

AGENDA



- Committee - **POLICY DEVELOPMENT PANEL**
- Date & Time - Tuesday, 24 September 2019 at 6.30 pm
- Venue - Meeting Room 1, Council Offices, Priory Road, Spalding

Membership of the Policy Development Panel:

Councillors: J R Astill, J Avery, F Biggadike, M D Booth, H Drury, R A Gibson, M Hasan, J L King, J D McLean (Vice-Chairman), P A Redgate, J L Reynolds, G R D Rudkin, S-A Slade, E J Sneath, S C Walsh 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: 16 September 2019

AGENDA

1. Apologies for absence.
 2. Minutes - To sign as a correct record the minutes of the following meetings:
 - a) Policy Development Panel - 25 June 2019 (copy enclosed). (Pages 5 - 12)
 - b) Joint meeting of the Performance Monitoring Panel and Policy Development Panel - 16 July 2019 (copy enclosed). (Pages 13 - 16)
 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 17 - 24)
 8. Policy Register - To note the current Policy Register (copy enclosed). (Pages 25 - 30)
- A verbal update on the status of the Asset Management Strategy will be provided to the Panel by the Housing Manager Landlord.
9. Addressing Long Term Empty Homes - To update members on the current position of Empty Homes, work undertaken and the future development of an Empty Homes Strategy (report of the Executive Director Place enclosed). (Pages 31 - 34)
 10. Community Infrastructure Levy - Position statement to be provided by the Planning and Building Control Manager on the Community Infrastructure Levy, in order that the Panel can make a decision on whether or not to proceed with a Task Group.
 11. Policy Development Panel Work Programme - To consider the Work Programme of the Policy Development Panel (report of the Executive Manager Governance enclosed) (Pages 35 - 40)

12. 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.

13. To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 4 of part 1 of Schedule 12A of the Act.

14. Honorarium Policy - To consider the Honorarium Policy (report of the HR Manager enclosed). (Pages 41 - 50)

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Minutes of a meeting of the **POLICY DEVELOPMENT PANEL** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Tuesday, 25 June 2019 at 6.30 pm.

PRESENT

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

J R Astill
F Biggadike
R A Gibson

M Hasan
J L King
P A Redgate

J L Reynolds
G R D Rudkin
S C Walsh

In Attendance: The Place Manager, the Housing Landlord Services Manager, the Environmental Protection Manager and the Lead Democratic Services Officer.

Apologies for absence were received from or on behalf of Councillors J Avery, M D Booth, H Drury, A M Newton, S-A Slade and E J Sneath

1. **POLICY DEVELOPMENT PANEL**

Consideration was given to the minutes of the Policy Development Panel held on 5 March 2019.

AGREED:

That the minutes be signed as a correct record.

2. **JOINT PERFORMANCE MONITORING PANEL AND POLICY DEVELOPMENT PANEL**

Consideration was given to the minutes of the meeting of the Joint Performance Monitoring Panel and Policy Development Panel.

AGREED:

That the minutes be agreed as a correct record.

3. **JOINT PERFORMANCE MONITORING PANEL AND POLICY DEVELOPMENT PANEL**

Consideration was given to the Joint Performance Monitoring Panel and Policy Development Panel meeting held on 9 January 2019.

Councillors were informed that when the minutes had been considered by the Performance Monitoring Panel on 20th March 2019, Councillors had asked for clarification regarding one of the

Action By

**POLICY DEVELOPMENT PANEL - 25 June
2019**

bullet points on the leisure contract. Clarification had been given with the following additional wording which had been agreed by the Performance Monitoring Panel:

The five year contract in the current facilities met short term needs whilst a position around future requirements was assessed. This would include taking into account the current facilities.

This clarification was circulated to members of the Panel.

AGREED:

That subject to the above inclusion, the minutes be signed as a correct record.

4. JOINT PERFORMANCE MONITORING PANEL AND POLICY DEVELOPMENT PANEL

Consideration was given to the minutes of the Joint Performance Monitoring Panel and Policy Development Panel meeting held on 12 February 2019.

AGREED:

That the minutes be signed as a correct record.

5. DECLARATION OF INTERESTS.

There were no declarations of interest.

6. QUESTIONS ASKED UNDER STANDING ORDER 6

There were no questions asked under Standing Order 6.

7. TRACKING OF RECOMMENDATIONS

There were no tracking of recommendations.

8. ITEMS REFERRED FROM THE PERFORMANCE MONITORING PANEL

There were no items referred from the Performance Monitoring Panel.

9. KEY DECISION PLAN

Consideration was given to the Key Decision Plan dated 17 June 2019.

**POLICY DEVELOPMENT PANEL - 25 June
2019**

AGREED:

That the Key Decision Plan be noted.

10. POLICY REGISTER

The Panel gave consideration to the Policy Register dated 14 June 2019.

AGREED:

That the Policy Register be noted.

11. REVIEW OF HMO LICENSING POLICY

The Housing Services Manager provided an update on the review of the Houses of Multiple Occupancy (HMO) Licensing Policy.

The Panel noted that in October 2018, in light of new legislation, the Council had agreed to increase the HMO licensing fee to £540. Since then 33 properties had been licensed. There were 30 properties against which the Council was considering taking enforcement action. Partnership working with the police and fire brigade was being undertaken.

A Councillor highlighted that sometimes the refuse arrangements in HMOs caused problems and asked how the Council dealt with that? It was noted that refuse collection was picked up as part of the process. If a HMO was licensed then it would have to meet certain criteria at inspection.

Working with other authorities would continue, as required by legislation. Councillors would be informed of how regularly meetings with other local authorities took place.

Members of the Committee discussed the Councillors' role in intelligence gathering about HMOs. Which houses were registered as HMOs was a matter of public information. Councillors would be directed to where this information could be found.

It was agreed that a further update would be provided at the meeting on 6 November 2019.

AGREED:

That the update on the review of the HMP Licensing Policy be

PS

CM, PS

noted.

12. REVIEW OF CONTAMINATED LAND STRATEGY

The Panel considered a report of the Portfolio Holder for Public Protection and Executive Director – Strategy and Governance setting out the revised Contaminated Land Strategy.

Councillors noted that Local authorities had a number of duties in respect of contaminated land. These duties were originally imposed by Part 2A, Environmental Protection Act 1990 (Part 2A), as inserted by Section 57, Environment Act 1995. The duties were implemented by the Contaminated Land (England) Regulations 2000 as amended, supported by Part 2A Contaminated Land Statutory Guidance.

The UK policy on contaminated land was to prevent future pollution (dealt with separately through Groundwater Regulations and Pollution Prevention and Control (PPC) Legislation) and to restore past damage / contamination in a structured way. This element of the policy was delivered through a combination of the planning regime and the duties under Part 2A. The UK policy aimed to reduce unacceptable risks to human health and the environment, to enable the re-use of brownfield sites and to protect green-field sites. This was based on a risk based approach that emphasised voluntary, positive and controlled action and recognised that the best means of paying for remediation was often through redevelopment.

The strategic approach by local authorities referred to above, was dealt with by a requirement for all local authorities to produce and publish a Contaminated Land Strategy. The strategy detailed how contaminated land was to be identified and the inspection strategy to be employed (rational, ordered and efficient). The aim of the strategy was to direct the work to assess potentially contaminated sites, ensure that the most pressing and serious problems were located first, reflected local circumstances and where appropriate formally determined land as contaminated land. Local Authorities were also required to identify who was liable, secure remediation where necessary, or to act in default and recover costs and to maintain a public register of contaminated land.

The Strategy was last reviewed in 2014, at which time a number of changes had been made to reflect changes in legislation and statutory guidance (The Contaminated Land (England)(Amendment) Regulations 2012), as well as changes in the planning framework which included the introduction of the

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national planning policy framework at that time and removal of Defra (Department for the Environment, Food and Rural Affairs) grant funding for certain aspects (Pt 2A remediation work).

Members noted that this current draft didn't materially change the strategic approach already set out for contaminated land and that there had been no significant changes in legislation or statutory guidance that the Council had to have regard to at this time. The opportunity has been taken to remove some duplication of information, move some technical information from the main body of the Strategy and move it to the appendices and make reference to the new South Lincolnshire Local Plan.

In response to a question from a Councillor, the Environmental Protection Manager explained that there were over 1000 potentially contaminated sites and that routine inspections did not take place. The service was intelligence led and action was targeted where a complaint was received.

The Panel asked whether there was any opportunity to interact with the utility companies. It was noted that it had proven difficult to obtain information from the utility companies. However, with regard to planning permissions, a condition was added requiring ground works and having to report contamination if any was found.

Councillors referred to the former gypsy and traveller site at Gosberton and whether there were areas of concern with regard to contamination, as there was anecdotal evidence that contaminated objects were buried. The Environmental Protection Manager stated that the site was on a list of sites of potential concern. If the site was used in the future then the Council would get involved, but there needed to be the potential for significant harm, for example the contamination of controlled waters. If there was no risk then it was unlikely that the Council would get involved.

Councillors asked what a 'special' site was. It was noted that the Council did not know of any contaminated areas that affected 'special' sites, and that the definition would be circulated to Councillors.

With regards to audit of the strategy, there was no external process but it was subject to internal audit.

Councillors praised the strategy for being easy to understand and noted that, as set out in legislation, the consultees would be neighbouring local authorities, the Environment Agency, Natural

RB

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2019**

England, Fire and Rescue and other relevant bodies. There would be a six week consultation period.

AGREED:

That the Panel commends the draft Contaminated Land Strategy for consultation.

13. POLICY DEVELOPMENT PANEL WORK PROGRAMME

The Panel considered a report by the Executive Manager – Governance setting out the work programme of the Panel. The work programme consisted of two sections, the first setting out the dates of future panel meetings along with proposed items for consideration, and the second setting out Task Groups that had been identified by the Panel.

The Chairman informed the Panel that the Executive Director for Place had given his apologies for the meeting, but had met with him and the Vice-Chairman to go through the work programme.

The Panel discussed areas of work that they would like included in the work programme and the following key points emerged:

- Public Open Spaces Task Group – Councillors felt that this Task Group had stalled and was awaiting a report back following consultation with Parish Councils. It was agreed that, as it was a joint Task Group with PMP (the Performance Monitoring Panel), the Chairman of that Panel would be approached to see if they would be happy for it to be encompassed into a new Task Group looking at Planning Design that would be set up as a Policy Development Panel Task Group. If not, it the Planning Design Task Group could be set up as a joint Task Group with PMP. CM
- Further to above, a Planning Design Task Group be established composed of Councillors Astill, King, Redgate, Reynolds, and Walsh CM
- Postage and Paper Reduction Task Group – It was agreed that this Task Group had served its purpose and could be removed from the Work Programme. CM
- Leisure Facilities Task Group – This was a joint Task Group with PMP which reported to Cabinet in 2014 and tracking of recommendations considered by PDP in CM

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February 2015. It was agreed that, in consultation with PMP, this Task Group be removed from the work programme.

- The Panel identified that they would like to give consideration to possible Task Groups on Cross Departmental Working at South Holland District Council and also the Community Infrastructure Levy. It was agreed that officers would be invited to the next meeting of the Panel to give a position statement on these issues in order that the panel could make an informed decision on whether or not to proceed with a Task Group.

CM, PN,
GP, ES

AGREED:

1. That the Work Programme be noted; and
2. That the actions be progressed as set out above.

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

There were no urgent items.

(The meeting ended at 8.05 pm)

(End of minutes)

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Minutes of a meeting of the **JOINT PERFORMANCE MONITORING PANEL AND POLICY DEVELOPMENT PANEL** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Tuesday, 16 July 2019 at 6.30 pm.

PRESENT

B Alcock	J L Reynolds	N H Pepper
J R Astill	E J Sneath	P A Redgate
M D Booth	A C Tennant	S C Walsh
C J T H Brewis	A R Woolf	D J Wilkinson
R Grocock	A C Beal	M Hasan
J D McLean	A C Cronin	G R D Rudkin
A M Newton	R A Gibson	

Apologies for absence were received from or on behalf of Councillors F Biggadike, J L King, S-A Slade and J Avery

In Attendance: The Executive Director – Place, Health and Safety Manager, Anti-social Behaviour Officer and Lead Democratic Services Officer.

1. **ELECTION OF CHAIRMAN**

Councillor Woolf was elected Chairman for the duration of the meeting.

2. **DECLARATION OF INTERESTS**

There were no declarations of interest.

3. **CORPORATE ENFORCEMENT POLICY UPDATE**

Members received a report by the Executive Director – Place which set out an update on corporate enforcement. It was noted that the Council was responsible for enforcing a wide range of legislation, with powers of enforcement usually delegated to individual officers in the various service areas concerned.

Enforcement action could take different forms including:

- Inspecting premises, processes, equipment or food;
- Investigating complaints about individuals and business;
- Providing advice about how to comply with the law;
- Taking action at Licensing Panels or undertaking Licensing Reviews;

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- Issuing fixed penalty notices, statutory notices or taking prosecutions.

All departments dealing with enforcement did so in line with the Corporate Enforcement Policy approved on 29th May 2018. All services adopted a graduated approach to enforcement; starting with compliance advice or warnings and progressing to other enforcement activity where proportionate and appropriate.

The Panel was pleased to learn that performance indicators had been created for the current financial year (commencing 1 April 2019), requiring all teams across the authority with enforcement responsibilities to report on their enforcement on a quarterly basis. An Enforcement Operational Managers Group has also been established to meet and refine enforcement activity across the Council.

Councillors considered and discussed the performance information for the period April – June 2019 along with enforcement case studies. In response to a number of questions the following key points emerged:

- Councillors thanked officers for the work that had been undertaken on enforcement and it was considered that the publicity around enforcement was having an effect.
- With regard to the 101 informal notice warning letters, different legislation was used for different circumstances. Information relating in particular to the actions following the informal action taken with regard to housing would be circulated to Councillors.
- It was noted that 98.4% of food hygiene inspections were rated 3 stars or above which indicated legal compliance. Councillors would be informed of what percentage were 5 stars. It was noted that inspections were carried out on a risk basis, with highest risk being factories and low risk being, for example, wrapped food at a filling station. Low risk inspections were carried out every couple of years, high risk every 6 months. There were currently 10 establishments below 3 stars. A rating would stay with the establishment until the next re-rating which applicants would have to pay for. There was no legal requirement for an establishment to display its star rating, but Councillors were invited to let Environmental Health know if they saw ratings displayed that were more than a couple of years

SS

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old.

- Informal notices had been used on 22 occasions by the Communities Team and issued by the Anti-social Behaviour Officer and Community Warden. They were issued for behaviour such as littering, spitting or failure to hand over alcohol in prohibited areas.
- Councillors discussed the problem of gathering evidence in cases of anti-social behaviour. However, the Anti-social Behaviour Officer invited councillors to speak to them about individual cases where, if applicable, enforcement action could be taken.
- The Panel noted that scrap dealers were licensed by the Council, but that unlicensed dealers could be intimidating and unlawfully collected rubbish may be fly-tipped. Residents were advised to always ask to see a licence and if it was not forthcoming then the Council should be informed. The number of licensed scrap dealers would be circulated to Councillors.
- Councillors noted that a report would be made to PMP about CCTV. It was hoped that the report would include figures that would be able to demonstrate the value of CCTV. It was agreed that it would be useful for Councillors to visit the CCTV control centre and a visit would be arranged to which all Scrutiny members would be invited.
- It was noted that although there were a number of officers dealing with enforcement across the Council, it was only part of their job and they had other duties in addition to enforcement.
- The Panel discussed how social media could be utilised for enforcement. Publicising action taken could act as a deterrent; however, residents should be encouraged to report incidents via the correct channels rather than on social media as this could not be monitored all of the time.
- The process of dealing with anti-social behaviour from the Council's tenants was considered. It was noted that tenancy agreements had been updated to be more explicit about the behaviour that was required.
- Councillors discussed a recent incident when travellers had arrived in the south of the district and had engaged in anti-

SS

DB, SS

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social and criminal behaviour. The Anti-social Behaviour Officer reported that they had co-ordinated the response to the issue and involved the police and Lincolnshire County Council. It was noted that that if there was an un-authorised camp then the Council would take action immediately. If safety was a concern, the Police have the powers to disperse a group and the Council would support the community that had been affected. In response to concerns raised by Councillors the Executive Director – Place reported that a protocol plan will be put in place that set out the multi-agency approach to such incidents. It was requested that in the case of any future incidents, local members are kept informed of action being taken.

SS, RW

- Councillors discussed the 'Grot Spots' that they were asked to nominate for improvement a few years ago. A progress report would be provided on these issues.
- It was noted that a noise app was being trialled by officers which could be used by residents to record noise nuisance. The app would send information directly to the Council. It would not be appropriate to use in all cases but could be a useful tool in fighting noise pollution.

AGREED:

1. That the content of the report be noted; and
2. That the updated performance figures are provided to the Performance Monitoring Panel through the quarterly Performance Overview Report.

4. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

There were no urgent items.

(The meeting ended at 8.10 pm)

(End of minutes)

KEY DECISION PLAN

**Issued – 13 September
2019**

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
Acquisition Opportunity to expand the Housing Revenue Account	To set out details of a commercial opportunity relating to the potential for the council to acquire 9 units of affordable rented housing and 3 units of shared ownership over two development sites within the district.			Portfolio Holder for Corporate Delivery and Strategic Oversight Not before 7th Jun 2019
Property acquisition to support Housing Options service delivery.	The authority is exploring the purchase of residential property to improve options to address housing need in the district.			Portfolio Holder for Housing and Health Not before 28th Aug 2019
Portfolio Holder for Housing and Health General repairs contract	To inform Members that a tender has been shared with contractors for their submissions			Executive Director - Place Before 30 Sep 2019

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 Purchase of additional Northgate Housing Software	Officer decision to advise on the purchase of additional Northgate Software in accordance with the HRA Capital programme.			Housing Landlord Manager Before 30 Sep 2019
Portfolio Holder for Housing and Health Chimney repairs, repointing and removal Contract	For the Chimney repairs, repointing and removal including Pitched roof repairs to various council dwellings as identified in reaching the end of their lifespan, or the chimney is no longer required.			Housing Landlord Manager Before 30 Sep 2019

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 Flat Roof replacement and repairs Contract	For the replacement of various types of flat roofs to Council Dwellings, outbuildings and garages, which have reached the end of their lifespan and require replacement or repairs.			Housing Landlord Manager Before 30 Sep 2019
Portfolio Holder for Housing and Health General Repairs - Maintenance of footpaths, roadways and boundary walls.	For the external general repairs for concrete footpaths, roadways and boundary walls, serving council dwellings and garages, which have reached the end of their lifespan and require replacement or repairs.			Housing Landlord Manager Before 30 Sep 2019

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 Acceleration of Delivery: Acquisition opportunity for the Housing Revenue Account	To set out details of a commercial opportunity relating to the potential for the council to acquire 19 s106 houses on a development site within the district			Cabinet 29 Oct 2019 South Holland District Council 27 Nov 2019
Portfolio Holder for Housing and Health Acceleration of delivery: Acquisition opportunity for either the HRA or Welland Homes	To set out details of a commercial opportunity relating to the potential for the HRA or Welland Homes, to acquire 8 open market houses on a development site within the district			Cabinet 29 Oct 2019 South Holland District Council 27 Nov 2019

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 Place Car Parking Review	To review and consider the current car parking charges			Cabinet 29 Oct 2019
Portfolio Holder for Place Public Toilet Task and Finish Group Update	To update PMP on the progress of public toilet task and finish group recommendations reported in January 2019			Cabinet 29 Oct 2019
Portfolio Holder for Housing and Health Housing Income Management Policy	To seek approval of the Housing Income Management Policy			Cabinet 3 Dec 2019

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 Housing Repairs Policy	To approve the policy			Cabinet 3 Dec 2019
Portfolio Holder for Housing and Health Acceleration of Delivery: Opportunity to expand the Housing Revenue Account	to set out details of a commercial opportunity relating to the potential for the Council to acquire or develop 12 units on a development site within the district.			Cabinet 3 Dec 2019 South Holland District Council 22 Jan 2020

***Cabinet Membership**

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

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

SHDC Policy Register

Generated on: 06 September 2019



Rows are sorted by End Date

Policy Title	Policy Type	Can Policy be influenced (flexible scope)	Approved Date	Policy Review Cycle	End Date	Policy Status	Additional Notes	Assigned To
Asset Management Strategy	Constitutional	Yes	18-Jun-2014	5 years	18-Jun-2019	Pending Approval	The Strategic Asset Management Policy (and Corporate land policy) will be reviewed and written by an external company called NPS Peterborough, a fee quote for this work will be received by the 7th June with NPS set to commence work before the end of June subject to receiving a reasonable fee quote. The Housing Manager will attend PDP in September to	Jason King

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Policy Title	Policy Type	Can Policy be influenced (flexible scope)	Approved Date	Policy Review Cycle	End Date	Policy Status	Additional Notes	Assigned To
							discuss this upcoming Policy review and how the Panel can influence this Policy	
Health & Safety Policy	Statutory	No	22-Nov-2017	2 years	22-Nov-2019	Approved	This policy will be reviewed again in Nov 2019	Nick Kendrick
Constitution	Statutory	No	18-Jan-2018	1 year	18-Jan-2020	Approved	Changes continue to be made when and where necessary and agreed at Council on a regular basis.	Rhonda Booth
HR Policy Handbook	Non Statutory	Yes	18-Jan-2017	3 years	18-Jan-2020	Approved		Claire Burton
AHM Collections Development Policy	Non Statutory	No	01-Feb-2018	2 years	01-Feb-2020	Approved	Policy is reviewed in line with Arts Council England guidance	Julia Knight
AHM Collections Care and Conservation Policy	Non Statutory	No	01-Feb-2018	2 years	01-Feb-2020	Approved	Policy is reviewed in line with Arts Council England guidance	Julia Knight
Corporate Plan	Constitutional	Yes	08-Mar-2018	1 year	01-Mar-2020	Approved	Plan is reviewed annually	Greg Pearson
Capital Strategy	Constitutional	Yes	27-Feb-2019	1 year	31-Mar-2020	Approved		Samantha Knowles
Corporate Charging Policy - Accounting Services	Constitutional	Yes	08-Mar-2018	1 year	31-Mar-2020	Approved		Samantha Knowles

Policy Title	Policy Type	Can Policy be influenced (flexible scope)	Approved Date	Policy Review Cycle	End Date	Policy Status	Additional Notes	Assigned To
Medium Term Financial Strategy	Constitutional	No	08-Mar-2018	1 year	31-Mar-2020	Approved		Samantha Knowles
Treasury Management Strategy Statement	Constitutional	No	08-Mar-2018	1 year	31-Mar-2020	Approved		Samantha Knowles
Treasury Policy Statement & Clauses to be Adopted	Constitutional	No	08-Mar-2018	1 year	31-Mar-2020	Approved		Samantha Knowles
Minimum Revenue Provision Policy Statement	Constitutional	No	08-Mar-2018	1 year	31-Mar-2020	Approved		Samantha Knowles
Corporate Debt Policy - Accounting Services	Non Statutory	Yes	25-Jul-2017	3 years	25-Jul-2020	Approved		Samantha Knowles
Sexual Establishments Policy Statement	Non Statutory	Yes	06-Sep-2017	3 years	06-Sep-2020	Approved		Donna Hall
Unreasonable Behaviour and vexatious requests	Non Statutory	Yes	21-Nov-2017	3 years	21-Nov-2020	Approved		Sarah Wolstenholme-Smy
Counter Fraud and Corruption Policy	Non Statutory	Yes	14-Dec-2017	3 years	14-Dec-2020	Approved		Faye Haywood
Whistleblowing Policy - Confidential Reporting Code	Statutory	Yes	14-Dec-2017	3 years	14-Dec-2020	Approved		Faye Haywood
Statement of Licensing Policy	Constitutional	Yes	07-Jan-2016	5 years	07-Jan-2021	Approved		Donna Hall
Data Protection Policy	Statutory	No	29-May-2018	3 years	29-May-2021	Approved		Kirsty Mallett
Corporate	Non Statutory	Yes	29-May-2018	3 years	29-May-2021	Approved		Sarah Shipley

Policy Title	Policy Type	Can Policy be influenced (flexible scope)	Approved Date	Policy Review Cycle	End Date	Policy Status	Additional Notes	Assigned To
Enforcement Policy								
Equalities Policy	Non Statutory	Yes	26-Jun-2018	3 years	26-Jun-2021	Approved		Ross Bangs
Freedom of Information (FoI) Policy	Statutory	No	26-Jun-2018	3 years	26-Jun-2021	Approved		Ross Bangs
Street Naming and Numbering Policy	Statutory	Yes	01-Nov-2018	3 years	01-Nov-2021	Approved		Clinton Bell
Hate Crime Policy	Non Statutory	No	01-Nov-2018	3 years	01-Nov-2021	Approved	Superseded by county policy - internal procedures will be updated as per agreement with policy panel	Dee Bedford
Safeguarding Policy	Statutory	No	20-Nov-2018	3 years	01-Nov-2021	Approved		Donna Hall
Gambling Policy - Statement of Principles	Constitutional	Yes	28-Nov-2018	3 years	28-Nov-2021	Approved		Donna Hall
Records Management Policy		Yes		3 years	01-Jan-2022	Approved		Kirsty Mallett
Strategic Tenancy Policy	Statutory	No	01-Feb-2019	3 years	01-Feb-2022	Approved		Matthew Hogan
Anti-Social Behaviour Policy	Statutory	Yes	01-May-2019	3 years	01-Mar-2022	Approved	The ASB Policy has been approved, as it is currently that of the Lincolnshire County Council one. The County one is currently	Dee Bedford

Policy Title	Policy Type	Can Policy be influenced (flexible scope)	Approved Date	Policy Review Cycle	End Date	Policy Status	Additional Notes	Assigned To
							out for consultation as it has been updated in line with new recommendations from the victims commissioner, any updated on this will be fed through to PDP	
South Holland Common Housing Allocations Policy	Statutory	No	01-Jun-2013	3 years	01-Mar-2022	Approved		Phil Stacey
Affordable Housing Policy	Non Statutory	Yes	01-Jan-2009	3 years	01-Apr-2022	Approved	This Policy has approved within the Local Plan, It has been agreed there doesn't need to be a separate housing strategy, this has now been formally adopted in line with the Local Plan	Matthew Hogan
Taxi Licensing Policy	Non Statutory	Yes	01-Jun-2019	3 years	01-Jun-2022	Approved		Donna Hall

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SOUTH HOLLAND DISTRICT COUNCIL

Report of: Rob Walker – Executive Director Place

To: Policy Development Panel Tuesday, 24 September 2019

Author: Jason King, Phil Stacey (Housing Landlord Services Manager, Housing Options Manager)

Subject: Addressing Long Term Empty Homes

Purpose: To update members on the current position of Empty Homes, work undertaken and the future development of an Empty Homes Strategy.

Recommendation(s):

1. That the Policy Development Panel notes the progress made on addressing Long Term Empty Homes.
2. That the Policy Development Panel gives consideration to performance on Empty Homes continuing to be monitored by the Performance Monitoring Panel.
3. That the Policy Development Panel notes that further reports will relate to the development of an Empty Homes Strategy.

1.0 BACKGROUND

- 1.1 On 5 March 2019, The Policy Development Panel (PDP) received a report on addressing long term empty homes. The report provided an update to Members on performance and sought direction on the development of an Empty Homes Strategy. It was directed by the Panel that performance should be monitored for a further 6 months with further consideration to be given to the development of a strategy at the next 6 month update report. Since then some directed change to the Council's website to promote increased reporting of Empty Homes, including the establishment of a dedicated inbox has been undertaken.
- 1.2 The Council continues to see stable performance in relation to Empty Homes. Despite refreshed information on the Council's website and a dedicated inbox for reporting Empty Homes, there has been little change in the number of homes being reported. Business Intelligence gathered by Council Tax continues to be the largest source of information relating to Empty Homes. To increase performance on the number of Empty Homes brought back into use, an overarching Empty Homes Strategy should be developed linked to the Private Sector Housing Enforcement Policy. Despite the work undertaken by the Private Sector Housing Team in maintaining a stable position, a strategic focus is required to accelerate beyond the work currently being undertaken.
- 1.3 The measures currently in place to address long term Empty Homes are outlined below. Since April 2013 Councils have had the discretion to charge up to 50% empty homes premium for properties that have been empty for over 2 years. In offering these new powers the Government were seeking to influence owners to bring empty homes back into use as well as the ability for councils to increase their Council Tax revenue.

- 1.4 As part of the 2017 Budget the Government implemented new flexibilities in respect of imposing Council Tax premium on Long Term Empty properties.
- 1.5 South Holland District Council agreed in February 2019 as part of the Medium Term Financial Strategy (MTFS) to increase the premium on long term empty dwellings as follows: -
- i. An additional 50% Council Tax premium on Long Term Empty properties, raising the Council Tax to 200%, from 1 April 2019.
 - ii. An additional 100% Council Tax premium on Long Term Empty properties longer than 5 years, raising the Council Tax to 300%, from 1 April 2020.
 - iii. An additional 100% Council Tax premium on Long Term Empty properties longer than 10 years, raising the Council Tax to 400%, from 1 April 2021.
- 1.6 The direct financial benefits from Council Tax income for this proposal are small for South Holland (around £6k per year). This is representative of the number of Empty Homes in South Holland. The main benefits are non-financial and are to encourage homes back into use.
- 1.7 The Council Tax team have an empty homes review programme of activity which includes canvassing, pro-active work to follow up and increased targeted visits and inspections as they head up to the September deadline each year. This ensures Council Tax records are as up to date as possible.
- 1.8 Council Tax provides the Private Sector Housing Team with a report quarterly with details of long term empty dwellings for work to be carried out to get these back into use. There is prompt dialog between services ensuring Council Tax records are updated based on information found.
- 1.9 Tackling Empty Homes is managed across the whole of the Private Sector Housing Team and not by a dedicated role of an Empty Homes Officer. Currently, the team relies on the information provided by Council tax each quarter to identify potential empty homes. A mixed option of incentives and/or enforcement is currently used and is described below:
- 1.10 **Incentives:** SHDC operates a number of incentives designed around early intervention and working with owners to enable them to bring their Empty Homes back into use. Owners of Empty Homes can also access a range of financial initiatives to help them bring homes back into use. This financial assistance ranges across a number of loans and grants.
- 1.11 **Enforcement:** SHDC has available to it a number of options to enforce when an owner is unwilling to see their dwelling returned to use. These include: Compulsory Purchase Orders, Enforced Sale, and Empty Development Management Order. Enforcement action will be taken in accordance with the Council's Enforcement Policy.
- 1.12 New Homes Bonus (NHB) is made up of a number of payments for each additional property brought into use (new build or net empty homes returned to use). Payment for each property is based on the national average council tax amount. There are also small additional amounts for each new affordable house created. Changes to the NHB calculation were introduced in 2017/2018, which means the total amount of the reward is based on growth above a national baseline of 0.4%. So all growth below this percentage is not rewarded.

1.13 As at 6th September 2019 there were 268 long term empty homes (empty between 6-24 months). This compares to 244 at 5 March 2019. Although numbers have increased, the level of long term empty homes remains at 0.6% of total banded dwellings across the district and overall performance remains stable.

1.14 *Empty Homes in England 2018* (A report by Empty Homes a national campaigning charity) identified the following as being the common reasons for empty homes across England

- Inheriting a property, the new owner (or joint owners) may take some time to decide what to do, or to sort out the property before it is put on the market for rent or sale.
- A previously rented property may require substantial repairs before it can be re-let, but the landlord is putting off doing this work, often related to time or money constraints.
- People or companies have bought properties to redevelop. However, for a variety of reasons it is taking a long time to complete the works or activity has stalled.
- Owners are holding on to a property hoping for a rise in its market value before trying to sell it and may have unrealistic expectations about the likely value of their property given local market conditions.

2.0 **OPTIONS**

2.1 Option 1: That the Panel note the report and provide any feedback and direction for Officers to consider when developing an Empty Homes Strategy.

2.2 Option 2: Do nothing.

3.0 **REASONS FOR RECOMMENDATION(S)**

3.1 It is recommended that the contents of this report are noted and that the Panel give direction on the development of a future Empty Homes strategy. Whilst the panel receives a regular update on Empty Homes it is important that further consideration is given to improving performance in this area by the development of an overarching strategy.

4.0 **EXPECTED BENEFITS**

4.1 To return the maximum numbers of empty homes back into to use per annum.

4.2 To maximise New Homes Bonus income to the authority.

5.0 **IMPLICATIONS**

5.1 **Constitution & Legal**

5.1.1 If enforcement action is considered necessary there would be legal implications in taking these matters forward.

5.2 **Corporate Priorities**

5.2.1 There is a strong link between work around empty homes and our corporate priorities, notably, Your Home.

5.3 **Crime and Disorder**

5.3.1 There is a link between the conditions surrounding empty homes, vandalism, overgrown gardens and infestations. Addressing the issue of long term empty properties should make a contribution to wider efforts to address anti-social behaviour.

5.4 **Financial**

5.4.1 Bringing Empty Homes back into use contributes towards income in the form of New Homes Bonus and Council Tax revenues as detailed in paragraphs 1.12.

5.5 **Health & Wellbeing**

5.5.1 There is a positive link between increasing the supply of housing, along with investing into the condition of private housing in the district and the broader Health and Wellbeing agenda.

5.6 **Risk Management**

5.6.1 There are risks to the authority associated with certain courses of action designed to bring Empty Homes back into use. For example, the use of non-mandatory enforcement powers (Such as: Compulsory Purchase, Empty Dwelling Management Orders.) carry with them certain degrees of financial risk. However, decisions to utilise these powers will be made on a case by case basis and will only be considered where enforcement action is deemed as the last option available to the authority to bring a dwelling back into use in accordance with the Councils enforcement policy.

5.7 **Staffing**

5.7.1 Tackling Empty Homes is a generic function across the Private Sector Housing Team. The work does not sit exclusively with a dedicated Empty Homes Officer.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 All Wards

7.0 **ACRONYMS**

7.1 MTFs= Medium Term Financial Strategy
NHB= New Homes Bonus

Background papers: - **Addressing Long Term Empty Homes in South Holland, 5 March 2019.**

Lead Contact Officer

Name and Post: Phil Stacey. Housing Options Manager
Telephone Number: 01775 764605
Email: philstacey@sholland.gov.uk

Key Decision: No

Exempt Decision: No

This report refers to a Mandatory Service.

SOUTH HOLLAND DISTRICT COUNCIL

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

To: Policy Development Panel – 24 September 2019

(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

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Transformation Programme; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

5.1 Corporate Priorities

5.1.1 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 considered identifies how strongly the topic links to the Council's key aims and priorities.

6.0 WARDS/COMMUNITIES AFFECTED

6.1 This report has no implications however, as individual items are progressed through the Work Programme, their impact on wards and communities will be assessed.

7.0 ACRONYMS

7.1 None.

Background papers:-	None
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Lead Contact Officer

Name and Post:	Christine Morgan Democratic Services Officer
Telephone Number	01775 764454
Email:	cmorgan@sholland.gov.uk

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 2019/20

Policy Development Panel – Calendar of Work Programme items

Date of Meeting	Agenda items
24 September 2019	<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. • Addressing Long Term Empty Homes (6 monthly update) – Phil Stacey • Honorarium Policy (Claire Burton) • Community Infrastructure Levy – Position statement to be provided in order that the PDP can make an informed decision on whether or not to proceed with a Task Group (Phil Norman). Note - Cross Departmental Working at South Holland District Council – officers to liaise with Portfolio Holder on this issue, and the Panel will be updated in due course.
6 November 2019	<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. • Housing Allocations Policy review - Housing Landlord Services Manager • Review of the HMO Licensing Policy – Phil Stacey
9 January 2020 (Joint meeting of Performance Monitoring Panel and Policy Development Panel)	<ul style="list-style-type: none"> • Budget Scrutiny
21 January 2020	<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.
3 March 2020	<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.

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POLICY DEVELOPMENT PANEL – WORK PROGRAMME 2019/2020

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	23 November 2017	J Astill L Eldridge J Reynolds J Tyrrell(Chairman) B Alcock (PMP) A M Newton (PMP)	
Data Protection/Data Retention Task Group	To consider the implications of forthcoming changes to the Data Protection Policy as follows: <ul style="list-style-type: none"> To develop the new policy in light of issues raised in the gap analysis and legislative changes and that a more detailed suggested scope would be circulated prior to the first Task Group meeting. 	3 October 2017	11 December 2017	H Drury M D McLean A R Woolf (Chairman) A Harrison	To PDP 1 May 2018 To Cabinet 29 May 2018
Planning Design	Scope to be agreed at a later date. Issues raised are detailed within PDP minutes of 25 July 2017.	25 July 2017	To commence 2018, after end of examination period of Local Plan.	To be confirmed	

<p>Leisure Facilities Task Group</p> <p>Joint Task Group incorporating members of the Performance Monitoring and Policy Development Panels</p>	<p>To make recommendations, regarding the present and future leisure provision in South Holland.</p> <ol style="list-style-type: none"> 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. <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>	30 April 2013	21 January 2014	<p>G Aley (Chairman) D Ashby A Casson G Dark R Perkins (Vice-Chairman) S Slade E Sneath S Wilkinson</p> <p>Lead Officer: Phil Adams</p> <p>* Membership to be considered following District Council Election</p>	<p>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>
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