

Minutes of a meeting of the **POLICY DEVELOPMENT PANEL** held in line with The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020, on Tuesday, 23 June 2020 at 6.30 pm.

PRESENT

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

J R Astill  
F Biggadike  
M D Booth  
R A Gibson

M Hasan  
J L King  
P A Redgate  
J L Reynolds

G T D Rudkin  
S-A Slade  
E J Sneath  
S C Walsh

In Attendance: Councillor A M Newton, the Executive Manager Governance, the Place Manager, the Executive Manager Property and Development, the Housing Landlord Services Manager, the Strategic Housing Manager, the Project Manager (Delivery Unit), the Environmental Services Manager, the Planning and Building Control Manager, the Democratic Services Manager and the Democratic Services Officer.

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

1. **POLICY DEVELOPMENT PANEL**

Consideration was given to the minutes of the meeting of the Policy Development Panel held on 21 January 2020.

**AGREED:**

That the minutes be signed as a correct record as soon as practicable after the meeting.

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 held on 14 January 2020.

**AGREED:**

That the minutes be signed as a correct record as soon as practicable after the meeting.

3. **DECLARATION OF INTERESTS.**

**Action By**

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There were none.

**4. QUESTIONS ASKED UNDER STANDING ORDER 6**

There were none.

**5. TRACKING OF RECOMMENDATIONS**

There were none.

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

There were none.

**7. KEY DECISION PLAN**

Consideration was given to the Key Decision Plan dated 15 June 2020.

**AGREED:**

That the Key Decision Plan be noted.

**8. POLICY REGISTER**

The Panel gave consideration to the Policy Register dated 7 January 2020.

It was noted that the deadline for the Asset Management Strategy was a year behind schedule however, the Chairman advised that work on this was being undertaken.

Monitoring of the register had slipped as a result of the necessity to redirect resources to address the Coronavirus pandemic. The Panel was understanding of this and advised that monitoring would continue again over the next few months.

**AGREED:**

That the Policy Register be noted.

**9. PLANNING DESIGN TASK GROUP REPORT**

Consideration was given to the report of the Planning Design Task Group, which provided an update on its work. It requested that the Panel give consideration to the report and to the draft South East Lincolnshire Local Plan Design Guide Supplementary

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Planning Document (SPD), and that any comments on the draft document be forwarded to the South East Lincolnshire Joint Strategic Planning Committee for consideration.

It was noted that the Joint Strategic Planning Committee had been due to meet to consider the SPD however, this meeting had been cancelled due to the Coronavirus pandemic. The Task Group commented that the original timescale that had been set to undertake its work had been dictated by the date that the Joint Strategic Planning Committee was due to consider the SPD, and that as this date had been delayed, the Task Group would welcome the opportunity to explore issues further

The Planning and Building Control Manager advised that no new date had yet been set for consideration of the SPD. It was therefore agreed that the Task Group reconvene to explore the issues further, whilst being mindful of the new timescales for the Joint Strategic Planning Committee, and the capacity to undertake this additional work.

PN, CP

**AGREED:**

- a) That the report of the Planning Design Task Group be noted; and
- b) That the Task Group be reconvened to explore issues further, taking account of the new timescales for consideration of the Supplementary Planning Document by the South East Lincolnshire Joint Strategic Planning Committee, and the capacity to undertake the additional work.

**10. COMMERCIAL ASSETS**

The Project Manager, Delivery Unit provided the Panel with a presentation on the current situation with regard to the council's commercial assets. It was an interim update, with a more substantive report on commercial property to be presented to the next meeting in September 2020 – this would include information on approval of a new Lettings Policy, and update on Building Cell recovery, and details of the Asset Management Plan.

The interim update provided some background on the new Lettings Policy, details of the current Commercial Property Estate, and the current position.

Members considered the update and the following issues were raised:

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- How had the Coronavirus pandemic changed the situation around commercial assets:
  - With regard to the Asset Management Plan, it was likely that the pandemic would have some effect on individuals circumstances e.g availability of units, cash-flow . In three months' time, officers would have a clearer position on what the state of the market was, and how to progress.
- Members were aware of units that were currently vacant and for rental – would tenants be sought now, before the formal Asset Management Plan was in place?
  - Officers confirmed that interim arrangements, as agreed by the Portfolio Holder for Communities and Facilities, were in place to cover such eventualities, and that officers were seeking to rent the units out as soon as possible.
- Members commented that 70% uptake of grants was good however, had the remaining 30% not been taken up because applications had been refused, or because businesses had not applied?
  - Officers advised that the profile showed that the majority of those that had applied were not eligible for the grants applied for at the time. However, new funding had become available, and businesses were being encouraged to make an application for the new funding, which they may be eligible for.

**AGREED:**

That the update be noted.

**11. HOUSING ISSUES**

The Housing Landlord Services Manager and the Strategic Housing Manager provided the Panel with a presentation on the current situation with regard to Housing.

Issues covered within the presentation included – Housing Options; Council Housing; Strategic Housing; Housing Development; Policy work coming forward (Empty Homes Strategy, Housing Assistance Policy, Allocations Policy, Housing Development Strategy); Allocations Policy aspirations; and Development Strategy aspirations.

Members considered the update, and the following issues were raised:

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- Members commented that the update from officers was encouraging.
- Rough sleepers had successfully been found accommodation during the Coronavirus pandemic however, what would happen afterwards?
  - Officers advised that before the pandemic, the council had been successful in achieving funding to assist with rough sleepers. It was looking to bring this project back on line, to deal with homelessness going forward. It was a shared project which included South Holland, North Kesteven, South Kesteven and West Lindsey District Councils, and had 14 posts dedicated to it, including some quite specialist staff. It aspired to be a more holistic, wrap-around service than could currently be delivered. Work needed to continue following the pandemic, and it was important to provide additional support to reduce homeless numbers.
- Performance on planned programme maintenance had been good. How far behind was the programme as a result of the Coronavirus pandemic, when would the work be brought up to date, and were residents satisfied?
  - Officers stated that work had been due to start in April, but had been paused in April, May and June. It was being re-started by writing to customers to advise of their place in the programme, and whether they were happy to have the work done. The heating programme was to be accelerated over July and August to catch up, and finish the vast majority of the programme before the winter. There had been positive feedback with regard to kitchens and bathrooms, and arrangements were to be finalised with the contractor. All customers had been happy for the programme to be paused initially, but were now happy for works to be undertaken. If any work was refused due to issues such as shielding, tenants would not be penalised, and any works instead would be moved to the next year's programme.

**AGREED:**

That the update be noted.

**12. POLICY DEVELOPMENT PANEL WORK PROGRAMME**

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The Panel considered a report by the Executive Manager Governance, which set 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.

Members were requested to consider the suggested timetable for items that had been due for discussion at this meeting and the last meeting in March (which had been cancelled as a result of the Coronavirus pandemic), detailed at Appendix A and whether it wished to add consideration of the Devolution proposals to its work programme.

Members considered the report, and the following issues were raised:

- An updated Planning Design Task Group report would be presented to the next meeting of the Panel in September.
- Devolution was an issue that the Panel wished to look into further, and it was felt that this should be added to the Work Programme as soon as possible. The Executive Manager Governance stated that a White Paper was due in the autumn and once available, he would set a terms of reference.
- Community Infrastructure Levy (CIL) Task Group – members asked what the current situation was with regard to this.
  - Officers responded this needed to be considered in line with the Planning Design Task Group, and also with regard to available resources.

**AGREED:**

- a) That the Work Programme be noted, and the revised dates contained therein be approved;
- b) That a further Planning Design Task Group report be considered at the next meeting of the Panel;
- c) That consideration of Devolution be added to the Panel's Work Programme, and that the Executive Manager, Governance set a terms of reference, once the White Paper had been published; and
- d) That the Planning and Building Control Manager liaise with the Chairman regarding time lines and resources in respect of

CM

MS

PN

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taking the CIL Task Group forward.

**13. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE  
URGENT.**

There were none.

(The meeting ended at 19:52)

(End of minutes)