

Minutes of a meeting of the **POLICY DEVELOPMENT PANEL** held in the Meeting Room 1, Council Offices, Priory Road, Spalding, on Tuesday, 15 January 2019 at 6.30 pm.

PRESENT

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

D Ashby  
F Biggadike  
M D Booth

H Drury  
P C Foyster  
J L King

A M Newton

In Attendance: Food Health & Safety Manager, Housing Landlord Manager, Housing Services Manager, Place Manager and Democratic Services Officer.

Apologies for absence were received from or on behalf of Councillors J R Astill, L J Eldridge, A Harrison and J L Reynolds

**41. MINUTES**

Consideration was given to the minutes of the meeting of the Policy Development Panel held on 7 November 2018.

**AGREED:**

That the minutes be signed as a correct record.

**42. DECLARATION OF INTERESTS.**

There were none.

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

There were none.

**44. TRACKING OF RECOMMENDATIONS**

There were none.

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

There were none.

**46. KEY DECISION PLAN**

Consideration was given to the Key Decision plan published on 7

Action By

**POLICY DEVELOPMENT PANEL - 15**  
January 2019

January 2019.

**AGREED:**

That the Key Decision Plan be noted.

**47. POLICY REGISTER**

Consideration was given to the Policy Register dated 20 December 2019.

**AGREED:**

That the Policy Register be noted.

**48. TENANCY AGREEMENT UPDATE**

Consideration was given to the report of the Portfolio Holder for Housing and Health and the Executive Director Place which sought to advise the Panel of the consultation process required to amend the Council's Introductory and Secure Tenancy Agreement.

The Housing Services Manager introduced the report. They stated that it was hoped that once the new agreement was approved by Cabinet, it would go out for a consultation process for a period of 28 days.

Members expressed that they were pleased to see that the agreement made provisions for setting out the rules for tenants planting trees and other large plants in the gardens of Council owned properties.

The Place Manager introduced the new Housing Landlord Manager, stating that it had been a busy introductory period but that they were making good progress and getting a good feel for the way the Authority's housing stock worked. Members welcomed the new Housing Landlord Manager, and asked them how they felt the Housing Stock of South Holland District Council compared in quality to what they had encountered in previous roles. The Housing Landlord Manager responded that they had previously worked in inner city housing associations, rather than for local authorities, but that they felt the housing stock of South Holland was of a comparably high quality, as the vast majority were relatively recent constructions, and the Authority had, in recent years, invested in the rejuvenation of its stock.

Members asked that an email be sent out to confirm to members

**POLICY DEVELOPMENT PANEL - 15**  
January 2019

who the New Housing Landlord Manager was and how to contact them.

VC, JK, ES

**AGREED:**

That the report be noted.

**49. CORPORATE ENFORCEMENT POLICY UPDATE**

Consideration was given to the report of the Executive Director Place which sought to provide the Panel with an update on enforcement activity since the introduction of the new Corporate Enforcement Policy.

The Food Health & Safety Manager introduced the update. It was stated that the bulk of enforcement action had been informal, with a minority progressing into formal action. This was because it had been found that informal action in the first instance was sufficient in abating the need to take a complaint higher into formal action.

The number of informal enforcement notices had increased in the second half of 2018, this was largely due to the appointment of community wardens.

The Vice-Chairman stated that he estimated that the fixed penalty notices had earned approximately £5,000, which he understood to be £2,500 per community warden. He stated that he felt that while this was good progress, that the Council should be aiming to get to a point where the wardens were generating enough income to fund their own wages.

The Place Manager stated that this was largely due to the fact that the Community Wardens had to act as a pair due to security concerns, but that it was hoped that soon, the provision of body cameras, would mean that they would be able to operate individually, and therefore will be able to provide double the coverage.

Some members stated that they felt it wasn't useful to compare the income of penalty notices against the wages of the Community Wardens because a great deal of their value came from the prevention of further issues.

Members agreed that requiring households to have roadside waste collections, rather than from bins, was exacerbating the issue of litter. Some further stated that they felt that the provision of waste storage ought to be a planning condition.

**POLICY DEVELOPMENT PANEL - 15**  
January 2019

Members asked if there would be any issue with having CCTV systems installed in problem areas in order to gather evidence. The Place Manager responded that there were GDPR issues related to the Council having cameras installed at fixed positions.

The Vice-Chairman asked whether officer had any knowledge of what the specific GDPR issues of placing CCTV systems were. The Place Manager responded that they would gather this information. The Vice Chairman stated that he felt that there were workarounds for accepting responsibility of CCTV installations and asked officers if some of these could be examined.

ES

ES

The Chairman, in reference to earlier conversation, agreed that supplementary planning guidance should be looked at, but that he felt that this could be a Task Group matter. Members stated in response that there were already multiple planning condition Task Groups in the pipeline and that it would be worth consulting with the other groups to see if a larger, more comprehensive group could be formed out of them all, in order to avoid replication of work. The Chairman agreed that this would be a sensible move and that he would enquire after the other Task Groups to gather opinions on creating such a Task Group.

The Chairman suggested that a further update be presented in 6 months time. Members agreed that this would be useful as it would allow them to examine a full year's effect from the implementation of the policy.

**AGREED:**

- 1) That the content of the report be noted.
- 2) That a further update be presented to the panel in 6 months time.

SS

**50. 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.

**AGREED:**

That the Policy Development Panel Work Programme be noted.

**POLICY DEVELOPMENT PANEL - 15**  
January 2019

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

There were none.

(The meeting ended at 7.28 pm)

(End of minutes)

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