

Minutes of a meeting of the **CABINET** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Tuesday, 26 October 2021 at 10.00 am.

PRESENT

G A Porter (Leader)

P E Coupland (Deputy  
Leader)  
C N Worth (Deputy  
Leader)  
J R Astill

A Casson  
R Gambba-Jones  
C J Lawton

G J Taylor

Executive Support Members: N H Pepper.

The Joint Chief Executive, the Deputy Chief Executive - Corporate Development (S151), the Assistant Director - Strategic Growth and Development, the Assistant Director - Housing, the Assistant Director - Leisure and Culture, the Head of Delivery, the Head of Environmental and Operational Services, the Senior Change and Performance Business Partner, the Democratic Services Manager and the Democratic Services Team Leader.

Apologies for absence were received from or on behalf of Councillors R Grocock, E J Sneath, A C Beal, J L Reynolds, A M Newton, B Alcock, A R Woolf and T A Carter, together with Lincolnshire Community & Voluntary Service and Welland Seniors Forum.

12. **MINUTES**

The minutes of the meeting held on 7 September 2021 were signed by the Leader as a correct record.

13. **DECLARATIONS OF INTEREST.**

There were none.

14. **QUESTIONS RAISED BY THE PUBLIC UNDER THE COUNCIL'S CONSTITUTION (STANDING ORDERS).**

There were none.

15. **TO CONSIDER ANY MATTERS WHICH HAVE BEEN SUBJECT TO CALL-IN.**

There were none.

16. **TO CONSIDER MATTERS ARISING FROM THE POLICY DEVELOPMENT AND PERFORMANCE MONITORING PANELS**

There were none.

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## 17. **MARKET CONSULTATION OUTCOME**

Consideration was given to the report of the Portfolio Holder for Environmental Services which provided an analysis of the public consultation undertaken regarding the market handbook and fees, and considered the options for future market provisions.

Members commented that the proposals within the report provided an opportunity to the Council. Markets were a major part of the town centre economy, and a dedicated Markets' Manager was vital.

### **DECISION:**

- 1) That the adoption of the Markets Regulation Handbook, following consultation from 18<sup>th</sup> June to 30<sup>th</sup> July 2021, be approved;
- 2) That the Head of Environmental and Operational Services, in consultation with the Portfolio Holder for Environmental Services, be given delegated authority to make changes to the Market Regulation Handbook as necessary, following approval of the proposed options of this report;
- 3) That adoption of the new fee structure as consulted upon, and annual review, be approved;
- 4) That Option Two, as set out in paragraph 2.2, be approved to ensure investment and growth in our markets and the ability to take action on the results of the consultation and implement the key findings, such as pop-up stalls and improved engagement;
  - a. That a new post of Markets Manager be introduced for a two-year fixed term trial to deliver the objectives of option two funded from the Investment and Growth Reserve as detailed in 5.5;
- 5) That the current suspension of stall erection and dismantling be made a permanent change to market provision, as reflected in the new fee structure;
- 6) That the attached Equality Impact Assessment be noted; and
- 7) That the current road closure in Long Sutton be made permanent to ensure the safe running of the market and maintain the high levels of social gatherings in and around Market Place each Friday.

*(Other options considered:*

- *Option One – Adopt the draft market regulations handbook and proposed fees and give consideration only to the consultation responses;*
- *Option Three – Do nothing.*

*Reasons for decision:*

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- *The adoption of the market regulation handbook is vital to the ongoing running of our markets. It makes clear the requirements of SHDC and traders and sets out how to keep traders and the public safe whilst at our markets;*
- *The current fees do not take into account the changes that have been required since the re-opening of markets in June and July 2020. For that reason, as well as to support traders and the markets through the pandemic, there have been no fees in place since the re-opening last year. The proposed fees have been formulated with the current market provisions considered;*
- *The current fee structure is set in such a way that it looks to recover the costs for running the markets, though some areas are not fully recharged to traders, e.g. the road closure, which seeks a payment towards the overall cost. The fees are set that they could potentially reduce if more traders stand at a market, which would reduce the cost to the trader;*
- *As detailed in the handbook, the new proposed charges aim to provide a simple model that aims to achieve cost recovery fairly across all markets in the district. All markets will benefit from the new proposals set out in the handbook;*
- *By growing on what is currently in place and adding in a Markets Manager post, the strategic direction and growth of markets can be realised;*
- *The potential of pop-up stalls, would be unlocked. These stalls can be utilised to attract and support micro businesses, young traders, crafters and traders that want to try our markets before committing longer term;*
- *The Cabinet report of 16 June 2020 recommended the suspension of market stall erection and dismantling by SHDC staff. Following the implementation of this for the last 16 months, and the recent consultation which requested feedback on this practice, removal of this provision on a permanent basis needs to be formalised;*
- *A permanent road closure for the market in Long Sutton is sought with Lincolnshire County Council, in order to enable traders to stand, with a safe distance kept for customers of both the market and local businesses; and*
- *That additional elements to be considered for our markets, as raised by a number of respondents to the consultation, can be reviewed and addressed where appropriate and deliverable).*

**18. HRA HOUSING DELIVERY FRAMEWORK**

Consideration was given to the report of the Portfolio Holder – Assets and Planning, the Portfolio Holder – HRA and Private Sector Housing, and the Deputy Chief Executive (Corporate Development) (S151).

It was noted that recommendation 2 of the report had additional wording that was not required, and that ‘...and the Policy Framework be amended to include the’ be removed.

**DECISION:**

- 1) That the proposal to amend the Policy Framework to include the HRA Housing Delivery Framework be supported and recommended to Council for approval;

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**RECOMMENDED TO COUNCIL:**

- 2) That the HRA Housing Delivery Framework, at Appendix A to the report, which informs and guides future Executive decisions for the HRA Capital Programme for housing development, be approved;
- 3) That the HRA Housing Delivery Framework be included as a local choice policy in the Council's Policy Framework and that the Constitution, at Article 4.3, be amended accordingly; and
- 4) That the Deputy Chief Executive (Corporate Development) and S151 be granted delegated authority, in consultation with the relevant Portfolio Holder, to negotiate, approve, enter into and sign grant agreements relating to grant allocations which have been approved by Council, Cabinet or Portfolio Holder relating to the delivery of homes for the HRA.

*(Other options considered:*

- *Do nothing.*

*Reasons for decision:*

- *To identify the preferred nature of schemes for future investment;*
- *To ensure that investment decisions are made which adhere to the framework;*
- *To clarify that schemes which are outside of the remit of the framework will only be pursued if they have been referred to, and approved by, Council; and*
- *To provide a framework within which the Executive can approve the delivery of HRA housing projects).*

**19. SHDC MOBILE HOMES AND CARAVAN SITE LICENSING AND FEE POLICY**

Consideration was given to the report of the Portfolio Holder for HRA and Private Sector Housing and the Deputy Chief Executive-Corporate Development, which recommended approval of the Mobile Homes and Caravan Site Licencing policy and the proposed introduction of a fee-charging structure for eligible administration connected with the policy.

**AGREED:**

- 1) That the feedback provided by the Policy Development Panel be acknowledged; and
- 2) That the adoption of the proposed Policy, including the introduction of the fee-charging structure associated with the administration of the Policy, be approved.

*(Other options considered:*

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- *Do nothing.*

*Reasons for decision:*

- *The Council seeks to recover its costs in administering the new regulations, introducing statutory requirements for all residential mobile home site owners or their appointed manager to apply for and be deemed a Fit and Proper person. The Council is required to maintain a mandatory register held under the Mobile Homes (Requirement for Manager of site to be a Fit and Proper Person.) (England) Regulations 2020. Entitlement to charge an administration fee on cost recovery basis is also embedded within this).*

20. **Q4 PERFORMANCE OVERVIEW REPORT 20/21 AND Q1 PERFORMANCE REPORT 21/22**

Consideration was given to the following reports of the Portfolio Holder for Corporate and Communications which provided an update on how the Council was performing for the periods stated below:

- Q4 Performance Overview Report 20/21 (1 January 2021 to 31 March 2021)
- Q1 Performance Report 21/22 (1 April 2021 to 30 June 2021)

The following points were raised:

- Members commented that the low incidence of sickness absence was very encouraging. Members queried whether absences as a result of COVID were included within these figures?
  - Officers responded that they were not included but were recorded separately.
- Members agreed that Covid and non-Covid sickness absence should be recorded separately however, it was requested that both of these absences should also be reported.
- With regard to calls answered by Customer Services, members asked how many calls were dealt with at first point of contact, and how many had to be transferred elsewhere?
  - The Portfolio Holder, Corporate and Communications stated that the members question would be passed on to obtain the information requested. He also advised that work was being undertaken to ensure that a greater percentage of calls were dealt with at the first point of contact.

**DECISION:**

That the contents of the Q4 Performance Overview Report 20/21 and the Q1 Performance Report 21/22 be noted.

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*(Other options considered:*

- *Do nothing.*

*Reasons for decision:*

- *To ensure that the Council's performance is properly scrutinised).*

21. **ANY OTHER ITEMS WHICH THE LEADER DECIDES ARE URGENT.**

There were none.

(The meeting ended at 10.19 am)

(End of minutes)

Any RECOMMENDATIONS TO COUNCIL detailed above will be submitted for consideration to the meeting of the full Council on **Wednesday 24 November 2021**.