

AGENDA



- Committee - **POLICY DEVELOPMENT PANEL**
- Date & Time - Tuesday, 25 July 2017 at 6.30 pm
- Venue - Meeting Room 1, Council Offices, Priory Road, Spalding

Membership of the Policy Development Panel:

Councillors: D Ashby, J R Astill, F Biggadike, M D Booth, R Clark, H Drury, L J Eldridge, A Harrison, J L King, J D McLean (Vice-Chairman), A M Newton, J L Reynolds, E J Sneath, J Tyrrell and A R Woolf (Chairman)

Substitute members on the Policy Development Panel may be appointed only from members who are not on the Cabinet. Substitutions apply for individual meetings.

Quorum: 6

Persons attending the meeting are requested to turn mobile telephones to silent mode

Democratic Services
Council Offices, Priory Road
Spalding, Lincs PE11 2XE

Date: 17 July 2017

AGENDA

1. Apologies for absence.
2. Minutes - To sign as a correct record the minutes of the meeting of the Policy Development Panel held on 9 May 2017 (copy enclosed) (Pages 1 - 6)
3. Declaration of Interests - Where a Councillor has a Disclosable Pecuniary Interest the Councillor must declare the interest to the meeting and leave the room without participating in any discussion or making a statement on the item, except where a councillor is permitted to remain as a result of a grant of dispensation.
4. Questions asked under Standing Order 6
5. Tracking of recommendations - To consider responses of the Cabinet to reports of the Panel.
6. Items referred from the Performance Monitoring Panel
7. Key Decision Plan - To note the current Key Decision Plan (copy enclosed). (Pages 7 - 12)
8. Policy Register - Members are requested to note the current Policy Register (copy attached). (Pages 13 - 14)
9. Planning Design and Derelict and Dilapidated Buildings - To respond to a request from the Policy Development Panel on 9 May 2017 for information on these issues (report of the Director of Place enclosed) (Pages 15 - 22)
10. Policy Development Panel Work Programme - To set out the Work Programme of the Policy Development Panel (report of the Executive Manager Governance enclosed). (Pages 23 - 30)

During consideration of this item, the Panel will be asked to consider its Work Programme, how it can be progressed, and issues the Panel or its Task Groups should be involved in scrutinising. The Place Manager will be in attendance to facilitate this item.

11. Any other items which the Chairman decides are urgent. -

NOTE: No other business is permitted unless by reason of special circumstances, which shall be specified in the minutes, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.

Minutes of a meeting of the **POLICY DEVELOPMENT PANEL** held in the Meeting Room 1, Council Offices, Priory Road, Spalding, on Tuesday, 9 May 2017 at 6.30 pm.

PRESENT

A R Woolf (Chairman)
J D McLean (Vice-Chairman)

D Ashby
J R Astill
M D Booth
R Clark

G K Dark
H Drury
L J Eldridge
P C Foyster

A Harrison
C N Johnson
J L Reynolds
J Tyrrell

In Attendance: The Executive Manager - People and Public Protection, the HR Manager, the Head of Services Revenues and Benefits, the Revenues and Recovery Team Leader, the Principal Democratic Services Officer and the Portfolio Holder Finance.

Apologies for absence were received from or on behalf of Councillors J L King

44. COUNCILLOR PULLEN

The Chairman referred to the recent death of Councillor Pullen who had served on the Policy Development Panel. He paid tribute to the work of Councillor Pullen and on behalf of the Panel sent his condolences to family and friends.

45. MINUTES

The minutes of the following meetings were agreed as a correct record:

- Joint Performance Monitoring Panel and Policy Development Panel – 24 January 2017
- Policy Development Panel – 28 February 2017

Minute 39 referred to the circulation of a list of the numbers of empty homes. It was noted that progress on this would be sought.

46. DECLARATION OF INTERESTS.

There were no declarations of interest.

47. QUESTIONS ASKED UNDER STANDING ORDER 6

There were no questions asked under Standing Order 6.

Action By

PS, CM

**POLICY DEVELOPMENT PANEL - 9 May
2017**

48. TRACKING OF RECOMMENDATIONS

There were no tracking of recommendations to consider.

**49. ITEMS REFERRED FROM THE PERFORMANCE MONITORING
PANEL**

There were no items referred from the Performance Monitoring Panel.

50. KEY DECISION PLAN

Consideration was given to the Key Decision Plan published on 27 April 2017.

AGREED:

That the Key Decision Plan be noted.

51. POLICY REGISTER

The Panel gave consideration to the Policy Register that was dated 27 April 2017.

The Panel felt that progress was being made on the register and noted that policy documents were being reviewed. The register would be a standing item on the agenda.

AGREED:

That the Policy Register be noted.

**52. APPRENTICESHIP LEVY AND APPRENTICESHIP
PROGRAMME UPDATE**

Members considered the report of the Executive Manager – People and Public Protection which provided an update on the new Apprenticeship Levy requirement and the future proposed Apprenticeship Scheme.

It was noted that a new Apprenticeship Levy had been implemented by the Government from April 2017, with the aim of funding 3,000,000 start up apprenticeships in the UK by 2020. The Government had committed to boosting productivity by investing in human capital and there was a pledge to develop vocational skills and to increase the quantity and quality of apprenticeships. The start date for the new apprenticeship

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funding system had been 1 May 2017 and funding would not be paid until the end of May 2017 however, the process may be delayed by the government calling a General Election for 8 June 2017.

The target for South Holland District Council was to take on 6 apprentices. The Council was working with colleges and institutions relevant to areas that it had difficulty recruiting into such as planning and environmental health. Service Reviews within the Council were also being used as a way of identifying where apprentices would be valuable.

AGREED:

That the report be noted.

53. POLICY DEVELOPMENT PANEL WORK PROGRAMME

Consideration was given to the report of the Executive Manager – Governance, which set out the Work Programme of the Policy Development Panel. The Work Programme consisted of two separate sections, the first setting out the dates of the future Panel meetings along with proposed items for consideration, and the second setting out the Task Groups that had been identified by the Panel.

Councillors identified two topics that could form the basis of future Task Groups:

- Planning design - what was the current policy on the design of new buildings that were considered for planning permission?
- Derelict and dilapidated buildings – what was the Council's policy on dealing with unsightly buildings

In order that the Panel could decide whether or not to set up a Task Group on these topics, it was requested that a report be brought to the next meeting of the Panel, setting out the current issues and/or policies. The relevant officer should also be invited to attend the meeting.

AGREED:

- a) That both sections of the Panel's Work Programme, as set out in the report of the Executive Manager – Governance, be noted; and
- b) That reports be prepared for the next meeting on Planning

RF, PJ

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Design and Derelict and Dilapidated Buildings, and that the relevant officers be invited to attend the meeting.

54. DEBT MANAGEMENT AND WRITE OFF OPERATIONAL POLICIES

The Panel considered the report of the Portfolio Holder – Finance and the Executive Director of Commercialisation setting out the operational policies for debt management and write off.

Councillors noted that efficient and well administered debt management was crucial to the Council. A review had been undertaken to ensure policies and procedures were in place that enabled effective management of debt, and in particular the processes for identification and recovery of debt owed to the Council.

This review had been instigated at the request of the Cabinet, for more information on the debt recovery process, and for assurance regarding the process and reasons for occasions where debt was considered irrecoverable and recommended for write off. The report and policies were being presented to Policy Development Panel for consideration ahead of recommendation for approval to Cabinet.

In considering the policies the following key points emerged:

- The Policies balanced maximising recovery with being mindful to the debtor so that they had avenues of support.
- They provided a professional and consistent approach to the recovery of debt.
- It was important to identify those that could not pay from those that would not pay
- If debtors returned back to the area, then the Council would still seek to recover the written off debt.
- HMRC had no obligation to give the Council information to help recover debts – the Council could lobby HMRC, DWP and other agencies to help improve the sharing of information.
- Council tenants were not currently asked permission to share their information – consideration should be given to requiring them to permit the sharing of information when they took up a tenancy.

AGREED:

- a) That the Policy Development Panel recommends the policies to Cabinet for approval;

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- b) That other agencies are lobbied to improve information sharing to help with the recovery of debt; and
- c) Consideration be given to requiring prospective tenants to agree to data sharing when they sign the tenancy agreement.

55. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT.

There were no urgent items.

56. EXCLUSION OF PRESS AND PUBLIC

The Panel considered the above item without the need to exclude the press and public.

57. DEBT MANAGEMENT AND WRITE OFF OPERATIONAL POLICY

Councillors gave consideration to this item without the need to go into closed session.

(The meeting ended at 7.50 pm)

(End of minutes)

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KEY DECISION PLAN

Issued – 17 July 2017

Representations in respect of all the matters shown should be sent in writing, at least one week before the date or period the decision is likely to be made, to:

*Democratic Services, Council Offices, Priory Road, Spalding, Lincolnshire, PE11 2XE
Telephone: 01775 764451 Fax: 01775 711253 Email: demservices@sholland.gov.uk*

The Key Decision Plan shows all Key decisions that the Council is likely to make over the next **twelve months**

The Key Decision Plan is updated on a rolling basis and shows the decisions that will be considered and the date when the decision is expected to be made. In accordance with the Council’s Constitution the DECISIONS detailed within this document, unless otherwise stated, come into force and may then be implemented on the expiry of a 5 working day call-in period from the date of publication of any decision.

Key decisions are: “A decision which, in relation to an executive function, has a significant effect on communities in two or more Wards of the Council and / or is likely to result in the Authority incurring expenditure, generating income or making savings in any single financial year above the threshold of £75,000 in respect of revenue expenditure and £180,000 in respect of capital expenditure.”

Significant decisions are: 1. A decision made in connection with setting the Council Tax; 2. A decision to approve any matter relating to a Policy or Strategic Plan; 3. Any non-Executive decision which significantly affects the community in two or more wards or electoral divisions. Some of the decisions will be recommendations to full Council, particularly if they impact on the Budget and the Policy Framework (comprising of statutory plans and strategies)

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
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PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
Portfolio Holder for Housing and Health Lincolnshire Wellbeing Service	Delivery of the Wellbeing Service	Meetings and Discussions		Portfolio Holder for Housing and Health Before 30 Sep 2017
Portfolio Holder for Housing and Health CSU Building Materials Contract	To award a contract.	Portfolio Holder for Housing. Meetings and discussions.		Housing Landlord Manager Before 31 Jul 2017

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
Portfolio Holder for Housing and Health New sewerage maintenance contract for council housing stock	To award new sewerage maintenance contract for the housing stock.	Portfolio Holder for Housing Landlord, Housing Manager. Informal meetings and discussions.		Housing Landlord Manager Before 30 Sep 2017
Portfolio Holder for Finance Welland Homes Limited - Development Business Plan	To outline the findings of the review of the next layer of the Welland Homes Business Plan.		Welland Homes Limited - Development Business Plan	South Holland District Council 20 Sep 2017

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
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Portfolio Holder for Place Update on the Garden Waste Collection Pilot	To update Councillors on the Garden Waste Pilot, and set out options for the future.	Portfolio Holder for Place and Executive Director Place Meetings and correspondence	Update on the Garden Waste Collection Pilot	Cabinet 19 Sep 2017
Portfolio Holder for Housing and Health CSU Electrical Materials Supply Contract (EMSC) 2017 - 2021	To award the EMSC to the successful supplier from the outcome of the procurement process	Meetings and discussions		Officer Decisions 24 Aug 2017

***Cabinet Membership**

PORTFOLIO HOLDER / SUBJECT	PURPOSE OF DECISION	CONSULTEES AND METHOD OF CONSULTATION	SUPPORTING DOCUMENTS	LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION
<p>The Lord Porter of Spalding CBE (Leader) Councillor C N Worth (Deputy Leader of the Council) Councillor M G Chandler (Deputy Leader) Councillor A Casson (Portfolio Holder) Councillor P E Coupland (Portfolio Holder) Councillor R Gambba-Jones (Portfolio Holder) Councillor C Johnson (Portfolio Holder) Councillor C J Lawton (Portfolio Holder) Councillor S Slade (Portfolio Holder) Councillor G J Taylor (Portfolio Holder)</p>				

If you have any comments or queries regarding any of the entries in the Key Decision Plan please contact:

Democratic Services, Council Offices, Priory Road, Spalding, Lincolnshire, PE11 2XE
Telephone: 01775 764451 Fax: 01775 711253 Email: demservices@sholland.gov.uk

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SHDC Policy Register (New)



Generated on: 23 June 2017

Rows are sorted by Approved Date

Policy Title	Policy Type	Approved Date	Policy Review Cycle	Policy Status	Policy Risk Level	Final Panel for Approval	Assigned To
Street Naming and Numbering Policy	Statutory	01-Jan-2005	3 years	Being Reviewed	Low	Cabinet	Clinton Bell
Records Management Policy	Non Statutory	01-Jan-2005	3 years	Being Reviewed	High	EMT	Greg Pearson
Hate Crime Policy	Non Statutory	01-Mar-2008	3 years	Being Reviewed	High	Cabinet	Emily Holmes
Affordable Housing Policy	Non Statutory	01-Jan-2009	3 years	Being Reviewed	Low	Full Council	Matthew Hogan
Counter Fraud and Corruption Policy	Non Statutory	24-Feb-2009	3 years	Being Reviewed	Low	Full Council	Mark Astbury
Strategic Tenancy Policy	Statutory	12-Sep-2012	3 years	Being Reviewed	Low	Full Council	Matthew Hogan
South Holland Common Housing Allocations Policy	Statutory	01-Jun-2013	3 years	Being Reviewed	High	Full Council	Phil Stacey
Sexual Establishments Policy Statement	Non Statutory	19-Jun-2013	3 years	Being Reviewed	Medium	Licensing Committee	Donna Hall
Anti-Social Behaviour Policy	Statutory	18-Dec-2013	3 years	Being Reviewed	High	Full Council	Emily Holmes
Equalities Policy	Non Statutory	31-Jan-2014	3 years	Being Reviewed	Low	Full Council	Greg Pearson
Corporate Debt Policy - Accounting Services	Non Statutory	08-Apr-2014	3 years	Approved	Low	Chief Accountant	Mark Astbury
Data Protection Policy	Statutory	01-Jun-2014	3 years	Approved	High	Cabinet	Rhonda Booth
Freedom of Information (Fol) Policy	Statutory	01-Jun-2014	3 years	Approved	High	Cabinet	Rhonda Booth
Asset Management Strategy	Constitutional	18-Jun-2014	5 years	Approved	High	Full Council	Emily Spicer
Health & Safety Policy	Statutory	31-Mar-2015	2 years	Being Reviewed	High	Full Council	Nick Kendrick
Gambling Policy - Statement of Principles	Constitutional	16-Dec-2015	3 years	Approved	High	Full Council	Donna Hall
Statement of Licensing Policy	Constitutional	07-Jan-2016	4 years	Approved	High	Full Council	Donna Hall

Agenda Item 8.

Policy Title	Policy Type	Approved Date	Policy Review Cycle	Policy Status	Policy Risk Level	Final Panel for Approval	Assigned To
Constitution	Statutory	20-Jan-2016	1 year	Approved	High	Full Council	Rhonda Booth
AHM Collections Development Policy	Non Statutory	01-Feb-2016	2 years	Approved	Medium	Cabinet	Julia Knight
AHM Collections Care and Conservation Policy	Non Statutory	01-Feb-2016	2 years	Approved	Medium	Cabinet	Julia Knight
Corporate Plan	Constitutional	11-May-2016	1 year	Approved	High	Full Council	Greg Pearson
Corporate Asbestos Policy	Statutory	22-Jun-2016	2 years	Approved	High	Full Council	Nick Kendrick
Capability Policy	Non Statutory	18-Jan-2017	3 years	Approved	Medium	Cabinet	Claire Burton
Disciplinary Policy	Statutory	18-Jan-2017	3 years	Approved	High	Cabinet	Claire Burton
Grievance Policy	Statutory	18-Jan-2017	3 years	Approved	Medium	Cabinet	Claire Burton
Bullying and Harassment	Statutory	18-Jan-2017	3 years	Approved	Medium	Cabinet	Claire Burton
Learning & Development Policy	Non Statutory	18-Jan-2017	3 years	Approved	Low	Cabinet	Claire Burton
Managing Attendance Policy	Non Statutory	18-Jan-2017	3 years	Approved	Medium	Full Council	Claire Burton
Parental Rights	Statutory	18-Jan-2017	3 years	Approved	Medium	Cabinet	Claire Burton
Recruitment and Selection Policy	Non Statutory	18-Jan-2017	3 years	Approved	Medium	Cabinet	Claire Burton
Managing and Supporting Change Policy	Statutory	18-Jan-2017	3 years	Approved	High	Full Council	Claire Burton
Whistleblowing Policy - Confidential Reporting Code	Statutory	18-Jan-2017	3 years	Approved	High	Full Council	Claire Burton
Capital Strategy	Constitutional	22-Feb-2017	1 year	Approved	Medium	Full Council	Mark Astbury
Corporate Charging Policy - Accounting Services	Constitutional	22-Feb-2017	1 year	Approved	Medium	Full Council	Mark Astbury
Medium Term Financial Strategy	Constitutional	22-Feb-2017	1 year	Approved	Medium	Full Council	Mark Astbury
Treasury Management Strategy Statement	Constitutional	22-Feb-2017	1 year	Approved	Medium	Full Council	Mark Astbury
Safeguarding Policy	Statutory		3 years	New	High	Full Council	Donna Hall

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Rob Walker - Director of Place

To: Policy Development Panel - 25 July 2017

(Author: Paul Jackson – Place Manager)

Subject: Possible Future Task Groups – Planning Design and Derelict and Dilapidated Buildings

Purpose: To respond to a request from Policy Development Panel on 9 May 2017 for information on these issues

Recommendation:

That the Panel considers whether or not it wishes to establish a Task Group

1.0 INTRODUCTION

1.1 Background

1.1.1 At Policy Development Panel held on 9 May 2017 consideration was given to the report of the Executive Manager – Governance, which set out the Work Programme of the Policy Development Panel. The Work Programme consisted of two separate sections, the first setting out the dates of the future Panel meetings along with proposed items for consideration, and the second setting out the Task Groups that had been identified by the Panel.

Councillors identified two topics that could form the basis of future Task Groups:

· Planning design - what was the current policy on the design of new buildings that were considered for planning permission?

· Derelict and dilapidated buildings – what was the Council's policy on dealing with unsightly buildings

In order that the Panel could decide whether or not to set up a Task Group on these topics, it was requested that a report be brought to the next meeting of the Panel, setting out the current issues and/or policies. The relevant officer should also be invited to attend the meeting.

1.2 Planning Design

1.2.1 The South Holland Local Plan 2006 remains the adopted development plan and Policy SG14 is the main design policy. The pre-amble and policy is as follows:

"Design And Layout Of New Development

- 3.76 The Council is committed to the promotion of good design which respects the character of the area and maintains local distinctiveness. The character of the built environment is derived from a combination of inter-related factors including the historic distribution of development, the historic layout and form of towns and villages, architectural styles and traditional local materials together with open spaces and landscaping. In considering proposals for new development, the Council will require a high standard of design. The Council is supportive of Parish and Town Councils who wish to undertake Parish Plans and Village Design Statements. These can be useful documents which involve the local community in the planning process and help inform the future development of their village. They may be used in the preparation of Supplementary Planning Documents. A Strategic Landscape Capacity Study was carried out for the District in 2003. The quality of the landscape of the District is very important and needs to be safeguarded for its own sake. As such the Council will seek to ensure that new development will not result in an unacceptable impact on the character of the landscape.
- 3.77 New development in settlements should respect their distinctive character including such factors as pattern and layout, plot sizes, distribution of open spaces and the gaps and views between buildings. The proportions of a building and in particular height, scale and massing, together with the elevational treatment and materials all serve to relate the building to its surroundings. Proposals which fail to take account of the character and context of the surrounding area could undermine the quality of the built environment and will not be permitted.
- 3.78 The design and layout of new development, especially large developments, should have regard to the need for it to be adequately served by public transport (particularly buses) and other transport options where the opportunity exists, and by service vehicles including refuse lorries and the emergency services.
- 3.79 New development should be designed to accommodate the needs of people with mobility difficulties and should include energy efficiency measures. High quality, innovative design will be appropriate in some contexts but such proposals should in their space, height and bulk be sympathetic to the streetscape and wider townscape. Modern interpretations of traditional design elements will be encouraged.
- 3.80 Section 17 of the Crime and Disorder Act 1998 requires all local authorities to examine their functions with due regard to their likely effect on crime and disorder and PPS1 'Delivering Sustainable Development' stresses the need to plan for safe and sustainable communities. New development should include measures to design out crime and to design in community safety.

Policy SG14 - Design and Layout of New Development

New development should be designed to ensure that it makes a positive contribution to the architectural and visual quality of its surroundings. It should normally respect the vernacular architecture of the area in which it is located

although high quality contemporary design will be supported in appropriate contexts. In assessing the design and layout of new development the following matters will be taken into consideration:-

- 1) local distinctiveness;
- 2) the choice of materials;
- 3) the historic pattern of development in the locality;
- 4) the relationship of the development to the character, form and scale of existing buildings nearby;
- 5) the scale, form and height of the proposed development;
- 6) architectural detailing;
- 7) the effect of the development on the amenity of nearby residents in terms of noise, smell, general disturbance, overlooking and loss of light;
- 8) planting and measures to promote biodiversity;
- 9) the layout of vehicular access, parking and manoeuvring facilities and the provision of facilities for cyclists and pedestrians;
- 10) the needs of disabled persons;
- 11) the use of sustainable materials and methods of construction;
- 12) measures to reduce the potential for crime and disorder.

Development that would have an adverse effect on the character and appearance of the locality, or which would prejudice the comprehensive development or redevelopment of an area, will not be permitted."

1.2.2 South Holland does not have more detailed supplementary planning guidance relating to the design and layout of residential schemes. There are a number of examples elsewhere in the country where such guidance has been produced. This has often been a joint venture between Councils due to the level of resource required to produce such a document.

1.2.3 The National Planning Policy Framework requires good design in Section 7 as follows:

"56. The government attaches great importance to the design of the built environment. Good design is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively to making places better for people.

57. It is important to plan positively for the achievement of high quality and inclusive design for all development, including individual buildings, public and private spaces and wider area development schemes.

58. Local and neighbourhood plans should develop robust and comprehensive policies that set out the quality of development that will be expected for the area. Such policies should be based on stated objectives for the future of the area and an understanding and evaluation of its defining characteristics. Planning policies and decisions should aim to ensure that developments:

- will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development
- establish a strong sense of place, using streetscapes and buildings to create attractive and comfortable places to live, work and visit
- optimise the potential of the site to accommodate development, create and sustain an appropriate mix of uses (including incorporation of green and other public space as part of developments) and support local facilities and transport networks
- respond to local character and history, and reflect the identity of local surroundings and materials, while not preventing or discouraging appropriate innovation
- create safe and accessible environments where crime and disorder, and the fear of crime, do not undermine quality of life or community cohesion
- are visually attractive as a result of good architecture and appropriate landscaping

59. Local planning authorities should consider using design codes where they could help deliver high quality outcomes. However, design policies should avoid unnecessary prescription or detail and should concentrate on guiding the overall scale, density, massing, height, landscape, layout, materials and access of new development in relation to neighbouring buildings and the local area more generally.

60. Planning policies and decisions should not attempt to impose architectural styles or particular tastes and they should not stifle innovation, originality or initiative through unsubstantiated requirements to conform to certain development forms or styles. It is, however, proper to seek to promote or reinforce local distinctiveness.

61. Although visual appearance and the architecture of individual buildings are very important factors, securing high quality and inclusive design goes beyond aesthetic considerations. Therefore, planning policies and decisions should address the connections between people and places and the integration of new development into the natural, built and historic environment.

62. Local planning authorities should have local design review arrangements in place to provide assessment and support to ensure high standards of design.

They should also when appropriate refer major projects for a national design review¹. In general, early engagement on design produces the greatest benefits. In assessing applications, local planning authorities should have regard to the recommendations from the design review panel.

63. In determining applications, great weight should be given to outstanding or innovative designs which help raise the standard of design more generally in the area.

64. Permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions.

65. Local planning authorities should not refuse planning permission for buildings or infrastructure which promote high levels of sustainability because of concerns about incompatibility with an existing townscape, if those concerns have been mitigated by good design (unless the concern relates to a designated heritage asset and the impact would cause material harm to the asset or its setting which is not outweighed by the proposal's economic, social and environmental benefits).

66. Applicants will be expected to work closely with those directly affected by their proposals to evolve designs that take account of the views of the community. Proposals that can demonstrate this in developing the design of the new development should be looked on more favourably."

- 1.2.4 Whilst currently having no weight in the determination of current planning applications, it is considered that it would be helpful for Members to set out the proposed design policy framework in the South East Lincolnshire Local Plan which was recently submitted to the Planning Inspectorate and will be the subject of examination later this year. This addresses the issue of the design of new development as follows:

"3.4 Design of New Development

3.4.1 The NPPF9 stresses that 'good design is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively to making places better for people.' As such, Policy 4 identifies issues that should be considered when preparing schemes and Planning Statements (if required), so that development sits comfortably with, and adds positively to, its historically-designated, or, undesignated townscape or landscape surroundings.

3.4.2 Good design has a role in achieving sustainable development and adapting to, or mitigating, climate change. It will support sustainable development because it will reuse and adapt existing buildings to new uses, as well as designing new buildings and housing that can meet the changing needs of the occupants over their lifetime. This will reduce the amount of resources required for development.

Policy 4: Design of New Development

All development will create distinctive places through the use of high quality and inclusive design and layout and, where appropriate, make innovative use of local traditional styles and materials. Design which is inappropriate to the local area, or which fails to maximise opportunities for improving the character and quality of an area, will not be acceptable.

Development proposals will demonstrate how the following issues, where they are relevant to the proposal and are viable will be secured:

1. creating a sense of place by complementing and enhancing designated and non designated heritage assets; historic street patterns; respecting the density, scale, visual closure, landmarks, views, massing of neighbouring buildings and the surrounding area;

2. distinguishing between private and public space;
3. the landscape character of the location;
4. accessibility by a choice of travel modes including the provision of public transport, public rights of way and cycle ways;
5. the provision of facilities for the storage of refuse/recycling bins, storage and/or parking of bicycles and layout of car parking;
6. the lighting of public places;
7. ensuring public spaces are accessible to all;
8. crime prevention and community safety;
9. the orientation of buildings on the site to enable the best use of decentralised and renewable low-carbon energy technologies for the lifetime of the development;
10. the avoidance of visual intrusion by advertising, other signs, security shutters, meter boxes and other service and communication infrastructure;
11. residential amenity;
12. the mitigation of flood risk through flood-resistant and flood-resilient design and sustainable drainage systems (SuDS);
13. the use of locally sourced building materials, minimising the use of water and minimising land take, to protect best and most versatile soils;
14. the provision of appropriate landscaping and its use to enhance biodiversity and green infrastructure;
15. the appropriate use or reuse of historic buildings; and
16. the appropriate treatment of facades to public places and the design of shop frontages and signage.

Reasoned Justification

3.4.3 Good design will seek to provide a development that sits well in its surroundings and meets the requirements of its users, be that residential or commercial occupiers. The purpose of the Policy 4 is to provide a list of issues to be considered when development schemes are being prepared, rather than prescribing a particular design approach, consistent with the NPPF. Design is a cross cutting issue so may be covered by other policies elsewhere in this Local Plan. Not all of the issues listed will be relevant in all cases.

3.4.4 Design of new buildings and spaces should take the principle of encouraging physical activity in line with Planning Healthy Weight Environments. A development should incorporate existing public rights of way and cycleways and where practicable extend them, to encourage residents to walk or cycle to places of work, school, local shops and services as well as open space. Such facilities should be accessible to all, including those with disabilities, older people and those with pushchairs, as well as other users with more specific needs, such as those with dementia or the visually impaired. Care should also be taken in designing undefined multi-use spaces where

pedestrians, cyclists, public transport and taxis mingle as these can also be confusing for such groups.

3.4.5 A development will make buildings and places more resilient to flooding by, for example, raising the floor level, and adapting the internal materials, electrical circuits and plumbing to cope better with any flood event. These issues may be successfully incorporated in buildings that follow traditional or contemporary design in accordance with Building Regulations. In addition, owing to flood risk new activities may need to be deterred in certain areas based on their intrinsic hazard to groundwater. The hazard may result from a combination of the activity type, its duration and the potential for failure of flood-control measures.

3.4.6 New buildings can be orientated so that micro generation plant can be incorporated for its maximum benefit. It will incorporate, protect or extend existing habitats or land forms so that buildings are shaded from the extremes of weather to minimise energy consumption for heating or cooling. Improvements to biodiversity can be also achieved on the building, by, for example, the use of bird nest or bat roost boxes, green roofs or walls, as well as in the landscape. These features along with the incorporation, protection or extension of existing habitats will maintain or improve their resilience. Green walls and roofs also add to the thermal mass of the building. Shading buildings with plants or providing larger roof overhangs to shade windows, sizing windows according to their aspect and providing appropriate insulation allow buildings to be more resilient to extremes of temperature."

1.2.7 In addition Policy 12, which is concerned with the proposed Vernatts sustainable urban extension, expects development proposals to take account of agreed Design Codes (or other mechanisms employed) to ensure high-quality and locally-distinctive design.

1.2.8 Design Codes are an important tool for delivery. They are practical documents that set the design principles and requirements for a new development. They instruct the work of architects, engineers and developers and help to deliver high quality developments by providing clarity, from the outset, on the ethos of the development and the standards required of everyone. At a basic level, a Design Code combines text and diagrams explaining the precise requirements for the physical elements, streets, buildings, landscape and infrastructure of developments. Good Design Codes, though, are based on a specific vision for an area and provide guidelines that are essential to creating a good place, advising on the design of the whole development, not just streets and buildings. They streamline the planning and development process because all parties know what is expected of them and have agreed to follow the codes' guidelines.

1.3 **Derelict and Dilapidated Buildings**

1.3.1 The Place Manager will be in attendance to discuss the Council's approach to derelict and dilapidated buildings.

2.0 **OPTIONS**

2.1 That the Panel consider whether or not they wish to establish a Task Group

3.0 REASONS FOR RECOMMENDATIONS

3.1 The Panel has requested this information from officers so that it may consider whether it wishes to establish a Task Group.

4.0 EXPECTED BENEFITS

4.1 To provide Members with up to date and relevant information.

5.0 IMPLICATIONS

5.1 A number of implications have been considered, including Constitution, Legal and Financial implications. It is the opinion of the Report Author that there are no direct implications associated with this report.

6.0 WARDS/COMMUNITIES AFFECTED

6.1 All Wards affected

7.0 ACRONYMS

7.1 None.

Background papers:- None

Lead Contact Officers

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Appendices attached to this report:

None

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Executive Manager - Governance (Deputy Monitoring Officer)

To: Policy Development Panel - Tuesday, 25 July 2017

(Author: Christine Morgan Democratic Services Officer)

Subject Policy Development Panel Work Programme

Purpose: To set out the Work Programme of the Policy Development Panel

Recommendation:

That the Panel gives consideration to the report and identifies any issues for discussion.

1.0 BACKGROUND

1.1 Background

1.1.1 This report records the issues for consideration that have been identified by the Panel for inclusion on its Work Programme.

1.2 Issues

1.2.1 Appendix A sets out the dates of future Panel meetings along with proposed items for consideration. These items were either originally suggested by councillors or are being referred to the Panel from officers or the Cabinet. This appendix will be updated as new items are identified.

1.2.2 Appendix B sets out the task groups that have been identified by the Panel. The table shows:

- The name of the task group
- What it wants to achieve
- Key dates
- Membership of the task group
- When the task group will be reporting back to the Panel

1.2.3 It is hoped that in presenting the information in this way, and by having the report as a standing item on the agenda, it will record the issues identified by the Panel and provide the opportunity for councillors to monitor the progress of its Work Programme.

2.0 OPTIONS

2.1 To note and consider the current status of the Work Programme.

2.2 To do nothing.

3.0 REASONS FOR RECOMMENDATION

3.1 To allow councillors to feed into the Panel's calendar of Work Programme items and the Work Programme on a regular basis, to ensure that they stay relevant and up to date.

4.0 EXPECTED BENEFITS

4.1 The calendar of Work Programme items and the Work Programme will provide councillors with up to date and relevant information. Timelines for various calendar items and proposed task groups within the Work Programme are included within the appendices.

5.0 IMPLICATIONS

5.1 Carbon Footprint / Environmental Issues

5.1.1 There are no direct carbon footprint and environmental issue implications associated with this report. As individual items are progressed through the work programme, their carbon footprint and environmental issue implications will be assessed.

5.2 Constitution & Legal

5.2.1 There are no direct constitution and legal implications associated with this report. As individual items are progressed through the work programme, their constitutional and legal implications will be assessed.

5.3 Contracts

5.3.1 There are no direct contract implications associated with this report. As individual items are progressed through the work programme, their contract implications will be assessed.

5.4 Corporate Priorities

5.4.1 In identifying issues for inclusion on the work programme, councillors consider the suitability of the subject, taking into account such considerations as whether the issue is strategic and significant and whether it is likely to lead to effective outcomes. One of the indicators against which each potential task group is scored identifies how strongly the topic links to the Council's key aims and priorities.

5.5 Crime and Disorder

5.5.1 There are no direct crime and disorder implications associated with this report. As individual items are progressed through the work programme, their crime and disorder implications will be assessed.

5.6 Equality and Diversity / Human Rights

5.6.1 There are no direct equality and diversity or human rights implications associated with this report. As individual items are progressed through the work programme, their equality and diversity and human rights implications will be assessed.

5.7 Financial

5.7.1 There are no direct financial implications associated with this report. As individual items are progressed through the work programme, their financial implications will be assessed.

5.8 **Health & Wellbeing**

5.8.1 There are no direct health and wellbeing implications associated with this report. As individual items are progressed through the work programme, their health and wellbeing implications will be assessed.

5.9 **Reputation**

5.9.1 There are no direct reputational implications associated with this report. As individual items are progressed through the work programme, any reputational implications for the Authority will be assessed.

5.10 **Risk Management**

5.10.1 There are no direct risk management implications associated with this report. As individual items are progressed through the work programme, their risk management implications will be assessed.

5.11 **Safeguarding**

5.11.1 There are no direct safeguarding implications associated with this report. As individual items are progressed through the work programme, their safeguarding implications will be assessed.

5.12 **Staffing**

5.12.1 There are no direct staffing implications associated with this report. As individual items are progressed through the work programme, their staffing implications will be assessed.

5.13 **Stakeholders / Consultation / Timescales**

5.13.1 There are no direct stakeholder/consultation/timescale implications associated with this report. As individual items are progressed through the work programme, their stakeholder/consultation/timescale implications will be assessed.

5.14 **Transformation Programme**

5.14.1 There are no direct Transformation Programme implications associated with this report. However, the Policy Development Panel and the Performance Monitoring Panel are meeting at regular intervals to consider the progress of the Programme, and elements of future Task Groups will have links to areas being addressed by the Programme.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 When a task group is considered for inclusion on the Panel's Work Programme, it is assessed against criteria covering 'Importance', 'Impact' and 'Value for Money'. The 'Impact' and 'Value for Money' score indicators consider how strongly the issue will affect a ward(s), customer group(s) or service area(s). Only issues scoring highly will be included in the Work Programme.

7.0 **ACRONYMS**

7.1 None.

Background papers:- None

Lead Contact Officer

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Key Decision: No

Exempt Decision: No

This report refers to a Mandatory Service

Appendices attached to this report:

Appendix A Work Programme Calendar
Appendix B Task Group Work Programme 2017/18

Policy Development Panel – Calendar of Work Programme items

Date of Meeting	Agenda items
25 July 2017	<ul style="list-style-type: none"> • Policy Register – standing agenda item. Consideration of issues at meeting only to take place where areas of concern, or where more information is required. • Report outlining current issues and/or policies relating to – a) Planning design – what was the current policy on the design of new buildings that were considered for planning permission; and b) Derelict and dilapidated buildings – what was the Council’s policy on dealing with unsightly buildings. Consideration to be given to whether there was a need to set up Task Groups to address these issues (Paul Jackson/Richard Fidler)
3 October 2017	<ul style="list-style-type: none"> • Policy Register – standing agenda item. Consideration of issues at meeting only to take place where areas of concern, or where more information is required. • Apprenticeship Programme – To seek approval for the Apprenticeship Programme (Claire Burton) • Data Retention Policy – draft to be presented to the Panel (Greg Pearson/Mark Stinson) • Officer Code of Conduct (Claire Burton) • Corporate Health and Safety Policy (Nick Kendrick)
7 December 2017	<ul style="list-style-type: none"> • Policy Register – standing agenda item. Consideration of issues at meeting only to take place where areas of concern, or where more information is required.
20 February 2018	<ul style="list-style-type: none"> • Policy Register – standing agenda item. Consideration of issues at meeting only to take place where areas of concern, or where more information is required. • Update on current situation around long-term empty homes (previous updates 22/7/15, 13/1/16, 5/7/16 and 28/2/17). • Update report on progress of recommendations of the Paper and Postage Costs Task Group (Task Group Chairman, Councillor Astill) • Flexi Time and Toil Policy (Addition to Policy Handbook) (Claire Burton) • Honorariums and Spot Bonus Policy (Addition to the Policy Handbook) (Claire Burton) • Market Supplement Policy (Addition to the Policy Handbook) (Claire Burton) • Stuck not Sick Policy (Addition to the Policy Handbook) (Claire Burton) • Career Break Policy (Addition to the Policy Handbook) (Claire Burton)
24 April 2018	<ul style="list-style-type: none"> • Policy Register – standing agenda item. Consideration of issues at meeting only to take place where areas of concern, or where more information is required.

Note: Taxi Licensing Policy – this policy will now be considered at a future meeting when updates have been received on relevant legislation.

Lincolnshire Homelessness Strategy – Consultation with the Panel on the Strategy during a period of county-wide consultation (Matthew Hogan) – To be advised of new timetable.

POLICY DEVELOPMENT PANEL – WORK PROGRAMME 2017/2018

Name of Task Group	What the Task Group wants to achieve	Date added to Work Programme	Date Work Commenced	Membership of Task Group	Proposed date to report back to Panel
Public Open Spaces Task Group	Scope to be agreed at first meeting To look at the Council's current policies on Public Open Spaces and what could be developed to help in the future. In addition, following the Performance Monitoring Panel's review of implemented planning decisions, some of the recommendations arising from this review to be addressed through the Task Group.	5 July 2016	To commence after General Election	J Astill L Eldridge J Reynolds J Tyrrell B Alcock (PMP) A M Newton (PMP)	
Leisure Facilities Task Group Joint Task Group incorporating members of the Performance Monitoring and Policy Development Panels	To make recommendations, regarding the present and future leisure provision in South Holland. 1. By establishing what leisure provision the District Council presently provides, examining costs, resident satisfaction and competitiveness in order to identify ways of increasing income or reducing expenditure; 2. To understand what the District Council wishes to provide and what the public and major employers need; 3. To examine the options for future provision either to be supplied by the Council, the private sector or shared management.	30 April 2013	21 January 2014	G Aley (Chairman) D Ashby A Casson G Dark R Perkins (Vice-Chairman) S Slade E Sneath S Wilkinson Lead Officer: Phil Adams * Membership to be considered following District Council Election	Interim report presented to joint PMP/PDP – 19 August 2014 To Cabinet 7 October 2014 Tracking of recommendations to PDP 10 February 2015 Update on Leisure options to PMP 3 March 2015 (PDP members to attend PMP meeting)

	<p>Agreed at PMP 25 November 2014 – A date for completion of the Business Plan looking at Leisure Services provision, being drawn together by the Community Development and Health Manager, be confirmed by the Assistant Director Community, and that a joint meeting of the Performance Monitoring Panel and Policy Development Panel, for consideration of the document, be arranged.</p> <p>Following consideration of the update to PMP on 3 March 2015 (PDP members were invited to attend), it was agreed that leisure provision must be a priority for the Council, and must be considered as a priority by the next administration following the District Council election.</p>				
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