

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, 24th October, 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** (PAGES 3 - 8)  
Minutes of the Prosperous Communities Committee held on 12 September 2017.
4. **Matters Arising Schedule** (PAGES 9 - 16)  
Setting out current position of previously agreed actions as at 16 October 2017.
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.

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

Large Clear Print: Braille: Audio: Native Language

## 6. Public Reports

- a) Membership of the Crematorium Working Group (PAGES 17 - 20)
- b) Lea Neighbourhood Plan (PAGES 21 - 24)
- c) Scotter Neighbourhood Plan (PAGES 25 - 28)
- d) Neighbourhood Plan: Priorities and Work Programme (PAGES 29 - 56)
- e) Adoption of CIL for West Lindsey (PAGES 57 - 104)
- f) Selective Licensing Progress Report and Tenant Passport (PAGES 105 - 136)
- g) Performance and Delivery - Period 2 (PAGES 137 - 176)
- h) Fees and Charges - Prosperous Communities (PAGES 177 - 234)
- i) Review of the West Lindsey County News (PAGES 235 - 248)
- j) Broadband Options (PAGES 249 - 254)
- k) Market Rasen Car Parking (PAGES 255 - 264)
- l) Workplan (PAGES 265 - 268)

Mark Sturgess  
Interim Head of Paid Services  
The Guildhall  
Gainsborough

Monday 16 October 2017

Prosperous Communities Committee- 12 September 2017  
Subject to Call-in. Call-in will expire on 4 October 2017 at 5pm

## 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 12 September 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 Michael Devine  
Councillor Paul Howitt-Cowan  
Councillor Mrs Pat Mewis  
Councillor John McNeill  
Councillor Mrs Maureen Palmer  
Councillor Mrs Lesley Rollings  
Councillor Trevor Young

**In Attendance:**

Mark Sturgess	Chief Operating Officer
Ian Knowles	Director of Resources and S151 Officer
Eve Fawcett-Moralee	Director Economic & Commercial Growth
Ady Selby	Operational Services Team manager
Karen Whitfield	Community Commercial Investment Programmes Manager
Saul Farrell	Senior Project Officer
Elaine Poon	Local Development Order and Major Projects Officer
Katie Coughlan	Senior Democratic & Civic Officer
Ele Durrant	Democratic and Civic Officer

**Also Present:** Councillor Tom Smith

**Also in Attendance** Mr Dyson National Market Traders Federation

**Apologies:** Councillor Christopher Darcel

### 41 PUBLIC PARTICIPATION

There was no public participation.

### 42 MINUTES OF PREVIOUS MEETING

(a) Meeting of the Special Prosperous Communities Committee – 11 July 2017

**RESOLVED** that the minutes of the meeting of the Special Prosperous Communities Committee held on 11 July 2017 be confirmed and signed as a correct record.

(b) Meeting of the Prosperous Communities Committee – 18 July 2017

**RESOLVED** that the minutes of the meeting of the Prosperous Communities Committee held on 18 July 2017 be confirmed and signed as a correct record.

#### **43 MATTERS ARISING SCHEDULE**

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 4 September 2017.

A Member of Committee noted the ongoing interest from representatives of Age UK to attend Committee to speak to Members about the work of the organisation and asked that a date for this to be arranged.

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

#### **44 MEMBERS' DECLARATIONS OF INTEREST**

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

#### **45 BROADBAND FUTURE PROVISION**

Members gave consideration to a report regarding the current position and future options for broadband provision across the district. Members were asked to agree that Officers work with BDUK and Onlincolnshire to remove the barriers to include West Lindsey as part of phase 3 and for Officers to lobby Central Government. Further recommendations were made for Members to agree that direct support was provided to local neighbourhoods for a period of 2 years and for Committee to recommend the use of the General Fund Balance for funding of the direct support to the Corporate Policy and Resources Committee.

The Chairman explained that, having further discussed the item with the Director of Resources, she was proposing that only the first two recommendations within the report be considered at this time, and that the second two recommendations be deferred and considered at the Prosperous Communities Committee meeting in October 2017. It was further proposed that recommendation (b) be amended in that it should include the lobbying of Lincolnshire County Council as well as Central Government. The Chairman advised with Committee's agreement that recommendations (c) and (d) would then be considered in light of this additional lobbying action at a future meeting.

The Chairman also noted an email communication submitted from a fellow Member, Councillor Strange, who had highlighted concerns about the lack of broadband across rural areas of the district and the impact this had on residents. All Members agreed about the importance of this matter. The contents of the email were shared with Committee.

Discussion ensued regarding the specifics of the provision from existing providers and the options available with a view to achieving much increased broadband coverage. The

Director of Resources explained the technical aspects of the project and reiterated the need to lobby County Council and Central Government to highlight that, given the current situation, the district would not be able to achieve 100% local broadband coverage by 2020, which would be contrary to the pledge made by Central Government. A Member of Council commented that recently there had been publicity which suggested the Government had amended the timescale of this pledge with the view to achieving 100% National coverage earlier than 2020. The Director of Resources was not aware of this amended timescale and stated he would look into it further.

On that basis and in light of the discussion

It was **RESOLVED** that:-

- a) Officers continue to work with BDUK and On-Lincolnshire to remove the barriers in order that West Lindsey is included as part of Phase 3;
- b) Officers lobby Central Government and Lincolnshire County Council; and
- c) recommendations (c) and (d) be deferred and considered again at the committees next meeting in October.

#### **46 BROWNFIELD LAND REGISTER**

Members were asked to consider a report regarding the details of Part 1 of the Brownfield Land Register. The Chief Operating Officer explained that this was a mandatory requirement to collate and publish a Brownfield Land Register by 31 December 2017. The report further sought to inform Members regarding the requirements in relations to part 2 of the registers. However, it was stressed that The Council currently had no agreed plans to implement this.

The Chairman noted there had been questions circulated from a fellow Member, Councillor Smith, prior to Committee with regards to this matter. The Councillor was in attendance at Committee and addressed his question to the Chief Operating Officer for response and clarification. The Chief Operating Officer explained that the issues raised by the Councillor in his question were specifically relating to Part 2 of the Brownfield Land Register and that it was only the statutory Part 1 of the Register that was being presented to Committee at this stage. The Chief Operating Officer assured the Councillor, and Members, that should Part 2 of the Register come into consideration, it would be subject to a separate report and would be presented to Committee for further deliberation.

A Member of Committee noted the amount of work needed to implement Part 1 and commented on the seemingly short timescales. In response The Chief Operating Officer offered assurance that the Council had the ability to deliver and was currently recruiting a new Monitoring Officer whose role would include the Brownfield Land Register.

**RESOLVED** that the contents of the report be noted.

#### **47 CONSULTATION GARDEN WASTE OPTIONS**

Members considered a report in relation to a proposed consultation on the future of garden waste service and were asked to approve a comprehensive consultation exercise with regard to introducing a subscription based garden waste collection service. The Strategic Manager for Trading & Environmental Operations, explained that the report was seeking approval of the consultation exercise only and that following this, Officers would compose a full report of the outcomes and recommendations for presentation to Committee in December 2017.

There was significant discussion about the validity and worth of the consultation exercise as well as the possible outcome. Members were assured that the scope of the consultation was to garner thoughts and opinions from across the district and that Members would not be asked to consider any possible outcomes until after the consultation period. Officers explained that the options available to those who wished to give feedback were varied and easily accessible and the time scale of the consultation was such as to give maximum opportunity for response.

Members shared their concerns about the possible result of the proposed changes to the collection of garden waste and were reminded that the purpose of the report under consideration was to approve the consultation period. Assurances were given that there would be no final decision made without further presentation to Committee.

**RESOLVED** that the Consultation exercise on Future Garden Waste Service (as detailed in the report) be formally approved.

#### **48 CREMATORIUM DEVELOPMENT**

Consideration was given to a report on the development of a new crematorium in West Lindsey. Members were asked to note the progress of the development to date and to agree to receive periodic updates on future work. Members were also asked to set up a working party to provide direction on the range of services to be offered to the local community.

The Communities and Commercial Programme Manager gave Members a full background of the project and detailed the proposed timescales from applying for planning permission to completion of the build, including the first public meeting to be held in September. A Member of Committee questioned the communication methods in relation to the project as it was felt that WLDC Councillors had not received the same level of information as the Parish Councillors. Officers acknowledged Members comments and concerns. The Chief Operating Officer stated that Officers would look at the communication framework between Officers and Councillors in order to share information openly whilst also maintaining confidentiality when necessary.

Questions were raised about how the working party would be established and the Chairman explained that this had not yet been set, discussions were ongoing and it would be role of the Committee to approve the membership.

**RESOLVED** that:-

- a) the progress with regard to the crematorium development be noted and

periodic updates on progress be submitted to the Committee.

- b) A working party be established to provide direction on the range of services to be offered to the local community.

#### **49 WORK PLAN**

Members gave consideration to the Committee Work Plan. A Member of Committee noted that there appeared to be differences between two items on the Work Plan that were essentially the same matter. It was confirmed this was an administrative error and would be corrected. The Chairman also informed Members she was due to hold a meeting with the Chief Operating Officer to review all items on the Work Plan in detail.

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

#### **50 PRESENTATION FROM BRENDAN DYSON, NATIONAL MARKET TRADERS FEDERATION**

The Committee welcomed Mr Brendan Dyson from the National Market Traders Federation who addressed Members, providing the Committee with an overview of alternative ways of running and managing town markets to maximise the benefits to the local community.

Mr Dyson explained that approximately 65% of markets are still run by Councils, although there are an increasing number of markets which are privately operated or run by trader co-ops or community interest groups. Mr Dyson explained that the success of any market, regardless of how it was run, focussed on those managing it having the drive and enthusiasm to encourage new traders and continue the growth and development of the market.

Mr Dyson noted that in 2015 there was around £36 million invested into markets and that although there has been a decline in market trade over the past 10 years there are signs that this is starting to pick up and communities are increasingly likely to embrace the social and economic benefits of having a thriving market place.

A short period of questioning and answering followed, with Members raising issues specific to West Lindsey and these were responded to accordingly.

Mr Dyson was thanked for his attendance.

#### **51 EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED** that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following 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.

#### **52 MARKET PROPOSALS - AFTER CALL-IN**

Members gave consideration to a report about proposed alternatives to ensure the

continuation of Gainsborough Market. Members were asked to approve the Vision and Objectives for the Market and to agree to Officers gathering additional data on market options which would inform a further report, including future delivery options, due at Prosperous Communities Committee in December.

There was significant discussion about the benefits of maintaining the market and the positive impact this would have on the town centre. Members were assured that all options in consideration had been chosen with the aim of continuing and improving the market.

All were in agreement that the priority was for the markets to be a success for Gainsborough.

**RESOLVED** that:

- a) the Vision and Objectives for the Market be agreed; and
- b) Officers undertake additional market research to present a further report to Committee in December.

**53 GAINSBOROUGH MARINA & PROPERTY ACQUISITION**

The Chairman advised that owing to the fast pace of the development of this project it was necessary to amend the recommendations of the report with up to date information. This was duly circulated. A 3 minute adjournment was granted in order that Members could consider the revised recommendations.

The meeting reconvened at 8:10pm

Members were then shown a presentation by the Project and Growth Officers to demonstrate the proposed development around Gainsborough. The Director of Economic Growth & Commercial explained that the premise of the presentation and report was to seek agreement from Members to continue with the project and a full report for the extended business case would be presented to Committee in early 2018.

The projected social, economic and environmental benefits of the project were highlighted to Members and discussions were held relating to the inclusion of local woodland areas into the plan. All Members expressed their support and excitement about this project and thanks were extended to the team working on it.

**RESOLVED** that all recommendations as set in the addendum circulated be approved.

The meeting concluded at 8.37 pm.

Chairman



## 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

Active/Closed	Active				
Meeting	Prosperous Communities Committee				
Status	Title	Action Required	Comments	Due Date	Allocated To
Black					
	<b>market rasen car parking consultation</b>	<p>extract from mins of mtg 13/9</p> <p>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.</p>	<p><b>please ensure requested consultation is built into report prep.</b></p> <p><b>25/10/16 Cllr Smith requested that stakeholders be included in the consultation.</b></p> <p><b>This is an agenda item for September's meeting</b></p> <p><b>This item has been deferred to October's meeting.</b></p> <p><b>This item will now be considered in December</b></p> <p><b>This item is to be considered at</b></p>	31/10/17	Eve Fawcett-Moralee

			<b>October's meeting.</b>		
	<b>employment and skills work</b>	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.	<b>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.</b>  <b>Confirmed Cllr Shore has been contacted, pending further response.</b>	29/09/17	Amanda Bouttell
	<b>broadband report</b>	extract from mins 12/09/17  c) recommendations (c) and (d) be deferred and considered again at the committees next meeting in October.	<b>item has been added to forward plan</b>	04/10/17	Ian Knowles

	<b>crem working party</b>	extract from mins of mtg 12/09/17 b) A working party be established to provide direction on the range of services to be offered to the local community.	<b>Item added to forward plan for October's meeting</b>	04/10/17	Katie Coughlan
<b>Green</b>					
	<b>s106 - monies held report</b>	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.	<b>please see above extract and the report that Members have requested.</b>  <b>This item needs to be added to the f plan</b>  <b>Cttee Admin have provisionally scheduled this for october - please review and amend as appropriate. Item to be considered in December 2017</b>  <b>Date amended to reflect item has been deferred to early 2018</b>	31/01/18	Rachael Hughes

	<b>work plan - age uk item</b>	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.	<b>The Chairman is currently proposing that this matter be considered under the remit of the Health Commission</b>	01/11/17	Katie Coughlan
	<b>CIL PARISH COUNCIL TRAINING</b>	This matter has been referenced 21 March 17. and May 2017	<b>training will be organised after the adoption of CIL</b>	12/05/18	Rachael Hughes

	<b>S106 MONITORING - OUTCOME REPORT TO PLG CTTEE ALSO</b>	<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>	<b>Please see above extract when preparing this report for PC Committee please note this report also needs to be submitted to plg cttee for infomation. PLEASE ADD THIS ITEM TO THE FORWARD PLAN FOR BOTH CTTEES</b>	01/11/17	Rachael Hughes
--	---	--	--	----------	-------------------

	<p><b>member champions</b></p>	<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><b>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</b></p> <p><b>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.</b></p>	<p>05/01/18</p>	<p>Alan Robinson</p>
--	--------------------------------	---	---	-----------------	----------------------

	<b>wellbeing board representation</b>	<p>extract from mins of meeting 18/7/17</p> <p>(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; and</p>	<b>please confirm when request has been made. Please also advise of any response received through this matters arising</b>	31/10/17	Michelle Howard
<b>Grand Total</b>					

This page is intentionally left blank





**Prosperous Communities  
Committee**

**Date 24<sup>th</sup> October 2017**

**Subject: Crematorium Working Group**

Report by:	Director of Commercial and Economic Growth
Contact Officer:	Karen Whitfield Communities & Commercial Programme Manager (01427) 675140 Karen.whitfield@west-lindsey.gov.uk
Purpose / Summary:	To formally appoint Member working party for the crematorium project

**RECOMMENDATION(S):**

1) That the Members proposed at paragraph 2.2 are formally appointed to the crematorium working group.

**IMPLICATIONS**

**Legal: None from this report**

**Financial : FIN/91/18 None from this report**

**Staffing : The project manager will support this group.**

**Equality and Diversity including Human Rights : None from this report.**

**Risk Assessment : None from this report. The project has a risk register**

**Climate Related Risks and Opportunities : None from 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 Introduction

- 1.1 On the 12<sup>th</sup> September 2017 Members of Prosperous Communities Committee considered a report which provided an update with regard to the crematorium project and also approved the formation of a Member working party to provide direction on the range of services to be offered to the local community.

## 2 Member Working Party

- 2.1 It is proposed that the Member working party comprises eight Members with cross party representation and contains a range of relevant skills and experience.
- 2.2 The Chair of Prosperous Communities has been liaising with Members regarding their inclusion on the working group and the following Members are proposed:

Gainsborough North	Cllr Gill Bardsley
Gainsborough East	Cllr Mick Devine
Gainsborough SW	Cllr Judy Rainsforth
Scotter	Cllr Bruce Allison
Hemswell	Cllr Paul Howitt-Cowan
Saxilby	Cllr David Cotton
Lea	Cllr Jessie Milne
Torksey	Cllr Stuart Kinch

- 2.3 It is proposed that the working party nominated will stay in place until the completion of the crematorium project and the facility is open.
- 2.4 Full terms of reference which set out the role and parameters of the Member working party will be decided and agreed at the first meeting once appointed.

## 3 Recommendation

- 3.1 It is hereby **RECOMMENDED** that the Members proposed at paragraph 2.2 are formally appointed to the crematorium working group.

This page is intentionally left blank



**Prosperous Communities**

**24<sup>th</sup> October 2017**

**Subject: Lea Neighbourhood Plan Public Referendum**

Report by:

Chief Operating Officer, Mark Sturgess

Contact Officer:

Nev Brown  
Senior Neighbourhood Planning Policy Officer  
nev.brown@west-lindsey.gov.uk

Purpose / Summary:

To receive the report and recommend the progression to public referendum for the Lea Neighbourhood Plan.

**RECOMMENDATION(S):**

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

## IMPLICATIONS

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

**Financial: FIN/85/18**

**Additional financial contributions are available from DCLG to support Neighbourhood Planning and cover the cost of the public referendum so no impact on Council budgets.**

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

**Equality and Diversity including Human Rights :**

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

**Risk Assessment : n/a**

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

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

**Appendix A: Copy of Examiner's Report - <https://www.west-lindsey.gov.uk/my-services/planning-and-building/neighbourhood-planning/all-neighbourhood-plans-in-west-lindsey/lea-neighbourhood-plan/>**

**Call in and Urgency:**

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

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

**Yes**

**No**

**X**

**Key Decision:**

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

**Yes**

**No**

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

- 1.1 The Lea Neighbourhood Plan area was designated on the 22<sup>nd</sup> November 2016. After this, the Neighbourhood Plan Steering Group undertook a significant amount of public consultation to identify the core issues that the local community would like to see included within the Neighbourhood Plan.
- 1.2 Several consultations have taken place, including public meetings, public events, exhibitions and discussions with local businesses/landowners.
- 1.3 The Neighbourhood Plan Group identified and commissioned technical reports and evidence base studies in order to support the emerging Neighbourhood Plan. The evidence base was also used to inform the planning policies and justification for the various issues raised by the community.

Issues and policies included within the Neighbourhood Plan, include:

- Location, design and type of future housing development
- Protection of Local Green spaces around the village
- Enhancing Lea's unique green infrastructure
- Managing flood risk

## **2.0 Examination and Public Referendum**

- 2.1 There are two statutory final stages in completing the Neighbourhood Plan that are the responsibility of West Lindsey District Council to organise and cover the costs for; i) the independent examination, and ii) the referendum. The independent examination has now been completed and the Independent Examiner (Andrew Ashcroft MRTPI) has advised that the plan should proceed to public referendum.
- 2.2 Accordingly, it is now recommended that members support and approve this next stage of the process and, in line with regulations, agree the date for this to happen. The District Council must give at least 28 working days notice in advance of the start of the referendum. The qualifying body (Neighbourhood Plan Group) may campaign before the referendum.
- 2.3 The Lea Public Referendum has been scheduled to take place on **Thursday the 7th December 2017**.

2.4 If more than 50% of those voting in the referendum vote 'yes', then the council will bring the plan into legal force and it forms part of the statutory development plan.

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

3.1 If the outcome of the public referendum is supportive of the plan (i.e. more than 50% of the people who vote, vote in favour of the Plan) the Local Planning Authority must formally 'make' the Neighbourhood Plan. Again, as with the eight previous 'made' plans, this will be formalised by bringing the Neighbourhood Plan back before Council for a final time. Subject to a positive outcome at public referendum, it is likely that this will be at the January (2018) Full Council meeting.

### **4.0 Recommendation**

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





**Prosperous Communities**

**24<sup>th</sup> October 2017**

**Subject: Scotter Neighbourhood Plan Public Referendum**

Report by:

Chief Operating Officer, Mark Sturgess

Contact Officer:

Nev Brown  
Senior Neighbourhood Planning Policy Officer  
nev.brown@west-lindsey.gov.uk

Purpose / Summary:

To receive the report and recommend the progression to public referendum for the Scotter Neighbourhood Plan.

**RECOMMENDATION(S):**

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

## IMPLICATIONS

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

**Financial: FIN/86/18**

**Additional financial contributions are available from DCLG to support Neighbourhood Planning and cover the cost of the public referendum so impact on Council budgets.**

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

**Equality and Diversity including Human Rights :**

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

**Risk Assessment : n/a**

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

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

**Appendix A: Copy of Examiners Report - <https://www.west-lindsey.gov.uk/my-services/planning-and-building/neighbourhood-planning/all-neighbourhood-plans-in-west-lindsey/scotter-neighbourhood-plan/>**

**Call in and Urgency:**

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

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

**Yes**

**No**

**X**

**Key Decision:**

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

**Yes**

**No**

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

- 1.1 The Scotter Neighbourhood Plan area was designated on the 25<sup>th</sup> June 2015. After this, the Neighbourhood Plan Steering Group undertook a significant amount of public consultation to identify the core issues that the local community would like to see included within the Neighbourhood Plan.
- 1.2 Several consultations have taken place, including public meetings, public events, exhibitions and discussions with local businesses/landowners.
- 1.3 The Neighbourhood Plan Group identified and commissioned technical reports and evidence base studies in order to support the emerging Neighbourhood Plan. The evidence base was also used to inform the planning policies and justification for the various issues raised by the community.

Issues and policies included within the Neighbourhood Plan, include:

- Location, design and type of future housing development
- Village centre development and public realm
- Parking standards
- Protection of Local Green spaces
- Protecting community facilities
- Managing flood risk

## **2.0 Examination and Public Referendum**

- 2.1 There are two statutory final stages in completing the Neighbourhood Plan that are the responsibility of West Lindsey District Council to organise and cover the costs for; i) the independent examination, and ii) the referendum. The independent examination has now been completed and the Independent Examiner (Andrew Ashcroft MRTPI) has advised that the plan should proceed to public referendum.
- 2.2 Accordingly, it is now recommended that members support and approve this next stage of the process and, in line with regulations, agree the date for this to happen. The District Council must give at least 28 working days notice in advance of the start of the referendum. The qualifying body (Neighbourhood Plan Group) may campaign before the referendum.

2.3 The Scotter Public Referendum has been scheduled to take place on **Thursday the 7th December 2017**.

2.4 If more than 50% of those voting in the referendum vote 'yes', then the council will bring the plan into legal force and it forms part of the statutory development plan.

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

3.1 If the outcome of the public referendum is supportive of the plan (i.e. more than 50% of the people who vote, vote in favour of the Plan) the Local Planning Authority must formally 'make' the Neighbourhood Plan. Again, as with the eight previous 'made' plans, this will be formalised by bringing the Neighbourhood Plan back before Council for a final time. Subject to a positive outcome at public referendum, it is likely that this will be at the January (2018) Full Council meeting.

### **4.0 Recommendation**

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



<b>Committee:</b> Prosperous Communities
<b>Date:</b> 24 <sup>th</sup> October 2017

## Neighbourhood Plans: Priorities and Work Programme

Report by: Chief Operating Officer, Mark Sturgess

Contact Officer: Nev Brown  
Senior Neighbourhood Planning Policy Officer  
01427 676653  
[nev.brown@west-lindsey.gov.uk](mailto:nev.brown@west-lindsey.gov.uk)

Purpose / Summary: The report reviews the Council's support to neighbourhood planning groups in helping them to prepare their plans and seeks Members' support to the revised arrangements and approval to the report's recommendations prioritising Council assistance including provision of 'top-up' funding.

### RECOMMENDATIONS:

#### That Members:

- 1) note and support the revised arrangements for providing Council support to neighbourhood plan groups as outlined in this report.
- 2) agree that the Council continues to support all neighbourhood planning groups in the preparation of their plans. The provision of such support is a corporate priority, embraces the requirements and aspirations of the Localism Act, contributes to good planning decision making in the district, and enhances community cohesion. Neighbourhood planning in the district enables local people to take a proactive role in shaping the future of the settlements they live in, and by providing them with support gives the Council a good reputation.
- 3) agree that the level of support provided by the Council to neighbourhood planning groups should be made on an individual basis taking into account the needs of that settlement. Priority should be given to those neighbourhood planning groups that are positively

planning for growth or facing significant development pressures in their areas. The Council should also prioritise support to those neighbourhood plans which have reached these key statutory stages :designation;draft publication: submission; examination; referendum; and the making of the plan.

- 4) agree, that in its partnership with the Council, Community Lincs support on neighbourhood plans should be directed towards the initial/pre-designation stages of plan preparation where the assistance it has available can be best utilised. This should be confirmed in an updated version of the service level/partnership agreement. Parish and town councils should be informed that there would be no charge for this support from Community Lincs.
- 5) recommend to Full Council that the decision, currently made by Prosperous Communities, to accept the examiner's report and hold a referendum on a neighbourhood plan should in future be made through delegated powers given to the Chief Operating Officer. This stage raises few issues and using delegated powers will save time at a critical stage in the neighbourhood plan process when statutory deadlines must be met.
- 6) agree that the Members' Champion for Neighbourhood Plans and the Neighbourhood Planning Team should meet on a quarterly basis to review the timetable of neighbourhood plans and consider those at planned referendums and forthcoming committees. The Neighbourhood Planning Team should also provide Members with monthly bulletins on neighbourhood plans progress in the District.
- 7) agree that for this financial year 2017/18 and 2018/19 the Council, subject to availability, should continue to provide 'top-up' funding to neighbourhood planning groups and this should be awarded where project costs are essential to the formal adoption of the neighbourhood plan such as but not limited to:
  - identified gaps in evidence for example towards specialist studies;
  - engaging a planning expert to help produce the submission document;
  - contribution to undertaking a strategic environmental assessment ;
  - support with collecting and analysing responses from the six week draft plan consultation and deciding how to modify the neighbourhood plan;
  - help with understanding whether the plan is ready for examination (meeting the basic conditions and other legal requirements);
  - provide training in the legal requirements which may be tested at the examination stage; and
  - costs associated with planning and undertaking public engagement and consulting on the plan at submission and referendum stages such as venue hire, publicity materials and printing costs.
- 8) agree that the Council should introduce a formal application process

to administer claims from neighbourhood planning groups for 'top-up' funding. Application forms and guidance notes for 'top-up' funding should be made available on the Council's website and submissions should be dealt with on a first come first served basis. Submissions should be overseen by the Council's Enterprising Communities team manager responsible for grant applications to the Council. This procedure should ensure that claims for limited 'top-up' funds have been scrutinised in a fair and reasonable way as possible.

#### **IMPLICATIONS**

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

#### **Financial: FIN/87/18**

Funding is received from DCLG at certain points in the neighbourhood plan process so there is no impact on Council budgets. Unused grant is moved to reserves for future use. The current estimated balance in the reserve for this year is £29,400 based on future claims that will be made before the end of the current financial year and also allows for the £25k 'top-up' funding. 2018/19 has also been estimated based on grant to be claimed and costs to be incurred and there will be sufficient grant to cover this 'top up' fund of £25k.

**Staffing:** There are no staffing implications.

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

**Mechanisms** are in place to ensure fair and equal access to neighbourhood plan consultation.

**Risk Assessment :**

A further reason for the need to review the way that advice is provided to neighbourhood planning group (NPG) has become evident during the past few months and has led to significant financial pressures for some of the groups in West Lindsey. Officers have been made aware that a number of groups who have employed consultants to assist them with their plans have also been advised to commission additional studies to sit alongside their plans. In a number of cases officers have identified that these have either not been essential to their plan, or have simply been disproportionate to what the NPG were seeking to achieve. In some cases NPGs have gone on to commission this work before understanding the reason or need for the study, and without fully considering the cost implications on their grant funding.

Typically these kinds of professionally produced studies cost thousands of pounds, and potentially up to half of a NPG's total funding. In turn this has led directly to an expectation that this Council should provide additional funds to cover growing costs. It is precisely this kind of expectation that the revised approach and advice is now seeking to address and why it is crucial to ensure that NPGs consider carefully how to use the grant funding available to them. The need for such studies can only be assessed on a case by case basis and in consideration of the type of issues a plan is seeking to address. All existing NPGs have therefore been reminded that officers are best placed to advise them in respect of any additional technical planning documents that are needed to support their plan, and this advice also forms a key part of the initial contact advice given to every new NPG.

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

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

- Appendix A Neighbourhood Planning Grants and discretionary additional 'Top-Up' Funding – Application Form
- Appendix B Neighbourhood Planning Grants and discretionary additional 'Top-Up' Funding – Guidance Notes
- Appendix C Neighbourhood Planning Support SLA - Grant Funding Agreement WLDC/Community Lincs

**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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

**Key Decision:**

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------





## **1.0 Introduction**

1.1 This report reviews the Council's support to neighbourhood planning groups in helping them prepare their plans and recommends priorities to ensure future support meets statutory requirements and is cost effective.

1.2 Neighbourhood planning (NP) is a Council priority as stated in its Corporate Plan 2016 to 2020 which aims to establish neighbourhood plans (NPs) across the District and ensure they are supported and developed. The Council welcomes NP as a customer focussed approach fostering neighbourhood goodwill and bringing communities together. NP is seen as empowering and engaging residents and is something the Council wants to be successful.

1.3 Having NPs in place is vital to making good planning decisions in the District. With the recently adopted Central Lincolnshire Local Plan, NPs help complete the development plan framework for settlements. The Local Plan provides strategic planning guidance while NPs set out policies and plans for settlements but on a very local scale. As part of the development plan, planning decisions have to be made in accordance with NPs unless material considerations indicate otherwise. It is important that the District has NPs in place to ensure that appropriate development takes place at the local level.

## **2.0 Background**

2.1 In West Lindsey NPs are produced at parish and town council levels and progress on them is given in Table 1. So far 8 NPs have been completed and there are as many as 34 which are currently in various stages of preparation requiring Council support. Moreover there remain as many as 46 parishes down to small village level and 1 town council that have yet to start their NPs as given in Table 2. There is also the prospect of some councils seeking a review of their adopted NPs after 5 years. Clearly this is a large NP workload for the Council to support at a time of having limited resources available and with the prospect of this workload increasing as NPs that have not yet started come forward. There is a need to look at how the Council currently supports NP and put forward priorities to ensure future support is there.

2.2 Whilst the take up of neighbourhood planning has been very successful, and there is clearly wide interest across the District it is also the case that outcomes from neighbourhood planning have been varied. For instance, whilst there are examples of very successful plans in the District many of those made to date have not for example contributed: to new sites to the District's land supply; led to additional growth that was not otherwise planned for in the Local Plan; or facilitated extra employment growth. This is not to say that plans have not been valuable in assisting in the determination of planning applications, however some of the wider benefits that can be achieved through effective neighbourhood planning have not materialised to their full potential. This has led officers to review the way that the service is delivered and ensure that an improved quality of information is available at the outset, as well as to seek to more closely align neighbourhood plan resources to the delivery of the Council's wider corporate objectives. In short, it is important to recognise that success in neighbourhood planning

cannot be measured simply by there being as many plans underway as possible, but by looking at the outcomes and quality of the plans being made. In some parts of the District this may mean that neighbourhood plans are not the most suitable option for a local community and this is an equally acceptable form of advice to provide.

Table 1 Neighbourhood Plans Progress

<b>Neighbourhood Stage</b>		<b>Local Plan Settlement Category</b>	<b>Town or Parish Council</b>
<b>Made/Adopted</b>		Market Town	Caistor
		Large Village	Dunholme, Nettleham, Saxilby, Welton
		Medium Village	Scothern
		Small Village	Riseholme, Brattleby
<b>In Preparation</b>	<b>Submission or Examination or Referendum</b>	Large Village	Scotter
		Medium Village	Lea
	<b>Draft Published</b>	Medium Village	Fiskerton
		Small Village	Osgodby, Great Limber, Willoughton
	<b>Designation approved and Drafts Underway</b>	Main Town	Gainsborough
		Large Village	Bardney, Cherry Willingham, Keelby
		Medium Village	Hemswell Cliff, Ingham, Morton, Reepham, Scotton, Sudbrooke, Waddingham
		Small Village (high/medium growth)	Corringham, Glentworth, Hemswell and Harpswell, Laughton, Normanby, South Kelsey, Spridlington,
		Small Village (low growth)	Bishop Norton, Langworth, Northorpe
	<b>Initial Contact</b>	Medium Village	Marton, Sturton by Stow
		Small Village (high/medium growth)	Newton on Trent, Torksey, Willingham by Stow
		Small Village (low growth)	North Carlton
		Hamlet or smaller	Broxholme

Table 2 Neighbourhood Plans Not Started

Local Plan Settlement Category	Town or Parish Council
Market Town	Market Rasen
Large Village	Middle Rasen
Medium Village	Blyton, Brookenby, Burton Waters, Marton, Nettleton, North Kelsey, Tealby, Torksey Lock
Small Village (high/medium growth)	Grasby, Burton, New Toft, East Stockwith, Kexby, Upton, Laughterton, Fillingham, Rothwell, Swinhope, North Owersby, Knaith Park, Swallow, Hackthorn, Moortown, Walesby, Wickenby, Holton le moor, Riby, Springthorpe, East Ferry, Legsby, Searby
Small Village (low growth)	Bigby, Cammeringham, Claxby, Snitterby, Thoresway, Holton cum Beckering, Lissington, North Greetwell, North Willingham, Stow, Fenton, Faldingworth, Glentham, Scampton
Hamlet or smaller	Not identified

2.4 Council support to local communities undertaking NPs primarily comes from these sources:

- Neighbourhood Planning Team;
- Community Lincs;
- Use of Delegated Powers and Members' Champion - Neighbourhood Plans; and
- Neighbourhood Planning Grants and discretionary additional 'Top-Up' Funding.

2.5 The report will now examine each area of assistance and propose future work priorities. The report concludes by bringing all recommended priorities together in Table 3 to show how future assistance will be coordinated to provide effective future support to NP groups preparing their plans. Table 3 also identifies the 8 individual stages in the NP preparation process and details the primary work involved at each stage.

### 3.0 Neighbourhood Planning Team (NPT)

3.1 Currently the NPT adopts a fairly flexible approach to helping NPs progress. It assists NPs on a first come first served basis irrespective of a settlement's size and needs. The NPT helps across all stages of NP preparation from initial contact to making the plan. This approach has embraced the aspirations of the Localism Act by enabling local people to take a proactive role in shaping the future of the settlements they live in, and by providing

these people with support they needed has given the Council a good reputation.

3.2 But we are now finding that a revised approach is required as NP workload grows and there is a need to continue to make best use of limited resources available. Another consequence of delivering the service using the current approach is that progress amongst some neighbourhood planning groups (NPGs) has slowed where it has become clear that they had become partially, or in some cases wholly, dependent on the NPT driving forward their plan. This is not the purpose of NPs and has been a key driver of the need to change the way NPT support is provided. The NPT needs to target its activities to key stages and settlements in most need and at present too much NPT time seems to be spent with local communities at the initial contact/pre designation stages.

3.3 As a result, the NPT needs to deliver the service differently and this will involve its activities being targeted to certain settlements and key stages of the NP process. The NPT will continue to support all neighbourhood planning groups throughout the district in the preparation of their plans. The amount of support provided to a group will be made on an individual basis taking into account the particular needs and potential growth of that settlement. This will mean that the NPT will give priority to those settlements having greater housing and/or economic growth and/or social needs. A good indicator of such needs is provided by the Local Plan which categorises settlements in respect of their growth and regeneration needs and ranks them in this order: main towns; large villages; medium villages; small villages (high/medium growth); small villages (low growth) , and hamlets.

3.4 NPs should support growth in sustainable locations and in line with the Council's corporate objectives. The NPT is now focussing more of its work on NPs for main towns and large villages some of which have areas of vulnerability and market failure and also small villages having high to medium growth levels or that have recently faced greater growth pressure from developers. The Local Plan expects these settlements' growth, regeneration, and social needs at the local level to be delivered by NPs. In areas that are not expected to deliver additional growth or where there is very low likelihood of significant development pressures, NPGs will still receive statutory support but are unlikely to receive significant additional officer time and this is now made clear at the outset. The NPT will still respond to NPGs individually and will be there to respond to small villages (low growth) and hamlets wanting to explore the need and viability of preparing NPs.

3.5 As for stages of NP preparation, given the significant interest in NPs it is appropriate that NPT must focus more on statutory stages that the Council is required to undertake which includes: designation; submission; examination; referendum; and the making of the plan (see Table 3). NPT should also continue to assist NPGs with advice on how they can develop their draft plans where its expertise and input is highly valued. This involves assisting with questionnaire design, providing advice to enable them to undertake a call for sites exercise (where officers agree it is advisable to do so) and

undertaking strategic environmental and sustainability appraisals of the draft plan. The repositioning of NPG assistance will provide opportunities for others to contribute such as Community Lincs who are experts at helping NPGs with early work on plans, as well as other skilled officers from within the Council.

#### **4.0 Community Lincs**

4.1 In partnership with this Council, Community Lincs (CL) helps local communities with their NPs at various stages of preparation. CL is a Lincolnshire charity whose mission is directed towards giving rural areas the skills, resources, connections and confidence to help them deliver a better future for themselves. The Council has a 3 year grant funding arrangement with CL as part of its voluntary sector core funding and this is set out in a service level agreement. The current agreement started on 1st April 2016 and runs until 31st March 2019. The total agreement value is £60,000 over 3 years (£20,000 per year) and funding activity is focussed on: community events; community buildings; and NP – although the latter has scarcely been used to its full value to date.

4.2 CL have extensive experience in NP and have developed their role in this regard significantly through working very successfully with a number of communities in North Kesteven to develop plans. It has been agreed with CL that their assistance would be far more effective and valuable to our communities if it were directed towards the initial/pre-designation stages of NP preparation where it could apply its expertise in NP training and consultation to best effect. This realigned role will be confirmed in an updated version of the existing service level agreement. Since this service and advice will be part of the SLA, parish and town councils will be informed that there would be no charge for this initial support from CL.

4.3 Under the updated SLA (see Appendix C), the NPT will arrange for CL to meet with NPG to explain how the NP process works and what the benefits of undertaking a NP are. CL would highlight the level of work and commitment required by the NPG and make a recommendation as to whether it should undertake a NP. CL would also support the NPG to engage with the community via an event to show the level of community support to undertake a NP and identify the key themes relating to land development that the community wish to address. From experience, this increased level of understanding at the outset is essential and will avoid a number of issues experienced during 2016/17 where groups have not consistently understood that responsibility to develop the plan rests with the group first, rather than with this Council. The initial stages of a NP can be resource intensive. Having experts such as CL available to undertake this work will free up the NPT to concentrate on the key later stages of NP preparation.

#### **5.0 Delegated Powers and Members' Champion for Neighbourhood Plans**

5.1 Over the course of a NP's preparation the Council has to make key decisions at the stages given in Tables 1 and 3. The majority are made under delegated powers given to the Chief Operating Officer. This procedure works well helping NPs to be completed quicker. NPs in West Lindsey raise few issues largely because they must conform to the recently adopted Central Lincolnshire Local Plan. Currently the last two stages of NP

production require committee approval. Approval is needed from Prosperous Communities for the Council to accept the examiner's report and to agree the holding of a referendum. A decision from Full Council is required to make the NP.

5.2 It is considered that the decision to accept the examiner's report and hold a referendum can also be done through delegated powers. A report therefore no longer needs to go to Prosperous Communities for a decision. It has been found that this stage mostly involves fact checking the examiner's report and again raises few issues. This proposal will save time at a critical stage in the NP process when statutory deadlines need to be met.

5.3 The final decision, however, to make the NP must remain with Full Council. This is an occasion for both Members and the invited NPG to celebrate the completion of the plan and for the Council to thank the NPG for all its hard work.

5.4 Many Members are actively involved with NPs often for parishes within their own wards. Members also have their own neighbourhood plan champion who has been instrumental in making NP such a success in the District.

5.5 The support provided by the Members' Champion for NPs is vital for maintaining support for NPs when they are considered at Full Council. To assist with this it is proposed that the NPT and Champion meet on a quarterly basis to review the timetable of neighbourhood plans, including the prospect of completed plans being reviewed after 5 years, and consider those at forthcoming committees and planned referendums. It is also proposed that NPT provide Members with monthly bulletins on NP progress in the District.

## **6.0 Neighbourhood Planning Grants and discretionary additional 'Top-Up' Funding**

6.1 In order to produce a NP, there are various bits of work incurring a cost that need to be undertaken by NP groups such as consultation, printing, venue hire, commissioning technical reports and consultancy work. External grant monies to fund this work are available to groups from Locality (Government grant) £9,000 (per plan area) with additional £6,000 for more complex plans and Big Lottery – grants of up to £10,000 (per plan area). All NPGs should set out with the intention to fund all of their NP and must plan their budgets accordingly. This includes carefully scoping the content of their plan at the outset and considering what can reasonably be produced within this grant 'envelope'.

6.2 In addition to this external funding, since 2015/ 2016 financial year, the Council has provided limited 'top-up' funding to NPGs to assist them moving forward. For 2016/17 the 'top-up' funding budget was £25,000 and individual 'top-up' grants were to a maximum of £5000 per group. This 'top-up' funding has assisted groups when all other grant funding has been exhausted. There has not previously been a consistent way of assessing how to allocate or prioritise this funding. However, given the growth of NP and likely demand, considered against the limited funding available, this clearly now

needs to be much more robustly controlled.

6.3 The 'top-up' fund itself is financed by a grant which DCLG provides local authorities with to assist with their own costs of NP such as the cost of the officers and statutory stages, independent examinations, and the public referendums. The DCLG grant is £20,000 per plan and is received on the successful examination of a NP.

6.4 Funding is received from DCLG at certain points in the NP process so there is no impact on Council budgets. Unused grant is moved to reserves for future use. The current estimated balance in the reserve for this year is £29,400 based on future claims that will be made before the end of the current financial year and also allows for the £25,000 'top-up' funding. 2018/19 has also been estimated based on grant to be claimed and costs to be incurred and there will be sufficient grant to cover this 'top up' fund of £25,000.

6.5 Any NPG that applies for 'top-up' funding has to supply evidence to show that they have attempted to access all available external funding for NPs and demonstrate where they have used the funding they have accessed and what the 'top-up' funding is to be used for. 'Top-up' funding is only made available where it is essential to the formal adoption of the NP.

6.6 In planning their budgets NPGs should allow plenty of time for grant funding bodies to process applications and make grant money available to them. It has been suggested that the Council should also use the 'top-up' fund to provide loans of up to £500 to NPGs for advance works with the guarantee that they would pay back the Council once their grant money came through. However it has been confirmed that such a scheme would not be possible as grant funding bodies like Locality do not permit their grants to be used for retrospective works.

6.7 For this financial year 2017/18 and 2018/19 it is proposed that the Council, subject to availability, continues to provide 'top-up' funding to NPGs. It is expected that examinations of NPs this year and next should generate sufficient Government grant monies to the Council to help cover the full cost of the 'top-up' fund over the next two years without affecting its base budget.

6.8 To help make the 'top-up' fund application process more easier going, manageable, and transparent it is also proposed that a formal application process be introduced to administer claims from NPGs. This process will draw heavily from Lottery and Big Lottery funding mechanisms and the Council's own operation for processing grant applications which has been highly commended. Application forms (Appendix A) and guidance notes (Appendix B) for 'top-up' funding will be available on our website and submissions will still be dealt with on a first come first serve basis, but with greater scrutiny of the reasons for their request and how essential the need for additional funding is. NP groups will need to provide evidence on forms as to how their project will contribute to the adoption of its plan and how it meets the Council's Corporate Plan priorities. The guidance notes will outline the type of projects that would be eligible for



the grant. Submissions will be scored against a set of key criteria overseen by the Council's Enterprising Communities team manager responsible for grant applications to the Council. This procedure will ensure that claims for limited 'top-up' funds have been administered in a fair and reasonable way as possible.

6.9 For financial years 2017/18 and 2018/19 it is recommended that 'top-up' funding should be awarded to NPGs where project costs are essential to the formal adoption of the NP such as but not limited to:

- identified gaps in evidence for example towards specialist studies;
- engaging a planning expert to help produce the submission document;
- contribution to undertaking a strategic environmental assessment (SEA);
- support with collecting and analysing responses from the six week draft plan consultation and deciding how to modify the NP;
- help with understanding whether the plan is ready for examination (meeting the basic conditions and other legal requirements);
- provide training in the legal requirements which may be tested at the examination stage; and
- costs associated with planning and undertaking public engagement and consulting on the plan at submission and referendum stages such as – venue hire, publicity materials and printing costs.

## 7.0 Summary of Recommended Priorities

7.1 Table 3 below brings revised arrangements and the report's recommended priorities together to show how Council support should be coordinated in future to provide legally compliant and cost effective assistance to NPGs preparing their plans in the District. Table 3 also highlights the 8 individual stages in the NP preparation process and details the primary work involved at each stage.

Table 3 Council priority support for neighbourhood plans

Neighbourhood Plan Stages 1 to 8 including main work items involved	<i>Local Plan Settlement Category</i>	Neighbourhood Planning Team (NPT)	Community Links (CL)	Delegated Power(DP) Full Council(FC) Members' Champion - NPs (NPC)	NP Grants and discretionary additional 'Top-Up' Funding (TF)
Stage 1 Initial contact from NPG - Presentation to NPG - Skills audit of NPG -Recommendation to NPG to do NP or not - Consultation event held	<i>Main Town</i>	NPT	CL	NPC	-
	<i>Large Village</i>	NPT	CL	NPC	-
	<i>Medium Village</i>	NPT	CL	NPC	-
	<i>Small Village (high/medium)</i>	NPT	CL	NPC	-

	<i>growth)</i>				
	<i>Small Village (low growth)</i>	-	CL	NPC	-
	<i>Hamlet</i>	-	CL	NPC	-
<b>Stage 2 NP Designation</b> -Statutory stage -Council processes/ consults and decides NPG application for NP designation.	<i>All categories</i>	NPT	-	DP	-
<b>Stage 3 Draft NP in preparation</b> -Resident survey -Community events -Site selections -Character appraisal -SEA/SA appraisals -Draft Plan written	<i>Main Town</i>	NPT	-	NPC	-
	<i>Large Village</i>	NPT	-	NPC	-
	<i>Medium Village</i>	NPT	-	NPC	-
	<i>Small Village (high/ medium growth)</i>	NPT	-	NPC	-
	<i>Small Village (low growth)</i>	-	-	NPC	-
	<i>Hamlet</i>	-	-	NPC	-
<b>Stage 4 Draft NP Published</b> -Statutory stage -NPG consult for 6 weeks -Council makes comment -Council consults on SEA screening report	<i>All categories</i>	NPT	-	DP	-
<b>Stage 5 NP Submission</b> -Statutory stage -Council consults on NP -Council makes formal comments	<i>All categories</i>	NPT	-	DP/NPC	TF
<b>Stage 6 NP Examination</b> -Statutory stage -Council appoints and manages examiner	<i>All categories</i>	NPT	-	DP	TF
<b>Stage 7 NP Referendum</b> -Statutory stage - Council arranges referendum	<i>All categories</i>	NPT	-	DP/NPC	TF
<b>Stage 8 NP Made/Adopted</b> -Statutory stage -Where NP supported by referendum vote Council makes NP	<i>All categories</i>	NPT	-	FC/NPC	TF

## **8.0 Recommendations**

**That Members:**

- 1) note and support the revised arrangements for providing Council support to neighbourhood plan groups as outlined in this report.**
  
- 2) agree that the Council continues to support all neighbourhood planning groups in the preparation of their plans. The provision of such support is a corporate priority, embraces the requirements and aspirations of the Localism Act, contributes to good planning decision making in the district, and enhances community cohesion. Neighbourhood planning in the district enables local people to take a proactive role in shaping the future of the settlements they live in, and by providing them with support gives the Council a good reputation.**
  
- 3) agree that the level of support provided by the Council to neighbourhood planning groups should be made on an individual basis taking into account the needs of that settlement. Priority should be given to those neighbourhood planning groups that are positively planning for growth or facing significant development pressures in their areas. The Council should also prioritise support to those neighbourhood plans which have reached these key statutory stages :designation;draft publication: submission; examination; referendum; and the making of the plan.**
  
- 4) agree, that in its partnership with the Council, Community Lincs support on neighbourhood plans should be directed towards the initial/pre-designation stages of plan preparation where the assistance it has available can be best utilised. This should be confirmed in an updated version of the service level/partnership agreement. Parish and town councils should be informed that there would be no charge for this support from Community Lincs.**
  
- 5) recommend to Full Council that the decision, currently made by Prosperous Communities, to accept the examiner's report and hold a referendum on a neighbourhood plan should in future be made through delegated powers given to the Chief Operating Officer. This stage raises few issues and using delegated powers will save time at a critical stage in the neighbourhood plan process when statutory deadlines must be met.**
  
- 6) agree that the Members' Champion for Neighbourhood Plans and the Neighbourhood Planning Team should meet on a quarterly basis to review the timetable of neighbourhood plans and consider those at planned referendums and forthcoming committees. The Neighbourhood Planning Team should also provide Members with monthly bulletins on neighbourhood plans progress in the District.**
  
- 7) agree that for this financial year 2017/18 and 2018/19 the Council, subject to**

availability, should continue to provide 'top-up' funding to neighbourhood planning groups and this should be awarded where project costs are essential to the formal adoption of the neighbourhood plan such as but not limited to:

- identified gaps in evidence for example towards specialist studies;
- engaging a planning expert to help produce the submission document;
- contribution to undertaking a strategic environmental assessment ;
- support with collecting and analysing responses from the six week draft plan consultation and deciding how to modify the neighbourhood plan;
- help with understanding whether the plan is ready for examination (meeting the basic conditions and other legal requirements);
- provide training in the legal requirements which may be tested at the examination stage; and
- costs associated with planning and undertaking public engagement and consulting on the plan at submission and referendum stages such as venue hire, publicity materials and printing costs.

8) agree that the Council should introduce a formal application process to administer claims from neighbourhood planning groups for 'top-up' funding. Application forms and guidance notes for 'top-up' funding should be made available on the Council's website and submissions should be dealt with on a first come first served basis. Submissions should be overseen by the Council's Enterprising Communities team manager responsible for grant applications to the Council. This procedure should ensure that claims for limited 'top-up' funds have been scrutinised in a fair and reasonable way as possible.

## Appendix A Neighbourhood Planning Grants and discretionary additional 'Top-Up' Funding – Application Form

### Neighbourhood Planning Top-Up Fund (Up to £5,000)

#### Application Form

#### Closing Date for Applications

This top-up fund scheme is open to applications until 31<sup>st</sup> March 2019. The scheme has a limited budget and applications will be processed on a first come first served basis. Applications will be reviewed within a maximum of 4 weeks when received.

Completed application forms should be returned by e-mail or post.

E-mail: [neighbourhoodplans@west-lindsey.gov.uk](mailto:neighbourhoodplans@west-lindsey.gov.uk)

Post: West Lindsey District Council  
Neighbourhood Planning  
The Guildhall  
Marshall's Yard  
Gainsborough  
DN21 2NA

#### Checklist for Supporting Information

The following documents should be submitted with your completed application form. Please tick below to confirm you have included them.

Tick ✓	Supporting documents you MUST send with this form:
	Copy of your Town or Parish Council's bank statement – from within the last 3 months (a print out from online banking can be used)
	Evidence showing you have attempted to access all available external funding to deliver your neighbourhood plan (e.g. <i>Locality &amp; Big Lottery Fund</i> )
	Evidence showing you have used funding that you have already accessed (e.g. <i>accounts, funding evaluation reports</i> )

#### Contact Details

Our Guidance Notes for the Neighbourhood Plan Top-Up Fund contain further detailed information and advice. You can view them on our website:

[www.west-lindsey.gov.uk/funding](http://www.west-lindsey.gov.uk/funding)

You can contact us via e-mail or telephone.

Telephone: 01427 676676 E-mail: [neighbourhoodplans@west-lindsey.gov.uk](mailto:neighbourhoodplans@west-lindsey.gov.uk)

**1. Your Council**

*The name of your Parish or Town Council should be the full name as stated on your constitution or similar governing document.*

*Include a registration or VAT number if you have one.*

*Please include your full address including postcode.*

*Please provide full contact details for yourself and another person we can contact in your Parish or Town Council.*

Name of Parish or Town Council:

Registration Number:

VAT Number:

Postal Address including postcode:

Address where the Council is based (if different to above):

Website address or social media page:

Your full name:

Position in Council:

Daytime telephone number:

Mobile telephone number:

E-mail address:

Alternative contact name:

Position in Council:

Daytime telephone number:

Mobile telephone number:

E-mail address:

## 2. Your Project

*Please give your project a title in under 10 words. It could be a description of what the project will do. This is the name we will use when referring to your project in any publicity.*

*Please describe your project. Explain what will happen if you receive a grant.*

*We may know nothing about your project so this is the main section to explain what you will do.*

*The explanation doesn't need to be complicated but should give a clear understanding of what you would do if you receive funding.*

*Please provide dates to show when your Neighbourhood Plan was published for consultation.*

*Please provide dates to show the project timescale.*

Name of project:

Please describe your project and how it will contribute to the adoption of your neighbourhood plan and meet key criteria given in **Section 6** of the **Guidance Notes**?

**Please Note:**

Your draft Neighbourhood Plan must have been published for consultation before being able to apply to this funding scheme.

When was your draft Neighbourhood Plan published for consultation?

Has your Neighbourhood Plan been submitted for examination?

Yes  No

When was your Neighbourhood Plan submitted or when do expect it to be submitted for examination?

When do you propose to start your project?

Project start date:

Anticipated completion date:

How will the project support the adoption of the Neighbourhood Plan?

*Tell us how your project will benefit the local community.*

*Explain what positive outcomes will be achieved by delivering your project.*

### 3. Project Costs and Funding

*Please show all costs relating to the project. This should include revenue and capital costs.*

*We will not fund costs that have already been incurred.*

*\* You only need to enter the VAT for each item if you are able to reclaim it as a Parish or Town Council.*

*Please only tick Yes if you wish to use this funding to contribute to a specific cost.*

The **maximum** grant available is: **£5,000**  
The **minimum** grant available is **£250**

**Amount requested from this top-up fund:**

#### 3.1 Project Costs

Please enter all the project costs below:

Item - Please also list the provider who will be doing the work or supplying goods/services	Cost	VAT * See side note	Will you use this grant to contribute/cover this item?	
<b>Example:</b> Consultancy provided by John Smith Advisers & Co	£4,000	£800	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>



			Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Total Costs:</b> <i>(Including VAT)</i>				

### 3.2 Project Funding

Please provide details of any other funding sources to cover the above project costs:

If we are unable to offer top-up funding how would this impact on your Neighbourhood Plan?

*Please explain any other plans you may have should top-up funding not be successful.*

*Could your project be delivered differently to reduce the need for top-up funding?*

**4. Declaration for Parish or Town Council**

Please tick and sign to confirm you understand and agree to the declarations:

“I confirm that the details I have entered on this application form are true and correct to the best of my knowledge and that providing false or in-correct information may impact on the decision to offer top-up funding”

“I understand that West Lindsey District Council will contact other funding bodies involved with the project to discuss progress and share information”

You can view the Grant Funding Agreement for this funding scheme online at:  
[www.west-lindsey.gov.uk/funding](http://www.west-lindsey.gov.uk/funding)

*Please sign and date this application to confirm you have read and agree to the declaration.*

Signature:

Date:

Full Name:

Position within the Council:

If you are completing this form electronically you DO NOT have to sign this form, just ensure you have entered your e-mail address on the contact details page.

## Appendix B Neighbourhood Planning Grants and discretionary additional 'Top-Up' Funding – Guidance Notes

### Neighbourhood Planning Top-Up Fund (Up to £5,000) Guidance Notes

#### 1. Introduction

Welcome to our guidance notes for the Neighbourhood Planning Top-Up Fund. We are committed to supporting Parish and Town Councils develop quality neighbourhood plans and recognise the role they can have in shaping future growth and development. We recognise that grant funding for neighbourhood plans using national and local sources may not always be sufficient as the plan reaches its final stages of preparation. For this reason, we have agreed to set aside a limited sum that can be used to 'top-up' a group's funding and assist in getting a plan completed through to adoption. Through this fund we aim to provide assistance in addition to funding available largely from national bodies to develop and enable the adoption of a Neighbourhood Plan during its final stages of preparation only. In these guidance notes you will find details of the criteria and eligibility for this Top-Up Fund. We have also provided information about the typical process an application will go through. Take the time to read these guidance notes carefully and please contact us if you have any queries.

#### 2. Contact details

You can contact us via telephone or e-mail.

Telephone: 01427 676676 E-mail: [neighbourhoodplans@west-lindsey.gov.uk](mailto:neighbourhoodplans@west-lindsey.gov.uk)

#### 3. How to apply to this scheme

To apply to this scheme we ask that you complete an Application Form. This form is available to download from our website or contact us for a copy. The application form gives us details about your Parish or Town Council, project and other funding sources. We will review your request within 4 weeks of receiving it and contact you with any queries we have and to confirm a decision. We may request to meet with you to discuss your project in more detail or ask for further supporting information prior to making a final decision.

#### 4. Closing Dates for this scheme

The deadline for application is 31<sup>st</sup> March 2019.

Applications will be reviewed within a maximum of 4 weeks when received.

Completed application forms should be returned by e-mail or post.

E-mail: [neighbourhoodplans@west-lindsey.gov.uk](mailto:neighbourhoodplans@west-lindsey.gov.uk)

Post: West Lindsey District Council  
Neighbourhood Planning  
The Guildhall  
Marshall's Yard  
Gainsborough  
DN21 2NA

#### 5. Grant amount available

The expected maximum grant available is: £5,000

The expected minimum grant available is £250

#### 6. Criteria for this scheme

### Key Criteria

- You must supply evidence that your Council has attempted to access all available external funding for neighbourhood planning (e.g. Locality and Big Lottery Fund)
- You must demonstrate how you have used funding already accessed for your Neighbourhood Plan
- Top-up funding will only be made available where it is essential to the formal adoption of the neighbourhood plan (Officers will assess and advise whether the work that funding is being requested for is essential or not and whether the plan could reasonably continue without the additional work/costs applied for)
- Your project must not contravene any of our core policies and procedures
- Your project must be for a Neighbourhood Plan in West Lindsey

### Our Corporate Plan Priorities

All projects that we fund must support one or more of our Corporate Plan Priorities:

- Open for Business
- People First
- Asset Management
- Partnerships/Devolution
- Central Lincolnshire Local Plan
- Excellent Value for Money Services

### Organisational Requirements

Any organisation receiving a top-up funding grant must have the following:

- Bank account in the same name as the organisation
- Any additional supporting documents requested by us prior to making an offer
- Relevant policies/safeguards if the work involves children, young people or vulnerable adults

### Grant Funding Agreement

If offered funding you must be able to sign our 'Grant Funding Agreement' used with this scheme. A copy is available to view online at: [www.west-lindsey.gov.uk/funding](http://www.west-lindsey.gov.uk/funding)

### 7. What this fund can be spent on

- ✓ Identified gaps in evidence for example towards specialist studies
- ✓ Engaging a planning expert to help you produce your submission document
- ✓ Contribution to undertaking a strategic environmental assessment (SEA)
- ✓ Support with collecting and analysing responses from the six week draft plan consultation and deciding how to modify the neighbourhood plan
- ✓ Help with understanding whether your plan is ready for examination (meeting the basic conditions and other legal requirements)
- ✓ Provide training in the legal requirements which may be tested at the examination stage
- ✓ Costs associated with planning and undertaking public engagement and consulting on the plan at submission and referendum stages (such as – venue hire, publicity materials and printing costs)

The above are examples and are not an exhaustive list of what the grant can cover

### 8. What this fund CANNOT be spent on

- ✗ Anything illegal
- ✗ Support to lobbying or campaign groups
- ✗ Salaried posts or paying for volunteer time
- ✗ Anything that will bring the Council into disrepute
- ✗ Anything party political, including supporting political organisations
- ✗ Any retrospective costs (costs already incurred) before we offer a grant
- ✗ General administration costs (e.g. arranging and note taking at meetings)
- ✗ Anything contrary to the Council's financial regulations or Council policies
- ✗ Match funding against other West Lindsey District Council funding or grants
- ✗ Anything that an organisation or local authority has a statutory obligation to deliver

The above are examples and are not an exhaustive list of what the grant cannot cover.

## 9. Eligible organisations

The following organisations can apply to this scheme:

- ✓ Parish Councils
- ✓ Town Councils

## 10. Monitoring and evaluation

Monitoring and evaluation is an important part of any grant funding scheme. It enables us as an organisation spending public funds to ensure a project is achieving best value and delivering results for the local community. Organisations that receive funding are expected to have appropriate systems in place for monitoring and evaluating their projects and activities including obtaining user's views.

Through our own monitoring we will ensure selective monitoring of grants will be undertaken to:

- Approve that the project has actually happened in the way described in the application form and other requested documentation
- Collect feedback, including publicity, user comments, survey information etc...
- Highlight work successes and identify the outcomes and impacts the grant and the project have made

## 11. How we make funding decisions

We will check your completed application against our eligibility criteria and review your request using the following process:

Phase A – Initial Checklist

We check eligibility and that the application has been completed correctly

Phase B – Scoring Matrix

We score your application against our set funding criteria for this grant scheme

Phase C – Panel Review

Our panel for this grant scheme make a final decision on whether to offer funding

## 12. Grant scheme process

### **Step 1 - Submit completed application form**

Download and complete the application form from our website. This form provides us with details about your parish/town council, project and sources of funding secured or being applied for

### **Step 2 - Advanced information**

We may contact you to obtain further information about your project. A meeting may be arranged to discuss your project in more detail.

### **Step 3 - Application Scoring and Review**

Based on the information you have provided we will review your application and assess the benefits and risks of providing funding support.

### **Step 4 - Conditional offer**

If we decide to provide funding we will make a conditional offer. This offer will detail the funding we are prepared to award along with any conditions attached.

### **Secure all sources of funding**

Before we pay any grant awarded your project must have secured all the necessary funding to begin. We will continue to support your project and help liaise or negotiate with other funders if required

### **All sources of funding NOT secured**

We will continue to offer advice and support and explore options to continue funding your project if your other funding sources are unsuccessful.

### **Step 5 - Funding secured and ready to go**

Once you have secured the funding required to deliver the project we will complete a Grant Funding Agreement with yourself to begin paying the grant.

### **Project monitoring and evaluation**

We will send you monitoring and evaluation forms to complete. We may also arrange to meet with you and discuss your project once completed.

The above is an example of a typical process. It may differ slightly depending on the nature of your project and any other impacting factors.

#### **13. Updates to these Guidance Notes**

These Guidance Notes were adopted on 24 October 2017. They will expire or be replaced with a new version on 1<sup>st</sup> April 2019 unless replaced sooner. Updated versions of Guidance Notes will not apply to grants already made. The document in use at the time of a grant being made will continue to be used.

## **Appendix C – Neighbourhood Planning Support SLA**

### **Grant Funding Agreement WLDC/Community Lincs Reference: CVS16-19 02**

#### **Initial support for communities considering undertaking a Neighbourhood Plan**

Under the terms of the Grant Funding Agreement with West Lindsey District Council (WLDC) Community Lincs will provide support to Parish and Town Councils covering the initial stages of the Neighbourhood Planning process. This will include:

#### **Stage 1: Initial Contact**

When a Parish or Town Council make an initial enquiry to WLDC regarding undertaking a Neighbourhood Plan they will be directed to Community Lincs for information and support with the Neighbourhood Planning process. The Parish or Town Council will be informed that there will be no charge for this initial support from Community Lincs which will mainly involve assistance during the pre-designation stage.

#### **Stage 2: Pre-designation**

##### **Initial meeting**

Community Lincs support will start with an initial meeting with the Parish/Town Council covering:

- Explaining what a Neighbourhood Plan is
- How the Neighbourhood Planning process works
- The benefits of undertaking a Neighbourhood Plan
- The level of work and commitment required by the group
- The pitfalls of undertaking the process
- Explain the role of WLDC in the process and the assistance provided by its neighbourhood planning team
- Explain likely charges/costs and the funding process
- Suitability for undertaking a Neighbourhood Plan

A further part of the initial meeting between Community Lincs and the Parish/Town Council will be to determine the need and suitability for the community to undertake a Neighbourhood Plan. Factors to be considered will include:

- The size of the community within the parish
- Identified community and stakeholder support for the process
- Review the existing Local Plan to assess how well it covers community concerns and aspirations.
- Identify the opportunities and benefits of producing a neighbourhood plan. - the community's motivation for undertaking a Neighbourhood Plan
- Skills and experience of the parish or town council
- Identify different potential routes to achieving the ambitions for the neighbourhood.
- Estimate the resource implications (time and money) of producing a neighbourhood plan.

Based on these above factors Community Lincs will, at the initial meeting, make a recommendation to the Parish/Town Council as to whether it should undertake a neighbourhood plan. Community Lincs will provide WLDC with a short report of the initial meeting.

#### **Steering Group and Designation**

On agreeing that a Neighbourhood Plan is appropriate Community Lincs will advise the Parish/Town council regarding setting up a steering group and terms of reference to manage the Neighbourhood Planning process and submitting an application to the WLDC for

designation of the area. It will further support the steering group with advice on developing the work plan for progressing the Neighbourhood Plan process.

### **Community Engagement Event**

Community Lincs to support the steering group to engage with the community via an event to:

- Raise awareness of the intention to undertake a Neighbourhood Plan
  - Explain what a Neighbourhood Plan is
  - Explain the benefits of undertaking a Neighbourhood Plan
  - Explain the Neighbourhood Planning process
  - Identify the level of community support to undertake a Neighbourhood Plan
  - Identify the key themes relating to land development that the community wish to address
- Community Lincs to attend and support this event, provide relevant display boards, help engage with those attending and gather their comments and views. This work will be consolidated into a short report to be presented back to the steering group and also WLDC.

### **Stage 3: Post-Designation**

#### **Funding**

Community Lincs will provide advice to steering groups for sourcing funding to support the Neighbourhood Planning process and review applications before submission if required.

#### **Liase with WLDC**

Community Lincs will liaise with WLDC Neighbourhood Planning officer throughout the period of support provided to a community. The aim will be to keep the Neighbourhood Planning officer informed of progress and identify support required from WLDC. Community Lincs will provide WLDC with short reports of the initial meeting and community engagement event. Community Lincs will ensure that there is a smooth transition from their role of providing initial support to a steering group at pre-designation stage to WLDC then assisting with the preparation of the neighbourhood plan post-designation.

#### **Further support**

At the conclusion of this initial support, under the terms of the SLA, Community Lincs will advise the steering group on the further support that is available post designation for community engagement, building the evidence base and draft plan writing. Community Lincs will highlight to steering groups where there are likely to be charges/costs for future support work. Steering groups should be made aware by Community Lincs that future support work provided by itself or in partnership with Open Plan Consultants Ltd will be charged.

In exceptional circumstances Community Lincs at the request of WLDC, will provide free support to steering groups by way of a one-off meeting to help them restart their plans which may have stalled for various reasons.





**Prosperous Communities**

**24<sup>th</sup> October 2017**

**Subject:** Adoption of the West Lindsey Community Infrastructure Levy Charging Schedule

Report by:	Chief Operating Officer
Contact Officer:	Rachael Hughes 01427 676 548 <a href="mailto:rachael.hughes@west-lindsey.gov.uk">rachael.hughes@west-lindsey.gov.uk</a>
Purpose / Summary:	To seek adoption of the Community Infrastructure Levy Charging Schedule for West Lindsey.

## **RECOMMENDATIONS:**

That Members recommend to Full Council that:

1. The modifications set out in the West Lindsey Community Infrastructure Levy (CIL) Examination Report (Appendix A) to the Draft Charging Schedule be approved and incorporated into the West Lindsey CIL Charging Schedule.
2. The West Lindsey CIL Charging Schedule, (Appendix B), which has been amended to reflect the Examiner's modifications, be adopted.
3. The position statement provided by Lincolnshire County Council, as requested by the Prosperous Communities Committee, be accepted.
4. The supporting policies Instalments and In-Kind and Regulation 123 List (Appendix C, D & E), that were consulted upon alongside the Draft CIL Charging Schedule consultation, also be approved
5. The CIL Charging Schedule be implemented on a date as soon as is practicable on or after 1 January 2018 and in alignment with the other Central Lincolnshire authorities
6. The Chief Operating Officer be authorised to:
  - set the implementation date as per recommendation 5 above
  - make minor changes to improve the presentation of the CIL Charging Schedule
  - improve the presentation, and where necessary, clarification of supporting policy documents
7. A maximum 5% administration charge be agreed when CIL is adopted

## IMPLICATIONS

**Legal:** Subject to adoption and the implementation date, CIL becomes a mandatory charge on all eligible development.

The Council has; and will need to, comply with the 2008 Planning Act and 2010 CIL Regulations (as amended), in the implementation, collection, monitoring and distribution of CIL.

**Financial:** FIN/82/18

The introduction of CIL requires WLDC to act as agent for the collection of these fees which will contribute to the the Lincoln Eastern Bypass and Secondary and 6th Form Education as detailed on the Reg.123. Local Communities, where development is approved and carried will also receive a percentage of this charge, further details of this are provided in the body fo the report.

As part of this process the Local Authority is able to charge a fee of upto 5% of the total charge to offset administration costs. Assuming no additional costs, this will benefit the revenue position.

**Staffing:** This function will be administered using existing planning resource

**Equality and Diversity including Human Rights:** n/a

**Risk Assessment:** See report

**Climate Related Risks and Opportunities:** none

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

- Prosperous Communities Committee, 26 April 2016, Final Draft CIL (report)
- Prosperous Communities Committee, 15 September 2015, Community Infrastructure Levy (report)
- Prosperous Communities Committee, 28 March 2012, Community Infrastructure Levy (report)
- Prosperous Communities Committee, 12 February 2013, Infrastructure Planning in Central Lincolnshire (report)
- Prosperous Communities Committee, 3 September 2013, Community Infrastructure Levy Regulation 123 List (report)

All documents available on request or via [Prosperous Communities Committee | West Lindsey District Council](#)

- Challenge an Improvement Committee, 10 October 2017, Pre-scrutiny of Adoption of Community Infrastructure Levy (report)

Document available on request or via <https://www.west-lindsey.gov.uk/my-council/decision-making-and-council-meetings/meetings-agendas-minutes-and-reports/prosperous-communities-committee/>

- Central Lincolnshire Local Plan Whole Plan Viability Assessment (Draft)

Available via [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)

**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

## 1.0 Introduction

1.1 Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for Local Authorities in England and Wales to help deliver infrastructure to support development in their area. CIL differs from S106 agreements, usually used to secure planning obligations, in that the rate per square metre is fixed and based on the Gross Internal Area of the development. The charge is also non-negotiable, with a strict exemption criteria. CIL does not replace the use of S106 agreements, however infrastructure items that are covered by CIL cannot also be required as part of a S106 agreement.

1.2 Members will recall that they gave approval for progression of an aligned CIL examination jointly with North Kesteven and the City of Lincoln Councils, subject to the approval of the Secretary of State at Prosperous Communities Committee on 26<sup>th</sup> April 2016.

Following that examination the purpose of this report is to request adoption of the Community Infrastructure Levy Charging Schedule (Appendix B), together with Instalment and In-Kind Policies and Regulation 123 list, which were consulted upon alongside the CIL Charging Schedule (Appendix C, D & E). Specific guidance notes will also be provided to support applicants, these will be available on the website alongside the standards forms and aforementioned policies.

1.3 The West Lindsey CIL Examination Report is attached in full (Appendix A).

1.4 In accordance with section 212 of the Planning Act (2008), the Examiner has concluded that;

- the West Lindsey CIL Charging Schedule provides an appropriate basis for the collection of the levy in the charging area,
- that the Council has sufficient evidence to support the schedule; and
- the Charging Schedule can show that the levy is set at a level that will not put the overall development of the area at risk.

## 2.0 The CIL Examination

2.1 The Examination hearing into the West Lindsey CIL Draft Charging Schedule took place on 2<sup>nd</sup> March 2017.

2.2 At the hearing session, the CIL Examiner explored a list of mandatory questions to satisfy himself that the CIL rates proposed meet legislative requirements and are set at a viable rate. His findings, which he presents in a non-technical summary at the start of the West Lindsey CIL Examination report are;

*'This report concludes that subject to recommended modifications the West Lindsey District Council draft Community Infrastructure Levy Charging Schedule provides an appropriate basis for the collection of the levy in the area.*

*In summary 4 modifications are recommended to the Draft Charging Schedule as follows:*

- Amend the rate for new residential development in Zone 1 to £25 per square metre;
- Amend the rate for new residential development in Zone 2 to £15 per square metre;
- Amend the rate for new residential development in Zone 3 to £20 per square metre; and
- Amend the description of Zone 3 to read “North East Quadrant Sustainable Urban Extension”.

*Subject to these modifications the Council is able to demonstrate that it has sufficient, appropriate evidence to support the Schedule. **The Schedule will strike an appropriate balance between the desirability of funding necessary infrastructure whilst ensuring that it does not put at risk the viability of development in the area as set out in the Central Lincolnshire Local Plan’.***

### 3.0 Implications of Rate Reduction

- 3.1 The modifications to the proposed CIL rates are not unexpected or unusual and have only been paired back in line with those that were recommended by our Viability Study Consultants.
- 3.2 Members made the decision to increase the rates in the draft charging schedule above the level recommended by the Viability Study Consultants due to the extensive infrastructure needs for growth across Central Lincolnshire and the opinion of officers that the viability consultants had been too cautious.
- 3.3 It was determined that any increase would go some way to funding the ‘gap’ as described in the Prosperous Communities Committee report of 15<sup>th</sup> September 2015. Here it is acknowledged that whilst CIL will contribute to key infrastructure provision other forms of funding will also need to be investigated and used to support Central Lincolnshire’s infrastructure requirements.
- 3.4 It is for this reason that whilst a reduction in the charging schedule rates is disappointing it does not fundamentally undermine the need for the implementation of CIL in West Lindsey, subject to consideration of how that increased funding gap impacts on infrastructure delivery.
- 3.5 Within this context it is however acknowledged that the impact of the reduction in income should be explored and a funding strategy developed to ensure that both the Lincoln Eastern Bypass and Secondary Education is appropriately funded.
- 3.6 West Lindsey District Council and the other Central Lincolnshire Authorities have worked together closely on this matter to develop a funding strategy solution. Lincolnshire County Council have provided a statement as follows *‘The County Council recognises continued support for the Lincoln Eastern By-pass through CIL, and secondary education infrastructure will continue to be provided by the County Council in line with its statutory responsibilities’* Simon Challis, Strategic Development Officer, Corporate Property. This has been prepared by Lincolnshire County Council to seek to provide the assurances members have requested to demonstrate how any increased funding gap will be addressed, see recommendation 3.

- 3.7 Subject to considering the above it is therefore recommended that the modifications advised by the examiner are incorporated into the CIL Charging Schedule in order to meet the legislative requirements of section 212 of the Planning Act (2008) and thus allowing the Charging Schedule to be adopted.
- 3.8 Members should note that the Examiner's report is not binding. However, the CIL Charging Schedule will not be legally compliant without the recommended modifications being incorporated. In effect this would mean either further work on the existing evidence base and a new examination or not proceeding with CIL at all at this time.

#### **4.0 Implementation of CIL**

- 4.1 Subject to Council adopting CIL, it is required to;
- set a formal implementation date,
  - publish the charging schedule and Examiner's report on its website and in Council Offices and Local Access points; and
  - give notice to the public, including press advertisement, other authorities and CIL consultation respondents of its intention to commence charging CIL and where the Charging Schedule information can be inspected.
- 4.2 The Charging Schedule can be implemented as soon as practicable following adoption. However, there are a number of issues for Members to consider.
- 4.3 Firstly, administrative and procedural processes will need to be implemented before CIL can be accurately and legally collected. Much of this is around the accurate notification, calculation, collection, distribution and monitoring but Members should note there will be a need to review the Constitution and a CIL Enforcement Policy will need to be produced.
- 4.4 Secondly there will be a number of submitted planning applications with S106 agreements in draft stage that will become liable to pay a CIL charge at implementation, even though the application was submitted before the CIL regime was in place. This could be considered unreasonable by applicants, if sufficient time is not given between adoption and implementation. Also there is a risk that it could lead to a flurry of rushed applications being submitted 'last minute' to beat the CIL implementation deadline.
- 4.5 Thirdly, whilst West Lindsey is a charging authority in its own right, our CIL has been developed collaboratively with the other Central Lincolnshire Charging Authorities (City of Lincoln and North Kesteven District Councils). It would therefore seem appropriate to work to an aligned implementation date across the three Central Lincolnshire Charging Authorities if possible as per recommendation 5.
- 4.6 It is therefore suggested that a period of at least 7 weeks between adoption at Full Council and implementation is considered, which would mean implementation is likely to be around 01<sup>st</sup> January 2018. This will allow sufficient time for advertising and notification of developers about to submit a planning application. The 7 week lead in time will also allow major planning applications, particularly for those where the process of S106 negotiations have commenced, to be determined. However, the final implementation date will be influenced by the desire to be aligned with the other Central Lincolnshire Charging Authorities and the implementation of the processes and procedures related to CIL.

## 5.0 Collection and distribution of CIL monies

- 5.1 The payment of CIL occurs on the commencement of development, either in full or in pre-agreed instalments at set points in time as per the instalments policy (appendix C). This payment is made to the West Lindsey District Council, who is responsible for the distribution of the monies in line with the Regulation 123 list. It must be noted that the Regulation 123 list does not identify priorities for spending or apportionment of CIL, only the projects that have been agreed by members to feature on the list. Nor does the list signify commitment from the Council fund the projects listed through CIL exclusively.
- 5.2 Payments in relation to the items on the current Regulation 123 list will be made through existing payment processes to Lincolnshire County Council at frequency to be agreed between the two Authorities.
- 5.3 Under the requirements of the Community Infrastructure Levy Regulations 2010 (as amended) 15% of the CIL collected as a result of development in a given parish area will be passed to the relevant Town/Parish Council. Payments will be capped to £100 per council tax dwelling per year, for example a Town/Parish with 50 dwellings cannot receive more than £5,000 in CIL receipts per year. In areas with no Parish Council, West Lindsey District Council, as the local charging authority, will determine how to distribute the funding but must use the 15% to support the development of the relevant area.
- 5.4 Areas with an adopted Neighbourhood Plan will receive 25% of the CIL receipts, with no cap on the amount of monies they may receive each year. The monies may be used to support the development of the local area by funding; provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area.
- 5.5 The District Council is required to make payments to Town/Parish Councils twice a year. Therefore it is anticipated that payments in respect of CIL received between 1<sup>st</sup> April to 30<sup>th</sup> September will be paid to the specific Parish Council by the end of October of that financial year and pay CIL monies received from 1<sup>st</sup> October to 31<sup>st</sup> March by the end of April.
- 5.6 Town/Parish Councils will be required to report on CIL receipts and publish the following;
- total CIL receipts
  - total expenditure
  - summary of what the CIL was spent on
  - total amount of receipts carried forward from the previous year

This information may be presented as part of another report and must be place on their website and a copy sent to the District Council.

- 5.7 As the charging authority West Lindsey District Council may take account of their related administrative expenses up to a maximum of 5% of the total levy. During the first three financial years of implementation the regulations allow for a 'rolling cap' with a fixed cap of up to 5% thereafter. It is recommended to members that 5% administration fee be agreed (see recommendation 7). Where an authority spends less than 5% on administration, the remainder must be used towards infrastructure projects identified on the Reg. 123 list.
- 5.8 Administrative costs will be considered as part of the wider CIL implementation project in conjunction with the finance team.

## **6.0 Monitoring, Reviewing and Reporting of CIL**

- 6.1 CIL and the Reg. 123 list will be reviewed on an ongoing basis during the day to day administration of the charge, however to ensure that the levy is open and transparent, charging authorities are also required to produce an annual monitoring report setting out how much CIL has been collected and how it has been used to fund infrastructure. These must be published on the website by 31<sup>st</sup> December each year for the previous financial year. Where the authority holds and spends the neighbourhood portion on behalf of the local community, this should be recorded as a separate item. CIL funding may also be pooled and combined with other sources of funding and any report must make this clear.
- 6.2 Where issues are identified during the day to day operation or as part of the annual monitoring report, a formal review will be triggered and subject to appropriate governance arrangements established at West Lindsey District Council.

## **7.0 Minor Amendments**

- 7.1 The Charging Schedule at Appendix B has been amended to reflect the findings the CIL Examination Report, however further changes may still be needed to the presentation. So that these refinements can be made, it is recommended that the Planning and Development Manager is authorised to make minor changes.
- 7.2 The supporting policies may also need some minor changes to presentation or clarification and the same delegated authority for these document is requested. The West Lindsey District Council CIL Charging Schedules have been developed and consulted upon, in accordance with regulations. The proposals have been examined and subject to the modifications set out at 2.1, have been approved by the CIL Examiner as suitable for adoption. Challenge and Improvement Committee is therefore requested to formally recommend to Prosperous Communities Committee to agree the adoption and implementation of CIL.
- 7.3 The recommendations set out in this report will ensure that CIL is legally compliant and that it is implemented as soon as practicable.

## **8.0 Next Steps**

- 8.1 Subject to support from Challenge and Improvement Committee, work will continue developing and implementing an appropriate process for CIL in conjunction with other Central Lincolnshire Partners. This work will include establishing appropriate recording and monitoring mechanisms, as well as developing a comprehensive website and guidance notes.
- 8.2 Training will also be provided for all members and Parish Councils in the New Year once CIL has been implemented. It is generally acknowledged that there is a delay between implementation of CIL and CIL receipts being collected by a charging authority, which gives a good opportunity for a training programme to be rolled out, once the majority of implementation work has been undertaken and good practice established.

8.3 In the meantime members will find at appendix F of this report a list of ‘frequently asked questions and answers’ to assist with any immediate queries.

## **9.0 Pre-Scrutiny - Challenge and Improvement Committee**

9.1 This report was considered by the Challenge and Improvement Committee at their meeting on 10 October 2017. The arising minute is set out below.

*“Members gave consideration to a report regarding proposals for West Lindsey District Council (WLDC) to formally adopt the Community Infrastructure Levy (CIL). The Committee was asked to pre-scrutinise the proposed report in advance of submission to the Prosperous Communities Committee.*

*The Developer Contributions Officer explained the concept of the CIL and Members were provided with a list of frequently asked questions and corresponding answers to assist with their understanding of the scheme. Discussion ensued about the level of charges and how they had been capped. The Developer Contributions Officer explained that the charges and capping had been set by the Inspector and could not be changed by the Council. It was requested that Members be provided with guidance notes to assist them in dealing with queries from constituents and that those who sit on the Planning Committee be given additional information for consideration of planning applications. The Monitoring Officer confirmed that, should the CIL be formally adopted, guidance notes and training sessions would be provided, to include parish councils, once the scheme was implemented.*

*Councillor T. Smith wished to put on record his disappointment with the decision of the CIL Inspector to reduce the charges that had been proposed by West Lindsey District Council. It was felt the decision demonstrated a lack of understanding of the district.*

*A Member of Committee enquired about the Regulation 123 list and it was explained that this was to demonstrate where the funds generated by CIL would be spent. The Developer Contributions Officer noted that the list had been agreed through Committee and allocated areas were considered to be of significant strategic importance. Discussion centred around whether the allocated areas had been chosen by WLDC or Lincoln County Council and it was confirmed that although WLDC were working in partnership with other areas, the Regulation 123 list had been chosen and supported by WLDC through Committee. There was further discussion about the fees and charges incorporated in CIL and how funds would be distributed. It was also confirmed that Officers had undertaken fact checking on receipt of the Inspector’s draft report.*

*Committee voted to endorse the recommendations as laid out in the report to be presented to the Prosperous Communities Committee.*

***RESOLVED*** that the recommendations as set out in the report to the Prosperous Communities Committee be supported.

*Note: Councillor L Rollings requested that her abstention from the above vote be recorded.”*

9.2 The Challenge and Improvement Committee fully supported the proposals.



---

# Report to West Lindsey District Council

**by Matthew Birkinshaw BA(Hons) MSc MRTPI**

**an Examiner appointed by the Council**

**Date: 24 May 2017**

---

PLANNING ACT 2008 (AS AMENDED)

Section 212(2)

## **REPORT ON THE EXAMINATION OF THE DRAFT WEST LINDSEY DISTRICT COUNCIL COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE**

Draft Charging Schedule submitted for Examination on 15 July 2016

Examination Hearing held on 2 March 2017

File Ref: PINS/M2515/429/3

## **Non-Technical Summary**

This report concludes that subject to recommended modifications the West Lindsey District Council draft Community Infrastructure Levy Charging Schedule provides an appropriate basis for the collection of the levy in the area.

In summary 4 modifications are recommended to the Draft Charging Schedule as follows:

- Amend the rate for new residential development in Zone 1 to £25 per square metre;
- Amend the rate for new residential development in Zone 2 to £15 per square metre;
- Amend the rate for new residential development in Zone 3 to £20 per square metre; and
- Amend the description of Zone 3 to read "*North East Quadrant Sustainable Urban Extension*".

Subject to these modifications the Council is able to demonstrate that it has sufficient, appropriate evidence to support the Schedule. The Schedule will strike an appropriate balance between the desirability of funding necessary infrastructure whilst ensuring that it does not put at risk the viability of development in the area as set out in the Central Lincolnshire Local Plan.

## **Introduction**

1. This report contains my assessment of West Lindsey District Council's draft Community Infrastructure Levy ('CIL') Charging Schedule in terms of Section 212 of the Planning Act 2008 (as amended). It considers whether or not the Schedule is compliant in legal terms, and then whether it is economically viable, as well as reasonable, realistic and consistent with national planning policy and guidance.<sup>1</sup>
2. To comply with the relevant legislation the local charging authority has to submit a charging schedule which sets an appropriate balance between helping to fund necessary new infrastructure and the potential effects on the economic viability of development in the area.
3. The starting point for the examination is the draft Charging Schedule ('DCS') submitted on 15 July 2016. A hearing was held on 2 March 2017 to examine the Council's evidence and the rates proposed.
4. As submitted the DCS proposes four Zones with four different rates for new residential development. Zone 1 covers the Lincoln Strategy Area ('LSA') as defined in the *Central Lincolnshire Local Plan* ('CLLP') and proposes a rate of £30 per square metre. Zone 2 covers parts of the District that fall outside the LSA where a rate of £20 per square metre is proposed. Zone 3 includes part of the North East Quadrant ('NEQ') Sustainable Urban Extension ('SUE') falling within West Lindsey where a rate of £25 per square metre would be payable. Finally, Zone 4 covers 'Gainsborough West' which has a nil rate for new dwellings.
5. Across all zones the DCS proposes a rate of £40 per square metre for convenience retail, whilst all other uses, including apartments are nil rated.
6. The West Lindsey DCS has been prepared alongside the schedules for the City of Lincoln Council and North Kesteven District Council. Although each one has been examined individually, the three local authorities have worked collaboratively and share the same evidence base<sup>2</sup>.

## **Assessment of Compliance with the Act and Regulations**

7. The Council consulted on the initial DCS for a period of four weeks from 19 May 2016 to 16 June 2016 as required by the Regulations. The draft Regulation 123 List, draft Instalments Policy and draft Payments In-Kind Policy were also published as part of this consultation, in addition to the relevant evidence-based documents<sup>3</sup>. Following this consultation the Council has provided a Statement of Representations as required by regulation 19(1)(b) of the Community Infrastructure Levy Regulations (2010) (as amended).
8. Regulation 12(2)(c) also requires that where a charging authority sets differential rates a map must be produced which meets certain

---

<sup>1</sup> As set out in the National Planning Policy Framework and the National Planning Practice Guidance

<sup>2</sup> Document GEN101

<sup>3</sup> Documents WL001 – WL007 and GEN101 – GEN103

criteria. This includes identifying the location and boundaries of the different zones.

9. The clarity of each zone is discussed below. However, for the purpose of the Regulations the Council has produced a map which distinguishes between the different zones. This is based on an ordnance survey base, contains grid lines and meets the requirements of Regulation 12(2)(c).

### **Is the DCS supported by background documents containing appropriate available evidence?**

#### *Infrastructure Planning Evidence*

10. Examination of the CLLP has recently been completed and the Plan was adopted on 24 April 2017. It is a joint Local Plan which covers the local planning authority areas of the City of Lincoln Council, West Lindsey District Council and North Kesteven District Council. It has been prepared by the Central Lincolnshire Joint Strategic Planning Committee in a formal partnership between the three authorities and Lincolnshire County Council. The plan sets out the main areas of growth that will need to be supported by new infrastructure across Central Lincolnshire and provides an appropriate basis for CIL in the three local planning authority areas.
11. The Infrastructure Delivery Plan<sup>4</sup> ('IDP') sets out the relevant infrastructure required to support the amount and location of development identified in the CLLP. In summary, it states that the greatest need for investment relates to the provision of the Lincoln Eastern Bypass ('LEB') and secondary/6<sup>th</sup> form education.
12. The LEB has been identified by the Council as a key piece of infrastructure that will help facilitate the delivery of growth in Central Lincolnshire. In particular, it will allow sites such as the NEQ to come forward and deliver significant new housing close to Lincoln City Centre. The socio-economic advantages of the by-pass will also be wider, as it will provide benefits to existing residents and businesses throughout Lincoln, North Kesteven and West Lindsey. Assessing the funding gap and the contribution that CIL will make to the shortfall as a whole (rather than a requirement for each charging authority) is therefore reasonable in this particular instance.
13. It is estimated that the LEB will cost around £96m. Of this total roughly £50m will be provided by the Department for Transport, with an additional £12m from a Lincolnshire County Council grant. A further £2.8m is likely to come from developer contributions through existing Section 106 Agreements. This leaves a funding gap of approximately £31.2m.
14. It has been suggested that because the project is already underway the LEB must have funding in place for its completion, and therefore no gap exists. However, during the examination the County Council confirmed that because the LEB is a priority the funding shortfall will be met by borrowed capital in the short-term to ensure that the

---

<sup>4</sup> Document GEN102

scheme can go ahead. By relying on finance that the County Council does not currently have, a funding gap therefore still exists which CIL receipts will help contribute towards.

15. In terms of secondary education and 6<sup>th</sup> form provision the IDP identifies a shortfall of £86.1m for Lincoln, £17.2m for Sleaford, £16.2m for Gainsborough and £9.4m for the rural areas. The total funding gap across Central Lincolnshire therefore amounts to approximately £128.9m.
16. As with the LEB, the estimated cost of secondary and 6<sup>th</sup> form education provision has not been broken down by each local authority. Although it is possible to compare individual school capacity with proposed developments, the geography of Central Lincolnshire is such that students often live in one area and attend school in another. When also taking into account that development has been planned on a joint basis through the CLLP, this approach is reasonable.

#### Conclusion on Infrastructure Planning Evidence

17. When combined, the estimated cost of funding the Regulation 123 list items amounts to around £160.1m. In comparison, the IDP suggests that the housing growth in the CLLP is likely to yield around £35m from CIL based on assumptions regarding unit sizes. An alternative amount of approximately £39m across the plan area is identified in the Projected CIL Income paper<sup>5</sup>. But even using the higher value, the contribution that *this* CIL is expected to make, alongside similar levies in the City of Lincoln and North Kesteven would only be very modest.
18. In conclusion therefore, the information provided clearly points to a need to introduce the levy.

#### *Economic Viability Evidence*

19. The Council's viability evidence is set out in the *Central Lincolnshire Local Plan and Community Infrastructure Levy Viability Study 2016*<sup>6</sup> ('VS'). The approach taken to the viability assessments is based on a residual value methodology. This attributes a value to a range of different developments and deducts any associated costs such as land acquisition, construction, external works, fees, contingencies, finance, planning policy costs and planning obligations. An allowance for developer profit is included and the difference between the development value and the total cost is the maximum amount that could be charged for CIL whilst ensuring that development remains viable. Alongside the IDP and information provided by representors this is the main source of evidence relating to viability.

#### Site size and density

20. The starting point for the VS is to consider a suitable range of sites that reflect the type of development likely to come forward in the area. This has been done by reviewing sites which informed the CLLP in the *Strategic Housing and Economic Land Availability Assessment*

---

<sup>5</sup> Document GEN103

<sup>6</sup> Document GEN101

('SHELAA'), past delivery and discussions with developers at workshops. In summary, the VS tested greenfield sites with capacity for 3, 4, 5, 10, 35, 100 and 300 dwellings, in addition to SUEs with a standardised size of 2,000 units. An addendum was also produced in May 2016 which looked at greenfield sites of 1,000 houses.

21. Across all the greenfield sites a density of 35dph was used. Evidence provided by a representor for the hearing session confirms that the density assumptions are broadly correct when applying the same net site area. The brownfield scenarios considered sites with a capacity for 20 and 50 units at a higher density of 40dph, in addition to a scheme for 50 flats at 65dph.
22. Although variations will no doubt occur on individual sites, overall the typologies used in the VS and assumptions regarding net developable areas and densities are reasonable. For the purposes of this assessment they adequately reflect the size and scale of development likely to come forward in the area through the CLLP.

#### Dwelling size

23. Average sizes for detached and semi-detached houses throughout Lincoln, Gainsborough, Sleaford and the rural areas of North Kesteven and West Lindsey are included in the VS. The data is based on properties for sale in March 2015 and shows considerable variations throughout Central Lincolnshire. For example, the average size of a dwelling in Gainsborough was 85 square metres, whereas in Sleaford it was 110 square metres. Because the VS seeks to assess viability on a plan-wide level a generic house size of 95 square metres was used. This represents the mid-point size across a range of house types throughout Central Lincolnshire, excluding Lincoln City Centre apartments.
24. Evidence submitted by a representor suggests that local developers are not achieving such sizes, with market housing typically around 87 square metres per unit. But this is only based on an assessment of 5 sites. Whilst I appreciate that not every house built over the plan period will measure 95 square metres, it is a reasonable starting point upon which to base the VS. It is also based on proportionate available evidence.

#### Sales values

25. Different values have been provided for Lincoln, Gainsborough, Sleaford and rural North Kesteven/West Lindsey. Separate values for apartments in Lincoln, the LSA and West Gainsborough have also been included. In summary, this demonstrates that the highest sales values<sup>7</sup> are typically found in Lincoln and the LSA (which includes the surrounding villages), with the lowest values in West Gainsborough.
26. The values have been derived from analysing around 2,000 new properties included on the Land Registry database between 2012 and 2015. Asking prices from the website 'Rightmove' have also been used. Although the latter does not give a true reflection of the final sales price, Land Registry data does not provide the full picture either

---

<sup>7</sup> Examiner's Note: Expressed as £ per m<sup>2</sup>

as it does not include information such as the size or condition of a property. Using both sources of data, combined with input from the developer forums represents a sound yet proportionate methodology. Based on discussions with developers a cautious approach to the higher sales values in the LSA was also taken by applying a discount of up to 10%.

27. A further level of analysis has been carried out in respect of sales values in the urban area of West Gainsborough. This area, which is bounded to the east by the railway line and to the west by the River Trent, contains a large number of brownfield sites identified as part of the Greater Gainsborough Housing Zone. The purpose of identifying the area as a housing zone is to speed-up and simplify the process of new housebuilding on predominantly vacant sites which form a key part of Gainsborough's planned growth and regeneration.
28. The "Zoopla heatmap" of sales values in February 2016 demonstrates that West Gainsborough has significantly lower average house prices than the outskirts of the town. Based on this information, and using data from completed sales, the VS states that values are typically £1,500 per square metre for houses and £1,600 per square metre for flats. This compares to values of £1,990 per square metre elsewhere in Gainsborough, and £2,400 per square metre flats in the LSA. This evidence is largely undisputed and justifies having a separate zone for West Gainsborough where the margins of viability are likely to be much lower.

#### Land Values

29. Paragraph 173 of the Framework states that to ensure viability, the costs of development should provide competitive returns to a willing landowner and willing developer to enable development to be deliverable. A critical part of this process is ensuring that land can come forward for new development.
30. The VS compares the residual value of each development scenario against a threshold land value ('TLV'), or the value that a willing landowner is likely to release a site for development. For generic (non-strategic) scenarios other sites have been assessed to help reach an informed judgement on the value of a typical, fully serviced plot. Due to the lack of publically available data concerning land transactions the VS has used asking prices for a range of sites and 'sense-checked' values through the developer workshops. Values are expressed as £ per net developable hectare and range from £500,000 for a fully serviced plot in Gainsborough, Sleaford and the rural areas to £680,000 for a greenfield site in the LSA. Given the limited amount of transparent evidence available, and considering that no alternative assessment has been provided on the same scale, the TLVs for the non-strategic sites are reasonable. They also reflect the fact that sales values are typically higher within the LSA than elsewhere in Central Lincolnshire.
31. For the SUEs a different approach has been used. It is based on the existing agricultural value of the land multiplied by 10. This is intended to reflect a premium above the existing use value that would provide a competitive return to a willing landowner to enable a

site to come forward for development. Paragraph C.1.12 of the VS states that:

*"As a 'rule of thumb' it is generally accepted in the development industry that landowners can anticipate a return of between 10 and 20 times the agricultural value of the land. This is supported by the HCA Viability toolkit assumptions (2010 Annex 1 'Transparent Viability Assumptions')".*

32. Using this methodology a review of sales values in the wider area suggests that typical low grade agricultural land is expected to cost between £20,600 and £25,700 per gross hectare (or roughly £8,300 - £10,400 per gross acre). These values are intended to reflect the existing use of the SUEs and have been multiplied by 10 to provide the landowner with an incentive to sell. This is regarded as the minimum value that would be expected, and the VS has used a figure of £210,000 per gross hectare (or approximately £85,000 per gross acre).<sup>8</sup> Converted into a net figure (consistent with non-strategic sites) results in an un-serviced TLV of £300,000 per hectare for the SUEs.
33. Trying to determine how much above an existing use value would be sufficient to bring forward strategic sites for development is inherently difficult. Sites vary in terms of their location and market attractiveness, as do landowners' expectations. In this particular case no alternative methodology has been provided either, and there is no comparable data available in the public domain relevant to Central Lincolnshire.
34. However, different representors throughout the process, from the developer workshops to consultation on the DCS, have all expressed concerns that the TLV of £85,000 per gross acre is too low. I am also mindful that the SUEs around Lincoln represent large areas of predominantly open land, allocated for residential-led mixed-use development in the CLLP, on the edge of the City where house prices and demand is strong. The SUEs have also been progressing through the planning system for a significant period of time and site promotion costs will have been incurred which need to be factored in.
35. As a consequence, although £85,000 per gross acre is a reasonable minimum TLV, it is possible that this figure could be higher. Furthermore, paragraph 6.3.26 of the VS confirms that *"It is important to appreciate that assumptions on threshold land values can only be broad approximations subject to a wide margin of uncertainty."* In the absence of any transactional evidence relating to strategic sites it is therefore important to incorporate a suitably sized buffer in setting the CIL rates for the SUEs.

#### Section 106 and Site Opening up Costs

36. The VS includes an allowance for Section 106 costs of £2,000 per dwelling on non-strategic sites, and £4,300 per dwelling for the SUEs. The generic site cost is based on an assessment of completed Section

---

<sup>8</sup> Examiner's Note – The figures in the residual appraisal summaries in Appendix F of Document GEN101 are based on a net site area, and are therefore different to the TLVs in Table 6.3



- 106 agreements with an average of infrastructure contributions excluding the LEB and secondary/6<sup>th</sup> form education.
37. It is possible that some sites may have contributed more in the past through Section 106 Agreements. Others may have contributed less. But no assessment on a comparable scale has been provided to indicate that the figure used for non-strategic sites in the VS is fundamentally wrong. The Hearing Statement provided by Chestnut Homes indicates that assuming CIL is in place, the average Section 106 cost across 5 of their sites would be £2,177. This aspect of the VS is therefore broadly accurate.
38. Section 106 costs associated with each of the SUEs are set out in the IDP.<sup>9</sup> It lists items of infrastructure likely to be required which are not covered by CIL. For the NEQ the Section 106 costs are estimated to be around £6.9m in total, which includes a contribution of £900,000 towards the LEB already secured as part of Phase 1.<sup>10</sup> The total anticipated Section 106 cost would therefore be £4,929 per dwelling, or £4,286 per dwelling without the LEB contribution (as the scheme would not be expected to contribute twice). The figure of £4,300 per dwelling used in the VS is therefore reasonable. No site specific evidence has been submitted to indicate that a different value should have been used.
39. At the Gainsborough Northern Neighbourhood the IDP estimates that the total Section 106 costs excluding Regulation 123 items would be around £3.2m. This equates to around £4,267 per dwelling. As a result, it is also broadly consistent with the values the VS.
40. During the Hearing the Council confirmed that trying to establish a cost per plot for the Gainsborough Southern Neighbourhood is difficult due to the complex nature of the Section 106 Agreement. Although, paragraph 3.6.13 of the VS states that it would be subject to a "...package of S106 contributions consisting of £6,000 to £10,000 per dwellings", it is not clear what this relates to. It is also unclear if this includes site opening-up works, which have been attributed a separate value of £10,000 per plot in the VS. In the absence of any further evidence, the figures used for the Gainsborough Southern Neighbourhood in the VS are therefore reasonable.
41. The value attributed to site opening-up costs is based on consultation with site promoters and agents who suggested that a range of £6,000 - £10,000 per plot would be reasonable. A review of viability assessments associated with approved SUEs in the area endorsed this view. Given the varying degree of works likely to be required across the SUEs in respect of utilities, drainage and highways connections, adopting the higher figure of £10,000 per plot is appropriate.

#### Developer Profit

42. The VS refers to developer profit as a percentage of GDV for both market and affordable housing. This represents common practice

---

<sup>9</sup> Document GEN102 Appendix 1C

<sup>10</sup> Examiner's Note: Outline planning permission has been granted for Phase 1 with a contribution towards the LEB secured by a Section 106 Agreement.

and was used by the majority of representors at the hearings for all three charging authorities.

43. During the workshop in February 2015 participants discussed using 20% for market housing and 6% for affordable housing. In contrast, the final VS adopts a figure of 17.5%. This is based on the average figure that housebuilders have been prepared to accept in the region as cited at an RICS 'Case Study Analysis' event.
44. Although it relates to data from August 2013, no alternative sources of information have been provided to substantiate comments that a significantly higher percentage is more representative of market conditions. Subject to incorporating a healthy buffer it is a reasonable figure to use in this instance.

#### Planning Policy Costs

45. The VS includes a breakdown of costs associated with each of the policies in the CLLP. One exception is the requirement to meet the higher water consumption standard of 110 litres per occupier per day. Nonetheless, at the hearing it was agreed that the figure of roughly £9 per dwelling in the Council's Statement broadly reflects the cost associated with meeting this standard. In the context of the overall costs of constructing a new house this is highly unlikely to make schemes unviable.
46. At the time the VS was prepared in April 2016 draft Policy LP11 of the CLLP required affordable housing to be provided on all qualifying housing sites of 4 or more dwellings. MMs advanced during the examination of the plan amended Policy LP11 which now requires affordable housing on sites of 11 or more units in accordance with the PPG<sup>11</sup>. However, this will have the effect of making developments of between 5 and 10 dwellings *more* viable. This is evidenced by the appraisals in the VS which tested a 0% affordable housing requirement on sites of 5 and 10 dwellings on greenfield sites.

#### Other Costs

47. Build costs are based on the Building Cost Information Service (BCIS) median figures. Median costs have been used rather than a mean figure to discount any abnormalities. Although the data is from February 2015, it was agreed at the hearing that increases in material costs are likely to have been offset by increases in sales value, as evidenced in the Council's Matter 2 Statement. The data is therefore robust.
48. Applied to the BCIS build costs is a contingency rate of 5% and allowance for external works equivalent to 10% on all residential development. No evidence has been provided to suggest that this is not representative of development schemes in the area. Similarly, I am satisfied that an 8% allowance on build costs for professional fees is reasonable in this instance, and that the BCIS figures clearly demonstrate that build costs for flats are higher than for houses (£1,061 compared to £898 per square metre).

#### Non-Residential Development

---

<sup>11</sup> Paragraph: 031 Reference ID: 23b-031-20161116

49. In addition to residential schemes the VS has also tested different types of commercial developments, including light industrial schemes, in and out-of-centre comparison retail, convenience retail and student accommodation. As with the residential scenarios, the VS has established the GDV and deducted development costs including developer profit.
50. Based on the evidence provided the values and costs cited for non-residential schemes represent reasonable assumptions. The range of scenarios used also adequately reflects the type of development likely to come forward in the area as set out in the CLLP.

#### Conclusion on Economic Viability Evidence

51. Viability testing is not a precise science and the VS has been informed by robust, appropriate and proportionate evidence wherever possible. However, the accuracy of some assumptions in the VS are limited due to the amount of transparent, comparable data available, especially concerning the TLV for the SUEs. Given that the SUEs are expected to contribute a significant amount of new housing across Central Lincolnshire, it is important that the buffer is large enough to allow for any additional costs that may be incurred in bringing forward the sites for development.

#### *Charging Zones*

52. The evidence contained in the VS demonstrates that typically, sales values are higher in the LSA. This is because the City of Lincoln serves as the main employment area for residents in West Lindsey and North Kesteven, with a relatively high level of self-contained labour supply<sup>12</sup>. The higher demand and higher sales values in this area justify having a separate charging zone for the LSA (Zone 1) and the non-LSA (Zone 2).
53. It is also largely uncontested that the SUEs have different viability considerations. Although developers can benefit from economies of scale the infrastructure and site opening up costs are often significantly greater. Due to their size SUEs also typically take longer to come forward before new houses can be built and sold. As a result, this justifies identifying the easternmost part of the NEQ (which falls within West Lindsey) separately, within Zone 3.
54. A similar approach has not been taken with the two SUEs in Gainsborough. The summary of recommended rates in the VS demonstrates that at 15% affordable housing the Gainsborough SUEs could viably contribute £15 per square metre. The same rate is recommended for development elsewhere in Gainsborough<sup>13</sup> and the surrounding rural areas where a 20% affordable housing contribution would apply.<sup>14</sup> As such, there is no need to create a different zone for the other SUEs in West Lindsey.
55. Finally, the VS demonstrates that West Gainsborough has significantly lower sales values than anywhere else and is

---

<sup>12</sup> Paragraph 9.2.3 Document GEN101

<sup>13</sup> Examiner's Note: Excluding West Gainsborough

<sup>14</sup> Examiner's Note: As set out in CLLP Policy LP11

characterised by a number of large, vacant brownfield sites. It therefore warrants having a separate zone. The boundaries of Zone 4 are based on an assessment of the town to establish where lower values occur, and by using physical features such as the railway line. This is a reasonable approach to take.

### **Are the rates informed by, and consistent with, the evidence available?**

#### *Residential Rates*

##### Zone 1

56. Within the LSA the VS concludes that some non-strategic sites will only be able to viably contribute up to £34 per square metre. It therefore recommends adopting a CIL rate of £25 per square metre to allow an appropriate 'buffer'. The buffer ensures that new residential development will be able to fund CIL should economic circumstances in the area change. This is highly likely given the cyclical nature of the housing market.
57. In contrast, the DCS proposes a rate of £30 per square metre. Document WL005 seeks to justify this approach. It states that historic Section 106 Agreements have contributed £4,000 - £6,000 per dwelling towards infrastructure and remained viable. A scheme is also cited as providing £9,800 per dwelling with a 35% contribution towards affordable housing. In addition, the Council's hearing statement confirms that the proposed rates fall under the recommended maximum amount, and would be less than 2% of GDV.
58. However, adopting a rate of £30 per square metre would only provide a buffer of around 12%. This leaves very little scope for changing economic circumstances. It is also important to consider that assumptions regarding land prices in the VS were based on relatively limited data. The appraisal therefore advised, with caution, that:
- "It is not appropriate to assume that because a development appears to be viable, that the land will change hands and the development proceed... There can be no definite viability cut off point owing to variation in site specific circumstances, including the land ownership expectations. To compensate for the risk of limited transactional evidence, it will be important to allow a buffer away from the theoretical maximum charge."*
59. By seeking to adopt a CIL rate that only leaves a buffer of around 12% for non-strategic sites in Zone 1 the DCS is not informed by, or consistent with the evidence available. Given the uncertainties regarding land values, and taking into account the need to allow for changing economic circumstances, the proposed DCS could put at risk the delivery of development in the area. It is therefore recommended that a rate of £25 per square metre is adopted in Zone 1 as set out in the VS. **(RM/1)**

##### Zone 2

60. A similar approach has been taken in Zone 2. The VS recommends a rate of £15 per square metre, whereas the DCS proposes a rate of £20 per square metre.

61. Outside the LSA the maximum charge that non-strategic sites could viably contribute towards is £24 per square metre. As proposed the Council's rate would therefore only provide a buffer of approximately 17%. Although this is greater than in Zone 1, it still leaves very little headroom for the least viable sites, and is contrary to the available evidence.
62. Furthermore, Zone 2 includes the SUEs at Gainsborough. Taking into account the requirement to provide 15% affordable housing in the CLLP the SUEs would only be able to contribute up to £30 per square metre. By adopting the recommended rate of £15 the DCS would provide a healthy buffer to ensure that their viability is not prejudiced. This is vital given the importance of the SUEs to housing growth in Gainsborough, bearing in mind the uncertainty regarding the accuracy of the TLVs. In accordance with the VS I therefore recommend a rate of £15 per square metre in Zone 2. **(RM/2)**

### Zone 3

63. In Zone 3 the rate proposed in the DCS is also £5 per square metre higher than the rate recommended in the VS.
64. I appreciate that even at £25 per square metre the size of the buffer in Zone 3 is significantly greater than for developments in Zones 1 and 2. For example, the maximum viable CIL rate for new residential development at the NEQ is £59 per square metre. Adopting the Council's proposed rate therefore includes a healthy buffer of around 58%.
65. However, for the reasons set out above there remains some uncertainty regarding the accuracy of the TLV used to calculate the viability of the SUEs. Paragraph 6.3.26 of the VS confirms that "*This uncertainty has been factored into the assessment when drawing conclusions and recommendations.*" In the absence of any robust information having been provided to reduce this margin of uncertainty, adopting a higher rate therefore goes above and beyond the scope of the available evidence.
66. When taking this into account, and considering the importance of the SUEs to the delivery of the plan as a whole, it is critical that their viability is not undermined by CIL. I therefore recommend that a rate of £20 per square metre is applied in Zone 3 as set out in the VS. Adopting this rate will ensure that the schedule is consistent with the available evidence. **(RM/3)**
67. In reaching this conclusion I note that house prices have increased throughout West Lindsey by approximately 12.8% since 2015<sup>15</sup>. Nevertheless, the same evidence confirms that build costs have also risen by roughly 7.8%. This does not justify departing from the evidence available. Similarly, no robust analysis has been provided to substantiate comments that higher sales values in the LSA would allow developers to pay more for the SUEs and ensure that projects remained viable.

---

<sup>15</sup> West Lindsey District Council Matter 2 Hearing Statement

68. A further change is also required to the DCS. As submitted it refers to Zone 3 as "*developments of 1000 [units] or more in the LSA, and the North East Quadrant Sustainable Urban Extension*". However, the accompanying maps only relate to the NEQ SUE. For clarity the charging schedule should therefore simply refer to Zone 3 – 'North East Quadrant Sustainable Urban Extension' (**RM/4**). No other LSA sites of over 1,000 units are allocated in West Lindsey and no windfall proposals of such a scale have been identified. Thus, although the option of an additional column for 'other' sites over 1,000 units was discussed at the hearing, this is unnecessary.

#### Zone 4

69. Table 7.1 of the VS has assessed a range of development types throughout West Gainsborough including both houses and flats on brownfield and greenfield sites. This confirms that even using a 0% affordable housing contribution, negative values are derived for all of the case studies assessed. At this moment in time the evidence provided therefore indicates that new residential development in West Gainsborough is unable to viably support a CIL charge. The rate of £0 per square metre in Zone 4 is justified.

#### Apartments

70. The VS demonstrates that apartments and flats are unable to support CIL even at 0% affordable housing. This is partly down to the higher build costs, with apartments containing communal areas and circulation spaces which contribute towards construction costs but are not translated into sales revenue. A block of apartments also need to be substantially completed before sales can begin, unlike a phased scheme of houses. A rate of £0 per square metre is therefore justified across all zones.

#### Retail Rates

71. Student accommodation, comparison retail, office and light industrial developments have all been demonstrated as unable to contribute towards CIL and remain viable. A nil rate is therefore justified across all zones.
72. However, the VS has tested different sized convenience retail stores and concludes that the least viable development (a larger format store) would be able to support a charge of up to £73 per square metre. The proposed rate of £40 per square metre is therefore informed by, and consistent with the evidence available. It also provides a generous buffer of approximately 45% to account for changing economic circumstances affecting retail development.

#### **Would the charging rates put at risk the delivery of development?**

73. Both the NEQ and the SUEs outside Lincoln form an important part of the CLLPs housing strategy and safeguarding their viability is critical to ensure that housing needs are met locally. Adopting a CIL rate which exceeds the evidence provided, without sufficient justification, risks undermining the delivery of these strategic sites. Similarly, the rates proposed for non-strategic sites leaves very little room for manoeuvre, and should economic circumstances change, it would put

at risk the delivery of development in the area.

74. It is therefore recommend that the rates in the charging schedule are reduced by £5 per square metre in each zone to reflect the recommendations of the VS. Subject to adopting the rates set out in the VS the available evidence demonstrates that CIL would not prejudice the delivery of new residential and convenience retail development. It would strike an appropriate balance between the desirability of funding necessary infrastructure and the potential impact on the viability of development in the area as required by national guidance<sup>16</sup>.
75. In reaching this view it is appreciated that CLLP Policy LP11 allows the percentage of affordable housing to be negotiated if viability testing demonstrates that relevant targets cannot be met in full. But this is intended to offer flexibility in specific circumstances on a site-by-site basis. It is not appropriate to set a CIL levy rate that would rely on applicants having to negotiate other planning policy requirements such as affordable housing. This would place an unreasonable and disproportionate burden on applicants and local planning authorities. It would also be contrary to paragraph 174 of the National Planning Policy Framework which states that the cumulative impact of standards and policies should not put at risk implementation of the plan.

### **Other Matters**

76. It has been suggested that other types of residential development such as service family accommodation and houses for agricultural and forestry workers should be subject to a lower rate. However, the PPG advises that charging authorities should set a rate which does not threaten the ability to develop viably the sites and scale of development identified in the relevant Plan. No specific proposals for service personnel have been included in the CLLP. In the event that dwellings for agricultural workers come forward and are liable for CIL, I have seen no evidence that this is likely to be on a scale that would undermine the delivery of development identified in the plan.
77. Representations also state that there are other infrastructure needs that the Council should fund through CIL. But this is not a matter for me. Instead, I am required to consider whether or not, in general terms, the projects in the Regulation 123 would assist the delivery of the CLLP. As identified above, the LEB and secondary/6<sup>th</sup> form education will assist with the delivery of the plan, and there is clearly a need for additional funding for both projects through CIL.

### **Overall Conclusion**

78. Subject to modifications the West Lindsey District Council Community Infrastructure Levy Charging Schedule will satisfy the requirements of Section 212 of the 2008 Act and will meet the criteria for viability in the 2010 Regulations (as amended).

---

<sup>16</sup> Paragraph: 008 Reference ID: 25-008-20140612

79. I therefore conclude that the Charging Schedule be approved based on the modifications set out in Appendix 1.

*Matthew Birkinshaw*

EXAMINER



## APPENDIX 1 – RECOMMENDED MODIFICATIONS

Reference	Modification
RM/1	Amend the rate for Zone 1 to £25 per m <sup>2</sup>
RM/2	Amend the rate for Zone 2 to £15 per m <sup>2</sup>
RM/3	Amend the rate for Zone 3 to £20 per m <sup>2</sup>
RM/4	Amend description of Zone 3 to read " <i>North East Quadrant Sustainable Urban Extension</i> "

The effect of these recommendations would be to create a charging schedule that reads as follows:

<b>WEST LINDSEY DISTRICT COUNCIL CIL CHARGING SCHEDULE RESIDENTIAL CHARGING ZONES</b>			
		Charge Per Square Metre (houses)	Charge Per Square Metre (apartments)
Zone 1	Lincoln Strategy Area (LSA)	£25	£0
Zone 2	Non Lincoln Strategy Area	£15	£0
Zone 3	North East Quadrant Sustainable Urban Extension	£20	£0
Zone 4	Gainsborough West (as shown shaded green on the draft charging schedule map of Gainsborough)	£0	£0

<b>WEST LINDSEY DISTRICT COUNCIL CIL CHARGING SCHEDULE COMMERCIAL CHARGING ZONES (APPLICABLE TO WHOLE DISTRICT)</b>	
Convenience Retail	£40
All other uses*	£0

\*'All other uses' and the £0 rate include comparison retail and retail warehousing.

**Document WL 001**

**West Lindsey Community Infrastructure Levy  
Charging Schedule**

**Implementation**

**WEST LINDSEY DISTRICT COUNCIL**  
**Charging Schedule**

<b>Name of Charging Authority</b>	<b>West Lindsey District Council</b>
<b>Rates (£m) at which CIL is to be chargeable</b>	CIL will be charged in Pounds Sterling (£) per square metre at differential rates according to the type of development and by location as set out in the Commercial and Residential Tables of this Schedule.
<b>Charging Zones</b>	The Charging Zones to which CIL will be applied are those as identified on the tables and maps as set out within this Schedule.
<b>How the Chargeable amount will be Calculated</b>	<p>The charging authority will calculate the amount of CIL chargeable to a qualifying development utilising the formula set out in Part 5 of the CIL Regulations. In summary (and subject to any changes that have occurred or may occur as a result of future amendments to the Regulations) the amount of CIL chargeable will be calculated as follows: CIL Rate x Chargeable Floor Area x BCIS Tender Price Index (at Date of Planning Permission) / BCIS Tender Price Index (at Date of Charging Schedule)</p> <p>The Chargeable Floor Area makes allowance for previous development on the site. The net chargeable floor area amounts to the gross internal area of the chargeable development less the gross internal area of any existing buildings that qualify for exemption on the site.</p> <p><b>This summary does not take account of every aspect of the Regulations.</b></p>
<b>Further Information</b>	Further information, for example, on exemptions from paying CIL will be available on the charging authority's webpages in due course. In many cases, this will be via links to national guidance.

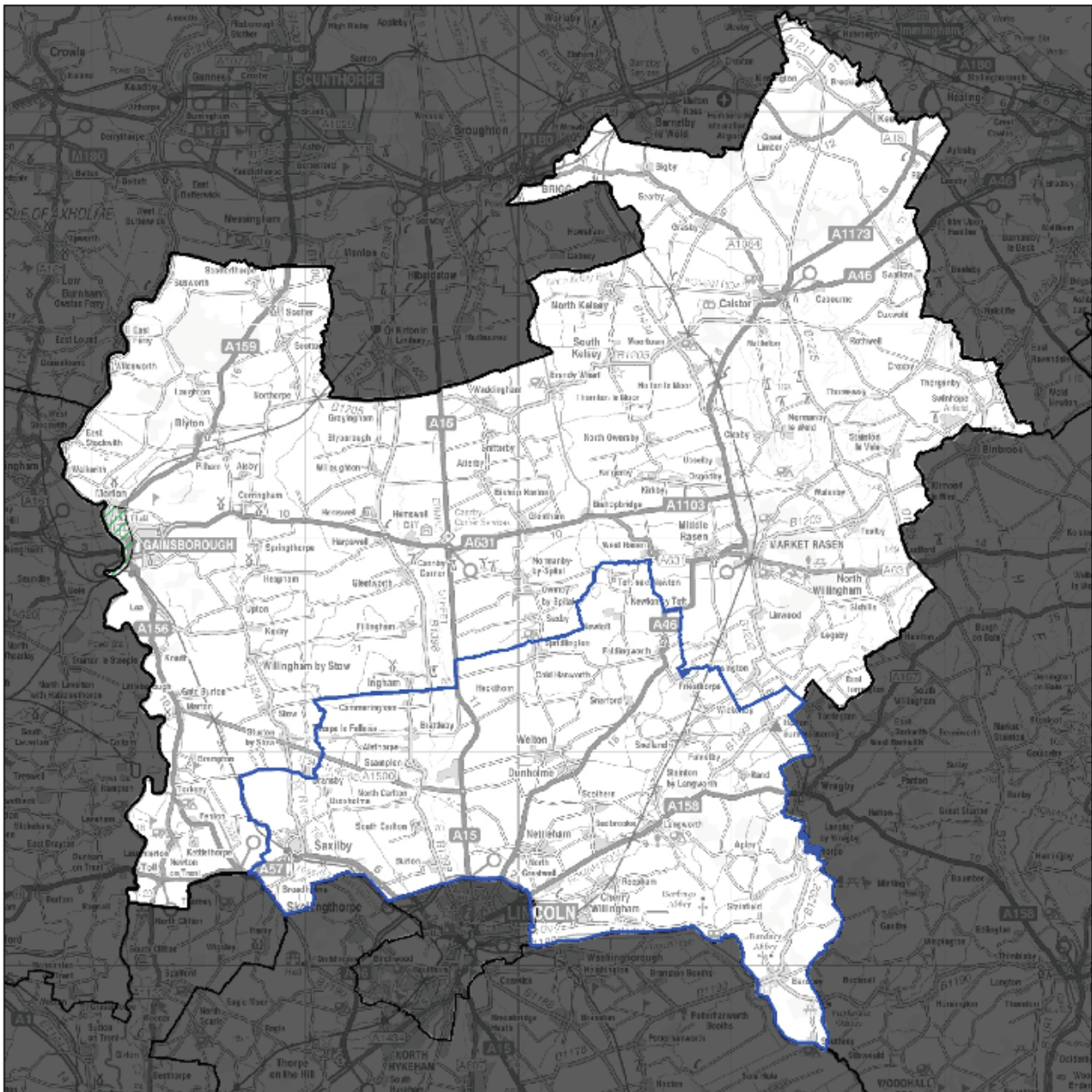
## WEST LINDSEY DISTRICT COUNCIL CIL CHARGING RATES (£ per Sqm)





<b>WEST LINDSEY DISTRICT COUNCIL CIL CHARGING SCHEDULE RESIDENTIAL CHARGING ZONES</b>			
		Charge Per Square Metre (houses)	Charge Per Square Metre (apartments)
Zone 1	Lincoln Strategy Area (LSA)	£25	£0
Zone 2	Non Lincoln Strategy Area	£15	£0
Zone 3	North East Quadrant Sustainable Urban Extension.	£20	£0
Zone 4	Gainsborough West (as shown shaded green on the charging schedule map of Gainsborough)	£0	£0

<b>WEST LINDSEY DISTRICT COUNCIL CIL CHARGING SCHEDULE COMMERCIAL CHARGING ZONES (APPLICABLE TO WHOLE DISTRICT)</b>	
Convenience Retail	£40
All other uses*	£0

\*'All other uses' and the £0 rate include comparison retail and retail warehousing.

West Lindsey District Council Community Infrastructure Levy Charging Schedule  
Zone 1, 2, 3 and 4



-  Zone 1 The Lincoln Strategy Area
-  Zone 2 The Non-Lincoln Strategy Area
-  **ZONE 3 NE Quadrant Sustainable Urban Extension**
-  Zone 4 West Gainsborough











**Document WL 002**

**West Lindsey Community Infrastructure Levy  
CIL Regulation 123 List**

**Implementation**

**The “Regulation 123 list”**

It is intended that the Council will spend and distribute CIL revenue on the following items:

Lincoln Eastern Bypass
Secondary Education and School-based post-16 Education

**Working in Partnership**

West Lindsey District Council, City of Lincoln Council and North Kesteven District Council have been working together to implement separate CIL schedules. This has been aligned in some cases, for example, with a single point of contact for phone and email. Lincolnshire County Council and the Central Lincolnshire Local Plan Team have also supported this approach. Telephone 01427 676 676 with queries only.

**Once CIL has been adopted, all contact should be directly with the District Council.**

**Document WL 003**

**West Lindsey Community Infrastructure Levy  
CIL Instalments Policy**

**Implementation**

**WEST LINDSEY DISTRICT COUNCIL  
COMMUNITY INFRASTRUCTURE LEVY  
INSTALMENTS POLICY**

Regulation 70 of the Community Infrastructure Levy Regulations 2010 sets a default of full payment of the levy within 60 days of the commencement of development. The Regulations also enable a charging authority to set an Instalment Policy that allows payments to be spread over longer periods. West Lindsey District Council consider it reasonable that payment instalments are scheduled in proportion to the scale of CIL liability for proposed developments. In accordance with regulation 69b of the CIL Amendment Regulations, **WEST LINDSEY DISTRICT COUNCIL** will apply the following Instalment Policy to all development on which CIL is liable.

The Instalments Policy will come into effect on [INSERT DATE], from which time the Community Infrastructure Levy will be payable by instalments as follows:

**Where the chargeable amount is less than £50,000**

- Full payment will be required within 60 days of the commencement date or further period as set out by Regulation 70.

**Where the chargeable amount is £50,000 - £300,000**

- First instalment representing 25% of the chargeable amount will be required within 60 days of the commencement date; and
- The second instalment representing 75% of the chargeable amount will be required within 365 days of the commencement date.

**Where the chargeable amount is above £300,000**

- First instalment representing 25% of the chargeable amount will be required within 60 days of the commencement date;
- Second instalment representing 25% of the chargeable amount will be required within 365 days of the commencement date;
- Third instalment representing 25% of the chargeable amount will be required within 730 days of the commencement date; and
- The fourth and final instalment representing 25% of the chargeable amount will be required within 1095 days of the commencement date.

### **Instalment Policy Guidance notes**

Regulation 70 of the Community Infrastructure Levy Regulations 2010 (as amended) sets out the requirements that must be complied with in order to benefit from the CIL Instalment Policy.

The CIL instalment policy will apply in the following circumstances.

1. Where the Council has received the CIL form – **Assumption of Liability** form prior to commencement of the development (Regulation 70(1) (a)).
2. Where the Council has received the CIL form – **Commencement Notice** prior to commencement of the development (Regulation 70(1) (b)).

If either of the above requirements are not complied with, the total CIL liable will become payable within 60 days of commencement of the development.

In addition surcharges may apply, guidance note on this to be drafted. If either the CIL form – **Assumption of Liability** form and or the CIL form – **Commencement Notice** have not been submitted prior to the commencement date of the development.

Once the development has commenced the CIL payments must be made in accordance with the CIL instalment policy. Where there is a breach in payments, the total CIL liability will become payable in full immediately (Regulation (8) (a)).

**Document WL 004**

**West Lindsey Community Infrastructure Levy  
CIL Payment In-Kind Policy**

**Implementation**

**West Lindsey District Council**  
**COMMUNITY INFRASTRUCTURE LEVY POLICY**  
**PAYING CIL IN THE FORM OF LAND**

In certain circumstances **West Lindsey District Council** may support the payment of some or all of a CIL requirement in the form of land. This will depend upon six conditions:

1. The CIL liability is greater than required under the relevant regulations (currently £50,000);
2. **West Lindsey District Council** must agree to the transfer and has the right to withhold such agreement;
3. Either:
  - a) **West Lindsey District Council** must have the intention of using the land to help provide infrastructure to support the development of its area; or,
  - b) **West Lindsey District Council** must be satisfied that any third party that will receive a land transfer will use land for a specific purpose that will help provide infrastructure to support the development of its area.
4. The person transferring the land to **West Lindsey District Council** as payment must have assumed liability to pay CIL beforehand;
5. The land to be transferred must have been valued by a suitably qualified and experienced independent person to be agreed with **West Lindsey District Council**. The valuation must represent the fair market price for the land on the day it is valued;
6. Development on the site must not have commenced before a written agreement with **West Lindsey District Council** to pay some or the entire CIL amount in land has been made. This agreement must state the value of the land being transferred.

**West Lindsey District Council** will accept a land transfer at its discretion. The authority will consider agreements within the context of relevant development plan documents, supplementary planning documents and corporate strategies. Prior to commencement of development on the site in question, a CIL liable party should discuss possible land transfer with **West Lindsey District Council**.

It should be noted that the agreement to pay in land may not form part of a planning obligation entered into under Section 106 of the Town and Country Planning Act 1990.

The land transfer agreement may allow the transfer of land in instalments, subject to the payment proportions and due dates set out in the relevant demand notice.



Any outstanding CIL amount (after a transfer of land) should be paid in line with the payment due dates contained in the relevant demand notice. .

## **West Lindsey Community Infrastructure Levy**

### **Frequently Asked Questions**

## **What is the Community Infrastructure Levy (CIL)?**

The Community Infrastructure Levy is a new planning charge, introduced by the Government through the Planning Act 2008 to provide a fair and transparent means for ensuring that development contributes to the cost of the infrastructure it will rely upon, such as schools and roads. The levy applies to most new buildings and charges are based on the size and type of new floor-space created.

## **What are the benefits of the Community Infrastructure Levy?**

The Government has decided that a tariff-based approach provides the best framework to fund new infrastructure. CIL is considered to be fairer, faster and more certain than the current system of planning obligations which are generally negotiated on a 'case-by case' basis. Levy rates are set in consultation with local communities and developers and provide much more certainty and are 'up front' about how much money developers will be expected to contribute.

Statistics show that under the system of planning obligations only a small number of all planning permissions nationally (usually the largest schemes) brought any significant contribution to the cost of supporting infrastructure. Through CIL, all but the smallest building projects will make a contribution towards additional infrastructure that is needed as a result of development.

## **Why should development pay for infrastructure?**

Almost all development has some impact on the need for infrastructure, services and amenities so it is only fair that such development pays a share of the cost.

## **What is infrastructure?**

Infrastructure which can be funded by the levy includes schools, transport, flood defences, hospitals, community facilities and other health and social care facilities. This definition allows the levy to be used to fund a very broad range of facilities and gives flexibility on what infrastructure may be funded.

The Levy can be spent on 'the provision, improvement, replacement, operation or maintenance of infrastructure'.

## **Do Councils have to implement CIL?**

Local authorities in England and Wales will be empowered, but not required, to levy on most types of development in their areas. It should be noted that in 2015 limitations to Section 106 planning obligations came into force. Which has meant that planning obligations may only be requested when they meet the three key tests:

- Necessary to make the development acceptable in planning terms;
- Directly related to the development; and
- Fairly and reasonably related in scale and kind to the development

## **How does a charging authority set a rate for their levy?**

Charging authorities must produce a document called a charging schedule which sets out the rate for their levy. This is a new type of document within

the folder of documents making up the Council's Local Plan but will not be part of the statutory development plan.

The levy is intended to encourage development by creating a balance between collecting revenue to fund infrastructure and ensuring that the rates are not so high that they put development at serious risk. The Council draws on the infrastructure planning that underpins the development strategy for the area to help identify the total infrastructure funding gap.

Rates set should be supported by evidence, in West Lindsey's case a whole plan viability assessment, and the area's infrastructure needs. One standard rate can be set for an area or, if justified, specific rates for different areas and types of development can be established. The ability to set differential rates gives charging authorities more flexibility to deal with the varying circumstances of each area they work in.

Consultation must be undertaken on the draft schedule and the proposed levy rates. A public examination by an independent person, usually an Inspector from The Planning Inspectorate, is then required before the charging authority can formally approve it.

The Local Authority can either adopt CIL at the rates advised by the Examiner or choose not to impose CIL. A new evidence base, consultation process and Examination must be undertaken to set different rates from those recommended by the Examiner.

### **What is the relationship between CIL and planning obligations (commonly known as s106 agreements)?**

Planning obligations (funding agreements between the local planning authority and the developer) will continue to play an important role in helping to make individual developments acceptable. However, reforms have been introduced to restrict the use of planning obligations.

The CIL levy is intended to provide infrastructure to support the development of an area rather than to make individual planning applications acceptable in planning terms. As a result, there may still be some site specific impact mitigation requirements without which a development should not be granted planning permission (e.g. affordable housing, local highway and junction improvements, primary schools, health and landscaping). Therefore, there is still a legitimate and necessary role for development planning obligations to enable a local planning authority to be confident that the specific consequences of development can be mitigated. However items that are identified as being funded by CIL (those items detailed on the Reg. 123 list) cannot then also be required as part of a s106 agreement.

### **What development is liable for CIL?**

#### **Development will be liable for CIL if it:**

- Involves new build of at least 100m<sup>2</sup> gross internal area (GIA) floor-space; or
- Involves the creation of one or more dwellings.

This includes development permitted by a 'general consent' (including permitted development).

#### **Development will not be liable for CIL if it:**

- Involves only change of use, conversion or subdivision of, or creation of mezzanine floors within a building which has been in lawful use for at least six months in the 3 years prior to the development being permitted and does not create any new build floor-space; or
- Is for a building into which people do not normally go, or go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery; or
- Is for a structure which is not a building, such as pylons or wind turbines; or
- Is permitted by a 'general consent' (including permitted development) commenced before 6th April 2013; or
- Is for a use which benefits from a zero or nil charge (£0/m<sup>2</sup>) as set out in a CIL Charging Schedule

#### **Who is liable to pay the levy?**

The responsibility to pay the levy rests with the ownership of land on which the liable development will be situated. Although liability rests with the landowner, the regulations recognise that others involved in a development may wish to pay. To allow this, anyone can come forward and assume liability for the development.

#### **How is the levy paid?**

The charge is levied in £ / m<sup>2</sup> on the net additional increase in floor-space. It will normally be collected as a monetary payment, although there is also provision for it to be paid by transfer of land to the local authority if certain criteria are met. An In Kind Policy will be available on the website.

#### **Is VAT applied to CIL charges?**

The charge levied in £ / m<sup>2</sup> on the net additional increase in floor-space for the CIL is exempt from VAT.

#### **How will proposed levy rates respond to factors such as inflation?**

In calculating individual charges for the levy, charging authorities will be required to apply an annually updated index of inflation to keep the levy responsive to market conditions.

#### **How is the levy collected?**

The levy's charges become due from the date of commencement of a chargeable development. When planning permission is granted, the Council will issue a liability notice setting out the amount of the levy and the payment procedure.

Unlike contributions collected through S106 agreements the triggers for payment are not negotiated and there is no time constraint for the spending of monies collected through CIL.

#### **Can CIL be paid in instalments?**

Yes, an instalment policy will be available on the website.

## **How will payment of the levy be enforced?**

The levy's charges are intended to be easily understood and easy to comply with. Most of those liable to pay the levy are expected to pay their liabilities without problem or delay. However, where there are problems in collecting the levy charging authorities will have the means to penalise late payment, through surcharges. In cases of persistent noncompliance the regulations also enable collecting authorities to consider more direct action such as the issuing of a CIL Stop Notice or applying to the courts for seizure of assets to pay the outstanding monies or for custodial sentences.

## **Will a development be liable to pay CIL if planning permission is granted before a CIL Implementation date is adopted?**

No. There is no CIL liability for a planning permission if that planning permission was granted before the CIL implementation date. The relevant date is the date of the issuing of the planning permission decision notice. Therefore any application where the principle of development has already been approved, prior to the adoption of CIL will not be eligible to pay CIL.

## **I will be submitting a planning application. How can I find out more about CIL and what I need to do for my planning application submission?**

The District Council will be preparing some detailed guidance notes for applicants to help guide them through submission of planning applications and the related CIL documentation and these are available on the website. The process relating to CIL is strictly prescribed by the CIL regulations, with penalties if the process is not correctly followed. Applicants are strongly advised to read this guidance and seek further advice from the District Council or other sources if they are unclear on any aspect.

## **Is there any relief from CIL?**

In accordance with the Regulations the following development may receive relief from CIL:

- Charitable development
- Social housing development
- Self-build development
- Self-build residential annex or extension

Guidance notes will be available on the website to explain the process for claiming relief.

## **How will the levy be spent?**

Charging authorities are required to spend the levy's revenue on what they see as the infrastructure needed to support the development of their area. The assessment of 'need' will largely be informed by the Infrastructure Delivery Plans (IDPs) published by each authority alongside their Local Plans. The levy is intended to focus on the provision of new or improved infrastructure and should not be used to remedy pre-existing deficiencies unless those deficiencies will be made more severe by new development. The projects that CIL will be used for are identified on the Reg.123 list for

each Authority and in the case of West Lindsey, these items are the Lincoln Eastern Bypass and Secondary Education.

### **How will local neighbourhoods benefit from CIL?**

Under the requirements of the Community Infrastructure Levy Regulations 2010 (as amended) 15% of the CIL collected as a result of development in a given parish area will be passed to the relevant Town/Parish Council. Payments will be capped to £100 per council tax dwelling per year, for example a Town/Parish with 50 dwellings cannot receive more than £5,000 in CIL receipts per year. In areas with no Parish Council, West Lindsey District Council, as the local charging authority, will determine how to distribute the funding but must use the 15% to support the development of the relevant area.

Areas with an adopted Neighbourhood Plan will receive 25% of the CIL receipts, with no cap on the amount of monies they may receive each year. The monies may be used to support the development of the local area by funding; provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area.

The District Council is required to make payments to Town/Parish Councils twice a year. Therefore it is anticipated that payments in respect of CIL received between 1<sup>st</sup> April to 30<sup>th</sup> September will be paid to the specific Parish Council by the end of October of that financial year and pay CIL monies received from 1<sup>st</sup> October to 31<sup>st</sup> March by the end of April.

### **Is there a mechanism for the CIL to be spent outside of the charging authority?**

Charging authorities may pass money to bodies outside their area to deliver infrastructure which will benefit the development of their area, such as the the county council, for education and transport infrastructure. Charging authorities will also be able to collaborate and pool their revenue from their respective levies to support the delivery of 'sub-regional infrastructure'.

### **How will CIL be monitored?**

To ensure that the levy is open and transparent, charging authorities must prepare short reports on the levy for the previous financial year which must be placed on their websites by 31<sup>st</sup> December each year. These reports will set out how much revenue from the levy has been received, what it has been spent on and how much is left.

### **Will there be training provided to Councillors and Parish Councils on CIL?**

Yes, there will be a number of training events provided for Councillors and Parish Councils in the New Year. There will also be an information leaflet developed specifically for communities to help with the implementation of CIL across West Lindsey. Whilst, subject to Committee approval, CIL is scheduled for implementation in early January, there will be inevitably a time lag between implementation and when monies will be payable, which is why the training is scheduled for the New Year.

This page is intentionally left blank





Prosperous Communities

24<sup>th</sup> October 2017

**Subject: Update on Selective Licensing in the Gainsborough South West Ward**

Report by:

Chief Operating Officer

Contact Officer:

Andy Gray  
Housing and Environmental Enforcement Officer  
01427 675195  
Andy.gray@west-lindsey.gov.uk

Purpose /  
Summary:

To provide elected members with an update in regards to the selective licensing scheme

## **RECOMMENDATION(S):**

- 1) Members are asked to note the contents of this report and agree that further update will be provided in 12 months time.
- 2) Members are asked to approve the Tenant Passport Policy as agreed with the Chair of the Prosperous Communities Committee and for it to come into effect on 8<sup>th</sup> January 2018 and delegate any minor technical policy amendments to the Chief Operating Officer,

## IMPLICATIONS

### **Legal:**

The legal basis for the introduction of the selective licensing scheme can be located within the Prosperous Communities Committee report from 22<sup>nd</sup> March 2016.

### **Financial:**

FIN /88/18

Section 3 outlines the financial income received from the licensing fee to date.

The Council has to date received £73,300 from licensing income. £69,540 was received in 16/17 with £3,760 to date this year. Of this income £20,540 was spent in 16/17 and £13,744 to date in 17/18 . The majority of this figure consists of the £120 fee paid to the Council via Homesafe for landlords that apply to be licensed in this manner. A small amount relates to the Council applications where the landlord pays the full fee of £375 up front.

### **Staffing:**

The initial Selective Licensing Officer role has been vacant since the staff member in post started their duties as Housing Standards and Enforcement Officer. The duties have been met by an interim staff resource for a period of time and it is proposed to utilise the remaining income from the scheme to appoint to the post for a 12 month period at the earliest opportunity. This person will be required to continue to cover the administrative aspect of the scheme, as well as further embed the proactive aspects of the role in relation to identifying licensable properties.

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

The designation for the scheme has been set out in accordance with the Housing Act.

### **Risk Assessment :**

Enforcement – the level of enforcement undertaken will pose a financial, reputational and public interest risk. This risk will be considered on a case by case basis and will be focused upon the cases that pose the highest risks in relation to the scheme objectives.

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

Improvements to individual properties will impact upon their individual energy efficiency and ratings. Further work will be undertaken to capture this in later phases of the scheme.

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

Prosperous Communities Committee report 22<sup>nd</sup> March 2016

Prosperous Communities Committee report 21<sup>st</sup> March 2017

<https://www.west-lindsey.gov.uk/my-council/decision-making-and-council-meetings/meetings-agendas-minutes-and-reports/prosperous-communities-committee/prosperous-communities-committee-reports/>

**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. Introduction

- 1.1. The Selective Licensing scheme in the Gainsborough South West Ward was approved at Prosperous Communities Committee on the 22<sup>nd</sup> March 2016. The scheme then came into force on the 18<sup>th</sup> of July 2016 for a five year period.
- 1.2. This report provides an update in regards to the progress of the scheme and outlines the current position, the main areas of work undertaken to date and provides the timescales and objectives for the future phases.
- 1.3. Given the ever changing data in relation to the scheme, updates on the key statistics will be provided at the Committee meeting on the 24<sup>th</sup> of October 2017 to ensure that the information provided is as up to date as possible.
- 1.4. This paper does not go into the background of the scheme or how it came to be in effect as this has been covered within previous committee papers.

## 2. Current Position

- 2.1. All landlords were asked to make their applications by the 1<sup>st</sup> of November 2016 and then subsequently to provide any final certificates by the end of March 2017. This was the final cut off date and any application not finalised by this point has or will be considered for further formal action based on the risk that is presented.
- 2.2. Given that the scheme commenced in July 2016, the Council has provided a more than reasonable timescale for landlords to make an application.
- 2.3. There are currently 555 live applications
- 2.4. There are live applications for 555 properties in total, across 301 applicants. Table 1 shows the breakdown of these applications.

Table 1.	The Home Safe Scheme		West Lindsey District Council	
	Properties	Applicants	Properties	Applicants
Applications*	518	281	37	20
Draft Licences	377	245	22	10
Full Licences	345	224	11	6
Exemptions (full)	n/a	n/a	22	10
Exemptions (temporary)	n/a	n/a	All temporary exemptions now expired, none currently in effect.	
<i>*live applications, not including applications which have been cancelled or terminated</i>				

- 2.5. 22 applicants have had their membership of Homesafe terminated for a variety of reasons. There have also been 23 properties sold during the period of the scheme, which have resulted in memberships ceasing.
- 2.6. Alongside these applications there are around 60 properties known to the Council that need a licence and an additional estimation of 190 properties where further investigation is required. This estimates that the maximum number of licensable properties will be in the region of 815.
- 2.7. It should be noted that this is the maximum. Further investigation will reduce this number and an updated figure will be provided with each update report received by the committee.

The Council has pinpointed the exact properties it needs to investigate and will commence this process as per the timescales outlined in this report.

### **3. Financial Information**

- 3.1. The Council has to date received £73,300 from licensing income. £69,540 was received in 16/17 with £3,760 to date this year. Of this income £20,540 was spent in 16/17 and £13,744 to date in 17/18.
- 3.2. It is proposed to utilise the remainder of the funding on staffing resource to continue the administration and implementation of the scheme.

### **4. Support for Landlords**

- 4.1. In partnership with Homesafe, forums for licensed landlords will be taking place between now and the end of 2017. These forums will be aimed at seeking feedback on the scheme and to initiate the development of ideas and solutions to some of the problems faced by landlords within the area.
- 4.2. Homesafe have provided elected members with an update of the work they have undertaken to date within the scheme and the area and this is shown in appendix 1.
- 4.3. Information relating to the proposed Tenant Passport Scheme is shown in appendix 2.

### **5. Approach to Enforcement**

- 5.1. Officers are continuing to focus their efforts on the highest risk unlicensed landlords and their properties. To date, a wide range of enforcement action has been taken, as follows:
  - 2 separate prosecutions are under way. One of which involves multiple owners of properties, 3 of whom have been found guilty of licensing offences. The additional owner has entered in a not guilty plea and is due to stand trial in October. A further landlord has also pleaded guilty to licensing offences and is awaiting sentencing.
  - The 3 guilty landlords have all been given Criminal Behaviour Orders (CBOs), requiring them to meet certain conditions in relation to property management. A CBO is also being sought for the additional landlord who entered into a not guilty plea. A further landlord has voluntarily agreed to meet the requirements of the CBO.
  - 15 Warrants have been executed within the area to assist in the determination of licensing and other offences. These have been completed in partnership with the Police.
  - 49 formal enforcement notices have been served since 31<sup>st</sup> October 2016 (37 were served in the whole of 16/17)
  - There have been 50 safeguarding referrals from agencies working in the area since 31<sup>st</sup> October 2016
  - There are currently 90 empty properties within the South West Ward, 80 of which are long term empty (6 months or more). 36 of the 80 have been empty for 2 years or more. This suggests that the short term empty properties are being brought back into use and that our efforts should be focussed on the long term empty properties. There are 2 Compulsory Purchase Orders underway within the ward also.

- Regular meetings with the local policing team are identifying joint actions and issues and are ensuring intelligence is shared. These meetings are also directly addressing specific property and landlord issues reported by the public or gather via our own intelligence.
- 5.2. There is currently still an estimated further 190 properties, which may require a licence. These will also be considered for prosecution subject to the Council carrying out the relevant due diligence within each case.
  - 5.3. At this stage of the scheme we are not considering the prosecution of any landlords for being non – compliant with the scheme conditions. Only when a landlord is licensed can they be considered for prosecution for non-compliance. These considerations will be made in due course.
  - 5.4. The Council continues to investigate reports of disrepair in the area alongside the scheme and continues to use its enforcement powers to address any issues found in advance of a landlord being licensed.

## **6. Ensuring Compliance**

- 6.1. To date 516 properties have been checked for compliance. These checks determine whether the landlord is compliant with the required licence conditions.
- 6.2. 243 properties have resolved Level 1 (Urgent) or Level 2 (High Risk) compliance issues which were identified. Homesafe are working with license holders to resolve the remaining issues.
- 6.3. Where a license holder does not take the necessary steps to become compliant their status as a licence holder is discussed with the Council and we will determine the most appropriate course of action.

## **7. Tenant Passport Scheme**

- 7.1. Details of the Tenant Passport scheme are shown in Appendix 2. It is proposed to implement the scheme from January 2018. It is estimated that there will be on average, 5 applicants per week within the licensing area, if they all choose to approach and provide consent to be put through the scheme.
- 7.2. The scheme is aimed at improving tenancy sustainment and providing landlords with a tool to make additional checks on tenants relating to their tenancy history and any previous offences relating to tenancy management.
- 7.3. Landlords often advise the Council that their reference checks cannot provide enough information, likewise, some landlords do not take references and as a result suffer tenancy sustainment issues. The scheme will enable proactive landlords to make further checks and allow the Council to gather additional intelligence on those landlords that are not obtaining references.
- 7.4. The scheme will initially only be available to those landlords within the licensing area and it is proposed to implement it from January 2018.

## **8. Future Scheme Timescales**

- 8.1. As per the update to elected members in March 2017, the scheme is focussed initially on the 3 main phases below. An update has been provided for each phase.

**Phase 1 – Licensing of landlords:** this has been ongoing since the 18<sup>th</sup> of July 2016 and it is our aim to ensure that all eligible landlords are licensed within the first year of the scheme.

**Update** – The Council will continue to license eligible landlords for the duration of the scheme. All remaining live applications are now within the process and will be determined at the earliest opportunity. The most resource intensive period in regards to issuing licenses is drawing to a close and will be completed by the end of November 17.

**Phase 2 – Unlicensed Landlords:** prosecution will be considered for all landlords (known and unknown) who failed to obtain a licence by the 31<sup>st</sup> of January 2017. This phase will commence on April 1<sup>st</sup> 2017.

**Update** – 2 prosecutions have already been undertaken and a number of additional prosecutions are in the pipeline. This phase of the project will continue for the duration of the 5 year licensing period.

**Phase 3 – Ongoing Compliance:** all compliance checks for licensed landlords will be completed by July 17. The Council will then take a risk based approach to ensuring that all licensed landlords are fully compliant by the 1<sup>st</sup> of January 2018.

**Update** – To date, 514 compliance checks have been completed. The remaining properties will be checked as soon as practicably possible with regards to the specific issue that they may present in terms of access. Properties licensed directly by the Council will receive a full Part 1, Housing Act inspection within the duration of the five year scheme.

8.2. An additional fourth phase of the scheme can now be considered in relation to anti-social behaviour and wider improvements within the area

**Phase 4 – Reducing Anti – Social Behaviour and Improving the overall environment:** following the completion of the overall licensing phase of the scheme, the Council will consider further its approach to reducing anti-social behaviour. an overview of the approach to this is given below in section 9 . This phase of the scheme will last for the remainder of its designation.

## **9. Working to reduce anti-social behaviour**

9.1. There has been clear direction from elected members in regards to the reduction of anti-social behaviour in the area and this is a key objective within the licensing scheme. Now that the initial licensing and administrative phase is nearing completion the focus will be on addressing the wider issues within the area, which the scheme can influence.

9.2. The scheme is a 5 year scheme and although the intelligence gathered within the scheme is assisting in our efforts to tackle ASB and wider issues this has not been the focus to date. These efforts are being taken using our existing resources and our work on tackling unlicensed landlords, whose properties are the cause of large amounts of ASB are taking priority.

9.3. Elected Members will be aware that ASB on the whole, across Lincolnshire has risen for the first year since 2011. Many of the issues being seen in West Lindsey are mirrored in other districts. Where there has been a rise, the numbers of incidents are still very small.

9.4. Officers are working with County colleagues via the Community Safety Partnership to look at reducing ASB and to highlight any gaps in provision and identify solutions. This work is

ongoing and impacts upon the whole district, not just the licensing area.

9.5. Within the scheme the following activities are taking place relating to ASB:

- All of the Councils existing statutory functions related to enforcement are focussed on the licensing area and wider SWW.
- Where we have had ASB complaints about an unlicensed property, we have tackled this by arranging a joint visit from housing enforcement under a s239 notice with ASB officer attending. This provides an opportunity to contact the landlord, highlight the licensing status, enter premises and speak with the tenant. This has had a positive effect in a number of cases and it is something we have the opportunity to enhance and link to forthcoming prosecutions.
- The Council's joint working with the Police has enhanced and now forms the basis for our approach to enforcement and in ensuring we are focusing on the highest risk and highest harm issues.
- Public Space Protection Orders have been put in place within the Trinity Arts Centre to address activities of concern, likewise a PSPO is in place across the district to deal with dog fouling.

9.6. Proposals will be brought to elected members over the coming months in regards to our future approach. This will provide resources for the following

- Additional enforcement officer, focused on the South West Ward and other areas where PSPO issues are prevalent. This will extend our ability to deal with fly tipping, early presentation of waste and PSPO related offences.
- A specific resource focussed on support for the private rented sector and landlords aimed at increasing tenancy sustainment and providing advice, support and guidance.
- Extension of the existing CCTV system into the South West Ward .

## **10. Recommendations**

10.1. Members are asked to note the contents of this report and agree that further update will be provided in 12 months time.

10.2. Members are asked to approve the Tenant Passport Policy and its implementation to come into effect on Monday 8<sup>th</sup> January 2018 and delegate any minor technical policy amendments to the Chief Operating Officer,



## Gainsborough Scheme Overview – October 2017

### The Home Safe Scheme Memberships

Total members – 281

Total houses – 518

Average ownership – 1.8

Largest portfolio member / investor – landlord currently has 26 properties in the designated area and has apparently bought more which are yet to be registered

### Termination Analysis

Sold houses – 23 so far throughout the licensing period and the busiest month for selling was January 2017 where 6 properties were removed from our membership as our members informed us they had completed.

Terminated by Home Safe – 22 members

Submission error/ refused DD method - 16

Applications rejected (failed fit and proper) – 14 entries have been noted on the database by WLDC as having Fit and Proper issues

### Registration Analysis (non compliance) at the time of registration

LGSR - 321

EPC - 250

EICR – 283

Unsatisfactory EICR – 17

The Home Safe scheme made weekly calls and emails to each member to drive compliance and arranged a contractor for any landlord that couldn't organize the reports to be completed themselves for whatever reason. We also sent via post 111 outstanding matters reminder letters

on the 9<sup>th</sup> of February 2017 and 52 Final reminder letters on the 3<sup>rd</sup> of March 2017. Listed below is a snapshot of the impact of such reminders and correspondence to enable the landlords to be fully compliant.

	6 <sup>th</sup> January	27 <sup>th</sup> January	1 <sup>st</sup> March	21 <sup>st</sup> March
EPC	99	99	3	4
LGSR	121	87	6	6
EICR	219	161	36	21
U EICR	31	47	16	28

### Outstanding complete registrations and registration date

October 18<sup>TH</sup> 2016 - Clinton Terrace – Unsatisfactory EICR submitted. The property is vacant and uninhabitable according to Martin & Co. Section 21 previously served

December 1<sup>st</sup> 2016 –Waterworks Street – EICR – Vacant refurbishment. Has issued a Section 21 and the end result was eviction by bailiffs

December 31<sup>st</sup> 2016– 62 Trent Street – GSC – Vacant Refurbishment. The landlord has submitted a commissioning document for a new boiler that’s been installed.

January 8<sup>th</sup> 2017 – Lea Road – Property for Sale. Tenant was using drugs and the property was not safe to enter. All contractors refused to access due to human waste being present in the rooms

December 23<sup>rd</sup> 2016 - Portland Terrace –Unsatisfactory EICR. Vacant property

June 17<sup>TH</sup> 2017 - Cromwell Street - EICR – New registration; awaiting report

### Compliance Check Analysis

Total properties inspected - 514

Total remaining - 5

Linden Terrace – New registration

Sandsfield Lane – New registration

Trent Street – Difficult tenant – WLDC have obtained a warrant to access

Ruskin Street – for sale – Vacant

Waterworks Street – Vacant refurbishment

Total job tickets raised - 474

Total job tickets completed - 394

Tickets remaining - 80

Response Levels Identified

Green – 32

R4 – 8

R3 – 100

R2 – 313

R1 – 66

Safeguarding Concerns Raised - 7

## Peripheral Issues

Landlord v Landlord disrepair complaints - 3

WLDC disrepair complaints - 13

Recorded ASB tickets completed - 12

Witness statements given for non-compliance and terminated members - 2

## Example Stories - Selective Licensing Membership Journey – WLDC

Mr A – This gentleman was house bound recovering from an operation on his broken hip. He was worried about Selective Licensing and completing his application. In the interest of supporting him in ill health, Home Safe talked him through the entire application over the 'phone so he achieved the application deadline.

Ms P – This Lady declared she had recently become divorced and her husband had taken the computer they owned together. She lives as she describes “somewhat in the sticks” and was struggling to get some support with her application. She decided to go out and buy a computer and Home Safe offered her a weekend appointment to be on call to support her completing her application. She is now enjoying the benefits of being back online and it has made it easier for her to communicate with her tenants

Ms J – Ms J had very sadly lost four close family members in quick succession including her husband. Her husband had always dealt with the rental property and she was worried she would now have to take his place of being “Landlord”. Home safe met with Mrs J to help her complete her application, ordered for her an electrical report and the remedial works that were subsequently required to make the electrics satisfactory. She also had a problem tenant and Home Safe helped her gain access to her property via a suite of letters and provided her with details of some local Agents who could support her, long term, in managing the property.

Mr F – Home Safe met with Mr F to complete his application. He had very little computer skills and was not aware that he was required by law to have a Gas Safety Certificate. He also did not have an electrical report. Home Safe organised both of the required documents and gave Mr F guidance on the basic principles and legalities of managing his properties.

Ms S – Ms S had not been able to gain access to her rental property in seven years and her tenant was unmanageable. He lived in a flat above her commercial shop and would regularly cause flooding which also affected and damaged the shop downstairs. Home Safe provided her with a suite of Access letters and helped her organise the correct certification that was required for the Selective Licence application. Her tenant left the property and she has now re let the property to a Tenant that looks after the flat, respects it and pays the rent.

Ms M – Ms M rang Home Safe to ask for advice on attracting a tenant, decorating and marketing ideas as she has been without a tenant for several months. After Home Safe provided advice, Ms M was able attract a new tenant who moves in shortly. Home Safe also provided advice clarifying issues that had confused Ms M as a result of her electrical contractor disappearing without providing her with the required documentation following remedial works and a new electrical installation. Home Safe advice clarified information sent to Ms M by NICEIC which has enabled her to complete her licence application and allow the new tenant to move in.

Mr M – Mr M was frustrated at the costs of Selective Licensing given the fact that he had not been able to attract a tenant since summer 2016. Mr M was given advice on how he could check to see if the property was being marketed properly and given guidance on how he could make his property more appealing to prospective tenants.

## Comments from Home Safe members

“This is to confirm that I have been extremely impressed and thankful for the ‘over and above’ service offered by Melanie Webster throughout this process. I did find certain aspects of it very confusing and difficult to understand and she was there to help and guide me

During this period I have also undergone an operation in hospital and a long recovery period, again she has shown empathy and understanding for my situation, and I can honestly say that without her help I doubt if I would have been able to complete all the necessary and numerous documents as unfortunately I am not very computer literate.

Also many thanks to a gentleman called Harry who very patiently talked me through certain procedures which had been very ambiguous – I found it difficult to understand which made me feel better!!!

Thank you again Melanie and Harry for all the care and attention you have provided to me and I can assure you that it has been most appreciated and I hope you are both able to continue to provide me (and others) with that ‘personal touch’ which is so important but often overlooked by big corporate establishments.”

**West Lindsey District Council- The Tenant Passport Scheme**

**October 2017**

## Contents

Introduction Objectives How the scheme will work	Page 3
Data Protection Terms of the Scheme	Page 4
Appendix 1 – Reasons for rejected membership	Page 5
Appendix 2 – Application and Data protection Statement	Page 6
Appendix 3 – factsheet for Applicants	Page 14
Appendix 4 – Factsheet for Staff	Page 16
Appendix 5 – List of relevant convictions	Page 32

Further information regarding this policy can be obtained by contacting:

The Home Choices  
Team  
Guildhall  
Marshall's Yard  
Gainsborough  
Lincs.  
DN21 2NA  
01427 676676

## **Introduction**

The Tenant Passport is a free to use tenant referencing service managed and delivered by West Lindsey District Council's Home Choices Team.

The aim of the scheme is to improve tenancy sustainment in the social and private rented sector by providing landlords with information regarding a person's tenancy history. This will assist landlords in determining whether they feel they want that particular applicant for their property and will enable the Council to identify where support can be offered to the landlord or the potential tenant to help them to obtain and then to maintain a property.

Landlords are often reluctant to let their properties to people who they know little about. They fear their property could be damaged, used for illegal purposes or that the rent may not be paid. This can make it difficult and time consuming to find a good property for a tenant and a good tenant for a landlord.

Different landlords have different levels of experience, resources, and ability in tenancy management. For example; whether or not they are locally based; the number and experience of the staff they employ; the number of properties they manage; the financial resources available to them to maintain the property and manage the tenancy. This means that some landlords will be able to successfully maintain and manage tenancies that other landlords cannot. The scheme will enable landlords to consider this as part of the decisions that they make and provide an opportunity to seek support from the Council and other relevant agencies.

## **Reasons for the scheme**

Membership of The Tenant Passport Scheme allows someone to show that they are a suitable tenant quickly and easily. The scheme allows landlords to obtain reliable, accurate and comprehensive information regarding the tenancy history of someone who has approached them for housing. This information is provided to the landlord with a person's written permission. Landlords use the information provided by the scheme to make a risk assessment of whether it would be appropriate for them to take someone as their tenant. The liability for the decision remains with the landlord, the scheme provides them with additional information in order to assist them in their decision making.

## **Objectives**

The scheme is designed to encourage the following:

- Increase reporting of incidents of anti-social behaviour and poor tenancy management (landlord and tenant)
- To enable tenants to learn from previous behaviours and receive assistance and support to address this.
- To encourage ALL landlords to seek references from their prospective tenants.
- Give landlords relevant information about the people wanting to rent their properties.

Lincolnshire Police are working in partnership with the Council in regards to this means of referencing for prospective tenants. It is intended that this is not to be a tool to prohibit prospective tenants but rather one that informs prospective landlords and the Council of what needs to be put in place to prevent the tenancy from failing. It is only then we can assess the needs from our customers.

## How the scheme will work

Tenants can self-refer to the Home Choices team or be referred by the landlord. The Home Choices team will contact the tenant to ensure this is correct and checks will only be undertaken with the permission of the applicant. This will be done by an application which will be stored in a specific file on the housing file. Explicit consent will be obtained for the police disclosure. Forms are attached in Appendix 1.

The team will make the following checks

- Former tenancy history over the last 2 years
- Criminal convictions which are relevant to tenancy history. This would cover all offences where a possession order could have been granted if the tenant were a tenant of a registered provider (housing association). Offences are those listed in section 30 of the Anti social Behaviour, Crime and Policing Act 2014 (Appendix 2).
- Other anti-social behaviour

We will work with Lincolnshire Police to obtain information but all information will be held on current Council systems. Information will be obtained with the customer's full consent..

## Data Protection

Information will be deleted in line with the council's data protection rules

Specific information re a person's membership can only be discussed in detail if that agency has an information sharing agreement with Lincolnshire Police. For those wanting housing with private landlords the landlord cannot be given any indication as to why the colour has been given (details are below). Merely to state that colour has been given in line with the guidance.

If an agency or landlord asks the reasons for the level given to the customer they will be referred back to the criteria. If they wish to discover specific information they will need to put in requests to public protection, housing benefit and Lincolnshire Police.

All requests are to be made in line with the information sharing agreement between Lincolnshire Police and WLDC

## Terms of the scheme

Membership is granted for a maximum of 12 months and is on a 3 tier basis.

- **Full Membership (Green)** - Membership granted for 12 months. Applicants must have held a previous tenancy within the last two years. Applicants with no history of rent arrears, anti-social or criminal behaviour related to the tenancy or tenancy management concerns,
- **Provisional Membership (Yellow)** - Membership granted for 6 months. Applicants with minor rent arrears, anti-social or criminal behaviour related to the tenancy, tenancy management concerns, or who have not previously held a tenancy,
- **Rejected Membership (Red)** - Membership rejected for 6 months. Applicants whose behaviour would have entitled a landlord to seek immediate possession of the property at court. i.e., significant rent arrears, serious anti-social / criminal behaviour, major problems involving tenancy management. Reasons for rejected membership and assistance provided to applicants are explained further in Appendix 3.

## Policy Review

It is proposed to review the policy internally within 6 months of its implementation to ensure that it is operating effectively.



# The Tenant Passport Membership Application Form

**HOUSING STATUS**

About yourself	About the joint applicant
Family name or surname: .....	Family name or surname: .....
First name(s): .....	First name(s): .....
Title: Mr Ms Mrs Miss (please circle)	Title: Mr Ms Mrs Miss (please circle)
Date of Birth: .....	Date of Birth: .....
National Insurance Number: .....	National Insurance Number: .....
Gender (Sex):            M        F (please circle)	Gender (Sex):            M        F (please circle)
<b>Address</b> ..... ..... ..... ..... ..... <b>Postcode:</b> .....	

Email Address: .....

Telephone Number (Home): .....

Daytime Telephone Number (if different): .....

Mobile Telephone Number: .....

Date moved into current property:

Date have to leave current property:

**HOUSING HISTORY**

**(Provide your addresses for the last 2 years and explain any gaps in your housing history)**

Address	From	To	Reason for leaving	Who was tenancy with?

**Are you the tenant of the above property? Yes / No**

**If you are the tenant - who is your current Landlord?**

What is your Landlord's Name:

What is your Landlord's Address:

.....  
.....  
.....  
..... Postcode: .....

Please give your Landlord's  
telephone numbers:

Home

.....  
.....

Mobile

.....  
.....

**E-mail:**

.....

**If you are not the tenant of the above property are you?**

Living In

Owner Occupier

Homeless

**APPLICANT 1 - TENANCY HISTORY**

**Do you have any rent arrears from previous tenancies in the last 2 years?**

Yes  No

**If yes – where and how much?**

**Address:** \_\_\_\_\_ **£** \_\_\_\_\_

**Address:** \_\_\_\_\_ **£** \_\_\_\_\_

**In the last 2 years have you been subject to?**

<b>In the last two years have you been subject to any of the following court orders:</b>	<b>Main Applicant</b>
Anti-social Behaviour Order	Yes/No
Drinking Banning Order	Yes/No
Premise Closure Order	Yes/No
Injunction	Yes/No
Possession Order (loss of your home)	Yes/No
A Domestic Violence Court Order	Yes/No

<b>Any complaints Regarding:</b>	<b>Main Applicant</b>
Anti-Social Behaviour	Yes/No
Criminal Behaviour	Yes/No
Domestic Violence	Yes/No
A criminal conviction (unless spent)	Yes/No

**If yes for any of the above please provide details below:**

**Do you have anyone who provides you with help or support such as a Health Worker, Social Worker, Probation Officer or another Support Officer?**

Yes  No

**Name:**

**Agency:**

**Tel No:**

**APPLICANT 2 - TENANCY HISTORY**

**Do you have any rent arrears from previous tenancies in the last 2 years?**

Yes  No

**If yes – where and how much?**

**Address:** \_\_\_\_\_ **£** \_\_\_\_\_

**Address:** \_\_\_\_\_ **£** \_\_\_\_\_

<b>In the last two years have you been subject to any of the following court orders:</b>	<b>Main Applicant</b>
Anti-social Behaviour Order	Yes/No
Drinking Banning Order	Yes/No
Premise Closure Order	Yes/No
Injunction	Yes/No
Possession Order (loss of your home)	Yes/No
A Domestic Violence Court Order	Yes/No

<b>Any complaints Regarding:</b>	<b>Main Applicant</b>
Anti-Social Behaviour	Yes/No
Criminal Behaviour	Yes/No
Domestic Violence	Yes/No
A criminal conviction (unless spent)	Yes/No

**If yes for any of the above please provide details:**

**Do you have anyone who provides you with help or support such as a Health Worker, Social Worker, Probation Officer or another Support Officer?**

Yes  No

**Name:**

**Agency:**

**Tel No:**

**INFORMED CONSENT FORM  
TO BE READ AND SIGNED BY THE PERSON(S) APPLYING FOR MEMBERSHIP OF THE  
TENANT PASSPORT SCHEME.**

I have applied for membership of West Lindsey District Council's Tenant Passport Scheme. I understand that the aim of the scheme is to reduce anti-social behaviour in the private rented sector by providing landlords with information regarding a person's **tenancy** history to assist a landlord in deciding whether to offer a member of the scheme a tenancy, in tenancy management and where appropriate, by linking people to support to help them to get and then to maintain a property.

I understand and consent to West Lindsey District Council's Tenant Passport carrying out checks about my and members of my households past behaviour/character and the conduct of any previous tenancies and/or occupations of any property that have involved myself and/or members of my household.

I understand and consent to any information obtained by the scheme being used to assist the scheme in determining my membership application (subject to scheme guidance available at [www.west-lindsey.gov.uk](http://www.west-lindsey.gov.uk)) and in measures to prevent and tackle crime and anti-social behaviour.

I understand and consent to any agency/company exchanging any information that they deem necessary and relevant regarding myself and members of my household for these purposes.

I understand and consent to any information that is held about myself and my household being shared with any relevant agencies under Section 115 of the Crime and Disorder Act 1998 for the purpose of reducing crime and disorder.

I understand that these agencies may include, but are not limited to, any prospective or current or previous landlords, Police Force, departments of Local Authorities, Housing Associations, Probation Services, Primary Care Trusts and Fire Authorities.

I understand that information about myself and my household will be held by West Lindsey District Council under the terms of the Data Protection Act 1998. Information will be held on a secure database for 12 months and then deleted in line with West Lindsey District Council's guidelines.

I understand and consent that the information that may be held and exchanged may include, but may not be limited to, any complaints of anti-social behaviour, domestic violence, rent arrears, damage to property, abandonment of property, breach of tenancy conditions, court orders, illegal use of property, and/or criminal behaviour which is deemed to be relevant to tenancy management.

I understand that should I provide any false information and/or withhold any information relevant to determining my suitability for membership of the Tenant Passport Scheme that I will be refused membership/face the withdrawal of my membership for a minimum of 12 months.

**(Please take signature for every person who needs referencing over 18 years old who will be living with the main applicant).**

Signature: .....Date: .....

Signature: .....Date:.....

**FORM D: Explicit Consent for the Disclosure of Police Information**

Most information held by the Police is classified as 'SENSITIVE' personal information, under the Data Protection Act 1998, and therefore unless an exemption applies the explicit consent of the Data Subject is required, before we can consider disclosure.

I, Name: ..... (applicant)  
 Date of Birth: .....  
 Address: .....  
 .....

I hereby consent for Lincolnshire Police to disclose the following information–

TO Organisation: West Lindsey District Council  
 Address: Home Choices, The Guildhall, Marshalls Yard,  
 Gainsborough DN21 2NA

For the purpose of -

For West Lindsey District Council's tenant referencing scheme. Applicant has signed statement above to confirm would like to apply to the scheme.

Signed: ..... Date: .....

**CONFIRMATION OF IDENTITY:**

I, Name: ..... (Organisation Representative)  
 of the above organisation, hereby confirm that I have verified the identity of the above named individual.

Signed: ..... Date: .....

Position/Job Role: .....

**(Where possible, please provide countersigned photocopy of any available identification)**

## **GTP APPLICATION CHECKLIST**

### **Has Applicant 1 and Applicant 2: (if relevant)**

#### **(A) Application Form:**

1. Answered **ALL** questions on the form?
2. Provided a phone number?
3. Listed everyone who is going to be living with them?
4. Listed **ALL** their previous addresses for the last 2 years?
5. Signed and dated the form?

#### **(B) Provided 2 proofs of their identity?**

**(Note - only 1 proof of identity needed if you provide photo ID with your current address on. i.e. Driving Licence)**

#### **(C) Provided proof of their current address?**

#### **(D) Had their photograph taken?**

**(Note - BOTH applicants (if relevant) must be present to have their photograph taken to hand in the form)**

#### **Documents accepted for proof of identity and current address:**

1. Passport
2. Home office immigration papers
3. Driving licence
4. Birth or Marriage certificate
5. National Insurance number card
6. EEC identity card
7. Military identity card
8. Prison identity card
9. Citizen, validate UK, PASS identity cards
10. University/College identity card
11. Benefit payment book/letter, Child or Housing benefit book/letter
12. Tenancy Agreement or Rent book
13. NHS medical card
14. Utility bill (gas, electric, water) (dated within last 3 months)
15. Phone, council tax, insurance bill (dated within last 3 months)

**THIS TENANT PASSPORT SCHEME APPLICATION FORM WILL NOT BE ACCEPTED UNLESS ALL OF THE ABOVE HAS BEEN DONE**



## **Appendix 2**

### **List Of Offences**

#### *Violent offences*

1Murder.

2Manslaughter.

3Kidnapping.

4False imprisonment.

5An offence under any of the following sections of the Offences against the Person Act 1861—

(a)section 4 (soliciting murder),

(b)section 16 (threats to kill),

(c)section 18 (wounding with intent to cause grievous bodily harm),

(d)section 20 (malicious wounding),

(e)section 21 (attempting to choke, suffocate or strangle in order to commit or assist in committing an indictable offence),

(f)section 22 (using chloroform etc. to commit or assist in the committing of any indictable offence),

(g)section 23 (maliciously administering poison etc. so as to endanger life or inflict grievous bodily harm),

(h)section 24 (maliciously administering poison etc. with intent to injure, aggrieve or annoy any other person),

(i)section 27 (abandoning or exposing children whereby life is endangered or health permanently injured),

(j)section 28 (causing bodily injury by explosives),

(k)section 29 (using explosives etc. with intent to do grievous bodily harm),

(l)section 30 (placing explosives with intent to do bodily injury),

(m)section 31 (setting spring guns etc. with intent to do grievous bodily harm),

(n)section 38 (assault with intent to resist arrest),

(o)section 47 (assault occasioning actual bodily harm).

6An offence under any of the following sections of the Explosive Substances Act 1883—

(a)section 2 (causing explosion likely to endanger life or property),

(b)section 3 (attempt to cause explosion, or making or keeping explosive with intent to endanger life or property),

(c)section 4 (making or possession of explosive under suspicious circumstances).

7An offence under section 1 of the Infant Life (Preservation) Act 1929 (child destruction).

8An offence under section 1 of the Children and Young Persons Act 1933 (cruelty to children).

9An offence under section 1 of the Infanticide Act 1938 (infanticide).

10An offence under any of the following sections of the Public Order Act 1986—

(a)section 1 (riot),

(b)section 2 (violent disorder),

(c)section 3 (affray).

11An offence under either of the following sections of the Protection from Harassment Act 1997—

(a)section 4 (putting people in fear of violence),

(b)section 4A (stalking involving fear of violence or serious alarm or distress).

12An offence under any of the following provisions of the Crime and Disorder Act 1998—

(a)section 29 (racially or religiously aggravated assaults),

(b)section 31(1)(a) or (b) (racially or religiously aggravated offences under section 4 or 4A of the Public Order Act 1986),

(c)section 32 (racially or religiously aggravated harassment etc.).

13An offence under either of the following sections of the Female Genital Mutilation Act 2003—

(a)section 1 (female genital mutilation),

(b)section 2 (assisting a girl to mutilate her own genitalia).

14An offence under section 5 of the Domestic Violence, Crime and Victims Act 2004 (causing or allowing the death of a child or vulnerable adult).

#### *Sexual offences*

15An offence under section 33A of the Sexual Offences Act 1956 (keeping a brothel used for prostitution).

16An offence under section 1 of the Protection of Children Act 1978 (indecent photographs of children).

17An offence under section 160 of the Criminal Justice Act 1988 (possession of indecent photograph of a child).

18An indictable offence under Part 1 of the Sexual Offences Act 2003 (sexual offences).

#### *Offensive weapons*

19An offence under either of the following sections of the Prevention of Crime Act 1953—

(a)section 1 (prohibition of the carrying of offensive weapons without lawful authority or reasonable excuse),

(b)section 1A (threatening with offensive weapon in public).

20An offence under any of the following provisions of the Firearms Act 1968—

(a)section 16 (possession of firearm with intent to endanger life),

(b)section 16A (possession of firearm with intent to cause fear of violence),

(c)section 17(1) (use of firearm to resist arrest),

(d)section 17(2) (possession of firearm at time of committing or being arrested for offence specified in Schedule 1 to the Act of 1968),

(e)section 18 (carrying a firearm with criminal intent),

(f)section 19 (carrying a firearm in a public place),

(g)section 20 (trespassing with firearm),

(h)section 21 (possession of firearms by persons previously convicted of crime).

21An offence under either of the following sections of the Criminal Justice Act 1988—

(a)section 139 (having article with blade or point in public place),

(b)section 139AA (threatening with article with blade or point or offensive weapon).

#### *Offences against property*

22An offence under any of the following sections of the Theft Act 1968—

(a)section 8 (robbery or assault with intent to rob),

(b)section 9 (burglary),

(c)section 10 (aggravated burglary).

23An offence under section 1 of the Criminal Damage Act 1971 (destroying or damaging property).

24An offence under section 30 of the Crime and Disorder Act 1998 (racially or religiously aggravated criminal damage).

#### *Road traffic offences*

25An offence under section 35 of the Offences against the Person Act 1861 (injuring persons by furious driving).

26An offence under section 12A of the Theft Act 1968 (aggravated vehicle-taking involving an accident which caused the death of any person).

27An offence under any of the following sections of the Road Traffic Act 1988—

(a)section 1 (causing death by dangerous driving),

(b)section 1A (causing serious injury by dangerous driving),

(c)section 3A (causing death by careless driving when under influence of drink or drugs).

#### *Drug-related offences*

28An offence under any of the following provisions of the Misuse of Drugs Act 1971—

(a)section 4 (restriction of production and supply of controlled drugs),

(b)section 5(3) (possession of controlled drugs with intent to supply),

(c)section 8(a) or (b) (occupiers etc. of premises to be punishable for permitting unlawful production or supply etc. of controlled drugs there).

29 An offence under section 6 of that Act (restrictions of cultivation of cannabis plant) where the cultivation is for profit and the whole or a substantial part of the dwelling-house concerned is used for the cultivation.

*Inchoate offences*

30(1) An offence of attempting or conspiring the commission of an offence specified or described in this Schedule.

(2) An offence under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) where the offence (or one of the offences) which the person in question intends or believes would be committed is an offence specified or described in this Schedule.

(3) An offence of aiding, abetting, counselling or procuring the commission of an offence specified or described in this Schedule.

## Appendix 3

### **Advice for persons with rejected membership**

- Previous tenancy issues - If you have had problems with a tenancy in the past, you can still apply to join. The scheme will assess your application and may, depending on the circumstances, decide to grant you provisional membership of the scheme. Applicants who are refused membership of the scheme will be offered an interview to discuss their refusal with their application's investigating officer.
- Applicants who have been rejected for rent arrears can reapply when arrears are repaid in full or a rent repayment plan has been agreed and adhered to with their landlord. West Lindsey would expect arrears to be below 8 weeks of rent and then 13 reasonable weekly payments to be made. This is in line with the current policy for the Lincs Homefinder housing register policy. For assistance in negotiating a rent repayment plan applicants can contact the Home Choices Team.
- Applicants who have been rejected for anti-social / criminal behaviour and / or problems involving tenancy management have a right to re-apply to join the scheme provided they can show an improvement in their behaviour over a consistent period of at least 6 months (or accept support offered by Floating Support provider or Vulnerable Adults Panel - see below)
- Applicants who attend their interview will be offered a referral to a Floating Support provider or Vulnerable Adults Panel. The Floating Support provider or Vulnerable Adults Panel will review the situation to see if there is any available and appropriate support that can be provided to assist in changing/improving the behaviour which led to rejection from the scheme.
- Where an applicant accepts support offered for a minimum period of 3 months and in the opinion of their primary support worker the applicant has engaged with the support offered and there have been no further reports of behaviour which would affect a tenancy, an applicant will be offered provisional membership of the scheme. The scheme manager reserves the right to determine whether an applicant has met the above requirements when deciding whether to grant a provisional membership.

### **Reasons for amber membership**

Minor rent arrears would mean those below 8 weeks rent arrears/ former tenant arrears. The team would highlight a rent repayment plan and look at ways of referring for direct benefit payments to landlords.

This would also include tenants with either possession of drugs but would not constitute a possession order and warnings issued by the Housing enforcement team at West Lindsey District Council.

## Appendix 4

### The Tenant Passport Scheme – Fact Sheet for Applicants

**What is the Tenant Passport Scheme?** - The scheme is a free to use tenant referencing service managed and delivered by West Lindsey District Council's Home Choices Team.

The aim of the scheme is to improve tenancy sustainment in the social and private rented sector by providing landlords with information regarding a person's tenancy history. This will assist landlords in determining whether to offer the property to an applicant and will enable the Council to identify where support can be offered to the landlord or the potential tenant to help them to obtain and then to maintain a property.

Landlords are often reluctant to let their properties to people who they know little about. They fear their property could be damaged, used for illegal purposes or that the rent may not be paid. This can make it difficult and time consuming to find a good property for a tenant and a good tenant for a landlord.

Different landlords have different levels of experience, resources, and ability in tenancy management. For example; whether or not they are locally based; the number and experience of the staff they employ; the number of properties they manage; the financial resources available to them to maintain the property and manage the tenancy. This means that some landlords will be able to successfully maintain and manage tenancies that other landlords cannot. The scheme will enable landlords to consider this as part of the decisions that they make and provide an opportunity to seek support from the Council and other relevant agencies. Using information from the scheme, landlords are able to confirm whether someone is a suitable tenant and to hopefully offer them a property. As a voluntary scheme, the final decision as to whether to take someone as a tenant remains with the landlord.

**What are the benefits of membership?** - Membership of the Tenant Passport scheme allows someone to show that they are a good tenant quickly and easily. Landlords want to attract and keep good tenants. The scheme enables a fair and accurate picture of a person's tenancy history to be presented to a landlord which is based on reliable information.

**How do I apply?** - Joining the Good Tenant Passport is easy and free. Complete an [application](#) form and hand it in or post to the **Home Choices Team at the Guildhall, Marshall's Yard, Gainsborough, DN21 2NA**. Contact us for further information on 01427 676 676, [Home.choices@west-lindsey.gov.uk](mailto:Home.choices@west-lindsey.gov.uk)

The scheme will check **your** tenancy history for the past two years using our records, our partner's records and with any current and previous landlords. This may include, but may not be limited to, any complaints of anti-social behaviour, domestic violence, rent arrears, damage to property, abandonment of property, breach of tenancy conditions, court orders, and illegal use of property, and / or criminal behaviour which is deemed to be relevant to tenancy management.

Depending on the results this may result in:

- Full Membership (Green) - Membership granted for 6 months. Applicants must have held a previous tenancy within the last two years. Applicants with no history of rent arrears, anti-social or criminal behaviour related to the tenancy or tenancy management concerns,
- Provisional Membership (Yellow) - Membership granted for 6 months. Applicants with minor rent arrears, anti-social or criminal behaviour related to the tenancy, tenancy management concerns, or who have not previously held a tenancy,

- Rejected Membership (Red) - Membership rejected for 6 months. Applicants whose behaviour would have entitled a landlord to seek immediate possession of the property at court. i.e., significant rent arrears, serious anti-social / criminal behaviour, major problems involving tenancy management.

**What if I have had problems in the past?** - If you have had problems with a tenancy in the past, you can still apply to join. The scheme will assess your application and may, depending on the circumstances, decide to grant you provisional membership of the scheme. Applicants who are refused membership of the scheme will be offered an interview to discuss their refusal with their applications investigating officer.

Applicants who have been rejected for rent arrears must repay them in full or maintain a rent repayment plan agreed with their landlord. For assistance in negotiating a rent repayment plan with your landlord please contact the Home Choices Team.

Applicants who have been rejected for anti-social / criminal behaviour and / or problems involving tenancy management have a right to re-apply to join the scheme provided they can show an improvement in their behaviour over a consistent period of at least 6 months (or they accept the support offered by the Floating Support Team or Vulnerable Adults Panel - see below)

Applicants who attend their interview will be offered a referral to P3 Floating Support Team or the Vulnerable Adults Panel. The Floating Support Team or Vulnerable Adults Panel will review the situation to see if there is any available and appropriate support that can be provided to assist in changing/improving the behaviour which led to rejection from the scheme.

Where an applicant accepts support offered, and for a minimum period of 3 months; in the opinion of their primary support worker the applicant has engaged with the support offered, and there have been no further reports of behaviour which would affect a tenancy, an applicant will be offered provisional membership of the scheme. The scheme manager reserves the right to determine whether an applicant has met the above requirements when deciding whether to grant a provisional membership.

## Appendix 5

### Tenant Referencing Scheme – Factsheet for Staff. Step by Step

Applications will be made to the tenant referencing scheme on approach to Home Choices. The customer will need to sign the P698d document to give explicit consent to access information in relation to their tenancy history.

Customer signs this document and that together with a copy of their identification is e-mailed to Lincolnshire Police.

Previous landlords are first contacted by telephone. If unable to reach please send landlord reference form to landlord by post. Where possible please try phone or e-mail to complete reference form.

If information is not received after it has been pursued then application is to be referred to Senior Home Choices officer and in the absence to the Home Choices Team Manager. To decide if application to be passported.

- **On receipt of information**

Once information is received person to be given membership depending on criterion issued in guidance booklet. If unclear please refer to Senior Home Choices Officer for discussion.

#### Storage of information

Information to be stored in persons file on H Drive.

Information should not be held past expiry date stated on spreadsheet. If person has not been housed within the timescale stated on their membership, customer to be contacted and asked if would like to be reconsidered for membership if appropriate.

Information will be stored on the customer's file in line with the times stated in the information sharing agreement and will be deleted once the customer's housing application has been cancelled or the customer has been rehoused. Information to be passed to registered provider if registered provider has information sharing agreement with Lincolnshire Police.

All Information is to be disposed in accordance with council procedures.

- **Questions re membership colour**

Specific information re a person's membership can only be discussed in detail if that agency has an information sharing agreement with Lincolnshire Police. For those wanting housing with private landlords the landlord cannot be given any indication as to why the colour has been given. Merely to state that colour has been given in line with the guidance.

If an agency or landlord asks the reasons for the level given to the customer they will be referred back to the criteria. If they wish to discover specific information they will need to put in requests to public protection, housing benefit and Lincolnshire Police.

All requests are to be made in line with the information sharing agreement between Lincolnshire Police and WLDC





**Prosperous Communities  
Committee**

**24<sup>th</sup> October 2017**

**Subject: Progress and Delivery (Performance) Period 2 – 2017/18**

Report by:	Chief Operating Officer/Head of Paid Service
Contact Officer:	Mark Sturgess Chief Operating Officer 01427 676687 Mark.sturgess@west-lindsey.gov.uk
Purpose/Summary:	To approve the revised format of the Councils Progress & Delivery report for 2016/17

**RECOMMENDATION(S):**

1. To assessment the performance of the Council's services and key projects through agreed performance measures and recommend areas where improvements should be made having regard to the remedial measures suggested in the report.

## IMPLICATIONS

Legal: None

Financial: None in the report, improvement measures might require resources. If this is the case a separate report will be brought back to members detailing the business case for the improvement and whether it represents value for money

Staffing: None

Equality and Diversity including Human Rights: None

Risk Assessment: None

Climate Related Risks and Opportunities: None

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

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

## Table of Contents

Introduction .....	3
Executive Summary .....	4
Section 1: Corporate Health Measures .....	6
Section 2: Project and Programme Delivery .....	7
Section 3: Service Exceptions .....	8
Customer Services .....	8
Benefits .....	9
Council Tax and NNDR .....	10
Building Control .....	12
Local Land Charges .....	14
Development Management .....	14
Enforcement .....	16
Regulatory Services .....	16
Licensing .....	17
Street Cleansing .....	17
Waste Collection .....	18
Trinity Arts Centre .....	19
CCTV .....	20
Funding .....	21
Democratic Services .....	21
Financial Services .....	21
Contracts Management .....	22
Economic Development .....	22
Localism and Community Safety .....	23
Markets .....	24
Assets and Facilities Management .....	25
Housing .....	25
Home Choices .....	26
Safeguarding .....	28
Healthy District .....	28
ICT .....	29
Systems Development .....	30

## Introduction

---




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

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

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

### How to use this report

#### RAG Performance Indicators

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

#### Direction of Travel

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

## Executive Summary

---

### Overview of performance

The executive summary will highlight those areas which are either:

1. Performing well – above target
2. At risk – either declining performance or where performance is already outside the tolerance levels
3. Highlight future work which will either improve the quality of information which members receive or work which is already underway to address poor performance.

This second period of 2017/18 is comprised of four rather than three months (June, July, August and September) due to the absence of policy committee meetings in August.

### Performing Well

#### Overview

The majority of services are either performing at or above the expected level. Highlights for this period include:

1. **Local Land Charges:** the service has handled 14% more searches than target; received £4,278 in income more than target and processed searches in an average of 5.8 days against a target of 8 days. This represents a significant improvement on performance over last year.
2. **Development Management (Planning):** continues to perform at a high level and is generally successful in defending decisions to refuse planning permission at appeal.
3. **Customer Services:** The time taken to resolve a customer complaint has fallen from 10 days to 6 days.
4. **Trinity Arts Centre:** Audience figures for the period were up from a target of 3200 to an actual of 6098.
5. **Electronic Service Delivery:** The Council's ambition of providing digital choice to its residents is also starting to gather some momentum. In this period the number of our online customers signing up to self service accountants reached 1063 against a target for the period of 400. Additionally the number of electronic forms completed and submitted on the website increased against a target of 4000 to an actual of 10,372.

From the first period reporting the Food Safety service has improved its inspection rate and has now completed more inspections than target which removes a concern from the first period. However it is still intended that the Council's approach to ensuring the safety of food premises in the District is reviewed this year.

## **At Risk**

### **Overview**

#### **Enforcement**

The Council's enforcement service is still under pressure as a result of increased demand. The time taken to resolve a housing enforcement case is 172 days against a target of 90. Whilst the time taken to resolve a planning enforcement case is 184 days against a target of 150 days. Management Team have now agreed to a permanent increase in the number of staff dealing with these enforcement issues and this should feed through into improved performance later in the year.

#### **Gainsborough Markets**

The markets the Council operate in Gainsborough have been performing poorly for a number of years. In this period the Tuesday market has had an average of 45 stalls against a target of 60. However the Saturday market has seen a slight improvement with an average of 23 stalls against a target of 20. A report will be presented to Prosperous Communities Committee in December 2017 recommending changes in the way the market is operated in order to address these concerns.

#### **Home Choices**

The indicators around Home Choices are still showing cause for concern. In particular the number of bed and breakfast nights in the period was at 72 against a target of 0 and the time to rehouse those in the highest need stood at 58 days against a target of 28. This issue is subject of a report to the Challenge and Improvement Committee.

#### **Community Grants**

The taken up of community grants is lower than target (£5,684 spent in the period against a target of £55,000). This is primarily due to the time of year and is expected to pick up through the autumn. The same can be said for the amount of external funding for communities.

#### **Telephone Answering**

The percentage of calls answered remains at 74% against a target of 80%. However this includes calls which go to answerphones. Work is underway to understand how this can be improved and to seek assurance that calls which go to the answerphones are returned.

Areas of further work are indicated in the tables.



## Section 1: Corporate Health Measures

Performance Measure	Freq	Current Period				Previous Period		YTD Perf	What is affecting performance	What do we need to do to improve and by when?
		Act	Tar	Perf	DoT	Act	Perf			
<b>Perspective: Customer</b>										
Compliments	Mth	85	72	★	→	50	★	★	Received a total of 85 compliments in quarter 2. Overall this means we are receiving 22 compliments a month which is higher than the number of complaints a month which is good.	The Customer Complaint Advocate role is now in place and following a request from members is now called Customer Experience Officer. Whilst compliments are important the focus of the work of this officer is initially on complaints. Compliments will be included in "Voice of the Customer Report" and we are promoting compliments within the Council by putting a selection of compliments on the TV screens on a regular basis. We are to also promote compliments via our website. Work is underway to create a "Voice of the Customer" web page as a one stop shop of all information on our performance that relates to customers.
Staff absenteeism	Mth	0.28	0.70	★	→	0.45	★	★	No issues	n/a
<b>Perspective: Financial</b>										
Overall Council budget forecast outturn	Qtr	Awaiting data								



Performance Measure	Freq	Current Period				Previous Period		YTD Perf	What is affecting performance	What do we need to do to improve and by when?
		Act	Tar	Perf	DoT	Act	Perf			
Tax Base Growth	Qtr	1.61 %	0.5 %	★	n/a	n/a	★	★	No issues	n/a
Time taken to pay invoices	Qtr	Awaiting data								
<b>Perspective: Quality</b>										
Percentage of calls answered	Mth	74%	80%	●	→	74%	●	●	In quarter 2 a total of 18359 calls were missed across the Council. This means the Council is not answering around 4500 calls a month at present.	Weekly reports are still being run. We have identified how best to present these reports in graph format and samples of these reports will be presented to the Customer First Board for approval before we start to provide these reports as part of the "Voice of the Customer Reports" for each service. In order to improve we need to understand what the demand is, why it is being missed and how we can rectify this. This is part of the work of the Customer First Programme.
Service and system availability	Qtr	99%	98%	★	n/a	n/a	n/a	★	Pro-active monitoring being carried out	Pro-active monitoring being carried out

Table 1: Corporate Health measures

## Section 2: Project and Programme Delivery

Programme/Project	RAG	What is affecting delivery?
<b>Crematorium Programme</b>		
Design stage	Amber	Delivery is on track
<b>Customer First Programme</b>		
Arcus Implementation	Red	Meeting with supplier in October the discuss the future delivery strategy of the project
<b>Housing Programme</b>		
All projects	Amber	Delivery is on track
<b>Land and Property Programme</b>		
All projects	Amber	Delivery is on track
<b>Leisure Programme</b>		
All projects	Amber	Delivery is on track
<b>West Lindsey Growth Programme</b>		
All projects	Amber	Delivery is on track

Table 2: Project and Programme Delivery

## Section 3: Service Exceptions

### Customer Services

Quarter 2 of the year for the Customer Services Team has seen the back filling of vacancies in order to be able to deal with customer demands. We have also seconded on an 18 month contract an officer from within the Council to work specifically on the Customer Experience starting with complaints. The post holder has been in place since 1 July 2017 and dealing with complaints is currently taking up all of the working day. This is due to more detailed analysis of complaints taking place, identification of learning from complaints and looking at the reasons why customers are complaining so we can address these concerns.

Within the team we are constantly looking at ways of improving how we deal with customers and one initiative we introduced in July was a number of staff within Customer Services are allocated to the various services within the Council to work with that team to improve communications between the two services in order that we can improve the outcome for the customer.

Performance Measure	Freq	Current Period				Previous Period		YTD Perf	What is affecting performance	What do we need to do to improve and by when?
		Act	Tar	Perf	DoT	Act	Perf			
<b>Perspective: Customer</b>										
Average time taken to resolve a complaint	Qtr	6	10	★	↑	9	▲	★	N/A as within performance range	The average time to respond to complaints in this quarter currently stands at 6 days although September's open complaints data has yet to be added so this may increase.
FOI requests completed within the statutory requirement	Mth	99%	100%	●	↓	100%	▲	▲	1 FOI missed in June	Continue to monitor

Table 3: Customer Satisfaction measure exceptions

### Benefits

Quarter 2 of the year for the Benefits Team has seen the reduction in resource (Benefit Officers reducing working hours) hit and at times we have just managed to see customers face-to-face and answer the telephone calls with no time remaining to process any changes. The resource issue

has been addressed internally and with the start of recruitment for a further Benefit Officer. There has been more activity around the rollout of Universal Credit with the first few postcodes within West Lindsey rolling to full service in October.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Financial</b>										
Cost per Live Claim	Quarterly	£6.75	£5.83	●	↓	£5.94	●	£6.31	The number of live claims is slowly reducing – we have lost 100 claims since April. Also, the DWP have commissioned some extra work using Real Time Information for wages and pensions – this work is being carried out as an overtime / additional hours project which is reflected in the expenditure but the funding that the DWP are providing is not included in the budget figures used to make this calculation.	Nothing – The DWP funding should cover the increase in cost per claim.
<b>Perspective: Process</b>										
End to End processing times for Housing Benefit and Council Tax Support	Monthly	5.8	4.7	●	↓	5.2	●	5.6	Resource in the Benefits Team is lower than required at present but recruitment has started to fill a vacant post and another temporary post has been extended / hours have been increased.	Recruit to fill the vacant post and utilise the extended resource fully.
Claims Older than 30 Days	Monthly	22.8	24	★	→	21	★	22.2	Performance is ahead of target	Not applicable

Table 4: Benefits measure exceptions




## Council Tax and NNDR

A council tax empty property review has taken place during the summer to confirm the empty property tax base for council tax purposes and, in an effort to reduce costs, this was undertaken in-house instead of, as in previous years, being outsourced to external contractors.

Council tax collection rates are on target to meet expectations with the team having already collected over £4 million more than this time last year.

Business rate collection is slightly lower than in September 2016 but this is, in the main, due to the revaluation. There were also changes announced by the DCLG to award additional support in the form of supporting small businesses, public house relief and additional support via a £3 million grant to assist businesses by paying an additional discretionary rate relief.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Financial</b>										
Page 149 No of properties on tax base (FTE ratio)	Monthly	5,948	5,000	★	↑	5,715	★	★	Vacancy filled and maternity leave returned mid-May increasing FTE however further vacancy occurred. This has resulted in no increase in FTE total and therefore has not reduced the number of properties attributable to each team member.	Second vacancy now filled so no action is required.
<b>Perspective: Quality</b>										
Council Tax in year collection rate	Monthly	56.70%	57.04%	●	↓	57.04%	▲	●	Increase in number of customers paying by 12 instalments however amount of council tax collected has also increased. In comparison	n/a

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
									to September 2016 an increase of £1,134,766 has been collected in September 2017. All indications from previous months show collection should be above target towards the end of the financial year	
Page 150 NNDR in year collection rate	Monthly	58.28%	58.57%		↓	58.57%			<p>In 2016/17 a company cleared their 2016 liability by offsetting an adjustment to the rateable value. This year they are paying their normal instalments so have not cleared as much rates by the middle of the year as they had done last year.</p> <p>Also with the award of supporting small business rates being announced by the DCLG but software not being available yet to adjust these accounts, manual work has taken place to make the awards. The account balances are still showing in full until the</p>	<p>Regular monthly meetings with CoL/NKDC partnership</p> <p>Update to software to be provided, tested and installed.</p>

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
									adjustments can be made – we expect this to be available before the next period of reporting.	
Cost of service per property tax base	Monthly	£6.19	£9.10	★	↑	£8.94	★	£8.94	Increase in number of customers paying by 12 instalments however amount of council tax collected has increased in September by £1,134,766	No action needed

Table 5: Council Tax measure exceptions

### Building Control

The Council has continue to make a significant financial investment in the Building Control service to equip the team so it may compete effectively in the wider market for additional services and the Air Testing, SAP and EPC services are now starting to be taken up by existing clients who have taken a core building control service from the department. The team continues to build relationships, improving reputation & raise profile of all its services to clients during what has been a difficult time for the service. Acis has provided some stability to fee income for the short term for retrospective works that will continue into the next quarter, and market share remains fairly stable at this moment in time.

		Current Period	Previous Period		What do we need to
--	--	----------------	-----------------	--	--------------------

Measure	Frequency	Actual	Target	Perf	DoT	Actual	Perf.	perf.	performance	do to improve and by when?
<b>Perspective: Customer</b>										
Building Regulation applications received	Monthly	331	204	★	→	197	★	★	Target exceeded due to separate applications for window/door replacements being processed in June due to invoice being paid	n/a
<b>Perspective: Financial</b>										
Total Income received	Monthly	£64,983	£72,932	●	↓	£58,714	★	★	Acis applications have been processed within June due to payment being received despite invoice being sent out in previous month which shows in budget line as paid  Income below target due to reduced applications. Will remain lower throughout Winter period	n/a
Cost of the Building Control	Monthly	£46,101.38	£37,764	●	↓	£6,089.97	★	⚠	Interim staffing costs due to the implementation of the new ARCUS System; income below target in September due to reduced number of applications	n/a

Table 6: Building Control measure exceptions

## Local Land Charges

The Land Charges Service is performing very well, exceeding its targets in relation to the amount of searches received, vastly reduced expenditure and greatly reduced turnaround times of the searches received. All of this has been achieved, despite continual changes of team membership which can have a negative impact on the efficiency of the service.

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



Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Customer</b>										
Local Land Charge searches received	Monthly	889	772	★	→	480	★	★	This is determined by the property market- we anticipate this to even out over the year	n/a
<b>Perspective: Financial</b>										
Cost of the Land Charges service to the Council	Monthly	-£4,278.83	£24,000	★	↑	-£3,309	★	★	Savings on salaries due to vacant posts.	n/a
<b>Perspective: Process</b>										
Time taken to process a search	Monthly	5.8	8	★	↑	7.6	⚠	★	Excellent continuation of service along with even more improved turnaround times despite staff changes.	n/a

Table 7: Local Land Charges measure exceptions

## Development Management

During period 2 Development Management have continued to significantly exceed targets for all planning application types, with majors maintaining a 100% record. Appeals are also within target, despite a high volume being received most are being dismissed by the Planning Inspector in favour of Council decisions. In spite of the high volume of applications received throughout P2 income is below budget forecast due to a reduced number of major applications.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Quality</b>										
Received planning applications	Monthly	502	461	★	↑	243	▲	▲	Increase on previous years baseline figures.	n/a
Income received from planning and pre-app fees	Monthly	£237,070	£319,500	●	↓	£233,464	★	▲	Reduced number of applications	n/a
Percentage of planning applications defined as 'majors' determined within national targets	Quarterly	100%	80%	★	→	100%	★	★	Excellent work 100% achieved - high volume determined means these would contribute to income earlier in the year	Excellent work 100% achieved
Percentage of non-major planning applications determined within national targets	Monthly	97%	80%	★	→	99%	★	★	Need to be consistent with extensions of time.	Improvements have already been made and they are being requested however need to ensure they are evidenced.
Percentage of appeals that are allowed	Monthly	1%	5%	★	→	2%	★	★	23 appeals, 3 allowed, 1 part allowed	n/a

Table 8: Development Management measure exceptions

## Enforcement

There is continued high demand across all of the enforcement areas included within the scorecard. This demand has been identified and proactively addressed and plans are in place for additional resources to be permanently deployed within the work areas from January 2018.

The bringing together of wider enforcement functions is also underway and will continue to look at opportunities to create more efficiency and effectiveness when dealing with cases within the work.

A successful training event on planning enforcement has taken place with Parish Councils and District Councillors and it is proposed to expand this training across wider enforcement work areas in the future.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Quality</b>										
Time taken to resolve a housing enforcement request	Monthly	172	90	●	→	184	●	●	Large number of complex and high priority cases within caseload	Seek a permanent solution to the temporary staffing arrangements within the team
Time taken to resolve a planning enforcement request	Monthly	184	150	●	→	186	●	●	High number of complex cases.	Additional resources in place.

Table 9: Enforcement measure exceptions

Page 155

## Regulatory Services

A number of the regulatory service functions are under new line management as part of the internal staffing restructure and an overall review of performance and resources will take place as a result. The level of demand with the service area is high and the statutory duties in relation to Food Hygiene and Statutory Nuisance continue to be delivered effectively.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Process</b>										
Number of	Monthly	145	120	★	↑	42	●	▲	No issues	n/a

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
registered food premises receiving a proactive inspection										

Table 10: Regulatory Services measure exceptions

## Licensing

The licensing service continues to perform well with all measure either on-target or over achieved their target e.g. Income Received. It is anticipated that the current spike will reduce in the following months as profiled.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Financial</b>										
Income received	Monthly	£57,082	£48,200	★	→	£17,465	★	★	n/a	n/a

Table 11: Licensing measure exceptions

## Street Cleansing

The excellent start to the year has continued through period 2 for the street cleansing service with all measures within challenging parameters, once again compliments for period two for the service far exceed complaints. Street Cleansing cost each household just £10-42 last year, this was the lowest of all authorities benchmarked through APSE, currently this trend is in-line to continue. Income is ahead of target, business and marketing plans are being developed to strengthen this area further in the coming months. The service continues to have strong links with communities, the Great British Spring Clean initiative helped increase the number of voluntary litter picks in April/May and has helped in keeping

communities engaged in further community tidy up events. The service continues to be valued by residents with a satisfaction rating of 73% measured through the Citizens Panel.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Financial</b>										
Income generation	Monthly	£18,313	£12,000	★	→	£9,912	★	★	Increase in income due to payment from LCC regarding weed spraying	Continue to promote

Table 12: Street Cleansing measure exceptions

### Waste Collection

Performance throughout the Waste Collection service is within the parameters set at the beginning of the year despite some challenges. The recycling rate is 58%, (above target) which is expected at this time of year due to green waste collections starting. Residual waste collected remains consistent, many authorities are seeing a rise in this measure as residents have more disposable income, however West Lindsey's smaller than average residual bins probably encourages recycling. Missed collections are within targets (high for this month, but not above targets due to a new line of seasonal workers being introduced into the service) mainly due to supervisors working closely with crews. The cost of service is now £43.02 per household, still under target but with rising wages and fuel costs still an excellent rate when benchmarked with others. Commercial Waste continues to outperform predictions in the Business Case and has brought in considerable income. The service continues to

be valued by residents with a recent customer services questionnaire being asked over the telephone a score of 8/10 for what they thought of the service and most people's comments were about the great crews and great service.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Financial</b>										
Cost of delivering service per Household	Quarterly	£43.02	£46.00	★	↑	£45.37	▲	▲	Budget code relocation	Round efficiencies, labour efficiencies
<b>Perspective: Quality</b>										
Missed Collections	Monthly	469	520	★	→	237	★	★	Sickness, holiday cover	Continued monitoring & interaction with crews
Missed bins collected within the Service Level Agreement	Monthly	88%	98%	●	↓	99%	▲	●	Supervisory staff not closing off	Training for supervisors done by RG
Residual household waste collection	Monthly	Awaiting data								
Recycling rates	Monthly	58%	50%	★	→	56%	★	★	Green waste collections have started	Awaiting LWP + WRAP reports to get a new recycling message across the county

Table 13: Waste Collection measure exceptions

### Trinity Arts Centre

Trinity Arts Centre has continued to provide value for money per user, with the cost of the service per user being consistently on or above the target. The surplus from the artistic programme has also both been above target and above the surplus generated in this period last year.

The programme for the summer months at Trinity Arts Centre typically contains a lot of community drama and dance shows and this year has been no exception. These types of shows bring new audiences to the centre and are self-promoting in terms of family and friends attending.

However, typically the film programme suffers as most of the films on offer are typical 'blockbuster' type films which do not tend to be popular with our core audience. This has resulted in the audience figures being above target but the average occupancy being below target

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Customer</b>										
Audience figures	Monthly	6,098	3,200	★	→	2,577	★	★	Good audience numbers generated	Continue to offer attractive programme of events
Event occupancy	Monthly	48%	55%	●	→	46%	●	●	A couple of the NT Live performances generated a very small audience which has pulled the average occupancy percentage down; some children's films over the summer did not generate a good audience and this has affected the average adversely	In order to show NT Live the whole of the season of performances have to be taken. The remainder of the programme has been profitable in terms of income and usage. Monitor programme and adapt if necessary.
<b>Perspective: Financial</b>										
Cost of Trinity Arts per user	Monthly	£4.91	£5.50	★	↑	£8.31	●	●	Good levels of income achieved through attractive events and large community event	Continue to monitor and maintain focus on increasing income and controlling costs
Received surplus	Monthly	£20,135	£14,000	★	→	£10,334	★	★	Good surplus demonstrated	Continue to offer attractive programme of events booked on the best possible terms

Table 14: Trinity Arts Centre measure exceptions

## CCTV

The CCTV service continue to experience high level of demand both from incidents we detect and monitor and requests for footage from the Police for criminal investigations. We continue to receive positive feedback from Police and partners about the quality of the footage we can produce and the level of service response we provide considering our small authority and team size.

We continue to record high levels of shoplifting in Gainsborough and peaks in public order offences during night time economy periods (Friday and Saturdays). There have been a number of more serious violent assaults during NTE periods over the past few months which our CCTV has detected. We are working closely with Police to produce footage promptly for further investigation and criminal proceedings. Due to levels of demand and police resources it sometimes takes a few weeks before Police request footage for an incident. As we only store CCTV footage for 31 days this is placing increased pressure on our staff to complete effective reviews. A review covering a 24 hour period on multiple cameras will take approximately 18 to 20 hours to complete.

We are working closely with Lincolnshire Police Licensing Officers and producing footage on 2 monthly basis evidencing good and bad practice from public houses in Gainsborough. This footage is vital in helping officer to determine if further actions should be taken against license holders not fulfilling any conditions on their premises.

CCTV is in the process of being installed in Hemswell Cliff. This is in response to increased issues and criminal activity in this community. We anticipate completion of this work in October/November 2017. It has been delays by nearly 3 months due to issues with street lighting columns outside of our control.

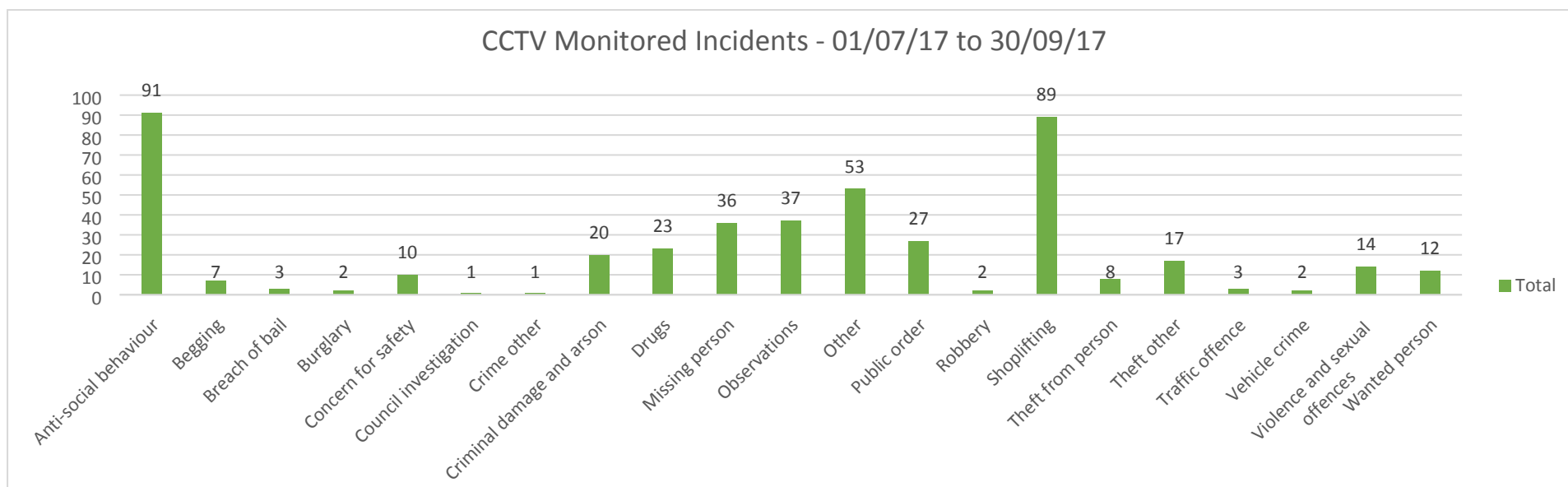
CCTV in other areas of the district is also playing an important role in helping to detect and prevent crime. Following an assault incident in Market Rasen our CCTV images have been used by Police to make an appeal for information. You can read more about this here:

<http://lincolnshirereporter.co.uk/2017/10/cctv-appeal-man-wanted-after-town-centre-assault/>

The following shows recorded incidents in West Lindsey through our CCTV monitoring:



CCTV Monitored Incidents - 01/07/17 to 30/09/17



Page 161

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Financial</b>										
CCTV Income Generation	Quarterly	£2,750	£5,000	●	→	£4,250	●	●	A number of new client contracts will be starting later due to some technical issues experienced by the clients establishing internet connections. Increased income is expected in Q3 when 3 new CCTV monitoring agreements will be completed and started.	n/a

Table 15: CCTV measure exceptions

## Funding

Our Community Funding Programme has had lower numbers of applications and awards during the summer period. This is a normal trend and we expect to see an increase in new applications during Q3 and Q4. Our next Large Community Grant panel takes place during Q3 and this will result in a number of new grant awards and match funding being achieved.

We have launched our new Access to Transport Fund with a soft launch in September. This is one of the initiatives as part of our Rural Transport Programme and aims to help local communities with small to medium sized projects that improve access to local transport. Examples of projects could include bus shelter improvements or installation, new signage to promote transport options, access improvements to existing bus stops. We are actively encouraging applications with project ideas we can't think of and help meet a local need. Where possible we continue to seek the best possible result in match funding. The first award was recently made to Snitterby Parish Council to install a new bus shelter. This new shelter will be sited where village children catch the bus to go to De Aston School in Market Rasen. They currently wait on a grass verge next to a ditch in all weather conditions with no shelter. We have helped secure match funding from Lincolnshire County Council for this project.

Officers will be preparing reports for Prosperous Communities Committee during Q3 and Q4 on future options for our Community Funding Programme. It currently runs until March 2018 and will require further decisions about how and what we continue to provide in the future.

## Enterprise and Community Services

The service continues to deliver a range of active services and projects. The following are key updates on progress during Quarter 2 of 2017-2018:

- **Armed Forces Community Covenant**

Lincolnshire Local Authorities and other public sector partners recently re-affirmed our commitment to the Armed Forces Community Covenant. The covenant itself was signed again during an event held at RAF College Cranwell. An updated action plan has been launched with partners working together to ensure serving and ex-serving members of the armed forces are not disadvantaged.

- **Community Right to Bid (Assets of Community Value)**

No new nominations received during this quarter. A series of workshops have been organised for parish and town councils to attend and learn more about community rights. The aim is to encourage more appropriate nominations and ensure local parishes understand what these rights can and can't be used for.

- **Consultation & Engagement**

Recognised CPD training in consultation has been completed by 3 members of staff. This has increased our ability to provide advice and guidance on future consultation activity to ensure it is delivered correctly, it is meaningful and it is legal. A consultation calendar and directory have been launched internally to better record all the council's consultation activity.

- **Green Spaces**

Work shall commence during Q3 on refurbishment at Ashcroft Road Park, Gainsborough. This will include new footpaths, benches, bins and improved visuals. The work is being delivered in partnership with The Conservation Volunteers and X-Church to ensure maximum community involvement and participation. Match funding has been secured from a DCLG grant scheme to contribute towards this work.

- **Hemswell Cliff Regeneration**

A Hemswell Cliff Strategic Action Plan is currently being developed with partner endorsement. This is a positive move to help shift longer standing issues and provide a stronger platform for progressing the regeneration program. CCTV is currently being installed and a Public Space Protection Order being developed. Further progress is being made for more public ownerships of the area.

- **Rural Transport**

A new Call Connect service is due to launch in November 2017 covering villages north of Lincoln. We have match funded a new transport leaflet for Scotter and surrounding villages which features both bus and rail travel times. Our new Access to Transport Fund has been launched to fund local projects.

- **South West Ward**

A progress report is due to go to Challenge & Improvement Committee in November 2017. On the ground networks being strengthened between Police, X-Church and Benjamin Adalard Primary School for positive development of projects and linking up work with shared understanding. Officers are working on plans to increase enforcement and explore options for increased CCTV in the area.

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

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Customer</b>										
Total value of Community Grants awarded	Quarterly	£5,684.80	£55,000	●	↓	£81,218.50	★	●	Lower number of applications for all schemes during the summer period. Next Large Community Grant panel will take place in Q3 so expect more awards to be made then.	Grant scheme spend is on track and will continue to run schemes as normal with some targeted promotion where appropriate.
<b>Perspective: Financial</b>										
External community funds levered by WLDC	Quarterly	£9,616.80	£177,598	●	↓	£262,380.09	★	●	Lower number of applications for all schemes during the summer period. Next Large Community Grant panel will take place in Q3 so expect more awards to be made then.	Grant scheme spend is on track and will continue to run schemes as normal with some targeted promotion where appropriate.

Table 16: Enterprise and Community Services measure exceptions

### Democratic Services

Since the last Progress and Delivery report, the service has been active in recruiting to vacant positions. This has resulted in the appointment of five new officers, with induction and training now underway. Civic representation was present at the Scampton Air Show, the annual Civic Service was held and was well received and planning is underway in preparation for a number of Civic events to be held during the next period. Staff training to raise awareness in respect of Standards and Code of Conduct has been delivered and members have received training in respect of Statement of Accounts and Planning and Enforcement. Feedback received on this training was positive.

### Financial Services

The Service has, received an unqualified audit opinion on its Statement of Accounts. We have been working on a number of significant business cases for Capital Investment projects and an opportunity for a shared Wellbeing Service. We are now well into the Budget process, having undertaken a Base Budget Review with services and the annual Fees and Charges review has been finalised, both of which will realise contributions to the MTFP funding target.

### Contracts Management

Key procurements during the period include; Bridge Street Car Park Extension, Digital Transformation Strategy and Road Map, Professional Services for Communications and Environmental Impacts Assessment (Marina); there are others that have not yet concluded.

Page 165

## Economic Development

Progress has been made during the second quarter of 2017-18 with the following key projects:

- **Hemswell Cliff FEZ** – Our funding bid to the GLLEP ‘Challenge Fund’ was successful in securing £2m grant funding towards the infrastructure costs to unlock this site for development. A full delivery plan is now being developed (with land owner/development and prospective occupiers) with the final due diligence process underway ready for release of funding and commencement of the scheme;
- **Gainsborough Growth Fund** – A review of the scheme and recommendations for future intervention is being carried out, for reporting to Committee in the New Year. The scheme so far has generated 129 gross and 63 net new jobs, contributing £3.5m to the local economy;
- **West Lindsey Development Partner** – The process is now at Detailed Solutions stage and the Council is in dialogue with Participants, prior to their Detailed Proposals being submitted on 23<sup>rd</sup> October. This will be the subject of a separate Committee Report in December, following presentations to Members at the end of October. £4m secured from the GLLEP in support of this programme;
- **Housing Infrastructure Fund** – bid submitted in support of infrastructure costs to unlock the Southern SUE development;
- **Gainsborough Marina** – detailed bid submitted for EU funding to support the delivery of this project, following successful expression of interest;
- **Market Street Renewal** – work to commence on first refurbishment, with new shop front to be in place by November 2017, process for Living Over the Shop interventions approved with scheme to commence in 2018;
- **Place Board** – successful Air Show event held with 4 follow up developer visits to Gainsborough; visit by CEO of RBS; proactive approach to marketing continues to prove successful in raising the profile of the town; event scheduled for November with motivational speaker;
- **OPE** – outline work on feasibility of public sector hub and Caistor South Dale nearing completion; further OPE funding bids being prepared;

- **Skills and Employment** – Partnership continues to grow, with support from increasing number of stakeholders; direct partnership working with Bishop Burton College in connection with the FEZ;
- **Market Rasen** – partnership working with the Town Council to develop an Action Plan;
- **Lea Road Station** – business case being developed in parallel with planning process for improved facilities (including car-parking) at the station;
- **Heritage Lottery Fund (HLF)** – positive meeting held with HLF in advance of submission of Townscape Heritage Initiative bid, due in December 2017;
- **Lindsey Action Zone** – circa £400,000 funding levered into the District to support local businesses with projects worth £1m through this fund;
- **Footfall** – new data monitoring system installed in Gainsborough, Market Rasen and Caistor.

Page 10

### Markets

Gainsborough Market continues to underperform against targets, trader levels seem to have levelled off after a dip early in the year, however in period 2 there has been a small increase in stalls on the Saturday Market. A report recommending in-house led efficiency savings which would also allow the market to potentially grow was heard by Members in late 2016, the decision was subject to call-in and eventually members asked for further clarity around options. This work is still being undertaken and a further paper was presented to members in September 2017, no decision has been made and further options are to be viewed.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Quality</b>										
Average number of stalls on a Tuesday	Monthly	45	60	●	→	50	●	●	Market review and options appraisal currently underway. Low turnout of traders due to adverse weather + traders taking holidays	Market review and options appraisal currently underway

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
Average number of stalls on a Saturday	Monthly	23	20	★	→	19	▲	●	Market review and options appraisal currently underway. Low turnout of traders due to adverse weather + traders taking holidays	Market review and options appraisal currently underway

Table 17: Markets measure exceptions

### Assets and Facilities Management

Noted in this period is the drop in actual income against the target. This has been due to a combination of events such as credits being given against previous years overcharging of the DwP rental account, loss of income due to the increase in voids (namely Festival Hall Back Office and 9 Lord Street, Gainsborough) and the timeliness of reporting the measure against quarterly invoicing. A better view of progress would be provided by considering is the 17/18 income to date (£249,725.93) against the target for the year (which is £500,000). This information would suggest that although there has been a blip in recent income, the performance is still on target.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Financial</b>										
Rental Income (Assets)	Monthly	£55,072	£166,667	●	↓	£194,204	★	●	Income has dropped below baseline due to the timing (quarterly billing) and combine with a loss of income due to an increase in voids	Vacant properties are being marketed for rent and sale
<b>Perspective: Process</b>										
Voids Management	Monthly	8%	12%	★	→	7%	★	★	n/a	n/a

Table 18: Assets measure exceptions



## Housing







Proactive work continues to be undertaken in relation to empty properties and there are currently 4 compulsory purchase orders underway, focussed on the highest risk and longest term empty properties. Officers continue to work countywide in relation to DFGs, in order to ensure that the service is being delivered effectively and in line with the requirements of the grant funding. Staffing resource has been put in place to deliver the additional grant funding provided this year and alongside this our work with district partners is beginning to consider wider outcomes such as joint procurement.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Financial</b>										
The average spend per disabled facilities grants	Monthly	£5,328	£4,500	★	→	£5,519	★	★	No issues noted	n/a
<b>Perspective: Quality</b>										
Number of properties where the condition has improved as a result of being in the selective licensing area	Monthly	39	50	●	→	32	●	●	Currently recording number of licensed properties	Specific measures to be developed for this area
Long term empty properties brought back into use through Council intervention	Quarterly	8	25	●	→	39	★	●	Proactive letters on hold due to Council Tax review.	Commence resending of letters following completion of review

Table 19: Housing measure exceptions

## Home Choices

The Home Choices Service continues to experience a high level of demand and complex case load. Significant efforts are being made to prevent homelessness and the service is on track to achieve its homelessness prevention target for the year (slightly down on current target as some data is not available at the month end). The service is actively preparing for the implementation of the Homelessness Reduction Act on 1<sup>st</sup> April 2018. In light of increased demand, the service will review its commissioned Temporary Accommodation provision to determine future needs. The service has already started to engage with Procurement Lincs for advice in respect of this. The service is also in the final stages of preparing to procure a new IT system to manage all IT requirements for the Home Choices service.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Customer</b>										
Bed and Breakfast Nights	Monthly	72	0		→	70			<p>After a challenging period in June 2017, the use of B&amp;B has reduced, however demand on the service and complexity of cases is creating pressure on B&amp;B use. This mirrors the overall increased service demand.</p> <p>Note: The figure in this table shows the total number of nights over a four month period. Actual B&amp;B nights per month are: June 37; July 6; August 9; September 20</p>	Review commissioned temporary accommodation provision as part of review of future requirements.
<b>Perspective: Quality</b>										
Average time for a person in highest need to be rehoused	Monthly	58	28		→	42			<p>One application was 89 days but this was waiting for a particular property due to an applicant in refuge.</p> <p>Complex case working with</p>	n/a

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
									children's services was 90 days. Waiting for assessment to be undertaken by CS  One case was 144 days due to specific property type and type of adaptations needed for specific need of child in certain area.	

Table 20: Home Choices measure exceptions

### Safeguarding

Referrals to the safeguarding team remain at a consistent level. Over the last quarter, officers across WLDC have been providing evidence to support self-assessment of the Councils compliance in line with S11 of the Children Act, in preparation for external moderation as part of the 3 yearly audit carried out by the Lincolnshire Safeguarding Children Board (LSCB). We are confident that we continue to demonstrate a high level of compliance and a full report to show the details and outcome of the moderated assessment will be scheduled on the forward plan for Challenge and Improvement Committee.

### Healthy District

Customer satisfaction with our leisure facilities remains extremely high. All comments and complaints are monitored by the centre staff and are replied to efficiently and as a result the Council very rarely gets involved with any issues.

The cost per user has remained stable at circa 80p which demonstrates good value for money. Usage trends demonstrate lower use of leisure facilities in the summer months and this is especially true at De Aston and Caistor as many users undertake outdoor activities. This has resulted in usage being a little lower than the target, however pleasing numbers of new users have still been attracted to the centres through effective marketing and the range of activities on offer.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Customer</b>										
Customer satisfaction of leisure facilities & activities	Monthly	96%	80%	★	→	96%	★	★	Good levels of customer satisfaction across the contract with no poor scores being recorded.	Monitor to ensure no drop in current performance.
New participants at West Lindsey Leisure facilities	Monthly	908	800	★	→	396	⚠	★	Good range of activities and proactive marketing is attracting new customers. Figures slightly down due to seasonal usage trends	Continue to monitor through contract monitoring
<b>Perspective: Financial</b>										
Cost of Leisure Management fee per service user	Monthly	£0.83	£1.10	★	→	£0.78	★	★	Good throughput numbers demonstrating value for money	Continue to monitor performance and deal with any issues raised

Table 21: Healthy District measure exceptions

## ICT

With the continual monitoring and automatic allocation of service desk calls the team pro-actively responds to requests for change, thereby exceeding targets most months.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Customer</b>										
Incident & Problem Management	Monthly	100%	90%	★	→	98%	★	★	Performance is good.	No action necessary other than continual proactive monitoring.
<b>Perspective: Process</b>										
Change Management	Monthly	100%	75%	★	→	112%	★	★	Performance is good.	No action necessary other than continual proactive monitoring.
<b>Perspective: Quality</b>										
Service and System availability: Secure Network	Monthly	99%	98%	★	→	100%	★	★	Performance is good.	No action necessary other than continual proactive monitoring.

Table 22: ICT measure exceptions

## Systems Development

The teams continue to deliver significant projects during the normal course of their work load. The Digital team is currently involved in the implementation of land based systems for Planning, Building Control and Local Land Charges. The Digital team is continuing to work

with Rutland County Council by developing their website. The technical team continues to proactively manage their work plan through the system development requests.

Our LLPG (& SNN) officer has now taken full ownership of the management of the LLPG and brought this back in house in January. This work is also being carried out by other team members in times of absence and are working hard to maintain the standard.

Performance Measure	Reporting Frequency	Current Period				Previous Period		YTD perf.	What is affecting performance	What do we need to do to improve and by when?
		Actual	Target	Perf	DoT	Actual	Perf.			
<b>Perspective: Customer</b>										
Website availability	Monthly	100%	98%	★	→	100%	★	★	Performance is good.	No action necessary.
Number of online customers signing up to the self-service accounts	Monthly	1,063	400	★	→	601	★	★	Performance is good.	No action necessary.
<b>Perspective: Process</b>										
Number of electronic forms developed and integrated into the website	Monthly	67	65	★	→	65	★	★	Work is currently being carried out to migrate the forms to a new format, and therefore a limited number of new forms are being developed	No action necessary.
Number of electronic forms completed and submitted on the website	Monthly	10,372	4000	★	→	4539	★	★	Performance is good.	No action necessary.
Number of house re-naming requests dealt with	Monthly	Awaiting data				100%	★	★	Performance is good.	n/a
Percentage of street naming	Monthly	Awaiting data				Gold	★	★	Performance is good.	Continue to maintain standard.

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

Table 23: Systems Development measure exceptions







Prosperous Communities Committee

24 October 2017

**Subject: Proposed Fees and Charges 2018/19**

Report by:

Finance and Business Support Manager

Contact Officer:

Tracey Bircumshaw  
Financial Services Manager  
01427 676560  
tracey.bircumshaw@west-lindsey.gov.uk

Purpose / Summary:

Propose Fees and Charges to take effect from 1 April 2018.

**RECOMMENDATION:**

- 1. That Members consider the proposed fees and charges, as detailed and make recommendation to Corporate Policy and Resources Committee for approval.**
- 2. Managers keep fees and charges under review throughout the year and to implement changes during the year if required.**

## IMPLICATIONS

### **Legal:**

None arising as a result of this report

### **Financial:** FIN/79/18

The 2018/2019 fees and charges are explained in the body of this report. The financial effects of the increases together with introducing new charges will be built into the Councils revenue budget.

As most of these charges have been previously approved and/or remain static, and the fact that other charges are limited in demand there is only a minimal benefit for the MTFP of £7,000.

We await any announcement on increases in Planning Fee income within the Chancellor's Autumn Statement.

### **Staffing:**

None arising as a result of this report

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

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

### **Risk Assessment:**

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

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

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

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

### **Call in and Urgency:**

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

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
<b>Key Decision:</b>			
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

## 1 Introduction

- 1.1 This report and appendices set out the proposed fees and charges for 2018/19.
- 1.2 The Council has in place a corporate Fees, Charges and Concessions Policy which aims to provide clear guidance on a number of areas. In particular this focuses on how fees and charges can assist in the achievement of Corporate Priorities, the setting of new and reviewing of existing charges, the Council's approach to cost recovery and income generation from fees and charges and eligibility for concessions.
- 1.3 It is recognised that full cost recovery will be the customary approach, although this will not be appropriate in all circumstances and the amount charged will need to be a reflection of many factors including Council objectives, market conditions, the cost of collection and the potential impact on customers.
- 1.4 Work has been undertaken to bring these fees and charges in line with this policy, through reviewing existing fees and charges and considering the introduction of new charges for Council services, to recover costs and control demand.
- 1.5 As a minimum, inflationary increases would normally have been applied where possible with the exception of those set by statute.

## 2 Fees and Charges Policy and Process

- 2.1 The review of fees for 2018/19 have built on the robust exercise carried out in 2017/18, combining the benchmarking process previously undertaken with an assessment of the level of cost recovery where information is available.
- 2.2 The service areas have worked with their Finance Business Partner to review the levels of income against the costs of providing the service to understand and determine the level of cost recovery.
- 2.3 The review has in the main tried to consider the full cost recovery constraints. However, the process has been influenced to a degree by issues where the Council considers through the benchmarking exercise that the charge proposed is fair and reasonable for the service being provided.
- 2.4 The greatest risk/concern for Managers is receiving challenges to the level of fees and charges set. There is sound justification to support the proposed fees and, where the fees proposed do not reflect the full cost of providing the service,

there is a sound basis for the decision based on the Managers understanding of the commercial environment.

- 2.5 Where fees have been reviewed having a greater regard to benchmarking data, we have tried to ensure that they are at a level whereby they do not vary substantially when compared to other local authorities. In most cases the proposed fees remain around the median to third quartile on the benchmarking range to reduce the likelihood of challenge.
- 2.6 In areas where the Council experiences external competition, again we have tried to ensure that the rates remain competitive and value for money. It would not be prudent to risk pricing ourselves out of the market just to satisfy an aspiration to achieve a set increase in fee income. It is not believed that the proposed fees will price ourselves out of the market but it is vital to allow Managers some flexibility on fees when trying to secure business, without breaching any regulations.
- 2.7 By undertaking a detailed income and expenditure review and coupled with the previously undertaken benchmarking process, we have given confidence in our approach and proposals.
- 2.8 Given the general belief that our proposed fees and charges are fair and reasonable the significant risks to fee income are not with fee levels themselves but with the achievable volumes and delivering against business plans.
- 2.9 The fees and charges will be subject to continuous monitoring during the year to either implement changes during the year if required, or to feed into the following years Medium Term Financial Plan.

### **3. Fees and Charges Review**

- 3.1 Of the 513 fees and charges reviewed 46% are statutory and 54% are non-statutory.
- 3.2 Of the 237 statutory fees and charges set by Central Government 76% have experienced no change in the level of fees with 24% seeing an increase fees. There have been no reductions.
- 3.3 The increases in fees and charges for statutory services sit primarily within Environmental Services and relate to fees and charges set by Defra. They have agreed an increase of 4.5% across all charges they set the rates for. This was done after consultation with local authorities over whether the fees as they stood recovered full costs.
- 3.4 Total income for fees and charges within the service equates to £4,600 per annum. Whilst the 4.5% increase does ensure full cost recovery it has not led to an increase in the overall income budget for the service.
- 3.5 Of the 273 non-statutory fees and charges 62% have experienced no change in the level of fees charged, 38% of the fees and charges have increased.

- 3.6 One element of the increases in the fees and charges are as a result of business cases that have been presented in year to increase fees, this includes car parks and cemeteries which have already been approved during 2017/18.
- 3.7 Land Charges and Pre App Planning Advice - include a standard RPI increase of 3.5%. In the case of Land charges this has realised an estimated increase in income of £4,000. For pre application advice this will realise a projected increase in income of £1,900. These increases will be built into the MTFP.
- 3.8 Licencing - Increase by RPI with the exception of Vehicle licenses which will remain static as currently this provides full cost recovery. In respect of Sex Shop/Entertainment venues (we have one such premise). The make-up of costs has been reviewed and in respect of the renewal there is no legal cost applicable, therefore this fee is to be reduced.
- 3.9 The final reduction relates to the fee and charges for Reclaim of stray dogs collection fee, this was an error within fees and charges. The collection rate has always been £42.00 but included within fees and charges at £75.00. This has been corrected, there is no impact on income.
- 3.10 The proposed fees and charges will apply from 1<sup>st</sup> April 2018, unless there are other constraints preventing this, in which case the operative date will be as soon as practicable after 1<sup>st</sup> April.
- 3.11 The following appendices provide the detail and analysis of pricing and demand and the proposed changes are summarised by service area below;

Appendix A Car Parks – Pricing is currently subject of a consultation exercise. Fees proposed are in accordance with the Gainsborough Car Park Strategy approved earlier this year.

Appendix B Cemeteries – Previously approved charges for 2018/19, therefore provided for information

Appendix C Environment Services – Mainly statutory fees set at the maximum.

Appendix D Fixed Penalty Notices – Mainly statutory set charges. Proposal to remove the discounted rate for Fly tipping of £250 – all charges therefore £400. No change to locally

Appendix E Land Charges – Proposed increase of 3.5% across all charges.

Appendix F Licencing – Inflationary increases 3.5%, Vehicles licences remain static and Sex Shop Licence renewal reduced.

Appendix G Markets – Ongoing review of the service - proposed no change at this time.

Appendix H Planning – Planning fees are statutorily set. Proposal to increase Pre Application Advice by 3.5%

Appendix I Strategic Housing – Propose no increase. The Selective Licensing charge was set for a 5 year period up to 2021

Appendix J Trinity Arts Centre – Propose to remove all fees and charges with prices now on application, this is due to the variety of requirements of customers.

Appendix K Waste Services – No increase (slight roundings), Trade Waste charges will be on application and set within a competitive market.

Appendix L Building Control (Confidential) – no increase proposed as current fees considered competitive in the market and full cost recovery is being achieved.

## **FEES AND CHARGES REPORT**

### **APPENDIX A - CAR PARKS**

#### **1. Service Description**

Car parks are operated by the council in Gainsborough and Market Rasen. For the first time the council decided last financial year to introduce charging in Market Rasen.

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

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

#### **2. Prior years analysis, current financial year projections**

No full year data usage is available at this time for full analysis. The new system was implemented in February 2017 which records the name of the car park used, payments made, volumes of customers split over the chargeable rates.

Current proposals for rates estimated to be at zero costs to WLDC, rates for permit holders are increasing but gains offset by the free parking offers.

#### **3. Pricing**

The car parking function is dependent on market demand and developers viability in addition to the economy and cost. There are currently reports reviewing the charges at both Gainsborough and Market Rasen, the prices indicated below mirror the proposals within the reports for both areas.

Current Fees have covered the costs and are expected to cover the current Medium Financial Plan.

Recent benchmarking has arrived at the conclusion that car park fees are in the mid-range except for parking permits where our fees are considerably lower (this has been addressed in the current proposed revised fees).

#### **4. Understanding Customers and Markets**

Data around usage has been very sparse, limited only to occasional manual counts of car park occupancy and the amount of cash collected from ticket machines. The new machines installed in Gainsborough in August 2016 and installed in Market Rasen in February 2017, support a data collection system which will provide excellent information on usage going forward and will be a key tools in assessing future fees and charges.

This financial year has seen an increase in permit sales with a similar fall in pay and display tickets. The impact of the demolition of the multi-storey car park has also had an impact on availability of spaces within Gainsborough Town Centre. There has been some relief to this

impact by securing an additional 50 car parking spaces via a lease with Tesco. These are being utilised by permit holders.

## 5. Proposed Charges

These mirror the current proposals been considered by members

## 6. Recommendation

Members are asked to approve charges for the 2018-2019 financial year as detailed below.

Prosperous Communities Committee		Car Parks & Bus Station						
		2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
<b>Car Parks</b>								
Gainsborough not including Roseway	0-1 hours	£0.50			£0.50	£0.10	£0.60	S
	1-2 hours	£0.92			£0.92	£0.18	£1.10	S
	2-3 hours	£1.33			£1.33	£0.27	£1.60	S
	3-4 hours	£1.67			£1.67	£0.33	£2.00	S
	4-6 hours	£2.75			£2.75	£0.55	£3.30	S
	6+ hours	£3.25			£3.25	£0.65	£3.90	S
Roseway only	0-1 hours	£0.50		£0.13	£0.63	£0.13	£0.75	S
	1-2 hours	£0.92		£0.23	£1.15	£0.23	£1.40	S
	2-3 hours	£1.33		£0.33	£1.66	£0.33	£2.00	S
	3-4 hours	£1.67		£0.42	£2.09	£0.42	£2.50	S
	4-6 hours	£2.75		£0.69	£3.44	£0.69	£4.10	S
	6+ hours	£3.25		£0.81	£4.06	£0.81	£4.90	S
Market Rasen	0-1 hours	£0.25			£0.25	£0.05	£0.30	S
	1-2 hours	£0.42			£0.42	£0.08	£0.50	S
	2-3 hours	£0.67			£0.67	£0.13	£0.80	S
	3-4 hours	£0.83			£0.83	£0.17	£1.00	S
	4-6 hours	£1.42			£1.42	£0.28	£1.70	S
	6+ hours	£1.67			£1.67	£0.33	£2.00	S
<b>Annual Season Tickets</b>								
Gainsborough only	Mon-Sat	£177.36		£182.64	£360.00	£72.00	£432.00	S
	Mon-Sat (If paid by monthly DD)	£153.36		£146.64	£300.00	£60.00	£360.00	S
	Mon-Fri	£150.86		£139.14	£290.00	£58.00	£348.00	S
	Mon-Fri (If paid by monthly DD)	£124.36		£115.64	£240.00	£48.00	£288.00	S
Market Rasen Only	Mon-Sat	£88.68		£91.32	£180.00	£36.00	£216.00	S
	Mon-Sat (If paid by monthly DD)	£76.68		£73.32	£150.00	£30.00	£180.00	S
	Mon-Fri	£75.43		£69.57	£145.00	£29.00	£174.00	S
	Mon-Fri (If paid by monthly DD)	£62.18		£57.82	£120.00	£24.00	£144.00	S
<b>Penalty Charge Notice</b>								
Higher Rate		£70.00			£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days		£35.00			£35.00	£0.00	£35.00	OS
Lower Rate		£50.00			£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days		£25.00			£25.00	£0.00	£25.00	OS
Penalty Charge Notices have replaced the Excess Charge Notice. The Traffic Management Act 2004 has introduced differential Penalty Charge Notices. Notices are categorised as 'Higher' or 'Lower' dependent on the severity of the parking infringement. Higher penalties are payable at £70 and lower penalties at £50. These categories are as determined in National Guidance.								
<b>Bus Station</b>								
Allocated stand	Per quarter for first stand	£288.65			£288.65	£0.00	£288.65	X
	Per quarter for second stand	£177.10			£177.10	£0.00	£177.10	X
Registered Casual Users Per Quarter		£54.05			£54.05	£0.00	£54.05	X



## FEES AND CHARGES REPORT

### APPENDIX B - CEMETERY SERVICES

#### 1. Service Description

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

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

There are two service charges applied to the cemeteries:

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

#### 2. Prior years analysis – Current financial years estimates

The Cemetery service is demand driven and cannot be influenced.

Recent benchmarking shows the fees set for this services are now more in align with other areas. This year's approved increase is the final step towards the charges set by other Councils.

#### 3. Pricing

On the 15<sup>th</sup> December 2016 it was agreed at Corporate Policy & Resources committee that the fees for the above would be increased, to contribute to the relative costs and in line with local benchmarking, as full cost recovery is not achievable due to the low volumes.

Members approved the increase of 130% but that this should be phased over a two year period to reduce the impact. The rates reflected below is the second and final year of the increases previously agreed.

The fees are to be assessed again for fee setting for 2019-20.

#### 4. Understanding Customers and Markets

The table below shows the last 3 financial year volumes data for burials for West Lindsey District Council and volumes to 31<sup>st</sup> August for the current year. There has been a decrease in numbers over the last financial year.

The service is one that is linked to the demographics of the area and the space available.

Financail Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
2015/16	0	0	5	0	2	3	1	0	1	2	3	5	22
2016/17	7	0	0	0	0	1	1	2	1	2	3	2	19
2017/18	1	1	1	2	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	8
Totals	8	1	6	2	5	4	2	2	2	4	6	7	

## 5. Proposed Charges

These replicate the agreement made on the 15<sup>th</sup> December 2016 at Corporate Policy & Resources.

## 6. Recommendation

Members are reminded of the charges approved for the 2018-2019 financial year as detailed below.

Prosperous Communities Committee		Cemeteries						
	2017/18		Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	£	
<b>Exclusive Rights of Burial in Earthen Graves</b>								
Single Grave not exceeding 9' x 4'	£413.00		£162.00	£575.00	£0.00	£575.00	OS	
Grave not exceeding 9' x 4' for double/triple interments	£578.00		£227.00	£805.00	£0.00	£805.00	OS	
Cremated remains only grave not exceeding 4' 6" x 4'	£248.00		£97.00	£345.00	£0.00	£345.00	OS	
Exclusive Right of Burial single (50 years)	£287.50			£287.50	£0.00	£287.50	OS	
Exclusive Right of Burial double (50 years)	£402.50			£402.50	£0.00	£402.50	OS	
Exclusive Right of Burial triple (50 years)	£450.00			£450.00	£0.00	£450.00	OS	
Exclusive Right of Burial double (99 years)	£805.00			£805.00	£0.00	£805.00	OS	
Exclusive Right of Burial triple (99 years)	£900.00			£900.00	£0.00	£900.00	OS	
<b>Exhumation</b>								
Body	£500.00			£500.00	£0.00	£500.00	OS	
Cremated remains	£250.00			£250.00	£0.00	£250.00	OS	
<b>Monuments, Gravestones, Tablets &amp; Monumental Inscriptions (Permission to erect)</b>								
The right to erect or place on a grave or vault	A headstone not exceeding 3 feet in height	£99.00			£99.00	£0.00	£99.00	OS
	A vase or tablet not exceeding 12 inches in height by 12 inches in width at the head of the grave	£66.00			£66.00	£0.00	£66.00	OS
	For each inscription after the first	£41.00			£41.00	£0.00	£41.00	OS
	Headstone over 3ft but under 4ft	£250.00			£250.00	£0.00	£250.00	OS
	Flat stone (not exceeding 12" x 18")	£102.00			£102.00	£0.00	£102.00	OS
	vase (up to 12" in height) (fixed)	£92.00			£92.00	£0.00	£92.00	OS
	Plaque (not exceeding 12" x 6")(fixed)	£92.00			£92.00	£0.00	£92.00	OS
Cremation	Memorial figurine (over 12" but under 24" fixed)	£110.00			£110.00	£0.00	£110.00	OS
	Headstone up to 18 inches	£115.00			£115.00	£0.00	£115.00	OS
	Headstone 18 inches to 3ft	£138.00			£138.00	£0.00	£138.00	OS
	Flat stone (not exceeding 12" x 12")	£92.00			£92.00	£0.00	£92.00	OS
	small vase (up to 6" in height) (fixed)	£50.00			£50.00	£0.00	£50.00	OS
	Plaque (not exceeding 8" x 4")(fixed)	£50.00			£50.00	£0.00	£50.00	OS
	Memorial figurine (not exceeding 12" fixed)	£92.00			£92.00	£0.00	£92.00	OS
<b>Registration Fees</b>								
Per certified copy of a certificate of grant of exclusive right of burial	£66.00			£66.00	£0.00	£66.00	OS	
Per certified copy of entry in Register of Burials	£66.00			£66.00	£0.00	£66.00	OS	
<b>Copies of Certificates</b>								
Permission to plant memorial tree	£75.00			£75.00	£0.00	£75.00	OS	
Permission to install memorial seat	£75.00			£75.00	£0.00	£75.00	OS	
<b>Burial grounds at Market Rasen &amp; Springthorpe</b>								

## FEES AND CHARGES REPORT

### APPENDIX C - ENVIRONMENT SERVICES

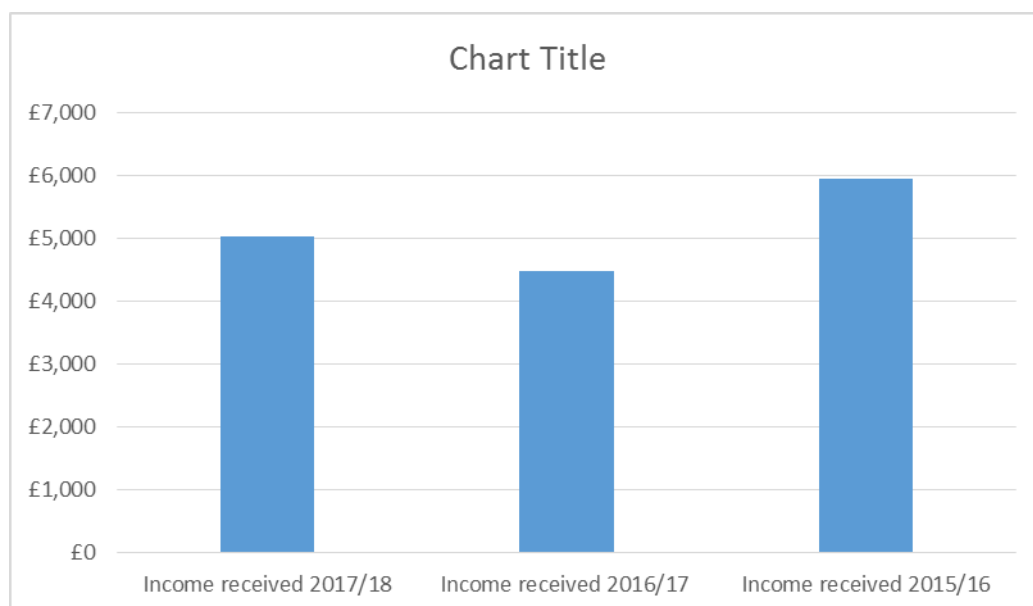
#### 1. Description of service

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

- **Statutory Fees**
  - Environmental Services – Part B installations & Mobile plant and solvent emission activities.
  - Environmental Services – Part A(2) installations & small waste incineration plant.
  - Private water Supply Work – all fees are set as a maximum charge.
  - Request for Information
- **Non Statutory Fees**
  - Health Certificate
  - Food Advisory service

#### 2. Prior years analysis, current financial year projections

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



Environmental Services	Total	Budget	Under/(over)
<b>Income received 2017/18</b>	5,036	4,600	(436)
<b>Income received 2016/17</b>	4,484	10,800	6,316
<b>Income received 2015/16</b>	5,941	10,800	4,859

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

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

## **Non Statutory:**

Non Statutory Income generated for 2016/17 totalled £2,026 and was based on cost recovery.

### **3. Pricing**

#### Statutory Fees

These charges are all set by DEFRA. The charges for 2018/19 will be set in January 2018 and the schedule of charges will be updated to reflect any changes. The current rates of fees are charges are those agreed for 2017-18 (information released August 17, later than normal due to general elections).

All works undertaken are charged on a case by case basis, costed on the actual time taken up to a maximum charge that is set by statute. In the last 12 months the maximum fee set by statute has been sufficient to cover costs, they have increased by 4.5% from the 2016-17 rates.

#### Non statutory Fees

Health Certificates – current service is proposing to round up to the nearest pound for 2018/19.

Food Advisory Service – this was a new service for 2017/18 to provide businesses with advice and support in order to ensure legal compliance. The rates have been increased to meet latest costs associated with the provision of service.

Food Hygiene Rating scheme – we have introduced the rate as advised for the re-inspection of food outlets at owners request in respect of food hygiene ratings. The rate has been set at full cost recovery and comes to £160 per visit. We will revisit in future to check the actual time spent in relation to our estimates used in establishing the rates to ensure they are correct.

The costing for all non statutory rates has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs.  
The proposed price will give full cost recovery.

### **4. Understanding Customers and Markets**

The majority of fees and charges are statutory and set by the Government.

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

### **5. Proposed Charges**

Statutory charges will be applied in accordance with legislation, after a Defra consultation the fees have been increased by 4.5% in 2017-18, we are not anticipating an additional increase for 2018-19.

Non statutory amendments:

Health Certificate – Round up to £52.00 achieving full cost recovery

Request for Information – Rounded up to £72.00. This is in line with benchmarking information received from other local authorities.

Regulatory Advisory visits - These have been assessed and increased by £5 for the first two hours of service to a total of £130.00. The £130.00 covers officer time (including admin support and travel costs). The additional hours are charges at £42.00, this is for officer time and has been set at this level after benchmarking with other authorities charges. The additional hour fee now mirrors the rate for the additional hour for Requests for information for consistency.

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

## 6. Recommendation

Members are requested to recommend to Council the charges for 2018/19 as set out below.

Prosperous Communities Committee		Environment Services - Part A (2) Installations & small waste incineration plant						
All charges are set by DEFRA		2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
<b>Application Fee</b>								
- For the grant of a permit for an installation for each Part A(2) activity carried out				£3,363.00	£3,363.00	£0.00	£3,363.00	OS
- Fee payable for a small incineration plant at an installation				£3,363.00	£3,363.00	£0.00	£3,363.00	OS
- Application fee for mobile small waste incineration plant				£3,363.00	£3,363.00	£0.00	£3,363.00	OS
- Fee for a late application				£1,188.00	£1,188.00	£0.00	£1,188.00	OS
- Application fee for a variation of permit				£1,368.00	£1,368.00	£0.00	£1,368.00	OS
<i>If a change in operation of instalment which meets threshold specified in PartA(2) or change in the operation of a small waste incineration plant meets any of the threshold for a small waste</i>								
<b>Transfer, Surrender of a permit from operator to another person</b>								
- Total Transfer				£235.00	£235.00	£0.00	£235.00	OS
- Partial transfer				£698.00	£698.00	£0.00	£698.00	OS
- Total or partial surrender				£698.00	£698.00	£0.00	£698.00	OS
<b>Subsistence charges - Authorised Part A(2) activity or small waste incineration plant</b>								
Annual Subsistence Fee -Standard Process	Low			£1,343.00	£1,343.00	£0.00	£1,343.00	OS
	Medium			£1,507.00	£1,507.00	£0.00	£1,507.00	OS
	High			£2,230.00	£2,230.00	£0.00	£2,230.00	OS
Where the operator carries on an operation that falls within the reporting obligations of the EC Regulations, the sum of £103 will be charged to cover the authorities cost of collection								
<b>Timing of Payments</b>								
- If subsistence charges are paid in instalments there is an additional fee of				£38.00	£38.00	£0.00	£38.00	OS
- Reduced subsistence charges administrative fee of				£52.00	£52.00	£0.00	£52.00	OS

All charges are set by DEFRA	2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate	
	£	%	Type or £	£	£	£		
<b>Application Fee</b>								
- Standard Process	£1,579.00	4.50%		£1,650.00	£0.00	£1,650.00	OS	
- Additional fee for operating without a permit	£1,137.00	4.50%		£1,188.00	£0.00	£1,188.00	OS	
- I. Reduced fee activities	£148.00	4.50%		£155.00	£0.00	£155.00	OS	
- Reduced fee activities: Additional Fee for operating without a permit	£68.00	4.50%		£71.00	£0.00	£71.00	OS	
- II. PVR I and PVR II activities carried on at the same service station	£0.00	0.00%	£257.00	£257.00	£0.00	£257.00	OS	
- III. Vehicle finishers(b) and part 2,3,4 reduced fee activity	£0.00	0.00%	£362.00	£362.00	£0.00	£362.00	OS	
- IV. Mobile Screening and crushing plant	£1,579.00	4.50%		£1,650.00	£0.00	£1,650.00	OS	
- For the third to seventh applications	£943.00	4.50%		£985.00	£0.00	£985.00	OS	
- For the eighth and subsequent applications	£477.00	4.50%		£498.00	£0.00	£498.00	OS	
- Additional fee for operating without a permit - Mobile Plant	£1,137.00	4.50%		£1,188.00	£0.00	£1,188.00	OS	
<i>An additional charge of £279 applies to the fee payable at item III or item IV - Direction issued by EA Regulation 33</i>								
<i>Application for a transfer of a permit between plant user and operator £53, also applies to joint application is made either by different parties, to another authority or where evidence of previous</i>								
Annual Subsistence Fee -Standard Process	Low	£739.00	4.50%	£772.00	£0.00	£772.00	OS	
	Medium	£1,111.00	4.50%	£1,161.00	£0.00	£1,161.00	OS	
	High	£1,672.00	4.50%	£1,747.00	£0.00	£1,747.00	OS	
<i>An additional charge of £104 for Low, £156 for Medium and £207 for High applies to the above where the permit is for a combined part B and waste installation.</i>								
- Reduced fee activities	Low	£76.00	4.50%	£79.00	£0.00	£79.00	OS	
	Medium	£151.00	4.50%	£158.00	£0.00	£158.00	OS	
	High	£227.00	4.50%	£237.00	£0.00	£237.00	OS	
- PVR I & II Combined	Low	£108.00	4.50%	£113.00	£0.00	£113.00	OS	
	Medium	£216.00	4.50%	£226.00	£0.00	£226.00	OS	
	High	£326.00	4.50%	£341.00	£0.00	£341.00	OS	
- Vehicle refinishers	Low	£218.00	4.50%	£228.00	£0.00	£228.00	OS	
	Medium	£349.00	4.50%	£365.00	£0.00	£365.00	OS	
	High	£524.00	4.50%	£548.00	£0.00	£548.00	OS	
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£618.00		£8.00	£626.00	£0.00	£626.00	OS
	Medium	£989.00	4.50%		£1,034.00	£0.00	£1,034.00	OS
	High	£1,485.00		£66.00	£1,551.00	£0.00	£1,551.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£368.00	4.50%		£385.00	£0.00	£385.00	OS
	Medium	£590.00	4.50%		£617.00	£0.00	£617.00	OS
	High	£884.00	4.50%		£924.00	£0.00	£924.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£189.00	4.50%		£198.00	£0.00	£198.00	OS
	Medium	£302.00		£12.00	£314.00	£0.00	£314.00	OS
	High	£453.00	4.50%		£473.00	£0.00	£473.00	OS
<i>Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £104 applies.</i>								
<b>Transfer and Surrender</b>								
- Transfer	£162.00	4.50%		£169.00	£0.00	£169.00	OS	
- Partial transfer	£476.00	4.50%		£497.00	£0.00	£497.00	OS	
- New operator at low risk reduced fee	£75.00	4.50%		£78.00	£0.00	£78.00	OS	
- Reduced fee activities: Partial transfer	£45.00	4.50%		£47.00	£0.00	£47.00	OS	
<b>Variation of Permit - Substantial Change</b>								
- Standard Process	£1,005.00	4.50%		£1,050.00	£0.00	£1,050.00	OS	
- Standard process where the substantial change results in a new PPC activity	£1,579.00	4.50%		£1,650.00	£0.00	£1,650.00	OS	
- Reduced fee activities	£98.00	4.50%		£102.00	£0.00	£102.00	OS	
<i>Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a.</i>								
<i>Reduced subsistence charge administrative fee of £52</i>								
<i>Late payment charge of £52 where payment of the subsistence charge. Or instalment of the subsistence charge is not received within 8 weeks beginning with the date of issue of the invoice</i>								

		2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate	
		£	% Type	or £	£	£	£		
<b>All charges are set by DEFRA</b>									
Request for Information / Document	Minimum per request plus cost of materials	£71.54		£0.46	£72.00	£0.00	£72.00	OS	
Disclosure where Charging is Permitted	Thereafter per hour	£42.00		£0.00	£42.00	£0.00	£42.00	OS	
Health Certificates		£51.10		£0.90	£52.00	£0.00	£52.00	OS	
SFBB Pack	(including diary)	£10.00		£0.00	£10.00	£0.00	£10.00	OS	
Diary Refill		£6.00		£0.00	£6.00	£0.00	£6.00	OS	
Private Water Supply Work	<b>Maximum charges</b>								
		Risk assessment (each assessment)	£500.00		£0.00	£500.00	£0.00	£500.00	OS
		Sampling (each visit)	£100.00		£0.00	£100.00	£0.00	£100.00	OS
		Investigation (each investigation)	£100.00		£0.00	£100.00	£0.00	£100.00	OS
		Granting an authorisation (each authorisation)	£100.00		£0.00	£100.00	£0.00	£100.00	OS
		<b>Analysing a sample:-</b>							
		Taken under regulation 10 (domestic supplies)	£25.00		£0.00	£25.00	£0.00	£25.00	OS
		Taken during check monitoring (commercial supplies)	£100.00		£0.00	£100.00	£0.00	£100.00	OS
		Taken during audit monitoring (commercial supplies)	£500.00		£0.00	£500.00	£0.00	£500.00	OS
	Food Advisory	Charge for a visit (up to a maximum 2 hours)	£125.00		£5.00	£130.00	£0.00	£130.00	OS
	Charge for additional hours	£40.00		£2.00	£42.00	£0.00	£42.00	OS	
Food Hygiene Rating Scheme	Re-inspections	£160.00		£160.00	£160.00	£0.00	£160.00	OS	
Health Act 2006	Smoking in a smoke free place	£50.00		£0.00	£50.00	£0.00	£50.00	OS	
	Failure to display no smoking sign	£200.00		£0.00	£200.00	£0.00	£200.00	OS	

This page is intentionally left blank



## FEES AND CHARGES REPORT

### APPENDIX D – FIXED PENALTY NOTICES

#### Community Safety

##### 1. Service Description

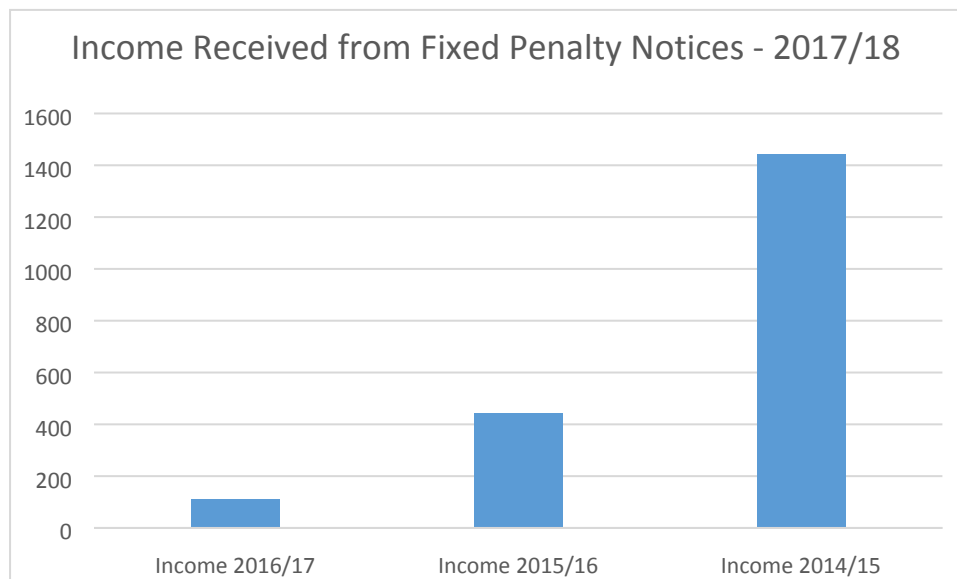
Fixed Penalty Notices (FPNs) are used to tackle specific problems associated with environmental crime and anti-social behaviour. These charges are in the main set by statute and where appropriate set locally by the Council.

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

The vast majority of the fees are statutory and set by central government with a range between minimum and maximum full penalties.

##### 2. Prior years analysis, current financial year projections

The graph below illustrates the levels of income achieved in previous financial years. As you can see this is a very low volume/income service. Any variations in fees within our control would not generate a material surplus/loss within this area.



##### 3. Pricing

Charges for 'Failure to comply with a Waste receptacles notice' have been split between 'Domestic' and 'industrial and commercial'. The charges for industrial and commercial infringements has been set at higher rate of £100.00 in contrast with household set at £75.00. These are both statutory charges.

We have removed charges for both the dog control orders and dog fouling, both pieces of legislation have been superseded and are no longer in force, and the fines that replace these under newer legislation have been added in their place.

Removal of the discounted rate for early payment of fly tipping charges. Previously reduced rate of £250.00. The charge will now be £400.00 regardless.

#### **4. Understanding Customers and Markets**

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

#### **5. Proposed Charges**

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

Statutory charges will be applied in accordance with legislation.

#### **6. Recommendation**

Members are requested to recommend to Council the charges for 2018/19 as set out below.

## Prosperous Communities Committee

## Fixed Penalty Notices

		2017/18	Proposed Increase		2018/19	VAT	2018/19	VAT
		£	% Type	or £	£	Amount	Charge Inc. VAT	Rate
Depositing Litter	Fee set by Government - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00			£50.00	£0.00	£50.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00			£300.00	£0.00	£300.00	OS
Failure to produce Authority to Transport Waste	Fee set by Government - payable within 14 days of issue	£300.00			£300.00	£0.00	£300.00	OS
Unauthorised Distribution of Free Printed Matter	Fee set by Government - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
Failure to comply with a Domestic Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£75.00			£7.00	£0.00	£60.00	OS
Failure to comply with an Industrial and Commercial Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£0.00		£100.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£0.00		£75.00	£75.00	£0.00	£75.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00			£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00			£100.00	£0.00	£100.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Community Protection Notice	Fee set by Government - payable within 14 days of issue	£75.00		£25.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00		£25.00	£75.00	£0.00	£75.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	Fee set by Government - payable within 14 days of issue	£75.00		£25.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00		£25.00	£75.00	£0.00	£75.00	OS
Fly tipping	Fee set by Government - payable within 14 days of issue				£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£307.20			£307.20	£0.00	£307.20	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)			£100.00	£100.00	£0.00	£100.00	OS

This page is intentionally left blank

## FEES AND CHARGES REPORT

### APPENDIX E - LAND CHARGES SERVICES

#### 1. Service Description

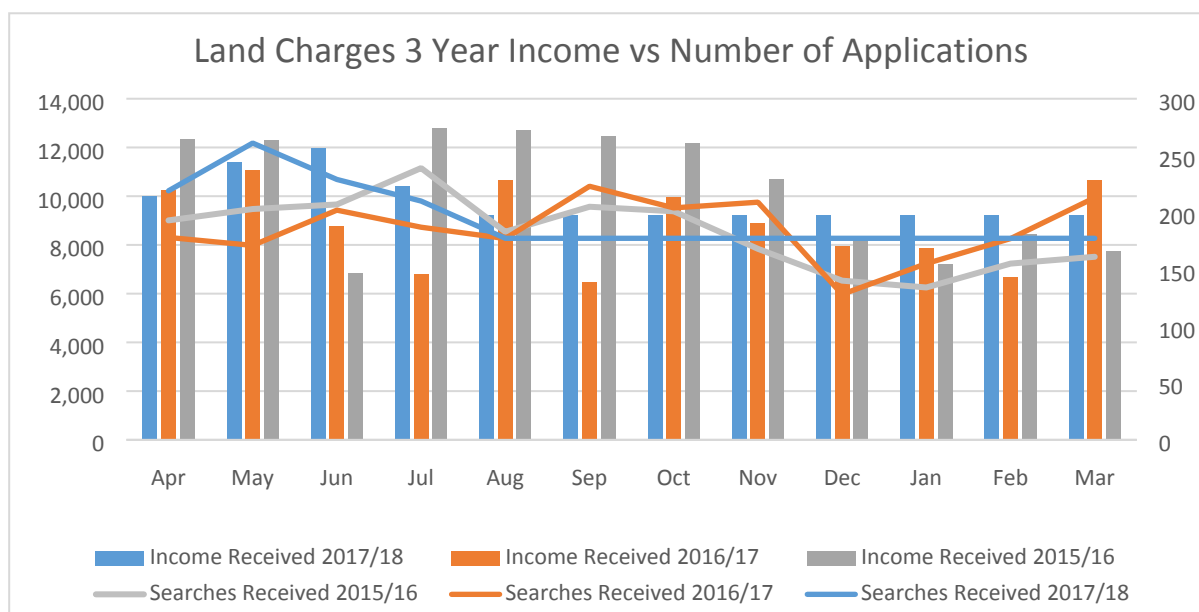
The provision of a public register in the Local Land Charges service is a statutory requirement that provides an income to the authority on a cost recovery basis. The service is a key part of the wider conveyancing process used to buy, sell re-mortgage etc. land and property within England and Wales.

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

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

#### 2. Prior years analysis, current financial year projections

The graph below illustrates the volumes of searches over the last three financial years (please note 2017-18 is an estimate) and the levels of income achieved month by month.



Total income received previous three financial years against budget (2017-18 estimated)

	Total	Budget	Under/(over)
Income received 2017/18	117,400	117,400	0
Income received 2016/17	106,621	125,000	18,379
Income received 2015/16	151,288	125,000	(26,288)

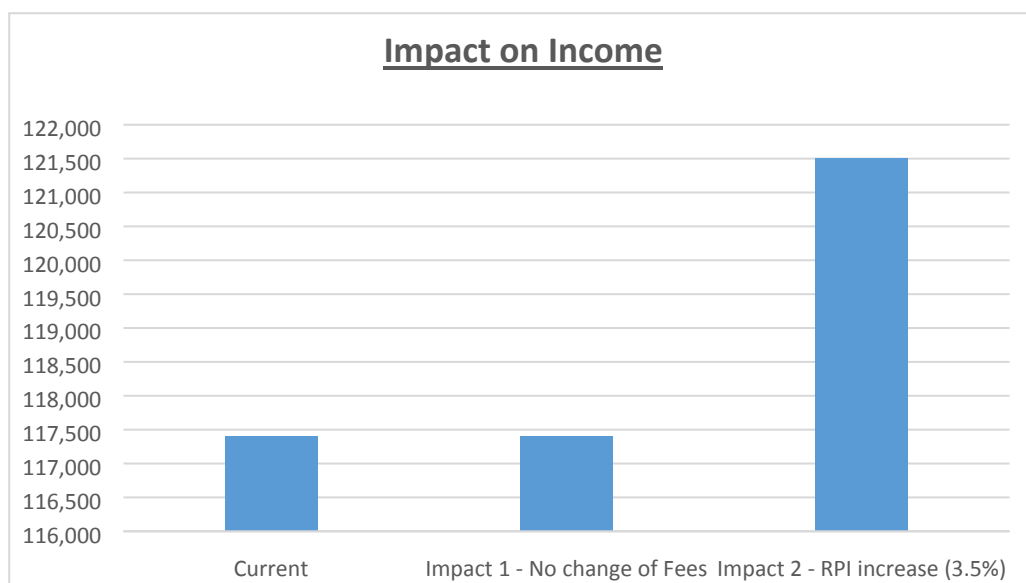
### 3. Pricing

The service has proposed an increase of 3.5% across all fees and charges within the service area.

Impact on income of options for fees and charges

Current	117,400
Impact 1 - No change of Fees	117,400
Impact 2 - RPI increase (3.5%)	121,509

Based on 17/18 estimate



An in depth review of fees and charges will be undertaken at 2019/20 budget setting after the implementation of the new automated IT system goes live. After this point there will be sufficient data to analyse to ensure that full cost recovery is achieved. Therefore as an interim measure we are proposing to only increase the fees by RPI for 2018/19.

### 4. Understanding Customers and Markets

The Local Land Charges service (LLC), over the years has achieved a reputation across the district as being a quality and accurate service. This reputation has been built, primarily, by one person, who has led the service with professionalism, attention to detail and a huge, in depth knowledge of this statutory provision.

A core group of customers have remained loyal to the service because of this, however there has been no formal attempt by the service to increase its market share due to the lack of resilience in service due to the antiquated process and procedures created by the paper based systems.

## 5. Proposed Charges

For non-statutory charges the Land Charges Service proposes to apply an increase equivalent to RPI (3.5%).

## 6. Recommendation

Members are requested to recommend to Council the charges for 2018/19 as illustrated below with further work to be undertaken to review impacts after the implementation of the new IT system and prior to 2019/20 fee setting.

Prosperous Communities Committee		Land Charges						
		2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£19.50	3.50%		£20.20	£0.00	£20.20	OS
	Cancellation Fee	£5.20	3.50%		£5.40	£0.00	£5.40	OS
LLC1:	Any one part of the register	£6.30	3.50%		£6.60	£0.00	£6.60	OS
	Whole of the register	£19.50	3.50%		£20.20	£0.00	£20.20	OS
	Per additional parcel (maximum of £16)	£1.10	3.50%		£1.20	£0.00	£1.20	OS
CON 29R	One parcel	£62.40	3.50%		£64.67	£12.93	£77.60	S
	Each additional parcel	£13.80	3.50%		£14.33	£2.87	£17.20	S
	Lincolnshire County Council Fee *	£21.00			£21.00	£4.20	£25.20	S
<b>CON 29O</b>								
submitted with CON29R or LLC1	Each printed enquiry	£15.40	3.50%		£16.00	£3.20	£19.20	S
submitted on its own	Each printed enquiry	£15.40	3.50%		£16.00	£3.20	£19.20	S
Administration Fee		£11.00	3.50%		£11.42	£2.28	£13.70	S
Additional Enquiries	Per additional enquiry	£26.60	3.50%		£27.67	£5.53	£33.20	S
Filing a definitive certificate of the Lands Tribunal		£2.60	3.50%		£2.70	£0.00	£2.70	OS
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)					<i>Fee set according to time and work involved</i>			OS
* Please note: LCC have not as yet advised if this fee is to change. Any change in cost will be passed on to the purchaser								

This page is intentionally left blank



## FEES AND CHARGES REPORT

### APPENDIX F - LICENSING SERVICES

#### 1. Service description

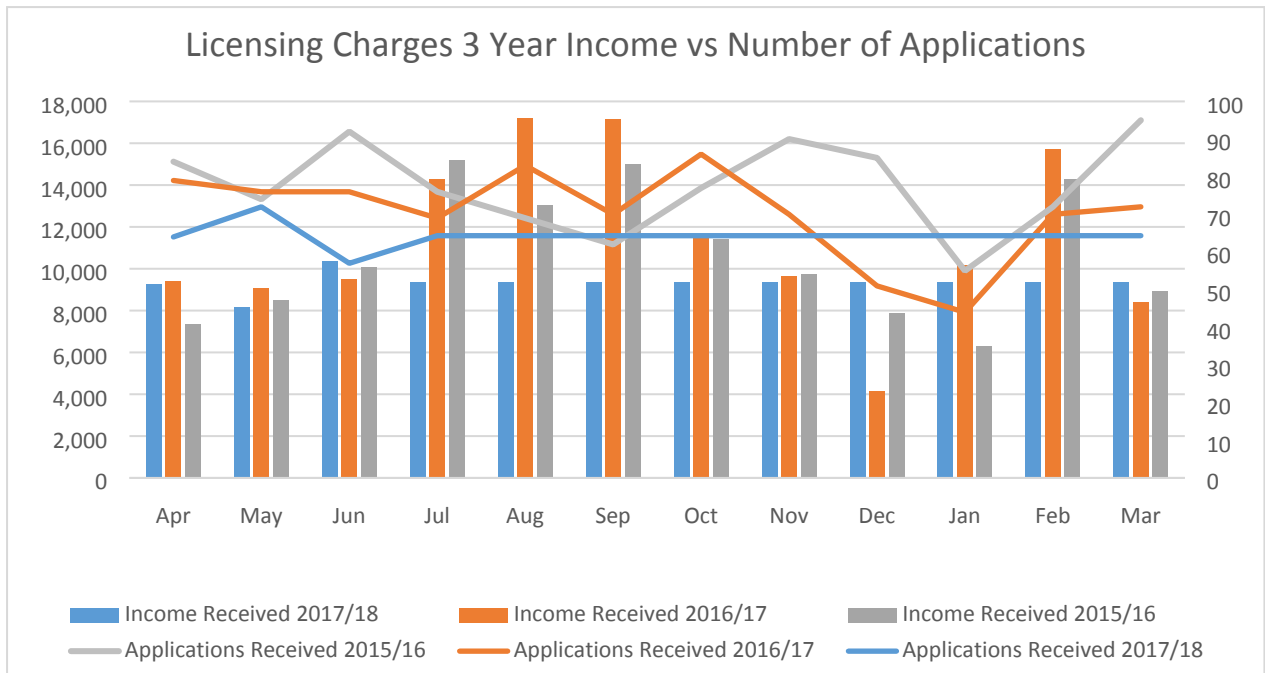
The Licensing service processes many different types of licences, (the majority of which but not all) incur a fee for the service we provide and can be broken down into the following categories;

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

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

#### 2. Prior years analysis, current financial year projections

The graph below illustrates income received v applications received over the last three years (please note that July 17 to Mar 18 is a forecast). A full Analysis of fees and charges has been undertaken with a view to achieving full cost recovery. Some fees are limited as they have a price ceiling that we can't go over.



The table below highlights actual income achieved against budget for the last three financial years (estimated for 2017/18).

	Total	Budget	Under/(over)
Income received 2017/18	111,800	111,800	0
Income received 2016/17	136,215	131,300	(4,915)
Income received 2015/16	127,634	141,500	13,866

Many of the fees within the Licensing service are statutory or statutory with a ceiling range as to what we can charge. After a thorough review it can be confirmed that we are currently operating at full cost recovery across the service. Therefore the proposal is to not increase fees for 2018-19.

### 3. Pricing

There has been one reduction in Fees charged for the year.

The reduction relates to the renewal fee for Sex shop licences, we have reduced the charge for the renewal only as this is not as onerous as the initial application works.

An inflationary increase has been applied of 3.5% for all non-statutory fees that WLDC have the powers to set.

It is proposed not to increase Vehicle Licences at this time due to cost recovery being achieved.

### 4. Understanding Customers and Markets

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

## **5. Proposed Charges**

Statutory charges will be applied in accordance with legislation.

For other charges the Licensing Service proposes to apply inflationary increases of 3.5%, with the exception of Vehicle Licences which will not be increased and Sex Shop licence renewal fee will be reduced following a reassessment of the procedure and costs. (There is currently only 1 licence of this type issued in West Lindsey).

## **6. Recommendation**

Members are requested to recommend to Council the charges for 2018/19 as illustrated below

2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
	£	% Type or £				

<b>Bingo Premises Licence</b>						
Application Fee for Provisional Statement	£953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	£859.10		£859.10	£0.00	£859.10	OS
Application Fee New Premises	£953.70		£953.70	£0.00	£953.70	OS
Annual Fee	£796.06		£796.06	£0.00	£796.06	OS
Variation of Licence	£953.70		£953.70	£0.00	£953.70	OS
Transfer Fee	£826.10		£826.10	£0.00	£826.10	OS
Application for Reinstatement	£826.10		£826.10	£0.00	£826.10	OS
<b>Adult Gaming Centre</b>						
Application Fee for Provisional Statement	£953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	£859.10		£859.10	£0.00	£859.10	OS
Application Fee New Premises	£953.70		£953.70	£0.00	£953.70	OS
Annual Fee	£826.10		£826.10	£0.00	£826.10	OS
Variation of Licence	£867.00		£867.00	£0.00	£867.00	OS
Transfer Fee	£826.10		£826.10	£0.00	£826.10	OS
Application for Reinstatement	£826.10		£826.10	£0.00	£826.10	OS
<b>Family Entertainment Centre</b>						
Application Fee for Provisional Statement	£953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	£858.00		£858.00	£0.00	£858.00	OS
Application Fee New Premises	£953.70		£953.70	£0.00	£953.70	OS
Annual Fee	£750.00		£750.00	£0.00	£750.00	OS
Variation of Licence	£867.00		£867.00	£0.00	£867.00	OS
Transfer Fee	£796.06		£796.06	£0.00	£796.06	OS
Application for Reinstatement	£796.06		£796.06	£0.00	£796.06	OS
<b>Betting Premises (Other)</b>						
Application Fee for Provisional Statement	£953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	£858.00		£858.00	£0.00	£858.00	OS
Application Fee New Premises	£953.70		£953.70	£0.00	£953.70	OS
Annual Fee	£600.00		£600.00	£0.00	£600.00	OS
Variation of Licence	£953.70		£953.70	£0.00	£953.70	OS
Transfer Fee	£826.10		£826.10	£0.00	£826.10	OS
Application for Reinstatement	£826.10		£826.10	£0.00	£826.10	OS
<b>Betting Premises (Tracks)</b>						
Application Fee for Provisional Statement	£953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises	£858.00		£858.00	£0.00	£858.00	OS
Application Fee New Premises	£953.70		£953.70	£0.00	£953.70	OS
Annual Fee	£750.00		£750.00	£0.00	£750.00	OS
Variation of Licence	£953.70		£953.70	£0.00	£953.70	OS
Transfer Fee	£796.06		£796.06	£0.00	£796.06	OS
Application for Reinstatement	£796.06		£796.06	£0.00	£796.06	OS
<b>Miscellaneous</b>						
Change of Circumstances	£49.82		£49.82	£0.00	£49.82	OS
Fee for Copy of a Licence Under the Gambling Act 2005	£24.00		£24.00	£0.00	£24.00	OS
Temporary Usage License	£377.30		£377.30	£0.00	£377.30	OS
<b>Unlicensed FEC's &amp; Prize gaming Permits (10 year duration)</b>						
New Gaming Machine Permit (no annual fee)	£300.00		£300.00	£0.00	£300.00	OS
Renewal	£300.00		£300.00	£0.00	£300.00	OS
Change of name on permit	£25.00		£25.00	£0.00	£25.00	OS
Copy of permit	£15.00		£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)	£300.00		£300.00	£0.00	£300.00	OS
Renewal	£300.00		£300.00	£0.00	£300.00	OS
Change of name on permit	£25.00		£25.00	£0.00	£25.00	OS
Copy of permit	£15.00		£15.00	£0.00	£15.00	OS
<b>Club Gaming Permit &amp; Club Machine Permit (10 year duration)</b>						
New Grant Club Gaming Permit	£200.00		£200.00	£0.00	£200.00	OS
New Grant Club Gaming Permit with Club Premises Certificate	£100.00		£100.00	£0.00	£100.00	OS
Renewal	£200.00		£200.00	£0.00	£200.00	OS
Renewal with Club Premises Certificate	£100.00		£100.00	£0.00	£100.00	OS
Annual Fee	£20.00		£20.00	£0.00	£20.00	OS
Variation	£100.00		£100.00	£0.00	£100.00	OS
Copy of permit	£15.00		£15.00	£0.00	£15.00	OS
<b>Lotteries</b>						
Society Lottery - New	£40.00		£40.00	£0.00	£40.00	OS
Society Lottery - Renewal	£20.00		£20.00	£0.00	£20.00	OS
<b>Machines in Alcohol Licensed premises - 3 or more machines</b>						
New	£150.00		£150.00	£0.00	£150.00	OS
Annual Fee	£50.00		£50.00	£0.00	£50.00	OS
Transfer	£25.00		£25.00	£0.00	£25.00	OS
Variation	£100.00		£100.00	£0.00	£100.00	OS
Change of name on permit	£25.00		£25.00	£0.00	£25.00	OS
Copy of gaming machine permit	£15.00		£15.00	£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines - One off Fee	£50.00		£50.00	£0.00	£50.00	OS



This page is intentionally left blank

## FEES AND CHARGES REPORT

### APPENDIX G – GAINSBOROUGH MARKET

#### 1. Service description

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

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

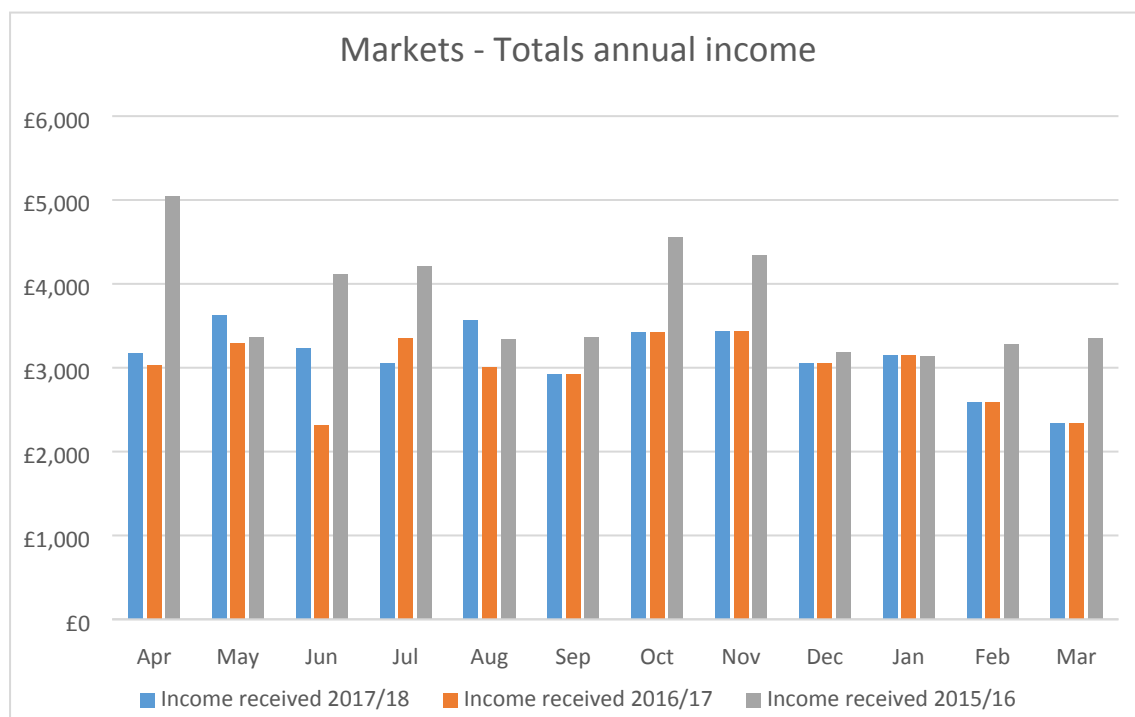
Traders pay their stall fees by monthly invoice and there is no longer a cash collection of rents on market days.

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

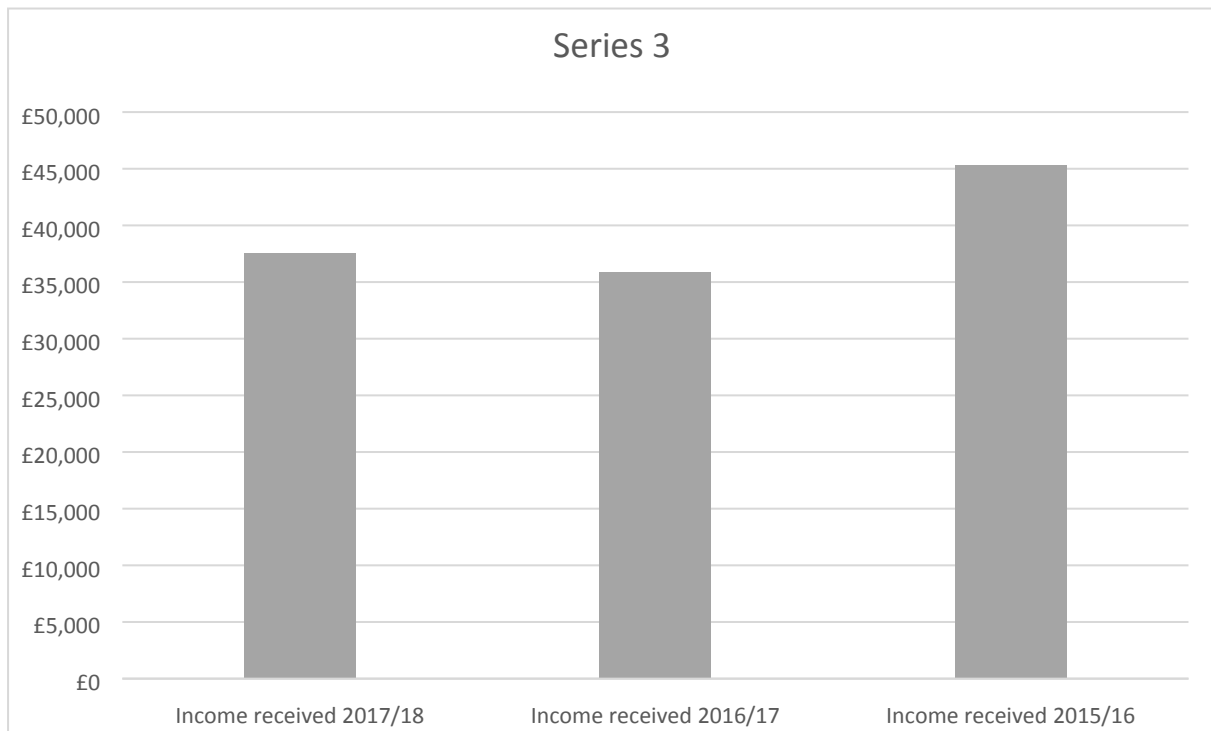
The market is now subject to review and future delivery options are currently being considered by the Council's Prosperous Communities Committee.

#### 2. Prior years analysis, current financial year projections

The graph below illustrates the actual income that has been received over the last three financial year (April to Aug Actuals, projections to year end) split over months.



Total income received year on year is illustrated below, 2017-18 figures are actuals April to August including estimates for September to March.



### 3. Pricing

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

As the service is currently under review we are not proposing any amendments to fees and charges. If as part of the review the fees and charges are revised we will pick these amendments up and implement the changes.

### 4. Understanding Customers and Markets

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



**5. Proposed Charges**

In light of this ongoing review and given the current decline in numbers, it is proposed to freeze the market stall fees for 2018/19.

**6. Recommendation**

Members are requested to recommend to Council the charges for 2018/19 as illustrated below

**Prosperous Communities Committee**

**Markets**

2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

**Gainsborough Market**

**Tuesday Market**

**Registered Trader**

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

**Casual Trader**

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

**Saturday Market**

**Registered Trader**

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

**Casual Trader**

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

All new traders offered £7.50 per stall on Saturday for a maximum of 6 months

The 6 month period will be cumulative and will be calculated on a rolling basis for each trader

Once a trader has had 6 months discount no further discounts will be given irrespective of time gap between trading

**Other Units (Vending Vans, Trailers etc.)**

**Tuesday Market**

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

**Saturday Market**

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

## FEES AND CHARGES REPORT

### APPENDIX H - PLANNING SERVICES

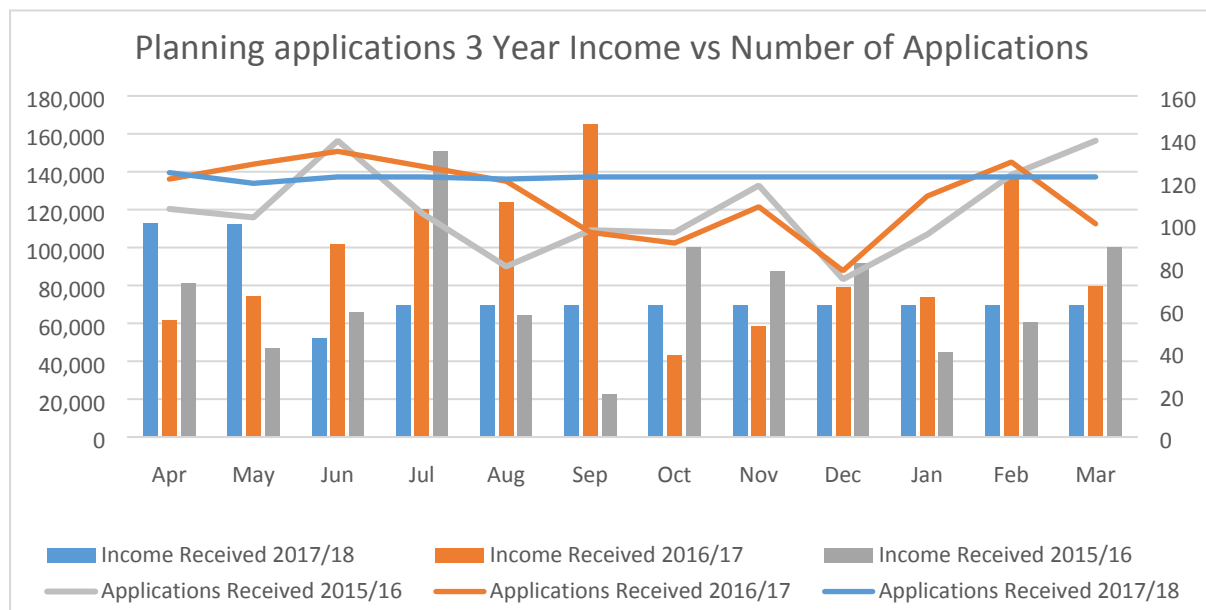
#### 1. Service description

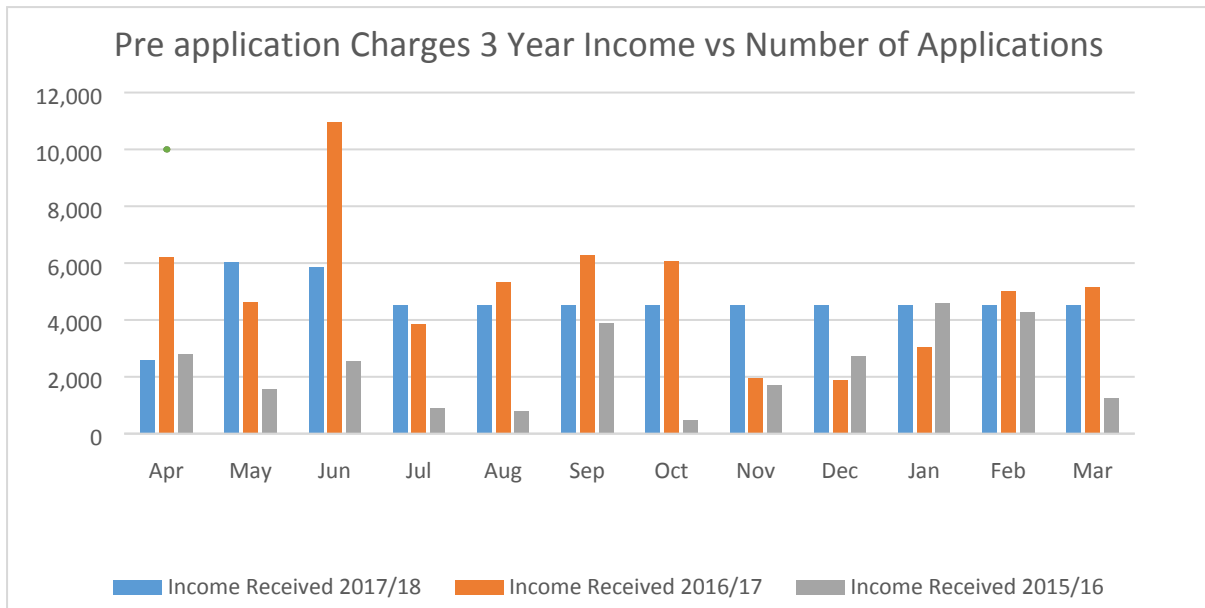
The Planning service has a number of Fees and Charges namely:

- Planning Application Fees – Statutory set fees by Central Government and are dependent upon type of application. Fees are not reviewed annually and the last increase was in 2012/2013. It is likely that an announcement may be made within the Chancellor's Autumn Statement 2017, to increasing planning fees by 20%, we therefore await this confirmation.
- Pre Application Advice – enhanced service to improve customer experience and reduce time spent on invalid applications by identifying potential issues prior to plan submission. Fees for this service can be set locally by WLDC.

#### 2. Prior years analysis, current financial year projections

The graphs below illustrate the levels of income achieved (please note that July 17 to March 18 is a forecast) and the volumes of applications for both Planning applications and Pre Application advice.





### 3. Price

The tables below illustrate the level of income achieved in these areas against budget. Actuals have been used for 2015-16, 2016-17 and an estimate for 2017/18.

Planning Applications	Total	Budget	Under/(over)
Income forecast 2017/18	903,300	903,300	0
Income received 2016/17	1,117,169	836,200	(280,969)
Income received 2015/16	914,895	850,000	(64,895)

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

Pre Application advice	Total	Budget	Under/(over)
Income forecast 2017/18	55,200	55,200	0
Income received 2016/17	60,399	54,000	(6,399)
Income received 2015/16	27,484	50,000	22,516

The intention for the fees charged for Pre Application advice is to increase them by 3.5%, based on the estimated income for 2017/18 this would generate additional income of £1,932.

For 2017/18 the Planning service is expected to cover its costs and bring in more income to WLDC than the cost of providing the service.

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

The trend seen in 2016/17 is forecast to continue over the next 2/3 years minimum due to the adoption of the new Central Lincolnshire Local Plan. Therefore it is felt that a more in depth review towards the end of 2018 will be appropriate to reflect the new local plan and the new computer system and the impact of both of these on service delivery.

#### **4. Understanding Customers and Markets**

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

#### **5. Proposed Charges**

Statutory charges will be applied in accordance with legislation.

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

#### **6. Recommendation**

Members are asked to approve charges for 2018/19 as illustrated below;

Members are requested to recommend to Council the charges for 2018/19 with further work to be undertaken to review impacts after the implementation of the new IT system and prior to 2019/20 fee setting ensuring full cost recovery by 2020/21.

The Planning Service are seeking to set ambitious targets but don't want to frame the service in an unrealistic light as they are not in direct control of the way the development system may evolve over the next few years.

2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

**Development**

Householder development including alterations, extensions and outbuildings (this fee would also include establishing whether an application is required and any listed building consent enquiry if applicable)	£72.00	3.50%		£75.00	£0.00	£75.00	OS
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m2 (gross)	£155.00	3.50%		£161.00	£32.20	£193.20	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m2 or above (gross)	£271.00	3.50%		£281.00	£56.20	£337.20	S
<b>Development of 1-9 dwellings including changes of use to residential</b>							
1st dwelling	£186.00	3.50%		£193.00	£38.60	£231.60	S
Additional dwellings	£103.00	3.50%		£107.00	£21.40	£128.40	S
<b>Development of 10-49 dwellings including changes of use to residential</b>							
10th dwelling	£1,125.00	3.50%		£1,165.00	£233.00	£1,398.00	S
Additional dwellings	£55.00	3.50%		£57.00	£11.40	£68.40	S
<b>Development of 50 or more dwellings</b>							
minimum fee	£3,373.00	3.50%		£3,492.00	£698.40	£4,190.40	S
<i>With additional fee subject to negotiation dependant on complexity of proposal.</i>							
<b>Encouragement to adopt a Planning Performance Agreement.</b>							
Non-residential development where no floor space is created.	£99.00	3.50%		£103.00	£20.60	£123.60	S
Non-residential development up to 499 m2 floor area, or 0.5 ha site area	£136.00	3.50%		£141.00	£28.20	£169.20	S
<b>Non-residential development between 500 and 999 m2 floor area, or between 0.51ha and 1.0 ha.</b>							
For 500 m2 or 0.51ha	£205.00	3.50%		£213.00	£42.60	£255.60	S
Each additional 100 m2 or 0.1 ha	£103.00	3.50%		£107.00	£21.40	£128.40	S
<b>Non-residential development between 1,000 and 4,999 m2 floor area, or between 1.1ha and 2.0ha.</b>							
For 1,000 m2 or 1.1ha	£705.00	3.50%		£730.00	£146.00	£876.00	S
Each additional 100 m2 or 0.1 ha	£52.00	3.50%		£54.00	£10.80	£64.80	S
<b>Non-residential development of 5,000 m2 or more or 2.1ha or more.</b>							
Minimum fee	£2,871.00	3.50%		£2,972.00	£594.40	£3,566.40	S
<i>With additional fee subject to negotiation dependant on complexity of proposal.</i>							
<b>Encouragement to adopt a Planning Performance Agreement.</b>							
Variation or removal of condition.	£72.00	3.50%		£75.00	£15.00	£90.00	S
Advertisements	£72.00	3.50%		£75.00	£15.00	£90.00	S
Non-householder listed building consent	£141.00	3.50%		£146.00	£29.20	£175.20	S
Additional site visit	£123.00	3.50%		£128.00	£25.60	£153.60	S
Hazardous Substances	£ negotiable			£ negotiable			S

**N.B.**

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

Prosperous Communities Committee		Planning						
		2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Decision Notices, Consents, Determinations, Tree Preservation Orders, Enforcement Notices, S106 Agreements.	Per Item (black/white)	£24.00	3.50%		£25.00	£0.00	£25.00	OS
Plus officer time per hour at cost recovery								
Other copies								
Copy plans - A4	Per side of A4 (black/white)	£0.20	3.50%		£0.21	£0.00	£0.21	OS
Copy plans - A3	Per copy	£0.46	3.50%		£0.48	£0.00	£0.48	OS
Copy plans - A2, A1, A0	Per copy	£5.66	3.50%		£5.86	£0.00	£5.86	OS
Information on planning records								
	Planning Control	£0.20	3.50%		£0.21	£0.00	£0.21	OS
Requests for Planning Information	Planning - as per above plus officer time per hour	£54.06	3.50%		£55.95	£0.00	£55.95	OS
Plus officer time per hour at cost recovery								
Information on Building Control Records								
	Building Control - as per above plus officer time	£51.00	3.50%		£52.79	£0.00	£52.79	OS
Plus officer time per hour at cost recovery								

Prosperous Communities Committee		Planning Applications						
		2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
<b>Outline Applications</b>								
All types of building per 0.1 ha		£110.00		£5.00	£115.00	£0.00	£115.00	OS
<b>Full Applications and Applications for Approval of Reserved Matters following an Outline Permission</b>								
Alterations/extensions to existing dwellings		£172.00			£172.00	£0.00	£172.00	OS
Erection of dwelling		£385.00			£385.00	£0.00	£385.00	OS
Other buildings	Less than 40 m2 floor space created	£195.00			£195.00	£0.00	£195.00	OS
	Between 40 and 75 m2 floor space created	£385.00			£385.00	£0.00	£385.00	OS
	Every additional 75 m2 up to 3750 m2	£385.00			£385.00	£0.00	£385.00	OS
	Over 3750 m2, £19,049 plus for each additional 75 m2 (Maximum fee £250,000)	£115.00			£115.00	£0.00	£115.00	OS
Plant or machinery	Where site does not exceed 5 ha; per 0.1 ha	£385.00			£385.00	£0.00	£385.00	OS
	Over 5 ha £19,049 plus for each additional 0.1 ha (Maximum fee £250,000)	£115.00			£115.00	£0.00	£115.00	OS
<b>Agricultural Buildings</b>								
Less than 465 m2 floor space created		£80.00			£80.00	£0.00	£80.00	OS
Between 465 > 540 m2		£385.00			£385.00	£0.00	£385.00	OS
Between 540 > 4215 m2, £385 for the first 540 m2 then per additional 75 m2		£385.00			£385.00	£0.00	£385.00	OS
Over 4215 m2, £19,049 then per additional 75 m2 (Maximum fee £250,000)		£115.00			£115.00	£0.00	£115.00	OS
<b>Glasshouses</b>								
No more than 465 m2 floor space created		£80.00			£80.00	£0.00	£80.00	OS
More than 465 m2 floor space created		£2,150.00			£2,150.00	£0.00	£2,150.00	OS

	2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	
<b>Changes of Use</b>							
Buildings or land, including caravan sites	£385.00			£385.00	£0.00	£385.00	OS
A building to more than one dwelling where no. of dwellings 50 or less; per dwelling	£385.00			£385.00	£0.00	£385.00	OS
A building to more than one dwelling where no. of dwellings more than 50; £19,049 then for	£115.00			£115.00	£0.00	£115.00	OS
Refuse or waste disposal where site area less than 15 ha; per 0.1 ha	£195.00			£195.00	£0.00	£195.00	OS
Refuse or waste disposal where site area exceeds 15 ha, £29,112 then for each 0.1 ha in excess of 15 ha (Maximum Fee £65,000)	£115.00			£115.00	£0.00	£115.00	OS
Other material change of use of building or land	£385.00			£385.00	£0.00	£385.00	OS
<b>No Buildings Created</b>							
Ancillary to a dwelling	£172.00			£172.00	£0.00	£172.00	OS
Car parks, service roads, accesses at existing developments	£195.00			£195.00	£0.00	£195.00	OS
Exploratory drilling for oil/gas	Site area not exceeding 7.5 ha (per 0.1 ha)	£385.00	£38.00	£423.00	£0.00	£423.00	OS
	Site area exceeding 7.5 ha (£31,725 plus for each 0.1 ha > 7.5 ha - maximum fee £250,000)	£115.00	£11.00	£126.00	£0.00	£126.00	OS
Other Operations - Minerals Working	Site area not exceeding 15 ha (per 0.1 ha)	£195.00		£195.00	£0.00	£195.00	OS
	Site area exceeding 15 ha (£29,112 plus for each 0.1 ha > 15 ha - maximum fee £65,000)	£115.00		£115.00	£0.00	£115.00	OS
Other Operations - Non-Minerals related, per 0.1 ha (Maximum fee £1,690)	£195.00			£195.00	£0.00	£195.00	OS
<b>Advertisements</b>							
Relating to the business on the premises	£110.00			£110.00	£0.00	£110.00	OS
Advance direction signs to a business	£110.00			£110.00	£0.00	£110.00	OS
Other advertisements	£385.00			£385.00	£0.00	£385.00	OS
<b>Prior Notifications and Approvals</b>							
Agriculture, forestry or demolition proposals	£80.00			£80.00	£0.00	£80.00	OS
Telecommunications	£385.00			£385.00	£0.00	£385.00	OS
Proposed change of use to state funded school or registered nursery	£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of agricultural building to a flexible use within shops, financial and professional services, restaurants and cafes, business, storage or distribution, hotels or assembly or leisure	£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of a building from office use to a dwelling house	£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of agricultural building to a dwelling house where there are no associated building operations	£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of agricultural building to a dwelling house and associated building operations	£172.00			£172.00	£0.00	£172.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwelling house where there are no associated building operations	£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwelling house and associated building operations	£172.00			£172.00	£0.00	£172.00	OS
<b>Other Applications</b>							
Renewal of temporary permission	£0.00			The equivalent planning application fee			OS
Variation or removal of a condition	£195.00			£195.00	£0.00	£195.00	OS
Lawful Development Certificates	- Existing development			The equivalent planning application fee			OS
	- Proposed development			Half the equivalent application fee			OS
High Hedges Complaints Application	£307.20			£307.20	£0.00	£307.20	OS



## **FEES AND CHARGES REPORT**

### **APPENDIX I - HOUSING AND COMMUNITIES**

#### **1. Description of Service**

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

- Housing Enforcement Charges
- Mobile Homes
- Selective Licensing

##### Housing Enforcement Charges

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

##### Mobile Home Fees

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

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

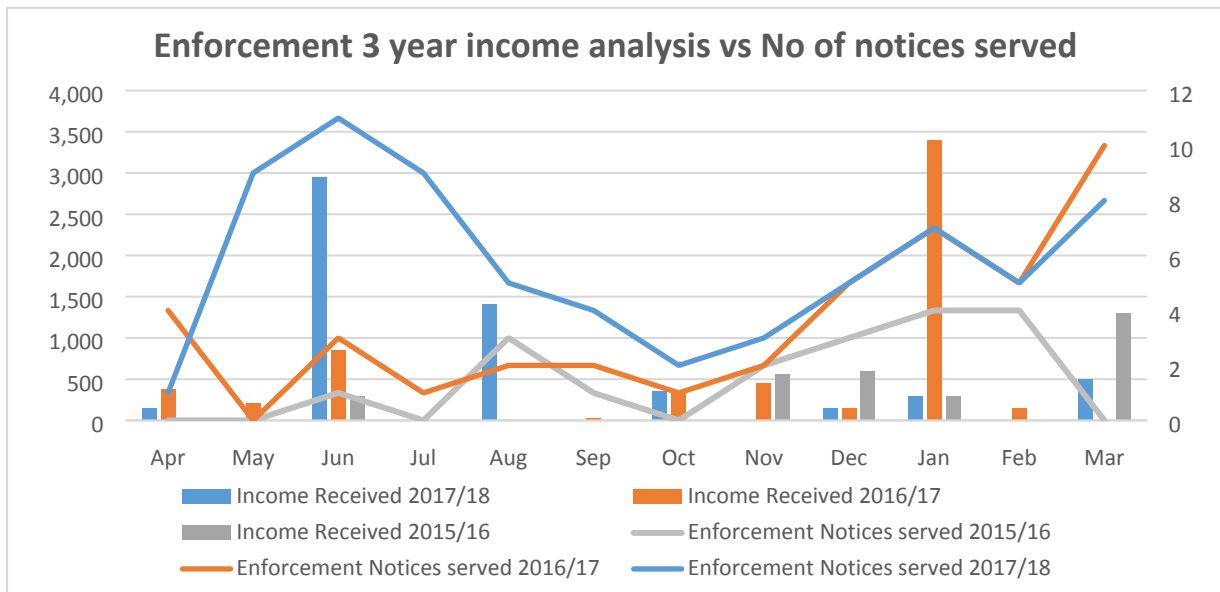
The Council can also charge for any enforcement work related to these sites and recover its costs accordingly.

##### Selective Licensing

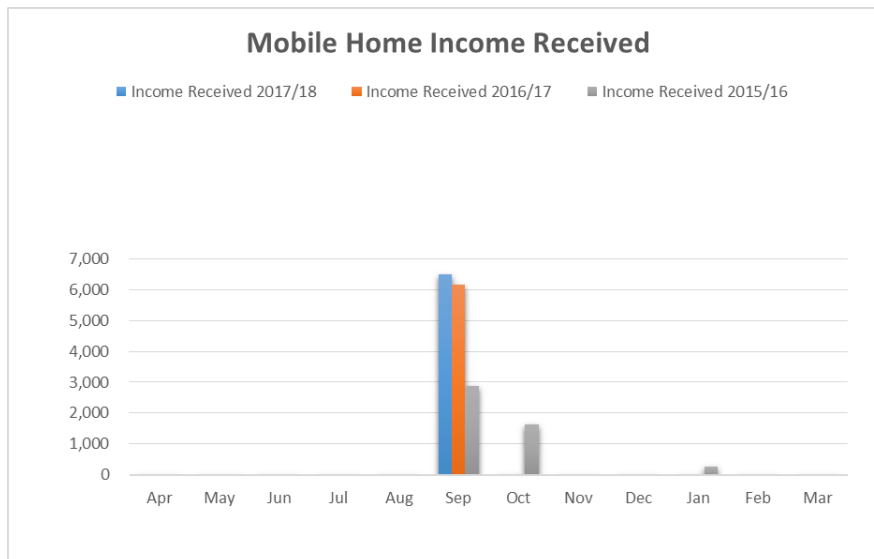
This is a new fee that the Council has introduced in 2016 for properties in the private rented sector that fall within the designated selective licensing area. This fee is set for a 5 year period at £375 and will not be changed for the duration of the scheme.

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

## 2. Prior years analysis



Housing Enforcement Charges	Total	Budget	Under/(over)
Estimated Income 2017/18	5,800	0	(5,800)
Income Received 2016/17	5,968	0	(5,968)
Income Received 2015/16	3,066	0	(3,066)



Mobile Home Fees	Total	Budget	Under/(over)
Income Estimated 2017/18	6,483	6,300	(183)
Income Received 2016/17	6,152	6,300	148
Income Received 2015/16	4,683	7,200	2,517

### **3. Pricing**

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

The costing for each element has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs.

### **4. Understanding Customers and Markets**

#### Housing Enforcement Charges

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

#### Mobile Home Fees

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

#### Selective Licensing

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

### **5. Proposed Charges**

#### Housing Enforcement Charges

It is proposed to freeze the standard enforcement fee within housing at £300 (increased from £150 to £300 in 2017-18). This fee reflects the average time taken by officers to investigate and deal with cases where notices are served and fees can be applied. This fee is also in line with other local authorities from Lincolnshire and the East Midlands as per a recent benchmarking exercise carried out within the service.

It is essential the Council recovers its costs in relation to this type of work, which is brought about in the main by landlords who do not meet their legal obligations under the Housing Act.

#### Mobile Home Fees

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

## Selective Licensing

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

### **6. Recommendation**

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

#### Housing Enforcement Charges:

Members are requested to recommend to Council the frozen fees for 2018/19.

#### Mobile Home Fees:

Members are requested to recommend to Council the maintained fees for 2018/19.

Prosperous Communities Committee		Mobile Homes - HR02					
	2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	
<b>Mobile Homes Act 2013</b>							
Annual Fee	£430.00			£430.00	£0.00	£430.00	OS
Plus Fee Per Unit On Site	£1.65			£1.65	£0.00	£1.65	OS
Issue of a New Licence	£300.00			£300.00	£0.00	£300.00	OS
Deposit of Site Rules	£30.00			£30.00	£0.00	£30.00	OS
Transfer and Alteration of a Licence	£100.00			£100.00	£0.00	£100.00	OS

2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

**Housing Enforcement Charges**

Mandatory HMO Licence Application	Up to 5 units / bedrooms	£450.00			£450.00	£0.00	£450.00	OS
	Per additional unit	£10.00			£10.00	£0.00	£10.00	OS
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£450.00			£450.00	£0.00	£450.00	OS
	Per additional unit	£10.00			£10.00	£0.00	£10.00	OS
Improvement Notice	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
Emergency Remedial Action Notice (plus work - see below)	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
Prohibition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
Emergency Prohibition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
Demolition Order	For one hazard	£300.00			£300.00	£0.00	£300.00	OS
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS
Immigration Procedure Inspection	Per inspection	£65.00		£35.00	£100.00	£0.00	£100.00	OS
Mobile Homes Act 2013 – Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works							OS
Mobile Homes Act 2014 – Emergency Remedial Action Notice	Hourly rate of relevant officers with on costs plus work in default costs of works							OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000							OS
Notice of Intent (Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014)	Up to £5,000							OS
Works In Default of any Legislation or Emergency Remedial Action	Base charge		Cost of work plus hourly rate of officer with on costs					OS
Selective Licensing	WLDC Scheme Fee	£375.00			£375.00	£0.00	£375.00	OS
	Co-Regulated Scheme (WLDC Fee)	£120.00			£120.00	£0.00	£120.00	OS
Housing and Planning Act - Civil Penalties	up to £30,000							

This page is intentionally left blank

## FEES AND CHARGES REPORT

### APPENDIX J - TRINITY ARTS CENTRE SERVICES

#### 1. Service description

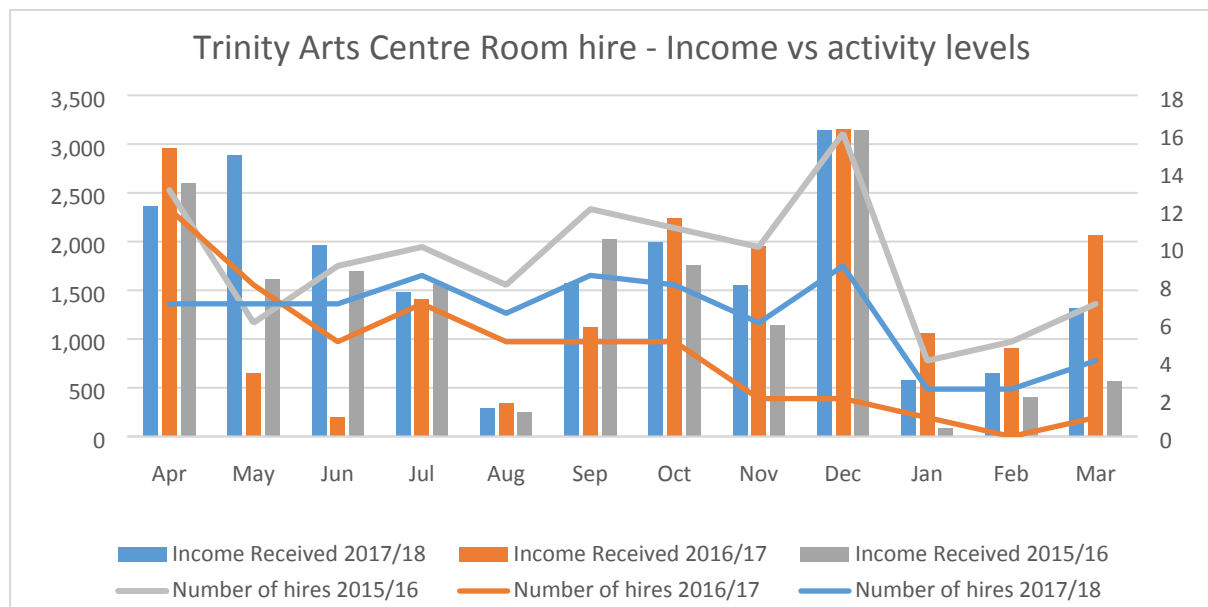
Since the introduction of a new model of operation in 2011 the offer and financial performance of Trinity Arts Centre has continued to grow. The Centre now operates on a commercial basis which has delivered growth in income and controlled costs.

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

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

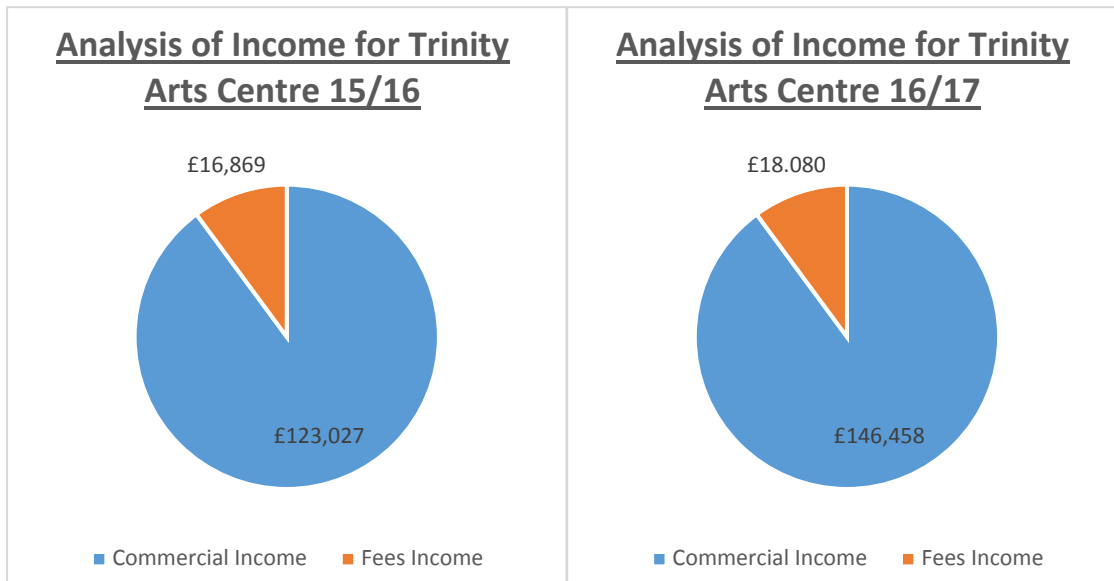
#### 2. Prior years analysis, current financial years projections

Please note that figures for 2017-18 are the predicted out turn



### 3. Pricing

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



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

### 4. Understanding Customers and Markets

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

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

### 5. Proposed Charges

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

### 6. Recommendation

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



## FEES AND CHARGES REPORT

### APPENDIX K – WASTE SERVICES

#### 1. Service Description

Waste services offers a range of much needed services to the local community including the collection of standard household and green waste collection, bulky and clinical waste collections and mechanical road sweeping.

In addition to these services private road sweeping and collection of bulky items such as fridges and freezers from commercial premises.

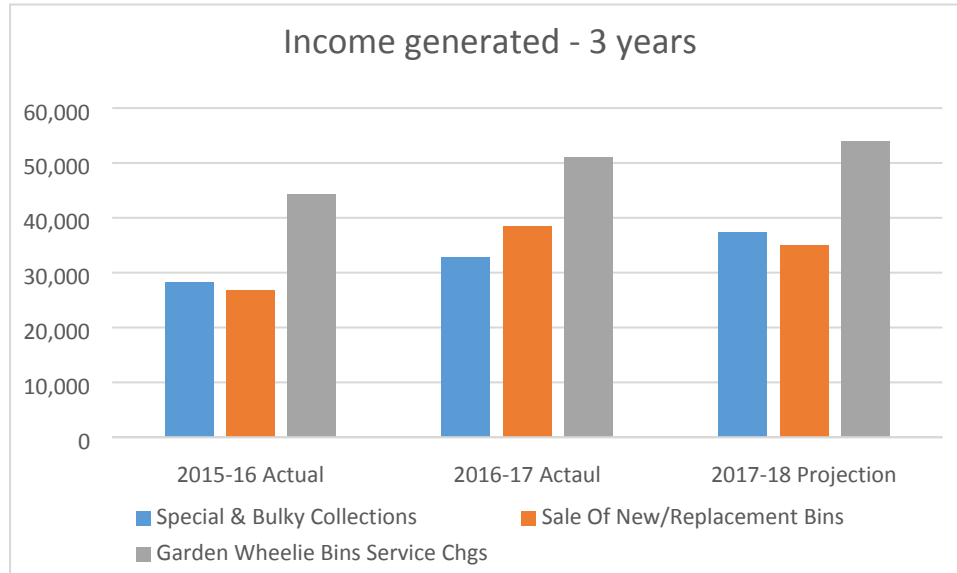
Fees and Charges have increased in line with inflation for a number of years.

Commercial Waste charges are not included in this review as this area has been subject to a business case for full implementation of the service.

#### 2. Prior years analysis, current financial year projections

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

The graph below shows the actual income achieved for the previous 2 financial years plus an estimate for 2017-18.



### **3. Pricing**

Fees for Waste sacks have been broken down for ease over the types and also the make-up of costs to assist in making purchases an easier process, where appropriate costs have been rounded again for ease.

Commercial Waste charges will not be included in this review as this area has been subject to a recent business case for full implementation of the service. This service has utilised capacity and is therefore contributing to the Councils savings target. Prices are based on a number of factors including consideration of market prices and as a new service incentives to become a new customer.

### **4. Understanding Customers and Markets**

Waste services as mentioned above offers a much needed service within the local community. Charges have had inflationary increases in previous years, these increases have been accepted by the users of the service as it is in line with previous years.

This financial year we have maintained or increased purely for rounding purposes (for example postage of sacks from £2.04 to £2.05).

We are also mindful of the potential introduction of the Garden Waste services charges from 2018/19, which is currently subject to consultation, is, through dialogue with other authorities, that customers do not like the annual increases in costs but would rather a fixed position within fixed increases on a less regular basis (every three years). Again supporting our maintaining of fees where appropriate for 2018/19.

There appears to be little correlation between a price increase and a fall in demand, therefore the minor increase in charges should lead to an increase in income rather than a fall in demand for the service provided.

### **5. Proposed Charges**

The proposed charges for 2018-19 are illustrated below;

### **6. Recommendation**

Members are requested to approve the charges for the 2018-19 financial year as detailed below.

Prosperous Communities Committee		Operational Services						
		2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Garden Waste and Additional Blue Sacks	Per 5 sacks or stickers	£8.18		£0.07	£8.25	£0.00	£8.25	OS
	Postage & packaging of 5 sacks	£2.04		£0.01	£2.05	£0.00	£2.05	OS
	Per 20 Stickers	£0.00		£0.60	£0.60	£0.00	£0.60	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 2nd and subsequent bins	£30.00			£30.00	£0.00	£30.00	OS
Wheeled Bin Replacement (supply & delivery)	Residual, garden waste (each bin)	£33.00			£33.00	£0.00	£33.00	OS
	Blue recycling	£33.00			£33.00	£0.00	£33.00	OS
Wheeled Bins for New Properties (supply & delivery)	Residual, garden waste (each bin)	£33.00			£33.00	£0.00	£33.00	OS
	Blue recycling	£33.00			£33.00	£0.00	£33.00	OS
Bulky Household Waste Collections	Collection articles worth up to 6 points	£30.00			£30.00	£0.00	£30.00	OS
	Additional articles worth 1 point collected at the same time	£4.00			£4.00	£0.00	£4.00	OS
Collection and Disposal of Fridges and Freezers from Commercial Premises		£86.00			£86.00	£0.00	£86.00	OS
Collection of Clinical Waste		£0.00			£0.00	£0.00	£0.00	OS

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



**Prosperous Communities  
Committee**

**24 October 2017**

**Subject: Review of the County News**

Report by:

Alan Robinson  
Strategic Lead Democratic and Business Support  
01427 676509  
Alan.robinson@west-lindsey.gov.uk

Contact Officer:

Julie Heath  
Senior Communications Officer  
01427 676502  
Julie.heath@west-lindsey.gov.uk

Purpose / Summary:

To agree a way forward for the format for communicating with residents

**RECOMMENDATION(S):**

- a) Members agree that WLDC ceases the hard copy County News currently delivered in partnership with Lincolnshire County Council and replace the County News with a digital newsletter.

## IMPLICATIONS

**Legal: None**

**Financial: FIN-84-18**

- The current residents magazine budget for hard copies to every home is £21,500.
- The digital newsletter option is is £3,828 annually

**Staffing: None**

**Equality and Diversity including Human Rights: An Equality Impact Assessment has been carried out – please see attached document.**

**Risk Assessment:**

**Climate Related Risks and Opportunities: None**

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

**Call in and Urgency:**

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

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

**Yes**

**No**

**x**

**Key Decision:**

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

**Yes**

**x**

**No**



## **1 Introduction**

- 1.1 West Lindsey District Council partnered up with Lincolnshire County Council five years ago to produce a county magazine – complete with eight pages of news from the district council. It costs £21,500 per year and was initially published four times a year.
- 1.2 Lincolnshire County Council reviewed the process due to pressure to make savings. The magazine was reduced from four to three editions to make savings in 2017/2018. There was a lot of uncertainty as to whether a hard copy would still be produced and the council explored alternative models to deliver the news. The County Council have confirmed they are continuing to produce a hard copy County News.

## **2. Consultation**

- 2.1 WLDC carried out consultation in the summer of 2016. It was printed in the summer edition of the magazine, sent out to members of the council, parish councils and to the Citizen Panel members
  - A total of 969 members of the Citizen Panel responded to the survey giving a return rate of 71.7%.
  - 36 Parish Councils out of 85 responded to the survey
  - 11 out of 36 councillors responded to the survey.
- 2.2 The results showed a large percentage of people wanting news delivered in an electronic format. A break down can be seen below:
  - 35.5% of respondents wanted news on the council website,
  - 33.7% wanted news via email alerts,
  - 17% through social media,
  - 43.2 % through an e-magazine and
  - 30.4% through local newspapers.

The consultation also collated 262 comments on how a magazine could be delivered in future. These were mixed many saying they like it and not to go digital compared to those who think in light of services nationally being cut it should go and we should stop doing paper copies. Although a lot of people said they like the format and that it is easy to read in its current format.

## **3. Benchmarking**

1. East Lindsey District Council has more than 14,000 subscribers as they used the changes to the garden waste to encourage as many people to sign up to the newsletter. It is mobile responsive so reformats the

newsletter for the size of screen. They do six newsletter (bi-monthly) and they do not do hard copies.

2. North Lincolnshire Council has created a digital newsletter, which comes out weekly. So far it has about 4,300 people signed up, although they still produce a resident's magazine called News Direct.
3. North Kesteven District Council spend about £30,00 in total to produce four editions a year and they are looking for a digital solution.

### 3.3 Pilot

The council has subscribed to a digital newsletter for a year called GovDelivery. This is currently being developed to trial new ways to communicate to residents. The council can email updates to residents and business the latest information. Residents can sign up to news that they want using the software. This will help them access information where ever they are as it is mobile responsive. This will all link back to the council web pages and social media pages to drive engagement.

- 3.4 The data collected from users will help the team gather insight. It will also help segment audiences to make sure the right people are getting the right news rather than a blanket sweep of communications. It will help to leverage social networks to strengthen our direct connections and amplify our social content with our social connectivity. The system could also help reduce inbound call, emails and face to face meetings from customer services because we can get info out more timely via the digital newsletter.
- 3.5 It costs £3, 828 a year and if it is chosen as the preferred channel of communication it would help the council make a substantial saving. The project relies on people to sign up and a lot of work will need to go into this over the next few months to build up subscribers as we do not have any data to transfer so we are starting from a zero data base. From a General Data Protection Regulations compliance people can subscribe and unsubscribe when they want to. It puts people in control of what information they receive. The council do not have to keep updating the data base.

## 4 Finance

- 4.1 Cost of County News in partnership with Lincolnshire County Council is £21,500

Cost of the Pilot for the first year £5,359, Gov Delivery Platform, training etc and £3, 828 on-going yearly costs.

Potential saving by replacing the CountyNews with the digital newsletter is £17,672 – depending how many editions the county council agree to print each year, 3 or 4.

## 4.2 Governance:

There is an Editorial Board which is an advisory panel, which make story suggestion for the County News and checks the content prior to it being published. Members of the advisory group include: Cllr Giles McNeill, Cllr Di Rodgers, Cllr Mick Devine and Cllr Angela White. The group agrees to meet virtually with all documents being sent to them to view.

4.3 If a decision is made to use the digital platform, the editorial board role will still be key to the service. One of the proposals is that if we do a monthly or bi-monthly newsletter, the board can still discuss news items and make sure we have a good political balance.

## 4.3 Advantages and disadvantages of each option

Platform	Advantages	Disadvantages
<b>County News</b>	<ul style="list-style-type: none"> <li>• Template set up</li> <li>• Recognised partner</li> <li>• Delivery and procurement carried out by LCC</li> <li>• Gets delivered to every house in the district</li> </ul>	<p>Ongoing costs</p> <p>Reduced number of editions – makes it harder to get relevant news items in. (Lincs Show, awards etc miss the deadlines)</p> <p>No way of really knowing if people read it-like it.</p> <p>It's a one way communications channel – we have never received any calls from the publication of this.</p>
<b>GovDelivery</b>	<ul style="list-style-type: none"> <li>• More regular updates</li> <li>• Can measure signups and how many people open the email and what they are interested in</li> <li>• Link it back to the website</li> <li>• Pull automated data from the website</li> <li>• Residents can sign up to news that they want using the software. This will help them access information where ever they are as it is mobile responsive.</li> <li>• The data collected from users will help the team gather insight</li> </ul>	<p>Not a hard copy</p> <p>Not delivered to every home in the district</p> <p>Not everyone has good internet access</p>

	<p>into comms and the impact we have – to make sure this is adjusted accordingly to drive improvements.</p> <ul style="list-style-type: none"> <li>• It will also help segment audiences to make sure the right people are getting the right news rather than a blanket sweep of communications.</li> <li>• It will help to leverage social networks to strengthen our direct connections and amplify our social content with our social connectivity.</li> <li>• The system could also help reduce inbound call, emails and face to face meetings from Customer Services.</li> <li>• Financial savings not at the expense of news.</li> <li>• Better use of website</li> </ul>	
--	---	--

**5. Recommendation**

5.1 Members agree that WLDC ceases the hard copy County News currently delivered in partnership with Lincolnshire County Council and replace the County News with a digital newsletter.

**Part 1: Equality Impact Screening/Pre-Assessment\***

Name of Policy/Function/Strategy to be assessed: County News	Section/Directorate: Communications/Resources		
Name of person responsible for assessment: Julie Heath/Katy Allen	Date of Screening: 10 August 2016		
<b>Policy Aims</b>			
What is the purpose of the policy/function/strategy? What are its intended outcomes?  To communicate/inform residents on council business and services and make aware of channels available.			
Who are the main stakeholders in relation to the policy/function/strategy? Residents, Lincolnshire County Council, local businesses, West Lindsey members and staff.			
Do the identified stakeholders stand to be positively or negatively affected by the policy/function/strategy? Both – LCC negatively through the reduction in money received, positively through staff and residents getting timely messages through a digital option.			
Does this policy/function/strategy support the Council’s stated equality objectives? (see overleaf.) Does it serve to impede them? Please explain. Yes the digital option would support the chance for youth to effectively engage more.			
<b>Preliminary Impact Assessment</b>			
	Yes	No	Unsure
1. Will this policy or function have an impact on:			
a. How services are delivered to the public?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Human Resources Policies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Have any aspects of your policy/strategy already been covered by other EIAs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. If yes, please indicate which ones and the dates. Also indicate which new/additional aspects would be covered under this EIA.			
If you answered Yes or Unsure for question1 please proceed to Part 2 of the EIA, which is to be completed with a small team of people.  Otherwise, if you are satisfied that there would be no additional benefit to completing a full impact assessment (noting that many issues with no apparent relevance may have hidden impacts) then please have your Service Manager sign and date this sheet to			

\* Part 1 should be completed by the Lead Officer and signed by the Service Manager. Refer to the [Internal EIA Guidance](#) for more information on what EIAs are, why they are important, when they should be completed, who should be involved, and how they should be done.

indicate that the EIA has been fully completed at this stage.	
Manager's Signature:	This document may be published on the website <input type="checkbox"/>

## **Equality Objectives**

1. Improve access to public services and basic amenities for elderly and disabled people through more efficient provision of Council services to sustain and improve their quality of life
2. Improve opportunities for youth to effectively engage in the community and to develop employment skills
3. Reduce mental and physical health inequalities within the district by providing support and promoting an active and healthy population
4. Promote safe and secure communities by fostering good relations between different groups of people.
5. Ensure participation and community engagement from all sectors of society for an accessible and connected district

This page is intentionally left blank



## Part 2: Equality Impact Assessment\*

### Identifying Potential Equality Issues

Use the information in Part 1, any other supporting documents, and the questions below to aid the group's discussion on the presence of potential equality issues.

- What do you know already about equality impact or need?
- Is there any indication that particular features of this policy/function will create problems for specific groups?
- Is there any indication that particular features of this policy/function will benefit specific groups or advance equality between different groups of people?

### Evidence†

It is difficult to achieve an effective EIA without good evidence. Answer the questions below about the evidence relating to the project/policy/function.

What are the existing sources of evidence and mechanisms for gathering data?  
Citizen Panel Survey results, financial data on costs, residents magazine survey, other formats data from LCC, survey to Members, Parish Council and Team Mangers, costs from external partners on other options.

Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular policy or function?  
Broadband issues across the district. Other formats requested for other documents.

Is there any evidence, or other reason to believe, that there is a higher or lower level of participation or uptake among different groups?  
Citizen Panel survey on take up levels against different groups.

---

\* Part 2 should be completed by the Policy/Project Lead with the help of a team of people invited to assist.

† See the "Evidence Collection and Data Use" section of the [Internal EIA Guidance](#).

Does this policy/project impact a particular area of the District? Have there been any demographic changes or trends locally?  
 No paper version. If the digital option then there are pockets of broadband issues across the district.

---

Is there any informal feedback from managers, staff or voluntary organisations?  
 No

---

Are there gaps in the data or our knowledge? What further evidence is needed to understand the impact upon equality?  
 Understanding costs and timescales on all options for members to make an informed decision.

<b>Impact</b>			
Based on the identification of potential equality issues and the supporting evidence, the team can try to determine the impact of the policy/project/service/function on different groups.			
Does the data show different impact upon different groups?			
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes, which groups are affected?			
Group	May particularly benefit	May adversely impact	No impact anticipated
People from different ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Maternity/pregnancy impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People from different faith groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older or younger people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in rural locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Married people or people in civil partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Group cont'd</b>	<b>May particularly benefit</b>	<b>May adversely impact</b>	<b>No impact anticipated</b>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Please explain the potential benefits or adverse impacts listed above.                      Rural locations in West Lindsey are more likely to have poor broadband or no broadband and therefore a digital option would be difficult for them.</p>			
<p><b>Recommendations</b>                      Please select a recommended course of action and, where appropriate, explain your choice.</p>			
<p>No major change needed <input checked="" type="checkbox"/></p> <p>Adjust the policy <input type="checkbox"/></p> <p>Adverse impact but continue <input type="checkbox"/></p> <p>Stop and remove the policy <input type="checkbox"/></p> <p>All options to be taken to Committee for an informed decision to be made.</p>			
<p>Future actions:                      Costing needed on all options.                      What other formats are available and what costs are associated.</p>			
<p>Lead Signature:</p> <p>Date‡: 10 August 2017</p>			

‡ What happens next? – See the “Understanding the EIA process” section of the [Internal EIA Guidance](#).

This page is intentionally left blank



**Prosperous Communities  
Committee**

**24 October 2017**

**Subject: Broadband Provision Across the District – Update**

Report by:

Director of Resources

Contact Officer:

Ian Knowles  
Director of Resources  
01427 675183  
[ian.knowles@west-lindsey.gov.uk](mailto: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) That the Director of Resources is delegated to sign the partnership agreement with Onlincolnshire and pay the amount of £555k
- b) Officers work with BDUK and Onlincolnshire as part of phase 3
- c) Officers lobby Central Government to deliver 100% coverage of West Lindsey

## IMPLICATIONS

### Legal:

Signing the partnership agreement will commit WLDC to paying the agreed amount without guarantees on the work to be undertaken. However without the agreement and payment no work will be undertaken. It is therefore in the interests of West Lindsey residents that payment is made to Onlincolnshire.

### Financial Implications: FIN/93/18

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. To be funded from Capital Receipts.

### Staffing :

### Equality and Diversity including Human Rights :n/a

### Risk Assessment :

**Key Risk:** Payment to BDUK may be made and no postcodes fall within the acceptable value for money criteria to be accepted as part of Phase 3.

**Mitigation:** Work is being undertaken with BDUK and Onlincolnshire to ensure that West Lindsey are included as part of phase 3 and as many of the post codes are covered as possible.

**Key Risk:** West Lindsey is included in the works programme of phase 3 but timescales may change due to the increased work plan. Current plan scheduled to be completed by December 2019.

**Mitigation:** Updates given once available on postcodes to be included in Phase 3 and timescales involved to ensure visibility to all involved.

### 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 speed test <https://www.west-lindsey.gov.uk/my-council/have-your-say/consultations/previous-consultation->

**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.
- 1.2 The superfast (UK) coverage across West Lindsey at that time (Nov 2016) was 85.4% based on the website ThinkBroadband.com. The equivalent figure at October 2017 is 86.74%.

## **2. Current position**

- 2.1 West Lindsey was excluded from BDUK Phase 2, based on BDUK's interpretation of a commercial loan to Quickline. However, this situation has now been resolved and West Lindsey is to be included in Phase 3.

The proposed postcodes for this phase are currently confidential due to the commercial sensitivity. However, the postcodes to be passed to BT by Onlincolnshire for modelling equate to approximately 8.5% of the total premises count for West Lindsey.

This figure will change once the modelling has taken place and realistically more like 70% of the postcodes submitted may get accepted. If any postcodes are accepted onto the programme then a change request will need to be implemented to establish the timescales.

If 70% of the proposed post codes are covered by BDUK Phase 3 then the coverage shown above as 86.74% should be expected to increase to something approaching 92% to 93%.

- 2.2 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. This was to be funded from Capital Receipts and has yet to be paid. To be able to move forward in phase 3 this money would need to be paid in addition to signing the partnership agreement. However, there is no certainty that paying this money and will increase the possibility of postcodes being accepted onto phase 3, there is a small chance that no postcodes may be accepted but this is extremely unlikely.
- 2.3 Officers have been discussing the options available to residents of a number of villages across the District which are known to suffer from issues relating to the lack of provision and/or speed of broadband services. These locations are not the only areas in West Lindsey with broadband issues but have been highlighted as areas of concern. These areas are:
  - Owmbly
  - Snitterby
  - Spridlington
  - Walesby



Scrutiny of the over 1530 survey responses from the April survey work has established the following in respect of these locations:

	<b>No of Respondents</b>	<b>Total households</b>	<b>% of Households</b>	<b>Complaints</b>
Owmbly	2	100	2.00%	No superfast (1)
Snitterby	34	105	32.38%	No superfast (c. 10), lack of competition (2), slow/unreliable (7), dropout (1)
Spridlington	11	87	12.64%	No superfast (3), existing means fail (3), BT don't fix (1), too slow
Walesby	2	108	1.85%	Too slow/unreliable (2)
Overall	49	400	12.25%	
	1,536			
% of responses	3.19%			

Across these settlements, there were a total of 49 responses. This represents 12.25% of the total number of households within these locations and 3.19% of the total number of overall respondents to the survey. The main issues identified across the cross-section of respondents were:

- Lack of superfast provision
- Speed/reliability of provision
- Lack of competition

2.4 In addition our MP Sir Edward Leigh met with both residents and a Director of BT in order to understand the situation and promote the cause of West Lindsey residents.

### **3. Future work**

#### **3.1 BDUK and Onlincolnshire**

Work will continue to take place with Onlincolnshire and BDUK to move phase 3 forward. It is recommended that the payment to BDUK is progressed and the agreement signed to ensure that the process moves forward.

#### **3.2 Lobbying strategy**

Whilst the work is continuing with BDUK and Onlincolnshire to move the situation forward, it is recommended that lobbying continues to take

place comprising of letters to MP's and networks such as the Rural Services Network and the Local Government Association.

#### **4. Recommendation**

- 4.1 It is recommended that members agree the following:  
That the Director of Resources is delegated to sign the partnership agreement with Onlincolnshire and pay the amount of £555k

Officers work with BDUK and Onlincolnshire as part of phase 3

Officers lobby Central Government to deliver 100% broadband coverage across West Lindsey



**Prosperous Communities  
Committee**

**24 October 2017**

**Subject: Market Rasen Car Park Review**

Report by:

Director of Commercial and Economic Growth

Contact Officer:

David Kirkup – Property and Assets

Purpose / Summary:

The purpose of this report is to report back on the review of the impact of car parking charges in Market Rasen, in terms of ease of car parking and town centre viability over the last 8 months and to respond to local concerns in this regard.

## **RECOMMENDATIONS:**

- 1: To recommend to Corporate Policy and Resources committee to amend the car parking charging regime as follows:**
  - **Cessation of the free after 3pm, in favour of**
  - **Introduction of free two hours, at any time**
  - **Maintain car parking charges between the hours of 8am and 6pm Monday to Saturday, and**
  - **Continuation of the no charge policy for Blue badge holders.**
  
- 2: To recommend to Corporate Policy and Resources Committee that the loss of revenue arising from the above is regarded as “match funding” to support the evolving regeneration plans for the town over a 12 month period.**
  
- 3 To recommend to Corporate Policy and Resources committee that this amendment to the car parking charging regime is reviewed in 12 months and options to secure cost recovery are developed and consulted on in October 2018, for implementation in April 2019.**

## **IMPLICATIONS**

### **Legal:**

The implementation of the amended Car Parking regime will require a variation to the Parking Order. This requires consultation with statutory consultees. However as the proposed amendments are in response to public consultation undertaken by Market Rasen Town Council and traders (formerly part of the Market Rasen Development Trust) formal consultation with residents and local businesses is not required. Instead this report suggests a communication plan to engage the community.

**Financial: FIN/72/16**

The financial impact of the recommendation will result in a net loss of car parking revenue of £9,600 pa, plus additional costs associated with reconfiguring the meters and signage. In the short term this cost will be “borrowed” from the Gainsborough Car Parking Strategy benefits. However, as this benefit was to be utilised for funding future investment, based on evidenced need, this funding will need to be replaced.

Options to recoup this lost income have been modelled which include modest increases to the tariffs and cost of permits.

Whilst the regeneration case to support the introduction of the free two hours is compelling and the need to expedite quickly to benefit from the run up to Christmas is understood, the Council could not sustain this loss beyond a 12 month period. In addition to the loss the Council needs ensure that funds are accumulated to cover medium and long term maintenance.

**Staffing:**

Car Parking delivery is within the existing remit of the Property and Assets Team, with Revenues and Benefits responsible for collection of direct debit payments for permits. Notice processing is carried out by a partnering arrangement with another council. This will not change as a result of the strategy and will continue to be implemented in the same way.

**Equality and Diversity including Human Rights :**

The amendment to the car parking regime is as a response to local resident and business concerns. A bespoke approach to car parking in Market Rasen is warranted given the economic challenges facing the town and in the context of emerging regeneration plans for the town – referred to as the Three Year Vision, which is designed to improve the sustainability and attractiveness of the town for shoppers and visitors and capitalise on the housing led economic growth secured in the Local Plan.

**Risk Assessment:**

At the time of introducing car parking charges in the town the key risk was noted as the potential negative impact on footfall in the town centre and local businesses. The Free after 3pm policy was introduced to mitigate this risk by encouraging trade during quieter periods, while managing the supply of car parking during peak times. The feedback from local consultation advises that this policy has not been effective in maintaining town centre viability; and provides evidence that two hours free any time will provide the best balance between management of length of stay and turnover of spaces and town viability.

This amendment to the charging regime does result in a loss of income to the Council for one year but seeks to maintain the self-financing principles of the original policy in April 19.

The impact of **not** amending the charging regime presents significant risks:

- Potential/ perception of further harm to town centre viability
- Reputational damage to WLDC contrary to Corporate plan objectives of People First and Open for Business
- Distraction from addressing the regeneration needs of the town, and
- Failure to capitalise on the housing led economic growth, secured by the Local Plan.

**Climate Related Risks and Opportunities:**

This amendment to the car parking charging regime will assist in securing a new regeneration plan for the town to enhance its vibrancy and improve the environmental conditions of the high street encouraging access on foot, specifically from the new residential developments.

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

Challenge and Improvement Committee 13<sup>th</sup> October 2015 Paper E (Restricted Pink Paper CAI.21 15/16)

**Call in and Urgency:**

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

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

Yes

No

**X**

**Key Decision:**

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

Yes

No

## **1 Background**

- 1.1 The Council implemented car parking charges in January this year in line with the adopted Car Parking Strategy 2015-20. The Strategy aimed to set out a comprehensive approach to car parking, in order to improve transparency of decisions and to ensure that the provision in the district is operated equitably and to best effect.
- 1.2 The Strategy recommended that the Council adopt a more uniform approach across the district, ensuring consistency in the implementation of charges. This resulted in charging for all WLDC car parking provision, with the aim of supporting local retailers by freeing up space for shorter term parking to be used by shoppers and visitors to encourage footfall and spend in the local economy.
- 1.3 The Strategy established the following key principles:
- Full cost recovery for operating and maintaining West Lindsey District Council car parks
  - Equity in approach across all West Lindsey District Council car parks e.g. charging, season tickets
  - Support for local businesses with an element of free parking.
- 1.4 The introduction of car parking charging in Market Rasen was opposed by 120 local people and resulted in the submission of a petition against the implementation of the charges which was discussed by Council on 4<sup>th</sup> July 2016. The main objections were:
- Will deter visitors and footfall in the town
  - Will reduce the competitiveness of the town centre against local supermarkets
  - Will reduce the number of people making short trips to the town to make a single purchase
  - Gainsborough has received significant financial support from WLDC, which Market Rasen has not
  - Some businesses in the town are already in decline, which may be exacerbated
  - Town centre businesses and shopkeepers will be penalised
  - Inconvenient for drivers to have to find change for the machines
- 1.5 With regards to times and prices there was a strong opinion that offering two hours free would support shoppers and business and deter commuter car parking.

## 2 Review

2.1 The review of the car parking charging regime has consisted of the following:

- A formal review by car parking consultants Parking matters, which included financial analysis from the car parking meters and monitoring of vacant shop units and latterly the introduction of footfall counters in shops
- Discussion with the Town Council
- Discussion with ward members
- Discussion with 3 prominent local businessman/objectors to the original introduction of car parking charges
- A consultation event and analysis held by the Town Council, and
- A survey undertaken, by a local businessman.

2.2 Parking Matters report that “The role of car parking in supporting town and city economies is not simple, and is only one aspect of a complex interplay of factors influencing willingness to travel to town centres. Car park charging is often perceived, particularly amongst businesses, as being a key determinant for changes in footfall levels in town and city centres. Beyond the anecdotal though, there is very little published evidence which links changes in car park charges to changes in town centre footfall. However, most research generally concludes that the general availability of spaces is felt by visitors to be more important than cost in their overall decision about visiting.”

2.3 In July footfall sensors were installed by the Local Data Company, at 2 locations in Market Rasen town centre (Advocate Arms – 2 Queen Street and Garnets Sweet shop – 45 Queen Street). The sensors capture footfall 24/7 by detecting Wi-Fi signals from mobile phones within a 20 metre range of the device location. The data collected is building a better picture of pedestrian movement and footfall in the town and also identifies peaks in visitor numbers by recording hourly counts. Whilst there has been issues with the sensor at 2 Queen Street (Advocate) with high count numbers being recorded, since the re-calibration in September average daily counts equate to approximately 3,800 pedestrian movements across the two sensor locations.

2.4 The council have monitored retail vacancy rates in Market Rasen for a number of years (back to 2009-10). In 2016-17 vacancy rates peaked with 13.1% (October 2016) of units being vacant around the town centre area. A further planned count has been undertaken this month and reveals a reduction in vacancy rates at 10.2% with several new businesses occupying formerly vacant premises. However 2010-11 vacancy rates were only 3.8%.



- 2.5 In conclusion it is clear that vacancy rates have gradually increased over the past 6 years, with little or no correlation to car parking charges.
- 2.6 The review of the use of car parks since the introduction of charging (gathered from the meter data and warden surveys) concludes that the existing charging regime has been successful in deterring long stay users taking up valuable spaces for shoppers. It demonstrates that there is adequate parking provision to cater for demand in the short to medium term.
- 2.7 Parking Matters recommend:
- That the existing charging regime be maintained, and
  - Should evidence arise that demonstrates that the charges are deterring short stay visitors to the extent that the economic health of the town is being adversely affected then consideration could be given to introducing 1 or 2 hours free parking on the car parks
  - No increase to existing tariff levels should be made to compensate for this loss of income until the impact on the economic wellbeing of the town is available
  - Tariff increases should then be more focussed on medium to longer stays where existing charges are cheaper than comparable locations
  - That permit prices are increased to be consistent with the policy in Gainsborough, where the discount on the daily parking rate will be restricted to 45%.
- 2.8 In summary the formal review of the impact of car parking charges on the viability of Market Rasen is inconclusive. This is exacerbated or distorted by the relatively short period the charges have been in place; and by the level of opposition against the introduction of charging specifically the principle of “Equity in approach across all West Lindsey District Council car parks e.g. charging, season tickets”.
- 2.9 However there is strong perception locally that the introduction of car parking charges in the town has damaged town centre viability.
- 2.10 The results of the Town Council’s consultation, a drop-in event (which has been recorded and viewed by officers) used a questionnaire and concluded that:
- Charges have had a negative effect on the town;
  - ‘Equality’ with Gainsborough strongly challenged;
  - Recognised that car parking in the town as a whole needs managing.
- 2.11 In addition the results of a survey undertaken by Adrian Campbell, a local businessman (a previous objector to the original introduction of car parking charges) with a post graduate qualification in Marketing

and specific training and experience in Market Research, is edited and summarised below:

- 76% of 76 respondents said car park charges had "damaged Market Rasen town centre retailers"
- 13% said car park charges had "have had no net effect" on Market Rasen town centre retailers"
- 3% (2 respondents) said car park charges "have supported Market Rasen town centre retailers". (One of these 2 respondents made it clear to the surveyor that their view was based on the fact that they could now easily park outside their office).
- 59% of 56 respondents said "takings have gone down" since Jan 30 (when car park charging began)
- 38% said "takings are unchanged" since Jan 30
- 4% (2 respondents) said "takings have gone up"

It should be noted that the survey questionnaire included additional questions about the setting up of a town partnership and past projects in Market Rasen; in addition the surveyor made an analysis of the loss of trade income he considered could be attributable to car parking charges of £265,000.

This survey was independent of the Council, this report is taking the findings at face value and using this as additional source of evidence to inform the recommendations in this report.

### **3 Current Context**

- 3.1 Market Rasen is the fastest-growing ward, and likely the fastest-growing parish in the Wolds area of the district. The parish population stood at 3,904 in 2011 (more recent figures are not available) while the ward population stood at 8,833. The ward is growing faster than the district as a whole. The area which formed the ward had 8.5% of the district's population in 2001, has 9.5% now, and could have a tenth of it by 2021.
- 3.2 The adopted local plan has allocated 6 sites for residential development, all of which have planning consent totalling the construction of 640 dwellings. The Transport Assessment for the Caistor Road site dated September 2016 states that 'Walking and the use of public transport will be realistic options for many trips to be made by future residents, with opportunities also for road based cycling. With the improved pedestrian facilities to be provided on Caistor Road as part of the development, the wide range of community facilities in and around Market Rasen town centre will be conveniently accessible on foot.'

- 3.3 It is not envisaged that the proposed residential developments will have a material impact on the availability of parking spaces within the town centre, particularly now that capacity is less of an issue since the introduction of charges. Rather this housing led economic growth will drive the regeneration of the town and improve the viability of the town centre.
- 3.4 In addition the feasibility of the provision a new dry side leisure centre in the town is being considered by the Council. The new centre will be located centrally and be easily accessible on foot and by cycle and include a minimum number of parking spaces. Again this will support the regeneration of the town.
- 3.5 Officers and the Chair of Prosperous Communities have had a series of meeting with the Town Council to engage and discuss their plans to revitalise Market Rasen. This is known as the Three Year Vision, and is intended to capitalise on the housing growth in the town and harness this to secure improvements to physical, economic and social infra-structure of the town. In this context the WLDC is considering providing governance and HR support, a substantial capital grant linked to project delivery and the transfer of the Market Rasen local officer to the Town Council to match fund their plans to invest in the Festival Hall.
- 3.6 Further discussions have commenced with the former members of the Market Rasen Development Trust to ascertain how the legacy monies from the former Mr Big project and their involvement can be assimilated into the Three Year Vision. All agree that there is a renewed optimism and “can do” attitude on behalf of WLDC which has been welcomed locally.

#### **4 Conclusion**

- 4.1 Despite the strong objections to the introduction of car parking charges in Market Rasen, evidence shows and most agree that it has resolved the issue of clogging up car parks by commuters, other long stay parking and abandoned vehicles. In addition most people accept the need for WLDC to secure cost recovery from car parking.
- 4.2 However the strong perception that the car parking regime has damaged the town’s viability persists and is detrimental to moving forward with the positive regeneration plans for the town. Specifically the criteria of attempting to get parity with Gainsborough’s car parking charges has proved to be divisive. The Gainsborough car parking review has considered the impact of the regeneration plans, and has concluded that additional car parking supply will be required as the town centre offer grows. As such a new charging regime is required to fund this. Options to amend the charging in Gainsborough are out for public consultation, the results will be analysed and amendments made in time for the new financial year. This effectively breaks away from the parity of car parking charges between Market Rasen and Gainsborough.

- 4.3 The review shows that there is a strong local consensus that offering “free for two hours anytime” to assist in revitalising the town. Implementing this policy on the 1<sup>st</sup> of December will maximise the impact of this policy change and build business confidence in the town. In this context the proposed amendment to the car parking regime in Market Rasen is aligned to the objectives of the emerging Three Year Vision. The loss of revenue to WLDC for the proposed 12 month period should be considered as an “enabler”.
- 4.4 Given the level of engagement on these issues over the last few months and strong and consistent evidence base for Free Two hours any time, statutory consultation on a range of options is not regarded as necessary or desirable. Instead a process of continued engagement and communication strategy is recommended. This is directed to enable the amendment to the car parking charges to be in place by the 1<sup>st</sup> of December.
- 4.5 The need to resume to cost recovery after this initial 12 month period will be secured by further monitoring and review and statutory consultation in October 2018. This will include 3 options aimed at recovering the lost revenue on annual basis on the principles recommended by Parking Matters i.e. a combination of increasing long stay daily tariffs and parking permit charges. In addition discussions with the Town Council to secure the implementation of the Three Year Vision may result in different ownership and control options.

Prosperous Communities Committee Work Plan

Purpose:

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

Recommendation:

1. That members note the schedule of reports.

<b>Prosperous Communities Committee</b>			
<b>Date</b>	<b>Title</b>	<b>Lead Officer</b>	<b>Purpose of the report</b>
05/12/2017	<b>Decision on Future Delivery of Garden Waste</b>	Ady Selby	To make a decision regarding the future delivery of the garden waste service, following consultation.
	<b>Affordable Housing Contributions</b>	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.
	<b>Well Being Service Procurement Report</b>	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>
	<b>The Customer First Programme</b>	Mark Sturgess	To set out the new procedures
	<b>Gainsborough Market - Final Proposals</b>	Ady Selby	Final Proposals to introduce a subscription based garden waste collection service

	<b>Hemswell Cliff Land &amp; Estate Management WLDC Offer</b>	Shayleen Towns	To seek support for a Land and Estate Management project for Hemswell Cliff. The aim is for WLDC to provide an Estate Managed service to redress the current decline. This is an interim measure whilst this private mismanaged area achieves adoption.
	<b>Lincolnshire Homelessness Strategy</b>	Michelle Howard	Approval of Lincolnshire Homelessness Strategy
<b>30/01/2018</b>	<b>Planning Enforcement Policy</b>	Andy Gray	To gain approval for the revised planning enforcement policy and agree its adoption.
	<b>Gainsborough Growth Fund Review</b>	Marina Di Salvatore	to present a Review of the GGF Scheme, its performance over the last 3 years and any recommendations going forward
	<b>p and d period 3</b>	Mark Sturgess	to present p and d position as at end of q3
	<b>Draft Revenue Budget - Prosperous Communities</b>	Tracey Bircumshaw	To review and recommend to C&R the Committee's revenue budgets
	<b>Revised Housing Assistance Policy</b>	Andy Gray	To put in place revised Housing Assistance Policy for member approval
	<b>Housing Strategy (following Consultation)</b>	Diane Krochmal	To seek approval to adopt the housing strategy
	<b>Concerns re drug use in SW ward</b>	Michelle Howard	Report needed to explore concerns raised about drug use in SW ward as per motion to Council on 3 July 2017.
	<b>Safeguarding Compliance (Section 11 Assessment)</b>	Michelle Howard	To provide members with an overview of the outcome of the safeguarding self assessment and external moderation carried out in 2017, demonstrating effective compliance and good practice in line with the requirements of Section 11 of the Children Act 2004.
<b>20/03/2018</b>	<b>Waste Services Policies</b>	Ady Selby	To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity
	<b>Health Commission Review</b>	Michelle Howard	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.  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;
	<b>Public Realm Task &amp; Finish Group</b>	Grant White	To scrutinise the effectiveness of the services offered by public agencies in maintaining the rural public realm.
	<b>Food Waste</b>	Ady Selby	Food Waste Collection Pilot
	<b>FEZ</b>	Marina Di Salvatore	TO BE CONFIRMED
	<b>Gainsborough Marina -</b>	Elaine Poon	to determine whether to proceed in light of funding outcome

	<b>Final Approvals</b>		
<b>01/05/2018</b>	<b>p and d - period 4</b>	Mark Sturgess	to present the year end position for p and d

This page is intentionally left blank