

Guildhall Gainsborough
Lincolnshire DN21 2NA
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AGENDA

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

Prosperous Communities Committee
Tuesday, 14th September, 2021 at 6.30 pm
Council Chamber - The Guildhall

PLEASE NOTE DUE TO CAPACITY LIMITS WITHIN THE GUILDHALL THE PUBLIC VIEWING GALLERY IS CURRENTLY SUSPENDED

This Meeting will be available to watch live via: <https://west-lindsey.public-i.tv/core/portal/home>

Members:

- Councillor Owen Bierley (Chairman)
- Councillor Mrs Tracey Coulson (Vice-Chairman)
- Councillor John McNeill (Vice-Chairman)
- Councillor Stephen Bunney
- Councillor Christopher Darcel
- Councillor Michael Devine
- Councillor Steve England
- Councillor Mrs Jessie Milne
- Councillor Tom Regis
- Councillor Jim Snee
- Councillor Mrs Mandy Snee
- 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 - 7

To confirm and sign as a correct record the Minutes of the Prosperous Communities Committee held on Thursday, 29 July 2021.

4. **Matters Arising Schedule** PAGES 8 - 10
Setting out current position of previously agreed actions as at 6 September 2021.
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) Market Rasen Historic Building Grant Scheme PAGES 11 - 30
 - ii) Selective Licensing - Gainsborough Scheme Review PAGES 31 - 54
 - iii) to Consider Proposals from the Jubilee Group PAGES 55 - 69
 - iv) Cultural Strategy PAGES 70 - 116
 - v) Refugee Resettlement PAGES 117 - 124
 - vi) Workplan PAGES 125 - 128

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 6 September 2021

Prosperous Communities Committee – 29 July 2021
Subject to Call-in. Call-in will expire at 5pm on 13 September 2021

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall on 29 July 2021 commencing at 6.30 pm.

Present:

Councillor Owen Bierley (Chairman)
Councillor John McNeill (Vice-Chairman)

Councillor Stephen Bunney
Councillor Christopher Darcel
Councillor Michael Devine
Councillor Mrs Jessie Milne
Councillor Jim Snee
Councillor Mrs Mandy Snee
Councillor Trevor Young
Councillor Mrs Angela White
Councillor Jeff Summers

In Attendance:

Sally Grindrod-Smith	Assistant Director of Planning and Regeneration
Rachael Hughes	Development Contributions Officer
Ele Snow	Democratic and Civic Officer

Apologies:

Councillor Mrs Tracey Coulson
Councillor Steve England

Membership:

Councillor Jeff Summers was substitute for Councillor Tracey Coulson

18 PUBLIC PARTICIPATION

The Chairman welcomed Councillor John Evans, Chairman of Nettleham Parish Council, to the Committee and invited him to address the Committee. Councillor Evans made the following statement.

“Thank you for the opportunity to address you on the matter of the draft CLLP revised plan.

Nettleham Parish Council is currently undertaking a review of their Nettleham Neighbourhood Plan, to tie in with the CLLP revision. So we have been gathering evidence as to the strength of feeling on this issue. I don't have sufficient time to comment on many of the matters of concern regarding the draft plan so will focus here on a key area of major interest to our residents: new housing. I can't speak on behalf of the other Lincoln Fringe villages but strongly suspect my sentiments are shared by them.

The introduction and strategy plan quite rightly says new housing should be focused in urban areas for environmental reasons. We are therefore at a loss to understand the

proposals for new development shown in S79, increasing housing allocations in large villages. We notice that that the total number of houses to now be delivered by 2040 has been reduced by 17% overall and by 21% in the Lincoln Strategy area to 18,656. However under the latest plan for large villages the number of new homes on new sites proposed for Nettleham village has increased by 175 or 10% of the current housing stock in the village. And will almost double the number of new homes proposed only 4 years ago.

This is despite the fact that under current development plans including completed building and homes with planning permission we will already produce an over delivery of some 40 homes ie 16.8% by 2040, with an additional 30 under discussion.

A plea from the Lincoln fringe villages, please give us a break!!

There should not be an expectation of more growth in villages when the targets set in 2017 from a higher central lincs target of growth will be met or even exceeded with existing plans. To push more and more development into the large villages will just turn them in to large housing estates dotted around the county. The villages will lose their identity and individual character. Without adequate infrastructure and employment opportunities they will then add to the increase in car use to travel into Lincoln as they become dormitory towns.

I would also like to mention some, what I would perceive as, potential reputational damage to West Lindsey if this draft plan is adopted in the current form. West Lindsey District Council has been at the forefront of encouraging Neighbourhood Plans, and many local groups have spent many hours producing neighbourhood development plans on the understanding that they would make a difference. It's supposed to be about empowering local people to make decisions about the shape of future development in their community. The lack of consultation in the preparation of the draft plan, and the refusal by West Lindsey District Council to send staff to attend local events, to attend public meetings to explain the plan, seriously damages that reputation. Nettleham was the first in West Lindsey to produce a Neighbourhood Plan with site allocations, which had been systematically evaluated and incorporated into the 2017 Central Lincs Local Plan. There's been no subsequent discussion on the sites or evidence of rigorous site evaluations in the draft plan. In fact, one of the sites that's mentioned in the plan, a proposal for 75 homes has actually been turned down by the planning inspectorate on four different occasions. So we put it in the draft plan! It appears to me that under this draft plan, the role of the neighbourhood planning has been reduced to producing some design codes and designating a few small infill areas. That is not what I would call shaping the future of the community. I'm sure many groups across the district are going to feel let down by this. Thank you very much for your attention."

The Chairman thanked Councillor Evans for his contribution and noted that his comments in relation to Nettleham would also apply to other villages in the district. It was highlighted that the Prosperous Communities Committee meeting was to agree the District Council's formal response to the CLLP consultation. The decision in relation to the Local Plan contents and approach, including allocations was made by the CLJSPC. This was, however, a consultation draft and as such members of the community, stakeholders, Parish Councils and other community groups were able to provide a consultation response on the proposed sites. It was added that If new planning matters were brought to the attention of the Local Plan Team, including those relating to site allocations, then these would be looked at as part of the wider assessment of consultation responses and presented back to the CLJSPC in October. Following this a further, final draft would be produced and consulted on again in

Early Spring 2022 before an Examination in Public in summer/autumn 2022. With regard to Councillor Evans' comments regarding the potential for reputational damage, the Chairman assured him that a response would be provided to him in due course.

19 MINUTES OF PREVIOUS MEETING

Vice Chairman J. McNeill noted a slight amendment required to item 14 of the minutes, for the addition of the word 'Committee'. On accepting this amendment it was

RESOLVED that the Minutes of the Meeting of the Prosperous Communities Committee held on 13 July 2021 be confirmed and signed as a correct record.

20 MATTERS ARISING SCHEDULE

The Chairman introduced the report advising Members that the report would be taken "as read" unless Members had any questions. Vice Chairman J. McNeill sought assurance that the remaining seats on the working group for the Queen's Platinum Jubilee celebrations had been filled and work would continue apace. The Democratic and Civic Officer confirmed that the first meeting had been scheduled and this work was underway.

With no further questions, and with no requirement for a vote, the Matters Arising were **DULY NOTED**.

21 MEMBERS' DECLARATIONS OF INTEREST

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

22 DRAFT LOCAL PLAN CONSULTATION RESPONSE

The Committee heard from the Planning Policy Manager regarding the draft Local Plan consultation response. She explained that, since the Issues and Options consultation in June and July 2019, to which West Lindsey District Council submitted formal comments for consideration, the Central Lincolnshire Local Plan Team and officers at the Central Lincolnshire Districts had been developing the evidence base for the new Local Plan.

West Lindsey District Council, in the role of consultee, had an opportunity to provide comments on the Consultation Draft Local Plan which consisted of a number of questions endorsing or not draft policies, and provided opportunities for comment and additional evidence as necessary.

As this was only a review, many of the policies remained largely unchanged since the Local Plan was adopted in 2017, however there had been some changes of note, specifically the change in layout and policy numbering to aid in navigation. Other areas of note were:

- Reduction on the housing requirement figure from 1540 to a range between 1060 and 1325

- Approach to housing growth in medium and small villages due to the ability to allocate sites for 10 or more dwellings
- Expansion of the retail hierarchy to include important local and rural centres
- Addition of a suite of policies focussed specifically on mitigating the impact of Climate Change and moving Central Lincolnshire towards carbon neutrality for all new development subject to planning permission.

Members heard this was the second of three consultations on the Local Plan review which gave West Lindsey District Council an opportunity to comment, shape and inform the final draft to be submitted for examination.

The Prosperous Communities Committee, as West Lindsey District Council's Policy Committee, were requested to consider the Consultation Draft Local Plan paper and provide, where appropriate, responses to the issues raised.

The Chairman and Vice Chairs of Prosperous Communities Committee were invited to a briefing on 2 July 2021. During the briefing, an overview of the Consultation Draft Local Plan was provided and key policy areas considered. Along with the briefing and with the support of Officers, an initial consultation response had been drafted on behalf of West Lindsey District Council which was being presented to the Committee to consider, agree and endorse for submission.

The Chairman thanked the Planning Policy Manager and invited comments from the Committee.

There was support amongst Committee Members for the comments from Councillor Evans during the public participation item regarding the allocation of new builds in rural locations. Members felt it was important to protect Lincolnshire villages and avoid a creeping effect of over-development that would be likely to lead to the loss of character across the district. It was suggested that quality of development should be prioritised over quantity, and that villages should have a greater say. It was also felt that the impact of Neighbourhood Plans was in jeopardy and it was important for communities to maintain influence over their localities. Members welcomed the emphasis on hedgerows and verges, supporting the need for re-diversification, as well as the classification of Market Rasen and Caistor as market towns. It was acknowledged that it was as important to protect the character of these market towns as it was the villages. As a specific concern, Vice-Chairman J. McNeill noted a lack of clarity regarding the allocations across Market Rasen town and Middle Rasen parish. He suggested the allocations needed to be clearer for all parties to understand.

There was discussion regarding the site map in relation to potential locations for the placement of wind turbines. It was explained that the purpose was to broadly identify areas where sustainable energy options, such as wind turbines, could be located, however, there would still remain the need to apply for planning permission and each application would be considered on its own merits, as was currently the case. Members were keen for energy efficiency to be championed, both for new developments and retro-fitting of existing buildings. The importance of reducing the carbon footprint across the district was emphasised, with Members highlighting that transport options and ease of accessibility needed to be considered with all proposed development allocations.

Members of the Committee voiced their concerns regarding the development of the

Scampton airfield and the significance of maintaining links within West Lindsey. It was highlighted this was ongoing work and council officers were working closely with the RAF regarding the future of the site.

Members sought clarification regarding the next steps in the consultation. It was confirmed that the draft response would be submitted, incorporating comments from the meeting. The Chairman thanked everyone for the work involved and, having been proposed and seconded, he took the vote. It was therefore

RESOLVED that

- a) the content of the consultation response, as drafted, be fully considered and further observations and commentary from within the Prosperous Communities Committee meeting be contributed as appropriate; and
- b) the proposed consultation submission in relation to the Reg.18 Public Participation stage as identified within the indicative timetable contained within the Local Development scheme (September 2020) be agreed and endorsed; and
- c) authority be delegated to the Assistant Director for Planning and Regeneration (in consultation with the Chairman of the Prosperous Communities Committee) to submit the final version of West Lindsey District Council's formal response to the Central Lincolnshire Local Plan Reg. 18 Draft Local Plan Consultation incorporating any additional comments expressed and agreed throughout the debate.

23 WORKPLAN

Members gave consideration to the Committee Workplan as at 21 July 2021.

With no comments or questions, and with no requirement for a vote, the Work Plan was **DULY NOTED**.

The meeting concluded at 7.43 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

Status	Title	Action Required	Comments	Due Date	Allocated To
Black	Response to Public Participation 29 July	Response required to Cllr John Evans, Nettleham PC, re additional comments he made during Public Participation at the Prosperous Communities Cttee on 29 July 2021	Meeting held with Cllr Evans and response provided.	03/09/21	Rachael Hughes
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. Currently on hold due to COVID -19 rules - virtual training not appropriate . target deadline extended as no change in rules	31/12/21	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.	At previous Committee Meetings the Parish Charter document has now been approved and a new Parish Council Support webpage has been created as part of this. This page lists details of schemes open to parish/town councils and links to reporting things to the District Council. The page is now live at: www.west-lindsey.gov.uk/parishsupport. Lead Members have sought confirmation that this page has been promoted with the parishes,. Limited promotion undertaken due to COVID 19 impact on the nature of this work and activities within the charter	31/10/21	Grant White

Green	parish charter publicity and promotion and yearly impact review	<p>approval to commence the publicity and promotion of the charter as per section 4 of the parish charter report.</p> <p>Also need to put in yearly review report as per section of the report</p>	<p>Publicity and Promotion of the Charter has had to be adapted due to COVID 19 . the adopted Parish Charter is now live on our website. It is available on its own webpage: www.west-lindsey.gov.uk/parishcharter</p> <p>A page has also been created for Parish Forum events: www.west-lindsey.gov.uk/parishforum At the minute this page states we have no current planned events due to Covid-19 but that we are looking at a virtual event.</p> <p>GW Will liaise with Comms Teams and send out comms about this to Parish/Town Councils when we can also promote the virtual event so it's all linked up.</p> <p>Target date extended due to continuing covid restrictions</p> <p>Additional comment for information to be shared with Members in relation to Parish communications in order that Members can liaise with their Parishes and highlight such information</p>	31/10/21 Grant White
Green	CCTV Case studies for Members Newsletter	<p>extract from mins of mtg 14/7/2020</p> <p>Members felt it imperative that there was better reporting of outcomes directly resulting from CCTV intervention or information in order to improve public confidence. Officers undertook to publish some case studies in a future edition of the Members Bulletin</p>	<p>New comms and promotional material showing the use and impact of CCTV is planned to take place beginning January/February 2021. This timing coincides with comms on CCTV as part of the Safer Streets funded project to upgrade and expand CCTV in Gainsborough. In the meantime social media posts will be used to promote routine duties performed by CCTV where possible especially in the run up to Christmas and New Year.</p> <p>Update: Items for newsletter to be called every 4-6weeks, in line with pre-covid practices, CCTV included in call for items.</p>	30/09/21 Grant White

Green	ENVIRONMENT AND SUSTAINABILITY WORKING GROUP - vacancies	<p>extract from mins of mtg 13/7</p> <p>Should the Committee be minded to increase the membership, the vacancies / new positions would be discussed with relevant Committee Chairmen and the nominations submitted to a future meeting of this Committee for approval.</p>	Please advise once any vacancies have been offered in order that this matter can be reported up to the PC Cttee, as per the terms of reference	30/09/21	Ele Snow
Green	Jubilee Group - vacancies	<p>Extract from mins of meeting : -</p> <p>In addition to the Chairman and Vice-Chairman of Council, 5 Members be appointed to serve on the Jubilee Event Planning Member Group, including Councillors Mrs D Rodgers, R Patterson and G McNeill, with two further Members being appointed by the Monitoring Officer, in consultation with the Chairman of the Prosperous Communities,</p>	Please work with Chair to establish the remaining members once remaining members have identified and notified , the Group will commence it work and make its first report back to cttee in September .	17/09/21	Ele Snow



**Prosperous Communities
Committee**

**Tuesday, 14th September
2021**

Subject: Market Rasen Historic Building Grant Scheme

Report by:	Assistant Director of Planning and Regeneration
Contact Officer:	Wendy Osgodby Senior Growth Strategy & Projects Officer wendy.osgodby@west-lindsey.gov.uk
Purpose / Summary:	To approve the Market Rasen Historic Building Grant scheme and obtain agreement to proceed to delivery.

RECOMMENDATION(S):

1. That members approve the Market Rasen Historic Building Grant scheme as set out in this report.
2. That Prosperous Communities Committee recommend to Corporate Policy and Resources Committee that approval is given to spend £200,000 on the Market Rasen Historic Building Grant scheme.
3. That Prosperous Communities Committee recommend to Corporate Policy and Resources Committee that a further £10,000 be drawn down from General Fund Balances for technical support.
4. That Prosperous Communities Committee receive annual update on progress.

IMPLICATIONS

Legal:

All funded projects will be subject to financial and legal scrutiny. Legal advice will be sought prior to the release of any funds.

All applicants will receive a grant funding agreement based on the documents produced for other similar grant schemes.

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

Financial : FIN/57/22/JA/A

A capital budget of £200,000 funded from capital receipts has already been previously approved for the Market Rasen 3 Year Vision scheme.

Approval is sought to allocate this budget to the Historic Building Grant Scheme for Market Rasen Town Centre and fund a further £10,000 technical support (revenue) from General Fund Balances.

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

Staffing :

The project will be managed by the Growth Team with technical support from the development of a 1 day per week post or appointment of a consultant.

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

Equality and Diversity including Human Rights :

The regeneration of historic buildings in the centre of Market Rasen will impact on the local community, local businesses and visitors to the town. The impact of this project on different groups has been considered and positive potential benefits such as improved health outcomes for residents have been identified. No negative impacts are anticipated

A full community engagement process will be delivered once the necessary approvals are in place to ensure that all aspects of the community can participate in the regeneration and growth of the town. The engagement process will be openly promoted to ensure the widest possible views from stakeholders/the local community to ensure openness and transparency.

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 will be a requirement to manage personal data belonging to property owners once the priority properties are identified. A data management protocol will be established with input from the Data Protection Officer.

Climate Related Risks and Opportunities:

There will be an opportunity to consider property improvements that can seek to reduce carbon emissions on an individual property as part of each scheme of works depending upon physical and financial viability.

Section 17 Crime and Disorder Considerations:

Work to identify priority heritage led intervention within the Town could support bringing back into use long term empty properties, making the town centre feel safer and more vibrant.

Health Implications:

Significant improvements to individual properties could allow for better living conditions for the occupants. This will again be assessed on a case by case basis.

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

Market Rasen 3 Year Vision & Strategy Corporate Policy and Resources Committee Report 19th July 2018.

Supporting Growth and Regeneration in Market Rasen, Prosperous Communities Committee Report 26th January 2021

Risk Assessment :

N/A

Call in and Urgency:

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

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

Yes

☐

No

☐**Key Decision:**

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

Yes

☐

No

☐

1. Background

1.1 At Committee on 26th January 2021 members approved the principle of utilising the allocated £200,000 capital budget to fund a Historic Building Grant scheme in Market Rasen, and in doing so rescind the principles of this funding allocation, as set out in the report of 19th July 2018 to Corporate Policy & Resources Committee. Members also agreed to the development of a fully costed Historic Building Grant scheme.

2. Development Phase

2.1 Following a procurement exercise TDR Heritage Limited were appointed to the project, they have extensive experience and have delivered similar projects across the country including the successful bid to the National Lottery Heritage Fund for Gainsborough's Townscape Heritage Scheme.

2.2 As agreed a Steering Group has been set up created from a selected group of experts, specialists within heritage led schemes, along with representatives from the Town and District Council. The steering group members are

- Senior Growth Strategy and Projects Officer - Wendy Osgodby & Amanda Bouttell, WLDC
- Conservation Officer – Liz Mayle, WLDC
- Business Representative – Jenny Salvidge, The Green Life Pantry
- District Councillor – Cllr Stephen Bunney
- Town Councillor – Cllr Margaret Larkin-Whitworth
- Education Representative – Rhona Sheppard
- Local Heritage Representative – Julie Taylor
- Lincolnshire County Council – Ian George

2.3 The Steering Group have developed and agreed 'Terms of Reference' for the group and have been actively engaged in the development of the project.

2.4 A condition survey was completed by TDR Heritage Ltd for all 69 properties in Market Rasen Town Centre (Appendix A) to provide baseline data in preparation for extending the scheme/ potential funding opportunities. The survey was carried out in line with Historic England guidance. The Surveys included:

- Building Condition – roof, windows, doors etc.
- Overall Condition
- Historic integrity
- Original features
- Shopfront
- Vacancy
- Contribution to townscape and group value
- Enforcement
- Scale of impact and repairs/ reinstatement

2.5 For each building there is detailed report which includes a description of the building, its historic value, summary of condition and a summary of the work required.

2.6 A cost analysis has been prepared by a conservation quantity surveyor for each building. This identified the estimated costs to repair or re-instate missing elements (e.g. shopfronts) to each of the 69 buildings. If all of the works identified in the condition survey were completed in line with Historic England Guidance excluding VAT the cost would be approx. £2.5m.

2.7 Due to the limited budget (£200,000), three maps have been produced to determine a recommended priority zone using the following measures (Appendix B):

- Overall condition
- Townscape Value
- Impact of repair work

2.8 The collated evidence shows the geographic location around the Market Place would be the area that would have of the most impact on the town centre, given the relatively small budget at this stage. It is anticipated that the impact/outcomes from this project will provide strong evidence to support future funding opportunities. (Appendix C)

2.9 Within the priority zone 9 buildings have been identified as a high priority. Applying grant at 80% for repair and 90% for reinstatement would total approx. £412,000. (This includes 10% contingency). The remaining 10% or 20% will be funded by the building owners. Experience has shown that this level of grant is required to encourage owners to engage in scheme, hence the reason grants will be awarded on a first come first served basis.

2.10 It is anticipated in the first phase the scheme will fund approx. 50% of the priority buildings. Some initial dialogue has taken place with building owners to determine likely take up of grants, this will be developed further to cover all building owners within the priority zone. Grants awards will average around £45,000 per building ranging from £16,000 - £88,000 depending on the level of works required.

Priority Buildings:

1 Queen Street	KC Heating and Plumbing
3 Queen Street	McColls
3 Market Place	Lincolnshire Coop Travel
4/5 Market Place	Former Lloyds Bank
9 -10 Market Place	Former Midland Bank
20 Market Place	Happy Valley
22 Market Place	Don Noble Betting
16 King Street	BBQ Grill and Chicken House
12 King Street	Panda Palace

2.11 In preparation for the delivery stage Project documentation has been created including:

- Applications form (Appendix D)
- Guidance for applicants (Appendix E)
- Flow diagram for decision making (Appendix F)
- Assessment form for grant applications (Appendix G)

2.12 The steering group agreed to continue to support the project into the delivery phase and wish to be involved in the decision making process for grant applications.

2.13 A press release has been issued to inform local residents about the scheme and how a steering group of local representatives has been created to influence and drive the project. Further communication activity will take place in the delivery phase.

2.14 The project will be managed by the Growth Team with technical support from either a 1 day per week post or appointment of a consultant, these costs will be met from General Fund Balances leaving the entire £200,000 for capital works.

3 Associated Actions

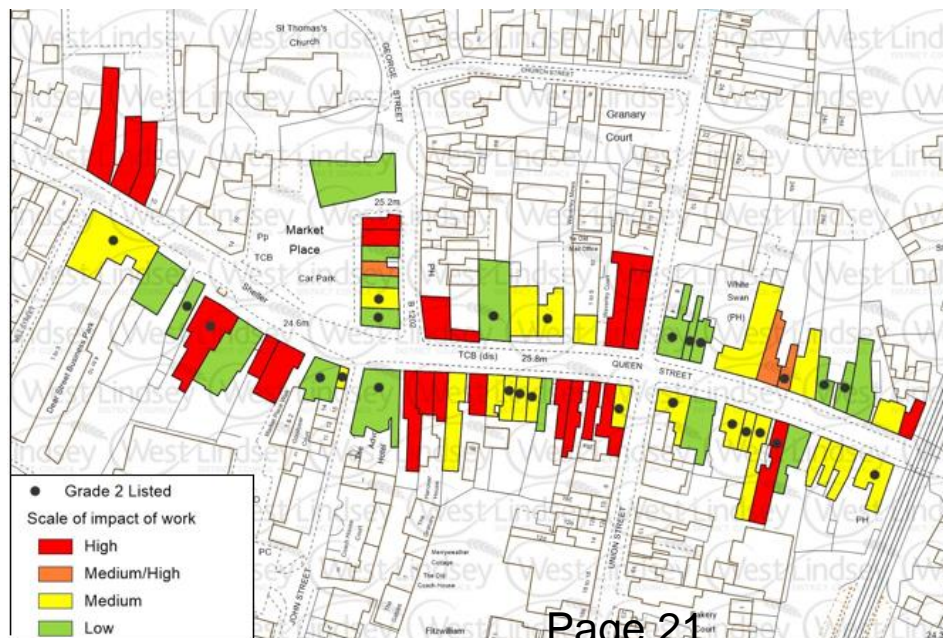
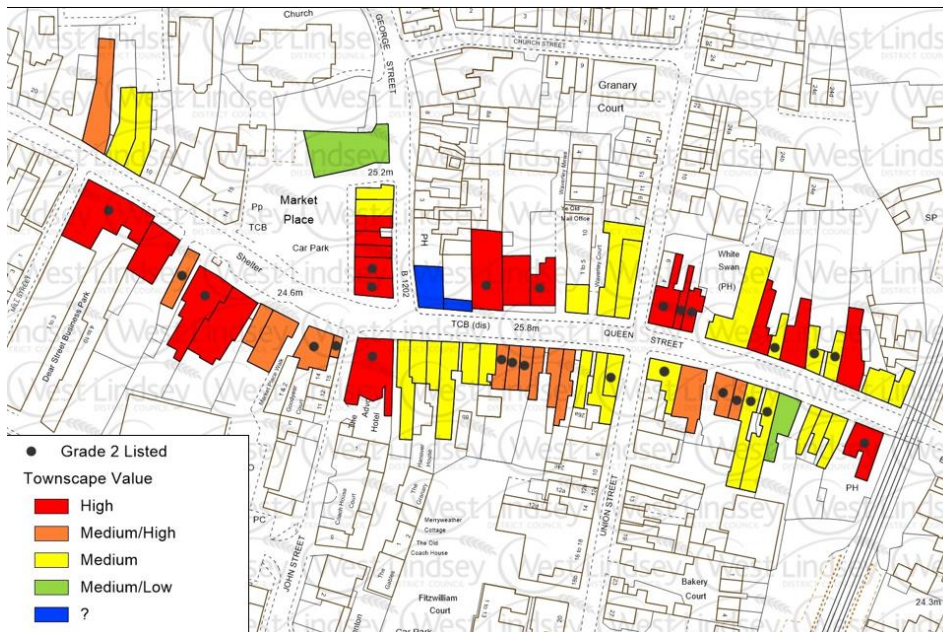
3.1 TDR Heritage have suggested potential associated actions to drive high street improvements and underpin heritage-led regeneration in Market Rasen:

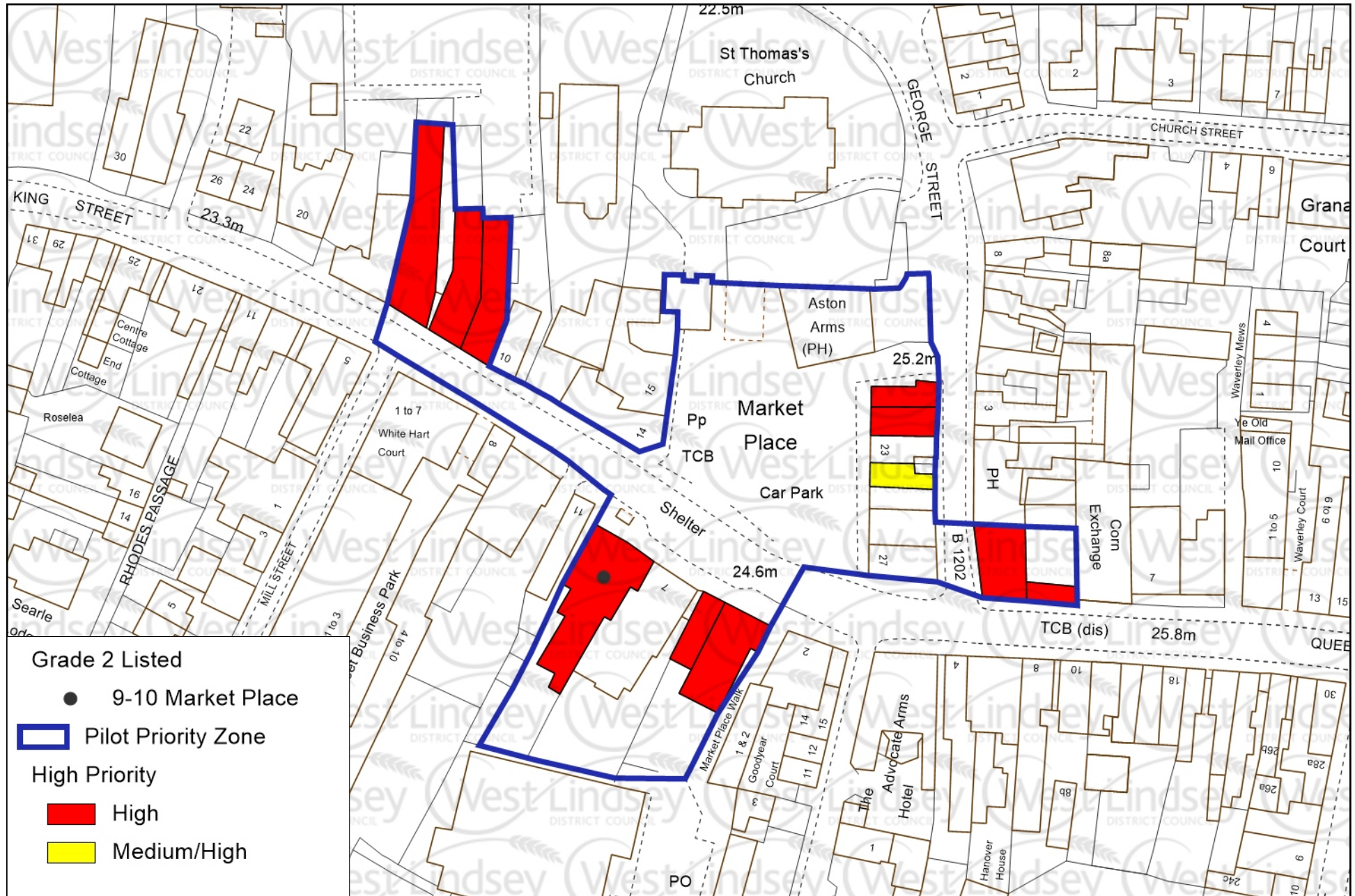
- Shop Front design guide required for landlords to provide landlords with practical examples of repairs and re-instatement that are appropriate to the scheme.
- Supplementary Planning Guidance for shopfront design and signage to be in place to align with the conservation review and to raise quality of applications in the area for future work
- Creation of an area of special advertisement control

These tools will be reviewed / developed by the technical officer appointed to support this project.

4 Recommendations

1. . That members approve the Market Rasen Historic Building Grant scheme as set out in this report.
2. That Prosperous Communities Committee recommend to Corporate Policy and Resources Committee that approval is given to spend £200,000 on the Market Rasen Historic Building Grant scheme.
3. That Prosperous Communities Committee recommend to Corporate Policy and Resources Committee that a further £10,000 be drawn down from General Fund Balances for technical support.
4. That Prosperous Communities Committee receive annual update on progress.





1. Applicant Details

Applicant Name/ Name of the Business:

Address:

Daytime Tel No:

E-mail:

Legal Status (please circle)

Sole Trader | Limited Company | Partnership | Other

2. Address of property for which grant assistance is required (if different from above)

Address:

3. Applicant details (please circle the correct description)

I am:

The Owner / The Tenant of the property

If you are the Tenant:

Does your tenancy agreement require you to get permission from your landlord before undertaking any work to the property?

Yes / No

If Yes, you will need to attach written permission from the Landlord

If you are the Owner:

You confirm that you do not know of any encumbrances, restrictions or claims against the property (e.g. mortgage with conditions) that affect this application for grant aid?

Yes / No

4. Your Project

Repairs:

Reinstatement of architectural details

Any other works that are not being grant aided:

Please attach your costed specification, drawings and photographs to this form

5. Consents (please circle all of the consents needed for the project)

Planning Permission:	Yes / No / Not applicable	Ref:
Listed Building Consent:	Yes / No / Not applicable	Ref:
Advertisement Consent:	Yes / No / Not applicable	Ref:
Building Regulations:	Yes / No / Not applicable	Ref:

6. Summary of Costs

Cost of the repair work (including professional fees)	£	Grant request (80%)	£
Cost of the reinstatement work (including professional fees)	£	Grant request (90%)	£
Other costs (e.g. Planning fees)	£	(at grant rate)	£
VAT (if you cannot reclaim VAT)	£	(at grant rate)	£
Total	£	Total Grant request	£

For projects exceeding £10,000, please provide at least three quotes for the work against the approved specification and details of the contractors which demonstrates their suitability and experience for projects of this type.

If you do not want to accept the lowest quote, please tell us why:

7. Timescales and commitment

7a. Will you be able to deliver your project within 6 months of grant approval?	Yes	No
7b. Do you have match funding in place to deliver the project?	Yes	No

8. Professional Advisers

8a. If you are requesting grant for professional fees, please provide details of your professional advisers (for example, architect or building surveyor) and their professional qualifications (e.g. RIBA / RICS)

8b. Are they a member of a professional registration scheme which demonstrates their expertise in historic building conservation? (please circle)

AABC / ARB /None /

Other (state).....

If not, you will need to attach examples of relevant previous work & references.

9. Declaration

I declare that the information contained within this application is, to the best of my knowledge, accurate and complete in all respects

West Lindsey District Council reserves the right to withhold, vary or reclaim funding if any information supplied during the application process and the ensuing monitoring period proves to be inaccurate or false

- We may share your information with credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors

- We will not share your information with third parties for any marketing purposes

Privacy Notice: any personal information that is included in this application will not be used or processed for any other reason other than for business contact purposes. If you want to know more about how we handle personal data visit: www.west-lindsey.gov.uk/growth-privacy/

Signed

Position

Print name

Date

Please return this application form and all supporting documentation to:

The XXXXX Officer
West Lindsey District Council
Guildhall
Marshall's Yard
Gainsborough, Lincolnshire
DN21 2NA

Email: xxxxxxxxxxxx@west-lindsey.gov.uk

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Checklist of Information

	Written permission from the Landlord if your tenancy agreement requires you need to get permission from your landlord before undertaking any work to the property.
	Your costed specification, drawings and photographs for the project
	For projects costing over £10,000: at least 3 quotes for the work against the approved specification
	Details of the contractors you want to use, including their suitability and experience in projects of this type.
	Examples of previous projects carried out by your professional advisers if they are not members of a professional registration scheme to show that they have expertise in historic building conservation.

The Market Rasen High Street Grant - Pilot Scheme

West Lindsey District Council is currently running an innovative 'pilot' historic building grant scheme which focusses on preserving the historic character of Market Rasen 'High Street'.

We have a limited budget of £200,000 and are hoping that this project will show funding bodies, like the National Lottery and Historic England, the high potential for improving the character and appearance of Market Rasen through investment in the heritage of the town

If you are an owners or tenant of a historic building in the Priority Zone, you can apply for up to 80% for repairs and 90% of the cost of work to reinstate lost features (including more traditional signage and shopfronts).

Our pilot scheme covers a 'Priority Zone' in the heart of the town, focussed on Market Place and extending slightly into Queen Street and King Street.

Where is the Priority Zone?

Image of area

Our Priority Zone has a number of buildings with high townscape value, several of which need a lot of repair work or have lost important architectural details like their shopfronts or windows. Our research tells us that concerted efforts to improve this area should have a big impact on the appearance and viability of Market Rasen's 'high street', helping encourage more businesses to be active in the area, and improving footfall for people visiting and shopping in the town.

What sort of work is eligible for Grant?

The grant will help fund work to improve and conserve historic buildings in the Priority Zone and can be used for:

The repair of historic buildings using traditional materials and techniques. This includes work such as the repair of pantile or slate roofs, repairing timber windows and shopfronts, removing unsightly paintwork or repairing or renewing damaged render. These works can be grant aided at 80%.

The reinstatement of architectural features including 'putting back' lost features, such as traditional shopfronts, replacement windows or doors, and reversing alterations which have damaged the character or appearance of the building. It also can include new traditional handpainted signage, which is more in-keeping with the property. These works can be grant aided at 90%.

How can I apply?

Applications for grant will be assessed by our project officer and agreed with our Shopfront Improvement Panel, which meets **as needed**.

Your building does not have to be 'listed' to be eligible for grant, but we will expect you to do the work in accordance with a priced specification, and use builders that have expertise with repairing and conserving historic buildings.

For this pilot scheme, grant will be offered on a 'first come, first served' basis.

What help can we give you?

Our project officer can help you with your application and will be able to:

- advise you on the repairs or reinstatement work that your property needs and how much it might cost
- show you examples of similar projects and new shopfronts that have been completed successfully
- tell you which work would be eligible for grant.
- identify any specialist expertise you may need
- advise you on what would be acceptable when making an application for listed building consent, advertisement consent or planning permission.

Contact us for more information:

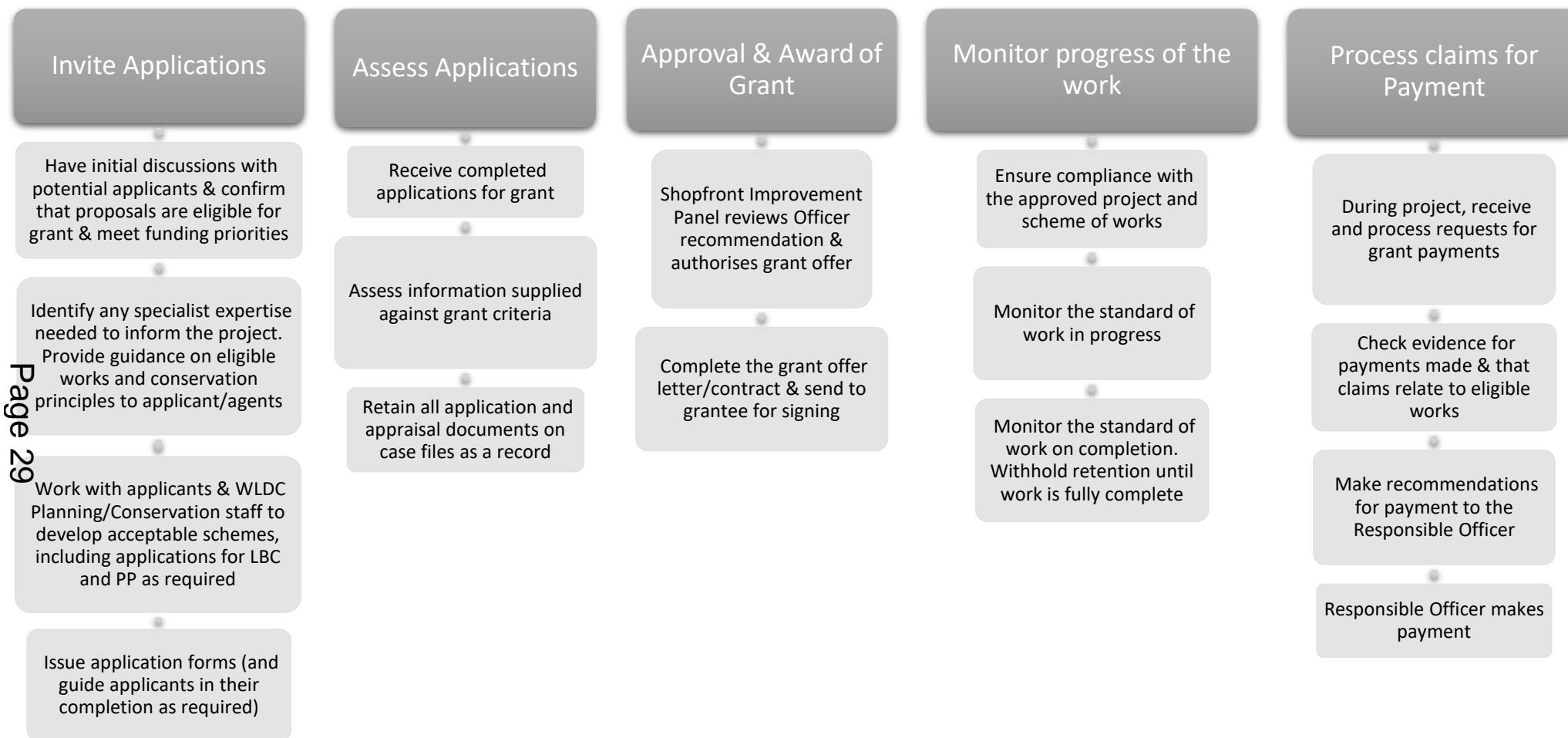
XXXXX

XXXX

XXXX

Decision-making for Market Rasen High Street Pilot Grant Applications

The approvals process for applications for grant for the Market Rasen High Street Pilot Scheme has been summarised below. The Project Officer will:



Market Rasen High Street Scheme – Assessment of Pilot Grant Application

Grants are offered on a ‘first come-first served’ basis but must be in-keeping with the historic building and avoid damage to historic fabric

Address of building:		Grant reference: MR /	Date of Application:		
Is the building identified as a ‘priority’ in the pilot scheme area:	Yes / No	Has the application checklist been completed (and are all items attached)?	Yes / No		
The Proposed Work					
Does the proposal consist of the repair of historic fabric? (e.g. shopfronts, windows, doors, or other architectural features?)	Yes / No	If yes, are the proposals supported by the conservation officer?	Yes / No	Conservation Officer Comments:	
Does the proposal consist of the authentic reinstatement of missing architectural features? (e.g. a new traditional shopfront or signage, or the removal of modern features that detract from the character of the historic building?)	Yes / No	If yes, are the proposals supported by the conservation officer?	Yes / No	Conservation Officer Comments:	
Does the proposal involve the removal of historic features or cause damage to historic fabric?	Yes / No	If yes, are the proposals supported by the conservation officer?	Yes / No	Conservation Officer Comments:	
Overall, the proposals will cost:	£ Including/excluding VAT	The grant application is for	£	The owner or tenants contribution is:	£
Steering Group Recommendation	Approve	Reject	Request more information or amendments	Date:	



**Prosperous Communities
Committee**

**Tuesday 14th September
2021**

Subject: Selective Licensing July 2016 - July 2021 - Scheme Review

Report by:

Assistant Director Change Management and
Regulatory Services

Contact Officer:

Andy Gray
Housing and Environmental Enforcement
Manager

andy.gray@west-lindsey.gov.uk

Purpose / Summary:

To provide an update on the Selective Licensing
Scheme in Gainsborough following on from its
cessation.

RECOMMENDATION(S):

Members are asked to :

- a) Note the report, positive outcomes and lessons learned as part of the scheme.

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/67/22/TJB

There are no financial implications arising from this report.

£152k has been generated from the current scheme which has funded resourcing for administration, supporting delivery of outcomes of the scheme and to contribute to the ongoing delivery of housing standards work.

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

Staffing :

There are no staffing implications as a result of this paper.

Equality and Diversity including Human Rights :

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

Data Protection Implications :

No implications noted.

Climate Related Risks and Opportunities:

The improvement of property conditions and subsequent outcomes of the licensing scheme have had a positive impact on energy efficiency and climate change. Further work will be undertaken as part of the overall review of the scheme to seek to quantify some of these benefits.

Section 17 Crime and Disorder Considerations:

The licensing scheme has a direct impact on crime and disorder and the data contained within the report shows the extent of this. Any future proposals will consider the local data related to crime and anti-social behaviour as it is one of the key criteria within any designation.

Health Implications:

A selective licensing scheme is designated to address specific issues within an area and the designation criteria demonstrates how a scheme can improve health outcomes. For example, the improvement of property conditions is well documented to have a positive impact on health and addressing areas such as crime and ASB can contribute to the improvement of broader community health along with the health of an individual.

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
Prosperous Communities Committee report 3rd December 2019
Prosperous Communities Committee report 16th March 2021

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

x

Key Decision:

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

Yes

x

No

☐

1. Introduction

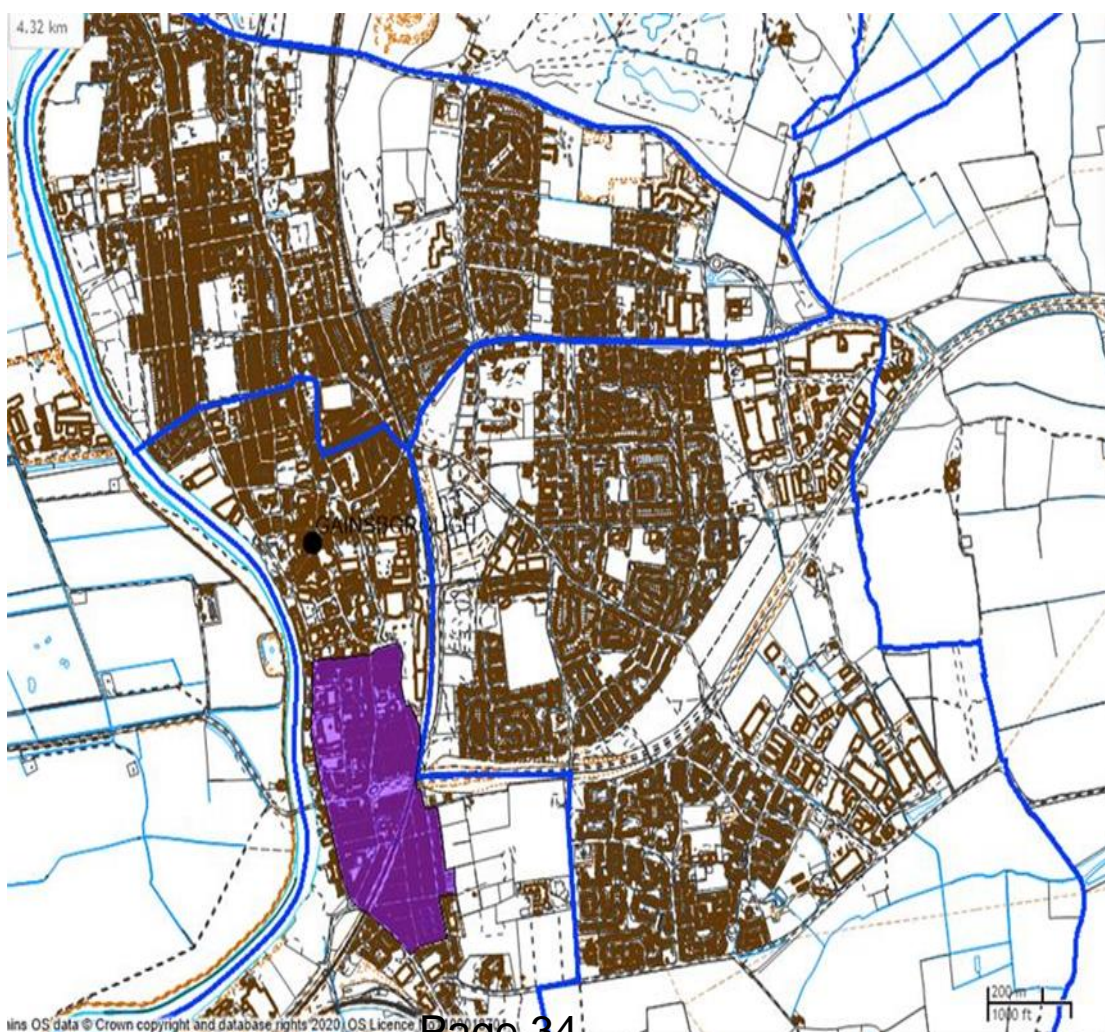
1.1. The Selective Licensing scheme for Private Rented Sector (PRS) properties in the Gainsborough South West Ward was approved at Prosperous Communities Committee on the 22nd March 2016. The scheme then came into force on the 18th of July 2016 for a five year period. The scheme has now come to a conclusion and this report sets out information relating to the scheme from over this period.

1.2. There were estimated to be around 550 private rented properties within the specific area designated and circa 800 private rented properties across the whole of the South West Ward.

1.3. The scheme was designated for the following reasons:

- Evidence that there was a significant issue with ASB and PRS within Gainsborough.
- Strong feeling that the tools available needed to be explored.
- Opportunity to enhance proactive work in relation to the PRS and understand it better.
- To provide additional capacity and resource to improve the PRS
- Lack of confidence in overall regulation of landlords

1.4. The scheme was active in the area shown in purple in the map below.



1.5. In delivering the scheme the Council also set out to do the following:

- Reduce anti-social behaviour
- Take steps to tackle low housing demand
- Be proactive
- Improve standards of housing management
- Ensure accountability of landlords
- Identify rogue and criminal landlords and enforce against them
- Target the most at risk properties and identify the most vulnerable people

1.6. The future approach to Selective Licensing and the consultation process was set out and agreed by Committee in March 2021 and a further paper setting out the feasibility options for any future scheme will be presented to Committee in November 2021.

1.7. The report appendices provide information on the additional outcomes derived from the scheme, the lessons learned, case studies and the impact of Covid-19.

2. End of Scheme Position

2.1. Over the course of the scheme there were 809 licenses granted within the designated area. This amounts to 98% of the eligible properties, which exceeds the original target of 80% that the original proposals were based upon in 2016. 77 of the applications received were for properties which had previously had a licence issued.

2.2. The table below provides an overview of the scheme at its end position:

	The Home Safe Scheme	West Lindsey District Council
Full Licences	584	225
Exemptions (full)	n/a	17
Exemptions (temporary)	n/a	12
<i>*live applications, not including applications which have been cancelled or terminated</i>		

2.3. Information relating to the Home Safe Scheme and the role it played during the scheme is shown in appendix 5.

3. Financial Information

3.1. The Council has to date received £152,092 from licensing income. £69,540 was received in 16/17, £11,015 in 17/18, £18,534 in 18/19, £25,881 in 19/20 and £26,947 in 20/21 with an additional £355 for the short period operating in 21/22.

3.2. The income received has been used to fund the administrative roles that have supported the scheme, alongside the other officer resource used to deliver the outcomes of the schemes. It is estimated that circa 1.5 full time employees were funded over the duration of the scheme.

3.3. Income that has been derived from the serving of notices, costs from prosecutions and issuing of civil penalties is further outlined in this report and contributes to the ongoing delivery of the housing standards work area.

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 was aimed.

4.2. Within the tables below, the information has been set out to highlight the impact the scheme has had in the specific area, in relation to the work of the Council that has been undertaken across the rest of West Lindsey. The tables set out how the scheme has enabled a greater amount of work to be undertaken within this small area as opposed to the rest of the District as a whole.

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

Action Taken	Volume – Gainsborough South West Ward	Volume – Rest of District
Formal Notices Served	107	71
Energy Efficiency Compliance Notices Served	23	60
Interviews Under Caution	9	n/a
Cautions	2	n/a
Prosecutions	8 40 convictions	1 2 convictions
Civil Penalties Issued	21	2
Civil Penalties in Progress	9	n/a
Tribunal Appeals	8 4 Upheld 2 Settled 1 Withdrawn 1 Out of time	n/a
Enforcement Financial Information (Scheme area only)		
Notice fees	Circa £19,000 (fee income)	
Prosecutions	Fines issued – £83,000* Costs awarded - £10,000	
Civil Penalties issued	£115,000 total**	
Civil Penalties in progress	£87,000 total	

*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

4.4. 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. Housing Conditions and Demand

5.1. The scheme has had a specific focus on improving housing conditions and on seeking to impact the issue with housing demand within the area.

5.2. There were on average 16 housing disrepair cases open with the South West Ward in 20/21, with an average of 15 across the first four months of 21/22. This number has reduced dramatically since the inception of the scheme from 64 in 17/18, 34 in 18/19 and 29 in 19/20. Whilst there will always be an open caseload for this area, the licensing scheme has helped to ensure that general property standards have improved resulting in less disrepair issues.

5.3. Over the course of the scheme, a large number of property visits have taken place by both The Home Safe Scheme and West Lindsey District Council:

Measures	Gainsborough South West Ward	Rest of District
Number of property visits over scheme duration	895 – WL 1,301 – HS	384
Number of Category 1 Hazards removed through action taken by West Lindsey	88	77
Number of private rented sector properties improved through action taken by West Lindsey	249	272
Property issues identified by Home Safe	High priority issues – 1,686 identified Medium priority issues – 1,707 identified Low priority issues – 446 identified	
Issues Resolved from final year of inspections	1,070	

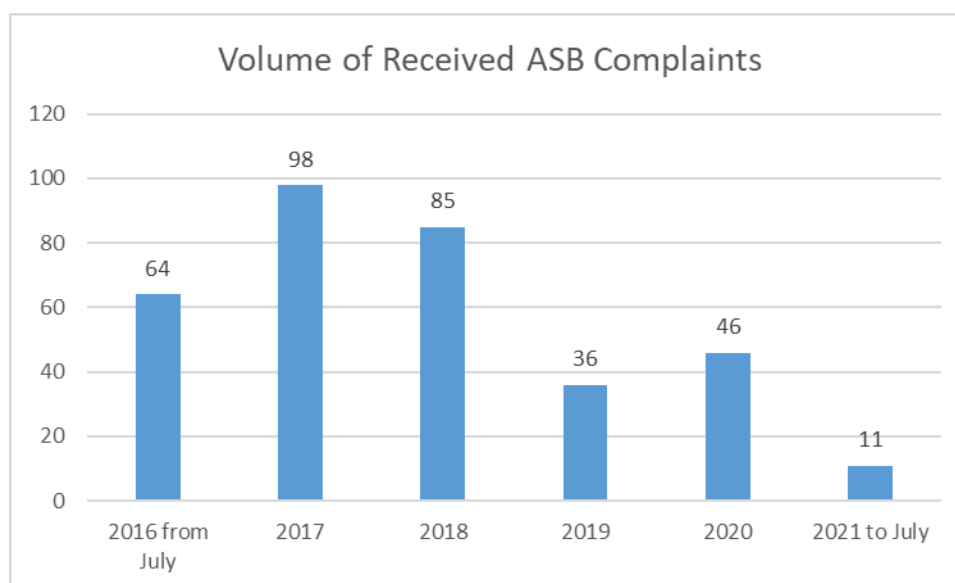
5.4. The use of grant incentives in conjunction with the scheme have also seen a significant reduction in the number of long-term empty homes in the ward over the scheme lifetime:

Measures	Gainsborough South West Ward	Rest of district
Number of long-term empty properties at commencement of scheme	96	444
Number of long-term empty properties at scheme end	65 (32% decrease)	429 (3% decrease)

5.5. The proactive work in relation to Minimum Energy Efficiency Standards (MEES) within the licensing area has seen 23 compliance notices served, which in turn has helped to ensure a compliance rate of over 95% within the area in relation to this. This ensure that private rented properties meet the minimum “E” grade standard.

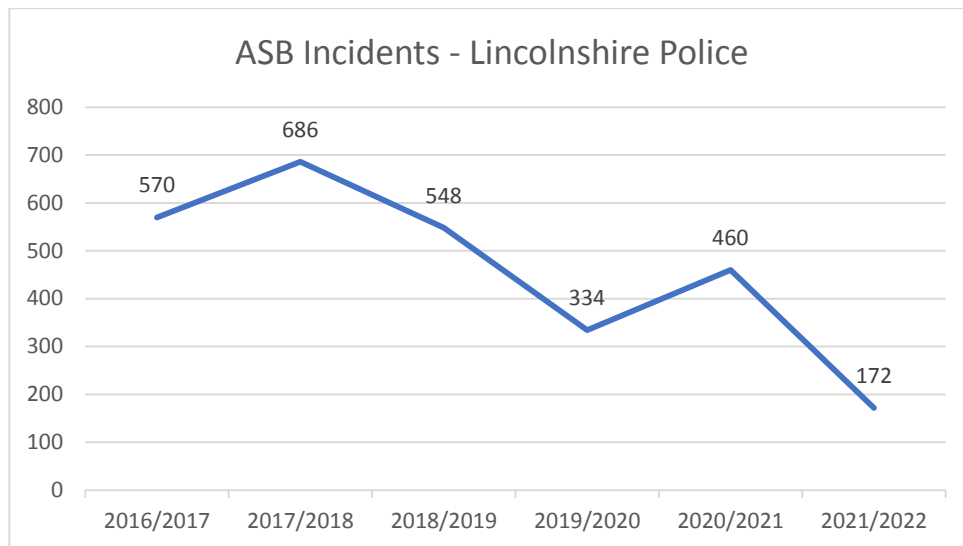
6. Anti-Social Behaviour (ASB)

6.1. The scheme the focus remains on proactively dealing with unlicensed properties and any ASB that is caused by them. The chart below shows the trends in relation to ASB within the area since the commencement of the scheme in 2016.



6.2. During 2017, additional proactive work was undertaken to identify issues, which led to the reporting increase during that period. Since 2017 the number of reports are steadily decreasing, other than in 2020 when the number has increased slightly. This increase could be attributed to the lockdown periods that occurred during 2020 and the additional reporting that this created across a number of regulatory work areas.

6.3. The chart below sets out the number of incidents within the NC03 policing area for Gainsborough, within which the selective licensing area was included.



6.4. As per the Council's State of the District report 2020 it has the third lowest crime rate in the county. Overall, there were 5,737 recorded crimes in the 12 months to December 2019, an increase of 778 on 2018. Lincolnshire Police data shows that West Lindsey has the second lowest crime rate in the county which has an average crime rate of 79 per 1,000

6.5. Whilst it is not possible to directly attribute reductions in ASB to the scheme itself, it is evident that 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.

7. Best Practice and Recognition

7.1. Over the duration of the scheme the Council have been involved a number of reviews of best practice undertaken by both the Government and industry bodies. This has helped to inform and develop our approach and enable improvements to the scheme to be delayed.

7.2. Officers have also been invited to participate in focus groups and industry presentations on the subject, which has helped to raise the profile of the work that has been undertaken.

7.3. An example of the review work can be found here carried out by the Chartered Institute of Environmental Health [a-licence-to-rent.pdf](https://www.cieh.org/a-licence-to-rent.pdf) ([cieh.org](https://www.cieh.org))

8. Conclusion of the Scheme and Future Scheme Feasibility

8.1. A further report will be presented to Committee in November 2021 that will consider the feasibility of any future scheme within the District. This work is currently being undertaken and a workshop for Councillors was held on the 9th of August, to provide an overview for how the process will work and how any consultation may be undertaken.

- 8.2. The lessons learned shown within the report, alongside the comments in relation to scheme improvements that have been received during its delivery will be taken into consideration and where possible delivered as part of any new proposals.
- 8.3. A decision on whether to proceed and carry out consultation on any new scheme must be made by Committee and any consultation would be extensive and be for a minimum 10 week period, which if approved will take place towards the end of the 2021 calendar year.
- 8.4. Subject to the above, the overall determination for any future designation is estimated to be May 2022. Any decision may then be subject to Secretary of State Approval, for which there is no set timescale.
- 8.5. As per the proposals agreed at Committee in March 2021, the following enforcement approach will be taken now that the scheme has come to a conclusion:

Formal Action: any offences committed prior to the end of the scheme will be considered and a decision taken in relation to the public interest aspect of proceeding with any formal action. This will depend on the circumstances of each case. There is provision for the Council to take formal action for offences for up to 6 months after the end of the scheme.

Use of Powers: where high risk issues remain within properties, the Council will seek to use existing Housing Act powers to address these and will prioritise these based on the risk presented. The Council still has the ability to utilise all of its usual Housing Act and other regulatory powers to enable formal action to be taken as required. There will however be no ability to require additional conditions, which were placed on as part of the scheme, to be met by landlords.

END

Additional Outcomes

Clearly understood that we are an “enforcing” authority	Multi – agency enforcement approach in place	A good level of landlord compliance and engagement	Additional spend in the local economy from contractors
Over 2000 property inspections carried out	Enhanced intelligence on issues within the area	Additional investment in properties by landlords	Increase in staff knowledge and experience
Active contribution to Government and industry reviews	Increased profile for PRS work in West Lindsey	Unlicensed properties and high risk tenants easier to identify	Additional regulatory powers more visible and utilised
A small geographical pilot has helped to aid our understanding	Additional tools needed to make a broader impact (e.g. Empty Homes Grants)	Aided the development of other projects in the area (i.e. VHS)	

Appendix 2 – Lessons Learned

Lessons Learned	Additional Information
Enhanced methods needed for engaging with landlords	There has been varied engagement from landlords throughout the scheme and it is felt that an effective continuous process should be considered for any future schemes to ensure that there is an ongoing and effective relationship between parties.
Tenant engagement and involvement was less than expected	Whilst there has been contact from tenants about the scheme, it does not seem to be something that tenants are taking a significant interest in. Any future scheme could look at how we ensure that tenants are better informed about what licensing means to them and the difference it can make.
Management of problematic tenants is something that requires additional measures	Whilst the scheme provides additional tools to tackle problem tenants, it does not provide all the solutions for the more transient group of tenants that move from unlicensed property to unlicensed property. Solutions across agencies are still needed to deal with these individuals and households.
The developed tenant passport was not effective	The developed scheme for tenant passport, which requires tenant consent has not delivered what was intended. The consent aspect has still meant that the tenants that may need the passport and support it offers still do not apply for it. Likewise, some landlords are still using informal methods such as social media to attract tenants.
The resources needed to deliver the scheme were beyond the set fee	The relatively low license fee of £375 delivered resources to deal with the immediate licensing functions. The work related to ASB and enforcement on top of this was met from the existing resources available to the Council within its own services.
Hard within scheme constraints to have a broader impact (i.e. on general ASB levels)	The scheme conditions limit certain activities and work will be undertaken to look at how they can be maximised for any future scheme. Likewise, how the schemes resources are used to tackle other issues (such as ASB) will be considered.
The 5 year licensing period may not be sufficient to deal with all the related issues	Some of the issues that may be tackled via a scheme require longer term interventions, therefore the 5 years of the scheme are not sufficient to address these. Likewise, an area with multiple issues, such as the area selected may require further designation.
Level of support required for landlords and landlord knowledge is varied.	Some landlords required a significant amount of support in order to become licensed and continued to required support throughout the scheme. Other landlords required minimal contact.

There was not a notable overspill or spread of issues into surrounding areas	Prior to scheme delivery there was an underlying fear that issues would spread out of the licensing area due to the scheme. This does not appear to be the case. The analysis work being undertaken as part of the future scheme proposals will look at this in further detail.
Criminal landlords often house the highest risk and most vulnerable tenants	There is a clear link between unlicensed properties and criminal landlords and in turn the most vulnerable and high risk tenants. The enforcement of the scheme has the most impact when it focusses on these properties and the highest risk issues.
The majority of landlords own 1 – 2 properties	There is not a large proportion of “portfolio” landlords who own vast amounts of properties. This means that the approach has been more resource intensive as there are more landlords generally across the whole scheme.
The Private Rented Sector was bigger than estimated (and growing).	It was estimated that there were around 550 licensable properties initially, and overall there turned out to be about 750
The scheme has not put off investors in the area	There have been a number of property sales during the licensing period and ongoing application for licenses. A number of property companies have invested in the area during the period and Gainsborough generally continues to demonstrate growth and improvement in turn.
Additional tools needed to make a broader impact (e.g. Empty Homes Grants)	Measures such as empty homes grants have increased the impact within the area and it is imperative that any future schemes give consideration for any additional benefits via measures such as this.

Appendix 3 – Impact of Covid – 19

The delivery of the selective licensing scheme since March 2020 has been significantly impacted by the Covid 19 pandemic in the following ways. This information was provided in the update given in March 2021, however is still relevant in terms of the schemes conclusion.

Restrictions on Landlords: The Government initially issued and subsequently updated guidance for landlords during the pandemic on how to fulfil their obligations during this time. The Council have had to consider this guidance in regards to determining the circumstances in which to take enforcement action. This guidance has limited a landlord's ability to be proactive in certain circumstances.

Inspections: The inspection regime for both Homesafe and the Council was significantly delayed during the initial and subsequent lockdowns. Proactive inspections were not able to take place and the inspection regime for the final year of the scheme has had to be amended in light of this. This will only focus on high risk issues and is not being made mandatory in most circumstances.

Property Sales: The property market slowed during the initial lockdown and in turn the turnover of properties that generate additional licensing income slowed. This has recovered in some form, but has not been at the level of previous years.

Ability to take formal action: With less proactive property inspections it has reduced the scope for the Council to serve formal notice and to establish offences related to the licensing scheme. In turn, the volume of civil penalties issued has not been in line with our projections.

Local Intelligence/Presence within the area: Officers have not been as active within the licensing area for the reasons stated, therefore the ad hoc intelligence that is usually collected has not been done so on the same scale. In turn, the reduced property inspections have limited our interaction with tenants and our opportunities for dealing with some breaches of conditions that may have occurred.





ASB Figures: The level of ASB reports has increased slightly during 2020 and some of this increase relates to the lockdown periods that occurred during this time. The ability to deal with some of these matters has been limited for landlords and the Council, however the increase is not to an extent that causes great concern.

Debt Recovery Measures: Some legal processes have been restricted during this period and court proceedings are subject to significant delays. Whilst debt recovery has continued where possible, in some cases it has not proceeded due to the above. Any debt incurred during the licensing scheme can be recovered after it concludes.

Appendix 4

Gainsborough South West Ward Selective Licensing Scheme – Case Studies

Case studies below show some examples of property improvements made over the lifetime of the selective licensing scheme.

Case Study 1	
Before	After
	
	

Background: Property identified as failing to have the necessary licence in place under the scheme. An improvement notice was served to address a number of hazards, and further formal action was taken by way of a civil penalty for the failure to licence.

Case Study 2	
Before	After
	

Background: A complaint was made under the scheme that the property was unsightly from the exterior and in a poor state of repair. A formal notice was served on the landlord under the Building Act to address the issues with the guttering and fascia's, and these were replaced in compliance with the notice, in addition to further works being carried out to improve the external appearance.

Case Study 3

Before



After



Background: Property was visited as part of the inspection regime and found to be in poor condition, with rotten windows and doors, and no heating system. An improvement notice was served after an informal schedule was not complied with, and the landlord fitted new doors, windows and a gas central heating system.

Case Study 4

Before	After
	







Background: A property visit was carried out as part of the inspection regime on licensed properties and the stairs were noted to be dangerous. An informal schedule was served specifying works to be undertaken, and the licence holder carried out the necessary improvements.

Case Study 5

Before	After
	

Background: An urgent disrepair referral was received with a vulnerable tenant living in an insecure property. The property was licensed, and replacement doors were fitted within 4 days of the Council receiving the case.

Case Study 6

Before	After
	
	
	

Background: The property was identified as being unlicensed. A number of hazards were assessed including extensive damp and mould throughout the property and a lack of handrails on staircases. An improvement notice was served to require works to be carried out.

Case Study 7

Before



After



Background: The windows to the property were found to have rotten wooden frames with single glazing, and were causing damp and mould and poor thermal efficiency. An improvement notice was served and the new windows were fitted throughout the property.

Case Study 8

Background: A landlord owned a number of properties within the selective licensing area, many of which were in an extremely poor state of repair with a number of high-scoring hazards, and were also problematic within the area with poorly maintained exteriors with large waste accumulations in the gardens. The landlord was not licensed under the selective licensing scheme.

Action: The Council undertook prosecution proceedings for the eight unlicensed offences and the two offences for failure to comply with the notices which had been served requiring improvements. Alongside a receiving an initial fine of £213,000 across the offences (reduced to over £80,000 at appeal), the Council were also successful in applying for a criminal behaviour order against the main offender, meaning that he was unable to operate or manage private rented sector properties within the district of West Lindsey.

Outcome: The offender's properties were put up for sale, and were sold. The new owners carried out the necessary renovations to bring them up to standard, ensuring the external areas were better maintained, the tenants were better managed and that they complied with the requirements to become licensed under the scheme.

Case Study 9

Background: Both the Council and Lincolnshire Police were receiving numerous Anti-Social Behaviour reports for tenants in properties on one particular street – when the details were checked, it became clear that a number of the problematic properties were owned by the same landlords.

Action: A multi-agency meeting was arranged with the Council, Lincolnshire Police and the landlords of the properties to inform them of some of the issues that were being reported on the street, and advice was given in respect of their obligations as licence holders under the scheme. The Council requested that action was taken to address the issues in line with the selective licensing scheme conditions.

Outcome: A number of the tenants identified as the anti-social behaviour perpetrators were evicted following due process. One household found an unlicensed property to move into – although the property owner was advised not to grant a tenancy prior to applying for a licence or taking proper references, the tenancy commenced without these steps taking place. The Council prosecuted the new landlord for failing to licence under the selective licensing scheme, and the tenancy was closely monitored over the remainder of the scheme. The problematic street was vastly improved with the relocation of the problematic households, and the tenants were easier to manage in their new locations as they were no longer in close proximity to each other.

Appendix 5 – Information from the Home Safe Scheme



The Home
Safe Scheme

The Home Safe Scheme Ltd
The Castle Mill
Minneymoor Hill
Conisbrough
Doncaster
DN12 3EN

Email: info@thehomesafescheme.org.uk

Telephone: **0330 6600 282**

Company No. 09371007

West Lindsey District Council – South West Ward Selective Licence Scheme

End of scheme review – conducted by The Home Safe Scheme Limited (Delivery Partner)

July 2021

West Lindsey District Council (WLDC) designated certain parts of the South West Ward for a selective licensing scheme which came into force on 18th July 2016, to run until 17th July 2021. To help deliver the scheme WLDC decided to use the services of a delivery partner, The Home Safe Scheme Ltd, and it was determined that 5 inspection programmes, covering all properties, would take place during the 5-year designation but this was later reduced to 3 inspection programmes. This report presents the results of Home Safe's 3rd and final property inspection programme along with a summary of the benefits of the scheme and lessons learnt. It is worth noting that outside of the inspection programmes Home Safe also provided general advice and support to their landlord members in the South West Ward on such issues as tenancy sustainment, evictions, legislative requirements and have been an effective liaison between scheme members and WLDC.

Applications

The following table shows the rate of applications to be licensed through Home Safe, i.e., licenses issued by WLDC once a landlord has successfully joined the Home Safe scheme (the first one received was on 12th July 2016, before the designation came into force):

Date	Properties registered
18/07/2016	7
18/08/16	39
18/09/16	99
18/10/16	197
18/11/16	334
18/12/16	341
18/01/17 (1 st 6 months)	345

To date we currently have 235 members with 447 properties registered.

Memberships terminated

To date 282 properties have been removed from our membership. Some of these may then have been the subject of new applications to licence following sale and new owners. The following table shows the reason for termination and the percentage of the overall total terminations:

Termination Reason	Number of Properties (% of total)
Property sold	135 (47.8%)
Noncompliance to Home Safe T&Cs*	61 (21.6%)
WLDC instruction (preferred direct application)	21 (7.4%)
Application withdrawn and applied directly to WLDC	20 (7.0%)
Deceased	16 (5.6%)
Member requested termination	10 (3.5%)
Application made in error (not in designation area)	10 (3.5%)
Exemption issued by WLDC	6 (2.1%)
Abuse to Home Safe employee	2 (0.7%)
Property repossession	1 (0.3%)

* Noncompliance to Home Safe T&Cs could have been failing to provide access for a property inspection, failing to provide a Plan of Action for any remedial works, failing to provide the requested evidence or confirmation of remedial works or cancelling their Direct Debits. In any event Home Safe had a breach process in place to encourage compliance and always discussed the prospect of termination with WLDC before agreeing that was the most appropriate course of action.

Inspections

Due to the restrictions imposed by the pandemic, all the 3rd and final inspections were not completed by the end of scheme date. However, the following overview details the situation in regards to the 3rd and final round of inspections with comparisons to the previous rounds:

374 Inspections completed. There were 491 inspections completed in the 2nd round and 436 in the first round.

1,321 total issues found (3.5 average per property). 2,478 total issues found on the 2nd inspections (5.0 average per property).

284 inspections found at least one High Priority issue (76% - the highest single number in any one property was 9). This was from 389 on the 2nd inspections (79%).

689 total High Priority issues found (1.8 average per property). 997 High Priority issues found on the 2nd inspections (2.0 average per property).

586 resolved with the remainder managed by Home Safe in accordance with membership T&Cs and WLDCs licence conditions.

566 Medium Priority issues found (1.5 average per property). 1,101 Medium Priority issues found on the 2nd inspections (2.2 average per property).

443 resolved with the remainder managed by Home Safe in accordance with membership T&Cs and WLDCs licence conditions.

66 Low Priority issues found (0.2 average per property). 380 Low Priority issues found on the 2nd inspections (0.8 average per property).

41 resolved with the remainder managed by Home Safe in accordance with membership T&Cs and WLDCs licence conditions.

51 properties requiring 'no actions' (13.6%). There were 2 properties requiring 'no actions' on the 2nd inspections.

Top 10 failing issues by % of properties inspected

- 37% Damp and mould evident in one or more rooms.
- 31% Staircase tread less than 220mm.
- 25% Gutters not adequate or in working order.
- 25% Windows in poor working order – decayed – do not have working latches and safety catches or opening restrictors – can't be opened and latched shut – damaged glazing.
- 24% Ground floor fire detection system missing/not working.
- 24% First floor fire detection system missing/not working.
- 19% All ceiling and wall plaster is not in a sound and secure condition, capable of being decorated with no signs of leaks or possible structural damage.
- 16% Not 300mm of work-top to either side of the cooker.
- 13% A handrail either not accessible or securely fitted for the full length of the staircase.
- 13% Second floor fire detection system missing/not working.

Within the 3rd round of inspections 13 properties were de-registered after an inspection had been carried out and there were 86 (3rd) inspections that could not be completed. These 86+374 (that were completed) minus 13 properties de-registered = the 447 properties registered to date. The 86 inspections that could not be completed were due to the following reasons:

32	Tenant did not want the inspections due to concerns over the coronavirus*
4	Landlord did not want the inspections due to concerns over the coronavirus*
32	Repeatedly advised property was empty
8	Problem tenant blocking access but landlord engaging
5	Landlord not engaging
3	Landlord claiming property sold (WLDC to confirm)
1	Landlord claiming property exempt from licensing (WLDC to confirm)
1	Landlord claiming property change of use so requiring revocation (WLDC to confirm)

* This is despite inspections following a Covid-safe procedure agreed with WLDC which included screening questions and the wearing of PPE.

Average resolution times

Home Safe managed all the issues raised on an inspection report irrespective of priority (risk category) and don't record how long each individual issue took as resolving all the issues raised on the report was the focus.

It's important to note that the length of time that a report, following an inspection, is open on our project management system is the only way Home Safe can record 'resolution times' but there's a number of factors contributing to this figure which would increase the average resolution time quite significantly:

- where Home Safe members were claiming the property was empty
- where Home Safe eventually terminated the membership
- where Home Safe members had tenants refusing access to carry out repairs (pre-Covid)
- a refusal to carry out repairs due to Covid*
- where licences were eventually revoked (for the time it took to process and be confirmed)
- where submitting evidence was delayed but Home Safe had (written) assurances works were complete - the breach process has helped this however
- response times for guidance from WLDC

* Please note whilst it was almost impossible to challenge those claims, most of which we assumed were genuine, we did ask landlords to update their Plans of Actions rather than just assume that they couldn't do anything and challenged them to make alternative arrangements in line with government advice.

Notwithstanding the above, the average time that each report was open on our system, irrespective of risk category therein, was **56 days** (it was **78 days** following the 2nd round of inspections).

Benefits of the scheme

- Improved PRS housing conditions without WLDC involvement (in the vast majority of cases)
- Better understanding of PRS housing stock condition
- Employment opportunities for local people
- Opportunities to drive funding for energy initiatives
- Increased revenue into local B&Q stores and other local builders' merchants
- Increased work for local contractors repairing identified issues



**Prosperous Communities
Committee**

Tuesday 14 September 2021

Subject: To Consider Proposals from the Jubilee Group

Report by:	Jubilee Events Planning Group
Contact Officer:	Katie Storr Democratic and Elections Team Manager (Interim) Katie.storr @west-lindsey.gov.uk
Purpose / Summary:	Having established a Jubilee Events Planning Group at its meeting on 13 July 2021, This report focusses on, and sets out, proposals from that Group in respect of promotion of and engagement in the Queens National Campaign, 'Plant a Tree for the Jubilee' (https://queensgreencanopy.org.uk). a UK-wide tree planting initiative created to mark the occasion.

RECOMMENDATION(S):

That Members

- 1) Agree the 2 prong approach namely : -**
 - * promotion of the Queen's Green Canopy across the District, encouraging others to engage directly in the Queen's national campaign, which is being supported by the Woodland Trust who are providing free trees to communities on a first come first served basis; and**
 - * A project which allows the District Council and its Elected Members to directly participate in the campaign**

And in doing so, approve the communications plan (Appendix A) and the creation of a tree planting scheme for Members as detailed in Section 4;

- 2) Approve the use of the Jubilee Emblem and associated branding – Section 5;**
- 3) Approve, in principle , the creation of a Platinum Jubilee Community Fund, and request a further report providing details of the specifics of any such Scheme; and**
- 4) Receive a further report in December 2021 outlining further proposals for Jubilee celebrations**

IMPLICATIONS

Legal:

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

Financial : FIN/43/22/B/SL

For the tree planting scheme, a proposed maximum allocation of £75 per Ward Councillor, of which there are 36, to be funded from existing civic budgets to cover the cost of 1 sapling and 1 commemorative plaque) – total cost of £2,700, to be spent in the current financial year.

There may be costs incurred around the communication and promotion of the project, but at this time these are expected to be minimal, and can again be contained within existing budget provision.

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

Staffing :

Projects within this report can be delivered within existing staffing resources

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

Equality and Diversity including Human Rights :

Data Protection Implications :

Climate Related Risks and Opportunities :

Contributes to the Council's wider corporate objectives and has clear linkages with the Council's Environment, sustainability and Climate Change Strategy.

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

x

Key Decision:

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

Yes

x

No

☐

1 Exec Summary

- 1.1 Committee at its meeting on 13 July agreed to establish a Jubilee Events Planning Group. Terms of Reference for the Group were also agreed, as was a proposed time.

The report can be viewed here <https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?CId=176&MId=2895&Ver=4>

The minutes can be viewed here. <https://democracy.west-lindsey.gov.uk/documents/g2895/Printed%20minutes%2013th-Jul-2021%2018.30%20Prosperous%20Communities%20Committee.pdf?T=1>

- 1.2 This report focusses on, and sets out, proposals from the Group in respect of promotion of and engagement in the Queens National Campaign, 'Plant a Tree for the Jubilee' (<https://queensgreencanopy.org.uk>). a UK-wide tree planting initiative created to mark the occasion.
- 1.3 The report briefly outlines some of the other projects the Group will be investigating over the autumn period. The proposed programme of wider activities and events will be subject to a further report to this Committee at its December meeting.

2. Outline Proposal

- 2.1 The Jubilee Events Planning Group held its first meeting on 19/08/21 with the focus of discussions being promotion of and engagement in the Queens National Campaign, given the tree planting season runs from October through to March
- 2.2 The Group have recommended a two-prong approach: -
- * promotion of the scheme across the District, encouraging others to engage directly in the Queen's national campaign, which is being supported by the Woodland Trust who are providing free trees to communities on a first come first served basis – Section 3
 - * A project which allows the District Council and its Elected Members to directly participate in the campaign – Section 4

3. Promotion across the District

- 3.1 Recognising limited financial resources available, extensive promotion of the Campaign is considered a cost effective way of generating wider participation.

3.2 Attached at Appendix A is a draft outline communications plan.

The objectives of the Communication Plan is to : -

- Ensure that all residents/ businesses/communities are aware of the initiative through promotion of the Queens Green Canopy
- Ensure all residents/businesses/communities understand how to access information and help for the project
- Raise awareness of the Council's involvement in the project and the initiative across the district to mark the occasion, recognising the benefits to the district and linkages with the Council's Environment, sustainability and Climate Change Strategy.

4. Tree Planting Scheme for Elected Members

4.1 It is being proposed that: -

- each Elected Member be afforded a tree to plant within their own Ward purchased by this Authority
- Trees purchased under this scheme must be located in public locations.
- It will be for the Elected Member to work with their local communities to determine the chosen location and ensure any permissions needed are in place – Officer advice will be provided where requested
- Trees will be purchased to suit locations chosen by Ward Members (advice is available on the Woodland Trust Website) and will be at the sapling stage to reduce cost and make delivery easier.
- A commemorative plaque will be supplied with each tree (if requested) The QGC website, will be offering templates for such plaques and all plaques across the District will be uniform in nature, as use the Jubilee branding (see below)
- It will be for each elected Member to determine how their Ward recognises the planting of the tree.
- The Jubilee itself falls in February and as such Elected Member tree planting events should be held throughout the month of February.
- Ward Members would need to indicate of their intention to plant a tree , before Christmas, with orders been placed through January ready for ceremonies in February.
- Saplings will be purchased through the Woodland Trust, as the approved supporter for the QGC.
- Each event will receive promotion and press coverage through West Lindsey's media channels.
- Each Ward Member be allocated a maximum £75 to cover the cost of 1 sapling and 1 commemorative plaque, to be funded from within existing civic budgets.

4.2 The Group are of the belief that the above project, meets the brief given whilst being mindful of both financial and staffing resources. The scheme is supported: -

- Would ensure there is a lasting legacy of this historic event;
- would be District Wide, rather than focussed in one specific area;
- allows Ward Members to engage directly with their communities, and allows for individuality whilst maintaining a common theme;
- is relatively small scale, ensuring all Wards can participate.
- gives communities and Ward Members the freedom to mark the planting of a tree in way that is suitable to their communities;
- contributes to the Council's wider corporate objectives and has clear linkages with the Council's Environment, sustainability and Climate Change Strategy

4.3 Consideration was given as to whether any larger scale tree planting could be considered as part of this proposal. However, larger scale tree planting does come with greater considerations and not all communities would be able to accommodate multiple trees.

4.4 The Group are also aware of a national initiative (Local Authority Treescapes Fund), not directly linked to the QGC, where Councils can bid for funds to create larger planting schemes. This is something that is being driven by the County Council, but in which West Lindsey is engaged with and actively making a bid for. Parish Councils have already been surveyed regarding their interest / ability to accommodate large tree planting schemes, with 11 communities indicating their interest. If funding is successful it will see up to 600 trees planted across 4 sites owned/operated by the Council and more across West Lindsey at sites identified by Parish Councils.

4.5 As such it is felt the scheme outlined at section 4.2 will compliment the initiative referred to above and allow communities where large tree planting is not feasible or desirable, to take part.

5 Branding and Use of the Platinum Jubilee Emblem

5.1 To mark the Jubilee Celebrations and following a national competition, Buckingham Palace have released an approved emblem.

5.2 Buckingham Palace have provided detailed information in relation to the emblem that has been designed, and is to be used, for the Queen's Platinum Jubilee (right). They state:

"It is intended that the emblem be used widely by individuals, organisations, companies and charities for celebrations to mark Her Majesty The Queen's Platinum Jubilee in 2022. This includes use for commercial purposes and advertising."



- 5.3 Full details can be found online: <https://www.royal.uk/queens-platinum-jubilee-emblem>. The palace has also provided detailed guidelines on the use of the emblem, associated colour palette and fonts.
- 5.4 On the basis of these guideline, the Communications Team have prepared three versions of the Council's logo for use in Platinum Jubilee related materials – these are shown below: -



Fig 1 – Primary Logo in Platinum Jubilee Palette (Pantone 3515 C and Platinum)



Fig 2 – Primary Logo in white on Pantone 3515 C



Fig 3 – Primary Logo with Wordmark in Pantone 3515 C

5.5 Using the Platinum Jubilee Emblem and Colour Palette

The are advantages of making use of the emblem and associated colour palette on Platinum Jubilee related materials. It will ensure that any content created by the Council will be presented in a simple, consistent, and unified look – allowing people to instantly identify that whatever the item is relates to the Platinum Jubilee.

Further examples are shown below: -



Fig 4 – Examples of two pop-up banners (left WLDC branding with Jubilee emblem looks confused and right with the Platinum Jubilee palette looks smart and uncluttered).

Fig 5 – Demonstrates how the Platinum Jubilee palette might be applied to an application form for a community grant scheme.

The image shows a sample application form for the West Lindsey Community Grants Platinum Jubilee Fund. The form has a purple header with the West Lindsey Council logo and the Platinum Jubilee emblem. The text 'Community Services' is in the top right corner. Below the header, the text 'West Lindsey Community Grants' is followed by a stack of coins icon. The main title is 'Platinum Jubilee Fund Application Form'. There are two input fields: 'Applicant Name:' and 'Our Reference:'. Below these, there is a 'Contact Details' section with the following text: 'Our Guidance Notes for this scheme contain further detailed information and advice. You can view them on our website: www.west-lindsey.gov.uk/funding. Submit completed forms by e-mail to funding@west-lindsey.gov.uk or return by post to: Community Services, Guildhall, Marshall's Yard, Gainsborough, DN21 2BA. If you have any queries you can contact us via e-mail or telephone: 01427 676676. www.west-lindsey.gov.uk/funding Page 1 of 6'. At the bottom, it says 'Community Services Council or Finance Fund - Application form v1.2'.

- 5.6 Committee are asked to support the use of the emblem and the branding above for all items related to the Jubilee.

6 Other events and Possible Grant Funding

- 6.1 As indicated in the Executive Summary, whilst this report focuses on and seeks agreement to tree planting activities, the Group have begun to give consideration to a proposed programme of wider activities and

events leading up to the Jubilee bank holiday in June 2022. This includes: -

- Look at focussing larger celebrations in 2022 in Market Rasen. Making Use of the Market Place and the new leisure centre.
- A Jubilee civic service
- Activities and events that the wider community can get involved in (not just civic) that also provide a lasting legacy. These could be street parties, virtual choirs but also a 'package' of events that can move around the District.
- Community crafting ideas that individuals can undertake but that can also be combined into a larger scale lasting memento (similar to the make a mayflower scheme)
- Participation in the national Beacon Lighting Ceremony (2 June 2022).

6.2 The proposed programme of wider activities and events will be subject to a further report to this Committee at its December meeting and discussions are very much in their infancy.

6.3 Another matter which was discussed and is being investigated is the potential to utilise some of the remaining Community Grant Funds to create a specific Platinum Jubilee Fund. This fund would allow communities to bid for monies to support local Jubilee events or projects, allowing communities to mark the occasion as they wish to.

6.4 The Council's existing community grants programme already has the mechanisms in place to deliver a one-time fund. Due to a reduction in project activity during the pandemic it is possible to re-allocate existing budget to establish a new fund. This would enable the Council to fund community activity linked to the Platinum Jubilee in a targeted and structured way rather than receiving applications to our existing Councillor Initiative Fund or Match Funding Grant.

6.5 If the Committee is minded to support the creation of a Platinum Jubilee Fund then a further report to this Committee in November 21 would be prepared containing full details on its operation for approval (and a subsequent recommendation to Corporate Policy and Resources Committee).

6.6 The recommended highlights of a new fund are:

- Open to applications from community groups, charities, parish councils, faith based organisations and schools
- Maximum grant of £700 – Minimum grant of £70
- Total fund budget of £20k
- No financial match required – focus on in-kind match such as volunteering
- Three funding rounds using existing Community Grants Panel

7 Recommendations

That Members

- 1) Agree the 2 prong approach namely : -
 - * promotion of the Queen's Green Canopy across the District, encouraging others to engage directly in the Queen's national campaign, which is being supported by the Woodland Trust who are providing free trees to communities on a first come first served basis; and
 - * A project which allows the District Council and its Elected Members to directly participate in the campaign

And in doing so, approve the communications plan (Appendix A) and the creation of a tree planting scheme for Members as detailed in Section 4;
- 2) Approve the use of the Jubilee Emblem and associated branding – Section 5;
- 3) Approve, in principle, the creation of a Platinum Jubilee Community Fund, and request a further report providing details of the specifics of any such Scheme; and
- 4) Receive a further report in December 2021 outlining further proposals for Jubilee celebrations



The Queen's Green Canopy: Plant a Tree for the Jubilee

Context – an overview

Celebrate The Queen's Platinum Jubilee in 2022 by being part of The Queen's Green Canopy.

The Queen's Green Canopy is an inclusive national initiative, meaning that everyone from across the United Kingdom can get involved. Everyone from individuals to Scout and Girlguide groups, villages, towns, schools and corporates will be encouraged to plant trees from October 2021 when the tree planting season begins, through to the end of the Jubilee year in 2022.

As well as inviting the planting of new trees, The Queen's Green Canopy will highlight and showcase 70 amazing and irreplaceable Ancient Woodlands across the United Kingdom and identify 70 Ancient Trees to celebrate Her Majesty's 70 years of service.

The planting of new trees across the United Kingdom may take the form of:

- **Individuals** planting trees on their private land.
- **Corporates and businesses** planting trees on their land and creating tree planting projects with employees.
- **Platinum Jubilee Community Planting** projects for youth groups, Parishes, Residents' Associations.
- **A Platinum Jubilee Avenue** of medium-sized or large trees ideal for cities, large estates, new housing developments and parishes.
- **A Platinum Jubilee Copse** on private land or land allocated by the County or Council.
- **A Platinum School Tree:** on school grounds involving students and teachers.

Objectives

- Ensure that all residents/ businesses/communities are aware of the initiative through promotion of the Queen's Green Canopy
- Ensure all residents/businesses/communities understand how to access information and help for the project
- Link the project back to the Council's Environment, Sustainability and Climate Change Strategy and the benefits to the district.
- Raise awareness of the Council's involvement in the project and the initiative within the district to mark the occasion.



Key Messages

- **Tree planting season - October to March** The Queen's Green Canopy will encourage everyone to learn more about the best way to plant trees so that they survive and flourish for years to come, to optimise the chance of trees surviving and flourishing.
- Through the QGC Partner, The Woodland Trust, schools and community groups will be able to apply for **three million free saplings**, available on a first come first served basis. Details outlined on www.queensgreencanopy.org, <https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/queens-green-canopy/>
- Expert advice about tree planting "best practice" – including where to plant and how to secure a healthy tree which is right for the location available through website above and The Woodland Trust.
- Link the project back to the Council's Environment, Sustainability and Climate Change Strategy and the benefits to the district. <https://www.west-lindsey.gov.uk/my-services/my-community/sustainability-climate-change-and-environment/>
- Promote local woods in West Lindsey, benefits to health and wellbeing and encourage people to walk/get active and appreciate what we have.

Further Background

- Throughout Her reign, The Queen has planted more than 1,500 trees all over the world and has spoken alongside Sir David Attenborough of the importance of trees in the Earth's future.
- The QGC is a voluntary and inclusive initiative which is open to participation by everyone in the UK.
- The QGC is a symbolic gift which involves the voluntary dedication of forests and woodland – there is no land/title transfer.
- Planting trees and protecting forests are simple, cost effective ways to slow climate change, filter our air, enhance our communities and provide habitats for wildlife.
- The QGC is a not-for-profit initiative, which has not received Government funding.



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Target Audiences

Residents
Scouts
Girl guides
Rainbows
Cadets
Businesses
Parish and town councils
West Lindsey District Councillors
Schools (work with LCC)

Channels

- Customer services point people to right place
- Social media – campaign Instagram/Twitter/Facebook/Linkedin
- Residents newsletter (signpost for further information)
- Business newsletter (signpost for further information)
- Website (signpost for further information)
- Community and Voluntary Groups – work with the Communities Team to get the message out.
- Councillors – through the parish and Town Council contacts
- Media - press release and interviews to reach audience who do not use digital media
- Parish Council e-brief

Social media handles and hashtags

Throughout the initiative, the Council will follow the Queen's Green Canopy and will direct our followers to the official website The QGC website www.queensgreencanopy.org. We will also follow on our social media channels and where possible, will share the following social media handles and hashtags:

Instagram: @queensgreencanopy / @theroyalfamily / @clarencehouse

Twitter: @qgcanopy / @royalfamily / @clarencehouse

Facebook: @queensgreencanopy / @thebritishmonarchy

LinkedIn: @queensgreencanopy / @theroyalfamily

Hashtags: #queensgreencanopy #plantatreeforthejubilee #jubileetree #qgclaunch

Actions (Communications)

- Create a communications plan
- Develop the West Lindsey District Council Logo in Platinum Jubilee Colours to mark the occasion
- Write a press release demonstrating the Council's support for the project and subsequent follow up's where appropriate.



September 2021

- Create social media assets and plan a campaign raising awareness of the initiative, celebrating those who take part and reminding people about the deadlines and pointing people to expert advice on tree planting.
- Work with the digital team to ensure information on the initiative is available on the website with clear signposting
- Attend where possible to take pictures and encourage community groups to send in pics that we can use on social media.
- Use the campaign as an opportunity to promote health and wellbeing another of the Council's Corporate Plan priorities – promoting the woodlands and green areas in the district to encourage, walking, cycling, running

Measuring the Success

Whilst the campaign is aimed at raising awareness and directing people to the Queen's Green Canopy website and the Woodland Trust – success can't be measured by take up.

However, the aim of the communications plan is ensure that everyone is made aware of the initiative and are signposted well.

- Take up of press releases/interviews in the media
- Reach on Council's social media platforms.
- Engagements and discussions via the Council's Social media platforms
- People/groups/businesses sharing their success and tree planting stories with the Council
- All Councils in the district made aware of the initiative and how to access free trees and support

Agenda Item 6d



**Prosperous Communities
Committee**

14th September 2021

Subject : Development of a Cultural Strategy for West Lindsey

Report by:

Assistant Director of Planning and Regeneration
and Assistant Director of Commercial and
Operational Services

Contact Officer:

Sally Grindrod-Smith
sally.grindrod-smith@west-lindsey.gov.uk

Ady Selby
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Purpose / Summary:

In early 2020 the Council received a recommendation as part of the Corporate Review which recommended that the council consider the development of a Cultural Strategy.

Officers have reviewed the current position and suggest five work streams in order to develop our approach and cultural offer. Whilst it is recognised that this is not yet a Cultural Strategy by definition, these are the building blocks required to move us towards an improved cultural offer.

The five proposed work streams are:

- Events
- Strategic Relationships
- National Portfolio Organisation Status
- Trinity Arts Centre Investment
- Role of culture in placemaking

Members have previously agreed to support work on the development of a Cultural Strategy by earmarking £250,000 to reserve fund.

The paper sets out a recommendation for spend against an element of the budget allocation.

RECOMMENDATION(S):

1. Prosperous Communities Committee approves the five work streams set out at 3.1 and the associated action plan (appendix 1) noting the suggested reporting lines for each action.
2. That Prosperous Communities Committee recommends to Corporate Policy and Resources that approval to spend from the Cultural Strategy Reserve is given for new fixed term officer capacity £85,000 and support of up to £25,000 to develop our approach to securing National Portfolio Organisation status.
3. That Prosperous Communities Committee supports the submission of a bid for £5m of funding and recommends to Corporate Policy and Resources Committee and that £62,000 of the Cultural Strategy Reserve be used to develop the bid to secure funds from the National Lottery Heritage Fund for capital investment, activities and events works at Trinity Arts Centre up to £5,000,000

IMPLICATIONS

Legal:

Procurement of technical support will be in line with appropriate standing orders and legal advice will be secured from Lincolnshire Legal Services to support the contracting process.

Financial :

Cultural Strategy Reserve of £250,000 in place. This report seeks approval to

- Commit £85,000 to recruit to a new role of Events and Marketing Co-ordinator (for 24 months)
- Commit up to £25,000 in capacity support to develop our approach to securing National Portfolio Organisation (NPO) status
- Use the Cultural Strategy Reserve to support work to develop a bid to the National Lottery Heritage Fund for capital works, activities and events of up to £5,000,000 for Trinity Arts Centre, £62,000

A Band 8 resource including on costs totals £83,400. A budget of £85,000 will provide £1,600 for the costs of associated ICT.

Up to £25,000 is requested for capacity support.

Up to £62,000 (£55,900+10% contingency) be used to resource the submission of a £5m bid to the National Lottery Heritage Fund.

The remaining reserve balance would therefore be £78,000.

FIN REF: FIN/66/22/TJB

HUMAN RESOURCES IMPLICATIONS

Newly established Events and Marketing Co-ordinator role, Band 8 for 24 months to be recruited to on open market.

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 :

None

Climate Related Risks and Opportunities:

Improving the efficiency of the Trinity Arts Centre in a way in that positively contributes to and maintains the heritage of the building will be a key element of any planned regeneration and refurbishment works to the building. A series of baseline metrics will be determined in order to measure progress.

Section 17 Crime and Disorder Considerations:

The capacity of culture to build civic pride within a community is widely recognised and recently cited within The Arts Council England's latest publication 'A High Street Renaissance' which built on the findings of the Grimsey Review. Children and young people engaged in cultural activity are more likely to play an active role in their communities as they grow, becoming community leaders of the future.

Health Implications:

The ongoing development of an Integrated care System (ICS) in Lincolnshire recognises the importance of the wider determinants of health. Culture is recognised as a wider determinant and our work towards an improved offer for the district will see health and wellbeing benefits for our residents.

RISKS AND MITIGATING ACTION:

In assessing how to take forward the opportunity identified within the Peer Review around culture in the district, we have identified timescales, strategic partnerships, capacity and funding as key risks. The action to mitigate the risks of not maximising the benefits of culture are set out within the action plan at appendix 1. This will continue to be monitored by the Commercial Board.

Call in and Urgency:

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

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

Yes

☐

No

☐**Key Decision:**

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

Yes

☐

No

☐

1. Background

- 1.1 In early 2020 the council worked with the Local Government Association on a Corporate Peer Challenge which sought to review the five core components that are critical to council's performance and improvement.

These are:

- Understanding of the local place and how that influences priority setting
- Leadership of Place
- Financial planning and viability
- Organisational leadership and governance
- Capacity to deliver

- 1.2 As part of a suite of recommendations, the Peer Challenge suggested that the Council should consider the development of a Cultural Strategy citing 'there is much potential to align and increase the use of, and maximise income from, the districts existing and planned cultural assets, such as the Trinity Arts Centre and the planned multiplex cinema.

2. Current Position

- 2.1 Since the peer challenge concluded, officers have been working to understand and develop proposals to maximise the potential opportunities that a Cultural Strategy could deliver and to understand the journey that the council must take to achieve a clear strategic position.
- 2.2 Overseen by the Commercial Board, this has led to the compilation of a Cultural Research Report in June 2021(Appendix 3) which identified cultural activity already taking place across the district and suggested key themes for further work with some consideration of how this may be taken forwards.
- 2.3 It is clear from this work that there is already a strong portfolio of events across the district, both within the council and run by our partners. There is much potential to improve the reach, expand the audience, align the outcomes and add value to our existing cultural activity.
- 2.4 However, a true Cultural Strategy is much more than a strong, well-co-ordinated events programme. The LGA toolkit 'A Cultural Strategy in a box' (2020) states;

'Culture is who we are. It is our heritage and future. It is how we live our lives and express our identities. It is art, music, film fashion, design, even gaming. But it is much more; it is what defines us and how we are changing'.

- 2.5 It is recognised that having a cultural strategy in place, as well strategic partnerships to support delivery increases the likelihood of securing larger and longer term funds from organisations such as the Arts Council.
- 2.6 At present, the Council's relationship with the Arts Council runs operationally through the Trinity Arts Centre and through the Mayflower 400 programme, both of which receive project specific Arts Council Funding. In the past WLDC held National Portfolio Organisation (NPO) status, the route to more sustainable funding, but this status was lost over a decade ago. It is recognised that in order to successfully grasp the opportunity of 'culture', we need to understand how to build towards a strategic relationship with the Arts Council, and ultimately regain NPO status.
- 2.7 The Trinity Arts Centre is the jewel in the crown of West Lindsey's cultural assets, flanked by our leisure offer and underpinned by our officers working passionately to maximise our commercial income whilst delivering community and economic benefits. Through the recovery planning for our venues, an opportunity to secure funds for much needed investment in the Arts Centre which could, if successful enhance our offer further. This work is the subject of further papers to the Commercial Board.
- 2.8 Included within our portfolio of events across the district are our weekly markets in Gainsborough, Market Rasen and Caistor, along with our regular farmers and specialty offerings. Work to consider the future of markets across the district is underway with support from Quarterbridge, an expert in their field. Early findings as part of phase one of this work make it clear that for any future operating model to be a success, it will require a long term, strategic and well managed event and activation strategy. As we move into phases two and three of this work the role of our cultural offer in the future of the markets will continue to be explored and defined. A decision on the contract currently in place with Marshall's Yard will be required by December 2021.
- 2.9 It is recognised that cultural activities have a positive impact on the wider determinants of health. District Councils are committed to developing an ambitious agenda for improving health and wellbeing in Lincolnshire and the importance of the wider determinants are recognised through the ongoing development of an Integrated Care System (ICS) in Lincolnshire. Our Communities Team are already engaged in grass roots activities and funding opportunities that contribute to our cultural offer and it is understood that the benefits of this work could be increased through improved joint working and co-ordination.
- 2.10 The development of our cultural offer sits side by side with our Place Shaping and Visitor Economy ambitions. The Council's bid for Levelling Up Funding proposes a new cultural facility in Gainsborough Town Centre, developing our ambitions for an improved night time economy. Alongside improved public spaces and regenerated physical environments in recognition of the potential that culture can bring to our place making agenda. Alongside our regeneration plans a refresh and review of the

Visitor Economy Strategy in autumn 2021 is required. This work will be supported by the LGA's Economic Advisor Programme will identify opportunities to grow the cultural offer in pursuit of economic outcomes.

3. Next Steps – our journey towards a Cultural Strategy for West Lindsey

3.1 Having been informed by the Cultural Research Report, a number of discussions and working sessions across Management Team, Commercial Board and across the services involved in all aspects of cultural provision, it is proposed that 5 work streams are commenced in order to develop the council's cultural offer and move us towards a Cultural Strategy. The proposed workstreams are:

- Events
- Strategic Relationships
- National Portfolio Organisation Status
- Trinity Arts Centre Investment
- Role of culture in placemaking

3.2 Events

The aim of this workstream is improve the co-ordination and marketing of events across the district, including those delivered by the council as well as external partners and organisations. There is real potential to improve the reach of events across the district and to align our marketing and maximise the benefits of the wide-ranging events programme.

3.3 Strategic Relationships

As set out above we are clear that we need to invest time and resources into understanding the full range of potential strategic partners across the Cultural field. This will support the development of appropriate, ensure that we work collaboratively to develop shared aims and ambitions and align our opportunities to best plan our future investments.

3.4 National Portfolio Organisation Status

Having previously held this status with the Arts Council, work is required to understand our options, which is likely to include applying for NPO status as a district council, or as an arts venue e.g Trinity Arts Centre. We will work with industry experts to consider our options and what is required of the organisation to secure NPO status once again.

3.5 Trinity Arts Centre Investment

In recognition of the current and potential key role that the Trinity Arts Centre plays in the cultural offer of West Lindsey, this work stream will seek to develop a long term business case to seek investment in the regeneration of the building. Initial work has commenced to develop the funding application proposal as set out in appendix 2 and we are seeking Members support to progress this work to a formal bid.

3.6 Role of culture in placemaking

We firmly believe that our strong heritage offer and community passion for our historic assets is a lever for levelling up, regeneration and growth across the district. This work stream will ensure a refreshed Visitor Economy Strategy builds on opportunities for culture and our plans for district wide growth and regeneration consider how culture can play a key role.

- 3.7 Whilst it is recognised that at this point in time, summer 2021, these themes of work do not yet come together to deliver a comprehensive cultural strategy, the action plan at Appendix 1 establishes a clear, shared work programme that can be monitored and measured through the Commercial Board with reporting lines back to Prosperous Communities Committee and Corporate Policy and Resources Committee as appropriate.

4 **Decisions Required**

4. Prosperous Communities Committee approves the five work streams set out at 3.1 and the associated action plan (appendix 1) noting the suggested reporting lines for each action.
5. That Prosperous Communities Committee recommends to Corporate Policy and Resources that approval to spend from the Cultural Strategy Reserve is given for new fixed term officer capacity £85,000 and support of up to £25,000 to develop our approach to securing National Portfolio Organisation status.
6. That Prosperous Communities Committee supports the submission of a bid for £5m of funding and recommends to Corporate Policy and Resources Committee and that £62,000 of the Cultural Strategy Reserve be used to develop the bid to secure funds from the National Lottery Heritage Fund for capital investment, activities and events works at Trinity Arts Centre up to £5,000,000

Appendix 1 – Action Plan

Appendix 2 – NLHF Funding application proposal

Appendix 3 – WLDC Cultural Research Report

Developing a Cultural Strategy approach for WLDC

Theme	Outcome	Action	Lead	Timeframe	Resourcing
Events	Co-ordinated events and activity programme across the District	Develop JD for Event's and Marketing Co-ordinator to lead co-ordination and marketing of district wide / multi agency events programme	CM	JD to Management Team 16 th August 2021	Cultural Strategy Reserve to fund temporary post for 24 months Band 8 within Communication Team
		Develop System Access Request process for Comms Team support	JH	December 2021	Support from IT within existing resources
		Establish Events Officer Working Group to include: CM / WO / JH / GW / KS to feed into LCET	New Events and Marketing Co-ordinator role as above	December 2021	Within existing once role recruited to
Strategic Relationships	Understand Arts Council opportunities and requirements.	Build on operational relationships with Arts Council England to leverage a strategic relationship	AS / SGS	Intro via operational contacts early September	From within existing resources
National Portfolio Organisation Status	Secure National Portfolio Organisation Status	Secure expert advice and guidance to understand NPO – key question, where would this role best sit within WLDC and how do we achieve this.	AS / SGS	Approval to spend sought at September Prosperous / CP+R followed by proposal to September Commercial Board for sign off.	Cultural Strategy Reserve Up to £25,000
		Develop pathway of options and consider	WO/CM	Autumn 2021	Resourcing report will

Theme	Outcome	Action	Lead	Timeframe	Resourcing
		resources required to implement the recommendations associated with securing NPO status and wider cultural aspirations			determine what is required
Trinity Arts Centre Investment	Secure National Lottery Heritage Funding for essential capital works and ancillary activities programme	Develop NLHF EOI through to full bid	CM / AS	Approval to commit resource and proceed to bidding stage to be sought at Prosperous and CP+ September 2021	Cultural Strategy Reserve to support bid process
Role of Culture in Place making	Refreshed and adopted Visitor Economy Strategy with aligned and co-ordinated cultural offer	Peer review and finalisation of Visitor Economy Plan	WO / SGS	Brief to LGA advisor programme completed July 21. Work to be completed by December 21. Prosperous timeframe early 2022	Support from LGA Advisor Programme
	Sustainable future for West Lindsey markets supported by cultural offer	Complete phases 2 and 3 of Quarter bridge works to understand actions required	AS / SGS	Phases 2 and 3 underway to report to Prosperous December 2021	Funds in place for study
	Enhanced long term cultural offer	Delivery of new cultural facilities through Levelling UP / alternative funds	SGS	Outcome of bid for LUF known by November 2021 – plan B being developed alongside implementation works	May require business case for use of growth reserve is LUF bid not successful
		Comprehensive review and evaluation of Mayflower activity to determine way	AO/Anna Scott	Autumn	Review and evaluation will set out long term resources required for

Theme	Outcome	Action	Lead	Timeframe	Resourcing
		forward for flagship event			annual flagship event

NLHF Funding Application Proposal

Trinity Arts Centre

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Trinity Arts Centre: NLHF Application Estimated Costs

Stage 1: Expression of Interest

- Producing an Expression of Interest to submit to NLHF.
- Reviewing NLHF feedback on the EOI.
- Revising/updating the project vision, plan and costs for a R1 submission.

IPC – £900 (as agreed)

Some input/advice from WLDC's buildings team (particularly an architect and QS) works would be useful at this stage.

Stage 2: Putting together an NLHF R1 Application

- Revising the project vision and scope, based on NLHF feedback.
- Commissioning the necessary designs and plans required to support the application.
- Producing a budget, project cashflow, timetable.
- Writing the bid and supporting documents in line with NLHF guidance.

NLHF Grant Scheme	<£250,000	>£250,000
Assumptions	Project budget of ca. £260,000 Scope is minor building repairs, equipment purchases, limited improvements. New activities and events planned, using volunteers and existing staff.	Project budget of ca. £5m Scope is major investment in repairs/conservation work, reordering of spaces, installation of new facilities and infrastructure (as project vision). Activities, events, new staff posts, volunteer roles (inc. training and upskilling) put in place. Business planning for future sustainability.
Budget Guesstimate	Capital: £200,000 Activities and Events: £30,000 Other costs: £20,000	Capital: £3,500,000 Activities and Events: £750,000 Other costs: £750,000 (includes contingency and inflation)
Capital Scheme*		
Architect: scope out proposed repairs/condition survey/conservation plan	£10,000	Plans up to RIBA Stage 1 £30,000
QS: cost out proposed capital works	£4,000	£10,000
Other Professional advice: SE, M&E, etc.	£1,000	£3,000
Activity Programme**		
Outline Activity Plan	-	£3,000
Outline Business Plan	-	£3,000
Fundraising Strategy	-	£3,000
Production of R1 Application		
Draft R1 application and accompanying project plan, timetable and budget, briefs etc	£3,900 (IPC as agreed)	£3,900 (IPC as agreed)
TOTAL to R1 Submission	£18,900	£55,900

*Some/all of these services could be provided by WLDC in-house team, so a budget for these may not be required.

Recommendation

Trinity Arts Centre has demonstrated great potential in recent years with an improved programme and increased usage by the local community. Trinity's growth however has been restricted by the physical condition of the venue offering limited accessibility and rooms that are not of decent proportions or configurations. This has consequently lost Trinity the ability to maximise on its pool of available stakeholders, providing limitations on programming and engagement.

It is therefore recommended that a larger bid to the NLHF is submitted up to the value of £5 million where a significant program of works can be carried out to make the venue suitable, fit-for-purpose and adaptable to an ever changing landscape. A larger bid will help to provide the necessary restoration of heritage features as well as providing usable facilities that are scaleable and accessible to meet the wide ranging demands of the service, the local community and weekly activity.

The Story House Project

Trinity Arts Centre, Gainsborough
Vision and Project Plan

Version 6

21 June 2021

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1. INTRODUCTION

Trinity Arts Centre (TAC) is a West Lindsey District Council run venue in the South West Ward of Gainsborough. The Centre offers a vibrant and high-quality programme of professional and amateur performing arts events, including theatre, film, live music and streamed events. It is an artistic hub for the area and is the only professional arts venue within a 15-mile radius of central Gainsborough. In addition, it hosts amateur dance, drama and rural touring groups.

Although valued deeply by the community, TAC has struggled to be financially viable since it opened in the 1980s. It relies on financial support from the District Council, Arts Council England and other funders. There has been a growing awareness that the venue, with its dated and inflexible facilities, accessibility problems and limited seating capacity, may never be self-sufficient in terms of the income it can generate. Furthermore, whilst the overall condition of the building is relatively sound, the original conversion of the building hid, rather than accentuated, the church's architectural features and its associated stories. The current inflexible layout and limited seating capacity also prevents TAC from attracting national touring productions and being able to run simultaneous events. This prevents growth and diversification of the existing arts and events programme, impacting not just on potential income but in a limited cultural experience for users and audiences. Significant capital investment in the building will allow a more diverse programme to be offered, which will better serve the needs and interests of current (and potential) audiences.

Over the last 18 months, TAC has been closed due to Covid-19 and was fortunate to secure a £200,240 grant from the DCMS Culture Recovery Fund. This provided a period for reflection on what a successful future for TAC looks like, the steps that are necessary to bring about that change, and how the significant investment made by WLDC and other funders can be built upon. Those ideas and aspirations are brought together in this Vision and Project Plan for discussion and consideration.

2. PROJECT VISION

The project aims to establish Trinity Arts Centre as a 'Story House', where the creative arts are used to improve the social, emotional, and physical well-being of West Lindsey's residents and, in particular, those from deprived wards.

As a thriving cultural hub, TAC will serve local and wider communities across West Lindsey District and the East Midlands. Trinity Arts Centre will become a centre of excellence for artistic programming, community engagement, artistic development, and customer experience. The Centre will serve as a cultural campus for those wishing to be enriched by the transformative nature of the performing arts, as well as offering entertainment from across the commercial and subsidised sectors, bringing household names to Gainsborough.

The Centre's pioneering focus, and ambition to be recognised as an innovative learning theatre, will build on what has already been achieved. For instance, in 2019 TAC collaborated with Little Angel Theatre, Gainsborough Arts Society, and Shooting Fish Theatre Company to provide a live theatre experience and learn essential performance and production skills for hard-to-reach young people. These unique collaborations placed learning at the core and provided a free full year engagement with artists going into schools, and with teachers benefitting from creative CPD sessions.

To achieve this vision, the Story House Project will:

- Establish an exciting creative arts programme that engages proactively with existing and new audiences across West Lindsey (and beyond), particularly those from deprived wards, with an emphasis on well-being.
- Reveal the original fabric of the building, so it can be seen, appreciated and tell its community story.
- Improve accessibility and movement throughout the building, both front of house and backstage, ensuring people with disabilities are no longer excluded from attending and/or performing at TAC.
- Increase the capacity of the venue, allowing it to accommodate larger audiences and attract national touring productions.
- Create modern, welcoming spaces and flexible facilities which meet the needs of audiences/users and maximise the opportunities for community engagement and income generation.

The result of this investment in the capital and activity programme will be:

- A reconfigured venue which is fit for the future and architecturally 'legible'.
- Audiences and communities in West Lindsey will be better served by the programme offered by TAC.
- The future operation, management and maintenance of the building will be sustainable, supported by income generated from TAC's creative arts programme.

This project will build on the work of those who, over the course of 150 years, have enabled Holy Trinity to be a place where stories come alive and enrich lives. This echoes its former life as a Parish Church which served the people of Gainsborough: many today still remember it as a place where life events were celebrated, and a focus for support in times of sorrow and sadness. With its closure as a church, the building was given a new lease of life as the Performing Arts Centre. Once again, a place of gathering for the whole community, where stories are created and acted out, talent fostered and exhibited, people brought together, and emotions explored.

The Story House Project will chart this progression, rediscovering the past, celebrating the present and revealing an exciting future for Trinity and the wider community.

3. HISTORIC BACKGROUND

Gainsborough in the nineteenth century was described as having "a large populous with many poor". In 1831, Asiatic Cholera reached Gainsborough from Sunderland – out of 223 who caught the illness 43 people died. As a direct response the Diocese of Lincoln saw the need for more churches and three were planned with Holy Trinity the first to be built. The foundation stone was laid in 1841 and it was opened for public worship on 29 June 1843. There followed several years of prosperity with the church extended, gas brought into the building, and decorative additions were made. By 1867 the population of the parish was 2,436 and it was described as "working class, economical but not poor". In 1943 a fund was started to mark the church's centenary but rather than flourishing the worshipping life of the church began a gradual decline with the church being made redundant in 1973.

In 1979, the church was given as a gift to the West Lindsey District Council by the Church Commissioners for conversion into an Arts and Community Centre. This decision was made a few years after a local organisation – the Gainsborough Theatres Association – had begun looking for a suitable venue to host live events and be a "home" for the arts in the town. After considering several venues – including the empty Trinity Church Institute – the Chief Executive of West Lindsey District Council wrote to the Association drawing their attention to

Holy Trinity Church. As a result, the church premises were inspected and found worthy of consideration.

However, since being made redundant the church had suffered considerable vandalism, leaving the building shell requiring extensive repairs to the roof, glazing, rainwater disposal system and floors; in addition, there was no heating system and the building was in need of electrical re-wiring. However, the structural condition was essentially sound with only a few repairs to the masonry required.

The Theatre Association saw the potential of the building as an Arts Centre and over the following year assembled a team of professional advisors, acquired the necessary funding, and worked with local organisations and communities to enable the conversion process. The building work commenced in 1982 to be completed two years later with the new Arts Centre opened by HRH The Princess Royal.

4. CURRENT SITUATION

Lack of Competition

The Centre is the only professional arts venue within a 15-mile radius providing a valuable local resource: it is an artistic hub that many community learning groups call home and provides high quality entertainment and life enriching experiences for all with its rural touring activity impacting residents across West Lindsey District and beyond.

Potential for Growth

There is scope to attract larger audiences and national touring productions, though this is largely dependent on increasing the capacity of the venue and improving the flexibility/accessibility of the space.

In recent years, Trinity Arts Centre has run a small 'cinema', which has proved to be popular. It is a relatively simple and most cost-effective operation, and the live streaming of performances has been a significant success for the venue. Although a new cinema is planned for the town, TAC benefits from being outside any contract exclusion zone and, with modest investment, could enhance this part of its offer.

Diversification of Income

The 2019-2024 Business Plan identified hospitality, secondary events and space hire as having the greatest potential for income growth, based on the current seating limit/capacity of shows. Steps were taken to maximise on these opportunities, though Covid-19 and ongoing restrictions may impact on their financial potential in the future.

Vital Community Resource

The South West Ward of Gainsborough – where TAC is situated - is the most deprived super output area (SOA) in Gainsborough: South West ward is within the 5% most deprived in the country and is the most deprived SOA in West Lindsey. The Centre provides a valuable service to the local community: a community that is troubled with severe levels of deprivation in employment, education, and health. The Centre has been described as a lifeline to many.

Focus for Anti-Social Behaviour & Vandalism

Vandalism is a constant worry and concern for the management team, with £3,000 spent in 2019-2020 on repairs following lead thefts, and subsequent repairs following damage caused

by vandalism has been in the region of £5,500. There have been several attempted break-ins which caused glass panels to be destroyed, the suspended roof in the male toilet been pulled down and the lightening conductor cable severed. Significant damage was caused when a large van was reversed into the rear of the centre. In addition, the curtilage is used as a gathering space by young people and has become a focus for anti-social behaviour: to the south of TAC is a small recreational area which is used for the consumption and the dealing of drugs. Despite being subject to regular police inspections, illegal activity continues.

Location within the Townscape

TAC is located away from the centre of the town, and many of Gainsborough's restaurants, pubs, and other entertainment venues are some distance away when walking. The centre benefits from a small (free of charge) on-site parking area; however, when this is full customers have to park in the nearby streets which has caused resentment by local residents unable to park. In addition, there have been some incidents when customers vehicles have been damaged by vandals.

Further to this, Gainsborough's evening and night economy is largely dependent on private transport with the public provision being somewhat limited. Pre-pandemic, the latest public transport to urban areas within the catchment of TAC departed Gainsborough by 21:50. As most evening performances finish around 22:30, those reliant on public transport struggle to attend. This is amply demonstrated by the strong attendance at matinees when public transport is still available post-performance.

Shortfall of Income

At present the District Council provides a significant annual subsidy to TAC, as the venue is not currently self-sustainable from income derived from its activities.

The table below (taken from the 2019-2024 Business Plan) lists earned, and pro-rata forecast income from 2017 to 2022. Where actual figures are known, overall expenditure for the venue was, on average, significantly above income accounted for by much-needed investment in TAC's infrastructure. These levels of expenditure were forecast for the next three years, but do not address the fundamental capital changes that are required to make the venue self-sustaining and able, in the future, to invest in upgrading its facilities.

Since the Business Plan was produced, income for 2020 and 2021 was impacted significantly by COVID-19. TAC received an ACE emergency grant of £35,000 and WLDC funding (using existing Trinity reserves and additional grants) of £274,895.

	2017/2018	2018/2019	2019/2020	2020/21	2021/22
Income	Actual	Actual	Forecast	Forecast	Forecast
Office Income	119,618	128,334	185,907	185,907	185,907
Hospitality Income	32,915	38,455	39,253	46,808	54,362
Other Income	21,727	24,345	14,546	24,946	24,946
Total Income	174,259	191,134	239,707	257,661	265,215

Expenditure					
Box Office Expend	81,609	97,041	92,056	84,540	84,540
Hospitality Expend	22,719	18,735	18,485	19,655	21,995
Total Direct Spend	104,328	115,776	110,540	104,195	106,535
Total WLDC Retention From Activity	69,931	75,358	129,166	153,466	158,680
Total other costs*	166,104	184,351	226,960	221,960	221,950
WLDC Subsidy (net cost)	96,173	108,993	97,794	68,494	63,270

* 'Other Costs' includes upgrades to TAC's infrastructure, such new curtains, cinema screen, new carpeting, new auditorium seating, new sound system.

Steps to Self-sustainability

TAC is committed to becoming financially sustainable. During the pandemic, the Centre took drastic and significant steps to reduce core costs: all non-essential spend was reduced and third-party expenditure was either reduced or ceased altogether; staffing was reduced, with casual staff not being offered work, one member of staff being temporarily redeployed and the termination of the Technical Assistant post.

5. SCOPE OF CAPITAL WORKS

After a difficult and challenging eighteen months, Trinity Arts Centre is looking forward to a future which allows it to serve the local community and the wider district, providing a vibrant programme of entertainment, education, and community facilities to wider and more diverse audiences. This provision, alongside significant capital investment, will allow the venue to become self-sustaining in the long-run. The challenges and opportunities outlined above, along with the recommendations made in the Business Plan, require assessment in light of Covid-19. Prior to the pandemic, work had progressed to maximise this income stream but the pause in normal operations brought this work to a halt. The break in 'normal' operations provided an opportunity for TAC to reflect on lessons learnt, assess its present activities, and plan for an effective and viable future. These ideas centre around a significant reordering of the internal space, the revealing of the pre-existing fabric, and a more efficient and significantly more accessible use of the building. However, this will require significant investment in the venue's infrastructure, layout and facilities to allow it to fulfil its artistic and financial potential. The following capital elements should be considered:

Reopening the Main Entrance

Located at the west end of the building, immediately beneath the imposing nineteenth century spire. During the 1980s conversion, the door was retained but made redundant. It is no longer used as an entrance to the building. By reopening these grand double doors, the original entrance to the building would be re-instated, providing a large accessible entrance to the building, introducing an appropriate sense of occasion, expectation and anticipation on entering the building.

Creating welcoming and flexible spaces

The building's present configuration has the main entrance on the south side where the Box Office is situated, and which in turn leads to the main auditorium, toilets, and a small bar area. This whole area is compact and, when the auditorium is at maximum capacity (presently 201), busy and potentially chaotic. This leads to what should be a pleasant

opportunity to gather before a performance being instead rushed, packed and unpleasant for those attending. It also hinders TAC's options for maximising on secondary spend on concessions, souvenirs, and other additional purchases.

Opening the main entrance and reconfiguring the box office, bar and toilets would create a large and welcoming space, with the flexibility to accommodate a variety of uses (spaces for offering hospitality, a place for meeting and greeting, for events, as well as pre-show drinks and refreshments). This area could also be made available for community use, providing a safe and accessible space to gather and meet. This would only provide a vital facility for the local community but also a valuable secondary income stream for the Arts Centre.

Seating Capacity

A substantial improvement will be to increase the seating capacity of the existing auditorium. The present capacity of 201 has served the Arts Centre reasonably well over the last 40 years but increasingly this limited seating, configuration, and static nature is proving a liability and prevents TAC from maximising its income and offering a national touring programme to its audiences. Ideally, the seating capacity needs to accommodate 300-400; economies of scale would see profit margins increase. The present seating is fixed and therefore the configuration cannot be altered. Movable seating would enable the whole space to be used in a versatile and imaginative manner.

The lack of accessible seating is problematic. In the present auditorium the provision for accessible seating is severely limited to a few spaces at the front of the auditorium, but even this is compromised by its proximity to the stage and there are significant Health and Safety considerations in the event of an evacuation having to take place. This would be resolved by installation of flexible seating which can be reconfigured to accommodate those using wheelchairs.

Increasing the seating capacity and maximising flexibility will necessitate moving the stage into what was the chancel/sanctuary of the former church to create a larger auditorium whilst maintaining the same size stage and storage space. Moving the stage will also reveal the original chancel arch - now mainly hidden by lighting equipment and building infilling. This would create an impressive 'proscenium arch' and allow the original architecture of the church to be legible.

Present provision means that during a performance it is not possible to go from the north side of the building to the south without crossing the stage itself. This unfortunate compromise would be removed by the provision of an access way beneath (or behind) the stage area. Reconfiguration of the stage area would also facilitate access for disabled performers.

Reordered Ancillary Spaces

Rehearsal spaces, offices, storage, changing rooms and the green room were provided in the original conversion, which made use of the transepts to accommodate these spaces. However, the rooms are small and corridors restricted, with access via narrow steps and narrow doorways, no lift access, and limited natural light. Most of these spaces are equipped with outdated fittings and offer little flexibility in how they can be used.

Accessible Spaces

A recurring theme is the poor accessibility throughout the building. As previously stated, there are no lifts in the building but there are many small (and awkward) staircases. Access is compromised to those seeking access to the main auditorium, the stage, and majority of the backstage facilities. This project would enable there to be access for all throughout the

building, by creating obstacle free, accessible routes throughout the building, enabled by the provision of lifts or ramps, as well as associated works and refurbishment.

Toilet Facilities

The present toilet provision, including accessible toilets, may be required to service a larger auditorium and increased use of ancillary facilities. The inclusion of a Changing Places Toilet would also be considered; there is presently no such provision in Gainsborough or the surrounding area.

Parking & Transport

Parking management needs to be considered. At present there is limited parking at the rear (east end) of the building, though reconfiguration of the curtilage may offer more spaces. The limitations of public transport may need to be considered in terms of operation or timing of performances.

Imaginative input from an architect is required to explore the feasibility and options for these spaces to be reinvented, in a way that meets the needs of the venue, its audiences and community.

6. PROJECT PLAN: PRE-APPLICATION STAGE

The project outlined above is likely to require multi-million-pound investment in Trinity Arts Centre. It would seem appropriate to approach the National Lottery Heritage Fund to seek the majority of funds for this work. NLHF currently runs two major grant schemes for heritage, with an above or below £250,000 threshold. The process and project timescale for the latter is much more involved, can take up to seven years to complete and requires seed-funding for the production of outline architectural, structural and cost plans. However, a grant of up to £5million can be requested. If WLDC wish to explore the opportunity of securing a grant of up to £5million with NLHF, then the following steps are suggested:

1. This vision and project plan is submitted to WLDC for discussion, consideration and/or recommendation and a decision made about whether to make an initial approach to NLHF.
2. Initial consultation takes place with key partners, users and the wider community about how the project can meet their needs and requirements (IPC)
3. Preparation of rough outline budget/costings for capital and activities (will require input from an architect/QS and/or comparator projects) (IPC and others as required)
4. Preparation of an NLHF 'expression of interest' form using the above information (IPC)
5. Consideration of NLHF advice and feedback (ALL)
6. Production of a project plan to produce an NLHF Round 1 Application (IPC) – this will include details of the seed funding required to progress this stage of work.

*AI & JP
21 June 2021*



Cultural Research Report

JUNE 2021

By Jessica Chambers

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Frequency & Size & Size Typology

Swot Analysis.....15

Strengths & Weaknesses

Opportunities and Threats

Recommendations.....21

What is the ‘Eventful City’ concept?

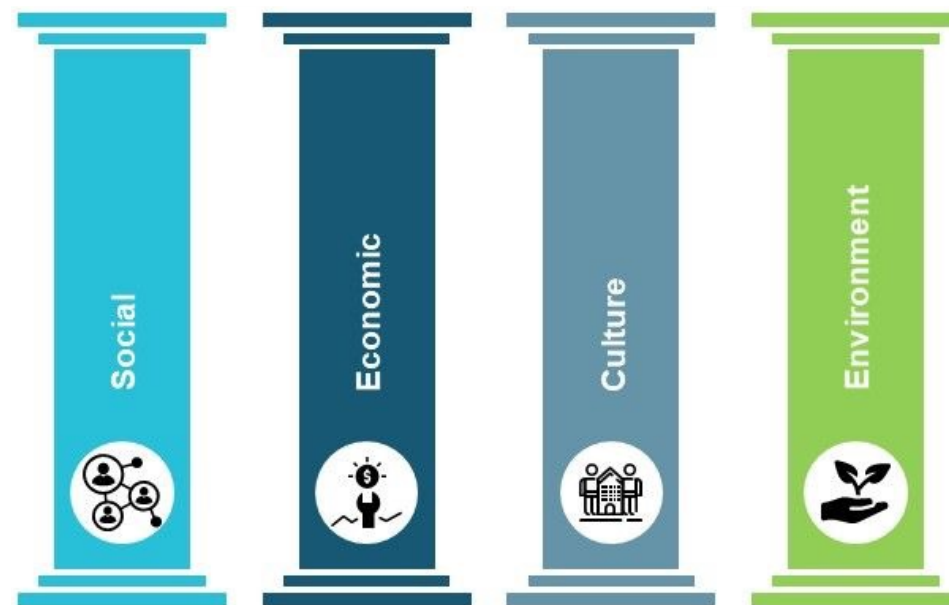
An eventful city is a concept that observes how cities use events to enhance economic growth, perceptions of the city’s image, create social cohesion and physically redevelop.

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A city with events	An Eventful City
Sectoral	Holistic
Tactical	Strategic
Reactive	Proactive
A container of events	A generator of events
Ad hoc	Coordination
Competitive	Cooperative
Left-brain thinking	Right-brain thinking
Event policy	Events as a policy tool
Market-led	Market Leader
City marketing	City-making
Spectacle	Involvement

INTRODUCTION

The 4 pillars of Sustainability:



Two meanings of Culture:

1. Particular way of life
2. The works and practices of intellectual and artistic activity

People, Profit, Place, Planet

The purpose of the cultural research as set out in the brief was:

- 1.** To identify and access the levels of cultural activity within West Lindsey District, collecting and analysing data using the Eventful Cities Concept.
- 2.** Form a cultural positioning statement based on the data collection and key findings.
- 3.** To draw out from this evidence the recommendations for a cultural and 'eventful' strategy.

RESEARCH AIMS

Developing the number, range and type of events creates more eventfulness.

To help add eventfulness there are 5 considerations for the design and planning:

Placement

Fit

Reach

Frequency

Size

8 weeks of research

Start: 12th April 2021

State of the nation during the research:

- In stage 2 of the easing of the lockdown restrictions and roadmap to recovery, transitioning into stage 3.

Research and analysis was conducted through a triangulated method of:

- Quantitative event and activity research
- Semi-structured qualitative interviews
- Historic data collection in the form of reports, surveys, plans and marketing efforts.

Data was coded and analysed thematically to discover new phenomena.

CULTURAL OBSERVATIONS: CONTENT

In total, there are **232 events** within the 2021 events portfolio across West Lindsey District.

As a comparison, the City of Lincoln held 365 events throughout 2019.

Typology of cultural activity	Total
Spectacle	22
Festival	21
Ceremony	2
Carnival	1
Parade / Procession	1
Exhibition	29
Exposition	4
Activity	33
Entertainment/ Performance	25
Market	143

Cultural events and activities that are identified to be significant to the event portfolio across West Lindsey include:

- Illuminate Lantern parade
- West Lindsey Churches Festival
- Lincolnshire Wolds Walking Festival
- Mayflower400

Other major cultural observations across West Lindsey District include themes of:

- Aviation
- Agriculture and Farming
- Open Spaces
- History and Heritage
- Markets

CULTURAL OBSERVATIONS: PLACEMENT

Destination with West Lindsey	Total
Caistor	37
Cherry Willingham	1
Gainsborough	135
Market Rasen	89
Brocklesby	1
Hackthorn	2
Sudbrooke	1
Scampton	25
Wickenby	17

Gainsborough has the most amount of cultural activity, which includes the regular markets, entertainment and performances at the Trinity Arts Centre, and other activity in venues in the surrounding rural Gainsborough area.

Some events and cultural activity are identified to have a purpose within the event calendar, recognising local and national key dates, including:

- National School Holidays
- Christmas
- Lincolnshire Day
- Guy Fawkes / Bonfire Night
- Mayflower

The purpose of many events are for joy and entertainment or celebration of heritage or cultural assets within the district. For example:

- West Lindsey Churches Festival

Celebration and recognition of religious heritage

- Rand Farm Park Christmas Events

Joy & entertainment for families with young children

- Market Rasen Races

Joy & entertainment for adults

The top three typology of events for the Adult (Mixed) identify as:

- Weekly markets at Gainsborough, Market Rasen and Caistor
- Horse races at Market Rasen Racecourse
- Cultural entertainment and performances held at the Trinity Arts Centre and Lincolnshire Showground.

Primary Audience of cultural activity in West Lindsey	Total
Children (under 18)	3
Teen Audience (11 - 17)	1
Young Adult (18 - 25)	0
Adult (Mixed)	262
Families with Young Children	40

The results reveal that the primary marketing location for **93% of the events and cultural activity is held on the organisers or venues own website.**

Most event organisers and venues also promote their activity on more than one other external digital platform too.

External Website Marketing Platforms in Lincolnshire:

- Visit Lincoln
- Visit Lincolnshire
- Discover Gainsborough
- Lincoln Box Office
- West Lindsey District Council
- Love Caistor
- Lincolnite
- Lincolnshire Live
- Love Lincolnshire Wolds
- Eventbrite
- Facebook & Instagram

CULTURAL OBSERVATIONS: FREQUENCY, SIZE & SIZE TYPOLOGY

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Frequency Status	Total
Weekly	133
Monthly	16
Annual	57
Biannual (Twice annual)	2
Biennial (Every other year)	0
One-off	88
Other	18

Size and Size Typology	Total
Small/Micro	51
Medium	174
Large	62
Mega-event	9
Major-event	14
Hallmark / Special event	4

SWOT ANALYSIS: STRENGTHS & WEAKNESSES



Range of cultural activity

Markets

Award-winning businesses

Heritage venues & listed buildings

Art & theatre

Event generator

Participation & involvement



Communication platform

Knowledge of activity

Sectoral approach

Contain events

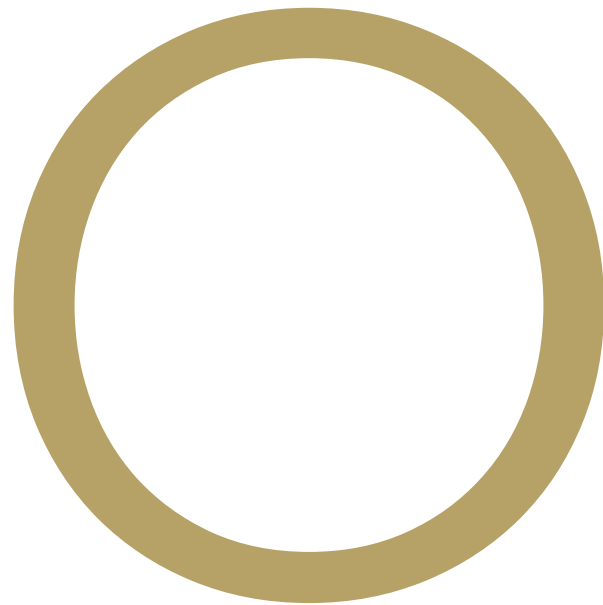
Reactive funding & organisation

Staff capacity & skills

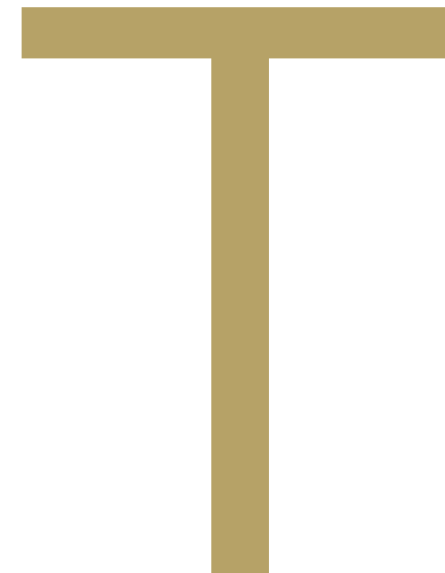
Placements gaps

Audience targeting

SWOT ANALYSIS: OPPORTUNITIES & THREATS



Destination making
Partnership
Recruitment and resourcing
Learning & cultural education
Appetite for culture
Creation of jobs
Enhance local economy
Civic pride & sense of belonging



Funding
Community Engagement
COVID Restrictions
Rejection
Participation levels

CURRENT EVENTFUL POSITION...

A city with events	An Eventful City
Sectoral	Holistic
Tactical	Strategic
Reactive	Proactive
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CULTURAL IDENTITY & POSITION

West Lindsey is a large district with a good events portfolio throughout the year, even in a pandemic year. There are over 200 cultural events taking place across the district, of which do not take into consideration activity-based workshops, clubs, sporting activity and other leisure things to do. While the target audience for cultural activity is mostly a mixed demographic of adults, there is a selection of events for families with young children.



CULTURAL IDENTITY & POSITION

There is a demand and appetite for a carefully programme of events to be designed, a holistic marketing strategy created, and security provided through funding. Participation levels are high, however due to the common size and size typology of events and cultural activity being classified as medium sized, this is easily achievable. There are also questions and concerns surrounding West Lindsey's cultural identity.



CULTURAL IDENTITY & POSITION

Here, three key themes are identified that make up the overall identity of West Lindsey in relation to the cultural activity present, and historic and local culture: History & Heritage, Countryside & Farming, and Markets. These key themes are recommended to make up the ongoing efforts to secure an eventful future for the district, in a bid to positively and sustainably impact Civic pride, the building of a legacy, and to reach the current underrepresented community.



Develop a destination making cultural strategy

Develop a destination making cultural strategy that considers not just how marketing will be conducted, but looks at the **overall fit and purpose of cultural activity** to develop the destination and become more eventful to:

Promote Civic Pride & Identity

- Building relationships with the community from the inside out
- Expand on existing strengths with the weekly markets and rebrand to give them an identity and presence
- Continue to support community groups and help to generate cultural content organically

Develop a destination making cultural strategy

Develop a destination making cultural strategy that considers not just how marketing will be conducted, but looks at the **overall fit and purpose of cultural activity** to develop the destination and become more eventful to:

2

Build a legacy

- Through coordinated and holistic marketing and communications, build on one platform that can amplify the cultural content within the district.
- Consider partnership relationships and key stakeholders, giving them a voice and being inclusive.
- Develop a strong events portfolio that has a balanced mix of small, medium, large, special and hallmark events.

Develop a destination making cultural strategy

Develop a destination making cultural strategy that considers not just how marketing will be conducted, but looks at the **overall fit and purpose of cultural activity** to develop the destination and become more eventful to:

Reach underrepresented communities

- Invite the community to participate in generating events through support workshops and groups and ringfenced funding opportunities.
- Ensure the events portfolio includes activity across the district where there are currently gaps.
- Target hard to reach areas with a voice and image they can relate to.



**Prosperous Communities
Committee**

Tuesday 14th September

Subject: Refugee Resettlement Schemes

Report by:	Assistant Director Homes and Communities
Contact Officer:	Diane Krochmal Assistant Director Homes and Communities diane.krochmal@west-lindsey.gov.uk
Purpose / Summary:	<p>To update Members on the Home Office move from the Vulnerable Persons Resettlement Scheme (VPRS) to the United Kingdom Resettlement Scheme(UKRS)</p> <p>To seek support to explore opportunities to assist with the Afghan Locally Employed Staff scheme (LES)</p>

RECOMMENDATION(S):

- 1. Approve officers to fully investigate the lessons learnt from the previously agreed Vulnerable Persons Resettlement Scheme (VPRS) and bring a report back to the Committee with a proposal regarding transferring our commitment from the VPRS to the United Kingdom Resettlement Scheme (UKRS)**
- 2. Council pledges to assist with the Afghan Locally Employed Staff (LES) scheme and delegate authority to officers to facilitate that assistance, subject to the ability to source appropriate accommodation through registered provider (RP) partners and having obtained assurance of ongoing support from Government**
- 3. Details of those assisted be shared with Members as appropriate**

IMPLICATIONS

Legal: None noted

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

Financial : FIN/71/22/TJB

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

Staffing: No direct staffing implications. Our membership of the Lincolnshire Refugee Resettlement Partnership is met within existing staff resource.

Engagement with local housing providers and private sector landlords will be required to assist in sourcing appropriate accommodation.

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

Equality and Diversity including Human Rights :

Services provided to support resettlement will meet the needs of the communities and will be culturally appropriate

Data Protection Implications : None noted

Climate Related Risks and Opportunities: none noted

Section 17 Crime and Disorder Considerations: none noted

Health Implications:

Health and Wellbeing prospects will be much improved for families relocating to UK. Support for households will need to be in place to ensure pathways are in place into health services to reduce the potential for families to suffer further health inequalities

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 :

Property implications – as a non-stock owning authority sourcing suitable properties within the social or private rented sector will be a challenge and will also impact on the availability of properties for qualifying West Lindsey residents

Call in and Urgency:

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

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

Yes

☐

No

☐

Key Decision:

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

Yes

☐

No

☐

1. Background and update on Vulnerable Persons Resettlement Scheme

- 1.1 Refugee resettlement plays a key role in the global response to humanitarian crises – it saves lives and offers stability to refugees most in need of protection. Refugees do not leave their countries out of choice, they are displaced by conflict, violence and persecution. The UK has a proud history of providing protection to those who need it and the government's resettlement schemes give the opportunity of a new start to those who have been forced to flee their homes.
- 1.2 Members of this Prosperous Communities Committee received a report on 4th June 2019 where it was resolved that West Lindsey District Council would participate in the Home Office Vulnerable Persons Resettlement Scheme and agreed to accommodate two households which was in line with David Cameron's pledge for the UK to accept 20,000 refugees fleeing from the conflict in Syria. Members had requested that officers advise once families had been located to the area.
- 1.3 In November 2019 discussions had begun with Acis regarding the availability of properties in preparation of accepting the first family into the district. Before arrangements were finalised the scheme was concluded as the Government's target was achieved with almost 700 individuals being resettled in the East Midlands region.
- 1.4 A pause in the programme ensued due to the Corona Virus Pandemic.
- 1.5 The government have now replaced the VPRS with the UK Resettlement Scheme (UKRS) which almost mirrors the previous VPRS. The main difference is the wider defined area from which refugees will be accepted which is a global catchment with a focus on the Middle East and North Africa.
- 1.6 West Lindsey is a member of the Lincolnshire Refugee Resettlement Partnership. This partnership is in turn a member of the East Midland Migration Partnership which has been tasked with establishing the appetite to transfer the pledges from the VPRS to the new UKRS.
- 1.7 No time frame had been attached to determining commitment to the revised scheme. Other authorities in Lincolnshire have accepted families into their areas and therefore fully understand any cost and resource implication and any challenges that need overcoming in accommodating families. In light of this officers are seeking member approval to research more fully the learning from the previous scheme to ensure Members are fully briefed before making a decision whether to transfer their commitment with regard to the VPRS to the UKRS.
- 1.8 The Home Office have other immigration and refugee programmes in place at present, namely those relating to Hong Kong British National (overseas) status, unaccompanied Children seeking Asylum in the UK and the Afghan Locally Employed Staff (LES) Relocation Scheme.

These schemes all offer additional opportunities to assist the Home Office with refugee resettlement and support. Additional information on these opportunities will be provided as it becomes available.

- 1.9 At this time the Afghan (LES) scheme is the priority for the Government. A number of authorities have already pledged their support but there is an increasing and urgent need for more authorities to come forward with offers.

2. Afghan Locally Employed Staff (LES) Relocation Scheme

2.1 The UK has been running a scheme to support locally employed staff (LES) in Afghanistan in recognition of their commitment and bravery shown supporting UK forces since 2013. The scheme honours their service and reflects the risks involved. Commonly these people will have acted as military interpreters.

2.2 Following the announcement that NATO military forces would withdraw from Afghanistan at the end of August, the pace of relocation under this scheme accelerated as any Afghani national who had supported the British Forces was deemed to be at an increased risk.

2.3 The precise number of people, and the timing of relocation to the UK, was expected to depend on a number of factors, including the wishes of the families themselves. The government had anticipated helping 3700 Afghans settle in the UK.

2.4 This expectation had not accounted for the speed at which the situation in Afghanistan would unfold and by the end of August 15,000 people from Afghanistan had been evacuated into the United Kingdom. Of these it is thought that 8000 are thought to be eligible claimants under the Afghan Relocation and Assistance Policy (ARAP)

2.5 Those arriving in the UK and eligible for the ARAP scheme will have been assessed as being 'under serious threat to life'. Having qualified and consequently chosen to locate to the UK they will not be expected to return to Afghanistan. After completing five years' limited leave, they can apply for permanent residence in the UK, free of charge, ensuring that they can settle here permanently and continue to build their lives and futures

2.6 Of the 15,000 evacuees in excess of 10,000 are currently in quarantine hotels. In Lincolnshire there are circa 100 people residing in a hotel in Grantham and are being supported by a range of services including Wellbeing Lincs, NHS, education and public health colleagues. This number changes regularly as new families move out into other forms of accommodation to be replaced by families who are being moved from the quarantine hotels.

2.7 Local Authorities are being asked for their support and assistance in the effort as the government seeks to fulfil their obligation to support those who have served this country. Consequently Local Authorities

are required to advise the Home Office of decisions to support this programme as soon as possible. The MOD is taking the lead, with MHCLG and the Home Office involved as key departments

2.8 The Afghan Citizens' Resettlement Scheme is a further scheme that has been announced by the government which will allow a total of 20,000 to settle in the UK. The aim is to offer protection to those identified as most at risk such as women and girls. There is a commitment to take around 5000 people in the first year. This scheme is not open yet but demonstrates that there will be an ongoing ask to Local Authorities to support resettlement.

3. Support

3.1 Lincolnshire is part of the East Midland Migration partnership and North Kesteven District Council are the lead authority for the Lincolnshire Resettlement Partnership. People relocated under the scheme will be supported by the lead Authority via a twelve month integration package which includes:

- Accommodation
- A package of advice and assistance
- English for Speakers of Other Languages (ESOL) assessment
- Registration with GP's and local Job Centre Plus
- Assistance in securing school places for school aged children
- Cash support

3.2 This is funded via a personal grant of £10,500 for every household member payable to the lead Local Authority. It is anticipated that this will adequately cover the cost of securing and preparing accommodation plus on going housing costs including rent and household bills for the first four months. No financial burden therefore will fall on West Lindsey District Council.

3.3 To further support those resettling under the ARAP scheme the government has announced an additional £5m of funding through the Afghan LES Housing Costs Fund to support councils who may have concerns around housing costs should families relocated to their areas have been unable to secure employment within 4 months and would be affected by benefit caps. This fund will be enable Local Authorities to be awarded a top up grant should there be a shortfall in rent..

3.4 LES are not eligible for benefits until they can satisfy the Habitual Residency Test set by the Department of Work and Pensions (DWP) which can take up to three months. Households will be supported in applying for this by a project officer who will be employed by NKDC and will be in post early September. This person will coordinate the requirements of furnishing accommodation and will welcome families upon arrival.

3.5 If members pledge their support to the scheme officers will liaise with Acis or one of our other Registered Provider partners to identify and allocate a suitable property. Sourcing accommodation in the private rented sector may also be an option but a social housing provider would be preferred.

3.6 The suitability of accommodation identified would be determined by NKDC as lead organisation who would put forward our proposal to the Home Office. It is worth noting that the Home Office has stressed the need for larger properties although properties of all sizes are acceptable. As a non-stock owning authority identifying suitable accommodation at an appropriate time could present challenges.

3.7 NKDC would also liaise with the education authority to establish availability of school places.

3.8 All information re properties would be passed to the East Midlands Strategic Migration Partnership along with a 'ready to let date' and arrangements would be made to facilitate transporting a 'matched' family to the district on that date.

3.9 In April 2020 through Procurement Lincolnshire the partnership awarded a contract to Upbeat Communities for the provision of bespoke support for families resettled in Lincolnshire. It is anticipated that whilst support needs vary between families at different times of their resettlement ongoing support will be provided by Upbeat Communities. In addition to this Wellbeing Lincs are providing support in relation to the emergency response

4 Conclusion

4.1 This scheme is entirely voluntary and the council can decide not to take part. This would reduce any risk to the council but would also mean that the council were not assisting potentially vulnerable families. Supporting the scheme would demonstrate an ongoing commitment to the priorities within the Corporate Plan.

4.2 Notwithstanding the challenges associated with this scheme, Members may understandably feel there is a moral obligation to support those who have served our country. However for this initiative to be successful having the ability to secure affordable accommodation and having the assurance there would be ongoing support for the family after the Government funding ends are assurances which officers cannot give at this time.

5 Recommendations

1. Approve officers to fully investigate the lessons learnt from the previously agreed Vulnerable Persons Resettlement Scheme (VPRS) and bring report back to committee with a proposal regarding transferring our commitment from the VPRS to the United Kingdom Resettlement Scheme (UKRS)

- 2. Council pledges to assist with the Afghan Locally Employed Staff (LES) scheme and delegate authority to officers to facilitate that assistance, subject to the ability to source appropriate accommodation through RP partners and having obtained assurance of ongoing support from Government**
- 3. Details of those assisted be shared with Members as appropriate**

Prosperous Communities Committee Workplan (as of 6 September 2021)

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
14 SEPTEMBER 2021		
Market Rasen Historic Building Grant Scheme	Wendy Osgodby, Senior Growth Strategy & Projects Officer	To approve the Market Rasen Historic Building Grant scheme and obtain agreement to proceed to delivery.
Cultural Strategy	Sally Grindrod-Smith, Assistant Director of Planning and Regeneration, Ady Selby, Assistant Director of Commercial and Operational Services	Direction of travel , action plan NLHF funding application
Refugee Resettlement	Diane Krochmal, Assistant Director Homes and Communities	To inform members of current asks and measure appetite for refugee resettlement schemes in uk
to Consider Proposals from the Jubilee Group	Trudi Hayes, Democratic & Civic Officer	to allow jubilee group established in July 2021 to report back there proposed plan for sign off , in order to allow for delivery from sept onwards
Selective Licensing - Gainsborough Scheme Review	Andy Gray, Housing and Enforcement Manager	To provide Councillors with information on the Gainsborough Selective Licensing Scheme in place between 2015 and 2020

2 NOVEMBER 2021

Operational Services Separate Paper and Card Collections	Ady Selby, Assistant Director of Commercial and Operational Services	Proposal to provide residents with separate paper/card collections. This is part of a programme to improve the quality of dry recyclate and has already been rolled out in Boston, with North Kesteven due to deliver in Autumn 2021
Progress and Delivery Quarter 2, 2021-22	Ellen King, Senior Performance Officer	This report presents performance against the Council's key performance indicators for quarter two (July - September), 2021-22.
Selective Licensing - Future Options and Proposals	Andy Gray, Housing and Enforcement Manager	To provide Councillors with information on the options available in relation to a future Selective Licensing Scheme and seek approval to consult upon these.
Membership of Keep Britain Tidy and implementation of DEFRA Voluntary Code of Conduct	Ady Selby, Assistant Director of Commercial and Operational Services	Response for Committee following motion at full Council on the following points - (b) by way of report to Prosperous Communities Committee, examine the merits of becoming a local authority member of the Keep Britain Tidy Network, and identify which of the campaign's including Love Parks and Charity Bins, could be introduced in the District; (d) by way of report to Prosperous Communities Committee, investigate whether promoting take-up of the DEFRA voluntary code amongst our fast food businesses and local business partnerships is appropriate and investigate the resource and capacity implications, of seeking their sponsorship for the introduction of a Charity Bin scheme and for a public education programme. Prosperous Communities Committee are charged with making a formal decision in respect of this aspect of the motion.
Review of Bulky Waste Charges	Ady Selby, Assistant Director of Commercial and Operational Services	A review of the current charge for bulky waste collections and potential impact on fly tipping

Proposed Fees and Charges 2022/2023	Sue Leversedge, Business Support Team Leader	Report on the proposed fees and charges 2022/2023 for services within this Committee, to be recommended to CP&R
7 DECEMBER 2021		
Public Health Funerals Policy	Andy Gray, Housing and Enforcement Manager	To seek approval for the Policy relating to Public Health Funerals, for which the Council is responsible for under S46 of the Public Health (Control of Disease) Act 1984.
Hemswell Cliff Managed Estate Contract	Shayleen Towns, Senior Community Action Officer	WLDC contract to manage a private estate at Hemswell Cliff is a 5 year contract 1 July 2018 to 31 March 2023. This report is ask members to consider a further 5 years from 1 April 2023.
Economic Recovery Plan	Sally Grindrod-Smith, Assistant Director of Planning and Regeneration	Consideration of the Greater Lincolnshire Economic Recovery Plan and the West Lindsey response
Transport and Connectivity Programme	Grant White, Enterprising Communities Manager	To approve a refreshed Transport
Voluntary & Community Sector Strategy	Grant White, Enterprising Communities Manager	To introduce a new strategy covering support services and community funding provided to community groups, charities, parish councils and social enterprises.
Future of West Lindsey Markets	Ady Selby, Assistant Director of Commercial and Operational Services	For decision following receipt of Phases 2 and 3 Quarterbridge reports
25 JANUARY 2022		
Corporate Enforcement Policy	Andy Gray, Housing and Enforcement Manager	To review and approve the Corporate Enforcement Policy
Local Enforcement Plan (Planning Enforcement) and Customer Charter	Andy Gray, Housing and Enforcement Manager	To seek approval for the updated Local Enforcement

Prosperous Communities Committee Budget 2022/2023

Sue Leversedge,
Business Support Team
Leader

The report sets out details of the Committee's draft revenue budget for the period of 2022/2023, and estimates to 2026/2027.

PROPOSED ADDITIONAL MEETING - FEBRUARY 2022

Annual Update on Health related work

Diane Krochmal, Assistant
Director Homes and
Communities

to provide Members with an update on Health related work

15 MARCH 2022

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.