.00	£14.40	£86.40	S	
Advertisements	£69.96	2.20%	£1.54	£72.00	£14.40	£86.40	S	
Non-householder listed building consent	£137.50	2.20%	£3.03	£141.00	£28.20	£169.20	S	
Additional site visit	£120.00	2.20%	£2.64	£123.00	£24.60	£147.60	S	
Hazardous Substances	£ negotiable			£ negotiable			S	

N.B.

- The fee for a mixed use developments would be derived from the total of the fees for all elements.
- Agricultural development and telecommunications are not included as they have their own national notification procedures which dictate whether there is an pre-application process fee or not.
- Cross boundary pre-application fees will be based upon the amount of development in each authority (if a dwelling straddles the boundary, the authority with the majority its floorspace will receive the fee for that dwelling).

6. Recommendation

Members are asked to approve charges for 2017/18 as detailed below;

Members are requested to recommend to Council the charges for 2017/18 with further work to be undertaken to review impacts after the implementation of the new IT system and prior to 2018/19 fee setting ensuring full cost recovery by 2020/21. The Planning Service are seeking to set ambitious targets but don't want to frame the service in an unrealistic light as they are not in direct control of the way the development system may evolve over the next few years. The base budget is proposed to increase in 2017/18 from £654,300 to £836,200 and this is likely to remain for 2018/19 with a reduction down to £650,000 for 2019/20 – 2021/22.

FEES AND CHARGES REPORT

APPENDIX J - HOUSING AND COMMUNITIES

1. Background

Housing and Communities has a number of Fees and Charges namely;

- Housing Enforcement Charges
- Mobile Homes
- Selective Licensing

Housing Enforcement Charges

The current service charge for housing enforcement charges are below the benchmark average and based on an average time taken per notice they do not fully recover the costs.

The Housing Act makes provision for the Council to recover its costs when carrying out certain enforcement functions. This is generally in relation to the serving of notices and the carrying out of works in default. A more proactive approach to enforcement is resulting in more cases where charges can be applied, therefore there is more potential to recover certain costs. Charges have been in place for this service for a number of years and it is now timely to review these.

Mobile Home Fees

Under the Mobile Homes Act the Council is able to charge for site inspections and licensing on an annual basis, as long as it has a charging policy in place.

This policy has been approved by Council and sets out the fees that are charged annually per site, fees for site inspections and fees for new licenses that are issued.

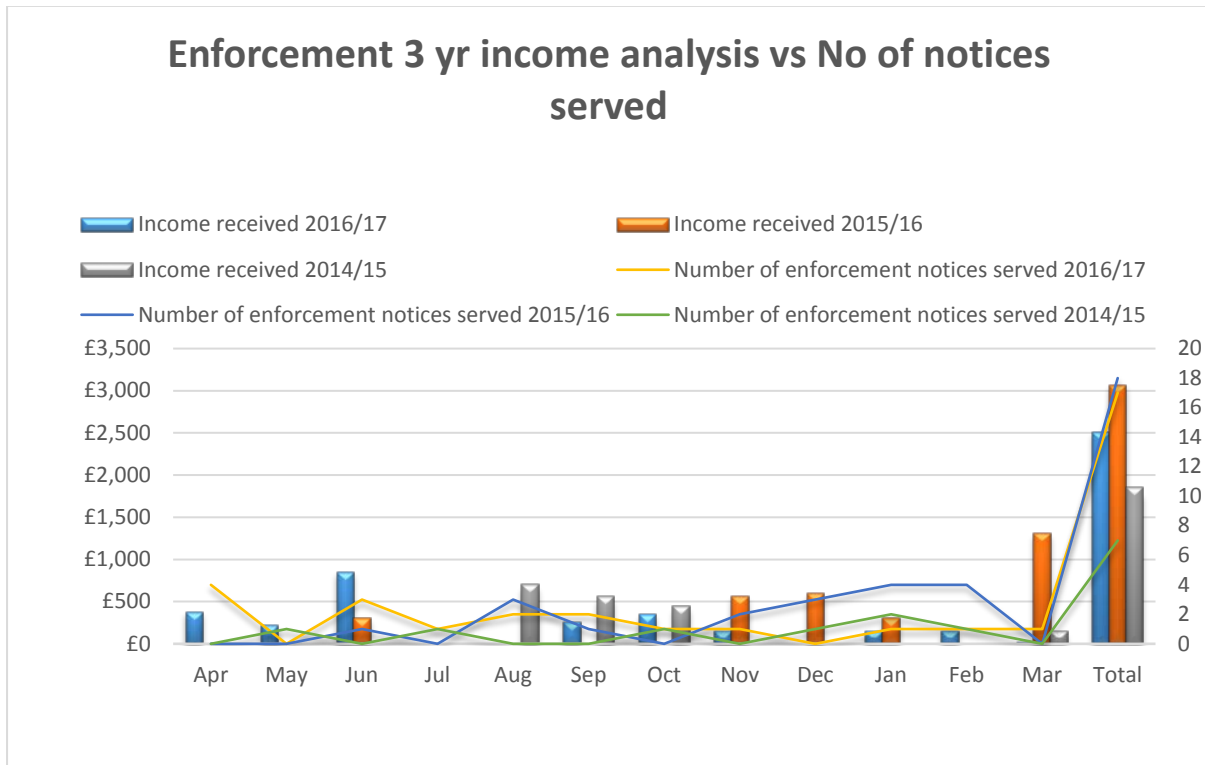
The Council can also charge for any enforcement work related to these sites and recover its costs accordingly.

Selective Licensing

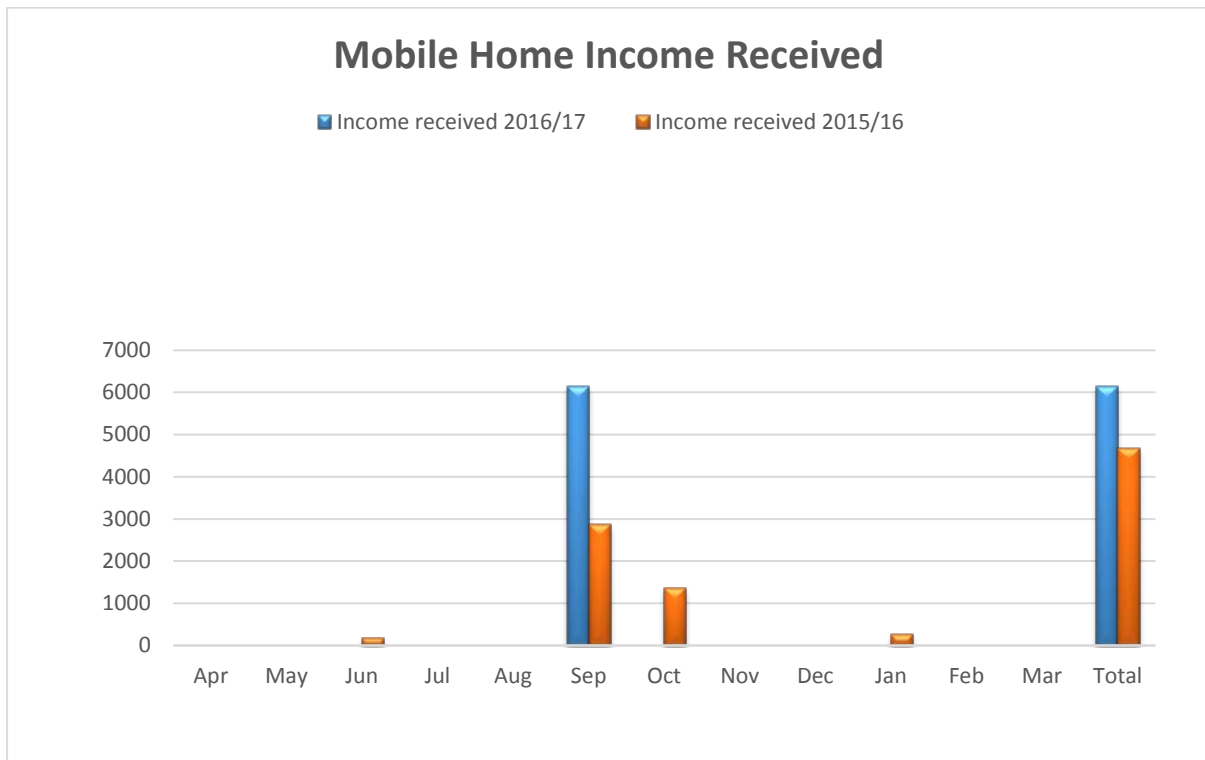
This is a new fee that the Council has introduced in 2016 for properties in the private rented sector that fall within the designated selective licensing area. This fee is set for a 5 year period at £375 and will not be changed for the duration of the scheme.

Any enforcement work related to selective licensing will be charged as per the housing enforcement charges schedule previously detailed.

2. Impact of Options



Housing Enforcement Charges	Total	Budget	Under/(over)
Income Projection 2016/17	2508	0	2508
Income Received 2015/16	3066	0	3066



Mobile Home Fees	Total	Budget	Under/(over)
Income Projection 2016/17	6152	6300	-148
Income Received 2015/16	4683	7200	-2517

3. Pricing

Housing Enforcement Charges and Income from Mobile Homes only represent a small element of the Housing and Communities Service.

The costing for each element has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs. These are detailed in the tables below:

			Officer time	Addtl costs	TOTAL COST	Over/Under Recovered	Recovery	Proposed Fee
		16/17 Fee	£	£	£	£	%	£
Housing Enforcement Charges								
Improvement Notice	for one hazard	150.00	286.75	0.00	286.75	-136.75	52.31	300
	Per additional hazard	50.00	0.00	0.00	0.00	50.00		50
	Maximum charge	450.00	0.00	0.00	0.00	450.00		No maximum
Emergency Remedial Action Notice (plus work - see below)	for one hazard	150.00	286.75	0.00	286.75	-136.75	52.31	300
	Per additional hazard	50.00	0.00	0.00	0.00	50.00		50
	Maximum charge	450.00	0.00	0.00	0.00	450.00		No maximum
Prohibition Order	for one hazard	150.00	286.75	0.00	286.75	-136.75	52.31	300
	Per additional hazard	50.00	0.00	0.00	0.00	50.00		50
	Maximum charge	450.00	0.00	0.00	0.00	450.00		No maximum
Emergency Prohibition Order	for one hazard	150.00	286.75	0.00	286.75	-136.75	52.31	300
	Per additional hazard	50.00	0.00	0.00	0.00	50.00		50
	Maximum charge	450.00	0.00	0.00	0.00	450.00		No maximum
Demolition Order	for one hazard	150.00	286.75	0.00	286.75	-136.75	52.31	300
	Per additional hazard	50.00	0.00	0.00	0.00	50.00		50
	Maximum charge	450.00	0.00	0.00	0.00	450.00		No maximum
Immigration Procedure Inspection	Per Inspection	65.00	52.27	0.00	52.27	12.73	124.36	65
Mobile Homes								
Annual fee		£430.00	208.90	0.00	208.90	221.10	205.84	430
Plus fee per unit on site		£1.65	1.31	0.00	1.31	0.34	126.27	1.65
Issue of a new licence		£300.00	163.47	0.00	163.47	136.53	183.52	300
Deposit of site rules		£30.00	0.00	0.00	0.00	30.00		30
Transfer and alteration of a licence		£100.00	0.00	0.00	0.00	100.00		100

4. Understanding Customers and Markets

Housing Enforcement Charges

The scope for increasing income within housing enforcement charges is limited. Charges can only be applied in set situations and our policy approach is to resolve matters reasonably and cooperatively. Charges are only applied when formal notices are served which is usually only as a last resort measure.

Mobile Home Fees

Any new sites that receive planning permission are added to the fees and charges schedule as per the planning application.

Selective Licensing

The legislation for selective licensing is very prescriptive in regards to fees and charges therefore the current scheme is in line with this. Should any other schemes be considered in the future the fees will be reviewed accordingly.

5. Proposed Charges

Housing Enforcement Charges

It is proposed to increase the standard enforcement fee within housing to £300 from £150. This proposed increase reflects the average time taken by officers to investigate and deal with cases where notices are served and fees can be applied. This fee is also in line with other local authorities from Lincolnshire and the East Midlands as per a recent benchmarking exercise carried out within the service.

2016 has seen an increase in the number of cases that are dealt with by Housing Enforcement and proactive approaches such as the selective licensing scheme are identifying more cases where formal action is needed. It is essential the Council recovers its costs in relation to this type of work, which is brought about in the main by landlords who do not meet their legal obligations under the Housing Act.

Mobile Home Fees

We recommend no increase in this area. The costs incurred are fully recovered and our fees are set in the upper quartile of our geographic neighbours.

Selective Licensing

These fees are agreed and set for a 5 year period until 2021 in line with the legislation.

Housing Enforcement Charges:

Prosperous Communities Committee		Strategic Housing							
		Current Net Charge		Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate
		2016/17 £	% Type	or £	2017/18 £	£	2017/18 £		
Housing Enforcement charges									
Mandatory HMO licence application	for up to 5 units / bedrooms	£450.00			£450.00	£0.00	£450.00	OS	
	per additional unit	£10.00			£10.00	£0.00	£10.00	OS	
	Maximum charge n/a					£0.00	£0.00	OS	
Mandatory HMO licence Renewal	for up to 5 units / bedrooms	£450.00			£450.00	£0.00	£450.00	OS	
	per additional unit	£10.00			£10.00	£0.00	£10.00	OS	
	Maximum charge n/a					£0.00	£0.00	OS	
Hazard Awareness Notice	None					£0.00	£0.00	OS	
Improvement Notice	for one hazard	£150.00		£150.00	£300.00	£0.00	£300.00	OS	
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS	
						£0.00	£0.00	OS	
Emergency Remedial Action Notice (plus work - see below)	for one hazard	£150.00		£150.00	£300.00	£0.00	£300.00	OS	
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS	
						£0.00	£0.00	OS	
Prohibition Order	for one hazard	£150.00		£150.00	£300.00	£0.00	£300.00	OS	
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS	
						£0.00	£0.00	OS	
Emergency Prohibition Order	for one hazard	£150.00		£150.00	£300.00	£0.00	£300.00	OS	
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS	
						£0.00	£0.00	OS	
Demolition Order	for one hazard	£150.00		£150.00	£300.00	£0.00	£300.00	OS	
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS	
						£0.00	£0.00	OS	
Immigration Procedure Inspection	Per Inspection	£65.00			£65.00	£0.00	£65.00	OS	
Mobile Homes Act 2013 - Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works								OS
Mobile Homes Act 2014 - Emergency Remedial Action	Hourly rate of relevant officers with on costs plus work in default costs of works								OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5000							OS	
Notice of Intent (Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc (England) Order 2014)	Up to £5000							OS	
Works in Default of any legislation or emergency remedial action	Base Charge	Cost of work plus hourly rate of officer with on costs						OS	
Works in Default of any legislation or emergency remedial action	Base Charge	Cost of work plus hourly rate of officer with on costs						OS	
Selective Licensing	WLDC Scheme Fee	£375.00			£375.00	£0.00	£375.00	OS	
	Co-Regulated Scheme (WLDC Fee)	£120.00			£120.00	£0.00	£120.00	OS	

Mobile Home Fees

Prosperous Communities Committee		Mobile Homes							
		Current Net Charge		Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included
		2016/17 £	% Type	£	2017/18 £	£	£		
Annual fee		£430.00			£430.00	£0.00	£430.00	OS	
Plus fee per unit on site		£1.65			£1.65	£0.00	£1.65	OS	
Issue of a new licence		£300.00			£300.00	£0.00	£300.00	OS	
Deposit of site rules		£30.00			£30.00	£0.00	£30.00	OS	
Transfer and alteration of a licence		£100.00			£100.00	£0.00	£100.00	OS	

6. Recommendation

Members are asked to approve charges for the next year as detailed below;

Housing Enforcement Charges:

Members are requested to recommend to Council the increased fees for 2017/18 with further work to be undertaken to review impacts prior to 2018/19 fee setting.

Mobile Home Fees:

Members are requested to recommend to Council the maintained fees for 2017/18 and reviewed again in 2018/19.

FEES AND CHARGES REPORT

APPENDIX K - TRINITY ARTS CENTRE SERVICES

1. Background

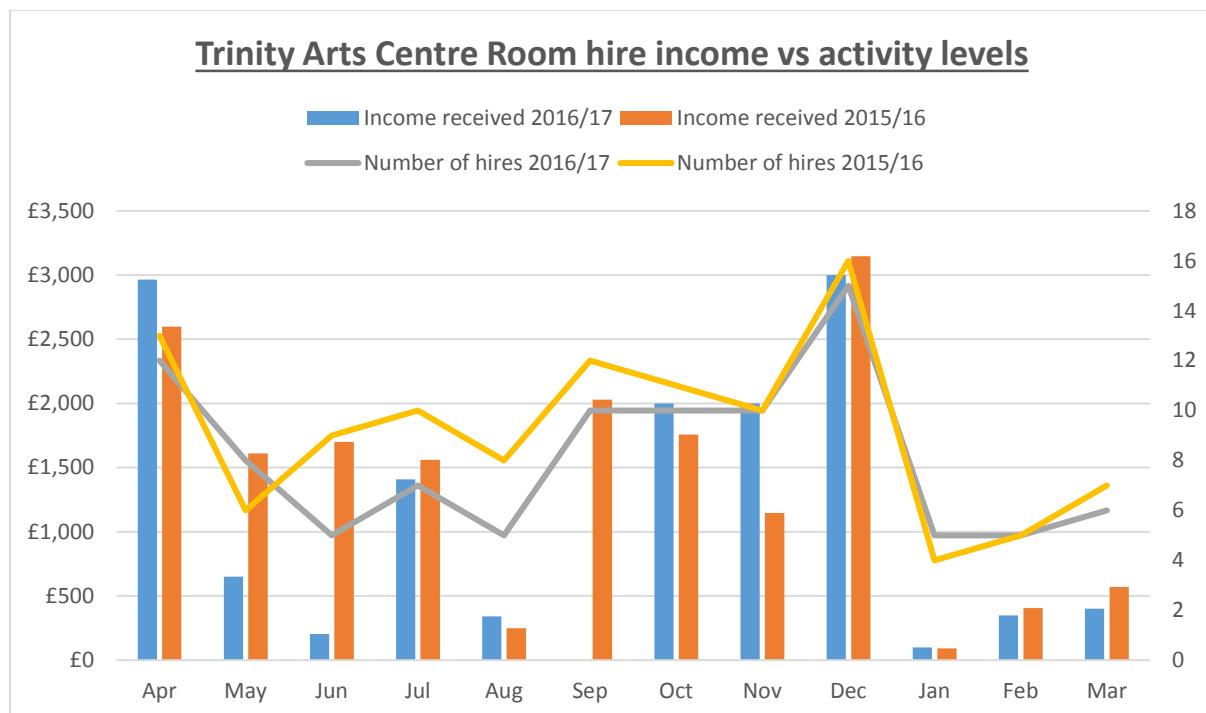
Since the introduction of a new model of operation in 2011 the offer and financial performance of Trinity Arts Centre has continued to grow. The Centre now operates on a commercial basis which has delivered growth in income and controlled costs.

The artistic programme is booked on a commercial basis and acts and films are secured to ensure the best return possible. All performances are monitored to ensure they positively contribute to the bottom line and loss making performances are removed from the programme. Profitability of the programme has been increased by the introduction of a hire package for touring shows and concentration on a split percentage of takings. Previous to 2011 the booking policy for shows was to offer visiting companies a guaranteed fee for performing. In some, if not most, cases the ticket sales generated were less than the guaranteed fee resulting in the performance running at a loss.

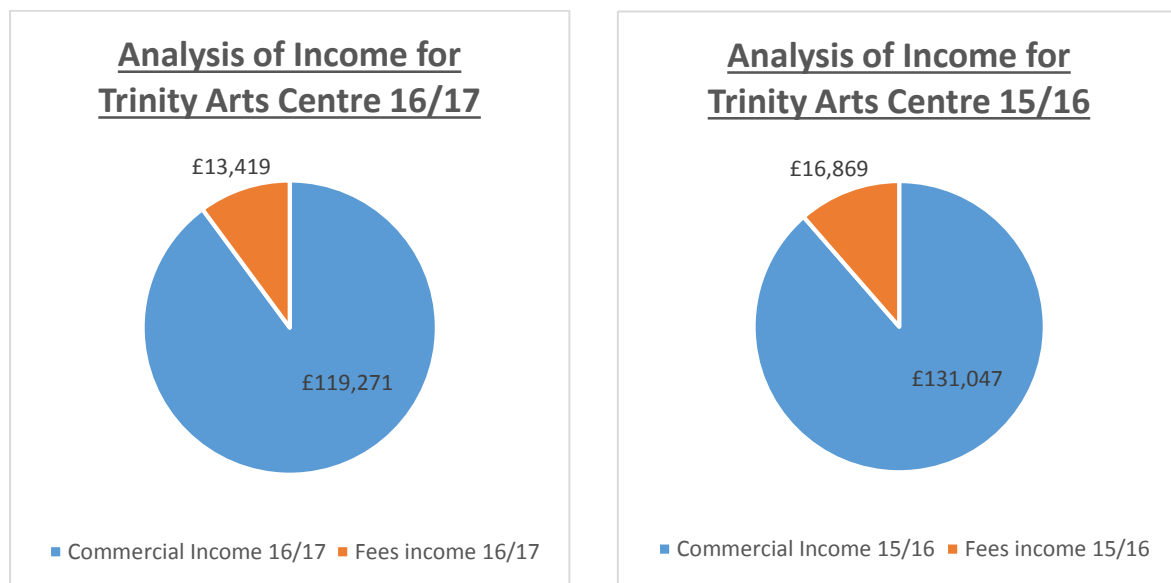
The only area of the business which is affected by fees and charges are room hires within the building. This is a very small area of the business and having these included within the fees and charges is restrictive. It would be ideal if room and auditorium hires could be booked on a booking by booking basis to ensure a financial return. For example the current set charges take no account of whether additional staffing is required or whether the Centre is open. Flexibility would allow a greater financial return for the arts centre and would allow this to be balanced with the current staffing structure.

2. Impact of Different Options

Please note that October 16 to March 17 is a forecast.



The fees and charges income element makes up a very small portion of the overall income taken at Trinity Arts Centre. The following charts for the last 2 years illustrates this:



It is therefore proposed to remove the room hire from the fees and charges review and make it a price on application process as there are a variety of different customers and the Trinity Arts Centre Manager makes commercial decisions on the fee to charge based on the customer. Hourly rates for staff have been established by the Finance Department to ensure that costs are recovered.

3. Pricing

	Actual 14/15	Actual 15/16	Forecast 16/17	Budget 17/18
Income	-129,843	-139,896	-132,100	-132,100
Direct Costs	158,040	159,123	167,300	165,800
Overheads	160,884	141,614	143,817	136,417
Net Income	189,081	160,841	179,017	170,117

Given the very bespoke nature of the services offered at the Trinity Arts Centre it is difficult to benchmark as the fee is on a case by case basis. The financial performance of the Trinity Arts Centre is very well managed.

4. Understanding Customers and Markets

Whilst the income from the programme has grown the income from hires has reduced. At the height of the recession many companies would bring a show to Trinity on a hire basis as this was the only way they could get into theatres. However, over the recent year the trend has been more towards a split of the takings. This still represents good value for Trinity Arts Centre with limited financial risk.

Customers have responded well to the increase offer at Trinity Arts Centre and positive feedback has been received regarding the programme and increased offer of events. This has had a massive impact on income during recent years.

5. Proposed Charges

It is proposed that Trinity room hire fees and charges are removed from the fees and charges process.

6. Recommendation

Members are asked to approve the removal of the room hire fees and charges from the fees and charges schedule. Fees will be price on application as decided by the Trinity Arts Centre Manager as detailed within the report.

FEES AND CHARGES REPORT

APPENDIX L – WASTE SERVICES

1. Background

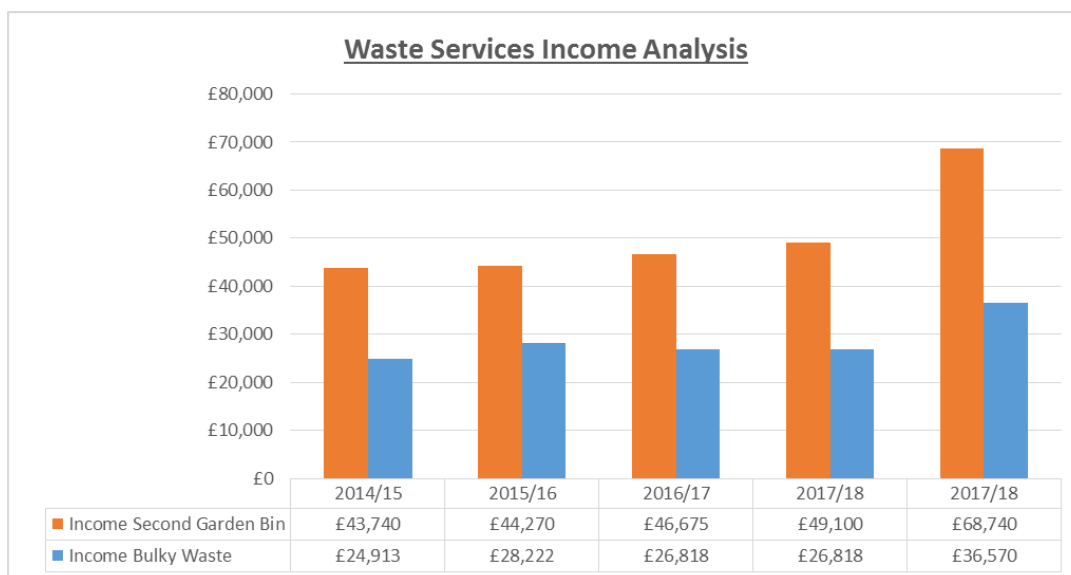
Waste services offers a range of much needed services to the local community including the collection of standard household and green waste collection, bulky and clinical waste collections and mechanical road sweeping. In addition to these services private road sweeping and collection of bulky items such as fridges and freezers from commercial premises.

Fees and Charges have increased in line with inflation for a number of years. The report focuses on the elements that could bring in extra income.

Commercial Waste charges will not be included in this review as this area has been subject to a recent business case for full implementation of the service which was approved at Commercial Board. This included a new charge to remove schools waste recycling.

2. Impact of Different Options

The chart below shows the income impact over the previous three years and the impact in the next financial year if charges remain the same or are charges at the proposed increase assuming demand stays constant resulting in additional income of £29,392 per year.



It is difficult to benchmark the possible implications of increasing the cost of an annual subscription for additional bins as very few other councils run this model, however demand has remained stable indicating that a price increase should be accepted by the users of this service.

3. Pricing

Waste Services are provided to the local residents of West Lindsey and do not have to compete with other councils or private businesses for their main customer base.

The tables below shows the income and total costs and net income for the garden waste bins and the bulky waste services.

Second Garden Waste bins	Actual	Actual	Forecast	Budget
Year	2014/15	2015/16	2016/17	2017/18
Income	£43,740	£44,270	£46,675	£68,740
Direct Costs	£47,885	£32,445	£47,032	£38,194
Overheads	£43,169	£38,009	£27,249	£27,246
Total Costs	£91,054	£70,455	£74,281	£65,440
Net Income	-£47,314	-£26,185	-£27,606	£3,300

Bulky Waste Collection	Actual	Actual	Forecast	Budget
Year	2014/15	2015/16	2016/17	2017/18
Income	£24,913	£28,222	£26,818	£36,570
Direct Costs	£27,274	£20,684	£29,787	£24,195
Overheads	£24,588	£24,231	£17,258	£17,916
Total Costs	£51,861	£44,915	£47,045	£42,111
Net Income	-£26,948	-£16,693	-£20,227	-£5,541

4. Understanding Customers and Markets

Waste services as mentioned above offers a much needed service within the local community. As the charges have had inflationary increases in previous years these increases should be accepted by the users of the service as it is in line with previous years. For the charges above inflation, there appears to be little correlation between a price increase and a fall in demand, the table below projects the impact of a 20% reduction in demand.

	20% decrease in customers	Forecast Income
Second green bin @ £35	£8,006	£21,075
Bulky waste @ £30	£1,418	£8,800
Total	£9,424	£29,875

5. Proposed Charges

For non-statutory charges the Waste Service proposes to apply a inflationary increase to most of the charges other than those identified in the report as increasing beyond this as illustrated below;

	Current charge	Proposed charge
Garden waste and blue additional waste sacks	£8	Add inflation
Delivery of sacks	£11-90	Add inflation
Postage of sacks	£2	Add inflation
Second garden waste bin annual charge	£25	£35
Wheeled bin replacement-Black	£33	£33
-Blue	£33	£33
-Green	£33	£33
Supply of new wheeled bin-black	£33	£33
-blue	£33	£33
-green	£33	£33
Bulky waste-up to 6 points	£22	£30
-each additional point	£4	£4
Commercial fridges and freezers	£86	Add inflation
Collection of clinical waste	£0	No change
Private roadsweeping- two hours	£88	Add inflation
-additional hours	£44	Add inflation

Second garden waste bins

By April 2016, West Lindsey will be the only council in Lincolnshire to offer a free garden waste collection service to most of its residents, the table below shows what other councils are charging from April 2016.

Council	First bin	Additional bins
East Lindsey	£30	£30
North Kesteven	£30	£15
South Kesteven	£33	£16-50
CoLC	£33	£33
BBC	£30	£15
South Holland	£49+£15 initial charge	£30
West Lindsey	£0	£25

The garden waste service cost West Lindsey £807k to provide in 2015/16, additional green bins account for 4.5% of the service, this gives an operational cost of £20.51 to empty each bin for a year for full cost recovery.

It is difficult to benchmark the possible implications of increasing the cost of an annual subscription for additional bins as very few, if any, other councils run this model. The table below shows the level of charge for additional garden waste bins over preceding years and the level of take-up.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Charge	£22-80	£22-80	£23-40	£24	£25
Income	£29,274	£25,286	£34,343	£43,740	£44,270

Customers	1284	1109	1467	1822	1770
Cancellations	116	63	45	28	65

This table appears to show there is little correlation between a price increase and a fall in demand, indeed the only year the price remained stable, demand reduced. Every other year the price has increased and so has demand. Cancellations also appear to show no correlation with price increases, it should be noted that cancellations occur for a variety of reasons, not just due to an increase in price.

Between 2011/12 and 2014/15 an average of 97 new customers joined the service per year.

Should an increase take place, the potential levels of additional income are demonstrated in the table below;

		£25	£30	£35
Demand continuing as now	Total Income	£46,675	£56,010	£65,345
	New Income	£2,405	£11,740	£21,075
10% decrease	Total Income	n/a	£50,409	£58,810
	New Income	n/a	£6,139	£14,540
20% decrease	Total Income	n/a	£44,808	£52,276
	New Income	n/a	£538	£8,006

The proposed charges are therefore detailed as below;

		Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT Rate
		2016/17 £	Apply %	Apply £	2017/18 £	£	2017/18 £	
		2.20%			20%			
Garden waste and additional blue sacks	Per 5 sacks or stickers.	£8.00	y		£8.18	£0.00	£8.00	OS
	Postage & Packaging of 5 sacks	£2.00	y		£2.04	£0.00	£2.00	OS
Trade waste sacks	Per 10 sacks or stickers	£26.70	y		£27.29	£0.00	£27.00	OS
Other waste sacks (eg. Schools)	Per 50 sacks or stickers	£80.00	y		£81.76	£0.00	£82.00	OS
	Delivery of sacks	£12.00	y		£12.26	£0.00	£12.00	OS
Garden waste wheeled bin (Annual charge)	Collection of 2nd and subsequent bins.	£30.00	n		£30.00	£0.00	£30.00	OS
Wheeled Bin replacement (supply & delivery)	Residual, garden waste (each bin)	£33.00	n		£33.00	£0.00	£33.00	OS
	Blue Recycling	£33.00	n		£33.00	£0.00	£33.00	OS
Wheeled Bins for new properties (supply & delivery)	Residual, garden waste (each bin)	£33.00	n		£33.00	£0.00	£33.00	OS
	Blue Recycling	£33.00	n		£33.00	£0.00	£33.00	OS
Bulky household waste collections	Collection articles worth up to 6 points	£22.00	n	£8.00	£30.00	£0.00	£30.00	OS
	Additional articles worth 1 point collected at the same time	£4.00	n		£4.00	£0.00	£4.00	OS
Collection and disposal of Fridges and freezers from Commercial premises		£86.00	n		£86.00	£0.00	£86.00	OS
Collection of clinical waste		£0.00	n		£0.00	£0.00	£0.00	OS
Private road sweeping per hour	Minimum charge of 2 hours	£73.33	n		£73.33	£14.67	£88.00	S
	Charge per hour thereafter	£36.67	n		£36.67	£7.33	£44.00	S

6. Recommendation

Members are requested to approve the charges for the 2017-18 financial year as detailed below.

It is recommended that the supply of additional garden waste bins increase to £35 per year. There will be an increase in charge of bulky waste collection to £30 for the first six points. Clinical waste to remain free of charge, and all other waste services charges to increase by inflation.

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		
Date	Title	Lead Officer	Purpose of the report
31/01/2017	Corporate Plan	Manjeet Gill	To present the refreshed Corporate Plan
	Progress and Delivery Q3	Mark Sturgess	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
	Saxilby Neighbourhood Plan	Luke Brown	To receive the plan and pass for referendum
	Housing Allocations Policy & Partnership ToR	Michelle Howard	<ol style="list-style-type: none"> 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.
	Monitoring of Festivals - Caistor MR	Karen Whitfield	To provide feedback on the impact of the festivals held in market rasen and caistor.

	Food and Farming LDO stage 3 report	Marina Di Salvatore	Stage 2 agreement from Growth Board
	Waste Services Policies	Ady Selby	To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity
	Scotter Neighbourhood Plan	Luke Brown	To approve the Neighbourhood Plan for referendum
	Development Partner (Gainsborough)	Eve Fawcett-Moralee	Committee approval for list of potential bidders
	Annual Review of Commercial Plan	Penny Sharp	To approve the annual review of the Commercial Plan
	Empty Property Compulsory Purchase Order - Caistor	Andy Gray	To present information in relation an empty property CPO in Caistor
	market proposals following call-in tbc	Ady Selby	to reconsider the future options for the market following call-in by c and i cttee
31/01/2017 Total			
21/03/2017	Rural Transport Proposals	Grant White	to present proposals relating to rural transport (grant please extend)
	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
	Brattleby Neighbourhood Plan	Luke Brown	To approve the Neighbourhood Plan to move to referendum.
	market proposals - after call-in	Ady Selby	to receive further proposals on the future operation of Gainsborough Market
21/03/2017 Total			
02/05/2017	Progress and Delivery Q4	Mark Sturgess	To present Progress and Delivery (Projects and Services)monitoring information to the end of Period 4
	Food Enterprize Zone	Eve Fawcett-Moralee	funding requirements for the FEZ (eve please extend)
	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 new leisure contract and assurance that the project is running in line with agreed parameters and timescales
02/05/2017 Total			
12/09/2017	Market Rasen Car Parking	Sarah Troman	To provide an update on the impact of introducing car parking charges in Market Rasen
12/09/2017 Total			
Grand Total			

Future Workplan Items still being scoped /no definitive timeline set: -

- Council Depot Rationalisation
- A15 Growth
- Show Ground MasterPlan
- Riseholme
- RAF Scampton
- Review of Wolds AONB Joint Working
- Syrian Refugees
- Lincolnshire Spatial Planning / Strategic Infrastructure Review
- Central Lincolnshire Local Plan Monitoring
- Trading Company – Policy Approval
- Closer to the Customer Programme
- Service Review – Stage 1 approvals

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