

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, 3rd December, 2019 at 6.30 pm
Council Chamber - The Guildhall**

Members: Councillor Owen Bierley (Chairman)
Councillor Paul Howitt-Cowan (Vice-Chairman)
Councillor John McNeill (Vice-Chairman)

Councillor Stephen Bunney
Councillor Mrs Tracey Coulson
Councillor Christopher Darcel
Councillor Michael Devine
Councillor Mrs Jessie Milne
Councillor Mrs Judy Rainsforth
Councillor Tom Regis
Councillor Jim Snee
Councillor Mrs Mandy Snee
Councillor Robert Waller
Councillor Mrs Anne Welburn
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 - 12)

To confirm and sign as a correct record the Minutes of the Prosperous Communities Committee held on 22 October 2019.

4. **Matters Arising Schedule** (PAGES 13 - 19)
Setting out current position of previously agreed actions as at 25 November 2019.
5. **Members' Declarations of Interest**
Members may make any declarations at this point but may also make them at any time during the course of the meeting.
6. **Public Reports**
- i) Selective Licensing - annual review (PAGES 20 - 32)
 - ii) To establish an Environment and Sustainability Working Group (PAGES 33 - 42)
 - iii) Draft West Lindsey Parish Charter - For Consultation (PAGES 43 - 55)
 - iv) Workplan (PAGES 56 - 58)
7. **Exclusion of Public and Press**
To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.
8. **Exempt Reports**
- i) Update on Gainsborough Market (PAGES 59 - 101)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 25 November 2019

Prosperous Communities Committee- 22 October 2019
Subject to Call-in. Call-in will expire at 5pm on Thursday 21 November 2019

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall on 22 October 2019 commencing at 6.30 pm.

Present: Councillor Owen Bierley (Chairman)
Councillor Paul Howitt-Cowan (Vice-Chairman) and
Councillor John McNeill (Vice-Chairman)

Councillor Stephen Bunney
Councillor Mrs Tracey Coulson
Councillor Michael Devine
Councillor Mrs Jessie Milne
Councillor Tom Regis
Councillor Jim Snee
Councillor Mrs Mandy Snee
Councillor Mrs Anne Welburn
Councillor Trevor Young

In Attendance:

Ian Knowles	Executive Director of Resources, Head of Paid Service and S151 Officer
Eve Fawcett-Moralee	Executive Director of Economic and Commercial Growth
Diane Krochmal	Housing Strategy & Supply Manager
Grant White	Enterprising Communities Manager
Elaine Poon	Local Development Order and Major Projects Officer
Sue Leversedge	Business Support Team Leader
Ellen King	Senior Performance Officer
Katie Coughlan	Senior Democratic & Civic Officer

Also Present Councillor Lesley Rollings

Apologies: Councillor Liz Clews
Councillor Robert Waller

Membership: No substitutes were appointed

30 PUBLIC PARTICIPATION

There was no public participation.

31 MINUTES OF PREVIOUS MEETING

(a) Meeting of the Prosperous Communities Committee – 10 September 2019.

RESOLVED that the Minutes of the Meeting of the Prosperous Communities

Committee held on 10 September 2019 be confirmed and signed as a correct record.

32 MATTERS ARISING SCHEDULE

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 14 October 2019.

It was noted that all outstanding actions were marked as completed, with the exception of one, which related to an additional report being added to the Forward Plan. Assurance was provided that this matter would remain on Matters Arising until such time as the report was added.

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

33 MEMBERS' DECLARATIONS OF INTEREST

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

34 PROGRESS AND DELIVERY REPORT - PERIOD 2 2019/20

Members gave consideration to a report which assessed the performance of the Council's services through agreed performance measures, as at the end of Period 2 for the 2019/2020 year. Members were asked to review performance and recommend areas where improvements should be made, having regard to any remedial measures already included within the report.

The report summary was structured to highlight those areas that were performing above expectations, and those areas where there was a risk to either performance or delivery.

Table two identified measures where performance was outside agreed tolerance for two periods or more. Measures where additional improvement actions had been requested by Management Team had also been highlighted, these primarily related to the Home Choices Function.

Markets had been a continuing area of concern for the Committee and Members noted that there would be a paper dedicated to the Markets at the next meeting.

Debate ensued and in response to Members' comments Officers confirmed the correct target figure for rental income – Car Parks was £190,700.

Concerns were raised regarding the cleanliness of the Leisure Centre, with Members reporting receiving personal complaints direct to them. Assurance was also sought that the Authority was capturing all complaints made, considering some of these were likely being made direct to the Centre itself.

Officers gave assurances that they were fully aware of the ongoing concerns. Client meetings were being held on a monthly basis and these matters were being regularly raised. Default notices would be served where appropriate. The contract was being managed tightly, and in fact unannounced spot checks had commenced. In response to Members' requests Officers undertook to provide feedback from the client meeting.

Members enquired as to how and who measured the success of the Market events and were advised that individual analysis for each event was undertaken comprising satisfaction surveys, footfall counts and attendance figures.

All such data was available and would form part of the report referred to earlier in the debate, due for consideration at the next meeting.

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

having critically appraised the performance of the Council's services through agreed performance measures, and having had regard to the remedial measures suggested in the report, and the information provided in response to Member questions, no further remedial actions be requested at this stage.

35 PROPOSED FEES AND CHARGES 2020/21

Members gave consideration to a report which detailed proposed fees and charges for service areas and functions, within its purview, to take effect from 1 April 2019.

It was also noted that the new proposed planning fees would take effect from 1 January 2020 if approved, and the crematorium fees would apply on opening.

In presenting the report the Fees and Charges policy and process was summarised to Members.

Section 3 of the report summarised the main increases, it was noted that of the 579 fees and charges reviewed 39% were statutory and 61% non-statutory.

Of the 224 statutory fees and charges set by Central Government 80% had experienced no change in the level of fees with 19% seeing an increase. One new statutory fee for larger home extensions had been introduced.

The increases in fees and charges for statutory services sat primarily within Environmental Services and related to charges set by DEFRA. An announcement regarding any changes to these fees was expected in February 2020 and the schedule would be updated to reflect any amendments once known.

Of the 355 non statutory fees and charges (charges set locally) 41% had experienced no change with 46% having increases proposed and 1% decreases.

41 new non-statutory fees and charges had been introduced, these were detailed at section 3.4 with the majority relating to the Crematorium.

Debate ensued and a Member enquired why a 4% increase was being proposed in respect of burials. Officers advised historically this service had been undercharged for and over recent years attempts had been made to resolve this situation, with considerable increases approved in previous years. With the 4% increase the Authority would still be charging less than neighbouring authorities.

There was considerable discussion regarding the new fee in respect of the planning service. Some Members were of the view that this level of service should not be something that was charged for but rather something which should be expected. Councillors also posed a number of scenarios and sought indication as to in which scenarios the fee would apply. Some also questioned whether the cost of charging for this service (raising of the invoice etc) would cost more than the monies generated.

In response Officers advised, the fee was not about income generation but about cost recovery. Officers currently received a huge demand for this type of advice and ultimately this was aimed at saving the customer money in the long run. Simple enquiries would still be free of charge and a duty planner was available 3 days of the week. The charge would be applied if people requested informal advice in writing. Payment methods were already in place, with payments being taken by the phone / over the website as opposed to invoicing, which did have costs associated to it.

After much debate it was **RESOLVED** that: -

- (a) having considered the proposed fees and charges, as detailed in Appendix A - N of the report, they be **RECOMMENDED** to the Corporate Policy and Resources Committee for approval;
- (b) The charges for the Crematorium be **RECOMMENDED** to the Corporate Policy and Resources Committee for approval and applied upon opening; and
- (c) Managers keep fees and charges under review throughout the year and report to Corporate Policy and Resources Committee any changes during the year.

36 LEA FIELDS CREMATORIUM REGULATIONS

Members gave consideration to a report which sought agreement to the proposed regulations to effectively manage Lea Fields Crematorium.

An amendment was proposed and seconded with regards to smoking at the facility.

On that basis it was: -

RESOLVED that the Lea Field Crematorium Regulations be approved, subject to the inclusion of the following amendment: -

“Smoking is prohibited in all Crematorium buildings and grounds, this includes the use of electronic cigarettes (ecigarettes)” as opposed to “Smoking is prohibited in

any Council buildings or in the immediate vicinity this includes the use of electronic cigarettes (ecigarettes)”

37 PUBLIC REALM RECOMMENDATIONS

During 2018 the Challenge and Improvement Committee had established a member Task and Finish Group to scrutinise the effectiveness of services offered in maintaining rural public realm.

A delivery plan was approved and the work of the task and finish group resulted in a number of recommendations

Members gave consideration to a report which sought to update the Committee on progress of completed actions and on-going work to date following the approval of Public Realm Recommendations by the Committee on 29 January 2019.

Debate ensued and with reference to recommendation 2, namely “Establish a scheme or clear suite of tools/support that WLDC can provide to parish/town councils to support local action on dog fouling, fly-tipping and littering.”, the Committee as a whole expressed concern at the levels of litter across the District, and sought indication of what enforcement powers were being used to tackle this issue.

In response, Officers advised that enforcement in respect of littering was particularly challenging, the Council did have resources allocated to concentrate on fly-tipping, considered a more serious offence, and outlined the tactics used to apprehend perpetrators. Enforcement in respect of littering was more challenging particularly in the rural areas, as CCTV coverage was much more limited, so gathering evidence was difficult. Educating residents in respect of littering was considered the more favoured approach.

Members questioned whether dash-cam footage could be used, noting that the police were now making use of evidence captured via such devices. Did these devices create an opportunity for the Authority to gather evidence and use?

In response, Officers indicated of the need to be proportionate, whilst dash cams would maybe provide evidence in image form there would still be an amount of investigative work to identify the individual and resource and time required.

Whilst Members concurred that enforcement was a tool which could be used others were more supportive of the need to engender civic pride in communities, to educate and to support local litter pick groups, many of which had been established across the District.

It was suggested that a further action point should be to develop an effective enforcement procedure for Anti-Social Behaviour, including dog fouling, flytipping, littering, and inappropriate parking, which the parishes could make use of. It was also raised as to whether residents or parish councillors could be trained to undertake enforcement action at a local level, and given powers to issue penalties. Communities needed to feel like they had more power especially as they were people turning out every six to eight weeks picking up litter only to face the same situation within months. Communities felt like perpetrators were getting away with it.

In response the Chairman outlined the priority fly-tipping was being given by both the Lincolnshire Waste Partnership and the Police and Crime Commissioner.

With reference to the local enforcement of dog fouling West Lindsey did have in place a PSPO to enable enforcement action and in the past Officers from within the enforcement team had provided training to local residents in order that they could be certified to issue fixed penalties. The number of tickets issued by such persons however was very limited because although they had received training catching the culprit in the act still remained a challenge. This was something Officers were prepared to take away and see if further training could be offered as it had been previously and if there was desire and need in the community

In respect of parking Officers concurred this was an issue, Lincolnshire County Council had responsibility for parking enforcement activity, this was not within the enforcement capability of the District Council, nor was it generally within the enforcement remit of Lincolnshire Police.

Officers undertook to prepare a guidance and information pack for Parish Councils covering some of the top issues affecting a number of parishes, explaining how to report certain issues and the options available to them. This was welcomed.

The issue of bird feeding was also raised by Councillors, who questioned why, if we know who was doing this, and we had images of the offence, no action was being taken and the situation was continuing. The Council had invested heavily in CCTV and this should be being used effectively. The town centre required more signage highlighting the offence and penalties.

Officers advised this matter had been raised with enforcement and Officers undertook to provide an update to Committee of the action taken to date

It was suggested that maybe a Member Champ role needed to be created for this area and the leading group undertook to give further consideration to this

In response to Members' questions as to which Committee was responsible for Enforcement overall, Officers advised it was this Committee. Members suggested that enforcement was an area that was weak and could be beefed up and therefore requested a report that would allow them to scrutinise enforcement, understand the resource that had been applied to the service and assess whether more resources should be allocated.

Officers reaffirmed the Committee was responsible for enforcement and did receive performance information through the performance and delivery reports, outlining where the service was either performing well or not so well (below target). At the last meeting it had been agreed that an additional paper would be submitted to the Committee in respect of private sector housing enforcement in May 2020. Officers advised that one of the challenges was that enforcement was such a large area covering a number of functions. It would need to be broken down into the smaller work streams to understand the range of activities and the individual services provided under the umbrella of enforcement.

The lead Director for the Committee undertook to take the matter back to a Chairs Briefing initially to consider how the request may be responded to and how such a report may be

structured.

Members referenced that an Enforcement Audit had been undertaken recently and it was requested that the Monitoring Officer confirm when such an audit last occurred.

The Chairman of the Overview and Scrutiny Committee was present and suggested this was something that Committee could look at. The Chairman welcomed the offer.

In response to Members' comments and frustrations regarding the performance of enforcement, previous audit recommendations, and previous complaints from Scrutiny Committee, Officers confirmed that staffing levels have been increased over the summer, furthermore the Director was working directly with the Team Manager as to how to structure the team in order to deliver services better. It was again stressed that each enforcement stream needed to be looked at individually, it was not possible to take them as a collective. As referred to earlier this was something that could be further discussed at Chairs Brief, before bringing a proposal back to this Committee as to how the work may be approached with potentially then requesting the Overview Scrutiny Committee to further investigate based on the approach agreed by Prosperous Communities.

Again in response to comments made, Officers gave assurance the Authority had moved on in respect of enforcement and progress was being made. Members had no evidence before them that suggested otherwise. It was also confirmed that the worst performing work streams of enforcement would be looked at in the first instance.

Following much discussion on that basis it was **RESOLVED** that: -

- (a) the actions completed and currently in progress for Public Realm Recommendations 1, 2 and 4 be acknowledged;
- (b) the planned actions in respect of Public Realm Recommendation 3 be approved;
- (c) the proposed changes to the Community Grants Programme arising from Public Realm recommendation 5 be approved;
- (d) the request to scrutinise enforcement be further discussed at the next Chairs Briefing, with a view to defining a scope and remit for this piece of work, taking on board the comments expressed during the debate, before bringing a proposal back to this Committee as to how the work may be approached.

38 VIABLE HOUSING SOLUTION: ADDRESSING VULNERABLE COMMUNITIES

Consideration was given to a report which sought to update Members on work to-date investigating the principle of establishing a Social Lettings Agency.

The paper was both welcomed but questioned. Reference was made to the properties owned by the Authority in the South West Ward, and the level of investment which had been made, however the current condition was considered unacceptable. The current arrangement was considered embarrassing.

Whilst the Ward Member was not against the principle and aspirations the likely outcomes were questioned. It was suggested the Authority had actually added to the problem, moving in unacceptable tenants, tenants who had not previously lived in West Lindsey, and tenants who had exhausted all other housing options in other districts. Tenants in these properties were subject of numerous complaints and these were properties the Authority was directly involved in. It was also suggested the project should be wider than the South West Ward.

In response, Officers advised whilst the Council owned the properties the tenants referred to were not the Council's tenants, and this was a matter that the Authority wanted to address with the revised approach. The Authority had evidence that properties were being advertised widely. The higher levels of local housing allowance and absent landlords was creating a transient population. The aim of the project would be to bring the properties under a Social Landlord / Partner to address the issues which had been identified.

In response to concerns, Officers advised that market forces were really driving the issues. Whilst ever there was an oversupply of that type of housing and whilst rents remained high due to higher levels of local housing allowance the area would continue to attract the type of person referred to. The social infrastructure of the town could not cope. The proposal was for the Council to take enter into some sort of Joint Venture, taking some ownership and real control. Budgets were limited and therefore a focussed approach was considered the best option. Evidence collection had therefore focussed in the South West Ward and Officers had gathered enough evidence to demonstrate the need. The Partner would have experience of running tenancies for people with complex needs and the Council would be part owner of any stock.

The Authority was also making a bid to the Access Foundation which would assist in improving the Social Infrastructure in the town.

Members were clear that West Lindsey properties needed to be for West Lindsey residents. It was questioned whether the Authority could influence local housing allowances and get the rate reduced in Gainsborough.

In response to Members comments Officers urged due to limited budgets, the scale of the issue etc that a focussed approach be taken in order to try and have an impact. Market intervention was been undertaken in the North Ward but using other methods, creating Social Housing. The Authority had also intervened in the market to enable the urban extensions to progress.

Officers urged Members to be realistic regarding the Authority's capacity. Evidence gathered suggested the tenancy support was something really lacking. At this stage it was unclear whether the landlord and support services would be undertaken by the same Partner.

Officers undertook to arrange a Worksop for all Members in order that they thoroughly understand the analysis undertaken in support of any future decision.

RESOLVED that: -

- (a) the progress made in developing a viable housing solution (initially for

Gainsborough South West Ward) that responds to the housing need of our vulnerable communities in line with Corporate Plan objectives, be supported;

- (b) the objectives (set out at 4.1 of the report) for the potential solution be endorsed; and
- (c) a report detailing the preferred option be submitted to the Committee no later than February 2020

Note: Councillor Tom Regis declared a personal interest in the above agenda item as he was a landlord.

39 WORKPLAN

Members gave consideration to the Committee Work Plan.

RESOLVED that the workplan as set out in the report be received and noted.

40 EXCLUSION OF PUBLIC AND PRESS

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

41 COMPULSORY PURCHASE OF RIVERSIDE GATEWAY

Members gave consideration to a report which sought approval to commit resources to prepare a case for Compulsory Purchase of land on a key site in the South-West Ward of Gainsborough, subject to final approval of the Orders by the Corporate Policy and Resources Committee.

Debate ensued and Officers advised that the CPO would be the action of last resort, negotiations would continue.

It was questioned why this power was not used to secure more sites, particularly those which were unsightly, in response Officers outlined the evidence the Council must produce, the costs and work involved and the fact that the power could only be used when all other measures had failed.

In response to Members' questions, assurance was given that the Council did have the resource to pursue the matter.

There was general discussion regarding the future use of some of the buildings surrounding the site but no firm plan had been agreed.

On that basis it was **RESOLVED TO RECOMMEND** to the **Corporate Policy and Resources Committee** that: -

- (a) the Council prepare the case in principle for a Compulsory Purchase Order under Section 226(1)(a) of the Town and Country Planning Act 1990, for the acquisition of the site concerned as shown edged in red on the plans attached at Appendix 1, and specifically excluding the 'marina land';
- (b) a capital budget of up to £1.450m to acquire this site, be approved; and
- (c) the Executive Director of Economic and Commercial Growth and the Executive Director of Resources, in consultation with the Chairs of Prosperous Communities and Corporate Policy and Resource Committee, with the requisite legal representation be authorised to:
 - 1. Acquire interests in the property by agreement;
 - 2. Liaise with Homes England and any funders to pursue any funding mechanism to deliver the scheme;
 - 3. To liaise with Muse as the Council's Development Partner to carry forward with the development of a residential scheme;
 - 4. To procure an alternative developer/contractor to carry forward the development of a residential scheme;
 - 5. Take all necessary actions to give effect to these recommendations;
 - 6. Approval of a capital budget to acquire the land

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

Meeting	Prosperous Communities Committee				
Status	Title	Action Required	Comments	Due Date	Allocated To
Black	housing assistance policy review progress report as requested by pcctee	extract from mins of mtg 10/9/19 a further report providing a position update on progress against all the grants identified within the Policy, including up-take and impact, as at the end of March 2020, be submitted to the Committee's May 2020 meeting and the content of the report be used to inform any further Policy revisions required in the proceeding six months.	report has been added to workplan for May 2020	31/10/19	Andy Gray
Black	Bird Feeding the Market Place	extract from mins of meeting 22/10/19 The issue of bird feeding was also raised by Councillors, who questioned why, if we know who was doing this, and we had images of the offence, no action was being taken and the situation was continuing. The Council had invested heavily in CCTV and this should be being used effectively. The town centre required more signage highlighting the offence and penalties. Officers advised this matter had been raised with enforcement and Officers undertook to provide an update to Committee of the action taken to date	Our Comms Team have produced a design for a sign. This has been checked with Environmental Enforcement Officers and due to get a number of signs produced. Signs expected to be completed and put up during December/January. Enforcement Officers can monitor the situation and use a littering FPN if needed subject to the individuals being identified.	30/11/19	Andy Gray

Black	ASB Member Champ	Extract from mins of mtg 22/10/19 It was suggested that maybe a Member Champ role needed to be created for this area and the leading group undertook to give further consideration to this	this is a matter for the administration to consider and any appointment will be made through this committee in due course	30/11/19	Katie Coughlan
Black	last enforcement audit	extract from mins of mtg 22/10/19 Members referenced that an Enforcement Audit had been undertaken recently and it was requested that the Monitoring Officer confirm when such an audit last occurred.	can you provide the info requested please The last enforcement Audit took place in the first quarter of 2019/2020 and was reported to Governance and Audit in July 2019. https://democracy.west-lindsey.gov.uk/documents/s14613/Quarter%20One%20Internal%20Audit%20Progress%20Report%201920.pdf	30/11/19	Alan Robinson
Black	Scrutiny Enforcement - Scoping	Extract from mins of mtg 22/10/19 The request to scrutinise enforcement be further discussed at the next Chairs Briefing, with a view to defining a scope and remit for this piece of work, taking on board the comments expressed during the debate, before bringing a proposal back to this Committee as to how the work may be approached.	the outcome of this matter is outlined in the report attached at Appendix A	30/11/19	Ian Knowles
Black	Scrutiny of Enforcement - Proposed Scope	Scope to be developed at Chairs Briefing and paper to be submitted to future meeting (Jan 2020)	In light of the information contained in the report attached at Appendix A to the matters arising - this action is no longer required	31/12/19	Ian Knowles
Black	Viable Housing Solution	Extract from mins of meeting 22/10/19 a report detailing the preferred option be submitted to the Committee no later than February 2020	this report has been added to the work plan for March 2020. the Officer will be PCC Chairs Brief in January to update Members verbally of reason for not meeting February deadline	(blank)	Diane Krochmal
Green	leisure centre client meeting feedback	extract from mins of mtg 22/10/19 In response to Members' requests Officers undertook to provide feedback from the client meeting.	(blank)	03/12/19	Ellen King

Green	enforcement Training for Parish Councils	Extract from mins 22/10/19 in the past Officers from within the enforcement team had provided training to local residents in order that they could be certified to issue fixed penalties. The number of tickets issued by such persons however was very limited because although they had received training catching the culprit in the act still remained a challenge. This was something Officers were prepared to take away and see if further training could be offered as it had been previously and if there was desire and need in the community	this is something the council have offered previously and can continue to offer should Parish Wardens wish to issue FPNs for matters such as dog fouling or litter. Any individual has to be authorised and receive specific training. Information on this provision can be outlined within the Parish Charter	31/12/19	Grant White
Green	information pack for parish councils re reporting issues	Extract from mins of mtg 22/10/19 Officers undertook to prepare a guidance and information pack for Parish Councils covering some of the top issues affecting a number of parishes, explaining how to report certain issues and the options available to them. This was welcomed.	We will complete a draft during December/January however won't send out until after the Parish Charter consultation has been completed. This will allow us to add in any other bits of information that parishes may find useful as identified during the consultation. therefore revised target date for circulation of May 2020	31/05/20	Grant White
Green	Viable Housing Solution - Member Workshop	Extract from mins of meeting 22/10/19 Officers undertook to arrange a Worksop for all Members in order that they thoroughly understand the analysis undertaken in support of any future decision.	please arrange workshop, demo services happy to assist as required . workshop not booked as yet – working with partners to confirm draft Heads of Terms which will form the basis of the workshop. Likely to be held in January. Therefore due date extended	31/01/20	Diane Krochmal

Briefing paper for Prosperous Communities Committee

3rd December 2019

1. Introduction

This paper has been produced following on from an e mail from Cllr Rollings in her capacity as Chair of Overview and Scrutiny Committee.

The Chair and Vice Chairs of Prosperous Communities Committee are asked to consider and discuss the information provided.

2. Timescales

The actions and timescales below are proposed:

- The matter will be discussed at the next Prosperous Communities Committee Chairs Briefing (14th November)
- A note will then be shared with the committee (and the Chairman of Overview and Scrutiny) identifying the actions proposed to take this issue forward
- A paper will then be brought to the next available meeting (3rd December (if officer time/resource permits) but certainly by 28th January)
- Prosperous Communities Committee will provide a commission and terms of reference for a working group to be drawn from Overview and Scrutiny Committee to progress this work within an agreed timescale during 2020.

3. Scope of Enforcement

The Council is able to take enforcement action across a wide range of areas and our approach to this is set out by the Corporate Enforcement Policy which is underpinned by service specific enforcement policies where appropriate.

The table below outlines (not exhaustively) areas of work where the Council can utilise enforcement powers:

Housing	Environmental Protection
Housing Standards Empty Homes Selective Licensing HMOs Illegal Eviction and Harassment	Statutory Nuisance (Noise, Air) Waste Complaints on Domestic Premises Filthy and Verminous Private Water Supplies Contaminated Land Permitting Regulations Air Quality
Licensing	Food, Health and Safety
Caravan Site Licensing Licensed premises Taxi Licensing Animal Welfare Gambling Licensing	Food Hygiene Inspections External Health and Safety Infectious Diseases
Community Safety	Planning Enforcement
Anti-Social Behaviour Public Space Protection Orders Fixed Penalty Notices Fly Tipping Abandoned Vehicles High Hedges	Unauthorised works Listed Buildings Untidy Land Breaches of Planning Conditions Protected Trees

4. Approach

In line with the agreed Corporate Enforcement Policy the Councils approach to enforcement is risk based and proportionate. The Council will seek to ensure that compliance is achieved voluntarily. If this is not possible the Council has the ability to serve formal notices or orders, carry out works in default, prosecute or issue financial penalties.

5. Resources and Performance

See table below.

Work Area	FTEs	Relevant Policy	Audit	Demand	P & D Measures (with ytd avg)
Housing	4	Corporate Enforcement Policy Housing Enforcement Policy 2018 Civil Penalty Policy 2019	N/A	Avg. 70 open cases 570 LTE Homes 654 Licensed Properties	%age of cases closed within 6 months (77%) Number of new cases in month (17) Number of PRS properties improved (27 ytd) %age of licensed properties (90)
Planning	2	Corporate Enforcement Policy Local Enforcement Plan 2018	Review in 2019. Limited Assurance. Actions now complete.	Avg. 70 open cases. Avg. 20 new cases per month	Cases closed within 6 months (82%) . Initial response provided within 20 working days (82%) Number of new cases in month (20)
Environmental Protection	3	Corporate Enforcement Policy Statutory Nuisance Policy (due 2020)	2018. Actions in process of being implemented	725 requests for service in ytd.	%age of cases closed within 6 months (99) Number of new cases in month (61)
Food, Health and Safety	3.3	Corporate Enforcement Policy Food, Health and Safety Work Plan 19/20	2018. Actions in process of being implemented. FSA Review 2019 (ongoing)	Circa 400 inspections scheduled per year	%age of premises 3* or above (97.4) %age of scheduled inspections achieved (49 ytd)
Community Safety	2	Corporate Enforcement Policy ASBRAC Operating Guidance	N/A	Avg. 50 new cases per month 140 early presentation cases in ytd	Avg. days to close case (7) No. of cases closed following compliance (26)

*Policy reviews generally occur every two years or when there is a change in legislation or obligations.

6. Conclusions

The above information was considered by the Lead Members for Prosperous Communities Committee at their briefing on 14 November 2019.

Taking into consideration the recent audits that have taken place and the reviews that are already planned by internal audit.

Lead Members were of the view that these formal processes should be left to conclude prior to any further intervention. Such audits will identify if and where improvements are required.

Furthermore the current performance targets across all enforcement measures are currently RAG rated “green” with the exception of one.

On that basis it is **recommended** that: -

- 1) **The outcome of the audits and follow-ups be awaited; and**
- 2) **No further intervention be undertaken until the proposed actions have been undertaken and reviewed, at which point, if deemed necessary, the services of the Overview and Scrutiny Committee will be commissioned.**

Agenda Item 6a



**Prosperous Communities
Committee**

**Tuesday 3rd December
2019**

Subject: Selective Licensing – Annual Review

Report by:

Executive Director of Operations

Contact Officer:

Andy Gray
Housing and Enforcement Manager

andy.gray@west-lindsey.gov.uk

Purpose / Summary:

To provide Elected Members with an annual update in relation to the Selective Licensing Scheme within the Gainsborough South West Ward.

RECOMMENDATION(S):

Elected Members are asked to:

- a) Note the information contained within this report**
- b) Support the ongoing being undertaken by the Selective Licensing Scheme**
- c) Confirm that they have sought assurance the Selective Licensing Scheme is operating effectively and as intended**
- d) Commission officers to review the scheme and consider future options available to the Council related to this**

IMPLICATIONS

Legal:

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

The legal framework for the scheme is found in Part 3 (Sections 79 to 100) of the Housing Act 2004. Alongside this, The Selective Licensing of Houses (Additional Conditions) (England) Order 2015 sets out additional conditions for the purposes of a designation under Section 80.

Financial : FIN/118/20/SL

Section 3 provides an overview of the financial information relating to the scheme.

No financial implications arising from this report.

Staffing : N/A

Equality and Diversity including Human Rights :

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

Risk Assessment :

Climate Related Risks and Opportunities :

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

Prosperous Communities Committee report 22nd March 2016

Prosperous Communities Committee report 21st March 2017

Prosperous Communities Committee report 24th October 2017

Prosperous Communities Committee report 4th December 2018

<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 22nd March 2016. The scheme then came into force on the 18th 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. Overview and Scrutiny Committee have considered this paper on Tuesday 12th November 2019. Amendments in relation the future scheme targets and timescales have been included as a result.

2. Current Position

- 2.1. There are currently 648 licenses that have been granted within the designated area and a further 48 applications in progress. Based on our current estimation of remaining unlicensed properties there are circa 90% of properties now licensed within the area.
- 2.2. The original estimation for the number of licensed properties was 550. The scheme has demonstrated that there are actually far more than this and it is estimated that over 700 will be licensed before the designation ends.
- 2.3. There are currently 29 unlicensed properties that the Council are aware of, however this number does fluctuate based on the proactive work that is being undertaken to review each street and the properties it contains.
- 2.4. From April – September 2019 there has been an average of 45 applications in progress in any one month. These originate mainly from the identification of unlicensed properties and new licenses applied for from new property landlords.
- 2.5. There are on average 27 housing disrepair cases open with the South West Ward in the year to date. This number has reduced dramatically since the inception of the scheme from 64 in 17/18 and 34 in 18/19. Whilst there will always be an open caseload for this area, the licensing scheme is helping to ensure that general property standards improve resulting in less disrepair issues.

2.6. The table below provides an overview on the current position:

	The Home Safe Scheme		West Lindsey District Council	
	Properties	Applicants	Properties	Applicants
Applications*	541	298	121	80
Draft Licences	568		97	
Full Licences	557		91	
Exemptions (full)	n/a	n/a	25	11
Exemptions (temporary)	n/a	n/a	None currently in effect.	
<i>*live applications, not including applications which have been cancelled or terminated</i>				

3. Financial Information

3.1. The Council has to date received £109,264 from licensing income. £69,540 was received in 16/17, £11,015 in 17/18, £18,534 in 18/19 and £10,175 to date in 19/20. Income across 18/19 and 19/20 is expected to stay consistent due to the amount of work undertaken in identifying unlicensed properties.

3.2. The income received is used to fund the administrative post that supports the scheme and this is currently funded until March 2021. The overall income position will be reviewed at the end of the 19/20 financial year.

3.3. Income that has been derived from the serving of notices, costs from prosecutions and issuing of civil penalties is further outlined in section 4.

4. Formal Enforcement Action

4.1. The Council's approach to enforcement action is risk based. The scheme has enabled officers to focus on those properties that present this highest risk and it is clear that the poorest property conditions are being identified in unlicensed properties. This is therefore where the focus of the schemes resource is aimed.

4.2. An overview of the formal action taken against unlicensed properties as a result of the scheme is shown below.

Action Taken	Volume	Financial
Formal Notices Served	16	£4,400 (fee income)
Interviews Under Caution	9	n/a
Cautions	2	n/a
Formal Warnings	5	n/a
Prosecutions	8 39 convictions 1 (at trial)	*Fines issued £82k Costs £10k
Civil Penalties Issued	12	**£70k total

Civil Penalties in Progress	9	£73k total
Tribunal Appeals	3 2 Upheld 1 in process	n/a

*fines issued for prosecutions are collected by HMCTS and are not received by the Council

** Civil Penalties and associated costs are received by the Council

4.3. The level of formal action is expected to continue for the remainder of the scheme and demonstrates the proactive work being undertaken by officers to identify offences committed and deal with them accordingly.

4.4. All unlicensed offences are being considered for prosecution or civil penalty.

4.5. Where civil penalties are not paid immediately a debt recovery process is in place with legal services whereby charges are added to properties and debt plus costs can then be recovered through the sale of these properties. This secures the recovery of costs for the Council and can also force the sale of the property from the landlord.

5. Dealing with Anti-Social Behaviour (ASB)

5.1. Within the scheme the focus remains on proactively dealing with unlicensed properties and any ASB that is caused by them. There are a number of specific initiatives that the Council has carried out as part of the selective licensing work and as part of our overall approach within the designated area.

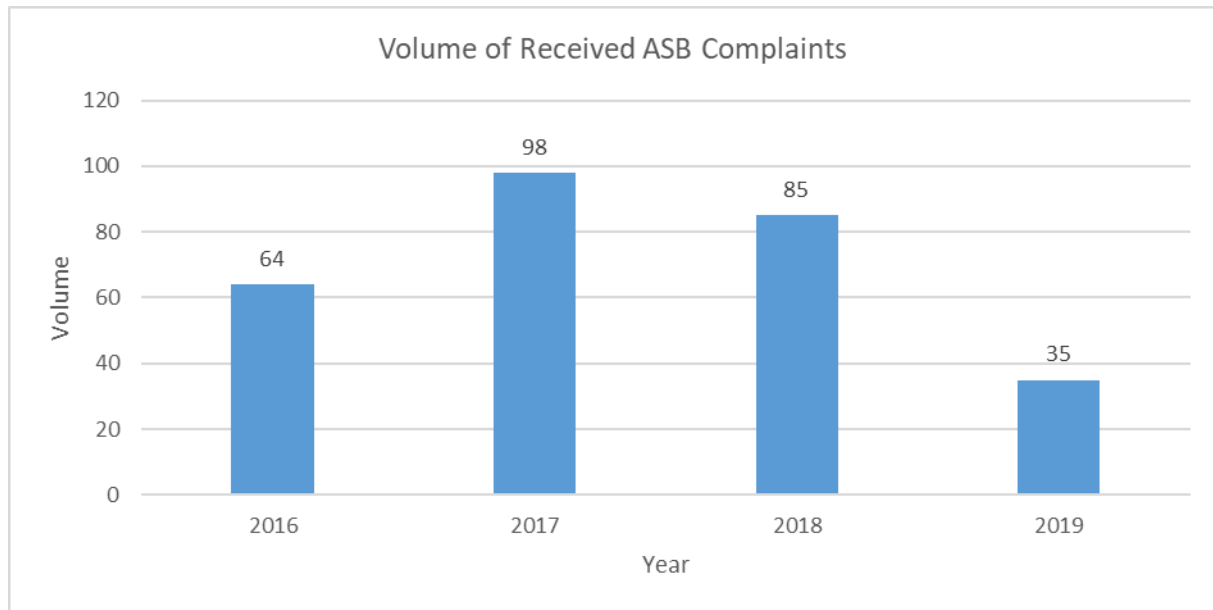
5.2. The scheme has enabled the development of additional intelligence and added a more powerful tool to require the landlord to act. The Council supports landlords to deal with ASB related issues, whilst at the same time ensures that they are meeting their obligations in relation to these. Regular work is undertaken with the Police and support agency colleagues to address specific property related issues.

5.3. Since the last update the Council has:

- Delivered scheduled 4 (Abandoned Shopping Trolleys) and reduced the impact of this issue.
- Reviewed the waste collection regime within the licensing area
- Focussed an enforcement officer on issues such as early presentation of waste
- Implemented the Housing Assistance Policy and through empty property grants reduced the number of long term empty homes in the area to 87 (the lowest figure for circa 10 years).
- Continued to address and deal with reports relating to ASB

5.4. The chart below shows the trends in relation to ASB within the area since 2016. The 2017 increase is believed to be the result of the

enhanced officer presence within the area alongside increased awareness of the scheme and the action the Council can take.

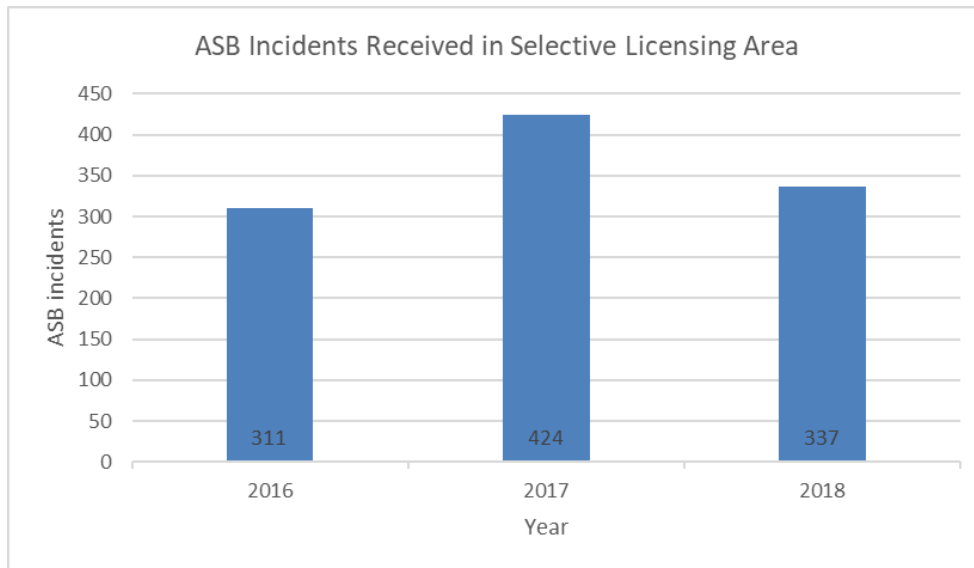


5.5. Since 2017 the number of reports are steadily decreasing. The scheme has enabled the Council to take quick effective action with landlords in relation ASB that originates from their properties and as a result some of these matters are being dealt with by landlords without the need for Council involvement. Further information on ASB is shown in appendix 2.

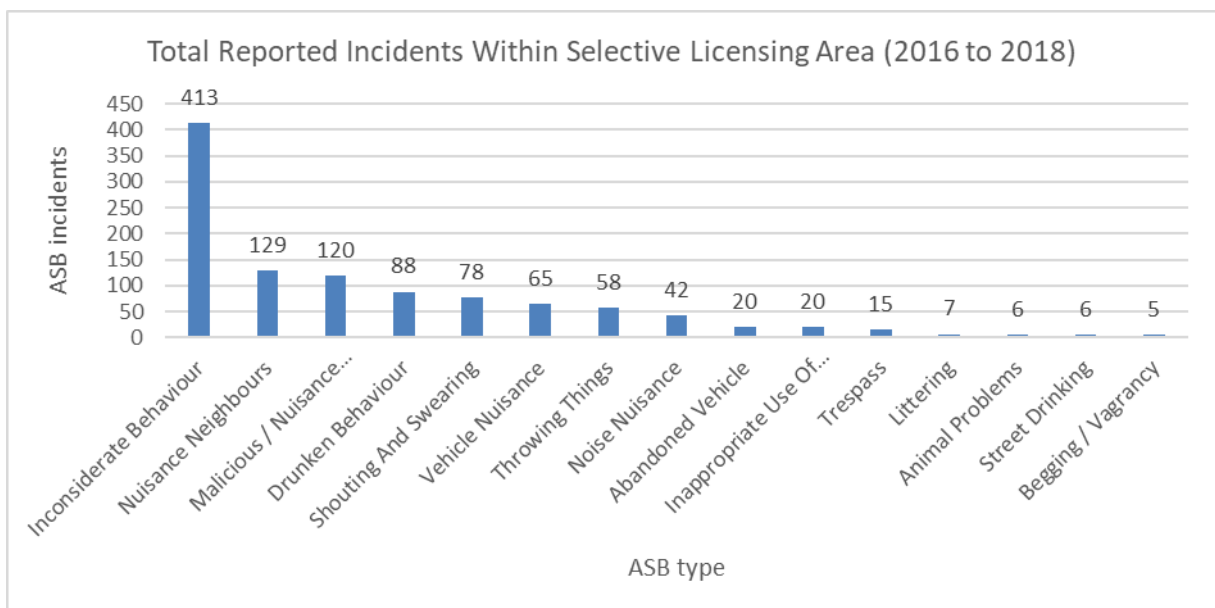
5.6. As per the Council's State of the District Report 2019 the crime rates continue to increase across West Lindsey and Lincolnshire Police recorded the overall crime rate for the district as 55.67 per 1,000 of the population in 2018, an increase from 50.89 in 2017 and 45.7 per 1,000 in 2016, 40.0 in 2015 and 39.5 in 2014. The district has the third lowest crime rate in the county.

5.7. Overall there were 4,959 crimes recorded in the 12 months to December 2018 an increase of 3.96% on 2017.

5.8. In relation to the Police recorded incidents in 2017 the area received 424 complaints which is a 36% (113) increase from incidents reported the previous year. This figure decreased by 20% (87) in 2018 when a total of 337 ASB incidents were reported. The table below demonstrates this.



5.9. The chart below shows the type and frequency of ASB incidents within the area and shows that the highest volume of ASB incidents relates to 'inconsiderate behaviour'. This incident type accounted for 39% (413) of reported ASB incidents. Whilst this information provides an overview it should be noted that the licensing scheme is not a tool to address all of these issues, but can contribute to their reduction.



6. Ensuring Compliance

6.1. The Council is in the process of inspecting all of the properties that it has directly licensed. This work is expected to be completed by March 2020. The property inspections focus on compliance with the licensing conditions and also consider the general repair of the property.

6.2. It is intended that by the end of the scheme either Homesafe or the Council will have inspected every single licensed property at least once.

6.3. Given the high level of compliance achieved in the initial two years of the scheme by Homesafe members the focus has been on ensuring ongoing compliance during year 3. Over the course of the year Homesafe have;

- Opened 101 cases relating to compliance, with currently 21 open.
- Managed 66 cases from previous compliance checks, from which 392 issues were identified.
- Identified and taken actions relating to the 26 properties for which access has been problematic.

6.4. The scheme has enabled quick and effective action to be undertaken in relation to non-compliance of licence conditions, including ASB. The process for resolving matters related to ASB places the requirement to act on the landlord and the Council is utilising this tool on a regular basis to ensure issues that arise are dealt with swiftly.

7. Future Scheme Timescales and Targets

7.1. The Council is still working towards the original three main phases of the scheme.

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

Update – This aspect of the scheme is ongoing and will continue for its remainder as new licensed are required for newly identified properties or those that are sold and require a licence.

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

Update – Work relating to unlicensed landlords is ongoing and formal action is being taken as appropriate.

Phase 3 – Ongoing Compliance: Homesafe members receive compliance checks. Over the course of 2019 all landlords licensed directly by WLDC will receive their inspections.

Update – All Homesafe members have been inspected for compliance. Landlords licensed directly by the Council have been receiving compliance checks during 2019 and it is expected that these will be completed by March 2020.

Phase 4 – Reducing Anti – Social Behaviour and improving the overall environment:

Update – information on the reduction of anti-social behaviour is detailed in section 5. A specific focus on ASB will continue over the remainder of the scheme.

8. Summary

8.1. The licensing scheme continues to deliver good outcomes in relation to housing standards, enforcement and in addressing ASB within the area. The scheme has just under 2 years until its designation comes to an end and these outcomes are expected to continue.

8.2. A further update report will be delivered to elected members in 12 months and alongside this a wider review of the designation and the options available when it ends will be undertaken and considered.

9. Recommendations

Elected Members are asked to:

- a) Note the information contained within this report
- b) Support the ongoing being undertaken by the Selective Licensing Scheme
- c) Confirm that they have sought assurance that they have sought assurance the Selective Licensing Scheme is operating effectively and as intended
- d) Commission officers to review the scheme and consider future options available to the Council related to this

ASB Analysis – Internal Complaints to WLDC

Volume of received ASB complaints

Between 2016 and 2019 (YtD), WLDC received a total of 282 ASB related complaints.

In 2017, the ASB team received their highest number of ASB related complaints in the reporting period (RP) with a total of 98 complaints. This was a 53% increase in the volume received in 2016 when a total of 64 complaints were received; the lowest volume in the RP. The volume of received complaints then fell by 13% in 2018 with a total of 85 complaints received; 13 fewer than 2018. This is shown in Chart 1.

2019 performance data shows the volume of received complaints between January and September. There is no forecast data available to show if the trend in decreased complaints is expected to continue as no forecast data is available. However; ASB complaints will continue to be monitored throughout the remaining months of 2019.

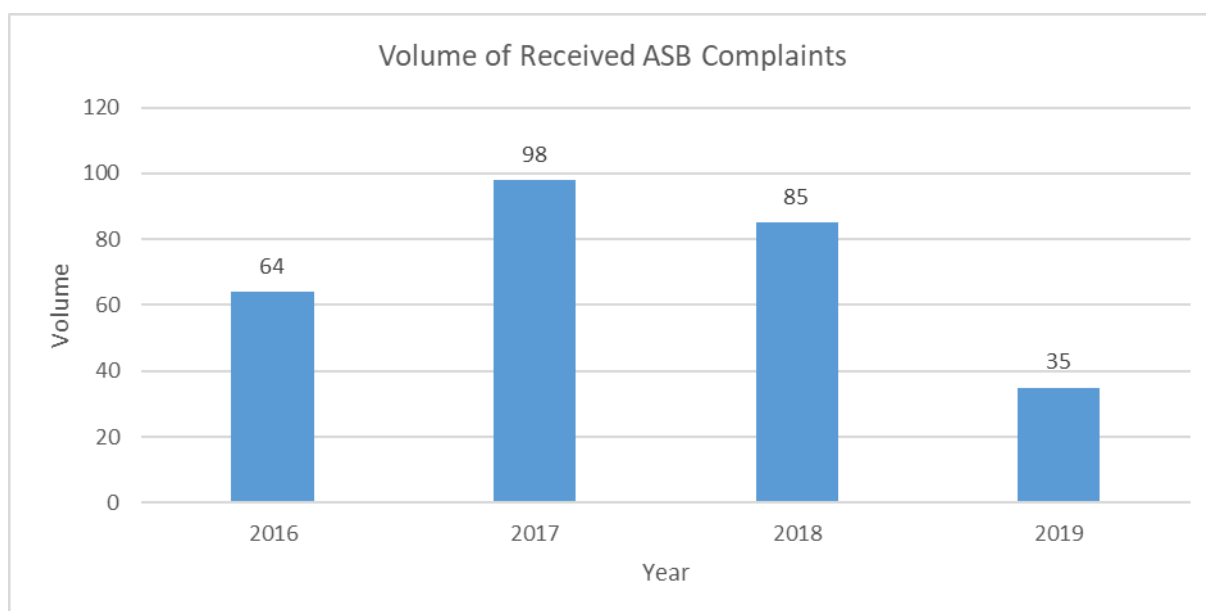


Chart 1: Volume of received ASB complaints

Type and frequency of received ASB complaints (2016 to 2019 YtD)

Chart 2 shows the type and frequency of reported ASB complaints within the RP. The code of 'general' returned the highest volume of complaints with a total of 139 in the period; 49.3% of received complaints.

The second highest category of received ASB complaints within the RP is 'littering' which made up 7.8% (22) complaints followed by 'waste on private property' and 'vandalism/graffiti' both with 6% of total complaints.

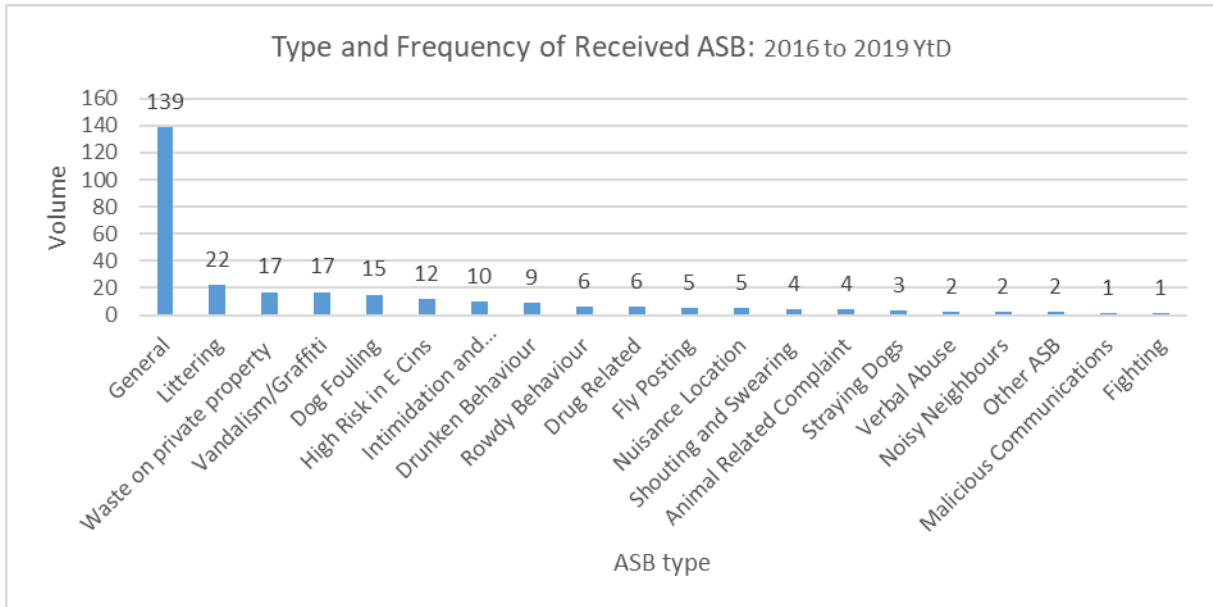


Chart 2: Type and frequency received ASB complaints (total)

Type and frequency of received ASB complaints by year

As previously discussed, 'general' is the highest category of received ASB complaints within the RP. In 2016 the service received a total of 45 complaints which increased by three complaints in 2017 to 48. 2017 was the highest volume of received 'general' ASB complaints as the figure decreased by 17 (35%) in 2018 when the service received 31 'general' complaints. This is shown in Chart 3.

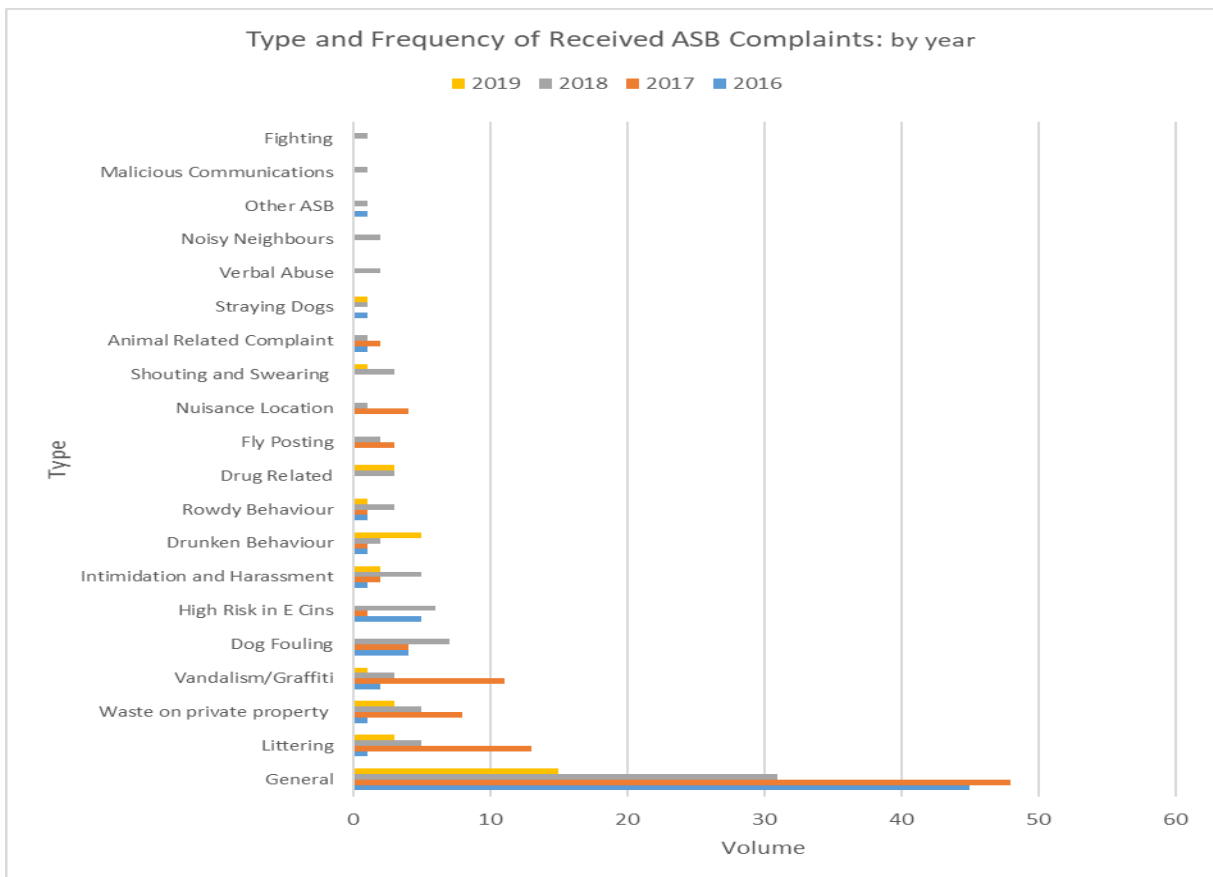


Chart 3: Type and frequency received ASB complaints (by year)

In 2018; the service received five complaints in regards to 'littering'; a 62% (8) decrease from the volume received in 2017 (13). The number of received complaints regarding 'vandalism/graffiti' also decreased from 2017 to 2018 with the service receiving 11 and 3 complaints respectively; a decrease of 73% (8).

Of the 37 complaint categories the Council witnessed an increase in complaints in 13 categories. The volume of these complaints represent a minor total of the overall total and is shown in Table 1. It is however worth continuing to monitor these complaint categories to ensure that this doesn't lead to a trend in ASB within the area.

Category	2017 Vol	2018 Vol	2017 to 2018 increase	2019 Vol
Dog Fouling	4	7	+3	0
High Risk in E Cins	1	6	+5	0
Intimidation and Harassment	2	5	+3	2
Drunken Behaviour	1	2	+1	5
Rowdy Behaviour	1	3	+2	1
Drug Related	0	3	+3	3
Shouting and Swearing	0	3	+3	1
Straying Dogs	0	1	+1	1
Verbal Abuse	0	2	+2	0
Noisy Neighbours	0	2	+2	0
Other ASB	0	1	+1	0
Malicious Communications	0	1	+1	0
Fighting	0	1	+1	0

Table 1: ASB increases



**Prosperous Communities
Committee**

Tuesday, 3 December 2019

Subject: To Establish an Environment and Sustainability Working Group

Report by:

Monitoring Officer

Contact Officer:

Katie Coughlan
Senior Democratic & Civic Officer
katie.coughlan@west-lindsey.gov.uk

Purpose / Summary:

Following a Motion to Full Council on 4 November 2019, this report seeks to Establish a Sustainability and Climate Change Working Group. The report further asks the Committee agrees the Working Group's Terms of Reference and appoints Members to serve there upon.

RECOMMENDATION(S):

- 1) That Members agree to establish an Environment and Sustainability working group and approve its draft Terms of Reference as detailed at Appendix A; and**
- 2) That the Committee appoints 6 Members (including the Member Champion for Environment and Climate Change) to serve on the Environment and Sustainability Working Group.**

IMPLICATIONS

Legal:

(N.B.) Where there are legal implications the report **MUST** be seen by the MO

Financial : FIN/ 141 / 20 / SL

No financial implications arising from the report.

(N.B.) All committee reports **MUST** have a Fin Ref

Staffing :

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

Equality and Diversity including Human Rights :

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

Data Protection Implications :

Climate Related Risks and Opportunities :

Section 17 Crime and Disorder Considerations :

Health Implications:

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

Wherever possible please provide a hyperlink to the background paper/s

If a document is confidential and not for public viewing it should not be listed.

Risk Assessment :

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 Full Council at its meeting on 4 November received and accepted the following cross party motion: -

“Chairman

Council notes:

- that the impacts of climate change are a cause of serious environmental issues both locally and around the world
- that the '[Special Report on Global Warming of 1.5°C](#)', published by the Intergovernmental Panel on Climate Change in October 2018
 - (a) describes the enormous harm that a 2°C average rise in global temperatures is likely to cause compared with a 1.5°C rise, and
 - (b) Confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector
- that policies to reduce environmental damage caused by human activity can also have associated health, wellbeing and economic benefits

Council resolves to:

- Make the Council's activities net-zero carbon by 2050, in line with the UK Government's target
- to ask the Prosperous Communities Committee to Develop a new strategy on sustainability, climate change, and the environment for the Council, with an initial outline being presented to the next Annual Council, looking toward achieving the above target.

Such a strategy will also consider:

- o Achieving 100% clean energy across the Council's full range of functions by 2040;
- o How to ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to zero carbon by 2050, working to ensure that the Central Lincolnshire Local Plan review embraces this approach;
- o How to support and work with all other relevant agencies towards making the entire area zero carbon within the same timescale;
- o Suggestions for budget actions and a measured baseline;
- o How the Prosperous Communities Committee can consider the impact of climate change and the environment when reviewing Council policies and strategies;
- o Any available research (that is expected to be forthcoming) from APSE relevant to this work
- o Report on the level of investment in the fossil fuel industry that our pensions plan has.
- o Ensure that all reports in preparation for the 2021/22 budget cycle and investment strategy will take into account the actions the council will take to address this agenda;

- o Call on the UK Government to provide the powers, resources and help with funding to make this possible, and ask local MPs to do likewise

We so move

Cllr. Giles McNeill | Leader of the Council
Cllr Trevor Young | Leader of the Opposition”

- 1.2 The Minute arising from the debate can be viewed here. <https://democracy.west-lindsey.gov.uk/documents/g2325/Printed%20minutes%2004th-Nov-2019%2019.00%20Council.pdf?T=1>
- 1.3 As a result of the motion, the Prosperous Communities Committee have been tasked with developing a new strategy on sustainability, climate change, and the environment for the Council, Furthermore it has been requested that an initial outline of the Strategy be presented to the next Annual Council Meeting.
- 1.4 To assist the Committee in developing such a Strategy it is recommended that an Environment and Sustainability Working Group is established.
- 1.5 This report therefore seeks to:-
 - Establish such a Working Group
 - Agree Terms of Reference for the Working Group (as drafted at Appendix A); and
 - Appoint Members to serve on the Working Group.
- 1.6 The draft Terms of Reference for the Group, which includes details on: -
 - proposed membership
 - Scope
 - Reporting lines
 - Meeting Frequency

Are attached at Appendix A for Members’ consideration.

2. Recommendations

- 2.1 It is recommended that:
 - (a) Members agree to establish an Environment and Sustainability and Working Group and approve its draft Terms of Reference as detailed at Appendix A; and

- (b) That the Committee appoints 6 Members (including the Member Champion for Environment and Climate Change) to serve on the Sustainability and Climate Change Working Group.

Environment and Sustainability Working Group – Draft Terms of Reference v1.1 – prepared November 2019.

1 Background

The Council notes that the impacts of climate change are a cause of serious environmental issues both locally and around the world

The 'Special Report on Global Warming of 1.5°C', published by the Intergovernmental Panel on Climate Change in October 2018

- (a) describes the enormous harm that a 2°C average rise in global temperatures is likely to cause compared with a 1.5°C rise, and
- (b) Confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector

Policies to reduce environmental damage caused by human activity can also have associated health, wellbeing and economic benefits

Council at its meeting passed a resolution to make the Council's activities net-zero carbon by 2050, in line with the UK Government's target

2 Purpose of the Working Group

To develop a new strategy on sustainability, climate change, and the environment for the Council

Such a strategy will also consider:

- o Achieving 100% clean energy across the Council's full range of functions by 2040;
- o How to ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to zero carbon by 2050, working to ensure that the Central Lincolnshire Local Plan review embraces this approach;
- o How to support and work with all other relevant agencies towards making the entire area zero carbon within the same timescale;
- o Suggestions for budget actions and a measured baseline;

- o How the Prosperous Communities Committee can consider the impact of climate change and the environment when reviewing Council policies and strategies;
- o Any available research (that is expected to be forthcoming) from APSE relevant to this work
- o Report on the level of investment in the fossil fuel industry that our pensions plan has.
- o Ensure that all reports in preparation for the 2021/22 budget cycle and investment strategy will take into account the actions the council will take to address this agenda;
- o Call on the UK Government to provide the powers, resources and help with funding to make this possible, and ask local MPs to do likewise

3 Membership of the Group and Chairmanship and Appointments

- 3.1 The Working Group shall comprise six Members including the Member Champion for Environment and Climate Change, Councillor Tracey Coulson.
- 3.2 The remaining five Members will be made up from serving Members of either the Prosperous Communities Committee or the Overview and Scrutiny Committee.
- 3.3 Membership will comprise cross party representation.
- 3.4 The Working Group shall be chaired by the Member Champion for Environment and Climate Change, Councillor Tracey Coulson
- 3.5 For continuity purposes the Membership of the Group shall remain in place until Annual Council 2023. Re-appointments will be made each Election Cycle, until such time as the Group's work has concluded. *
- * Members who are designated to serve on the Working Group should give this work priority. Should any Member find that they are unable to maintain commitment, the Chair will liaise with the respective Committee Chairmen to identify alternative representation. Change in representation by this means will be reported to the Prosperous Communities Committee.
- 3.6 Other elected Members may attend the Working Group, but their level of contribution will be at the discretion of the Chairman.

4 Frequency of Meetings and Quorum

- 4.1 The quorum for a meeting shall be 4 members.
- 4.2 The Working Group shall determine its own meeting frequency dependent upon need. But meetings will be called with at least 7 days notice.
- 4.3 Members may be required to engage with partners and gather information between meetings.

5 Reporting Lines and Accountability

- 5.1 The Working Group is directly responsible to the Prosperous Communities Committee.
- 5.2 The Working Group has no direct decision making powers and will make recommendations to the Prosperous Communities Committee.

6 Resources

- 6.1 The Working Group does not have a supporting budget. Budgets will be identified on recommendations made to the relevant Policy Committee.
- 6.2 Officers will support the Working Group and provide advice, information, guidance and logistical support.
- 6.3 Administrative support will be provided by Democratic Services and notes from each meeting will be retained.

7 Milestones

- 7.1 Full Council have requested an initial outline of the Strategy be presented to Annual Council in May 2020.
- 7.2 The draft Strategy will be considered by Prosperous Communities Committee at its April Meeting
- 7.3 The Group will be required to report at least every 9 months on any progress (if it has not recommendations within that period)

7.4 Additional Milestones will be identified, once an Action Plan has been agreed (again by the Prosperous Communities Committee)



Prosperous Communities

Tuesday, 3 December 2019

Subject: West Lindsey Parish Charter Consultation

Report by:

Executive Director of Resources

Contact Officer:

Grant White
Enterprising Communities Manager

grant.white@west-lindsey.gov.uk

Purpose / Summary:

To present draft West Lindsey Parish Charter and begin consultation with parish and town councils.

RECOMMENDATION(S):

1. Welcome the review of the new Parish Charter and the draft West Lindsey Parish Charter.
2. Officers to undertake a consultation with all parish councils across the district on the draft West Lindsey Parish Charter.
3. Submit a report to Prosperous Communities committee in May 2020 detailing the outcome of the consultation and the final charter for approval.

IMPLICATIONS

Legal:

There are no legal implications with this report or the proposed West Lindsey Parish Charter. The charter represents agreed principles and standards of how West Lindsey District Council and parish/town councils will work together but it does not represent a legal document or agreement.

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/132/20/SL

There are no financial implications arising from the report.

All costs of consultation events to be met from within existing budget provision.

(N.B.) All committee reports MUST have a Fin Ref

Staffing :

There are no staffing implications for this report.

(N.B.) Where there are staffing implications the report MUST have a HR Ref

Equality and Diversity including Human Rights :

Consultation with parish/town councils shall be conducted following the principles of consultation and will ensure equal and faire access to enable people to participate fully.

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

Data Protection Implications :

There are no data protection implications for this report.

Climate Related Risks and Opportunities :

There are no climate related risks or opportunities for this report.

Section 17 Crime and Disorder Considerations :

There are no Section 17 Crime and Disorder considerations for this report.

Health Implications:

There are no health implications for this report.

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

Not applicable.

Risk Assessment :

Not applicable

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 Good communication and working relationships are essential between Local Authorities and Parish/Town Councils. A Parish Charter can help support how communication takes place and guide on how to work effectively together. They help to formalise relationships and set clear standards and expectations for everyone.
- 1.2 West Lindsey District Council's current Parish Charter with parish/town councils in West Lindsey was approved on 12th January 2006 by what was then the Resources Committee.
- 1.3 Due to the age of the current charter and a continuing need for greater partnership working between Local Authorities and parish/town councils, it is now timely to review the charter and look to introduce a new updated version.
- 1.4 The introduction of an updated charter provides the opportunity to ensure it reflects the current needs and aspirations of both West Lindsey District Council and parish/town Councils including parish meetings throughout the district.
- 1.5 A Parish Charter is an accord and as such it is a matter of working in good faith rather than law.

2 Research Conducted

- 2.1 In approaching an updated version of the Parish Charter officers have conducted research to examine versions of Parish Charter's currently used in other local authority areas.

This has included reviewing the following local authorities:

- Bassetlaw District Council
 - City of Bradford Metropolitan District Council
 - North Yorkshire Council
- 2.2 By exploring other examples of Parish Charters currently in use, it has enabled officers to develop an updated draft West Lindsey Parish Charter.
 - 2.3 Officers have also sought input from Lincolnshire Association of Local Councils (LALC) through a meeting and on-going discussion.

3 Internal Engagement Conducted

3.1 As part of developing an updated draft West Lindsey Parish Charter, officers have engaged with the following internal colleagues/teams:

- **Democratic Services**
Alan Robinson – Director of Governance
Katie Coughlan – Senior Democratic & Civic Officer
- **Customer Services**
Lyn Marlow – Customer Strategy & Services Manager
- **Business Improvement & Corporate Governance**
James O’Shaughnessy – Corporate Policy Manager
- **Communications Team**
Julie Heath – Senior Communications Officer
- **Communities Service**
Grant White – Communities Manager

3.2 The officers listed above have provided key input on the draft West Lindsey Parish Charter to ensure information is accurate and in-line with our corporate and customer standards.

3.3 Engagement has been completed with the Core Leaders Panel and Management Team on the draft West Lindsey Parish Charter.

4 Draft West Lindsey Parish Charter

4.1 Based on the external research, engagement with LALC and internal engagement with officers, a draft West Lindsey Parish Charter has been produced.

4.2 The draft West Lindsey Parish Charter is attached as:
Appendix 2 – Draft West Lindsey Parish Charter v0.3

4.2 The draft has been produced by the Senior Democratic & Civic Officer and the Communities Manager. The content represents a recommended approach to an updated Parish Charter following completion of external research and engagement work.

4.3 The current format of the document is ready to be used in wider consultation with parish/town councils and parish meetings.

4.4 The draft parish charter will include a link to a new web landing page listing all current support schemes available to parish and town councils. The webpage can be kept up to date as new schemes launch or existing schemes change without the need to keep updating the parish charter.

- 4.5 The Webpage Content is attached as:
Appendix 3 – Webpage Content v1.0

5 Consultation with parish/town councils and parish meetings

- 5.1 The West Lindsey Parish Charter represents core values and standards on how the District Council, parish/town councils and parish meetings will work together. Consultation on this updated version is therefore essential to allow full open participation in developing and agreeing the final version for adoption.

- 5.2 Upon approval of the draft West Lindsey Parish Charter, officers will begin a consultation with all parish/town councils and parish meetings. The consultation will provide a range of opportunities for comments and suggestions using existing methods such as surveys and direct engagement.

All results from the consultation shall be shared with all parish/town councils and parish meetings.

- 5.3 Results from the consultation will be analysed by officers and a further report will be presented back to Prosperous Communities Committee.

This will include a full summary of responses obtained along with any amendments, additions or redactions recommended. An updated version of the Parish Charter based on the consultation results will then be presented for consideration and adoption.

- 5.4 The consultation will be conducted by officers within the council's Communities Service with support from officers in Democratic Services. Delivery of this consultation will be resourced within current service structures and capacity.

6 Parish Liaison Meetings

- 6.1 West Lindsey District Council has historically held Parish Forum events. They have provided an opportunity for officers to deliver key updates on various areas of business and support parish/town councils with planning their precept.

- 6.2 The last such events were held during October 2017. Three events took place at different locations and resulted in a total of 20 parish/town councils being represented.

For reference there are 71 parish/town councils and 28 parish meetings in West Lindsey. The events in 2017 had attendance from 19.8% of local councils.

- 6.3 The locations and attendee numbers for the 2017 events were:
- **Gainsborough (Guildhall)**
12 attendees representing 7 parish councils
 - **Cherry Willingham (Cherry Willingham & Reepham Village Hall)**
11 attendees representing 8 parish councils
 - **Nettleton (Nettleton Village Hall)**
11 attendees representing 5 parish councils
- 6.4 No Parish Forum events were held during 2018 and none are currently planned for 2019.
- 6.5 As part of the draft West Lindsey Parish Charter we are seeking to renew our commitment to holding Parish Liaison Meetings. These types of meetings can provide an effective way of supporting good communication and sharing of information and ideas.
- 6.6 Various service areas of the council can benefit from such meetings with a well organised opportunity to engage meaningfully with parish/town councils and parish meetings.
- 6.7 The consultation with parish/town councils and parish meetings will include questions on the format and delivery of Parish Liaison Meetings.
- 6.8 The consultation results will provide valuable insight into what parish/town councils and parish meetings would value as an effective and productive Parish Liaison Meeting.
- 6.9 Any feedback obtained about the Parish Liaison Meetings will be presented in the consultation results and used to inform any proposals on how to deliver them in the future as part of adopting the updated Parish Charter.
- 6.10 Any future Parish Liaison Meetings will be organised by the councils Communities Service and supported by Democratic Services. Subject to the final recommendations on size, frequency and logistics, any financial or resource implications will also be identified in the subsequent report.

7 Recommendations

- 7.1 Welcome the review of the new Parish Charter and the draft West Lindsey Parish Charter.
- 7.2 Officers to undertake a consultation with all parish councils across the district on the draft West Lindsey Parish Charter.
- 7.3 Submit a report to Prosperous Communities committee in May 2020 detailing the outcome of the consultation and the final charter for approval.

West Lindsey Parish Charter

Setting out the working relationship between West Lindsey District Council and parish/town councils

1. Introduction

West Lindsey District Council acknowledges that parish/town councils and parish meetings are at the grass-roots level of local government. In their role as democratically accountable bodies, they offer a means of shaping the decisions of certain services and supporting local communities.

The purpose of this charter is to set out how West Lindsey District Council and parish/town councils and parish meetings can work together to provide high quality and efficient public services for our residents and communities.

The charter is intended to be a starting point, a commitment to work together, and a statement of the principles by which the District Council, parish/town councils and parish meetings approach their work together.

2. Partnership Working

- We (West Lindsey District Council) will work in partnership with you (parish/town councils and parish meetings) in our area to promote sustainable social, economic and environmental development for the benefit of local communities.
- We recognise that as democratically accountable bodies, you are the grassroots level of local government.
- We ask that you recognise the strategic role of West Lindsey District Council and the need for our services to be responsive to identified need and deliver on our strategic priorities.

3. Local Governance

- Members of the public, including members and officers of parish/town councils and parish meetings, can ask a question or make a statement at the start of ordinary meetings of the District Council and our committee meetings. We provide a range of participation schemes which apply to different meetings of the council and its committees which can be viewed online at: www.west-lindsey.gov.uk/democracy

You can contact our Democratic Services Team for further advice and guidance during office hours on one of the following: 01472 676594 / 01427 676595 / 01427 676606

- We will publish the agendas and papers for our meetings online at: www.west-lindsey.gov.uk/democracy
- We will organise the administration of parish/town council and parish meeting elections.
- We ask that you publish the agendas and papers for your meeting on your website if you have one and send copies via e-mail to District Councillors representing your area.
- We ask that you invite District Councillors representing your area to your meetings.
Contact details for our District Councillors are available online: www.west-lindsey.gov.uk/councillors
- We ask that our officers and members be given the opportunity to speak at your meetings on matters of mutual interest.

4. Consultation

- We will organise parish liaison meetings to enable liaison between parish/town councils, parish meetings and ourselves on matters of mutual interest.
- We will use plain English and keep our information jargon free when we consult with you.
- We will offer our information in different formats where that is appropriate.
- We will follow the principles of consultation (The Gunning Principles):
 1. Consultation will occur when proposals are at a formative stage
 2. Consultation will give sufficient reasons for any proposal to permit intelligent consideration
 3. Consultation will allow adequate time for consideration and response
 4. Consultation will be conscientiously taken into account
- We will feed back to you what has been said and what we are going to do as a result.
- We ask that wherever possible and relevant you will respond to consultations when approached by us and by the agreed deadlines.
(For example: by delegating the task to a committee or having an extra parish/town council meeting to meet the deadline.)

5. Information and Complaints

- We will acknowledge communications sent by you in accordance with our customer service standards. Our policy is to acknowledge communications sent to us within 5 working days of receipt, and we will normally provide a full response (if required) within 20 working days. If this is not possible we will contact you to explain why and give you an indication of when you can expect a full reply.

- We will notify you of any programmed maintenance and improvement schemes due to be undertaken in your parish delivered by West Lindsey District Council. This notification will be via e-mail to the parish clerk.
- We ask that you notify our Democratic Services Team of any changes to the names/contact details of your parish clerk and parish chairman so that we can ensure our parish contacts database is up to date.

E-mail changes to: committeeadmin@west-lindsey.gov.uk

- We ask you wherever possible to use our website to find information about our services and news updates.

Visit our website: www.west-lindsey.gov.uk

- We ask that you use the following to make a report or request for something that we have responsibility for:

1. Online self-service

Visit our website to use our self-service for reporting and requesting. This is the easiest way for you to report or request and ensures you get the quickest response.

Visit our self-service page: www.west-lindsey.gov.uk/selfservice

2. E-mail our Customer Services

E-mail us with as much detail as possible relating to your report or request. You can include attachments such as photos.

E-mail us: customer.services@west-lindsey.gov.uk

- We ask that when we contact you, you send a substantive reply within 28 working days (not including responses to consultation documents). This is unless there are exceptional reasons why this cannot happen.
- If you are dissatisfied with our actions, the response to a request for information, or a failure to consult, you may make a formal complaint through our complaints procedure.

For information about complaints visit: www.west-lindsey.gov.uk/complaint or you can e-mail any comments/complaints to: experience@west-lindsey.gov.uk

6. Standards and Governance Support

- We will abide by Codes of Conduct based on the 7 Nolan Principles.
- We will provide training on standards and ethics for parish/town councillors and clerks.
- We will offer support to parish/town councils and parish meetings if they become inquorate and are unable to conduct statutory business.
- We ask that parish/town councils and parish meetings work with our Overview and Scrutiny Committee to promote and maintain high standards of conduct.

7. Neighbourhood Planning

- We will provide advice and support to parishes seeking to develop and adopt a neighbourhood plan. For more information about neighbourhood planning visit: www.west-lindsey.gov.uk/neighbourhoodplan
- We will organise the administration of referendums to adopt a neighbourhood plan.
- We will use adopted neighbourhood plan's to help determine planning applications.

8. Delegating Responsibility for Service Provision

(applies to parish/town councils only)

- If you wish to carry out functions on our behalf we will consider delegation where it provides best value (taking into account cost, quality, local preferences and practicability).

This will exclude a range of services which we are not able to delegate because of their particular statutory nature.

To discuss delegation of a service please contact our Democratic Services Team at: committeeadmin@west-lindsey.gov.uk

9. Finance and Budgets

- We will hold budget consultation events allowing residents along with parish/town councils and parish meetings to have a say and contribute towards our budget decisions.
- We will provide a parish precept tool and advice to help parish/town councils and parish meetings set budgets.
- We ask that parish/town councils and parish meetings submit their precept requests by agreed deadlines.

10. Community Support

- We will provide support to local communities through a range of schemes. These schemes may be available to parish/town councils and parish meetings along with other organisations including community groups, charities and community businesses.

We maintain a directory of community support schemes on our website:

www.west-lindsey.gov.uk/communitysupport

- We will provide signposting to useful information and other forms of support to help you deliver community projects and improvements.
- We will produce a regular parish newsletter that will provide a range of news and updates from across West Lindsey. You can register to receive the parish newsletter online: www.west-lindsey.gov.uk/parishnews

- We will administer community rights as part of the Localism Act 2011 including:
 - 1. Community Right to Bid**

The Right to Bid gives communities the opportunity to bid to buy and run valued local amenities if they come onto the open market.
 - 2. Community Right to Build**

The Right to Build can help support communities seeking to build new shops, housing or community facilities.
 - 3. Community Right to Challenge**

The Right to Challenge gives community groups, charities, parish and town councils, voluntary agencies and groups of two or more council employees (relevant bodies) the opportunity to express their interest in taking over a local council service where they think they can do it differently and better.
- We ask that you use information in our regular parish newsletters to help further promote news and updates to local residents including adding information into local parish newsletters and magazines.
- We ask that you help promote any community support schemes currently available and actively engage with us on community initiatives in your area.

11. Practical Support

- We will provide advice, support and training to parish/town council councillors and staff to ensure they can meet the needs of their role.
- We will provide training to parish/town council councillors and staff on enforcement including the ability to issue fixed penalty notices.
- We will provide opportunities for parish/town councils to join our street lighting energy and maintenance contracts at a mutually agreed price.
- We will provide opportunities for parish/town councils to join our grounds maintenance contract at a mutually agreed price.
- We will provide translation services for your documents and literature at a mutually agreed price.

To find out more about these practical support services please contact our Democratic Services Team at: committeeadmin@west-lindsey.gov.uk

12. Charter Review

- We will review the West Lindsey Parish Charter every 4 years to ensure it continues to meet the needs and aspirations of West Lindsey District Council, parish/town councils and parish meetings.

Location of page: <https://www.west-lindsey.gov.uk/my-services/my-community/>

Friendly URL: www.west-lindsey.gov.uk/communitysupport

Community Support for Parish and Town Councils

We provide a range of support and schemes to assist parish and town councils

Introduction

West Lindsey District Council provides various support to help local communities. Support schemes that we provide can help support local parish and town councils to maintain and enhance local communities.

Follow the links below to find out more about the full range of community support currently available to parish and town councils.

- **Community Grants**

Link to: www.west-lindsey.gov.uk/funding

- **Community Defibrillators**

Link to: www.west-lindsey.gov.uk/defib

- **Community Rights (including Assets of Community Value)**

Link to: <https://www.west-lindsey.gov.uk/my-services/my-community/community-rights/>

- **Parish Lighting**

Link to: <https://www.west-lindsey.gov.uk/my-services/my-community/street-lighting/>

- **CCTV**

Link to: www.west-lindsey.gov.uk/cctv

- **Litter Picking Support**

Link to: <https://www.west-lindsey.gov.uk/my-services/refuse-and-recycling/street-cleansing-and-litter-collection/voluntary-litter-picking/>

How to report a problem?

If you need to report a problem such as fly-tipping or anti-social behaviour please visit our self-service page where you can submit a report online.

https://west-lindsey-self.achieveservice.com/module/home?_ga=2.200000423.862906070.1570454255-1079207755.1559116999

Prosperous Communities Work Plan as at 25 November

Purpose:

The table below provides a summary of reports that are due on the Forward Plan for the remainder of the Civic Year.

Recommendation:

1. That members note the contents of this document.

Title	Lead Officer	Purpose of the report
3 DECEMBER 2019		
Update on Gainsborough Market	Ady Selby, Assistant Director Operations	Update on delivery of Gainsborough Market
West Lindsey Parish Charter Consultation	Grant White, Enterprising Communities Manager	To present draft West Lindsey Parish Charter and begin consultation leading to a final adoption.
To establish An Environment and sustainability Working Group	Katie Coughlan, Senior Democratic & Civic Officer	Following a motion to Council this report seeks to establish a climate change working group to assist in delivery the requirements of the motion namely the development of a new strategy on sustainability, climate change, and the environment.
Selective Licensing - annual review	Andy Gray, Housing and Enforcement Manager	To provide Committee with its annual review of the selective licensing scheme in Gainsborough South West Ward
28 JANUARY 2020		
Addition of a Rough Sleeping chapter to the Lincolnshire Homeless Strategy 2018-2021	Rachel Parkin, Home Choices Team Manager	The National Rough Sleeper Strategy, published in October 2018, requires that authorities re-badge their strategies as Homelessness and Rough Sleeper strategies by the end of December 2019. The Lincolnshire strategy covers the five year term 2017 to 2021 and needs to re-badged as the Lincolnshire

Homelessness and Rough Sleeper strategy by no later than 31 December 2019.

Strategic Visitor Economy Strategy	Wendy Osgodby, Senior Growth Strategy & Projects Officer	Support for the Visitor Economy is embedded within West Lindsey District Council's Corporate Plan, under the theme 'A prosperous and enterprising district' as follows: Vision: 'Creating local wealth through the visitor economy' Objectives: -Increasing number of visitors / length of stay -Increasing expenditure by visitors -Developing leisure, culture and recreational offer -Increasing the quality and number of businesses / jobs in the sector Therefore, it is clear that support for developing our Visitor Economy sits at the centre of our strategy for the future of the district.
Vulnerable Communities Strategy (formally Place Based Strategy)	Grant White, Enterprising Communities Manager	Update on place based strategy including work in South West Ward and Hemswell Cliff.
Employment & Skills Partnership	Amanda Bouttell, Senior Project and Growth Officer	Report to update on pilot year achievement and set out delivery plan for continuation.
Prosperous Communities Committee Budget 2020/21	Sue Leversedge, Business Support Team Leader	This report sets out the details of the Committee's draft revenue budget for the period of 2020/21 and estimates to 2024/25.
Gainsborough Bus Station Refurbishment	Matthew Snee, Community Engagement Officer	Proposal for refurbishment of Gainsborough Bus Station as part of Transport Programme.
Progress of health related work	Diane Krochmal, Housing Strategy & Supply Manager	To provide an annual update report on progress of health related work

17 MARCH 2020

Consultation & Engagement Strategy	Grant White, Enterprising Communities Manager	To introduce a new corporate Consultation
Progress and Delivery Report - Period 3 2019/20	Ian Knowles, Executive Director of Resources, Head of Paid Service and S151 Officer	To present performance of the Council's key services against agreed performance measures and indicate where improvements should be made, having regard to the remedial action set out in the report.
Viable Housing Solution	Diane Krochmal, Housing Strategy & Supply Manager	Report detailing the preferred option for a Viable Housing Solution within the South West Ward of Gainsborough

5 MAY 2020

Progress and Delivery Report - Period 4 2019/20	Mark Sturgess, Executive Director of Operations	To present performance for the Council's key services against agreed performance measures and indicate where improvements should be made, having regard to the remedial action set out in the report.
Housing Assistance Policy Update	Andy Gray, Housing and Enforcement Manager	To provide elected Members with an update on the performance related to the HAP.
Climate Strategy	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	To set out the Council's approach to becoming net zero carbon by 2050

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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