

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, 3rd May, 2022 at 6.30 pm  
Council Chamber - The Guildhall**

**PLEASE NOTE DUE TO CAPACITY LIMITS WITHIN THE GUILDHALL WE WILL BE OPERATING A REDUCED PUBLIC VIEWING GALLERY**

Those wishing to simply view the meeting will be able to watch live via:  
<https://west-lindsey.public-i.tv/core/portal/home>

**Members:**

- Councillor Owen Bierley (Chairman)
- Councillor John McNeill (Vice-Chairman)
- Councillor Mrs Tracey Coulson (Vice-Chairman)
- Councillor Stephen Bunney
- Councillor Christopher Darcel
- Councillor Michael Devine
- Councillor Jane Ellis
- Councillor Steve England
- Councillor Mrs Jessie Milne
- Councillor Jaime Oliver
- Councillor Roger Patterson
- 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 - 13)  
To confirm and sign as a correct record the Minutes of the Prosperous Communities Committee held on Tuesday 15 March, 2022.
4. **Matters Arising Schedule** (PAGES 14 - 15)  
Setting out current position of previously agreed actions as at 22 April 2022.
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) Public Space CCTV Report 2021 (PAGES 16 - 38)
  - ii) Environment and Sustainability Strategy Progress Report (PAGES 39 - 74)
  - iii) Public Health Funerals Policy (PAGES 75 - 84)
  - iv) Regulation 19 - Central Lincolnshire Local Plan Consultation Response (PAGES 85 - 109)
  - v) First Homes (PAGES 110 - 123)
  - vi) Selective Licensing - Follow Up on Council Motion (PAGES 124 - 256)
  - vii) Workplan (PAGES 257 - 258)

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Friday, 22 April 2022

Prosperous Communities Committee – 15 March 2022  
Subject to Call-in. Call-in will expire at 5pm on 27 April 2022

## WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall on 15 March 2022 commencing at 6.30 pm.

**Present:** Councillor Owen Bierley (Chairman)  
Councillor Mrs Tracey Coulson (Vice-Chairman) and  
Councillor John McNeill (Vice-Chairman)

Councillor Stephen Bunney  
Councillor Michael Devine  
Councillor Mrs Jessie Milne  
Councillor Jaime Oliver  
Councillor Roger Patterson  
Councillor Mrs Mandy Snee  
Councillor Trevor Young

**In Attendance:**  
Ady Selby Assistant Director of Commercial and Operational Services  
Diane Krochmal Assistant Director Homes and Communities  
Shayleen Towns Senior Community Action Officer  
Katie Storr Democratic Services & Elections Team Manager  
Ele Snow Senior Democratic and Civic Officer  
Andrew Warnes Democratic and Civic Officer

**Apologies:** Councillor Christopher Darcel  
Councillor Jane Ellis  
Councillor Steve England  
Councillor Jim Snee

## 66 PUBLIC PARTICIPATION

The Chairman explained there were four registered speakers for the Public Participation, with three addressing the Committee in person and one having submitted a statement to be read on his behalf. The Chairman invited the first speaker, Mark Blackbourn, to address the Committee. He made the following statement and question.

“Question regarding claims that a high percentage of PRS houses in the SW ward are predicted to have a CAT 1 hazard - A serious or immediate risk to a person's health and safety that is related to housing. Most professional landlords would welcome effective, consistent, inclusive and fair regulation throughout the PRS sector which holds to account not only landlords, but local authorities and the tenants themselves to improve the quality of the housing stock and the communities we live in.

The SW ward has been the subject of a 5 year licensing scheme, paid for by landlords and it

has generally not been seen, by landlords, tenants and some local Councillors, as the success that is being hailed by WLDC. There is much concern that inspections for compliance of HHSRS, for example, over that 5 year term were often inconsistent and incorrect. However, it is generally recognised that the standard of homes provided by PRS in SW ward is higher having been subject to yearly inspections and any hazards identified being dealt with, within a mandatory time period.

Many Landlords however, are concerned that some CAT1 hazards, which may have been counted in the justification report to re-new the scheme in the SW ward may in fact be 'hazards' that are measured against modern day standards and cannot be resolved in a 100 year old plus house. An example of this would be that several houses were identified as having a CAT1 hazard which was actually the measurement of the stair tread depth and width on the original stairs which cannot be changed. To mitigate any risk of falling, every property was or has been fitted with an appropriate hand rail but this would still remain a CAT1 hazard. It has been conceded by enforcement officers that this can't be changed but can be managed. I am not aware of any accidents or injuries having being caused by the stair installations.

Justification to renew the Selective Licensing scheme in the SW ward relies heavily on data published in the report by Metastreet. It is acknowledged that 98% of the PRS landlords in the area complied with the scheme and some 2196 HHSRS compliance checks were carried out of 809 properties, yet it is predicted that 792 CAT1 hazards still exist in these previously licensed properties.

Could we please see a full breakdown of what these CAT1 hazards are 'likely' to be and why is it such a high number, an average of one CAT1 hazard per licensed property, after a 'successful' scheme implemented over the last 5 years?"

The Chairman thanked Mr Blackbourn and invited the second speaker, Emma Bailey, to address the Committee. Ms Bailey made the following statement and question.

"The towns neighbourhood plan talks about encouraging investors, which landlords are a large part of within this area, whether that be 1 property or 20 properties. No where in the 11 objectives does it say how you propose to improve the SWW and deal with the issues it has, other than using SL.

The issues in this area are many and when the council already have legislation that deals with rogue landlords it appears as a council you are discouraging landlord investors within the area by having this scheme. The Selective Licensing scheme was not intended to be used as a tool to identify bad properties and landlords. An alternative would be that rent benefit would only be paid to landlords that have completed some checks on a register, so any rogue landlord would not get their money unless they brought their properties up to standard.

In your plan there is not a specific "project" for this area when it has been identified as such a problem area, the only way you are looking at dealing with anything is through SL. The plan also states that 17% of houses are in poor condition, it does not however, state what proportion of that is private rented.

The previous scheme has not addressed the issues of ASB of tenants and it has not helped



landlords in taking action on AS offenders, 5 years on if the same issues still apply the scheme is not effective. It is not the role of the landlord to control ASB or crime or littering as examples, as these are completely out of their control. The UK crime statistics do not reflect the issues with ASB that WLDC claim to have, the data gathering does not appear to be transparent.

Many landlords have been told by their tenants they have been advised by WLDC to claim squatters' rights when they have been issued with an eviction notice forcing the landlord to put them through court at an extra cost, all the while not receiving rent or trying to deal with those tenants causing ASB. There is a consensus between landlords that they are going to sell up due to lack of support from the council, if this was coordinated and proceed on mass this would cause a large increase in social housing supply or incompetent landlords. We are yet to see evidence of any research that was obtained on the effects and consequences of this scheme when rents are raised.

The ongoing costs to a landlord are not appreciated. Many have spent a considerable amount of money improving properties and still have not had a return on their investment particularly with the increase in mortgages, erosion of tax relief on mortgages, insurances, legislative requirements and ongoing maintenance costs.

Housing associations are exempt from the scheme which is very topical at the moment in the media and will be contributing to the figures and data. It is however, interesting that representatives from housing associations are sitting on focus groups already established for the SWW but there is not a representative from the private sector!

The consultation has not been fully informative for all people that are affected in these areas. Key players in the community have not been made aware of the scheme so how are the average person meant to know about and understand what the scheme is for. Homeowners should be aware that they are supposed to inform their mortgage lenders, this can have an impact on lending and in turn effect house prices.

The WLDC survey was leading, so the results would look favourable, I challenged Andy Gray on this and his response was "point taken".

Communication between residents in SWW and authorities is poor through fear of retribution or lack of interest and action from authorities. Furthermore the level of inspections border on harassment on a tenant.

Landlords are still in the dark about where our money was spent improving SWW and what it was spent on that council tax does not cover.

WLDC officers appear not to have not listened to landlords over the last 5 years in relation to making improvements to the scheme

My question is when a scheme has run for 5 years and has not been successful in dealing with many of the reasons it was put in place for, why would you run it again, is it the case that WLDC are seeking to marginalise and reduce PRS in order for housing associations, companies and charities to take over such as Leap, P3, ACIS and East Midlands Homes Cooperative when these are all exempt from Selective Licensing?"

The Chairman thanked Ms Bailey and invited the next speaker, Joanne Chapman, to address the Committee. She made the following statement and question.

“I have been a Landlord in Gainsborough for 28 years, investing in empty homes, refurbishing to a high standard and bringing them into the Private Rental Sector. I have been in the construction industry for 42 years, bar a 14 year career with Lincolnshire Police. On the whole I have maintained a very good relationship with my tenants and my rents are more than 25% below market average.

I would like to relate 2 of many personal experiences which demonstrate why this scheme is not fit for purpose. I received a letter asking to inspect one of my properties as the house next door was experiencing damp and the problem was thought to be originating in my house. I knew there was no damp in my house as I had done the damp proof course myself. After 2 inspections and 2 lists of remedial works I completed, predictably the problem was not solved. A third inspection, this time a damp specialist attended. My house was given a clean bill of health, no damp at all.

No doubt this totally unnecessary work will be a tick in the box for a house that has been improved, maybe 2 ticks as I was given 2 lists of remedial works to do. My tenant was disturbed 5 times, 3 times for inspections and twice for unnecessary work to be carried out.

The second instance was a very terse email giving me a strict time limit to ensure a 3 piece suite was removed from my tenants front yard. It turned out that she had paid the Council 2 weeks previously to collect it and was still waiting.

I would not mind so much if the scheme I was funding was efficient and effective, this is neither, and in my experience implemented shambolically at times. On average I get a call or message every 3 weeks asking if I have any properties to rent in Gainsborough. Now I tell them I am selling all my Gainsborough properties. Last year I sold 5 to a corporate Landlord who immediately increased rents by an average of 33%.

Another Landlord is in the process of buying 50 houses in Gainsborough with the intention of re-housing people from Glasgow and London. Those who remember Park Springs in the 70's will know how well that is likely to turn out. I still look for property investment opportunities but now I look outside the West Lindsey area. Two other Landlords I know are evicting their tenants and selling up. I will be selling one more this year which falls in the extended area.

Selective Licensing is honourable in its intent but I fear that it will have the opposite affect with many more small landlords selling and exiting the market or reinvesting out of the area thus reducing private rental housing stock.

I would like to ask what research has been done on the effects and consequences for tenants in relation to increased rents and loss of housing stock as a result of the Licensing scheme.”

The Chairman thanked Ms Chapman and requested the Democratic Services Officer read aloud the final statement and question from the fourth registered speaker, Mr David Masters. The following was read aloud.

"The previous WLDC Selective Licence Scheme ran for 5 years. A sum of in excess of £300,000 was collected from Private Sector Landlords to fund the scheme. The accounts / usage of the money has not been made easily publicly available to the service receivers, i.e. the landlords, to justify the expense.

Anti-social behaviour (ASB) was one of the key areas that the previous scheme was, and now proposed scheme is supposed to tackle. ASB was and is supposed to be a partnership approach between landlords and other "Stakeholders" within the scheme. Landlords have received little and more often no help in addressing ASB of their and neighbouring tenants. Good landlords will always ensure that ASB clauses feature within tenancy agreements and will speak with their relevant tenant offenders. ASB is traditionally reduced through regular gainful employment of individuals, which could not be within the general remit of any landlord.

Evidence has also not been produced as to from where ASB manifested, i.e. was it from within Private Rental Sector (PRS) habitations, privately owned properties, shopping and public areas? How do we reasonably know it is manifested from within tenanted properties of Selectively Licensed Landlords? According to national crime statistics it also appears that ASB has fallen and is not a problem within the South West Ward of WLDC, the previous and proposed target area for Selective Licensing.

Therefore, bearing in mind the afore mentioned information my question is - How can a new scheme be legally and ethically justified when a previous scheme failed to provide financial and physical evidence tackling ASB issues, when in fact it may not actually be a Selective Licence issue and perhaps more of a Police enforcement issue for which residents pay Council Tax for anyway?"

The Chairman thanked all speakers for their attendance and participation and explained that, following the decision at Full Council on 7 March 2022, the consultation and any subsequent action in relation to Selective Licensing had been halted and as such, there would need to be further consideration given to any future plans. He stated that any comments submitted through the course of the consultation would be answered in due course and that this Committee would receive a further report on the matter at the next meeting. The Chairman added that written responses to the received questions would be shared with participants and Members after the meeting.

A point of information was raised by Councillor T. Young, stating that the participants had submitted their questions in sufficient time and it had been expected that an answer would be provided on the night. The Chairman reiterated his earlier comments.

Vice Chairman J. McNeill raised a point of order in that, the earlier point of information was not made according to the Rules of Procedure and as such should not be minuted. Having sought advice from the Democratic Services and Elections Team Manager, the ruling on a point of order was a decision for the Chairman. The Chairman therefore declared that the comments as made would be included in the minutes

**NOTE:** Councillor T. Young left the meeting at 6.50pm

## **67 MINUTES OF PREVIOUS MEETING**

**RESOLVED** that the Minutes of the Meeting of the Prosperous Communities Committee held on 25 January, 2022 be confirmed and signed as a correct record.

## **68 MEMBERS' DECLARATIONS OF INTEREST**

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

## **69 MATTERS ARISING SCHEDULE**

With no comments or questions, the contents of the Matters Arising schedule were duly **NOTED**.

## **70 WEST LINDSEY HOUSING STRATEGY REFRESH**

Members heard from the Assistant Director Homes and Communities regarding the updated West Lindsey Housing Strategy 2022-2024 and seeking approval to extend the Homelessness and Rough Sleeping Strategy. It was explained that the West Lindsey Housing Strategy 2018-2022 had the vision “Everyone has access to good quality housing which meets their housing need and aspiration, in a pleasing environment which enables a healthy lifestyle”. To achieve the vision, three key strategic themes were identified:

- Driving Housing Growth to meet housing need
- Improving homes and transforming places
- A partnership approach to support choice, wellbeing and independence

The current West Lindsey Housing Strategy was due to expire in 2022. A review of this strategy began in mid-2021 which determined that even though there had been a significant amount of work undertaken to meet the aspirations of the strategy, the key themes were still as relevant today as they were back in 2018 when they were adopted. This led to a process which looked to refresh the existing strategy and extend out a further two years to allow for more work to be undertaken to realise the vision. A new West Lindsey Corporate Plan would be delivered in 2023. This approach would enable the Housing Strategy to contribute to delivery of a new corporate plan.

It was explained that new sections of the strategy were introduced to acknowledge the changes that had occurred over the past 4 years and to understand what challenges and opportunities those changes brought. The following sections had been added to the strategy:

- Levelling up
- Covid-19

- Climate change
- Selective Licensing

The current Lincolnshire Homelessness and Rough Sleeping Strategy approved by Prosperous Communities Committee in November 2017, covered the period up to the end of 2021. The strategy had an action plan to underpin the priorities and had been led by the Homelessness Lead Officers of the seven Local Authorities across Lincolnshire. The authorities had recently contributed to a joint Strategic Lead post, hosted by North Kesteven District Council, as a dedicated resource to lead and coordinate the delivery of this associated strategy.

Members heard that the strategy was due to be reviewed in 2021, however Covid-19 presented many challenges and workstreams were re-prioritised. The focus on ensuring the 'Everyone In' campaign and vulnerable people were able to access accommodation and advice throughout the pandemic was prioritised. The recruitment process to the aforementioned new post had also created further delays. A review of the existing strategy would take place to update on progress on previous highlighted priorities and shape workstreams to fit within pandemic recovery plans, and would be undertaken by the seven local authorities in Lincolnshire.

The purpose of the review was to:

- establish the current level of homelessness across the county,
- project its likely growth (or decline) in future years,
- identify what was currently being done and by whom,
- identify the level of resource available to prevent and tackle homelessness in the future
- identify gaps and what needed to be done to ensure a robust and sustainable response to homelessness.

It was explained that, in order for a comprehensive review of the homelessness strategy to be completed, it was requested that Members endorsed the existing strategy for a further 12 months to comply with the statutory requirements.

Members thanked the Officers involved for their work and widely supported the content of the report and approach towards the review of the strategy. There were concerns raised regarding access to help from relevant teams and it was explained that each district had their own team, with the new post holding a strategic role across the county, not to be replacing the individual teams. Members discussed the need for a holistic approach to homelessness, requiring the involvement of health and wellbeing services as well as the housing teams.

A Member of the Committee suggested there needed to be greater importance attached to climate and sustainability considerations with regard to housing solutions and new

developments in the district. It was recognised that the review of the Central Lincolnshire Local Plan made some steps to address this but it was suggested that the strategy could go further. These comments were acknowledged and it was noted that the review of the strategy would cover this aspect.

In relation to the statistics included in the report regarding Selective Licensing, a Member of the Committee referenced the speakers from earlier in the evening and enquired whether the information contained within the report where accurate. It was confirmed that at the time of writing the report, the statistics were accurate and that the information contained within the strategy was more generic and did not need to be amended at this point.

It was noted that it was intended to bring an annual report to the Committee to chart the progress and success of the work around the strategy, in the district and across the county.

Members of the Committee enquired as to how the housing of Ukrainian families in the area was being managed and whether there was any indication of how many families or individuals would be located in West Lindsey. It was explained that work was underway to offer homes however the details of such arrangements were still being worked out and it was such a rapidly moving situation, it was not yet possible to provide concrete figures. Members of the Committee recognised the difficulty of the circumstances and thanked Officers for their work.

Having been moved and seconded, it was

**RESOLVED** that

- a) the progress made against the previous Housing Strategy be accepted; and
- b) the revised Housing Strategy 2022 – 2024 be approved and adopted; and
- c) the Lincolnshire Homelessness and Rough Sleeping Strategy be endorsed for a further 12 months to 31 December 2022.

## **71 LINCOLNSHIRE PREVENTING DOMESTIC ABUSE STRATEGY**

The Committee gave consideration to a report presented by the Assistant Director Homes and Communities, introducing the duties required as a result of the Domestic Abuse Act 2021 and the Lincolnshire Preventing Domestic Abuse Strategy. It was explained that the governance around the domestic abuse agenda in Lincolnshire had been reviewed in response to the Domestic Abuse Bill and a partnership consultation that took place in 2020. As a result of this, and following the enactment of the Domestic Abuse Act in April 2021, Lincolnshire had developed a Domestic Abuse partnership that sat alongside the Safer Lincolnshire Partnership, the Lincolnshire Safeguarding Children's Partnership and the Lincolnshire Safeguarding Adults Board, putting Domestic Abuse at the core of the safeguarding agenda and ensuring it received the focus and dedication it required. The partnership was made up of multi-agency representatives, including Lincolnshire Police, NHS services, County Council services, district councils, amongst others.

The strategy was published in January 2022 in line with Lincolnshire County Council's new statutory responsibilities under the new Act and set out the shared ambition and key priorities for the Lincolnshire Domestic Abuse partnership in tackling domestic abuse and outlined the key areas of action over the coming three years.

Members heard that a delivery plan would be developed in collaboration with the partnership with the aim of addressing the ambitions set out within the strategy. As a partnership it was felt that the strategy should set out the overall ambitions, principles and objectives in tackling domestic abuse, with the delivery plan setting out how to achieve this, ensuring a level of fluidity was built into the process in order to respond to a changing landscape. The strategy and subsequent delivery plan and commissioning plans would address the needs of all victim groups. The Committee was asked to agree the priorities within the strategy, in line with supporting the Domestic Abuse Act 2021.

There was widespread support for the purpose and role of the strategy, as well as recognising the need for an holistic approach, to include work with perpetrators of abuse and appreciate the external influences that may have an impact when supporting victims of abuse.

Having been moved and seconded it was unanimously

**RESOLVED** that the priorities set out within the Lincolnshire Preventing Domestic Abuse Strategy 2021-2024, which contribute to fulfilling the statutory duties placed on the council to support the Domestic Abuse Act 2021, be agreed.

## **72 PROPOSALS FOR PLATINUM JUBILEE CELEBRATIONS**

The Committee heard from the Senior Democratic and Civic Officer with a report outlining the proposals for commemorating the Queen's Platinum Jubilee and seeking additional funding for the Platinum Jubilee Community Fund. Members heard details of several initiatives, such as the Platinum Pudding, Song for the Commonwealth and The Queen's Green Canopy. It was explained that schools across the district had been approached to be involved in such schemes, with photos and videos of events to be shared across social media as a 'Jubilee montage'. In addition to working with local councils and community groups, it was explained that the Platinum Jubilee Community Fund had received a greater level of interest than anticipated and as such, it was suggested that an additional £20,000 be allocated to the fund. Any allocated funds not awarded by the Platinum Jubilee Community Fund would be returned to the main Community Grants Programme budget.

Vice Chairman J. McNeill, as Chairman of the Platinum Jubilee Working Group, highlighted the community nature of events taking place around the district and brought the Committee's attention to the '70 Acts of Service' detailed within the report. This was a way for individuals to be involved in the commemorations on a more personal level, honouring the Queen as the Head of the Church of England, as well as helping in their local communities and bringing people together with a common cause. The website and suggested list of actions was included in the report.

With further expressions of support from Members of the Committee, and having been

moved and seconded, it was unanimously

**RESOLVED** that

- a) the proposals for engaging with, and publicising of, district-wide celebrations for the Queen's Platinum Jubilee, be received; and
- b) a further use of £20k of the Communities Grant Fund, to deliver the West Lindsey Platinum Jubilee Community Fund, be approved under delegated powers.

### **73 WORKPLAN**

The Committee gave consideration to the work plan for upcoming meetings. A Member of the Committee enquired as to whether his suggestion at Full Council on 7 March, in relation to an options paper for Selective Licensing, had been carried forward. The Chairman assured Members that Officers were aware of the suggestion as a potential way forward.

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

### **74 EXCLUSION OF PUBLIC AND PRESS**

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

**Note:** The meeting entered closed session at 7.59pm

### **75 HEMSWELL CLIFF MANAGED ESTATES CONTRACT RENEWAL**

Members heard from the Senior Community Action Officer, with a report to provide an update on progress with the normalisation and stabilisation strategy at Hemswell Cliff and to seek approval to offer a further five year Managed Estate contract to Hemswell Resident Company.

The history of the site was reiterated for Members, as well as the inception of the Managed Estate Contract and progress achieved in the area to date. It was explained that the report recommended that the Council continued to support Hemswell Residents Company through the next five-year period, which would be particularly aligned with, and supportive of, the realisation of regeneration and growth investment opportunities.

Members of the Committee commended the Officer for her work in the area, as well as recognising the work of the residents and local community, pulling together to make such notable improvements. It was noted that the planned fourth tier government review had been



postponed, however, it would provide an opportunity for residents to have a say on how boundaries should be realised, whether they wished to be a sole parish or joint with Hemswell.

With further comments of support, and having been moved and seconded, it was unanimously

**RESOLVED** that

- a) the proposal to offer a five-year contract to Hemswell Residents Company in respect of Estate Management Services for the period 1 April 2023 to 31 March 2028 be supported and recommended to the Corporate Policy and Resources Committee that approval be given; and
- b) oversight of the contract renewal procedure, including any minor housekeeping changes, be delegated to the Assistant Director of Homes and Communities, in consultation with the Chairman of the Prosperous Communities Committee and the Chairman of the Corporate Policy and Resources Committee.

The meeting concluded at 8.11 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
Green	enforcement Training for Parish Councils	<p>Extract from mins 22/10/19</p> <p>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</p>	<p>Following the end of pandemic restrictions and the recent appointment of a new licensing &amp; community safety officer role, officers are now able to prepare delivery of enforcement training for parish councils.</p> <p>Officers will communicate with Parish Councils to gauge level of interest for the training and organise any sessions accordingly during Q1 and Q2 2022/23.</p>	31/05/22	Grant White
Green	information pack for parish councils re reporting issues	<p>Extract from mins of mtg 22/10/19</p> <p>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.</p>	<p>A new webpage listing support for Parish Councils was created during the initial work to establish a Parish Charter: <a href="http://www.west-lindsey.gov.uk/parishsupport">www.west-lindsey.gov.uk/parishsupport</a>.</p> <p>Limited promotions of the page took place during the pandemic. A new council website is currently being developed and this page will be refreshed once launched.</p> <p>Further promotion of this dedicated webpage will take place with all Parish Councils. This is expected to take place during Q1 2022/23.</p>	31/05/22	Grant White

Green	<p><b>parish charter publicity and promotion and yearly impact review</b></p>	<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><b>Limited promotion of the Parish Charter took place during the pandemic. Officers have recommended a review of the charter should take place earlier than scheduled to ensure it still meets it's aims and objectives following any changes in circumstances as a result of the pandemic.</b></p> <p><b>An action to review the Parish Charter and present recommended changes will now be added to the Forward Plan for Prosperous Communities Committee. This work will be scheduled to take place during Q2 2022/23.</b></p> <p><b>Promotion of the Parish Charter will take place following any changes approved by Committee.</b></p>	<p>30/09/22 Grant White</p>
Green	<p><b>CCTV Case studies for Members Newsletter</b></p>	<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><b>An annual report on CCTV for 2021 has been produced and currently having the case studies finalised for publication. This report will be published online for Members and public to view in early Q1 2022/23.</b></p>	<p>30/04/22 Grant White</p>

# Agenda Item 6a



**Prosperous Communities  
Committee**

**3 May 2022**

**Subject: Public Space CCTV Report 2021**

Report by:	Assistant Director Homes and Communities
Contact Officer:	Grant White Enterprising Communities Manager  grant.white@west-lindsey.gov.uk
Purpose / Summary:	To present the Public Space CCTV Report 2021 and approve its publication.

**RECOMMENDATION(S):**

That Committee acknowledge the Public Space CCTV Report 2021 and approve its publication.

## IMPLICATIONS

### **Legal:**

There are no legal implications associated with this report or the publication of the Public Space CCTV Report 2021.

The Council has a range of measures in place to comply with necessary legal obligations for the use of CCTV in public places including a Code of Practice.

Due regard and compliance are met for the following:

- General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- British Standards: BS7958 and BS7858
- Procedures and Investigations Act 1996
- Regulation of Investigatory Powers Act 2000
- Surveillance Camera Commissioner's CCTV Code of Practice

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

### **Financial :**

There are no financial implications arising from this report.

**FIN REF: FIN/19/23/PC/SL**

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

### **Staffing :**

There are no staffing implications associated with this report.

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

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

There are no specific implications associated with this report. The use of CCTV complies with all relevant data protection legislation which includes protections on more sensitive information such as special category data

**Data Protection Implications :**

The Public Space CCTV Report 2021 provides an overview of CCTV activity during 2021 with no personal or sensitive information included.

The Council operates CCTV in public spaces in compliance with relevant data protection legislation. Working practices around the protection of CCTV related data are contained within the Council's CCTV Code of Practice which is reviewed on a regular basis.

**Climate Related Risks and Opportunities:**

There are no specific implications related to this report. Public Space CCTV does have an environmental impact as it relies on electricity supply to power both our control room facility and CCTV cameras. The electricity usage for CCTV operations is not currently recorded separately from other energy monitoring completed by the Council. This is an area of work officers will explore during 2022/23 to be able to provide more detailed reporting.

**Section 17 Crime and Disorder Considerations:**

The publication of the Public Space CCTV Report 2021 helps to demonstrate the use and impact of public space CCTV on preventing and detecting crime.

Section 17 of the Crime and Disorder Act 1998 details how local authorities have a duty to consider the impact of their functions and decision on crime and disorder in their area. The provision of a public space CCTV service is a direct action the Council takes to pro-actively prevent and detect crime.

**Health Implications:**

There are no specific implications related to this report. The Public Space CCTV Report 2021 does include figures on the number of concern for safety incidents monitored. This incident category includes occasions where CCTV has been used to detect and monitor individuals at risk of harm such as victims of physical attack or domestic abuse and also individuals attempting to self-harm or commit suicide. The use of public space CCTV in such incidents greatly increases our ability to locate and direct police and other emergency support to individuals in immediate need to protect their wellbeing.

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

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

**Risk Assessment :**

--

**Call in and Urgency:**

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

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

**Yes**

☐

**No**

☐

**Key Decision:**

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

**Yes**

☐

**No**

☐

## **1 Introduction**

- 1.1 The Council provides monitored CCTV services for the benefit of the wider public, partners agencies and customers. We use the latest in CCTV technology to deliver high quality surveillance that keeps people, property and assets safe.
- 1.2 Our CCTV Control Centre monitors and records all footage from our camera network. With direct communication links to the police and other agencies we use camera footage to prevent and detect incidents of crime, public disorder, anti-social behaviour, theft and more.
- 1.3 The CCTV Service is owned and operated by West Lindsey District Council who is responsible for the management, administration and security of the system.
- 1.4 The Council uses public space CCTV to:
- Make West Lindsey a safe and clean place in which to live, work and visit
  - Reduce anti-social behaviour, drug and alcohol misuse and provide public reassurance
  - Gain evidence of environmental crimes such as graffiti, vandalism, littering, fly-tipping and dog fouling
  - Ensure that traffic flows easily and safely on the road network
  - Provide traffic management support and gain evidence for the enforcement of moving traffic offences
  - Provide assistance and direction in the event of any emergency incident
  - Support police investigations and civil investigations when appropriate
  - Ensure the safety and security of Council and partner agency assets
- 1.5 This report introduces the CCTV Annual Report 2021 and recommends its publication.

### **APPENDIX 1: CCTV Annual Report 2021**

## **2. CCTV Operation**

- 2.1 The Council currently operates a CCTV service with a total of 206 CCTV cameras as per below:

<b>Area/Site</b>	<b>Fixed Cameras</b>	<b>PTZ Cameras</b>	<b>TOTAL</b>
Caenby Corner Depot	15	2	17
Caistor Sports Club		3	3
Gainsborough Public Space	65	28	93
Guildhall	21		21
Hemswell Cliff Public Space		5	5



Area/Site	Fixed Cameras	PTZ Cameras	TOTAL
Lea Fields Crematorium	15	2	17
Market Rasen Leisure Centre	20	2	22
Market Rasen Public Space		5	5
Marshall's Sports Ground	1	2	3
North Warren Road Depot	3	1	4
Plough Business Hub	3		3
Richmond Park	2	3	5
Trinity Arts Centre	8		8
<b>TOTAL:</b>			206


- 2.2 In addition there are 82 cameras currently being installed as part of externally funded work and other routine replacement work.
- 2.3 Scheduled CCTV upgrades will be taking place in Market Rasen, Hemswell Cliff and Richmond Park during 2022/23.
- 2.4 Fixed cameras provide a fixed directional view. PTZ cameras can pan, tilt and zoom and are controlled by our CCTV Operators. Many locations use a mix of PTZ and Fixed cameras to provide a permanent 360-degree coverage.
- 2.5 All CCTV systems operate 24/7 365 days per year with permanent recording.

### 3. CCTV Impact

- 3.1 As we continue with recovery from the pandemic, we have seen a normalising of crime and incident levels. Our CCTV service is actively helping to prevent crime working closely with Lincolnshire Police and retail premises via our Shop and Pub Watch Schemes.
- 3.2 Following the end of any pandemic lockdowns we have seen a steady increase in shoplifting incidents returning to levels seen prior to the pandemic. CCTV Operators monitor for known offenders and use our 2-way radio system to communicate with Shop Watch members. The primary aim is to prevent known offenders accessing retail stores and being in a position to steal items.
- 3.3 Night time economy (NTE) monitoring is another key focus for CCTV Operators with larger numbers of people visiting Gainsborough and Market Rasen on Friday and Saturday evenings plus key bank holiday dates. CCTV Operators monitor NTE venues and use our 2-way radio system to communicate with Pub Watch members and door staff. Incidents of public disorder, drug dealing/use and violence are monitored and evidential footage is obtained.

- 3.4 CCTV continues to be extensively used for monitoring and locating vulnerable persons. Operators will routinely support Police and partner agencies in locating missing persons of all ages. In particular CCTV is used on a regular basis to aid prompt locating of persons that have threatened or are attempting to self-harm or commit suicide.
- 3.5 Within the past 3 months we have used CCTV footage to support a number of higher profile police investigations and subsequent prosecutions. This has included a spate of commercial burglaries in Gainsborough where some retail premises were targeted multiple times resulting in extensive loss and damage. CCTV footage was used to help track, locate and identify offenders.
- 3.6 Officers will be re-establishing CCTV Control Room visits for Members in May 2022. The visits provide a valuable opportunity for Members to see the Council's CCTV service in operation and gain a greater understanding of its use and impact for live incidents.
- 3.7 Officers will continue to promote the work and impact of public space CCTV through social media and press releases. A joint communication plan and approach has been established with Lincolnshire Police. This includes a focus on prompt publicity of incidents where CCTV has been used to either prevent or detect a crime.

Examples of some social media posts during 2021 are shown below:

<p><b>West Lindsey District Council</b> 25 February 2021 · 🌐</p> <p>Our thanks go to the brilliant Lincolnshire Police for their work into this case.</p> <p>Our CCTV team here at West Lindsey District Council continue to work tirelessly to keep our local communities a safe place to live, work and visit!</p> <p><a href="https://www.facebook.com/.../a.4256591.../10159455510879767/">https://www.facebook.com/.../a.4256591.../10159455510879767/</a></p>	<p><b>Lincolnshire Police</b> 25 February 2021 · 🌐</p> <p>Neil Boswell (44) and Richard Watt (48) appeared before Lincoln Magistrates last week and pleaded guilty to a burglary at Brown's in Marshall's Yard in Gainsborough.</p> <p>Both men received community orders for the offence committed last month.</p> <p>The orders have a rehabilitation activity requirement which means that they must complete activities aimed at helping them to avoid reoffending.</p> <p>Inspector for Gainsborough, Gary Brockie says:</p> <p>"We have a really good relationship with West Lindsey District Council and their CCTV team were extremely vigilant in detecting this crime and bringing it to our attention.</p> <p>"We work closely with the council to detect crimes in progress and things that don't look quite right. This helps me to know where my officers need to be so we can protect properties and people."</p> <p>Communities Manager at West Lindsey District Council Grant White welcomed the outcome. He said:</p> <p>"CCTV plays a vital role in keeping our communities safe and by working together in partnership with Lincolnshire Police we are able to bring those who commit crime to justice and prevent incidents beginning or escalating.</p> <p>"However, CCTV has much wider benefits including the safeguarding of local people as it is used to locate people at risk, victims of crime, vulnerable children, adults at risk of self harm and much more."</p>
<p><b>West Lindsey District Council</b> 31 August 2021 · 🌐</p> <p>See below for an example of the partnership work between our CCTV teams and local Lincolnshire Police officers, helping to keep our communities safe 🙌</p> <p><a href="https://www.facebook.com/.../a.4256591.../10159881783034767">https://www.facebook.com/.../a.4256591.../10159881783034767</a></p>  <p><b>Lincolnshire Police</b> 🇵🇵 29 August 2021 · 🌐</p> <p>Prolific offender John Parker, 35, has been given a 12 week sentence after being charged with burglary and breaching his CBO. The arrest is the result of partnership work between us and the CCTV team at @WestLindseyDC.</p> <p><a href="http://ow.ly/jwni50G0iMk">http://ow.ly/jwni50G0iMk</a></p>	

#### **4. Recommendation**

- 4.1 Committee acknowledge the Public Space CCTV Report 2021 and approve its publication.



# Public Space CCTV Annual Report 2021

Page 24

<b>Contents</b>	<b>Page</b>
<b>Introduction</b>	<b>3</b>
<b>Totals across West Lindsey</b> Including Gainsborough, Market Rasen, Hemswell Cliff and Caistor	
<b>1.1</b> Total Incidents Monitored across West Lindsey	<b>4</b>
<b>1.2</b> Incident Demand – All Types across West Lindsey	<b>6</b>
<b>1.3</b> Arrests Supported/Monitored across West Lindsey	<b>6</b>
<b>1.4</b> Incidents Reported By - across West Lindsey	<b>7</b>
<b>1.5</b> Evidential Reviews Completed across West Lindsey	<b>7</b>
<b>Gainsborough</b>	
<b>2.1</b> Total Incidents Monitored in Gainsborough	<b>8</b>
<b>2.2</b> Incident Demand – All Types in Gainsborough	<b>10</b>
<b>2.3</b> Arrests Supported/Monitored in Gainsborough	<b>10</b>
<b>Market Rasen</b>	
<b>3.1</b> Total Incidents Monitored in Market Rasen	<b>11</b>
<b>3.2</b> Incident Demand – All Types in Market Rasen	<b>12</b>
<b>3.3</b> Arrests Supported/Monitored in Market Rasen	<b>12</b>
<b>Hemswell Cliff</b>	
<b>4.1</b> Total Incidents Monitored in Hemswell Cliff	<b>13</b>
<b>4.2</b> Incident Demand – All Types in Hemswell Cliff	<b>14</b>



## Introduction

The West Lindsey CCTV Service provides monitored CCTV for the benefit of the wider public, partner agencies and local communities. We use the latest in CCTV technology to deliver high quality surveillance that keeps people, property and assets safe.

Our Control Centre monitors and records all footage from our camera network. With direct communication links to the police and other agencies we use camera footage to prevent and detect incidents of crime, public disorder, anti-social behaviour, theft and more. We play a key role in helping to detect and protect vulnerable people such as missing persons and those at risk of exploitation.

## Our CCTV Coverage

We operate public space CCTV in Gainsborough, Market Rasen, Hemswell Cliff and Caistor. This includes cameras in town centre areas, car parks, public parks and community buildings.

All of our cameras are overt and clearly identifiable. A full list of our public space CCTV cameras is available to view online: [www.west-lindsey.gov.uk/cctv](http://www.west-lindsey.gov.uk/cctv)

## Our People

All of our CCTV Operators have to meet strict training requirements to ensure they use CCTV cameras legally and effectively. On-going training takes place to keep skills up to date and we regularly conduct security screening and vetting.

Our CCTV Operators maintain a knowledge of local communities we cover and provide intelligence to support crime prevention work and keeping vulnerable people safe.

## CCTV Code of Practice

To ensure our service is fully accountable we operate in accordance with a CCTV Code of Practice. This Code details how the service is managed, operates on a day to day basis and protects access to information. We take data protection and personal privacy very seriously. It is vital we have strong mechanisms in place for public protection so that people can have trust in the use of CCTV.

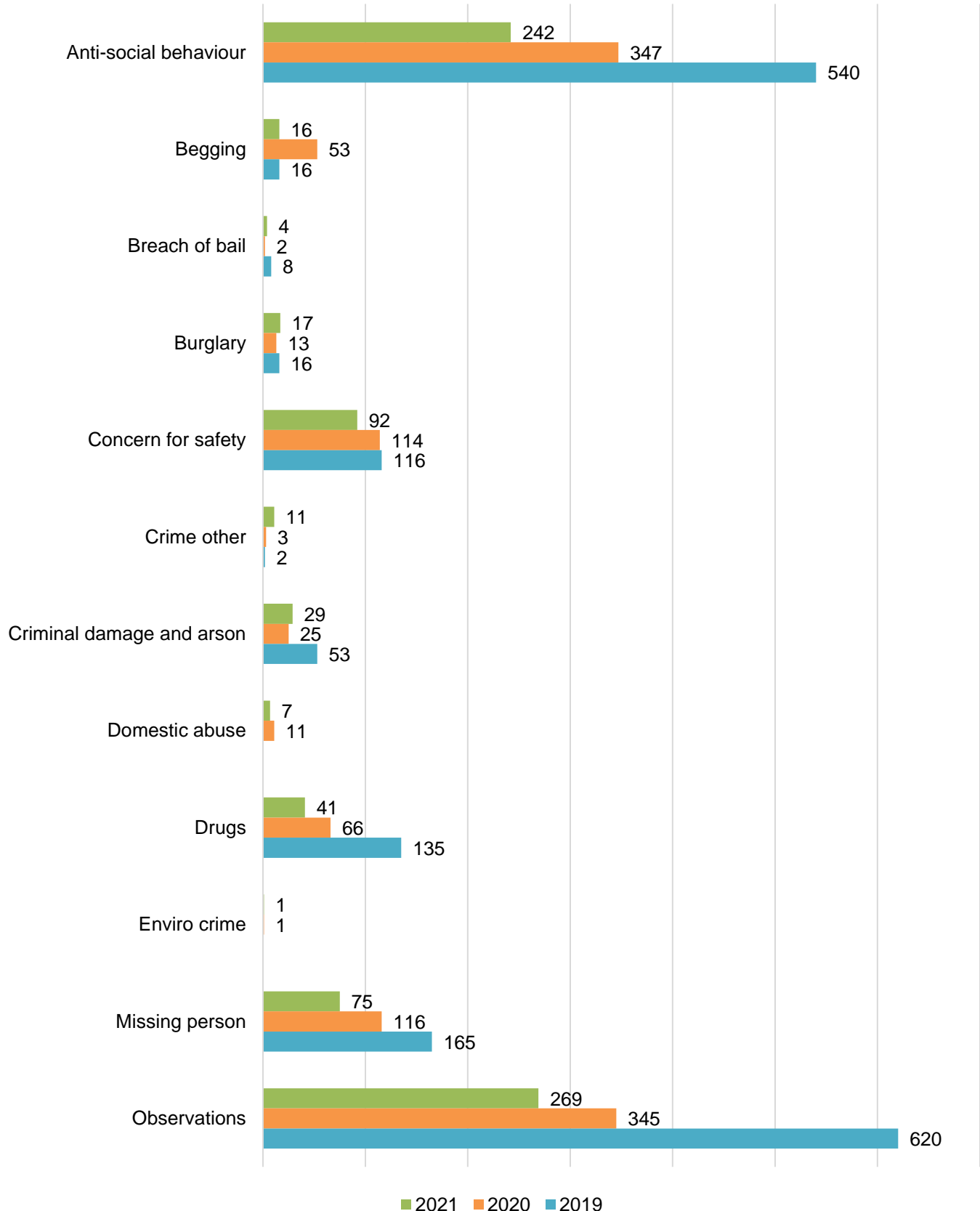
Our CCTV Code of Practice is available to view online: [www.west-lindsey.gov.uk/cctv](http://www.west-lindsey.gov.uk/cctv)

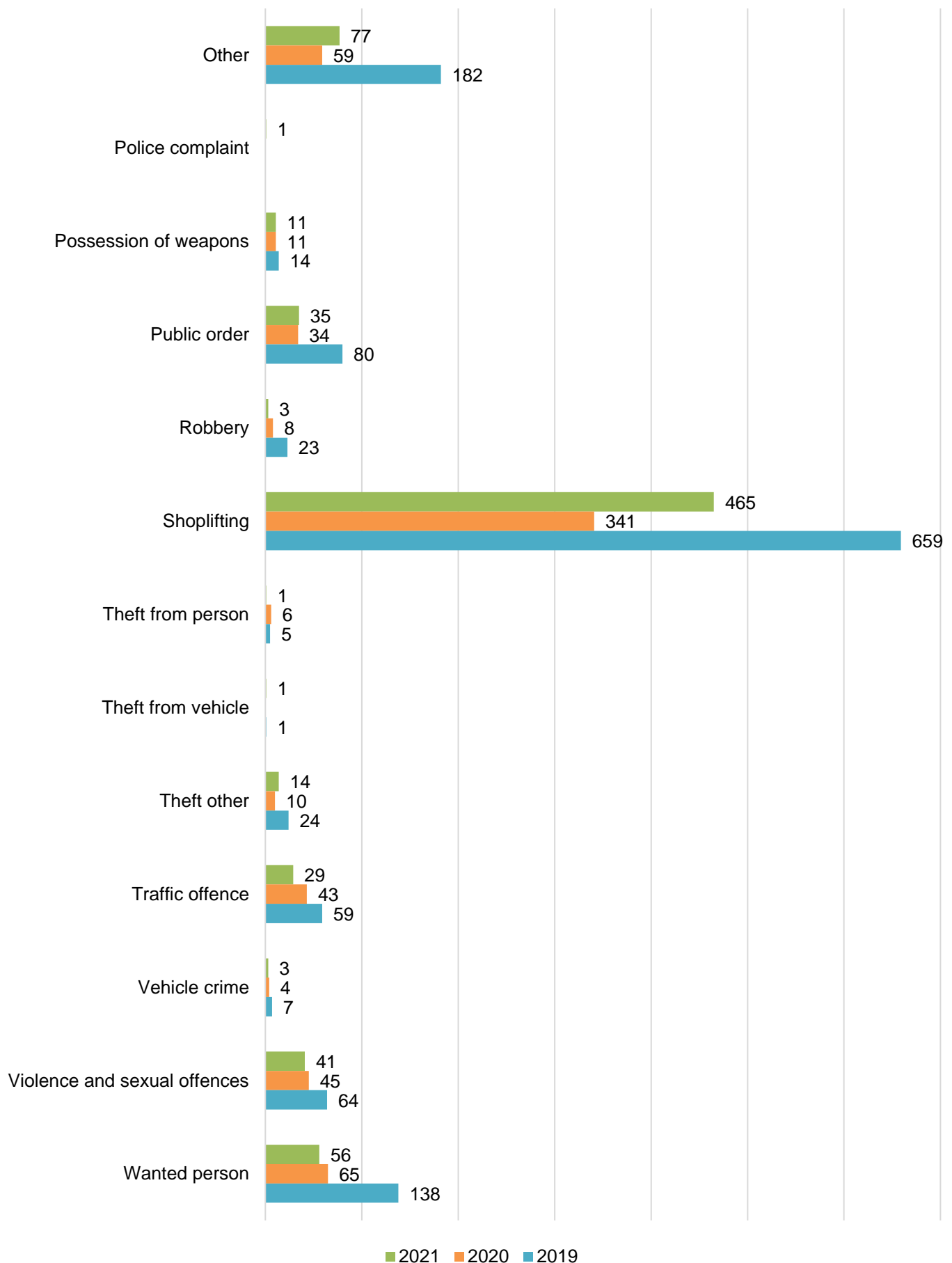
## 1.1 Total Incidents Monitored in West Lindsey

2021 Total: **1,541**

2020 Total: **1,722**

2019 Total: **2,927**





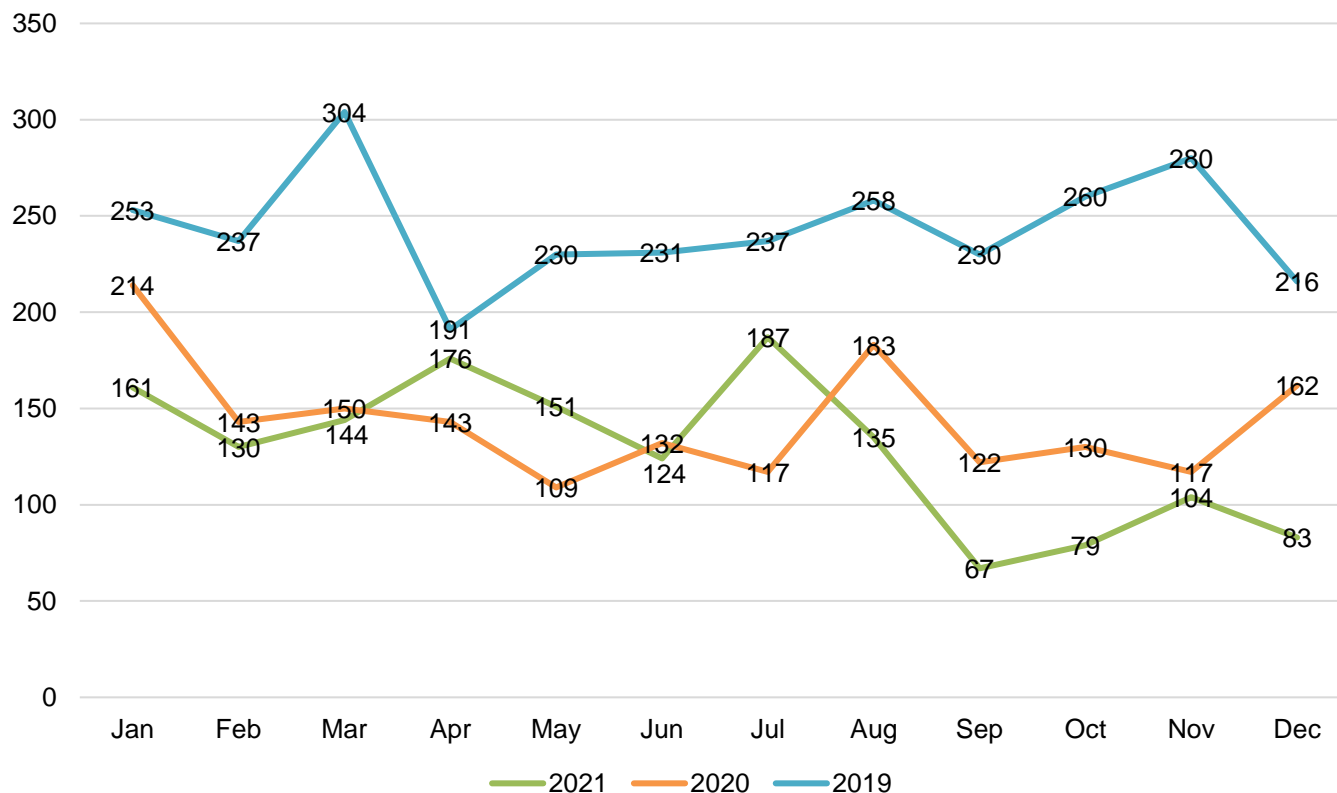


## 1.2 Incident Demand - All Types across West Lindsey

2021 Total: **1,541**

2020 Total: **1,722**

2019 Total: **2,927**

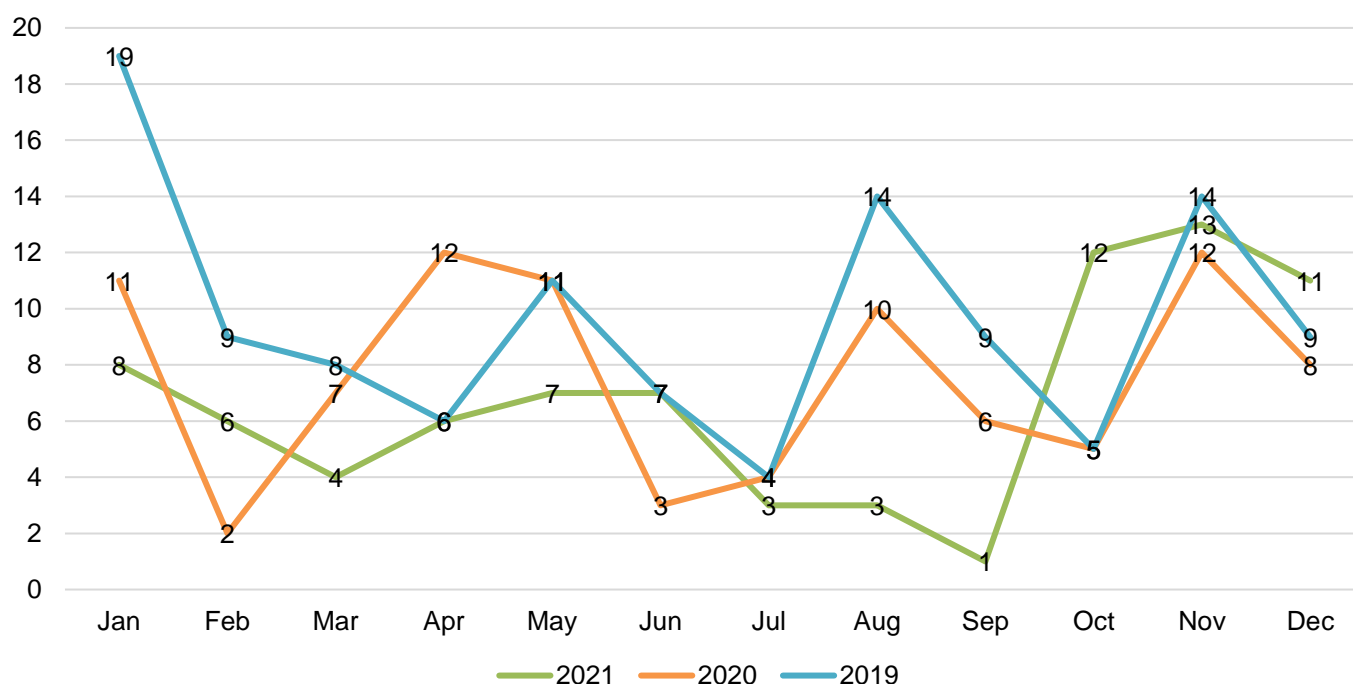


## 1.3 Arrests Supported/Monitored across West Lindsey

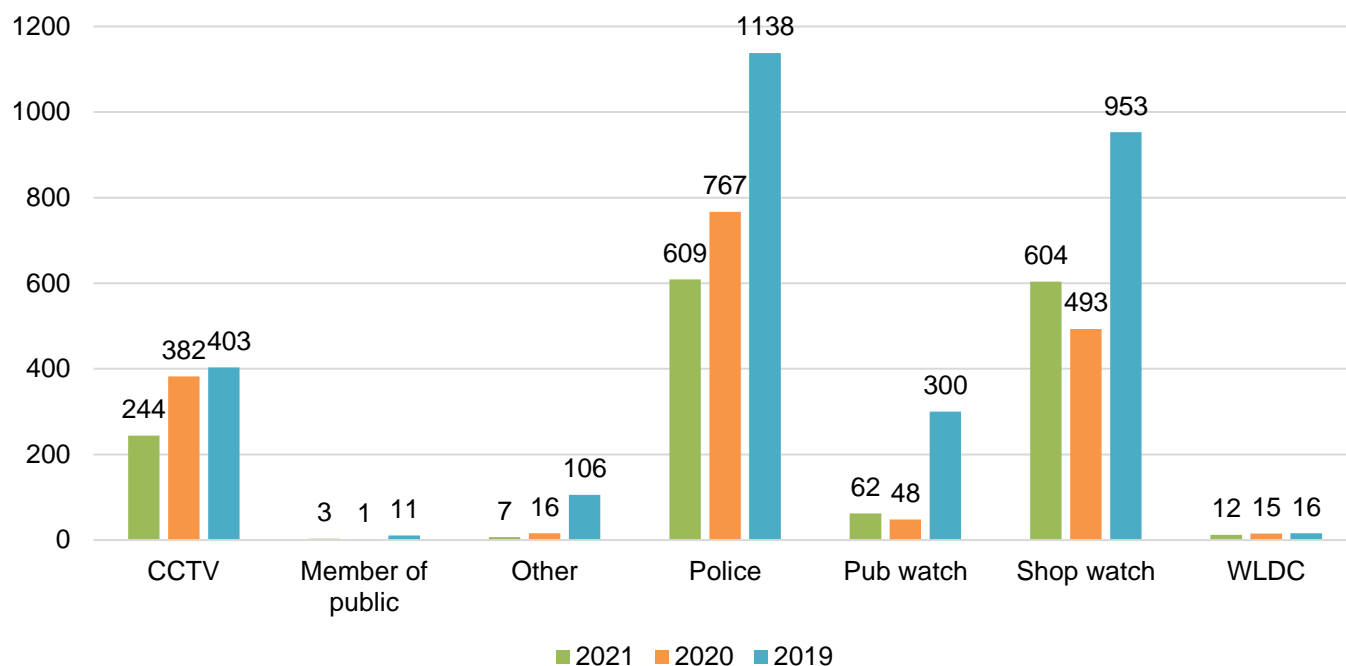
2021 Total: **81**

2020 Total: **91**

2019 Total: **115**



## 1.4 Incidents Reported By - across West Lindsey

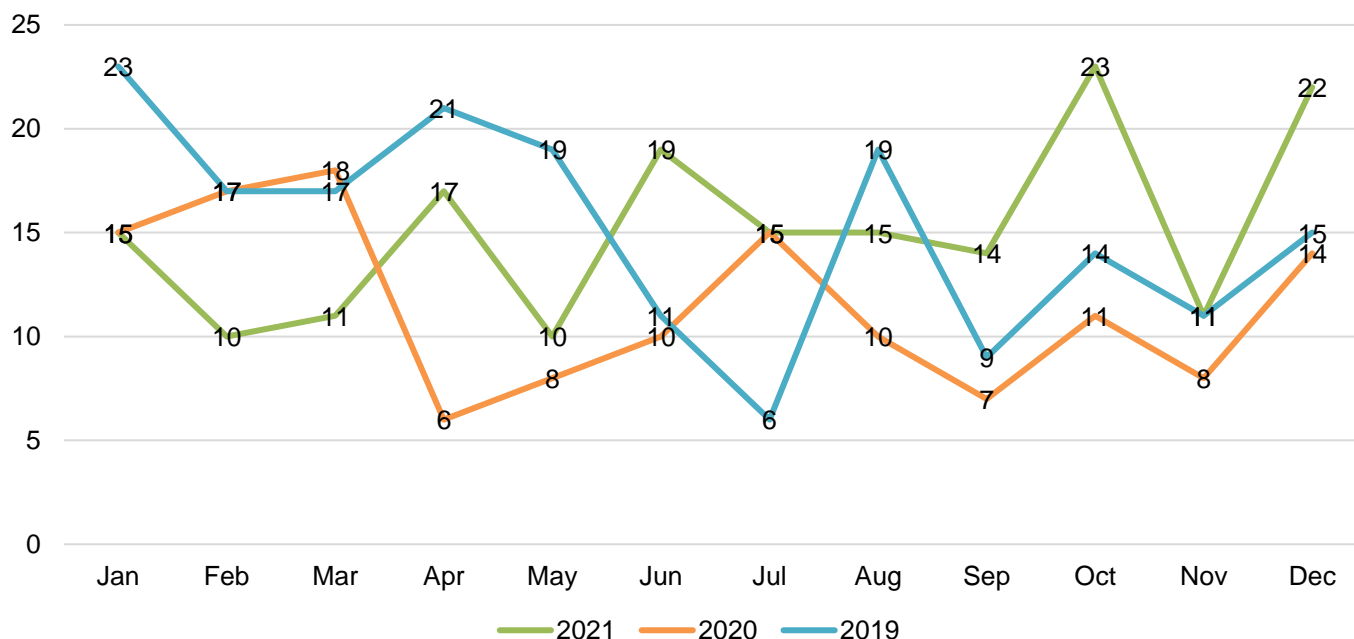


## 1.5 Evidential Reviews Completed across West Lindsey

2021 Total: **182**

2020 Total: **139**

2019 Total: **182**



**Total Number of Evidential Items produced for investigation/prosecution:**

2021 Total: **120**

2020 Total: **107**

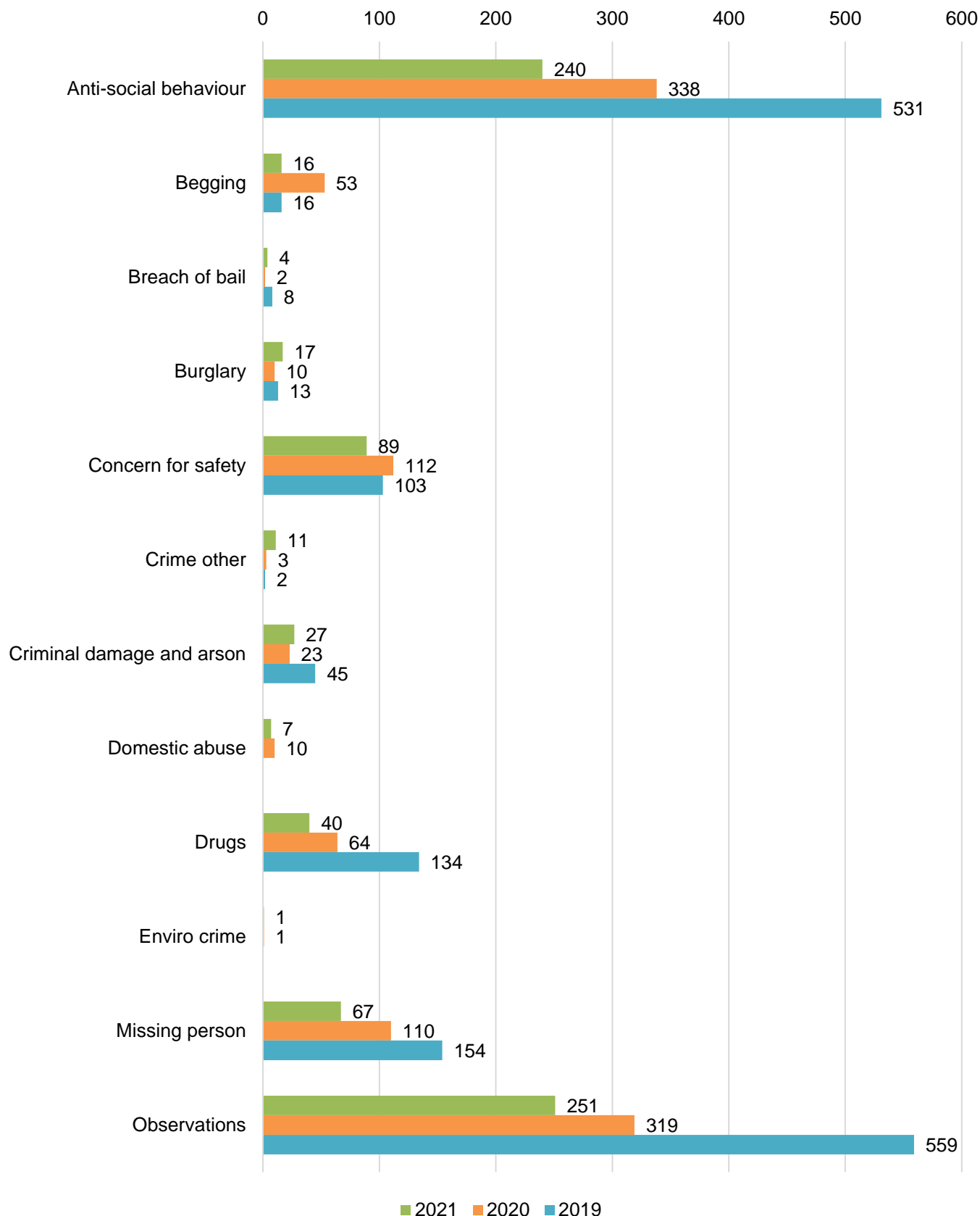
2019 Total: **148**

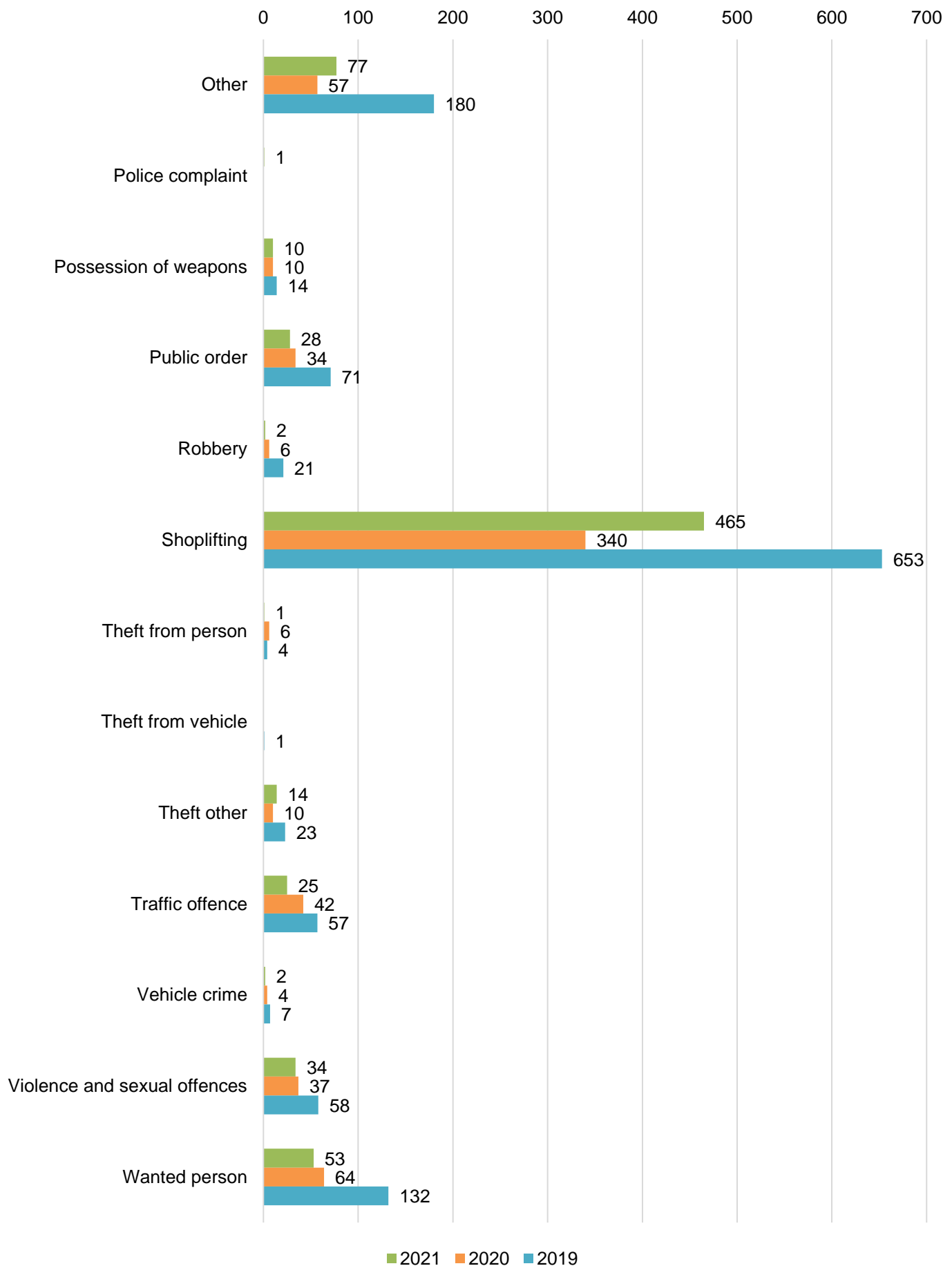
## 2.1 Total Incidents in Gainsborough

2021 Total: **1,482**

2020 Total: **1,655**

2019 Total: **2,786**



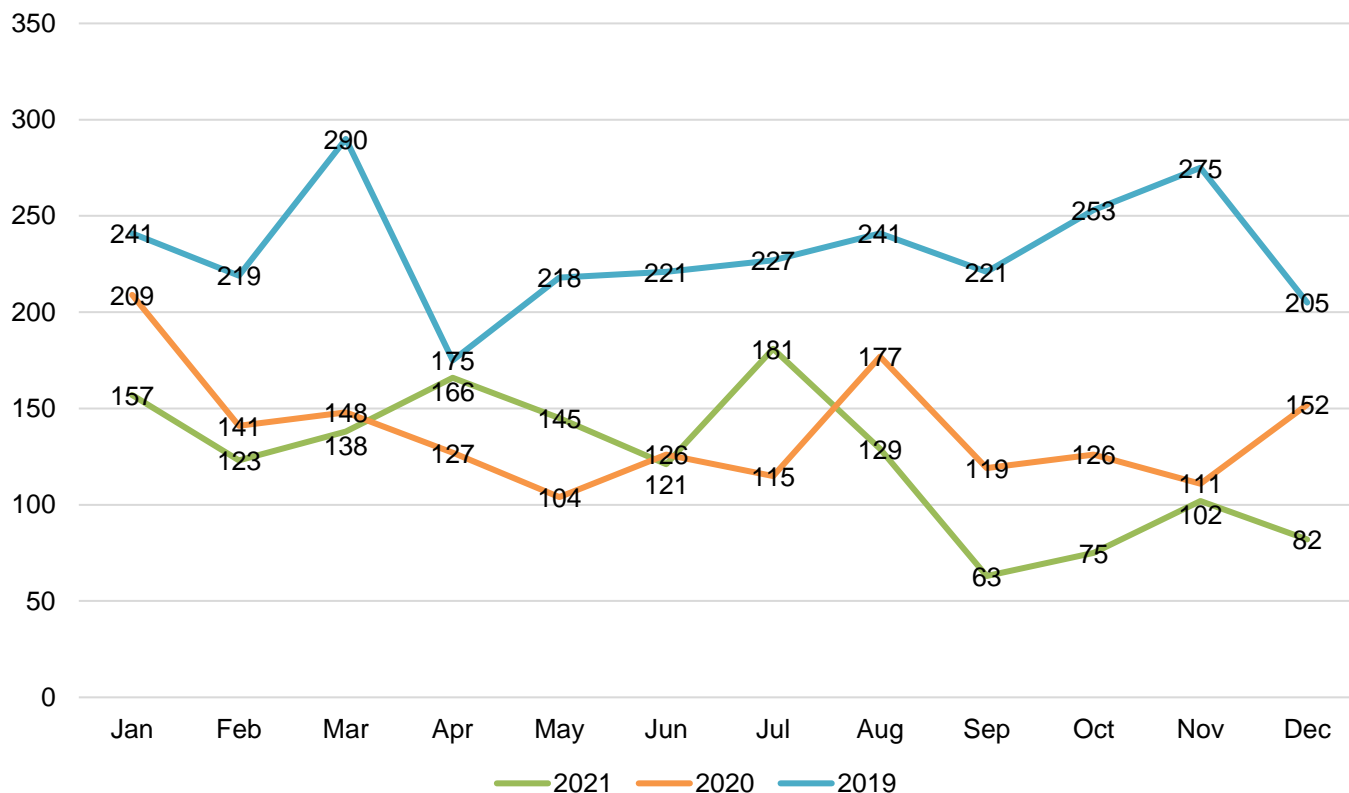


## 2.2 Incident Demand - All Types in Gainsborough

2021 Total: **1,482**

2020 Total: **1,655**

2019 Total: **2,786**

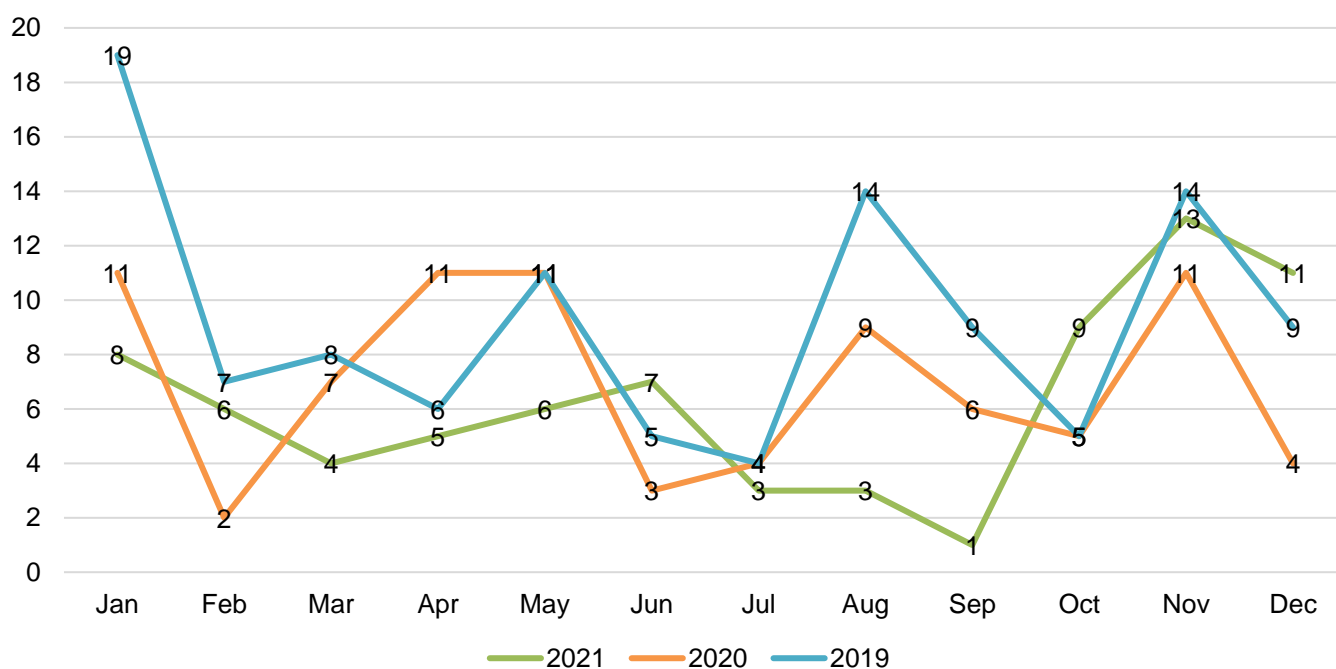


## 2.3 Arrests Supported/Monitored in Gainsborough

2021 Total: **76**

2020 Total: **84**

2019 Total: **111**

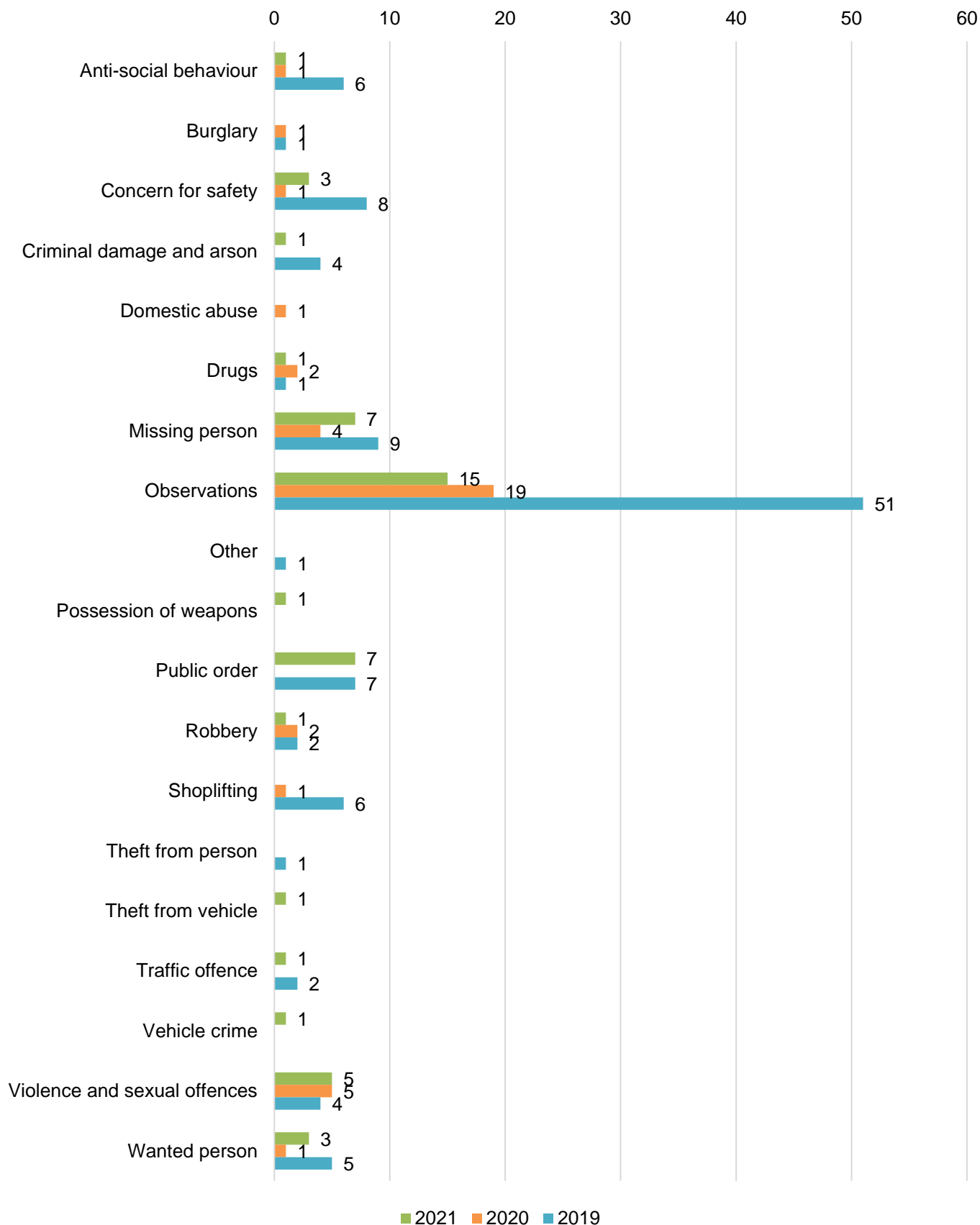


### 3.1 Total Incidents in Market Rasen

2021 Total: **48**

2020 Total: **38**

2019 Total: **108**

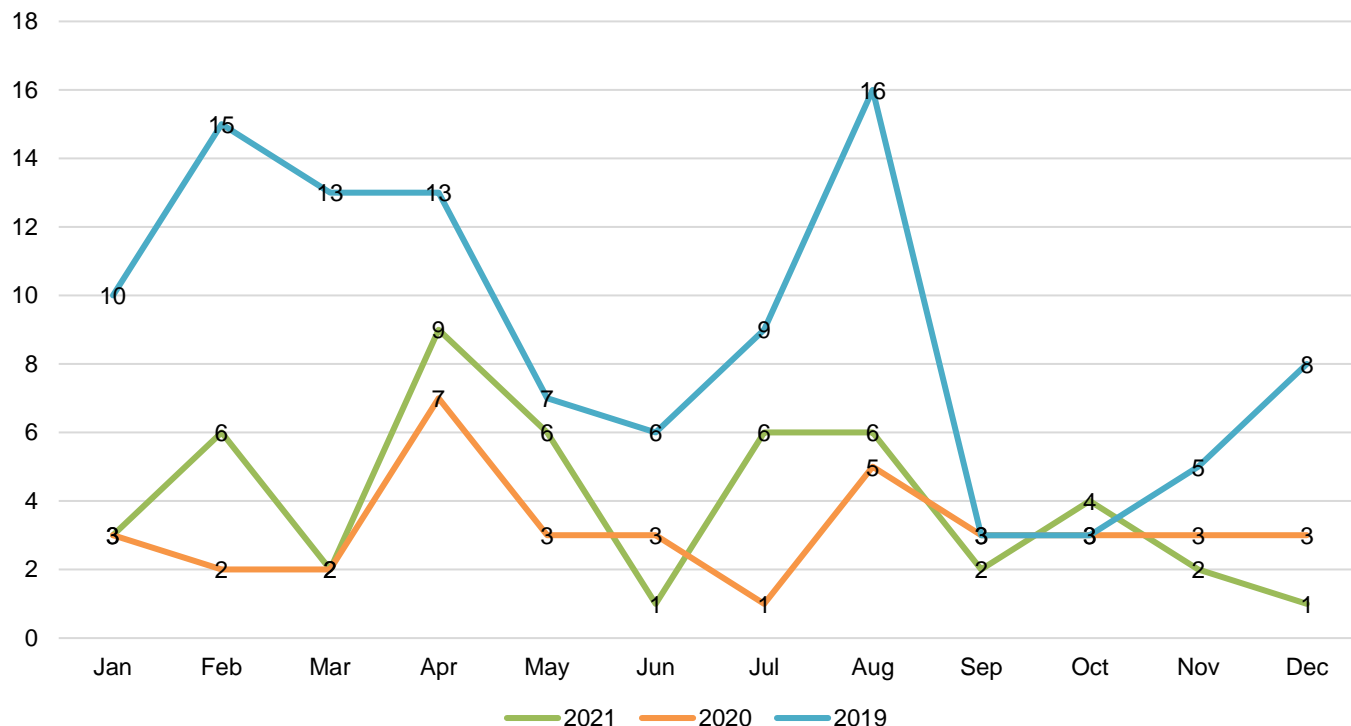


## 3.2 Incident Demand - All Types in Market Rasen

2021 Total: 48

2020 Total: 38

2019 Total: 108

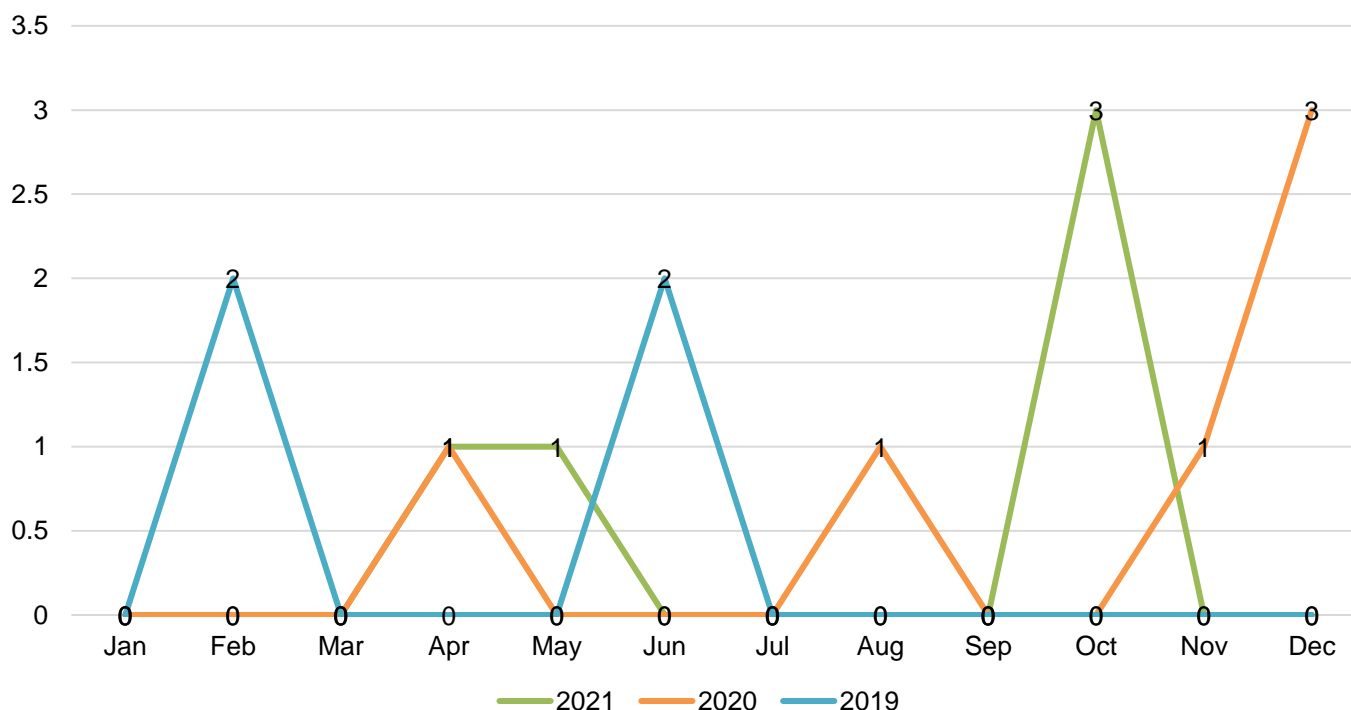


## 3.3 Arrests Supported/Monitored in Market Rasen

2021 Total: 5

2020 Total: 6

2019 Total: 4

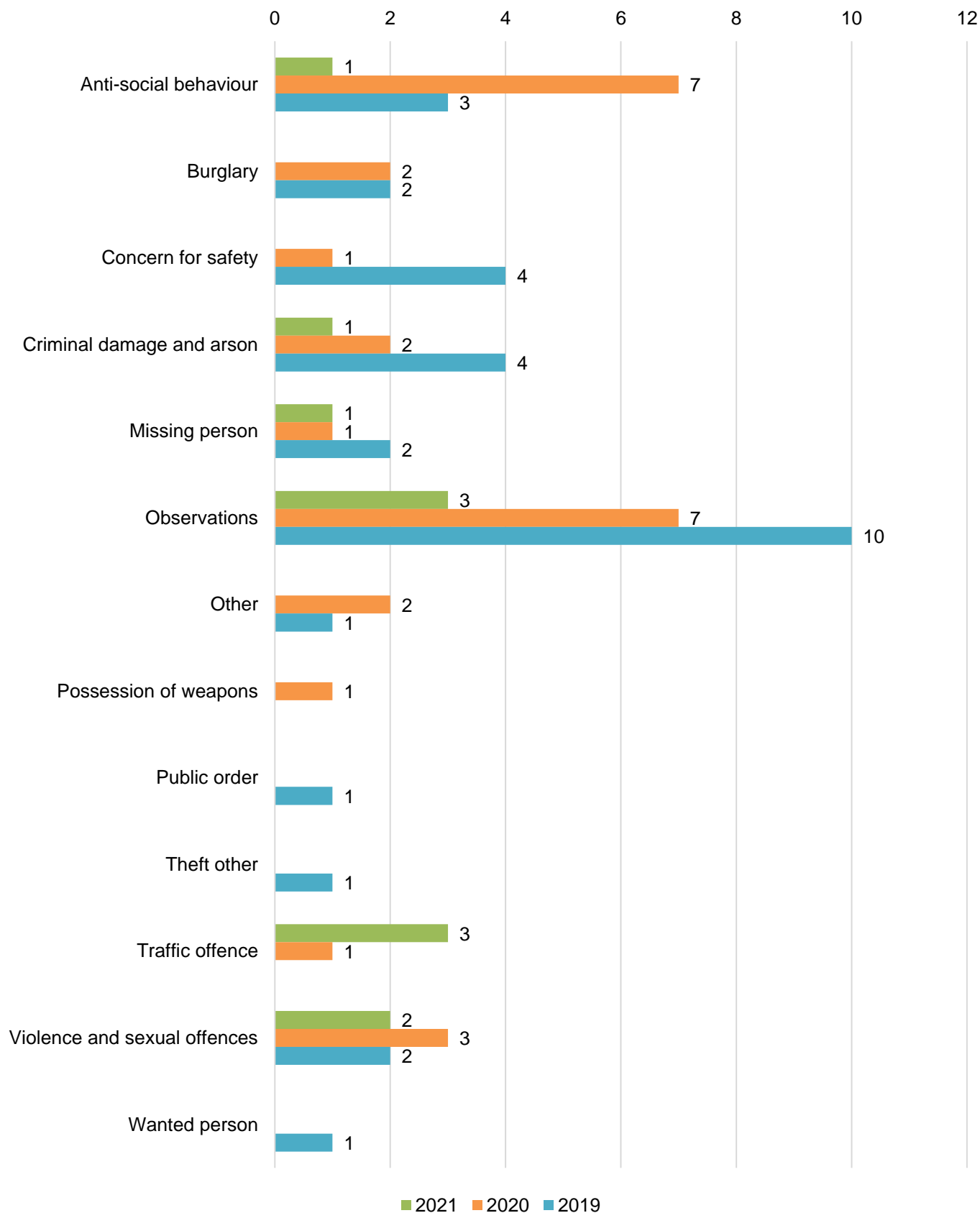


## 4.1 Total Incidents in Hemswell Cliff

2021 Total: 11

2020 Total: 27

2019 Total: 31



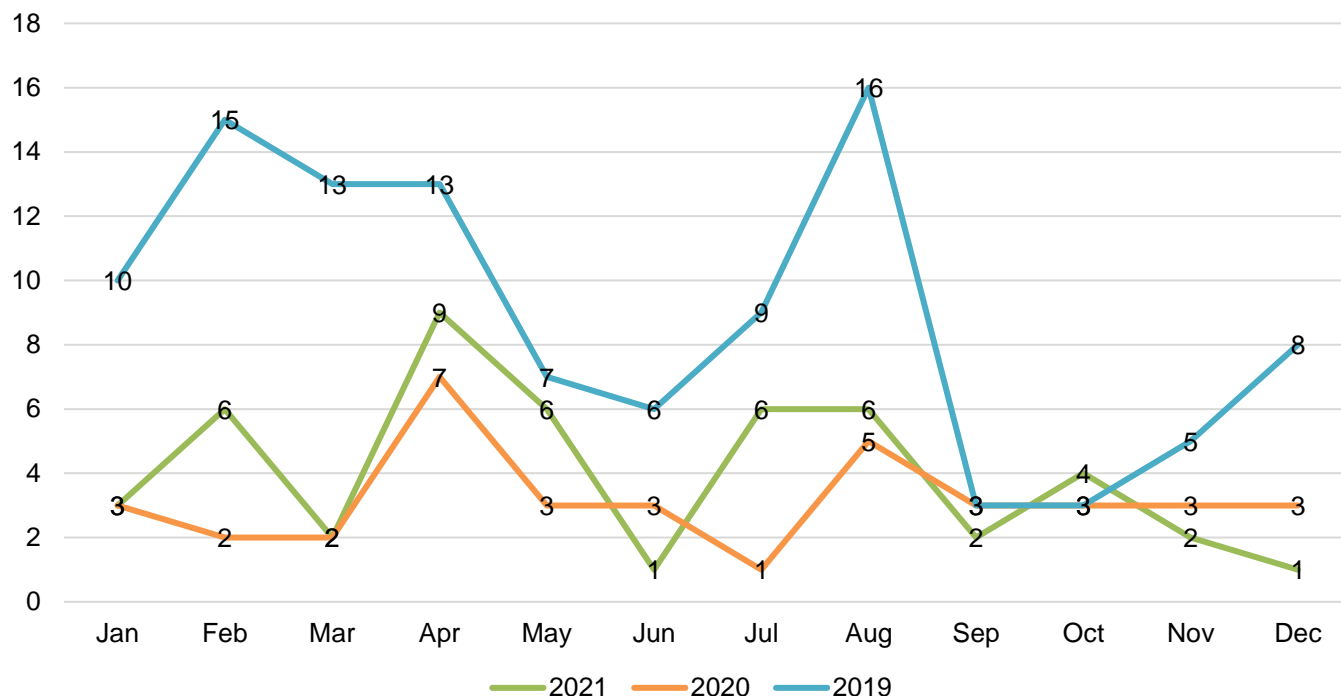


## 4.2 Incident Demand - All Types in Hemswell Cliff

2021 Total: 11

2020 Total: 27

2019 Total: 31







**Prosperous Communities  
Committee**

**Tuesday, 3 May 2022**

**Subject: Climate, Environment and Sustainability: Update Report**

Report by:	Head of Policy and Strategy
Contact Officer:	Steve Leary Policy & Strategy Officer – Environment & Sustainability  steve.leary@west-lindsey.gov.uk
Purpose / Summary:	This report provides an update on the Climate, Environment and Sustainability Programme and delivery arrangements.

**RECOMMENDATION(S):**

1. That the proposed approach to reporting on Climate, Environment and Sustainability action plan annually in September, and associated reporting and governance mechanisms be approved.
2. That the trial of a 'climate, environment and sustainability impact assessment (CESIA) tool' to be applied to all reports from June 2022. If approved, this would be reviewed in December 2022, in line with Paragraph 3.8.
3. That the updated Membership for the Climate, Environment and Sustainability Working Group be approved as per paragraph 4.14, to include Cllr Boles and Cllr Summers
4. That delegated authority be granted to the Head of Policy Strategy in consultation with the Chairs of The Prosperous Communities and Corporate Policy and Resources Committees to undertake housekeeping amendments to the Strategy document, Action Plan and CESIA tool.

## IMPLICATIONS

**Legal:** In May 2019, the UK Government declared a non-legally binding Climate Change Emergency declaration and the Committee on Climate Change recommended a new emissions target for the UK: net-zero greenhouse gases by 2050. This was made a statutory target in June through the Climate Change Act (2050 Target Amendment) Order 2019.

The Environment Act 2021 was passed in November 2021 with an aim to improve air and water quality, tackle waste, improve biodiversity and make other environmental improvements.

This Environment Act 2021 has two main functions:

1. To give a legal framework for environmental governance in the UK.
2. To bring in measures for improvement of the environment in relation to waste, resource efficiency, air quality, water, nature and biodiversity, and conservation.

The vast majority of this Act does not make any immediate changes for organisations other than regulators. Changes to duties for Local Authorities and others are expected in subsequent legislation made under this Act.

There will be significant implications for a number of areas of this work. A brief summary of this and other legal changes are provided as an appendix to the paper (to follow.)

**Financial: FIN/22/23/PC No new implications as a result of this report.**

1 FTE officer now appointed, supported by departmental resources identified and agreed through WLDC Officer group and MT. Agreement to use APSE consultancy call off contract for identified project work.

£500k earmarked to support delivery of the Carbon Management Plan, (with a recognition that other funding solutions are needed to support this) The capital programme 2021-22 to 2025-26 included for £260K of carbon reduction initiatives. All projects brought forward will be subject to Business Cases and funding strategies will be developed as appropriate.

**Staffing:** Staffing and skills requirements to deliver the strategy will be continually reviewed and monitored. A training and induction programme is being developed, overseen by HR representative on Climate, Environment & Sustainability Officer group

**Equality and Diversity including Human Rights:** The Council's ambition is to ensure that neither the effects of climate change, nor the costs of reducing emissions, disproportionately affect any residents of the District.

The action plan will reap many co-benefits that have the potential to increase equality and community cohesion. These include improving health and wellbeing through more active travel, improving air quality with reduced vehicle use, increasing social inclusion through community activities and reducing fuel poverty by insulating homes and installing on-site renewable energy.

In practice the actions are too high-level and long term to undertake a meaningful equality assessment on the Council's Strategy and Action Plan. Individual equality assessments are undertaken as actions are developed.

**Data Protection Implications: None**

**Climate Related Risks and Opportunities:** The Carbon Management Plan, Climate Strategy and Action Plan contain proposals aimed at reducing the Council's carbon emission to a net-zero position by 2050 and achieve the same across the District of West Lindsey within the same timescale.

A carbon management update and details of proposed reporting mechanisms are contained within this report. Section 3 proposes a change to how climate change and environmental impacts are considered in all Council decision making, policies, strategies and as part of project development.

Climate related risks are inherent. The risk of not delivering the strategy and its aims and objectives could lead to the Council contributing to irreversible temperature rises and subsequent damage to the climate and natural environments. Additionally, sudden and unexpected changes in global temperatures which result in the forecasts of the IPCC, upon which our work is predicated, being no longer valid, would require an even more urgent response to climate challenges.

**Section 17 Crime and Disorder Considerations: N/A**

**Health Implications:** Health and wellbeing are strongly linked and interwoven into the aims of the strategy as co-benefits of taking positive action to address climate change and enhance the environment and sustainability.

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

[The Council's Carbon Management Plan and draft Sustainability, Climate and Environment Strategy and action plan](#)

**Risk Assessment :**

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### Call in and Urgency:

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

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

Yes

☐

No

x

### Key Decision:

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

Yes

☐

No

x

## Executive Summary

This report provides an update on the Climate, Environment and Sustainability Programme and delivery arrangements. It asks Members to note the progress in establishing the programme management approach and improved communication efforts – as recognised by a recent audit - and overall progress since the strategy was adopted at Council on 28 June 2021.

Members are reminded of the scale of the challenge ahead in reaching net-zero CO2 emissions, and as such, are asked to endorse a new decision-making tool that will begin to ensure that climate, environment and sustainability considerations are properly considered and reflected in policies and projects across the council and in reports that come to Committee.

### Summary of progress since Summer 2021

The vision laid out in the Climate, Environment and Sustainability (CES) Strategy and Action plan is ambitious and long term and it was important that clear and achievable actions were identified in order to marshal the Council's resources to make positive progress, accepting that everything will not be achieved overnight. Below is a summary of actions and successes since that time. A progress summary report will be attached as appendix to the final Prosperous Communities Committee Report

- Regular monthly meetings of internal officer/member CES groups to develop policies & projects, & then moving to monitoring mechanisms to oversee the CES Action Plan.
- Proposals and guidance developed to Include CES impact on Committee reports. Work being undertaken to ensure it is recognised in business planning cycles and systematically throughout project methodology.
- Worked with Net-Zero East Midlands to produce a Carbon Footprint and Reduction Opportunities report for WLDC assets. Development of further grant funding proposals.
- Solar PV and battery storage operational at new waste depot utilising Public Sector Decarbonisation Fund (PSDF) monies. Electric charging points installed, new electric vans being procured, electrification of fleet being investigated.

- Separate Paper & Card Collections for residents and businesses introduced to improve environmental impact of WLDC waste management operations
- Operation and promotion of electric vehicle charge points at WLDC car park in Gainsborough and Market Rasen Leisure Centre.
- Programme to upgrade all of the Council managed streetlights to LEDs in place and being accelerated.
- Approved allocation of GHG Local Authority Delivery of £560k to off gas grid properties.
- Sustainable Warmth Grant of Up to £840,000 has been allocated to West Lindsey District Council in January 2022 - intended that these grants from the Department for Business, Energy and Industrial Strategy (BEIS) will be used to carry out a range of improvements on homes owned by low-income families in the district.
- Greenhouse Gas Emission reports published in August 2021.
- Annual reporting of progress.
- Climate change training session delivered to 40 staff / Members. Featured twice at corporate update. Plan for wider rollout of carbon literacy training.
- Working with the Central Lincolnshire Local Plan to develop Energy, Climate and Flood Policies. New Internal Flood Management Strategy Board Established.
- CES indicators incorporated into new policies and strategies e.g. housing, and economic recovery.
- Communication Strategy Developed. Action plan being refined and rolled out.

## **Background**

West Lindsey District Council's Climate, Environment and Sustainability (CES) Strategy and Action Plan was unanimously approved by Council on 28 June 2021 and published on the Council's [website](#) along with the new [carbon management plan](#) (CMP.) The focus is now on delivery of the Strategy, the CMP and the actions within.

At a same meeting, the Council supported the [terms of reference](#) and continued operation of the cross-party, Climate and Sustainability Member Working Group and delegated authority to the Head of Policy Strategy and Sustainable Environment in conjunction with the Chairs of The Prosperous Communities and Corporate Policy and Resources Committees to undertake housekeeping amendments to the Strategy document. The terms of reference request that the Prosperous Communities Committee receives monitoring reports against the progress of the Strategy and Action Plan. This report provides an update on these points and reflects upon a change in the staffing structure of the council following the departure of the above referenced Officer, and a change in make-up of the Member Working group.

The interim governance arrangements are described, and following a review by internal audit, there is a recommendation that that they are formally recognised and adopted here.

## **Carbon Management Update**

1.1 In November 2019 the Council recognised the UK Government's Climate Emergency Declaration and pledged to make the authority 'net zero carbon' by 2050 at the latest (with a commitment to work to achieve the same position across the whole district in a similar timescale.) The aforementioned CMP sets out a potential pathway to achieving net zero in terms of direct emissions from council operations. The pathway to net zero, identified in the [CMP](#), listed a number of priority actions including:

- Energy efficiency improvements to existing facilities;
- Building Management systems and performance reporting;
- Electrification of heating and inventory review at key facilities;
- Installation of roof mounted solar PV at key facilities;
- Review of travel related policies;
- Electrification of the Council's vehicle fleet and driver training.

1.2 Full details are in the [CMP](#) which outlines in broad terms the level of investment needed. The Council's Carbon Management Action Plan investment cost is estimated at £6,458k, which would equate to £67.50 per head of population. It is important to note that this is an interim plan and not reflective of full costs that would be required to meet net zero. The CMP makes suggestions as to the period over which that investment would need to be made and Council have previously noted the need to obtain funding to undertake the program of works required.

1.3 One of the actions from the CES Strategy that is actively being worked on is to identify savings and sources of funding. This is part of the remit of the new Policy and Strategy - Environment and Sustainability Officer and there are a number of options being explored, with some success already. Whilst Council has earmarked £500k to support delivery of the Carbon Management Plan, this isn't enough and won't get us close to net-zero in the required timescale. Business Cases must be accelerated and funding strategies are being developed as appropriate.



- 1.4 The CMP included a baseline measurement of Council scope 1, 2 and some scope 3 emissions for 2019-20 of 2089t CO<sub>2</sub>e. It was agreed that the Council's emissions be measured and reported on an ongoing annual basis.
- 1.5 In fact, the council has been reporting emissions annually since 2010 through the publication of our annual [Greenhouse Gas Emissions reports](#). These are non-statutory, but WLDC Officers report following previous Department of Energy Food and Rural Affairs (Defra) guidance: this is the same guidance that other organisation's follow which means the councils emissions can be compared to other organisations both locally and nationally. Reports are published annually to our website when data becomes available, but not always formally reported to council or given wider publicity that their importance would merit. **It is recommended that this becomes part of the annual reporting cycle in September (see section 1.12)**
- 1.6 The Council's 2020-21 scope 1, 2 and some scope 3 emissions were reported in August 2021 as shown at [Greenhouse Gas Emissions reports](#). Although it is important to note some differences in methodology between the CMP and the GHG measures, (the latter don't include employee commuting mileage to a regular workplace) there is an established, consistent approach to GHG reporting. In 20/21, WLDC saw our CO<sub>2</sub>e emissions increase by 65t from 19/20 levels to 1355t – the first increase since 2014/15.
- 1.7 Whilst it may raise concern that there has been an increase in CO<sub>2</sub>, particularly during the pandemic where our office buildings have seen a reduction in occupation. The rise in emissions can be explained easily, relating to an overall increase in our property portfolio.
- 1.8 Lea Fields Crematorium opened in January 2020 and despite covid conditions, increased energy usage has resulted from full year of operation. Market Rasen Leisure centre opened in June 2020 also resulting in increases in gas and electricity consumption. Predictably Covid lockdowns have resulted in some decreases in our carbon footprint across our other buildings, with the reductions in the usage in the public facilities and the buildings that WLDC staff operate out of.
- 1.9 Other notable increases in emissions come from the fleet operations which are on an upward trajectory due to growth of housing stock and increased waste collection volumes.

- 1.10 However, on a positive note, there has been a significant decrease in WLDC's Carbon Footprint in relation to employee and councillor mileage which has dropped from a combined total of 290,619KM in 19/20 to 43,090KM in 20/21, resulted in a reduction of 44.1 tonnes of Co2 this is a large decrease and has been supported by our 'digital first' approach by using online rather than in person meetings. As the country and the organisation continues a move back to 'normality', it is important that some of the working practices and approaches developed during the pandemic are established and supported. Working with the People and Democratic Services team on future policy development will be key to embedding the digital first approach developing a more Climate aware workforce.
- 1.11 This mileage figure does not include travel to and from a regular place of work – which would of course have shown a very significant reduction if measured during lockdown.
- 1.12 2021/22 Carbon emission figures are not yet available at the time of writing this report. Collecting the data is completed internally on a regular basis and whilst the process is becoming more streamlined as the necessary data sources and associated contacts/owners become familiar with the process and adopt best practice data management, there is a 'lag' of around 3 months in collation and verification.
- 1.13 Not only does the footprint need to be monitored at least annually but progress with implementing carbon reduction opportunities must be actively monitored too, including implementation year, energy reduction and cost savings. In this way, successful projects can be reported in a quantitative as well as a qualitative way. This can help to drive momentum and support the securing of budget for future measures. This is now being picked up by the Officer and Member working groups (section 4 of this report.)
- 1.14 In addition to monitoring the footprint itself, officers should understand, challenge and monitor how strategies and policies will impact on the Council's footprint and affect the ability of the Council to reach its carbon reduction targets and sustainability goals. This will help WLDC to identify other potential carbon reduction opportunities and ensure that any carbon reduction co-benefits of specific policies and actions can be delivered (section 3 of this report.)
- 1.15 To bring everything together, and in order to all to allow timely collection of data and analysis of council activity it is recommended that the annual update is programmed to be reported annually to Prosperous Communities in September, alongside an annual progress report on the

Climate, Environment and Sustainability Action Plan. This will allow sufficient time for all data to be collated, analysed and presented as a completed picture as well as ensuring appropriate communication with relevant stakeholders.

## **2 Climate, Environment and Sustainability Strategy and Action Plan**

- 2.1 Members will be aware that a detailed action plan is in place to support the CES Strategy and Carbon Management Plan. There are currently over 50 actions over 10 priority themes that are being assigned to a number of Service Areas across the Council. Each action has been provided a priority score which considers its impact on carbon, ease of implementation and related health, economic and equity benefits. All actions have been allocated to an individual lead and assigned a timescale of 'Short' (6 – 12 months), 'Medium' (up to 2yrs) or 'Long' (more than 2yrs).
- 2.2 In order to robustly monitor and measure progress, a detailed programme-level SMART (specific, measurable, attainable, relevant, and time-based) Action Plan is being developed. Essentially, it is a more refined and developed version of the initial plan, drilling down further on the cost and carbon impact of each action, the level of complexity, who is responsible for the delivery, timescales, status and review of progress against the required output or outcome.
- 2.3 The Action Plan focusses on the priority actions, that are likely to have the biggest positive impact on emissions reduction, and /or environmental benefit and those which require the most immediate action and implementation.
- 2.4 Over time, other projects and initiatives may be identified and launched, which are not currently listed in the Strategy or current plans. These will be added to the Action Plan and monitored accordingly.
- 2.5 The Action Plan will be given a 'light touch' review and updated in on a quarterly basis and reported to the Member Working Group as per the terms of reference of the Officer group. A more detailed review will take place annually, prior to the plan being presented to Prosperous Communities Committee in September.
- 2.6 It is recommended that delegated authority be granted to the Head of Policy Strategy in conjunction with the Chairs of The Prosperous Communities and Corporate Policy and Resources Committees to undertake housekeeping amendments to the Strategy document and Action Plan.
- 2.7 An executive summary of progress against key actions within the action plan so far is detailed at the end of this paper. A progress summary

report will be attached as an appendix to the final Prosperous Communities Committee Report and it is proposed that a full update on progress will be provided annually in September.

### **3 Decision Making Tool (Climate, Environment and Sustainability Impact Assessment (CESIA))**

3.1 The action plan recognises that as well as projects that tackle existing emissions, it is equally as important that climate change and environmental impacts are considered in all Council decision making, policies, strategies and as part of project development. This is so that the impacts, and benefits can be understood, catalogued and where appropriate mitigated. In response to this requirement, it is proposed that officers undertake a climate, environment and sustainability impact assessments (CESIA) when developing or changing a policy or proposing a project or function to Council.

3.2 A CESIA is similar to a risk assessment, or an equalities impact assessment. It is a structured report showing:

- What impacts Council activities have on the climate and wider environment and what we are doing to reduce these impacts;
- What impacts a changing climate may have on our services and functions and what actions we will take to become more resilient and less vulnerable.

3.3 The chosen approach to undertake this assessment is an excel-based decision support tool. This assessment will be completed by officers, generating a climate environment and sustainability impact score and a red amber green (RAG) rated graphic which will be attached to reports. This provides a quick visual summary (as shown in figure below in figure one). This tool has been adapted from one developed by Chesterfield Borough Council and is being trialed by several other authorities and is considered to be both flexible and effective for the purpose.

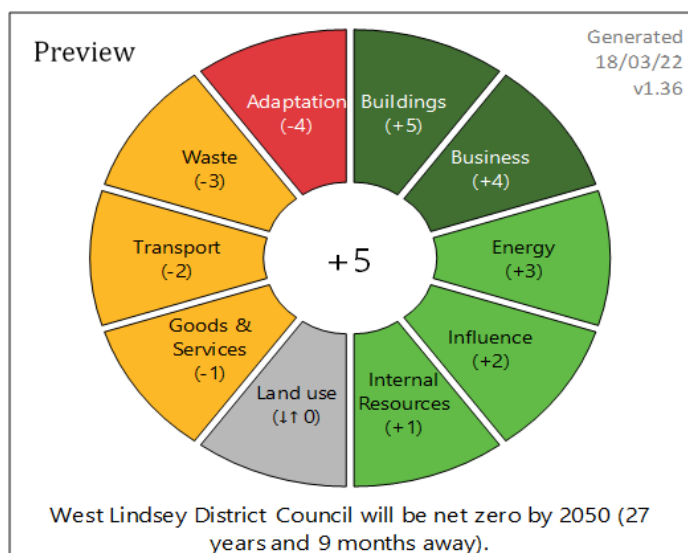
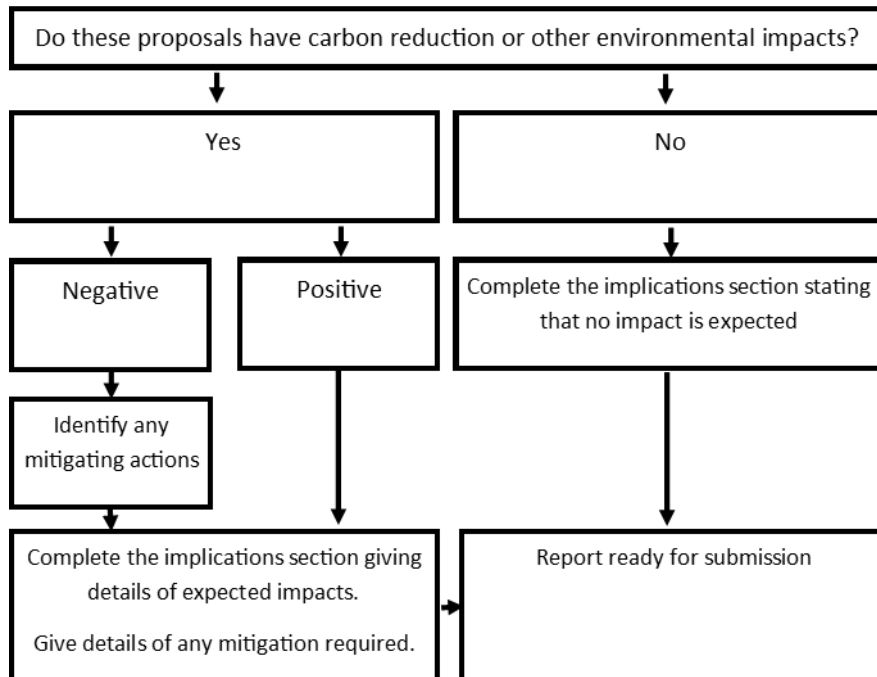


Figure 1 – example of the output from a CESIA

- 3.4 A RAG graphic like the one shown in fig. 1 would be accompanied by a paragraph explaining the key costs and benefits associated with the project or activity in terms of the climate. The supporting paragraph should also acknowledge the relationship between high social and/or economic value and impacts on the environment. Assessment and justification should be included where decisions or projects are proposed that may negatively impact on environmental issues but deliver fundamental economic or social benefits. It should also include recommendations for what improvements could be made including an estimation of costs associated with mitigating any impacts.
- 3.5 The tool does not attempt to quantify the climate impact of the decision or project but instead provides a consistent method of assessment which should not prove too onerous for officers to complete and should be clear and transparent for Members and the public reading the reports.
- 3.6 Training on how to apply the tool will be provided for officers and ongoing support provided by the Environment and Sustainability Officer through the trial period. Full guidance notes (Appendix 2) have been developed for officers and a series of training videos will be made to supplement the in-person training that will take place.
- 3.7 Member guidance will also be provided (Appendix 1) with a training video and workshop anticipated, to provide all of the help needed to interpret reports and ask questions of them and the report authors. The tool has been brought to the CES Member working group previously and was the preferred assessment tool of several that were looked at.
- 3.8 This is an evolving area and 6-monthly reviews are proposed, reporting back to Management Team and the Member Working Group in Dec 2022 and June 2023 and a report coming back to PCC in September 2023 with recommendations for future applications. Contact will also be made with other Authorities trialing the tool to share feedback, best practice and improvements. It is widely acknowledged that this area of work is one that is developing at pace and the need to remain flexible and adapt this fundamental to the success of this broad programme of work.
- 3.9 It is important to note that whilst every report and project should consider its potential impact on the climate change and environmental and sustainability aspirations of the Council, the majority will not require detailed assessments. The following flow diagram illustrates how this should be considered:



The report should be assessed to determine whether it will have any impact – either positive **or** negative. This should be detailed in the report and where a negative impact is foreseen, appropriate mitigation should be identified.

#### **4 Governance and Engagement**

- 4.1 Governance and engagement was recognised as a high priority in the CES strategy and Action plan as well as the CMP.
- 4.2 In order to manage the implementation of a carbon reduction and environment and sustainability programme of this scale, it is important that organisational procedures and resources are put in place to maintain a focus on carbon reduction over time.
- 4.3 To achieve the carbon reduction target, and environment and sustainability objectives, Officers have put in place robust yet dynamic organisational structures to ensure that we remain flexible in the approaches being taken to tackle climate change through time.
- 4.4 The effectiveness and appropriateness of the governance and structures for embedding this programme of work have recently been subject to external audit and has confirmed substantial assurance, commenting that high assurance can be achieved following implementation.
- 4.5 **Officer working group**
- 4.6 Key to embedding the CES and action plan is the formation of the Climate, Environmental and Sustainability Officers Group (the 'Officers Group') has been set up and is 'responsible for the delivery of WLDC's Sustainability, Climate Change and Environment Strategy Action Plan'.

The Officers Group brings together senior stakeholders from across a number of key Service Areas, and Teams to help deliver the actions set out within the CES action plan.

4.7 Key functions of the Officer group across the Council include:

- Gaining senior endorsement and visibility for actions in the CES plan.
- Providing regular and ongoing oversight and monitoring of progress towards achieving WLDC's Net Zero target across key delivery teams and to the Member working group
- Ensuring that CES stays on the strategic agenda across WLDC, including at senior management level and among the elected members
- Managing the expectations of key stakeholders and recognising achievements across the organisation

4.8 The group met for the first time in July 2021, In September 2021 a new Policy and Strategy Team was formed and a new Environment and Sustainability Project Officer was appointed within.

4.9 This Officer now Chairs the group, which has been monthly since December 2021 and will continue to do so, in line with the terms of reference of the group, to provide support in assessing and delivering the recommendations of the Council's Climate Change Strategy and Action Plan and approved reporting schedule below:

- **Member Working Group (quarterly)**
- **Management Team (six-monthly)**
- **Prosperous Communities Committee (annually, September)**

4.10 Individual members of the Group will also report periodically to the Member Working Group on work underway within their particular area of expertise. The Member Working Group directs this work.

#### 4.11 **Member Working Group**

4.12 Councillors will be aware that a Climate, Environmental and Sustainability Members Group (the 'Members Group') has also been set up and are responsible for overseeing *'the delivery of the Council's Sustainability, Climate Change and Environment Strategy and action plan'*. The Members Group is made up of six Councillors and meet monthly to scrutinise and monitor delivery against the Strategy. The Chair, Cllr Tracey Coulson, also meets with the Policy and Strategy Officer – Environment and Sustainability and Head of Policy and Strategy more regularly to discuss progress.

4.13 The group currently consists of;

- Councillor Tracey Coulson (Chairman)
- Councillor Stephen Bunney,
- Councillor Lesley Rollings,
- Councillor Steve England; and
- Councillor Caralyne Grimble

4.14 Having received a resignation, the Group have been carrying a vacancy since the autumn. Cllr Boles and Cllr Summers have attended group meetings in an informal capacity following an invitation from the Chair, due to their level of expertise and interest in this area. A call out was previously made to all qualifying Members to ascertain interest.

4.15 According to the terms of reference, other elected Members may attend the Working Group, but their level of contribution will be at the discretion of the Chairman. Change in representation by this means will be recommended to the Prosperous Communities Committee for approval.

4.16 It now is recommended that, Councillor Boles and Councillor Summers are formally welcomed to the Member working group as full representatives.

4.17 Going forward, on a quarterly basis, it is intended that the Member working group will receive a report that sets out the priority CES actions that are on track, or otherwise in terms of both timescales and outcome, as per the TOR of the Officer group.

4.18 This member group provides an invaluable role both as advocates for an extremely important programme of work externally as well overseeing the organisations own response to Climate Change, including monitoring actions within the CES action plan, challenging performance against those a that are not on track, why, and the mitigation being carried out to get the action back on track. Officers will establish a high-level summary of progress and any risks or issues or legal changes to the Member Working Group each quarter.

## **5 Climate Change, Environment and Sustainability Communication Plan**

5.1 Another key action has been to establish A Climate, Environment and Sustainability Communications *Strategy*., This sets out how the Council will engage with its stakeholders to establish and agree delivery mechanisms and communicate crucial climate messages and information to WLDC's residents and businesses.



- 5.2 *A Communication Plan* to support the Communication Strategy is also in place and focuses on communicating achievements and successes to key stakeholders including the Council's Management Team and staff, Members, residents, young people, businesses and Parish / Town Councils. A recent audit said "We were able to evidence good communication to the public of environmental achievements and successes in recent months through channels such as the Council's Facebook page which has over 8,000 followers."
- 5.3 The Plan was presented to the Member Working Group in November 2021, where support for its implementation was expressed.
- 5.4 For each of the relevant actions set out in the CES plan, the Council will engage with identified stakeholders. Prior to the commencement of each engagement activity, a simple engagement plan will be prepared setting out the mechanisms and tactics for engaging stakeholders.
- 5.5 Engagement plans for an initial small set of relevant actions from the CES plan have been carried out are being developed for implementation during the first quarter of 2022, with further relevant actions being delivered on a rolling basis as part of delivery of the CES Plan. Projects will be reviewed with lessons learnt from each engagement activity applied to future work.

## **6 Training and resources**

- 6.1 For all of the above, staff resources pertaining to capacity and capability have also been considered. An immediate action has been the creation of, the Environment and Sustainability Role in the new Policy and Strategy Team.
- 6.2 However, as detailed, the breadth of work is broad and, in some cases, very deep. The subject matter is fast-moving with regular policy, technology and initiative announcements to keep abreast of. It can also be technical and complex, requiring a high level of understanding of key terms and concepts and an ability to transfer the theory and apply it to the context of the organisation; thereby ensuring that climate related considerations are accurately reflected and reported and decision-making processes fully contain related information.
- 6.3 Officers believe that, if adopted, the 'climate, environment and sustainability change impact assessment tool' applied to all reports will help and will raise awareness.
- 6.4 However, with this, and the broader CES programme, comes the need on-going training and awareness packages on sustainability, climate and environment issues for staff and Members. This will play a key role in increasing general knowledge. APS have again been approached to

provide another bank of carbon literacy training, starting in the next few weeks.

6.5 But while awareness and understanding of the subject matter has increased among a small cohort of enthusiastic officers over the past year or so, the Council does not currently possess any real technical expertise in some areas.

6.6 Options have been explored as to how best remedy this and provide capacity alongside the CES Officer group, for the action plan to gain traction.

Potential solutions include:

- The commitment to support any current staff member(s) who may be interested in obtaining professional accreditation in the subject matter.
- Secure expert/technical support on a retained contract(s) to draw on at appropriate times for project development and delivery.

6.7 WLDC have recently joined APSE energy, who offer training courses and seminars and have consultancy staff available for WLDC to draw upon through an agreed contract mechanism.

6.8 Expertise also is being leveraged by working on joint projects with Lincolnshire Officers such as the Countywide Sustainability group, and through resources secured through funding such as the Public Sector Decarbonisation fund.

## **7 Monitoring and Reporting**

7.1 Ensuring effective and timely delivery of the Strategy is central to the successful delivery of the Council's net zero and broader sustainability ambitions. The following section sets out a recommended approach for monitoring and reporting on progress going forward.

## **8 Annual Progress Report to Prosperous Communities Committee**

8.1 As per the terms of reference of the Officer group, an annual progress report will be presented to Prosperous Communities, summarising progress in delivery of the Strategy and the Council's net zero targets, as well as outcomes of the annual review of the need to refresh and update the Strategy. This report will be presented to Members in the September of each year, starting in 2022.

8.2 The report will summarise progress against the Council's target of net zero by 2050, or sooner, split by the areas currently measured and reported by the Council: It will aim to provide an updated emission reduction trajectory and projections, or commentary based on trends at

that time and taking into account planned and confirmed actions and activities happening across the Council to reduce emissions. This will identify any issues or areas where particular actions need to be clearer or accelerated.

8.3 The report will also summarise district-wide emissions, sourced from the Department for Business, Energy and Industrial Strategy (BEIS) data, although it should be noted that this data can take up to two years to be published by the UK Government and is provided as calendar years, whereas Council emissions are reported by financial years. This district wide reporting will be against the carbon budget for each area and include a high-level trajectory going forward.

8.4 In addition, the annual report will provide an expected trajectory of further progress for each target set out in the CES Action Plan.

## **9 Deliverables:**

- A Greenhouse gas carbon emissions report from Council property and vehicles, street lighting and scope 3 emissions.
- A district wide emissions report update
- A public facing report, produced and designed in conjunction with the communications team that shows actions and progress against not only WLDC's net zero CO2e targets, but also progress and successes in our CES plan

## **10 Measures:**

- Percentage reduction in carbon emissions from Council land and operations from 2010 baseline and progress towards net-zero
- District wide emissions against area 'carbon budget'
- Smart measures to be developed for the CES Action plan

## **11 Strategic Planning Cycle**

It is important for Members to be aware of the scale of the challenge ahead in meeting our net zero and environment and sustainability ambitions. These are cross departmental projects and whole council objectives and teams across the Council will be responsible for progression of projects and activities.

Strategic Planning is the process by which key projects and deliverables are identified to support the delivery of the Council's strategic objectives. Each service area is responsible for producing a three-year Strategic Plan, which forms part of the 'Golden Thread' throughout the organisation – reflecting and delivering our Corporate Plan.

In order for actions in the CES plan to progressed it is important they are prioritised and resourced appropriately. As such, as part of the council's

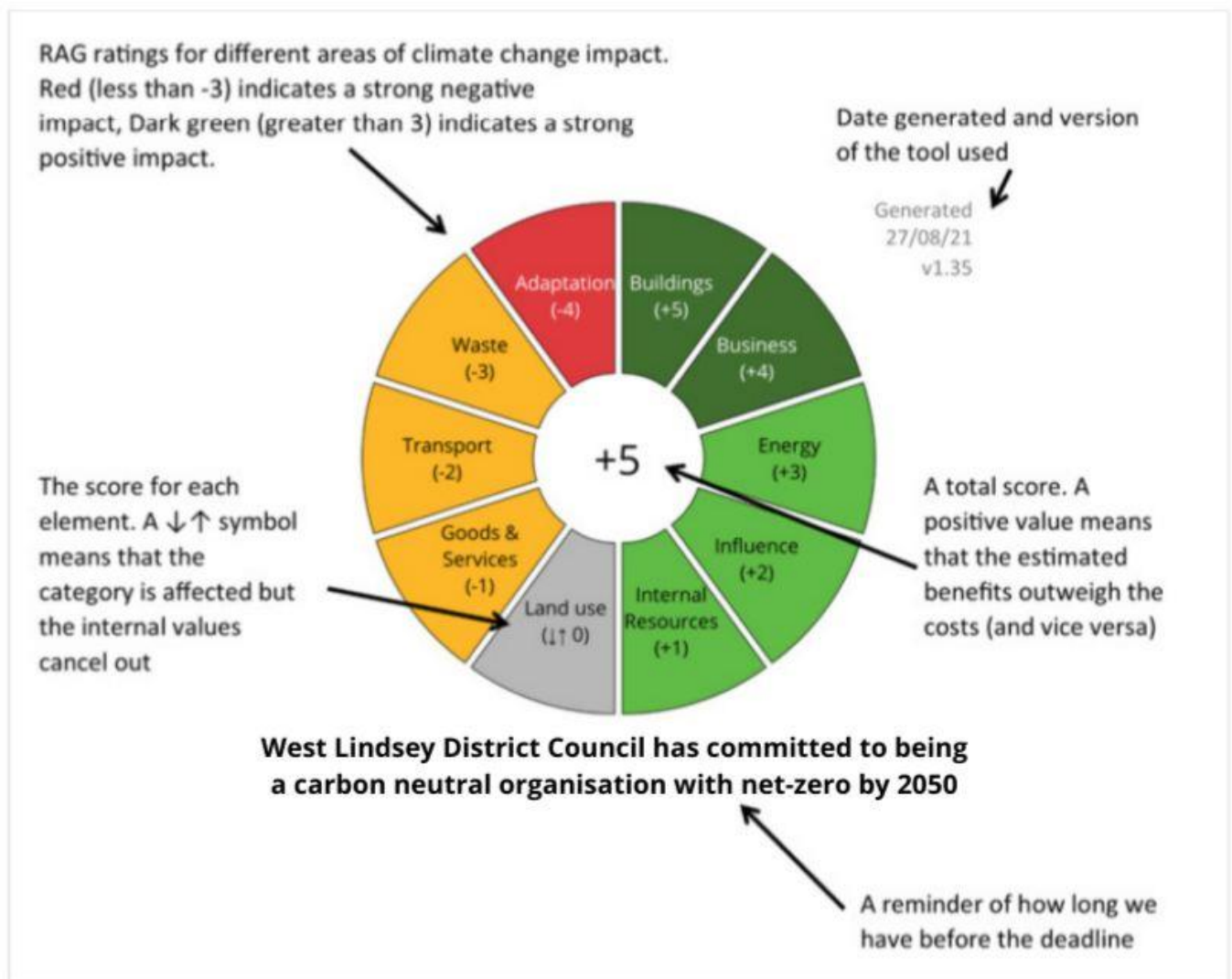
review of its Strategic Planning process, actions from the CES Action plan will be integrated in to Service Strategic Plans.

The Policy and Strategy Team along with Performance and Programme Team will then work with each of the service areas to integrate these actions and develop an implementation and monitoring plan, which will demonstrate how these will be achieved and over what time period and be reported through existing reporting mechanisms. It is intended that each service area will then provide a high-level summary of activity which can be included in the annual monitoring report for the CES Strategy, presented in September. This is in alongside their contribution to 3 monthly reports to the CES Member Working Group.

It is considered that this will be the most effective way of imbedding the CES Strategy and supporting and encouraging innovation across the Council to support both sustainable and Net Zero ambitions.

# The Climate, Environment & Sustainability Impact Assessment indicator

The main output of a Climate, Environment and Sustainability Assessment (CESIA) is an infographic. This gives a modified RAG rating showing the estimated impact of a decision on different issues which influence climate change, environment and sustainability



These should be a simple guide to help you to direct your questions. There are a few things you need to know first though:

- These are based on select **Climate, Environment and Sustainability indicators only**. A project may have huge benefits in other areas, but if it has no climate change / environmental benefit, then it could still look bad here. It is then up to decision makers to decide whether these costs outweigh other benefits.
- They include costs and benefits to the whole district. That means that work outside geographical boundaries, or outside our organisation is still included
- You might see decisions with mostly grey areas. That's okay – it simply means that the decision doesn't have an impact on those things (or if there's a ↓↑ then there is an impact, but it cancels out).
- The "other" category disappears if it isn't used. If it is used, then you'll want to know what went in there.
- These are based on the **officer's assessment**. This means they don't necessarily compare with one another.
- The values in these graphics are not absolute, they are designed to give you a tool to identify the main climate costs and benefits quickly. There should be an accompanying paragraph explaining the results, and you may want to ask why the values are as they are.

# Appendix 2

## Climate, Environment & Sustainability Impact Assessment Tool.

**Guidance for users (31.03.22)**

# Introduction

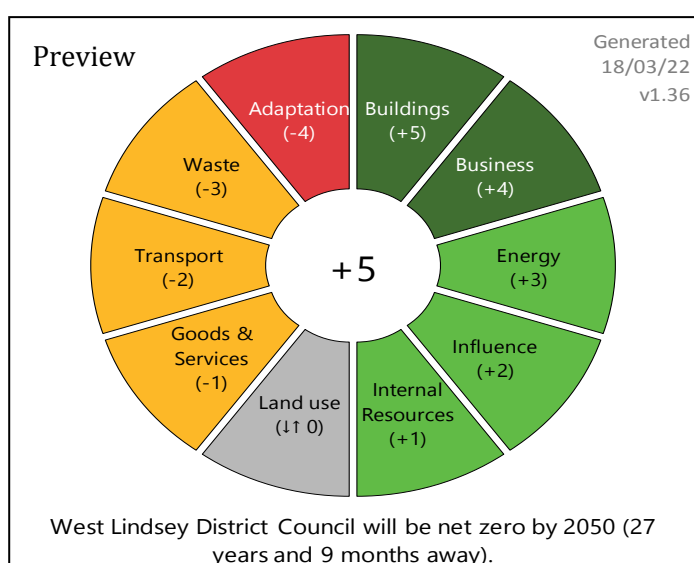
West Lindsey District Council is taking the problem of climate change and environmental degradation very seriously. We have recognised the UK government's climate emergency declaration and ratified an ambitious Environment and Sustainability Strategy and Action Plan at Council in June 2021. We have a stated goal of becoming a net zero carbon emission organisation and district before 2050. This is a huge challenge and so the council has committed to ensure climate, environment and sustainability matters are properly considered in all future reports and decisions.

This means that if you develop or change a policy, project, service, function, or strategy, you need to identify the impact of the activity in this area. Our preferred method for doing this is by conducting a Climate, Environment and Sustainability Impact Assessment (CESIA). This is similar to a risk assessment, or an equalities impact assessment: it is a structured report showing:

- What effects our activities have on the environment (especially through our emissions of greenhouse gasses) and what we are doing to reduce these effects.
- What impacts a changing climate may have on our services and functions and what actions we will take to become more resilient and less vulnerable.

## How does it work?

Accompanying this document is an excel-based decision support tool<sup>1</sup>. This is a form which generates an estimated climate impact score and a RAG rated infographic which can be attached to reports providing a quick visual summary as shown below. This document provides guidance notes for filling in the form, and how to use the infographic correctly.



<sup>1</sup> [CESIA Impact Assessment tool, and access to video tutorials about the tool will be available here](#)

## Getting started

1. Make sure that you are using the latest version of the calculator (v1.36). We don't anticipate making a lot of changes, but if modifications are requested, new categories are added, or errors appear, we will be keeping the calculator up to date. The version number is at the top of the input screen and is watermarked on the output. We will announce new versions on Minerva and you'll always find the latest version on our site there. [Link to site](#)
2. Make sure that macros are enabled on the worksheet, it should be saved as an .xlsx file, and Excel should prompt you for permission when you open it. The macros are needed to format the infographic correctly and save the result.
3. There are three worksheets in the book.
  - a. An introductory sheet with a bit of an explanation of that it is for and how to use it `[introduction]`:

### Climate Change Impact Assessment Tool (v1.36)

WLLUC is taking the problem of climate change and wider environmental degradation very seriously. We passed an Environment and Sustainability Action Plan at Council in June 2021, with the stated goal of becoming a net zero carbon organisation before 2050. As part of our response to climate change, the council committed to better incorporate climate and sustainability impact assessments into our decision making process for all reports. This means that if you develop or change a policy, project, service, function, or strategy, you need to identify if there is an impact of the activity regarding the climate and Environment. Our preferred method for doing this is by conducting a Climate Change Impact Assessment (CCIA). This is similar to a risk assessment, or an equalities impact assessment: it is a structured report showing:

- What effects our activities have on the climate and environment (such as through our emissions of greenhouse gasses) and what we are doing to reduce these effects
- What impacts a changing climate may have on our services and functions and what actions we will take to become more resilient and less vulnerable.

For further information on how to use this tool, see the guidance notes and tutorials.  
Insert link to Guidance notes and tutorials for Climate Change Impact Assessment tool

[Attribution-NonCommercial 4.0 International](#)





- b. A data input screen. This is the main worksheet where you can add data and export your infographic [Input]

**Climate Change Impact Assessment Tool (v1.35)**  
Developed by Chesterfield Borough Council 2021

Report Name: Report Name  
Report date: Report Date  
Report author: Your name  
Project Notes: Use this space for a brief overview of the project and any extra notes on things that aren't covered below.

Export filename: Report Name CCM Report Date .png

**Preview**  
A circular infographic showing various categories: Buildings, Energy, Land use, Influence, Business, and Internal Resources. The center shows a score of +0.

**Cheat Sheet**  
1. We are looking at the effects of this decision (not our past performance, or actions that represent future decisions)  
2. We are looking at the **whole impact** of the decision (regardless of geographical location or organisational boundary)  
3. We are only looking at the **climate impact** - other environmental impacts, and social, economic, wellbeing measures are recorded elsewhere.  
4. We need to stay **accessible**. Click on the "copy alt-text" button above and then paste the result into the alt text box for your infographic in word. Click here for a guide  
5. Your report must include some explanation as well as the infographic. If the decision will have consequences past 2030 you must say so in your report.  
6. While there are no other specific rules for writing the summary, some of the things you may want to discuss include:  
• What are the biggest costs and benefits of this activity in terms of the climate?  
• Are there things that we will have to include in future iterations of this action - do you have a recommendation?  
• Are there measures already included in your plan to minimise the costs and maximise benefits with respect to climate change?

Category	Impact	Notes / justification for score / existing work (see guidance sheet or attached notes for more information)	Score (-5 to +5)
Buildings	Building construction		
Buildings	Building use		
Buildings	Green / blue infrastructure		
Business	Developing green businesses		
Business	Marketable skills & training		
Business	Sustainability in business		
Energy	Local renewable generation capacity		
Energy	Reducing energy demand		
Energy	Switching away from fossil fuels		
Influence	Communication & engagement		
Influence	Wider influence		
Influence	Working with communities		
Influence	Working with partners		
Internal Resources	Material / infrastructure requirement		
Internal Resources	Staff time requirement		
Internal Resources	Staff travel requirement		
Internal Resources	External funding		
Land use	Carbon storage		
Land use	Improving biodiversity adaptation		
Land use	Natural flood management		

- c. And a sheet with some more detailed guidance notes on the categories and impacts and how to fill them in [Guidance].

Category	Impact	Notes & examples
Buildings	Building construction	How is the building constructed? Positive impacts would include retrofitting existing buildings rather than demolition and replacement, construction using low carbon materials (e.g. low concrete, additional timber) to high standard (BREEAM (Building Research Establishment Environmental Assessment Method), Passivhaus etc), the inclusion of high grade insulation, low carbon heating, and passive cooling etc. Negative impacts would include removal or omission of one or more of these modifications, or alterations that discourage low carbon use (removal of cycle storage for example). If it is not clear whether an impact should be in this category or the building use category below, simply choose one, and make sure you don't report an item in both categories.
Buildings	Building use	How is the building used? Positive impacts would include encouragement of low-carbon living and travel. This could be provision of bicycle storage, water fountains, recycling bins, automatic lighting, or passive cooling etc. Negative impacts would include removal or omission of one or more of these modifications, or alterations that discourage low carbon use (removal of cycle storage for example). If it is not clear whether an impact should be in this category or the construction category above, simply choose one, and make sure you don't report an item in both categories.
Buildings	Green / blue infrastructure	This includes changes to the value of green / blue infrastructure in the built environment (excluding wider land use which is included below). Impacts may include habitat creation within a building (nesting boxes or a green roof for example) the introduction of street trees or sustainable drainage from a development. These are measures which are implemented with good building design but are not necessarily part of the building itself. Negative impacts would include habitat loss, impermeable drainage surfaces etc.
Business	Developing green businesses	Does the activity explicitly support the development of green businesses? This impact covers businesses which are focused on delivering green technologies, research, services etc. NOT simply an existing business implementing incremental changes to established processes and supply chains (which would be counted under sustainability in business below). Examples might be development of a new business installing solar panels, providing energy audits, or manufacturing EV charging points. Negative scores would reflect adverse effects on these businesses
Business	Marketable skills & training	Does this activity provide training to individuals and businesses in improving their climate change performance, or in developing marketable green skills? For example, this might include land management, waste reduction, low carbon construction, microgeneration technologies etc. Negative effects are unlikely in this category, but could include closure of a local training provider
Business	Sustainability in business	Does this activity support businesses in applying best practice and sustainable solutions in their existing business model and supply chains? This must be a quantifiable shift in business practice to reduce climate impact (rather than a high score simply because the business is involved in some form of low carbon technology - this would be included under the developing green businesses heading). Examples of this might be successful application to a new certification scheme (FSC, PEFC, ISO 14001 etc.) a switch to a less carbon intensive manufacturing process, successful applications to government decarbonisation schemes etc.
Energy	Local renewable generation capacity	Does the activity include changes to local capacity for renewable electricity heat generation? This might include solar PV panels, heat pumps, biomass boilers, wind turbines, micro-hydro etc. Negative effects would include decommissioning of local capacity, e.g. building on an existing solar farm.
Energy	Reducing energy demand	Does the activity change overall energy demand? This might include installation of more efficient systems, or management to allow reduced heating or lighting energy demand. A negative score would represent a net increase in heating or lighting energy demand.
Energy	Switching away from fossil fuels	Does this activity involve an increase or decrease in static fossil fuel technologies (transport is covered later). For example, replacement of an existing gas boiler with a heat pump of an equivalent rating would be a positive score. Installation of new fossil fuel systems represents a negative score in this category (even if they are more efficient than existing systems)
Influence	Communication & engagement	Does this activity increase awareness of climate change, and our actions to address climate change issues? Does it challenge climate change disinformation, and can we back up what we say with good quality published science? Conversely, is this activity embarrassing from a climate point of view? Is there a climate cost to a positive action that we are delivering for other reasons? Is this reasonable and justifiable?
Influence	Wider influence	Does this activity result in us gaining authority on a climate change issue, could we be a clear example to other local authorities, are we leading on this? A negative outcome would be us missing opportunities, failing to engage with the wider conversation, or re-inventing existing work.
Influence	Working with communities	Does this activity help build awareness, willingness, and skills in our communities to address climate change? Does it have a cost or benefit in terms of our relationships with community groups?
Influence	Working with partners	Are we taking steps in this activity to ensure that we are working with partners with similar values to ours in relation to climate change? Is this activity expanding or limiting our work with partners more generally?
Internal Resources	Material / infrastructure	Does this activity result in us using more or less of our existing infrastructure, supplies and council resources? Will this have an indirect impact on the climate change impact of other services? Are we

## Using the calculator

When you have read the introduction go to the `input sheet`

### Report metadata

First you need to add a report name (A) the report date (B), your name (C) and any notes about what the report covers (D). These notes are not included in the final report, they are there so that you can identify what the CESIA is about and who the report is for etc. if you come to look at it later. The file name (E) will automatically generate as `[report name] CESIA [report date].png`. If you want to, you can overwrite this default setting by editing cell `C10`. Please note that the only output format supported by the tool is portable network graphic (.png). Changing cell `D10` will have no effect on the export format.

Climate, Environment & Sustainability Impact Assessment Tool		
Report Name	Report Name	A
Report date	Report Date	B
Report author	Your name	C
Project Notes	Use this space for a brief overview of the project and any extra notes on things that aren't covered below.	D
Export filename	Report Name CCIA Report Date	E

### Adding data

Below the metadata section there are a series of categories (A) and associated climate impacts (B). They will (probably) not all apply to your report, but it is good practice to double check them anyway.

For each row, write some notes (C) describing the impacts of the decision and what evidence / logic you're using to back it up. This is for your benefit. The notes are there to describe why you scored each impact as you did. If you have to answer questions about the infographic you will need to know how you arrived at the answer. If there is no impact in a category, then simply leave it blank.

Category A	Impact B	Notes / justification for score / existing work (see guidance sheet or attached notes for more information) C	Score (-5 to +5) D
Buildings	Building construction		
Buildings	Building use		
Buildings	Green / blue infrastructure		
Buildings			
Business	Developing green businesses		
Business	Marketable skills & training		
Business	Sustainability in business		
Business			
Energy	Local renewable generation capacity		
Energy	Reducing energy demand		
Energy	Switching away from fossil fuels		
Energy			
Influence	Communication & engagement		
Influence	Wider influence		
Influence	Working with communities		
Influence	Working with partners		
Influence			
Internal Resources	Material / infrastructure requirement		
Internal Resources	Staff time requirement		
Internal Resources	Staff travel requirement		
Internal Resources	Financial funding		

The score for each row (D) represents an estimate of the scale of the impact you're talking about. All scores are based on an estimate of impact on a sliding scale from -5 to +5, based on the landmarks in the rubric below. Remember you don't have to score on the intervals outlined, the system will work using any values between -5 and +5 (including half points)

Score	Definition
-------	------------

5	<p>A major climate cost which affects the whole of WLDC and our neighbours, the entire district, or which will continue for at least a decade. This might be a decision which has one or more of the following:</p> <ul style="list-style-type: none"> <li>• A serious impact on our ability to reach our net zero target by 2050</li> <li>• A significant impact increasing emissions at a district level</li> <li>• A long-term increase in district emission of more than 100 tonnes of carbon dioxide equivalent per year (approximately 450,000 miles of petrol car travel)</li> <li>• A substantial reduction in our ability to store carbon or manage climate change adaptations within the district (felling woodland for example.)</li> </ul>
---	--

-3	<p>A significant climate / sustainability cost which affects the whole of WLDC, an entire electoral ward (or equivalent), or which lasts longer than five years. For example:</p> <ul style="list-style-type: none"> <li>• A multi-year project with a large energy requirement</li> <li>• A significant increase in waste through refurbishing a large number of buildings</li> <li>• A permanent or long-term increase in district emission of more than 10 tonnes of carbon dioxide equivalent per year (approximately 45,000 miles of petrol car travel)</li> <li>• A substantial reduction in our ability to store carbon or manage climate change adaptations within the district, e.g. building on a greenfield site.</li> </ul>
----	---

0	No measurable effect. Negligible change.
---	--

+3	<p>A significant climate benefit which affects the whole of WLDC, an entire electoral ward (or equivalent), or which lasts longer than five years. For example:</p> <ul style="list-style-type: none"> <li>• Installation of renewable energy generation capacity within WLDC buildings</li> <li>• Reduction of fleet use, or requirement for fossil fuel powered vehicles.</li> <li>• A permanent or long-term decrease in district emission of more than 10 tonnes of carbon dioxide equivalent per year (approximately 45,000 miles of petrol car travel)</li> <li>• A substantial increase in our ability to store carbon or manage climate change adaptations within the district, e.g. the development of a natural flood management scheme.</li> </ul>
----	---

+5	<p>A major climate benefit which affects the whole of WLDC and our neighbours, the entire WLDC, or which will continue for at least a decade. This might be a decision which has one or more of the following:</p> <ul style="list-style-type: none"> <li>• A significant reduction in emissions that requires no additional emissions to realise (no regrets changes)</li> <li>• A project or decision which could be considered an exemplar project for other local authorities</li> <li>• A significant project decreasing emissions at a district level</li> <li>• A long-term <b>decrease</b> in our emission levels of more than 100 tonnes of carbon dioxide equivalent per year (approximately 450,000 miles of petrol car travel)</li> <li>• A substantial increase in our ability to store carbon or manage climate change adaptations within the district (planting more than 1ha of woodland for example).</li> </ul>
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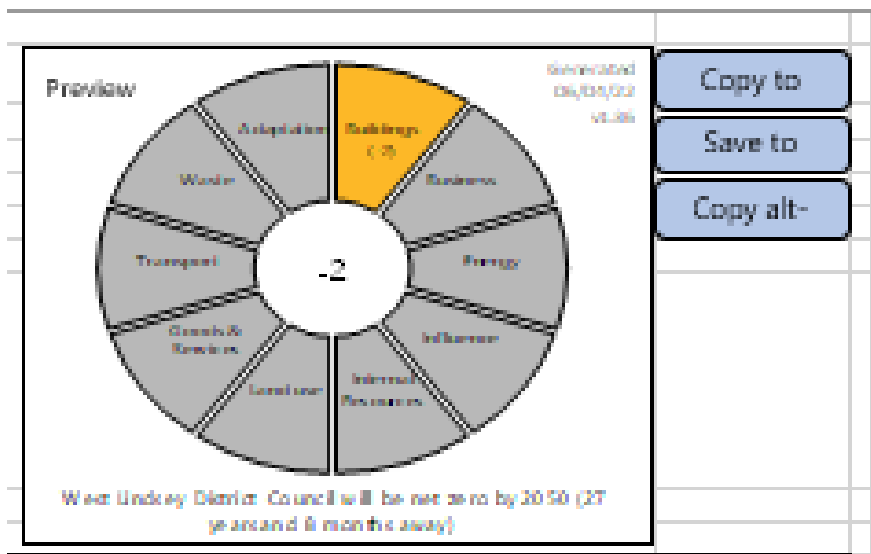
The key things to remember as you fill these out are:

<b>Decision scope</b>	We are looking at the effects of <b>this</b> decision (not our past performance, or actions that represent future decisions). The thing to focus on when doing this is to address <b>what changes?</b> If nothing changes, then there's no score.
<b>Scope of impacts</b>	<p>We are looking at the <b>whole impact</b> of the decision (regardless of geographical location or organisational boundary). For example, this means that</p> <ul style="list-style-type: none"> <li>• A scheme of giving residents trees for planting in their back gardens would still show a positive score under land use even though WLDC doesn't own the land that they will be planted on.</li> <li>• A promotional event giving out plastic gifts would result in a negative score for waste, even though the items would go in someone else's bin.</li> <li>• Development of a natural flood management scheme would result in a positive score for adaptation even if the work was carried out upstream and fell outside our borders.</li> <li>• A programme of developing marketable green skills and training would score highly within the business category even if these skills were used outside the district.</li> </ul>
<b>Type of impact</b>	We are only looking at the <b>climate and selected environment and sustainability impacts</b> - other environmental impacts, and social, economic, wellbeing measures are recorded elsewhere. You might want to draw attention to them in the report, but they are not included in your score.

As you fill in the scores, the infographic will populate showing where the significant costs and benefits lie, and colour code the infographic. There is a detailed description of what is included in the categories and impacts in Appendix 1 below.

## Exporting the infographic

Once all the data has been filled in, **save the spreadsheet** using a filename that will make sense later (not just `CESIA.xlsxm...`). Next, click on the buttons at the top right of the input worksheet to either **copy** your infographic to the clipboard (A), or **save** it to your desktop (using the filename we generated earlier (B)). You can then add it to your report.



Then click to copy the alt (alternative) text (C) and add that to the picture in your word document. **This is not an optional step.** We have to do it to ensure that the infographic is readable to screen-readers and does not disadvantage those unable to use screens in the normal way. If you aren't sure how, [there's an article here on how to add alternative text to a shape, picture, chart, SmartArt graphic, or other object.](#)

### Using the infographic in a report

The infographic is only half of the story. It provides an indication of what the main climate costs and benefits of the decision are, but to make sure it's informative, you need to provide a bit more information.

Summarise your results in a paragraph explaining the key costs and benefits associated with your activity. If it helps, you may want to do a before and after CESIA to show the effect of the action with and without measures to mitigate negative consequences. **If the decision in your report will have long consequences (more than 5 years) you must say so in your report.** If the council is to reach its goal of carbon neutrality by this 2050, we must make it clear to elected members which decisions will have the furthest reaching consequences.

While there are no other specific rules for writing the summary, some of the things you may want to discuss include:

- What are the biggest costs and benefits of this activity in terms of the climate?
- Are there things that we will have to include in future iterations of this action – do you have a recommendation?
- Are there measures already included in your plan to minimise the costs and maximise benefits with respect to climate change?

- Are there other costs and benefits which are outside the scope of the CESIA? For example, does the project have high value in terms of economic or social benefit which outweighs the climate cost? Is this a valuable climate action which has a cost elsewhere?
- What are your ambitions for this activity – what is technically feasible and what do you think we should be aiming for? If we were to carry out the activity in the best possible way for the climate, what would that look like?
- What method(s) if any are available to monitor our climate performance on this activity? This might include internal data (electricity bills, mileage claims etc.) or an external verification process. Is this feasible? If not, why not?
- What are the constraints which stop you doing more? Time, money, expertise, political support, partner buy in, something else?

## Reporting

When you have completed your CESIA, send a copy of your spreadsheet, and any additional text from the climate and environment section of your report to [climate@west-lindsey.gov.uk](mailto:climate@west-lindsey.gov.uk). We would like all reports to follow this path for the first few months. This is to make sure we can address any errors, or things that need better explanation for future versions before we present information to the elected members. It will also help us establish a mechanism of tracking and monitoring helps with our long-term reporting of what actions we are taking on climate change issues.

If you do get stuck, it doesn't make sense, or you find an error please let us know. The calculator is a new tool and while we have tested it, there is always a danger that undetected bugs exist, something is missing, or that some of the guidance is not as clear as we think. Please send any reports of errors or problems to [climate@west-lindsey.gov.uk](mailto:climate@west-lindsey.gov.uk).

## Modifying the tool

This climate change impact assessment tool has been developed by Chesterfield Borough Council (CBC) and shared with us for our internal use. CBC are happy to share this tool free of charge, under a Creative Commons, non-commercial licence.

They are more than happy that we are modifying the tool as long as we [abide by the terms of the creative commons licence](#). Our intention in the future is to network with other councils who are doing the same to share experiences, learning and best practice



## Appendix 1 – impact by impact details and examples

This section provides additional guidance notes for how to fill in the form, with more comprehensive definitions of what fits in each category.

### Categories

#### Buildings

Impact	Notes & examples
Building construction	<p>How is the building constructed? Positive impacts would include retrofitting existing buildings rather than demolition and replacement, construction using low carbon materials (e.g. low concrete, additional timber) to high standard (Building Research Establishment Assessment Method [BREEAM], Passivhaus etc.) the inclusion of high grade insulation, low carbon heating, and microgeneration technologies. Negative impacts would generally be business as usual construction techniques. This is distinct from the building use impact in that it is about the fabric of the building rather than how the building is used. If it is not clear whether an impact should be in this category or the building use category below, simply choose one, and make sure you don't report an item in both categories.</p>
Building use	<p>How is the building used? Positive impacts would include encouragement of low-carbon living and travel. This could be provision of bicycle storage, water fountains, recycling bins, automatic lighting, or passive cooling etc. Negative impacts would include removal or omission of one or more of these modifications, or alterations that discourage low carbon use (removal of cycle storage for example) If it is not clear whether an impact should be in this category or the construction category above, simply choose one, and make sure you don't report an item in both categories.</p>
Green / blue infrastructure	<p>This includes changes to the value of green / blue infrastructure in the built environment (excluding wider land use which is included below) Impacts may include habitat creation within a building (nesting boxes or a green roof for example) the introduction of street trees or sustainable drainage from a development. These are measures which are implemented with good building design but are not necessarily part of the building itself. Negative impacts would include habitat loss, impermeable drainage surfaces etc.</p>

## Business

Impact	Notes & examples
Developing green businesses	Does the activity explicitly support the development of green businesses? This impact covers businesses which are focussed on delivering green technologies, research, services etc. NOT simply an existing business implementing incremental changes to established processes and supply chains (which would be counted under sustainability in business below). Examples might be development of a new business installing solar panels, providing energy audits, or manufacturing EV charging points. Negative scores would reflect adverse effects on these businesses
Marketable skills & training	Does this activity provide training to individuals and businesses in improving their climate change performance, or in developing marketable green skills? For example, this might include land management, waste reduction, low carbon construction, microgeneration technologies etc. Negative effects are unlikely in this category, but could include closure of a local training provider
Sustainability in business	Does this activity support businesses in applying best practice and sustainable solutions in their existing business model and supply chains? This must be a quantifiable shift in business practice to reduce climate impact (rather than a high score simply because the business is involved in some form of low carbon technology – this would be included under the developing green businesses heading)  Examples of this might be successful application to a new certification scheme (FSC, PEFC, ISO 14001 etc.) a switch to a less carbon intensive manufacturing process, successful applications to government decarbonisation schemes etc.

## Energy

Impact	Notes & examples
Local renewable generation capacity	Does the activity include changes to local capacity for renewable electricity heat generation? This might include solar PV panels, heat pumps, biomass boilers, wind turbines, micro-hydro etc. Negative effects would include decommissioning of local capacity, e.g. building on an existing solar farm.
Reducing energy demand	Does the activity change overall energy demand? This might include installation of more efficient systems, or management to allow reduced heating or lighting energy demand. A negative score would represent a net increase in heating or lighting energy demand.
Switching away from fossil fuels	Does this activity involve an increase or decrease in <b>static</b> fossil fuel technologies (transport is covered later). For example, replacement of an existing gas boiler with a heat pump of an equivalent rating would

	be a positive score. Installation of new fossil fuel systems represents a negative score in this category (even if they are more efficient than existing systems)
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## Influence

Impact	Notes & examples
Communication & engagement	Does this activity increase awareness of climate change, and our actions to address climate change issues? Does it challenge climate change disinformation, and can we back up what we say with good quality published science? Conversely, is this activity embarrassing from a climate point of view? Is there a climate cost to a positive action that we are delivering for other reasons? Is this reasonable and justifiable?
Wider influence	Does this activity result in us gaining authority on a climate change issue, could we be a clear example to other local authorities, are we leading on this? A negative outcome would be us missing opportunities, failing to engage with the wider conversation, or re-inventing existing work.
Working with communities	Does this activity help build awareness, willingness, and skills in our communities to address climate change? Does it have a cost or benefit in terms of our relationships with community groups?
Working with partners	Are we taking steps in this activity to ensure that we are working with partners with similar values to ours in relation to climate change? Is this activity expanding or limiting our work with partners more generally?

## Internal resources

Impact	Notes & examples
Material / infrastructure requirement	Does this activity result in us using more or less of our existing infrastructure, supplies and council resources? Will this have an indirect impact on the climate change impact of other services? Are we taking the appropriate steps to ensure that we are using the minimum necessary resource, and that it is at the highest possible environmental standard? Is there a clear constraint stopping us from doing more?
Staff time requirement	Council emissions are directly influenced by the amount of time members of staff have to work on an activity - does this activity require more staff time or less? What are the indirect effects? Does this mean that another project will have more or less resources?
Staff travel requirement	Does this activity mean that staff will need to travel more or less? Can this be reduced? Can we modify the project to change the mode of

	transport (public transport, cycling, walking, remote working etc.) If not, why not?
External funding	Are we able to leverage additional support for the activity from external funders? Does this mean we can achieve more than we could originally? Would support for this project preclude support for something else? How can we use external funding to help us reach our climate goals?

#### Land use

Impact	Notes & examples
Carbon storage	Does this project result in a net increase or decrease in land carbon storage? This is likely to be directly correlated with the amount of timber (or mature trees) on the site, but may also be affected by peat formation, wetlands, or peat use as a horticultural medium. Remember that trees take a long time to grow (!) so simply replacing a mature tree with a newly planted one would still result in a loss of carbon.
Improving biodiversity adaptation	Does this activity help or hinder the natural world's ability to cope with climate change? Are we creating, destroying, or modifying habitats? Are we joining up species rich areas or cutting that connectivity? Are there measures we could be taking to minimise the damage of our activities?
Natural flood management	Is this activity reducing or increasing the risk of flooding due to changes in land use? Rough vegetation, woodland, and artificial flood storage areas will decrease the risk, impermeable surfaces, open ground, and drainage directly into watercourses will increase it. Are there modifications we could make to the activity to improve its performance?

#### Goods & services

Impact	Notes & examples
Food & Drink	Are we working to ensure that we specify lower carbon options when we buy in food and drink? Typically, we want to use food that is less land and carbon intensive to produce, process, and transport. This means we should ideally be reducing red meat and dairy consumption, and keeping supply chains as short as possible (i.e. buying locally produced food where possible). How is the food packaged? Is it wrapped in foil or plastic? Are we increasing the quantities we buy, or decreasing?
Products	Are we increasing overall consumption of products or decreasing them? External businesses providing products have their own carbon

	emissions. Is the product absolutely necessary? Does the supplier have an environmental policy? Is it better than their competitors?
Single-use plastic	We are committed to phasing out single use plastic where possible. Does purchase of this product increase or decrease our reliance on single use plastic? Is there an effective alternative? What does the supplier pack the product in?
Services	Are we increasing overall consumption of services or decreasing them? External businesses providing services have their own carbon emissions. Does this activity increase or decrease our indirect emissions created by relying on these services? Is the service absolutely necessary? Does the supplier have an environmental policy? Is it better than their competitors?

#### Transport

Impact	Notes & examples
Decarbonising vehicles	Does this activity increase or decrease the use of fossil-fuelled vehicles?
Improving infrastructure	Does this activity increase or decrease the opportunities within the borough for low carbon forms of travel? This may include increased provision of paths, cycle storage and repair facilities, lighting on public rights of way etc. Conversely, does this activity make active forms of travel more difficult? Does it divert traffic, or block access, does it result in a net loss of training and facilities.
Supporting people to use active travel	Does the activity provide support for people to use active forms of travel (mainly cycling and walking). This may include training and improvements to general health and fitness. Removal of any of these services would result in a negative score.

#### Waste

Impact	Notes & examples
End of life disposal / recycling	Do you expect this activity to increase or decrease the <b>proportion</b> of waste which is recycled? Does it increase the amount of mixing of otherwise recyclable material? Does it make recycling easier and more efficient?
Waste volume	Will this activity increase or decrease the <b>total volume</b> of waste?

## Adaptation

Impact	Notes & examples
Drought vulnerability	By 2050 we expect drier summers. This could mean 34% less rain, with watercourses 65% lower than the current average. How vulnerable is the activity to drought?
Flooding vulnerability	By 2050 we expect the biggest rainfall events to be up to 20% more intense than current extremes (peak rainfall intensity). Average winter rainfall may increase by 29% on today's averages. This means that at their highest, the flow in watercourses could be 30% greater than current extremes. How vulnerable is the activity to flooding both from rivers and surface water?
Heatwave vulnerability	By 2050 we expect summer daily maximum temperature may be around 6°C higher compared to average summer temperatures now. Winter daily maximum temperature could be 4°C more than the current average, with the potential for more extreme temperatures, both warmer and colder than present. How vulnerable is the activity to heatwaves?

## Impacts that don't fit

While we have tried to be as clear as possible about the structure and issues to consider, you may encounter an impact which does not fit clearly within the form. You can either add this within one of the existing categories (in the light blue cells in column C) or set up your own in the "other" category at the end of the form. If an impact could reasonably be added in more than one place, then it is up to you to decide where it should go. It will then be included in the calculation, just make sure you are not double-counting impacts. Please highlight any modifications made when you send your report to [climate@west-lindsey.gov.uk](mailto:climate@west-lindsey.gov.uk)



**Prosperous Communities  
Committee**

**Tuesday 3<sup>rd</sup> May 2022**

**Subject: Public Health Funerals Policy**

Report by:	Assistant Director – Change Management & Regulatory Services
Contact Officer:	Andy Gray Housing and Enforcement Manager  andy.gray@west-lindsey.gov.uk
Purpose / Summary:	To provide Committee with information relating to Public Health Funerals and seek approval on the proposed policy for this work area.

**RECOMMENDATION(S):**

Committee are asked to:

- a) Approve the proposed Public Health Funerals Policy
- b) Approve that any future minor policy amendments be delegated to the Chief Executive in consultation with the Chair of Prosperous Communities Committee

## IMPLICATIONS

### Legal:

Under section 46(1) of the Public Health (Control of Disease) Act 1984 it is the duty of a local authority to cause to be buried or cremated the body of any person who has died or been found dead in their area, in any case where it appears to the authority that no suitable arrangements for the disposal of the body have been or are being made otherwise than by the authority.

### Financial : FIN/4/23/MT/SL

This function is delivered by officers within the Licensing work area and any costs recovered contribute to reducing the overall costs incurred by carrying out the work.

Since 2000, there have been 66 Public Health Funerals carried out by the Council (3 per year on average) The cost of these has been £82k (£1.2k per funeral on average). £29.3k of these costs have been recovered (35.7%).

This function is not currently budgeted for within the MTFP, and those costs which are not recovered are reported as an in year pressure through budget monitoring.

The net impact over the past 4 years has been:

	Costs £	Costs Recovered £	Net Pressure £	% Recovered
2021/22	11,200	(3,100)	8,100	27.7%
2020/21	8,783	(2,962)	5,821	33.7%
2019/20	18,014	(6,278)	11,736	34.8%
2018/19	6,209	(496)	5,713	8.0%

The policy sets out how the Council seeks to recover costs relating to any funerals. It is clear that the costs do not cover the overall costs incurred by the Council for the function. It is not possible to recover additional costs within this process under the Act.

### Staffing :

Given the average of 3 funerals per year it does not have a significant impact on the Council's ability to fulfil its duties. This work is carried out alongside other staffing functions within the work area and over the last 12 months steps have been taken to build resilience in regards to the service moving forward.



**Equality and Diversity including Human Rights :**

The Public Health (Control of Disease) Act 1984 makes provision for this obligation in order to ensure that the public health implications that come with this process are minimised. Alongside this the Council seeks to ensure through the policy that any of the deceased who we are required to deal with are treated with the utmost respect and dignity.

**Data Protection Implications :**

None noted

**Climate Related Risks and Opportunities :**

None noted

**Section 17 Crime and Disorder Considerations :**

None noted

**Health Implications:**

The Public Health (Control of Disease) Act 1984 makes provision for this obligation in order to ensure that the public health implications that come with this process are minimised.

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

Information on the Council's website sets out the approach that is taken in regards to Public Health Funerals <https://www.west-lindsey.gov.uk/my-services/funerals-and-cemeteries/public-health-funerals/>

**Risk Assessment :****Call in and Urgency:**

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

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

Yes

☐

No

☐**Key Decision:**

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

**Yes**

**x**

**No**

## **1. Introduction**

- 1.1. Under section 46(1) of the Public Health (Control of Disease) Act 1984 it is the duty of a local authority to cause to be buried or cremated the body of any person who has died or been found dead in their area, in any case where it appears to the authority that no suitable arrangements for the disposal of the body have been or are being made otherwise than by the authority.
- 1.2. The Council has not previously had a policy to set out its position in regards to this and this report seeks to implement a policy to influence future decisions made by the Council and its delegated officers.

## **2. Scope**

- 2.1. The Council must meet this obligation as set out in the aforementioned Act and therefore is limited in its ability to greatly amend the way in which this duty is discharged.
- 2.2. The main aspect of the aforementioned Act is to ensure that the public health implications in regards to the deceased are met.
- 2.3. The focus of the proposed policy is on ensuring that the obligations are met and that the costs to the Council are kept to a minimum, whilst at the same time seeking to respect the deceased and those next of kin that may be impacted by it.

## **3. Background Information**

- 3.1. The Council's website contains information that the public can access on this subject. It also includes a record of the funerals arranged by the Council.
- 3.2. The following statistics are provided to give context in regards to the work that has been undertaken and to outline the service provided. Since 2000 there have been:
  - 66 Public Health Funerals carried out by the Council. (3 per year average)
  - The average age of the deceased is 69 years old.
  - The cost of these has been £82,074 (£1,244 average).
  - £29,296 in costs has been recovered (35.7%)

## **4. Financial Information**

- 4.1. Since 2000, there have been 66 Public Health Funerals carried out by the Council (3 per year on average) The cost of these has been £82k (£1.2k per funeral on average). £29.3k of these costs have been recovered (35.7%).

4.2. This function is not currently budgeted for within the MTFP, and those costs which are not recovered are reported as an in year pressure through budget monitoring.

4.3. The net impact over the past 4 years has been:

	Costs £	Costs Recovered £	Net Pressure £	% Recovered
2021/22	11,200	(3,100)	8,100	27.7%
2020/21	8,783	(2,962)	5,821	33.7%
2019/20	18,014	(6,278)	11,736	34.8%
2018/19	6,209	(496)	5,713	8.0%

4.4. The policy sets out how the Council seeks to recover costs relating to any funerals. It is clear that the costs do not cover the overall costs incurred by the Council for the function. It is not possible to recover additional costs within this process under the Act.

## 5. Main Policy Considerations

5.1. The majority of the process that the Council follows in regards to this matter is set out in guidance and legislation.

5.2. The matter which the policy seeks to confirm is that the Council will always opt for a direct cremation (i.e. a cremation with no service), unless it is established that the deceased would have chosen a burial for religious or cultural reasons or if the deceased had purchased a burial plot where there is room for them to be buried within it.

5.3. The council is not legally obliged to comply with the requests of any will, however, where the deceased has made a will requesting a burial, this will be considered where reasonable and in line with any funds available within the deceased persons estate.

5.4. A direct cremation still allows any family or next of kin to undertake their own memorial or remembrance as required as they are able to receive the ashes following on from this.

**END**

# Public Health Funerals Policy

## **1.0 Introduction**

- 1.1 Under section 46(1) of the Public Health (Control of Disease) Act 1984 it is the duty of a local authority to cause to be buried or cremated the body of any person who has died or been found dead in their area, in any case where it appears to the authority that no suitable arrangements for the disposal of the body have been or are being made otherwise than by the authority.

## **2.0 Approach**

- 2.1 The Council will always consider whether the funeral can be funded by the next of kin or other known individuals in the first instance.
- 2.2 When the council is asked to undertake the funeral by a next of kin, the council will ask if the next of kin is in receipt of benefits. Where the next of kin is in receipt of benefits they may be entitled to help from the Social Fund administered by the Department for Work and Pensions. Any person enquiring about help with funeral costs will first be directed to the Social Fund.
- 2.3 If a person dies in hospital it is traditionally the responsibility of the hospital to make the funeral arrangements. Further guidance produced in 2005 the hospital may choose to have the local authority involved to take care of the funeral arrangements.

## **3.0 Search of the deceased's home**

- 3.1 A visit to the property will be carried out as soon possible after notification of the deceased has been received. The purpose of this visit is to search the property to:
- Locate a will
  - Find information about possible relatives, who may take on the funeral.
  - Find anything of value within the property
  - Find information about bank accounts and savings
- 3.2 The search will be conducted by two officers of the council, and a written or photographic record will be made of each item removed from the property.
- 3.3 The council will make reasonable efforts to contact family members. dependant upon the circumstances this may include contacting the deceased's previous employer, contacts in an address book or mobile phone contacts and talking to neighbours. It may also be possible to trace relatives/friends through telephone bills or correspondence found in the deceased's property. Genealogy companies may be contacted or contact the council to help with searches for relatives.

- 3.4 Where any family members cannot be immediately found, a box of personal effects (non-monetary value e.g. photographs) from the deceased's property will be retained by the council for a period of **5** years from the date of the funeral, after this period the contents of the box will be disposed of.
- 3.5 Where the next of kin wish to be present at the search of the property, they must be accompanied by officers from the council at all times. Under no circumstances can relatives be left alone in the property.
- 3.6 Where the deceased lived in rented accommodation, the landlord must not enter the property or remove any items from the property until officers from the council have completed their enquiries. In most circumstances this will be undertaken without delay and the keys subsequently returned to the property owner who is responsible for clearing the premises.

#### **4.0 Funeral Arrangements**

- 4.1 Where previous arrangements have been made before the council takes responsibility for the funeral, these will need to be paid for by the person making these arrangements. Anyone giving instruction to a firm of funeral directors is responsible for any costs incurred. The council will take on financial responsibility from when the council moves the deceased. The council is only able to do this before the final paperwork has been signed at the funeral directors confirming responsibility for the funeral.
- 4.2 Once the Council has accepted a case they will deal with all aspects of the organisation of the funeral, including registering the death, dealing with the funeral director to make the arrangements and paying for the funeral.
- 4.3 A direct cremation service will normally take place at a date and time decided by the Council and funeral director, unless it is established that the deceased would have chosen a burial for religious or cultural reasons or if the deceased had purchased a burial plot where there is room for them to be buried within it.
- 4.4 The council is not legally obliged to comply with the requests of any will, however, where the deceased has made a will requesting a burial, this will be considered where reasonably and in line with any funds available within the estate. Where there is no will the council will not consider any verbal wishes from friends/family members.
- 4.5 The council will not part fund a funeral nor will it cover other funeral related costs for next of kin or relatives. The Council will also not fund or contribute towards any form of memorial arrangements or other service

## **5.0 Reclamation of costs**

- 5.1 If the deceased lived alone the council is the first creditor to the estate and will use the estate to cover the costs of the funeral.
- 5.2 Any money belonging to the deceased, such as savings, money from insurance policies and pensions will be used to reimburse the council for all incurred costs and expenses. Items removed of value from a property can also be sold to recover costs.
- 5.3 The time spent trying to contact family members, dealing with the person's effects and arranging the funeral will be recorded and this will be claimed from the estate.

## **6.0 Public Information**

- 6.1 The Council receive a large number of requests under the Freedom of Information Act 2000 for details of cases where it has undertaken arrangements for a funeral. These can be found here <https://www.west-lindsey.gov.uk/my-services/funerals-and-cemeteries/public-health-funerals-and-cremations-freedom-of-information-requests/>
- 6.2 The Council also publishes alongside this a record of the funerals arranged and the associated costs.





**Prosperous Communities  
Committee**

**Tuesday 03<sup>rd</sup> May 2022**

**Subject: Regulation 19 - Central Lincolnshire Local Plan Consultation  
Response**

Report by:	Assistant Director of Planning and Regeneration
Contact Officer:	Rachael Hughes Head of Policy & Strategy  rachael.hughes@west-lindsey.gov.uk
Purpose / Summary:	To agree the formal response by West Lindsey District Council to the Central Lincolnshire Local Plan Review Consultation

**RECOMMENDATION(S):**

**Members agree and endorse the proposed consultation submission in relation to the Reg.19 Public Participation stage as identified within the indicative timetable contained with the Local Development scheme (September 2020).**

**Members delegate authority 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. 19 Draft Local Plan Consultation incorporating any additional comments expressed and agreed throughout the debate.**

## IMPLICATIONS

**Legal:** Any legal matters arising from the Review of the Central Lincolnshire Local Plan will be addressed by the Central Lincolnshire Local Plan Team and appointed legal representatives

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

### **Financial: FIN/16/23/MT**

There are no direct financial implications associated with this report. Any future financial implications arising from the local plan will be assessed through the annual budget setting process and built into the MTFP accordingly.

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

### **Staffing :N/A**

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

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

The revised Local Plan will be supported by an equality analysis as part of the formal Local Plan process which will address any equality or human rights issues which may arise from the policies in the Local Plan

### **Data Protection Implications :N/A**

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

The Local Plan as drafted has a number of policies which are designed to support Central Lincolnshire and the individual Districts to promote zero net carbon development across the area. It is considered that these policies support and further promote the objectives detailed within the with the Council's adopted Sustainability, Climate Change and Environment Strategy and associated Action Plan. <https://www.west-lindsey.gov.uk/my-services/my-community/sustainability-climate-change-and-environment/sustainability-climate-change-and-environment-strategy/>

### **Section 17 Crime and Disorder Considerations N/A:**

**Health Implications:**

Whilst policy references have been updated within the draft Local Plan, the key elements of the Local Plan Policy which deal with Health and Wellbeing remain the same and are contained within new policy reference S54.

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

Central Lincolnshire Joint Strategic Planning Committee Paper with resolution to begin the review

- <https://democracy.n-kesteven.gov.uk/mgAi.aspx?ID=66522>

Local Development Scheme (Sept 2020)

- <https://www.n-kesteven.gov.uk/central-lincolnshire/about-central-lincolnshire/>

Central Lincolnshire Local Plan Consultation Documents (30/06/21 – 24/08/21)

- [Local Plan consultation](#)

Prosperous Communities Committee – West Lindsey District Council formal response to Reg. 18 Consultation Issues and Options (2019)

- <https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?CId=176&MId=2349&Ver=4>

Prosperous Communities Committee – West Lindsey District Council formal response to Reg. 18 Draft Local Plan (2021)

- <https://democracy.west-lindsey.gov.uk/documents/g3110/Public%20reports%20pack%2029th-Jul-2021%2018.30%20Prosperous%20Communities%20Committee.pdf?T=10>

Central Lincolnshire Local Plan Consultation Documents (16/03/22 - 09/03/22)

- <https://www.n-kesteven.gov.uk/central-lincolnshire/local-plan-review/>

**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**

☒

**No**

☐

## **Executive Summary**

**The preparation of the new Central Lincolnshire Local Plan continues to make good progress reaching a very important stage of the process, the Regulation 19 Proposed Submission Consultation.**

**West Lindsey District Council is a partner in the Central Lincolnshire Local Plan Team and currently chairs the Central Lincolnshire Joint Strategic Planning Committee (CLJSPC) and as such has played a key role in the development of the Proposed Submission Draft Local Plan to date.**

**West Lindsey District Council, does however also have a role of consultee to provide comments on the Proposed Submission Draft Local Plan. In this round of consultation however it is important to understand that the representations made, are not subsequently considered by officers or CLJSPC but are instead consider by an independent Inspector.**

**It is also important to understand that any objections at this stage must be based on one of the ‘tests of soundness’ as set down by legislation. (A full definition of what this means can be found in appendix 3). In summary however, this means that it is not an open-ended consultation process, but rather an objector must state why the plan is ‘unsound’ and what needs to be done to address the matter.**

**This is the last consultation on the Local Plan review before the final draft to be submitted for public, independent examination by the Planning Inspectorate on behalf of the Secretary of State.**

**The Chair and Vice Chairs of Prosperous Communities Committee; Cllr. Bierley, Cllr. J McNeill and Cllr, Coulson were invited to a briefing in April. During the briefing an overview of the Proposed Submission Draft Local Plan was provided including highlighting areas where previous comments had been made by members and what changes had been made as a result.**

**A consultation response has been drafted as a result of this briefing and observations made by officers on behalf of West Lindsey District Council, which considers the strategic aims of the Local Plan and policies against those strategic aims of the Council as an organisation. This response can be found in appendix 1 for the Committee to agree and endorse for submission.**

**It is important for members to note that whilst West Lindsey District Council will submit a single formal response, all interested parties, including Councillors and Parish and Town Councils are able to submit their own consultation responses throughout the duration of this consultation period and indeed register a wish to speak at the Examination in Public hearing also.**

## **1 Introduction**

- 1.1 As members are aware West Lindsey's statutory local plan function is delivered by a separate local planning authority known as Central Lincolnshire Joint Strategic Planning Committee (CLJSPC). Members currently serving on this committee for West Lindsey are; Cllr. Bierley (Chair), Cllr. Fleetwood, Cllr. Cotton and reserve member Cllr. Waller.
- 1.2 The CLJSPC committee's role is to oversee the production and review of the local plan through to adoption and make decisions on new planning policy requirements. That means the approval and adoption and subsequent review of the local plan lies with the CLJSPC.
- 1.3 The current Local Plan adopted in April 2017 was developed in accordance with legislation and national policy in the National Planning Policy Framework (2012) and includes a detailed policy framework for Central Lincolnshire.
- 1.4 Following a resolution by CLJSPC on 14<sup>th</sup> January 2019 to review the Local Plan to align with current national policy, work has been undertaken to review policy and the associated evidence base, carry out a call for sites and undertake a process of consultation.
- 1.5 A reminder of the key stages of the process and decisions made by the CLJSPC are summarised as follows:
  - January 2019 – Committee approve the review of the Local Plan primarily in light of the significant changes in National Policy;
  - May 2019 – the Government formally declares a climate emergency, which is followed by City of Lincoln and North Kesteven Districts declaring climate emergencies in July 2019, Lincolnshire County Council commits to working in partnership with District Councils in Lincolnshire (and other organisations) with the aim of making Lincolnshire carbon neutral by 2050, and West Lindsey similarly formally recognising the challenge and the importance of addressing it locally;
  - June-July 2019 – Consultation on Local Plan Issues and Options which tested a number of potential issues for the new Local Plan to address and potential approaches it should take, and this was also joined by a call for sites;
  - September 2019 – The Committee receives a report of the findings of the Issues and Options Consultation and a series of proposals for the next steps to be taken to progress the plan;
  - March 2020 – Committee endorses the approach proposed by officers to investigate how the Local Plan might address reducing carbon emissions in Central Lincolnshire;
  - March 2021 – Committee receives a report detailing the direction of travel in relation to a number of matters in the plan including housing requirement, distribution of growth, settlement hierarchy, RAF Scampton, car parking standards, and biodiversity net gain. This report also included a revised vision and set of objectives for

the plan. The Committee also agreed to consult on a Local Plan which, when taken as a whole, will demonstrably assist in Central Lincolnshire becoming a net zero sub-region, including a suite of policies which includes a framework that facilitates commercial scale solar and wind turbine infrastructure including mapping of broad areas where wind turbines may be suitable;

- June 2021 – The Committee approves the Regulation 18 Consultation Draft Local Plan for public consultation;
- June-August 2021 – Consultation on the Draft Local Plan is undertaken. This is the first publication of the revised plan in full and this attracts a good response both in support of and in opposition to the policies in the draft plan; and
- October 2021 and January 2022 – The Committee receives reports detailing the findings of the consultation on the Draft Local Plan, the key issues being raised and the proposed approach to addressing issues being raised.
- February 2022 - The Committee approves the Regulation 19 Proposed Submission Local Plan for public consultation.

1.6 The Proposed Submission Local Plan has been produced using the existing adopted Local Plan as a starting point. A significant amount of evidence has been developed to ensure that the policies within the plan form a sound basis for managing development and making decisions in Central Lincolnshire.

1.7 This process has been underpinned by robust and ongoing joint working between officers and members at each of the Central Lincolnshire authorities and through a clear vision provided by the Committee for what the plan needs to achieve for Central Lincolnshire. The plan is a direct product of this successful partnership approach.

1.8 In summary the Proposed Submission Draft Local Plan will help to ensure aims to that Central Lincolnshire will remain a pleasant place to live, work and visit; provide adequate homes and jobs in the right locations for our growing population; protect communities from harmful development; deliver substantial and meaningful net gain in biodiversity; and help facilitate the area to become net zero carbon, as a key part of addressing the climate change emergency.

1.9 The two previous stages of consultation undertaken in 2019 and 2021 have offered the opportunity for each local authority within the partnership, the public, the development industry, and other interested parties to comment on and help shape the plan, raising a number of issues and opportunities that needed to be considered. Officers both here at West Lindsey and the Central Lincolnshire Local Plans Team have considered the contents of each of those representations when further amending the plan in preparation of the Reg.19 consultation on the Proposed Submission Local Plan.

## **2 General Key Policy Areas & Changes**

### **Climate Change**

- 2.1 Addressing climate change has arguably been the most significant challenge in the process of producing the new Local Plan. Each of the Central Lincolnshire authorities and the CLJSPC acknowledge the importance of addressing climate change within the Local Plan.
- 2.2 Since the Issues and Options Consultation took place in the summer of 2019, which also coincided with various declarations of climate emergency or other recognition of the need to act urgently, officers have sought to understand what the Local Plan can do to address climate change. This is particularly challenging within a context in which national policy both requires local authorities to actively address climate change and at the same time limits what can be done at a local level. It is also challenging as it is an area where government and industry are becoming acutely aware of the need for urgent action and, as a result, things are fast moving at a national level.
- 2.3 To assist with this work, consultancy support was obtained to develop an evidence base which would guide the Local Plan. This work identified a number of policy interventions which were considered necessary to achieve the goal of delivering a Local Plan which would be aligned to achieving a net zero carbon Central Lincolnshire, and the evidence was clear that a number of these policy interventions are required to achieve the overall goal.
- 2.4 The climate change policies are contained primarily within Chapter 3 of the Local Plan, with some additional related points linked in other policies too. Much debate has taken place between officers of the Central Lincolnshire authorities and also within the Committee itself as to how best to achieve a net zero carbon Central Lincolnshire. The Proposed Submission Local Plan currently being consulted upon, is considered the most sustainable to achieve this goal.

### **Housing Allocations**

- 2.5 The sites being allocated in the plan have been updated since the last consultation. A number of sites have either completed or are nearing completion, or have lapsed and so have been removed and some additional sites have since obtained permission and so have been added as new allocations.
- 2.6 In addition to sites being removed due to a change in their planning status, some sites have also been removed as allocations in response to new evidence coming to light bringing their deliverability or suitability into question, site specific to West Lindsey are:
- WL/CAI/009 – Land north of North Street, Caistor – not clear if site is available or developable within the plan period;
  - WL/MIDR/017 - The Close, off Gallamore Lane, Market Rasen – site expected to be developed in commercial use;
- 2.7 Furthermore, beyond the sites which achieved permission in the past year which have now been brought in as an allocation, there is one site



which is proposed to be brought in for allocation which was not included in the Consultation Draft Local Plan, specifically:

- WL/SCO/012 – Land east of North Moor Road, Scotter - allocation in the 2017 Local Plan, was proposed for removal as availability was unknown, but this has since been confirmed with a new planning application.

- 2.8 The sites being allocated, when combined with sites that have already delivered new homes since the start of the plan period in 2018 will combine to deliver enough homes to meet the proposed housing requirement in the plan of 1,325 dwellings per year or 29,150 dwellings between 2018 and 2040 (the upper end of the range proposed in Policy S2).

#### **Biodiversity net gain**

- 2.9 The Environment Act 2021 introduces a substantial amount of new requirements on new development. This will change the way biodiversity is dealt with in applications going forward.
- 2.10 Officers have been working closely with colleagues at Greater Lincolnshire Nature Partnership, Lincolnshire Wildlife Trust and Natural England to ensure the policies in the plan are compliant with the new requirements in the Environment Act and to ensure that they will be deliverable and achieve true benefits.

#### **RAF Scampton**

- 2.11 This policy received substantial comments in the consultation in summer 2021 and additional investigations have taken place to understand the current situation at the base.
- 2.12 This has resulted in some changes being made to the policy to provide greater protection to the valuable airspace above the site, which is protected by statute, to ensure its value is fully understood and that no development would harm this unless it can be demonstrated that the airspace is no longer needed. It has also been expanded to consider whether this protected airspace could offer additional unique opportunities that this site might offer and to better ensure that the heritage of the site is considered and protected.
- 2.13 These changes need not mean that development of the site will be precluded, but they do help ensure that the assets on and above the site will be fully considered before any scheme is drawn up.

### **3 Specific Comments & Issues raised by Prosperous Communities Committee in June 2021**

#### **Housing Allocations in villages**

- 3.1 Following an address to committee by Cllr. Evans of Nettleham Parish Council on allocations in the Lincoln fringe, there was support amongst Committee Members on the comments made, with particularly protecting the character of the villages and focussing on quality development.

- 3.2 Protecting the character and supporting quality development remains at the heart of the Central Lincolnshire Local Plan and is supported by a number of policies, including the inclusion of the suite of Climate Change, Design and Amenity and Built and Natural Environment policies.
- 3.3 In 2017 the Sustainable Urban Extensions were allocated in Gainsborough and across the Central Lincolnshire Local Plan area to ensure that the plan meets the requirements to support housing growth. This strategy is coming to fruition and the SUEs are now in delivery.
- 3.4 As such the spatial strategy for the allocation for growth within the Local Plan has not changed as part of this review of the Local Plan. Equally the use of the settlement hierarchy remains the same as that adopted in the current Central Lincolnshire Local Plan in 2017 and has been found to be a sound approach by the Planning Inspectorate.
- 3.5 In terms of the location of sites proposed in the consultation draft and a perceived inconsistency, land allocations can only be made where land has been put forward by the land owner for allocation.

#### **Context for Caistor & Market Rasen**

- 3.6 There was support from members for recognition of the contribution made by both Caistor and Market Rasen in Central Lincolnshire in the Draft Local Plan, however a request was made that greater specific context was given in support of each of the market towns. This has now been added for both Caistor and Market Rasen in the supporting text relating to policy S39. Clearly demonstrating the important function of the towns to the surrounding rural community both in the past and for the future.

#### **Allocation numbers across Parishes**

- 3.7 A specific concern was raised by Vice-Chairman J. McNeill, who noted a lack of clarity regarding the allocations across Market Rasen town and Middle Rasen parish.
- 3.8 This issue has now been resolved and Appendix 1 of the Local Plan has been updated to provide the most up to date position on housing requirements for parish and other neighbourhood areas as required by national policy. This has been extended to include more detail about what makes up this requirement for each location, in an effort to help avoid confusion.

#### ***Map 2: Map of area suitable in principle, subject to detailed assessment, for the development of medium to large wind turbines***

- 3.9 There was discussion regarding the site map in relation to potential locations for the placement of wind turbines. Specifically, confusion in interpretation of the map. Generally, the approach to wind turbines in the policy is two-part process – the first part rules out areas known to be unsuitable for wind turbines due to their proximity to constraints (these can be identified on Map 2 in the Local Plan).

- 3.10 The second is a criteria-based approach where detailed characteristics and constraints would be considered should an application come forward. Policy S14 will ensure that all impacts are fully considered and wind turbines will only be allowed where they are truly suitable. Specifically, in relation interpretation of Map 2 in the Proposed Submission Local Plan has been reversed so that the areas deemed suitable for wind turbines as part of step 1 of the assessment criteria are coloured purple with the broader Central Lincolnshire area shown as grey. It is considered that this has resolved this issue.

#### **Policy S74: RAF Scampton**

- 3.11 Members of the Committee voiced their concerns regarding the development of the Scampton airfield and the significance of maintaining links with West Lindsey, specifically in relation to Local Plan policy development.
- 3.12 As can be seen in paragraph 2.12 – 2.14 the comments raised by members were echoed by the public and as such resulted in changes being made to the policy, which gives increased emphasis to heritage and also acknowledges the value of the protected airspace (R313).
- 3.13 To ensure its value is fully understood and that no development would harm this unless it can be demonstrated that the airspace is no longer needed. It has also been expanded to consider whether this protected airspace could offer additional unique opportunities that this site might offer and to better ensure that the heritage of the site is considered and protected. The policy by no means precludes development but seeks to ensure feature development is fully cognisant of the uniqueness of the RAF Scampton and is positioned to maximise the special nature of the site and community.

#### **Energy Efficiency in buildings**

- 3.14 Members were keen for energy efficiency to be championed, both for new developments and retro-fitting of existing buildings. The Submission Draft Local Plan already goes as far it possible within the remit of planning policy to encourage the reduction in energy consumption in existing building, policy S13. The reduction in energy consumption in new buildings has been further bolstered by the inclusion of policy S6 Design Principles for Efficient Buildings, which has brought in policy previously supporting narrative. It is considered that this provides a robust policy position for all applications to be assessed against and wholly supports West Lindsey members aspirations on this subject area.

### **4 Current Position**

- 4.1 As detailed in the Member Bulletin 18<sup>th</sup> March this reg. 19 consultation began on 16 March and runs to 09<sup>th</sup> May 2022, a total of 8 weeks. Those that have viewed the Consultation Hub on the Central Lincolnshire Local Plan website <https://www.n-kesteven.gov.uk/central-lincolnshire/local-plan-review/> will have noticed that the approach to consultation, specifically the process and the questions being asked are different from that in the two previous Regulation 18 consultations.

- 4.2 In simple terms, the consultation is open to everybody (including those who have not made any representations to date), but the crucial aspect to understand is that all representations received are not subsequently considered by officers or the CLJSPC, but instead are considered by an independent Inspector. It is also important to understand that any objections at this stage must be based on one of the 'tests of soundness' as set down by legislation. This means that it is not a completely open-ended consultation process, but rather an objector must state why the plan is 'unsound' and what needs to be done to address the matter.
- 4.3 It is also important to emphasise that, as set down by legislation, any objections made at earlier consultation stages are not carried forward to the next stage in the process; and as such, if a representor remains unsatisfied with the Local Plan, that representor must repeat their objection at the forthcoming consultation stage, if the representor wants it to be considered.
- 4.4 It is fair to say that many members of the public do not, understandably, always comprehend this process at this stage, and are often surprised to find out that officers / Committee has no opportunity to amend the Local Plan as a result of the consultation. As such, we as officers and members need to make sure the message is as clear as possible, and explain that we are following legislative requirements.
- 4.5 Second, after the close of the consultation, on 09<sup>th</sup> May 2022, officers will thereafter upload all representations on to the Central Lincolnshire Local Plan website (the consultation portal), summarise the key issues raised, make sure all evidence base material remains published and 'submit' the Local Plan and associated material to the secretary of state (or, in practice, to the Planning Inspectorate). It is anticipated that submission will take place by late June or early July 2022.
- 4.6 Third, as soon as the Local Plan is 'submitted', the plan is, in effect, taken out of the hands of the CLJSPC and officers, and is entirely in the hands of an Inspector appointed to examine the Local Plan.
- 4.7 Fourth, that Inspector will consider all representations received, and will hold a 'Hearing' session as part of the examination, whereby those who wish to verbally raise their objections with the Inspector will get their chance to do so. Officers will sit at all days of the 'Hearing', to defend the contents of the Local Plan.
- 4.8 Fifth, ultimately, the Inspector will prepare an Inspector's Report, which will contain a list of 'main modifications'. These are binding on the CLJSPC, if it wants to adopt the Local Plan.
- 4.9 Notwithstanding the above, Cllr. Bierley, Cllr. McNeill & Cllr. Coulson as Chair and Vice Chairs of Prosperous Communities Committee with the support of Officers have provided an initial consultation response on behalf of West Lindsey District Council. Key messages in relation to the consultation are that it is considered the approach of the CLLP

reflects the overall vision and objectives of West Lindsey, there is clear synergy between the plan and the corporate plan themes and other key policies and strategies. The Central Lincolnshire Local Plan strikes a positive balance between enabling growth and economic prosperity, whilst recognising the special characteristics of the district and the need to respond to both urban and rural communities, as well as providing protection for those unique and valuable features both in terms of landscape and heritage.

- 4.10 It is important for members to note that whilst West Lindsey District Council will submit a single formal response all interested parties, including Councillors and Parish and Town Councils are able to submit their own consultation responses throughout the duration of this consultation period and indeed register a wish to speak at the Examination in Public hearing also.

## **5 Next Steps**

- 5.1 The final formal submission by West Lindsey District Council will be made on or just before 09<sup>th</sup> May 2022, with agreement from the Chair of Prosperous Communities Committee.
- 5.2 Following the closure of the Regulation 19 consultation on 09<sup>th</sup> May 2022, updates on the Local Plan consultation will be provided in the Member Bulletin, following the close of the consultation and also tracking the course of the Local Plan once it has been submitted to the Planning Inspectorate and beyond to the Examination in Public.

## Draft formal response Central Lincolnshire Local Plan Submission Draft

### Over Policy Approach in CLLP

consider that the approach of the CLLP reflects the overall vision and objectives of West Lindsey, there is clear synergy between the plan and the corporate plan themes of 'our Place' and 'Our People' as detailed within the corporate plan and other key policies and strategies. The Central Lincolnshire Local Plan strikes a positive balance between enabling growth and economic prosperity, whilst recognising the special characteristics of the district and the need to respond to both urban and rural communities, as well as providing protection for those unique and valuable features both in terms of landscape and heritage.

### Chapter 1 - Introduction, Context, Vision & Objectives

This chapter and the policies within, support the delivery of West Lindsey District Council's strategic aims and broader vision for the district identified in the Council's Corporate Plan (2019 – 2023); providing a statutory spatial planning framework to promote sustainable growth, prosperity and economic development as well as enabling the delivery of housing to meet identified need.

### Chapter 2 – Spatial Strategy

The approach to the spatial strategy reflects that of the adopted Central Lincolnshire Local Plan which has proven clear, appropriate and justified previously by enabling growth and maintaining a 5year land supply. The policies within this chapter also on balance afford the appropriate protections to those areas within the district where unplanned housing growth would impact negatively on the identity of communities, and place additional strain on infrastructure.

Both Policies S1 and S2 provide a positive approach to, and appropriate framework for, meeting identified housing need across the District and more widely across Central Lincolnshire. The distribution of growth has remained unchanged from the current Local Plan and this is supported by West Lindsey as it has been found to operate well in terms of delivering housing in appropriate and sustainable locations. As such the site allocations detailed within policies S76 to S82 are considered justified and deliverable. The sustainable urban extensions detailed in Policy S76 located in West Lindsey all have the benefit of outline permission and are either seeking reserve matters approval or already delivering housing and associated infrastructure.

It is recognised and supported by the Council that the Local Plan now allocates housing sites of 10 or more. This is considered a positive change to the Plan as smaller housing sites better reflect the rural nature of the District and provide an opportunity for smaller communities to grow proportionately in a planned way. Equally, the policy continues to provide appropriate flexibility to allow appropriate, small scale and sustainable development outside of the allocations, whilst providing appropriate safeguards and a clear assessment criteria for developers, communities and planning officers to assess the appropriateness of applications.

### Chapter 3 – Climate Change

The introduction of the Climate Change Chapters as part of the Central Lincolnshire Local Plan review is wholly supported by West Lindsey District Council. The policies within this chapter accord with West Lindsey District Council's own Climate Change, Environment and Sustainability Strategy adopted in summer 2021 and will support the aspirations of the District achieving net zero carbon by 2050. It is considered that the adoption of the draft Central Lincolnshire Local Plan with the

inclusion of all of the policies within Chapter 3 of the Local Plan will deliver positive outcomes for the communities across West Lindsey and seek to safeguard the district for future generations.

It is considered that policies S6, S7 and S8 provides a positive framework in which to assess new development across Central Lincolnshire. It is strongly asserted within the Council that any new development in the District strives for excellence in terms of energy efficiency, sustainability and where possible achieves carbon net zero. The Council welcomes the requirement that all development must provide Energy Statements to confirm that both the design principles and energy consumption requirement have been met is the correct. Equally, whilst it is accepted that there may be circumstances where all requirement can't be met, the fact that this is dealt with by exception is the correct approach. The inclusion of the value zones acknowledging the function of the different housing markets across the District is too an appropriate approach, it essentially presents the current Building Regulation standards as the very minimum that should be achieved, encouraging all areas to achieve more, whilst acknowledging viability challenges in some areas. The purpose of this policy seems to be seeking to reduce the number of homes that will require future retrofit initiatives and overall support the reduction in the Countries demand for energy. In this fact Wets Lindsey District Council supports this policy direction.

In relation to meeting the needs of the Countries energy demands, the Council recognises the need for renewable energy and supports the extensive evidence and rationale on which Policy S14 has been based upon. It is considered that the policy strikes the correct balance in its approach, providing a positive framework against which specific renewable energy applications maybe assessed upon. Moreover, the policy recognises the National position on Wind Turbines specifically and accords with it through the utilisation of a two-stage assessment approach. The Council recognises there is an on-going need to review the approach to energy generation and considers that Policy S14 provides a positive framework in which to do this.

It is acknowledged by West Lindsey District Council that Lincolnshire County Council is the Minerals Authority for Lincolnshire and as such are responsible for making decisions on applications in this regard. However, in the broader context of what the Central Lincolnshire Local Plan is trying to achieve and indeed what West Lindsey District Councils' own Climate Change, Environment and Sustainability Strategy it is considered appropriate that there is a policy within the Local Plan which resists the extraction of fossil fuels within the Districts Local Planning Authority Areas.

#### [Policy S22 – Affordable Housing](#)

The approach taken in Policy S22 is supported, providing a positive policy framework to enable the delivery of housing both in rural and urban areas that meets identified need and is reflective of the housing markets across the district. It is acknowledged that the policy in relation to First Homes exception sites is provided within the NPPF and whilst it is disappointing that national policy has sought to impose such development on rural communities, it is acknowledged that Policy S22 seeks to provide clarity on the areas of the application which may be assessed under the adopted Local Plan.

#### [Policy S39 - Market Rasen and Caistor Town Centres](#)

The inclusion of a policy which deals exclusively with development in Market Rasen and Caistor is wholly supported, having been positively prepared and justified. The context provided in the supporting text recognising the important role in which these towns play in West Lindsey, supporting rural communities as well as highlighting some of the challenges they now face is very important. As such, the policy itself provide a positive framework in which to assess future

development proposals to ensure both towns are in the best position to thrive throughout the plan period and beyond.

#### Policy S40 - District, Local and Village Centres

This policy is considered of great importance, specifically to rural communities. The last two years have demonstrated clearly the need for local facilities and amenities. This policy clearly promotes future development of such facilities and seeks to, where possible ensure the protection of existing village centres, recognising the import role they play in terms of the creation of sustainable places, being the heart of the community and also providing invaluable facilities for vulnerable members of society. It is acknowledged that the recent update to the Use Class Order has the potential to put some existing facilities at risk of conversion without planning permission and it is acknowledged that this policy seeks where possible to mitigate against this.

#### Policy S52 – Universities and Colleges

This policy refers to the Riseholme Campus being shown on the policies map, however the area is not showing up on the submitted policies map. Please add the area based on the area mapped in the Adopted Central Lincolnshire Local Plan 2017.

#### Chapter 11 - Natural Environment

Being a predominately rural district and having the benefit of an Area of Outstanding Natural Beauty the policies contained within this chapter are considered very important and are supported. It is considered appropriate both in terms of protecting existing green and blue infrastructure and promoting the creation of more across the District. The inclusion of policies specifically relating to Biodiversity and Geodiversity are also supported and the approach very much aligns with the vision and objectives of the Council's recently adopted Climate Change, Sustainability and Environment Strategy.

#### Policy NS73 – Gainsborough Riverside Regenerations Area

The Council welcomes the inclusion of the Non-strategic policy which highlights this area as a priority area for improvement and regeneration. The criteria in which applications would be assessed are fully supported and accord with both West Lindsey's broader approach to the regeneration of Gainsborough and those detailed within the Gainsborough Neighbourhood Plan. It is considered that this policy supports and promotes the aspirations of the District Council for the town.

#### Policy S75 – RAF Scampton

It is considered that the update to this Local Plan policy, following the Regulation 18 consultation, means that the policy is robust and appropriate; drawing out both the key issues and opportunities for the site. The policy emphasises the historic importance of the site and affords positive protection to the heritage as future uses are explored. The Council fully supports the requirement of a masterplan prior to development to further safeguard the base and ensure that future development proposals are both sustainable, viable and appropriate and relate positively to the existing community.

#### Policy S80 – Housing Sites in Large Villages

Site allocation WL/WELT/008A phasing in the supporting text is incorrect. The text states the site to be phased back after WL/WELT/001 and WL/WELT/007. However, this should be phased back from WELT/003 which is the adjacent site with an existing permission. Furthermore, following consultation with LCC highways the categorisation is incorrect, it is deemed R (red) category and should in fact be A (amber) category. Access should be available from WL/Welt/003 but also from Eastfield Lane. It is acknowledged that Eastfield Lane does require road widening and the culverting



of ditches which is reliant on agreement with 3<sup>rd</sup> party land owners in order to achieve this requirement.

#### Appendix 2: Car Parking Standards

The inclusion of car parking standards within the Central Lincolnshire Local Plan is supported and a welcome addition. As a rural district it is acknowledged that privately owned vehicles remain an important part of life and the appropriate provision for parking is important and should be appropriately factored into the design and layout of new housing developments to support principles of place making.

#### Viability

The evidence base used to support the development of the Local Plan Policies is correct and reflective of the operation of the current housing markets in West Lindsey. It is considered the approach taken to value zones and affordable housing contributions is appropriate and strikes a balance between enabling delivery of housing and supporting growth, whilst also protecting the interests of the communities in West Lindsey by securing contributions to the necessary infrastructure, including affordable housing. The value zones are supported by robust evidence developed alongside the Local Plan, but also very clearly align with established housing markets and actual delivery across the District. It is considered that this approach will ensure large numbers of new houses developed will meet the highest energy efficiency standard and will thereby reduce the number of houses that will require retro-fitting in the future.

## Summary of Policy Changes

Changes to policy following the assessment of consultation responses during the Regulation 18 consultation period July - Aug 2021

Old No.	New No.	Policy Title	Changes
		Vision	Additional reference proposed in relation to ecosystem services and enhancing the natural environment.
		Objectives	No changes proposed.
S1	S1	Spatial Strategy and Settlement Hierarchy	No changes proposed to the settlement hierarchy. Some minor amendments proposed to the policy wording to cross reference to Policy S3 for tiers 1-3.
S2	S2	Growth Levels and Distribution	No changes proposed to the housing requirement, range, or distribution. Some minor amendments proposed to the policy wording in relation to five year land supply and the range.
S3	S3	Housing in Urban Areas	The upper limit for sites to come forward within the City and Towns is proposed to be removed so as not to limit suitable regeneration opportunities where they arise. Some other minor amendments also proposed to the policy wording to clarify how it will be applied and to link to local design policies for First Homes.
S4	S4	Housing in or Adjacent to Villages	The thresholds are proposed to be retained in this policy with some minor amendments proposed to the policy wording to help with its delivery. The First Homes percentage that is considered proportionate is proposed to be reduced from 10% to 5% in alignment with the latest NPPF.
S5	S5	Development in the Countryside	Some minor amendments proposed to the policy wording to be clearer for its application.
n/a	S6	Design Principles for Efficient Buildings	New policy proposed to embed the energy hierarchy (presented in paragraph 3.2.3 in the draft plan) into policy. This will seek designs to prioritise orientation, built form, built fabric, and then heat supply sources and generation of renewable energy to ensure buildings are as efficient as they can be.
S6	S7	Reducing Energy Consumption - Residential Development	Changes proposed to take account of the new policy S6 above. Proposals to amend the monitoring requirements for major developments in response to concerns about deliverability.
S7	S8	Reducing Energy Consumption - Non-Residential Buildings	Changes proposed to take account of the new policy S6 above. Proposals to amend the monitoring requirements for major developments in response to concerns about deliverability.
S8	S9	Decentralised Energy Networks and Combined Heat and Power	Additional supporting text provided to highlight government work being undertaken to identify heat network zones to assist in understanding how this policy may be applied in relevant cases.
S9	S10	Supporting a Circular Economy	Additional supporting text provided to explain what the circular economy is.
S10	S11	Embodied Carbon	Additional requirement added to prioritise the retention, repair, refurbish and re-use of buildings over demolition and rebuild to reduce the wastage of embodied carbon.

S11	S12	Water Efficiency and Sustainable Water Management	Confirmation added to supporting text that Central Lincolnshire is within an area of serious water stress.
S12	S13	Reducing Energy Consumption in Existing Buildings	No change proposed.
S13	S14	Renewable Energy	2km buffers proposed to be added to settlements outside of Central Lincolnshire which are equivalent of those where 2km buffers applied within Central Lincolnshire (Small Villages and larger). No other changes proposed to the initial sieve criteria. Some minor wording changes proposed to the policy to make it clearer, but not changing the thrust or coverage.  Additional proposed requirement for ground based PV to maximise opportunities for biodiversity net gain.
S14	S15	Protecting Renewable Energy Infrastructure	No change proposed.
S15	S16	Wider Energy Infrastructure	No change proposed.
S16	S17	Carbon Sinks	Supporting text proposed to be added with further detail about carbon sinks. In discussion with Natural England about defining carbon sinks in Central Lincolnshire in a hope of making it clearer what or where these are.  Changes are proposed to the carbon sequestration part of the policy to link into wider nature based solutions rather than just tree coverage.
S17	S18	Electric Vehicle Charging	No changes proposed at this time, but Government recently announced intentions to update the building regulations to require EV charging in new dwellings. Progress on this will continue to be monitored.
S18	S19	Fossil Fuel Exploration, Extraction, Production or Energy Generation	Whilst objections from LCC are noted regarding the remit of this local plan in relation to fossil fuel exploration, extraction or production, given this is such a key factor in delivering a carbon net zero region it is proposed to be retained but with changes to the supporting text and policy to make it clear that it does not relate to 'County development'.
S19	S20	Resilient and Adaptable Design	Minor addition or reference to the wider green infrastructure network in point 2 of the policy.
S20	S21	Flood Risk and Water Resources	Some minor amendments proposed to the policy wording and supporting text as recommended by the Environment Agency, but these do not change the thrust or coverage of the policy.
S21	S22	Affordable Housing	Additional text proposed to be added to the policy to some negotiation on affordable housing where an accurate viability assessment demonstrates these cannot be met in full – similar text to that included in the 2017 Local Plan.
S22	S23	Meeting Accommodation Needs	Proposed removal of reference to M4(2) space standards and relying on these being brought in as a standard requirement in the building regulations.
NS23	NS24	Custom and Self-Build Housing	No changes proposed.
S24	S25	Sub-division and Multi-occupation of Dwellings in Lincoln	Additional supporting text added regarding accommodation in sites at risk of flooding added.

S25	S26	Houseboat Moorings and Caravans	Addition of requirement for proposals not to adversely impact navigational safety to point c).
NS26	NS27	Residential Annexes	No changes proposed.
S27	S28	Spatial Strategy for Employment	No changes proposed.
S28	S29	Strategic Employment Sites	Intend to update the undeveloped land and status to take account of latest planning position for each site.
S29	S30	Employment Allocations on Sustainable Urban Extensions	Intend to update the employment provision for each SUE.
S30	S31	Important Established Employment Areas	No changes proposed.
S31	S32	Local Employment Areas	No changes proposed.
S32	S33	Non-designated Employment Proposals within Identified Settlements	Additional text proposed to be added to clarify how extensions to existing uses will be judged – using criteria b)-f).
S33	S34	Non-designated Employment Proposals in the Countryside	Proposed deletion of point f).
S34	S35	Network and Hierarchy of Centres	Proposed inclusion of within 500m of Market Rasen and Caistor Town Centres where the retail development is greater than 500m <sup>2</sup> as locations where an impact assessment will be required.
S35	S36	Lincoln City Centre and Primary Shopping Area	Minor point proposed to be added in relation to flood risk.
S36	S37	Gainsborough Town Centre and Primary Shopping Area	No changes proposed.
S37	S38	Sleaford Town Centre and Primary Shopping Area	Some very minor wording changes proposed to assist the clarity of the policy only.
S38	S39	Market Rasen and Caistor Town Centres	Additional supporting text proposed to be added.
S39	S40	District, Local and Village Centres	No changes proposed.
NS40	NS41	City and Town Centre Frontages	No changes proposed.
S41	S42	Sustainable Urban Tourism	No changes proposed.
S42	S43	Sustainable Rural Tourism	Minor changes proposed to supporting text to reference walking, cycling and other outdoor pursuits and to reference the need to protect sensitive wildlife.  Addition of locations immediately adjacent to villages proposed to be added to the opening line of the policy.
S43	S44	Lincolnshire Showground	No changes proposed.
S44	S45	Strategic Infrastructure Requirements	Reviewing the policy to consider whether additional detail would be beneficial.
S45	S46	Safeguarded Land for Future Key Infrastructure	No changes proposed.
S46	S47	Accessibility and Transport	Supporting text proposed to be updated to take account of the LTP5 which is being produced by LCC.

			Additional requirements for strategic transport infrastructure in relation to impacts on level crossings and better road and rail interaction and delivering biodiversity net gains in highways infrastructure are proposed to be added.
S47	S48	Walking and Cycling Infrastructure	Minor amendment to wording to specifically reference public rights of way proposed to be added.
S48	S49	Parking Provision	No change proposed to the policy and a minor amendment is proposed to be made to the supporting text, depending on the status of the City Council's parking SPD.
S49	S50	Community Facilities	No changes proposed.
S50	S51	Creation of Open Space, Sports and Leisure Facilities	Considering updates to policy in discussion with Sport England.
S51	S52	Universities and Colleges	No changes proposed.
S52	S53	Design and Amenity	Text proposed to be added in relation to design codes and some minor amendments to the wording in the policy to add in reference to biodiversity net gain and to assist with delivery of the policy.
S53	S54	Health and Wellbeing	Additional point proposed to be added regarding the mental and physical health benefits of open space.
NS54	NS55	Advertisements	No changes proposed.
S55	S56	Development on Land Affected by Contamination	Minor change to the presentation of the last paragraph in the policy to make it easier to follow.
S56	S57	The Historic Environment	Minor amendments proposed to be made to the supporting text in relation to various comments made.  In discussion with Historic England to consider some amendments to wording of the policy.
S57	S58	Protecting Lincoln, Gainsborough and Sleaford's Setting and Character	No changes proposed.
S58	S59	Green and Blue Infrastructure Network	A number of minor changes are proposed to be made to the supporting text including references to blue infrastructure, the addition of golf courses as part of the infrastructure, some additional references added and other minor changes.  The policy has been reviewed in relation to Natural England's green infrastructure principles and some changes are proposed to align the plan more closely to these.
S59	S60	Protecting Biodiversity and Geodiversity	Some additional detail of environmental records, an update on the Environment Act which was passed in November 2021, and details of specific international sites are proposed to be included in the supporting text.  Some very minor wording changes proposed within the policy to assist delivery.
S60	S61	Biodiversity Opportunity and Delivering Measurable Net Gains	Proposed update to supporting text in relation to the Environment Act and to add information in about the Natural England Biodiversity Metric which the

			<p>government appears to be supporting. Some additional minor wording is proposed to aid clarity.</p> <p>Updates proposed to the policy to bring it more in line with the Environment Act and better align to the Local Nature Recovery Strategy and generally make the policy more deliverable.</p>
S61	S62	Area of Outstanding Natural Beauty and Areas of Great Landscape Value	Some minor changes are proposed to clarify certain points within the policy and supporting text, but do not impact on the overall ambition of the policy.
S62	S63	Green Wedges	No changes proposed to the policy. In response to consultation responses requesting changes to the boundaries of the green wedges in North Hykeham, it is not proposed to review the boundaries of the green wedges in this local plan review. However, as a result of information on uses and permissions granted to the west of Station Road in North Hykeham, it is proposed to amend the boundary in these locations to better reflect the areas that perform the functions of a green wedge.
S63	S64	Local Green Spaces	No changes proposed to this policy.
S64	S65	Important Open Spaces	No changes proposed to this policy. The status of some sites are being reviewed.
S65	S66	Trees, Woodland and Hedgerows	Some minor changes are proposed to the supporting text to clarify.
S66	S67	Best and Most Versatile Agricultural Land	No changes proposed to this policy.
S67	S68	Sustainable Urban Extensions	Additional text is proposed in the policy in relation to design codes and biodiversity networks.
S68	S69	Lincoln SUEs	Some updates are proposed to the policy to update the situation on these SUEs. Most notably this relates to the South West Quadrant and the North Hykeham Relief Road.
S69	S70	Gainsborough SUEs	Minor changes proposed to add protection against wildlife disturbance.
S70	S71	Sleaford SUEs	No changes proposed to this policy.
NS71	NS72	Lincoln Regeneration and Opportunity Areas	No changes proposed to this policy.
NS72	NS73	Gainsborough Regeneration and Opportunity Areas	No changes proposed to this policy.
NS73	NS74	Sleaford Regeneration and Opportunity Areas	Some minor amendments are proposed to site ROA7 – Avanta Seeds Site and ROA9 – Greylees, with both clarifying point a) for each site.
S74	S75	RAF Scampton	The history in the introductory text has been reviewed and amended in light of comments received. Additional wording is also proposed to be added to the supporting text and policy relating to the value of the heritage on site and the airspace above it as two areas of concern highlighted during the consultation.
S75	S76	Residential Development from Sustainable Urban Extensions	Figures for delivery of housing from SUEs will be updated taking into account the latest monitoring information available.
S76	S77	Housing Sites - Lincoln Urban Area	Out COL/CAS/002 – Land at Yarborough Leisure Centre, Lincoln – site subject of a live application for student

			accommodation so proposed to be removed as a housing site allocation. NK/AUB/002 – Land north of 48 Thorpe Lane, South Hykeham Fosseway – site completed or nearing completion and now removed.
S77	S78	Housing sites - Main Towns	No major changes proposed currently.
S78	S79	Housing Sites - Market Towns	Out WL/CAI/009 – Land north of North Street, Caistor – availability not clear, proposed to not be included as an allocation.
S79	S80	Housing Sites - Large Villages	In WL/SCO/012 – Land east of North Moor Road, Scotter – allocation in the 2017 Local Plan, was proposed for removal as availability was unknown, but this has since been confirmed with a new planning application. NK/BBH/007 – St Johns Hospital, Bracebridge Heath – allocated in 2017 Local Plan, still under construction, added back in. Out NK/BIL/017 – Land west of Walcott Road, Billingham – site completed or nearing completion and now removed. NK/BIL/018 – Site of former Lafford High School, Fen Road, Billingham – permission on site has lapsed and now removed. NK/HEC/009 – Land north of Boston Road, Heckington – site completed or nearing completion and now removed. WL/NHAM/035 – Land off Lodge Lane, Nettleham – site completed or nearing completion and now removed. WL/NHAM/036 – Land at Deepdale Lane, Nettleham – site completed or nearing completion and now removed. Change NK/RUSK/008 – Land off Leasingham Lane, Ruskington – the site area is proposed to be reduced to exclude an area with electricity pylons.
S80	S81	Housing Sites - Medium Villages	In WL/STUR/008 – Queensway, off Saxilby Road, Sturton by Stow – new permission (140375) issued for 14 dwellings. Out WL/ING/007 – Land off Lincoln Road, Ingham – site completed or nearing completion and now removed.
S81	S82	Housing Sites - Small Villages	Out NK/TOTH/001c – Land off Middle Lane, Thorpe on the Hill – site completed or nearing completion and now removed. WL/BARL/003 – George Hotel, Langworth – site completed or nearing completion and now removed.
S82	S83	Gypsy and Traveller and Travelling Showpeople Accommodation	No changes proposed to this policy.
S83	S84	Ministry of Defence Establishments	Minor amendment to the supporting text relating to biodiversity is proposed to be made. A minor change to clarify the policy wording is proposed.

		Appendix 1: Housing Requirements for Parishes	This table will be updated to take account of the latest monitoring and the information provided is proposed to be updated to include more of a breakdown of the source of the figures.
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Whilst this does not provide the full detail of what will be changed in each policy it is hoped that it provides a suitable overview of the substantive changes proposed to be made to the plan in order for members to understand the effect on policy following the last Regulation 18 Consultation in the summer of 2021.



## Definitions Associated with Regulation 19 Consultation

### Proposed Submission Draft Central Lincolnshire Local Plan

#### Legal Compliance

- The Local Plan should have been prepared in accordance with Central Lincolnshire's latest Local Development Scheme (LDS). The Local Plan preparation can run behind the LDS but not in front of the timetable detailed within the document.
- The Local Plan should be accompanied by a Sustainability Appraisal and Habitat Regulations Assessment.
- Consultation on the Local Plan should have been carried out in accordance with the Council's Statement of Community Involvement.
- The Council should have worked collaboratively with neighbouring authorities and prescribed bodies on strategic and cross boundary matters, known as the Duty to Cooperate.
- The Local Plan should comply with all relevant laws.

#### Soundness

**Positively prepared:** The plan provides a strategy which, as a minimum, seeks to meet Central Lincolnshire's objectively assessed needs (this includes the need for housing, employment, retail and other forms of development); and is informed by agreements with other authorities, so that unmet need from a neighbouring area is accommodated where it is practical to do so and is consistent with achieving sustainable development.

**Justified:** The plan includes an appropriate strategy, which takes account of the reasonable alternatives, and is based on proportionate evidence.

**Effective:** Proposals are deliverable over the plan period and based on effective joint working on cross-boundary strategic matters, that have been dealt with rather than deferred, as evidenced by the statement of common ground.

**Consistent:** Accords with national policy - enabling the delivery of sustainable development in accordance with the policies including the National Planning Policy Framework.

# Agenda Item 6e



**Prosperous Communities  
Committee**

**Tuesday 3<sup>rd</sup> May 2022**

**Subject: First Homes**

Report by:	Assistant Director of Planning and Regeneration
Contact Officer:	Sarah Elvin Homes, Health and Wellbeing Team Manager  sarah.elvin@west-lindsey.gov.uk
Purpose / Summary:	To update members on First Homes, adopt the West Lindsey position on this new government initiative and set out the Early Delivery Programme for First Homes in West Lindsey.

**RECOMMENDATION(S):**

- 1) Members agree the West Lindsey First Homes position set out within the Guidance
- 2) Members adopt the West Lindsey First Homes Guidance

## IMPLICATIONS

### **Legal:**

The First Homes Guidance has been prepared and meets the national guidance prepared by Homes England. The proposed guidance document does not fall outside of the parameters of the First Homes Scheme.

All First Homes require a Section 106 agreement to secure the necessary restrictions on the use and sale of the properties, and a legal restriction on the title of the properties to ensure that these restrictions are applied to the properties at each future sale, guaranteeing perpetuity

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

### **Financial: FIN/20/23/SJB**

There has been an indication from Homes England that Local Authorities who have schemes within the Early Delivery Programme will receive £150 per application as payment for undertaking the processes required. This is yet to be confirmed. We have 30 units of First Homes being delivered under the Early Delivery programme meaning an estimated income of £4,500 will be received for the processing of applications. This will be used to support the administration of the scheme.

It is not yet clear if a fee can be charged for onwards sales where the checks will have to be completed by the Council to ensure the eligibility criteria are met by future owners. Due to these being classed as a starter homes, these houses may be only a short-term investment by the owners who are looking to get onto the property market (therefore, the turnover rate may be high). Depending on the number hours required to complete each check the initial payment may cover the costs of the initial sale and 2 onward sales.

It is not yet known if First Homes that are secured through the planning system will attract a fee per application.

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

### **Staffing :**

The First Homes scheme initially will be undertaken within existing resources. The work is going to be carried out within Home Choices and the Home Connections software currently in place will also be utilised. This will be kept under review and should the scheme require additional resources additional capacity may need to be considered. Alongside this, we are working with the planning monitoring officer to put in place a robust mechanism for the recording and monitoring of First Homes delivery.

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

**Equality and Diversity including Human Rights:**

This guidance adopts elements of the national guidance and determines local variations which are evidence based. This guidance does not negatively impact on different groups specifically and West Lindsey's approach to eligibility is only focused on local connection.

*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 :**

Current systems are going to be used to hold documentation. Consent is going to be given by applicants to shared data.

**Climate Related Risks and Opportunities :**

First Homes will have to meet all of the required criteria for property standards as set out within the Local Plan.

**Section 17 Crime and Disorder Considerations :**

None.

**Health Implications:**

First Homes provides another option for the people of West Lindsey to purchase their own home in a location that suits them at an affordable price. The West Lindsey Housing strategy identifies "the need for housing to provide a foundation upon which people can build happy and successful lives, promoting stability, independence, health and wellbeing"

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

First Homes National Guidance <https://www.gov.uk/guidance/first-homes>

Draft Central Lincolnshire Local Plan <https://www.n-kesteven.gov.uk/central-lincolnshire/local-plan-review/>

**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. Introduction**

- 1.1 The government First Homes scheme was introduced on 28 June 2021 via Ministerial statement. This made substantial changes to planning policy to provide discounted homes to first time buyers in England who otherwise wouldn't be able to afford to purchase their first home.
- 1.2 The national guidance allows for Local Authorities to place local parameters on some of the criteria set out in the guidance. Any local parameters must be evidence based and be adopted and published for developers and purchasers to access.
- 1.3 Central Lincolnshire Authorities have come together to determine some of those local parameters and ensure they are, where possible, aligned across the Housing Market Area.
- 1.4 A guidance document has been drafted which sets out West Lindsey's local parameters against the national position. This can be found at appendix 1. This report however does go on to highlight the proposed local parameters.
- 1.5 Alongside this, Homes England have allocated 30 properties in West Lindsey to be delivered under the First Homes Early Delivery Programme. Details of the sites are included within this report at section 5.

## **2. What are First Homes?**

- 2.1 First Homes are a specific kind of discounted market sale housing offered for sale at a specified discount and meet the definition of 'affordable housing' for planning purposes. Specifically, First Homes are discounted market sale units which nationally:
  - must receive a minimum discount of 30% against the market value;
  - after the discount has been applied, the first sale must be at a price no higher than £250,000 (or £420,000 in Greater London).
  - on their first sale, will have a restriction registered on the title at HM Land Registry to ensure the discount (as a percentage of current market value) restrictions are passed on at each subsequent title transfer; and,
  - Can only be sold to a person or persons meeting the First Homes eligibility criteria which includes a household income of below £80,000, for all purchasers to be first times buyers and to require a mortgage of a minimum of 50% of the discounted purchase price.

## **3. First Homes in West Lindsey**

- 3.1 The national guidance allows Local Authorities to set its own criteria for specific requirements, the below table summarises the national criteria and then compares that with the local parameters set for West Lindsey. Local parameters can only be adopted if they are evidenced based.

<b>First Home Criteria</b>	<b>National position</b>	<b>West Lindsey position</b>
Discount on open market value (in perpetuity)	30%-50% Can be between 30% and 50% if evidence is there to suggest a higher discount is required locally.	30%
Price cap (on first sale)	£250,000 (after discount)	£140,000 (after discount)
<b>Eligibility Criteria</b>	<b>National position</b>	<b>West Lindsey position</b>
Income cap	Total household income of less than £80,000	National position
Local connection	Criteria that the Local Authority can set	Priority given to people with a local connection and secured through S106 local connection cascade.
Key worker priority	Criteria that the Local Authority can set	No key worker priority
First time buyer	All purchasers must be first time buyers.	All purchasers must be first time buyers.
Mortgage or home purchase plan (if required to comply with Islamic law) for over 50% of the value of the discounted property	Must meet this requirement.	Must meet this requirement.

- 3.2 The maximum First Homes sales price (on first sale only) in West Lindsey after the First Homes discount on market value has been applied is £140,000. The price cap is based on the average house price across Central Lincolnshire as detailed in the Housing Needs Assessment 2020. Future reviews of the maximum discount level may take place subject to changes in demand, income and house price increases. Further information on how this is to be set in planning policy is included below at section 4.

- 3.3 A local connection criteria will be applied to First Homes to ensure that local people are given the best possible opportunity to purchase homes in areas in which they have a local connection. This falls away automatically after 3 months but will apply to subsequent sales of the properties. This is in line with the local connection criteria as set out in

the West Lindsey Lettings policy which can be found via this link  
<https://www.west-lindsey.gov.uk/sites/default/files/2022-02/West%20Lindsey%20Home%20Choice%20Policy%202020.pdf>

- 3.4 Key workers can apply for First Homes. However, a key worker priority has not been put in place initially as it is considered within West Lindsey, due to the lower than average house prices, key workers may be able to access homes on the open market without the requirement for a discount. If in time, robust evidence can suggest otherwise, this will be reviewed.
- 3.5 The national discount level on market value of 30% has been adopted as it cannot yet be evidenced within West Lindsey that a higher discount is required to assist first time buyers to access the property ladder. 30% is a minimum discount and should a developer wish to sell a property for a higher discount, this will be supported.
- 3.6 The guidance details all of the above information and is designed for developers and purchasers to understand First Homes and the requirements within West Lindsey.

#### **4. Planning Policy**

- 4.1 The review of the Central Lincolnshire Local Plan has given the opportunity to set the Central Lincolnshire First Homes parameters within policy.
- 4.2 The Central Lincolnshire Housing Needs Assessment (HNA) sets out detailed information about affordability of various housing products when considering average local incomes. In West Lindsey, 60% of households had an annual household income of less than £35,000. This income level is substantially less than the national annual household income cap of £80,000 to be eligible for First Homes. In fact, the HNA determines that 90% of households across the whole of Central Lincolnshire have a household income of less than £80,000. In theory, making 90% of households financially eligible for First Homes.
- 4.3 The Planning Policy Guidance stipulates that First Homes in our area cannot be priced higher than £250,000 (after discount) which would mean a full market value of just over £350,000 based on a 30% discount being applied. The HNA identifies that average house prices paid across Central Lincolnshire were substantially below this in 2019 at between £171,000 and £217,000
- 4.4 This evidence clearly demonstrates that if the £250,000 cap were applied in Central Lincolnshire, it would render the product unaffordable for the majority of first-time buyers. Therefore, a reduced cap will be applied for First Homes in Central Lincolnshire of £140,000 (or full market value equivalent of £200,000 when 30% discount is applied)



- 4.5 This cap will ensure that the product is aligned to governments intention for First Homes and delivers homes that are truly affordable for people looking to get onto the property ladder in West Lindsey.
- 4.6 This position is proposed in Policy S22 of the Draft Central Lincolnshire Local Plan and states *“First Homes are homes priced at least 30% below full market value at a maximum value of £140,000 after the discount has been applied.”*
- 4.7 Planning Policy Guidance now includes a requirement that 25% of all affordable housing contributions should be delivered as First Homes.
- 4.8 It is the intention that once the new Central Lincolnshire Local Plan has been adopted, an affordable housing Supplementary Planning Document will be formed which incorporates the requirement for First Homes alongside a requirement for other tenures of affordable housing such as affordable rent and shared ownership. That Supplementary Planning Document will then supersede this proposed guidance document.
- 4.9 A S106 precedent wording has been drafted to incorporate First Homes within all agreements that require an affordable housing contribution.

## **5. First Homes Early Delivery Programme**

- 5.1 Homes England have put in place an Early Delivery Programme whereby developers could apply for grant funding on existing developments to deliver market housing as First Homes.
- 5.2 The Early Delivery Programme is set out to grant fund 1500 First Homes within 18 months to speed up delivery of First Homes across the country while it becomes embedded within planning policies.
- 5.3 Within West Lindsey, there have been three developments successful in their bids to the Early Development Programme, and these will deliver a total of 30 First Homes across the district.
- 5.4 These are currently only proposed schemes and are awaiting contract with Homes England. It is expected that these First Homes will be available to purchase from summer 2022 onwards.
- 5.5 These units will be secured through S106 agreements in the first instance and covenants will be put on the title deeds to ensure the properties remain as First Homes in perpetuity.

## **6. West Lindsey role in First Homes**

- 6.1 Local authorities are required to undertake checks on eligibility for the applicants of First Homes properties. The process has been

determined by the Homes England First Homes team and documents required to undertake Local Authority tasks have been shared.

- 6.2 Currently, it is anticipated that these checks will be undertaken by our Home Choices Team and the information will be stored on our Home Connections system. We are also exploring available mechanisms for monitoring First Homes and ensuring robust procedures are in place to enable us to undertake the relevant responsibilities.
- 6.3 There has been an indication from Homes England that Local Authorities who have schemes within the Early Delivery Programme will receive £150 per application as payment for undertaking the processes required. This is yet to be confirmed.
- 6.4 With 30 properties expected to be delivered through the Early Development Programme, it would be an expected income of up to £4,500 which would be paid by the developer.
- 6.5 There is yet to be any confirmation that First Homes delivered through the planning process will incur an administration charge for developers to be paid to Local Authorities.
- 6.6 There are still a relative amount of unknowns in terms of West Lindsey's role in the administration of the sale of First Homes but work is being undertaken internally and in partnership with Homes England and legal to ensure that all requirements of West Lindsey can be fulfilled.

## **7. Recommendations**

- 7.1 Members agree the West Lindsey First Homes position set out within the Guidance
- 7.2 Members adopt the West Lindsey First Homes Guidance



# **First Homes Guidance Note**

## **April 2022**



## 1. Status of this Guidance

The government First Homes scheme was introduced on 28 June 2021 via Ministerial statement which made substantial changes to planning policy to provide discounted homes to first time buyers in England who otherwise wouldn't be able to afford to purchase their first home.

This guidance is intended to assist developers and potential buyers with an overview of the product and how it is likely to progress in West Lindsey.

This guidance does not supersede any future or further national guidance published by Government on First Homes.

## 2. What are First Homes?

First Homes are a specific kind of discounted market sale housing offered for sale at a specified discount and meet the definition of 'affordable housing' for planning purposes. Specifically, First Homes are discounted market sale units which:

- must receive a minimum discount of 30% against the market value;
- after the discount has been applied, the first sale must be at a price no higher than £250,000 (or £420,000 in Greater London).
- on their first sale, will have a restriction registered on the title at HM Land Registry to ensure the discount (as a percentage of current market value) and certain other restrictions are passed on at each subsequent title transfer; and,
- Can only be sold to a person or persons meeting the First Homes eligibility criteria which includes a household income of below £80,000, for all purchasers to be first times buyers and to require a mortgage of 50% of the discounted purchase price.

The national guidance allows for Local Authorities to place local parameters on some of the above criteria, these can be found below in section 3.

Additional national guidance for First Homes can be found here  
<https://www.gov.uk/guidance/first-homes>



### 3. National vs West Lindsey position

The national guidance allows Local Authorities to set its own criteria for specific requirements, summarised below:-

First Home Criteria	National position	West Lindsey position
Discount on open market value ( in perpetuity)	30%-50% Can be between 30% and 50% if evidence is there to suggest a higher discount is required locally.	30%
Price cap (on first sale)	£250,000 (after discount)	£140,000 (after discount)
Eligibility Criteria	National position	West Lindsey position
Income cap	Total household income of less than £80,000	National position
Local connection	Criteria that the Local Authority can set	Priority given to people with a local connection and secured through S106 local connection cascade.
Key worker priority	Criteria that the Local Authority can set	No key worker priority
First time buyer	All purchasers must be first time buyers.	All purchasers must be first time buyers.
Mortgage or home purchase plan (if required to comply with Islamic law) for over 50% of the value of the discounted property	Must meet this requirement.	Must meet this requirement.



#### **4. First Homes in West Lindsey**

The maximum First Homes sales price (on first sale only) after the First Homes discount on market value has been applied is £140,000 in West Lindsey. The price cap is based on the average house price across Central Lincolnshire as detailed in the Housing Market Assessment 2020. Future reviews of the maximum discount level may take place subject to changes in demand, income and house price increases.

A local connection criteria will be applied to First Homes to ensure that local people are given the best possible opportunity to purchase homes in areas in which they have a local connection. This falls away automatically after 3 months but will apply to subsequent sales of the properties and will be secured in the S106.

Key workers can apply for First Homes, However, a key worker priority has not been put in place initially as it is considered within West Lindsey, due to the lower than average house prices, key workers may be able to access homes on the open market without the requirement for a discount. If in time, robust evidence can suggest otherwise, this will be reviewed.

The national discount level on market value of 30% has been adopted as it cannot yet be evidenced robustly within West Lindsey that a higher discount is required to assist first time buyers to access the property ladder.

All First Homes require a Section 106 agreement to secure the necessary restrictions on the use and sale of the properties, and a legal restriction on the title of the properties to ensure that these restrictions are applied to the properties at each future sale, guaranteeing perpetuity.

#### **5. How does First Homes impact on the adopted policies within Central Lincolnshire**

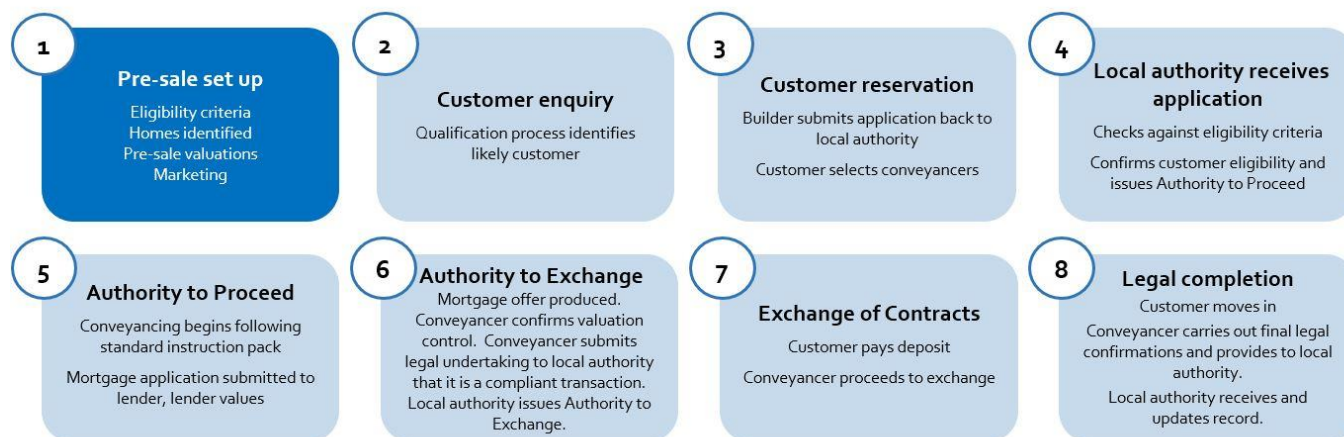
The requirement for first homes is that:

- a) A minimum of 25% of all affordable housing units secured through developer contributions should be First Homes.
- b) First Homes contribute to the National Planning Policy Framework requirement for a minimum 10% of any affordable housing obligation to be delivered as low cost home ownership.
- c) Once a minimum of 25% of First Homes has been accounted for, the remainder of the affordable housing tenures should be delivered in line with the proportions set out in the Local Plan policy or in negotiation with the Local Authority.
- d) First Homes, like other Section 106 affordable housing obligation products, should be delivered on-site, unless off-site provision or an appropriate financial contribution in lieu can be robustly justified. There may be rare instances where this is not possible for specific reasons agreed with the Local Authority, in this case where cash contributions instead of on-site affordable housing units are secured, a minimum of 25% should be used to secure First Homes. Where a mixture of cash contributions and on-site affordable housing units are secured, 25% of the overall value of affordable housing contributions should be applied to First Homes.

## 6. West Lindsey's role in the sale of First Homes

Local Authorities have a role to play in the sales process of first homes, below is a diagram of the customer journey which shows where West Lindsey will be involved in the sale process for First Homes.

### What is the customer journey?



## 7. First Homes Exception Sites

First homes exceptions sites are also being introduced under the First Homes initiative. Further guidance for exception sites can be found here <https://www.gov.uk/guidance/first-homes>

It should be noted that a significant number of settlements in West Lindsey are designated rural areas under Housing Act 1985 and in line with national guidance First Homes exception sites are not permitted in these settlements.

## 8. Future Reviews

This First Homes Guidance ensures compliance with the Ministerial Statement, set out below, until such a time that the Central Lincolnshire Local Plan is updated and First Homes can be incorporated into the tenure mix:

*Where local and neighbourhood plans do not benefit from the aforementioned transitional arrangements, the local planning authority should make clear how existing policies should be interpreted in the light of First Homes requirements using the most appropriate tool available to them.*

An annual review of this First Homes Guidance will take place to ensure it is up to date and is informed by any further national guidance and policy setting.

Future reviews to this guidance and policy may also occur as supply and demand for first homes is established and evidenced. This may include a review of the maximum discount applied by Central Lincolnshire if variances to income and house price increase at a District level can be evidenced which is limiting first time buyers to purchase suitable properties and access the scheme in certain Districts.



# Agenda Item 6f



**Prosperous Communities  
Committee**

**Tuesday 3<sup>rd</sup> May 2022**

**Subject: Selective Licensing – Follow Up on Council Motion**

Report by:

Assistant Director – Change Management &  
Regulatory Services

Contact Officer:

Andy Gray  
Housing and Enforcement Manager

andy.gray@west-lindsey.gov.uk

Purpose / Summary:

To provide feedback on the outcome of the  
selective licensing consultation and seek clarity  
on the next steps following on from the approved  
motion at Full Council on 7<sup>th</sup> March.

## **RECOMMENDATION(S):**

Committee are asked to:

- a)** Note the outcome of the consultation period at the time of the halt of the Selective Licensing consultation on 07 March 2022 and the associated report.
- b)** Consider and provide response to the questions set out in 3.4 relating to the Full Council motion passed on the 7<sup>th</sup> March 2022, and provide clarity and direction for officers to enable them to take the next steps in line with the motion.
- c)** Agree that a report is then brought back to Prosperous Communities Committee on the 19<sup>th</sup> July 2022 setting out options for moving forward.



## IMPLICATIONS

### **Legal:**

The legal framework for the Selective Licensing 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: FIN13/23/SSc**

As per the report to Prosperous Communities Committee in November 2021, the consultation element of the work was scheduled to cost £122,860. Corporate Policy and Resources Committee approved the use of £84,200 of general fund balance for this work, the remaining funds were already available.

The proposed costs were intended be recovered via income from the scheme. This will not be achieved until a scheme is put in place.

It does mean however that the work undertaken up the point of halting cannot be used for any formal submission of a scheme as the required period of consultation has not taken place. We do believe that any future consultation will cost significantly less as most of the preparatory work for it has already been undertaken and can be reused.

The above amount does not include the internal officer time spent on the project, which has been funded from the existing revenue budgets. This time is significant given the extent of work that has been undertaken for the project across various teams within the Council.

### **Staffing :**

None noted.

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

None noted.

### **Data Protection Implications :**

None noted.

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

Not proceeding with the scheme as proposed or any scheme in the future is likely to have an impact on the Council's ability to improve property conditions, which in some cases would have a positive impact in terms of climate change.

**Section 17 Crime and Disorder Considerations :**

None noted.

**Health Implications:**

The improvement of property conditions is well documented as having a positive impact on the health of occupants.

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

The most recent Government review of the use and effectiveness of selective licensing can be found here and was used to inform the approach taken  
<https://www.gov.uk/government/publications/selective-licensing-review>

Decision to approve consultation proposals at Prosperous Communities Committee:

<https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?CId=176&MId=2897&Ver=4>

Selective Licensing Consultation Evidence Pack and Data Report

<https://www.west-lindsey.gov.uk/my-services/housing-and-home-choices/improving-housing-standards/selective-licensing/>

Motion 2 approved at Full Council on 7<sup>th</sup> March 2022: <https://democracy.west-lindsey.gov.uk/mqAi.aspx?ID=17427>

**Risk Assessment :**

None noted.

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

Yes

☐

No

☐**Key Decision:**

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

Yes

☐

No

☐

## 1. Introduction

- 1.1. At Prosperous Communities Committee on the 2<sup>nd</sup> of November 2021, Councillors agreed to proceed with consultation on proposals for a selective licensing scheme which across its two designations would cover 5 of the Council's wards. These wards are Gainsborough North, Gainsborough South West, Hemswell, Wold View and Market Rasen.
- 1.2. The Committee asked officers to prepare the consultation details and seek approval of these via the delegated authority of the Chief Executive and the Chairman of the committee:
- 1.3. The consultation on these proposals commenced on the 17<sup>th</sup> January 2022 and was scheduled to take place for the required statutory 10-week period and was due to end on the 11<sup>th</sup> April 2022.
- 1.4. The consultation was halted after 7 weeks, following on from the approval of the motion at Full Council on the 7<sup>th</sup> March 2022. A consultation summary can be found in appendix 1; a full consultation report can be found in appendix 2; and a response to the main themes of the consultation can be found in appendix 3.
- 1.5. This report seeks to;
  - Provide information on the results of the 7-week consultation period undertaken to 7<sup>th</sup> March 2022.
  - Provide information on the motion passed at Full Council and the associated statement to aid a discussion on what the response and decisions are from the committee to the motion and feedback on the consultation.
  - Obtain direction from the committee in regards to the actions required of officers following on from the passed motion.

## 2. Main Concerns and Consideration

- 2.1. The Motion to Council (shown in full in section 3) raised some themes which are identified and addressed below. This section does not seek to respond to every point raised, mainly those that relate to the overall approach taken.

**2.1.1. Legality of the consultation:** the methodology proposed is in line with the statutory requirements and there is confidence that the approach would have stood up to any scrutiny. The Council commissioned a proven company to deliver its consultation to ensure that it met the required standards. The company engaged to work with the Council on the proposals have already successfully gained approval for 4 large selective licensing schemes, a further 2 in the process of being determine and 2 additional commissions being developed. The process undertaken by the Council up to the

point of the consultation halting is in line with the requirements of the legislation and is the same approach that many other consultation processes have taken. Specifically, it is believed that the Council were going above and beyond reasonable steps to ensure that those likely to be affected by the designations were consulted, and the consultation was carried out in accordance with legislation and guidance. Assurance on the approach has been sought from the Department for Levelling Up, Housing and Communities prior to the consultation and after the motion was passed to halt the consultation.

**2.1.2. Consultation methods:** the consultation had a very broad reach, as demonstrated by the response numbers achieved. Concerns were raised as to whether actual face to face meetings should have occurred. At the point of making this decision and proceeding with the consultation the restrictions relating to the Omicron variant were very current and informed the approach. There are pros and cons to the face to face versus online approach, so a combined method was agreed with the physical options being planned later in the consultation and there is no legal requirement to hold physical face to face consultation. This approach reflects other consultation that the Council have undertaken during the pandemic such as the budget consultation.

**2.1.3. Engagement with specific stakeholder groups:** the consultation did seek views from a range of stakeholders. Specific requests were made to meet face to face with very specific group of stakeholders, which given the number of other groups impacted was not feasible or necessary within the consultation. Various stakeholders including managing and estate agents, large land holding bodies and representative bodies such as the Country Land and Business Association also engaged in the consultation and online sessions. All Parish Councils were also made aware of the consultation and invited to engage.

**2.1.4. Engagement with landlords:** concerns were raised that landlords were not engaged effectively in the process, nor were their views used to inform any proposals. Landlords have engaged in the consultation and provided feedback on the proposals. All previously licensed landlords were directly contacted by e mail about the proposals and a specific online session aimed at those landlords was held early on in the consultation. Three previously licensed landlords also engaged in a specific focus group to look at how the proposals could be improved and to reflect on the previous scheme. Over 90 landlords had responded to the survey at the point of it being halted and various landlord organisations, such as DASH accreditation and the National Residential Landlords Association had also attended online engagement sessions.

**2.1.5. Data and evidence (use of algorithms):** there is a clear directive from Government to utilise data in this way for selective licensing schemes. The tenure intelligence approach has been adopted by

more than 20 local housing authorities across England to help understand the distribution of privately rented housing and related stressors. Validation of this approach typically results in an 80%-90% positive prediction rate. This data is combined with and informed by local frontline data provided by the Council including, complaints, council enforcement interventions, anti-social behaviour, council tax and electoral register data

**2.1.6. Consultation response:** concerns were raised that views would not be considered and accounted within the process. The consultations sole purpose was to seek to understand the views of stakeholders and then, where appropriate make amendments to the proposals to accommodate them. Based on the consultation responses to date, there could have been a number of amendments made to any proposals put forward to committee for agreement.

**2.1.7. Learning has not been taken from the previous scheme:** a report to Prosperous Communities Committee in September 2021 identified key learning points from the previous scheme that were considered within the future proposals (i.e. a specific resource to deal with ASB and additional support for landlords). Any further suggestions made in the consultation would have been considered for inclusion.

### **3. Motion to Council and further direction**

3.1. The motion passed at Full Council on the 7<sup>th</sup> March 2022 brought the consultation to a halt. The motion in full is shown below for information:

*“In England the private housing sector accounts for 4.4 million or 19% of households compared with 4.0 million or 17% households in the social rented sector. Therefore private landlords clearly play an important role in supporting local authorities meeting local housing demand.*

*WLDC introduced a Selective Licensing Scheme of Private Landlords in parts of the Gainsborough South West Ward in 2016 and the authority is currently carrying out a consultation process with a view of extending the scheme to other areas of the district in 2023.*

*Whilst we welcome the consultation it has to be recognised that an online process has limitations regarding the current challenges faced by the private rented sector in our urban and rural areas.*

*Clearly there are many advantages for the authority building improved partnerships with the private rented sector, including meeting our statutory requirements regarding homelessness, employment, domestic violence, mental health etc. They also support the authority meeting the housing needs of many individuals who have exhausted their options regarding social housing.*

*Our citizens deserve good housing standards, the selective licensing scheme can improve the quality of accommodation however it has had limited success*

*in many other areas such as anti- social behaviour, community safety and crime levels.*

*It is therefore essential before we extend the selective licensing scheme we gain a far better understanding of how many of these other issues can be addressed, Therefore we ‘move’*

- 1. The consultation process is halted and reformulated to address the limitations of the online consultation process including a district wide meeting between elected Members and the private landlords of the designated areas.*
- 2. The key findings are considered and implemented into the new selective licensing scheme.*
- 3. A report is produced and presented to the following Prosperous Communities Committee prior to the new licensing scheme being implemented.*

*We so Move*

*Councillor Trevor Young  
Gainsborough South-West Ward*

*Councillor Stephen Bunney  
Market Rasen Ward*

*Councillor Paul Howitt Cowan  
Hemswell Ward*

*Councillor Tom Regis  
Wold View Ward”*

- 3.2. Communication with the four Councillors - via email and in a face to face meeting - who proposed the motion has commenced to engage them and to seek to clarify and understand further the elements of the motion and to ensure that its requirements are met.
- 3.3. At this stage the feedback from the Councillors who proposed the motion has provided an outline of the concerns that they had about the consultation and also the scheme as a whole.
- 3.4. In terms of the motion specifically, Committee are asked to consider and discuss the following points made within it and the debate alongside it at Full Council to help provide direction to Officers moving forward:

**a) Consultation limitations:**

- What are these deemed to be specifically?
- Why was the process in place causing concern?

- Why was the online aspect of the consultation not deemed suitable?
- How can these limitations be overcome?

**b) District wide meeting with Elected Members and Private Landlords:**

- What are the expectations in regards to this? (number of attendees and format)
- How would these activities take place?
- When does this happen? (prior to any further consultation?)  
Who would lead and facilitate this meeting? (Councillors and/or Officers)
- What is the subject of any meeting?
- Would Councillors wish to meet with all stakeholder groups who would be contacted about any proposals? (There is an extensive list of these and it would be required in order to demonstrate that the consultation had reached all those potentially impacted).

**c) Methodology (Data, evidence and use of algorithms)**

- What it is about the evidence that is causing concern?
- What other approach would Councillors suggest?
- What additional evidence is deemed to be required?

**d) Overall Proposals**

The decision made by Prosperous Communities Committee in November 2021 provided the authority to consult on the proposals, based on the evidence provided. This decision remains valid, until a decision not to progress is agreed.

(Whilst not mentioned in the motion itself, the subsequent debate at Full Council highlighted broader concerns about the scheme itself).

- What are these concerns?
- What are the reasons behind the perceived lack of integrity?
- How can these concerns be mitigated?

**e) Councillor Engagement**

- How do Councillors wish to be engaged in this process moving forward?

**4. Financial Impact**

4.1. As per the report to Prosperous Communities Committee in November 2021, the consultation element of the work was scheduled to cost £122,860. Corporate Policy and Resources Committee approved the use of £84,200 of general fund balance for this work, the remaining funds were already available.

- 4.2. The proposed costs were intended be recovered via income from the scheme. This will not be achieved until a scheme is put in place.
- 4.3. It does mean however that the work undertaken up the point of halting cannot be used for any formal submission of a scheme as the required period of consultation has not taken place. We do believe that any future consultation will cost significantly less as most of the preparatory work for it has already been undertaken and can be reused.
- 4.4. The above amount does not include the internal officer time spent on the project, which has been funded from the existing revenue budgets. This time is significant given the extent of work that has been undertaken for the project across various teams within the Council.

**END**



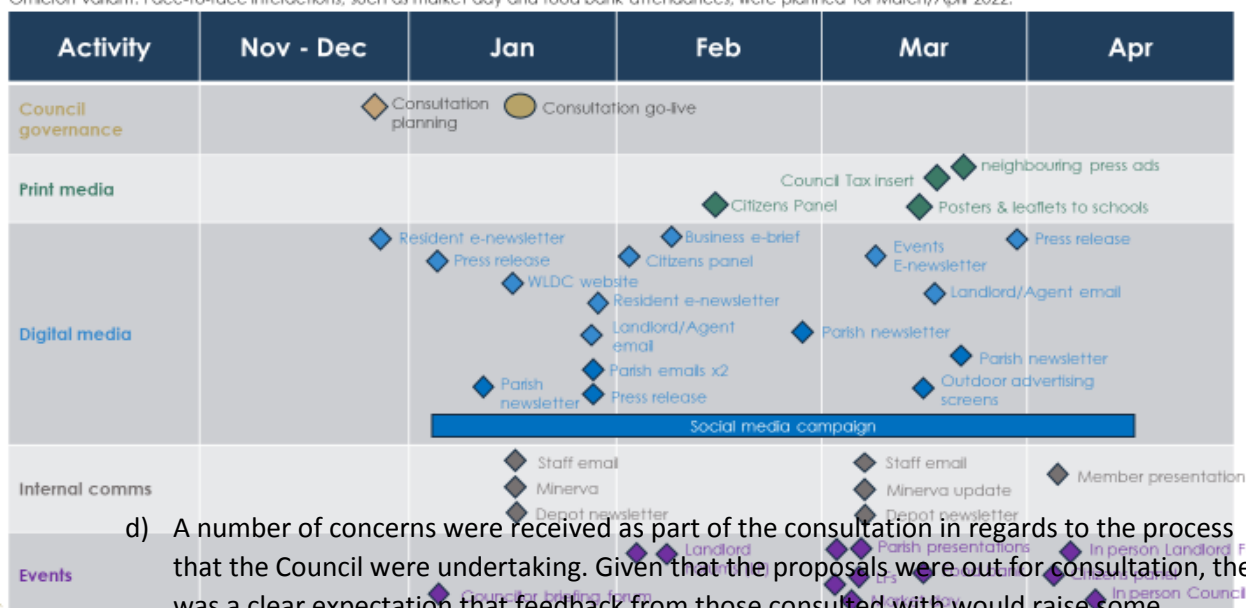
## Appendix 1 - Consultation Overview

- a) Appendix 2 provides Councillors with detailed information regarding the responses from the consultation. To summarise the main points:
- 335 responses to the survey were received
  - The responses were from:
    - o 90 landlords
    - o 25 private tenants
    - o 205 residents
    - o 15 other respondents
  - 65% of respondents agreed and 19% disagreed with the proposals to designation 1 (Gainsborough South West)
  - 58% of respondents agreed and 28% disagreed with designation 2 (Gainsborough North, Hemswell, Market Rasen and Wold View)
- b) The Council also delivered four public meetings, one focus group and received written responses and representations from various stakeholders and representative bodies. There were also briefings for Councillors in affected wards prior to the scheme commencing. These activities all took place online.
- c) A variety of further activities were planned to take place including further public meetings, attendance at market days and a mailout out to 48,000 recipients within the annual Council Tax billing process. The chart below shows the scope of these.

1. Journey so far

### Consultation roadmap

Consultation engagement was planned in December 2021, at a time when further restrictions on in-person engagement were expected to be introduced due to the Omicron variant. Face-to-face interactions, such as market day and food bank attendances, were planned for March/April 2022.



- d) A number of concerns were received as part of the consultation in regards to the process that the Council were undertaking. Given that the proposals were out for consultation, there was a clear expectation that feedback from those consulted with would raise some concerns, which would be fully considered as part of any proposals that would have been

brought back to Committee for any decision. The full consultation report is shown in appendix 2 and contains further detail on these themes, it also sets out where amendments may or may not have been proposed to be made to the proposals as a result. The full consultation report will be made public on the Council's website.

- e) Appendix 3 contains the main response themes that were submitted during the consultation period. No recommendations on these are made as the consultation period has not met the statutory 10-week period.



# SELECTIVE LICENSING

## Consultation report

April 2022

## Contents

1. Glossary .....	2
2. Executive Summary .....	3
2.1. Key Findings .....	3
2.2. Next steps .....	5
3. Introduction.....	5
3.1. Background .....	5
3.2. Proposals .....	6
3.3. Public Consultation .....	7
4. Consultation results.....	8
4.1. Survey .....	8
4.2. Public Forums .....	8
4.3. Landlord Focus Group .....	9
4.4. Other written feedback .....	9
5. Consultation Survey Results .....	10
5.1. Overall Consultation Response .....	10
5.2. Views on the proposed licensing scheme for designation 1 .....	11
5.3. Views on the proposed licensing scheme for designation 2 .....	14
5.4. Views on the proposed licensing scheme conditions .....	17
5.5. Views on the proposed licensing scheme fees and discounts .....	19
5.6. Further comments on the Selective Licensing proposals .....	23
5.7. Views on issues within the district .....	24
6. The Profile of Consultation Respondents .....	29
7. Feedback from Public Forums.....	32
8. Feedback from the Focus Group .....	33
9. Feedback from Written Responses .....	33

## 1. GLOSSARY

Term	Meaning
Anti-social behaviour (ASB)	Behaviour related to a rented property that causes annoyance and irritation to neighbours and the community. Most commonly noise, litter and waste.
Barriers to housing and services	One of the government's measures of deprivation. It combines elements relating to housing affordability, overcrowding and homelessness.
Category 1 hazard (Cat 1 hazard)	A serious or immediate risk to a person's health and safety that is related to housing.
Category 2 hazard	A less serious or less urgent risk that can still be regarded as placing the occupiers' health, safety and welfare at risk.
Deprivation	Living on low income and not having the money to pay for basic requirements.
Designation	Geographical area chosen for licensing based on evidence.
DLUHC	Department for Levelling Up, Housing and Communities
Housing Health and Safety Rating System (HHSRS)	Government prescribed system that rates housing hazards based on their risk to occupiers' health, safety, and welfare.
Indices of Multiple Deprivation	A dataset produced by the government to give a relative value to how deprived an area is, compared to the rest of the country.
Mandatory HMO Licensing	National scheme which requires landlords to have a licence to legally let their property to five or more unrelated sharers.
Private rented sector (PRS)	The portion of housing in the district that is rented from private landlords.
Privately rented	Homes rented from a private landlord.
Selective Licensing	A local scheme which requires landlords to have a licence to legally let their property to a family or two sharers.
Socially rented	Homes rented from housing associations and/or registered social landlords.



## 2. EXECUTIVE SUMMARY

West Lindsey District Council carried out a public consultation on their proposal to introduce a Selective Licensing scheme in five wards across two designations, designed to tackle the most pressing issues within the wards.

Designation 1	Designation 2
Gainsborough South West ward under the criteria of poor property conditions, anti-social behaviour (ASB)	Gainsborough North, Hemswell, Market Rasen and Wold View wards under the criteria of poor property conditions.

To gather the views of landlords, tenants, residents and other interested parties, the council carried out an online survey. Paper copies were also available upon request and to digitally excluded stakeholders. To provide information and advice on the schemes, the council also hosted several online public meetings with landlords, letting agents, landlord associations, District Councillors, Parish Councillors and the press. In person engagement was scheduled to start on 8 March with officers attending market days within the district. The council used digital media communications, alongside local media press releases and were due to start using print media to advertise the consultation. The consultation ran for seven weeks from 17 January 2022 to 8 March 2022, when it was halted following a decision from West Lindsey District Council's Full Council.

In total the council received 200 responses to the online survey and 135 paper responses. Qualitative feedback was also received at four public meetings and 41 written responses from interested parties. The consultation looked at views on the proposed licence conditions, fees and the respondents' perceptions of issues in the district.

### 2.1. Key Findings

Covering the views of 335 individuals who took part in the survey to date, more than 60% agreed with the introduction of Selective Licensing in parts of the district on average. The bulk of the agreement came from private rented sector (PRS) tenants and residents, compared to 53% and 77% of landlords disagreeing with introducing Selective Licensing in designations one and two respectively. A response breakdown summary can be seen in table 1.

On average, more than half of respondents agreed with the proposed fee; however, of the responses that came from landlords, 83% disagreed. This was unsurprising as fees were raised as a topic of contention during the online forums with attendees concerned additional costs would be passed on to tenants.

In terms of agreement with the conditions, 81% of residents agreed with the proposals, followed closely by 76% PRS tenants, and only 24% of landlords, bringing the average to 64% agreement.

	Overall	Landlords	PRS tenants	Residents	Other
Total consultation survey responses	335	90	25	205	15
Agree with Selective Licensing in designation one	65%	31%	72%	80%	53%
Disagree with Selective Licensing in designation one	19%	53%	8%	4%	33%
Agree with Selective Licensing in designation two	58%	18%	56%	76%	53%
Disagree with Selective Licensing in designation two	28%	77%	20%	8%	33%
Agree with the proposed Selective Licensing fee	55%	9%	64%	74%	60%
Disagree with the proposed Selective Licensing fee	36%	83%	20%	16%	40%
Agree with the proposed Selective Licensing conditions	64%	24%	76%	81%	60%
Disagree with the proposed Selective Licensing conditions	24%	61%	16%	9%	27%

Table 1: General findings from consultation undertaken on Selective Licensing proposal

## 2.2. Next steps

The consultation was undertaken using a tried and tested approach, recognised by the DLUHC, however, it was brought to a halt on 8 March 2022. The elected Members of the Council passed a motion at its meeting on the 7<sup>th</sup> of March 2022, which asked for the consultation to be halted and reformulated to address the limitations of the online consultation process including a district wide meeting between the elected Members and the private landlords of the designated areas.

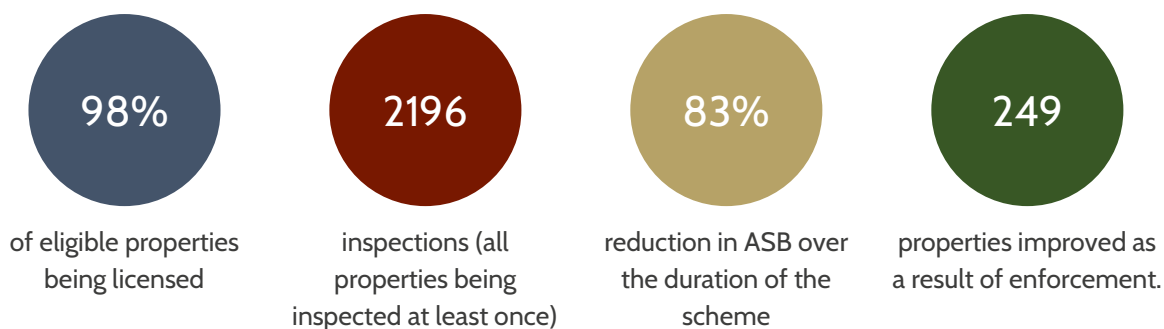
The Council is now in the process of considering how to move its proposals for selective licensing forward to meet the specific requirements of the motion put forward and approved by its Full Council.

## 3. INTRODUCTION

### 3.1. Background

According to the Office for National Statistics (ONS), the PRS in West Lindsey has more than doubled since 2001. The percentage of privately rented properties stands at 20.4% in 2021 compared to 8.3% in 2001. Despite most landlords/letting agents managing their properties well, the demand for housing has been accompanied by issues such as a deterioration in property conditions, and an increase in anti-social behaviour (ASB) and deprivation associated with the sector.

A previous Selective Licensing scheme administered in a small part of Gainsborough South West ward between 2016 and 2021, successfully resulted in:



West Lindsey District Council is now seeking to continue and expand on the work previously carried out as demand for private rented housing in this area continues to increase. This is reflected in the council's recently refreshed Housing Strategy covering period 2022-2024, in which the council has committed to tackling issues related to housing, including laying out plans to supporting residents living in the PRS.



*“We want private landlords to improve their offering and in doing so provide homes and the residential environments that meet aspirations. Where private landlords either cannot or choose not to respond to these challenges, we will provide advice, assistance and where necessary utilise our statutory powers to ensure standards are improved.”*

West Lindsey District Council Housing Strategy refresh 2022-24

The previous scheme demonstrated that Selective Licensing contributes to the council’s mission to improve the lives of residents by improving property conditions, reducing homelessness, bringing empty properties back into use and reduce ASB.

### 3.2. Proposals

The council was proposing to introduce a new Selective Licensing scheme in two phases. Designation one would cover the entirety of Gainsborough South West ward under the criteria of ASB, deprivation and poor property conditions. This could have been agreed locally by the council’s Prosperous Communities Committee and started as early as September 2022.

The second designation would cover Gainsborough North, Hemswell, Market Rasen and Wold View. Independent research carried out by Metastreet (2021) reviewed the level of poor property conditions across the rest of the district and identified these four additional wards as having a level of privately rented homes above the national average (19%), many of which are in poor condition. As this is a much larger designation, approval must be provided by the Secretary of State at the Department of Levelling Up, Housing and Communities (DLUHC). If confirmed, the earliest this designation could be implemented is 2023.

There is not sufficient evidence to include any other wards at this point.

The consultation focused on the extent to which respondents agree or disagree with the:

- council’s proposal to introduce Selective Licensing in Designation 1
- council’s proposal to introduce Selective Licensing in Designation 2
- proposed fee
- proposed licence conditions.

The consultation also looked at the respondents’ perceptions of the issues of anti-social behaviour, deprivation and poor property conditions in the district.

### 3.3. Public Consultation

Part 3 of the Housing Act 2004 requires councils to take reasonable steps to consult persons likely to be affected by designations, though does not go into detail what constitutes or is likely to constitute “reasonable steps”. As cases of Omicron infections rapidly increased, the council agreed in November 2021 to undertake the consultation, and accompanying engagement activities, mainly in an online format. In-person activity was planned to take place from March onwards, should the advice on Omicron have changed by then. The online mainly approach had been successful throughout the pandemic for other activities and enabled additional activities to be planned due to its more accessible nature. This approach was adopted for all council consultations carried out during this time and was consistent with the council’s green energy to hold meetings online, rather than in-person, to reduce the carbon footprint.

The council developed an accessible evidence pack to enable stakeholders to make an informed decision about the proposed scheme. The consultation had been planned to run for 12 weeks from 17 January; however, it was halted on 8 March due to a motion put forward by Council Members in order to address concerns raised by a number of Councillors within a motion to Full Council. See Section 2.2 above

The council planned to use a tried and tested approach, recognised by DLUHC in previous submissions, to publicise the consultation and capture as much feedback from landlord, tenants, residents and other stakeholders inside and outside the district. Below is a summary of the completed and planned communications activities that had been completed and were subsequently planned.

COMPLETED	PLANNED
Press releases and newspapers	
<ul style="list-style-type: none"> <li>• 2 x press releases disseminated to 165 journalists.</li> <li>• 2x articles published on Lincolnshirelive.co.uk.</li> </ul>	<ul style="list-style-type: none"> <li>• Agreement for articles to be published on Visit Lincoln blog and East Midlands Farmers’ Union online.</li> <li>• In discussion with the following District Councils for publication of articles in Local Authority newsletters (North East Lincolnshire, North Kesteven, East Lindsey, Boston and Bassetlaw).</li> <li>• Planned engagement with national and local media (Inside Housing, Market Rasen Mail, Gainsborough Standard, etc.)</li> </ul>
Targeted emails	
<ul style="list-style-type: none"> <li>• Email correspondence targeted at known private landlords and Landlord / letting agent e-newsletter.</li> <li>• E mail correspondence to local businesses and key</li> </ul>	<ul style="list-style-type: none"> <li>• Reminder emails were to be sent out towards the end of March</li> <li>• Ongoing response to specific e mails about the proposals</li> </ul>

stakeholders (i.e. the Police)	
Public meetings and workshops	
<ul style="list-style-type: none"> <li>• 4x online landlord forums held so far</li> <li>• 2x online Councillor briefings held</li> <li>• Ongoing verbal responses via telephone to any queries about the proposals</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple in person Market Day and food bank attendance planned for March</li> <li>• Additional online briefings held</li> <li>• In person landlord forum and Councillor forums planned for April</li> <li>• Direct responses (via telephone) to enquiries about the proposals</li> </ul>
Social Media	
<ul style="list-style-type: none"> <li>• Posts seen 52,344 and 4,253 times on Facebook and Twitter respectively</li> </ul>	<ul style="list-style-type: none"> <li>• Social media campaign was to continue throughout the lifetime of the consultation</li> </ul>
Posters / flyers	
<ul style="list-style-type: none"> <li>• Flyers and posters developed and ready to be distributed.</li> </ul>	<ul style="list-style-type: none"> <li>• Ready and to be distributed at market day attendance, food bank and local schools.</li> <li>• Council Tax insert was ready to be mailed out to circa 48,000 addresses</li> <li>• Advertisement on public digital screens at Gainsborough Trinity Football Club, Marshalls Yard and Market Racecourse.</li> </ul>
Online and face-to-face survey	
<ul style="list-style-type: none"> <li>• Online survey</li> <li>• Webpage</li> <li>• Citizen's panel e-survey and hard copy surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Online survey</li> <li>• Market Day pop up stall attendance</li> <li>• Feeding Gainsborough food bank attendance</li> </ul>

Table 2: Completed and planned communications activity to publicise the consultation

## 4. CONSULTATION RESULTS

### 4.1. Survey

The online survey was open to the general public. In total there were 200 responses to the online survey and 135 responses via paper copies of the survey. The consultation survey was the main method of gathering feedback during the consultation. Respondents were asked their views on Selective Licensing, the proposed fees and conditions, and their views on issues within the district. Their responses are analysed and broken down by stakeholder type below.

### 4.2. Public Forums

The council ran four online public forms to provide more information about the proposed scheme and to gather feedback from stakeholders who would be impacted by licensing.

The public meetings were held over Microsoft Teams, and the council presented information about the proposed schemes, followed by a question-and-answer session. Attendees were also able to ask multiple questions during the sessions via the chat function, which were then responded to directly or taken away for a response to be provided.

#### **4.3. Landlord Focus Group**

The council held a focus group with a small number of landlords who were licensed under the previous scheme. The focus group looked at what the council could learn from the previous scheme. The focus group was held over Microsoft Teams.

#### **4.4. Other written feedback**

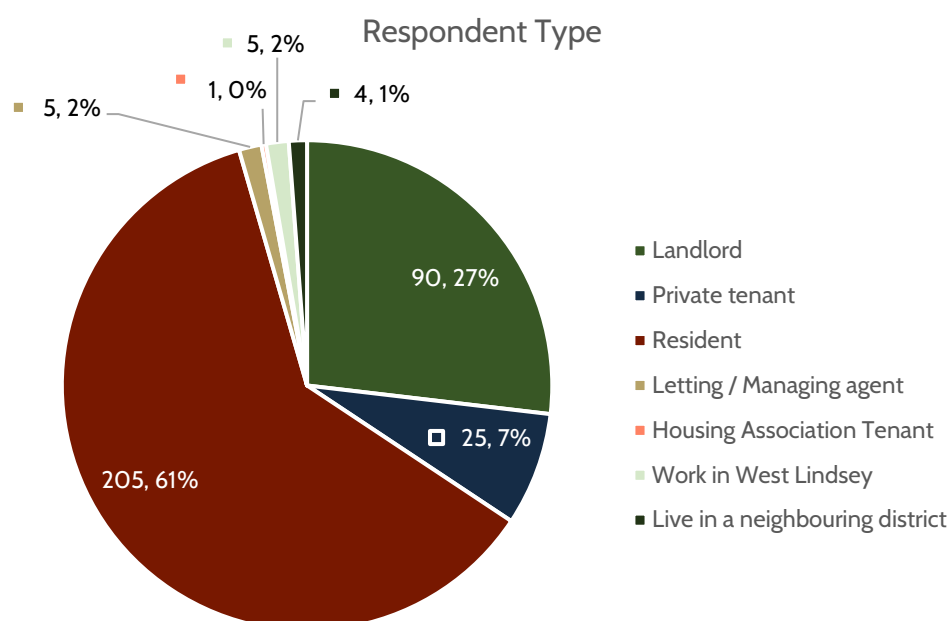
The council accepted feedback on the proposed licensing schemes by email or written response. The feedback in the 41 written responses received has been analysed below and the written responses received can be found in the appendices.

## 5. CONSULTATION SURVEY RESULTS

This section of the report presents the results from the consultation survey. There were 335 responses to the consultation survey. In the following analysis, the percentages are based on the answers to the question and will state where less than the total 335 respondents answered the question.

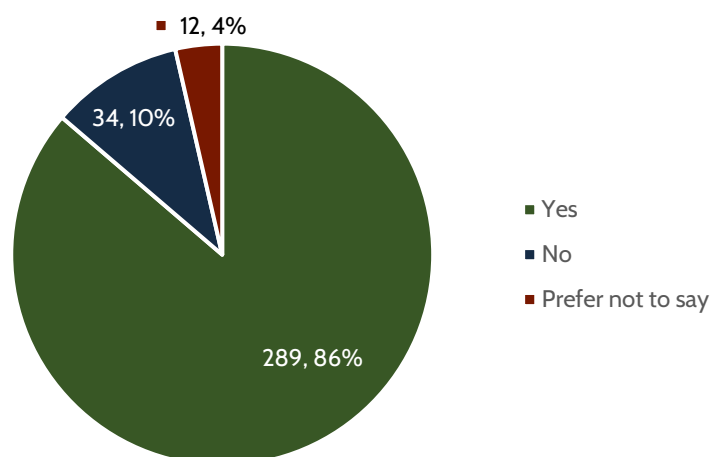
### 5.1. Overall Consultation Response

All respondents to the consultation were categorised into the following stakeholder groups. Where respondents said they were both a landlord and another stakeholder group (for example, a landlord and a resident), they have been categorised as a landlord for the analysis of the consultation responses

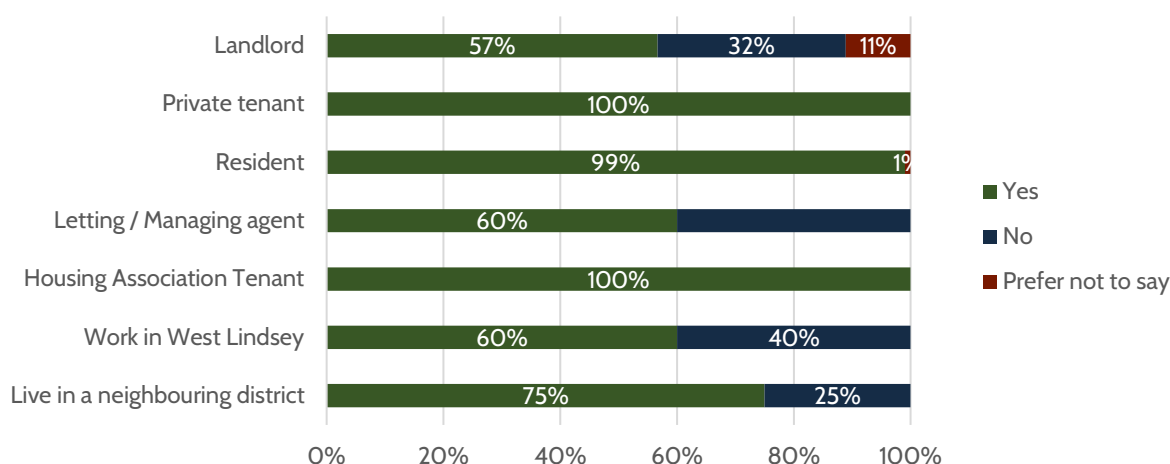


All respondents were also asked if they lived in West Lindsey, with 86% of respondents stating that they did.

Do you live in West Lindsey?



Do you live in West Lindsey by respondent type



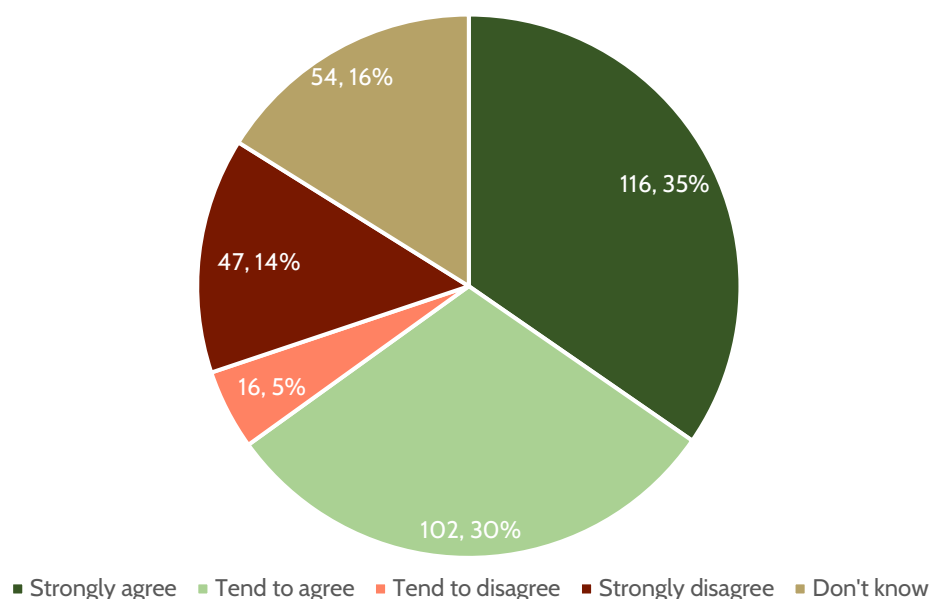
These results clearly indicate that the consultation reached landlords outside the district, whilst also gathering the views of a range of residents and tenants within the district.

## 5.2. Views on the proposed licensing scheme for designation 1

The council is proposing to introduce two Selective Licensing schemes which would target privately rented homes across five wards. To understand the views on the two designations, respondents were asked about them separately. This section covers the responses regarding the proposed Selective Licensing scheme in designation 1, which would cover the Gainsborough South West ward.

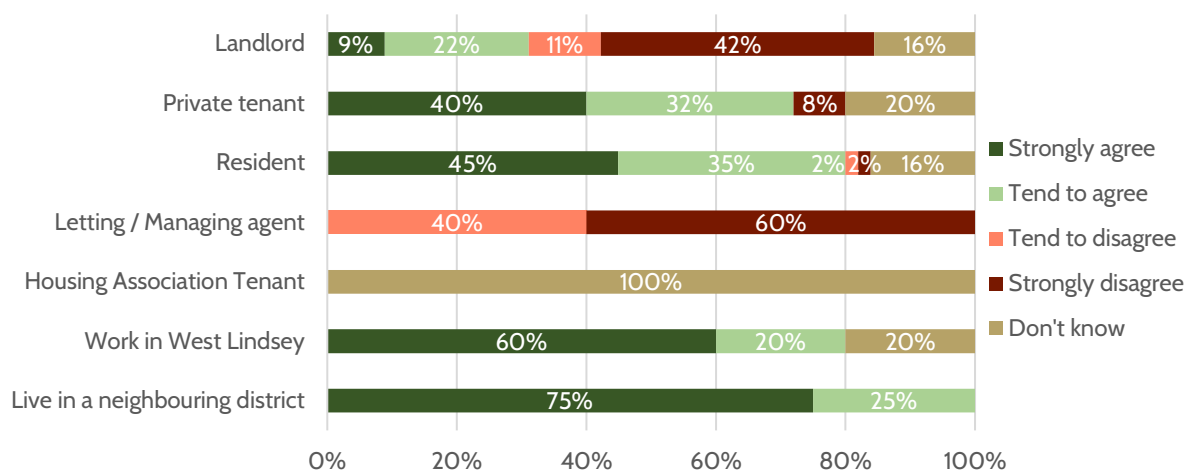
The overall majority, 65% (218) of respondents, agree with the proposal to introduce Selective Licensing in the Gainsborough South West ward. Around 19% (63) disagree, and 16% (54) of respondents stated that they “Don’t know” if they agree or disagree. All respondents (335) to the survey answered this question.

To what extent do you agree or disagree with the proposal to designate the specified ward in designation 1 (Gainsborough SW) for Selective Licensing?



Looking at the responses by group, residents, private tenant, respondents who work in West Lindsey and those who live in a neighbouring district, are in favour of the proposals with over 70% of each group agreeing. Landlords and letting/managing agents are opposed to the proposals with more than 50% disagreeing.

Agreement with designation 1 by respondent type

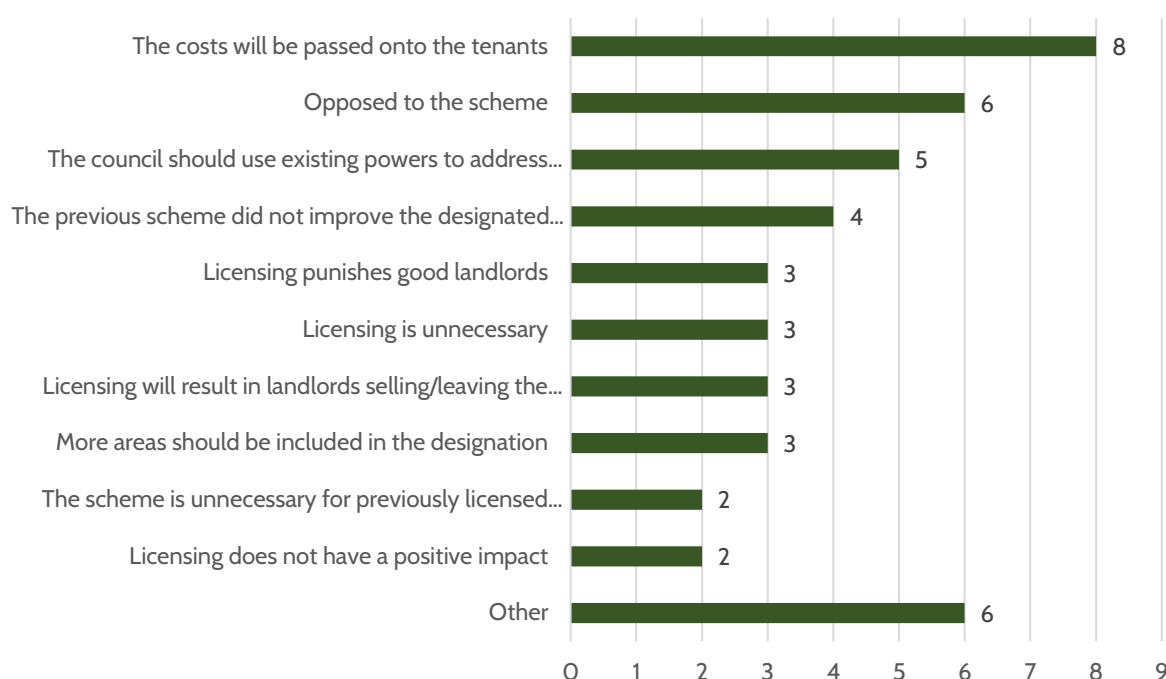


#### Reasons for opposing the proposed Selective Licensing scheme in designation 1

Respondents who said they disagreed with the proposed Selective Licensing scheme in designation 1 were asked to give their reasons if they wished. For all the free text responses throughout the report, each response was looked at and categorised into a theme. Comments that were not relevant to the question were excluded from this analysis. In total

there were 45 comments from respondents who disagreed with Selective Licensing, 35 from landlords, two from private tenants, five from residents and three from other respondent types. Themes which received fewer than two comments were grouped under 'other'. Key themes for opposing Selective Licensing are that "the costs will be passed onto tenants", "opposed to the scheme" and that "the council should use their existing powers to address issues". All representations to the consultation will be considered in line with the Housing Act 2004 and the council's consideration published as an annex to this consultation.

### Reasons for disagreeing with proposed scheme in designation 1

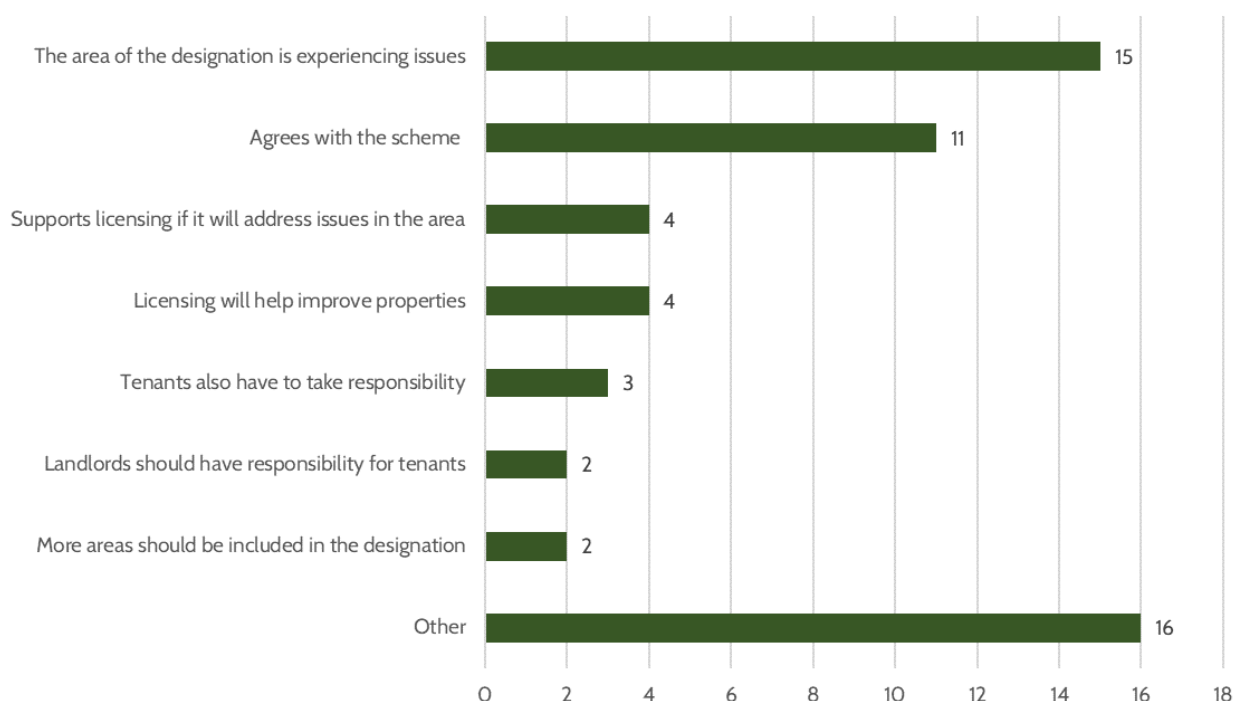


### Reasons for supporting the proposed Selective Licensing scheme in designation 1

Respondents who said they agreed with the proposed Selective Licensing scheme in designation 1 were asked to give their reasons if they wished. In total there were 57 comments from respondents who agreed with Selective Licensing, 11 from landlords, seven from private tenants, 35 from residents and four from other respondent types. Themes which received fewer than two comments were grouped under 'other'. Key themes for agreeing with Selective Licensing were that "the area of the designation is experiencing issues", "agrees with the scheme", "support licensing if it will address the issues" and "licensing will help improve properties". All representations to the consultation will be considered in line with the Housing Act 2004 and the council's consideration published as an annex to this consultation.



### Reasons for agreeing with proposed scheme in designation 1



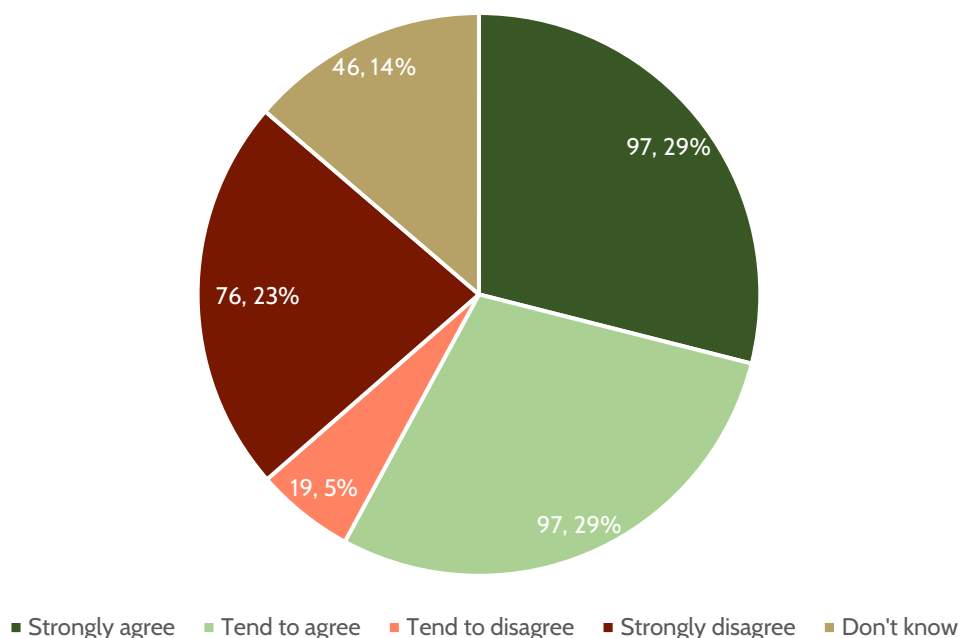
### 5.3. Views on the proposed licensing scheme for designation 2

The council is proposing to introduce two Selective Licensing schemes which would target privately rented homes across five wards. To understand the views on the two designations, respondents were asked about the two schemes separately. This section covers the responses regarding the proposed Selective Licensing scheme in designation 2, which would cover the Gainsborough North, Hemswell, Market Rasen and Wold View wards.

All representations to the consultation will be considered in line with the Housing Act 2004 and the council's consideration published as an annex to this consultation.

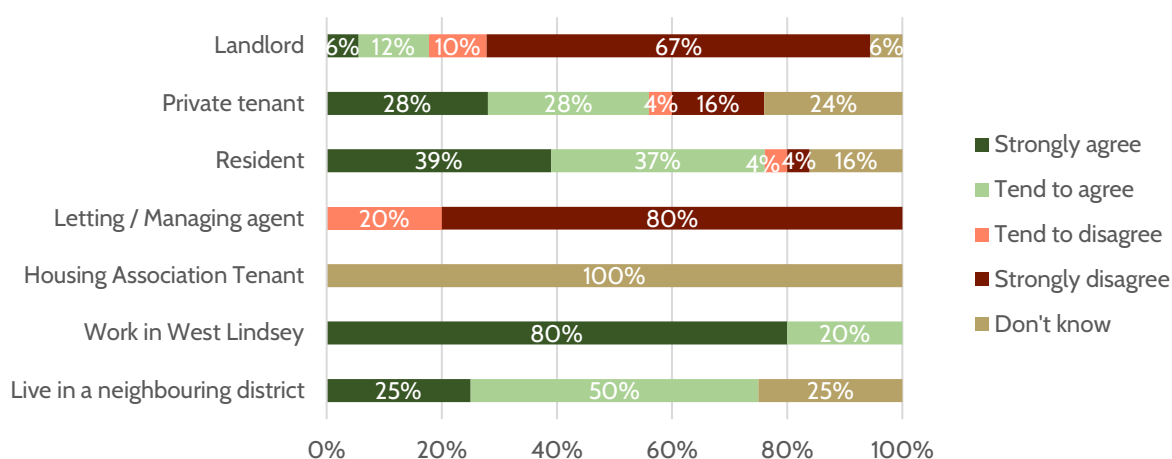
The overall majority, 58% (194) of respondents, agree with the proposal to introduce Selective Licensing in the proposed wards. Around 28% (95) disagree, and 14% (46) of respondents stated that they "Don't know" if they agree or disagree. All respondents (335) to the survey answered this question.

To what extent do you agree or disagree with the proposal to designate the specified wards in designation 2 (Gainsborough North, Hemswell, Market Rasen and Wold View) for Selective Licensing?



Looking at the responses by group, residents, private tenant, respondents who work in West Lindsey and those who live in a neighbouring district, are in favour of the proposals with over 50% of each group agreeing. Landlords and letting/managing agents are opposed to the proposals with over 70% disagreeing.

Agreement with designation 2 by respondent type

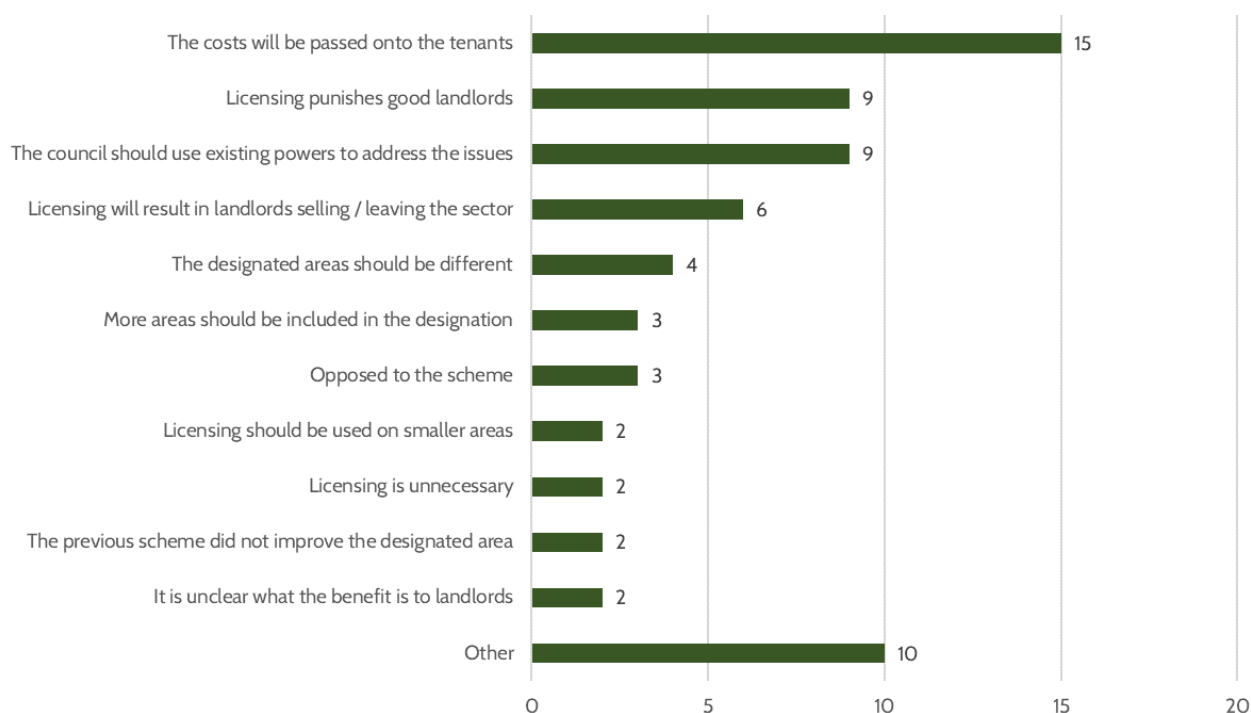


### Reasons for opposing the proposed selective licensing scheme in designation 2

Respondents who said they disagreed with the proposed Selective Licensing scheme in designation 2 were asked to give their reasons if they wished. For all the free text responses throughout the report, each response was looked at and categorised into a theme. Comments that were not relevant to the question were excluded from this analysis. In total

there were 67 comments from respondents who disagreed with Selective Licensing, 54 from landlords, four from private tenants, five from residents and four from other respondent types. Themes which received fewer than two comments were grouped under 'other'. Key themes for opposing Selective Licensing are that "the costs will be passed onto tenants", "licensing punishes good landlords" and that "the council should use their existing powers to address issues".

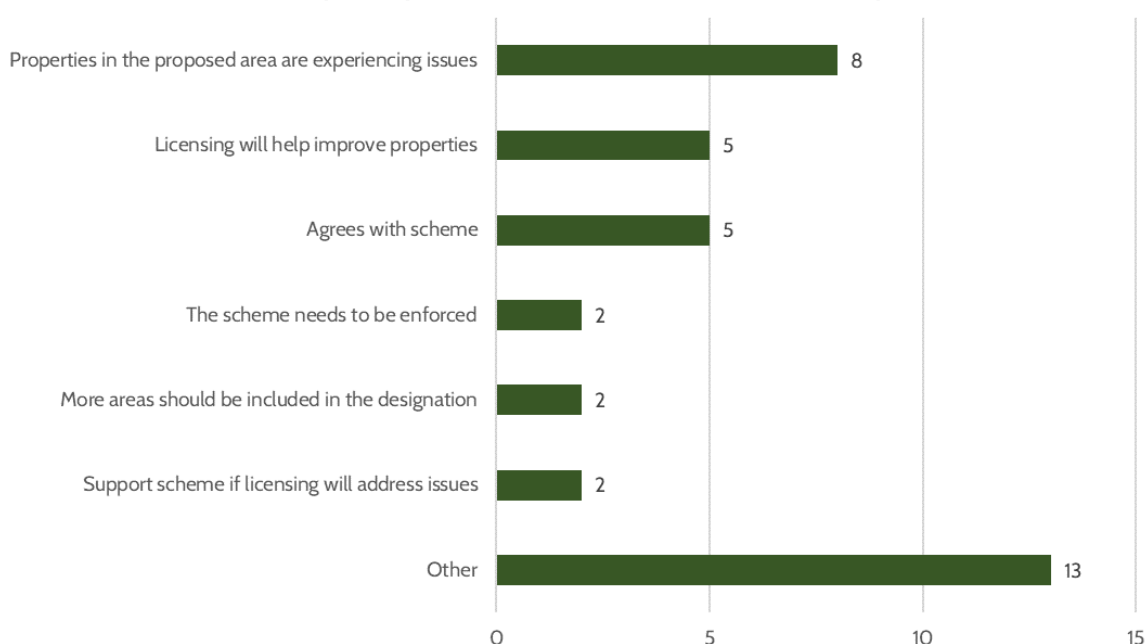
#### Reasons for disagreeing with the proposed scheme in designation 2



#### Reasons for supporting the proposed Selective Licensing scheme in designation 2

Respondents who said they agreed with the proposed Selective Licensing scheme in designation 2 were asked to give their reasons if they wished. In total there were 37 comments from respondents who agreed with Selective Licensing, seven from landlords, three from private tenants, 22 from residents and five from other respondent types. Themes which received fewer than two comments were grouped under 'other'. Key themes for agreeing with Selective Licensing were that "properties in the area are experiencing issues", that "licensing will help improve properties" and they "agree with the scheme".

### Reasons for agreeing with the proposed scheme in designation 2

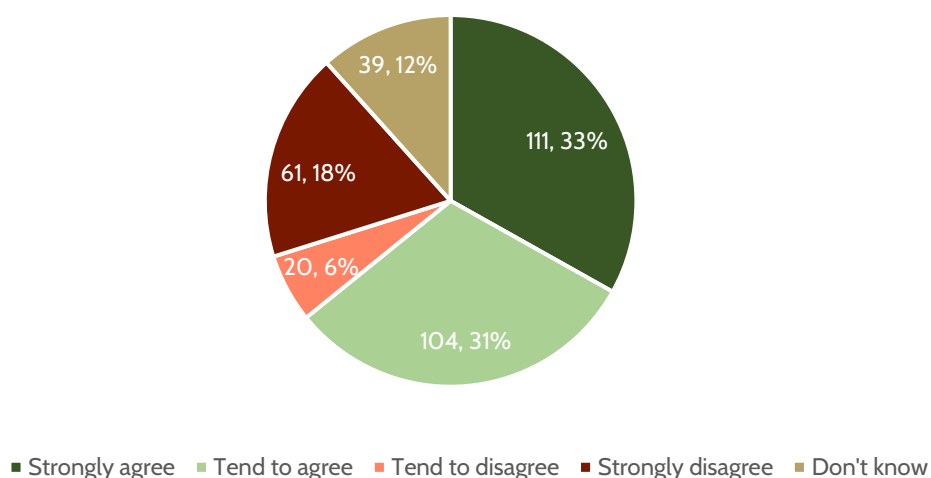


## 5.4. Views on the proposed licensing scheme conditions

The consultation asked respondents for their views on the proposed set of licence conditions. Information about the licence conditions was provided within the consultation documents.

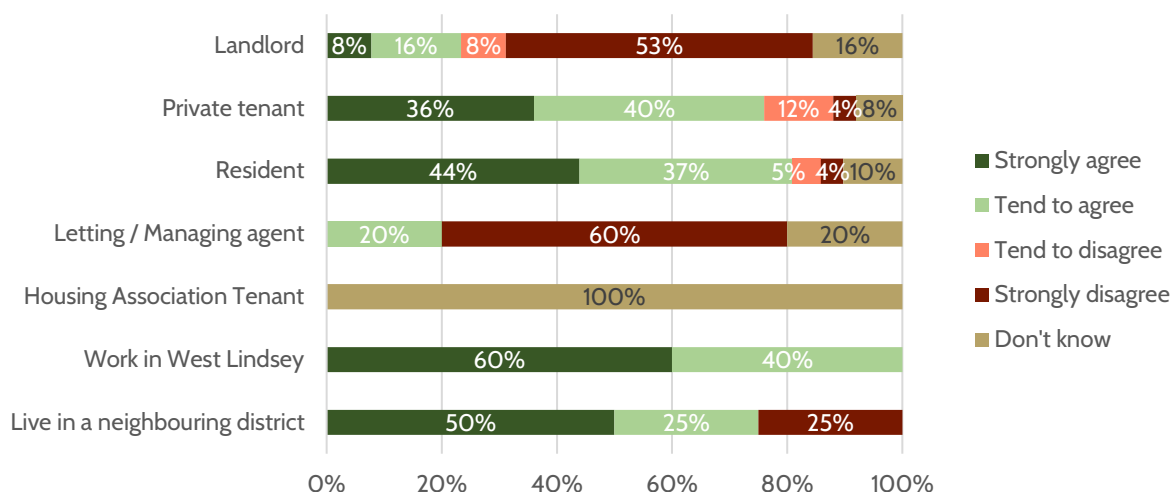
All respondents were asked if they agree or disagree with the Selective Licence conditions. 64% (215) respondents agreed that the selective licence conditions were reasonable, and 24% (81) disagreed.

To what extent do you agree or disagree with the proposed licence conditions for Selective Licensing?



Looking at the responses by group, residents and private tenants, respondents who work in West Lindsey and those who live in a neighbouring district, are in favour of the proposed conditions with over 75% of each group agreeing. Landlords and letting/managing agents are opposed to the proposed conditions with over 60% disagreeing.

Agreement with licence conditions by respondent type

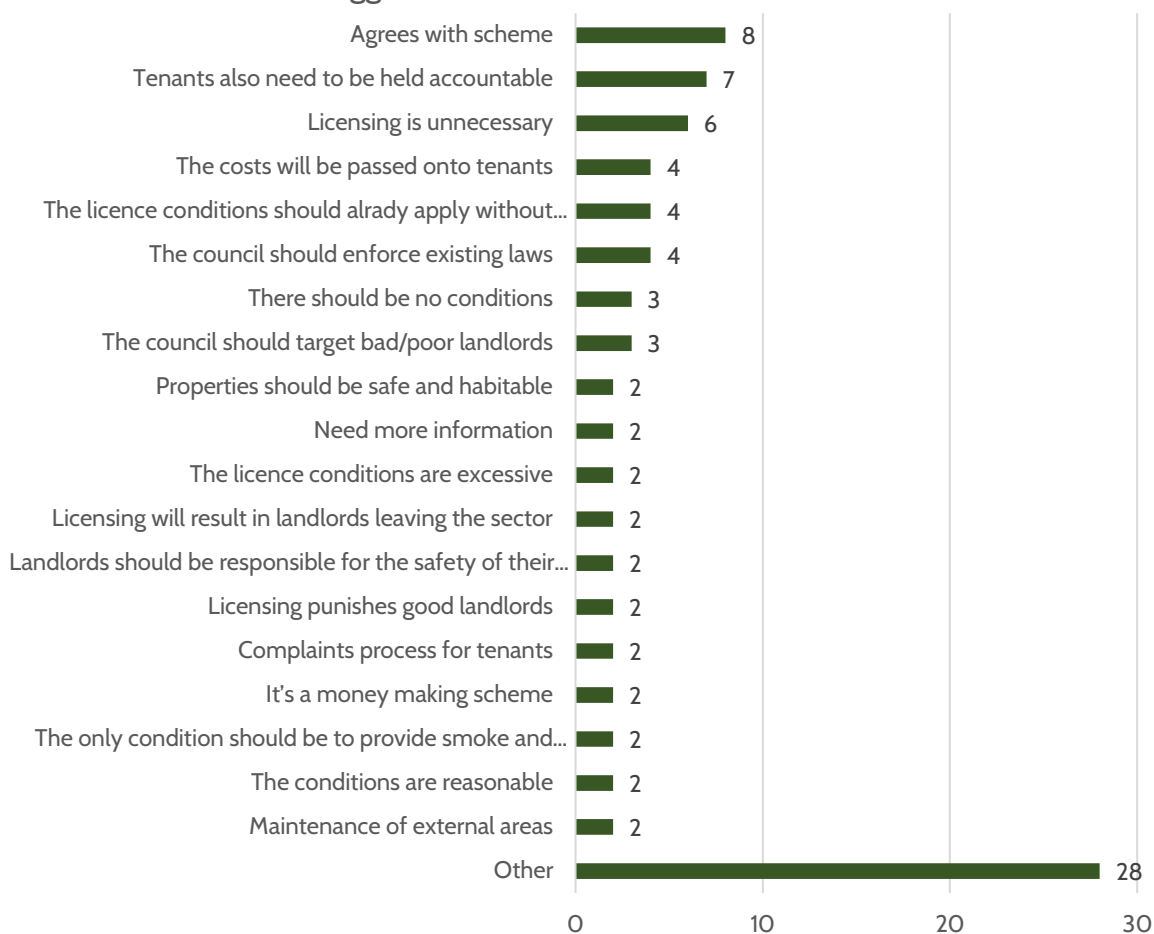


### Comments on the proposed licence conditions

Respondents were asked to give their feedback on the proposed licence conditions for selective licensing, including suggestions for alternative or additional conditions. Information about the licence conditions was provided within the consultation documents.

For all the free text responses throughout the report, each response was looked at and categorised into a theme. Comments that were not relevant to the question were excluded from this analysis. In total there were 89 comments from respondents, 51 from landlords, six from private tenants, 27 from residents and five from other respondent types. Themes which received fewer than two comments were grouped under 'other'. Key themes for which licence conditions were that respondents "agreed with the scheme", "tenants should also be held accountable" and that "licensing is unnecessary".

Do you have any specific comments about the proposed draft conditions, or suggestions for alternative or additional conditions?



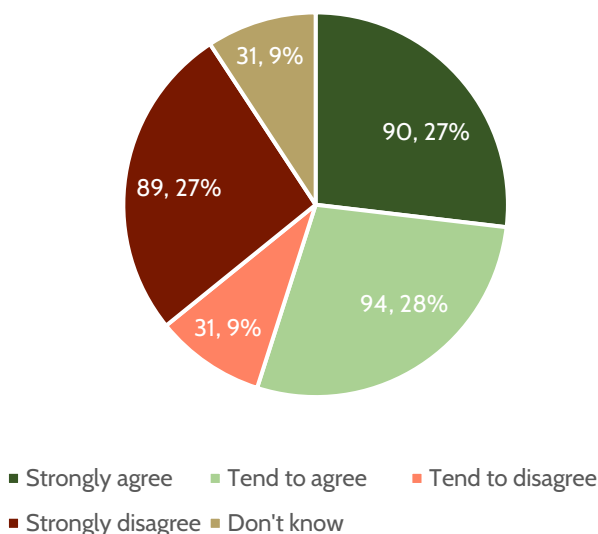
## 5.5. Views on the proposed licensing scheme fees and discounts

The consultation asked respondents for their views on the proposed licence fees for the proposed Selective Licensing scheme, and the proposed discounts. Information about the proposed licence fees and discounts was provided within the consultation documents.

### Proposed Selective Licensing Fees

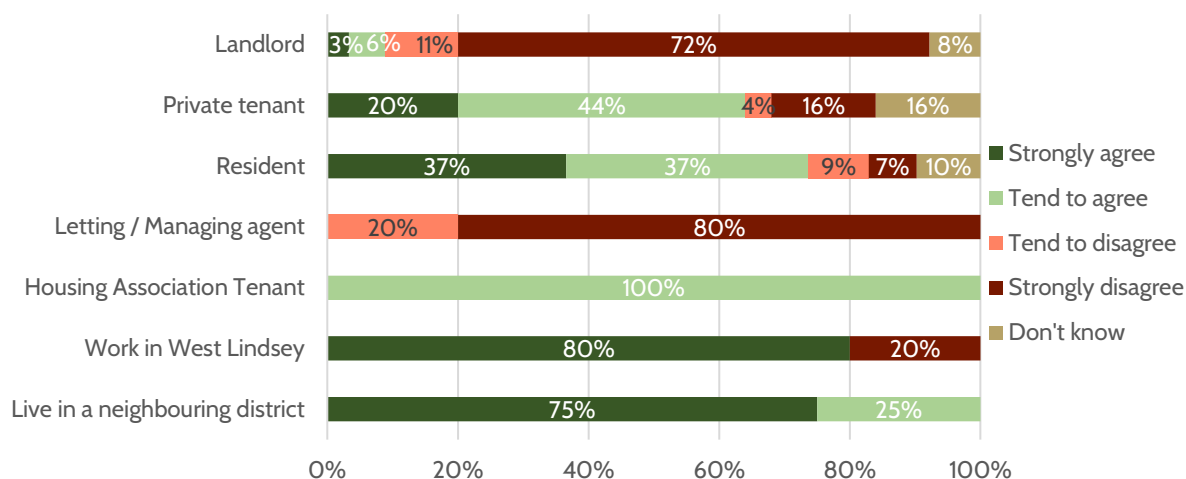
Respondents were asked how reasonable they feel the proposed licence fee for Selective Licensing scheme of £675 for a five-year licence. All respondents answered this question. 55% (184) of respondents agreed with the proposed fees. 36% (120) of respondents disagreed with the proposed fees.

To what extent do you agree or disagree with the proposed fee for Selective Licensing?



Looking at the responses by group, residents and private tenants, respondents who work in West Lindsey and those who live in a neighbouring district, are in favour of the proposed fees with over 60% of each group agreeing. Landlords and letting/managing agents are opposed to the proposed conditions with over 80% disagreeing.

#### Agreement with proposed fee by respondent type



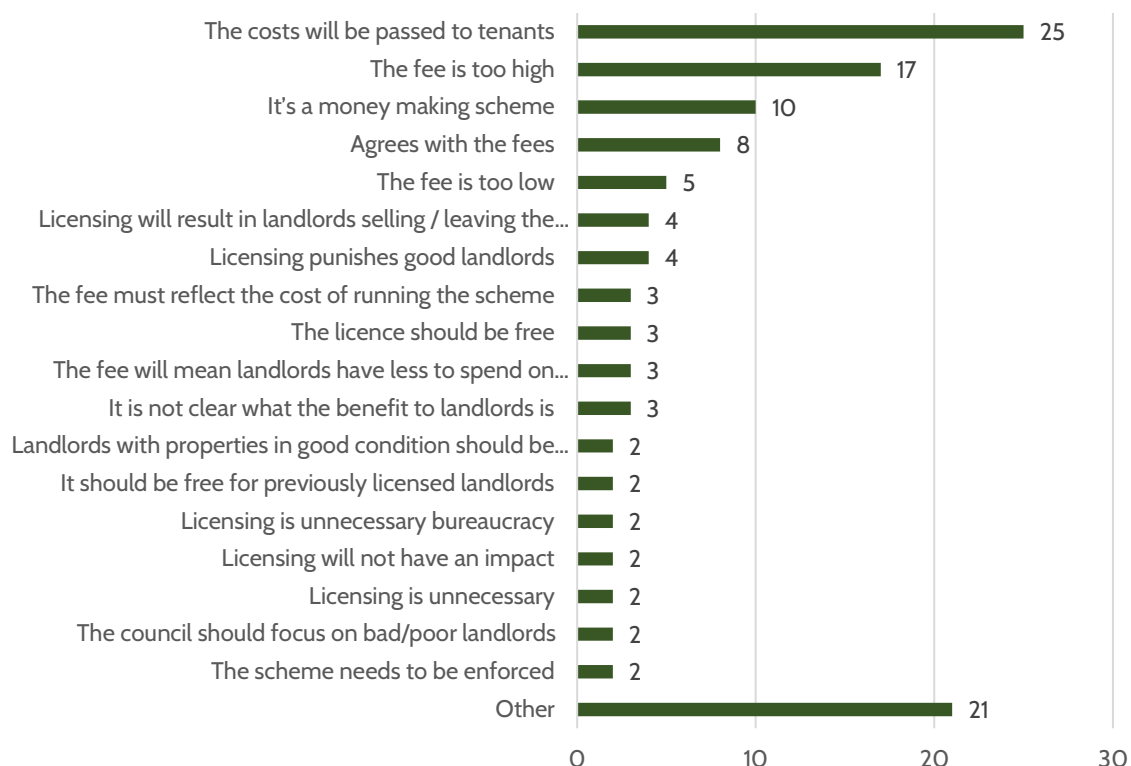
#### Comments on the proposed licence fees

Respondents were asked to give their feedback on the proposed licence fees for Selective Licensing. Information about the licence fees was provided within the consultation documents.

For all the free text responses throughout the report, each response was looked at and categorised into a theme. Comments that were not relevant to the question were excluded from this analysis. In total there were 120 comments from respondents, 65 from landlords, nine from private tenants, 39 from residents and seven from other respondent types.

Themes which received fewer than two comments were grouped under 'other'. Key themes for which licence conditions should be removed were that "the costs will be passed onto tenants", "the fee is too high" and that licensing is a "money-making scheme".

### Comments on the proposed licence fees

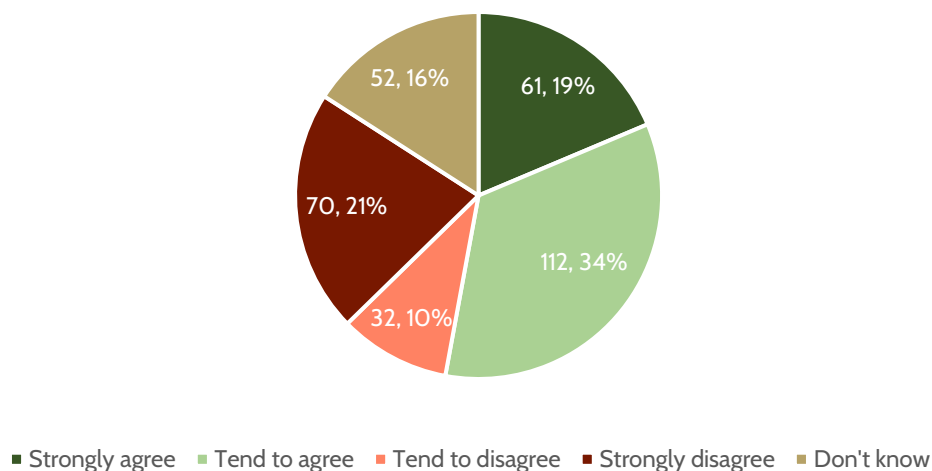


### Proposed Selective Licensing Fee Discounts

Respondents were asked how reasonable they feel the proposed licence fee discounts for Selective Licensing scheme of 15% for those who register in the first three months of the scheme, and a discount of £300 for properties that were covered under the previous selective licensing scheme (in parts of the Gainsborough South West ward). 327 respondents answered this question. 53% (173) of respondents to the question agreed with the proposed fees. 31% (102) of respondents to this question disagreed with the proposed fees.

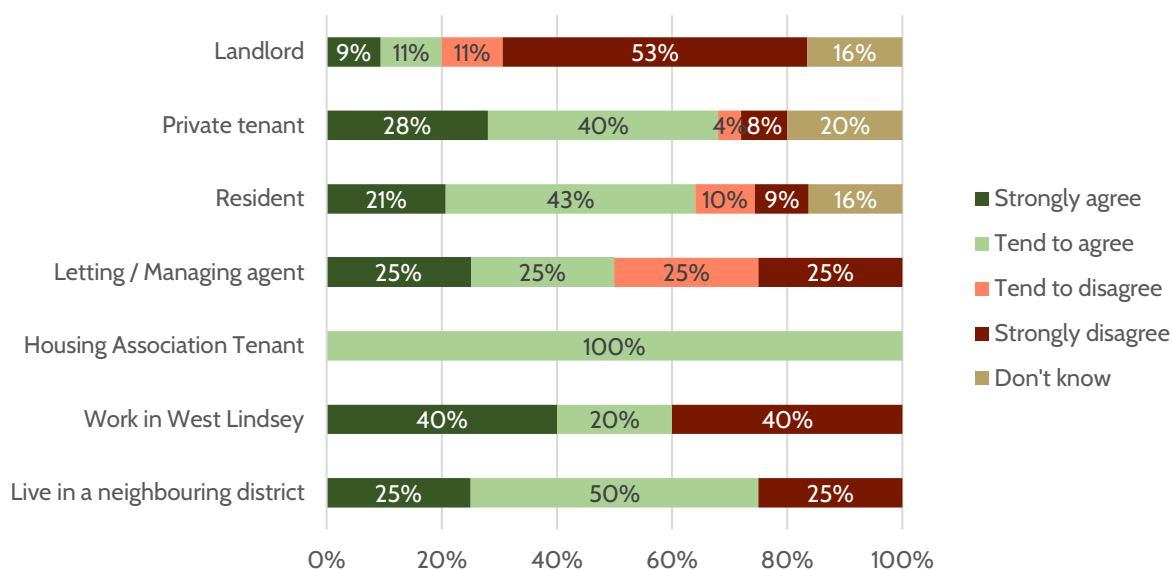


Do you think the proposed discounts to the licence fees are reasonable?



Looking at the responses by group, residents and private tenants, letting/managing agents, respondents who work in West Lindsey and those who live in a neighbouring district, are in favour of the proposed fees with over 50% of each group agreeing. Landlords are opposed to the proposed conditions with over 60% disagreeing.

#### Agreement with fee discounts by respondent type



#### Comments on the proposed licence fee discounts

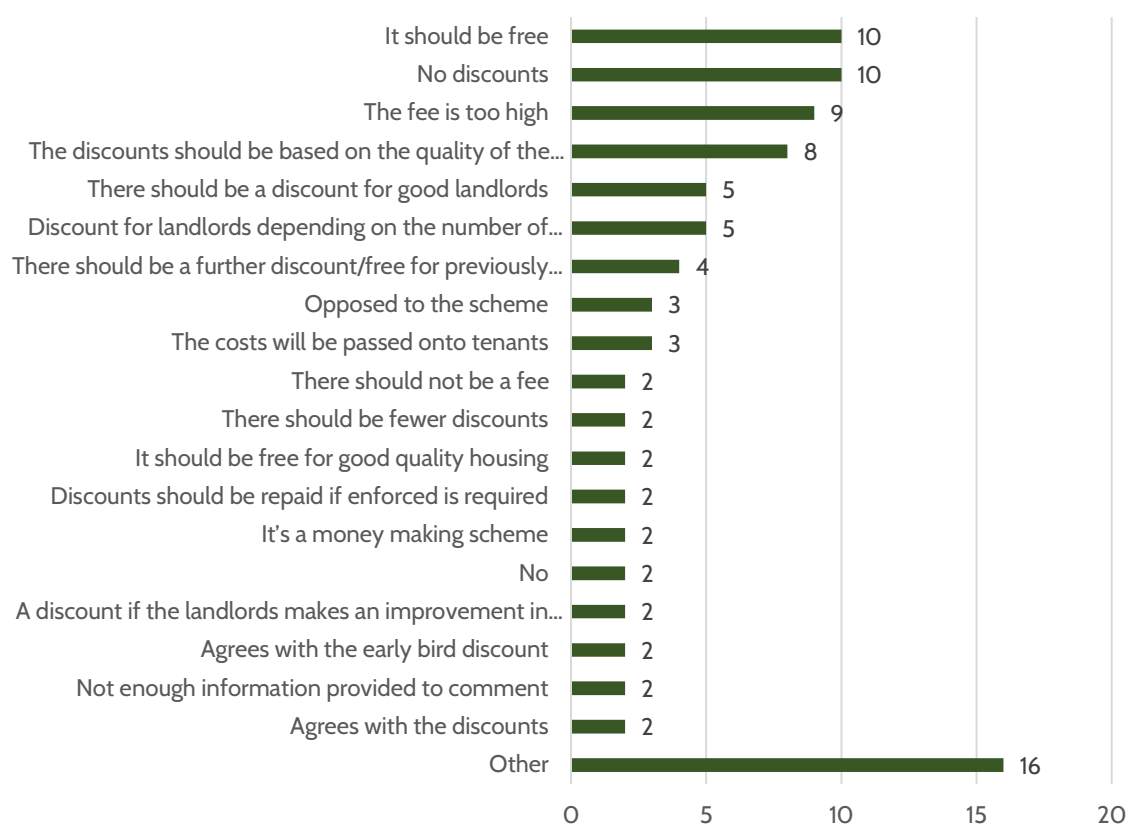
Respondents were asked to give their feedback on the proposed licence fee discounts, and were asked if there were any discounts that should be removed or additional discounts that should be considered. Information about the licence fees was provided within the consultation documents.

For all the free text responses throughout the report, each response was looked at and categorised into a theme. Comments that were not relevant to the question were excluded

from this analysis. In total there were 95 comments from respondents, 46 from landlords, six from private tenants and 34 from residents and nine from other respondent types. Themes which received fewer than two comments were grouped under 'other'.

Key themes for which discounts should be removed or additional discounts considered were that the licence "should be free", there should be "no discounts" and that the "fee is too high".

### Are there any discounts that should be removed or additional discounts that could be considered?



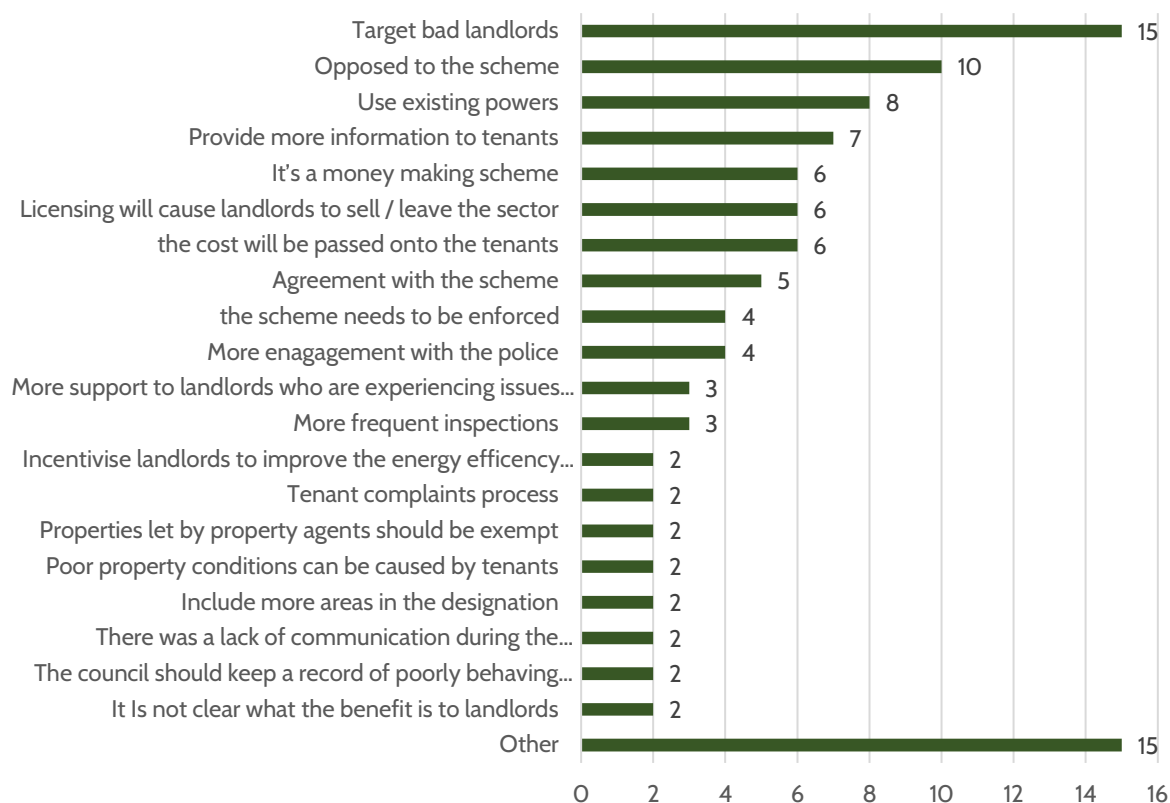
## 5.6. Further comments on the Selective Licensing proposals

Respondents were asked if they have any further comments about the proposed Selective Licensing, including suggestions for alternative ways of dealing with problems in the area or any ideas for improving the proposed scheme.

For all the free text responses throughout the report, each response was looked at and categorised into a theme. Comments that were not relevant to the question were excluded from this analysis. In total there were 108 comments from respondents, 60 from landlords, six from private tenants, 35 from residents and seven from other respondent types. Themes which received fewer than two comments were grouped under 'other'.

Key themes for other comments on the proposed scheme were that the council should “target bad landlords”, that respondents were “opposed to the scheme” and that the council should “use existing powers”.

#### Do you have any further comments about the Selective Licensing proposals?



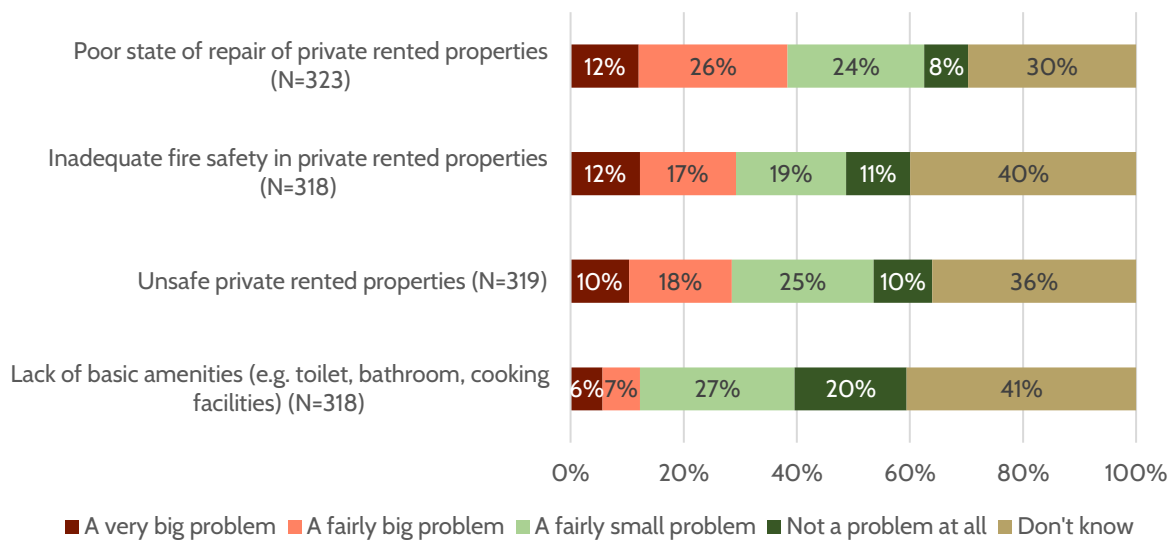
### 5.7. Views on issues within the district

Respondents to the survey were asked their opinion of issues relating to poor property conditions, ASB and deprivation in private rented properties in the district.

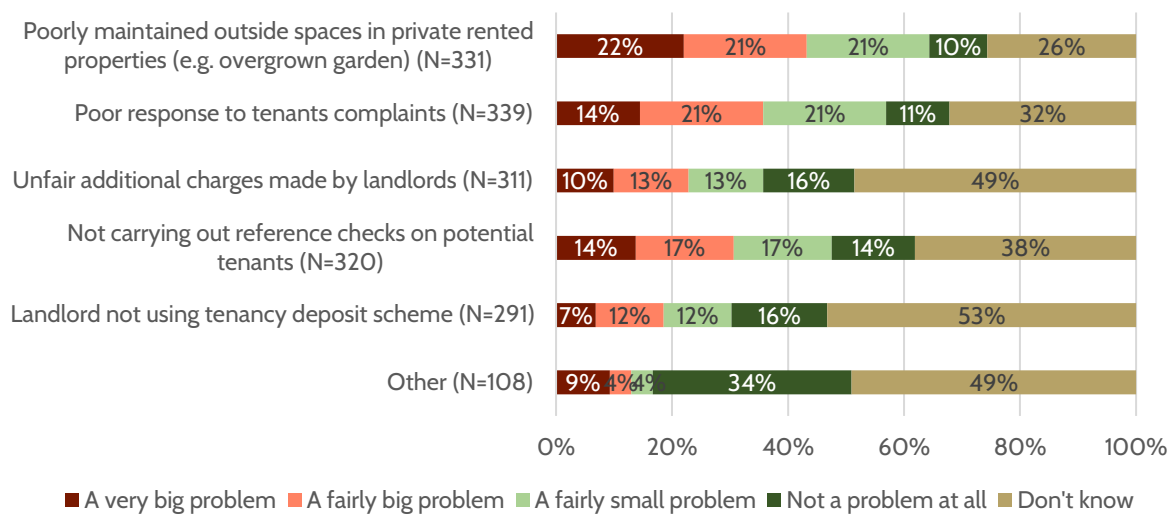
Views on poor property conditions and poor property management in the district

Respondents were asked about their views on poor property conditions, and poor property management in private rented properties in West Lindsey. For each question, the number of responses is shown on the graph below as “N=”.

## Respondents' views on poor property conditions in private rented properties in West Lindsey



## Respondents' views on poor property management in private rented properties in West Lindsey

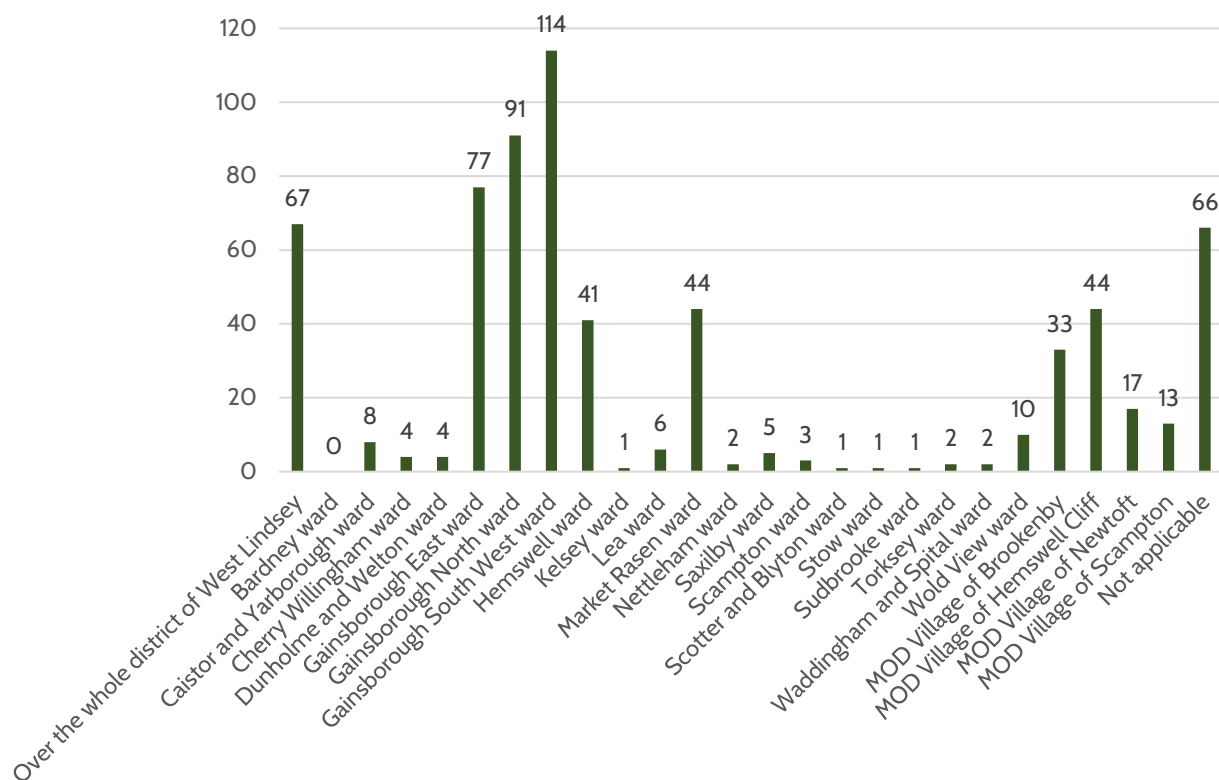


It is notable that different stakeholders had different perspectives on issues with poor property conditions and poor property management in private rented properties in the district. In general, private tenants, residents, those who work in West Lindsey and those who live in a neighbouring district were more likely to consider the issues to be a very big or fairly big problem, compared to landlords and letting/managing agents who tended to say that they were a fairly small problem or not a problem at all.

Respondents were also asked where in West Lindsey that they thought these issues regarding poor property conditions and poor property management were present. Respondents could select as many answers as they thought were necessary to this

question. The area which had the highest response was Gainsborough South West ward, followed by Gainsborough North ward, Gainsborough East ward, and the whole district of West Lindsey.

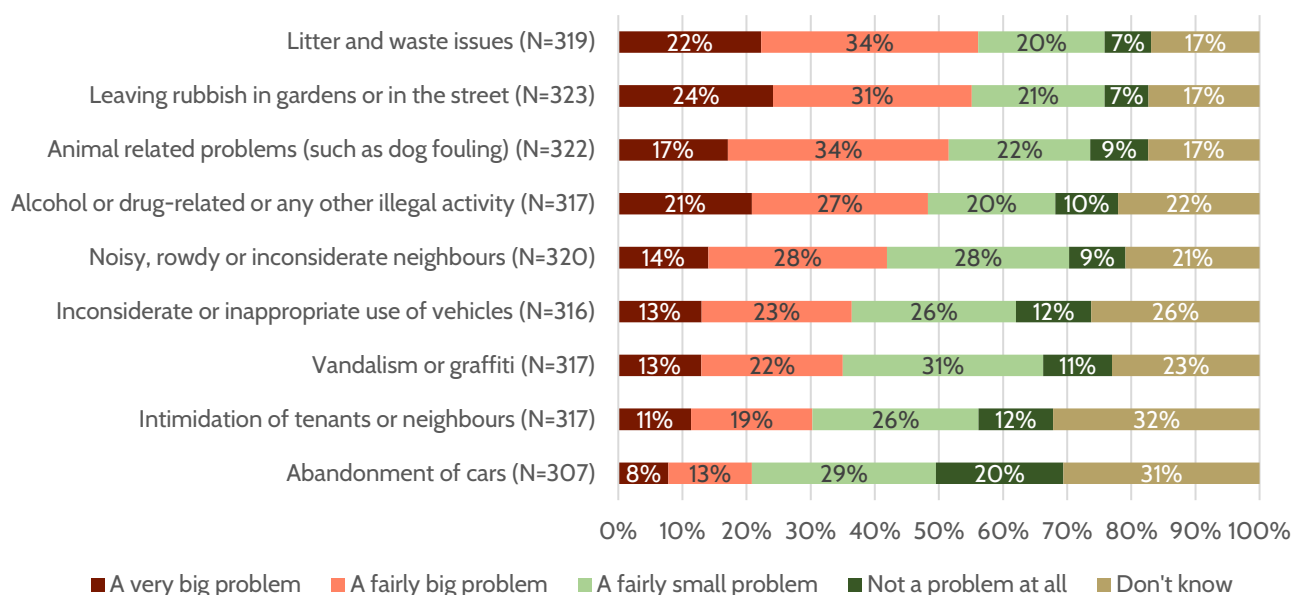
### Where in the district respondents think there are issues with housing conditions



### Views on anti-social behaviour (ASB) in the district

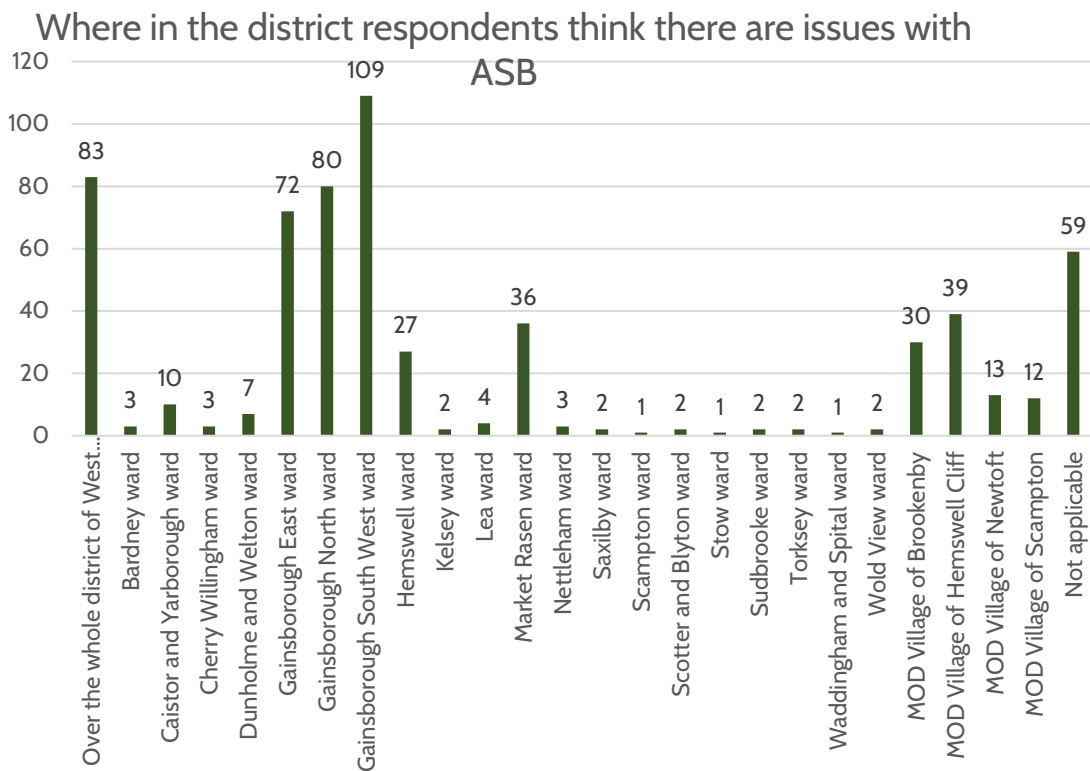
Respondents were asked about their views on anti-social behaviour in private rented properties in West Lindsey. For each question, the number of responses is shown on the graph below as “N=”.

## Respondents' views on ASB in private rented properties in West Lindsey



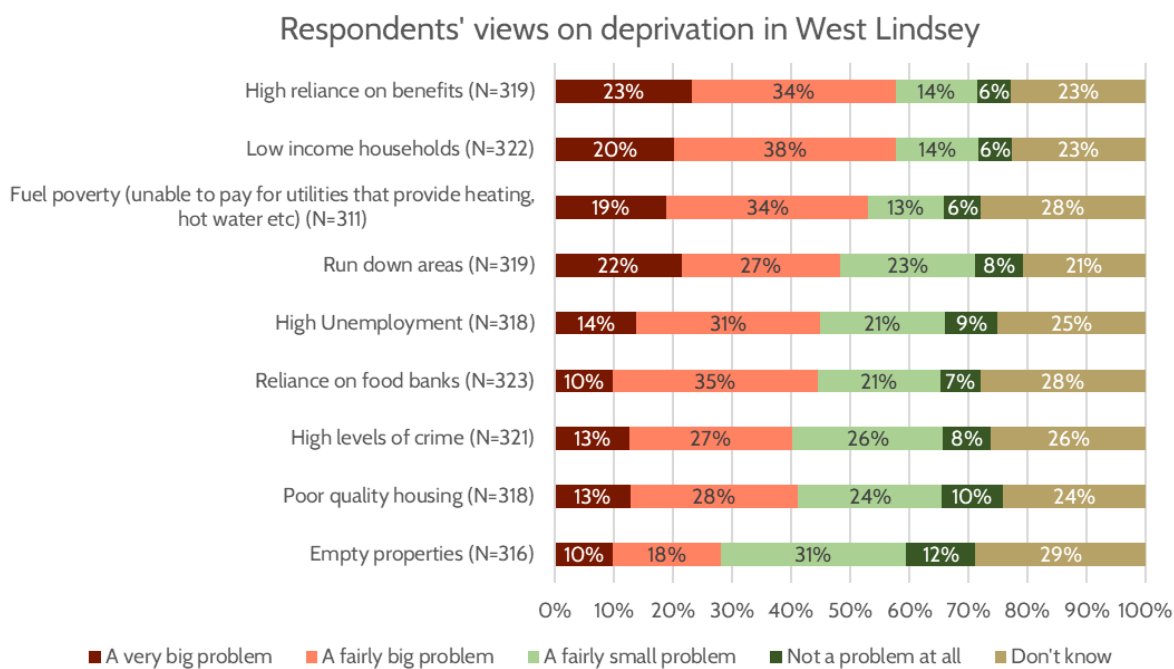
Similarly, to the questions regarding poor property conditions and poor property management, different stakeholder groups had different perspectives on the issues relating to ASB in private rented properties the district. In general, private tenants, residents, housing associations tenants, those who work in West Lindsey and those who live in a neighbouring district were more likely to consider the issues to be a very big or fairly big problem, compared to landlords and letting/managing agents who tended to say that they were a fairly small problem or not a problem at all, although a higher percentage of landlords tended to also say they were a very or fairly big problem than for poor property conditions and management.

Respondents were also asked where in West Lindsey that they thought these issues regarding anti-social behaviour were present. Respondents could select as many answers as they thought were necessary to this question. The area which had the highest response was Gainsborough South West ward, followed by the whole district of West Lindsey, Gainsborough North ward, and Gainsborough East ward.



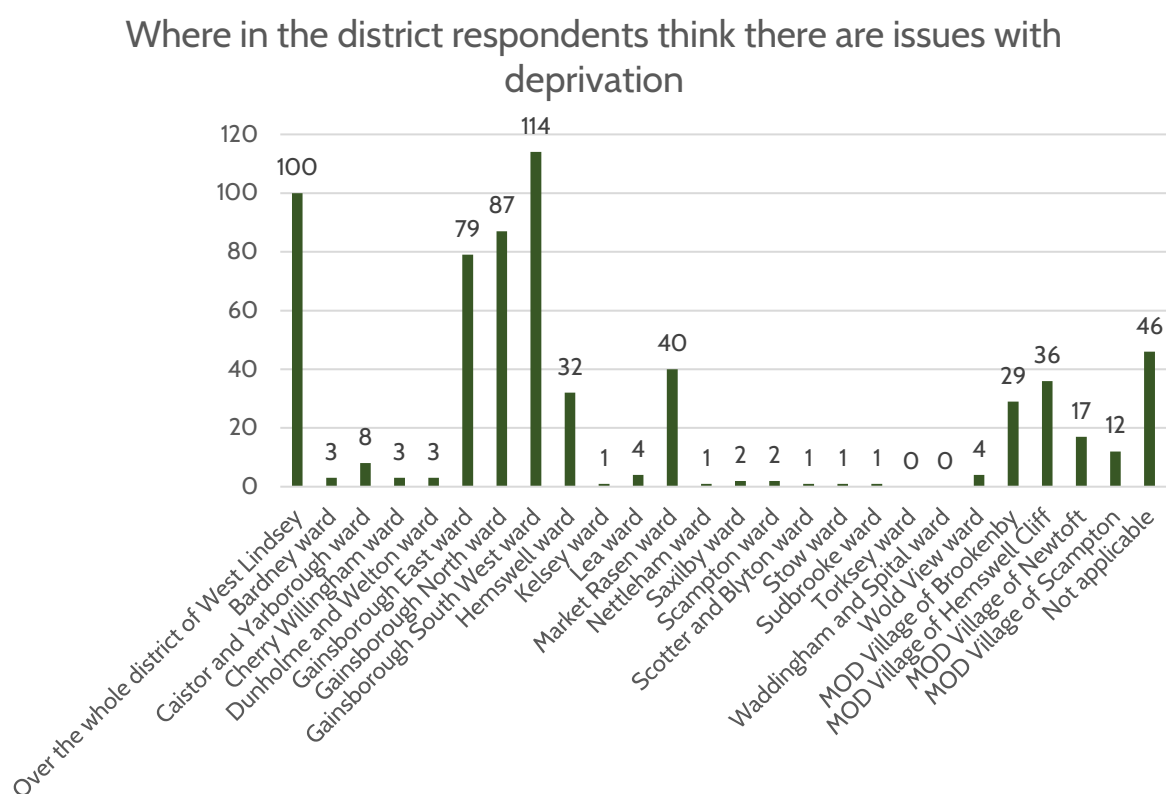
### Views on deprivation in the district

Respondents were asked about their views on deprivation in private rented properties in West Lindsey. For each question, the number of responses is shown on the graph below as “N=”.



When looking at the views of different stakeholders on deprivation, there is more consistency across the different groups than when looking at ASB or poor property conditions and management. A higher proportion of landlords and letting/managing agents view the issues of deprivation in the private rented sector as a very or fairly big problem than ASB or poor property conditions and management. All other stakeholder groups also tended to think that the issues of deprivation were very or fairly big problems in privately rented properties in West Lindsey.

Respondents were also asked where in West Lindsey that they thought these issues regarding deprivation were present. Respondents could select as many answers as they thought were necessary to this question. The area which had the highest response was Gainsborough South West ward, followed by the whole district of West Lindsey, Gainsborough North ward, and Gainsborough East ward.

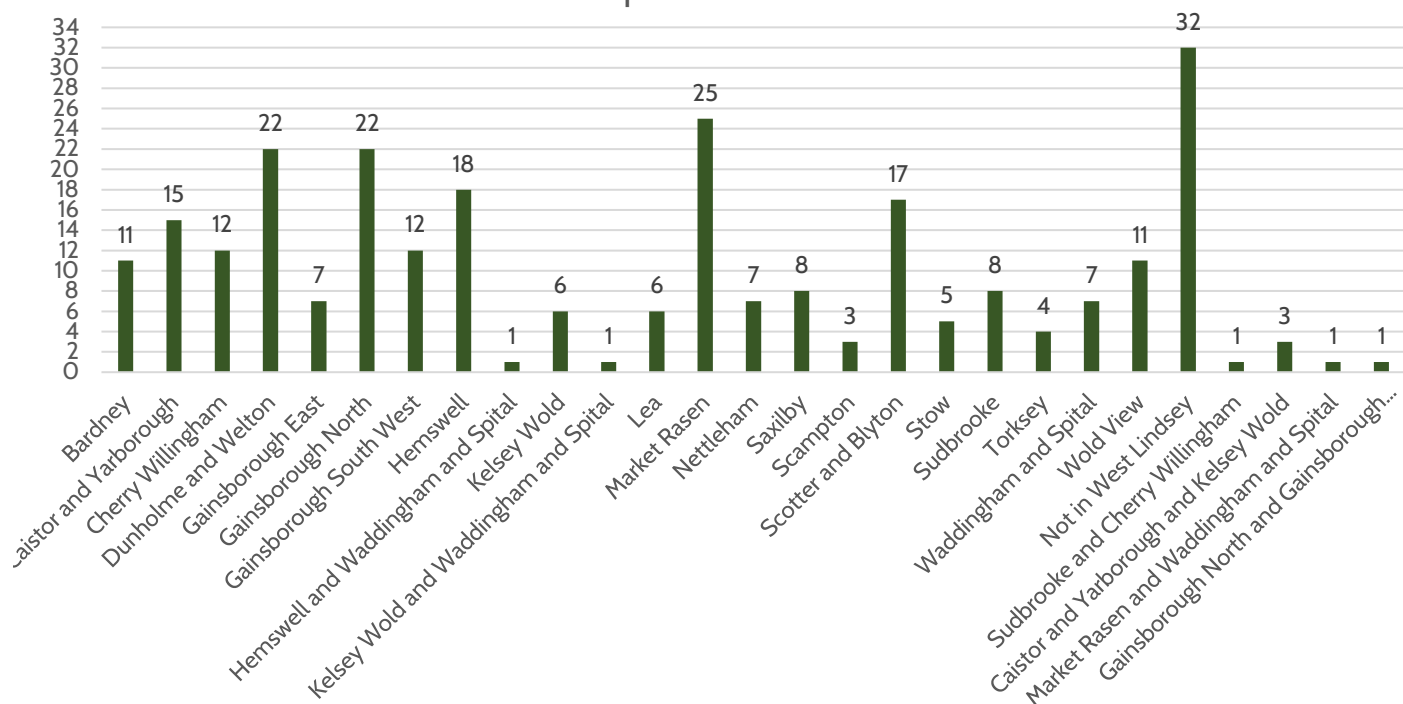


## 6. THE PROFILE OF CONSULTATION RESPONDENTS

Respondents were asked to provide their postcodes, which were then mapped onto wards, to provide an overview of the spread of responses received. The highest number of responses from within West Lindsey came from Market Rasen, Dunholme and Welton and Gainsborough North.

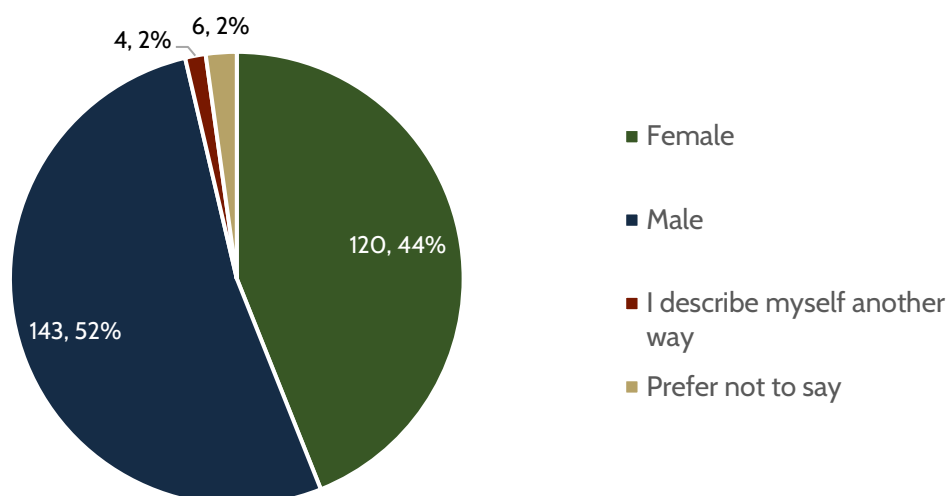


Respondent's wards

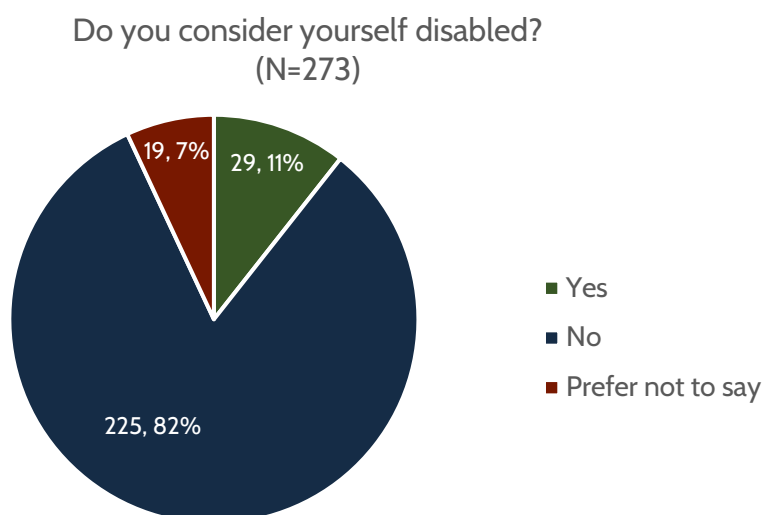


The survey also asked about the characteristics of respondents, to understand if the responses were representative of the wider district.

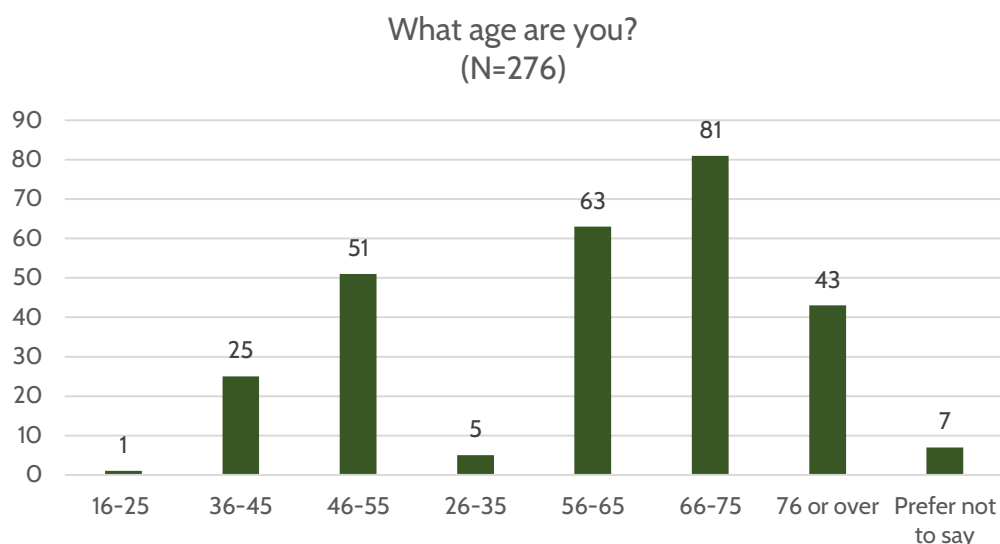
According to the State of the District report (2020), 51% of the population in West Lindsey is female and 49% is male. Male respondents are slightly overrepresented in the consultation survey responses, making up 52% of respondents.

The gender of respondents  
(N= 273)

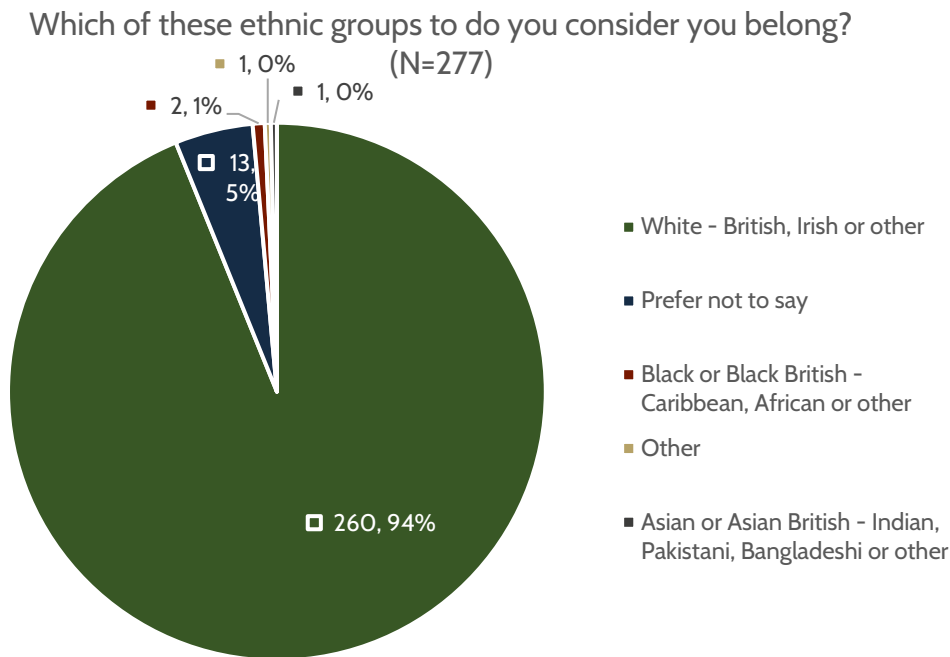
The State of the District report also states that 18.7% of the working age population would consider themselves disabled. This group is slightly underrepresented in the consultation responses, at 10.6%



According to the Population Project by Age Group in the State of the District report, if you take out the 16-and-under age group, the proportion of West Lindsey that is working age (between 16 and 65) is 70%. The proportion that are 66 years and older is around 30%. The proportion of working age respondents was 53% which is lower than the district benchmark. The proportion of older respondents was much higher than the benchmark, at 45%, with the largest number of respondents from the 66-75 age range.



According to the 2011 Census, the proportion of ethnic minority residents in West Lindsey is 3.6%. It is to be expected therefore that the largest proportion of respondents would classify themselves as "white". The number of respondents from ethnic minorities is slightly under the district benchmark, however, a notable number of respondents, 5% did not want to give their ethnicity.



## 7. FEEDBACK FROM PUBLIC FORUMS

The council held four public meetings which were attended by 44 people. The meetings were held to provide more information about the proposed scheme and to gather feedback from stakeholders who would be impacted by licensing. The public meetings were held over Microsoft Teams, and the council presented information about the proposed schemes, followed by a question-and-answer session. The meetings were advertised on the council's social media, in emails to known private landlords and in a council Landlord / letting agent e-newsletter.

The majority of attendees in the public meetings were landlords. The questions and comments raised during the meeting were responded to verbally during the meeting, or via the meeting's Microsoft Teams chat function. The most common themes of the questions and comments raised during the public meeting were:

- Opposition to the schemes
- Questions about the evidence base
- Landlords will sell their properties / leave the sector
- The costs will be passed onto the tenants
- The council should target specific areas not whole wards
- The costs involved for landlords would be more than just the fee
- Licensing punishes good landlords
- Questions about the licence conditions

- The new scheme is not needed if the prior scheme was successful
- Questions about lack of prior communications about the proposed scheme

All representations to the consultation will be considered in line with the Housing Act 2004 and the council's consideration published as an annex to this consultation.

## 8. FEEDBACK FROM THE FOCUS GROUP

The focus group was attended by three landlords who were licensed under the previous scheme. The focus group was run by an independent consultancy and council staff did not attend so that landlords would feel comfortable to speak freely.

The focus group looked at what the council could learn from the previous scheme and was held over Microsoft Teams. The views of the landlords were captured and can be found in the appendices. The feedback in the focus group highlighted the following areas landlords felt the previous scheme could be improved:

- Ongoing dialogue between council and landlords
- Carryout activities to raise tenants' awareness of their responsibilities
- Create a complaints process for the licensing scheme
- Use a different partner to administer the scheme
- Support landlords with difficult tenants
- Inspections carried out by HHSRS qualified staff
- Share scheme achievements
- Improve transparency with regards to hazards in priorities and provide landlords with a clear checklist of newer regulations

## 9. FEEDBACK FROM WRITTEN RESPONSES

The council received 41 written responses to the consultation. 41 of the written responses received a written reply from the council. The most common themes of the questions and comments in the written responses were:

- Opposition to the schemes
- Criticism of the consultation
- Criticism of the previous scheme
- Criticism of the evidence base
- The proposed fee is too high
- Some parts of the proposed designation should be removed
- The council should use the accreditation model (DASH)

All representations to the consultation will be considered in line with the Housing Act 2004 and the council's consideration published as an annex to this consultation.

# West Lindsey District Council

## Consultation on Selective Licensing Proposal

### Consideration of Consultation Feedback

April 2022

## Contents

Reasons for disagreeing with the proposed selective licensing schemes in Designation 1 and Designation 2 .....	3
Reasons for disagreeing with the proposed selective licensing schemes in Designation 1 .....	9
Reasons for disagreeing with the proposed selective licensing scheme in Designation 2 .....	12
Reasons for agreeing with the proposed selective licensing schemes in Designation 1 and Designation 2 .....	16
Comments Regarding the Proposed Fee .....	18
Comments Regarding the Proposed Discounts to the Licence Fees .....	24
Comments Regarding the Proposed Property Licensing Conditions .....	28
Further Comments Regarding the Proposed Schemes .....	33
Landlord Forum Comments.....	37

West Lindsey District Council carried out a public consultation onto their proposal to introduce a selective licensing scheme in five wards across two designations:

- Designation 1 - Gainsborough South West ward under the criteria of poor property conditions, anti-social behaviour (ASB)
- Designation 2 - Gainsborough North, Hemswell, Market Rasen and Wold View wards under the criteria of poor property conditions.

The consultation ran for 7 weeks from 17th January 2022 to 8<sup>th</sup> March 2022, when it was halted following a decision from West Lindsey District Council's Full Council on the 7<sup>th</sup> of March 2022.

In total the council received 200 responses to the online survey and 135 paper responses. Qualitative feedback was also received at four public meetings and 41 written responses from interested parties. The consultation looked at views on the proposed licence conditions, fees and the respondents' perceptions of issues in the district.

The below is the council's consideration of the feedback received during the consultation.

Normally the consultation response would highlight where the council has amended the final proposals based on the feedback from the consultation. However, as this consultation has been halted and the proposals that were consulted on cannot progress at this time, this document seeks to highlight what the council's position may have been and also to consider and respond to the feedback given by the consultees.

## Reasons for disagreeing with the proposed selective licensing schemes in Designation 1 and Designation 2

Example comments	Council's consideration
<b>Theme: The costs will be passed onto tenants</b>	
This will create an additional burden for good landlords and tenants, any costs associated will be transferred to the tenants - who are already struggling with the basics as it is. West Lindsey Council should be focusing on the bad properties/landlords/tenants not the good ones. It is increasingly difficult to make ends meet, this action will mean more derelict and empty properties leading too anti-social behaviour, crime. Very short-term thinking	We have seen no evidence that landlords have increased rents to cover their licence fee costs or that landlords have moved elsewhere, and this is similar to the findings from other authorities who have also been operating licensing schemes. Similarly, research carried out by an independent agency on behalf of the government (An Independent Review of the Use and Effectiveness of Selective Licensing)
It doesn't work, it adds to the cost of being a landlord which then gets passed to the Tennant by form of increased tenancy rent. No improvement in local area at all.	
Our rented properties are maintained to a good standard and rents are well below market rates. Any license costs would have to be passed to the tenants via rent increases.	



Example comments	Council's consideration
It doesn't work, it adds to the cost of being a landlord which then gets passed to the Tennant by form of increased tenancy rent. No improvement in local area at all.	<p>showed that selective licensing did not result in an increase in rents in areas with a scheme, that market forces dictated the rent levels.</p> <p>If landlords want to increase the rent, there are procedures which must be followed and any increase above market rents levels can be challenged via the Residential Property Tribunal</p> <p>Within selective licensing schemes property management companies can be the licence holders for properties. It is a decision for the landlord and relevant parties to decide who the most appropriate licence holder for a property is. A factor to consider however, is that if the scheme were introduced, licences cannot be transferred. Therefore, if a property manager was the licence holder for a property, and the landlord ceased their working relationship with the property manager, they would need to apply for a new licence.</p>
This is an unnecessary tax on tenants via landlords. Landlords that have tried to provide quality housing at a reasonable rent and have complied with current legislation should not be penalised with extra costs.	
The proposal is a totally inappropriate blunt instrument which will drive ALL affected rents up and create a bureaucratic nightmare for landlords who are mostly good. The bad landlords should be targeted	
the majority of private landlords in this area then to follow the rules and generally operate on a needs-must repair policy and when there is a change of tenant make the necessary improvements to enhance the property and the EPC. This area has relative low rents. These extra costs as well as those required by EPC demands will cause rent increases	
Our modern well-maintained property is located in Market Rasen. It is managed to a high standard by a professional letting agent, all compliance obligations are fulfilled. If we are subjected to the financial burden of your proposed selective licence this and any resulting increase in agents' administration fees will have to be passed on to the tenant at a time of high inflation and fuel price hikes, as responsible landlords we have absorbed any increases in our own costs, however your proposed licence fee would be a bridge too far.	
I own 4 properties in Market Rasen, and I use a very respectable local agent. We are great landlords, and our properties are kept maintained to the highest standards hence we have long term tenants. If we are forced into these ridiculously expensive licences, we will need to raise the rents to cover the costs. We also have properties in Peterborough, and they did a similar scheme, but property management companies could hold the license making sure their managed properties complied. This then kept the license fee to a minimum for landlords.	
Theme: Opposition to the scheme	
Expensive and unfair on landlords	<p>Whilst the council understands that some stakeholders may disagree with the proposal to introduce selective licensing, it has provided evidence of the need for selective licensing to tackle issues with poor property conditions, deprivation and ASB.</p>
there are better ways to deal with the issues rather than making it all about the landlords. Private homeowners don't care about their properties, Housing associations are exempt and the majority of the ASB in these areas should be dealt with by other agencies	
I disagree as a landlord with any kind of licensing - this would only serve to increase costs for ultimately the tenant - plus, coupled with many other factors that landlords now must consider, this	

Example comments	Council's consideration
<p>may be a deciding factor for many to reduce their property stock - forcing up private rentals due to shortage of properties - it must be thought long and hard whether the benefit of such "a tax" is worth the cost, socially and economically - especially as they are laws that can be evoked to deal with many of the issues</p>	<p>The council can only introduce selective licensing in areas in the borough where there is evidence that the areas meet the criteria as laid out in the Selective Licensing of Housing 2015 (Additional Conditions). The council carried out a detail analysis of the evidence available and has been selective in proposing designations for areas that meet the criteria of poor property conditions and ASB.</p> <p>The council recognises that many landlords who rent out properties in the private rented sector manage their properties responsibility. However, there is evidence of persistent issues with poor property conditions in the proposed area.</p> <p>Whilst the council understand that many landlords will already meet these conditions, licensing would help to ensure this is the case, and focus on taking action against those landlords who place their tenants in properties with poorer conditions or who do not manage them effectively.</p> <p>By law, the council is not allowed to make money from the licensing schemes. The proposed fees have been calculated based on the cost of setting up and operating the licensing schemes, so that the costs would be met by the expected income from the number</p>
<p>I am only interested in our one property, we are not familiar with the wider letting of properties, but we would certainly not be prepared to be involved in this scheme and pay what seems to be a ridiculous amount of money.</p>	
<p>Overall rental properties are of a good standard and tenants are looked after when issues with a property are raised. All of what is asked for under the licensing is already carried out by landlords, to be asked to pay an annual fee to prove that these checks have been carried out is unfair.</p>	

Example comments	Council's consideration
	of licence applications we anticipate, under the proposed designations.
<b>Theme: The council should use existing powers to address issues</b>	
<p>My concern is that in addition, to the ongoing administration costs that will arise, the suggested penalties for a breach could be as much as £30,000. Legislation already exists to allow the council to deal with poorly maintained and unlawful properties. In my opinion the blanket introduction of a district wide scheme is not necessary. Further there will likely be un-intended consequences, the most obvious of which is the charges being passed on to Tenants.</p>	<p>The council have considered a range of alternatives to selective and additional licensing, but do not believe they are as effective in dealing with poor property conditions in the proposed wards, and ASB in the Gainsborough South West ward. The current powers the council has, including the use of the Part 1 Housing Act 2004, do not require landlords to declare themselves. This means there is no obligation for landlords to make their properties known to the council or to be proactive in improving conditions, including minor issues (that may still pose a health and safety risk) but still need to be addressed, but which a tenant may not complain to the council about. Formal action under the Housing Act can be a slow process, and it cannot make the improvements needed on the scale that a selective licensing scheme would allow.</p>
<p>legislation already exists for the council to deal with all the above problems stated in the previous questions. Licensing is not necessary and just another cost that will have to be paid by someone!! Feet on the ground and ears listening would be far better use of resources!</p>	
<p>Already sufficient legal measures in place. WLDC need to enforce existing rules more vigorously instead of penalising decent landlords</p>	
<p>Legislation already exists to allow the Council to deal with poorly maintained and unlawful properties. In our opinion the blanket introduction of a district wide scheme is not necessary. Further there will likely be un -intended consequences, the most obvious of which is the charges being passed on to Tenants.</p>	
<p>I strongly disagree with this proposed selective licencing as I feel that the current legislation relating to property safety and condition i.e., EPC standards and requirement for Electrical Safety certification and boiler and gas safety checks etc ought to be enough.</p>	
<p>This imposes unnecessary economic and procedural burden on landlords. The government laws already exist to protect tenants and ensure that private let housing is up to standard. There is simply no need for further licensing. The inspections that are required to be carried out by the landlord border on tenant harassment.</p>	
<p>Legislation already exists to allow the council to deal with poorly maintained and unlawful properties. In our opinion the blanket introduction of a district wide scheme is not necessary. Further there will likely be un -intended consequences, the most obvious of which is the charges being passed on to Tenants.</p>	<p>The proposed scheme would not have been district wide. The scheme would have applied to only five wards</p>
<b>Theme: Licensing punishes good landlords</b>	
<p>Tackle the problem in the affected areas rather than introducing a blanket charge - that probably won't be managed or have the desired effect - across the whole region. Some of us are respectable, law-abiding landlords, using long standing reputable lettings agents to manage a rental property, who</p>	<p>The council understands that many landlords who rent out properties in the private sector manage their properties responsibly. However,</p>

Example comments	Council's consideration
ensure the level of accommodation provided is comfortable, habitable and somewhere for our tenants to call home. I personally have taken 3 properties in the North Lincs region over the last 13 years and turned them from what I would consider uninhabitable buildings (from owner occupiers - not other landlords) and turned them into safe and welcoming havens - my tenants of which have always been long termers (tenants in my 1 remaining property have been in situ for over 6 years) such the quality and affordability of that provided.	the evidence shows that the areas in the proposed designation are experiencing persistent issues in the private rented sector with poor property conditions and management, as well as issues with ASB in the Gainsborough South West ward.  The council was proposing to use the regulatory framework provided by selective licensing schemes to focus on those that do not comply and impact negatively on the reputation of those responsible landlords as well as having a detrimental effect on tenants and neighbourhoods. The council would have developed guidance and worked with landlords to bring about compliance where possible, but we will also use robust enforcement against wilfully non-compliant landlords. This is evident from the council's approach in its previous scheme.
I don't have a property in these areas, but I do feel that the scheme penalises all landlords rather the specific ones with issues and could lead to a decrease in properties available for rental which could have a detrimental effect on affordable houses for individuals and families that need to rent and could reduce the properties available to them. This could have the adverse effect of more 'unofficial' properties which means that conditions couldn't be monitored and makes tenants more vulnerable from unscrupulous landlords.	
I don't see how this licencing will change issues within the neighbourhood. I completely agree if there are unsafe properties been rented out there should be something in place to hold the landlords accountable, but this is penalising ALL the landlords the majority of which are keeping their properties in good order, should it not just be the few which are penalised.	
This is just another cost being levied on a sector that is already experiencing significant increases with mandatory items such as EPCs, EICRs etc. These latter items are important, but a new licensing regime is just more admin that is likely only to be observed by honest landlords that wish to provide habitable homes at a reasonable cost.	
Landlords should not be affected by excessive charges for a licence which only duplicates landlord's legal requirements anyway. A blanket approach to a large area penalises the majority of good private landlords just because some landlords in Gainsborough have unsavoury tenants.	
A blanket licensing fee would penalise good landlords instead of the ones that should be targeted and would lead to an increase in rents as this would inevitably be passed on to tenants	
Theme: Licensing will result in landlords selling /leaving the sector	
As a landlord who invested into purchase and full refurbishment of properties, paying mortgage/loan repayments, maintenance costs, letting agent costs - the profit margin is tight and an additional £675.00 may be the point of decision to sell the property(ties) and reduce rented housing stock to the locality. What evidence exists to the true benefit of such a scheme?	The council has seen no evidence that that landlords have moved elsewhere or that there has been an increase in difficulty in finding rental properties in a licensable area. This is similar to the evidence from other authorities who have also been operating licensing
There is a huge lack of rental properties in the area, which is driving rental prices higher, this legislation is not needed it will drive landlords to raise rents or sell causing more to be on the council	

Example comments	Council's consideration
<p>list for housing, we manage over 200 properties all of which landlords have said if this comes into force they will sell. If properties are managed by agents, legislation and antisocial behaviours dealt with by ourselves perhaps suggesting landlords use a managed service which will cost them less and keep tenants happy</p> <p>Selective licensing is very frustrating for good landlords who are already compliant as it effectively introduces an additional tax for them. From experience it tends to lead to properties being sold and a further reduced housing stock. Licensing also places a lot of responsibility on landlord for things that a landlord has very little control such as how the tenant deals with their refuse. Responsibility also needs to lie with tenants.</p> <p>My friend has a beautiful house in this area. On learning of the proposed license area, she has issued her long-term tenant with an eviction notice. She is going to use the house as a holiday rental. I don't blame her, just a shame the tenants will lose their home.</p>	<p>schemes. The private rented sector is a growing sector, and properties continue to be in high demand, including in areas where licensing has been introduced. This sector has grown in the last decade and continues to.</p>
Theme: Licensing is unnecessary	
<p>This imposes unnecessary economic and procedural burden on landlords. The government laws already exist to protect tenants and ensure that private let housing is up to standard. There is simply no need for further licensing. The inspections that are required to be carried out by the landlord border on tenant harassment.</p> <p>No substantive benefits and an additional cost. Landlords are being squeezed from every angle, tax changes, interest relief, making properties more energy efficient, council tax, Universal Credit etc, and this is just another cost. There's plenty of legislation to cover the key components to keep tenants safe and secure. LAs just don't sometimes have the resources to use them, but Landlords shouldn't make up that shortfall.</p> <p>The council already possess statutory powers to deal with these problems. These should be used rather than introducing blanket measures that penalise the good with the bad. Why use a hammer when you already have a scalpel?</p> <p>Not required and just a way of the council making money</p> <p>I only let one property, through a reputable estate agent, I comply with all relevant legislation and think that your scheme is completely unnecessary</p>	<p>Whilst the council acknowledges that many landlords operating in the district keep their properties to a high standard, the evidence presented during the consultation shows that there are persistent issues with poor property conditions, and ASB in the district's private rented sector, that licensing can help to address.</p> <p>The council believes that many landlords will meet the licence conditions, and do keep their properties in good condition, but licensing enables the council to act against those landlords who place their tenants in unsafe properties.</p> <p>The National Residential Landlord Association, in their "<a href="#">landlord's essential guide to periodic inspections</a>", recommends that "the frequency</p>

Example comments	Council's consideration
	of the inspections should be no less than every three months, to avoid harassment". This is more frequently than the six-monthly inspections which would have been required by the proposed licence conditions.
<b>Theme: Licensing does not have a positive impact</b>	
I don't understand the basis in which selective licencing of landlords will assist in reducing anti-social behaviour, you will only gentrify the area and out price the tenants who can't afford to live there because the rent is too high, deposit too high. people who are anti-social or live in squalor, have far bigger issues such as mental health issues than just having just a bad landlord. You won't be able to stop bad landlords with selective licencing. all it does is put pressure on people who are trying to be good landlords all that will happen is that the cost will be placed on the tenant.	The recent Government research 'An Independent Review of the Use and Effectiveness of Selective Licensing' found that selective licensing can be an "effective policy tool" that can achieve demonstrable positive outcomes.
I see no evidence to suggest the SL has had any positive impact.	Also, as stated above, the previous scheme was extremely successful in getting landlords to comply with both the licensing process and the licence conditions. 249 properties were improved and at the same time, ASB complaints and Police records of ASB were dramatically reduced.  The licensing condition that relates to ASB gives the Council a direct route to tackle issues and ensure that the landlord is taking reasonable steps to deal with any ASB occurring from their property.

## Reasons for disagreeing with the proposed selective licensing schemes in Designation 1

Example comments	Council's consideration
<b>Theme: The previous scheme did not improve the designated area</b>	

Example comments	Council's consideration
<p>Under the last selective licence period I noticed no change at all in the area and still had my property damaged by crime activity. There were also no schemes provided by the local authority i.e., insulation grants etc to assist landlords in raising the standard of properties. With the current tax rules in place most private landlords are unable to offset mortgage costs against tax and due to the low rental income in the area are running at a loss. As the local authority doesn't have enough of its own housing stock and has to rely on private landlords in order to house tenants, they should do more to assist. Selective licensing just appears to be another stealth tax, as I have stated I noticed no improvements or benefits to either the area, the tenant or the landlord in the previous 5-year period.</p>	<p>The previous scheme, which operated in a small area of Gainsborough South West ward, was successful in getting landlords to comply with both the licensing process and the licence conditions. 98% of eligible properties were licensed, 249 properties were improved and there were 40 successful prosecutions for non-compliance. At the same time, ASB complaints and Police records of ASB were dramatically reduced.</p>
<p>WLDC has had five years to knock my ward into shape. Can it really need another five years? Surely all has been done! I think WLDC needs to tackle the problems by looking at total regeneration of the worst areas. New house would create better tenants. Many Landlords are working off extremely low rents. Higher rents would provide better quality housing. Many of the existing properties are of poor construction and beyond economic upgrading. More financial support from WLDC to provide CTT cameras and many more wardens, especially at night.</p>	
<p>Having been a part of the last licensing scheme, I saw absolutely no improvements to anti-social behaviour, crime, drugs, police patrol or presence. Just had to pay a lot of money as a landlord to the council. All of my properties were maintained and certificated to a high standard</p>	
<p>WLDC already has powers to deal with ASB, fly tipping and poor housing standards. Licensing has not improved the standard of housing where tenants choose to live in squalor. Several good landlords are selling up in SW Ward and several not so good landlords are still operating without a license.</p>	
<b>Theme: More areas should be included in the designation</b>	
<p>If you are going to have a property license scheme, then it must cover all wards and rented properties as you are going to leave yourself open to bias and calls of discrimination which would bring negative press to the WLDC.</p>	<p>The Council can only introduce selective licensing in areas in the district where there is evidence that they meet the criteria as laid out in the Selective Licensing of Housing 2015 (Additional Conditions). The council carried out a detail analysis of the evidence available and has been selective in proposing designations for areas that meet the criteria of poor property conditions and ASB.</p>
<p>Areas which are selected for the scheme would be castigated as a result. Everywhere should be subject the same laws and regulation.</p>	
<p>Should also include East Ward of Gainsborough including Foxby Lane and surrounding area - SW is not sufficient</p>	
<b>Theme: The scheme is unnecessary for previously licensed landlords</b>	



Example comments	Council's consideration
<p>If these properties have already met the previous 5 years' worth of inspection surely they are now up to the selected license standard? Otherwise, how have the landlords continued to rent for last 5 years?</p> <p>This area has been under SL for 5 years so therefore all rented properties should be in good condition and managed properly</p>	<p>It must be recognised that the proposals that were made by the Council include the whole of the Gainsborough South West Ward. The previous scheme covered a smaller geographical area and included less than 50% of the properties that were proposed to be included within the new proposals for the whole ward. The previous scheme has contributed to addressing some of these category 1 hazards, but there is evidence that these still exist across the broader ward.</p> <p>The new proposals had clearly recognised the efforts that landlords licensed under the previous scheme had made to make improvements to their properties. This was reflected in the proposal to leave the fee the same for those landlords who had a property licensed under the previous scheme.</p> <p>The data for Gainsborough South West ward shows that there is still a need for a selective licensing designation, despite the good work undertaken during the first scheme</p>
Theme: Other	
<p>I have paid into the current licencing system and have gained nothing from it, it needs to be made clear exactly what you are offering other than simply making demands on landlords. Are you going to assist landlords with eco grants to help them bring property up to a better standard? If not, how do you think landlords are going to do this?</p>	<p>The outcomes from the previous scheme have been well documented. There are various options for landlord available via the government's grant schemes. The council has provided grants previously for things such as long-term empty homes, however there are currently no plans to offer additional grants. In</p>



Example comments	Council's consideration
	relation to minimum energy efficient standards, landlords already have a legal obligation to meet these, since they became a legal requirement in 2015.
Not all areas of Gainsborough SW are affected by issues that West Lindsey Council believe are there. The council should concentrate on the existing streets in the previous licencing scheme and improve them.	As stated above, the council cannot introduce selective licensing in areas which do not meet the criteria, and the data and evidence produced show that there are issues with ASB and poor property conditions across the whole ward.
I dealt with the previous licensing scheme in the worst areas of South West. There have been vast improvements. No other areas were, or are, that bad.	The council agree that there have been vast improvements due to the previous selective licensing scheme. However, there is evidence of continuing issues with ASB and poor property conditions in the Gainsborough South West ward, and of poor property conditions in the four wards proposed for the second designation,
Education starts with the tenants - not the majority of landlords who normally abide by the law	The council agree that tenants should be educated on their rights and responsibilities is key for the scheme to work, and had committed to incorporate this into the new scheme, including more engagement with tenants and additional support for landlords

## Reasons for disagreeing with the proposed selective licensing scheme in Designation 2

Example comments	Council's consideration
<b>Theme: The designated areas should be different</b>	
To big an area. Blyborough, Willoughton etc do not have an issue, more on the camp at Hemswell only	The council recognises the concerns about using wards as the designation boundaries. We

Example comments	Council's consideration
<p>If you have concerns about a specific area identify it. Designation 2 covers a vast area, including such areas as Tealby and Six Hills where landlords have high standards (I speak as a tenant)</p>	<p>believe that our data and evidence support this approach, which a standard approach for ta selective licensing scheme used by other councils, however a different approach may have been considered based on the consultation feedback.</p>
<p><b>Theme: Licensing should be used on smaller area</b></p>	
<p>Again, it is not all areas, just some streets. The council should focus on those.</p>	<p>There was evidence for the ward-wide schemes in the proposed designated areas, but as stated above, the council may have considered looking at a different approach to this based on the consultation feedback.</p>
<p>There are small pockets where sub-standard housing maybe an issue and it is bad policy to include the whole ward as a consequence. If necessary at all selective licensing should only be applied to genuinely poor-quality housing. The council needs to gather more actual data on this rather than relying on algorithms which have inherent bias.</p>	<p>The council's evidence base is robust, the evidence report sets out the sources of the data, including actual council data. The data is not based on an algorithm. Assumptions form part of this, but this is based on the best available data.</p> <p>This is an approach that has been accepted by the DLUHC and is recommended as an approach in research carried out by an independent agency on behalf of the government (An Independent Review of the Use and Effectiveness of Selective Licensing. This states that the use of "data analytic techniques to pooled data held authority wide" provides intelligence on the private rented sector for a local authority.</p>
<p><b>Theme: It is unclear what the benefit is to landlords</b></p>	

Example comments	Council's consideration
<p>I can see absolutely NO benefit to me as a landlord in getting a licence if it is going to cost me 2 months rental income that I would collect from a tenant &amp; there is already ample legislation in place that I adhere to regarding the provision of "good quality safe housing" and where I utilise a professional management Letting Agent.</p>	<p>The council believes there will be several benefits to the licensing schemes. For landlords, the benefits would be:</p> <ul style="list-style-type: none"> <li>• Licensing encourages landlords to proactively manage their properties and to take reasonable action to address problems.</li> <li>• The council will work with landlords to help support them and build their professionalism.</li> <li>• Licensing enables the council to create a 'level playing field' for responsible landlords by taking a much more robust approach to the minority of 'rogue' landlords who fail to invest in their properties and meet their legal obligations.</li> <li>• A large scale approach to improving the sector can be taken, rather than one based on reactive complaints.</li> </ul> <p>The benefits for the wider community would be:</p> <ul style="list-style-type: none"> <li>• Poorly managed privately rented properties have a negative impact on many neighbourhoods. Licensing will increase the number of landlords managing their properties effectively, including the enforcement of tenancy conditions to combat neighbourhood nuisance caused by their tenants or people visiting their properties.</li> </ul>

Example comments	Council's consideration
	<ul style="list-style-type: none"> <li>Poor waste management and fly tipping has been cited as a major issue in many wards. All property licences contain a condition that the holder must provide adequately sized bins and sufficient recycling containers for the occupiers.</li> </ul> <p>When a property is overcrowded, this is often linked to an increase in noise complaints. Through licensing the council is able to limit the number of occupants in a property, reducing overcrowding and the likelihood of noise nuisance</p>
<b>Theme: More areas should be included in the designation</b>	
Licensing should be across the whole area	As stated above, the council can only introduce selective licensing in areas in the borough where there is evidence that the areas meet the criteria as laid out in the Selective Licensing of Housing 2015 (Additional Conditions). The council carried out a detail analysis of the evidence available and has been selective in proposing designations for areas that meet the criteria of poor property conditions and ASB
<b>Theme: Other</b>	
From a very good landlord's position, I don't think you should include good landlords in this proposal, work on a points-based system working on tenant complaints.	As stated above, the council has evidence that the issues with poor property conditions are more widespread than just the areas covered by the previous scheme

## Reasons for agreeing with the proposed selective licensing schemes in Designation 1 and Designation 2

There were a number of positive comments regarding the proposed licence schemes from consultees. They continued the following themes:

- Agrees with the scheme
- Supports licensing if it will address issues in the area
- Licensing will help improve properties
- The area of the designation is experiencing issues
- More areas should be included in the designations
- Tenants also have to take responsibility
- Landlords should have responsibility for tenants
- The scheme needs to be enforced

A sample of the comments supporting licensing are below:

- The area has been positively impacted by the previous scheme and makes perfect sense to continue it.
- Property licensing is massively important for the safety of everyone
- All private landlords should meet a high level of standards for the benefit of tenants and the larger community
- This will allow the area and rental properties to be better managed
- Anything to make the area safer and the housing up to a decent standard
- More regulation is required to ensure high standards in rented accommodation
- Without adequate licensing there will be no improvement and the lives of homeowners will not improve. House prices will be affected by the neglected properties
- The area desperately needs help and support
- I agree entirely, this is an area of low-quality housing and high unemployment. You need to come down hard on the landlords you get tenant complaints from.
- This should cover all areas. I live in a 'nice' rural area but the property, with its charm, is over 150 years old. Just because we are not in a designated low-income/anti-social area, doesn't mean we fare any better.
- Some very poor properties hidden away in rural areas and far less choice for tenants with limited resources made far worse by e.g., lack of health and social support services and no public transport
- The two friends I have also rent in Market Rasen are in very poor condition properties, one without operable bath or shower. Council inspection (or the threat of it) would force improvements

- I agree Landlords have a responsibility to minimum standards and have a duty to maintenance. Tenants equally have responsibilities to respect property and community
- Landlords should take responsibility to ensure their tenants behave in a manner that doesn't impact on their neighbours
- I think any landlord not maintaining their property to health and safety standards and tenants not looking after property should be made to
- the rental market has been open to abuse and profit and tenants need protection as well.
- Hopefully it will make landlords to do health and safety checks every year and do repairs that they don't seem to care about
- Just to say that it is well covered and welcomed.
- If landlords were made more responsible for their property and the anti-social actions of their tenants, it would be wonderful for people like me who own and live in property in these areas

## Comments Regarding the Proposed Fee

Example comments		Council's consideration
Theme: The scheme needs to be enforced		
Please ensure the enforcement element is large enough to cover costs		Had the scheme been approved, the council's enforcement capability would have been increased in line with the number of licences, including pro-active compliance checks. The council sought to actively inspect for unlicensed properties and would have taken action against those who refused to license their properties.
I hope this is not just a money-making scheme for the council and that this scheme will be managed effectively to rid our wards of unsuitable landlords who prey on the poor of society		
Theme: The council should focus on bad/poor landlords		
We should not be enforcing selective licencing fee on good landlords like myself - focus on the bad		Under an approved Licensing scheme, the council will carry out inspections to find unlicensed properties and take action against those who refuse to licence their properties.  An independent agency on behalf of the government (An Independent Review of the Use and Effectiveness of Selective Licensing) found that licensing "provides a clearly defined offence (licensed / unlicensed) which simplifies enforcement - and where a landlord is intentionally operating without a licence it is highly likely the inspection process will uncover further offences". The council believes that licensing will enable it to work with landlords to raise standards of living in the borough and work to tackle the issues of poor property conditions, and ASB, by holding landlords to a high standard, and by carrying out inspections.
Non-compliant landlords should be fined instead of a charge across the board		

Example comments	Council's consideration
	Alongside the enforcement powers granted by licensing, the council will also carry out a comms campaign to make landlords, tenants and residents aware of the licensing schemes, and raise awareness of how to report issues.
<b>Theme: Licensing will not have an impact</b>	
How will simply taking money from landlords achieve targets of any sort	See previous answer on this theme above in Reasons for disagreeing with the proposed selective licensing schemes in Designation 1
Under the last selective licensing period I couldn't see any positive tangible results for anyone.	
<b>Theme: Licensing is unnecessary bureaucracy</b>	
Another paper exercise!	As stated above, whilst the council acknowledges that many landlords operating in the district keep their properties to a high standard, the evidence presented during the consultation shows that there are persistent issues with poor property conditions, and ASB in the district's private rented sector, that licensing can help to address.
Private landlords have increased costs anyway with MEES and EPCs without a further layer of unnecessary bureaucracy	
<b>Theme: It should be free for previously licensed landlords</b>	
Having already had the licence I think it should be free	By law, the council is not allowed to make money from the licensing schemes. The proposed fees have been calculated based on the cost of setting up and operating the licensing schemes, so that the costs would be met by the expected income from the number of licence applications the council anticipate, under the proposed designations.  The council have considered the level of discounts for previously licensed landlords as part of its fees setting process and consider the level of discount to be appropriate.
Previously licenced properties with same landlord & tenant should not be necessary	



Example comments		Council's consideration
Theme: Landlords with properties in good condition should be exempt		
There should be a 100% exemption where a landlord can demonstrate that the property is not in poor conditions		By law, the council is not allowed to make money from the licensing schemes. The proposed fees have been calculated based on the cost of setting up and operating the licensing schemes, so that the costs would be met by the expected income from the number of licence applications the council anticipate, under the proposed designations.
Unfair cost to landlords who stick to the rules.		
Theme: It is not clear what the benefit to landlords is		
It is a charge for what benefit to me as a landlord? Communication has been poor or non-existent		As stated above, the council believes there will be several benefits to the licensing schemes. <ul style="list-style-type: none"><li>• Licensing encourages landlords to proactively manage their properties and to take reasonable action to address problems.</li><li>• The council will work with landlords to help support them and build their professionalism.</li><li>• Licensing enables the council to create a 'level playing field' for responsible landlords by taking a much more robust approach to the minority of 'rogue' landlords who fail to invest in their properties and meet their legal obligations.</li><li>• A large scale approach to improving the sector can be taken, rather than one based on reactive complaints.</li></ul>
It seems reasonable that the landlord should pay, provided they gain something in return.		
I can see absolutely NO benefit to me as a landlord in getting a licence if it is going to cost me		
Theme: The fee will mean landlords have less to spend on improving their properties		
Agree there should be a fee but rather than was nominal with balance directed to property improvement		The proposed fees have been calculated based on the cost of setting up and operating the

Example comments		Council's consideration
Is the Fee going to add £675 to tenants rent or mean landlords spend £675 less on their houses?	That's £675 you could spend on improving the property	licensing schemes, so that the costs would be met by the expected income from the number of licence applications the council anticipate, under the proposed designations.
		A selective licence obtained at the start of the five-year scheme for a property will pay a one-off fee of £675 (which equates to around £2.60 per week).
		Whilst the council recognises that the licence fee is a cost to the landlord, this is not considered unaffordable compared to the average rental income obtainable in West Lindsey at present.
Theme: The licence should be free		
If you want landlords to get a license and likely incur extra cost, should be free funded by council	There should be no fees. Selective Licensing is akin to a Landlord Tax	As mentioned previously, the proposed fees have been calculated based on the cost of setting up and operating the licensing schemes, so that the costs would be met by the expected income from the number of licence applications the Council anticipate, under the proposed designations. In order to undertake the scale of work needed, based on the evidence provided, it is not believed that this can be funded through the council's usual general fund activities.
Funding should not be coming from responsible private landlords. Should come from general government taxation		
Theme: The fee must reflect the cost of running the scheme		
I assumed that WDC has clearly modelled and determined the costs to be self-funding from the charge	The fee must reflect the cost of managing the scheme	The proposed fees have been calculated based on the cost of setting up and operating the licensing schemes, so that the costs would be met by the expected income from the number
Fees should cover the costs of the scheme		

Example comments	Council's consideration
	<p>of licence applications the Council anticipate, under the proposed designations.</p> <p>The council's enforcement capability will be increased in line with the number of licences, including pro-active compliance checks. The council will be actively inspecting for unlicensed properties and will take action against those who refuse to license their properties</p>
<b>Theme: Licensing punishes good landlords</b>	
Do not charge the good landlords to pay for enforcement on the bad landlords.	See previous answer on this theme above in Reasons for disagreeing with the proposed selective licensing schemes in Designation 1 and Designation 2Reasons for disagreeing with the proposed selective licensing schemes in Designation 1
Too expensive for good landlords	
I feel it may penalise good landlords	
<b>Theme: Licensing will result in landlords selling / leaving the sector</b>	
I deal with Landlords hit by the pandemic with tenants defaulting. Will lead to houses having to be sold letting agent.	See previous answer on this theme above in Reasons for disagreeing with the proposed selective licensing schemes in Designation 1 and Designation 2
For portfolio owner that own more than 10 properties will struggle and therefore most likely sell.	
If you do this, it is not worth me renting out a property I will sell it so one less for you to worry.	
<b>Theme: The fee is too low</b>	
Should be higher to deter rogue landlords and those who have a portfolio of properties.	The fees have been set to cover the cost of the scheme, which is a legal requirement.
Increase the fee.	
Fees should be higher.	
<b>Theme: Agrees with the fees</b>	
it will regulate and improve housing standards with rented properties	As stated above, the fees have been set to cover the cost of the scheme, which is a legal requirement, and agree that it is not considered unaffordable compared to the average rental income obtainable in West Lindsey at present.
I help fix these houses and notice a really positive benefit to the tenant's life.	
Fee may be an incentive and represents a small proportion of the potential [rental] income	
This will put off bad landlords	
<b>Theme: Money-making scheme</b>	

Example comments	Council's consideration
This is a tax by the council. There are robust and strong laws in place to protect tenants.	Under the law, the Council is not allowed to make money from the licensing schemes. The proposed fees have been calculated based on the cost of setting up and operating the licensing schemes, so that the costs would be met by the expected income from the number of licence applications the Council anticipate, under the proposed designations. The legislation requires the council to only use the fees for the administration and enforcement of the scheme.  In order to undertake the scale of work needed, based on the evidence provided, it is not believed that this can be funded through the council's usual general fund activities.
this is a landlord tax to increase the housing budget to deal with other things not relating to ASB.	
This fee is ludicrous!!! Not only are you penalising the landlords of decent properties, but also taking more money away from them investing it into the property itself.	
Very poor value for money. It's just another tax.	
Theme: Fee is too high	
Far too expensive. Landlords have to pay for all rental related fees now such a credit scoring etc.	As stated above, the proposed fees have been calculated based on the cost of setting up and operating the licensing schemes, so that the costs would be met by the expected income from the number of licence applications the Council anticipate, under the proposed designations.  A selective licence obtained at the start of the five-year scheme for a property will pay a one-off fee of £675 (which equates to around £2.60 per week). Whilst the Council recognises that the licence fee is a cost to the landlord, this is not considered unaffordable compared to the average rental income obtainable in West Lindsey at present.
It is not affordable at all to independent landlords as there is already little profit to be made.	
As a landlord in London, this fee appears incredibly high, and far more than landlords can pay. £100 is far more reasonable - anymore and the cost will be passed on to tenants	
They are far too high for the amount of work required.	
I think that this is an unacceptable extra cost per let property.	

Example comments	Council's consideration
<b>Theme: The cost will be passed on to tenants</b>	
Unfortunately, any incurred cost that landlords get are often then added to increase rents	See previous answer on this theme above in Reasons for disagreeing with the proposed selective licensing schemes in Designation 1 and Designation 2
The fees will be passed to the tenant, or be deducted from property improvement contingencies	
Additional costs would have to be passed onto tenants and may reduce the availability property.	
If you introduce fees nobody but the landlord would pay it and pass cost onto tenant, so nothing is gained.	
Any amount paid for a license will ultimately be passed on in rents therefore upping the cost of living once again to those who struggle now	

## Comments Regarding the Proposed Discounts to the Licence Fees

Example comments	Council's consideration
<b>Theme: Agree with discounts</b>	
The discounts seem fair.	The Council have considered the level of discounts as part of its fees setting process and consider the level of discount to be appropriate.
Discount system is fine.	
<b>Theme: Not enough information provided to comment</b>	
Nor enough info to answer	The information on the proposed discounts was available on the council website and linked to the consultation survey page. Opportunities were provided throughout the consultation for stakeholders to attend online forums or submit questions to the council via email or via a phone call.
I have seen no mentions of discounts or their percentages	
<b>Theme: Agrees with the early bird discount</b>	
Early bird discount good idea so long as the renewal date (in five years) isn't set at point of pay	The fee would cover the full five years of the scheme, regardless of when it was paid, for the period of the five-year designation
1. No discount for the new 5-year period. 2. The early bird discount is fine.	
<b>Theme: A discount if the landlords makes an improvement in energy efficiency</b>	
It's clear these charges will happen. Discounts should apply. as well as eco grants implemented.	As stated above, the council have considered the level of discounts as part of its fees setting
Discount if landlord makes improvements in energy efficiency e.g., insulation or heating	

Example comments	Council's consideration
	process and consider the level of discount to be appropriate. Advice from the council on eco grants or other initiatives such as this is still available on the council website.
Theme: It's a money-making scheme	
This is a disgusting money-making scheme that the country should hear about	See previous answer on this theme in Comments Regarding the Proposed Fee
This seems like a council's way of just getting money for doing nothing, neither tenants or landlords get any benefit out of this proposal, only a money-making thing for the council.	
Theme: Discounts should be repaid if enforced is required	
Discounted fees should be repaid if enforcement is warranted.	If a property is found to be in breach of the licence conditions or legislation relating to renting out a property, the licence holder would face enforcement action ranging from a schedule of works to remedy the issues, up to a financial penalty or prosecution. If the council is concerned about a property when they receive a licence application, they can issue a one-year licence on condition that improvements are made to the property, before issuing a full licence.
Discount should be removed and paid for any landlord subject and enforcement. Landlords subject to enforcement should have to re-apply at full fee after each enforcement	
Theme: It should be free for good quality housing	
No charge should apply to landlords providing and taking care of good quality housing. It's a disincentive	As mentioned previously, the proposed fees have been calculated based on the cost of setting up and operating the licensing schemes, so that the costs would be met by the expected income from the number of licence applications the Council anticipate, under the proposed designations.
Zero fee for good landlords	

Example comments	Council's consideration
	It is not possible to determine property by property the standard of each landlord, without a scheme such as selective licensing.
<b>Theme: There should be fewer discounts</b>	
Less discounts should be issued so that landlords have to seriously consider risk	The council wants to reward responsible landlords who apply promptly for a licence, and for those landlords whose properties were covered under the previous licensing scheme.
No discounts. Landlords make money, homeowners have lost thousands.	
<b>Theme: There should not be a fee</b>	
There should not be a fee at all.	The schemes are required to be self-funding therefore for the council to be able to implement and run the schemes and carry out inspections, there is a need for a fee.
No fee needed	
<b>Theme: There should be a further discount/free for previously licensed landlords</b>	
If 1 fit and proper check has been done, you don't need to charge again for it	The Council have considered the level of discounts for previously licensed landlords as part of its fees setting process and consider the level of discount to be appropriate.
Greater discounts should apply to those in SWW. Landlords received nothing of what was promised.	
<b>Theme: Discount for landlords depending on the number of properties</b>	
Heavy discounts for portfolio owners	The licence fee is set based on the cost of the schemes. The fee is not permitted to be set based on the number, size or rental value of the property. A slightly reduced fee would be offered due to the need for the fit and proper person checks only being required once.
Discounts for several properties per landlord	
<b>Theme: There should be a discount for good landlords</b>	
A fee at the beginning of the term and a 50% refund if no complaints have arisen.	The council considers that good landlords would apply promptly for a licence, and therefore be eligible for an early-bird discount. It is not possible to provide refunds for any fees paid.
Perhaps as an incentive to good landlords, any property deemed very good on first inspection could receive a discount.	
<b>Theme: The discounts should be based on the quality of the property</b>	

Example comments	Council's consideration
Possibly for good landlords with several good properties for rental.	As mentioned previously, the proposed fees have been calculated based on the cost of setting up and operating the licensing schemes. Though many landlords will meet the licence conditions, and keep their properties in good condition, licensing enables the council to take action against those landlords who place their tenants in unsafe or overcrowded properties.  Furthermore, the council appreciates that good tenant feedback is important, but the council is aware that many tenants may not be aware of the safety standards that they should expect from rental properties, nor are tenants always comfortable in raising their concerns.
90% discount on property where landlord is in full legal compliance and tenant agrees with status	
Landlords that maintain their properties to high standards should be waived all fees or be exempt	
Greater discounts for landlords who manage their properties better than others.	
Theme: The fee is too high	
The fees are extortionate for Landlords who credit score, gain references and maintain properties.	See previous answer on this theme in Comments Regarding the Proposed Fee
Landlords are struggling with court costs etc for evictions. They don't have the money.	
I am an exemplary landlord, and these additional costs would be crippling, could be counterproductive	
Theme: No discounts	
Why discount? Just charge the fee to anyone	The council wants to reward responsible landlords who apply promptly for a licence, and for those landlords whose properties were covered under the previous licensing scheme.
there should not be a discount, it is a fee. I don't get a discount for paying council tax early!	
No discounts should be offered	
Should be the same for all	
Theme: It should be free	
The licence fee should be entirely voluntary for landlords and a 'Nominal Fee'	See previous answer on this theme in Comments Regarding the Proposed Fee
Remove the fee totally and tackle any problems differently	
Fully discounted. Should be no fee	
Theme: Other	



Example comments	Council's consideration
Monthly cost spread over 5 years will be more affordable	The payment of fees on a weekly/monthly basis would lead to a substantial increase in administration which would raise the overall cost of the licence. Fees are however payable in two instalments.
Accidental landlords, very little profit, have no choice but to rent, not a big business.	As stated above, the licence fee is set based on the cost of the schemes. The fee is not permitted to be set based on the number, size or rental value of the property The council is also running schemes by which landlords could get a discount: <ul style="list-style-type: none"> <li>• Early bird discount – 15% off for landlords who sign up to the scheme within three months of launch</li> <li>• £300 discount for previously licensed properties</li> </ul>
landlords using proper agencies to let their properties should have discounted rate	The council will not be offering a discount for those who are signed up to any accrediting agencies as they all vary in their requirements and are also voluntary.

## Comments Regarding the Proposed Property Licensing Conditions

Example comments	Council's consideration
<b>Theme: Maintenance of external areas</b>	
Impact of rented property on wider streetscape is important	The conditions are set out to address these issues, including the proposed condition "The Licence Holder must ensure that any gardens, yards and other external areas within the curtilage of the house are kept in reasonably clean and tidy condition and free from rodent
Maintenance of external areas	

Example comments	Council’s consideration
	infestation, waste accumulation and fouling from pets.”
Theme: The conditions are reasonable	
All seem reasonable at this stage.	The council believes that the licence conditions set reasonable requirements for landlords and will raise the standards in the private rented sector and help to address the issues identified with poor property conditions and ASB in the proposed designations.
I have no issue with some demands.	
Theme: The only condition should be to provide smoke and carbon monoxide detectors	
landlords should demonstrate that they have provided fire and monoxide alarms only	We do not believe that would have a significant impact on its own in improving poor property conditions. There is existing legislation relating to smoke and CO alarms.
Whilst I agree with carbon monoxide detectors, I strongly disagree with the others.	
Theme: It’s a money-making scheme	
This is a tax on landlords.	See previous answer on this theme in Comments Regarding the Proposed Fee
Just another way to squeeze us for money	
Theme: Complaints process for tenants	
Tenants have access to complaints procedure and council/authority should address antisocial behaviour.	There are a variety of ways to report issues to the council.  Selective licensing would enable the council to identify and inspect a much greater volume of properties in a proactive manner. It also sets out additional conditions for landlords to comply with which are easy to understand for tenants and tenants can contact the council if a landlord is in breach of these. The council does also investigate issues relating illegal evictions and harassment under separate powers.
Many tenants do not dare complain, contact council due to threats from landlords. Council cannot act if tenant doesn’t contact them!	
Theme: Landlords should be responsible for the safety of their properties	
Safety is most important to all as a landlord access can be issue	

Example comments		Council's consideration
I think all landlords should be responsible for health and safety conditions in their properties		Landlords have a legal duty to comply with the housing act and selective licensing seeks to add additional regulation to this sector.
Theme: The licence conditions are excessive		
Bit draconian on maintenance visit records and keeping rents reasonable.		As stated above, the National Residential Landlord Association, in their " <a href="#">landlord's essential guide to periodic inspections</a> " recommends that "the frequency of the inspections should be no less than every three months, to avoid harassment". This is more frequently than the six-monthly inspections which would have been required by the proposed licence conditions, Council has no jurisdiction on rent amounts in private rented sector, and does not have licence conditions relating to the cost of rent
Many of these conditions and requirements will border on harassment for the tenants in occupation.		
Theme: Properties should be safe and habitable		
Properties should be safe and habitable.		The council agrees that properties should be safe and habitable, and this is one of the aims of the proposed scheme. As stated above, the council believes that the licence conditions are reasonable requirements of landlords, and will raise the standards in the private rented sector and help to address the issues identified with poor property conditions and ASB in the proposed designations
The safety requirements for rented property should be paramount		
Theme: There should be no conditions		
Don't do any conditions		The council does not feel it can make the required improvements to the sector without selective licensing, and the related licensing conditions. If the designation was brought in,
All of it should be scrapped, it should be free help and advice within existing laws.		

Example comments	Council's consideration
	there are conditions which are a mandatory requirement for licensing from the legislation
Theme: The licence conditions should already apply without licensing	
These are all covered by existing legislation and checked by current Letting Agent.	Selective licensing conditions are not currently mandatory to privately rented properties. Whilst we acknowledge that some landlords may already meet these conditions, unfortunately this is not the case for the whole sector and the properties in the proposed designated area, and therefore the council believes selective licensing is necessary.  Letting agents do not have legal powers under the Housing Act. Landlords should not rely on letting agents to ensure that they are meeting their legal obligations.  The councils acknowledges that many good letting agents operate in the district, but the council's experience is that the use of letting agents does not guarantee a good standard of properties.
Already in our tenancy agreement	
Theme: Tenants also need to be held accountable	
Tenants need to be encouraged to have pride in their properties, neighbourhoods and respect for their neighbours	The council agree that additional support should be considered for tenants and a number of other projects are ongoing to support our communities and increase pride in the local area. More information is available on the council website about these plans and projects
So long as the tenant is equally accountable to maintain the condition of the licence	
The tenants must commit to keeping all smoke/co Alarms in working order. I see a lot that are removed	

Example comments	Council's consideration
	There are no legal powers available to the council to manage tenants in the way proposed. This legislation applies to the landlords only.
<b>Theme: Other</b>	
Rental houses should be inspected by the council without the need to licences.	<p>The council responds to reports of disrepair in the PRS and in 2021/22 received 276 requests from tenants to inspect properties. This is reactive and based on a tenant making a complaint to the council.</p> <p>The council does not have the resource to inspect all rented properties. If selective licensing were introduced, the council would be able to fund additional resource to inspect properties in the private rented sector. From the evidence, there are currently c.4,060 private rented properties in the proposed designated areas, at least 23% of which are predicted to have a category 1 hazard. The council requires SL to have the resource to inspect the properties.</p>
Should be a requirement to improve energy efficiency	<p>There is existing legislation (MEES) to meet at least an E rating for EPC for rented properties. The council can, through selective licensing and inspections, also see if rented properties are meeting this legal requirement.</p>
There should be minimum standards for property to be classed as fit to live and should include heating and detectors for example	<p>There is an existing standard, set out by the Housing Act 2004, and the council does enforce to this standard. Selective licensing adds additional conditions based on whether an area is experiencing specific problems and enables the council to proactively inspect and hold</p>

Example comments	Council's consideration
	landlords to the higher standard and licence conditions.

## Further Comments Regarding the Proposed Schemes

Example comments	Council's consideration
<b>Theme: The council should keep a record of poorly behaving tenants</b>	
Council should also keep a list of bad tenants as have heard of some families who trash their rented accommodation and then go on to repeat this bad behaviour elsewhere with no consequence.	The council is required to abide by GDPR regulations. The council is not able to keep and share this type of information with landlords. The selective licensing scheme would include a condition for landlords to carry out tenant referencing. Landlords should seek to ensure that they take all the relevant references and do their own due diligence when offering a tenancy.
Regarding residents, the landlords must have some sort of protection from repeat offenders as tenants, a system of early warning of undesirable or offensive tenets should be raised so that landlords can object to bad tenants being foisted on them in the name of any and all sorts of discrimination laws	
<b>Theme: There was a lack of communication during the previous scheme</b>	
Funny how I have not received a bit of information from WLDC housing for 4 years and had to contact Home Safe scheme direct to find out if renewal of licensing continues and yet, had 5 emails for this consultation. That is not cooperative or collaborative but draconian misuse of public funds. If this is to work better communication needs to be between landlords and council. Noticed the NRLA does not do sessions in WLDC anymore, yet it indicated in your figures there are 40% private housing. Somewhere something smells in your statistics	The council has identified a number of ways the previous scheme could be improved and are keen to understand the perspective of landlords on this. The council held a focus group with previously licensed landlords to gather their feedback and this was planned to continue before the scheme was halted.
I have been frustrated with the previous scheme regarding communication - very poor, reporting issues - no action or advised to contact someone else, poor clarity regarding function and statements relating to benefits of the previous scheme of improvements with property(ties) would have taken place with or without the scheme! Crime rates - ASB etc possibly the result of more effective policing and not the scheme. The lettings agents vetting potentially tenants could be the reason for improved property(ties) in the area and not the scheme. Where are the comparisons between privately owned	

Example comments	Council's consideration
property(ties) and rented property aspects of the scheme? The list is endless, but a clear failure of comparative studies exists. The evidence of benefit is weak	
Theme: Poor property conditions can be caused by tenants	
Having once been a landlord, I sold my houses because the tenants ruined the properties and then complained. I was pleased to see the back of them, but I was able to provide myself with a pension.	The council agrees that tenants should be aware of their rights and responsibilities, and this is key for the scheme to work, and had committed to incorporate this into the new scheme, including more engagement with tenants and additional support for landlords. The council would also recommend regular inspections (which is in line with the NRLA's guidance) to see the condition of the property. Landlords are also required to use a tenancy deposit scheme, which can be used to address issues if the tenant causes damage in the property
Some tenants will not accept any responsibility. Property should be safe and in good condition and tenants can help maintain this	
Theme: Properties let by property agents should be exempt	
Where it is evident and proven that rental properties are fully managed by professional property agents, these properties should be exempted from the proposed selective licencing scheme.	Lettings or estate agents have no legal powers under the Housing Act. Landlords should not rely on letting agents to ensure that they are meeting their legal obligations.  The councils acknowledges that many good letting agents operate in the district, but the council's experience is that the use of letting agents doesn't guarantee a good standard of properties. Also, the legislation relating to selective licensing does not allow for this
Licenses could be offered to property management companies whose responsibility is to make sure the properties rented pass a criteria. This would then reduce the cost to landlords. They did this in Peterborough.	
Theme: Tenant complaints process	
The Council should have a department to which a resident with a complaint could apply. The department should have the responsibility to check the complaint and, if upheld, should see that the	As stated above, there are a variety of ways to report issues to the council.

Example comments	Council's consideration
<p>work/change, supply is carried out. Under such a system, the resident would almost certainly inform the landlord first of his/her problem. This, in turn, would reduce the numbers applying to the council department and provide an official, protective, link between the resident and landlord.</p> <p>Listen to complaints from tenants, make all tenants in rented properties aware that they can report problems to the council, whether council owned or privately owned would be a good start</p>	<p>The licensing the council to identify and inspect a much greater volume of properties in a proactive manner. Selective Licensing sets out additional conditions for landlords to comply with which are easy to understand for tenants and tenants can contact the council if a landlord is in breach of these. The council does also investigate issues relating illegal evictions and harassment under separate powers.</p> <p>The council is also aware that many tenants may not be aware of the safety standards that they should expect from rental properties, and therefore they may not know that they can complain about some issues, which should be addressed.</p>
Theme: Incentivise landlords to improve the energy efficiency of the property	
<p>you need to implement eco grants for landlords assisting them to change EPC ratings and therefore assist with fuel poverty that you mention. Many of the issues mentioned are general ones that exist across communities not just in Gainsborough but in many places and don't seem to be anything to do with licencing, i.e., dog fouling. Also, several issues you mention are down to the tenants not the landlord. A garden full of waste will become the landlord's issue when the tenant leaves with associated costs and then landlords are denied access to deposits to retain to cover these and indeed these deposits do not cover many costs anyway. It seems to me this is more about helping the tenant rather than persecuting the landlord, I can't make a tenant do the right thing, look at the difficulty in removing that tenant and the rise of tenant rights groups to stop landlords doing anything positive. why would I want to house an anti-social person, no landlord wants that, then it's made difficult for a landlord to do anything if they are anti-social anyway. A licencing scheme is all well and good but I'm not sure of the reality behind it unless the council is prepared to fund social initiatives within designated areas and assist landlords (we aren't all millionaires), grants, to upgrade property.</p>	<p>Advise from the council on eco grants is still available on the council website.</p> <p>The EPC rating has been a legal requirement since 2015, therefore landlords have had seven years to improve the EPC rating of their properties, and to factor the EPC rating into the decision to buy a property for the purposes of renting them out.</p> <p>Landlords should make an informed decision about buying a property to rent out, and the costs involved in bringing the property up to a let-able standard.</p>
<p>Encouraging landlords to update housing with economic friendly modifications such as solar panels.</p>	



Example comments	Council's consideration
	The council has a number of initiatives in place and works with partners to address the broader issues the community faces, and selective licensing is one of these initiatives. More information is available on the council website
Theme: More frequent inspections	
The scheme worked well before, but you can't just keep working on one area. also, I feel two inspections in 5 years is very poor value for money.	Inspections are based on risks presented by properties and are prioritised from high to low risk. However, the council would consider looking at the inspection regime as part of any future proposals
Theme: More support to landlords who are experiencing issues with tenants	
More help for landlords with antisocial behaviour problems and mor communication when you need advice and help often emails not answered for weeks!	The proposals included a provision for additional support for landlords.  The council has resources in place to support landlords, but is aware that it cannot resolve all the issues that may result from property management.
More support offered by the council to maintain their tenants to the reg flagged family's / individuals	
Theme: More engagement with the police	
If a charge of £675 is to be made in order to have a licence, then the local authority should ensure that the money is spent on providing more Police Officers in the area to counter ASB. There should also be more cooperation and liaison between the local authority and landlords with schemes in place (as other local authorities have done / do) to assist landlords with the upgrading of properties to make them more thermally efficient etc. Especially as the majority of houses in the area are older terraces buildings that aren't particularly efficient and also tend to need good ventilation. I also believe that the tenants should also be educated and held to account by the local authority with regards to their responsibilities and that this shouldn't be done by the landlord as landlords need a good relationship with the tenants and by us giving warnings for ASB or waste disposal violations then that would only be a detriment to that relationship.	The council also has an effective working relationship with the police, and as stated above, the proposals included a provision for additional support for landlords.  The licensing scheme would help to bring additional resource into the areas it effected  Social housing is excluded from selective licensing under the legislation.

Example comments	Council's consideration
Need more policing more help from the council when you make a complaint more regulations on social housing landlords as they seem to not have to be licenced	
<b>Theme: Other</b>	
The council should be taking responsibility providing social housing. Not expecting and then penalising the private sector	The council is not a stock holding authority.

## Landlord Forum Comments

Example comments	Council's consideration
<b>Theme: evidence base</b>	
How has the council surveyed properties to conclude that they are in poor condition in these areas?	As mentioned above, the council's evidence base is robust. The evidence report sets out the sources of the data, including actual council data. The data is not based on an algorithm. Assumptions form part of this, but this is based on the best available data, and this is an approach that has been accepted by the DLUHC. It is also recommended as an approach in research carried out by an independent agency on behalf of the government (An Independent Review of the Use and Effectiveness of Selective Licensing, which states that the use of "data analytic techniques to pooled data held authority wide" provides intelligence on the private rented sector for a local authority.
Metastreet predictions for the number of properties with category 1 hazards in each Ward is very precise. What sample size did they use in each Ward or was it only on the district as a whole? If the latter, surely the results would be skewed due to the Gainsborough situation?	
<b>Theme: lack of prior engagement</b>	
If the council has a concern over conditions, why have you not previously contacted known landlords?	There is not a legal requirement to contact stakeholders prior to consultation, as the purpose of the consultation is to gather their feedback. As stated in "Independent Review of the Use and Effectiveness of Selective
If the Council is concerned about poor standards and category 1 hazards in rural wards, why has there been no prior engagement with the known landlords on this subject previously?	

Example comments	Council's consideration
	Licensing" (2019), in the section on the Common Characteristics of a Successful Scheme, the "consultation serves not only to gather opinions and views that should inform planning, but also to <b>initiate</b> the ongoing process of landlord engagement that will continue through the scheme (if designated.
<b>Theme: landlords leaving the sector</b>	
Do you appreciate that this could change the private rent sector in rural WL and landlords may now decide to sell property? Causing a scarcity of rental property which pushes the rents up. The rural communities will suffer as a result.	See previous answer on this theme above in Reasons for disagreeing with the proposed selective licensing schemes in Designation 1 and Designation 2.
Can you produce data and evidence to back up that landlords didn't sell up because of the scheme.	
What consideration has been given to the possibility that housing stock in the rental sector will diminish as additional costs reduce any profit margin in the Buy to Let sector?	
<b>Theme: costs being passed on to tenants</b>	
Did the council find that rents went up in Gainsborough due to the licence fee and increased administration?	See previous answer on this theme above in Reasons for disagreeing with the proposed selective licensing schemes in Designation 1 and Designation 2
You claim one benefit to the proposals is to improve privately let properties. What is the real benefit for tenants (and landlords) where private landlords are fully compliant? The risk is that the cost is passed onto tenants where there is no issue. Should the scheme be more robustly 'selective'?	
<b>Theme: new scheme not needed if prior scheme was successful</b>	
If the original scheme in Gainsborough from 2016-2021 was so successful, why does that area need to be included in the new Gainsborough scheme?	See response on theme 'The scheme is unnecessary for previously licensed landlords' for disagreeing with the proposed selective licensing schemes in Designation 1
Why are there so many cat 1 hazards after a 5-year scheme?	
<b>Theme: Licensing punishes good landlords</b>	
Good landlords still incur all the cost, time and extra admin for no benefit in reality	See previous answer on this theme above in 'Reasons for disagreeing with the proposed selective licensing schemes in Designation 1 and Designation 2', and 'It is unclear what the benefit is to landlords' in Reasons for
A lot of people will see this as a property tax, this places burden on landlords with properties in rural areas with already little services	
With more potential tenants than properties what tangible benefits are there to good landlords? We can only identify financial cost, time and administrative burden.	

Example comments	Council's consideration
What feasibility studies have taken place with regard to the benefit of this scheme please?	disagreeing with the proposed selective licensing schemes in Designation 2
<b>Theme: licence conditions</b>	
Interested to understand reports and date why certain conditions have to be included, e.g., why a managing agent changes, why do we have to tell you?	<p>The Council needs to be aware of who is in control of the property in order to respond to any concerns or queries that we have in relation to it. If a managing agent is unknown to the Council, this may delay any response or action for both the Council and the tenant.</p> <p>The Council also need to determine if that managing agent is fit and proper to act in that role.</p> <p>The feedback in regard to ASB conditions for designation 2 and their relevance would have been considered in any final proposals. The Council believes that the ASB conditions help to strengthen the overall role of selective licensing.</p> <p>Category 1 hazards are addressed through our Part 1 powers under the Housing Act 2004. Any Cat 1 hazards would be dealt with at the point of inspection should they be present.</p>
Are all draft conditions applicable? e.g., is ASB is not a concern in the Designation 2 wards, would the ASB conditions be excluded?	
<p>The draft licensing conditions make no mention of cat 1 hazards.</p>	
<b>Theme: the costs involved for landlords would be more than just the fee</b>	
It is something you do not seem to have considered fully. It is not just the cost of the licensing; it is the time and admin that goes with the scheme. The 'selective' process does not seem to be taking tenants of compliant properties into account.	<p>Whilst the council recognises that licensing does place an additional burden on landlords, the level of engagement with each individual landlord will depend on the risk their property presents, and if they face any issues during the period of the scheme. The council recognises</p>
If the Council thinks it costs them £675 to set up the licence, the financial burden on a landlord actually complying with the license conditions is substantially more expensive than that, which the Council seems to have completely disregarded. Do you agree?	

Example comments	Council's consideration
	that landlord may incur some additional cost in regard to complying with the licence conditions, however we deem this to be of benefit to both the landlord, the tenant and the council in terms of making property improvements
<b>Theme: Other.</b>	
Are you considering using Homesafe to administer the scheme again?	We are not intending to use any third party to administer the scheme. If we receive feedback on this as part of the consultation, it will be considered.
Council tax is paid by tenants - should this money not pay for/financially support the scheme?	It is a legal requirement that the scheme be funded by the licence fees.
Will you waive the fee if a landlord is housing formerly homeless people referred by the council?	Fees will not be waived if tenants are referred by Home Choices. The exemptions that would apply are in the documents on the council's SL webpage.
Landlords with multiple properties will have a larger bill	<p>In Gainsborough, the average landlord has less than two properties. In rural areas, some have more. We encourage landlords with a substantial number of properties to speak with us directly about how we can manage the process.</p> <p>In terms of fees, we can only issue the licence when the fee is paid, so are unable to set up staggered payments but can discuss any issues that this causes with those impacted.</p>

## Written Responses Comments

Example comments	Council's consideration
<b>Theme: Criticism of the consultation</b>	
The consultation lacked in active engagement	It is recognised that there are concerns about the approach to consultation and these will be reviewed and considered before any further proposals are put forward.
The online consultation process is limited	The consultation received 335 responses from a range of stakeholders (tenants, landlords, residents and others) from across the district. The council held four forums, which were attended by 44 people. The above response levels are not out of line with other schemes that have been proposed, nor are they lower than expected in regard to the Council's usual consultation responses.
Criticism of the methodology to gather input	<p>If the consultation had continued, the council had planned to send out leaflets to 48,000 households in the borough informing them of the consultation and to hold face-to-face meetings and attend public events, such as market days, to encouragement engagement with the consultation.</p> <p>As raised in the Full Council meeting on 7<sup>th</sup> March, there are various benefits to the online approach to meetings, one of these being to reduce the Council's overall carbon footprint. Other councils have held online only consultations for selective licensing and had schemes approved. Likewise, West Lindsey has previously undertaken online consultation, especially during the period of the Covid-19 pandemic. Similarly, the consultation started at a time when the omicron variant of the coronavirus was much in the news, and there was a lack of certainty if further restrictions would be placed on public gatherings.</p> <p>The council are also aware that holding in person meetings can be restrictive for many people (for example, those who have accessibility issues, who have other commitments which mean they do not have the time, means or money to travel to a public meeting) and that online meetings can be more inclusive for such stakeholders and enable them to actively participate in the consultation.</p>
No landlords or tenants were contacted before the consultation and data gathered from them	The aim of the consultation was to gather feedback from stakeholders, while the proposals were at a formative stage. Using the feedback gathered from the consultation, including from private landlords, the council would

Example comments	Council's consideration
<p>The feedback from landlords should drive the proposals, before going to the consultation</p> <p>Argues that engagement with tenants and landlords before consultation</p>	<p>review and possibly amend the proposed scheme based on that feedback. The council was following the Sedley criteria, which was endorsed by the Supreme Court in 2014, that the local authority should:</p> <ul style="list-style-type: none"> <li>• Consult at a time when their proposals are still at a formative stage;</li> <li>• Give sufficient reasons for their proposals, to enable intelligent consideration and response;</li> <li>• Allow adequate time for consideration and response; and</li> <li>• Take responses into account conscientiously when finalising their proposals.</li> </ul> <p>The council is required to provide a high level of detail on the proposed scheme. Dean Underwood (leading Barrister on Selective Licensing) states that "LHAs will be expected to provide consultees with details about: • The area or areas affected; • The need for the proposed designation in each area; • The alternatives to designation and the reason for their inadequacy; • The alternative schemes available, their respective merits and demerits, the LHA's preferred choice and the reasons for its preference; • Those likely to be affected by the designation; • The likely effect of designation - and the LHA's preferred scheme in particular - on those affected; • The process by which those affected may apply for and obtain a licence; – likely licence conditions; and – the proposed licence fee and fee structure".</p> <p>However, although this detail is required of the public consultation, the proposals were still at a formative stage, and would be subject to change in light of the feedback received during the consultation.</p> <p>There is not a legal requirement to contact stakeholders prior to consultation, as the purpose of the consultation is to gather their feedback. As stated in "Independent Review of the Use and Effectiveness of Selective Licensing" (2019), in the section on the Common Characteristics of a Successful Scheme, the "consultation serves not only to gather opinions and views that should inform planning, but also to initiate the ongoing process of landlord engagement that will continue through the scheme (if designated)."</p>
<p>Lack of transparency</p>	<p>The consultation was widely advertised in the local media, the councils website and social media. There were also specific press releases alongside emails to previously licensed landlords and other key stakeholder groups.</p> <p>During 2021 a number of papers relating to Selective Licensing were discussed by the Councils Prosperous Communities Committee, who approved to consult on the proposals at its meeting on 2<sup>nd</sup> November 2021. The minutes and webcast of the meeting <a href="#">are available here</a> .</p>

Example comments	Council's consideration
	<p>The consultation also held four public meeting for stakeholders to join to ask questions about the consultation. The evidence base, licence conditions and fee information were available via the council website, along with all the Council's previous consultation activities and an email address for the selective licensing team was available on the website if stakeholders wished to contact council officers.</p> <p>The process by which the Council would consider the feedback given and then subsequently make any determination was also set out in the presentation slides that formed part of the public consultation. The relevant committee of the Council would be required to approve any designation and depending on its size, there may also be a requirement for Secretary of State approval.</p>
<b>Theme: Criticism of the previous scheme</b>	
<p>Selective licensing has had limited success in other areas with ASB, community safety and crime levels</p>	<p>There is not a definitive way to determine success across all designations that have been made of this nature. The "Independent Review of the Use and Effectiveness of Selective Licensing" (2019), consider the pros and cons of delivering any scheme and the council has ensured that its proposals are in line with this review.</p>
<p>Argued that the previous scheme:</p> <ul style="list-style-type: none"> <li>• has not changed the area</li> <li>• no partnership with landlords,</li> <li>• no engagement with tenants,</li> <li>• lack of landlord support (esp. ASB, early presentation of waste and drug dealing),</li> <li>• inconsistency of licensing,</li> <li>• criticism of fee and use of fee,</li> <li>• lack of enforcement,</li> <li>• criticism by other agencies,</li> <li>• no tracking of problem tenants</li> <li>• poor landlords have not been addressed</li> </ul>	<p>The council recognises that there are a number of areas in which its previous scheme could have been improved and the new proposals sought to incorporate these as much as possible. The review of the councils previous scheme was considered at its Prosperous Communities Committee meeting in September 2021 and highlight the areas where learning and improvement was needed.</p>
<b>Theme: Criticism of the evidence base</b>	
<p>Argues against the use of algorithms as unreliable and are being used instead of engagement</p>	<p>The tenure intelligence approach has been adopted by more than 20 local housing authorities across England to help understand the distribution of privately rented housing and related stressors. The approach is based on a wide range of real data frontline records including, tenant complaints, council enforcement interventions, anti-</p>



Example comments	Council's consideration
	<p>social behaviour, council tax and electoral register data. Validation of this approach typically results in an 80%-90% positive prediction rate. Furthermore, this approach has been accepted by government as a reasonable methodology to review a local authorities housing stock is based on real frontline data at the property level; tenants' complaints, enforcement work, ASB etc.</p> <p>The report 'An Independent Review of the Use and Effectiveness of Selective Licensing' states that "This lack of intelligence on the true extent of the private rented sector often provides a significant impediment to authorities... This issue can be mitigated by applying data analytic techniques to pooled data held authority wide (an approach demonstrated to be extremely effective in one London borough that has since been adopted by other authorities"</p>
Criticism of the ward-based approach	<p>Plans are not set in stone. Proposals are still in a formative stage and are open to change/adaptation based on feedback within the consultation. Use of LSOAs (smaller areas) is anecdotally difficult to enforce but this approach could be adopted if public opinion suggests that this approach is warranted.</p> <p>Tighter boundaries than a ward boundary were considered; however, during evidence collection, for example, the council carried out separate analysis of certain sites in ex-MOD areas and concluded that there was no significant difference in what was found when compared to analysing the entirety of the wards they are situated in.</p>
Haven't done an impact assessment on tenants (e.g., impact on rents)	<p>An impact assessment on tenants is not a requirement to introduce selective licensing. The findings of other authorities who have also been operating licensing schemes is that there is no evidence that landlords have increased rents to cover their licence fee costs or that landlords have moved elsewhere. Similarly, research carried out by an independent agency on behalf of the government (An Independent Review of the Use and Effectiveness of Selective Licensing) showed that selective licensing did not result in an increase in rents in areas with a scheme, that market forces dictated the rent levels.</p> <p>If landlords want to increase the rent, there are procedures which must be followed and any increase above market rents levels can be challenged via the Residential Property Tribunal.</p>
<b>Theme: Some parts of the proposed designation should be removed</b>	
I believe certain areas in the north ward do <b>not</b> have issues in these areas and therefore should be removed	<p>As stated above, the council recognises the concerns about using wards as the designation boundaries. We believe that our data and evidence supports this approach, which a standard approach for a selective licensing scheme used by other councils, however we would have considered looking at a different approach to this based on the consultation feedback.</p>

Example comments	Council's consideration
from the list / considered for exemption.	
<b>Theme: The council should use the accreditation model (DASH)</b>	
DASH (Decent and Safe Homes) operated by Derbyshire Council but for East Midlands landlords is endorsed by WLDC. DASH accredit landlords and inspect their properties in much the same way as the previous WLDC SL scheme did. DASH do this at minimal, often at no, cost to the Landlord. Why do WLDC need to charge such a high amount and why are WLDC not using DASH and / or their model for running a future scheme?	<p>As stated above, the council believes that selective licensing is required to achieve the scale of improvements it believes is necessary in the private rented sector. The proposed fees have been calculated based on the cost of setting up and operating the licensing schemes, so that the costs would be met by the expected income from the number of licence applications the Council anticipate, under the proposed designations. In order to undertake the scale of work needed, based on the evidence provided, it is not believed that this can be funded through the council's usual general fund activities.</p> <p>The Council are already signed up to and members of the DASH scheme, along with other Lincolnshire Councils. The DASH model is voluntary and there are very few landlords in West Lindsey who have signed up to the DASH scheme. This suggests to the Council that whilst the merits of the DASH scheme are positive, its voluntary nature means that it does not lend itself to dealing with the scale of properties and landlords that are required as there is no way to force a landlord to sign up for this. The Council would encourage all landlords regardless of selective licensing to sign up to some form of accreditation scheme.</p>
What engagement with DASH has there been to run the scheme? As I understand they are running a scheme in North Lincs / Scunthorpe area?	The DASH scheme running in North Lincolnshire is already in place in West Lindsey. It is a voluntary scheme, see point above.

SELECTIVE LICENSING

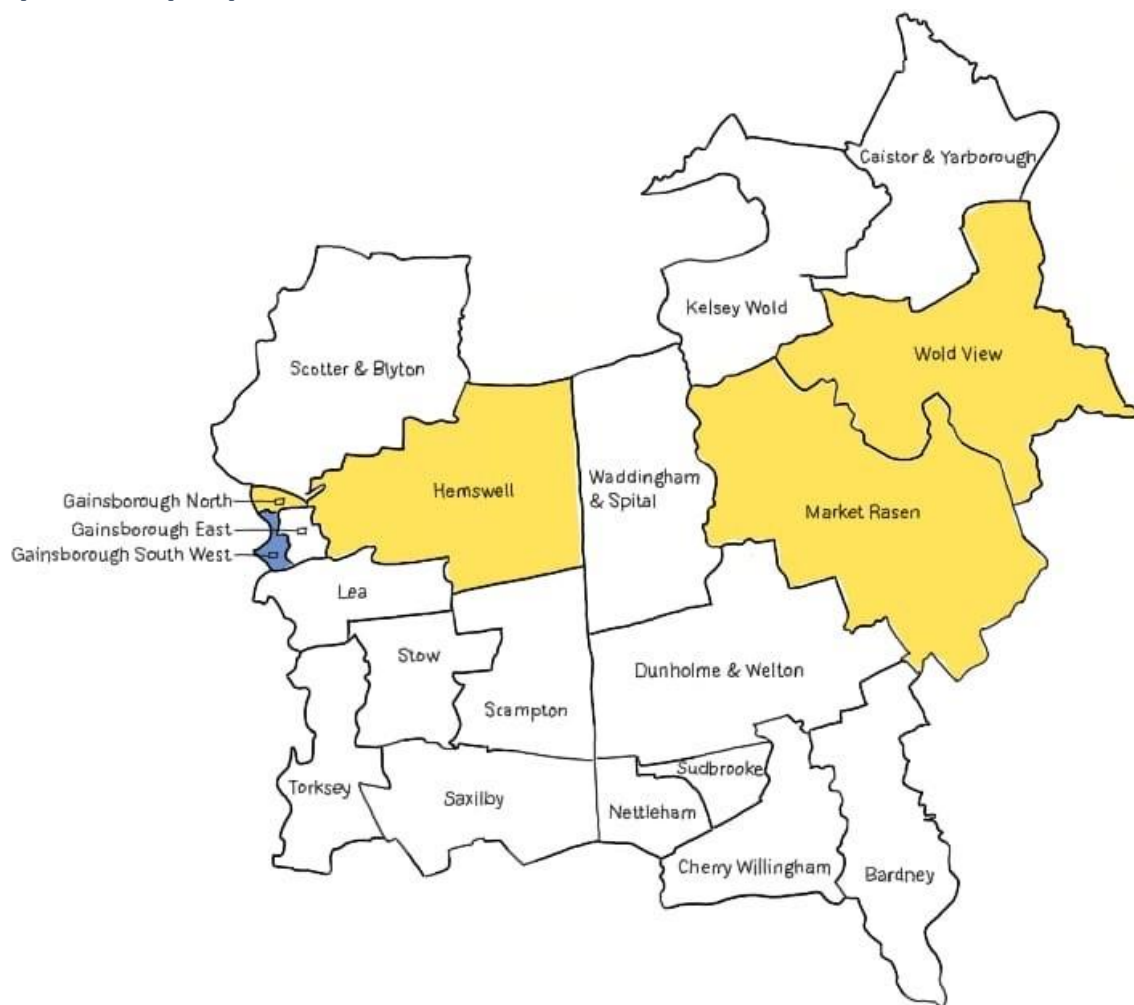
Consultation Report Appendices

April 2022

## Contents

Map of the proposed schemes .....	3
Example Social Media Posts.....	4
Press Coverage .....	5
Planned Leaflet Insert for Council Tax Letters .....	6
Sample of Written Responses to the Consultation .....	7
Email Response 1 .....	7
Email Response 2 .....	7
Email Response 3 .....	8
Email Response 4 .....	8
Email Response 5 .....	9
Email Response 6 .....	9
Email Response 7 .....	11
Email Response 8 .....	11
Email Response 9 .....	11
Email Response 10 .....	12
Email Response 11 .....	12
Email Response 12 .....	13
Email Response 13 .....	13
Email Response 14 .....	14
Email Response 15 .....	14
Email Response 16 .....	15
Email Response 17 .....	15
Email Response 18 .....	17
Email Response 19 .....	18
Email Response 20 .....	23
Written Response 21 .....	25
Feedback on the Previous Scheme from the Landlord Focus Group .....	32

## Map of the proposed schemes



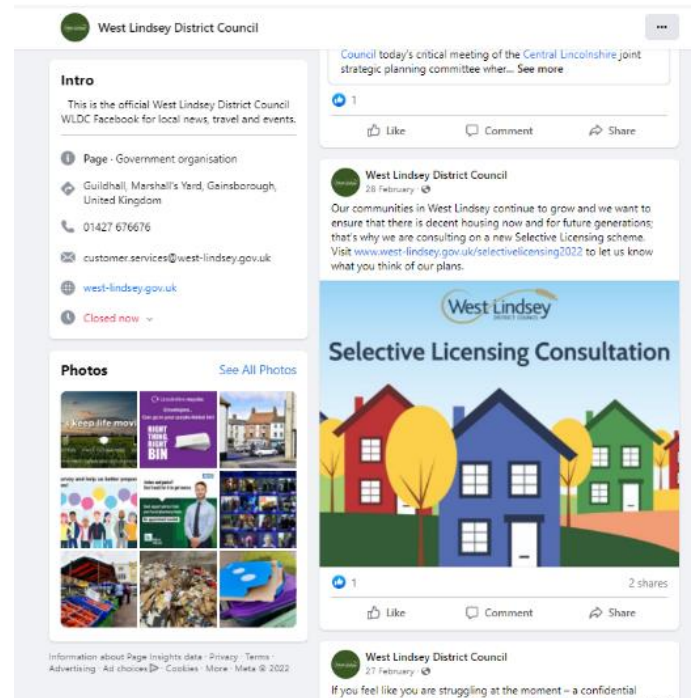
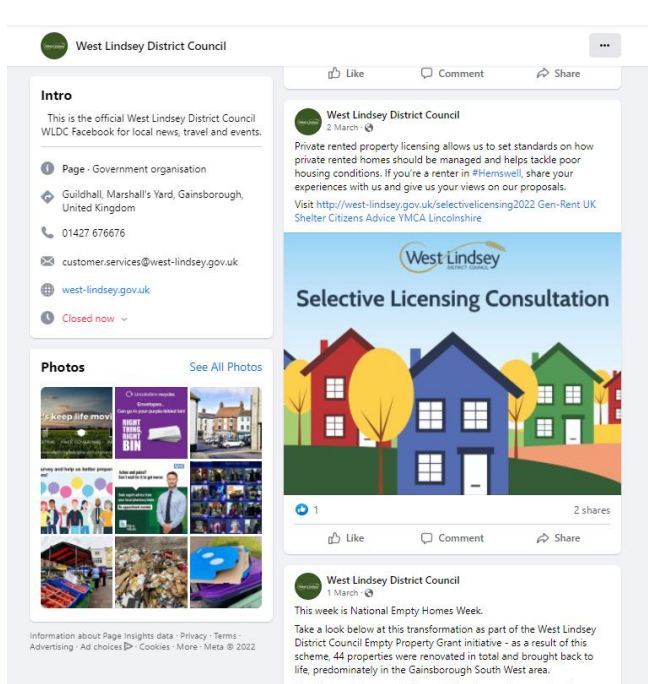
### Designation 1

Gainsborough South West ward under the criteria of poor property conditions, anti-social behaviour (ASB)

### Designation 2

Gainsborough North, Hemswell, Market Rasen and Wold View wards under the criteria of poor property conditions.

## Example Social Media Posts



## Press Coverage

News > Local News > Gainsborough

# Planned Lincolnshire licensing scheme could affect up to 5,000 landlords

West Lindsey District Council is consulting with landlords about its plans

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By [Oliver Pridmore](#) Trainee reporter  
16:46, 14 FEB 2022

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The offices of West Lindsey District Council in Gainsborough. (Image: Lincolnshire Live)

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BOOK CONSULTATION



## Planned Leaflet Insert for Council Tax Letters

Please note these were not distributed as the consultation was halted)



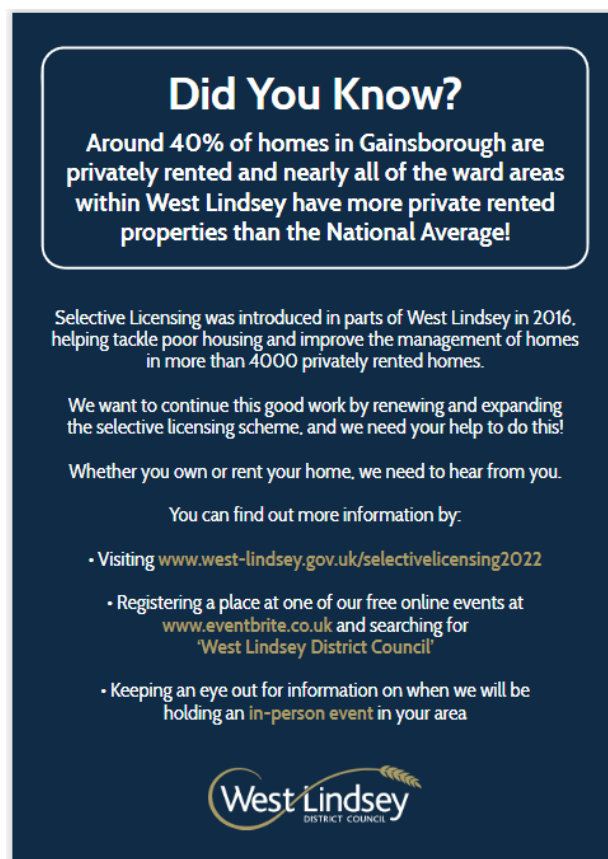
The leaflet has a light blue background. At the top is the West Lindsey District Council logo. Below it, the title 'Selective Licensing Consultation' is written in a bold, dark blue font. The main text, in a smaller dark blue font, asks for residents' views to improve homes and mentions a consultation on private rented housing. It provides a website for more information. At the bottom, there is a colorful illustration of three houses (red, blue, and green) with yellow trees in front of them.

West Lindsey  
DISTRICT COUNCIL

### Selective Licensing Consultation

We need your views to help us improve homes across the District! Take part in our consultation and let us know your views on private rented housing in West Lindsey.

For more information, visit:  
[west-lindsey.gov.uk/selectivelicensing2022](http://west-lindsey.gov.uk/selectivelicensing2022)



The leaflet has a dark blue background. At the top, the title 'Did You Know?' is written in a bold, white font. Below it, a white box contains text stating that around 40% of homes in Gainsborough are privately rented and that West Lindsey has more private rented properties than the national average. The main text, in a smaller white font, explains that selective licensing was introduced in 2016 to tackle poor housing and improve the management of homes. It asks for residents' help to renew and expand the scheme. It provides three ways to find out more information: visiting the council's website, registering for online events, and keeping an eye out for in-person events. At the bottom, there is the West Lindsey District Council logo.

### Did You Know?

Around 40% of homes in Gainsborough are privately rented and nearly all of the ward areas within West Lindsey have more private rented properties than the National Average!

Selective Licensing was introduced in parts of West Lindsey in 2016, helping tackle poor housing and improve the management of homes in more than 4000 privately rented homes.

We want to continue this good work by renewing and expanding the selective licensing scheme, and we need your help to do this!

Whether you own or rent your home, we need to hear from you.

You can find out more information by:

- Visiting [www.west-lindsey.gov.uk/selectivelicensing2022](http://www.west-lindsey.gov.uk/selectivelicensing2022)
- Registering a place at one of our free online events at [www.eventbrite.co.uk](http://www.eventbrite.co.uk) and searching for 'West Lindsey District Council'
- Keeping an eye out for information on when we will be holding an **in-person event** in your area

West Lindsey  
DISTRICT COUNCIL



## Sample of Written Responses to the Consultation

### Email Response 1

As you know, we spent £730 on two licences for two properties in 2020, only for the scheme to be ended half a year later. We weren't even offered a partial refund. This was a huge loss for us.

We have had some very bad experiences with one of our tenants who was paying her rent on time when we first bought the house then she fell behind with payments. We found out she had actually bought another dog during lockdown (she already had one and the house smelt pretty bad). She'd also let her (ex) boyfriend (who was not on the tenancy agreement) have a key to the house, and when they broke up, he kept returning to the house and repeatedly kicked down the back door to get in or he would let himself in through the front door with the key she gave him. We had no idea this was going on until the police and enforcing officer [removed] got involved. We were issued with a letter threatening to fine us if we did not make the house secure within 24 hours. The tenant refused to answer the phone the door when the agent tried to arrange for someone to do the repairs which ended up costing hundreds (new back door and new lock for the front).

My complaint to Rebecca was that in what part of the scheme does it protect us landlords from tenants like this? If we, as landlords are expected to have reserves to pay for this kind of vandalism, why do they not even have the money to pay the rent which is the same every month? Yet she can afford to buy a dog/ pay for the upkeep of two dogs. She is still in arrears now.

These are investments we have worked hard for and sometimes we wonder why we do it. We believe we are good landlords as we are responsive to our tenants' needs.

Why don't you make landlords who are not pro active pay for a licence instead of punishing ones who look after their tenants?

Another reason why I am completely against the licence is that they cost the equivalent of more than a month's rent each.

Another question I have for you is that if it goes ahead, will I get any kind of refund for the 5 year licences I paid for?

### Email Response 2

On opening the 'online-survey' on your letter it is listed as for Southwark?!?! Seems strange. Furthermore:

My previous experience of the Gainsborough Licensing was poor in that the inspection on my property took place one month before the scheme finished after me paying hundreds of pounds for the 'privilege' of renting my property to someone who needed accommodation!

When I reported a really bad property to your department nothing was done about it then when I contacted your department I was asked to advise the tenants to complain

When I complained to your department about excess rubbish and bins being left on the street and a property using the street as a dump -nothing was done about it and I eventually got the support of a local councillor then action was taken by a different department.

I need to be convinced that the licensing scheme is not a money making racket which encourages people like me to invest in other areas rather than Gainsborough

I would appreciate a response

### Email Response 3

I have some queries regarding the above proposals that I am hoping you can answer.

With regard to the draft selective license conditions: -

1. Sections 4, 5 and 6. Will the council on request be providing information on potential tenants such as - where they are known to have been involved in anti-social behaviour or previous rent arrears.
2. Sections 11 & 12. License holders are required to ensure that smoke and carbon monoxide alarms are kept in proper working order, what happens when they are disabled by the occupiers unbeknown to the license holder?
3. What happens when occupiers do not report damage to electrical fittings or other items which may cause a safety issue?
4. Section 21. Will the council be providing a summary, either in writing or on their website so it can be printed, that provides the information required concerning waste and recycling?
5. Section 23 refers to regular checks regarding rubbish. What constitutes "regular checks"? Monthly, quarterly or every 6 months.
6. If occupiers do not respond positively to letters regarding rubbish what action do you want license holders to take?
7. Section 26. If it is felt that a pest infestation is due to the activities of the tenant (there being none present when the tenancy commenced) what steps must the license holder take within the 7 days mentioned.
8. Section 31 g. If a tenant moves out and work is undertaken to, say, improve the EPC rating of the property in advance of legislation changes would that need to be notified to the council?
9. Section 39. Can you please confirm where I can find the definition of "over crowding"?
10. Section 40. Does the council have set wording for the "anti-social behaviour agreement"?

General: -

11. Will the license be per landlord or per property?
12. Other than the ability to continue to legally let properties, what benefit is there to landlords who are already fulfilling their legal obligations to becoming licensed?
13. Are social landlords under similar obligations to those proposed for private landlords?

### Email Response 4

Having heard about the wldc on line meeting regarding the proposed selective licencing we noted the following points.

The Anti Social Behaviour criteria is only included for the South Ward areas.

The proposed north ward areas do not include ASB.

The criteria for the north ward / village areas are:

1. property management & safety
2. waste management
3. tenancy management

4. ASB (not included)
5. security
6. health and safety & occupation of the property

I believe certain areas in the north ward do not have issues in these areas and therefore should be removed from the list / considered for exemption.

These areas also charge the owners a management fee for the grounds and are looked by an external company.

Such areas included modern housing (ie less than 20 years old) for example

Sunningdale Way estate, Bob Rainsforth estate etc

I would therefore suggest that to request that these areas be removed,

### Email Response 5

Further to your email link to the above survey we would like to inform you that a lot of the questions are irrelevant to us as we use a management agency

1. My properties are inspected on a regular basis.
2. If any work needs to be done it is arranged immediately by the agent or myself
3. The properties are always kept in tip top order for the benefit of the tenants
4. All gas and electrical certificate tests are carried out annually
5. This will just add another layer of bureaucracy to the system
6. It will add more costs to each tenants rent, as the cost will need to be passed on, which will cause hardship on our tenants for no benefit to them.
7. If the tenants have any complaints, then the rental agreement covers all current legislation which protect their interests, this includes the protection of their deposit in the tenancy deposit scheme, held by the agent.
8. Please provide a full breakdown of how these proposed costs are calculated and justified by WLDC

### Email Response 6

Following on from the online Forum last week I still have a major concern that from a responsible landlord's point of view it is all "stick" (financially, administratively and time) and no "carrot."

The argument that it "levels the playing field" for landlords holds no water when properties are more geographically dispersed and so what happens at one end of the Ward has no effect on properties at the other, coupled with demand for rental properties locally outstripping supply.

I would suggest that if the council is not prepared to exempt those landlords whose properties already meet the selective license conditions, then you should, as a minimum: -

1. Provide a named individual at the council landlords can contract for confirmation as to whether a potential tenant has been involved in anti-social behaviour or rent arrears requiring housing benefit to be paid direct to the landlord, at any time in the past 5 years. If the potential tenant does not give consent for the information to be shared then the council to state such to the Landlord.

2. Provide details of who to contact if a tenant is in sufficient rent arrears such that the Landlord wants to apply for housing benefit to be paid direct to themselves. This request is speculative as Landlords have no way of confirming whether most tenants are in receipt of housing benefit or not.
3. Confirmation that Landlords will be charged at occupant rates for disposing of discarded furniture, electrical appliances etc rather than the enhanced rate if they can confirm they have followed the council's procedures for attempting to get the tenant to deal with the matter.
4. Introduce dedicated web pages for landlords and tenants on the council website. This would include: -
  - a) A copy of the license conditions attached to each Ward.
  - b) The document regarding anti-social behaviour conditions potential tenants need to sign up to.
  - c) A section bringing together all information concerning possible grants (local and national government schemes plus others) landlords and tenants can apply for to upgrade properties.
  - d) With Data Protection legislation in mind a summary of the legislation that requires Landlords to share information concerning tenants with the council (often asked by tenants.)
  - e) The names and contact details of the dedicated Housing and Enforcement Officers assigned to each Ward as well as general contact details.
  - f) A regularly updated table, by Ward, showing things such as number of inspections carried out, main issues discovered, enforcement action taken, etc both this month and to date.
  - g) Examples of category 1 hazards encountered and practical solutions.
  - h) Visual images showing the likely differences in appearance of penetrating or rising damp and condensation.
  - i) Information on causes of condensation and how tenants can mitigate it by the correct use of ventilation and heating.
  - j) Contact details for who to approach if the tenant wants to make a housing benefit claim.
  - k) Contact details for who to approach at the council if a dwelling needs adapting to allow a tenant to remain in it.
  - l) Contact details and links as to who to contact if a tenant faces eviction or wants to apply for social housing.
  - m) Password protected documents that landlords can access including: -
    - I. Model tenancy agreements and inventory schedules.
    - II. Checklists for information needed pre letting.
    - III. Template reference letters for sending to previous landlords and others.
    - IV. Council waste disposal information you want shared with tenants.
    - V. Checklists for statutory and license condition information that needs to be provided to new tenants.
    - VI. Property inspection checklists.
    - VII. Checklists/flowcharts for the procedure to take when anti-social or waste issues arise.
    - VIII. Template letters re anti-social behaviour.
    - IX. Template letters re waste/cleanliness issues.
    - X. Template letter for sending to tenants when they can no longer rent the property due to the age of their children and overcrowding regulations.

- XI. Template letter to send to a prospective new landlord regarding a former tenant.
- XII. Lists of council approved plumbers, electricians, builders etc that landlords may engage.

While quite extensive I hope this shows what the council could do relatively easily which would accelerate the rate at which the housing stock/tenants' behaviour improves

### **Email Response 7**

I am the landlord of [address] in Gainsborough. Regarding the criteria laid down for selective licensing, i have been contacted by the letting agent suggesting that i contact you requesting that the [address] estate be removed from the list.

The reason for this is that they believe that the criteria set by yourselves do not apply to this particular area,

I look forward to hearing from you on this matter

### **Email Response 8**

Having advised by my representative who attended the wldc on line meeting regarding the proposed selective licencing we noted the following points.

The Anti Social Behaviour criteria is only included for the South Ward areas.

The proposed north ward areas do not include ASB.

The criteria for the north ward / village areas are:

1. property management & safety
2. waste management
3. tenancy management
4. ASB (not included)
5. security
6. health and safety & occupation of the property

I believe certain areas in the north ward do not have issues in these areas and therefore should be removed from the list / considered for exemption.

These areas also charge the owners a management fee for the grounds and are looked by an external company.

### **Email Response 9**

To whom it may concern

Having heard about the wldc on line meeting regarding the proposed selective licencing the following points were noted:

The criteria for the north ward / village areas are:

1. property management & safety
2. waste management
3. tenancy management
4. ASB (not included)
5. security
6. health and safety & occupation of the property

I believe certain areas in the north ward do not have issues in these areas and therefore should be removed from the list / considered for exemption.

These areas also charge the owners a management fee for the grounds and are looked by an external company.

Such areas included modern housing (ie less than 20 years old) for example

Sunningdale Way estate, Bob Rainsforth estate, Juniper Way, Horsley Road, Willoughby Chase, Marshalls Rise

I would like my property [address] to be considered for removal from the selective licence due to the above issues raised

### **Email Response 10**

Good afternoon,

I strongly believe certain areas do not have issues in these areas and therefore should be removed from the list / considered for exemption, rather than blanket coverage. These areas also charge the owners a management fee for the grounds and are looked after by an external company. Such areas include modern housing (ie less than 20 years old) for example:

Sunningdale Way estate, Willoughby Chase/Meldrum Drive, Riverside Approach, Pilgrims Way & The Wharf at Morton.

I hope common sense will prevail & landlords are not hit with yet another stealth tax

### **Email Response 11**

Selective licensing at hemswell cliff. As private landlords of four houses at hemswell cliff who look after our houses and tenants , why would we not look after our investments? I completely understand that some landlords {the minority} just take the rent in sub standard houses but there are a lot of very good landlords with nice houses that care about their tenants and indeed their properties.

It appears that because of a handful of rogue landlords you are trying to penalize and more to the point make us pay through the nose to do exactly what we are already doing. We as a family would like to strongly appose SELECTIVE LICENSING.

Its so wrong to put yet another unnecessary charge on us as landlords. I certainly hope that you listen to myself and many other good caring landlords who rely on the rental income to live

### **Email Response 12**

Dear Sir or Madam

I wish to register my objection in the strongest possible terms to the proposed introduction of the above scheme which I feel is already covered under current legislation. I only have one property which I let through an agent who makes sure that I already comply with the existing legislation. As Below.

EPC – Minimum rating of E or above with more ambitious targets in the pipeline. EICR – Electrical compliance certification to be carried out in last 5 years.

Gas Safety Certificate – Annual test and certificate required, where applicable. Deposits – Must be held in a separate Bank Account and registered with an approved Scheme.

Legionella Test – If water system is deemed at risk.

If all of this is not already enough, you wish to add even more at a cost to me of more than 600 gbp per annum, this is already almost 15% of my gross rental return and would force me (a caring and responsible Landlord) to either withdraw from renting completely or pass this cost onto the tenant. How would that improve what exists currently? This proposal is completely unnecessary in my opinion and I object in the strongest possible terms!

### **Email Response 13**

I am a landlord and own two properties in Gainsborough. They consist of one three-bedroom house and two one-bedroom flats, for both properties I own the freehold.

I am conducting research into Selective Licensing for Private Rented Property and yesterday on the Landlord Today website discovered two relevant things; the first was that there had been a consultation regarding Selective Licensing being extended in Gainsborough and the other was that this had been discontinued due to a report and the information it contained.

Landlord Today Article dated 16th March 2022 paragraph 1.

The leader of West Lindsey council, Owen Bierley, has issued a statement saying: "Following a full council meeting ... councillors voted in favour of halting the selective licensing consultation at this time, to allow for further considerations to be made into both the scheme and the consultation.

Paragraph 4

The decision to suspend it came following criticism by local landlords and a new report to the council which included the statement: "The selective licensing scheme can improve the quality of accommodation however, it has had limited success in many other areas such as anti-social behaviour, community safety and crime levels. It is therefore essential before we extend the selective licensing scheme we gain a far better understanding of how many of these other issues can be addressed."

I would very much like a copy of the report referred to in paragraph 4 and the comments the landlords made. Might you know to whom I need to apply for these copies. In addition, and from my research to date often independent research companies are employed by local authorities to assist

in carrying out the consultation procedure and producing a report based on the demographics of participants plus their responses. If West-Lindsey employed such a company, who were they?

The Landlord Today website also states in paragraph, 'next steps will not be considered until a committee meeting in early May'. If the council's decision is to continue with the consultation, please may I be included?

Awaiting your response,

### **Email Response 14**

Please see below my context and question I would like to be put before the council at their meeting on the 7 March 2022 specifically in relation to Selective Licensing.

Question regarding claims that a high percentage of PRS houses in the SW ward are predicted to have a CAT 1 hazard - A serious or immediate risk to a person's health and safety that is related to housing

Most professional landlords would welcome effective, consistent, inclusive and fair regulation throughout the PRS sector which holds to account not only landlords, but local authorities and the tenants themselves to improve the quality of the housing stock and the communities we live in.

The SW ward has been the subject of a 5 year licensing scheme, paid for by landlords and it has generally not been seen, by landlords, tenants and some local Councillors, as the success that is being hailed by WLDC. There is much concern that inspections for compliance of HHSRS, for example, over that 5 year term were often inconsistent and incorrect. However, it is generally recognised that the standard of homes provided by PRS in SW ward is higher having been subject to yearly inspections and any hazards identified being dealt with, within a mandatory time period. Many Landlords however, are concerned that some CAT1 hazards, which may have been counted in the justification report to re-new the scheme in the SW ward may in fact be 'hazards' that are measured against modern day standards and cannot be resolved in a 100 year old plus house. An example of this would be that several houses were identified as having a CAT1 hazard which was actually the measurement of the stair tread depth and width on the original stairs which cannot be changed. To mitigate any risk of falling, every property was or has been fitted with an appropriate hand rail but this would still remain a CAT1 hazard. It has been conceded by enforcement officers that this can't be changed but can be managed. I am not aware of any accidents or injuries having being caused by the stair installations.

Justification to renew the Selective Licensing scheme in the SW ward relies heavily on data published in the report by Metastreet. It is acknowledged that 98% of the PRS landlords in the area complied with the scheme and some 2196 HHSRS compliance checks were carried out of 809 properties, yet it is predicted that 792 CAT1 hazards still exist in these previously licensed properties.

Could we please see a full breakdown of what these CAT1 hazards are 'likely' to be and why is it such a high number, an average of one CAT1 hazard per licensed property, after a 'successful' scheme implemented over the last 5 years?

### **Email Response 15**

Please see below my context and question I would like to be put before the council at their meeting on the 7 March 2022 specifically in relation to Selective Licensing.



Unfortunately, I am away with work in Hampshire so am unable to attend the meeting in person. My understanding is that I can submit a question for consideration and presentation on my behalf in my absence.

"The previous WLDC Selective Licence Scheme ran for 5 years. A sum of in excess of £300,000 was collected from Private Sector Landlords to fund the scheme. The accounts / usage of the money has not been made easily publicly available to the service receivers, i.e. the landlords, to justify the expense. Anti-social behaviour (ASB) was one of the key areas that the previous scheme was, and now proposed scheme is supposed to tackle. ASB was and is supposed to be a partnership approach between landlords and other "Stakeholders" within the scheme. Landlords have received little and more often no help in addressing ASB of their and neighbouring tenants. Good landlords will always ensure that ASB clauses feature within tenancy agreements and will speak with their relevant tenant offenders. ASB is traditionally reduced through regular gainful employment of individuals, which could not be within the general remit of any landlord. Evidence has also not been produced as to from where ASB manifested, i.e. was it from within Private Rental Sector (PRS) habitations, privately owned properties, shopping and public areas? How do we reasonably know it is manifested from within tenanted properties of Selectively Licensed Landlords? According to national crime statistics it also appears that ASB has fallen and is not a problem within the South West Ward of WLDC, the previous and proposed target area for Selective Licensing.

Therefore, bearing in mind the afore mentioned information my question is - How can a new scheme be legally and ethically justified when a previous scheme failed to provide financial and physical evidence tackling ASB issues, when in fact it may not actually be a Selective Licence issue and perhaps more of a Police enforcement issue for which residents pay Council Tax for anyway?

### **Email Response 16**

Landlords have increased rents to cover additional costs imposed by central and local government. Private landlords are selling up in Licensing areas, myself included.

The extension and expansion of SL will increase rents further and more small competent landlords will sell and stifle investment in the area.

These detrimental knock on effects on tenants have neither been researched nor considered by WLDC.

Why not?

Part of the consultation should include research into these unintended consequential rent increases and reduction of available housing as a result of Selective Licensing.

### **Email Response 17**

As members of the DASH Landlords Accreditation Scheme, which is supported by WLDC, we were recently alerted to the above Consultation document. Subsequently we have attended a Zoom session run by WLDC outlining some features of the proposed Selective Licensing proposals, which will affect us as landlords. The following day, DASH organised a Zoom meeting discussing issues of relevance to landlords, and mentioned the WLDC proposals. Although we were licensed by WLDC under the first SW Ward Selective Licensing Scheme, we have heard nothing about a new scheme from that database. Further, information of relevance to Landlords during the five year scheme was noticeable largely by its absence, and we waited in vain for a nudge that EICR would become mandatory towards the end of the scheme. We must stress the importance of good, supportive and relevant, communication to inform all landlords. Why no dialogue with scheme members?

As we shall be affected by the current proposals , if they are introduced, we would put on record that we prefer long-term tenancies, we like good tenants who make their home in the property. We manage our property ourselves, and therefore have sought advice and guidance through membership of NRLA and accreditation with DASH. During the Lockdown period the NRLA ran several online webinars for members , supportive especially of landlords whose tenants were falling into arrears, but we heard nothing from WLDC's SWWard Licensing Scheme.

We strive to keep up to date with legislation affecting landlords, and aim to respond promptly to any report by a tenant of repairs needed. We have a good support network of local tradesman. Our rents are on the low side, and in the current economic situation we hesitate to impose any increases. It is therefore frustrating to learn that an extra levy may be made by the Council in the near future on all landlords, good and bad.

Social housing is in short supply locally and we offer suitable accommodation for the lower end of this market. Managing our own property can be very time-consuming and hard work, so it is particularly galling to see that no credit is given for membership of DASH, even though that makes the initial license application very straightforward for the Council.

While we appreciate the importance of the underlying aims of the proposals , we expect there to be practical and realistic guidance on thermal insulation and carbon reduction for all the rented properties.

The following points are made as pertinent to the consultation.

1. Education for all landlords on managing their properties — this should be a key feature of any scheme. It is high time that old fashioned ideas about grasping landlords are replaced by realistic acceptance that for most landlords their properties are investments that need looking after , and this means looking after the tenants too. “Rogue” Landlords must of course be dealt with.
2. ASB — not necessarily always linked to rental properties of course, but reports often highlight particular streets or addresses. In Gainsborough North ward, in our experience of living there, and having tenants there, ASB is largely confined to a minority of streets, just as in SWWard, which are easily identifiable. Rising house prices in the ward, would also suggest that it is viewed favourably as a place to live by home owners , who do not see ASB as a problem in the area. We would therefore oppose a Selective Licensing Scheme for the whole of Gainsborough North Ward. As regards the other wards to be included, we have no particular insight into conditions there. To be fair, Councils and the Police often struggle to deal with ASB too. It is in our opinion unwise to expect Landlords to easily eradicate ASB. They will need the support a scheme must offer.
3. Tenant Responsibility. The individual landlord who houses tenants in substandard properties obviously does not look after his investments, blights a neighbourhood, and certainly needs to be targeted — but so do problem tenants —who accept substandard living conditions , with presumably low rents. It is therefore essential that improving tenant responsibility is a key objective of any scheme. If tenants refused to accept poor conditions, the bad landlord will lose his income. In the online meeting we attended, early presentation of waste was also highlighted — it is hard to see how a landlord can be expected to solve this long running problem without support and guidance. It is not a widespread problem in Gainsborough North.

Whether the majority of reasonable landlords should pay for this work is of course what the consultation is all about. It is hopefully not a stealth tax .This is why we place so much emphasis on the value of communication with all the landlords. By limiting the area of the Licensing Scheme, the costs would be covered by those most directly affected by ASB . Charging per property will raise considerable income for the scheme, contrasting sharply with the DASH scheme, which is per landlord, on a sliding scale according to the number of properties owned

### Email Response 18

The West Lindsey District Council has asked for submissions concerning the wisdom of extending the landlord licensing scheme from its present sphere of application in the South-West Ward to (potentially) the whole of Gainsborough, so these are our submissions.

The negative side of our attitude

The name of our is [removed] and we embrace all the philosophies of this famous philanthropist of Victorian times. We would accordingly support any initiative which would improve our tenants' lives, but do not believe this is one that would.

As a landlord in the private sector, we are wholly opposed to such an initiative and not just for our own self-serving interests: this will fall heavily on tenants at a time when the general cost of living is inflating at a rate not seen since the 1980s and can only therefore be a further big contributory factor to a wage/price spiral, which threatens already to get out of control. Furthermore, we see no need for such a scheme, as it would merely add an extra layer of bureaucracy to a market for private lettings which is by and large already working well and efficiently.

Having said that, all of our Lincolnshire let properties are either in the wards of Scotter and Blyton or Gainsborough East, so the proposal for Designated Area 2 cannot apply to our hereditaments. So we have no direct conflict of interest to declare in this matter. We are concerned, however, that there may one day be a Designated Area 3, which would be even more pointless than Designated Area 2. I realise these are serious assertions but I intend to back them up in this submission.

Each year, a Council officer contacts us and asks for information about the rents we are charging in the Gainsborough area and we give that information, in the knowledge that we pitch our rents at at least £25.00 below the monthly rent prevalent in the market. All philanthropy aside, we do that also for sound business reasons, in that this is conducive to social stability and therefore to costs. So, if landlords are to be faced with a levy on each let property to support a licensing scheme, those landlords will either have to take less by way of profit or pass the extra cost on to tenants. The idea that being a landlord is a cushy number is way off the mark. As a semi-retired person | spend an awful lot of valued time dealing with electrical safety, gas safety, insurance, six-monthly inspections, repairs and maintenance. This takes up a great deal of my life and I do not suppose that | am any different from a lot of other landlords. It is therefore imperative that this is reflected in the level of profitability our firm enjoys.

When | look at the accounts I submit to HMRC, I find that the return on invested capital comes out at a very modest revenue profit of just 4.35%. And this takes no account at all of all the time spent on dealing with tenancies, as I make no charge for my time: this is simply the net return on invested capital. As local house prices rocket, there is a great temptation to sell up, as percentage profitability declines. If too many landlords are to be squeezed too hard they are likely to sell up and pay off their mortgages, leading to an exacerbation in the already short supply of private rental. There is not enough social housing to take up the slack. So this would inevitably force up rents. We know some local landlords who are already saying it is not worth their effort and are selling up in this climate.

I suppose we are fairly typical of any compliant landlord. So the conclusion is simple: we cannot justify having to pay a levy to keep our tenants as comfortable in their homes as they already are, it would just be poor economic management.

So the cost of the levy would immediately be passed on to tenants as a rent rise. We have asked our tenants what they think of this idea. They are uniformly opposed to it. Evidence can be readily supplied.

Most tenants are not rich. They are currently facing unprecedented rises in their costs of living. To add another twist to this inflationary spiral would seem almost spiteful.

In short, both we and our tenants are opposed to any extension of the current licensing scheme as too expensive, bureaucratic and unnecessary. And most untimely.

East Ward: the positive side

To focus, now, on the East Ward, where I do have to declare an interest, as I manage a number of DASH-registered properties there, I note from your interesting document “Selective Licensing in West Lindsey” that when it comes to Cat.1 hazards and complaints that this ward is only behind three other wards for volume of complaint: the worse ones being South-West, North and Market Rasen. This high level of hazard/complaint would puzzle me, but for my intimate knowledge of the whole of this ward. Most of it is entirely harmonious. But I could point out a crime hot-spot in Riby Close, another in Riseholme Road and the very houses where these problems fester. It is the fact that there are so few problems which might cause puzzlement. However, there is one particular building which is of more concern to me - and ought to be to the Council - than all the rest of the East Ward put together: Pilham Court.

East Ward: the negative side

Not only do I frequently deliver pizzas there, but for upwards of twenty years I have owned a flat in this thirty-unit block and I do not like what I see and hear.

When I first purchased this flat I let it to tenants, who turned out to be unsatisfactory. When they left I was so intimidated by the whole ethos of the block that I gave up on letting it and left it vacant for four years, barricading it in with steel grills. Eventually, either the Council did a “clean-up” job and evicted a lot of problem tenants, allowing to remain or come in only those over 25 years of age and with no convictions for drugs or violence, so I began to let the flat again. At present I have a long-term and most agreeable couple in this flat. But I believe only three other of the thirty flats are privately-owned and the rest are managed by [removed]. Over the past few years as. has let matters slide again: the place is riddled with drugs, drug-dealing happens every day and there has been considerable violence, as might be expected where drugs are endemic.

## Email Response 19

WLDC Selective Licensing - Landlords Issues / Concerns / Questions /Comments

Previous Scheme General

1. What was the money from the last SL spent on, how was it used? –
  - We should see an analysis / the accounts / evidence of how the money was used.
2. Previous scheme did not solve problems in SW ward, it may have improved some of the housing but the main reasons for the scheme to run again are still apparent e.g. ASB, Crime etc, such issues that should be addressed through other agencies, and not solely, if at all, a landlord issue for enforcement.

3. Why has there been virtually no support from WLDC for tenant arrears (up until most recently due to a "COVID Fund" from HMG)?
  - For example when tenants fall into arrears and they receive their benefits from LHA or UC then this is public money allocated for rent. When a tenant makes the choice not to pay their rent then this is surely misuse of public funds, possibly even fraud, therefore assistance should be provided to take action and in support of a criminal offence. It is known that there is a move by other Local Authorities and District Councils to take such an approach in the future.
4. Scheme hasn't given any focus on tenants, landlords have full focus when it was not them who should be responsible, what action has been taking against tenants by WLDC?
5. The scheme seems to be extremely landlord focussed - there seems to be little contribution from the WLDC departments that can make a difference – i.e. waste collection/enforcement etc, The police – [removed] who is a very experienced pro-active PCSO covering the Hemswell camp has not even heard of the SL proposals for her area - why has she been involved in the consultation?
6. Why has the previous SL Scheme failed to address the issues of tenant passport / referencing as promised? - WLDC said a tenant black list would be available to landlords, where is it?
7. No support for landlords with problem tenants e.g. WLDC Housing department workers advising tenants to quote squatters rights when served notice of eviction.
8. Tenant accountability - there has been / is none. No enforcement around littering/rubbish despite reports being made direct to WLDC with evidence etc. As explained there is no assistance with problem tenants just bullying tactics against the landlords.
9. WLDC did not respond fast enough on complaints by tenants regarding issues reported to them, especially if they are anonymous through fear of retribution?
10. The previous scheme was riddled with inconsistent inspections. One landlord's experience example was predominantly with Home Safe. Any new scheme must have clear, consistent, quality inspections by qualified HHSRS inspectors, not "has been" fire / police officers with little or no training or experience in land-lording and property inspections
11. A number of rental properties remained unlicensed from the last scheme. The same goes for unoccupied properties. Some of us as ex cops all know owners /landlords can easily be identified and found for these properties - why do they still exist after 5 years?

#### Anti Social Behaviour

12. ASB has apparently fallen in the area – why is this being used as a reason for a renewed SL Scheme in SWW?
13. Do councillors understand what ASB is by definition?
  - How can this be the responsibility of the landlord?
14. Why has the previous SL Scheme failed to address anti-social behaviour of tenants and in particular ASB from tenant's neighbours?
15. Why has the previous scheme failed to assist landlords in taking action on ASB offenders?
  - One particular landlord has lost 4 sets of good tenants in 6 years due to one set of disruptive neighbours.
16. What proportion of ASB is attributed to housing associations, private houses and private rented that is actually at that property?

#### CAT 1 Hazards

17. It is mentioned that continued CAT 1 Hazards remain an issue in SWW and hence a need to continue a scheme. Why was action not taken or why has the action taken not been effective in 5 years?
18. What is the breakdown of the CAT 1 hazards identified?
19. If the majority of, and hence justification for, the CAT1 Hazards are stair case related what is the context?
  - It has been proved on at least 4 separate cases that these were not reasonable and approved safe (with previously existing mitigating measures) by WLDC officer/s.
20. If the CAT1 hazard resolution relating to 1 st to 2 nd floor stair cases mean preventing the use of 2nd floor this will reduce the number of bedrooms of use and hence number of available properties for larger families which in turn places more strain on the housing requirement provision by WLDC
  - . House checks need to be sympathetic to the age of the houses ie, tread depths and stair steepness?
  - One exemplar landlord in the last 10 years of owning 3 houses in particular that have stair steepness and tread depth that may fall within CAT1 Hazard none of the tenants have fallen, caused in injury to themselves or made complaint as a consequence of the stairs

#### Decent and Safe Homes Accreditation (DASH)

21. DASH (Decent and Safe Homes) operated by Derbyshire Council but for East Midlands landlords is endorsed by WLDC. DASH accredit landlords and inspect their properties in much the same way as the previous WLDC SL scheme did. DASH do this at minimal, often at no, cost to the Landlord. Why do WLDC need to charge such a high amount and why are WLDC not using DASH and / or their model for running a future scheme?
22. DASH also provide frequent CPD sessions for their landlord members. Remembering this if mainly free, why was there only 2 CPD sessions for high fee paying WLDC SL Landlords in the 5 years?

#### Concerns of Renewal of Scheme Legislation

23. Why is the emphasis placed on landlords to help control ASB and Littering when this is almost completely beyond their control?
  - There is existing legislation to combat this that seems not to be being used effectively.
24. Surely there is existing and effective legislation for enforcement to tackle the key areas used to justify the renewal of a new scheme. Why then is SL needed?
  - Is it to raise money due to insufficient funding to tackle the problems hence penalising Private Sector Landlords?

#### Housing Authorities / Associations

25. Why are Housing Authorities / Associations such as ASIS not being subjected to SL?
  - It has been apparent and various media reports have evidenced that HA have significant substandard accommodation that needs addressing and was covered in the PRS SL Scheme.

#### Rogue Landlords

26. SL is apparently divisive. Whilst it is agreed by some that landlords should be licensed, it should be ALL landlords not just some in certain areas. The selective nature of SL means that



rogue landlords (the main issue we were sold it was to address) just move to different areas within the district. Therefore, does not solve the rogue landlord issue.

- Tenants have a choice not to rent from rogue landlords.
- Why can't local authorities refuse to pay housing benefit as rent to landlords that do not meet agreed requirements? Eg proof of checks, insurance etc?

#### Good Landlords & Investment

27. SL has caused and is causing Landlords to sell up. This in turn could cause a squeeze of available properties and competent landlords where there is already insufficient social housing supply and hence a need for PRS.
28. Do WLDC not appreciate the investment and ongoing costs landlords have?
  - Remember when Private Landlord invest in the property they are also contributing to the community by using local trades, services and supplies, thus promoting business and development. Can Local HA's say the same to that extent as they will often keep everything in house and bring in people and services from outside the area?
29. Is it the case that WLDC are seeking to marginalise and reduce the PRS sector in order for housing associations, companies and charities to take over?

#### WLDC SL Team & Process

30. [removed] cannot be trusted to give an unbiased view of the scheme and its ability to solve the issues in this area.
31. Why haven't councillors met in person with landlords for consultation before continuing and expanding this scheme?
32. Nothing in the consultation informing private homeowners that this could affect their mortgages and mortgage offers and the potential for house values to decrease
33. The survey produced by WLDC was very leading, which was accepted as true in an email from (Removed). The consultation is supposed to be with everyone effected and this has not taken place.
34. A separate survey has been produced by a Landlord Group which is given a very different picture to the one produced by WLDC.

#### General

35. There is a working group in place made up of police, council, schools and housing association, why isn't there a rep from the private sector?
36. Even the neighbourhood plan said nothing about SW Ward!
37. License fee for previous licensed landlords is ridiculous! If a landlord has had a fit and proper check it does not need doing over again?
38. Generic Comments by disgruntled long term local landlords;
  - "How do we vent our spleen to the council so that anything we say can be taken into consideration alongside the survey results. Good landlords don't need selective licensing and it will make no difference to rogue landlords. It will drive yet more good landlords out of the rental market and open the door still further for rogue landlords. As per usual, complete blinkered thinking by the council who simply want to bolster their coffers and provide nothing constructive in return to good landlords. One of their questions on the survey is do you take references but this can be a waste of time as some landlords have no option but to provide a positive reference to a bad tenant simply to get them out or shoot themselves in the foot! The council don't check if a tenant has bad credit or if they

are in rent arrears with a previous landlord. If they did and then deducted a portion of the 5 housing benefit to pay back the arrears to the previous landlord then the problem would soon disappear. Instead they simply kick the can down the road. Central and local government policy has a strangle hold on decent landlords and is ignoring the biggest culprits that put tenants in unsuitable housing; some of the worst being the housing associations. I could go on but needless to say that wide sweeping policy changes are required to make both decent landlords and tenants lives easier. Starting by reversing (George Osborne's) section 24 ..... and the stamp duty increases more recently brought in.

- "Like so many others I am now considering selling up and moving out of Gainsborough. I totally agree what is happening is they are going to lose good landlords. I have never increased the rent in any of my properties once good tenants move in, the longest one I have owned for nine years and still at the same rent. All my tenants are more than happy with the service I provide and have been with me for years. All repairs, replacements and problems have been instantly attended to and my tenants show their appreciation by paying their rent on time. It is a system that works well for both tenant and landlord. However, if SL comes in I face two choices, increase my rents at a time when people are already struggling with the steep rise in the cost of living or move out of Gainsborough. At the moment leaving Gainsborough and investing elsewhere is heading the choice. I just hope my good tenants get a decent caring new landlord. One tenant told my managing agent he was so happy he wouldn't leave until they took him out in a wooden box. I recently purchased another rental property in Gainsborough only because the SL had finished. What a mistake that was!!!!"
- "Trouble is this won't affect the rogue landlords. They will just carry on as usual, and they will be laughing at the system."
- "Got rid of 5 last year, going to get rid of one more before this comes in. Such a shame, lovely long term tenants and a lovely house on Acland Street. My friend has a barn conversion in Heapham, she has just given her tenants an eviction notice and is going to sell. All they are achieving is getting rid of decent landlords."
- "This goes ahead. I am seriously thinking of selling all mine in Gainsborough. Sick of it. Let someone else have the joys. So if any of you might be interested inbox me. Then maybe take it from there."
- "Glaring elephant in room remains : Housing Associations are exempt from adhering to same standards and being held accountable in way PRS is. Thus, they can continue to preside over appalling conditions for months, even years ( As revealed in recent excellent series of ITN reports ), which would see us convicted, fined, imprisoned even, with apparent impunity. Why ?



## Email Response 20

I am writing to you regarding the proposed introduction of selective licensing across certain West Lindsey wards. I believe the council are currently consulting on the proposal and that this consultation comes to an end on the 11 April.

I have no doubt that selective licensing can be a useful tool in combatting 'slum landlords' and areas of deprivation or antisocial behaviour. Nonetheless, I have been contacted by a number of people, both landlords and tenants, with grave concerns and reservations about the proposed scheme and the current consultation.

There are obviously statutory requirements to be met when introducing selective licensing but there are also government guidelines on how best to implement such a scheme and, in this instance, it seems that most of the concerns expressed to me have some merit.

There appears to be a consensus about the lack of active engagement with stakeholders that will be affected by the scheme. In the run up to the consultation, to my knowledge, no private landlords or tenants were contacted nor was any actual data gathered from them. I am informed that an algorithm was used to generate the evidential data for the study supporting selective licensing.

Government guidance on selective licensing clearly advocates the need for active engagement with both landlords and tenants and it emphasizes the need for transparency. It also stresses the necessity for a thorough consultation and an active dialogue. Algorithms are inherently biased and there is no replacement for engaging with tenants and landlords on the ground.

More pertinent is the criticism is that West Lindsey have chosen to include whole wards in the scheme. This seems illogical. There may be areas of deprivation and 'slum landlords' in every ward, these do not spread across the entirety of a ward. Government guidance points out the dangers of including large areas in selective licensing and emphasizes the need for a very targeted and precise approach. The

scheme should be just that: 'selective'. What West Lindsey is proposing, in its current form, does not appear to be selective.

The lack of engagement and transparency has left many in the sector very concerned about the broad brush stroke approach the council are adopting and, they feel that this consultation is not really a consultation at all. If there is a lack of knowledge about stakeholders surely the best way to remedy this is through engaging that sector and not moving immediately to license it.

Further concerns about the legitimacy and punitive nature of the license conditions have been raised with me. Tenants have expressed strong reservations that, amongst other things, the regular inspections would spoil their right to the quiet enjoyment of their home. The phrase 'it would feel like I was being policed in my own home' has been used.

The unintended consequences of selective licensing have also been brought up. Good landlords, faced with increased financial and administrative costs, will invariably end up passing this cost on to the tenant. At a time when the cost of living is already on the increase and personal budgets are stressed, this is far from desirable. Other landlords have indicated that this may push them to sell, resulting in tenants being made homeless.

My fear is that West Lindsey are adopting a one-size-fits-all approach to a scheme. This scheme should be targeted and precise. Whilst selective licensing may be appropriate in certain areas, normally it must be said in high density urban areas, it is patently obvious to anyone that this is not the case across whole wards. The last thing that must be allowed to happen is for the good to be thrown out with the bad and for there to be a raft of unintended consequences that negatively impact good tenants and the private rental sector.

I believe a motion has been tabled to end the current consultation. Given the concerns that I have highlighted here, this seems to be a sensible suggestion. This would provide the opportunity for an active dialogue with both landlords and tenants. West Lindsey could use this to build on what they have learned. The proposed scheme could then be refined and tailored to have maximum impact on bad landlords and minimum, or no, impact on good landlords. After all, that is the point of the scheme.

Thank you for taking the time to consider this and I look forward to hearing back from you.

Written Response 21

Dear Sirs,

REQUEST FOR REMOVAL OF PROPOSED ADDITIONAL  
SELECTED LICENSING AREAS BY WLDC  
PROPOSED NEW AREAS TO INCLUDE SUNNINGDALE  
WAY, ESTATE, BOB RAINSFORTH ESTATE, JUNIPER  
WAY, HORSLEY ROAD, WILLOUGHBY CHASE, RIVERSIDE  
APPROACH, MARSHALLS RISE

---

We understand that WLDC intend to introduce  
Selective Licensing to additional areas in  
Gainsborough and as Landlords in one of the  
proposed areas this would affect us.

We understand these selective licenses will  
only apply to private Landlords NOT  
Housing Associations or home owners in the  
same areas.

2.

We are Landlords for 2 relatively new properties  
In [REDACTED] we bought  
new in 2012 [REDACTED] 2016 (4 yrs old).

We would like to register our concerns &  
views on your proposals & let you know we  
strongly disagree with your proposals for  
the following reasons. -

We understand that WLDC propose to  
inflict a fee of £675 per property for any  
& only private landlords with property in  
the newly proposed selective licensing areas.  
This being an additional cost to the rates  
already being paid to WLDC on these  
properties.

This is wrong on so many levels -

I quote - The Government's defined criteria  
guidelines required to meet selective  
licensing

"These areas tend to suffer from low  
housing demand and/or high levels of  
anti social behaviour or deprivation  
or indeed additional criteria - A  
designation may be made to combat  
problems in an area experiencing poor



3.

property conditions, an influx of migration, a high level of deprivation or high levels of crime."

As you are aware Marshalls Rise is a relatively new development just off the main town centre area being Marshalls Yard.

As you are also aware it does not then meet any of the Government's defined criteria as listed above for selective licensing to be inflicted.

Regarding WLDC's own criteria for imposing these additional charges —

- 1/ property management + safety
- 2/ waste management
- 3/ tenancy
- 4/ ASB (not included in North Ward)
- 5/ security
- 6/ health & safety + occupation of the property!

Once again none of these criteria apply to Marshalls Rise. On this basis alone Marshalls Rise should be removed from the list. These areas also charge owners a management fee for grounds + are looked

4.

after by an external company. In any event - surely this is what we pay our rates for. All of the criteria listed, both Government & WLDC should already be covered by the rates we pay.

This is just another easy way to extract even more easy money from the law abiding. It is wrong & it is unfair.

WLDC does not need this scheme to identify rogue landlords or indeed rogue tenants/housing association tenants. From a cursory drive by through Gainsborough it is fairly obvious to all where problems of inadequate housing & other elements of your criteria might be met. You & other Agencies will no doubt receive complaints from tenants about bad landlords & equally from landlords about bad tenants.

As someone having worked in Local Government I am well aware that it is usually a few people who are persistent offenders & are well known to all the various Agencies.

WLDC needs to take these reports seriously & act on them - not penalise law abiding residents for the antisocial behaviour etc being committed by others. WLDC are targetting the wrong people & the wrong areas.

5.

We pay our rates & we should not then be picking up the bill for anti-social behaviour etc by others. By all means target the culprits but not the innocent.

It would be nice if the Council showed their loyalty to private landlords & tenants who do maintain & look after their properties & tenants not penalise them. We are just easy money making targets.

In 10 yrs of renting out 2 properties we can categorically say that we have had no bad tenants & nor are we bad landlords. We do everything by the book - We have used the same local agents for 10 yrs - they carry out full letting procedures, they make sure we are totally up to date with the latest legal & safety regulations & we abide fully with all regulations. (All of which incur extra expenses for landlords).

We would like to add, from our experience, nuisance behaviour etc often comes from tenants occupying housing association homes (who it appears are exempt from these charges).

6.

Indeed we have heard many stories over the years from property maintenance people about the sheer vandalism caused inside & outside some of these properties.

Another reservation we have - surely labelling these areas as requiring selective licensing will decrease the value of properties in these areas.

If you do inflict selective licensing then it should just be applied on the culprits be they from private landlords tenants, housing association tenants or indeed private home owners. It should not be law abiding citizens who foot this bill. Again, these services should be covered by the rates we pay. As stated WLDC & all the various Agencies will be fully aware where the problems are. These people are the ones to target & need to be held accountable for their actions & dealt with appropriately & swiftly. They should not be allowed to re-offend over & over again making the lives of their neighbours & law abiding people unbearable.



7.

Finally, when we bought the first rental property in 2012, we were told that the land to the corner Lhs of the road (where building had started) up to Marshalls Rise & the land to the rhs (derelict land) were the next phase of this development & building works to the rhs were due to start. 10 yrs later nothing else has happened on the Lhs & the derelict land to the rhs is a neglected eyesore on the approach to Marshalls Rise. It is areas such as these that attract flytipping.

I think it is fair to say that it is time this area was developed or tidied up & looked after. Perhaps WLDC could now carry out their obligations regarding this eyesore.

Given there is a lack of housing in Gainsborough why in 10 yrs has this land not been developed, thereby getting rid of the eyesore it is & the avoidance of it becoming a magnet for flytipping.

Instead of WLDC wasting yet more time & money setting up yet more Committees to think up ways & excuses to extract

8.

more money from your law abiding tax payers  
I would respectfully suggest you use the powers  
& rates you <sup>already</sup> have to deal with specific home  
owners, Landlords, Tenants, Housing Association  
tenants who are well known to all your  
various agencies & deal with the actual  
individuals who abuse the system.

We look forward to hearing from you & your  
response to the issues ~~have~~ raised

## Feedback on the Previous Scheme from the Landlord Focus Group Communication

Promote the need to license and help landlords and tenants to comply with, and understand the benefits of, addressing standards.

Tell us about your experience around this?

Do more of?	Do less of?	Do differently?	Stop?
<ul style="list-style-type: none"> <li>a. Ongoing dialogue between council and landlords</li> <li>b. Carryout activities to raise tenants' awareness of their responsibilities</li> <li>c. Link different relevant partners (e.g., Police) into the service where they have a responsibility e.g., ASB</li> </ul>	<ul style="list-style-type: none"> <li>a. Unfulfilled promises - When the scheme came in, landlords were offered training – only two sessions offered early in the scheme, also promised CCTV in the previous scheme and not delivered</li> </ul>	<ul style="list-style-type: none"> <li>a. No complaints process or clear communications of upcoming inspections</li> <li>b. Calls felt like they were going to a call centre. Emails could be used for communication if there was a clear SLA to respond</li> <li>c. HomeSafe had high staff turnover and therefore hard to build relationship with the org.</li> <li>d. More pragmatic approach (e.g., stair treads relate to property age and cannot be easily changed) – these are misrepresented as hazards. When landlords discuss with council decided that it is not an issue. This is not communicated to inspectors who may for later inspections note it as an issue. This undermines the professionalism of the landlords and can cause issues between landlords and tenants</li> </ul>	<ul style="list-style-type: none"> <li>a. Using HomeSafe to administer the scheme</li> <li>b. Inconsistent and unqualified inspections / inspectors resulting in fines and inconsistent changes required from landlords</li> </ul>

## Apply for a licence

Check that landlord has necessary information and can apply for (and easily get,) correct license.

Tell us about your experience around this?

Do more of?	Do less of?	Do differently?	Stop?
		<ul style="list-style-type: none"> <li>a. More customer focus around way forms etc were developed</li> </ul>	

## Improve property conditions

Work with **landlords and tenants** to improve property standards and management, where needed. This isn't just about addressing a deficit but also **recognising good landlords and promoting tenant's responsibility**.

Tell us about your experience around this?

Do more of?	Do less of?	Do differently?	Stop?
a. Inspections carried out by HHRS qualified staff b. Involving other agencies c. Support landlords with difficult tenants d. Council didn't respond to tenants' complaints in a timely manner e. Provide more focus on unlicensed properties	a. HomeSafe would <u>no</u> respond to calls or email (later in the scheme and particularly during the pandemic) – inconsistent inspections towards the end of the scheme b. Revisit guidance and decisions after they had been agreed, i.e., <u>reinspections</u>	a. Making other people responsible, including tenants, as landlords are being asked to deal with ASB. Supporting landlords with they ask for help b. Promises not kept, i.e., tenants' referencing scheme but then onus was on the landlords – nothing came from previous discussions c. 'Fit and proper tenant check' If asking previous landlord the info would include rent arrears, parking fines, keep the property in a good condition — the council do not share this info d. West Lindsey's Tenant referencing form – too long, not user friendly and asking for unnecessary/personal info e. Could the council run a referencing service like estate / managing agent or NLA schemes – gives an indication on how the tenant has been w.r.t to ASB and other issues so landlords no what they are getting f. Provide landlords with a clear checklist of newer regulations g. Lack of transparency and consistency of types of Cat 1 hazards in the previously and possible designated areas – provide clarity. Are stair treads being used as part of Cat 1 hazards to justify new scheme, when the council have agreed that this is an acceptable risk.	a. Run the scheme by the council not by a private business which is concerned with profit b. Pressure on landlords to manage tenants regardless of who they get

## Report and learn

Constantly learn lessons from delivering the service and from customer experience.

Tell us about your experience around this?

Do more of?	Do less of?	Do differently?	Stop?
a. Sharing scheme achievements		a. Consistent application of hazards guidance and assessment of risks – factoring the age of properties – common sense approach b. Blanket fee is applied to all landlords – fine landlords where they have had issues. Tarring all landlords with the same brush. All being charged the same without justification o how that money is being spent c. Lack of clarity on what the fees/finances have been spent on	

## Summary

### Overarching themes

- Introduce a fit and proper approach for tenants
- Differential charging approach – why are good landlords charged the same as poor landlords
- Need to make other stakeholders accountable not just landlords
- Need to demonstrate licensing is part of a strategic Council approach to improving housing standards and management practices

### Logged issues

- Need to justify cost of licenses through transparent approach
- How was money spent on last scheme
- Want more consultation and time to carry it out
- What is breakdown of Cat 1 Hazards from previous scheme
- What has previous scheme achieved
- Participants were keen to understand what will be different this time as last scheme over promised and under delivered
- Need to carryout series of activities to raise tenants' awareness of their responsibilities
- How is ASB distributed across other housing sectors?
- Council working group, with representatives from police, housing and schools should include a PRS Landlord representative as well

## Consultation on licensing in private rented property in West Lindsey

West Lindsey is currently considering the introduction of a property licensing scheme in parts of the district with known issues around poor property conditions, antisocial behaviour (ASB) and deprivation.

The council is considering introducing licensing across two designations, covering five wards:

- Designation 1 would cover Gainsborough SW on the basis of poor property conditions, antisocial behaviour, and deprivation.
- Designation 2 would cover Gainsborough North, Hemswell, Market Rasen and Wold View on the basis of poor property conditions:
  - Hemswell ward includes Blyborough, Corringham, Glentworth, Grayingham, Harpswell, Heapham, Hemswell, Hemswell Cliff, Springthorpe and Willoughton
  - Market Rasen ward includes Legsby, Linwood, Market Rasen, Middle Rasen, North Willingham, Osgodby, Owersby, Sixhills, Tealby, Walesby, West Rasen
  - Wold View ward includes Brookenby, Claxby, Holten-Le-Moor, Kirmond-Le-Mire, Nettleton, Normanby-Le-Wold, Rotherwell, Stainton-Le-Vale, Swallow, Swinhope, Thoresway and Thorganby

Before making a decision, the council wants to hear your views about the proposal and any alternatives we could consider. The Council would specifically like to hear from private tenants, landlords, letting and managing agents, residents and businesses or organisations operating in West Lindsey and the surrounding areas.

You can see full details, including supporting documents and information about the council's previous selective licensing scheme, at [www.west-lindsey.gov.uk/selectivelicensing2022](http://www.west-lindsey.gov.uk/selectivelicensing2022)

If you have any questions, then please email [selectivelicensing@west-lindsey.gov.uk](mailto:selectivelicensing@west-lindsey.gov.uk)

This survey should take no more than 10-15 minutes.

The closing date for the consultation is 11.59pm on Monday 11th April 2022.

Any information you provide will only be used for research purposes and you will not be personally identifiable in any reports, however organisations may be identifiable.

We will hold all information securely and strictly in line with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). Please visit the following to read our privacy notices: <https://www.west-lindsey.gov.uk/my-council/have-your-say/consultations/consultation-privacy-notice/>

### Section 1: About you

Q1 Which of the following best describes you? **Please select all that apply**

- ☐ Resident
- ☐ Landlord
- ☐ Letting / Managing agent
- ☐ Private tenant
- ☐ Housing Association Tenant
- ☐ Work in West Lindsey
- ☐ Live in a neighbouring district
- Other (Please specify)

Q2 Do you live in West Lindsey

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Q3 What is your full postcode? *This information will not be used to identify you. The information will only be used to help the Council to understand if there are differing views from respondents in different areas and that there is a representative response from across the district.*

Q4 If you are a landlord, letting agent or managing agent, do you own, let or manage a property in West Lindsey?

- ☐ Yes  
☐ No  
☐ Don't know

## Section 2: Housing conditions in West Lindsey

An objective of the new licensing scheme is to improve property conditions in privately rented properties in the designated area. The council has evidence that there are high levels of poor property conditions in the designated areas. Examples of poor property conditions includes mould and damp, poor electrical installations and maintenance, excessive cold and trip and fire hazards. The licensing scheme would enable the council to implement clear licence conditions relating to the standard and management of rented properties in the area, and to inspect properties to check compliance.

For information on the condition of property in the Private Rented Sector in West Lindsey please read the evidence base that has been produced to support this consultation. View Selective Property Licensing Evidence Report at: [www.west-lindsey.gov.uk/selectivelicensing2022](http://www.west-lindsey.gov.uk/selectivelicensing2022)

Q5 To what extent do you consider any of the following to be a problem in privately rented properties West Lindsey? **Please tick one box for each row**

	A very big problem	A fairly big problem	A fairly small problem	Not a problem at all	Don't know
<b>Poor property conditions:</b>					
Poor state of repair of private rented properties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unsafe private rented properties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inadequate fire safety in private rented properties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of basic amenities (e.g. toilet, bathroom, cooking facilities)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Poor property management:</b>					
Poor response from landlords to tenants complaints	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Not carrying reference checks on potential tenants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Landlords not using a tenancy deposit scheme	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unfair additional charges made by landlords	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Poorly maintained outside spaces in private rented properties (e.g. overgrown garden)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please specify for other:					

Q6 Where in West Lindsey do you think these issues are a concern? **Select all that apply**

- |  |  |
|--|--|
| <input type="checkbox"/> Over the whole district of West Lindsey | <input type="checkbox"/> Saxilby ward                  |
| <input type="checkbox"/> Bardney ward                            | <input type="checkbox"/> Scampton ward                 |
| <input type="checkbox"/> Caistor and Yarborough ward             | <input type="checkbox"/> Scotter and Blyton ward       |
| <input type="checkbox"/> Cherry Willingham ward                  | <input type="checkbox"/> Stow ward                     |
| <input type="checkbox"/> Dunholme and Welton ward                | <input type="checkbox"/> Sudbrooke ward                |
| <input type="checkbox"/> Gainsborough East ward                  | <input type="checkbox"/> Torksey ward                  |
| <input type="checkbox"/> Gainsborough North ward                 | <input type="checkbox"/> Waddingham and Spital ward    |
| <input type="checkbox"/> Gainsborough South West ward            | <input type="checkbox"/> Wold View ward                |
| <input type="checkbox"/> Hemswell ward                           | <input type="checkbox"/> MOD Village of Brookenby      |
| <input type="checkbox"/> Kelsey ward                             | <input type="checkbox"/> MOD Village of Hemswell Cliff |
| <input type="checkbox"/> Lea ward                                | <input type="checkbox"/> MOD Village of Newtoft        |
| <input type="checkbox"/> Market Rasen ward                       | <input type="checkbox"/> MOD Village of Scampton       |
| <input type="checkbox"/> Nettleham ward                          | <input type="checkbox"/> Not applicable                |

Ward Map:



### Section 3: Anti-social Behaviour in West Lindsey

An objective of the proposed scheme in Designation 1: Gainsborough South West is to address the issue of high instances of anti-social behaviour, repeat antisocial behaviour (ASB) and envirocrime (such as leaving rubbish in gardens or in the street) in relation to the private rented sector. Licensing would allow the council to continue to work proactively with the landlords and owners of the properties to prevent ASB and, where necessary, support them to deal with ASB in their properties.

For information on the ASB in the private rented sector in West Lindsey, and information about the previous licensing scheme, please read the evidence base that has been produced to support this consultation. View the Selective Property Licensing Evidence Report at: [www.west-lindsey.gov.uk/selectivelicensing2022](http://www.west-lindsey.gov.uk/selectivelicensing2022).



Q7 To what extent do you consider any of the following to be a problem in privately rented properties West Lindsey? **Please tick one box for each row**

	A very big problem	A fairly big problem	A fairly small problem	Not a problem at all	Don't know
Intimidation of tenants or neighbours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Noisy, rowdy or inconsiderate neighbours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vandalism or graffiti	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alcohol or drug-related or any other illegal activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Animal related problems (such as dog fouling)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leaving rubbish in gardens or in the street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Litter and waste issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Abandonment of cars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inconsiderate or inappropriate use of vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please specify for other:					
<div></div>					

Q8 Where in West Lindsey do you think these issues are a concern? **Select all that apply**

- |  |  |
|--|--|
| <input type="checkbox"/> Over the whole district of West Lindsey | <input type="checkbox"/> Saxilby ward                  |
| <input type="checkbox"/> Bardney ward                            | <input type="checkbox"/> Scampton ward                 |
| <input type="checkbox"/> Caistor and Yarborough ward             | <input type="checkbox"/> Scotter and Blyton ward       |
| <input type="checkbox"/> Cherry Willingham ward                  | <input type="checkbox"/> Stow ward                     |
| <input type="checkbox"/> Dunholme and Welton ward                | <input type="checkbox"/> Sudbrooke ward                |
| <input type="checkbox"/> Gainsborough East ward                  | <input type="checkbox"/> Torksey ward                  |
| <input type="checkbox"/> Gainsborough North ward                 | <input type="checkbox"/> Waddingham and Spital ward    |
| <input type="checkbox"/> Gainsborough South West ward            | <input type="checkbox"/> Wold View ward                |
| <input type="checkbox"/> Hemswell ward                           | <input type="checkbox"/> MOD Village of Brookenby      |
| <input type="checkbox"/> Kelsey ward                             | <input type="checkbox"/> MOD Village of Hemswell Cliff |
| <input type="checkbox"/> Lea ward                                | <input type="checkbox"/> MOD Village of Newtoft        |
| <input type="checkbox"/> Market Rasen ward                       | <input type="checkbox"/> MOD Village of Scampton       |
| <input type="checkbox"/> Nettleham ward                          | <input type="checkbox"/> Not applicable                |

#### Section 4: Deprivation in West Lindsey

Licensing would enable the council to address issues of deprivation, which are exacerbated by poor property conditions. For example, fuel poverty caused by poor thermal efficiency of properties and inadequate or old-fashioned heating.

For information on the deprivation in the Private Rented Sector in West Lindsey please read the evidence base that has been produced to support this consultation. View the Selective Property Licensing Evidence Report at: [www.west-lindsey.gov.uk/selectivelicensing2022](http://www.west-lindsey.gov.uk/selectivelicensing2022).

Q9 To what extent do you consider any of the following to be an issue in privately properties West Lindsey? **Please tick one box for each row**

	A very big problem	A fairly big problem	A fairly small problem	Not a problem at all	Don't know
Fuel poverty (unable to pay for utilities that provide heating, hot water etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliance on food banks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High unemployment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Poor quality housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High reliance on benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Empty properties	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low income households	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Run down areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
High levels of crime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please specify for other:

Q10 Where in West Lindsey do you think these issues are a concern? **Select all that apply**

- |  |  |
|--|--|
| <input type="checkbox"/> Over the whole district of West Lindsey | <input type="checkbox"/> Saxilby ward                  |
| <input type="checkbox"/> Bardney ward                            | <input type="checkbox"/> Scampton ward                 |
| <input type="checkbox"/> Caistor and Yarborough ward             | <input type="checkbox"/> Scotter and Blyton ward       |
| <input type="checkbox"/> Cherry Willingham ward                  | <input type="checkbox"/> Stow ward                     |
| <input type="checkbox"/> Dunholme and Welton ward                | <input type="checkbox"/> Sudbrooke ward                |
| <input type="checkbox"/> Gainsborough East ward                  | <input type="checkbox"/> Torksey ward                  |
| <input type="checkbox"/> Gainsborough North ward                 | <input type="checkbox"/> Waddingham and Spital ward    |
| <input type="checkbox"/> Gainsborough South West ward            | <input type="checkbox"/> Wold View ward                |
| <input type="checkbox"/> Hemswell ward                           | <input type="checkbox"/> MOD Village of Brookenby      |
| <input type="checkbox"/> Kelsey ward                             | <input type="checkbox"/> MOD Village of Hemswell Cliff |
| <input type="checkbox"/> Lea ward                                | <input type="checkbox"/> MOD Village of Newtoft        |
| <input type="checkbox"/> Market Rasen ward                       | <input type="checkbox"/> MOD Village of Scampton       |
| <input type="checkbox"/> Nettleham ward                          | <input type="checkbox"/> Not applicable                |

### Section 5: The proposed Selective Licensing schemes

West Lindsey is currently considering the introduction of a property licensing scheme in parts of the district with known issues around poor property conditions, anti-social behaviour (ASB) and deprivation.

The council is considering introducing licensing across two designations, covering five wards:

- Designation 1 would cover Gainsborough SW on the basis of poor property conditions, anti-social behaviour, and deprivation
- Designation 2 would cover Gainsborough North, Hemswell, Market Rasen and Wold View on the basis of poor property conditions

Q11 To what extent do you agree or disagree with the proposal to designate the specified ward in Designation 1 (Gainsborough SW) for Selective Licensing? **Please select one only**

- ☐ Strongly agree  
☐ Tend to agree  
☐ Tend to disagree  
☐ Strongly disagree  
☐ Don't know



Q12 If you would like, please explain your answer:

Q13 To what extent do you agree or disagree with the proposal to designate the specified wards in Designation 2 (Gainsborough North, Hemswell, Market Rasen, and Wold View) for Selective Licensing? **Please select one only**

- ☐ Strongly agree
- ☐ Tend to agree
- ☐ Tend to disagree
- ☐ Strongly disagree
- ☐ Don't know

Q14 If you would like, please explain your answer:

### Section 6: The proposed license fees

The proposed fee for a selective licence is £675 per property. The licence will last for up to five years.

The council is required to split the fee into two payments. The initial part of the fee is charged to cover the processing of the application. If the application for a licence is successful, a further fee will be charged before the full licence is issued. This second fee is to cover the cost to the council for enforcement of the licence.

Landlords licensing properties that had been licensed under the previous selective licensing scheme (in parts of the Gainsborough SW ward) will have a discounted fee of £375 for those properties. The council is also proposing an Early Bird Discount of 25% applied to the proposed selective licence fee. This will operate for a period of 3 months from the point the scheme starts. Please note that the discounts operate independently and cannot be used in conjunction with one another.

Q15 To what extent do you agree or disagree with the proposed fee for Selective Licensing? **Please select one only**

- ☐ Strongly agree
- ☐ Tend to agree
- ☐ Tend to disagree
- ☐ Strongly disagree
- ☐ Don't know

Q16 If you would like, please provide any comments about the fees:

Q17 Do you think the proposed discounts to the license fees are reasonable? **Please select one only**

- ☐ Strongly agree
- ☐ Tend to agree
- ☐ Tend to disagree
- ☐ Strongly disagree
- ☐ Don't know

Q18 Are there any discounts that should be removed or additional discounts that could be considered?

### Section 7: The proposed license conditions

As part of a selective licensing scheme there are some licence conditions the council are required to include. The council can also apply additional conditions for each designation, which are part of the consultation. The conditions relate to the management, use, occupation, condition and some of the contents of the property, for example, carbon monoxide detectors, carpets and electrical appliances. The licence conditions for the designations can be found at [www.west-lindsey.gov.uk/selectivelicensing2022](http://www.west-lindsey.gov.uk/selectivelicensing2022)

Q19 To what extent do you agree or disagree with the proposed license conditions for Selective Licensing? **Please select one only**

- ☐ Strongly agree
- ☐ Tend to agree
- ☐ Tend to disagree
- ☐ Strongly disagree
- ☐ Don't know

Q20 Do you have any specific comments about the proposed draft conditions, or suggestions for alternative or additional conditions?

### Section 8: Other comments or suggestions

Q21 Do you have any further comments about the Selective Licensing proposals? Please include any suggestions for alternative ways of dealing with problems in the area or any ideas for improving the proposed scheme?

Q22 How did you hear about this consultation?

- ☐ Email
- ☐ Letter/leaflet to your home
- ☐ In the press
- ☐ On the radio
- ☐ Through other people
- ☐ At an event

Other (please specify)

Q23 Would you be interested in attending one of our online forum events? **Please check this box and make sure you have left your email address at the end of this section:**

- ☐ Yes I would be interested - provide email address below
- ☐ No

Q24 If the Council decides to go ahead with Selective Licensing in the proposed areas would you like them to contact you with details of the scheme? **Please check this box and make sure you have left your email address at the end of this section.**

- ☐ Yes I would be interested - provide email address below
- ☐ No

Q25 Please provide your email address:

### Section 9: About you

Thank you for providing your feedback on this consultation.

Finally, it would be really helpful to find out a bit more about you. This is to understand the views of different groups of people living in and around the district. All responses are anonymised and you do not have to answer these to take part in the consultation.

Q26 Are you?

- ☐ Male
- ☐ Female
- ☐ I describe myself another way
- ☐ Prefer not to say

Q27 Do you consider yourself disabled?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Q28 What age are you?

- ☐ 16-25
- ☐ 26-35
- ☐ 36-45
- ☐ 46-55
- ☐ 56-65
- ☐ 66-75
- ☐ 76 or over
- ☐ Prefer not to say

Q29 Which of these ethnic groups do you consider you belong?

- ☐ White - British, Irish or other
- ☐ Black or Black British - Caribbean, African or other
- ☐ Asian or Asian British - Indian, Pakistani, Bangladeshi or other
- ☐ Arab/Middle Eastern
- ☐ Chinese
- ☐ Mixed Race
- ☐ Other
- ☐ Prefer not to say

Q30 Which of the following best describes your faith/religion/belief?

- ☐ No religion
- ☐ Christian (all denominations)
- ☐ Muslim
- ☐ Buddhist
- ☐ Sikh
- ☐ Hindu
- ☐ Jewish
- ☐ Other faith
- ☐ Prefer not to say

Q31 Which of the following statements best describes your sexuality?

- ☐ Heterosexual/Straight
- ☐ Lesbian/Gay
- ☐ Bisexual
- ☐ Other
- ☐ Prefer not to say

Thank you very much for your time completing this questionnaire.  
Please return in the enclosed prepaid envelope by 11 April 2022.

## Prosperous Communities Work Plan as at 22 May 2022

### Purpose:

The table below provides a summary of reports that are due on the Forward Plan for upcoming meetings.

### Recommendation:

1. That members note the contents of this document.

Title	Lead Officer	Purpose of the report
<b>3 MAY 2022</b>		
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.
Selective Licensing - Council Motion Discussion and Direction	Andy Gray, Housing and Enforcement Manager	To provide Committee with an update on the current position in regards to selective licensing and present future options for the project.
Regulation 19 - Central Lincolnshire Local Plan Consultation Response	Rachael Hughes, Development Contributions Officer	To agree the formal response by West Lindsey District Council to the Central Lincolnshire Local Plan Review Regulation 19 Consultation
Environment and Sustainability Strategy Progress Report	Steve Leary, Commercial Waste Manager	Following approval at Council on 28 June 2021, this report contains a summary of progress and reports on the delivery of the action plan in the intervening period.
Public Space CCTV Report 2021	Grant White, Enterprising Communities Manager	To present Public Space CCTV Report for 2021 and approve publication.
First Homes	Sarah Elvin, Housing Communities Project Officer	West Lindsey's policy position on First Homes

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**7 JUNE 2022**

Visitor Economy Strategy 2022	Wendy Osgodby, Senior Growth Strategy & Projects Officer	The purpose of this paper is to obtain endorsement of the West Lindsey District Visitor Economy Strategy 2022.
Corporate Enforcement Policy	Andy Gray, Housing and Enforcement Manager	To review and approve the Corporate Enforcement Policy

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**12 JULY 2022**

Progress & Delivery 2022/23 Quarter Four	Darren Mellors, Performance & Programme Manager	Progress & Delivery 2022/23 Quarter Four
Local Enforcement Plan (Planning Enforcement) and Customer Charter	Andy Gray, Housing and Enforcement Manager	To seek approval for the updated Local Enforcement Plan (Planning Enforcement) and Customer Charter
Parking Strategy	David Kirkup	The parking management service is renewing its parking strategy. This report will submit the strategy to members for information and approval