

Guildhall Gainsborough
Lincolnshire DN21 2NA
Tel: 01427 676676 Fax: 01427 675170

AGENDA

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

Prosperous Communities Committee
Tuesday, 12th September, 2017 at 6.30 pm
Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members:

- Councillor Mrs Sheila Bibb (Chairman)
- Councillor Mrs Gillian Bardsley (Vice-Chairman)
- Councillor Steve England (Vice-Chairman)
- Councillor Owen Bierley
- Councillor Christopher Darcel
- Councillor Michael Devine
- Councillor Paul Howitt-Cowan
- Councillor Mrs Pat Mewis
- Councillor John McNeill
- Councillor Mrs Maureen Palmer
- Councillor Mrs Lesley Rollings
- 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**
 - a) Minutes of the Special Prosperous Communities Committee held on 11 July 2017 (PAGES 3 - 8)
 - b) Minutes of the Prosperous Communities Committee held on 18 July 2017 (PAGES 9 - 26)
4. **Matters Arising Schedule** (PAGES 27 - 34)
Setting out current position of previously agreed actions as at 4 September 2017

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

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 Future Provision (PAGES 35 - 40)
- b) Brownfield Land Register (PAGES 41 - 46)
- c) Consultation Garden Waste Options (PAGES 47 - 56)
- d) Crematorium Development (PAGES 57 - 62)
- e) Work Plan (PAGES 63 - 66)
- f) Presentation from Brendan Dyson, National Market Traders Federation

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) Market Proposals - After Call-in (PAGES 67 - 72)
- b) Gainsborough Marina & Property Acquisition (PAGES 73 - 96)

Mark Sturgess
Interim Head of Paid Services
The Guildhall
Gainsborough

Date Not Specified

Prosperous Communities Committee- 11 July 2017
Subject to Call-in. Call-in will expire on Monday 24 July 2017 at 5pm

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Special Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 11 July 2017 commencing at 6.00 pm.

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

Councillor Owen Bierley
Councillor Christopher Darcel
Councillor Michael Devine
Councillor Paul Howitt-Cowan
Councillor Mrs Pat Mewis
Councillor John McNeill (6.17pm)
Councillor Mrs Maureen Palmer
Councillor Mrs Judy Rainsforth

In Attendance:
Eve Fawcett-Moralee Director Economic & Commercial Growth
Ian Knowles Director of Resources and S151 Officer
Mark Sturgess Chief Operating Officer
Jo Walker Team Manager Projects and Growth
Katie Coughlan Governance & Civic Officer

Also In Attendance: Councillor Giles McNeill
Councillor David Cotton
Councillor Jeff Summers
Councillor Ian Fleetwood
Councillor Matthew Boles

Apologies: Councillor Mrs Lesley Rollings
Councillor Trevor Young

Membership: Councillor Judy Rainsforth substituting for Councillor
Trevor Young

20 MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

21 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

22 PROCUREMENT OF A DEVELOPMENT PARTNER: INVITATION TO SUBMIT DETAILED SOLUTIONS

West Lindsey District Council had committed to an ambitious programme of housing growth and town centre regeneration in Gainsborough which would build on the success of previous development and enable the town to fulfil its potential as an attractive and thriving sub-regional centre. Securing a strategic development partner was integral to the success of this programme and the delivery of the vision for Gainsborough and the District.

In October 2016, Members had approved the Contract Notice (OJEU Notice) and the Memorandum of Information that set out the scope of the procurement for the Development Partner.

Members had also approved the Selection Questionnaire (“**SQ**”) and related evaluation criteria to enable the Council to shortlist bidders for the next stage of the procurement process, referred to as the ISOP (Invite to Submit Outline Proposals) stage.

Following these approvals, on 14 November 2016, the Contract Notice was published in the Official Journal of the European Union (“**OJEU**”) inviting expressions of interest from organisations wishing to enter into a long term Joint Venture with the Council to deliver a phased programme of commercial and housing development in Gainsborough.

The Council was conducting the procurement in accordance with the Competitive Dialogue procedures pursuant to Regulation 30 of the Public Contracts Regulations 2015.

Following the receipt of expressions of interest from a number of developers, on 27 February 2017, Members acknowledged the results of the SQ evaluation and the proposed shortlist of four Participants to invite to ISOP stage. Members at this stage had also approved the ISOP documents for publication.

The ISOP document had subsequently been published, and as a result on 8 May the Council received two compliant ISOP submissions. The names of the two companies were shared with the Committee, together with details of those two companies who had chosen not to proceed and the reasons for this.

Members also noted that as a result, the down-selection process would no longer be required.

Members were therefore asked to acknowledge the shortlisted candidates to proceed to the “Invite to Submit Detailed Solutions (ISDS)” stage of the process. Members were also asked to approve the proposed ISDS document which had been appended to the report.

In order to aid Members' understanding of the process to date, the process going forward and the purpose of the ISDS document, the Director of Economic & Commercial Growth, the Team Manager for Projects and Growth and the Section 151 Officer, made a presentation to Members.

During the presentation, Members were provided with information relating to the following: -

- Further information on the companies that had both chosen to decline to proceed to the next stage and the reasons for this;
- Further information on the two companies who had made compliant submissions at the ISOP stage;
- Detailed information on each of the compliant submissions' key strengths and areas for further development at the ISDS stage;
- Examples of schemes previously delivered by the two companies remaining in the process, together with artists impressions of how their proposed schemes for sites within the town may look;
- The next stage of the process and how the analysis of the submissions had been undertaken and used to inform and refine the ISDS document;
- The key components of the proposed ISDS document, particularly the proposed sites selected for inclusion in phase 1 (5 years), those deferred to phases 2 and 3 (5 – 10 years) and 10-12 (years);
- The proposed scope for each of the sites selected for phase 1 of the ISDS subject to competitive dialogue;
- Details of a potential development solution concept;
- A financial summary based on the information which had been gathered through the ISOP stage, including viability gaps for all the original proposed sites and options for funding any gaps;
- The proposed financial solution as result, which included a proposal to commit enabling funding from reserves, and request financial solutions from the bidders as part of the ISDS, as opposed to the previous proposal to borrow. Noting that the financial solution would form part of the negotiated outcome of the procurement process.
- The revised legal solution for delivery, which was being proposed as a result of the negotiations at ISOP stage, including the rationale for this and the benefits it afforded.
- The next stages of the process and the outline timeline if the ISDS document and proposed funding was approved.

Members asked a number of pertinent questions and sought assurance on a number of matters. Concern was expressed at the viability gaps identified, however the revised financial solution, was more favoured. Officers outlined the independent advice and in house expertise which had been sought in working up the proposals and were confident the financial appraisal reflected the current market. It was also noted that competitive dialogue procurement allowed for flexibility and was particularly used when it was difficult to specify exact requirements, hence why a number of sites had options for development, rather than definitive schemes at this stage.

Members were very clear that any leisure offer development must complement the current leisure offer. Of paramount importance also was the enhancement of green space on

Whitton's gardens. Officers indicated both requirements had been made clear through the ISDS documentation and negotiations. Member briefings would also be held as negotiations proceeded in order to give Members assurance that these were proceeding in line with their aspirations and to keep them informed as the schemes were further worked up and refined.

Assurance was also given that the need to acknowledge and reflect the heritage value of a number of the proposed sites would also be made clear through the ISDS documentation and negotiations.

In responding to questions regarding future proofing parking within the town, if development as planned proceeded, Officers indicated that they would shortly be submitting proposals regarding car parking within the town and confirmed that consideration had been given to short, medium and longer terms solutions, and had taken into consideration the implications/impact of the development partner work.

In concluding, Members acknowledged and thanked Officers for the work undertaken to date, and welcomed the aspiration shown.

On that basis, and with the exception of one abstention, it was unanimously **RESOLVED** that:

It be **RECOMMENDED** to the Corporate Policy and Resources Committee that:

- (a) the proposed Invitation to Submit Detailed Solutions (ISDS) document appended to the report, which constitutes the Council's brief to deliver a significant part of the regeneration plans for Gainsborough be approved;
- (b) officers be authorised to commence the next stage of the procurement process and enter into "competitive dialogue", to further test the development, financial and legal solutions as presented with the Participants, to enable the detailed assessment of the regeneration impact of the solutions and their financial benefits to the Council to be made, and reported back to Members in December;
- (c) the revised financial considerations outlined in the financial implications section of the report be approved and the commitment of £5m of reserves to support the programme, subject to rigorous testing of the final financial strategy through the final stages of the procurement process be agreed;
- (d) the Director of Resources, in consultation with the Chairs of Prosperous Communities and Corporate Policy and Resources Committees, be granted delegated authority to agree any final changes (in line with the key development and funding principles) to the ISDS document.

The meeting concluded at 6.40 pm.

Prosperous Communities Committee- 11 July 2017
Subject to Call-in. Call-in will expire on Monday 24 July 2017 at 5pm

Chairman

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Prosperous Communities Committee- 18 July 2017

Subject to Call-in. Call-in will expire at 5pm on Wednesday 9 August 2017

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 18 July 2017 commencing at 6.30 pm.

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

Councillor Owen Bierley
Councillor Christopher Darcel
Councillor Michael Devine
Councillor Mrs Pat Mewis
Councillor Giles McNeill
Councillor John McNeill
Councillor Mrs Maureen Palmer
Councillor Mrs Judy Rainsforth
Councillor Trevor Young

In Attendance:
Mark Sturgess Chief Operating Officer
Eve Fawcett-Moralee Director Economic & Commercial Growth
Andy Gray Housing and Communities Team Manager
Michelle Howard Home Choices Team Manager
James O'Shaughnessy Team Manager BI and Corporate Governance
Amanda Boutell Employment and Skills Project Officer
Veronica Edwards Housing and Communities Officer
Diane Krochmal Housing Strategy and Supply Manager
Katie Coughlan Governance and Civic Officer

Also Present: Councillor Tom Smith

Apologies: Councillor Paul Howitt-Cowan
Councillor Mrs Lesley Rollings

Membership: Councillor Giles McNeill substituting for Councillor Paul Howitt-Cowan
Councillor Judy Rainsforth substituting for Councillor Lesley Rollings

23 PUBLIC PARTICIPATION

There was no public participation.

24 MINUTES OF PREVIOUS MEETING

- (a) Meeting of the Prosperous Communities Committee – 6 June 2017

RESOLVED that the minutes of the meeting of the Prosperous Communities Committee held on 6 June 2017 be confirmed and signed as a correct record.

25 MATTERS ARISING SCHEDULE

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 10 July 2017.

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

26 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest made at this stage in the meeting.

27 BRATTLEBY NEIGHBOURHOOD PLAN

Consideration was given to a report which presented the up-to-date position in terms of the development of the Brattleby Neighbourhood Plan. The report recommended that the Plan proceed to the Public Referendum stage following a successful independent examination.

The Committee commended the work undertaken by the community to date, acknowledging the significant work required to get to this stage in the process, particularly for smaller communities. The Committee further welcomed the submission of many more Neighbourhood Plans to come.

RESOLVED that the Brattleby Neighbourhood Plan be formally approved to advance to the Public Referendum stage, in line with the advice received from the Independent Examiner.

28 PROGRESS AND DELIVERY PERIOD 1

Members gave consideration to a report which assessed the performance of the Council's services and key projects through agreed performance measures. A revised set of measures was appended to the report for approval. Members were asked to review performance and recommend areas where improvements should be made, having regard to any remedial measures already included within the report.

The report summary was structured to highlight those areas that were performing above expectations, those areas where there was a risk to either performance or delivery and those areas where further work was required to either improve the quality of the information provided to Members or where work was already underway to address poor performance.

Areas described as performing well included: The Budget, Building Control and Local Land Charges.

Those areas described as risks included: Enforcement; Food Safety (Regulatory Team), Gainsborough Markets and Homelessness.

Future work would be undertaken regarding the measurement of customer satisfaction.

Further information was given on each of the above.

Debate ensued and Members asked a number of questions of Officers particularly in respect of the homelessness service, seeking clarity as to the factors which were driving the increase and how demand and emergency need was been managed.

In responding Officers confirmed that the number of rough sleepers across the District remained low, with the target being zero. The increase in demand related to an increase in those individuals and families who were finding themselves in difficulty and seeking support from the Council. A number of factors driving this increase were changes to Welfare Reform and reduced access to other services such as mental health. There was also a shortage of appropriate accommodation, particularly for young people and large families. Officers had worked closely with Acis to reduce the length of time between a person being allocated permanent accommodation and actually moving from temporary accommodation, this was helping to alleviate the pressure on temporary accommodation.

Unfortunately the Authority did on occasion have to use Bed and Breakfast establishments as temporary accommodation, this was never the preferred option. It was stressed that Members would be advised when such establishments had been used, as this was now a performance measure.

A member also expressed dissatisfaction at the market's performance and the continued delay of the options paper for this service, despite the poor performance.

Officers were accepting of these views but gave assurance that all of those issues that had been previously raised when first debating the options paper, that had not been accepted, had been thoroughly worked through. This had taken considerable time and it was important that the paper was fit for purpose. A number of operational changes previously proposed had not been implemented in their entirety, as this had not been possible in light of the fact that the paper had previously been rejected. The Options paper would be represented for consideration at the Committee's September meeting.

Concern was also expressed that the Food Inspection target had not been met. Members acknowledged that this was an important service, with serious implications if it was not running effectively.

In responding Officers acknowledged Members concerns and advised that this was the first quarter that the service appeared to be at risk of poor performance, however a review of the service was planned for early August to ensure the service remained effective.

On that basis it was:-

RESOLVED that: -

- (a) the new measures proposed, as detailed in Appendix 1 of the report, be approved; and
- (b) having critically appraised the performance of services and key projects, and having had regard to the remedial measures suggested in the report, and the information provided in response to Member questions, no further action be requested at this stage.

29 HOUSING STRATEGY

Consideration was given to a report which introduced the draft West Lindsey Housing Strategy 2017 – 2022 and associated implementation plan and which sought Members approval for the document to be used for formal consultation purposes.

West Lindsey District Council had a key role to play in supporting the provision of good quality housing across all tenures to meet the needs of current and future residents which in turn underpinned economic growth and the success of our communities. The West Lindsey Housing Strategy 2017-2022 therefore would provide the framework to support the council's ambitions and priorities for housing from 2017 – 2022 in order to achieve its vision where 'Everyone has access to good quality housing which meets their housing need and aspiration'. At the same time it would highlight the challenges facing the District together with opportunities.

The implementation of the Plan would support a number of themes within the Corporate Plan and would be delivered through three themes:-

- Theme 1; Driving housing growth to meet housing need
- Theme 2; Improving homes and transforming places
- Theme3; A partnership approach to support choice, wellbeing and independence

The Housing Strategy would provide the key link between the West Lindsey Corporate Plan, the Central Lincolnshire Local Plan 2012 – 2036 and a number of other key plans and strategies.

Members noted the key stakeholders who would be consulted, together with the implementation plan which was being formulated and continued to be populated.

It was noted that following consultation a finalised Strategy would be submitted to the Committee for approval.

Debate ensued and Members firstly congratulated the Housing Strategy and Supply

Manager on her new role within the organisation.

Members welcomed the work undertaken and the aspiration shown in the Strategy. Members asked a number of pertinent questions of Officers and acknowledged the challenge rural delivery would present.

Regarding off-site contributions, Officer confirmed that on site provision was always the preferred option however the Authority had taken off-site contributions. A Policy regarding this was currently being formulated. Officers further confirmed that no contributions had ever been returned.

Regarding the vision, Members commented on how pleasant surroundings had a huge impact on a person's health and well-being and requested that the vision be extended and amended to read: -

“.....promoting their health and well-being through a sympathetic approach to the opportunity for enhancing the natural environment through that development”

RESOLVED that the draft West Lindsey Housing Strategy 2017-2022 and associated Implementation Plan, be approved for formal consultation purposes, noting Members comments regarding the vision

30 RECOMMENDATIONS FROM CHALLENGE AND IMPROVEMENT COMMITTEE - YOUTH UNEMPLOYMENT

Following work undertaken by the Challenge and Improvement Committee, consideration was given to a report which set out for Members: -

- the context and purpose of the West Lindsey Employment and Skills Partnership;
- summarised the work that had been undertaken by the Challenge and Improvement Committee on the subject of Youth Unemployment
- identified a proposed schedule of work to be undertaken by West Lindsey Employment and Skills Partnership with support from the Employment and Skills Project Officer, in respect of the identified issues around youth unemployment
- offered Members of the Committee an opportunity to help support solutions to address some of the issues raised within the report.

Lengthy debate ensued and Members asked a number of questions of the Employment and Skills Project Officer regarding the work she undertook and the relationships she had with local schools and employers. Congratulations were paid on the success of the skills fayre.

Regarding the last recommendation within the report, the Chairman indicated that she wished to remove this, in light of the fact that the Committee had at its last meeting appointed a Member Champion for Skills and Young People, and thus it was suggested this work should sit within the remit of that Member.

Further debate ensued regarding the procedure for appointing Champions and the purpose of them. It was questioned whether each champion should have a job description etc. The

Chairman indicated that following comments expressed at previous meetings, she would be giving further consideration to the role of Member Champs over the coming months and would be working in consultation with the Governance and Audit Committee on this matter.

On that basis it was **RESOLVED** that: -

- (a) the work undertaken to date by the Challenge & Improvement Committee be recognised and the issues raised, action to be taken and work currently underway to address the issues be noted;
- (b) the “draft” schedule of work outlined in the report be reviewed and Members provide feedback on any omissions or amendments direct to Officers by the end August 2017;
- (c) the schedule of work be co-ordinated by the Employment & Skills Project Officer with support from the West Lindsey Employment & Skills Partnership; and
- (d) the current Member Champion for Young People and Skills (Councillor R Shore) be requested to attend quarterly meetings and to publically represent the Partnership at external meetings and events.

31 RECOMMENDATIONS FROM CHALLENGE AND IMPROVEMENT COMMITTEE ARISING FROM 6 MONTH HEALTH COMMISSION UPDATE REPORT

Consideration was given to a report which presented recommendations made by the Challenge and Improvement at their meeting on 27 June, on them having received a position update on the activity of the Health Commission since January 2017, for consideration and approval.

The first related to representation on the Health and Wellbeing Board and the second to reviewing the future length and scope of the Health Commission.

The Committee were provided with the full position update as presented to the Challenge and Improvement Committee and in which information was detailed in support of the two recommendations.

Debate ensued, and with regard to the first recommendation, the Committee indicated that both forms of approach, as opposed to the “or” suggested, should be made to the Health and Wellbeing Board.

Officers advised that as a result of the Commission’s work, health services had started to show a much increased interest in the role the District Council could play.

Regarding the second recommendation, whilst Members were happy to support this, some were of the view that it was important the Commission did not continue indefinitely.

On that basis it was **RESOLVED** that the **RECOMMENDATIONS** be supported and thereby:

- (a) a formal request for additional District Council representation at the Lincolnshire Health and Wellbeing Board be made by the following means: -
 - (i) a formal request be made by WLDC in isolation, via a letter from the chair of the Prosperous Communities Committee and Health Commission; and
 - (ii) the Chairman of Prosperous Communities Committee and Health Commission seek the collective support of the other six district councils to write to the Health and Wellbeing Board collectively; and
- (b) the work of the Health Commission continue, and a review be undertaken every six months to determine the progress, outcomes and future need and remit of the Health Commission.

32 WORK PLAN

Members gave consideration to the Committee Work Plan.

Officers confirmed that the list of items detailed at the conclusion of the Plan would be reviewed and a large number removed, as these had now been superseded.

Officers further indicated they continued to review the Governance paths for reports in order to avoid duplication and double handling. Members recalled that the “straight to Council route” had not eventually been put forward in the Annual Review of The Constitution but suggested that maybe this should be considered again with assistance from the Governance and Audit Committee. The comment was noted.

RESOLVED that the Work Plan as set out in the report, be received and noted.

33 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

Once in closed session the Chairman advised that she intended to vary the order of the agenda, taking the Car Park Update Report (agenda item 9 (a)) as the last item of business. Members were further advised that an addendum to this report had been prepared, and this was duly circulated. At 8.05 pm a 10 minute adjournment was granted in order that Members could consider the tabled information.

The meeting reconvened at 8.15pm.

34 CAISTOR HILL CREST PARK RURAL ENTERPRISE DEVELOPMENT

The Committee gave consideration to a report which sought support from Members to recommend to the Corporate Policy and Resources Committee the granting of a commercial loan of £200,000 to support the redevelopment of a site and creation of new business units within Caistor.

Providing support and infrastructure for start-ups and the micro-business sector was a priority for WLDC and was clearly identified within the West Lindsey Economic Growth Strategy.

Members have previously considered the report at their meeting on 6 June 2017, and deferred the decision pending further information regarding the Business Plan in order that they could be assured that the Project was likely to deliver as expected.

In presenting the report Officers indicated that all those concerns previously raised by Members had been further investigated and the outcome of each, and further re-assurance was reported in the table included within the Executive Summary of the report.

It was noted that there was a drafting error within the legal agreement at 3.1 (b) (i) and Officer gave assurance this would be rectified, should the proposal be agreed.

Debate ensued and a number of Members indicated that the additional information provided, was most useful and had given them the assurance they had required. However some other Members still had concerns regarding the proposal, they were not convinced that the business need had truly been established, making reference to previous similar developments within the town of Gainsborough, which in their view had not delivered their original objective. There were concerns around the financial soundness of the business, the ability of the Council to recover its monies in the event of non delivery and a number of Members were still concerned over the relationship of the applicant with a particular Member of the Council.

In responding Officer's re-iterated the advice which had been received from the Monitoring Officer, regarding the applicant's position. It was also stressed that it was important to treat all applicants the same, despite who they may be related to, this should not disadvantage a resident / business within the District.

The Committee were reminded of their role, noting that the financial detail was the remit of the Corporate Policy and Resources Committee to determine. Members of this Committee needed to assure themselves that these proposals were in line with the Committee's aspiration for Economic Growth and Business development across its market towns.

Officers stressed in bringing this proposal to Members it was in acknowledgement that there were currently no specific funding streams for rural developments, as there were in Gainsborough, and considered this development did meet the Council priority of rural economic growth.

In the fullness of time it was likely that a Commercial Loan Policy would need to be developed as such requests were likely to continue to be made.

Some Members acknowledged that a bank's decision to lend, looked at different factors, with little or no acknowledgement of any social return and regeneration benefits the proposal

would be bring to an area.

Officers again re-iterated the proposed mitigation measures which would be put in place to safeguard the loan, including those listed in the Section 151 Officer Comment's section of the report. In responding to comments it was further confirmed that any future sale of the land would only be with the Authority's permission (if a loan was agreed).

A Member indicated that he could not see reference to a first charge, included in the legal agreement and again Officers, undertook to ensure this was included (if a loan was agreed).

Following much debate and opposing views having been expressed, it was: -

RESOLVED to RECOMMEND to the Corporate Policy and Resources Committee that: -

- (a) a Capital Budget of £200,000 for a commercial loan to Hillcrest Park Properties Ltd, to enable the redevelopment of the Hillcrest site in Caistor in line with the planning permission which has been granted and this be funded from Prudential Borrowing, be approved. (The commercial loan to be conditional on the applicant securing a full funding package for the development and providing evidence to this effect);
- (b) the proposed Loan Agreement, appended to the report be approved; and
- (c) the Director of Resources in consultation with the Chair of the Policy and Resources Committee be granted delegated authority to agree any final changes to the Loan Agreement (including pre-conditions).

Note: Councillors Young, Rainsforth and Darcel requested that their votes against the above decision be recorded.

Note: The following three items were introduced jointly, due to their "linked" nature, however each item was then voted on individually.

35 COMPULSORY PURCHASE ORDERS - GAINSBOROUGH

Members gave consideration to three reports which sought approval to proceed with the compulsory purchase of three properties in Gainsborough as detailed in the associated reports

It was noted that all three properties were under the same ownership. Members received information on the history of the dwellings and the complaints which had arisen. It was noted that the Council had taken various formal and informal steps to bring these properties back into use and that none of these had been successful. It was therefore considered that there was a compelling case in the public interest for enforcement action.

The cost of the proposed action across all three properties was outlined in detail to Members.

RESOLVED that:

- (a) the making of a Compulsory Purchase Order under Section 226(1)(a) of the Town and Country Planning Act 1990 and the Acquisition of Land Act 1981 for the acquisition of the property in Gainsborough together with the land associated with it, and as shown edged in red on the plans attached at Appendix 1 to the report relating to agenda item 8 (c), to facilitate the development, redevelopment or improvement of the land that will contribute to the promotion or improvement of economic, social or environmental wellbeing be approved; and
- (b) the Chief Operating Officer, in consultation with the Committee Chairman and legal representation be approved and authorised to:
 - i. Take all necessary steps to secure the making, confirmation and implementation of the Compulsory Purchase Orders including the publication and service of all notices and the presentation of the Council's case at any public enquiries;
 - ii. Acquire interests in the property within the Compulsory Purchase Orders either by agreement or compulsorily;
 - iii. Suspend the compulsory purchase order proceedings, or withdraw the order, on being satisfied that the subject house will be satisfactorily renovated and re-occupied without the need to continue the purchase proceedings in relation to the property;
 - iv. Take all necessary action to acquire and obtain possession of the property included in the Compulsory Purchase Orders, either compulsorily or by agreement, and to deal with all matters relating to the payment of compensation and statutory interest including or defending proceedings as necessary;
 - v. Dispose of the property in accordance with the proposals set out in this report;
 - vi. Take all necessary action to give effect to these recommendations

36 COMPULSORY PURCHASE ORDER - GAINSBOROUGH

RESOLVED that:

- (a) the making of a Compulsory Purchase Order under Section 226(1)(a) of the Town and Country Planning Act 1990 and the Acquisition of Land Act 1981 for the acquisition of the property in Gainsborough together with the land associated with it, and as shown edged in red on the plans attached at Appendix 1 to the report relating to agenda item 8 (d), to facilitate the development, redevelopment or improvement of the land that will contribute to the promotion or improvement of economic, social or environmental wellbeing be approved; and

- (b) the Chief Operating Officer, in consultation with the Committee Chairman and legal representation be approved and authorised to:
 - i. Take all necessary steps to secure the making, confirmation and implementation of the Compulsory Purchase Orders including the publication and service of all notices and the presentation of the Council's case at any public enquiries;
 - ii. Acquire interests in the property within the Compulsory Purchase Orders either by agreement or compulsorily;
 - iii. Suspend the compulsory purchase order proceedings, or withdraw the order, on being satisfied that the subject house will be satisfactorily renovated and re-occupied without the need to continue the purchase proceedings in relation to the property;
 - iv. Take all necessary action to acquire and obtain possession of the property included in the Compulsory Purchase Orders, either compulsorily or by agreement, and to deal with all matters relating to the payment of compensation and statutory interest including or defending proceedings as necessary;
 - v. Dispose of the property in accordance with the proposals set out in this report;
 - vi. Take all necessary action to give effect to these recommendations

37 COMPULSORY PURCHASE ORDER - GAINSBOROUGH

RESOLVED that:

- (a) the making of a Compulsory Purchase Order under Section 226(1)(a) of the Town and Country Planning Act 1990 and the Acquisition of Land Act 1981 for the acquisition of the property in Gainsborough together with the land associated with it, and as shown edged in red on the plans attached at Appendix 1 to the report relating to agenda item 8 (e), to facilitate the development, redevelopment or improvement of the land that will contribute to the promotion or improvement of economic, social or environmental wellbeing be approved; and
- (b) the Chief Operating Officer, in consultation with the Committee Chairman and legal representation be approved and authorised to:
 - i. Take all necessary steps to secure the making, confirmation and implementation of the Compulsory Purchase Orders including the publication and service of all notices and the presentation of the Council's case at any public enquiries;
 - ii. Acquire interests in the property within the Compulsory Purchase

Orders either by agreement or compulsorily;

- iii. Suspend the compulsory purchase order proceedings, or withdraw the order, on being satisfied that the subject house will be satisfactorily renovated and re-occupied without the need to continue the purchase proceedings in relation to the property;
- iv. Take all necessary action to acquire and obtain possession of the property included in the Compulsory Purchase Orders, either compulsorily or by agreement, and to deal with all matters relating to the payment of compensation and statutory interest including or defending proceedings as necessary;
- v. Dispose of the property in accordance with the proposals set out in this report;
- vi. Take all necessary action to give effect to these recommendations

38 WELL BEING SERVICE - PROCUREMENT

Members gave consideration to a report which asked the Committee to consider the opportunity for Lincolnshire District Council's to deliver the Lincolnshire Wellbeing Service, which was currently out to tender, from April 2018.

The Wellbeing Service provided support to all adults in Lincolnshire and especially those who, without this, were likely to lose their independence and draw more heavily on healthcare, housing and other services. Two District Councils within Lincolnshire were experienced providers of the Service in their areas. Both had created strong links between this and their core services. WLDC's demographic was such that a significant number of service users would be West Lindsey residents. It was considered that Lincolnshire's District Councils could bring considerable expertise to ensure that, working as a consortium, the service achieved maximum benefit for residents and secured the full contract value in Lincolnshire.

In presenting the report, Officers outlined how the Consortium arrangement would work and which authorities, at this stage, would be leading on the key elements. Details of those areas where clarification was still required were also shared with the Committee, along with the Procurement timeline and risk considerations.

In responding to Members' questions Officer confirmed that operational costs and any profit share agreements were still to be finalised. It was further confirmed that it had been recognised a number of West Lindsey residents would source their main healthcare outside of the District and County, Scunthorpe for example, but it was confirmed that this would not prevent the well-being service from operating, nor would those residents be disadvantaged.

RESOLVED that: -

- (a) West Lindsey District Council's role as a delivery partner in a collaborative bid by Lincolnshire's District Councils to provide the Lincolnshire Wellbeing

Service from 1 April 2018 be confirmed;

- (b) Officers be approved to continue to engage in the competitive dialogue phase, if invited to do so; and
- (c) if the bid is successful, Officers be requested to bring a further detailed report for approval by Prosperous Communities Committee, before accepting a contract.

Note: The Committee took a short adjournment at 9.30pm, in order that Committee Members could move their cars due to the parking restrictions applied to the car park surrounding the Guildhall.

The meeting re-convened at 9.40 pm.

39 UNLOCKING THE HOUSING STRATEGY

The Director of Economic and Commercial Growth informed the meeting that West Lindsey District Council had been successful in bidding for £4 million funds from the Greater Lincolnshire Local Enterprise Partnership (GLLEP) Single Growth Fund Round 3, for the 'Gainsborough Growth Programme'. This was the largest allocation of funds to any town in the County, and demonstrated excellent leverage of funds against the Council's capital programme.

The GLLEP had indicated that the £4 million funding was to support the Gainsborough Growth Programme and that the Council was not limited to the projects identified in the original bid, as long as the proposed project would be supported by a robust business case and would achieve the ambitious housing growth programme for Gainsborough. In addition the GLLEP had advised that retrospective cost could be recouped through the grant if supported by the business case.

The Corporate Policy and Resources Committee at its meeting on 15 June 2016, had considered and approved these proposals and therefore the report presented was for Committee information only.

RESOLVED that it be noted that the Corporate Policy and Resources Committee at its meeting on 15 June 2016, approved the emerging strategy for expenditure, in order to inform the production of a Business Plan to be submitted to the GLLEP Investment Board.

40 CAR PARK UPDATE

Consideration was given to a report which reviewed and updated the current Gainsborough Car Park Strategy to ensure that the supply of car parking was responsive to both current and future demand; and to ensure it aligned to the regeneration programme of the town.

The primary aim of the review was to support town centre viability and local traders, demonstrating that the Council had listened and responded to concerns in this regard.

This review had appraised the current charging tariffs and permit prices to ensure that the proposed improvements to town centre car parking was affordable and self-financing in line with the Council's Medium Term Financial Plan. This strategy would include a Communication plan and a consultation exercise to ascertain local business and shoppers views on the effectiveness of the "Free after 3pm" policy on viability, as opposed to an alternative, of "One hour free at any time".

Members had earlier been provided with an addendum to the report, which primarily related to the Roseway Car Park, its refurbishment and the financing of such, the content of which superseded recommendation two, bullet point 3.

To aide Members understandings of the proposals, a short power point presentation was given, during which Members were provided with information in respect of the following: -

- The current position, noting that in December 2016, with the loss of two large private car parks, demand outstripped supply;
- The details of Phase 1 recommendations relating to new supply generation and when this supply would become available as a result;
- The other recommendations associated with Phase 1 and the costs to the Council or income generated to the Council, as a result;
- The business case regarding the Roseway Car park and the rationale for this being delivered in an alternative way, as per the information included in the addendum;
- The new supply which would be generated by Autumn 2018;
- Details of those recommendations it was proposed would be implemented with immediate effect;
- Details of the Phase 2 recommendations and the current sites which were under consideration.

Debate ensued and a number of Members expressed their dissatisfaction, of the current strategy and the situation that had resulted. Concern was expressed that the sales of permits had been unmanaged further adding to the difficulties.

Support to local businesses was seen of paramount importance and some Members were of the view that this would only be achieved if permit holders were removed from the Town Centre Car Parks, namely Roseway, Ship Court and Bridge Street. It was suggested that this should be implemented as early as November in order to support Christmas trade. There were also calls for the "free for the 1st hour" Policy to be implemented with immediate effect.

Regarding the plans for the Roseway Car Park, and the requirements of the hotel developer both during and after construction, again some Members expressed dissatisfaction and feared ultimately that the public car park would be lost to the hotel. Some were uncomfortable that prices for local residents would rise, whilst hotel guests would be given free parking.

In responding Officers advised permit sales had been suspended and continued to be, they shared the rationale of supporting local business and moving permit holders from town centre. The Strategy presented aimed to do this but in a planned manner, moving permit holders once new supply had been established.

Regarding the Roseway Car Park, Officers again explained the rationale for the revised approach to its refurbishment, the benefits this would afford, and the enhanced asset that would result. Assurance was offered that the car park would remain the asset of the Council, hotel guests would not be given free parking, rather a permit with conditions.

Other Members were of the view that the hotel brought about a number of other wider economic benefits to the town and thus issuing a limited number of permits for guests seemed reasonable. Furthermore this arrangement could be reviewed and revised if necessary. Car Park refurbishment had been planned and the alternative delivery mechanism was considered value for money and would in the fullness of time result in more parking spaces being available.

A Member sought indication of the number of short stay car parking spaces which would be made available under this Strategy before December 2017, having heard the response concern was expressed that the situation would not have improved by December. It was again suggested that all permit holders should be prohibited from parking in Bridge Street, Roseway and Ship Court with immediate effect.

Officers advised that revoking passes would not be feasible, however the proposed staged pricing increase would likely result in a number of people not renewing their permits. It was important that permit holders were only displaced, once alternative supply had been secured. The arrangement with Tesco would be greater used and extended. However, this position was challenge, with some Members being of the view that it was in the gift of the Authority to change the terms and conditions of permits, as they saw fit.

On that basis a counter proposal was made and seconded namely that the use of permits be prohibited in the Roseway, Ship Court and Bridge Street Car Parks with effect from November 2017 and the "first hour free" policy be implemented with immediate effect. On being put to the vote, the motion was lost.

The recommendations as per the officer report where then moved, seconded and voted upon and on that basis it was **RESOLVED** that: -

- (a) the findings of the car parking review be used as the evidence base to enable the Council to manage car parking supply and demand including the charging regime up to 2023 as part of the regeneration plans for the town.
- (b) the Phase 1 recommendations, set out in section 7 of the report, be implemented namely:
 - Greater Liaison with Marshalls Yard to manage their overflow car parking at peak times more effectively and especially to cater for the development of the hotel at the Sun Inn and refurbishment of the Roseway car park.
 - It be **RECOMMENDED** to Corporate Policy and Resources Committee that a capital budget of £40,000 be approved to spend within the current year for construction of the Bridge Street extension, funded by prudential borrowing.
 - It be **RECOMMENDED** to Corporate Policy and Resources Committee that a

capital budget of £450,000 be built into 2018/19 capital programme for construction works at Roseway, funded by prudential borrowing and the scheme be delivered by North Street (Gainsborough) limited through a Grant Funding Agreement;

- That charging for the new Bridge Street extension commence as soon as practicable after the building works have ceased.
- It be **RECOMMENDED** to Corporate Policy and Resources Committee that parking charges for Roseway be increased by 25% when it re-opens post refurbishment in Autumn 2018.
- That charging for parking at Lidl commence as soon as practicable upon completion of the property purchase.
- It be **RECOMMENDED** to Corporate Policy and Resources that parking permits be increased in two stages, 2018/19 and 2019/20 in order to achieve a charge that reflects a 45% discount on the long stay (6+ hours) ticket price. Further advice with regards to the maximum number of permits to be sold (note the financial model is based on 60% of chargeable spaces) be taken
- That four of the eight disabled spaces at North Street be re-designated as available for all users from 1 April 2018, providing 6 standard bays in their place.
- It be **RECOMMENDED** to Corporate Policy and Resources Committee that the lease with Tesco for 50 parking spaces be extended and negotiations to purchase this land as a minimum continue, up to a maximum value as indicated in the model;
- That the hotel construction company be allowed free use of 30 spaces at Roseway car park in exchange for a parcel of land that will facilitate a minimum 16 additional parking spaces at the car park.
- the use of permits in Roseway be prohibited to facilitate an increased turnover of parking to benefit town centre businesses.
- further liaise with LCC Highways to seek additional and more prominent signage directing road users to car parks. To supplement existing signage within car parks, providing information regarding other long and short stay car parks including locations.
- Seek to designate 2-3 coach parking bays within the town centre, potentially 1 space in the existing Lidl site at Ropery Road and a further 2 in the bus station.

In addition, that the Council consult town centre businesses and stakeholders on the following:

- Allow the first hour parking to be free at any time; or

- To retain the free after 3pm policy.
- (c) It be **RECOMMENDED** to Corporate Policy and Resources that these costs, as detailed above, be approved, as part of the Car Parking Funding Strategy.
- (d) The Phase 2 Recommendations in section 9 of the report, be agreed in principle, subject to detailed business cases for each acquisition when the feasibility work concludes on a site by site basis.
- (e) a review of the Market Rasen car parking charges (based on the methodology used for the Gainsborough review) commence with immediate effect, and the results be brought back to both the Prosperous Communities Committee and the Corporate Policy and Resources Committee in September.

The meeting concluded at 10.33 pm.

Chairman

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Prosperous Communities Matters Arising Schedule

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

Meeting		Prosperous Communities Committee			
Status	Title	Action Required	Comments	Due Date	Allocated To
Amber					
	CIL training P attendance	Extract from mins of mtg 21/3/17: - Reference was made to some pending CIL consultation and training and the Committee were of the view that Parish Council's should be invited to take part in this. The Chief Operating Officer undertook to look into this matter further.	<p>Please investigate and feedback.</p> <p>A separate session will be arranged for parish councils on this matter.</p> <p>Extract from mins of meeting 2/5/17: The Chief Executive requested that the CIL training item remain on the schedule, as amber status until such time as the training had a confirmed date. The Lead Officer would be made aware of Members comments.</p> <p>Info received from Oliver Fytche Taylor following the meeting advising that date of 13 June for District Councillors training. However this is subject to the CIL adoption date. The PC sessions would be around Oct/Nov 2017 and this is being co-ordinated with all Central Lincs Authorities, but no firm commitment around this dependent upon CIL adoption.</p>	01/05/17	Mark Sturgess

Black					
	<p>well being service procurement report</p>	<p>extract from mins of mtg 21/3/17: - (c) a report on the final arrangements be submitted to the Prosperous Communities Committee for approval prior to implementation;</p> <p>(e) an update report be submitted to Prosperous Communities Committee at the end of the PQQ phase and at key milestones thereafter, agreed in consultation with the chairman of the Prosperous Communities Committee; and</p> <p>(f) Subject to being shortlisted, following the outline solution stage, a further report be submitted to the Prosperous Communities Committee in July 2017 for approval to progress formally to the competitive dialogue stage.</p> <p>Extract from mins of meeting 18/7/17: if the bid is successful, Officers be requested to bring a further detailed report for approval by Prosperous Communities Committee, before accepting a contract.</p>	<p>Please add an indicative date for the contract approval report to the forward plan</p> <p>Review after briefing.</p> <p>Confirmed this is likely to be ready for presentation at the December meeting</p>	30/08/17	Michelle Howard
	<p>independent living policy - monitoring of use</p>	<p>Extract from mins of mtg 6/6/17 Members enquired how the Policy's usage would be monitored and Officers advised that the use of the discretionary funding could be added as a measure and monitored through performance and delivery.</p>	<p>Please bear above comment in mind when forming new p and measures</p>	01/08/17	Mark Sturgess

	broadband future provision	extract from mins of mtg 6/6/17 RESOLVED that, having considered the next steps, Officer be requested to submit a further report for consideration at the Committee's meeting in July 2017 incorporating further information regarding a blended approach encompassing Options 1 and 3, together with information around lobbying and the agencies which could be approached.	Please add item to f/plan for July. Not all the required information to complete this report has been received, therefore the report has been scheduled for sept 2017 Confirmed agenda item for September's meeting	01/09/17	Ian Knowles
	s106 - monies held report	Extract from mins of mtg 6/6/17 It was further indicated that the Committee would welcome a more detailed report regarding monies held from off-site contributions for affordable housing, including the level of monies held and any time limits which applied. Officers were agreeable to this suggestion.	Please see above extract and the report that Members have requested. This item needs to be added to the f/plan Cttee Admin have provisionally scheduled this for October - please review and amend as appropriate.	01/09/17	Rachael Hughes
	housing strategy	extract from mins of mtg 18/7/17 RESOLVED that the draft West Lindsey Housing Strategy 2017-2022 and associated Implementation Plan, be approved for formal consultation purposes, noting Members comments regarding the vision. see below Regarding the vision, Members commented on how pleasant surroundings had a huge impact on a person's health and well-being and requested that the vision be extended and amended to read: - ".....promoting their health and well-being through a sympathetic approach to the opportunity for enhancing the natural environment through that development"	Please commence consultation. Please also add the final document for approval to the committee's work plan through the forward plan	10/08/17	Diane Krochmal

	health commission review	Extract from mins of meeting:- the work of the Health Commission continue, and a review be undertaken every six months to determine the progress, outcomes and future need and remit of the Health Commission.	item has been added to the f plan for PC Cttee and C and I Cttee for early 2018	02/08/17	Michelle Howard
	governance paths for reports	Extract from mins of mtg 18/7/17 Officers further indicated they continued to review the Governance paths for reports in order to avoid duplication and double handling. Members recalled that the "straight to Council route" had not eventually been put forward in the Annual Review of The Constitution but suggested that maybe this should be considered again with assistance from the Governance and Audit Committee. The comment was noted.	Matter has been raised with the MO and noted for those matters to be further considered in the annual review.	02/08/17	Alan Robinson
	Green				
	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. Extract from mins of mtg 2/5/17: - The Chief Executive also sought to update Members on the action entitled "Market Rasen Car Parking Consultation". The Chief Executive had been working with the Chairman regarding the methodology for engaging stakeholders. The Lead Officer for this work was now the Commercial and Economic Growth Director and she had been requested to ensure the Committee had sight of	31/10/17	Eve Fawcett-Moralee

			<p>the project plans which related to Parking as a whole, for oversight and monitoring purposes. This would be the subject of a report in the future.</p> <p>This is an agenda item for September's meeting</p> <p>This item has been deferred to October's meeting.</p>		
	work plan - age uk item	<p>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.</p>	<p>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 District. Proposed date identified 15 Feb 17, afternoon and evening session. Invite letters drafted. - Chair has indicated she may wish to invite another speaker, therefore matter to be discussed further at chairs brief in Jan. Item currently on hold whilst Chairman liaise with Speaker. Likely presentation will be held in June 2017 now.</p> <p>This matter has been further discussed at chairs briefing. There are number of events already planned for June/July. In light of the ongoing health commission. The chairman has proposed that the commission contact age UK direct in the first instance and receive information. This may be followed by workshop in the autumn if appropriate</p>	01/11/17	Katie Coughlan
	CIL PARISH COUNCIL TRAINING	<p>extract from mins of meeting 2/may/17 Regarding the black action entitled" CIL training, parish council attendance"</p>	<p>Oliver I am forwarding these comments made by PC cttee re the approach to CIL with parishes, as</p>	30/09/17	Rachael Hughes

whilst Members welcomed the fact that a training session would now be held, some Members were of a view that this should be very much of a workshop style, and offered reason. CIL offered a new potential source of income to local councils. Local council's finances continued to be pressured as tasks and services devolved. Members were of a view that CIL was a central element of the Localism agenda and Central Government had consistently expressed a view that the beneficiaries of monies generated through CIL should be those communities where development had taken place.

Members were of the view that the District Council had a proven record of adopting the spirit of localism, having offered communities invaluable help through Neighbourhood Planning Support and a raft of community grants scheme, and therefore the District Councils approach to CIL should reflect this. It was important local councils expectations were understood and taken into consideration so the best outcome for all residents could be achieved, hence the suggestion of a workshop style session being the preference. There was concern that the suggested approach would not deliver such.

The Chief Executive requested that the CIL training item remain on the schedule, as amber status until such time as the training had a confirmed date. The Lead Officer would be made aware of Members comments.

requested. Please discuss with Chief Operating Officer as required. As per PC Brief on 3 July 17. Lead Officer advised that it was too early to consider in depth what and how the training for CIL would be rolled out as there was still quite a lot of work to do in relation to the adoption and implementation process. It was agreed and recognised the view that this was a new income stream for local communities and that it is important for them to understand the process, however in the first instance it is necessary for adoption and implementation to be secured to ensure the right messages are being delivered & community expectation is managed appropriately. Therefore this action will stay live.

	S106 MONITORING - OUTCOME REPORT TO PLG CTTEE ALSO	<p>Extract from mins of mtg 6/6/17: - Debate ensued and Visiting Member, Councillor Tom Smith sought indication of how far back the review would extend? Whether the outcome would also be reported to the Planning Committee? And when it was likely the new IT system referred to would be operational?</p> <p>In responding, Officers advised that the review would go as far back as 2010 but would be guided by evidence prior to that. Officers were happy to present the outcome report to the Planning Committee</p>	<p>Please see above extract when preparing this report for PC Committee please note this report also needs to be submitted to plg cttee for information.</p> <p>PLEASE ADD THIS ITEM TO THE FORWARD PLAN FOR BOTH CTTEES</p>	01/11/17	Rachael Hughes
	member champions	<p>Extract from mins of meeting 6/6/17 a further report be submitted to a future meeting of the Committee regarding the role, purpose and positions held by Member Champions, in order that their future use could be better assessed. the full minutes from the meeting detail concerns raised and actions required when formulating this report</p>	<p>this matter will be discussed at a future chairs briefing in the first instance (likely august) after which time a report will be added to the forward plan</p> <p>MO and Chair have further discussed this matter, consultation will be undertaken with team managers, current champions and the leader regarding these roles. The outcome of such will be reported to the relevant committees in due course. This piece of work will likely take place over the Autumn/Winter.</p>	31/10/17	Alan Robinson
	employment and skills work	<p>Extract from mins of meeting 18/07/17 the current Member Champion for Young People and Skills (Councillor R Shore) be requested to attend quarterly meetings and to publically represent the Partnership at external meetings and events.</p>	<p>Please contact Cllr Shore and advise him of the work required. Dates of meetings etc. Please confirm through this matters arising, that Cllr Shore has been contacted.</p> <p>Confirmed Cllr Shore has been contacted, pending further response.</p>	29/09/17	Amanda Bouttell

	<p>wellbeing board representation</p>	<p>extract from mins of meeting 18/7/17 (a) a formal request for additional District Council representation at the Lincolnshire Health and Wellbeing Board be made by the following means: -</p> <p>(i) a formal request be made by WLDC in isolation, via a letter from the chair of the Prosperous Communities Committee and Health Commission; and</p> <p>(ii) the Chairman of Prosperous Communities Committee and Health Commission seek the collective support of the other six district councils to write to the Health and Wellbeing Board collectively;</p>	<p>Please confirm when request has been made. Please also advise of any response received through this matters arising</p>	<p>31/10/17</p>	<p>Michelle Howard</p>
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**Prosperous Communities
Committee**

12 September 2017

**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.

RECOMMENDATION(S):

Member agree that:

- a) Officers work with BDUK and Onlincolnshire to remove the barriers to include West Lindsey as part of phase 3.
- b) Officers lobby Central Government
- c) Direct support is provided to local neighbourhoods for a period of 2 years.
- d) Recommend to Corporate Policy and Resources Committee the use of the General Fund Balance for funding of the direct support.

IMPLICATIONS

Legal:

Financial Implications: FIN/61/18

A Capital Budget of £555k was approved as part of the 2013/14 Capital Programme as our contribution 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.

Costs for the broadband expertise could cost up to £80k depending on the option taken. This will be funded from the General Fund Balance. This would be subject to approval by the Corporate Policy and Resources Committee.

Staffing :

Proposed that a possible additional officer may be recruited subject to internal approval and evaluation process.

Equality and Diversity including Human Rights :n/a

Risk Assessment :

Key Risk: BDUK using the expertise resource as a reason to not support in the future.

Mitigation: It is to be made clear that the expertise resource is to support those communities not able to receive the BDUK support to look at possible solutions and help get quotes.

Key Risk: BDUK to not support WLDC in enabling work on phase 3 to include West Lindsey.

Mitigation: Work is being undertaken with Onlincolnshire and Quickline to supply the evidence that WL should be included and work will continue until this is agreed.

Key Risk: Resource not available to support communities

Mitigation: Work with communities would be scaled down and minimum support given only to those communities in most need.

Climate Related Risks and Opportunities :n/a

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

Results from Broadband survey and speedtest <https://www.west-lindsey.gov.uk/my-council/have-your-say/consultations/previous-consultation-results/high-speed-broadband/>

Call in and Urgency:

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

Yes

No

Key Decision:

Yes

No

1. Introduction

- 1.1 In December 2016 a decision was made by the Prosperous Communities Committee for a survey to be developed that would test the extent of the issue of broadband connectivity throughout West Lindsey. The results of this survey were brought to this Committee in June 2017 with 3 high level options for the future.

2. Current position

- 2.1 West Lindsey were not part of the BDUK Phase 2 and we are still not part of Phase 3. The Council therefore need to consider how to support residents in delivering the last 10-15% of coverage across West Lindsey. Quickline (who have been bought out by Satellite Solutions Worldwide Group (SSW), global provider of rural and last-mile broadband has since the last report in June) have supplied Onlincolnshire with the house level data and we are hopeful that the BDUK embargo will be lifted. However this has not happened as yet.
- 2.2 Since the survey closed in April there have been a few more responses received although overall this does not change the results from the previous report. This new information will be gathered together for a yearly review in 2018. The survey and speed test is still available on the consultation pages of the WLDC website and hardcopies of the survey are available upon request.
- 2.3 The data from the April report showed 34 locations where the broadband was below 10mbps with 6 being below 2mbps. The locations below 2mbps were the villages of Stainton le vale and Southrey, the small village of Legsby, and the hamlets of Fulnetby and, Apley, and 1 location which is an isolated dwelling. It is worth noting that this information was from speedtests and therefore additional locations may be below 2mbps.
- 2.4 A visit to Spridlington has been undertaken which highlighted the issues which are not untypical of other villages in West Lindsey outlining some of the problems with getting broadband including difficulty in line of sight signal and the distance from cabinets.

3. Possible actions

- 3.1 Three possible options were raised as part of the June Committee report. These were to work with Onlincolnshire and BDUK to remove the barrier, to provide direct support by the authority or to provide 3rd party expertise to support local authorities. As work has now progressed these options have changed into the following actions.

3.2 **Work with Onlincolnshire and BDUK to remove the barrier to providing funding in West Lindsey**

As mentioned in 2.1 we currently are not in Phase 3 of the BDUK rollout. However, as we are hopeful this might be overturned we would continue to work with Onlincolnshire and BDUK. Currently the partnership

agreement has not been signed and the £555k is still in the capital reserves. It is also worth noting that since the last report Satellite Solutions Worldwide Group (SSW), global provider of rural and last-mile broadband has bought out Quickline.

3.3 Lobbying strategy

Whilst the work is continuing with BDUK, Onlincolnshire and Quickline to move the situation forward it is recommended that lobbying takes place comprising of letters to MP's and networks such as the Rural Services Network and the Local Government Association.

3.4 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.

There are a number of ways this could be undertaken which include commissioning a community organisation (such as Community Lincs) or by employing a member of staff directly. This work would liaise with the neighbourhoods, seeking quotes where appropriate for fibre broadband, engaging with the relevant businesses such as BT or Quickline for example and look at possible alternative providers for West Lindsey residents. It is anticipated that this proposal could cost up to £80k.

5. Recommendation

- 5.1 It is recommended to the Prosperous Communities Committee that WLDC move forward with all 3 actions.
- 5.2 The Committee recommend to the Corporate Policy and Resources Committee the funding for action of supporting local neighbourhoods through providing broadband expertise.

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**Prosperous Communities
Committee**

12 September 2017

Subject: Brownfield Land Register Part 1

Report by:

Eve Fawcett Moralee – Commercial and
Economic Growth Director

Contact Officer:

Diane Krochmal
Housing Strategy and Supply Manager
01427 6766215
Diane.krochmal@west-lindsey.gov.uk

Purpose / Summary:

To provide an overview of the new requirements
of the Town and Country Planning (Brownfield
Land Register) Regulations 2017
To set out how the mandatory Part 1 of Council's
Brownfield Land Register will be implemented
To inform Members of requirements in relation to
Part 2 of the Council's Brownfield Land Register

RECOMMENDATION(S): That members note the content of the report

IMPLICATIONS

Legal: it is a legal requirement for the Council to collate and publish a Brownfield Land Register by 31st December 2017. The two key pieces of legislation which apply to this report are;

- The Town and Country Planning (Brownfield Land Register) Regulations 2017; and
- The Town and Country Planning (Permission in Principle) Order 2017

Financial : FIN/72/18 None as a result of this report.

However the Council were awarded a DCLG grant of £14,645 to support this new burden on Local Authorities.

Work will be delivered from within approved staffing resources.

Staffing : Recruitment process currently underway for Planning and Housing Monitoring Officer who will carry out the work in relation. Technical support will be required from Development Management existing staff resource.

Equality and Diversity including Human Rights :

Risk Assessment :

Key risk – Part 1 not published within required timeframe.

Mitigation – recruitment process underway which will provide staff resource to carry out the task within the required timeframe

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

Executive Summary

1 Introduction

- 1.1 1.1 On 16th April 2017 the Government's Town and Country Planning (Brownfield Land Register) Regulations 2017 came into force which introduced a requirement on Local Planning Authorities to publish and maintain a Brownfield Land Register (BLR). Brownfield land refers to land which has previously been developed and is or has been occupied by a permanent structure. The Government's definition of previously developed land is set out in the glossary at Annex 2 of the National Planning Policy Framework (NPPF)
- 1.2 The purpose of a register is to provide up-to-date, publicly available and consistent information on sites that local authorities consider to be appropriate for residential development having regard to the criteria set out in the aforementioned Regulations. This will provide certainty to developers and communities, encourage investment in local areas, bring forward derelict and underused land for new homes and ultimately speed up the development process.
- 1.3 The purpose of a register is to provide up-to-date and consistent information on sites that local authorities consider to be appropriate for residential development having regard to the criteria set out in the aforementioned Regulations.
- 1.4 Part 1 – which is mandatory includes details of all sites within the District which are categorised as previously developed land irrespective of planning status and meet the following criteria:
- a) The land must be at least 0.25ha and have capacity to accommodate at least 5 dwellings
 - b) The land must be 'suitable' for residential development
 - c) The land must be 'available' for residential development
 - d) Housing development on the land must be 'achievable'
- The terms 'suitable', 'available' and 'achievable' are defined in regulation 4. In summary 'suitable' in that there is an existing site allocation, planning permission or permission in principle, or the Council considers that the land would otherwise be suitable for residential development, 'available' in that the landowner has expressed an intention to sell or develop the land or the Council considers it could otherwise be made available, 'achievable' in that new housing development could realistically be achieved on the land within 15 years
- 1.5 There is a legal requirement for all Local Authorities to comply with the deadline for publication of Part 1 of the register by 31st December 2017. DCLG have published a prescribed format that all local authorities must use to publish their data.
- 1.6 Part 2 – is non-statutory and is effectively a subset of Part 1 which allows LPA's to select sites that it considers to be appropriate to grant

permission in principle (PiP) for housing led development. This is an additional tool that the Government has created and it must be carefully considered whether it is beneficial to use it, and if so where. The inclusion of sites on Part 2 of the register is at the Council's discretion and requires a clear, transparent and consistent approach.

- 1.7 Consideration of the requirements to publish Part 2 of the register will be via the Housing Board. The new regulations stipulate very precisely what matters can be taken into account when granting Permission in Principle, and which matters cannot. Crucially, unlike normal planning applications it would usually fall to the Council, and not the developer, to undertake any technical surveys necessary to confirm that a site is suitable and developable. This would have significant resource and financial implications for the authority if the non-statutory Part 2 of the register was pursued.
- 1.8 All sites that are entered into Part 2 of the Register by the LPA are automatically granted 'permission in principle' which cannot be revoked and normally remains for 5 years. Sites can be included in part 1 which are not in part 2.
- 1.9 A 'permission in principle' is similar to an outline planning permission, although it is not itself a planning consent. There is a mandatory statutory consultation process the same as planning applications, mandatory publicity requirements including the display of site notice, entry onto the Council's Planning register and a 42 day public consultation period when a Part 2 list is first drafted (and then 21 days at future annual reviews). The Council will take into account matters raised during the consultation to determine whether or not it should be entered into Part 2 of the register.
- 1.10 A 'permission in principle' does not amount to a full planning permission and therefore development cannot commence without additional information being submitted to and approved by the Council. The additional information is known as a 'technical details consent' and is similar to an application for reserved matters.
- 1.11 A 'Permission in Principle' plus a Technical Details Consent equals a full planning permission to build.
- 1.12 A 'permission in principle' is valid for a period of five years. Once a site is built out it is removed from the register. After the Council has published its Brownfield land register it is required to review it annually

2.0 Implementation of requirements Part 1

- 2.1 The mandatory part of the register (Part 1) must be published by 31st December 2017. The task will be carried out by the soon to be appointed Planning and Housing Monitoring Officer supported by the Housing

Strategy and Supply Manager, the Planning Services Manager and members of the Development Management Team

- 2.2 The task will comprise of a review of sites that have previously been identified by the Strategic Housing and Economic Land Availability Assessment (SHELAA) which forms part of the evidence base in support of the recently adopted Central Lincolnshire Local Plan. Sites identified through a specific call for sites could also be included.
- 2.3 DCLG have confirmed that the intention is for Brownfield Registers to compliment existing information, rather than seek to add significant additional burdens on local authorities. As such the call for sites would be combined with the annual update of the SHELAA. This will ensure that efforts are not duplicated and should make the process straightforward for any landowners wishing to submit a site.
- 2.4 No decision on the process has been made as a joint Central Lincolnshire planning authority as each Council is responsible for the publication of its own register.
- 2.5 Technical support to assess any additional sites, against qualifying criteria, brought forward through a call for sites will be required from members of the Development Management Team. There are currently no resources to undertake this additional work and this will be considered as part of the section's next Business Plan.
- 2.6 Tasks required in relation to Part 1 to be completed before 31st December 2017 are;
 - to identify sites for inclusion in the Brownfield Land Register using existing information from the SHELAA
 - assessment of sites against qualifying criteria
 - decision making regarding determination of part 1 of the Register
 - publication of the register



**Committee-Prosperous
Communities**

12 September 2017

Subject: Consultation on Future Garden Waste Service

Report by:

Chief Operating Officer

Contact Officer:

Adrian Selby
Strategic Manager, Trading and Environmental
Services
01427 675154
Ady.selby@west-lindsey.gov.uk

Purpose / Summary:

To propose a period of consultation with residents around the future delivery of the garden waste service.

RECOMMENDATION(S): To approve a comprehensive consultation exercise with regard to introducing a subscription based garden waste collection service.

IMPLICATIONS

Legal: Under current legislation the Council has a legal duty to collect garden waste from its residents, it may charge in order to recover costs for providing this service.

A consultation exercise is not required constitutionally, however should the Council fail to consult there would be some risk of challenge and ultimately Judicial Review if it is established that this level of service change is something which the Council would normally consult on.

Financial: FIN/73/18

The cost of the consultation exercise will be contained within existing resources.

There is an assumption within the Medium Term Financial Plan that £502k income will be generated through a subscription-based Garden Waste service from 2018/19. This will contribute to funding reductions and our future sustainability.

Staffing: There are no staffing implications anticipated as a result of this consultation.

Equality and Diversity including Human Rights: An Equalities Impact Assessment is being formulated and forms part of the consultation process.

Risk Assessment : Risk/Mitigating action

- Failure to deliver consultation material to all residents-*use of experienced operational staff*
- Residents lack opportunity to discuss/respond-*organisation of consultation events*
- Inability to compile results due to response rate-*additional resource identified*
- Negative response from residents-*comprehensive consultation documents explaining reasons for service change*

Climate Related Risks and Opportunities : None

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

None

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

1. Executive Summary

1.01 Since 2013/14 West Lindsey District Council (WLDC) has delivered £3.4m of savings and efficiencies to meet the cost of growth and Government funding reductions. In 2015/16, the Government announced it will continue to reduce the Revenue Support Grant to WLDC from £2.5m to nil by 2019/20. To ensure that services have continued, WLDC has embarked on a strategy of increased efficiency and income generation whilst continuing to deliver quality services. WLDC currently has three projects in train that are designed to deliver £1.8m of additional revenues but they are not without risk. This strategy ensures WLDC stays within the Government cap of Council Tax of 2% or £5 (per average Band D property) whichever is the higher.

1.02 A report outlining options for future delivery options of the Garden Waste Service (GWS) is due at Prosperous Communities Committee in December. To help inform that report, it is proposed that a comprehensive consultation exercise be undertaken, the proposed structure of this consultation is outlined below.

1.03 A comprehensive consultation exercise is proposed in order that Members can consider residents views when making a decision about implementing a subscription based service.

2. Background

2.01 WLDC remains the only two-tier Lincolnshire District Council not to charge for garden waste collections, although North Lincs, a unitary council, do provide a free service. A charge did exist in West Lindsey following the introduction of wheeled bins in the early 2000's, however the service was limited to specific areas and was eventually phased out following the introduction of free green for all (apart from 2000 access restricted properties) which was part of the Triple Bin Scheme roll out in 2009.

2.02 This paper is designed to inform Members about the current and proposed service, provide a comparison with other Lincolnshire authorities and will then go on to propose a full consultation process.

3. Current Service

3.01 The current GWS (Garden Waste Service) entitles all residents to one free garden waste wheeled bin which is emptied fortnightly between the beginning of April and the end of November.

3.02 The exceptions to this are two thousand or so householders in the South West Ward of Gainsborough and a number of other remote properties around the District which the freighters cannot currently access, these residents do not receive the service.

3.03 Residents can have additional bins if they wish, this is a subscription service which costs £30 per year and currently has 1820 subscribers.

3.04 Garden waste rounds mirror the residual and recycling collection rounds and apart from a few exceptions bins are collected on the same day.

3.05 Following a decision by Members in July 2012, the service is currently suspended between the end of November and the beginning of April.

3.06 In 2016/17, operatives collected almost 12,000 tonnes of garden waste which accounted for well over half of the 51.5% recycling rate achieved last year.

3.07 Neither WLDC as the Waste Collection Authority or Lincolnshire County Council (LCC) as the Waste Disposal Authority achieve any income from the sale of this material, in fact the WDA pays a 'per tonne' gate fee to dispose of it.

3.08 The cost of the current service is £770k, this is becoming increasingly unsustainable as the District grows, a pattern which is set to continue.

4. Proposed Service

4.01 Under the Controlled Waste Regulations (2012) and Environmental Protection Act (1990), it is statutory for WLDC to arrange collection of garden waste, but a charge for collection can be made.

4.02 There is often debate around whether WLDC could choose to stop collecting garden waste and take the cost of service as a saving. At March 2016, there were just 18 authorities which did not provide a garden waste service. These tend to be inner-London authorities where there is little demand, however others including South Holland and Bassetlaw have since introduced a charged service in the last financial year.

4.03 Another common argument is that the cost of the service should be added to Council Tax bills. The current cost of service for collection of garden waste is £770k, if this amount was to be shared between householders in the District it would represent a significant rise in Council Tax. This in turn would result in the requirement to have a referendum and if the cost of this referendum was to be included it would ultimately result in a rise in Council Tax of 15% for the average Band D property.

4.04 If a subscription based service was to be introduced it is important residents should be engaged in helping to shape the service and it is proposed that their views be sought through a comprehensive consultation process.

5. Benchmarking

5.01 Desktop research has revealed that 53% of local authorities in Great Britain (England, Scotland and Wales) currently charge an annual fee for kerbside garden waste collections, more are considering introducing a charge for this service in coming years. Chart 1 shows the percentage of LAs which charge for garden waste collections

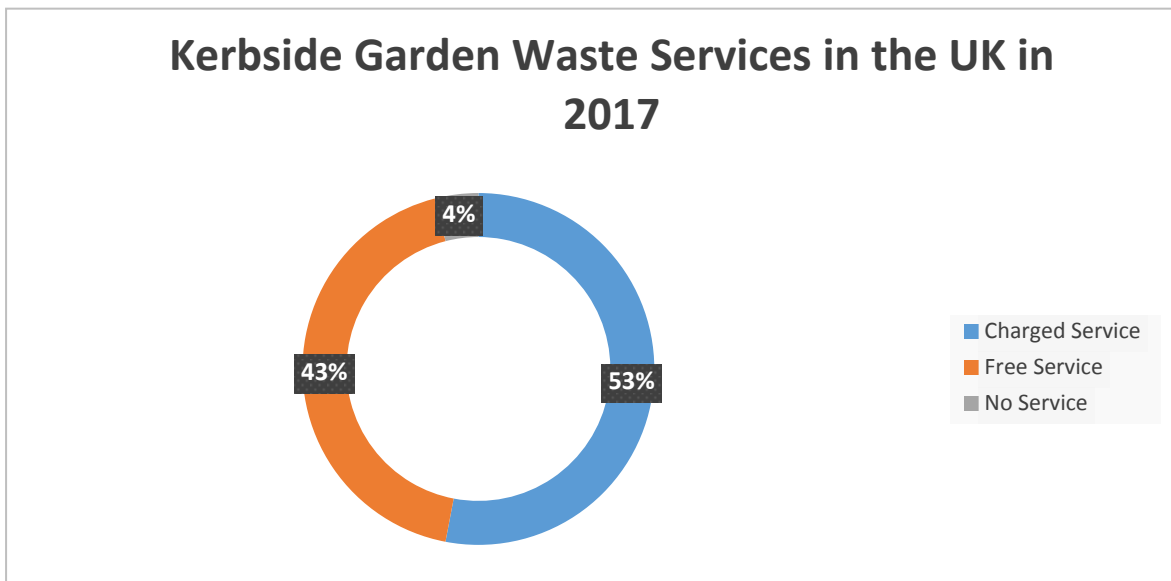


Chart 1: Kerbside Garden Waste Services (2016)

5.02 Findings show that the introduction of annual garden bin fees has recently seen a steep increase, as Council's look for ways to cope with ever-tightening budgets. The number of Local Authorities charging for the service has more than doubled in just five years. In 2016/17, 47 LAs; the highest amount ever in one year introduced a charge. Chart 2 shows the cumulative number of LAs which have introduced the charge over the last few years.

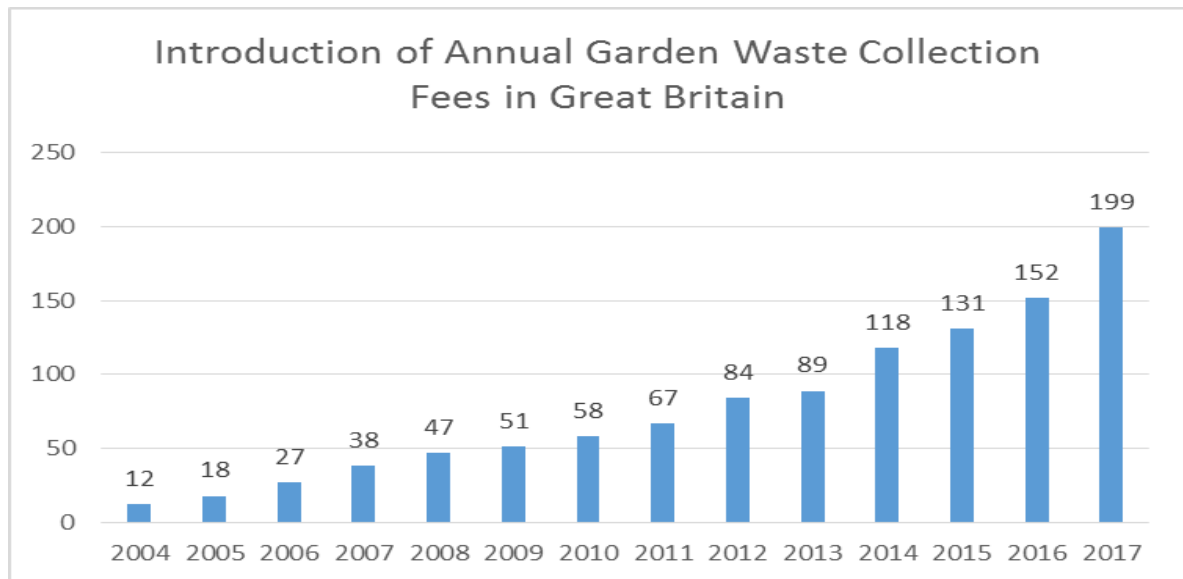


Chart 2: Increase in LA's charging for garden waste (2017)

5.03 Every other authority in Lincolnshire now charges for garden waste. Most have charged for this service for a number of years, Boston and South Holland have been the most recent authorities to introduce a subscription.

6. Benefits and Risks

6.01 Introducing a charged service could bring a number of benefits;

- a) Significant income
- b) Helps secure the medium term financial future of the Council
- c) Potential efficiency savings
- d) Introduces a user pays ethos
- e) An equitable service, currently some residents such as those in SWW could be perceived as funding the service

6.02 There are a number of risks;

- a) **Reduction in recycling rate**-the average reduction in the recycling rate for those authorities who charge is 2.7%. If this was replicated in West Lindsey the recycling rate could potentially dip below the legislative target of 50% by 2020, but would remain the highest in Lincolnshire.
- b) **Reputational damage**-this would be mitigated by using a 'lessons learned' approach from other authorities. Also, Operational Services have much experience in delivering significant service change whilst maintaining satisfaction levels. A comprehensive Implementation and Communications Plan would be required.
- c) **Increased Household Waste Recycling Centre costs**-the burden of these would fall on LCC as the Waste Disposal Authority.
- d) **Pressure on Energy from Waste facility capacity**-a solution to capacity issues at this facility is being undertaken as part of a refresh of

7. Fly-Tipping

7.01 There is a perception that introducing a charge for garden waste collection increases fly-tipping, although there is no convincing evidence to suggest this is true. In fact, the data shown in the table below shows a significant increase in fly-tipping in West Lindsey during 2014/15, whilst neighbours who do charge have shown a decrease. There are numerous factors which contribute to levels of fly-tipping, garden waste charging is just a small part of the equation.

7.02 Table 1 shows the number of fly-tipping incidents in some neighbouring authorities in recent years, highlighted numbers indicate the year when a charge for garden waste was introduced in that authority.

Authority	Number of incidents					
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
North Kesteven	846	811	957	863	978	1019
South Kesteven	679	372	752	930		
East Lindsey	1447	1786	2053	1620	1504	1126
CoLC	885	934	1050	1258		
West Lindsey	722	764	638	1043	1477	983

Table 1: Fly-tipping incidents

7.03 The Council is investing in resources to tackle fly-tipping, including use of effective prevention and enforcement techniques such as additional signage and using mobile CCTV cameras.

8. Consultation

8.01 The purpose of this proposed consultation is to:

- Inform local residents and other interested stakeholders about the proposed garden waste service changes and developments.
- Provide appropriate information to explain the proposals, different options and the drivers and rationale behind them.
- Engage, seek views and gather opinion on the proposed subscription garden waste service and the proposals within it.
- Identify any issues and gather information that will assist with the introduction and future delivery of the service.
- Explore the suitability of potential options with service users and seek other solutions and ideas concerning the way the council provides a self-funding garden waste service.
- Gain a fuller understanding of the likely impact that the proposed charges could have on service users.

- Undertake a fully compliant consultation that satisfies the council's policies and consultation duties.
- Provide decision makers with information to assist them in making informed decisions about the future of the garden waste service.

8.02 Consultation information including FAQ's will be delivered to all residents along with their annual collection calendars. Officers feel it important to provide information to explain the proposals, different options and the drivers and rationale behind them to encourage 'deliberative consultation'. This is where residents consider the information behind a proposal before making a decision. It is hoped that the inclusion of more detailed information will reduce concerns and some of the calls to our Customer Services staff.

8.03 A dedicated resource from Customer Services will be freed up to deal with residents' enquiries about the consultation, senior operational managers will also be available for support.

8.04 In order to engage and inform as many people as possible, this consultation will be widely promoted making use of media releases, briefings and social media. There will be opinion pieces from the Leader of the Council and /or the Chair of the Prosperous Communities urging people to tell us what they think through these channels.

8.05 As well as this, we will write to Parish & Town councils, WLDC Councillors, environmental groups, local voluntary and community organisations, LCC and other interested parties. There will be opinion pieces from the Leader of the Council and /or the Chair of the Prosperous Communities urging people to tell us what they think.

8.06 Residents will be encouraged to respond online where possible and the consultation will be supported by a dedicated area on the WLDC website where the consultation documents and FAQs will be available to download and an online questionnaire will be provided. The landing page on the WLDC website will promote the consultation and encourage residents to take part. The FAQs will be updated throughout the consultation period as questions from the public come in.

8.07 Information has already been presented to the disability network group and their comments will be incorporated into the draft Equality Impact Assessment (EIA) for this proposal. The EIA will be published on the website for comment throughout the consultation period.

8.08 Officers will do as much as they can to do face to face consultation and gather qualitative feedback by giving presentations to local area forums, outlining the proposals and answering questions from those in attendance.

8.09 In order to continue to engage Members throughout the process, it is proposed that a number of internal Member consultations take place over the

autumn, including an all Member seminar prior to reporting findings back to in December 2017.

8.10 The public consultation will be designed in-house, delivered through the most efficient means to all properties in West Lindsey. In total, it is expected to cost less than £2K to complete.

8.11 Whilst paying heed to data protection requirements, residents will be encouraged to provide email contact details so that they can be kept informed of future developments around the garden waste collection service.

8.12 The consultation and potential implementation will be supported by a full communications and marketing plan.

9. Timeline

9.01 The timeline for the consultation and future Committee process is shown below;

Public Consultation 17 Sept – 01 December 2017

Member Consultation September- December 2017 (dates to be arranged)

Final approval December 2017

Subscriptions become available end of December 2017

Service, if approved, commences April 2018

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**Committee: Prosperous
Communities**

12th September 2017

Subject: Crematorium Development

Report by:

Eve Fawcett-Moralee
Director of Economic Growth and Commercial
01427 676535
Eve.Fawcett-moralee@west-lindsey.gov.uk

Contact Officer:

Karen Whitfield
Community Commercial Investment Programmes
Manager
01427 675140
Karen.whitfield@west-lindsey.gov.uk

Purpose / Summary:

To update Members with regard to the current progress with the Crematorium development project and to set up a Member working group to provide direction on services provided to the local community.

RECOMMENDATION(S):

- 1) That Members note the progress with regard to the crematorium development
- 2) That Members agree to receive periodic updates on progress and set up a working party to provide direction on the range of services to be offered to the local community.

IMPLICATIONS

Legal:

The Council has the legal power to develop and operate a crematorium service. In order to develop the crematorium all relevant statutory approvals will be sought including planning, building control, construction regulations and health and safety crematorium related standards.

The provision of crematoria services is regulated by The Cremation (England and Wales) Regulations 2008.

An option to purchase the land has been secured, with completion of the purchase due after a successful planning application. There are a range of milestones within the option agreement and these have been incorporated into the project plan. The timescales allocated build in sufficient contingency to ensure the Council can mitigate any risk and hit the agreed timeline.

Financial : FIN/64/18/TJB

In June 2017 Corporate Policy and Resources Committee approved a capital development budget of up to £6.1 million plus 10% tolerance.

The Crematorium is a viable project that will contribute to the future sustainability of the Council over the long term.

Staffing :

During the development phase the design and build capital project is being undertaken by external providers. The Council has recruited a Senior Project Officer to support the project who will work closely with external project advisers with specialist knowledge of crematoria development. Regular project team meetings are in place to monitor progress and reports are provided to Entrepreneurial Board.

The staffing structure for operation of the facility is based on a small team of three to carry out day to day operations. The manager and assistant will be required to have certain qualifications in order to operate the facility and will be recruited externally.

The completed facility will be added to the Council's Property Register and maintained by the Council's Property and Assets team as part of their routine property inspection and maintenance programme.

Equality and Diversity including Human Rights :

None arising from this report.

Risk Assessment :

The development of a crematorium is a significant investment for the Council and a major capital project. In addition to this the operation of a crematorium is a completely new business area for the Council. To mitigate the risks a full risk assessment has been produced for the project and identified risks are being proactively managed by the Senior Project Officer and project team.

Climate Related Risks and Opportunities :

None in relation to this report.

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

Call in and Urgency:

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

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

Yes

No

Key Decision:

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

Yes

No

1 Background

- 1.1 In 2016 the Council developed a feasibility study and full business case which demonstrated both a community and commercial need for a crematorium to be developed. The aspiration was for the facility to be of modern 'flagship' design which would be attractive to users and would incorporate gaps in supply such as the ability to accommodate over-size coffins. The facility should also have a wide range of complimentary gardens to provide memorial opportunities.
- 1.2 In June 2016 Members of Corporate Policy and Resources Committee considered the commercial business case and agreed a total capital budget of £4.013 million to support the development of the facility plus a 15% tolerance.
- 1.3 In June 2017, following revision of the of both the business case and receipt of more detailed costings, Members of Corporate Policy and Resources Committee agreed a total development budget of £6.1 million plus 10% tolerance and RECOMMENDED that Prosperous Communities provide policy direction on the design of the facility and the services being offered to the community.
- 1.4 To date this project has been dealt with on an exempt report basis due to the commercial sensitivity around the project. However, the Chairs of both this Committee and Corporate Policy and Resources have been receiving updates on progress.

2 Progress to Date

- 2.1 Since December 2016 the project has developed at pace. The project has been fully scoped out and a full project plan developed which demonstrates the necessary stages and gateway decisions needed in order to bring the crematorium development to fruition. Regular project updates are provided to the Entrepreneurial Board and the Council have also identified the necessary staffing resources to ensure successful delivery of the project. This includes independent peer review resource.
- 2.2 Following a rigorous site appraisal the Council have secured an option to purchase a piece of land on the boundary between Lea and Knaith to facilitate development of a crematorium.
- 2.3 External consultants Faithful & Gould have been appointed along with Architects, Structural Engineers and Mechanical and Electrical Engineers. Officers have been working closely with the Architects to ensure that the designs approved both match the original aspirations captured in the business case and remain affordable.

- 2.4 Concept designs and a cost plan have now been approved and work has begun to complete the developed design ready for the planning application submission.
- 2.5 A range of surveys have been undertaken to confirm the viability of the site identified and the project timelines have had to be re-visited in light of the presence of great crested newts on the site.

3 Future Project Milestones and Actions

- 3.1 Full developed designs are currently being worked up and are due to be received by the end of September.
- 3.2 A Planning Consultant has been engaged to ensure that ecological issues are dealt with appropriately in terms of the planning application submission and determination, and to also advise on the range and content of community consultation planned.
- 3.3 As a result a scheme of community consultation events have been planned and these include:
 - a) An initial meeting which has already taken place with local Funeral Directors, Clergy and Celebrants to test out the operational flow of the concept design. The feedback from this meeting has been incorporated into the agreed concept design.
 - b) During early September meetings have taken place with Gainsborough Town Council, Lea Parish Council and Knaith Parish Council in order to share plans and the rationale for development.
 - c) A mass community consultation event is planned for the 19th September, the first hour of which will be a VIP hour for all Members of this Council together with Members of all town and parish councils. The general public will be invited in thereafter. Feedback will be analysed to form the final developed design required for planning
- 3.4 Officers are keen to submit the planning application as soon as possible as there is a risk that a private crematorium operator will see the business opportunity and seek to develop a private facility in or around Gainsborough. In light of this it is planned to submit the application by the 13th October although this cannot be determined until July 2018 when a mitigation plan can be submitted regarding the great crested newts.
- 3.5 It is envisaged at this stage that construction will commence in around January 2019 and the facility will be completed by January 2020.
- 3.7 The construction of the facility is just one aspect of the operation of the crematorium and other actions will include staffing and recruitment, marketing the facility, deciding what services and packages will be offered.

4 Recommendation

4.1 It is hereby **RECOMMENDED** that Members:

- 1) Note the progress with regard to the crematorium development.
- 2) That Members agree to receive periodic updates on progress and set up a working party to provide direction on the range of services to be offered to the local community.

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.

Date	Title	Lead Officer	Purpose of the report
12/09/2017	market proposals - after call-in	Ady Selby	To receive further proposals on the future operation of Gainsborough Market
	Brownfield Land Register	Diane Krochmal	To update on changes in legislation and impact on the wider picture. The Town and Country Planning (Register of previously Developed Land) Regulations came into force on 16th April 2017 initiating the requirement for councils to prepare and maintain a register of brownfield land suitable for residential development.
	Broadband Future Provision	Ian Knowles	Following a report to cttee in June 16 to present further detailed options as directed by the committee
	Gainsborough Marina and Property Acquisition	Elaine Poon	Regarding Gainsborough Marina
	Housing Infrastructure Fund	Joanna Walker	To inform Members about this new funding opportunity and to outline the content of a proposed bid for funding to support the Gainsborough Growth Programme.
	Consultation - Garden Waste Options	Ady Selby	To approve the consultation process to be undertaken relating to the future delivery of the Garden Waste Service
24/10/2017	Market Rasen Car Parking	Eve Fawcett-Moralee	To provide an update on the impact of introducing car parking charges in Market Rasen
	Waste Services Policies	Ady Selby	To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity
	Scotter NP	Daniel Evans	To approve the plan for referendum and formally 'make' the neighbourhood development plan
	Lea NP	Daniel Evans	To approve the plan for referendum and adoption at council
	Planning Enforcement Policy	Andy Gray	To gain approval for the revised planning enforcement policy and agree its adoption.

	Gainsborough Growth Fund Review	Marina Di Salvatore	To present a review of the GGF Scheme, its performance over the last 3 years and any recommendations going forward
	Managed Workspace: Revised Proposal	Joanna Walker	Seeks member support for a revised proposal for managed workspace on an alternative site in Saxilby.
	selective licensing progress report	Andy Gray	to provide a further report to cttee one year after implementation
	Quality Customer Service	Mark Sturgess	To set out the new procedures
	P AND D PERIOD 2	Mark Sturgess	To present p and d progress as at end of quarter 2
	Fees and Charges - Prosperous Communities	Tracey Bircumshaw	To consider and recommend to CP&R 2018/19 the Committee's fees and charges
	Neighbourhood Plans: Priorities and Work Programme	Nev Brown	To agree priorities and the future programme for the preparation of neighbourhood plans in the district.
	Housing Strategy (following Consultation)	Diane Krochmal	To seek approval to adopt the housing strategy
	Adoption of the CIL for West Lindsey	Rachael Hughes	Recommendation that PCC support the progression of CIL Charging Schedule for adoption at Full Council
	Affordable Housing Contributions	Rachael Hughes	To set out current monies held by the Authority for affordable housing through S106 monies and any applicable time limits as requested by PC Committee in June 2017.
	Digital County News	Alan Robinson	To agree a way forward for communicating with the public
	Report required re concerns of drug use in SW ward	Michelle Howard	Report needed to explore concerns raised about drug use in SW ward as per motion to Council on 3 July 2017.
05/12/2017	Decision on Future Delivery of Garden Waste	Ady Selby	To make a decision regarding the future delivery of the garden waste service, following consultation.

	Well Being Service Procurement Report	Michelle Howard	<p>extract from mins of mtg 21/3/17: -</p> <p>(c) a report on the final arrangements be submitted to the Prosperous Communities Committee for approval prior to implementation;</p> <p>(e) an update report be submitted to Prosperous Communities Committee at the end of the PQQ phase and at key milestones thereafter, agreed in consultation with the chairman of the Prosperous Communities Committee; and</p> <p>(f) Subject to being shortlisted, following the outline solution stage, a further report be submitted to the Prosperous Communities Committee in July 2017 for approval to progress formally to the competitive dialogue stage.</p> <p>Extract from mins of meeting 18/7/17: if the bid is successful, Officers be requested to bring a further detailed report for approval by Prosperous Communities Committee, before accepting a contract.</p>
30/01/2018	p and d period 3	Mark Sturgess	to present p and d position as at end of q3
	Draft Revenue Budget - Prosperous Communities	Tracey Bircumshaw	To review and recommend to C&R the Committee's revenue budgets
	Revised Housing Assistance Policy	Andy Gray	To put in place revised Housing Assistance Policy for member approval
20/03/2018	Health Commission Review	Michelle Howard	<p>Six Month Review: - to review the progress outcomes and future need and remit of the Health Commission. In accordance with the decision made by PC cttee on 18 July 2017.</p> <p>Neighbourhood Networks be considered as a work plan item over the coming year as part of the review of the Health Commission work, already included in the work plan;</p>
01/05/2018	p and d - period 4	Mark Sturgess	To present the year end position for p and d

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