



Oadby and Wigston Borough Council

TO COUNCILLOR:

G S Atwal
E R Barr
L A Bentley
G A Boulter
J W Boyce

M L Darr
B Dave
Mrs L Eaton
R E Fahey
D A Gamble (Vice-Chair)

J Kaufman
K J Loydall
Mrs S B Morris (Chair)
R E R Morris

Dear Councillor et al

I hereby summon you to attend a meeting of the **POLICY, FINANCE AND DEVELOPMENT COMMITTEE** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **TUESDAY, 1 NOVEMBER 2016** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
24 October 2016

Mark Hall
Chief Executive

AGENDA

PAGE NO'S

1. Apologies for Absence

2. Appointment of Substitutes

To appoint substitute Members in accordance with Rule 4 of Part 4 of the Constitution.

3. Declarations of Interest

Members are reminded that any declaration of interest should be made having regard to the Members' Code of Conduct. In particular, Members must make clear the nature of the interest and whether it is 'pecuniary' or 'non-pecuniary'.

4. Minutes of the Previous Meeting held on 20 September 2016

1 - 7

To read, confirm and sign the minutes of the previous meeting in accordance with Rule 17 of Part 4 of the Constitution.

5. Action List Arising from the Meeting held on held on 20 September 2016

8

6. Petitions and Deputations

To receive any Petitions and, or, Deputations in accordance with Rule 24 of Part 4 of the Constitution.

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**MINUTES OF A MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE
HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 20
SEPTEMBER 2016 COMMENCING AT 7.00 PM**

<u>IN ATTENDANCE:</u>		
Chair - Councillor D A Gamble Vice-Chair - Councillor Mrs L Eaton		
COUNCILLORS (8):		
G S Atwal	B Dave	K J Loydall
J W Boyce	R E Fahey	R E R Morris
M L Darr	J Kaufman	
OFFICERS IN ATTENDANCE (4):		
S J Ball	M Hone	
Mrs A E Court	A Thorpe	
OTHERS IN ATTENDANCE (2):		
T Crawley	Ms Y Geen	

Min Ref.	Narrative	Officer Resp.
21.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from Councillors E R Barr, L A Bentley, G A Boulter and Mrs S B Morris.</p>	
22.	<p><u>APPOINTMENT OF SUBSTITUTES</u></p> <p>RESOLVED THAT:</p> <p>Councillor Mrs L Eaton substitute as Vice Chair for the duration of the meeting.</p>	
23.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None.</p>	
24.	<p><u>MINUTES OF THE PREVIOUS MEETING HELD ON 19 JULY 2016</u></p> <p>RESOLVED THAT:</p> <p>The minutes of the previous meeting of the Committee held on 19 July 2016 be taken as read, confirmed and signed.</p>	
25.	<p><u>ACTION LIST ARISING FROM THE MEETING HELD ON 19 JULY 2016</u></p> <p>RESOLVED THAT:</p> <p>The Action List be noted by Members.</p>	
26.	<p><u>PETITIONS AND DEPUTATIONS</u></p>	

	None.	
27.	<p><u>ISA 260 ANNUAL GOVERNANCE REPORT 2015/16</u></p> <p>The Committee gave consideration to the report and appendix as set out in the two supplementary agenda updates (at pages 1 - 33) as jointly-delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer), the KPMG Director, Mr Tony Crawley, and KMPG Manager, Ms Yola Geen, which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce moved the recommendation as set out at paragraph 2.1 of the report (at page 1).</p> <p>Councillor K J Loydall seconded the recommendation.</p> <p>Councillor B Dave enquired as to whether the Service Level Agreement (SLA) with the payroll provider, Leicestershire County Council (LCC), had been signed and if the SLA funds had been paid to LCC. He further sought clarification as to areas and reasons behind the 'debtors provisioning' as set out in the appendix (at page 13).</p> <p>The Director of Services / Monitoring Officer and the KMPG Director jointly-advised that the SLA was in the process of being reviewed and was to be signed imminently. It was said that an informal legal arrangement did exist in lieu of the signed SLA and that payroll services continued to be provided upon the receipt of funds.</p> <p>The KMPG Director advised that a breakdown of the 'debtors provisioning' areas and the reasons for was to be provided.</p> <p>Councillor J W Boyce stated that the area of 'debtors provisioning' was a speculative one framed on a professional's technical opinion. He further requested that the revised timetable for audit submission(s) be trial-ran from next financial year ahead of 2018.</p> <p>The KMPG Director advised that meetings of this Committee to consider statutory reports were to be held by the end of July in subsequent years to meet the revised timetable accordingly. He stated that no other deadlines were subject to change.</p> <p>Councillor R Fahey enquired as to when the pension scheme was last reviewed and if Officers were being periodically updated as to any significant changes to the same.</p> <p>The Interim Chief Finance Officer and the KMPG Director jointly-advised the Local Government Pension Scheme (LGPS) was a national, defined-benefits scheme as administered by LCC as the scheme provider. They stated the deficit on the pension scheme represented long term assumptions and estimates made by the actuary at LCC. It was said that the recommended review of the actuary's assumptions was to feature in the proceeding year's figures and any increases or decreases in contributions likely to impact upon the Council's Medium-Term Financial Strategy (MTFS) was be reported back to a subsequent meeting of this Committee.</p> <p>Periodic updates to all LGPS members were said to be directly provided by LCC.</p>	<p>MHo CR SJB</p>

	<p>UNANIMOUSLY RESOLVED THAT:</p> <p>The Committee accepts the content of KPMG's Annual Governance Report.</p> <p>In accordance with Rule 7.3 of Part 4 of the Constitution, the Chair moved for the order of business to be altered and taken in the order as reflected in the minutes.</p> <p>RESOLVED THAT:</p> <p>The order of business be altered, accordingly.</p>	
28.	<p><u>STATEMENT OF ACCOUNTS 2015/16</u></p> <p>The Committee gave consideration to the report and appendices (at pages 67 - 197) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce moved the recommendations <i>en bloc</i> as set out at paragraphs 2.1 to 2.2 of the report (at page 67).</p> <p>Councillor K J Loydall seconded the recommendations.</p> <p>RESOLVED THAT:</p> <ul style="list-style-type: none"> (i) The Committee approve the Statement of Accounts for the year 2015/16; (ii) The Chief Finance Officer (Section 151 Officer) be delegated authority to agree minor alterations to the statement as recommended by the Council's auditor; and (iii) The Committee approve the "Letter of Representation" to be signed by the Chief Finance Officer (Section 151 Officer) and the Chair of this Committee following this meeting. <p>Votes For 9 Votes Against 0 Abstentions 1</p>	
29.	<p><u>ANNUAL GOVERNANCE STATEMENT 2015/16</u></p> <p>The Committee gave consideration to the report and appendix (at pages 14 - 35) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>The Chair moved the recommendation as set out at paragraph 2 of the report (at page 14).</p> <p>Councillor K J Loydall seconded the recommendation.</p> <p>Councillor G S Atwal enquired as to what measures had been taken to restore working relationships between the Senior Management Team (SMT) and Officers.</p> <p>Councillor J W Boyce stated there no such issue existed at the present time</p>	

	<p>to which the Member's question referred and referenced the Member to the Leader's Statement delivered at the meeting of the Council held on 06 September 2016.</p> <p>RESOLVED THAT:</p> <p>The Annual Governance Statement 2015/16 (as set out in Appendix 1) be approved and referred to the Leader of the Council and Chief Executive for formal certification.</p> <p>Votes For 9 Votes Against 0 Abstentions 1</p>	
30.	<p><u>BUDGET STRATEGY 2017/18 - 2018/19</u></p> <p>The Committee gave consideration to the report and appendix (at pages 36 - 53) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>The Chair moved the recommendations as set out at paragraphs 2.1 to 2.3 of the report (at page 36).</p> <p>Councillor J W Boyce seconded the recommendations.</p> <p>Councillor J W Boyce stated that challenging times were faced by the public sector and, in particular, local government in terms of strategic budget-setting in the years ahead: however, noted the achievements (viz. customer services transformation, new leisure centres) hitherto made by the Council to respond accordingly.</p> <p>The Member said that ongoing work was being undertaken in partnership with all stakeholders, including the Local Government Association (LGA), to identify areas to further invest and to save. The role of the Combined Authority for Leicester/shire was further mentioned insofar as it may enjoy new powers to lower rates and demand contributions to local infrastructure. He invited opposition Members to engage in an open dialogue with the Administration and to submit any alternative proposals before 21 February 2017 for due consideration together with robust evidence.</p> <p>Councillor G A Atwal commended the Budget Strategy. With reference to 'General Fund Services' at paragraph 2.8 of the report (at page 39), he enquired as to whether the 3% reduction in salary budgets would result in any job losses at the Council.</p> <p>The Interim Chief Finance Officer advised that the 3% represented an abstract vacancy factor and that, although this did not indicate to any job losses at the present time, it could not be excluded from future consideration to bridge the funding gap. He reiterated that any decision in this respect would require resolution by Members.</p> <p>Councillor J W Boyce stated any intimation of redundancies at the present time could not be substantiated until a systematic review of all service-areas was completed to ascertain if it was necessary or not. He said that this process would be conducted in open session through the committee process.</p>	

	<p>Councillor B Dave noted the democratic-importance of the contributions made by opposition Members to the Budget Strategy and undertook to engage constructively in the process. He further acknowledged the upcoming challenges faced by Council.</p> <p>Councillor J Kaufman sought the opinion of the KMPG Director as whether the contents of the Annual Governance Report or Statement of Accounts for 2015/16 corroborated any of the recent claims made by the Member of Parliament (MP) for the Harborough Constituency, The Rt Hon Sir Edward Garnier MP QC, against the Council.</p> <p>The KMPG Director advised that the providing of such an opinion went beyond the terms of reference expected of the auditor's responsibilities.</p> <p>Councillor K J Loydall suggested the need for a system of checks and balances in respect of local authorities' ability to decrease rates and increase rents to reduce the scope for exploitation. He further raised a concern regarding the uncertainty posed to service-delivery without the commensurate need to invest more in infrastructure.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <ul style="list-style-type: none"> (i) The latest financial projections be noted by Members; (ii) The draft Budget Strategy set out in the report be considered by Members; and (iii) The principles set out in the report to form the basis of the Budget Strategy for the financial years 2017/18 and 2018/19 be approved. 	
31.	<p><u>TREASURY MANAGEMENT ANNUAL REPORT 2015/16</u></p> <p>The Committee gave consideration to the report and appendices (at pages 54 - 66) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce moved the recommendation as set out at paragraph 2.1 of the report (at page 54).</p> <p>The Chair seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The contents of the report be noted by Members.</p>	
32.	<p><u>ECONOMIC REGENERATION STRATEGY 2015-2020</u></p> <p>The Committee gave consideration to the report and appendices (at pages 198 - 233) as delivered and summarised by the Planning, Development and Regeneration Manager which should be read together with these minutes as a composite document.</p> <p>The Chair moved the recommendation as set out at paragraph 2.1 of the report (at page 200).</p> <p>Councillor J W Boyce seconded the recommendation.</p>	

	<p>UNANIMOUSLY RESOLVED THAT:</p> <p>The Economic Regeneration Strategy 2015-2020 as the Economic Regeneration Strategy for the Borough be adopted.</p>	
<p>33.</p>	<p><u>NORTH WEST LEICESTERSHIRE LOCAL PLAN - PUBLICATION VERSION</u></p> <p>The Committee gave consideration to the report (at pages 234 - 235) as delivered and summarised by the Planning, Development and Regeneration Manager which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce moved the recommendation as set out at paragraph 2.1 of the report (at page 200).</p> <p>The Chair seconded the recommendation.</p> <p>Councillor J W Boyce advised Members that evidence-based work was currently being undertaken to renew this Council's Local Plan which, once complete, would brought back as a report to subsequent meeting of this Committee.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The comments set out in paragraphs 3.4 to 3.7 of the report as Oadby and Wigston Borough Council's formal response to the publication version of the North West Leicestershire District Council Local Plan be approved.</p>	
<p>34.</p>	<p><u>CHRISTMAS AND FESTIVE LIGHTS</u></p> <p>The Committee gave consideration to the report as set out in the agenda supplement update (at pages 33 - 36) as delivered and summarised by the Planning, Development and Regeneration Manager which should be read together with these minutes as a composite document.</p> <p>The Chair moved the recommendations as set out at paragraph 2.1 of the report (at page 33).</p> <p>Councillor K J Loydall seconded the recommendations.</p> <p>The Chair commended the success of the switching-on of the Christmas lights event in Oadby in the year previous and expressed his gratitude to all those involved.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The issues experienced during the 2015/16 festive period and the works that will be put in place during the year to rectify these be noted by Members; and</p> <p>(ii) The procedure for reporting of any Christmas light failures (as set out in section 7) be followed.</p>	

THE MEETING CLOSED AT 8.34 PM



CHAIR

TUESDAY, 01 NOVEMBER 2016

Agenda Item 5

POLICY, FINANCE AND DEVELOPMENT COMMITTEE

ACTION LIST

ARISING FROM A MEETING HELD ON TUESDAY, 20 SEPTEMBER 2016

Min Ref.	Title	Action To Be Taken	Officer	Target Date	On Target
27	ISA 260 Annual Governance Report 2015/16	The revised timetable for audit submission(s) be trial-ran from next financial year.	MHo CR SJB	Apr-17	Yes



Policy, Finance and Development Committee	Tuesday, 01 November 2016	Matter for Decision
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Title: **New Local Plan Regulation 18 Consultation (Preferred Options)**

Author: **Adrian Thorpe (Planning, Development and Regeneration Manager)**
Jamie Carr (Planning Policy Team Leader)

1. Introduction

- 1.1. The Council is currently producing a new Local Plan. The expected timescale of the Plan period is 2016 to 2036, subject to evidence base allowing. This however could change to 2016 to 2031 if evidence base does not allow the plan period to run to 2036. The Local Plan will contain planning policies that drive as well as shape sustainable development throughout the Plan period. The Plan will also protect and enhance the Borough's historic heritage and green open spaces.
- 1.2. In producing a Local Plan the Council is required to undertake a number of formal public consultations at specific times and milestones (as set by national legislation and the Council's Local Development Scheme). So far, for the new Local Plan, the Council has undertaken the first stage of public consultation; this took place between Monday 12th October and Monday 23rd November 2016.
- 1.3. The first stage of public consultation (Regulation 18 - as termed by national legislation) ran for a 6 week period and focussed on the Key Challenges that the Borough was expected to face during the plan period. The document highlighted the key challenges and asked the public and other stakeholders to comment on these as well as add any more if they felt it necessary to do so.
- 1.4. All of the comments that were received through the first stage of consultation have been considered and responded to by the Council. The comments and the responses have been taken into account when producing the Preferred Options document for consultation. The Preferred Options document contains the Council's preferred approaches to delivering sustainable development for the Plan period 2016 – 2036 (or 2031 as mentioned above) and will be publicly consulted on for a 6 week period commencing on Friday 4th November 2016.
- 1.5. Once adopted the New Local Plan will supersede the Saved Local Plan, the Core Strategy and the Town Centres Area Action Plan.

2. Recommendations

It is recommended that Members:

- 2.1. Approve the New Local Plan Preferred Options document for the purposes of public consultation commencing Friday 4th November 2016 for a period of 6 weeks
- 2.2. Note that an all Member Briefing will be held following the Preferred Options consultation to inform the process of preparing the submission version of the Local Plan.

3. Information

3.1. The Council has already undertaken the first stage of public consultation for the new Local Plan (Key Challenges – Regulation 18 consultation). The Key Challenges consultation and its outcomes helped shape the production of the Preferred Options Local Plan document. The Preferred Options document is in essence a draft new Local Plan that contains the vision, objectives and preferred policies; that seek to fulfil the vision and the objectives over the Plan period up to 2036.

3.2. **Structure**

The format of the document has a similar structure to the Council's adopted Core Strategy. The structure of the document is set out as below:

1. **Introduction** - The document begins with an Introductory Chapter that sets out national planning policy, the Council's Corporate Priorities and sets out the strategic context of the Borough and the wider Leicester and Leicestershire region (for example the Strategic Growth Plan).
2. **Spatial Portrait** - The document contains a Spatial Portrait chapter that highlights the specific characteristics of the Borough, for example physical, social, environmental, historic and economic. This chapter also sets out the key challenges that the Borough will face now and in the future.
3. **Vision and Objectives** - The document then illustrates the vision and objectives that the Council wish to meet to ensure that sustainable development is delivered and the Borough is a safe and prosperous place to live.
4. **Policies** - Chapters 4 through to 10 contain all of the planning policies that the Council wishes to adopt to deliver the vision and objectives set out in the previous chapter.
5. **Delivery Plan** - This section sets out how and who will deliver the policies that will contribute towards fulfilling the vision and objectives. It also contains the infrastructure delivery plan sets out what infrastructure is required to deliver development and who is expected to deliver the infrastructure.
6. **Monitoring and Evaluation Framework** - The final chapter of the Plan highlights the key targets of each of the policies and objectives and their relevant performance indicators. Each indicator will be monitored to ensure that the policies are up to date and deliver what they should.

3.3. A full version of the document that is to be publicly consulted on is contained within Appendix 1.

3.4. To ensure that the New Local Plan fulfils certain required directives and legislation, a Sustainability Appraisal has been prepared for this Preferred Options stage of the Plan. The Sustainability Appraisal will also be consulted on in public. Consultation will be for the same time period as the Plan; 4th November 2016 for 6 weeks.

3.5. Although not necessarily required at this stage of the Plan, prior to the Local Plan submission stage the Council will need to ensure that all of the approaches and policies set out within the Plan are appropriately evidenced. Evidence base production is ongoing. Key pieces of evidence base include; the Housing and Economic Development Needs Assessment (HEDNA), the Retail Capacity Study, transport and infrastructure testing and the Affordable Housing Viability Assessment (AHVA).

3.6. An all Member Briefing will be held following the Preferred Options consultation to inform the process of preparing the submission version of the Local Plan.

4. **Conclusion**

4.1. It is important that the new Local Plan contains all of the appropriate and relevant elements that successfully deliver sustainable development that responds to local

community need.

- 4.2. The approaches set out within the document are similar to those set out within existing development plan documents, such as the Core Strategy. They have been successful in shaping sustainable built development within the Borough since their adoption and it is felt that they will in the future hence why they are to be carried forward in the New Local Plan.

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Implications	
Financial (CR)	Provision is made for the costs of preparing the Local Plan in the Council's budget. The budgetary position is reviewed on an annual basis.
Legal (AC)	The preparation of the new Local Plan will need to comply with the requirements of the NPPF and NPPG.
Risk (AT)	<p>CR1 Decreasing Financial Resources - It is a statutory requirement that the Council prepares a Local Plan, however, it is costly taking into account the requirement for evidence, public consultation and Examination. There are financial implications in moving away from a plan period to 2036 to a plan period with the potential to undertake an early review however this needs to be balance against the risk of the Plan being found unsound.</p> <p>CR2 and CR3 Partnership Failure/Political Dynamics - The Duty to Co-operate requires partnership working with other councils in Leicester and Leicestershire. There is a risk of difficulties in these relationships in considering strategic cross boundary planning issues or if one of the councils was to identify that it cannot meet its housing need, thus triggering the potential that it might have to be accommodated in another council area. The Strategic Planning Group and Member Advisory Groups are in place to mitigate this risk.</p> <p>CR4 Reputation Damage - The Government has stated that councils should have Local Plans in place before early 2017, otherwise there is the risk that it may intervene. It has also stated that league tables will be issued setting out progress in preparing Plans. The Council needs to ensure that adequate resources are in place to enable the plan preparation timetable is met and effective influence at a strategic level to ensure that strategic decisions do not delay plan preparation in the Borough.</p> <p>CR9 Economy - Having a Local Plan in place is important in order to provide certainty to businesses wishing to locate in the Borough.</p>
Equalities (AT)	<p>An Equality Assessment will be carried out for the Preferred Options document.</p> <p>Equality Assessment:-</p> <p><input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable</p>

Appendix 1

Oadby and Wigston Borough Council

Draft Local Plan – Preferred Options Consultation Document

November 2016

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Local Plan Position Statement

This draft Local Plan Preferred Options consultation document sets out the Council's preferred options for bringing forward sustainable development from 2016 to 2036. This consultation document follows on from the previous stage of Local Plan consultation that the Council undertook during October and November 2015 which focussed on the Key Issues and Challenges the Borough is likely to face throughout the proposed Plan period.

In preparation for this consultation the Council has taken account of the key issues and challenges raised, set out a vision and objectives, and has set out a preferred way of achieving these through proposed approaches. In producing this document the Council has considered various options in relation to the key challenges and policy areas, all of which have been subject to a Sustainability Appraisal assessment. This document sets out what the Council believes to be the most appropriate and effective way of bringing forward sustainable development, as well as protecting the Borough's important assets up to 2036.

The Council is currently working with all of the other Leicester and Leicestershire Housing Market Area (HMA) authorities to produce a Housing and Economic Development Needs Assessment (HEDNA). When finalised and published the HEDNA will set out the full Objectively Assessed Need for both housing and employment, for each of the HMA authorities and the wider HMA area. After the HEDNA has been published, the HMA authorities will continue to work closely and collaboratively to undertake and produce the further required evidence base, for example transport and infrastructure, to ensure that any identified unmet need, if any, within an individual authority can be met in another.

Given that the HEDNA is still in preparation and the relevant further evidence base has yet to be undertaken, the Council has not committed to a Plan period target within this consultation document. Through this document, however, the Council will illustrate the preferred approach to dealing with housing delivery as well as introducing a level of flexibility to accommodate a higher or lower target than that previously prescribed within the Council's Core Strategy, should evidence suggest a need to do so, for example to ensure a rolling 5 year supply of housing land within the Borough.

This preferred options document does not allocate land for development, however it does set out the preferred approaches of the Council to delivering sustainable development. During the next stage of Local Plan consultation, Publication, the Council will allocate the necessary land to meet the Borough's identified Plan target, both for housing and employment. In order to ensure that a robust approach has been undertaken regarding allocating land for development, the Council will take account of various site sources, for example, sites with extant planning permission yet to be built (committed), sites identified within the Council's Strategic Housing

Land Availability Assessment, sites illustrated within the town centre masterplans and Local Development Orders, and sites submitted through the Call for Sites process. Each of these sites have been assessed through the Sustainability Appraisal process, the outputs of which are published alongside this consultation document.

This consultation document should be read in conjunction with the Sustainability Appraisal report which has taken into account all reasonable alternatives relating to sites and policy approaches, as well as the preferred options set out within this document.

As part of this preferred options consultation, if it is believed that a site within the Borough (which has not already been subject to the Sustainability Appraisal assessment process) is capable of delivering sustainable development, please submit it to the Council with all the relevant justification and evidence. The Council will then take account of this during the next stage of Local Plan preparation.

Chapter One – Introduction

1.1 Strategic Context

- 1.1 The Borough of Oadby and Wigston is a relatively small, compact and urbanised Borough that shares its boundaries with Leicester City, Blaby District and Harborough District. The entire urban area of the Borough sits within the area known as the Leicester Principal Urban Area (PUA). The Leicester PUA is defined as the built up area that is centred on Leicester and comprises of 13 settlements; Leicester City, Birstall, Thurmaston, Scraftoft, Thurnby and Bushby, Glen Parva, Braunstone, Leicester Forest East, Kirby Muxloe, Glenfield, Oadby, Wigston and South Wigston. With the Borough area also being directly adjacent to the City of Leicester, the two share a close relationship in many factors influencing planning policy; for example commuting, housing, jobs and transport infrastructure.
- 1.2 Looking wider than the Leicester Principal Urban Area, the Borough is part of a collection of local planning authorities that make up Leicester and Leicestershire; Leicester City, Charnwood Borough, Harborough District, Hinckley and Bosworth Borough, Blaby District, Melton Borough, North West Leicestershire District and Oadby and Wigston Borough. Leicester City is the only 2 tier unitary authority situated within Leicester and Leicestershire area; with Leicestershire County Council taking control of the functions that the other Borough and District areas do not, for example highways and education.
- 1.3 The Leicester and Leicester area also comprises the Leicester and Leicestershire Housing Market Area (HMA). The HMA authorities work together on a number of different strategies, partnerships, evidence base documents and processes and regularly meet under the Duty to Cooperate. Close joint working between the HMA authorities ensures that there is a fully 'joined up' partnership approach to tackling issues affecting the wider HMA, for example transport assessment evidence, housing and economic needs assessments, and strategic employment distribution.
- 1.4 Currently the Leicester and Leicestershire local authorities and Leicestershire County Council are producing a Strategic Growth Plan that will act as the strategic planning framework for the Leicester and Leicestershire area.
- 1.5 In addition to the above, the Council also works closely with both Leicester City and Harborough District due to the cross boundary green swathes of land that are defined and designated as green wedges. Green wedges play a vital role strategically by providing 'green lungs' out from Leicester City into the open countryside of the surrounding district and borough Council's.

1.1.1 National Policy and Guidance (and Local Plan)

National Planning Policy Framework and National Planning Practice Guidance

- 1.6 The National Planning Policy Framework (NPPF) was formally introduced by national government on the 27th March 2012. The NPPF sets out the government's planning policies for England and replaced numerous Planning Policy Statements and Planning Policy Guidance notes. The NPPF is a material consideration in determining planning applications. The NPPF is supplemented by national guidance in the form of the National Planning Practice Guidance (PPG).
- 1.7 The PPG was first launched as a web based resource on the 6th March 2014 and is a fluid document that is updated by national government when changes are required. The PPG sets out a number of guidance categories that relate to certain aspects and / or policies set out in the NPPF, for example the Duty to Cooperate and Housing and Economic Development Needs Assessments.

Local Plans

- 1.8 National planning policy places Local Plans at the heart of the planning system, therefore making it essential that they are in place and kept up to date. Local Plans set out the vision and framework for future development within a local planning authority area, and address needs and opportunities relating to housing, the economy, the environment, community facilities, infrastructure, climate change and good design. Government also suggest they are critical tools for guiding decisions about individual development proposals as they (combined with Neighbourhood Plans) are the starting point for considering whether applications for development are appropriate and sustainable and can be approved.
- 1.9 The Oadby and Wigston Borough Council Local Plan is the overarching policy document for the Council and will set out the vision and framework for future development for the Plan period 2016 to 2036. Once adopted, the Local Plan will supersede the Council's Core Strategy and its Town Centres Area Action Plan, as well as the Saved Local Plan.

1.1.2 The Leicester and Leicestershire Strategic Growth Plan

- 1.10 The nine local authorities in Leicester and Leicestershire together with the Leicester & Leicestershire Local Enterprise Partnership (LLEP) are preparing a Strategic Growth Plan to set out the aspirations for delivering growth in Leicester and Leicestershire. It will set out, in broad terms, the amount and location of future growth (housing, economic, infrastructure) Leicester & Leicestershire will be expecting to accommodate until 2050.

- 1.11 The Strategic Growth Plan will act as a strategic planning framework for the area. This means that local authorities will take this plan into account when developing their Local Plans. It will mean that Local Plans, strategies for economic growth, infrastructure and investment plans of all local authorities and the Leicester & Leicestershire Local Enterprise Partnership are developed within a consistent framework. This will make it easier to plan for infrastructure and investment and secure funding for this from Government.
- 1.12 There are genuine opportunities for economic growth in the area, including those in sectors such as design, manufacturing, distribution, export based businesses, innovation and technology, research and enterprise.
- 1.13 As our economy and population grows, plans for employment and housing developments will continue to come forward, so by having a joint Strategic Growth Plan, this will help all of the authorities to realise the opportunities and manage the risks of growth, together.
- 1.14 The ambition for the Strategic Growth Plan is two-fold: to overcome the problems that are experienced by existing communities and to accommodate growth in high quality developments, in the right place, at the right time and with the essential infrastructure that is needed.

1.2 Local Context and Corporate Priorities

- 1.15 Although located in Leicestershire, it is important for the Borough of Oadby and Wigston to recognise the spatial relationship it shares with Leicester City, given that the Borough is located immediately adjacent to Leicester City and within the Leicester Principal Urban Area (PUA).
- 1.16 The Council is also aware of the importance to recognise the spatial relationships that are in place with the other neighbouring authorities and service delivery partners, so that it can continue to deliver tangible outcomes, for example, relating to issues concerning the delivery of strategic housing options.
- 1.17 The Borough Council has nine Corporate Priorities that were installed by its Councillors in June 2015 in a bid to ensure that the authority is able to meet the expectations of the community, together with the public, private, community and voluntary sectors.

The nine Corporate Priorities for the Borough are:

Protect the Borough:

- a. The Council will resist any attempt by either the City or County Councils to impose their control over the Borough.
- b. The Council will work cooperatively and consensually with all the other Councils in Leicester and Leicestershire in order to form a Combined Authority and to seek the devolution of powers with the corresponding financial support from central government without the loss of its sovereignty.

Maintain Front Line Services:

- a. The Council is committed to free shoppers' car parking and weekly collection of waste and recycling.
- b. No major changes would ever be made to these services without consultation.

Offering Choice when Possible:

- a. The Council will offer choice whenever possible.
- b. When major decisions affecting front line services need to be considered the Council will ensure that all the options available are explained clearly and listen and respond to residents.

Save Money through Service Redesign:

- a. The Council will look at all its services and redesign those that can be improved and cheaper to run.
- b. The main focus of this redesign will be the better and wider use of ICT, Council assets and procurement.

Involve Residents and Partners:

- a. The Council is committed to continue with the town forums and to develop other community engagements systems.
- b. The Council will work with and continue to support partners.

Economic Development:

- a. The Council recognises the need to develop both housing and the town centres.
- b. This will be done with the maximum of public involvement and at minimum cost to the green spaces in the Borough

Greening the Borough:

- a. The Council will continue to invest in and encourage activities which result in a greener Borough
- b. The prioritising of the protection of trees will be a cornerstone of this commitment.

Improving the Health of Residents:

- a. The Council wants to ensure residents live a full and healthy life.
- b. The Council will continue to develop its relationship with partners in order to develop and implement appropriate outcomes that attempt to achieve this.

Value for Money:

- a. The Council will always accept any council tax freeze grant offered by the Government.
- b. The Council will endeavour to benchmark its services against the “most like” authorities to ensure transparency and demonstrate value for money.

1.3 Duty to Cooperate

- 1.18 The Duty to Cooperate was created in the Localism Act 2011. It places a legal duty on local planning authorities (LPAs) and other bodies to co-operate with each other to address strategic issues in their areas.
- 1.19 The duty requires on-going constructive and active engagement on the preparation of local plans and other activities relating to the sustainable development and use of land, in particular in connection with strategic cross boundary matters.
- 1.20 The National Planning Policy Framework (NPPF) emphasises that the duty relates in particular to the following strategic priorities:
- homes and jobs needed in the area;
 - the provision of retail, leisure and other commercial development;
 - the provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);
 - the provision of health, security, community and cultural infrastructure and other local facilities; and,
 - climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape.
- 1.21 The NPPF is clear that joint working on areas of common interest should be undertaken thoroughly for the mutual benefit of neighbouring authorities, and that LPAs should work collaboratively with other bodies to ensure that strategic priorities across local boundaries are properly coordinated and clearly reflected in Local Plans. LPAs are encouraged to take account of different geographic areas, including travel to work areas, and county and district authorities should cooperate with each other on relevant issues.
- 1.22 In addition, the NPPF sets out the need to work collaboratively with Local Enterprise Partnerships and Local Nature Partnerships in order to deliver sustainable development. The need to work with private sector bodies, utility and infrastructure providers is also important.
- 1.23 The other bodies prescribed are those identified in Regulation 4 of The Town and Country Planning (Local Planning) (England) Regulations 2012. The bodies prescribed under section 33A(1)(c) are:
- a. The Environment Agency;
 - b. the Historic Buildings and Monuments Commission for England (known as Heritage England);
 - c. Natural England;
 - d. the Mayor of London;

- e. the Civil Aviation Authority;
- f. the Homes and Communities Agency;
- g. each Primary Care Trust;
- h. the Office of Rail Regulation;
- i. Transport for London;
- j. each Integrated Transport Authority;
- k. each highway authority;
- l. the Marine Management Organisation.

- 1.24 In addition, whilst Local Enterprise Partnerships and Local Nature Partnerships are not subject to the requirements of the duty to cooperate, local planning authorities and the public bodies that are subject to the duty must cooperate with Local Enterprise Partnerships and Local Nature Partnerships and have regard to their activities when they are preparing their Local Plans, so long as those activities are relevant to local plan making.
- 1.25 The Borough of Oadby and Wigston has engaged, and continues to engage, constructively with neighbouring local planning authorities, specific consultees and other public bodies on the preparation of this Local Plan, in accordance with the regulatory requirements and following the approach set out in the National Planning Policy Framework.

1.4 Sustainability Appraisal and Strategic Environmental Assessment Directive

- 1.26 Under the Planning and Compulsory Purchase Act 2004, Local Plans must undergo a Sustainability Appraisal (SA) which involves the identification and evaluation of the Local Plan impacts on the three elements of sustainable development; those being the economic, social and environmental impacts. National Planning Practice Guidance advises that an integrated Sustainability Appraisal /Strategic Environmental Assessment process can be undertaken, whereby the SA process incorporates the requirements of European Law on the environmental assessment of plans, referred to as the Strategic Environmental Assessment (SEA) Directive (European Directive 2001/42/EC).
- 1.27 The main purpose of sustainability appraisal is to promote sustainable development through better integration of sustainability considerations into the preparation of a Local Plan. It can be used to highlight problem areas where a plan may not contribute to sustainable development. By identifying potential issues at an early stage of Plan preparation, they can be resolved to ensure the Plan is as sustainable as possible.
- 1.28 In order to meet the SA/SEA requirement for this Plan, baseline data relating to biodiversity; cultural heritage; landscape; demography; crime; health; education; recreation; the economy; employment and transport, have been collected and reviewed as a generic baseline information on the state of the economy for the Borough. This process helps the Council to make an informed decision based on sustainability principles on the choice of sites for allocation and preferred policies over the Plan period.
- 1.29 The Borough of Oadby and Wigston has a statutory requirement to carry out a number of assessments, in accordance with European and national legislation to ensure that the implications of policies and proposals in the Local Plan have been fully understood. Such assessments include:
- 1.30 **Sustainability Appraisal (SA):** This ensures the Local Plan and other planning documents have a sound understanding of the environmental, social and economic characteristics and priorities of the area. The Sustainability Appraisal for this Preferred Options Local Plan will be consulted upon alongside this document.
- 1.31 **Strategic Environmental Assessment (SEA):** The SEA is required by a European Directive to assess the environmental effects of policies and proposals in Local Plans. The SEA is incorporated in to the SA.
- 1.32 **Habitats Regulation Assessment (HRA):** An HRA is a requirement of the European Habitats Directive.

1.33 **Equality Impact Assessment (EIA):** An Equality Impact Assessment is designed to ensure that plan makers think carefully about the likely impacts of their plans on different groups of society to ensure that people are not being discriminated against and the needs of all the population are being addressed. An EIA will be prepared for the Submission version of the Local Plan.

Chapter Two – Spatial Portrait

- 2.1 In order to plan for the future, it is necessary first to understand how the Borough is today, and the issues, challenges and opportunities that lie ahead for this unique Borough.
- 2.2 The Spatial Portrait provides a broad overview of the physical characteristics and the current social, economic and environmental conditions that exist in the Borough. It highlights the summary of the issues and challenges that the Local Plan will address. These provide the foundation for the Vision and Spatial Objectives that are set out later in this document. The pages below provide a ‘snapshot’ of the Borough.

At the strategic level

- 2.3 In 2012, Regional Spatial Strategies were abolished in line with government’s aspirations for more decisions to be taken within local communities. Instead, the National Planning Policy Framework was put in place to guide the preparation of plans at a Borough / District / City Level; Local Plans are now the main documents which direct where development should, and should not, be accommodated.
- 2.4 In the absence of a formal process for strategic planning, the local authorities in Leicester & Leicestershire have continued to work together actively, effectively and on an on-going basis, to implement an agreed strategy over the period to 2031. Currently, the Strategic Growth Plan will take forward regional collaboration and discussions to provide a new strategic plan to deal with the new challenges up to 2050.

Physical Characteristics

- 2.5 The Borough of Oadby and Wigston is located directly to the south east of Leicester City. The urban areas of the Borough fall entirely within the Leicester Principal Urban Area resulting in a strong spatial relationship between the two places despite the differences in size and population. The Borough plays an important role in providing residents of the Leicester Principal Urban Area with a link to the countryside due to its position to the south of the urban area.
- 2.6 Initially, the Borough consisted of two distinct villages. Oadby, a large village by the 1860s, established itself around agriculture. It expanded rapidly in the early 1900s as wealthy Leicester City businessmen built large family houses immediately to the east of the village. These houses still remain as fine examples of the Arts and Crafts movement, although many are now in the ownership of the University of Leicester which established its Oadby Campus after the Second World War.

- 2.7 Wigston, originally two settlements, was amalgamated into Wigston Magna in 1529. The two settlements were linked by a series of 'Lanes' which still remain. The canal and railway brought further growth to what had been a predominantly agricultural community, resulting in further development to meet industrial and housing needs. This continued after the Second World War with numerous housing estates rapidly extending the size of the town.
- 2.8 South Wigston, a new town developed in the late nineteenth century (by Orson Wright the owner of large brickworks) follows the tradition of setting up 'model' towns by Victorian philanthropists. Unlike other 'model' towns of the time, it was not just intended to house workers of the brickyard. Other commercial premises, particularly associated with the clothing industry were established right from the start. The railway was key to this development. The Victorian barracks, now used as the Territorial Army Headquarters, predated this growth. The current mature trees, open space and road layout to the north of the barracks date from the 19th century Glen Parva Grange Estate. This history is still very much evident today, although South Wigston has continued to grow through the establishment of local authority and private housing estates.

Social Characteristics

The Community - Population and Demographics

- 2.9 In 2015 the population of the Borough was 55,800. Of this, 27,000 were males and 28,800 females.
- 2.10 The Borough has an ageing population, with only 19.8 per cent under the age of 16 years of age. The average age in the Borough is above the national average (38.7 years) with an average age of 39.3 years.
- 2.11 The trend for larger family homes has continued throughout the twentieth century in the north east of Oadby, such as in Oadby Grange Ward. This has resulted in the settlement having more large homes compared to the rest of the Borough. There are more than twice the numbers of households with 8 rooms or more in Oadby compared to Wigston.

Health and Wellbeing

- 2.12 In the Borough of Oadby and Wigston nearly a third of children aged 2 to 15 are overweight or obese and younger generations are becoming obese at earlier ages and staying obese for longer. Studies suggest that reducing obesity levels will save lives as obesity doubles the risk of dying prematurely. Obese adults are also seven times more likely to become a type 2 diabetic than adults of a healthy weight; which can cause blindness or even in extreme circumstances require limb amputation. Not only are obese people more likely

to get physical health conditions like heart disease, they are also more likely to be living with conditions like depression.

Housing

- 2.13 The Borough of Oadby and Wigston is a relatively unique local authority area compared to other local authority areas within the Leicester and Leicestershire Housing Market Area. There are three distinct settlement areas all of which have very different socio-economic profiles as well as land values. In general, Oadby has the highest land values of the three settlements, with Wigston having the second highest and South Wigston the lowest.
- 2.14 To ensure sustainable development, the Council will seek to provide all required / needed housing within the town centre areas as well as the wider Leicester Principal Urban Area. This will ensure that the largest number of residents possible are situated close by to key services and facilities.
- 2.15 The Council has identified the delivery of affordable housing as one of its nine priorities, as it recognises the important role it plays in providing homes for all within the community.

Economic Characteristics

The Centres of Wigston, Oadby and South Wigston

- 2.16 Wigston is the Borough's main town centre and contains the largest variety of shops, services and facilities. The town is centred on the pedestrianised Bell Street, The Arcade and Leicester Road to the north. Bull Head Street provides the town with a bypass and there are a number of Council owned public car parks around the town. Wigston is one of only two town centres within the Leicester Principal Urban Area (the other being Beaumont Leys to the north of Leicester City) and therefore fulfils an important town centre function for residents living in the south of the Leicester Principal Urban Area.
- 2.17 Oadby is a large district centre with a smaller, but nevertheless good, range of shops, services and facilities which are mostly located along The Parade. Council owned public car parking is situated to the east and west and is easily accessed from the north and south of the town. Oadby is particularly influenced by the presence of two out of centre supermarkets on the A6.
- 2.18 South Wigston is a medium sized district centre extending the length of Blaby Road. This results in a linear centre that is stretched out. Many of the properties and retail units clearly date back to the origins of the settlement. South Wigston Library and Community Centre is located on Bassett Street to the south of Blaby Road. A large supermarket is located opposite Blaby Road Park at the eastern end of Blaby Road. The South Leicestershire College building, built in 2010, is also adjacent to the park.

- 2.19 Each of these centres are of equal importance to many local people. There is a tendency with the residents of Wigston, Oadby and South Wigston, not to travel out of 'their' settlement to access other shops, services and facilities that are available within the Borough. This leads to each of the centres providing a similar range of opportunities, albeit at a different scale. This arrangement is a result of the way in which the three settlements have evolved and a perception that if needs are not met by the nearest centre it is unlikely that the other centres in the Borough will meet the needs either. It is also a result of the limited public transport services that operate between the three centres, in comparison to the established links to the City of Leicester.
- 2.20 The centres, particularly Wigston, are not only influenced by their proximity to each other, but their proximity to Leicester City Centre and the Fosse Shopping Park in Blaby District. Both of these offer large amounts of retail floorspace and attract national retailers. Leicester City Centre offers a wide range of services and facilities. Nevertheless, the Borough's centres are valued by the Borough's residents. However, over the years they have suffered from a lack of investment, particularly in relation to their public realm, quality of design and in terms of making the best use of sites within their spatial setting. Recently, the Council received EU funding to improve the public realm along The Parade in Oadby and Bell Street in Wigston. This has enhanced the immediate built environment of the district centre contributing to its vitality and viability.
- 2.21 The 2011 Census indicates that in the Borough 77% are economically active and 6.3% are unemployed. The skill base of the Borough is critical factor for economic growth and future prosperity.
- 2.22 The Borough's economy is also influenced by the fact that a proportion of residents, particularly the highly skilled, travel outside of the Borough to work. However, the Borough does have a growing local business culture. These issues are, partly, a consequence of the Borough's proximity to Leicester City because it is more difficult to retain some types of skills given the range of jobs and salaries available in Leicester City or other larger settlements such as Northampton or Nottingham.
- 2.23 Notwithstanding the higher skills of residents, there are number of young people who reach adulthood with no qualification or skills. This is a real concern for the Council because it can lead to unemployment and social problems. This could also discourage investment and growth in the Borough.
- 2.24 A survey carried out by the Office of National Statistics shows that between (2004-2015), there was a high percentage of residents in the Borough of Oadby and Wigston with NVQ 4 qualifications and above. Also, there are significant number of residents in the Borough with no qualifications compare

to East Midlands and Great Britain as a whole. For example, in 2013 about 4,200 (12.2%) of residents have no qualification whiles in East Midlands and Great Britain the figure was around 10.4%, 9.4% respectively.

- 2.25 As a result of this, there is frequent interest for the use of land within identified employment areas for non-employment uses. Despite this, it is important to retain employment land to meet local need arising from existing businesses wishing to expand and for smaller business units to support start-ups. There is limited demand for land in the Borough for storage and distribution type employment uses.
- 2.26 The Borough has a number of identified employment areas. These are areas of land designated for uses defined as employment by the Use Classes Order. Some of the units on the identified employment areas lack the quality and flexibility required by modern industry. In addition the environment, general layout and accessibility is poor. Whilst there is relatively low turnover of businesses, there is a lack of interest in the units that do become available for new employment uses. This is largely due to the quality of units and the identified employment areas having poor accessibility to the larger trunk roads such as the M1 and M69 compared to other nearby districts.
- 2.27 One of the major land users in Oadby, and employers and catalysts for inward investment in the Leicester Principal Urban Area, as well as within Oadby itself, is the University of Leicester. The University has had a presence in the Borough for over 50 years and over this time has expanded its facilities which now provide student accommodation, conferencing and sports facilities. The presence of the Campus contributes to the local economy by increasing the use of the facilities and services in Oadby district centre, and the sports facilities are used and enjoyed by local clubs and groups. The University has plans to continue improving and expanding its facilities and replacing outdated accommodation.
- 2.28 Tourism in the Borough plays a small yet important role in the local economy in relation to the centres of Wigston, Oadby, South Wigston and Kilby Bridge as well as large areas of green space including Brocks Hill Visitors Centre and Country Park, Oadby Golf Course, Leicester Racecourse, Glen Gorse Golf Course and Oadby Grange Country Park.

Transport

- 2.29 The Borough is crossed by three radial highways that serve the City of Leicester, the A6, the A5199 and the B5366, while the B582 serves as an orbital route linking the three centres within the Borough. Since the completion of the Southern District Distributor Road, the A563 has created a link across the northern fringes of the Borough and provides access to the M1 and M69 motorways. Access to the A14 in Northamptonshire is provided by the A6

which passes through Oadby. The Borough's roads do suffer from congestion, particularly at peak times.

- 2.30 Public transport within the Borough in some locations is relatively poor with a limited bus services operating between South Wigston, Oadby and Wigston, Parklands Leisure Centre, Brocks Hill Visitor Centre and Country Park and the Borough's town and district centres. Generally however, public transport services to Leicester City from the town and district centres are relatively frequent.
- 2.31 The Borough has access to the Leicester to Birmingham railway line via South Wigston Station. This mode of transport provides a regular service to Leicester and onward to Nottingham and the north, as well as Nuneaton and Birmingham to the south west. Passengers can change at Leicester to access the Midland Mainline to London.
- 2.32 The Eastern District Distributor Road was originally a proposed transport allocation agreed by Leicestershire County Council and Leicester City Council to complete the City's outer ring road between the M1 and M69 motorways and the A47, in Oadby. The Eastern District Distributor Road, it was considered, would help to relieve congestion on the A6 between Oadby and Leicester. However, the proposal has not come to fruition despite the route being safeguarded in a number of previous plans. It is now even less likely to come forward as the Eastern District Distributor Road, as proposed, because some of the route has been affected by development outside of the Borough of Oadby and Wigston.

Environmental Characteristics (including historic assets)

- 2.33 Attractive, safe and accessible parks and green spaces contribute positively to social, economic and environmental benefits and promote sustainable communities.
- 2.34 The Borough has good access to the open countryside via the Brocks Hill Country Park, the Green Wedge between Oadby and Wigston, the Green Wedge adjacent to the north east of Oadby, parks and open spaces, the River Sence, and the Grand Union Canal. Green Wedges are defined in Chapter Ten.
- 2.35 There are other areas which contribute to the Borough's Green Infrastructure such as Fludes Lane Woodland, Oadby Grange Country Park, Leicester Racecourse and Oadby and Glen Gorse Golf Courses. Furthermore, the Limedelves and part of the Grand Union Canal between Kilby and Foxton is classified as a Site of Special Scientific Interest and, in part, a Regionally Important Geological Site.

- 2.36 There are 319 allotment plots (295 council and 24 privately owned) in the Borough which play an important role in contributing to the natural environment and in promoting healthy lifestyles. However, due to the urban nature of the Borough there is a demand for additional allotment plots which cannot be met, with 53 people currently on the waiting list.
- 2.37 In total, there are 10 Conservation Areas which are influential in maintaining the townscape of the Borough. Nine of these were designated by Oadby and Wigston Borough Council and benefit from individual Conservation Area Appraisals and a Conservation Area Supplementary Planning Document which together assist with their positive management. The Grand Union Canal Conservation Area was designated by Leicestershire County Council. There are 35 Listed Buildings and Structures present in the Borough. There are no identified Buildings at Risk. There are a number of parks and open spaces in the Borough although the potential exists to improve their quality, particularly in relation to equipped play and sports facilities.
- 2.38 Kilby Bridge is a unique settlement in the Borough and due to its rural character and setting; it is an attractive and valuable asset. To the east of the settlement, is a Site of Special Scientific Interest of which part is a Regionally Important Geological site.

Key Issues, Challenges and Opportunities

- 2.39 The snapshot of the Borough illustrates a number of issues and challenges, which are identified below:

The community - population and demographics

- An ageing population
- Culturally diverse
- Location within the Leicester Principal Urban Area immediately to the south of Leicester City

The Centres of Wigston, Oadby and South Wigston

- Proximity to Leicester City and Fosse Shopping Park which provide a wide range of retail opportunities and services close to the Borough

The Environment

- Access to the countryside for residents living in the Leicester Principal Urban Area
- The presence of a broad range of Green Infrastructure, including green wedges
- Limited opportunities to create new allotment plots

Housing

- A need for affordable housing units
- Higher than average household size and owner occupied housing indicates the presence of a greater number of families
- The housing stock is influenced by the Borough's location and role within the Leicester Principal Urban Area

The Economy

- A relatively low unemployment rate
- The Borough's economy is influenced by the presence of Leicester City
- Identified employment areas are less attractive to businesses which is leading to pressure from other uses and a reduction in the amount of employment land
- There is a need to retain employment land in the Borough to meet local need from existing businesses wishing to expand and for smaller business units to support start-up businesses
- Relatively highly skilled residents. However, there are number of young people with no qualification or skills

Transport

- East west routes through the Borough, and beyond towards the M1 and M69, suffer congestion, particularly at peak times
- There are reasonable public transport links from each of the centres to Leicester but limited public transport links between the centres of South Wigston and Oadby, and Wigston and Oadby

Kilby Bridge

- There is an opportunity to enhance the character of Kilby Bridge which is the only settlement in the Borough outside of the Leicester Principal Urban Area
- A need to protect Kilby Bridge's environmental and biodiversity qualities
- An opportunity for Kilby Bridge to play a greater role in terms of tourism and providing access to the countryside and the Grand Union Canal

Addressing Key Issues and Challenges and Maximising Opportunities by 2036

- Provide affordable housing
- Utilise the highly skilled work force population
- Improve the skills and qualification of residents' particularly young people with no qualification or skills by engaging education providers to have better understanding of local skills and training issues and opportunities
- Work with partners and residents to develop a place where people really matter
- Enhance quality of life for all residents
- Ensure new development integrates high quality design including green infrastructure and natural open spaces.
- Protect and enhance natural and built environment assets
- Provide stronger, more self-reliant town and countryside with thriving centres
- Provide excellent services and facilities easily accessed by local communities and businesses.
- Provide better located places with an excellent choice of ways of travel
- Create the right balance of jobs, housing and infrastructure
- Ensure that development is sustainable in terms of location, use and form
- Provide a vibrant, well connected town and productive countryside
- Locate development to encourage the use of sustainable transport
- Address and mitigate any negative effects on development on the built and natural environment.

Chapter Three – Vision and Objectives

- 3.1 Having considered the unique characteristic of the Borough and the key issues and challenges that it faces, this chapter sets out the emerging Local Plan vision and objectives for the Borough. These stem from the Sustainable Community Strategy and are aligned with the Council's Corporate Plan and Priorities.
- 3.2 The Vision and Objectives underpin many projects, policies and proposals in this Local Plan that the council will work with partners to implement up to 2036.

Vision

In 2036, the Borough of Oadby and Wigston will be a safe, clean, and attractive community to live, work and visit. It will have a resilient and prosperous economy, secure environment, vibrant town centres and healthy empowered communities that promote sustainable economic growth, making the best use of its natural and historic assets. Growth will contribute to people's health, happiness and well-being through the timely delivery of well-designed and high quality development, raising the level in terms of environmental standards, quality of life and local distinctiveness.

Residents in the Borough will have the opportunity to enjoy peaceful, harmonious, high quality and healthy lifestyle in communities that offer a range of quality new housing which meet local needs, job opportunities, and other important services and facilities including improved retail provision.

Residents will be able to enjoy a variety of landscape including open countryside with its elements of natural beauty and wealth of wildlife areas where biodiversity has been conserved and enhanced, as well as a diverse range of attractive historic assets.

Safe, clean and attractive.....

People will feel safe on the streets and in their homes because design has been a key component in keeping anti social behaviour to an absolute minimum. All new development will integrate measures to conserve energy, achieve sustainable energy generation, minimise waste and ensure the sustainable management of any waste that is produced.

All new development in the Borough will have high standards of design, particularly in the centres of Oadby, Wigston and South Wigston and on new

sites within and adjoining the urban area. Investment in the Borough's Green Infrastructure will lead to an improved biodiversity and a stronger understanding within local people about their role in the conservation of habitats and species and the links with the urban environment. The quality of Conservation Areas and other heritage assets will benefit from careful and positive management.

Local residents will benefit from increased opportunities to access the open countryside, the River Soar and the Grand Union Canal, particularly in the vicinity of Crow Mills in South Wigston and Kilby Bridge in Wigston. There will continue to be a good range of leisure and recreational facilities including leisure centres, allotments, golf courses, a racecourse and playing fields.

Vibrant town centres.....

Wigston will play a key role as a main Town Centre and Oadby and South Wigston as a District Centres. The relationship between these centres will be clearly defined through ensuring that future development accords with the principles and policies sets out in this emerging Local Plan. The Centres of Wigston and Oadby will be offering high quality town centre facilities including retail, office, residential development, civic and leisure opportunities. The district centre of South Wigston contains a similar range of services, albeit on a smaller scale, and there is a strong network of local centres, all contributing to the overall sustainable mix of facilities throughout the Borough, reducing the need for local people to travel.

A prosperous economy.....

New employment opportunities exist in Wigston and Oadby town centres, particularly in office accommodation. New employment units in the urban areas of South Wigston and Wigston, in particular will offer accommodation for small businesses with good public transport links across the Borough and reasonable access to the main highway network. This is allowing businesses on some of the older, poor quality industrial estates to relocate.

The provision of a range of housing and educational opportunities throughout the Borough will provide employers with a skilled workforce which will retain the skills of local people in the Borough. Fast, frequent and affordable public transport between the Borough and Leicester City Centre will ensure that local residents enjoy the benefits of living so close to one of the United Kingdom's major cities.

Healthy empowered communities.....

Oadby, Wigston and South Wigston will be prosperous and healthy communities in their own right. Residents will have access to local community with excellent opportunities to support one another, participate and socialise. Residents in the Borough will have good access to a network of high quality cultural, educational and health facilities in the Borough itself and will benefit from having direct access to specialist facilities in Leicester. There is a diverse mix of housing types available and the emphasis on establishing more affordable homes throughout the Borough means that everyone has a secure home in which to live.

This will be achieved through the following outcomes:

1. Ensuring new development integrate high quality design including green infrastructure and natural open spaces.
2. Enhanced quality of life for all residents
3. Stronger, more self-reliant town and countryside with thriving centres
4. Excellent services and facilities easily accessed by local communities and businesses
5. Creating the right balance of jobs, housing and infrastructure
6. Ensuring that development is sustainable in terms of location, use and form
7. Balancing the development needs of the Borough with the protection and enhancement of the natural and built environment.
8. Vibrant, well connected town and productive countryside
9. Addressing and mitigating any negative effects on development on the built and natural environment.
10. More walkable places and excellent choice of ways of travel
11. Working with partners and residents to develop a place where people really matter

Objectives for the Local Plan

3.3 This Local Plan will provide more detailed policies and specific site allocations, to enable the Vision to be delivered. The Local Plan will also contribute towards the delivery of the vision and objectives set out in the Strategic Growth Plan for Leicester & Leicestershire. To ensure that the Vision in the Local Plan (and Strategic Growth Plan) is delivered, policies and land allocations will need to contribute towards the objectives that have been identified and set out below:

Sustainable Places/Healthy Communities

Safe, clean and attractive.....

The Local Plan objectives for safe, clean and attractive communities are:

Objective 1: Empowering a Safe Community

- To build a safe and cohesive Borough. Incorporate principles that reduce crime and improve community safety in all new development.
- To empower the community by establishing high quality public buildings and open spaces close to where people live; by delivering public and voluntary sector initiatives to promote social inclusion; and by promoting community cohesion through participation, interaction and understanding.

Objective 2: Protecting and Enhancing Green Infrastructure

- To provide a network of multi-functional green spaces which secures a net gain in biodiversity, provides for the sporting and recreational needs of residents, promotes healthy lifestyles and enhances the quality of the natural and built environment.
- To ensure development respects the natural environment, landscape and townscape character and contribute towards Biodiversity Action Plan targets of protecting, creating and managing and enhancing important habitats and green assets.

Objective 3: Green Wedges and the Countryside

- To protect and enhance the Green Wedges by limiting development to appropriate uses, as well as safeguarding our open spaces for sport and other forms of recreation.
- To encourage small scale development in the countryside that provides for employment, leisure and residential development essential to the needs of the rural economy.

- To improve access for local people to our natural environment and key Green Infrastructure assets to enhance the value of their leisure time.

Objective 4: Enhancing Local Heritage

- To encourage the enhancement and preservation of historically significant buildings, archaeological sites, conservation areas, parks and other cultural assets providing opportunities for people to access and understand our local heritage.
- To conserve and enhance the Borough's heritage, respecting historic buildings and their settings, links and views.

Economic Prosperity / Town Centres Development

Vibrant town centres.....

The Local Plan objectives for town centres are:

Objective 5: Regeneration of Town and District Centres

- To promote the vitality and viability of the town centres, exploiting the benefits of enhanced growth of the town whilst retaining the best and valued aspects of its existing character.
- To deliver regeneration, investment and growth through Town Centre Masterplans, policies and land allocations in the centres of Oadby, Wigston and South Wigston. These will be the focus for new development, particularly retail, local services, community facilities, housing and employment.
- To strengthen the role of Wigston Town Centre as the Borough's main town, in particular in terms of encouraging greater national retailer representation and civic function, whilst continuing to support the important role of small independent retailers which create a unique mix within the town.
- To establish Oadby as a large District Centre catering for smaller independent and specialist shops, cafes and restaurants to reflect its location close to the affluent Oadby Grange ward and University of Leicester's Oadby Campus which provides residential accommodation for almost 2000 students situated in a student village.

Economic Prosperity

A prosperous economy.....

The local Plan objectives for prosperous economy are:

Objective 6: Improved Employment Opportunities

- To provide for the development of employment land on a variety of sites to support a diversity of employment opportunities and to achieve a better balance between the location of jobs and housing, which will reduce the need to travel and promote sustainable growth up to the period 2036.
- New employment land will be provided in the most appropriate locations including the Direction for Growth areas, to provide opportunities for fresh employment areas and accommodation to meet the needs of local businesses wishing to grow and those wishing to establish new businesses in the Borough. There will be better access to the road network also.
- To protect existing employment areas for employment uses to ensure adequate provision of local employment opportunities for the Borough's residents.

Healthy Communities / Housing Delivering / Protected Places / Economic Prosperity

Healthy empowered communities.....

The Local Plan objectives for empowered communities are:

Objective 7: Growth of the Principal Urban Area

- To establish a number of Direction for Growth areas adjacent to the Principal Urban Area to meet the Borough's housing allocation whilst focusing investment to support the regeneration of the centres.

Objective 8: A Balanced Housing Market

- To ensure adequate affordable housing and a sustainable blend of choices to meet local need. The focus of new housing will be in Oadby, Wigston and South Wigston centres to facilitate their regeneration.

Objective 9: Sustainable Design and Infrastructure

- To contribute to regional, national and global initiatives to reduce greenhouse gas emissions; reduce flood risk; minimise waste; achieve sustainable waste management; and, develop renewable energy resources.
- To promote and implement sustainable high quality designs that reduces damaging emissions in our environment and is in keeping with the character of our Borough. Given the built up nature of the Borough mixed use schemes and medium to high density land use will be encouraged on suitable sites.

Objective 10: An Accessible Borough

- To promote the use and development of 'Smarter Choices' and sustainable transport (including travel planning, working from home, public transport, cycling and walking).
- To ensure good access to facilities by delivering a highway network and transport system that is accessible, efficient and affordable to the entire community, as well as encouraging the reduction of private car use.

Objective 11: Promoting Healthy Lifestyles

- To support healthy lifestyle projects and manage open spaces such as Fludes Lane. Encourage walking and cycling and provide access to community health services. Facilitate the development of improved, high quality leisure and recreation facilities throughout the Borough.
- To improve and provide learning and educational opportunities and prospects for Oadby and Wigston residents.

Chapter Four – Sustainable Places

- 4.1 The Spatial Strategy for the Borough of Oadby and Wigston is derived from the Vision and Spatial Objectives of the Local Plan. This is also underpinned by the Spatial Portrait of the Borough and the Vision and Priorities of the Oadby and Wigston Local Strategic Partnership and Leicestershire Together which are set out in their respective Sustainable Community Strategies.
- 4.2 The strategy will deliver the regeneration of the centres of Oadby, Wigston and South Wigston and their connected communities and will achieve the strategic objective of concentrating new sustainable development within the Leicester Principal Urban Area.
- 4.3 The Spatial Strategy provides a broad indication of the overall scale of development in the Borough, and the level of infrastructure needed to support it. The role of the strategy is to achieve an appropriate balance between protection of the Borough's environmental and historical assets, continuing socio-economic development, and improving the quality of life for all; ensuring that necessary change and development is sustainable in the interests of future generations. Policies in the Local Plan seek to deliver the spatial strategy (thus the Vision and Objectives) and provide the context for the delivery of sustainable communities.
- 4.4 Pursuing sustainable development in the Borough involves seeking positive improvement in the quality of the built, natural and historic environment, as well as in people's quality of life, including (but not limited to):
- making it easier for jobs to be created in the Borough's main centres;
 - widening the choice of high quality homes;
 - replacing poor design with high quality design;
 - improving the conditions in which people live, work and travel;
 - improving access to leisure opportunities; and
 - moving from a net loss of biodiversity to achieving net gains for the natural environment.
- 4.5 It would not be prudent of the Council to think that all new development would be accommodated within the Borough's urban areas; neither would this be the best approach to meeting housing needs across the Borough as a whole. Therefore, the Council will allocate one greenfield Direction for Growth area to the south and east of Wigston, that will form an extension to the Leicester Principal Urban Area. Should there be a requirement to do so the Council will allocate further greenfield to meet housing or employment needs that cannot be met through development opportunities identified within the main centres and Leicester Principal Urban Area.

- 4.6 The exact number and / or location (s) of further greenfield release sites will be determined once the full extent of the Borough's housing need is identified. However, current options for greenfield release sites include; Land between Stoughton Road and Gartree Road, Oadby, Land at Cottage Farm, Oadby, and Land west of Welford Road, Wigston.
- 4.7 To ensure the most appropriate Spatial Strategy has been developed, as well as the most appropriate types of development have been identified for the future of the Borough, the Council has taken account of the outcomes of several public consultations, and the results of all relevant evidence bases, including the sustainability appraisal for this Local Plan.
- 4.8 Another key driver that has shaped the Spatial Strategy is the fact of the entire built up area of the Borough is wholly located within the Leicester Principal Urban Area. The Spatial Strategy reflects the key role that the Borough of Oadby and Wigston plays in shaping the Leicester Principal Urban Area, both in supporting the regeneration of Leicester City and in the spatial relationship that exists between the Leicester Principal Urban Area and the main towns in Leicestershire.
- 4.9 It is recognised that this relationship is of benefit to the whole of the Leicestershire Housing Market Area, including Oadby and Wigston, particularly in terms of supporting the local economy, strategic green infrastructure and shaping how people go about their daily lives.
- 4.10 All development should be consistent with the creation of balanced mixed communities and provide a safe and attractive environment in keeping with the surroundings.

Policy 4.1 Presumption in Favour of Sustainable Development

At the heart of the National Planning Policy Framework is a presumption in favour of sustainable development, which should be seen as a golden thread running through both plan making and decision taking.

All development proposals should take account of the broad aim of sustainable development - ensuring that development contributes positively towards ensuring a better quality of life for residents, now and for generations to come.

The Council will be positive when considering development proposals that reflects on the presumption in favour of sustainable development contained in the National Planning Policy Framework. The Council will jointly work with applicants where possible to ensure that development proposals improve the social, economic and environmental conditions in the Borough; meeting the challenges of climate change

and protecting and enhancing the provision of ecosystem services.

For development to be deemed 'sustainable' within the context of this Local Plan, it should contribute to delivering the Plan Vision and Outcomes through compliance with the relevant policies of this Plan. Development that conflicts with policies of the Plan will be refused unless material considerations indicate otherwise.

Where a development is otherwise acceptable but an independent viability appraisal demonstrates that certain policy standards cannot be achieved, the Council will work with the applicant to consider whether there are alternative approaches that would deliver the desired policy outcomes.

Policy 4.2 Spatial Strategy for Development in the Borough

In order to deliver the regeneration of the centres of Oadby, Wigston and South Wigston and their associated communities and to achieve the objectives of the Leicester Principal Urban Area the Borough Council will:

- allocate sufficient land for the development of new dwellings over the Plan period up to 2036 to meet required need;
- identify land for the development of office floor space to be provided in the centres of Wigston and Oadby and industrial and warehousing land up to 2036;
- focus development in the centres of Oadby, Wigston and South Wigston. Provide new dwellings within the centres of Wigston, Oadby and South Wigston. Achieve the development and redevelopment of suitable previously developed land and buildings and implement the proposals set out within the Wigston and Oadby Town Centre Masterplan areas;
- provide new dwellings on suitable land outside of Oadby and Wigston Town Centre Masterplan areas and outside of the South Wigston Masterplan area but within the Leicester Principal Urban Area. Suitable sites will be identified in the Allocations and Regeneration Opportunities Areas policy;
- make provision for one Direction for Growth area to provide for new homes adjoining the Leicester Principal Urban Area on land to the south east of Wigston. This will reinforce the role of Wigston as the Borough's main town;
- make provision for further greenfield release sites (in addition to the Direction for Growth) throughout the Borough to reflect identified housing need requirements;
- through the Direction for Growth provide mix used development including about 2.5 hectares of new B1 and/or B2 employment land as part of Phase 1 development. A further 2.5 hectares gross employment land will be allocated

as part of the Phase 2 development of the Direction for Growth in Wigston. The proposed employment allocation will be required to come forward in conjunction with the residential development and not independently. A mix of uses will provide local services, affordable housing and a range of housing types to cater for the Borough's needs. High quality public transport links should be in place to provide fast and frequent links to Wigston Town Centre and Leicester City Centre;

- prioritise development within the Leicester Principal Urban Area to support the regeneration of the centres of Oadby, Wigston and South Wigston and their associated communities;
- ensure high quality sustainable design and layout that makes the most economical use of land and respects the local context and community safety. Within the Leicester Principal Urban Area, new development will make good use of previously developed land and buildings. Housing development on sites of 0.3 hectares and above should, where viable and appropriate, achieve an average density of 40 dwellings per hectare or more;
- work in partnership with other agencies and organisations to identify and coordinate the provision and funding of infrastructure and facilities (including Green Infrastructure) required to meet the needs of planned development and to safeguard and enhance key existing biodiversity, environmental, social, cultural and economic assets;
- seek opportunities to achieve the regeneration of the Identified Employment Areas in the Borough. The main focus will be on providing land for smaller employment uses and for existing employment uses to expand within the Borough where this is the most sustainable approach. Until such time that replacement employment land has been delivered, Identified Employment Areas will be retained for employment use. Where it is recognised to be the sustainable approach, existing employment land and premises outside of Identified Employment Areas will be retained for employment uses also.

Chapter Five – Healthy Communities

5.1 Creating a Skilled Workforce

- 5.1 Education and training has a pivotal role in reducing unemployment and making the local economy more flexible. It also allows businesses access to an appropriately skilled workforce.
- 5.2 The Local Plan's strategic objective for education and learning is to improve and provide learning and educational opportunities and prospects for Oadby and Wigston residents. This includes practical vocational training and apprenticeship, specifically within the information technology sector.
- 5.3 The skill base of the Borough is critical factor for economic growth and future prosperity. The number of young people who reach adulthood with no qualification or skills is a real concern for the Council because it can lead to unemployment and social problems. This can discourage investment and growth in the Borough.
- 5.4 A survey carried out by the Office of National Statistics shows that between 2004 and 2015, there were a high percentage of Borough residents with NVQ 4 qualifications and above. The Borough percentage is higher than the equivalent for the East Midlands and Great Britain. Conversely, there are a number of residents in the Borough with no qualifications, which is higher than the East Midlands and Great Britain figures. In 2013 approximately 4,200 (12.2%) of the Borough's residents had no qualifications, whilst the East Midlands and Great Britain figures were approximately 10.4% and 9.4% respectively.
- 5.5 The Council will therefore continue to work in partnership with local schools, the Leicester & Leicestershire Enterprise Partnership, local universities and Leicestershire County Council (as the Local Education Authority) to ensure that the skills, learning and educational needs of the Borough are met and that all the Borough's younger generations have the opportunity to realise their full potential.
- 5.6 Existing educational facilities will be protected from potential loss through the Community Facilities Policy of this Local Plan and support will be given to proposals that will result in improved facilities, including proposals to expand existing facilities or create new facilities.
- 5.7 The Council is keen to improve education and skills of its residents. To do this, the Council will require applicants for major residential and non-residential development to sign an Employment and Skills Charter / Local Labour Agreement, which will require developers to recruit and train the Borough's residents as an integral part of construction process, as well as for

longer term opportunities (including apprenticeships) resulting from the operation of the development.

Policy 5.1 Creating a Skilled Workforce

The Council will support development proposals especially in high quality information technology sector that relates directly to the development of local skills, and training opportunities, particularly for Young People and residents who are unemployed. Developers of major developments will be encouraged to contribute to local employment development, skills and training, including:

- Making best efforts to employ local contractors, subcontractors, apprentices and trainees during construction; and,
- Where appropriate, developing and implementing a business orientated employment and skills plan to develop skills.

The Council will work with its partners including, Leicester & Leicestershire Enterprise Partnership, Universities, Colleges, Schools and academies and the Leicestershire County Council as the education authority to improve the local work force and provide residents the best chance to be more competitive in the job market. This should be linked to the Council's Economic Regeneration Strategy.

Planning permission will not be granted for new residential development unless the Individual or cumulative impacts of development on education provision can be addressed, at the developer's cost, either on-site or through financial contributions towards off-site improvements. Leicestershire County Council as the local education authority will be a key consultee in this regard. Where appropriate, the Council will also consider the use of legal agreements to secure any necessary improvements in education provision arising as a result of development.

In granting planning permission for residential and non-residential developments, the Council will use Employment and Skills Charters/Local Labour Agreements to ensure that, as far as is possible and practicable, local contractors are employed to implement the development and that any temporary or permanent employment vacancies (including apprenticeships) are advertised through agreed channels.

5.2 Improving Health and Wellbeing

- 5.8 Government requires Local planning authorities to ensure that health and wellbeing, and health infrastructure are considered in local and neighbourhood plans and in planning decision making. Public health organisations, health service organisations, commissioners and providers, and local communities are expected to work effectively with local planning authorities in order to promote healthy communities and support appropriate health infrastructure.
- 5.9 Good health and wellbeing means that wherever possible people are free from illness and they have a positive physical, social and mental state. The Borough Council wants people in the Borough of Oadby and Wigston to have healthier, happier and longer lives with less inequality.
- 5.10 Studies suggest that today nearly a third of children aged 2 to 15 are overweight or obese and younger generations are becoming obese at earlier ages and staying obese for longer.
- 5.11 Studies suggest that reducing obesity levels will save lives as obesity doubles the risk of dying prematurely. Obese adults are also seven times more likely to become a type 2 diabetic than adults of a healthy weight, which may cause blindness or even in extreme circumstances require limb amputation. Not only are obese people more likely to get physical health conditions like heart disease, they are also more likely to be living with conditions like depression.
- 5.12 The Leicestershire Joint Strategic Needs Assessment (JSNA, 2012) states that in the Borough of Oadby and Wigston:
- Infant mortality rate is 2.5 deaths in infants under one year per 1000 live births.
 - 12,890 (10.5%) of children under the age of 16 in Leicestershire were classed as living in poverty
 - 16.7% of children in year 6 were obese. This is not significantly different to the England average (18.7%).
 - In Leicestershire there were 92 children in secondary school with Special Educational Needs (with statement) (3.6%). This is higher than the England average (2%).
 - 11,200 adults smoke (23.9%).
 - There are around 7,200 adults in Oadby and Wigston who binge drink (15.5%).
 - It was estimated that 20.1% of adults took part in physical activity. This is lower than the England average (21.6%).
- 5.13 This Local Plan has a vital role to play in ensuring that the opportunities exist for people to be able to make healthier life choices and it will also help

address health inequalities across the Borough. Resilient local health policies will create and support vibrant, sustainable and healthy communities by promoting and facilitating healthy living and creating an environment, which offers opportunities for healthy choices.

- 5.14 The National Planning Policy Framework (paragraphs 69-70) acknowledges that the planning system can play an important role in facilitating social interaction and creating healthy, inclusive communities. It is imperative to ensure that the design of the built environment and new development does not increase health inequalities and make it harder for people to live healthy lives.

Policy 5.2 Improving Health and Wellbeing

The Borough Council aims to ensure that development is designed to promote healthy living in the built environment. Health Impact Assessments (HIA) examine the effects that a policy, programme or projects may have on the health of the population. HIA will encourage healthy activities such as walking and cycling.

Development proposals will be required to assess their impact upon existing health services and facilities. All residential development of 11 units or more and non-residential development of a maximum combined gross floorspace of more than 1000 sq.m will require Health Impact Assessments, which will measure wider impact upon healthy living and the demands that will be placed upon health services and facilities arising from the development.

Where significant impacts are identified, planning permission will be refused unless measures to meet the health service requirements of the development are provided and/or secured by planning obligations.

The Borough Council will require Health Impact Assessments to be prepared in accordance with the advice and best practice for such assessments as published by the Department of Health and other agencies.

For developments where an initial assessment indicates more significant health impacts, a more comprehensive Health Impact Assessment will be required.

The Council will work with key health partners to improve the health and wellbeing of residents in Oadby and Wigston by:

- supporting the NHS (including local GP Surgeries) to deliver a service which meets the needs of residents;
- encouraging healthier communities through targeting of unhealthy lifestyles such as smoking and those which contributes to obesity as identified in the

Joint Strategic Needs Assessment. The Council will work in collaboration with partners, including the primary care trust, to manage the location of hot food takeaways, particularly in deprived communities and local areas of poor health;

- seeking contributions towards new or enhanced health facilities from developers where new housing development would result in a shortfall or worsening of health provision;
- ensuring increased access to the Borough's open spaces as well as offering opportunities for physical activities.

5.3 High Quality Design and Construction

- 5.15 Good design is critical in ensuring that developments create sustainable, connected, characterful and healthy places, which people will enjoy for many years to come. In essence, design is a creative process which permeates nearly all other policy areas. Design in planning should be about making places good for people to use in terms of functionality, durability, accessibility and viability. High quality and inclusive design should reflect local character and distinctiveness and be the basis for shaping balanced, safe, healthy and integrated communities. It is important to recognise that design is not just about the visual and functional aspects of a development but also its influence on social and environmental aspects.
- 5.16 The vision of the Strategic Growth Plan Leicester and Leicestershire (2016) and this Local Plan set out the strategic context for achieving the level of high quality design the Council wishes to see realised in the Borough.
- 5.17 The Building Regulations also set out national standards on key aspects of sustainable design including the reduction in carbon emissions and the efficient use of water. The National Planning Practice Guidance emphasises the role of planning in reducing energy use through building orientation and form. In respect of water use, the Government proposes that an optional higher level of water efficiency of 110 litres / person / day (105 litres within the home and 5 litres external use) will be allowed in areas of water stress.
- 5.18 Developers are therefore required to consider delivering the highest possible quality design sought by this Plan. The design principles set out in the policy of this Plan should be used to help structure discussions between local communities, the local planning authority, the developer and other stakeholders. The principles should be addressed in the Design and Access Statement where required by the validation requirements to accompany planning application.

What is a well designed place?

- 5.19 The Planning Practice Guidance recognises that well designed places should exhibit qualities that benefit users and the wider area. Well designed new or redeveloped places should:
- be functional;
 - support mixed uses and tenures;
 - include successful public spaces
 - be adoptable and resilient;
 - have a distinctive character;
 - be attractive; and
 - encourage ease of movement.

- 5.20 The Council will also actively encourage developers to take account of the standards and principles set out in the Building for Life 12. The Council wants to ensure that all new buildings are 'fit for purpose' and are appropriate for healthy living.

Why Does Good Design Matter?

- 5.21 The National Planning Policy Framework and Planning Practice Guidance state that good design is a key aspect of sustainable development and should contribute positively to making places better for people. Achieving good design is about creating places, buildings, or spaces that work well for everyone, look good, last well, and will adapt to the needs of future generations. Good design responds in a practical and creative way to both the function and identity of a place. It puts land, water, drainage, energy, community, economic, infrastructure and other such resources to the best possible use – over the long as well as the short term.
- 5.22 The Borough Council will expect the Design and Access Statement to show how all design issues covered have been met in developing the proposal. The level of detail required will vary according to the scale and nature of the development.
- 5.23 Applicants for major and complex proposals, as defined by the Council, will be required to produce either a masterplan or development brief to accompany a planning application, in order to clearly demonstrate how the development process will deliver a high quality development with an appropriate sense of place.
- 5.24 The Planning Practice Guidance states that design impacts on how people interact with places. Although design is only part of the planning process it can affect a range of economic, social and environmental objectives beyond the requirement for good design in its own right.
- 5.25 Planning policies and decisions should seek to ensure the physical environment supports these objectives. The following issues should be considered:
- local Character (including landscape setting);
 - safe, connected and efficient streets;
 - a network of greenspaces (including parks) and public places;
 - crime prevention;
 - security measures;
 - access, inclusion and health;
 - efficient use of natural resources;
 - cohesive and vibrant neighbourhoods;
 - Sustainable Construction and Climate Change.

5.26 Developments should be adaptable and designed to reduce vulnerability to the effects of climate change, throughout the proposed lifetime of the development. The use of sustainable building materials and the re-use of materials in all developments will be encouraged, as will the use of recycled aggregates in the construction of buildings. This will be subject to the impact on the amenity of the local environment, taking into account the existing character of the area. Developers should seek to optimise design, layout and orientation of development to minimise energy use.

Connectivity

5.27 New development should provide good connections to the maximum number of local streets and avoid dead ends to allow it to integrate into the wider settlement and connect to existing services and facilities, making legible routes. This will ensure places are easy to navigate.

Character

5.28 Development should have regards to and enhance local character by ensuring that it responds to its landscape setting, topography and wider context, within which it is located, as well as the local streetscape and local building materials. This should not prevent innovative design that will raise or provide positive design outcomes.

Community

5.29 New development should ensure that new places are designed to be safe and healthy, responding to the needs of people of all ages, both within the proposed site, and in surrounding existing places.

Policy 5.3 High Quality Design and Construction

The Council will require highest standards of inclusive design for all new development and major refurbishment in the Borough.

Proposals for new development and major refurbishment should:

- create a distinctive local character by;
 - i. respecting existing local character and ensuring that patterns of development is sympathetic to its surroundings and should contribute to creating buildings and places that are attractive with their own distinct identity;
 - ii. responding to the local topography and the overall form, character and landscape setting of the settlements; and
- ensuring safer and healthier communities by;

- i. promoting safe and inclusive communities to be accessible to all members of the community regardless of any disability or background and to encourage sustainable means of travel;
 - ii. protecting amenity by not resulting in an unacceptable impact on the amenities of future occupiers, neighbouring properties or the wider area, by reason of noise, vibration, smell, light or other pollution, loss of light or overlooking;
 - iii. seeking to design out antisocial behaviour and crime and reduce the fear of crime through the creation of safe environment;
 - iv. providing opportunities to promote biodiversity;
 - v. making use of inclusive design principles including layout, orientation, landscape, streetscape, scale, materials, natural surveillance and sustainable construction; and achieve layout and design principles that are safe, secure and enhance community safety;
 - vi. providing opportunities for well designed and integrated public art;
 - vii. incorporating measures to minimise waste and energy consumption, conserve water resources and provide for renewable energy generation;
- create connected places by ensuring that it;
 - i. connects to the maximum number of local streets, avoiding dead ends, to allow it to integrate into the wider settlement and to link to existing services and facilities;
 - ii. integrates with existing sustainable modes of transport including cycle, pedestrian, public transport and vehicle movement networks.

Compliance with the above criteria will need to be expressed through submission of a Design and Access Statement.

Major development including large-scale refurbishment will require preparation of a Masterplan, Development Brief, Concept Statement and/or Design Code where appropriate.

Proposals for innovative and outstanding design or construction that contributes to the aims of sustainable development and reducing the impacts of climate change will be considered favourably by the Council.

Proposals for further new employment land within the Borough will be encouraged subject to the use of high quality design and materials and the location being appropriate.

5.4 Community Facilities

- 5.30 Community facilities (sometimes referred to as Community assets) is defined as a building or space where community led activities for community benefit are the primary use and the facility is managed, occupied or used primarily by the voluntary and community sector. Community facilities can include purpose-built structures such as community halls and village halls, places of worship, health centres, schools and cultural facilities such as museums, libraries and theatres, post offices and public houses.
- 5.31 Some community buildings provide only one type of activity while others provide as diverse a range as possible in response to the needs of the communities they serve. They are key part of sustainable communities and contribute to their self-reliance.
- 5.32 Open space, sports and recreation facilities are essential elements of sustainable communities that contribute towards health, quality of life, sense of place and overall well-being. In addition they can add to an area's distinctiveness, making it an exceptional place to live as well as providing vitality to the local area.
- 5.33 Through the previous Plan the Borough Council recognised a potential lack of facilities for some worshippers in the Borough. The 'Faith Community Profile and Places of Worship Needs Assessment' (2008) was commissioned by the Borough Council in an attempt to assess the needs of the Borough's different faiths for places of worship and to help address deficiencies in provision. The study indicated a lack of provision for some faiths in particular. The assessment concluded that worshippers within the Muslim and Hindu communities were not properly catered for within the Borough. Newer Evangelical and Pentecostal churches may need more space within the timescale of the new Local Plan. Since this study, provision within Oadby centre has been realised.
- 5.34 Town Centre Masterplans, Local Development Orders, Development briefs and Supplementary Planning Documents have and will seek to meet any further identified needs for community facilities including places of worship.

Retention, Enhancement and New Community Facilities

- 5.35 The loss of community facilities can have a substantial impact on people's quality of life, wellbeing and overall viability of the local area. The Council will expect new development to retain, where possible, improve existing local community facilities. It is important that these are integrated into the design of new development.
- 5.36 For existing community facilities, the Council will work with partners to secure future improvements and will protect them against redevelopment for

alternative uses (should there be a need to do so), particularly housing and commercial development. Places of Worship or faith buildings / facilities, in particular, perform a useful social and spiritual role in the local communities and can be a source of local integration.

5.37 The National Planning Policy Framework (NPPF), paragraph 70 states that planning policies and decisions should:

- Guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the community's ability to meet its day-to-day needs;
- Ensure that established community facilities are able to develop and modernise in a way that is sustainable, and be retained for the benefit of the community.

Asset of Community Value

5.38 Part 5 Chapter 3 of the Localism Act 2011(Act) provides for a scheme called 'assets of community value'. This requires local authorities to maintain a list of 'community assets' that have been put forward and agreed for designation. It has also become known as the 'community right to bid'. Under the localism Act, the parish council's, voluntary groups, neighbourhood forums, and other community organisations can consider the opportunity to develop or establish new community facilities.

Policy 5.4 Community Facilities

The council will work with key partners including developers to secure and maintain a range of new community facilities.

Development should support and enhance community services and facilities including places of worship where appropriate by:

- providing on site where necessary or contributing towards new or enhanced community facilities to meet needs arising from the proposed development or growth and where possible, encourage co-location;
- avoiding the loss of community facilities unless it can be demonstrated that they are no longer needed by the community they serve and are no longer viable or the building involved is redundant or the site can not readily be used or converted to any other community use; and
- providing accessible greenspace in accordance with the council's open space standards.

The council will support community facilities and places of worship where;

- there is good access by pedestrian routes, cycle routes and public transport;
- sufficient car parking is already available or can be provided to meet the needs of the development;
- residential amenity can be protected from any detrimental impact in terms of noise, traffic and hours of use; and
- the external appearance of the building can provide a sense of place and can positively reflect the character and appearance of its surroundings.

Generally, town centre, district centres and local centres will be the most appropriate locations for community facilities and places of worship.

5.5 Green Infrastructure

- 5.39 The National Planning Policy Framework (NPPF) states that the Green Infrastructure (GI) is a network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities. Green Infrastructure is regarded as a vital part of urban infrastructure and a positive way of conceptualising green space planning. The Borough Council's aim is to increase the quality of its natural green assets as well as to ensure a net gain in its quantity.
- 5.40 The NPPF requires planning to encourage multiple benefits from the use of land in urban and rural areas, recognising that some open land can perform many functions (such as for recreation, wildlife and food production).
- 5.41 GI also plays an important role in terms of climate change mitigation (e.g. through carbon storage) and climate change adaptation (e.g. through moderating urban temperature extremes).
- 5.42 The emerging Strategic Growth Plan Leicester & Leicestershire and this local plan set out the strategic framework for delivering and managing GI assets across the Borough.
- 5.43 Throughout our Borough there are a number of existing areas of Green Infrastructure falling into different categories which are important to the character of the towns, and rural areas and provide valuable spaces for formal and informal recreational activities in our communities. It includes the countryside around the Leicester Principal Urban Area, the Green Wedges and areas of open space that run from the countryside into the Leicester Principal Urban Area, river corridors, canals and railway lines. These Strategic Green Infrastructure Corridors are illustrated in figure...
- 5.44 Current provision of Green Infrastructure within the Borough includes formal and informal open spaces, cemeteries, sports fields, golf courses, Leicester Racecourse, local wildlife sites, local nature reserves, country parks and allotment sites.
- 5.45 Well designed and integrated Green Infrastructure is essential in improving environmental quality, health and wellbeing and community cohesion. It also offers significant opportunity for exercise, sport and informal recreation. Green infrastructure should contribute to and enhance the quality of life of existing and future residents and visitors to the Borough. Opportunities to achieve this include;
- providing improvements that respect existing landscape character, that will assist in attracting and retaining inward investment;

- protecting and enhancing existing biodiversity, creating new areas for biodiversity and reversing the fragmentation of habitats by restoring the connectivity between them;
- providing continued, new and enhanced links to the countryside; and,
- coordinating the use of green space to optimise its use for leisure, biodiversity, drainage, flood management and other socio economic activities.

5.46 The Natural England Accessible Natural Green Space Standard is widely regarded as being the best fit to Green Infrastructure planning. This has been taken into account in setting the local standards in the Borough Council's Open Space, Sport and Recreation Facility Study (2009).

5.47 The provision of accessible Green Infrastructure is seen as increasingly important to regeneration and creating places that are based upon local distinctiveness. Quality environments also attract quality investment in terms of housing, jobs, skills and visiting attractions.

5.48 Green Infrastructure can contribute to the high quality natural and built environment that fosters sustainable communities. Biodiversity is protected by ensuring Green Infrastructure is networked through corridors of green space. As well as biodiversity, Green Infrastructure includes sites of ecological, geological and historical interest. Within the Borough of Oadby and Wigston these sites include:

Sites of Special Scientific Interest (SSSI)

- The Grand Union Canal and Limedelves Site of Special Scientific Interest, located east of Kilby Bridge between Kilby and Foxton

Regionally Important Geological Sites (RIGS)

- Kilby Bridge Pit Regionally Important Geological Site, located between Wigston and Kilby Bridge, east of Welford Road

5.49 The Council's Green Infrastructure Plan (2009) provides a detailed compilation of the various components of Green Infrastructure within the Borough and identifies the new Green Infrastructure that is required in the Borough in order to accommodate growth. It establishes what needs to be done and by when, who needs to do it and what the priorities for action are. Where possible it identifies capital and, where appropriate, revenue costs together with sources of funding. It is intended that the Green Infrastructure Plan will contribute towards the delivery and implementation of this policy and that it will assist in the determination of planning applications in the Borough.

5.50 The proposed Direction for Growth area and potential greenfield release sites should establish new Green Infrastructure corridors to link growth to the

existing Green Infrastructure network. All new Green Infrastructure corridors should tie in with, connect and enhance existing corridors of green space, for example, the nearby Grand Union Canal and River Sence corridors. Provision of new Green Infrastructure is an important contribution that developers can make when sites are developed. For example, to improve the robustness of the Green Infrastructure or restore it where this is necessary.

- 5.51 The Borough has two Green Wedges: the Oadby and Wigston Green Wedge separating the townships of Oadby and Wigston and Oadby, Thurnby, Stoughton Green Wedge encompassing the land to the northern boundary of the Borough. These ensure that green corridors through the Borough and into neighbouring districts are maintained. Green Wedge Strategies (Oadby and Wigston Green Wedge Strategy (2004) and the Oadby, Thurnby, Stoughton Green Wedge Strategy (2005) provide the Borough with a framework for managing the green wedges. The Council's green wedge review document and associated Local Plan green wedge policy should be taken account of.

Policy 5.5 Green Infrastructure

All new development must be designed to protect and enhance existing Green Infrastructure in the local area. Green Infrastructure assets will be protected, managed and where necessary enhanced by:

- managing development to secure a net gain in Green Infrastructure;
- protecting and enhancing Green Infrastructure assets and creation of new multi-functional areas of green space;
- seeking opportunities to link fragmented habitats, protect vulnerable habitats and integrate biodiversity within communities;
- not permitting development that compromises the integrity of the overall Green Infrastructure networks;
- using developers contributions to facilitate improvements to their quality and accessibility;
- working in partnership to enhance the value of Strategic Green Infrastructure corridors that are also of significance outside of the Borough, such as the Grand Union Canal and River Sence.

5.6 Open Space, Sport and Recreation Facilities

- 5.52 Open space, sports and recreation underpin peoples' quality of life, with well designed and implemented planning policy, being fundamental in delivering the broader Government objectives of, supporting urban regeneration and rural renewal; promotion of social inclusion and community cohesion; health and well being; and, promoting more sustainable local communities.
- 5.53 The National Planning Policy Framework (Annex 2) defines open space as 'all open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and act as a visual amenity'.
- 5.54 Open spaces in towns and rural areas are essential in improving public health, well-being and quality of life. Attractive, safe and accessible parks and green spaces contribute positively to social, economic and environmental benefits and promote more healthy communities.
- 5.55 The Council's Open Space, Sports and Recreation Facilities Study (2009) identified the following typologies of open space across the Borough:
- Parks and Recreation Grounds
 - Outdoor Sports Facilities
 - Children and Young People Space
 - Informal Open Space
 - Natural Green Space
 - Amenity Green Space
 - Allotments
 - Sports Halls
 - Swimming Pools
 - Small Halls / Community Venues
 - Cemeteries and Churchyards
- 5.56 Each type of open space has various benefits. It is important to provide a balance between types of open space in order to meet local needs. For example, not all residents living in each area will have a demand for open space in the form of playing pitches or allotments. In some areas there will be a specific local demand for 'green corridors' such as nature walks or bridleways. Access by sustainable modes, for example, cycle ways and improved safer walking routes, as well as improved public transport links are vital in order to provide access for the whole community.
- 5.57 The benefits of good quality open space, sports and recreation provision are well known, and covered extensively in other literature.
- 5.58 For people, open spaces:

- provide an area for recreation and play.
- enable lifelong learning and education.
- encourage equality and diversity.
- promote community development and regeneration.
- establish community cohesion and social inclusion.
- tackle community safety issues.
- empower communities.

5.59 For the environment, open spaces:

- encourage biodiversity.
- provide wildlife habitat.
- promote education.
- contribute to sustainable environmental resource management.
- create a natural amenity.
- give safe, sustainable transport routes.
- alleviate flood risks.
- regulate the local micro-climate.
- can instil unique character to an area, and provide a sense of place and local identity.

5.60 For health, open spaces:

- improve physical health through exercise.
- contribute to good mental health and well being.
- provide positive community health through sense of space.

5.61 For the economy, open spaces:

- attract economic development and local investment.
- provide local employment
- increase land and property values.
- encourage ongoing revenue streams through tourism.
- improve the image and standing of an area.
- influence location decisions for both employers and employees

5.62 Locally based open space standards were developed in the Council's Open Space Study (2009) and have been very successful in maintaining the levels of open space within the Borough. With this success it is felt that it would not be appropriate to deviate from the current standards. The standards for each typology of open space are identified in the policy below. The Council's Open Space Study and Annual monitoring updates identifies areas of deficiency and surpluses in provision and quality of open space, sports and recreational facilities. This is used to inform where resources arising from new development or where offsite contributions will be focused.

5.63 Proposals for new residential development should contribute to the provision and / or enhancement of open space in areas where there is a deficiency in provision, or poor quality of open spaces. This provision could be either on or off-site depending on the scale and nature of development and the level and quality of existing facilities in the local area.

5.64 All areas of open space, sports and recreational facilities will be protected and retained, not just those identified within the Council's open space study and annual audits.

Typology	Quantity Standard	Access Standard
Parks and Recreation Grounds eg recreation grounds, parks, and formal gardens	0.50 hectares per 1000 residents	800 metres (15 minute straight line walk)
Outdoor Sports Space eg playing fields, pitches, courts, greens, artificial pitches	1.0 hectares per 1000 residents	480 metres (10 minute straight line walk)
Children and Young Peoples Space eg sites with equipped play facilities	0.30 hectares per 1000 residents	Junior provision – 450 metres (just under a 10 minute straight line walk) Youth Provision – 800 metres (15 minutes straight line walk)
Informal Open Space eg Spaces open to free and spontaneous use by the public, but neither laid out nor managed for a specific function such as a park, public playing field or recreation ground; nor managed as a natural or semi-natural habitat.	0.50 hectares per 1000 residents	480 metres (10 minute straight line walk)
Natural Green Space eg meadows, river floodplain, woodland, country parks, nature reserves	0.80 hectares per 1000 residents	480 metres (10 minute straight line walk)
Allotments eg growing produce, health, social inclusion and promoting sustainability	0.50 hectares per 1000 residents	480 metres (10 minute straight line walk)
Sports Halls	1 x 4 lane court hall per 13,984 residents	10 minute drive time
Swimming Pools	1 x 4 lane (25 metre) per 20,702 residents	10 minute drive time

Small Halls / Community Venues	1 per 2,500 persons	10 minute walk time
Cemeteries and Churchyard		
There is no quantity and accessibility standards set for this type of open space.		

Policy 5.6 Open Space, Sport and Recreation Facilities

The quantity, quality and accessibility standards will be used in relation to open space, sport and recreation facilities provision within the Borough of Oadby and Wigston, to allow every resident access to adequate, high quality, accessible open space and play areas.

Existing open space, sports and recreational buildings and land, including playing fields, should not be developed unless:

- an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or
- the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
- the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.

The standards set out in the table will be used to ensure adequate levels of provision for each type of open space, based on existing and future needs.

All new residential developments of 11 or more dwellings will be required to contribute to open space by either providing new areas on-site or by improving the quality or accessibility of existing open spaces.

Proposals for residential development on large sites of 0.3 hectares are required to provide on-site open spaces based on local needs or deficiencies. In exceptional cases where the Borough Council agrees that provision would be best met off-site, developer contributions along with the arrangements for securing commuted payments towards provision and future maintenance through planning obligations will be sought.

Facilities for open space, sport and recreational facilities should:

- be located close to their intended population catchment areas;

- be accessible by a choice of transport modes other than the private car;
- be of an appropriate scale and design; and
- seek positive impacts to landscape form.

The Council will support the proposals for new cemeteries or other burial grounds (including those on private land) and the extension of existing facilities subject to meeting requirements of relevant policies set out within this Local Plan.

5.7 Local Green Space

- 5.65 The Government's National Planning Policy Framework (NPPF) introduced a new Local Green Space (LGS) designation. LGS designation is a way to provide special protection against development for green areas of particular importance to local communities.
- 5.66 Paragraph 76 of the NPPF says that local communities should be given the opportunity to identify green areas of particular importance to them through local and neighbourhood plans. This designation would have a high degree of protection from new development. Importantly national planning policy makes it clear that this designation should be consistent with wider planning policy for the area and should complement investment in the provision of new homes, employment opportunities and other essential services.
- 5.67 Paragraph 77 of the NPPF specifies that LGS designation will not be appropriate for most green areas or open space. The designation should only be used in the following circumstances:
- Where the green space area is in reasonably close proximity to the community it serves;
 - Where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - Where the green area concerned is local in character and is not an extensive tract of land.
- 5.68 Whilst the NPPF establishes the concept of LGS designation and provides some guiding principles, it leaves it to local authorities, in partnership with local communities to determine how to implement this at the local level.

Policy 5.7 Local Green Space

Development which will result in the loss of a site designated as Local Green Space on the Adopted Policies Map will not be permitted.

Proposals put forward to the Council for Local Green Space designation will be assessed against the criteria set out within national planning policy.

5.8 Public Realm

- 5.69 Public realm is the public spaces between buildings and structures that are of the built and/or natural environment, that are open and accessed by the public. Public realm also provides the context and setting for existing and new development. It includes hard and soft surfacing material, lighting, benches, litter bins, traffic and pedestrian signage, way finding and control, trees and landscaping. For a full definition see the Borough Council's Public Realm Strategy Supplementary Planning Document.
- 5.70 It is anticipated that public realm improvements will form part of large development proposals, for example development within the town centre boundaries. Improvements must ensure that they are designed to the highest standards using high quality materials; hard and soft landscaping including, appropriate species of trees and water features that will improve the attractiveness of the streets and make the centres more desirable places to visit to shop, work and live. Both Wigston and Oadby centres have identified areas for outdoor events such as markets, and schemes will have to be designed to accommodate such uses.
- 5.71 The use of poor quality materials must be avoided to ensure that the towns present an attractive and welcoming environment for now and the future, and do not eventually become a detractor as materials and the appearance deteriorate. Public realm improvements present an opportunity to replace existing impermeable hard standing and surfaces with permeable materials and to incorporate Sustainable Drainage Systems (SuDs). A good Sustainable Drainage Scheme will be integrated into the urban design and will provide multiple benefits such as creating an attractive environment; providing habitat and wildlife; being part of the green infrastructure network, as well as managing surface water run-off. Drainage features such as permeable surfaces, swales, filter strips, rainwater gardens and soak-aways are encouraged.
- 5.72 Schemes will need to prioritise pedestrians over other modes, and must be designed to ensure the minimum amount of street clutter such as road signs and bollards. Manual for Streets II (amongst many other documents) offers further guidance in this regard and should be considered when designing proposals.
- 5.73 The design of public realm in gateway locations (as identified on the master plans and Adopted Policies Map) will be particularly important and should 'announce' the town to people entering or passing. Gateway locations will also improve the visibility and attractiveness of the town. This can be achieved through a number of ways including the use of higher quality / different

materials and good design including raised speed tables, the locations of which are shown on the masterplans.

- 5.74 Whilst development proposals should be comprehensive and include proposals for surrounding public realm improvements, the Borough Council will use developer contributions to ensure appropriate levels of contribution for wider public realm improvements within the centres. The Borough Council may also seek developer contributions for developments outside the main centres that will impact upon town centre use.
- 5.75 Any developer contributions sought will be in accordance with the Borough Council's Developer Contributions Supplementary Planning Document. Further advice will also be available in the Borough Council's Public Realm Strategy Supplementary Planning Document.

Policy 5.8 Public Realm

All proposals for significant development must incorporate public realm on-site and / or contribute towards public realm improvements off site, and all proposals that impact upon the public realm must ensure that the pedestrian is prioritised over other modes of transport and that materials and design are of the highest standards.

Gateway improvements, as illustrated on the Adopted Policies Map Inset maps, are important areas of regeneration that seek to improve access and movement for the pedestrian and motor vehicle (where relevant) and create a sense of arrival into the main centres.

All public realm redevelopment or improvements are required to follow the principles and policies set out in the Public Realm Strategy Supplementary Planning Document.

The Borough Council will use developer contributions as necessary to ensure appropriate contributions to wider public realm improvements.

6 Housing Delivery

6.1 Housing Choices

- 6.1 The National Planning Policy Framework suggests that local planning authorities should deliver a wide choice of high quality homes; they should widen opportunities for home ownership and create sustainable, inclusive and mixed communities. The Council also wants to provide the most appropriate housing solutions for all of its existing population, as well as those future populations aspiring to live within the Borough.
- 6.2 The Council will use the most up to date housing evidence base to identify the size, type, tenure and range of housing that is needed within the different communities within the Borough. Specific note will be taken of the need for bungalows and retirement accommodation within the Borough. Historically the Borough has seen very little new provision of retirement accommodation or bungalows, and would therefore in principal support the development of such in appropriate locations.
- 6.3 New housing development should not only be ‘fit for purpose’ for its inhabitants, it should also be located in sustainable locations, close by to key services and facilities and should protect and exploit opportunities for sustainable transport use.
- 6.4 The Council is committed to providing new homes that are ‘fit for purpose’ and are appropriate for modern living and requirements. The Council will require all new homes, regardless of type or tenure, to be of a size that allows sufficient space for all of its proposed inhabitants to live comfortably and sustainably.

Policy 6.1 Housing Choices

All new residential development should contribute towards delivering a mix of dwelling types, tenures and sizes that meet the identified needs of the communities within the Borough. It is expected that all new residential development proposals demonstrate how they contribute to achieving the identified needs as set out within the Housing and Economic Development Needs Assessment.

In addition, on all new large scale residential developments (11 dwellings and more) the applicant should liaise with the Council to ascertain the most appropriate housing mix.

Where a development is otherwise acceptable but an independent viability appraisal demonstrates that certain policy standards cannot be achieved, the Council will work

with the applicant to consider whether there are alternative approaches that would deliver the desired policy outcomes.

The Council will support the development of bungalows, student halls of residence, specialist care accommodation, elderly care accommodation and retirement accommodation that meets identified need and is proposed in appropriate sustainable locations.

To ensure that new residential development promotes healthy living and dwellings are of the appropriate size for its proposed occupants; all new dwellings should provide sufficient space for kitchen, dining and living facilities and include appropriate levels of internal storage.

6.2 Housing Density

- 6.5 The Borough of Oadby and Wigston is a small, compact, urban authority area that is directly adjacent to and shares a boundary with Leicester City. Its urban area also sits entirely within the Leicester Principal Urban Area.
- 6.6 With the authority area being compact in size and being majority urban in nature, building new homes to the highest density possible is key. The Borough area also has a finite supply of land on which development can be situated, therefore making the most efficient use of this land is paramount.
- 6.7 To ensure the development of new homes is concentrated within the most appropriate and sustainable locations, the Council is seeking a higher density within the town centre of Wigston and the district centre of Oadby. Seeking higher densities within built up centre locations will concentrate residential development close to essential services and jobs, and will reduce the need to travel by motor vehicle.
- 6.8 Concentrating housing within the more urbanised areas of the Borough will positively affect the local economy as there will be more people closely located to existing retail, service and leisure facilities. The Council is aware that a higher figure would not be appropriate throughout the entire Borough area, therefore is proposing to reduce the density figure outside of the centre boundaries illustrated above.

Policy 6.2 Housing Density

The Council is committed to delivering new homes in an effective and efficient manner. The Council is also committed to locating people close to much needed services and facilities as well as jobs.

To ensure that the Borough provides the required number of homes for its communities, the Council will adopt the following density targets on all new development sites that involve the provision of new homes.

Proposed development sites that have a gross site size of 0.3 hectares and larger and are located within the town centre boundary of Wigston or the district centre boundary of Oadby will be required to achieve an average density of 50 dwellings per hectare.

Proposed development sites that have a gross site size of 0.3 hectares and larger and are located outside of the town centre of Wigston or district centre of Oadby will be required to achieve an average density of 40 dwellings per hectare.

Where a development is otherwise acceptable but an independent viability appraisal demonstrates that certain policy standards cannot be achieved, the Council will work with the applicant to consider whether there are alternative approaches that would deliver the desired policy outcomes.

6.3 Affordable Housing and Starter Homes

- 6.9 The Borough of Oadby and Wigston is a relatively unique local authority area compared to other local authority areas within the Leicester and Leicestershire Housing Market Area, because there are three distinct settlement areas all of which have very different socio-economic profiles as well as land values. In general, Oadby has the highest land values of the three settlements, with Wigston having the second highest and South Wigston the lowest.
- 6.10 Due to the large differences in land values between the three settlements it would not be appropriate of the Council to apply a generic 'across the board' Affordable Housing target. This approach is also evidenced and justified within the Council's most recent Affordable Housing Viability Assessment, which recommends a three way split approach (as illustrated within the policy wording below).
- 6.11 According to the latest Housing and Economic Development Needs Assessment that has been undertaken for the Leicester and Leicestershire Housing Market Area the Borough has an identified Affordable Housing need. The Council has also identified delivery of Affordable Housing as one of its nine priorities because it recognises the important role it plays in providing homes for all within the community.
- 6.12 The provision of Starter Homes on 'qualifying' sites will be done so in conformity with the national government guidance and policy at the time of consideration of the planning application. The provision target and site threshold currently set out in government guidance and policy is that all sites of 11 dwellings or more will be required to provide at least 20 per cent of the total number of homes provided as Starter Homes. The provision of Starter Homes will not be in place of affordable homes provision on-site, it will be in addition too, and vice versa.
- 6.13 Further information relating to the provision targets and site thresholds of Affordable Housing can be found in the Council's latest Affordable Housing Viability Assessment. The policy and supporting text should also be read in conjunction with the Planning Obligations policy contained in this document and the Developer Contributions Supplementary Planning Document.

Policy 6.3 Affordable Housing and Starter Homes

The Council is committed to the provision of appropriate housing for the whole community, therefore will require Affordable Housing and Starter Homes on all new residential developments of 11 dwellings or more to meet identified local need.

Affordable Housing will be required at the following minimum targets which have been informed by the Council's current Affordable Housing Viability Assessment.

- Oadby – 30 per cent of the total number of units
- Wigston – 20 per cent of the total number of units
- South Wigston – 10 per cent of the total number of units

A cumulative approach to Affordable Housing on a residential site will apply regardless of the number of different associated planning applications.

Starter Homes will be required at the minimum target as set out by national government policy. The current minimum target is set out below.

- 20 per cent of the total number of units

There is no maximum number of Affordable Housing units or Starter Homes that can be provided on a site. Also the 11 dwelling threshold does not restrict proposals providing Affordable Housing or Starter Homes on sites of fewer than 11 units. Proposals for residential development that meet the 11 dwelling threshold but do not provide any Affordable Housing and Starter Homes will be refused unless an appropriate off-site contribution is provided in lieu of the required number.

Where a development is otherwise acceptable but an independent viability appraisal demonstrates that certain policy standards cannot be achieved, the Council will work with the applicant to consider whether there are alternative approaches that would deliver the desired policy outcomes.

Whilst the provision of Affordable Housing remain a priority for the Council, should a site be proposed for 100 per cent of the units classed as Affordable Homes and / or Starter Homes, the Council may take a flexible approach to other developer contributions.

Regarding the tenure split of Affordable Housing the Council will generally seek 80 per cent affordable rent and 20 per cent shared ownership, however will respond to local need at the time of consideration of a relevant planning application.

6.4 Self Build and Custom Build

- 6.14 The Self Build and Custom Housebuilding Act 2015 placed a duty on certain public authorities to keep a register of individuals and associations of individuals who wish to acquire serviced plots of land to bring forward self-build and custom housebuilding projects and to place a duty on certain public authorities to have regard to those registers in carrying out planning and other functions. The public bodies referred to within the above are relevant to the Council.
- 6.15 The Council will ensure that a list is maintained of all those who have registered an interest in Self Build and Custom Housebuilding and will notify such if an appropriate plot of land becomes available.
- 6.16 Through the planning application process, the Council will support the provision of Self Build and Custom Build plots if there is a need to do so.

Policy 6.4 Self Build and Custom Build

To ensure that the housing mix within the Borough reflects the needs of its communities, the Council will encourage the provision of Self Build and Custom Build serviced plots on all large (11 dwellings or more) scale residential development. In line with national legislation the Council will keep a register of individuals and associations of individuals who wish to acquire serviced plots of land to bring forward Self Build and Custom Build housing projects.

The Council will also consider proposals for the provision of Self Build and Custom Build serviced plots on smaller sites (10 dwellings or less) located within the urban area of the Borough should there be a required need to do so.

It is expected that all Self Build and Custom Build serviced plots will be provided to the market with at least outline planning permission for residential development. All other appropriate and relevant planning permissions will be required prior to any development taking place on the provided plots.

6.5 Urban Infill Development

- 6.17 National policy sets out the 12 core planning principles, one of which being to encourage the effective use of land by reusing land that has been previously developed, provided that it is not of high environmental value. The majority of previously developed land is situated within built up urban areas. It is this land that can be subject to urban infill development proposals.
- 6.18 Urban infill development is classed as development occurring on sites located within the defined urban area of the Borough, situated between existing buildings. The definition excludes garden land. Paragraph 53 of the National Planning Policy Framework suggests that local planning authorities should resist inappropriate development of garden land that would, for example cause harm to the local area.
- 6.19 With the Borough being relatively compact and urban in nature, infill development has consistently come forward year on year and it makes a valuable contribution towards the Council's provision of, both, residential and other uses.
- 6.20 Although, in principle the Council would encourage proposals that sought appropriate infill development, any proposal would need to be suitably situated and be of a sustainable design and construction. Any development proposals would also need to conform to all other relevant Local Plan policy before it could take place.
- 6.21 The Council's Landscape Character Assessment sets out policy recommendations for each of the Urban Character Areas of the Borough. A number of the policy recommendations relate to urban infill development and should be taken account of in any development proposal put forward to the Council.

Policy 6.5 Urban Infill Development

Within the urban areas of the Borough, proposals for infill development on previously developed land that are of high quality design, improve the character of the direct area, do not have any adverse effect on / or loss of amenity to adjacent properties or nearby properties, and do not cause unacceptable noise, will in principle be considered favourably.

When proposals for infill development are not situated on previously developed land, they will only be acceptable in principle should they conform to the policy recommendations set out within the Council's Landscape Character Assessment.

In areas that do not have specific policy recommendations set out within the

Council's Landscape Character Assessment that deal with infill development; proposals that seek to split existing plots or propose development on the garden land of existing plots will not be granted planning permission unless the proposal sits comfortably, is consistent with and respects the direct existing street scene in which it is situated. The Council would not accept development proposals that 'over develop' a site from its original intended or existing use.

Development proposals would also need to illustrate high quality design and use of materials that are consistent with the character of the area and the existing properties in the direct area.

Policy 6.6 Gypsies, Travellers and Travelling Showpeople

6.22 It is important to provide for the accommodation needs of Gypsies, Travellers and Travelling Showpeople within the wider context of meeting identified local housing needs. There are distinct differences in the culture and way of life of Gypsies and Travellers, and Travelling Showpeople. For this reason Planning Policy for Traveller Sites (DCLG, 2015) provides two separate definitions:

Gypsies and Travellers:

“Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family’s or dependants’ educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.”

Travelling Showpeople:

“Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family’s or dependants’ more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily, but excludes Gypsies and Travellers as defined above.”

6.23 A Gypsies’ and Travellers’ Accommodation Needs Assessment is currently being prepared in partnership with other authorities in Leicestershire to help us understand the latest accommodation needs for Gypsies and Travellers, and Travelling Showpeople in the Borough of Oadby and Wigston.

6.24 By using the evidence base available to us and by including a criterion based policy for the provision of Gypsies, Travellers and Travelling Showpeople sites, together with other relevant policies in this Local Plan, the Council will ensure that sustainable local accommodation needs will be satisfied over the Plan period.

Policy 6.6 Gypsies, Travellers and Travelling Showpeople

The Council will identify sufficient land to accommodate Gypsy and Traveller needs should evidence suggest a need to do so. Should a need be identified that requires the identification of land for Gypsy and Traveller pitches, the following criteria will be followed:

- Sites should be accessible, by a range of transport modes, to essential local services and facilities, including shops, schools and GP surgeries.
- Sites should be located within or adjacent to the Leicester and Leicestershire

Principal Urban Area.

- Sites should have formal safe access to the highway network, and should have sufficient parking provision on site.
- Sites should be (or have the opportunity to be) served by adequate water and sewerage services / facilities.
- Sites should not be located within Flood Zones 2 or 3.
- Sites should not be situated on contaminated land or within areas with poor ambient air quality.
- Sites should be incorporated and integrated into the surrounding area through high quality design.
- Sites will not have an unacceptable impact on adjoining / neighbouring properties and / or land uses.
- Sites will not have adverse impacts on environmentally sensitive areas, areas of historic or heritage interest, or areas of landscape character importance.

Any proposal for Gypsy and Traveller site provision should also conform to current national policy and guidance.

Chapter 7 – Allocations and Regeneration

Opportunity Areas

7.1 Housing Allocations

- 7.1 Part of the Borough’s annual housing requirement will inevitably comprise of housing allocations. Due to this, the Council is seeking to allocate sufficient land for new housing development. The number of allocated sites will depend on the number of extant planning permissions proposing new residential development and the Council’s residential windfall allowance. Essentially the Council will allocate sufficient land to meet the residual requirement.
- 7.2 Although a relatively high proportion of the Borough’s new housing is delivered through ‘small sites’ (sites of 10 dwellings or less), the Council will only allocate land for ‘large sites’; sites of 11 dwellings or more. It is proposed that the smaller sites will be taken account of in the Council’s Strategic Housing Land Availability Assessment and the identified windfall allowance.
- 7.3 For the purposes of this policy the Council will follow the principles set out within the spatial strategy and will take a three step approach to allocating land for new homes, to encourage choice and competition, as well as encouraging the effective use of land. The Council will focus new housing development opportunities within the Leicester Principal Urban Area, initially in the centres of Wigston and Oadby, taking account of the relevant Town Centre Masterplans. Further residential development opportunities will then be allocated on sites situated within the Leicester Principal Urban Area but outside of the centres.
- 7.4 Should there be need requirement to do so, the Council will then allocate a single Direction for Growth area. If this single growth area is insufficient to accommodate required housing growth, the Council will release and allocate land on specific greenfield release sites.
- 7.5 Only greenfield sites that are directly adjacent to the Leicester Principal Urban Area, that have good access and transport links will be considered appropriate for new residential development. Also, dependant on the size of the greenfield site allocation, other services and facilities, such as shops and community facilities could be required onsite. Proposals relating to the Direction for Growth area to the south east of Wigston should refer to Policy 7.5.
- 7.6 Should there be a requirement for the Council to allocate land for new residential development on greenfield release sites; any proposal submitted to the Council on these sites should be accompanied with a Masterplan or Development Brief and a transport assessment.

Policy 7.1 Housing Allocations

In order to meet the Borough's housing target the Council will allocate sites of 11 dwellings or more.

Town Centre Development Opportunities

The Council will allocate land for new homes within the town centres of Wigston and Oadby. Any residential development proposed within the town centres of Wigston or Oadby should be in conformity with the relevant town centre masterplans and Local Development Orders. Proposals that are not in conformity with the proposals set out within the relevant masterplans and Local Development Orders will only be permitted should they not adversely impact the delivery of the relevant town centre masterplans. Although the principle of residential development is set through this allocations policy, any proposal would still need to conform to all other relevant proposals and policies set out within this Local Plan.

Development Opportunities within the Borough's Principal Urban Area (outside of the town centres)

To ensure sustainable development, the Council will allocate land for new homes within the Leicester Principal Urban Area but outside of the town centres. Although the principle of residential development is set through this allocations policy, any proposal would still need to conform to all other relevant proposals and policies set out within this Local Plan.

Direction for Growth Area and Greenfield Release Sites

The Council will allocate land outside of the Borough's urban area to meet the residual housing requirement that cannot be met through development opportunities within the town centres and Leicester Principal Urban Area. Any sites situated outside of the Borough's urban area will form an extension to the Leicester Principal Urban Area, therefore will be situated directly adjacent to the Borough's existing urban extent. Due to the compact urban nature of the Borough, sites located outside of the current urban extent, such as the countryside and green wedges are vitally important to the Borough's and its residents wellbeing, therefore only sufficient sites to meet the residual housing requirement will be released.

The Council will initially focus residual housing requirement within the Direction for Growth area in Wigston. To ensure flexibility within the Plan, the Council will also allocate greenfield release sites. The exact number and location (s) of greenfield release sites will be determined once the full extent of the Borough's housing need is

identified. However, current options for greenfield release sites include; Land between Stoughton Road and Gartree Road, Oadby, Land at Cottage Farm, Oadby, and Land west of Welford Road, Wigston.

7.2 Kilby Bridge Village Envelope

- 7.7 Kilby Bridge is the Borough's only rural settlement and is located in the floodplain of the River Sence, in the southern most part of the Borough. It contains a number of uses which do not contribute positively towards the character of the settlement. Therefore, it is important that only appropriate development, such as small scale residential, leisure, tourism and canal based development occurs within the settlement in the future.
- 7.8 Within the proposed Village Envelope (see Appendix 1), small scale Regeneration Scheme(s) should be prepared for Kilby Bridge and its environs, including The Grand Union Canal and Limedelves Site of Special Scientific Interest, Barn Pool Meadow Local Wildlife Site and its associated Regionally Important Geological Site and linkages between the Direction for Growth and Kilby Bridge.
- 7.9 Development proposals should take into account the potential impact of climate change on water resources, water quality and on the level of flood risk posed. Development should be made safe without increasing the risk of flooding elsewhere. The Environment Agency's Flood Zone maps indicate that the northern most part of the site is at risk of flooding and is in close proximity to a Flood Zone 3 area. Any proposal for the development of this site will require consultation with the Environment Agency and should be accompanied by a Flood Assessment to demonstrate compliance with sequential and exception tests where appropriate.
- 7.10 The River Soar and Grand Union Canal Strategy (2009) suggested that Kilby Bridge, together with South Wigston or Blaby, could become South Leicestershire's 'Waterway Hub' and that there are possibilities to unlock the leisure and tourism potential in this area. Therefore, together with other relevant policies within this Local Plan, there are attractive development opportunities in the Borough's only rural settlement.
- 7.11 It may be possible to accommodate small scale A1, A2, A3 and/or A4 uses or small craft workshops or similar where the products which are made are sold on site. Proposal to encourage recreational uses for pedestrians, cyclists and equine uses and small scale diversification activities such as small business and leisure uses may also be appropriate, provided the supportive infrastructure can be accommodated on site. Small scale residential proposals will also be deemed acceptable, although the proposal should fundamentally seek to be complementary to the existing surroundings and sensitive to existing landscape features.

Policy 7.2 Kilby Bridge Village Envelope

The Council will consider small scale development proposals within the newly defined Village Envelope for the Borough's only rural settlement, Kilby Bridge. Any residential development proposed within the defined envelope should be delivered at 30 dwellings per hectare.

All development proposals will need to take account of the rural landscape, as well as the distinctive character of the Grand Union Canal Conservation Area and views across open countryside. Therefore, all proposals must give careful consideration to the proposed scale of the development and in particular, take account of the impact that any scheme may have upon this 'gateway' into the Borough.

The objectives of the Kilby Bridge Village Envelope are to:

- Maintain the feel of an open, attractive, rural setting;
- Retain and enhance public access to the Grand Union Canal Conservation Area; River Sence; and the Kilby-Foxton Site of Special Scientific Interest (SSSI);
- Deliver residential development(s) that will provide a range of housing types, unit sizes and tenures whilst retaining the distinctive landscape character through designing attractive schemes that will compliment this gateway location in the Borough;
- Explore the opportunity to protect the existing local economy, as well as to enhance it through delivering small scale outdoor leisure, recreation and tourism options; and,
- Give consideration to the incorporation of small scale 'starter' units for suitable rural businesses.

The Council will encourage early engagement with regards to any potential scheme, together with the submission of a detailed Masterplan illustrating the proposed scale, design, layout, mix of dwellings, tenure and an appreciation for how the wider issues including transport, accessibility and mitigation of potential impacts will be taken into account.

All development proposals within Kilby Bridge Village Envelope will need to give consideration to other relevant policies within this Local Plan.

7.3 Stoughton Grange

- 7.12 Stoughton Grange (1.56 hectares) is located north of Gartree Road at the most northern part of the Borough and is currently utilised by a number of small independent businesses, therefore classifying the site as brownfield land. The site boundary is shown in Appendix 2.
- 7.13 The site is currently designated as land within the Green Wedge, but due to it being brownfield land, the Council is proposing to release the site from the Green Wedge through the development of this Local Plan. To the north and west of the site, land is designated as Countryside and Green Wedge outside the Borough in Harborough District. The Green Wedge also extends to the south of the site where it is in use as the University of Leicester's playing fields and arable land. To the south east, there are known areas of archaeological potential. To the south west is a proposed transport route (known as the Eastern District Distributor Road).
- 7.14 The site is adjacent to a number of privately owned buildings that have statutory listings. Grange Cottage, Lodge Cottage and South Lodge are all Grade II listed buildings.
- 7.15 The site is situated in the highest part of the Borough. The site boasts large areas of former park land and formal gardens to the north that were associated with the former Stoughton Grange Hall. These form a particularly important characteristic in establishing the setting and the character of the area.
- 7.16 Development proposals should take into account the potential impact of climate change on water resources, water quality and on the level of flood risk posed. Development should be made safe without increasing the risk of flooding elsewhere. The Environment Agency's Flood Zone maps indicate that the northern most part of the site is at risk of flooding and is in close proximity to a Flood Zone 3 area. Any proposal for the development of this site will require consultation with the Environment Agency and should be accompanied by a Flood Assessment to demonstrate compliance with sequential and exception tests where appropriate.
- 7.17 It may be possible to accommodate small scale A1, A2, A3 and/or A4 uses or small craft workshops or similar where the products which are made are sold on site. Proposal to encourage recreational uses for pedestrians, cyclists and equine uses and small scale diversification activities such as small business and leisure uses may also be appropriate, provided the supportive infrastructure can be accommodated on site. Small scale residential proposals will also be deemed acceptable, although the proposal should fundamentally seek to be complementary to the existing surroundings and sensitive to existing landscape features.

Policy 7.3 Stoughton Grange

The Council will consider new development proposals that seek to create a sustainable, well designed and high quality development at this sensitive site that will not have a detrimental impact on the surrounding Green Wedge and Countryside. Any residential development proposed within the defined boundary should be delivered at 30 dwellings per hectare.

Land uses that will be considered acceptable for Stoughton Grange include:

- Small-scale residential, providing a range of housing types, unit sizes and tenures;
- Small-scale non-residential, including 'starter' units, suitable for rural-based businesses (excluding hot-food takeaway, use class A5); and,
- Sufficient on-site infrastructure, including car parking, to satisfy the maximum demands of the proposed uses.

The Council will encourage early engagement with regards to any potential scheme, together with the submission of a detailed masterplan illustrating how the wider issues including transport, accessibility and mitigation of potential impacts will be taken into account.

All development proposals will need to give consideration to other relevant policies within this Local Plan.

7.4 Oadby Sewage Treatment Works

- 7.18 The Oadby Sewage Treatment Works are currently in active use by Severn Trent Water, but it has been indicated to the Council that they will become surplus to requirements over the lifespan of this Plan period. Therefore, subject to appropriate biodiversity, ecological, flood risk and contamination assessment, as well as discussions regarding potential mitigation measures should such be a necessary; the Council would be open to receiving development proposals for alternative employment uses on this site.
- 7.19 The Oadby Sewage Treatment Works is approximately 2.67 hectares and is located adjacent to Kenilworth Drive Identified Employment Area; Leicester Racecourse, which is within the Oadby and Wigston Green Wedge; and, immediately north of the Council's the Depot and Leicestershire County Council's Recycling and Household Waste Site. Accessibility is possible using a non-adopted road off the B582 Wigston Road, or via a limited access entrance in the south-east corner of the site.

Policy 7.4 Oadby Sewage Treatment Works

Subject to implementation of proposals submitted by the landowner to discontinue the operation of the Oadby Sewerage Treatment Works over the course of the Plan period, the Council would consider employment-based redevelopment proposals (use classes B1, B2 or B8) for this site.

Proposals should seek to create a sustainable, well designed and high quality scheme and the applicant would therefore be encouraged to engage with the Council at an early stage in order to develop detailed plans illustrating how the wider issues including accessibility, impacts upon the surrounding Green Wedge, and mitigation of potential contamination will be taken into account.

All development proposals will need to give consideration to other relevant policies within this Local Plan.

7.5 Wigston Direction for Growth Area

- 7.20 The Direction for Growth area forms an extension to the Leicester Principal Urban Area within the Borough of Oadby and Wigston. The Direction for Growth area was originally defined within the Council's Core Strategy and was located to the south and east of Wigston. In 2016, a scheme for 450 new homes and 2.5 hectares of new employment land (and associated other infrastructure) was granted planning permission by the Council. For the purposes of the Local Plan, this granted permission for the Direction for Growth area forms 'Phase 1'.
- 7.21 The Direction for Growth area was located within Wigston due to its good links to the Borough's main town centre, Wigston. Supporting the role of Wigston as the Borough's main town centre directly contributed towards the Vision and Spatial Objectives of the Core Strategy.
- 7.22 Through this Local Plan the Council is proposing to allocate further land within the Direction for Growth area to accommodate further new homes and new employment accommodation (Phase 2). Through the development of both Phase 1 and Phase 2 of the Direction for Growth area, the Council is expecting the delivery of approximately 1000 new homes and at least 5 hectares of new employment land. Such a (cumulative) size of development would require other specific infrastructure; the requirements are set out in the policy below.
- 7.23 Due to the size of the Direction for Growth area (both phases) detailed transport assessments would be required to assess the impact on traffic generation on the key junctions within the vicinity of the site. At least two accesses into the site would be required to accommodate the level of vehicle movement, not only for residential use but also vehicle use associated with the employment land. Subject to the outcomes of specific transport assessments and collaboration with Leicestershire County Council Highways Department off site transport infrastructure or financial contributions towards off site transport infrastructure could be required to make the development sustainable.
- 7.24 The Direction for Growth Area is situated within easy walking distance of the hamlet of Kilby Bridge and the leisure opportunities associated with the Grand Union Canal and River Sence, it therefore relates directly to the Strategic Objectives of promoting healthy lifestyles by encouraging walking and cycling.
- 7.25 The provision of new housing located close by to new employment directly relates to the Spatial Objectives that seek new employment opportunities within the Borough that has better access to the highway network, and the Council seeking to increase the accessibility of the Borough, as well as promoting more sustainable modes of transport.

Policy 7.5 Wigston Direction for Growth Area

The Council will expand the current Wigston Direction for Growth area. The Council will allocate land at the Wigston Direction for Growth area for 'Phase 2'.

Through the Council's previous Plan and subsequent granted planning permission, 'Phase 1' of the Direction for Growth area in Wigston is proposed for 450 new homes and 2.5 hectares of new employment land.

In 'Phase 2', the Council would seek a minimum of 550 new homes (in addition to the 450 new homes already granted planning permission) and at least 2.5 hectares of employment land (in addition to the 2.5 hectares already granted planning permission).

Any development proposed within 'Phase 2' of the Wigston Direction for Growth area will be cumulative to 'Phase 1' and would require the production of a detailed materplan. The following will be required on-site:

- A minimum of 500 new homes, of which at least 20 per cent should be affordable and 20 per cent should be for Starter Home provision.
- At least 2.5 hectares of new employment land.
- A new site access from Welford Road.
- A link road through the site allowing all parts of the site (including Phase 1) to be accessed from Newton Lane and Welford Road.
- A new Primary School.
- Formation of a new Local Centre – to include provision for A1, A2, A3 or A4 uses.
- A new Community Hall.
- Outdoor sports space and open space provision in accordance with the Open Space, Sport and Recreation Facilities policy of this Local Plan.
- Provision of Self build and Custom Build plots, should there be a need to do so.
- And, any other associated infrastructure required to bring the site forward sustainably.

Any proposal for development of 'Phase 2' will be required to conform to all other relevant policies set out within this Local Plan. Any proposal would also be required to submit a Transport Assessment as part of any planning application to ensure that Leicestershire County Council Highways Department can fully assess any traffic / transport implications stemming from the development.

Policy 7.6 Regeneration Schemes and Large Scale Change

- 7.26 Proposals for new regeneration schemes and initiatives that lead to large scale change will be identified and consulted upon in accordance with the Council's Statement of Community Involvement and the requirements as set out in the Regulations. A transparent approach to embracing and facilitating growth will ensure that all key stakeholders and representatives of the wider local community are involved throughout the planning and implementation process.
- 7.27 The key areas within the Borough for retail provision and potential large scale new development or regeneration schemes are in the town centre of Wigston, and the two district centres of Oadby and South Wigston, as illustrated within the Retail Hierarchy. The Council has a Town Centre Masterplan Document for the centres of Wigston and Oadby that will provide a basis for facilitating regeneration schemes within each location.
- 7.28 Much of the University of Leicester's student accommodation, conferencing facilities and sports and recreational facilities are based at their campus in Oadby. The Council continues to support the general principle of enhancement of the University of Leicester's Oadby Campus and the preparation of a long term framework for its future development in accordance with the objectives within this Policy. All schemes in this part of the Borough should be both in accordance with other relevant policies in this document and also in the interest of education, skills, enterprise, academic growth and of the wider Borough community.
- 7.29 Regeneration schemes elsewhere in the Borough will be encouraged through Masterplanning and/or Development Briefs. Such planning will provide an organised, streamlined and sustainable approach that will prevent ad hoc development out of context with the general character and structure of the area, from being detrimental or unproductive. Some Masterplans may be able to be adopted as Area Action Plans by the Borough Council and form part of the Local Plan, where appropriate.
- 7.30 In large scale developments or schemes that are proposed, such as the Direction for Growth to the south east of Wigston, proposals will need to include a mix of uses and take account of any existing local landscape or townscape character. Mixed use should include residential dwellings, on site employment opportunities, recreation and leisure, community facilities and convenience provision. Such a mix of uses will contribute to sustainable development as set out in government guidance and will play a role in reducing the effects of carbon dioxide and other greenhouse gases on climate change.

- 7.31 Although development on previously developed land and buildings may be able to integrate and benefit from existing infrastructure, provision of new and/or improved existing infrastructure may be required to ensure that the impact of the large scale change will not have a critical impact upon the capacity of that supporting infrastructure. Any provisions sought will be done so in accordance with Policy 11.1 Infrastructure and Developer Contributions, as well as national guidance.
- 7.32 Kilby Bridge is the Borough's only rural settlement and is located in the floodplain of the River Sence, in the southern most part of the Borough. It contains a number of uses which do not contribute positively towards the character of the settlement. Therefore, in accordance with Policy 7.2 Kilby Bridge Village Envelope, as well as other relevant policies in this Plan, it is important that only appropriate developments such as small scale residential, leisure, tourism and canal based development occurs within the settlement in the future.

Policy 7.6 Regeneration Schemes and Large Scale Change

When regeneration schemes or large scale change is proposed, for example on greenfield release sites, the Council will require the production of, either, Masterplans, Development Briefs and / or other appropriate plans or strategies. In conjunction with Leicestershire County Council Highways Department, the Council will also require the production of Transport Assessments.

Submitted Masterplans, Development Briefs and / or appropriate plans or strategies, where relevant should:

- Identify sites suitable for new development or redevelopment and set out the appropriate uses.
- Establish a spatial and sustainable pattern of growth.
- Identify constraints to development and illustrate how these will be overcome.
- Identify all sensitive features and measures for protection.
- Illustrate all relevant access, transport and potential traffic issues, as well as mitigation measures.
- Establish priorities for implementation along with timescales and sources of funding.
- Take account of local landscape and / or townscape character in the design of the scheme.
- Set out the necessary infrastructure needed to bring the site forward.
- Take into account all other relevant policies within this Local Plan.
-

Where regeneration schemes or large scale change is proposed the earliest liaison

between the applicant, the Borough Council and Leicestershire County Council Highways Department is essential.

Chapter 8 – Economic Prosperity

- 8.1 The Government is committed to securing economic growth in order to create jobs and prosperity, building on the country’s inherent strengths, and to meet the twin challenges of global competition and of a low carbon future.
- 8.2 Promoting balanced economic growth is one of the key elements of delivering sustainable development. This new Local Plan aims to make the Borough of Oadby and Wigston more sustainable place by balancing between jobs, retail development and delivering green infrastructure and associated infrastructure to improve learning and skills for our Borough’s residents. Balancing growth will ensure that our natural and built environment is sustained, especially our countryside, is preserved and protected against unsustainable growth.
- 8.2 The National Planning Policy Framework (NPPF) indicates(paragraph 23) that planning policies should be positive, promote competitive town centre environments and set out policies for the management and growth of centres over the plan period.
- 8.3 The Council’s new Economic Regeneration Strategy (2015-2020) sets out a clear economic vision and plan for future development across the Borough. It also acts as a framework for driving economic development and regeneration locally and in particular to help enable the realisation of funding opportunities by demonstrating that the council has ambitious aspirations based on factual evidence.
- 8.4 The Council’s Corporate Plan 2006-2016 has an ambitious plan for the future to create a better quality of life for all citizens and recognises how a successful and sustainable economy can have a positive impact upon the quality of life of residents and businesses.
- 8.5 The Leicester and Leicestershire Business Survey (2015) reflect the views of local businesses. This provides an annual audit of business conditions across the Borough as follows:
- 56% of Oadby and Wigston businesses expect to start offering new products or services, the highest of all the Leicestershire districts.
 - 35% of Oadby and Wigston businesses expected general business conditions to improve.
 - 40% of Oadby and Wigston businesses are quite or very likely to take on further apprentices in the future, the highest of all the Leicestershire districts.
 - 81% of Oadby and Wigston businesses expect an increase in sales turnover in the next 12 months the highest of all the Leicestershire districts.

- 72% of Oadby and Wigston businesses expect their business to grow over the next 12 months.
- 57% of Oadby and Wigston businesses plan to train or up skill staff in the next 12 months.
- 10% (101 businesses) in Oadby & Wigston are looking to relocate.

8.1 Delivering Retail

- 8.6 The NPPF requires local planning authorities to recognise town centres as the heart of their communities and pursue policies to support their viability and vitality. Local Planning authorities are expected to objectively identify sites for retail land. Ensuring town centres are recognised and protected and sufficient land can be brought forward to meet the retail needs of the Borough is a crucial element of this Local Plan.
- 8.7 The Planning Policy Guidance (PPG) indicates that local planning authorities should plan to support town centres to generate local employment, promote beneficial competition within and between town centres, and create attractive, diverse places where people want to live, visit and work.
- 8.8 Town centres act as a key locations for a diverse range of uses such as retail, leisure, commercial, office, tourism, cultural activities, community facilities and also provide an important, sustainable location for housing.
- 8.9 The Borough Council foresee's that the role of Wigston as the Borough's main town centre and the roles of Oadby and South Wigston as a district centres will be sustained. This policy will strive to ensure the existing blend of facilities and promote competitive town and district centres, mixed use development that include retail, employment, residential, community, leisure and culture and tourist facilities will be supported.
- 8.10 In terms of retail provision within the Borough, Wigston town centre has the most. This Local Plan identifies Wigston as the Borough's main town centre and key centre for development. Due to Wigston's position in the retail hierarchy and its nearby location to the Wigston Direction of Growth, it plays a key role in the sustained and continued growth of the Borough of Oadby and Wigston.
- 8.11 Retail is split into comparison and convenience shopping. Convenience shops provide for the everyday essential items including milk and newspapers, food and drinks and confectionary. These shops are usually close to people's homes so people can make many visits during the week. Comparison shops provide items not on frequent basis such as clothing, footwear or household items.
- 8.12 Town Centre First policy requires applications for main town uses to be located in town centres, then in edge of centre locations and only if suitable sites are not available should out of town sites be considered.
- 8.13 The NPPF also requires local planning authorities to apply the sequential test to planning applications for main town centre uses that are not in existing centres and are not in accordance with an up-to-date Local Plan.

- 8.14 Where an application fails to satisfy the sequential test or is likely to have significant adverse impact on the town centre, it should be refused.
- 8.15 The Council of Oadby and Wigston commissioned Nathaniel Litchfield & Partners (NLP) to undertake a Retail Capacity Study in 2016, to serve as local evidence to support the Local Plan Policies.

New Retail Provision

- 8.16 New forms of retailing have emerged in recent years as an alternative to more traditional high-street shopping. Home/electronic shopping has expanded considerably with increasing growth in the use of personal computers/tablets/mobile phones and the internet.
- 8.17 Online shopping has the potential to be a significant threat to retail centres in the Borough of Oadby and Wigston as it removes the previous barrier to competition of having to travel to physical stores in higher order centres to reach alternative outlets.
- 8.18 The Nathaniel Lichfield and Partners Retail Capacity Study (2016) household survey results suggest that 3.6% of households in Oadby and Wigston Study Area did their last main food and grocery shopping via the internet (collection point/home delivery), and 3.8% of households did most of their comparison shopping via the internet, TV or catalogue.
- 8.19 The Study sets out current convenience retail capacity in Wigston, Oadby and South Wigston and capacity for additional convenience and comparison retail floorspace over the periods to 2036 as follows:

Wigston Town Centre

Quantitative capacity for additional convenience and comparison retail floor space.

Year	Convenience (sq.m (net))	Comparison (sq.m (net))
2016	297	-
2021	341	322
2026	454	1,105
2031	554	1,980
2036	637	2,866

Nathaniel Lichfield & Partners Retail Capacity Study (2016)

- 8.20 The table above indicates that there is no meaningful quantitative need for convenience floorspace in Wigston until 2026, when capacity is 454 sq.m net. This rises to 554 sq.m net by 2031 and 637 sq.m net by 2036. This capacity is enough for an additional convenience smaller scale food store. Similarly, there is very little capacity for additional comparison retail goods floorspace in Wigston in the short term (322 sq.m net at 2021). However, capacity

increases to 1,105 sq.m net by 2026, 1,980 sq.m net by 2031 and 2,866 sq. m net by 2036.

Oadby District Centre

Quantitative capacity for additional convenience and comparison retail floor space.

Year	Convenience (sq.m (net))	Comparison (sq.m (net))
2016	-	-
2021	-	212
2026	-	750
2031	-	1,351
2036	-	1,959

Nathaniel Lichfield & Partners Retail Capacity Study(NLP) (2016)

8.21 The NLP Retail Capacity Study (2016) as shown in the table...above indicates that there is no quantitative need for convenience retail floorspace in Oadby in the short, medium or long term, up to 2036. This means that there is no demonstrable requirement to proactively plan for new convenience floorspace in Oadby District Centre up to the end of the plan period. However, this position should be regularly monitored. Additionally, the study states that there is potential capacity for additional comparison retail floorspace in Oadby District Centre in the short term to 2021 of around 212 sq.m net. Over the long term this capacity will increase to a more significant 1,950 sq.m net sales by 2036.

South Wigston District Centre

Quantitative capacity for additional convenience and comparison retail floor space.

Year	Convenience (sq.m (net))	Comparison (sq.m (net))
2016	-	-
2021	-	59
2026	-	207
2031	-	373
2036	-	540

Nathaniel Lichfield & Partners Retail Capacity Study (NLP) (2016)

8.22 The NLP Study indicates that there is no capacity for additional convenience goods floorspace in South Wigston District Centre in the long term (2036). Similarly, there is limited capacity for additional comparison retail floorspace. The quantitative potential capacity for new comparison goods floorspace is projected to increase to 207 sq.m net by 2026 and increase further by 2031(373 sq.m net sales). In the long term (2036), additional floorspace requirement for comparison goods in South Wigston District Centre will increase to 540 sq. m net.

8.23 South Wigston District Centre is compact and any new comparison goods floorspace within it would likely involve the re-configuration of existing retail units.

Local Centres

8.24 The NPPF does not define a local centre; however, local centres might include a range of small shops of a local nature, serving small catchment. Typically, it might include, amongst other shops, a small supermarket, a newsagent, sub-post office and a pharmacy. Other facilities could include a hot-food takeaway and launderette.

8.25 The NLP Retail Capacity Study (2016) sets out requirements of 38 sq. m, net, 117 sq. m net of convenience and comparison retail floorspace respectively by 2036.

8.26 The Study states that lack of quantitative capacity should not be a barrier to new retail provision in local centres coming forward, if proposals will bring about improvement to the retail offer.

Policy 8.1 Delivering Retail

Retail development will be encouraged and permitted in the retail policy areas of the Town Centres and District Centres, as well as the Borough's Local Centres.

The town centres will be the focus for new additional retail floorspace, maintaining the Borough's current hierarchy and market share between centres. The identified Borough-wide additional retail requirements in net floorspace are as follows:

Convenience goods floorspace (e.g. food, drink, toiletries) – approximately 675 sq.m net additional floorspace by 2036:

- Wigston – 637 sq.m (net)
- Oadby – no requirement for additional convenience goods floorspace
- South Wigston – no requirement for additional convenience goods floorspace
- Local Centres – 38 sq.m (net)

Comparison goods floorspace (e.g. clothes, shoes, furniture, carpets) – approximately 5,482 sq.m net additional floorspace by 2036:

- Wigston – 2,866 sq.m (net)
- Oadby – 1,959 sq.m (net)
- South Wigston – 540 sq.m (net)
- Local Centres – 117 sq.m (net)

Retail development will be encouraged on a scale appropriate to the needs of the local area served by these centres. Development will be subject to local planning, traffic and environmental considerations and the needs of people who live in or near the areas affected. Proposals seeking higher retail provision than those set out above would need to be evidenced and justified and would need to set out that there would not be any detrimental impacts to the centre in which it is situated.

In considering proposals for new retail development, the Borough Council will apply the sequential and impact test as specified in the National Planning Policy Framework and Planning Policy Guidance. It will be essential that any new development does not have an adverse effect on existing centres within the Borough. New development should be integrated within existing infrastructure where possible and should conform to the priorities of the Leicestershire Local Transport Plan and Green Infrastructure Strategy.

Proposals for retail development within the town centres, would need to follow the principles as set out within the town centre masterplans.

8.2 Retail Hierarchy

- 8.27 Paragraph 23 of the National Planning Policy Framework (NPPF) requires the local planning authorities (LPA's) to define a network and hierarchy of centres that is resilient to anticipated future economic changes. It states that, the LPA's should recognise town centres as the heart of their communities and to pursue policies to help support their viability and vitality.
- 8.28 In order to plan positively to promote the vitality and viability of the town centres, the Council has identified a local retail hierarchy for the Borough that sets out the role and function of centres. The presumption will be that any proposals for a main town use would only be permitted if firstly every effort had been made to locate it in the defined centres as a preference (following the application of the 'sequential test').
- 8.29 This Local Plan identifies Wigston as a town centre and Oadby and South Wigston as district centres.
- 8.30 Annex 2 of the NPPF provides definitions of these designations as follows:

'Town centre': Area defined on the local authority's proposal map, including the primary shopping area and areas predominantly occupied by main town centre uses within or adjacent to the primary shopping area. References to town centres or centres apply to city centres, town centres, district centres and local centres but exclude small parades of shops of purely neighbourhood significant. Unless they are identified as centres in the Local Plans, existing out-of-centre developments, comprising or including main centre uses, do not constitute town centres.

Whilst 'district centre' is not defined in the NPPF, they typically comprise groups of shops often containing at least one supermarket or superstore, and a range of non-retail services such as banks, building societies and restaurants as well as local public facilities such as library.

'Local centres' is not defined in the NPPF, they typically comprise a range of small shops of a local nature, serving a small catchment. This might include, amongst other shops, a small supermarket, a newsagent, sub-post office and a pharmacy. Other facilities could include a hot-food takeaway and launderette. In rural areas, large villages may perform the role of a local centre.

Policy 8.2 Retail Hierarchy

The role of Wigston as the Borough's main town centre and Oadby and South Wigston as district centres as well as specified local centres (below) will be

sustained and enhanced. In order to enhance the existing blend of facilities and promote competitive town and district centres, town centre uses / development including leisure, employment, sports and recreation, entertainment facilities, offices, arts, culture, residential and community facilities will be supported.

Retail development should take place at a scale appropriate to the size and function of the centre within which it is to be located. To guide this approach, the following retail hierarchy is defined:

Main Town Centre

- Wigston

District Centres

- Oadby
- South Wigston

Local Centres

- Glen Road / Highcroft Avenue, Oadby;
- Rosemead Drive, Oadby;
- Severn Road, Oadby;
- London Road, Oadby (new proposal)
- Carton Drive / Castleton Drive, Wigston;
- Land at Leicester Road, Wigston;
- Little Hill, Wigston;
- Kelmarsh Avenue, Wigston;
- Queens Drive, Wigston;
- Gloucester Crecent, South Wigston

The Borough Council will promote a mix of appropriate uses within these defined centres with active street frontages at ground floor level.

The Borough Council will also seek to retain and where necessary, identify new small scale local shopping opportunities to meet the everyday needs of the local people.

8.3 Local Impact Threshold

8.31 Paragraph 26 of the National Planning Policy Framework (NPPF) states that:

‘when assessing applications for retail, leisure and office development outside of town centres, which are not in accordance with an up-to-date Local Plan, local planning authorities should require an impact assessment if the development is over a proportionate, locally set floorspace threshold (if there is no locally set threshold, the default threshold is 2,500 sq m)’.

8.32 The Planning Policy Guidance (PPG) states that in setting a locally appropriate threshold, it is important to consider:

- the scale of proposals relative to the town centres;
- the existing viability and vitality of town centres;
- cumulative effects of recent developments;
- whether town centres are vulnerable;
- likely effects of development on any town centre strategy; and
- the impact on any other planned investment.

8.33 Where an application is likely to have significant adverse impact it should be refused.

8.34 The NPPF threshold of 2,500 sq m. gross is considered to be inappropriate as a blanket threshold for the Borough of Oadby and Wigston, as this scale of development would represent a significant proportion of the overall retail projections in the Borough in the long term.

8.35 The NPPF paragraph 24 requires local planning authorities to apply a sequential test to planning applications for main centre uses that are not in an existing centre and not in accordance with an up-to-date Local Plan. It is appropriate to identify locally set thresholds for the scale of edge-of-centre and out of centre retail, office and leisure development which should be subject to the assessment of the impact criteria set out by paragraph 26 of the NPPF.

8.36 For the purpose of this policy, an ‘edge of centre’ location means:

- for retail development, a site within 300 metres of a primary shopping area’ with good pedestrian connections to that primary shopping area;
- for office development, this includes locations outside the town centre but within 500 metres of a public transport interchange.

8.37 An ‘out of centre’ location means a site which is not in or on the edge of a centre but not necessarily outside the urban area.

- 8.38 The NLP health check assessment of Wigston town centre indicates that the centre is functioning adequately but could improve. In the convenience goods sector, the town is dominated by a Sainsbury's store on Bell Street town centre (1,483 sq.m net sales) and an Aldi store at the edge of centre (1,044 sq.m net sales). NLP advises that a locally set threshold of 1,500 sq.m gross for all retail development would be appropriate, given its fragility and potential susceptibility to any large form of development beyond the town centre.
- 8.39 According to the NLP Study, Oadby District Centre is performing particularly well in the convenience goods sector, with few vacant units. NLP advises a locally set threshold of 1,500 sq.m gross for all retail development in Oadby District Centre.
- 8.40 South Wigston is also performing reasonably well. However, because of its size, the Study suggests a locally set threshold of 500 sq .m gross for all retail development.

Policy 8.3 Local Impact Threshold

Applications for retail, leisure and office development outside of a defined centre, which are not in accordance with the Local Plan, will require an impact assessment if the development is over the following floorspace thresholds:

- For Wigston Town Centre – 1,500 s.qm gross floorspace
- For Oadby District Centre – 1,500 s.qm gross floorspace
- For South Wigston District Centre – 500 s.qm gross floorspace

8.4 Delivering Economic Prosperity

- 8.41 The Council's Corporate Plan (2006-2016) sets out ambitious plan for the future of the borough to create a better quality of life for all its residents. It recognises how a successful and sustainable economy can have a positive impact upon the quality of life of residents and businesses across the Borough.
- 8.42 Paragraph 14 of the NPPF acknowledges the concept and principles of sustainable development in local plan making. The NPPF requires that local planning authorities should positively seek opportunities to meet the development needs of their local communities.
- 8.43 The Borough Council together with all other Leicester and Leicestershire local authorities is preparing a new Housing and Economic piece of evidence termed " Leicester and Leicestershire Housing and Economic Development Needs Assessment (HEDNA)(2016) to inform the preparation of the emerging Local Plans in all Leicester and Leicestershire Local Authorities.
- 8.44 According to the HEDNA study, as of 2011 around 21,500 people were employed within Oadby and Wigston, this is down from around 23,000 in 1991. This reflects major falls in the manufacturing sector (and to a lesser extent financial services) which have been partly offset by growth in public sector employment, particularly education and healthcare and also growth in the arts and recreation sector.
- 8.45 The Borough has a relatively weak representation in the national growth sectors of professional, scientific and tech and administrative and support. This is reflected in the modest employment decline expected in the Borough for the period 2011 to 2036. The Borough has lost around 1,200 jobs over the 2011-2015 periods however from 2015 onwards there is expected to be around 1,000 jobs.
- 8.46 The HEDNA report suggests that there is no requirement to provide for employment land across the Borough up to 2036. Notwithstanding this, the Borough Council will bring forward the Direction of Growth site in Wigston which has been granted Planning Permission (phase one) to deliver mix used development including housing and employment development. This Council will also ensure that further employment land is created as part of 'phase two' of the development.
- 8.47 This will ensure that the Council's Corporate priorities and the new Local Plan long term vision are delivered. Similarly, this will ensure that the Borough Council reduces out-commuting and promotes sustainable local communities.
- 8.48 The Council's Employment Sites Supplementary Planning Document (2011) state that poor availability of suitable land/or premises is seen as a constraint

to growth in the employment sector. This has led to poor take-up of existing employment land and premises for employment purposes. Due to this there has been pressure to permit non-employment uses in the identified Employment Areas reducing the overall quantity and quality of employment land in the Borough.

8.49 The Council will ensure that the right amount and types of employment land is available in locations that balance the demands of the market with the capacity of infrastructure and to protect, and where possible enhance the environment. This includes:

- Safeguarding existing and committed employment sites which are of the right quality and suitably located in relation to infrastructure.
- Providing additional employment sites at the Wigston Direction for Growth area to the south and east of Wigston. This will allow for growth as well as relocation of businesses.
- Supporting the enhancement of skills in the local workforce through improved opportunities for education and training to provide a more dynamic and flexible labour market.

8.50 The Council will also ensure that the close relationship with the city of Leicester is embraced and further strengthened, particularly in regards to employment.

8.4.1 Protecting Existing Employment Sites

- 8.51 Existing employment sites can be difficult to replace, and therefore their loss should be considered very carefully. Any proposal which involves the loss of business, general industrial or storage and distribution land (including land that has an existing use, is currently used, is allocated or has planning permission for Use Classes B1 – B8) would have to be justified strongly in the context of the high importance of retaining and expanding the local economy and the creation of jobs. This is fundamental to the Local Plan’s long term sustainable strategy.
- 8.52 In order to maintain an adequate level of employment land to meet the needs of the local economy, the Council wants to protect defined employment areas from uses which will be better located in other areas of the Borough.
- 8.53 The Council does not wish to inhibit the ability of existing firms to expand. The Council will be in support of the redevelopment of sites which would lead to an improvement in the quality of employment floorspace suited to modern day needs.

Policy 8.4.1 Protecting Existing Employment Sites

The Borough Council will seek to protect existing employment sites. These will be safeguarded for B1 (Business), B2 (General Industry) and B8 (Storage or Distribution) purposes.

Proposals to change the use of land or buildings from B1, B2, or B8 will only be considered acceptable if they clearly demonstrate that the alternative use (s):

- will not have an adverse impact on any other employment use(s) in the locality;
- will not significantly reduce the overall supply and quality of employment land and premises within the locality;
- will deliver economic regeneration benefits to the site and/or area;
- will involve a vacant building for which there is clear and robust evidence of prolonged marketing, with registered commercial agents at a reasonable price, to demonstrate that there is no realistic prospect for continued employment use; and,
- Conform to policies and principles set out within the Council’s Employment Sites Supplementary Planning Document.

8.4.2 Sustainable Transport and Initiatives

- 8.54 The Borough Council is committed to encouraging more sustainable travel patterns and one of the ways that this can be achieved is through specific measures in development proposals. These principles are well established through national planning guidance, policies and the Leicester and Leicestershire Strategic Growth Statement (2016), as well as the Council's Corporate priorities. A key principle in achieving more sustainable travel patterns is the implementation of travel plans for developments that have a significant traffic impact. Accordingly, travel plans will be expected in support of all development proposals.
- 8.55 It is essential that all new development can be successfully integrated into existing transport and highways infrastructure and has minimal detriment to the local area. In line with the Borough's Spatial Strategy, new development is to be directed to the most sustainable locations, for example, the town and district centres, the Leicester Principal Urban Area and the Direction for Growth area.
- 8.56 The Direction for Growth area is deemed the most sustainable locations for development outside of the town centres and Principal Urban Area, when set in the context of the overall Spatial Strategy for the Borough. This is evidenced by the fact that Wigston is identified as the Borough's main town and the most up to date transport evidence suggests that there is some capacity on the existing network to accommodate growth.
- 8.57 The Department for Transport Study " Making Sustainable Transport Happen" (2011) states that economic growth is one of the biggest challenges for transport. Transport's role in this is hugely important – getting people to work and to services such as education and healthcare providers, as well to leisure activities and shops, is crucial to quality of life as well as to enhancing people's spending power.
- 8.58 Whilst accepting that good transport is vital to a successful thriving economy and facilitating better access and greater mobility, the evidence stresses the need to balance the increasing demand for travel against protecting the environment effectively and improving the quality of life for everyone. The Spatial Strategy for the Borough achieves this aim by ensuring access to the strategic road network outside of the Borough, such as the M1, M69 and A14, is easy and efficient as possible. It also encourages development and use of public transport links which will increase capacity on the highway network.
- 8.59 Leicestershire County Council's policy document, the 6Cs County/City Authorities Design Guide aims to achieve the delivery of quality developments. It includes car parking standards that apply to any proposals for development in the Borough, including those arising through the Local

Plan process. Proposals for development should take account of the 6C's Design Guide document alongside the Sustainable Transport and Accessibility policy.

- 8.60 This Policy will contribute towards the spatial objectives relating to public transport in the Borough which include improving east west public transport links between South Wigston, Wigston and Oadby, ensuring that new development is integrated into this link and establishing fast and frequent public transport links to key services, facilities and the retail centre of Leicester. The Spatial Strategy which focuses development within the town and district centres, the Leicester Principal Urban Area and a Direction for Growth area directly supports achievement of transport related spatial objectives by ensuring that growth occurs in the areas most closely linked to public transport routes.
- 8.61 South Wigston Railway Station provides links to Nottingham, Derby and London via Leicester and to Nuneaton and Birmingham. Increasing the number of services stopping at South Wigston would boost the use of rail as a method of public transport by those living and working in the Borough. The Local Plan supports this principle by ensuring that growth is directed to locations that will increase the potential pool of passengers wishing to use train services through:
- initiatives connected to the regeneration of South Wigston;
 - the Spatial Strategy which focuses development in the centre of South Wigston, the Leicester Principal Urban Area and the Direction for Growth area to the south east of Wigston which is within cycling distance of the railway station.
- 8.62 Travel Plans aim to ensure the delivery of sustainable transport objectives including 'smarter choices', the reduction of car usage and increased use of public transport, walking and cycling as part of new development. They should be submitted alongside any planning application that is likely to have significant transport implications such as employment, leisure, educational and major residential developments. Therefore, a Transport Assessment and/or a Travel Plan may be required to accompany some planning applications, in particular those that would constitute a major application.
- 8.63 This policy enables the protection of routes that will allow the future expansion and enhancement of transport infrastructure in the Borough. The Eastern District Distributor Road is one such link that has been identified in previous plans but has yet to be delivered.
- 8.64 Whilst there are currently no plans to progress the Eastern District Distributor Road, Leicestershire County Council, as the local highway authority, wish to see the continued safeguarding of this route within the Borough. This is

because the County and City highway authorities face significant challenges in continuing to develop local transport systems. At a strategic level this includes, amongst other things, supporting and delivering housing and economic growth, improving peoples' access to services whilst reducing impacts on the environment and seeking to minimise the effects of climate change. At a local level, there are issues regarding traffic conditions on Stoughton Drive South and on the A6 between Leicester and Oadby that could see an improvement should the Eastern District Distributor Road come forward.

8.65 Nationally, transport policy has evolved considerably since the Highways Authority last reviewed the position with regard to the Eastern District Distributor Road. Leicestershire County Council and Leicester City Council are in the very early stages of thinking about future transport policy and strategy through the next Local Transport Plans. The Highways Authority considers that the completion of a route along the Eastern District Distributor Road line within the Borough might help to meet strategic challenges and address local issues.

Policy 8.4.2 Sustainable Transport and Initiatives

Development should be located and designed so as to reduce the need to travel, enhance the safety of pedestrians and road users, and improve accessibility for residents particularly in locations where there is poor transport choice and availability.

In all development, proposals must consider the highways and transport infrastructure requirements needed to support and service the proposed development. There will also be a need to demonstrate that adequate capacity currently exists or will be provided through appropriate mitigation that meets necessary infrastructure requirements.

Where development is considered to be of a significant scale or type, a transport assessment and/or a travel plan, will be required.

Support will be given for the following sustainable transport initiatives:

- High quality public transport links between the Direction for Growth, Wigston Town Centre and Leicester City Centre;
- A new public transport interchange in Wigston Town Centre to facilitate changes between north-south and east-west journeys;
- The route of the Eastern District Distributor Road will be safeguarded as a potential transport route pending a review of its capability to meet local needs

for more sustainable travel, and its viability;

- Appropriate works to the highway to improve safety and ease of movement and to recognise the contribution the highway can make to the overall appearance of the public realm;
- Innovative schemes for public car parking in the centres of Wigston, Oadby and South Wigston which comply with the County Council parking standards making efficient use of land and achieve high quality design;
- Electric car charging points in all new car parking facilities;
- Cycle parking in all car parking, retail, commercial and residential development;
- Appropriate walking routes including public realm to nearby facilities;
- Improve bus facilities in both the town centres and access to them; and
- Appropriate levels of disabled car parking in all proposals involving car parking provision.

The Borough Council and Leicestershire County Council Highways Department will use Section 106 and/ or Section 278 agreements as necessary to fund off-site works where new or improved infrastructure is required to address the impacts of development proposals in the Town, District and Local centres and Direction for Growth areas.

Chapter 9 – Town Centre Development

9.1 The National Planning Policy Framework (NPPF) suggests that in drawing up development plans, local planning authorities should, in addition to defining the extent of the town centres and the primary shopping area, define primary and secondary frontages within designated centres, and set policies that make clear which uses will be permitted in such locations. The NPPF glossary indicates that primary frontages are likely to include a high proportion of retail uses which may include food and drink, clothing and household goods. Secondary frontages provide greater opportunities for a diversity of uses such as restaurants, cinemas and businesses.

9.2 The NPPF sets out the following definition:

Primary Shopping Area

9.3 Defined area where retail development is concentrated (generally comprising the primary and those secondary frontages which are adjoining and closely related to the primary shopping frontage)

9.4 The NPPF requires planning policies to be positive, promote competitive town centre environments and set out policies for the management and growth of the centres over the plan period.

9.5 With regard to the location for new retail, leisure and other town centre development (as defined in the NPPF), the Council will adopt the 'sequential approach' as set out in the NPPF. This states that for retail development the first preference should be for the town, district or local centre sites, where suitable sites are available, followed by edge-of-centre sites, and only then out-of-centre sites will be considered. The edge-of-centre and out-of-centre sites should be accessible by a means of transport and well connected to the town as a preference location.

9.6 Paragraph 23 of the NPPF states that planning authorities should define the extent of the primary shopping areas based on a clear definition of primary and secondary frontages in designated centres. The primary shopping areas for Wigston, Oadby and South Wigston Centres area illustrated on the Council's Adopted Policies Map.

9.1 Primary Shopping Frontages

- 9.7 The prime function of the town centres of Wigston, Oadby and South Wigston is as shopping locations. To maintain a vibrant and successful core to the centres, it is important to maintain a high proportion of retail units. Too many non-A1 retail uses within the town centre especially in the primary frontages will compromise the retail function of the town by diluting the overall supply of retail floorspace. However, it is acknowledged that there may be circumstances where more non-A1 uses than the percentage identified could be acceptable within the primary frontages depending on the use, and how they would contribute to the vitality and viability of the centre. For example A2, A3, A4, A5 and D1 uses such as cafes, restaurants, bars, a community centre, library, Council office or major service provider may be able to demonstrate significant regeneration benefits. In these cases, a strong argument will need to be put forward that will justify the proposal in regeneration terms and prove the contribution that they will make to the vitality and viability and thereby long term success of the town. Simply filling a shop unit because it is empty with a non-retail use will not be a strong enough reason.
- 9.8 Whilst the principle of the policy remains the same for each town, the percentages are different to reflect the baseline position as re-surveyed in 2016. This is shown in detail at figure.. below. It also reflects the differing visions and roles for each town as set out in the following chapters.
- 9.9 The Oadby and Wigston Retail Capacity Study (2016) identified that 62% of primary frontages within Wigston were in A1 retail use, 62% in Oadby and 57% in South Wigston.

Type of Uses	Wigston (2016)		Oadby		South Wigston		National Average (2016)*
	Units	%	Units	%	Units	%	%
Comparison Retail	50	37.6%	33	32%	16	24.6	35.1
Convenience Retail	14	10.5%	12	11.7%	5	7.7	8.6
A1 Services (including hairdressers, travel agents etc)	18	13.5%	19	18.4%	16	24.6	12.9
A2 Services (including betting shops (sui generis))	18	13.5%	19	18.4%	3	4.6	12.1
A3/A5 (restaurant and cafes, hot food)	15	11.3%	14	13.6%	15	23.1	15.2

takeaways)							
A4 Pubs/bar	3	2.3%	2	1.9%	0	0.0	4.5
Vacant	15	11.3%	4	3.9%	10	15.4	11.7
Total *	133	100	103	100	65	100	100

* Experian Goad Plans (2016) *

- 9.10 With future redevelopment it may be necessary to review the primary frontages to ensure that they reflect appropriately new development and maintain the right levels of retail and non-retailer occupancy within these areas.
- 9.11 Through the annual monitoring process the Council will track the A1 percentages to ensure that the primary frontage policy is performing and is appropriate.

Policy 9.1 Primary Shopping Frontages

At the ground floor level the primary shopping frontages in the Borough's town and district centres are identified. To ensure that retail (A1) remains the main use within the primary shopping frontages, development will be permitted for non-A1 uses where:

- 70% of units within all such frontages in Wigston (90% in Bell Street) and 65% in Oadby remain in A1 retail use, and;
- no more than three consecutive units are in non-A1 use within the identified frontages / boundaries (relevant to the primary frontages in Wigston and Oadby and the centre boundary in South Wigston).

Proposals that do not conform to these requirements will not be permitted unless significant regeneration benefits can be demonstrated.

9.2 Secondary Shopping Frontages

- 9.12 Secondary shopping frontages provide opportunities for a higher proportion of non-retail uses which support the retail function of the core/primary frontages and complement shopping facilities. The Council, therefore, promotes a mix of uses within secondary shopping frontages, especially those non-retail uses that provide services which complement shopping facilities. Whilst seeking to promote a mix of uses, the Council will ensure that the retail character and function of its town centres is protected by having a good proportion of A1 units present within its town centres' secondary shopping frontages and within its local shopping areas. The Council will also set conditions to prevent over proliferation of non-retail uses either within the town centres or within particular frontages of the centres.
- 9.13 Secondary frontages need to accommodate a range of commercial uses, for example banks and buildings societies and other services that contribute to a successful town centre. They, together with a small proportion of the primary frontages, need to accommodate other uses such as cafes and bars which will help diversify the town, making it a more welcoming shopping destination as well as increasing dwell times.
- 9.14 The over concentration of similar facilities within the shopping areas can have a detrimental impact on the town, for example a row of bars or takeaways that may have noise, anti-social behaviour and traffic implications.
- 9.15 Most secondary frontages mark the edge of the town centre and sit alongside residential property. The protection of existing residential amenity (or amenity of proposed new residential development should be taken into consideration when making any new planning application.
- 9.16 With future redevelopment it may be necessary to review the secondary frontages to ensure that they reflect appropriately new development and maintain the right balance of retail and non-retailer occupancy within these areas.
- 9.17 Through annual monitoring the Council will track the uses located within secondary frontages.

Policy 9.2 Secondary Shopping Frontages

At the ground floor level of secondary frontages, as identified, planning permission will be granted for class A1, A2, B1, D1 and D2 uses. Use classes A3, A4 and A5 will also be permitted provided that they do not adversely impact upon the vitality and viability of the town as a whole. Where proposals would result in an over-concentration of similar uses that would harm vitality,

viability, local amenity, including residential amenity, or safety, permission will be refused.

9.3 Town Centre Boundaries

- 9.18 The National Planning Policy Framework (NPPF) and this Local Plan seek to encourage development within the town centre boundary. Focusing opportunities within the core of the town, with a balance of development types including retail, commercial, leisure, residential, civic and public realm, will ensure the town functions for more hours of the day. This will be achieved through town centre living, increased footfall and more attractive centres.
- 9.19 The concentration of development within the town centre boundary will promote the vitality and viability of the town centre and sustainable communities.
- 9.20 The town centre boundaries are therefore drawn tightly to deliver a well defined core containing the majority of existing and proposed town centre use floorspace. This also ensures that any retail development on the edge of the centres that could undermine the vitality and viability of the centres and therefore achievement of the spatial objectives and the vision is resisted.

Policy 9.3 Town Centre Boundaries

The Council will consolidate the centres of Wigston, Oadby and South Wigston within their respective centre boundaries. Retail, leisure, commercial and other town centre use proposals will be directed as appropriate towards primary and secondary frontages and allocated sites for development.

9.4 Other Areas within the Town Centre Boundary but beyond the Primary and Secondary Frontages

- 9.21 These areas are in predominantly residential use and therefore change of use to residential is likely to be acceptable in principle subject to other policies in this new Local Plan, the Council's strategic policies and the national and policy guidance. Significant change from this residential character is likely to harm residential amenity and should therefore be discouraged. Whether a development is considered significant in its impact will depend on its context. The focus for all commercial development should be the core of the town, i.e. primary and secondary frontages, and the allocated sites.
- 9.22 The masterplans clearly define key allocations for development and how these will contribute towards meeting approximate levels of development. Allowing significant development (i.e. major applications) outside of these areas may compromise the ability of implementing the masterplans and should therefore be resisted unless the applicant can fully justify their position to a standard which is acceptable to the Local Planning Authority and can demonstrate why it cannot be located within the allocated areas for redevelopment.
- 9.23 If relevant development does occur within areas currently defined as other areas within the town centre boundary, their development will result in their ground floor uses becoming part of the primary and secondary frontages, the frontages illustrated on the Adopted Map will be amended.
- 9.24 Development proposed anywhere within the town centre boundary that compromises the fulfilment of Masterplans and/or local development orders will not be permitted.

Policy 9.4 Other Areas within the Town Centre Boundary but beyond the Primary and Secondary Frontages

Within the town centre boundary but beyond the primary and secondary frontages, proposals for change of use to residential will be considered favourably. Proposals for other appropriate town centre uses such as offices or community facilities will also be considered favourably.

Proposals for change of use of buildings to uses that would be better located within the core of the town centre (particularly A1 retail uses) must demonstrate why they cannot be located within a primary or secondary frontage, and will only be granted planning permission if it can be demonstrated to a standard which is acceptable to the Local Planning Authority that they will not result in any harm to the vitality and viability of the

town, as well as local amenity considerations.

Significant development proposals within these areas that could contribute to the delivery of the masterplans and local development orders that are not situated on allocated land will have to justify to a standard which is acceptable to the Local Planning Authority why they are not located in allocated areas. Also any developments that compromise the fulfilment of the masterplans and/or local development orders will not be permitted.

Where appropriate, the ecological value of proposed sites for development and opportunities for habitat enhancement should be sought.

9.5 Use of Upper Floors within the Centres of Wigston, Oadby and South Wigston

- 9.25 The active use of upper floors of town centre properties, which are often left vacant or used inefficiently to support ground floor uses, can contribute towards the vitality and viability of the town centre. Suitable uses can include office space and residential uses. Applications for taxi offices at upper floor will be subject to the relevant policy.
- 9.26 Proposals for change of use will be subject to other Local Plan Policy requirements, and key considerations will include achieving safe and appropriate access and servicing to the upper floors whilst not compromising design and safety at ground floor levels. Any entrances at ground floor within the primary or secondary frontage will need to be of a high standard of the design and not be a blank frontage.

Policy 9.5 Use of Upper Floors within the Centres of Wigston, Oadby and South Wigston

Proposals for the change of use of floorspace above ground floor level to residential, office and other appropriate services or community uses, which contribute to the centre's vitality and viability, will be considered favourably.

9.6 Shop Fronts

- 9.27 New shop fronts should improve the appearance of the streetscene and should be designed and use materials appropriate to the building and the local vicinity. This is relevant to all shop fronts whether it is a building within a Conservation Area or a town centre or in neither.
- 9.28 Corporate branding and signage will not always be appropriate and in sensitive locations (for example within and adjoining Conservation Areas) applicants will be encouraged to use alternative designs and approaches that are in keeping with the local area.
- 9.29 In order to ensure a high standard of shop front design, all proposals will require detailed elevation drawings of the proposed shop front (to include shutter detail if required in accordance with the policy sets out in this new Local Plan) in relation to the building within which it is to be located, as well as showing adjacent shop fronts for contextual purposes.
- 9.30 Retention of facades above shop fronts or shop fronts as a whole that are considered to be of high quality, or have special, architectural or historic interest will be encouraged, especially within Conservation Areas. Further guidance is set out in the Borough Council's Conservation Areas Supplementary Planning Document.
- 9.31 Whilst the attractiveness of a building should not be compromised, consideration should be given to natural surveillance and safety and security when designing new shop fronts. This also applies to the size and height of any canopies which should not compromise pedestrian or vehicular safety or visibility.
- 9.32 Many premises such as banks and betting shops, and some A1 units, may have blank frontages which can be unattractive in the streetscene, and such proposals will not be permitted. All commercial premises within the centre will need to present well designed, attractive, open, active and welcoming frontages to help contribute to the vitality and viability of the centre.
- 9.33 Cafes, restaurants and bars may seek space on the pavement for tables and chairs. Such use requires planning permission (change of use from pavement to cafe) and a licence from the Council and / or Highways Authority. In many parts of the centres this will be wholly appropriate and encouraged for example on wide pavements (such as in Oadby) and in pedestrianised areas such as Bell street in Wigston , as these will add to the centres' vitality. The role of the public highway is to allow the public to pass and repass and this principle along with safety considerations will be key in determining applications accordingly.

Policy 9.6 Shop Fronts

Proposals for the installation or replacement of shop fronts will be assessed against the following criteria:

- All proposals should improve the appearance, and be designed within the scale and architectural character, of the building within which they are located and the local vernacular.
- All shop fronts should remain within their existing structural openings and be framed with fascia signs.
- Adjacent shop fronts should be separated by a pilaster, matching the building. Original pilasters should be retained where they exist and where practicable. All original features, such as iron columns, timber, ornamental brackets or carved stonework, should be preserved or restored where practicable.
- All canopies should be retractable and sited below the fascia.
- All shop fronts must present an open and active frontage to the street.

9.7 Security Shutters

- 9.34 Security shutters can be an integral feature to building security. However, if poorly designed, they can also have a detrimental impact on the street scene by the creation of blank and 'dead' frontages. Shutters that are partially transparent can help maintain an element of openness on the street scene.
- 9.35 External shutters and shutter housing in Conservation Areas unless designed appropriately can have a significant detrimental effect. The effect can be on the appearance, the integrity of the buildings themselves (there may be cases where locating shutters externally may be more appropriate to ensure that the integrity of listed buildings or buildings within conservation areas is retained) and also the character of the area and as such should be carefully and sensitively designed to ensure that any such negative impact is avoided. Reference should be made to the Borough Council's Conservation Areas Supplementary Planning Document accordingly.
- 9.36 Shutters that sit behind the main glazed frontage and behind the fascia are also to be encouraged as these are less intrusive and can help to maintain a higher quality appearance.

Policy 9.7 Security Shutters

In order to avoid the potential negative impacts of the appearance of security shutters (including roller shutters), all proposals that require their installation will be assessed against the following criteria:

- The applicant must satisfy the Local Planning Authority that the type of security shutter they are proposing is the most appropriate for the locale in which it is situated.
- Shutters should not obscure any architectural detail or historic interest.
- Shutter boxes should, wherever possible, be hidden within the structure of the building or behind shop fascias, so as not to affect the character and architecture of the building.
- Shutters must be perforated with no more than 60% of the shutter being solid.
- Shutters should be colour powder coated or painted, or stainless steel.

Special consideration will be given to the installation of shutters in Conservation Areas.

9.8 Car Parking

- 9.37 The Leicestershire County Council '6C's Design Guide sets out variety of design guidance relating to travel including car parking standards to promote sustainable communities.
- 9.38 The Planning Policy Guidance (PPG) states that local authorities should seek to improve the quality of parking in town centres so that it is convenient, safe and secure, including appropriate provision for motorcycles. They should set appropriate parking charges that do not undermine the vitality of town centres.
- 9.39 The PPG recommends that if setting local parking standards for residential and non-residential development, local planning authorities should take into account:
- the accessibility of the development;
 - the type, mix and use of development;
 - the availability of and opportunities for public transport;
 - local car ownership levels; and
 - an overall need to reduce the use of high-emission vehicles.
- 9.40 The availability of car parking has a major influence on the choice of means of transport.
- 9.41 For all new car parking development, in addition to requirements of high quality design and security and appropriate proportions of disabled and motorcycle parking spaces, electric charging points should be introduced for an agreed number of spaces. The technology should also be future proofed to ensure that further spaces can be converted in the future.
- 9.42 All new car parks should include secure cycle parking provision close to their main entrances.
- 9.43 The right quantity and quality of car parking is imperative to the success of the centres. Car parking should therefore be provided in accordance with adopted standard sets out by the Leicestershire 6 C's Design Guide.
- 9.44 It is important to maintain the right balance between providing sufficient parking spaces and encouraging access by alternative modes of transport to the private car, especially considering the town centre locations and the relative ease of access to a choice of travel mode and ranges of facilities within walking distance.
- 9.45 All proposals will be expected to be supported by evidence that justifies the associated parking provision accordingly.

- 9.46 New car parks will also be expected to be supported by management and security regime to a standard which is acceptable to the Borough Council and the Local Highway Authority with evidence either at application stage or required through condition.

Policy 9.8 Car Parking

The Council will ensure that there is adequate provision of car parking spaces and facilities across the Borough. All new development proposals will be required to provide car parking and servicing space in accordance with the parking standards set out in the Leicestershire 6 C's Design Guide (or equivalent).

The parking standards should be seen as a guide for developers and any variation from these standards should be supported by robust evidence in the form of a transport statement. Where appropriate, some flexibility could be factored into the standards in relation to the specific local circumstances.

9.9 Taxis

- 9.47 Taxis offer a valuable contribution to a choice of travel mode and for many are vital modes of travel. However, their control offices are operational 24 hours a day and waiting vehicles and customers can have significant noise, pollution and traffic generation impacts which can be to the detriment of neighbouring uses, especially when in a residential area. These impacts will be carefully considered as part of the evaluation of proposals.
- 9.48 Proposals for a private hire waiting area in Oadby would be supported where a need is demonstrated.

Policy 9.9 Taxis

Proposals for the use of premises for the control and administration of hackney carriages or private hire vehicles will be considered against the following criteria:

- The proximity of the site to the core of the town.
- The impact on any premises within the vicinity of the site, in particular those in residential use.
- The ability of the local highway network to accommodate the additional traffic generated.
- The availability of off-street parking provision within close proximity to the site for all vehicles to be operated from the base.

Policy 9.10 Hot Food Takeaway

- 9.49 Hot food takeaways can contribute to both daytime and evening economies of a town centre, but can also generate a range of detrimental impacts including anti-social behaviour, litter, highway safety concerns and impacts upon upper floor uses. This policy seeks to minimise such impacts.
- 9.50 All proposals will be expected to include details of extraction including its design, because in many cases, external extraction such as vents and chimneys can be important aspects of the overall design which should be considered as part of the planning application itself and not be a requirement of a planning condition(s).

Policy 9.10 Hot Food Takeaway

To avoid the potential significant adverse impact of hot food takeaways, all such proposals will be assessed against the following criteria:

- Any proposal for a hot food takeaway, particularly a change of use from an existing A1 use, will be assessed for its impact on the vitality and viability of the frontage or block of units of which it forms part of. Any proposal which is likely to damage the primary retail function of a block or frontage will not be permitted.
- Where hot food takeaways are already present within the vicinity, the cumulative effect/impact of any proposal will be taken into account. Where a number of takeaways occur that are already causing problems in terms of unacceptable traffic generation and deterioration in the amenity of the area, planning permission will be refused if the proposal will increase the nuisance.
- In all cases, account will be taken of the effects of the proposal on the amenity of the area, with particular regard to the proposed opening hours, the impact of noise, public health, disturbance, design (including ventilation), smell and litter, traffic generation, parking problems and highway safety.

Where significant adverse effects are likely to occur, the proposal will be refused. In some cases there may be circumstances where any adverse impacts or effects of a proposal could be reduced by the introduction of conditions personal to that permission. Where this is not possible, permission will be refused.

Chapter 10 – Protected Places

10.1 Biodiversity and Geodiversity

- 10.1 The Borough of Oadby and Wigston has a number of nationally and locally designated sites including Regionally Important Geological Sites (RIGS), Sites of Special Scientific Interest (SSSI) and other valuable wildlife sites. Planning permission will be refused for development resulting in the loss or deterioration of irreplaceable habitats unless the need for and benefits of, the development in that location clearly outweigh the loss. Local Wildlife Sites (LWS), Candidate Local Wildlife Sites (cLWS) and Potential Local Wildlife Sites (pLWS) are non-statutory designated sites that occur within the Borough which have been designated due to the significance of the species and habitats present.
- 10.2 Much of the biodiversity in the Borough exists on undesignated sites or non-priority habitats. However, the biodiversity value of these sites will be appropriately considered in planning decisions, commensurate with their relative ecological status.
- 10.3 A number of legally protected species and their habitats occur throughout the Borough. Where there is a reasonable likelihood that protected species, or the habitats upon which they depend, may be affected by a development proposal, planning applications will not be validated until survey information has been submitted that shows the presence (or otherwise) and extent of the species or habitat that may be impacted.
- 10.4 All proposals for new development will need to comply with the recommendations as set out in the Council’s Extended Phase One Habitat Survey (2016), as well as the relevant national policies and those set out in this Local Plan document.

Policy 10.1 Biodiversity and Geodiversity

The Council will look to support development proposals that proactively seek to: Conserve, protect and enhance biodiversity and geodiversity through minimising loss of valued features in the landscape, such as, hedgerows, woodland, trees, ponds and wetland;

Mitigate for any loss of valuable assets through applying measures for reinstatement, replacement or on/off site compensatory work that will enhance or recreate those habitats in circumstances when loss of the original habitat is unavoidable through development; and,

Explore opportunities to restore, enhance, create or connect with established natural habitats as an integral feature of the proposed scheme.

Where the benefits of allowing a development that will have known detrimental impacts or cause lasting harm to the natural habitats in that location, where appropriate, the Council will seek to compensate for that loss through effective conditions in the planning decision or by seeking developer contributions to contribute towards off site mitigation measures.

Working in collaboration with developers, as well as local and national agencies with ecological and geological expertise, the Council will seek to identify, conserve, protect and enhance natural assets, so that habitats and species can thrive and help to create rich biodiversity within the Borough for future generations to enjoy. Protect trees, specifically those with Tree Preservation Orders associated to them. All proposals should also take account of the Council's Tree Strategy.

10.2 Climate Change, Flood Risk and Renewable Low Carbon Energy

- 10.5 In accordance with the Borough's Spatial Strategy, new developments should be seeking innovative ideas to be more sustainable and also, wherever possible, they should be located within or adjacent to the Leicester Principal Urban Area (PUA) where there is greater access to services, adequate public transport options and thus it will reduce the need for people living in these new developments to rely more and more on unsustainable means of travel.
- 10.6 Climate change is a global problem requiring local action. This Local Plan will provide the platform for Oadby and Wigston Borough Council to address the issue through strategic planning over the Plan period. The Council will strive to deliver meaningful development and land uses that contribute towards the Government's targets to reduce greenhouse gas emissions and increase electricity production from renewable resources.
- 10.7 Paragraph 93 in the National Planning Policy Framework states that:
- 'Planning plays a key role in helping shape places to secure radical reductions in greenhouse gas emissions, minimising vulnerability and providing resilience to the impacts of climate change, and supporting the delivery of renewable and low carbon energy and associated infrastructure. This is central to the economic, social and environmental dimensions of sustainable development'.
- 10.8 The Council, together with all public and private sector agencies, has a responsibility to plan for and implement a strategic approach that will:
- Ensure new developments adapt to, and mitigate for, the potential impact of climate change upon the natural and built environment;
 - Increase the energy efficiency of all new developments and major refurbishment, thus reducing carbon emissions; and,
 - Proactively seek to utilise more renewable and low carbon energy solutions within the Borough.
- 10.9 The proactive management of flood risk is one of the most important ways of adapting to the predicted more intensive rainfall and other extreme weather events as a result of climate change. Some potential impacts of climate change that would have an effect of the Borough's water environment include:
- Increased flood risk due to wetter winters and more frequent as well as destructive storms;
 - Strain on water availability due to drier, longer summers and resultant droughts;
 - Expectation that rain storms will be heavier and more prolonged. Where heavy rain cannot be absorbed fast enough by land this leads to localised flooding and potential flash floods.

10.10 The Council's Strategic Flood Risk Assessment (2014) was prepared in liaison with the Environment Agency and in accordance with the requirements of the National Planning Policy Framework. The aim of the Strategic Flood Risk Assessment is to provide sufficient information for the application of the Sequential Test and to identify whether application of the Exception Test is likely to be necessary. The Strategic Flood Risk Assessment involves a broad scale assessment of areas at risk of flooding within the Borough be it fluvial or other forms of flooding and includes advice on sustainable drainage techniques and other flood risk solutions. The study also predicts likely increased flooding risk in these areas due to climate change. Within the Borough there are two main occurrences of Flood Zone 2 and 3: along the River Sence corridor (which is a tributary of the River Soar), adjacent to the Grand Union Canal to the south of the Borough and the other runs along the Wash Brook corridor which flows west to east between north Wigston and Oadby. There is one further occurrence along the Evington Brook corridor north of Oadby and Stoughton Farm Park, although this is within a relatively small outcrop of the Borough. The Strategic Flood Risk Assessment has helped inform the spatial development strategy for the Borough and is the basis on which the Sequential and Exception Tests will be applied.

10.11 A site-specific flood risk assessment is required for proposals of 1 hectare or greater in Flood Zone 1; all proposals for new development (including minor development and change of use) in Flood Zones 2 and 3, or in an area within Flood Zone 1 which has critical drainage problems (as notified to the local planning authority by the Environment Agency); and where proposed development or a change of use to a more vulnerable class may be subject to other sources of flooding.

10.12 Appropriate management of the natural environment and major watercourses in the Borough such as the Grand Union Canal and River Sence corridor is essential to help reduce flood risk. The Strategic Flood Risk Assessment offers guidance on how to manage the floodplains in the Borough. Reference should also be made to Policy 5.5 Green Infrastructure, as well as Policy 10.1 Biodiversity and Geodiversity, where habitat creation and protection is considered as part of a Flood Risk Assessment.

Policy 10.2 Climate Change, Flood Risk and Renewable Low Carbon Energy

New development proposals in the Borough should be seeking to achieve nationally prescribed sustainable building standards for energy efficiency; taking into account the potential risks and impacts of climate change; and, be seeking to ensure that the prospect of flood risk is minimised through appropriate mitigation measures.

Climate Change

The Council will expect all development proposals to make use of sustainable resources and seek to reduce their impact upon climate change by meeting high standards of sustainable design and construction.

The Council will also expect all major-scale planning applications, including refurbishments (seeking a net gain of 11 or more residential units or 1,000+ square metres of floor area) to be accompanied a Sustainability / Energy Statement demonstrating how (potential) harmful emissions will be reduced by addressing issues including (not an exhaustive list):

- Energy efficiency;
- Water conservation;
- Sourcing of construction materials;
- Giving consideration to site orientation aspects of a scheme;
- Promotes sustainable means of transport;
- Sustainable waste management solutions (during and post-construction); and,
- The feasibility of integrating renewable energy solutions into the development.

The level of detail required will depend upon the scale and complexity of the application and will be determined through collaboration with the Council for every application.

Flood Risk

New development proposals in the Borough should take into account the potential impact of climate change on water resources, water quality and on the level of flood risk posed, as detailed in the Council's latest Strategic Flood Risk Assessment (SFRA).

Development proposed in areas that would be at risk from flooding should be avoided unless it can be demonstrated that:

- There are national policies or other material considerations permitting development of that nature to be proposed on land with a high risk of flooding;
- Appropriate land at lower risk is not available;
- There are exceptional reasons for development to take place in that location; and,
- The localised and cumulative risk of flooding can be fully mitigated through careful design and engineering methods.
-

A detailed Flood Risk Assessment will be required for all developments greater than 1 hectare in size. This should identify the necessary mitigation and adaptation

measures which should:

- Aim to avoid or reduce the risk of flooding and harm from it;
- Where appropriate, include suitable habitat creation and not cause detriment to existing habitats and species; and
- Demonstrate how such measures form an intrinsic part of the overall development.
-

Development should proactively manage surface water run-off through the promotion of sustainable drainage techniques and positive land management, including the use of permeable surfacing.

Development of Brownfield sites should be accompanied by a desktop study to identify any potential contamination. If there is potential for contamination to be present on site, further more detailed investigation will be required to ensure that contaminants are not mobilised and enter groundwater supplies or watercourses.

Renewable / Low Carbon Energy

All developments greater than 1 hectare will be required to incorporate on-site renewable energy generation, unless it is not feasible, viable or where alternative decentralized and renewable, low carbon sources can be identified.

The Council will provide support for renewable or low-carbon energy schemes, subject to the following considerations:

The degree to which the scale and nature of a proposal impacts on the landscape, particularly having regard to the Borough's Landscape Character Assessment;

- The degree to which the proposal has demonstrated any environmental, economic and social benefits of a scheme as well as how any environmental or social impacts have been minimised (e.g. visual, noise or smell);
- The impact on designated sites on European, national and local biodiversity and geological importance in accordance with Policy PP 01; and
- The impact on the amenity of residents and other interests of acknowledged importance, including the historic environment.

10.3 Sustainable Drainage and Surface Water

- 10.13 Traditional drainage is designed to move surface water run-off as rapidly as possible to a discharge point, either a watercourse or soak away. This approach has a number of harmful effects because run-off from impermeable surfaces can increase the risk of flooding downstream, as well as causing sudden rises in water levels and flow rates in watercourses. In addition, by diverting rainfall to piped systems, water does not soak into the ground, depleting ground water and reducing flows in watercourses in dry weather.
- 10.14 Surface water run-off can contain contaminants such as oil, organic matter and toxic metals. Although often at low levels, cumulatively they can result in poor water quality in rivers and groundwater, affecting biodiversity, amenity value and potential water abstraction. After heavy rain, the initial run-off is often highly polluting.
- 10.15 The theory that sits behind Sustainable Drainage Systems (SuDS) is that they seek to replicate the natural movement of water from a development by reducing flood risk, improving water quality and often create desirable features that can make towns and cities more attractive places to live in by enhancing the quality of life. In addition, the European Water Framework Directive requires careful management of water resources through sustainable protection of water quality. SuDS offer an interesting and cost effective solution in delivering the Directive's requirements.
- 10.16 According to the National Planning Practice Guidance:
- 'Sustainable drainage systems are designed to control surface water run-off close to where it falls and mimic natural drainage as closely as possible. They provide opportunities to:
- Reduce the causes and impacts of flooding;
 - Remove pollutants from urban run-off at source; and,
 - Combine water management with green space with benefits for amenity, recreation and wildlife'.

Policy 10.3 Sustainable Drainage and Surface Water

The Council will expect all major-scale planning applications, including refurbishments (seeking a net gain of 11 or more residential units or 1,000+ square metres of floor area) to incorporate appropriate Sustainable Drainage Measures (SuDS) in accordance with the latest National Standards for Sustainable Drainage Systems and in agreement with the Lead Local Flood Authority (LLFA) for Leicestershire.

All schemes should be informed by specific catchment and ground characteristics, and they will be required to consider wider ranging issues relating to long-term management, adoption and maintenance of SuDS.

Where development proposals are received in areas known to be susceptible to surface water flooding issues, appropriate management and mitigation schemes will be required.

Developers will be encouraged to submit proposals that incorporate solutions to reduce the risk of flooding from the outset.

10.4 Culture and Historic Environment Assets

- 10.17 The National Planning Policy Framework (NPPF) requires local authorities to “set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment”. As well as preservation, the Council recognises that there will be opportunities to enhance the historic character of the Borough through well managed and thought provoking developments.
- 10.18 The conservation and the sensitive re-use of significant assets in regeneration and development proposals can act as an important catalyst, adding significant social, economic and environmental value, as well as contributing positively to the quality and character of new development in the Borough.
- 10.19 Listed buildings are of national importance, representing the best of our historic and architectural built heritage. The Borough of Oadby and Wigston contains 38 listed structures and it is vital that any works affecting them or other buildings of local importance is guided by appreciation for both their importance and planning controls that apply. There is a presumption in favour of retaining and preserving listed buildings and features of architectural or historic interest. In order to do this, the best approach is often viewed as securing their future and then keeping them in active use.

Policy 10.4 Culture and Historic Environment Assets

The Council will seek to protect and enhance the Borough's unique cultural identity, as well as its significant heritage and historic character through the protection and identification of designated and non-designated heritage assets.

The Borough's heritage assets include:

- Conservation areas;
- Nationally and locally listed buildings and significant monuments;
- The character of the historic cores in the Borough;
- Landscape features, including ancient woodlands and veteran trees;
- Field patterns;
- Watercourses;
- Drainage ditches and hedgerows of visual, historic or nature conservation value;
- Archaeological sites and remains; and,
- Historic parks and gardens.

Leicestershire, Leicester and Rutland Historic Landscape Characterisation, as well as the Leicestershire and Rutland Historic Environment Record will be taken into

account when development proposals are being considered.

All development proposals should seek to safeguard or enhance both designated and non-designated heritage assets, as well as the character and setting of areas of acknowledged significance.

Development should respect and respond proportionately to non-designated heritage assets and their settings, where possible, avoiding their loss or damage. The degree of protection afforded to a heritage asset will reflect its level of historic value or significance.

Where development is likely to have a significant adverse impact on designated heritage assets and their settings and cannot be avoided or they cannot be preserved in situ, the development will not be permitted, unless there are substantial public benefits.

10.5 Development in Conservation Areas

10.20 The Conservation Areas Supplementary Planning Document (September 2008) identifies the boundaries for the Borough of Oadby and Wigston's nine Conservation Areas. In addition to this, there is also the Grand Union Canal Conservation Area which runs along the route of the Canal from east to west in the south of the Borough.

10.21 The ten designated Conservation Areas in the Borough are:

- All Saints Conservation Area, Wigston
- London Road and Saint Peters Church Conservation Area, Oadby
- Midland Cottages Conservation Area, South Wigston
- North Memorial Homes and Framework Knitters Conservation Area, Oadby
- Oadby Court Conservation Area, Oadby
- Oadby Hill Top and Meadowcourt Conservation Area, Oadby
- South Wigston Conservation Area, South Wigston
- Spa Lane Conservation Area, Wigston
- The Grand Union Canal Conservation Area, (runs through the south of the Borough, east to west)
- The Lanes Conservation Area, Wigston

10.22 Conservation Areas exist to assist the preservation and enhancement of areas of particular architectural or historic interest. Legislation requires that special attention is paid to this objective in exercising planning control and, therefore, the Borough Council has prepared Conservation Area Appraisals and Management Plans for all of its designated Conservation Areas. The character of Conservation Areas is often the product of various elements such as the mixture and style of buildings, the extent and form of open spaces and the natural elements such as trees and hedges.

10.23 The demolition of buildings within Conservation Areas can have a damaging effect by removing structures that contribute to their character or leaving unsightly gaps in the built-up area. Hence, as with listed buildings, it is appropriate to employ a presumption in favour of retention. Development will not be permitted if it adversely impacts buildings, open spaces or uses which contribute towards the character of the area.

10.24 However, where a building or space makes little or no contribution to the street scene, demolition or redevelopment may be considered appropriate where detailed plans for the site's regeneration is able to demonstrate that the proposed scheme will conserve and enhance the character of the area.

Policy 10.5 Development in Conservation Areas

The Council will permit new development in Conservation Areas provided it will enhance or preserve the character and prevailing quality of the area.

Development will not be permitted where:-

- Development would prejudice the essential features of the Conservation Area, including historic settlement patterns, relationship between buildings, the arrangement of open areas and their enclosure, or significant natural or heritage features;
- The detailed design of proposed buildings, including height, density, mass, layout, proportions, or materials would not respect the character of an area;
- The development would prejudice the setting and surroundings of a Conservation Area or spoil the inward or outward views; and,
- Where a proposed use of land would prejudice the local distinctiveness, the appearance or the ambience of a Conservation Area.

In order to determine the effect of proposed building and engineering works in Conservation Areas the Council will require the submission of detailed plans and will not grant outline planning permission, unless they contain sufficient supporting information by which the impact of the proposed development on the character and appearance of the Conservation Area can be judged.

At the Council's discretion, on all major proposals for developments of 11+ dwellings or 1,000+ square metres floorspace, the developer may be required to submit additional detailed design codes or statements, in accordance with the respective Conservation Area Appraisals, to fully demonstrate the impacts that the proposed scheme will have.

Demolition in a Conservation Area

Within Conservation Areas, permission for development involving demolition or substantial demolition will not be granted unless it can be demonstrated that:

- The structure to be demolished makes no material contribution to the special character or appearance of the Conservation Area;
- The structure is wholly beyond repair or incapable of beneficial use; or
- The removal of the structure and its subsequent replacement with a new building and/or open space would lead to the enhancement of the Conservation Area.

New Shop Fronts and Advertisements in Conservation Areas

The Council will not permit new shop fronts or advertisement displays in a Conservation Area unless it can be demonstrated that:

- The proposed design is sympathetic to the character and appearance of the Conservation Area;
- The proposed design respects the scale, proportions, character and materials of construction of the upper part of the relevant building and adjoining buildings within the street scene in general; or,
- The proposed approach Incorporates traditional materials where the age and character of the building makes this appropriate.

Internally illuminated advertisement fascias or projecting signs will not usually be permitted.

The Council will not support applications for additional signs that would result in a proliferation of advertisement material on any individual building or group of buildings.

10.6 Green Wedges

- 10.25 The purpose of the Green Wedges situated within the Borough is to protect important areas of open land which influence development form and have a positive effect on people's health and well being. Green Wedge policy seeks to retain important areas of open land that meet the criteria, as set out in the policy above, and enhance where possible.
- 10.26 There are currently two Green Wedges situated within the Borough, both of which cross administrative boundaries into neighbouring Local Authority areas.
- 10.27 The Oadby and Wigston Green Wedge spans the administrative boundary with Leicester City to the north west. The green wedge in its entirety is just shy of 210 hectares, with the Borough's designation being circa 168 hectares in size and separating the urban areas of Oadby and Wigston entirely. The green wedge runs north west to south east from Leicester City out towards the open countryside to the south of Oadby and east of Wigston. As well as farm land and open countryside the green wedge comprises of many appropriate leisure activity uses including sports grounds and training facilities, a racecourse, a golf course and a country park.
- 10.28 The Oadby, Thurnby and Stoughton Green Wedge is situated to the north east of Oadby and crosses administrative boundaries with Leicester City and Harborough District. The overall area of the green wedge is circa 467 hectares. The Borough's designation makes up approximately 93 hectares of the total designation size. The area of green wedge that lies within the Borough runs from a north west to south easterly direction and begins at the Borough boundary close to the B582 Gartree Road and extends out towards the countryside to the north of Manor High School in Oadby. Land uses currently situated within the Borough's green wedge area include sports pitches, a farm park and a private hospital.
- 10.29 With the Borough being relatively compact and urban in nature, green open landscapes are extremely important; they play major roles in shaping the character of the environment and help stimulate leisure and tourism whilst improving residents and visitors quality of life.
- 10.30 As well as guiding development form and effecting residents positively, Green Wedges are key green areas within the Borough's Green Infrastructure network and support the Borough's biodiversity. The Green Wedges within the Borough act as important strategic green infrastructure corridors linking green areas within the urban area to the countryside as well as other key strategic green infrastructure corridors such as the Grand Union Canal and railway corridors.

10.31 Any development proposed that has an effect on the Green Wedges within the Borough will also need to ensure that it conforms to policy recommendations as set out in the Council's latest Landscape Character Assessment. All development needs to respect the character of its surroundings and should be sympathetic to the local landscape.

Policy 10.6 Green Wedges

Green Wedges protect important areas of green land within the Borough and seek to retain these areas as open and undeveloped.

The objectives of all green wedges situated within the Borough are to:

- Prevent the merging of settlements;
- Guide development form;
- Provide a 'green lung' between the urban area and the countryside; and
- Act as a recreational resource.

Due to the open and undeveloped nature of the Green Wedges, the Council will only allow acceptable uses that are consistent with the following.

- Agriculture, horticulture and allotment;
- Outdoor leisure, recreation and sporting facilities;
- Forestry and bodies of water;
- Footpaths, bridleways and cycle ways; and,
- Burial grounds.
-

The Council will support proposals that retain and enhance public access into the Borough's Green Wedges, as well as proposals that retain and enhance the role that the Green Wedges play in the Borough's Green Infrastructure Network and its biodiversity.

Road proposals or dedicated public transport routes within the Borough that are evidenced as being required will only be acceptable where it has been proven that there are no alternative routes outside of the Green Wedge. Any proposal that has an effect on the Green Wedge should provide appropriate mitigation measures to ensure that any adverse effects on the Green Wedge are kept minimal.

10.7 Countryside

- 10.32 In line with the Spatial Strategy for the Borough, where possible, development shall primarily be focussed within the Leicester Principal Urban Area to minimise development in the countryside. However, as set out in Policy 7.5, land designated as countryside adjoining the Leicester Principal Urban Area will be released to accommodate the Wigston Direction for Growth. Land within Kilby Bridge Village Envelope (Policy 7.3) should also be read in conjunction with this approach.
- 10.33 This policy provides protection against inappropriate development in the countryside and establishes the criteria for the types of development that may be appropriate. New development in the countryside will only be permitted where a justifiable need can be demonstrated consistent with the principles set out in paragraph 55 of the National Planning Policy Framework (NPPF). Where development does take place in the countryside, it must be sympathetically designed and located so as to provide as little disturbance as possible to the open nature of the countryside and to protect the various Green Infrastructure asset that it supports.
- 10.34 Although the Borough of Oadby and Wigston is predominantly urban, land to the south and east within the local authority boundary plays an important role in providing the residents of the Borough and the wider Leicester Principal Urban Area access to open countryside. The majority of the Borough's population live within the built up areas around the centres of Wigston, Oadby and South Wigston. However, it is also imperative that where appropriate, necessary forms of development to meet the needs of residents in rural areas are supported.
- 10.35 As a small and predominately urban Borough, our landscape plays a major role in shaping the character of our environment, both through stimulating leisure and tourism and supporting the overall 'quality of life'. The Oadby and Wigston Landscape Character Assessment (2005) identifies a number of landscape character areas across the Borough and it is important that both the quality and distinctive characteristics of these areas are conserved and enhanced when new development occurs. Therefore, in order to ensure that any new development respects this character and enhances it, new development affecting the Green Wedges or countryside should relate well to the existing landscape and be sympathetic to its surroundings.

Policy 10.7 Countryside

Land outside of the Leicester Principal Urban Area, defined limits to development and Green Wedges will be defined as Countryside.

The openness and intrinsic qualities of the Countryside will be protected. The Borough Council will promote good management of the Countryside whilst allowing it to adapt to the identified needs of the community.

In accordance with the National Planning Policy Framework and with the Borough's Local Plan, some forms of development may be required in the Countryside. Development justified as necessary in the Countryside must be appropriate in terms of layout, scale, height, materials, form, impact and siting.

Development should not adversely affect landscape, wildlife, the ecological, geological, environmental, archaeological or historic resources of the specific site and the surrounding areas.

Development causing adverse impacts in the Countryside will only be permitted where there is a justifiable need which outweighs these impacts and where a Landscape Character Assessment has been undertaken to ensure that all detrimental impacts that a development may cause have been assessed and can be mitigated.

10.8 Landscape and Character

- 10.36 Together with the Conservation Area Appraisals and Management Plans, the Borough Council's Landscape Character Assessment helps to assist the Council in ensuring that development proposals in the most distinctive urban and rural areas in the Borough are not only informed by and sympathetic to townscape and landscape character, but also, they contribute towards the regeneration, restoration, maintenance and conservation of the areas affected.
- 10.37 It is important for the Council to recognise and to protect the Borough's most distinctive and attractive landscapes through careful and consistent planning policies. The Borough contains ten Conservation Areas, as well as a number on nationally and locally listed buildings and important urban and rural character areas.

Policy 10.8 Landscape and Character

All development proposals within the Borough will be considered against the need to protect and enhance the distinctive landscapes in the Borough. The Council will seek to ensure that all development proposals reflect the prevailing quality, character and features such as settlement patterns, important views, open spaces and significant natural habitats.

The Council will take into account any potential impacts on the character and quality of the landscape and built environment, particularly where this relates to nationally designated areas or features of landscape and cultural significance. Landscape Character Assessments, Conservation Area Appraisals, Management Plans, Development Briefs and Supplementary Planning Documents support the Council in preserving and enhancing all areas with distinctive landscape character in the Borough.

These tools are particularly useful when the Council receives a development proposal in an area where landscape and character is pertinent and applicants are able to prepare relevant supporting evidence setting out how the impacts of the proposed development will be managed and mitigated.

The Borough's Landscape Character Assessment identifies that the Borough is made up of a series of urban and rural character areas. Each area is significant for its own unique blend of character and the Council will seek to ensure that wherever possible, development proposals retain and / or enhance the surrounding quality. For example, Oadby Arboretum Urban Landscape Character Area is locally significant and valued due to its distinctive character of having large plot sizes and attractive, leafy, suburbs. All development proposals in the Oadby Arboretum Area must be in

keeping with its overall settlement pattern and must not detract from the objectives as set out in the Borough's Landscape Character Assessment.

Proposals for new development in 'gateway' locations will also need to demonstrate that they would not have a detrimental impact upon the Borough's overall character.

Chapter 11 – Delivery Plan

11.1 Infrastructure and Developer Contributions

- 11.1 Developer contributions (sometimes also referred to as planning obligations) are used to address specific planning issues arising from a development scheme that cannot be mitigated through planning conditions. Developer contributions are set out in legal agreements under the provisions of Section 106 of the Town and Country Planning Act 1990 (as amended). They may be agreed between the Council, landowners and developers, or, they may also be unilaterally proposed by a landowner and agreed by the Council.
- 11.2 Depending upon the size and density of new development, very often, it puts pressure on local infrastructure because of the inevitable population increase, which in turn creates additional demand on services and facilities. Therefore, development proposals will need to identify what impact they are likely to have upon the surrounding area and where necessary, funding towards or provision of the necessary infrastructure to mitigate that impact will need to be agreed to ensure the delivery of sustainable growth in the future.
- 11.3 Examples of infrastructure items, services or facilities that may be delivered to mitigate the impact of new development could include, but is not limited to, the following:
- Affordable or specialist housing needs;
 - Open space and play facilities;
 - Sporting, recreation and leisure facilities;
 - Local education investment provision;
 - Highways and public transport improvements;
 - Healthcare provision and social services;
 - Utility services;
 - Telecommunications, particularly superfast broadband;
 - Local waste management and recycling;
 - Environmental works, including protection and enhancement of local biodiversity, the cultural and historic environment and other local green spaces, tree planting and green infrastructure enhancement projects;
 - New provision of and/or improvements to community buildings;
 - Public art or public realm (including street lighting) enhancements in key locations;
 - Cemetery provision;
 - Crime prevention and community safety initiatives;
 - Water and drainage facilities; and,
 - Flood protection schemes.

- 11.4 The Council will develop an Infrastructure Delivery Plan (IDP) that will contain a 'live' infrastructure project list. The document will seek to identify all local and strategic infrastructure deemed necessary to support sustainable delivery of growth in the Borough over the plan period to 2036. Joint working with neighbouring local authorities and other agencies such as utility companies or service delivery partners will be a key element to identify and to successfully deliver necessary infrastructure.
- 11.5 Historically, the Council has relied upon the negotiation of Section 106 Agreements in order to secure developer contributions or their equivalent to help to fund the delivery of local infrastructure. However, since the Community Infrastructure Levy Regulations (2010) came into force, as well as further restrictions imposed upon local authorities by the National Planning Policy Framework (2012) and the ongoing changes to the National Planning Practice Guidance, the collection and use of developer contributions is becoming more and more restricted.
- 11.6 Therefore, in the meantime, all developer contributions to be sought by the Council will be carefully assessed and monitored to ensure that they meet the statutory tests included within paragraph 204 of the National Planning Policy Framework and in accordance with the limitations placed upon pooling, as set out in the Community Infrastructure Levy Regulations (2010).

Viability

- 11.7 Should the developer consider that the level of contributions required would render the scheme financially unviable, sufficient information must be provided on an open book basis to enable the viability of the scheme to be comprehensively assessed. The assessment must be provided to the Council prior to the submission of the relevant planning application. If material changes to the scheme are made after the submission of the viability appraisal, a revised version of the appraisal may be submitted, together with an explanation of the changes to the proposal.
- 11.8 The Council's Development Management Case Officer will procure an independent review by a viability expert to scrutinise any submitted viability evidence. The applicant will pay for this assessment and for any other associated costs that arise.

Community Infrastructure Levy

- 11.9 In addition to this, the Council will also explore the option of developing a Community Infrastructure Levy Charging Schedule, which if deemed to be a viable option for the Borough, will be implemented and used alongside the Developer Contributions Supplementary Planning Document (SPD) to offer greater flexibility to the Council in seeking to fund local, as well as strategic

infrastructure projects that are deemed to be necessary to support the delivery of new growth.

Policy 11.1 Infrastructure and Developer Contributions

Developer contributions will be used by the Council to deliver the infrastructure required to facilitate sustainable growth. This may include (but is not limited to) measures to mitigate the impacts of development and to meet the costs of providing required on and off site infrastructure, as identified in the Infrastructure Delivery Plan, and other measures to make new growth acceptable in planning terms.

All contributions sought through Section 106 agreements will be in accordance with the Community Infrastructure Levy Regulations and will therefore be:

- Necessary to make the development acceptable in planning terms;
- Directly related to the development; and
- Fairly and reasonably related in scale and kind to the development.

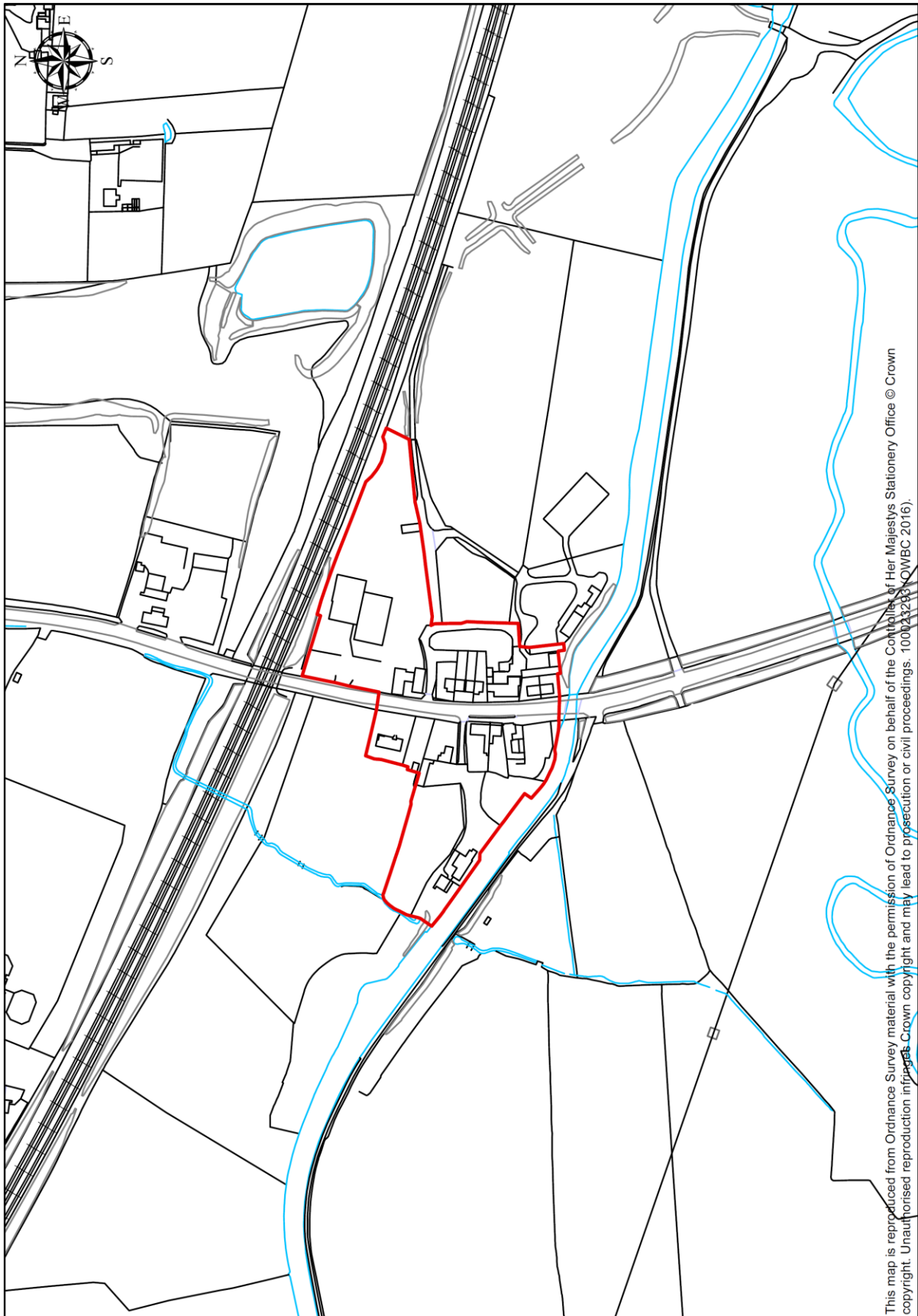
For all new development proposals, it will be necessary to consider both the isolated and cumulative impact that they may have upon the surrounding infrastructure network.

12 Monitoring and Review

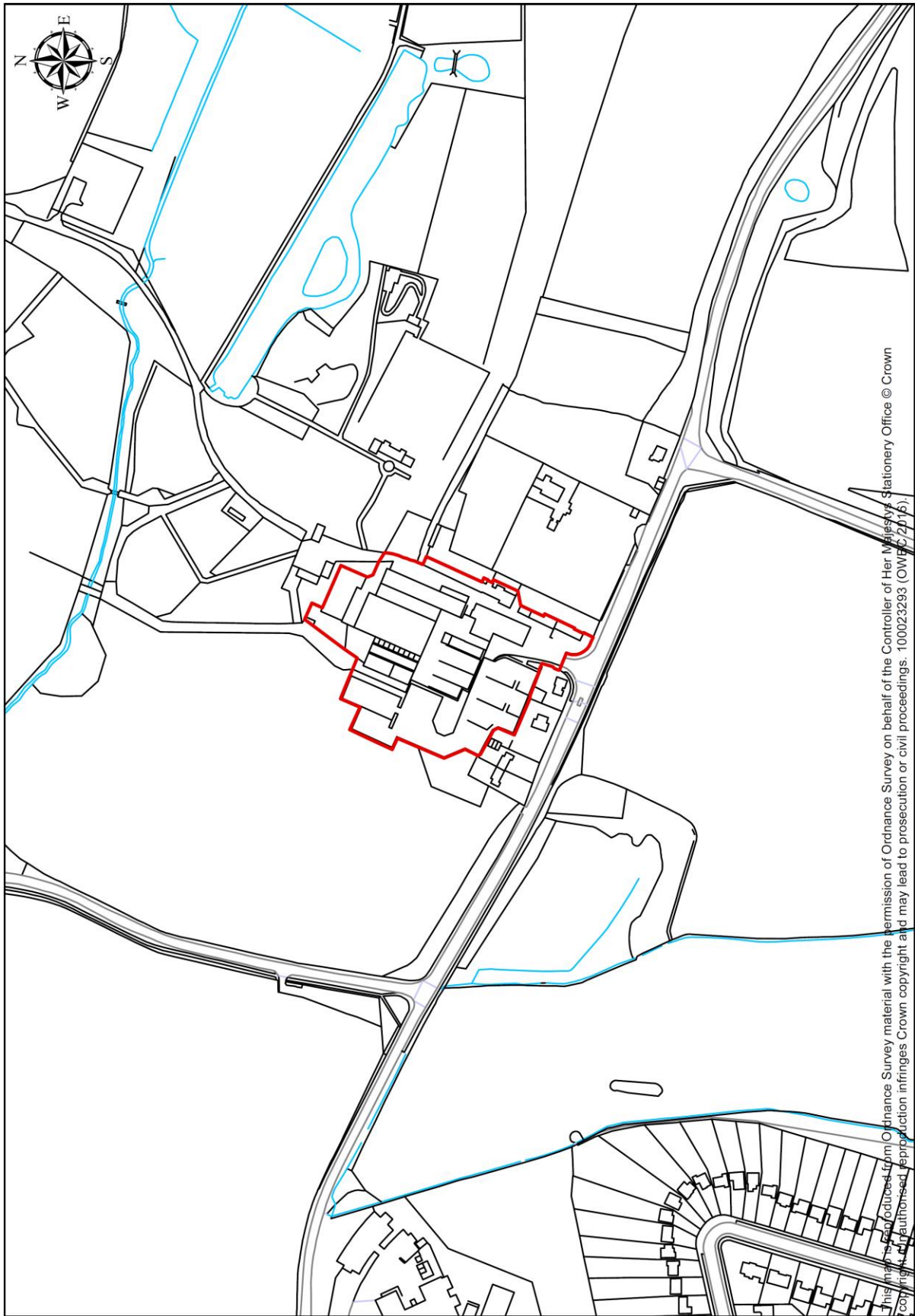
- 12.1 A monitoring and review framework will be established to assess the performance of the policies in the Local Plan and to trigger any need for intervention or a Plan review. A full monitoring framework will form part of the Pre-Submission stage of the Local Plan.
- 12.2 Monitoring and review are key aspects of the planning system, with the emphasis on delivering sustainable development and self-reliant local communities. It will be necessary to monitor policies within the Local Plan to determine the extent to which they are, or are not working. This is an important process to establish whether part, or all, of the Local Plan will be reviewed in the future. They are crucial to the successful delivery of the spatial vision and spatial objectives and policies set out in the Borough of Oadby and Wigston Local Plan.
- 12.3 Monitoring will be undertaken on an annual basis, and will comprise a Residential Land Availability Assessment, an Employment Land Availability Assessment, a Strategic Housing Land Availability Assessment and a Housing Implementation Strategy.
- 12.4 In accordance with the Planning and Compulsory Purchase Act 2004 (as amended), the Council will also produce an Annual Monitoring Report. This will contain an assessment of adopted Development Plan document policies and the extent to which their policies are being achieved and targets met.
- 12.5 The Annual Monitoring Report is the main mechanism for assessing the Local Plan performance and effect. If, as a result of monitoring, areas are identified where a policy is not working, or key targets are not being met, this may give rise to a review of the Local Plan. In addition, this Local Plan through the Annual Monitoring Plan will establish and monitor the implementation and impact of local planning policies in the District.
- 12.6 The Local Plan has been subject to sustainability appraisals designed to identify where policies and allocations could have significant effects. The overarching monitoring framework will be the basis for monitoring the policies in the Local Plan.
- 12.7 The critical areas of the plan to be monitored will include:
- Housing completions by type, location and availability of land for housing in the future;
 - The completion of serviced employment floorspace, creation of jobs and
 - availability of land for future employment use;
 - The delivery of floorspace to support retail, community and healthcare land use;

- The protection, enhancement and creation of assets in the natural environment;
- The delivery of infrastructure projects and provision of financial contribution towards such schemes.

Appendix 1 – Proposed Kilby Bridge Village Envelope



Appendix 2 – Proposed Stoughton Grange Boundary



Agenda Item 9



Policy, Finance and Development Committee	Tuesday, 01 November 2016	Matter for Decision
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Title: **Joint Statement by the Leicester and Leicestershire Authorities on Collaborative Planning for North West Leicestershire District Council**

Author: **Adrian Thorpe (Planning, Development and Regeneration Manager)**

1. Introduction

1.1 North West Leicestershire District Council has recently submitted its Local Plan for Examination by The Planning Inspectorate. North West Leicestershire District Council requires a Joint Statement by the Leicester and Leicestershire Authorities on Collaborative Planning to demonstrate that all of the authorities are working together to meet the requirements of the duty to co-operate in support of North West Leicestershire District Council's Local Plan.

2. Recommendations

2.1 It is recommended that Members give their approval for the Borough Council to sign the Joint Statement by the Leicester and Leicestershire Authorities on Collaborative Planning in support of North West Leicestershire District Council's Local Plan (Appendix 1).

3. Information

3.1 The joint statement sets out how the Leicester and Leicestershire authorities are working together in order to achieve collaborative planning in the area. In particular it refers to the following:

- The Memorandum of Understanding that each of the Leicester and Leicestershire authorities signed up to in November 2014 in support of Charnwood Borough Council's Local Plan
- The preparation of a Strategic Growth Plan for Leicester and Leicestershire
- The preparation of a Housing and Economic Development Needs Assessment for Leicester and Leicestershire to inform the objectively assessed housing need for the Housing Market Area and individual local authorities.
- The preparation of triggers for local authorities to include in their Local Plans which provide for an early, full or partial, review of a Local Plan should the Objectively Assessed Need, or any subsequent redistribution of development, result in a significant change (upwards or downwards) in the amount of growth required in a given authority.
- A commitment that the Leicester and Leicestershire authorities will continue to work collaboratively on cross-boundary matters.

3.2 The Leicester and Leicestershire authorities are currently working on a new Memorandum of Understanding which is likely to follow the completion of the Housing and Economic Development Needs Assessment. Each local authority will require either an up to date Memorandum of Understanding or a joint statement such as this to be in place at the time that the Examination on its Local Plan take place. This is to

provide the Planning Inspector with comfort that there is an understanding between the particular council and other councils in Leicester and Leicestershire about how and where the development needs of the area will be met.

Background Documents:-

Joint Statement by the Leicester and Leicestershire Authorities on Collaborative Planning (Appendix 1)

Email: adrian.thorpe@oadby-wigston.gov.uk

Tel: (0116) 257 2645

Implications	
Financial (CR)	No significant implications.
Legal (CR)	No significant implications.
Risk (AT)	CR2 - Key Supplier/Partnership Failure CR3 - Political Dynamics CR4 - Reputation Damage The Joint Statement by the Leicester and Leicestershire Authorities on Collaborative Planning seeks to mitigate against these risks.
Equalities (AT)	No significant implications.
	Equality Assessment <input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

APPENDIX 1

Joint Statement by the Leicester and Leicestershire Authorities on Collaborative Planning - October 2016

1. The Leicester and Leicestershire authorities have worked collaboratively on both strategic and local planning matters for many years. This has included joint working on the 2014 Strategic Housing Market Assessment (SHMA) and the subsequent Memorandum of Understanding (MoU) (November 2014). The MoU relates to the Objectively Assessed Need (OAN) for housing and how it would be met within the Housing Market Area (HMA).
2. More recently, the authorities and the Local Enterprise Partnership (LEP) have embarked on the production of a non-statutory Strategic Growth Plan (SGP) which will set out the aspirations of the partner organisations to plan positively for growth in Leicester and Leicestershire in the period to 2050. A joint consultation on the first stage of the SGP (the 'Strategic Growth Statement') took place in August/September 2016 and it is currently anticipated that consultation on the Draft SGP will take place during summer 2017 with a view to adoption in late 2017/early 2018. The SGP will provide the overarching strategic framework for the preparation of Local Plans.
3. In the meantime, the partner organisations recognise the need for all local authorities to have an up to date Local Plan in place and are keen to ensure that the current programme of Local Plans can be expedited. As a result, in parallel with work on the SGP, a series of studies which will support both the SGP and Local Plans is being jointly commissioned. A revised assessment of the OAN for housing and jobs is recognised as a priority task and a Housing and Economic Development Needs Assessment (HEDNA) for Leicester and Leicestershire is in preparation. Stakeholder consultation on the HMA and Functional Economic Market Area (FEMA) took place in June 2016 and further work is progressing; it is anticipated that the work will be complete at the end 2016/early 2017. It is further anticipated that, if there is a significant change in the OAN, this will create the need for a replacement MoU; preliminary work on the nature and form of any such agreement is already taking place. The partner organisations recognise that the OAN will be thoroughly examined through the development plan process, and continue to discuss authority level OAN and how this will contribute to the OAN for the wider HMA.
4. The HMA authorities understand that some authorities might wish to progress their Local Plans before joint working on the HEDNA and discussions on the HMA-wide spatial distribution are complete given the government's current emphasis on speeding up the preparation of Local Plans. Anticipating this circumstance, however, the HMA authorities reached agreement in summer 2016 on appropriate trigger mechanisms that could be inserted into all Local Plans coming forward in this way.
5. The wording for two trigger mechanisms has been agreed collaboratively by the HMA authorities and, in summary, together provide for an early, full or partial, review of a Local Plan should the OAN, or any subsequent redistribution of development, result in a significant change (upwards or downwards) in the amount of growth requiring to be provided for by additional allocation in a given authority. The agreement is based on the principle that the trigger mechanisms would be applied on a consistent basis across the HMA and would ensure that all Local Plans, submitted in advance of the HEDNA and any strategic growth plan process to distribute unmet needs would contain the necessary flexibility to respond to any significant change that might arise following submission of a Local Plan to the Planning Inspectorate.

6. In this respect, the Leicester and Leicestershire authorities recognise the desire of North West Leicestershire District Council to submit its Local Plan to the Planning Inspectorate as soon as possible and are content for the Local Plan to include the agreed trigger mechanisms. Both North West Leicestershire District Council and the other HMA authorities will continue to work collaboratively on cross-boundary matters.

Note:

It should be noted that nothing contained in this statement should be taken to prejudice the duly made representations by individual authorities on the North West Leicestershire Local Plan.

Signed by:

- OBO Blaby District Council
- OBO Charnwood Borough Council
- OBO Harborough District Council
- OBO Hinckley & Bosworth Borough Council
- OBO Leicester City Council
- OBO Leicestershire County Council
- OBO Melton Borough Council
- OBO North West Leicestershire District Council
- OBO Oadby & Wigston Borough Council

Agenda Item 10



Policy, Finance and Development Committee	Tuesday, 01 November 2016	Matter for Decision
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Title: Pedestrianisation of Bell Street, Wigston

Author: Adrian Thorpe (Planning, Development and Regeneration Manager)
Mark Hryniw (Town Centre Manager)

1. Introduction

- 1.1 Following completion of the Bell Street Transformation Project in 2014, Oadby and Wigston Borough Council monitored the operation of the pedestrian zone, which operated between 10:00am and 4:00pm.
- 1.2 It was subsequently agreed to progress with a trial full pedestrianisation scheme in Bell Street, to make it safer for the public. The trial started in December 2015.

2. Recommendations

- 2.1 It is recommended that:
 - (i) Members note the report that was considered by the Leicestershire County Council Highways Forum for Oadby and Wigston on 4 October 2016 which supported the experimental order being made permanent (Appendix 1);
 - (ii) Agree to the trial pedestrianisation of Bell Street being made into a permanent pedestrianisation; and
 - (iii) Note the positive effect that the Post Office, Peacocks, Edinburgh Woollen Mill, Ponden Home and Poundland has had on Bell Street since they have opened and the significant improvements to the public realm on Bell Street since the completion of the improvement works and the opening of the pocket park.

3. Background

- 3.1 Following completion of the Bell Street Transformation Project in 2014, Oadby & Wigston Borough Council monitored the operation of the pedestrian zone, which operated between 10:00am and 4:00pm.
- 3.2 Having considered compliance levels and comments received, a 'Have Your Say' consultation exercise was undertaken in the summer of 2015 relating to proposals to fully pedestrianise the lower section of Bell Street.
- 3.3 The recommended outcome was to implement an experimental Order to prohibit motor vehicles from entering the lower section of Bell Street at all times.
- 3.4 An experimental Order was brought into force on the 14 December 2015. The experimental Order allowed for the prohibition to be implemented for between 6 and 18 months and its impacts monitored.

4. Consultation

- 4.1 As part of the statutory consultations, Notices giving details of the proposed experimental Order were posted on site from the 14 December 2015 for a period of six months and adverts were placed in the local press. 27 responses were received to the Notices, 7 of these were objections and 20 were in support.
- 4.2 The main objections related to access to shops for people with disabilities and the use of Bell Street as a cycling route. These objections were not upheld.

5. Impacts

- 5.1 There have been no adverse comments received in relation to any negative impact on trade by businesses within the area covered by the experimental Order. Oadby and Wigston’s Town Centre Manager for the area reports only positive comments.
- 5.2 There continues to be no recorded personal injury accidents within the area covered by the experimental order. Therefore, there has not been a negative impact with regards to safety.
- 5.3 Leicestershire County Council’s Notice Processing Unit Manager confirms that no tickets have been issued in relation to motorists entering the area covered by the order. Similarly, Leicestershire Police has not reported any issues and the local police have commented “Personally, I have had no issues with the area and members of the public do not tend to ask the question when I’m on patrol anymore. So overall, I believe it has improved since the access has been secured with the barriers and street furniture.”
- 5.4 Since the pedestrianisation of Bell Street the Co-operative Department store closed in January 2016, which also led to the Post Office. However, in September 2016 Edinburgh Woollen Mill, Ponden Home, the Post Office, Peacocks and Poundland opened in the vacant units. The significant improvements to the public realm on Bell Street are likely to have been a contributory factor to these stores moving into Wigston and it is anticipated that their presence will allow Bell Street to continue to be a vibrant and busy area with the prospect of an increase in footfall in the future, for which the pedestrianisation scheme will no doubt help.

6. Conclusion

- 6.1 There have been few objections to the experimental Order and the majority of comments received support the Order being made permanent. The experimental Order has not had a negative impact on trade, accidents or enforcement.
- 6.2 On this basis it is recommended that the Council should support the experimental Order being made permanent.

Background Documents:-

Report to the Leicestershire County Council Highways Forum for Oadby and Wigston on 4 October 2016 (Appendix 1)

Email: mark.hryniw@oadby-wigston.gov.uk

Tel: (0116) 257 2706

Implications	
Financial (CR)	There are no financial implications
Legal (AC)	No legal implications affecting the Borough Council, all legal impacts come under Leicestershire County Council’s responsibility.

Risk (AT)	There are no risks to the Council that arise from this report
Equalities (AT)	Equality Assessment went to initial screening by Leicestershire County Council, the screening concluded a full assessment was not needed.
	Equality Assessment:-
	<input checked="" type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input type="checkbox"/> Not Applicable

LEICESTERSHIRE COUNTY COUNCIL
HIGHWAYS FORUM FOR OADBY & WIGSTON

4TH OCTOBER 2016

OUTCOMES OF THE EXPERIMENTAL ORDER PERIOD EXERCISE
FOR THE PROPOSED FULL PEDESTRIANISATION OF BELL STREET,
WIGSTON

REPORT OF THE DIRECTOR OF ENVIRONMENT AND TRANSPORT

Purpose of Report

1. The purpose of this report is to inform the Highways Forum of the outcomes of the impacts of the experimental pedestrianisation of Bell Street, Wigston and the proposed next steps.

Background

2. Following completion of the Bell Street Transformation Project in 2014, Leicestershire County Council and Oadby & Wigston Borough Council monitored the operation of the pedestrian zone, which operated between 10:00am and 16:00pm. Having considered compliance levels and comments received, a 'Have Your Say' consultation exercise was undertaken in the summer of 2015 on proposals to fully pedestrianise the lower section of Bell Street. The recommended outcome was to implement an experimental Order to prohibit motor vehicles from entering the lower section of Bell Street at all times – see plan in **Appendix A**. An experimental Order was brought into force on the 14th December 2015. The experimental Order allows the prohibition to be implemented for between 6 and 18 months and its impacts monitored.

Consultation

3. Consultations on the experimental Order were undertaken as follows:

<u>Consultee</u>	Response			
	General agreement with proposals	No concerns/ objections to the proposals or no reply.	Support proposals subject to modifications	Do not support proposals
Letter and plan sent to:				
<u>Internal</u>				
Traffic and Safety Group		1		
Sustainable Travel Group		1		
Highway Management Group		1		
Transport, Policy and Strategy		1		
Asset Management		1		
Choose How You Move		1		
Environmental Management		1		
Planning Control		1		
Road Safety Education		1		
Highway Records		1		
Traffic Management	1			
Accident Investigation & Prevention		1		
Climate Action		1		
Historic & Natural Environment		1		
Planning Archaeology		1		
Flood Management Team		1		
Forestry and Arboriculture		1		
Business Development		1		
Structures		1		
Communities and Places		1		
Green Infrastructure Team		1		
Traffic Signals		1		
Street Lighting		1		
Area Traffic Control		1		
<u>External</u>				
Mrs. H. E. Loydall CC – Local Member	1			
Mr. M. H. Charlesworth CC – Local Member	1			
Oadby & Wigston Borough Council	1			
Leicestershire Constabulary	1			
Leicestershire Fire and Rescue Service		1		
East Midland Ambulance Service		1		
Sustrans		1		
Guide Dogs for the Blind		1		
Action for Blind People		1		
National Farmers Union		1		
The Leicestershire Chamber of Commerce and Industry		1		
Age Concern		1		
Vistablind		1		
British Motorcycle Federation		1		
Road Haulage Association		1		
Cyclist Touring Club		1		
Freight Transport Association		1		

Nearby properties (52 properties) Notices	20	52		7
Total	25	89	0	7

4. As part of the statutory consultations, Notices giving details of the proposed experimental Order were posted on site from the 14th December 2015 for a period of six months; adverts were also placed in the local press. 27 responses were received to the Notices, 7 of these were objections and 20 were in support – this has been incorporated into the table above.
5. The Human Rights Act, the first Protocol, Article 1, provides that an individual is entitled to the peaceful enjoyment of his possessions and that there should be no interference with that right except in the public interest and as provided for by law. This means that the local authority may not interfere with the person's peaceful enjoyment of their property unless that interference is carried out lawfully and in the public interest with achieving a fair balance between the general public interests and the protection of an individual's property rights. It is considered that any potential impact on the property rights of individuals will be justified because of the public interest and aim of achieving the schemes' outcomes. It is also believed that the steps required by the scheme are proportionate to these aims.
6. The Human Rights Act gives individuals rights ("Convention Rights") and one of those is Article 8 - Respect for Family Life and Privacy. The County Solicitor has advised that this requires the County Council to allow individuals an opportunity to express their views on how this proposal would affect them and that these views be considered when assessing the merits of the scheme. All comments and objections received in response to the consultations are summarised in **Appendix B** with an officer response.
7. In response to the comments received an Equalities and Human Rights Impact Assessment screening has been undertaken to give due consideration to the concerns raised about access for people who are mobility impaired. The screening concluded that a full EHRIA was not required. A copy of the screening is provided in **Appendix C**.

Other Considerations**Trade**

8. There have been no adverse comments received in relation to a negative impact on trade by businesses within the area covered by the experimental Order. Oadby and Wigston's Town Centre Manager for the area reports only positive comments.

Accidents

9. There continues to be no recorded personal injury accidents within the area covered by the experimental order. Therefore, there has not been a negative impact with regards to safety.

Infringements

10. Leicestershire County Council's Notice Processing Unit Manager confirms that no tickets have been issued in relation to motorists entering the area covered by the order. Neither have the Leicestershire Police, comment from local Police on enforcement:

"Personally, I have had no issues with the area and members of the public do not tend to ask the question when I'm on patrol anymore. So overall, I believe it has improved since the access has been secured with the barriers and street furniture."

Conclusion

11. There have been few objections to the experimental Order and the majority of comments received support the Order being made permanent. The experimental Order has not had a negative impact on trade, accidents or enforcement.
12. On this basis the County Council would support the experimental Order being made is permanent.

Next Steps

13. Subject to feedback from the Highways Forum, and views of local Members, the County Council will confirm its position to Oadby and Wigston Borough Council. Should they then wish to proceed with making the experimental Order permanent Leicestershire County Council's Director for Environment will authorise this under his delegated powers.

Officer to Contact

Martin O'Connor
Tel: 0116 305 0001

email: martin.o'connor@leics.gov.uk

Background Papers

None.



Policy, Finance and Development Committee	Tuesday, 01 November 2016	Matter for Information
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Title: **Internal Audit Progress Report 2016/17**

Author: **Martin Hone (Interim Chief Financial Officer / Section 151 Officer)**

1. Introduction

This report summarises the work of Internal Audit for 2016/17, to the end of September, and is attached as Appendix 1.

2. Recommendations

That Members note the content of the Progress Report for 2016/17.

3. Information

The Internal Audit Plan for 2016/17 totals 260 days and includes 23 reviews that are planned to be conducted in year. There have also been seven reviews from the previous year's programme which either ran into or was deferred to 2016/17. To the end of September 2016 Internal Audit have issued seven final reports with three other audits in progress and at various stages of completion.

The purpose of the Report is to:

- Show progress against the Audit Plan
- Summarise key findings and conclusions arising from the work performed during the period.

Appendix 1 gives details of the audits completed so far in 2016/17 and provides information on the audit recommendations.

Email: chris.raymakers@oadby-wigston.gov.uk

Tel: (0116) 257 2891

Implications	
Financial (CR)	No direct implications
Legal (AC)	No significant implications.
Risk (CR)	Internal Audit is a key component of the Council's internal control framework. Outcomes of all internal audit reviews will be considered in the context of the strategic risk register.
Equalities (AC)	No significant implications.
	Equality Assessment:-
	<input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

Oadby & Wigston Borough Council

Internal Audit Progress Report

October 2016

Page 166



Bringing public value to life

cw audit
internal audit services

1. Introduction

This report summarises the work of Internal Audit for the period to mid-October 2016. The purpose of the report is to update the Committee on progress made in delivering the 2016/17 audit plan, completion of delayed and deferred audits from the 2015/16 audit plan, and to update in relation to management's implementation of internal audit recommendations.

2. Progress summary

The agreed internal audit plan for the 2016/17 year totals 260 days. Section 5 provides details of all of the audit assignments included in the 2016/17 year, together with details of the point in the year at which each assignment is currently planned for delivery and an update on the current position. We are also discussing with management potential internal audit support and assurance regarding corporate Change Management projects and may propose amending the internal audit plan to facilitate this important work.

3. Reviews completed

The following reviews have been completed and final reports agreed with management since the last full Internal Audit progress report (March 2016 meeting):

Review	Status	Level of assurance
2015/16 Building Control	Final report issued	Limited
2015/16 Leisure Contract	Final report issued	Significant
2015/16 Budgetary Control & Medium Term Financial Strategy	Final report issued	Moderate
2015/16 Payroll	Final report issued	Moderate

Review	Status	Level of assurance
2015/16 Key Financial Controls	Final report issued	Creditors - Moderate Debtors - Limited Cash & Income - Significant Treasury - Full
2015/16 Human Resources	Final report issued	Significant
2015/16 Housing Repairs (performance)	Completed – advisory letter issued to management	N/A
2016/17 Health & Safety – Depot Services	Final report issued	Significant
2016/17 Fees and Charges	Completed – letter issued setting out areas to consider	N/A
2016/17 Anti-fraud review – duplicate payments	Completed – no duplicate payments highlighted	N/A

For the Committee's information, we can also update on the remaining 2015/16 audits as follows:

Legal Compliance – this review started in September is in progress and we would expect a report to be agreed before the next meeting of this Committee.

Community Safety/Anti-social Behaviour – a draft report is under discussion and we expect that a final management briefing report will be agreed before the next meeting of this Committee.

Housing Register/Allocations – a draft report has been issued and we expect that a final report will be agreed before the next meeting of this Committee.

At the request of the Committee at its February 2014 meeting, and as subsequently agreed with the Chair of this Committee, to ensure members are provided with further detail only on issues which may warrant their concern, we only report specific findings, recommendations and agreed actions arising from our finalised audits where these relate to matters we deemed to be high risk/priority. The following such issues were reported in relation to the above finalised audits.

Building Control- final report issued in October 2016

Our audit highlighted an issue regarding the Scheme of Charges which management has advised has since been addressed.

Budgetary Control/Medium Term Financial Strategy – final report issued in June 2016

Our review highlighted concerns regarding budget holder training and budget monitoring and forecasting processes in 2015/16. Management agreed actions to address these and has confirmed, through the recommendation tracking process, that these have been implemented.

Payroll – final report issued in July 2016

Our audit highlighted an issue regarding data security – further detail can be provided.

Key Financial Controls - final report issued in June 2016

Creditors

System Control Objective 1: Payments to suppliers are accurate, timely, properly accounted for and only made in respect of authorized invoices and for goods and services received and procured in line with the Council’s financial regulations and contract procedure rules.

Expected Control	Audit Finding	Risk	Risk Ranking	Recommendation	Response	Who	When
1.1 Invoice Payments – Compliance with Contract Procedure Rules	Our testing of sample of 10 creditor invoices highlighted the following: <ul style="list-style-type: none"> In four cases due to the financial value involved, in order to comply with the Council's Contract Procedure Rules three written quotes from suppliers were required. In two cases only two and one quote had been obtained respectively. 	Lack of audit trail. Non compliance with procurement requirements. Competitive buying decisions cannot be demonstrated. Poor VFM.	2	The Council's Contract Procedure Rules should be complied with and documentation retained to support such compliance, which should be readily available.	Agreed. Managers will be reminded of the requirements of the Contract procedure rules and financial regulations	Martin Hone Interim Section 151 Officer	Immediately

System Control Objective 2: Only authorized amendments can be made to the creditors masterfile.

Expected Control	Audit Finding	Risk	Risk Ranking	Recommendation	Response	Who	When
1.6 Supplier Masterfile changes	A Supplier Masterfile Changes Report (New Suppliers and Changes to Suppliers respectively) was introduced in 2014/15 to ensure an audit trail is readily available to support authorised changes. However the Interim Accountancy & Finance Manager confirmed that due to staffing resource issues during the 2015/16 year, Supplier Masterfile Changes Reports have not been run and reviewed. (We have previously reported on this matter in our 2014/15 Creditors Report, in addition to concerns about the lack of supporting documentation for supplier detail changes in that report and our report for 2013/14).	Unauthorised changes to standing data not identified in a timely manner. Increased risk of fraud.	2	It should be ensured that the amendments to the suppliers masterfile report are run and reviewed on a monthly basis to confirm that all changes can be supported by authorised documentation including evidence of direct contact with the supplier to confirm any (notified) changes.	All masterfile changes will be reviewed and authorized on a weekly basis.	Chris Raymakers Interim Finance and Accountancy Manager	Immediately

Debtors

System Control Objective 2: All income due is received and is accurately and completely recorded in the debtors ledger which reconciles to the general ledger.

The issues reported in relation to the key control objective 3 below also impact on this key control.

System Control Objective 3: Debt collection, recovery and write off procedures are sufficient to ensure that delay in receiving payments and loss of income is minimised.

Expected Control	Audit Finding	Risk	Risk Ranking	Recommendation	Response	Who	When
1.10 Aged Debt Analysis –Regular Review, Action and Reporting	<p>Following our 2014/15 Debtors review we reported the following:</p> <p>It could not be confirmed whether aged debt reports had been regularly run and reviewed by management during the year as there was no evidence available to support such action.</p> <p>Recommendation It should be ensured that aged debt reports are run monthly and reviewed by management and appropriate action taken to recover debts, including referral to the council's bailiffs and Legal Services Team if appropriate. Evidence should be retained to confirm this. Periodic reports should be taken to the PFD Committee detailing what the analysed debts levels are and what action is being taken to recover debts. This could be done together with the intended introduction of</p>	<p>Debt not being properly managed.</p> <p>Increased risk of bad debt.</p> <p>Adverse impact on the council's cashflow.</p> <p>PFD Committee not informed of debt management position.</p>	2	It should be ensured that the planned action specified by the Interim Finance & Accountancy Manager and which was reported to the PFD Committee in March 2016 and for which Audit has received assurances will be fully operational by the 30 June 2016 as stated.	<p>Processes are in place</p> <p>All service managers have been sent listings of outstanding debtors and action taken on responses.</p> <p>Reports will be sent to PFD committee from July 2016 cycle.</p>	Chris Raymakers Interim Finance and Accountancy Manager	Immediate and Ongoing

Expected Control	Audit Finding	Risk	Risk Ranking	Recommendation	Response	Who	When
	<p>quarterly debt write off reports to the PFD Committee.</p> <p>Management Response Agreed. Aged debt reports will be run monthly and reviewed by management and appropriate action taken to recover debts, including referral to the council's Legal Services Team and bailiffs if appropriate. Evidence will be retained to confirm this.</p> <p>Periodic reports will be taken to the PFD Committee detailing what the analysed debts levels are and what action is being taken to recover debts. This will be done together with the introduction of quarterly debt write off reports to the PFD Committee. By 31 Aug 2015.</p> <p>Update Following a request by senior management for us to undertake an independent review of outstanding recommendations (Level 2 &3) for reporting to the PFD Committee in MARCH 2016, we reported the following in respect of this recommendation.</p> <p><u>Audit Conclusion –Work in progress</u></p> <p>The Interim Finance & Accountancy Manager has confirmed that the delay has been due to operational reasons and that:</p> <ul style="list-style-type: none"> • Aged debt reports will be run monthly and service specific aged debt reports will be sent to service heads for review and confirmation 						

Expected Control	Audit Finding	Risk	Risk Ranking	Recommendation	Response	Who	When
	<p>by service management of action being taken to recover debts, including referral to the council's Legal Services Team and bailiffs if appropriate. Evidence will be retained to confirm this.</p> <ul style="list-style-type: none"> Periodic reports will be taken to the PFD Committee detailing what the analysed debts levels are by service area and what action is being taken to recover debts (as notified to Finance by services). This will be done together with the introduction of quarterly debt write off reports to the PFD Committee. <p>Chris Raymakers 30 June 2016</p> <p>As part of this review (April / early May 2016) we obtained assurances from the Interim Finance & Accountancy Manager that steps are being taken to ensure the specified actions are met by the target date, although insufficient work had been completed for us to confirm by testing.</p> <p>At 31 March 2016 Sales Ledger Debt was: £373,313 with some £296,000 being older than 90 days.</p>						
1.11 Collection of Debt	<p>Our testing of 10 sundry debtor invoices raised in the period under review highlighted the following:</p> <ul style="list-style-type: none"> for three cases it could not be confirmed that action was being taken to recover amounts owed 	<p>Debt recovery not actively pursued.</p> <p>Increased risk of bad debt.</p>	2	Debt recovery should be actively pursued to reduce the risk of bad debt.	<p>Debt recovery action is being taken against all outstanding debtors.</p> <p>Unrecoverable debts are being written off.</p>	Chris Raymakers Interim Finance and Accountancy Manager	Immediate and Ongoing

Expected Control	Audit Finding	Risk	Risk Ranking	Recommendation	Response	Who	When
	<p>on the invoices raised since no payments had yet been received for two of them and part payment for one at April 2016. (From other testing we also noted a case of non payment of periodic rent for the whole year). (See exception immediately above also).</p>						

Health & Safety – Depot Services – final report issued in September 2016

System Control Objective 2: Depot staff are suitably trained and are aware of health and safety requirements, policies and procedures.

Expected Control	Audit Finding	Risk	Risk Ranking	Recommendation	Response	Who	When
2.1 Staff Training	<p>12 office based staff and 60+ operatives work at or from the Depot. We requested details of training that these staff had received within the last 12 months. The information we received (from the Corporate Resources Interim Manager) was analysed and summarised as follows: February 2016 - Manual Handling - 39 staff March 2016 - First Aid at Work - 4 staff March 2016 - Sharps Training - 6 staff.</p> <p>Due to the nature of the services provided it would be reasonable to expect staff to have had training in other areas such as Fire Safety and Health and Safety awareness (in particular as the procedures are currently under revision for these areas – See 1.1 above). No evidence of such training has been provided. Further our Corporate Health & Safety review in 2014/15 recommended the following: "It should be ensured that training records are maintained to confirm that all staff in the Clean and Green Team are receiving appropriate training to carry out their duties." Management's response was "Agreed. A matrix with staff training, qualifications and licences eg HGV is currently under development. Brian Kew, Depot Manager When: 31 Mar 2015" Management's revised update: in March 2016 stated "Training matrix is being produced so it is easily recognised which members of staff can help out on different services if needs be, and which ones need training on specific tasks." Revised update: August 2016: The training matrix is still work in progress for operatives at the Depot.</p>	<p>Staff not properly trained in health and safety procedures.</p> <p>Increased risk of injury to staff/ public.</p>	2	<p>It should be ensured as a priority that the training matrix for all staff at the Depot is completed as soon as possible so that staff who need training, in particular relating to health and safety procedures, can be readily identified and that appropriate training and or refresher training is arranged immediately.</p> <p>We consider the active involvement of the Corporate Resources Team including the Corporate Health & Safety Officers is vital to the implementation of this recommendation and that senior management should make appropriate resources available to ensure that it is completed in a timely manner.</p>	<p>The training matrix is currently being finalised.</p> <p>After completion of the matrix and the Fire Evacuation Procedures for the depot, a schedule will be developed for staff training and carried out according to priority needs.</p>	<p>Brian Kew Depot Manager</p> <p>Brian Kew Depot Manager/ Paul Evans Corporate Health & Safety Officer</p>	<p>31 Oct 2016</p> <p>Ongoing until end of March 2017</p>

4. Recommendation tracking

We provide a system for tracking the actioning of agreed Internal Audit recommendations, as a management assurance tool for the Council and specifically this Committee. Managers are responsible for updating actions taken and other key information directly on the system. The first table below represents the status of agreed actions due to be implemented by 30/9/16, the second table the age of the outstanding recommendations (based on the original date due for implementation). The status shown is as advised by the relevant manager/Head of Service and does not imply that Internal Audit has verified the status.

Summary	1 Critical	2 High	3 Medium	4 Low	Total
Due by 30/9/16	-	36	226	71	333
Implemented	-	26	191	66	283
Closed (effectively implemented or system changed)	-	-	5	2	7
Still to be completed	-	10	30	3	43

Time overdue for actions o/s or not complete	1 Critical	2 High	3 Medium	4 Low	Total
Less than 3 months	-	2	3	-	5
3 – 6 months	-	3	13	-	16
Greater than 6 months	-	5	14	3	22
Total	-	10	30	3	43

'High Risk' outstanding issues

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
13/14 Health & Safety	<p><u>Policies and Procedures</u></p> <p>The Council should approve and make available to members and staff all required health and safety policies and procedures as a matter of urgency taking into account the impact of recruiting a new officer. During the recruitment process consideration should be given to setting up a temporary officer contact for providing members and staff with guidance and assistance on health and safety issues affecting them at the Council.</p>	2	<p><u>Audit Conclusion - Work in progress</u></p> <p>The Health and Safety Officer appointed in December 2015, informed all staff members of his role by email in January 2016 in creating and implementing health and safety policies and procedures in accordance with the latest legislation</p> <p>Members will be informed of his role and health and safety issues relating to them at a Health and Safety / Equalities briefing being planned for 26 April 2016.</p> <p>He has revised the Health and Safety Policy and this will be submitted for approval at the Policy, Finance and Development Committee on the 29 March 2016.</p> <p>This document will then be made available to all officers and members as soon as practicable either in hard copy or through the intranet. The Lone Working Policy is currently being worked on by the Welfare and Taxation Manager (who is leading on this) and input will be obtained from other service areas in the council to which this policy is particularly pertinent eg Housing and Environment Control.</p> <p>The Fire Safety Policy will be revised after a Fire Safety Evacuation Procedure is completed. The Interim Manager of Corporate Services confirmed that the Council commissioned an external expert to produce a fire risk assessment on Bushloe House. There were no 'red' alerts (serious faults). The findings will inform the areas of the fire safety procedure and policy review.</p>

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
			<p>These documents will be completed by the end of May 2016.</p> <p>The Health and Safety Policy makes reference to a number of areas (eg working at heights) where the assessed risk will be prioritised to allow for the drafting of related local procedures which will be added as appendices to the policy. There are currently 12 appendices to the original policy. It is envisaged that this exercise could take up to two years to complete.</p> <p>Paul Evans Health & Safety Officer Various implementation dates as stated above.</p> <p>Update from Karen Pollard 14/10/16: The Health and safety Policy is renewed annually. The Policy has been redrafted and is in two formats. A brief version for staff who just need to understand the basics. A fuller version for those officers who have a greater involvement in H & S.</p>
13/14 Health & Safety	<p><u>Training & awareness</u></p> <p>It should be ensured that a documented training needs assessment for all members and staff which corresponds to their roles and responsibilities is produced as a matter of urgency in order that appropriate training can be identified and linked with current training arrangements to ensure that appropriate health and safety training is provided to all staff and members</p>	2	<p><u>Audit Conclusion - Work in progress</u></p> <p>Members will be informed of safety issues relating to them at a Health and Safety / Equalities briefing being planned for 26 April 2016.</p> <p>A detailed assessment of staff training needs will be compiled following staff appraisals planned for May 2016, and this will include Health and Safety awareness training which was last carried out for all staff in 2013 but in the meantime the following has been implemented:</p> <ul style="list-style-type: none"> • A programme of training has been implemented within the last six months, consisting of: <ul style="list-style-type: none"> ○ First Aid at Work Training ○ Fire Awareness for potential Fire Wardens

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
	who need it in a timely manner.		<ul style="list-style-type: none"> ○ Manual Handling – for relevant staff ○ Sharps training – for relevant staff ● Fire Warden training was carried out for a number of volunteer staff in September 2015. ● First Aid at Work training was carried out in October 2015 for Customer Services staff and also refresher training in January 2016. ● A revised health and safety induction programme has been introduced in February 2016. ● Display Screen Assessments have commenced in a number of service areas. <p>Paul Evans Health & Safety Officer Ongoing</p> <p>Update from Karen Pollard 14/10/16: Members have been trained in April 2016. Staff training is due before the end of the financial year.</p>
13/14 Health & Safety	<p><u>Risk assessments</u></p> <p>It should be ensured that health and safety risk assessments are accurately completed for all areas of the Council as a matter of urgency and the results are used to inform relevant safety action plans and risk registers.</p>	2	<p><u>Audit Conclusion - Work in progress</u></p> <p>Risk Assessments for two high risk Council areas, the Depot and Brocks Hill were carried out around mid 2015 and will require re-assessing later this year.</p> <p>Details of these are on the Council's F Drive.</p> <p>Other potential high risk areas are being identified for direct risk assessments by the H&S Officer eg the Customer Services Centre on Bell Street. A risk assessment was carried out for staff and customer safety. As a result of that, CCTV is being installed as a deterrent and to keep the environment safe.</p>

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
			<p>These assessments used to inform safety action plans and or risk registers. This is an ongoing process.</p> <p>An in-house programme of risk assessment training by the Health & Safety Office for line managers and supervisors will be implemented in 2016/2017 in order for risks to be identified and mitigated with the correct control measures.</p> <p>Paul Evans Health & Safety Officer Ongoing</p> <p>Update from Karen Pollard 14/10/16: All risk assessments are in place and are renewed annually or when there has been a change. The H & S Officer is working to carry out our own internal audits so we can be sure that all the identified tasks have been done.</p>
14/15 Street Cleansing & Grounds Maintenance	<p><u>Key Service Risks</u></p> <p>It should be ensured that all the risk assessments identified by Audit and/or due for review are reviewed in a timely manner. Additionally new risks to the service should be identified and assessed. Based on the evaluated risks rating undertaken as part of these risk assessments (reviews and additionally identified risks), key</p>	2	<p>See Response provided for Health and Safety - Risk Assessments above.</p> <p>The proposed implementation date has been amended to 31/3/17 by the service.</p>

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
	service risks should be identified and included in a Risk Register which should then be kept under constant review.		
15/16 Budgetary Control/MTFS	<p><u>Budget Holder Training</u></p> <p>Going forwards It should be ensured that planned budget training sessions are arranged by Finance and it is made compulsory for all budget holders and other staff with budgetary responsibilities to attend these sessions.</p>	2	<p>Original response: Agreed. Training sessions will be arranged for July 2016 and August 2016.</p> <p>Chris Raymakers, Interim Accountancy Manager 31/8/16</p> <p>Update from Chris Raymakers August 2016: Courses are booked for 5 and 9 September after the holiday period.</p>
15/16 Budgetary Control/MTFS	<p><u>Budget Holder Meetings</u></p> <p>Formal monthly meetings with budget holders (permanent and interim) should be introduced with immediate effect. Monthly budget outturn reports should be issued to budget holders to form the basis of such meetings where detailed monitoring and forecasting should be undertaken. Discussions and agreed actions at these monthly meetings should be documented and signed and dated by budget holders and finance staff at the end of the meetings.</p>	2	<p>Original response: Now that officers are in place regular meetings can resume from July 2016 in line with the budget monitoring timetable. Sign off of agreed actions will be undertaken.</p> <p>Chris Raymakers, Interim Accountancy Manager 31/7/16</p>

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
15/16 Main Accounting	<p><u>Leavers Access to Council's IT system</u></p> <p>The Council should seek assurance from its IT provider that all employees who leave are deactivated in a timely manner from the Council's main IT system, based on appropriately documented and authorised requests from management.</p>	2	<p>Original response: ICT to co-ordinate with Human Resources to identify when officers leave the employment of the authority to ensure they are deactivated in a timely manner.</p> <p>Paul Langham, IT Manager 28/2/16 Owner changed subsequently to Mike Dungey, ICT Infrastructure Manager</p>
15/16 Payroll	<p>An issue was highlighted regarding data security-further details can be provided on request.</p>	2	<p>Original response –action proposed to be taken by Karen Pollard by 30/6/16</p>
14/15 Housing Rents	<p><u>Orchard System</u></p> <p>A review of the current operation of the Orchard system should be undertaken. The implementation of the system should be compared to that for other authorities and a re-configuration or purchase of additional modules considered to improve the effectiveness of the system to enable compliance with arrears procedures and introductory tenancies.</p>	2	<p>Original response - This is accepted by the Council. A review of the Orchard system in respect of rent accounting and arrears has begun in December 2015. The review will involve redrafting/streamlining of the rent charging and arrears recovery processes and will establish a framework for performance reporting and monitoring. Also the draft revised processes will be compared/benchmarked against two other local housing providers who use Orchard as their rent and tenancy management system: Hinckley & Bosworth Council & East Midlands Housing Group A timetable for carrying out the necessary "critical" changes to the rent charging and arrears recovery processes, together with costs in engaging Orchard Consultancy services will be agreed and where possible implemented by the end of April. Further on-going improvements/changes will be scheduled in for completion during 2016-17 financial year.</p>

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
			Steve Nash, Community Housing Team Leader 30/6/16 Update by Steve Nash September 16: Further amendments required for the Orchard system alongside further testing-revised implementation date 31/12/16
14/15 Housing Rents	<p><u>System administrator access to the rent system</u></p> <p>Additional staff without housing rent duties should have system administrator access to enable the continued effective operation of the service in the event of staff absence.</p>	2	<p>Original response: This is accepted by the Council. Arrangements have been made for an additional member of staff to have administrator access and training is being arranged. Steve Nash, Community Housing Team Leader 30/4/16</p> <p>Update by Steve Nash September 16: The systems administration function is a specialist support role which is subject to an internal review process previously mentioned. Day to day Orchard Housing System functions and BACS processing functions are in the process of being transferred from the additional duties carried out by the current system administrator to the Income Team globally. The Lettings Officer and the Housing Services Manager are being involved to provide an element of resilience in the event of staff absence in the Income Team. Revised implementation date 31/12/16</p>

Medium (level 3) risks outstanding for over 6 months

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
13/14 Equalities	The Equality and Diversity Agenda – Specific and Measurable Targets:	3	<u>Audit Conclusion – Work in Progress Staff</u>

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
	<p>Targets should be set for each measurement. These should be specific, measurable, relevant and timely. E.g. by June 2015 95% of all staff and members attend appropriate equality and diversity training.</p>		<p>A training programme relating to Equality Assessments for staff who write reports for committees (including policies and procedures) is set for the 5th, 7th and 14th April 2016.. This training will be provided by the Council's Community Engagement Officer. This should then allow these staff to set specific and measurable targets for their areas of operation.</p> <p>Members</p> <p>A briefing session has been arranged on 26th April 2016. This will cover both Health and Safety and Equality and Diversity.</p> <p>The Interim Manager of Corporate Resources also stated that the Framework for Equalities which is a measure of the Council's implementation of equality and diversity by addressing the 9 protected characteristics is being developed by the Community Engagement Forum with the first draft to be completed by September 2016.</p> <p>Veronika Quintyne Community Engagement Officer Service Area Heads Community Engagement Forum Ongoing</p> <p>Updates from Karen Pollard Sept/Oct 16: Work to produce an agenda for the next 4 years is due to be completed. The action plan will set out the key stages and the council's objectives. The Community Engagement Forum will be consulted on the changes. The Council has been working towards targets set that expire in 2017. The community has been consulted about the issues to be included in</p>

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
13/14 Equalities	Compliance with the Equalities Act 2010 should be monitored by an appropriate body within the Council and progress should be reported to, and approved by an appropriate Committee.	3	<p>the next document.</p> <p>Audit Conclusion –Work in progress The Interim Manager of Corporate Resources stated that the HR team will be collecting and publishing the equality data around the 9 characteristics of equality data. Reporting on this and reporting on performance against the council’s 5 equality objectives will be to the PFD Committee.</p> <p>Veronika Quintyne Community Engagement Officer March 2016 & September 2016</p> <p>Updates from Karen Pollard Sept and Oct 16: Plans are in place to meet this Act. The action plan is managed via the Community Engagement Forum. Working to the plan that was produced in 2013 to 2017.. A new Plan will be drawn up in the new year.</p>
13/14 Equalities	To comply with the legislation the Council should consider enhancing the type of information presented in its workforce profile to include a profile of staff at different grade, levels and rates of pay, including part-time work etc	3	<p>Audit Conclusion – Work in progress The Interim Manager of Corporate Resources stated that the HR team will be collecting and publishing the equality data around the 9 characteristics of equality data for its workforce. The data will be available from September 2016 and will be published from September 2017 onwards.</p> <p>Veronika Quintyne Community Engagement Officer September 2016</p> <p>Update from Karen Pollard Oct 16: Data will be published about the 9 characteristics by end March 2017.</p>

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
13/14 Equalities	The relevant data should be collated and progress against the measures for the equality objectives should be reported on a timely basis.	3	<p><u>Audit Conclusion –Work in progress</u></p> <p>The Interim Manager of Corporate Resources stated that the Community Engagement Officer will be reporting to the next PFD meeting on performance against the council's 5 equality objectives.</p> <p>Veronika Quintyne Community Engagement Officer March 2016</p> <p>Updates from Karen Pollard Sept and Oct 16: The Equality Objectives have been met taking the Plan up until 2017. The new Plan is currently being consulted on. The community engagement forum guides the work on these targets.</p>
13/14 Equalities	Suitable training in equality and diversity should be mandatory for all officers and members, and it should be ensured that it is delivered to the planned timescales	3	<p>Original action date July 2015. Update from Karen Pollard Oct 16: The roll out for staff training concluded on 14.10.16. Diversity training was delivered to all staff. PREVENT training, which is the training to alert people to look for extremism behaviours, was also delivered in this time period. One further session will be delivered for those staff who missed the session.</p>
14/15 Private Sector Housing/Disabled Facilities Grants	It should be ensured that when the Private Sector DFG Policy is reviewed, clear and accurate information is included relating to the criteria for prioritising applications.	3	<p><u>Audit Conclusion- Work in progress</u></p> <p>The Private Sector DFG Policy is due for a complete review and approval by the Service Delivery Committee and this point will be addressed in the reviewed version. It is intended that the reviewed version will be taken to the SDC in June 2016 for approval.</p> <p>John Stemp – Property Manager 30 June 2016</p>

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
			Update from Stephen Glazebrook June 2016: A report has been prepared for the July 2016 committee meeting but this involves the potential for the service to be incorporated in the Lightbulb Project which will introduce a consistent county wide service. If this goes ahead the service standards will be set jointly with participating authorities through the Lightbulb project. Revised implementation date 31/10/16
12/13 Risk Management	An exercise should be undertaken to review all existing partnerships and projects to establish what risk registers are currently in place. A review should then take place to standardise the format of partnership and project risk registers and ensure that all partnerships and projects maintain such registers.	3	<u>Audit Conclusion –Work in progress</u> The Interim Accountancy Manager has confirmed the work is ongoing but due to operational reasons has been delayed Chris Raymakers Revised date 30 June 2016. Update: Work to be done over the Summer – revised implementation date 30/9/16
12/13 Risk Management	Priority should be given to identifying and implementing a bespoke Risk Management IT package that will allow the Council to develop from a process driven risk management function to one that is fully embedded.	3	<u>Audit Conclusion –Work in progress</u> The Interim Accountancy Manager has confirmed the work is ongoing but due to operational reasons has been delayed. Chris Raymakers Revised date now 31 Aug 2016.
14/15 Main Accounting	Prompt removal of leavers from financial systems access: a It should be ensured that HR provide timely notification of leavers	3	<u>Audit Conclusion –Work in progress</u> The Interim Accountancy Manager has confirmed that Finance would co-ordinate with Human Resources to identify when officers leave the employment of the authority. He expected the movement of agency staff on to permanent contracts will greatly facilitate this once it has

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
	<p>to the IT provider to assist with the prompt removal of leavers from the domain accounts.</p> <p>b) The IT provider should delete all leavers in a timely manner upon notification from HR.</p>		<p>been completed and regular meetings with HR commence. This should then ensure that the IT provider is notified of such leavers in a timely manner to remove them from the Council's system and to confirm such action to HR / Finance in a timely manner.</p> <p>Chris Raymakers/Karen Pollard 30 June 2016</p> <p>No further update available.</p>
11/12 Corporate Governance: Tenon review-Pest Control service review	<p>a) Management should report the financial benchmarking data that compares the service to other local Authorities in Leicestershire to the Senior Management Team and the Service Delivery Committee.</p> <p>b) Management should also undertake a value for money review of the Pest Control Service to ensure that the Council is managing this area in the most economic and effective manner.</p>	3	<p><u>Audit Conclusion –Work in Progress</u></p> <p>Pest Control income was considered and included as part of the 2016/17 budget setting process and included in the PFD Committee approved Fees & Charges for 2016/17. The cost to benefits of the provision of this service will be kept under review for the first half of the 2016/17 financial year and a paper will be taken to the PFD Committee in October 2016 when the proposed Fees & Charges for 2017/18 will be taken for approval, recommending discontinuing the service if this is deemed necessary.</p> <p>Stephen Glazebrook Interim Community Manager October 2016</p>
13/14 Legal Services/Corporate Legal Compliance Arrangements	New, Amended and Revised Statutory Duties, Powers and Legal requirements: Action should be taken to ensure that legislative and other changes are addressed by the Council	3	<p><u>Audit Conclusion –Work in Progress</u></p> <p>The Director of Services confirmed that the future programme of planned legislative changes will be kept under review to ensure that any which will/ may impact on the Council and its activities are identified and the likely impact assessed, implemented and communicated as</p>

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
	<p>on a timely basis and can be implemented for the date that such changes come into force.</p> <p>The Council's website should be updated to include accurate information on changes to legislation.</p>		<p>appropriate to ensure timely compliance.</p> <p>Anne Court Director of Services Immediate</p> <p>Update from Karen Pollard Oct 16: Website is updated by the new PR and Communication officer. Compliance with legislation is handled better now since the new postholder is in place.</p>
14/15 Street Cleansing and Grounds Maintenance	<p>Efficient working: It should be ensured that consideration is given to the maximisation of the efficient and effective use of staff and equipment (including procurement) across the Clean and Green Team and other Council Teams.</p>	3	<p><u>Audit Conclusion – Work in Progress</u></p> <p>Purchase of equipment will continue demonstrate the consideration of efficiency issues eg the purchase of refuse trucks for approximately £1m in the last financial year.</p> <p>Efforts have been made to harmonise the working contracts for staff in the Clean and Green Team and Refuse and Recycling Team with direct input from the HR Team but this has stalled at the moment. Efforts will be made to progress this issue.</p> <p>Brian Kew, Operations Manager Ongoing</p> <p>Update: date amended to 31/3/17 – this is still ongoing with HR</p>
14/15 Street Cleansing and Grounds Maintenance	<p>Cleanliness Service Standards – Targets: The Council should introduce specific cleaning performance targets for monitoring and reporting against.</p>	3	<p><u>Audit Conclusion – Work In Progress</u></p> <p>All staff have been trained on the Cleanliness Standards A – D previously used in NI195. All areas are to be restored to the A standard after being visited. Areas are subject to spot checks by foremen/supervisors.</p>

Review	Recommendation	Risk Rating	Current status (including position reported by Internal Audit at March 2016 where relevant)
			<p>A reporting mechanism on performance has not yet been devised due to current lack of resources. Brian Kew, Operations Manager Ongoing</p> <p>Update: date amended to 31/3/17</p>
15/16 Benefits	Management should review the information held on the Council website to ensure it is accurate, and up to date.	3	<p>Original response: We will continually review the information held on the Council website to ensure it is accurate, and up to date. The January 2015 updated Customer Service Charter had not been posted on the Website. This will be reviewed and updated. The link to the Council Tax Support Scheme has been repaired. The DHP policy on the website is up to date but is under review. Jacky Griffith, Welfare and Taxation Processing Manager – by 29/2/16</p> <p>Update from Jacky Griffith Oct 16: The Customer Service Charters for 2015 which are now historic will not be posted on the website but the new charters when produced – will be published – revised implementation date 31 May 2017.</p>

5. 2016/17 Internal audit plan

Review	Scheduled Start*	Status	Level of assurance
Budgetary Control/Medium Term Financial Strategy	January 2017		
Main Accounting	November/December 2016		

Review	Scheduled Start*	Status	Level of assurance
Creditors	February 2017		
Debtors	February 2017		
Treasury Management	November/December 2016		
Income Management & Cash Receipting	November/December 2016		
Anti Fraud & Corruption-targeted fraud prevention/detection work	May 2016	Completed	N/A
Strategic Procurement / Shared Services / Service Review - VFM	January – March 2017		
Income Generation/fees and charges	June/July 2016	Completed	N/A
Cash Receipting system implementation	April-June 2016	Completed	N/A
Grant Aid – Value for money review	January – March 2017		
Food Hygiene	To be agreed		
Payroll & Expenses	January – March 2017		
Workforce – Procurement of agency staffing	To be agreed		

Review	Scheduled Start*	Status	Level of assurance
Council Tax	December 2016	Scope agreed	
Business Rates	October - November 2016	Scope agreed	
Benefits	November 2016	Scope agreed	
Housing Rents	January – March 2017		
Housing – investment / repairs and maintenance	January – March 2017		
Void Property Management	January – March 2017		
Brocks Hill	January – March 2017		
Health & Safety – ‘Depot Services’	July/August 2016	Final report issued	Significant
Vehicle procurement and management	To be agreed		

- Timings either agreed with management where relevant or proposed by us.



Policy, Finance and Development Committee	Tuesday, 01 November 2016	Matter for Information
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Title: **Overall Budget Position – April to August 2016**

Author: **Martin Hone (Interim Chief Financial Officer / Section 151 Officer)**

1. Introduction

This report provides Members with details of the Council’s budgetary position for the General Fund, Housing Revenue Account and Capital Programme for the period April to August 2016.

In addition any supplementary requests which require approval by this committee are provided in line with the Council’s Financial Regulations as approved by Council.

2. Recommendations

That Members note the current position.

3. Information

- 3.1 In February 2015 the Council approved a General Fund Budget for 2015/16 of £6,414,876. This would leave a General Fund Balance of £885,000, which is well above the recommended level of 5% of the net budget.
- 3.2 A summary of the overall General Fund budget is outlined in the table below, this includes virements and supplementary budgets approved by management under the Financial Regulations and budgets from 2015/16 approved to be carried forward by the Policy, Finance and Development Committee on 19 July 2016.
- 3.3 The predicted outturn position is based on actual expenditure of the first five months of the financial year. Subsequent financial reviews will give further updates on these positions.

In order to show the Council’s progress in meeting its savings and efficiency targets for the year, these have been pulled out of the committee totals and shown separately in the table below.

Details of committee variances are reported to separate committees.

(Continued overleaf)

Committee	Original Budget 2015/16	Budgets c/f from 2014/15	Approved Budget Changes	Revised Budget 2015/16
	£	£	£	£
Policy Finance and Development	2,625,960	33,700	8,000	2,667,660
Service Delivery	3,628,050	0		3,628,050
Development Control	520,200	9,180	(50,000)	479,380
Children and Young Persons	11,800	0	0	11,800
Licensing	61,160	0	0	61,160
Salaries over/(underspend)			(377,000)	(377,000)
Efficiency Savings Targets	(765,000)		419,000	(346,000)
Net Committee Expenditure	6,082,170	42,880	0	6,125,050
Capital Financing	626,660	0		626,660
Contributions to/(from)				
Earmarked Reserves	(293,954)	(42,880)		(336,834)
Net Expenditure	6,414,876	0	0	6,414,876

- 3.4. The table shows the current overall budget position at the end of August, there is no change to the overall net expenditure. This is because the savings and efficiency targets set as part of the budget setting process have not been fully met. The Council can identify a total of £419,000 of savings and efficiencies due to be made this year leaving a further £346,000 to find in order to meet the in year target.
- 3.5. The above figures include the Council General Fund salary, hired staff and overtime budget which is currently showing a potential saving of £377,000 as part of the vacancy savings target. These savings will need to be built into any future restructures so that they are sustainable going forward.
- 3.6. There has also been an increase in the expected planning income during the year. This year's budgeted target has already been exceeded. This is due to a number of high value planning applications that the Council has received this year. A full review of the outturn position will take place as part of the budget setting process however it can be expected that income receipts will return to a normal level giving a contribution to this year's targets of £50,000. Planning fees are a volatile, demand driven, income stream which should be seen as a one off rather than a sustainable reduction in net expenditure for future years.

Recycling Disposal income and Building Control fees, both volatile sources of income which have affected the Council's outturn position in previous years, are holding their own against this year's budgeted targets.

3.6. Housing Revenue Account (HRA)

The Council's Housing Revenue Account budget was set in February 2016 estimating a budget deficit of £151,000 would be made after appropriations to earmarked reserves, leaving a balance on the reserve of £442,000. This was in line with the Council's Housing Revenue Account Business Plan.

(Continued overleaf)

	Original Budget 2016/17	Expenditure Budgets c/f from 2015/16	Increases/ Decreases in Budgets	Estimated Outturn 2016/17
	£	£	£	£
Net Costs of Services on the HRA	(881,610)	14,330	25,200	(842,080)
Capital Charges	538,480			538,480
Revenue Contribution to Capital	494,000	656,000		1,150,000
Deficit movement in year	150,870	670,330	25,200	846,400
Actual Balance b/f on Housing Revenue Account - 1 April 2015	(1,346,070)			(1,346,070)
Budgeted Deficit in Year	150,870	670,330	25,200	846,400
Balance c/f on Housing Revenue Account	(1,195,200)	670,330	25,200	(499,670)

The HRA has currently a predicted balance at 31 March 2017 of £500,000 keeping it above the minimum balance of £300,000 recommended by the business plan.

3.7. HRA Business Plan

It has been reported at previous Committees that the Government, in the July 2015 Budget, proposed significant changes to Housing finance. The most immediate of these was the 1% decrease in dwellings rent, from April 2016, with year on year decreases until 2020/21 at which point rents should be allowed to increase in line with inflation. This change has been built into the Councils Business Plan for 2016/17

The Government also announced as part of the 2015 Budget a new 'void sale levy' which it would impose on authorities as well as the intention to make higher income tenants 'pay to stay' in their council homes. Since July 2015 there has been a paucity of detail surrounding these proposal and as a result Councils have been unable to build these into their business plans. Incorporation into the business plan will be completed once full proposals are known, however both will provide significant financial and administrative challenges for the HRA

In May 2016 the Government issued a consultation relating to technical accounting issues surrounding the Finance Settlement. These related to the reversal of impairment out of the HRA and the treatment of depreciation and major repairs allowance. The results of this consultation have not yet been published. However it is likely that impairment will continue to be reversed out of the HRA while the Major Repairs Allowance will cease to be used a proxy for depreciation. Once these changes have been firmed up they will be incorporated into the Council's Business Plan.

The above changes will have an effect on the future spending plans for the HRA. It is likely that the short to medium term plans of the authority will need to be revisited, in particular the capital programmes which will need to be financially realistic and manageable.

3.8. Capital Programme

A summary of progress on the capital programme is contained in Appendix 1 to this report.

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Tel: (0116) 257 2891

Implications	
Financial (CR)	As set out in the report.
Legal (AC)	No significant implications.
Risk (CR)	CR1 - Decreasing Financial Resources CR9 - Economy
Equalities (AC)	No significant implications.
	Equality Assessment:-
	<input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME

Project Code Reference	Scheme	2016-17 Proposed Budget	Capital Spend at 31st August 2016	Underspend / Overspend	Comments
Housing Revenue Account - Breakdown of overall budgets being reviewed					
50002	Boulter Crescent - Whole Unit Refurbishment	550,000	905,474	355,474	End of 2 year contract ran further into this financial year than expected.
50003	Central Heating	239,120	25,210	(213,910)	Schedules completed, further works being arranged.
50005	Door Entry Systems	100,000	0	(100,000)	Tenders being prepared
50006	Front & Rear Doors	168,230	7,133	(161,097)	LHC and EEM pre-tendered supply frameworks being assessed.
50007	Car Hard Standings	50,200	9,260	(40,940)	Phase 1 & 2 in progress, phase 3 & 4 in preparation
50009	Fire Safety Marriot House	50,000	0	(50,000)	Programme to be agreed
50010	Fire Safety Junction/Maromme/Burgess	141,470	0	(141,470)	Programme to be agreed
50011	External Works Junction/Maromme/Burgess	50,000	0	(50,000)	Tenant consultation to be concluded
50014	Concrete Repairs Chartwell House	150,000	0	(150,000)	Contract now let and works are underway
50015	Concrete Repairs Brabazon Road	35,000	0	(35,000)	In consultation with leaseholders. Timescale yet to be agreed
50016	Decent Homes Work	268,580	21,590	(246,990)	Demand led - occurring at re-let or by subsequent request of tenant
50017	Major Adaptations for Disabilities	95,000	132,013	37,013	Dependent on number of referrals. Applications now processed upon receipt, no waiting list.
50018	Orchard Software Upgrade	10,000	3,450	(6,550)	Underway. Expect to complete this year.
50021	Asset Management Software	38,000	0	(38,000)	Data currently in spreadsheet form. Need for specialist IT system to be re-assessed
50022	Customer Profiling Software	5,000	0	(5,000)	
50023	Arbitas Software Upgrade	25,000	0	(25,000)	
50024	Heating, Ventilation and Insulation Upgrades	1,200,000	8,857	(1,191,143)	Contract now let, expecting to complete by March
50025	Scheme Based CCTV	5,000	2,560	(2,440)	Scheme now complete
50029	Replacement of Properties Sold Through Right to Buy	115,140	(7,574)	(122,714)	Awaiting development of further new housing schemes
50030	Communal Heating System William Peardon Court	230,000	0	(230,000)	Heating consultants now appointed
50031	Refurbish Bathrooms Kings Drive / Gibson Close	86,000	10,001	(75,999)	Works out to tender
50032	Refurbish Bathrooms William Peardon Court	157,000	0	(157,000)	Contract now let
50033	Garage Block Churchill Close	10,000	0	(10,000)	Works to roof completed, painting of rendered panels about to take place
50034	Queen Street - Whole Unit Refurbishment	52,000	0	(52,000)	Now completed
50035	Kings Drive / Gibson Close - Refurbishment of Kitchens	119,100	0	(119,100)	Now completed
50036	King Street - Retaining Wall to Drying Area	90,550	0	(90,550)	Now completed
50037	Malham Way, Oadby - Refurbishment of Kitchens / Bathrooms / Heating systems & External Works	320,000	0	(320,000)	Out to tender
50038	Countesthorpe Road Refurbishment of Kitchens & Bathrooms	74,200	0	(74,200)	Works to be arranged in-house
50039	Kenilworth Drive Kitchen & Bathroom Refurbishment	84,800	0	(84,800)	To be surveyed
50040	Bassett Street Kitchen & Bathroom Refurbishment	84,800	0	(84,800)	Works to be arranged in-house
Total - HRA		4,604,190	1,117,974	(3,486,216)	
General Fund - Service Delivery					
52002	Disabled Facilities Grant	499,090	93,950	(405,140)	Dependent on demand
52003	Grant for Improving Heating & Insulation in Private Housing	4,640	0	(4,640)	Residue of grant - not being actively promoted
52010	Disabled Access/Facility Improvements to Council Owned Properties	14,200	0	(14,200)	Dependent on demand
54010	Refurbishment of Play Area Equipment	31,440	4,999	(26,441)	Required for replacement play equipment at Brocks Hill. Exact cost not yet clear.
54012	Cemeteries - Memorial Safety	21,870	0	(21,870)	Reactive ongoing budget for repairs to monuments. Expenditure dependent on results of continuing surveys. £12K spend expected. Remainder may be needed in the future.
54017	New Electricity Points for Christmas Lights	6,500	0	(6,500)	Expected to spend in full - will immediately precede installation of lights
54020	Refurbishment of Pathway Linking Car Park to Brocks Hill Visitor Centre	5,300	0	(5,300)	Expected to spend in full by January
54025	Construction of Footbridge Over the Grand Union Canal	55,000	4,630	(50,370)	Surveys now complete. Designs referred to Canal & River Trust
54037	Reconstruction of Wigston Cemetery Wall	6,750	0	(6,750)	Expected to spend in full by end of the financial year
54055	Improving Surface Water Drainage at Brocks Hill Car Park	12,750	0	(12,750)	Delayed pending outcome of the review of the overall parking situation at Parklands
54065	Installation of LED Lighting at Brocks Hill Conference Room	5,030	0	(5,030)	Will be complete by December
54111	Additional Garden Waste Bins	0	18,950	18,950	Further green bins
54114	Cyclical Resurfacing of Council-Owned Public Car Parks	80,000	3,223	(76,777)	Scope of scheme still under discussion
54118	Refurbishment of Bus Shelters	18,700	0	(18,700)	Costs on 54558. Expect to spend in full
54122	Ford Transit Custom Van	0	17,358	17,358	Funded from 54132 Purchase of New Vehicles under vehicle replacement programme
54123	3 Public Cleaning Vehicles	0	43,531	43,531	Funded from 54132 Purchase of New Vehicles under vehicle replacement programme
54125	Replacement Lights for the Blaby Road Park Skate Area	0	7,880	7,880	Now complete
54126	3 Public Cleaning Vehicles	0	24,342	24,342	Funded from 54132 Purchase of New Vehicles under vehicle replacement programme
54127	Replace Wooden Slat Canopy at Sheila Mitchell Pavilion	10,000	1,064	(8,936)	Now complete
54128	Purchase of Replacement Ride-on Mower for Cemeteries	5,500	5,775	275	Now complete
54129	Boundary Wall Repairs at Sandhurst Street Car Park	15,000	0	(15,000)	Expected to spend in full by end of the financial year
54130	Expansion of Blaby Road Park Pavilion	250,360	0	(250,360)	Scope of scheme still under discussion
54131	Additional Spaces for Parklands Leisure Centre Car Park	6,400	0	(6,400)	Delayed pending outcome of the review of the overall parking situation at Parklands
54132	Purchase of New Vehicles	787,250	0	(787,250)	
54543	Brocks Hill Building Redevelopment	35,770	48,440	12,670	Expect to spend £275K. Remainder of replacement programme on whole pending waste review. Position not certain. The original contractor went bankrupt before the works were begun. Purchase order commitments remain on the system, pending new contractors and rescheduling of the work.
54548	Construction of Additional Leisure Facilities at Brocks Hill - Frisbee Disc Golf Course, Natural Water Play Area & Perimeter Walking Trail	30,000	0	(30,000)	Scheme under review - original intention was that match-funding would be found, this has not been successful
Total -Service Delivery General Fund		1,901,550	274,142	(1,627,408)	
TOTAL SERVICE DELIVERY		6,505,740	1,392,116	(5,113,624)	
General Fund - Policy, Finance & Development					
56001	Replacement of Boilers, Refurbishment of Reception Area and Toilets at Bushloe House	189,320	1,456	(187,864)	£91K certain (2 boilers currently being replaced). Remaining £78K for ground floor and £20K for toilet refurbishment contingent on outcome of asset management strategy
56003	Construction & Outfitting of Customer Service Centre	0	32,823	32,823	Estimate £55K final spend, after remaining software implementation costs.
56010	Rolling Replacement of Computers and Other IT Hardware	28,830	(78)	(28,908)	Expected to spend in full during Q4
56026	Upgrade of the Integra Finance Management System	0	3,210	3,210	Now complete
56027	Compulsory Purchase Order for 41 Canal Street	350,000	0	(350,000)	Still awaiting response from property owner. CPO funds will not be placed into escrow until order is acknowledged.
56037	Upgrade of the PARIS Income Management Software	30,000	9,257	(20,743)	Expected to spend in full by year end
56053	Oadby Public Realm Works	10,650	2,927	(7,723)	Some remaining street works to be done, expect to spend in full.
56055	Creation of Document Management System	50,000	0	(50,000)	Legacy project, unlikely to proceed.
56060	Upgrade Microsoft Office Suite to Most Recent Version Corporate-Wide	4,830	(2,314)	(7,144)	
56062	Upgrade of Server Operating Systems to Windows 2008	6,300	6,787	487	Expected to spend in full during Q4
56063	Software package to Make Building Control Documents Accessible to the Public	10,000	0	(10,000)	Now Complete
Total - Policy, Finance and Development		679,930	54,068	(625,862)	Requirement being reviewed
PLANNED EXPENDITURE GRAND TOTAL		7,185,670	1,446,184	(5,739,486)	

Agenda Item 13



Policy, Finance and Development Committee	Tuesday, 01 November 2016	Matter for Information
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Title: Committee Budget Review – April to August 2016

Author: Martin Hone (Interim Chief Financial Officer / Section 151 Officer)

1. Introduction

This report provides Members with details of the budgetary position for the Committee at 31 August 2016 for both capital and revenue budgets.

2. Recommendations

That Members note the current position.

3. Information

- 3.1. In February 2016, a revenue budget was approved for this committee of £2,625,960 before any requirement of £730,000 efficiency saving were applied. Currently, the Committee General Fund position shows a predicted net spend for the year of £2,379,960 giving efficiency savings of £245,000.

The principal variances are shown in the table below.

<u>Budget</u>	<u>Cause of Variance</u>	<u>£</u>
Salaries across Policy Finance and Development Committee	Restructuring and reduction in hired staff	(253,000)
Government Grant - Benefits	Universal Benefit Re-imbursme	(22,000)
Professional Services NDR	Survey of busines rateable values	30,000
Total Expected Saving		(245,000)

- 3.2. Throughout 2016/17 the Council has examined its structure with the main aim of reducing its reliance on hired agency staff, while seeking efficiencies in working practices. This exercise, although still ongoing, should accrue savings of around £253,000 on this Committee's salaries budget. Members should however be mindful that the above savings only go part way to meeting the total savings and efficiencies provision contained within the overall Council budget for 2015/16.

3.3. Capital Programme

A summary of progress on the capital programme is contained in Appendix 1 to this report.

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Implications	
Financial (CR)	As set out in the report.

Legal (AC)	No significant implications.
Risk (CR)	CR1 - Decreasing Financial Resources. CR9 - Economy.
Equalities (CR)	No significant implications.
	Equality Assessment:- <input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME

Project Code Reference	Scheme	2016-17 Proposed Budget	Capital Spend at 31st August 2016	Underspend / Overspend	Comments
	General Fund - Policy, Finance & Development				
56001	Replacement of Boilers, Refurbishment of Reception Area and Toilets at Bushloe House	189,320	1,456	(187,864)	£91K certain (2 boilers currently being replaced). Remaining £78K for ground floor and £20K for toilet refurbishment contingent on outcome of asset management strategy
56003	Construction & Outfitting of Customer Service Centre	0	32,823	32,823	Estimate £55K final spend, after remaining software implementation costs.
56010	Rolling Replacement of Computers and Other IT Hardware	28,830	(78)	(28,908)	Expected to spend in full during Q4
56026	Upgrade of the Integra Finance Management System	0	3,210	3,210	Now complete
56027	Compulsory Purchase Order for 41 Canal Street	350,000	0	(350,000)	Still awaiting response from property owner. CPO funds will not be placed into escrow until order is acknowledged.
56037	Upgrade of the PARIS Income Management Software	30,000	9,257	(20,743)	Expected to spend in full by year end
56053	Oadby Public Realm Works	10,650	2,927	(7,723)	Some remaining street works to be done, expect to spend in full.
56055	Creation of Document Management System	50,000	0	(50,000)	Legacy project, unlikely to proceed.
56060	Upgrade Microsoft Office Suite to Most Recent Version Corporate-Wide	4,830	(2,314)	(7,144)	
56062	Upgrade of Server Operating Systems to Windows 2008	6,300	6,787	487	Expected to spend in full during Q4
56063	Software package to Make Building Control Documents Accessible to the Public	10,000	0	(10,000)	Now Complete
					Requirement being reviewed
	Total - Policy, Finance and Development	679,930	54,068	(625,862)	



Policy, Finance and Development Committee	Tuesday, 01 November 2016	Matter for Information and Decision
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Title: Resident Forum Outturn Budget Position and Allocation Requests

Author: Martin Hone (Interim Chief Financial Officer / Section 151 Officer)

1. Introduction

This report is to update Members as to the financial position of the Local Residents Forums at 30 September 2016 and give an indication of the amount of unallocated balances.

2. Recommendations

- 2.1. That Members note the position of the Forums' Budget.
- 2.2. That Members approve the allocation requested by the Forums as set out below.

3. Information

- 3.1. The attached report (Appendix 1) shows the financial position for the three Local Residents Forums at 30 September 2016.

The report shows the actual spend at the end of June for each scheme approved by the forums. Once a scheme is complete any under spend on that scheme is placed back into the spending pot for future allocation. Members should take note of the current position when considering requests for funding

Forum	Original Allocation	Budgets Allocated	Unused Balances for Reallocation	Total Unallocated Funds	Spend to 30 Sept 2016
	£	£	£	£	£
Wigston	230,000	214,822	10,492	25,670	193,548
South Wigston	115,000	112,740	7,401	9,661	89,489
Oadby	230,000	208,832	11,494	32,662	187,726
	575,000	516,014	29,422	88,408	456,214

- 3.2. The Oadby Residents Forum met on the 31 August 2016 at which the following requests were made.
 - i) That Oadby Remembers be awarded a grant of £6,500
 - ii) That The Oadby and Wigston Civic Society be given a grant totaling £1,452 for conservation area plaques.
 - iii) That Phoenix Therapies be award a grant of £1,700 to assist in protecting people suffering with mental health issues.
- 3.3. The South Wigston Residents Forum met on the 7 September 2016, at which the

following request was made.

- i) That Phoenix Therapies be award a grant of £1,000 to assist in protecting people suffering with mental health issues

3.4. The Wigston Residents Forum met on the 14 September 2016, at which the following request was made.

- i) That Phoenix Therapies be award a grant of £1,000 to assist in protecting people suffering with mental health issues

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Implications	
Financial (CR)	As set out in the report.
Legal (AC)	No significant implications.
Risk (CR)	CR1 - Decreasing Financial Resources
Equalities (CR)	No significant implications.
	Equality Assessment
	<input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

SOUTH WIGSTON RESIDENT FORUM	Approved amount	Actual amount spent at 30/09/16	Completed projects - balance available for reallocation	Progress Report
	£	£		
Total allocated budget	115,000	115,000		
Spend at 1 April 2016	106,890	89,489	(7,401)	
South Wigston Market Traders Community Newsletter (PFD Oct 15)	500	0		
Civic Orchestra Commemorative Event (PFD Feb 16)	500	0	0	
Oadby and Wigston Civic Society plaque at Train Station (PFD March 16)	450	0	0	
S Wigston Traders grant for Christmas Capers (PFD July 16)	4,000	0	0	
Grant for Step-Out Project (PFD July 16)	400	0	0	
Schemes currently requiring completion	5,850	0	0	
Total Committed	112,740	89,489	(7,401)	
Completed projects - balance available for reallocation	7,401			
Funds remaining	9,661			

2016/17

WIGSTON RESIDENT FORUM	Approved amount	Actual amount spent at 30/09/16	Completed projects - balance available for reallocation	Progress Report
	<u>£</u>	<u>£</u>	<u>£</u>	
Total allocated budget	230,000	230,000		
Spend at 1 April 2016	208,272	188,793	(10,492)	
Civic Orchestra Commemorative Event (PFD Feb 16)	500	0	0	
Seat to be Placed in Bus Shelter near the health centre (PFD March 16)	250	0	0	
Oadby and Wigston Civic Society Trees for Willow Avenue area (PFD March 16)	400	0	0	
Litterbin at Horsewell lane (PFD July 16)	400	0	0	
Refurbishment of Marrome Square (PFD July 16)	5,000	0	0	
Schemes currently requiring completion	6,550	0	0	
Total committed	214,822	188,793	(10,492)	
Completed projects - unused balance available for reallocation	10,492			
Funds remaining	25,670			

OADBY RESIDENT FORUM	Approved amount	Actual amount spent at 30/09/16	Completed projects - balance available for reallocation	Progress Report
	£	£	£	
Total allocated budget	230,000	230,000		
Spend at 1 April 2016	200,602	185,206	(11,494)	
Litter Bin placed on Uplands Park nr Manor Rd School (PFD July 15)	450	0	0	awaiting confirmation of exact location
Oadby Market Traders Festive Lights Grant (PFD Oct 15)	1,000	0	0	
Grant to Friends of Brocks Hill (PFD Feb 16)	1,000	0	0	
Howden Close Bus Shelter (PFD March 16)	3,500	0	0	
Grant to St peters Church to fund the Church Clock refurbishment (PFD March 16)	1,380	0	0	
Litter bins - Coombe Park (PFD March 16)	900	0	0	
Schemes currently requiring completion	8,230	0	0	
Total committed	208,832	185,206	(11,494)	
Completed projects - unused balance available for reallocation	11,494			
Funds Remaining	32,662			

Agenda Item 15



**Policy, Finance and
Development
Committee**

**Tuesday, 01
November 2016**

Matter for Decision

Title: Proposed Scale of Fees and Charges 2017/18

Author: Martin Hone (Interim Chief Financial Officer / Section 151 Officer)

1. Introduction

- 1.1 This report outlines the proposed scale of fees and charges for areas covered by this Committee for the financial year 2017/18.

2. Recommendations

That Members consider and approve the proposed fees and charges for 2017/18.

3. Information

- 3.1 The Council charges for a number of its services that are provided to the public. All fees and charges are reviewed on an annual basis as part of the budget setting process.

- 3.2 When setting scales of charges, the following factors are taken into consideration:

- Statutory obligations;
- Policies and objectives of the Council;
- Inflation and relevant indices;
- Local market research and competition (where relevant);
- The impact of price changes on activity level or demand;
- Changes in taxation;
- Budget position and any associated gap; and
- The cost of providing the service.

- 3.3 As at July 2016, the Retail Price Index (RPI), which is a measure of inflation stood at 1.9%. This has been used as a guide for Heads of Service when considering the 2017/18 increase.

- 3.4 Appendix 1 shows the current and next year's proposed charges together with any specific explanation of the change to any individual charge. A summary of changes by service area has been provided overleaf.

3.5 Recreation Grounds, Pavilion Hire and Allotments

These have gone up broadly in line with RPI with the exception of the bowling facilities, which have stayed the same, as this authority's charges are already higher than our neighbouring Leicestershire Districts. A degree of realignment is also recommended this year to make charges consistent across the service.

3.6 Cemeteries

The Council's charges for its two cemeteries have long lagged behind its neighbour Leicester City. As a result it is recommended that charges Oadby and Wigston Cemeteries are increased significantly with the view of further closing this gap over

the next two years.

3.7 Car Parks

It is proposed that the charge for parking in designated car parks for a period in excess of three hours remains at £3.

3.8 Housing

New charges are to be introduced relating to charges and contributions to emergency and homeless accommodation. This will help cover any short fall in housing benefit that the Council receives.

3.9 Environmental Health

Charges relating to Environmental Health have been reviewed already in this financial year and as a result it is recommended that those which were increased remain the same for 2017/18 while an RPI increase has been applied to the rest.

3.10 Leisure Centres

Under the current contract the service provider, Sports and Leisure Management Ltd, have to provide the Council with their proposed charges three months before the start of the contract year. Members will be informed of these proposals during the next committee cycle.

3.11 Planning

Many of the charges within the Development Control area have remained fixed for a number of years. It is recommended that these are realigned to cover the cost of production

3.12 Licensing

A large proportion of Licensing charges are set by statute. Those charges that are not set by statute have been reviewed to make sure they are in line with other neighbouring authorities while making every effort to cover the cost of the licence.

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Implications	
Financial (CR)	The Council should always look to maximise its income where ever possible.
Legal (AC)	Statutory increases in charges are incorporated within the proposals embodied within this report.
Risk (CR)	CR1 - Decreasing Financial Resources CR9 - Economy
Equalities (CR)	Fees and charges proposed are across the services which the Council provides; services accessible and available to all.
	Equality Assessment:- <input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

DEVELOPMENT CONTROL COMMITTEE									
	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge	
1	BUILDING CONTROL & PLANNING - COMMON CHARGES								
	1.1 PLANNING AND BUILDING CONTROL FEES								
	Statutory Charge set by Central Government and Local Authorities						X		
	1.2 BUILDING AND PLANNING RECORDS SEARCH								
	(a) Domestic and simple commercial development (Min charge £17.00)		Per Hour	1-Apr-13	17.00	40.00		Revised fees agreed by Committee July 2016	
	(b) Commercial enquiries charged at £34.00 per hour (Min charge £34.00)		Per Hour	1-Apr-13	34.00	80.00		Revised fees agreed by Committee July 2016	
	1.3 COPY OF PLANS, DOCUMENTS & DECISIONS**								
	If the total charge (at the rates below) does not exceed £3.00 then no charge will made to provide the requested copies.								
	(a) A4 size (black and white) per sheet*		Each	1-Apr-13	0.10	0.10		Is there a standard charge for copying across the Council as this seems on the low side to me? Note: There is a recent case that concluded the cost or reproducing planning documents should not exceed the actual cost of doing so.	
	(b) A4 size (colour) per sheet*		Each	1-Apr-13	1.00	1.00			
	(c) A3 size (black and white) per sheet*		Each	1-Apr-13	0.15	0.15			
	(d) A3 size (colour) per sheet*		Each	1-Apr-13	2.00	2.00			
	(e) A2 size per sheet		Each	1-Apr-11	8.00	8.50			Reflects no increase since 2011
	(f) A1 per sheet		Each	1-Apr-11	8.00	8.50			Reflects no increase since 2011
	(g) A0 per sheet		Each	1-Apr-11	8.00	8.50			Reflects no increase since 2011
	Documents Supplied electronically (via the website)								
	* Where information is held electronically and can be published to the website (without any data protection issues), subject to a maximum of 15 sheets, there will be no charge made. Requests in excess of 15 sheets will be charged at £17 per hour (or part thereof) or the equivalent paper copy rate (whichever is the cheapest).								
	Documents Supplied electronically (by e-mail or by CD)								
	If information is held electronically and cannot be published to the website without any data protection issues, then a Data Protection Act fee of £10 will be charged plus a charge of £17 per hour (or part thereof) or the equivalent paper copy rate (whichever is the cheapest).								
						25.00		Increase to hourly rate	
						25.00		Increase to hourly rate	
	1.4 PRE APPLICATION CHARGES								
	(a) Householder Proposal Enquiries (Including works to tree enquiries, if permission is required/dropped kerb/home working enquires etc)								
	Basic Service (desk based assessment with no follow ups)	I	Per Enquiry	1-Apr-14	42.00	45.00		Reflects no increase for 3 years	
	Gold Service (includes one site visit or meeting, a written response, plus one follow - up proposal)	I	Per Enquiry	1-Apr-14	84.00	90.00		Reflects no increase for 3 years	
	(b) New Residential Unit Enquiries (including if permission is required)								
	1-3 new dwellings	I	Per Enquiry	1-Apr-14	144.00	150.00		Reflects no increase for 3 years	
	4-9 new dwellings	I	Per Enquiry	1-Apr-14	216.00	230.00		Reflects no increase for 3 years	
	10-49 new dwellings	I	Per Enquiry	1-Apr-14	600.00	650.00		Reflects no increase for 3 years	
	50 or more new dwellings	I	Per Enquiry	1-Apr-14	1200.00	1300.00		Reflects no increase for 3 years	
	(c) Commercial / Other Enquiries (including if permission is required)								
	Lawful use of premises enquiry	I	Per Enquiry	1-Apr-14	144.00	150.00		Reflects no increase for 3 years	
	Change of Use / No additional floor space / telecoms / advertisements etc	I	Per Enquiry	1-Apr-14	144.00	150.00		Reflects no increase for 3 years	

DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
	Additional floor space up to 500 square metres	I	Per Enquiry	1-Apr-14	216.00	230.00		Reflects no increase for 3 years
	between 500 and 999 additional square metres	I	Per Enquiry	1-Apr-14	600.00	650.00		Reflects no increase for 3 years
	over 1000 additional square metres	I	Per Enquiry	1-Apr-14	1200.00	1300.00		Reflects no increase for 3 years
	1.5 HIGH HEDGE COMPLAINTS							
	Those on means tested benefits and war pensions will receive 33% discount		Per Enquiry	1-Apr-14	450.00	460.00		Reflects no increase for 3 years
			Per Enquiry	1-Apr-14	300.00	310.00		Reflects no increase for 3 years
	1.6 WEEKLY LIST OF ALL PLANNING APPLICATIONS		Per Year	1-Apr-09	125.00	130.00		Reflects no increase for 3 years
	1.7 OADBY AND WIGSTON LOCAL PLAN							
	(a) Oadby and Wigston Saved Local Plan **			1-Apr-98	35.00	45.00		Reflects no increase for 19 years and standardised costs
	i) Residents and Local groups			1-Apr-00	10.00	20.00		Reflects no increase for 17 years and standardised costs
	1.8 OTHER DOCUMENTS							
	(a) Residential Land Availability Statement (Published Annually) **			1-Apr-07	10.00	20.00		Reflects no increase for 10 years and standardised costs
	(b) Statements of Consultation			1-Apr-07	10.00	Delete		
	Supplementary Planning Guidance / Supplementary Planning Document / Statements of Consultation **			1-Apr-07	10.00	20.00		Reflects no increase for 10 years and standardised costs
	(c) Employment Land Availability Study (Published Annually) **			1-Apr-07	10.00	20.00		
	Facilities in Oadby & Wigston :-							
	(d) Landscape Character Assessment			1-Apr-07	25.00	35.00		Reflects no increase for 10 years and standardised costs
	(e) Oadby & Wigston Green Wedge Management Strategy			1-Apr-07	25.00	35.00		Reflects no increase for 10 years and standardised costs
	(f) Oadby & Wigston Phase 1 Habitat Survey and Biodiversity Audit (Available on CD only)			1-Apr-10	32.00	35.00		Reflects no increase for 7 years and standardised costs
	(g) Oadby & Wigston Biodiversity Audit (Available on CD only)			1-Apr-07	35.00	Delete		
	(h) Oadby and Wigston Employment Land and Premises Study**			1-Apr-07	25.00	35.00		Reflects no increase for 10 years and standardised costs
	(i) Statement of Community Involvement **			1-Apr-07	12.00	15.00		Reflects no increase for 10 years and standardised costs
	(j) Core Strategy Development Plan Document **			1-Apr-12	35.00	45.00		Reflects no increase for 5 years and standardised costs
	(k) Residents and local groups			1-Apr-12	10.00	20.00		Reflects no increase for 5 years and standardised costs
	(l) Annual Monitoring Report **			1-Apr-07	10.00	20.00		Reflects no increase for 10 years and standardised costs
	(m) Nature Conservation Strategy			1-Apr-07	10.00	35.00		Reflects no increase for 10 years and standardised costs
	(n) Local Development Scheme**			1-Apr-07	5.00	10.00		Reflects no increase for 10 years and standardised costs
	(o) Strategic Housing Land Availability Assessment/HEDNA **			1-Apr-09	25.00	35.00		Reflects no increase for 8 years and standardised costs
	(p) Retail Study**			1-Apr-09	25.00	35.00		Reflects no increase for 8 years and standardised costs
	(q) Faith Community Study & Places of Worship Needs Assessment**			1-Apr-09	25.00	35.00		Reflects no increase for 8 years and standardised costs
	(r) Play & Recreational Facilities Study			1-Apr-09	25.00	35.00		Reflects no increase for 8 years and standardised costs
	(s) Affordable Housing Viability Assessment			1-Apr-10	25.00	35.00		Reflects no increase for 7 years and standardised costs
	(t) Assessment of Highways and Transportation Implications			1-Apr-10	25.00	35.00		Reflects no increase for 7 years and standardised costs
	(u) Employment Sites & Brownfield Land Study			1-Apr-11	25.00	35.00		Reflects no increase for 6 years and standardised costs
	(v) Town Centre Area Action Plan **			1-Apr-14	35.00	45.00		Reflects no increase for 3 years and standardised costs
	(w) Town Centre Area Action Plan - for residents and local groups **			1-Apr-14	10.00	20.00		Reflects no increase for 3 years and standardised costs
	(x) Adopted Policies Map			1-Apr-15	10.00	20.00		Reflects no increase for 2 years and standardised costs
	(y) Housing Implementation Strategy			1-Apr-15	10.00	20.00		Reflects no increase for 2 years and standardised costs
	(z) Annual Open Space Review			1-Apr-15	10.00	20.00		Reflects no increase for 2 years and standardised costs

DEVELOPMENT CONTROL COMMITTEE								
	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
	** Documents are available on the Councils Website free of charge www.oadby-wigston.gov.uk							
	BUILDING CONTROL							
	1.9 COMPLETION CERTIFICATE							
	(a) Written confirmation of works exempt from Building Regulations			1-Apr-15	12.50	60.00		Revised fees agreed by Committee July 2016
	(b) Written confirmation of non-existence of Building Regulations record			1-Apr-15	12.50	40.00		Revised fees agreed by Committee July 2016
	(c) Written confirmation of completion of work to which Building Regulations applied			1-Apr-15	12.50	40.00		Revised fees agreed by Committee July 2016
	1.10 RECOVERY OF EXPIRED PLAN		Per hour	1-Apr-15	37.50	44.00		Reflects hourly rate charged by section
	1.11 STREET NAMING & NUMBERING							
	(a) List of all new property street names and numbers	E	Per Year	1-Apr-08	475.00	500.00		Reflects no increase for 9 years
	(b) Written confirmation of postal address details	E	Per Address	1-Apr-15	25.00	25.00		No change - reflects recent increase to fees
	(c) Renaming/renumbering of existing property	E	Per Address	1-Apr-15	40.00	40.00		No change - reflects recent increase to fees
	(d) Naming/Numbering of 1-5 plots	E	Per Plot	1-Apr-15	40.00	40.00		No change - reflects recent increase to fees
	(e) Naming/ Numbering for each additional plot over 5	E	Per Plot	1-Apr-15	25.00	25.00		No change - reflects recent increase to fees
	(f) Naming of a street	E	Per Street	1-Apr-15	150.00	150.00		No change - reflects recent increase to fees
	(g) Numbering of new flat complex	E	Per Flat	1-Apr-15	25.00	25.00		No change - reflects recent increase to fees
	(h) Change to a development after notification #	E	Per Application	1-Apr-15	50.00	50.00		No change - reflects recent increase to fees
	(i) Administration fee, plus additional fee per plot	E	Per Plot	1-Apr-15	15.00	15.00		No change - reflects recent increase to fees
	# Notification means after the Authority has numbered the street or part of.							
	(j) Street re-named / re-numbered at residents request ##	E	Per Request	1-Apr-15	## 250.00	## 250.00		No change - reflects recent increase to fees
	## plus all compensation (the compensation is to be met by the applicant).							
	<i>Compensation relates to monies paid to residents to help them pay for the cost of informing all parties that they correspond with, regarding the change to their address.</i>							
	NB: A two thirds majority agreement from residents is required by ballot.							
	1.12 WORK ASSOCIATED WITH AN EMERGENCY OR ENFORCEMENT INCIDENT							
	(a) Building Control Surveyor - rate per hour (either on site or in office)			1-Apr-09	50.00	50.00		No change - reflects recent increase to fees
	(b) Building Control Manager - rate per hour (either on site or in office)			1-Apr-14	58.00	58.00		No change - reflects recent increase to fees
	(c) Preparation & posting of documentation (letters, notices, etc) per document			1-Apr-15	29.85	29.85		No change - reflects recent increase to fees
	(d) Telephone calls made from a mobile - per minute (standard rate)			1-Apr-15	0.03	0.03		No change - reflects recent increase to fees
	(e) Telephone calls made from a mobile to mobile - per minute (standard rate)			1-Apr-15	0.09	0.09		No change - reflects recent increase to fees
	(f) Mobile text messaging (standard rate)			1-Apr-15	0.04	0.04		No change - reflects recent increase to fees
	(g) Telephone calls made from landlines to mobiles - connection charge (standard business rate)			1-Apr-15	0.08	0.08		No change - reflects recent increase to fees
	(h) Telephone calls made from landlines to mobiles - per minute thereafter (standard business rate)			1-Apr-15	0.16	0.16		No change - reflects recent increase to fees
	(i) Telephone calls made from a landline to a landline - connection charge (standard business rate)			1-Apr-15	0.08	0.08		No change - reflects recent increase to fees
	(j) Telephone calls made from landlines - per minute thereafter (standard business rate)			1-Apr-15	0.03	0.03		No change - reflects recent increase to fees

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DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
	1.13 SUPPLY OF RADAR KEY TO A RESIDENT WITH PROOF OF DISABILITY			1-Apr-14	3.50	3.50		Suggest this is moved from the Planning cost centre Revised fees agreed by Committee July 2016 Revised fees agreed by Committee July 2016 Revised fees agreed by Committee July 2016 Revised fees agreed by Committee July 2016 Increase to cover the NNDR charged to OWBC Increase to cover the NNDR charged to OWBC
	1.14 NOTIFICATION OF DEMOLITION (Section 80)							
	(a) Buildings with a volume less than 49.56 cubic metres (Exempt)	E		1-Apr-15	0.00	0.00		
	(b) Domestic Building in excess of 49.56 cubic metres	E		1-Apr-15	115.00	120.00		
	(c) Non-Domestic Building in excess of 49.56 cubic metres	E		1-Apr-15	115.00	120.00		
	(d) Non-Domestic Building in excess of 300 cubic metres	E		1-Apr-15	170.00	180.00		
	(e) Sites with multiple buildings, additional charge per non-exempt unit	E		1-Apr-15	20.00	25.00		
	1.15 ADVERTISING ON THE DIGITAL DISPLAY SCREENS							
	(a) Community Groups/Charity	I	Per Week/Slot	1-Apr-16	0.00	0.00		
	(b) Business Within the Borough	I	Per Week/Slot	1-Apr-16	20.00	25.00		
	(c) Business Outside the Borough	I	Per Week/Slot	1-Apr-16	40.00	50.00		
	<u>NB: A Slot will show an Advert for one minute in every ten minutes</u>							
	<u>Total Advertising Time of 9 hours 6 minutes a week (8am-9pm 7days a week)</u>							
	5% discount for 3 - 6 months							
	10% discount for 6 - 12 months							
	20% discount for 12 months							
	VAT Key							
	I Inclusive of VAT							
	E Exempt from VAT							
	N Non Business Activity							
	Z Zero-rated VAT							

LICENSING AND REGULATORY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
2	LICENCES							
2.1	HACKNEY CARRIAGE AND PRIVATE HIRE CARS							
(a)	Driver's Licence - Private Hire and Hackney Carriage*							
i)	One Year	N	Each	1-Apr-16	75.00	77.00		RPI @ 1.9%
ii)	Two Year	N	Each	1-Apr-16	140.00	143.00		RPI @ 1.9%
iii)	Three Year	N	Each	1-Apr-15	195.00	199.00		RPI @ 1.9%
(b)	Competence Test	N	Each	1-Apr-14	35.00	40.00		RPI @ 1.9%
(c)	Drivers Badge - Replacement	N	Each	1-Apr-13	20.00	21.00		RPI @ 1.9%
(d)	Private Hire Operator's Licence							
i)	One Year	N	Each	1-Apr-15	260.00	265.00		RPI @ 1.9%
ii)	Two Year	N	Each	1-Apr-16	483.00	490.00		RPI @ 1.9%
iii)	Three Year	N	Each	1-Apr-15	670.00	685.00		RPI @ 1.9%
iv)	Four Year	N	Each	1-Apr-16	820.00	830.00		RPI @ 1.9%
v)	Five Year	N	Each	1-Apr-16	932.00	940.00		RPI @ 1.9%
vi)	Operators Licence Competency Test*	N	Each	1-Apr-14	35.00	36.00		RPI @ 1.9%
(e)	Private Hire Vehicle Licence	N	Each	1-Apr-14	225.00	230.00		RPI @ 1.9%
(f)	Private Hire Vehicle Licence - Age Exempt	N	Each	1-Apr-14	260.00	265.00		RPI @ 1.9%
(g)	Hackney Carriage Vehicle Licence	N	Each	1-Apr-14	240.00	245.00		RPI @ 1.9%
(h)	Hackney Carriage Licence - Age Exempt	N	Each	1-Apr-14	275.00	280.00		RPI @ 1.9%
(i)	Replacement of Vehicle Licence Plate	N	Each	1-Apr-15	25.00	26.00		RPI @ 1.9%
(j)	Transfer of Vehicle Licence to Another Licensee	N	Each	1-Apr-14	45.00	46.00		RPI @ 1.9%
(k)	Transfer of Licence from Private Hire Vehicle to Hackney Carriage (vice-versa)		Each	1-Apr-14	N/A			
(l)	Sale of Vehicle Licence Bracket	N	Each	1-Apr-14	22.00	23.00		RPI @ 1.9%
(m)	Certificate of Compliance		Each	1-Apr-14	5.00	5.50		RPI @ 1.9%
(n)	Replacement of Vehicle Licence (paper)		Each	1-Apr-14	5.00	5.50		RPI @ 1.9%
(o)	Replacement docu-dash		Each	1-Apr-15	3.00	3.50		RPI @ 1.9%
(p)	Replacement Front Windscreen pouch		Each	1-Apr-14	5.00	5.50		RPI @ 1.9%
*	Excludes CRB fee £44.00 payable on application and £5.00 DVLA mandate fee							
2.2	LICENCE FEES							
(a)	Animal Boarding Establishment (new)	N	Each	1-Apr-14	120.00	125.00		RPI @ 1.9%
(b)	Animal Boarding Establishment (renewal)		Each	1-Apr-14	100.00	105.00		RPI @ 1.9%
(c)	Breeding of Dogs (new)	N	Each	1-Apr-14	120.00	125.00		RPI @ 1.9%
(d)	Breeding of Dogs (renewal)		Each	1-Apr-14	100.00	105.00		RPI @ 1.9%
(e)	Dangerous Wild Animals (new)	N	Each	1-Apr-14	120.00	125.00		RPI @ 1.9%
(f)	Dangerous Wild Animals (renewal)		Each	1-Apr-14	100.00	105.00		RPI @ 1.9%
(g)	Pet Animal Shop (new)	N	Each	1-Apr-14	120.00	125.00		RPI @ 1.9%
(h)	Pet Animal Shop (renewal)		Each	1-Apr-14	100.00	105.00		RPI @ 1.9%
(i)	Riding Establishment (new)	N	Each	1-Apr-14	120.00	125.00		RPI @ 1.9%
(j)	Riding Establishment (renewal)		Each	1-Apr-14	100.00	105.00		RPI @ 1.9%
NB	For licences (a) - (j), vets fees incurred by the Council will be charged to the applicant							
(k)	Acupuncture, Tattooing, Ear piercing, Electrolysis - Registration of							
i)	Premises	N	Each	1-Apr-15	70.00	75.00		RPI @ 1.9%
ii)	Person	N	Each	1-Apr-15	70.00	75.00		RPI @ 1.9%
iii)	Person and premises combined	N	Each	1-Apr-15	110.00	115.00		RPI @ 1.9%
(l)	Hairdresser - Registration of Premises and Persons							
i)	Premises	N	Each	1-Apr-15	70.00	75.00		RPI @ 1.9%
ii)	Person	N	Each	1-Apr-15	70.00	75.00		RPI @ 1.9%
iii)	Person and premises combined	N	Each	1-Apr-15	110.00	115.00		RPI @ 1.9%
(m)	Scrap Metal Dealers Act 2013							
i)	Site Licence	N	Each	1-Apr-15	340.00	350.00		RPI @ 1.9%
ii)	Renewal of Site Licence	N	Each	1-Apr-15	340.00	350.00		RPI @ 1.9%

LICENSING AND REGULATORY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
	iii) Collectors Licence	N	Each	1-Apr-15	300.00	310.00		RPI @ 1.9%
	iv) Collectors Renewal of Licence	N	Each	1-Apr-15	300.00	310.00		RPI @ 1.9%
	v) Variation to Licence (inc change of site manager)	N	Each	1-Apr-15	62.00	65.00		RPI @ 1.9%
	vi) Change of Circumstance	N	Each	1-Apr-15	31.00	35.00		RPI @ 1.9%
	(n) Street Trading (fixed) per outlet							
	i) 1 day a week Annual Licence	N	Each	1-Apr-15	90.00	95.00		RPI @ 1.9%
	ii) 1 month licence	N	Each	1-Apr-15	110.00	115.00		RPI @ 1.9%
	iii) 3 month licence	N	Each	1-Apr-15	160.00	165.00		RPI @ 1.9%
	iv) 6 month licence	N	Each	1-Apr-15	260.00	265.00		RPI @ 1.9%
	v) 12 month licence	N	Each	1-Apr-15	410.00	420.00		RPI @ 1.9%
	vi) Transfer of Consent (fixed or mobile)	N	Each	1-Apr-15	60.00	65.00		RPI @ 1.9%
	(o) Street Trading (mobile) per outlet							
	i) 1 day a week Annual Licence	N	Each	1-Apr-15	60.00	65.00		RPI @ 1.9%
	ii) 1 month licence	N	Each	1-Apr-15	80.00	85.00		RPI @ 1.9%
	iii) 3 month licence	N	Each	1-Apr-15	110.00	115.00		RPI @ 1.9%
	iv) 6 month licence	N	Each	1-Apr-15	180.00	185.00		RPI @ 1.9%
	v) 12 month licence	N	Each	1-Apr-15	310.00	320.00		RPI @ 1.9%
	vi) One off Event Licence	N	Each	1-Apr-15	75.00	80.00		RPI @ 1.9%
	(p) Sex Establishments	N	Each	1-Apr-15	2310.00	2355.00		RPI @ 1.9%
	2.3 LICENSING ACT 2003							
	(a) Personal Licence							
	Grant or Renewal of a Personal Licence (valid for 10 years)	N	Each	1-Apr-11	37.00	37.00	X	LA 2003 Schedule 6
	(b) Premises Licences / Club Premises Certificates							
	Annual Fees Rateable Value Bands :-							
	A (no rateable value to £4,300)	N	Each	1-Feb-05	70.00	70.00	X	LA 2003 Schedule 5
	B (£4,301 to £33,000)	N	Each	1-Feb-05	180.00	180.00	X	LA 2003 Schedule 5
	C (£33001 to £87,000)	N	Each	1-Feb-05	295.00	295.00	X	LA 2003 Schedule 5
	D (£87,001 to £125,000)	N	Each	1-Feb-05	320.00	320.00	X	LA 2003 Schedule 5
	E (£125,001 and above)	N	Each	1-Feb-05	350.00	350.00	X	LA 2003 Schedule 5
	A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol							
	D (x2)	N	Each	1-Feb-05	640.00	640.00	X	LA 2003 Schedule 5
	E (x3)	N	Each	1-Feb-05	1050.00	1050.00	X	LA 2003 Schedule 5
	(c) New or Variation of Premises Licences / Club Premises Certificates							
	Application fees Rateable Value Bands :-							
	A (no rateable value to £4,300)		Each	1-Feb-05	100.00	100.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	B (£4,301 to £33,000)		Each	1-Feb-05	190.00	190.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	C (£33001 to £87,000)		Each	1-Feb-05	315.00	315.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	D (£87,001 to £125,000)		Each	1-Feb-05	450.00	450.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	E (£125,001 and above)		Each	1-Feb-05	635.00	635.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol							
	D (x2)		Each	1-Feb-05	900.00	900.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	E (x3)		Each	1-Feb-05	1905.00	1905.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	(d) Application / Notice							
	i) Temporary Event notice	N	Each	1-Feb-05	21.00	21.00	X	LA 2003 Schedule 6
	ii) Theft, loss, etc of premises licence or summary	N	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	iii) Application for a provisional statement where premises being built etc	N	Each	1-Feb-05	195.00	315.00	X	Increase under s29 of LA 2003, (Schedule 6)
	iv) Notification of change of name or address	N	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	v) Application to vary licence to specify individual as premises supervisor	N	Each	1-Feb-05	23.00	23.00	X	LA 2003 Schedule 6
	vi) Application for transfer of premises licence	N	Each	1-Feb-05	23.00	23.00	X	LA 2003 Schedule 6
	vii) Interim authority notice following death etc of licence holder	N	Each	1-Feb-05	23.00	23.00	X	LA 2003 Schedule 6
	viii) Theft, loss, etc of certificate or summary	N	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	ix) Notification of change of name or alteration of rules of club	N	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6

LICENSING AND REGULATORY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
	x) Change of relevant registered address of club	N	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	xi) Theft, loss, etc of temporary event notice	N	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	xii) Theft, loss, etc of personal licence	N	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	xiii) Notification of change of name or address of premises licence holder	N	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	xiv) Right to freeholder etc to be notified of licensing matters	N	Each	1-Feb-05	21.00	21.00	X	LA 2003 Schedule 6
	2.4 GAMBLING ACT 2005							
	(a) Small Society Lotteries							
	i) Initial Application Fee	N	Each	1-Sep-07	40.00	40.00	X	The Small society Lotteries (Registration of Non-Commercial Societies) Regulations 2007. Section 3 (b)
	ii) Renewal Fee	N	Each	1-Sep-07	20.00	20.00	X	The Small society Lotteries (Registration of Non-Commercial Societies) Regulations 2007. Section 5 (a)
	(b) Bingo Premises							
	i) Premises Licence	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	ii) Annual Fee	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	iii) Variation of Licence	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	iv) Change of Circumstances	N	Each	1-Apr-15	40.00	45.00		RPI @ 1.9%
	v) Transfer of Licence	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	vi) Re-instatement Fee	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	vii) Provisional Statement	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	viii) Copy of Licence	N	Each	1-Apr-12	25.00	30.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)
	(c) Betting Premises (Track)							
	i) Premises Licence	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	ii) Annual Fee	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	iii) Variation of Licence	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	iv) Change of Circumstances	N	Each	1-Apr-15	50.00	55.00		RPI @ 1.9%
	v) Transfer of Licence	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	vi) Re-instatement Fee	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	vii) Provisional Statement	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	viii) Copy of Licence	N	Each	1-Apr-12	25.00	30.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)
	(d) Family Entertainment Centres							
	i) Premises Licence	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	ii) Annual Fee	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	iii) Variation of Licence	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	iv) Change of Circumstances	N	Each	1-Apr-15	40.00	45.00		RPI @ 1.9%
	v) Transfer of Licence	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	vi) Re-instatement Fee	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	vii) Provisional Statement	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	viii) Copy of Licence	N	Each	1-Apr-12	25.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)
	(e) Adult Gaming Centre							
	i) Premises Licence	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	ii) Annual Fee	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	iii) Variation of Licence	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	iv) Change of Circumstances	N	Each	1-Apr-15	40.00	45.00		RPI @ 1.9%
	v) Transfer of Licence	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	vi) Re-instatement Fee	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	vii) Provisional Statement	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	viii) Copy of Licence	N	Each	1-Apr-12	25.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)
	(f) Betting Premises (Other)							
	i) Temporary Use Notice	N	Each	7-Jan-07	500.00	500.00	X	The Gambling Act 2005 (Temporary Use Notices) Regulations 2007 Regulation 7 (1)
	ii) Replacement of Temporary Use Notice	N	Each	7-Jan-07	25.00	25.00	X	The Gambling Act 2005 (Temporary Use Notices) Regulations 2007 Regulation 7 (2) (a)
	iii) Premises Licence	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	iv) Annual Fee	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	v) Variation of Licence	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	vi) Change of Circumstances	N	Each	1-Apr-15	40.00	45.00		RPI @ 1.9%
	vii) Transfer of Licence	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%
	viii) Re-instatement Fee	N	Each	1-Apr-15	500.00	515.00		RPI @ 1.9%

LICENSING AND REGULATORY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
	ix) Provisional Statement	N	Each	1-Apr-15	1200.00	1225.00		RPI @ 1.9%
	x) Copy of Licence	N	Each	1-Apr-12	25.00	25.00		The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)
	(g) Club Gaming Machine Permits							
	i) Grant of Permit	N	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1)
	ii) Grant of Permit (Club Premises Certificate holder)	N	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1) (a) or (b)
	iii) Variation of Permit	N	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 15
	iv) Renewal of Permit	N	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (a)
	v) Renewal of Permit (Club Premises Certificate holder)	N	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (b)
	vi) Annual Fee	N	Each	1-Sep-07	50.00	50.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 12
	vii) Copy of Permit	N	Each	1-Sep-07	15.00	15.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 16
	(h) Club Gaming Permits							
	i) Grant of Permit	N	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1)
	ii) Grant of Permit (Club Premises Certificate holder)	N	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1) (a) or (b)
	iii) Variation of Permit	N	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 15
	iv) Renewal of Permit	N	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (a)
	v) Renewal of Permit (Club Premises Certificate holder)	N	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (b)
	vi) Annual Fee	N	Each	1-Sep-07	50.00	50.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 12
	vii) Copy of Permit	N	Each	1-Sep-07	15.00	15.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 16
	(i) Family Entertainment Centre Permits							
	i) Grant of Permit	N	Each	1-Sep-07	300.00	300.00	X	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 3 (a)
	ii) Renewal of Permit	N	Each	1-Sep-07	300.00	300.00	X	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 3 (c)
	iii) Change of Name on Permit	N	Each	1-Sep-07	25.00	25.00	X	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 5
	iv) Copy of Permit	N	Each	1-Sep-07	15.00	15.00	X	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 6
	(j) Prize Gaming Permits							
	i) Grant of Permit	N	Each	1-Sep-07	300.00	300.00	X	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 3 (a)
	ii) Renewal of Permit	N	Each	1-Sep-07	300.00	300.00	X	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 3 (c)
	iii) Change of Name on Permit	N	Each	1-Sep-07	25.00	25.00	X	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 5
	iv) Copy of Permit	N	Each	1-Sep-07	15.00	15.00	X	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 6
	(k) Licensed Premises Gaming Machine Permits							
	i) Grant of Permit	N	Each	1-Sep-07	150.00	155.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 3 (a) (ii)
	ii) Variation of Permit	N	Each	1-Sep-07	100.00	115.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 3 (b)
	iii) Change of Name on Permit	N	Each	1-Sep-07	25.00	30.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 8
	iv) Copy of Permit	N	Each	1-Sep-07	15.00	20.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 9
	v) Transfer of Permit	N	Each	1-Sep-07	25.00	30.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 3 (c)
	vi) Automatic Entitlement Notification	N	Each	1-Sep-07	50.00	55.00	X	The Gaming Machines in Alcohol Licensed Premises (Notification fee) (England and Wales) Regulations 2007 Reg 3

VAT Key

- I Inclusive of VAT
- E Exempt from VAT
- N Non Business Activity
- Z Zero-rated VAT

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
3	ENVIRONMENTAL HEALTH							
	3.1 PEST CONTROL							
	(a) Domestic Rodents							
	i) Per Treatment (3 visits)	I	Each	1-Apr-16	60.00	60.00		
	ii) Income support and/or other income related benefits	I	Each	1-Apr-16	60.00	60.00		
	iii) OAP	I	Each	1-Apr-16	60.00	60.00		
	(b) Mice in detached shed, garage, outbuilding or garden							
	i) Per Treatment	I	Each	1-Apr-15	50.00	50.95		At 1.9% RPI
	(c) Squirrels within premises							
	i) Standard Treatment (3 visits)	I	Standard	1-Apr-16	60.00	60.00		
	Additional Single Visits		Each	1-Apr-16	30.00	30.00		
	ii) Income Support and/or other income benefits (MTB)	I	Standard	1-Apr-16	60.00	60.00		
	iii) OAP - Standard Treatment (3 visits)	I	Standard	1-Apr-16	60.00	60.00		
	OAP - Additional visits		Each	1-Apr-16	30.00	30.00		
	(d) Wasps							
	i) Per Treatment	I	Visit	1-Apr-16	60.00	60.00		
	Additional nests during same visit		Each	1-Apr-16	30.00	30.00		
	ii) Income Support and /or other income benefits (MTB)	I	Visit	1-Apr-15	50.00	50.95		At 1.9% RPI
	MTB - Additional nests during same visit		Each	1-Apr-15	25.00	25.48		At 1.9% RPI
	iii) OAP	I	Visit	1-Apr-15	50.00	50.95		At 1.9% RPI
	OAP - Additional nests during same visit		Each	1-Apr-15	25.00	25.48		At 1.9% RPI
	(e) Bedbug / Fleas Treatments							
	i) Initial Visit	I	Visit	1-Apr-16	60.00	60.00		
	ii) Subsequent Visits		Each	1-Apr-16	30.00	30.00		
	iii) Income Support and /or other income benefits	I	Visit	1-Apr-15	50.00	50.95		
	iv) OAP	I	Visit	1-Apr-15	50.00	50.95		
	(f) Cockroaches							
	i) Minimum treatment of 5 visits	I	5 Visits	1-Apr-16	180.00	180.00		
	ii) Subsequent Visits		Each	1-Apr-16	30.00	30.00		
	(g) Treatments at commercial premises - Initial Visit	I	Initial Visit	1-Apr-16	110.00	110.00		
	Commercial premises - Revisits per hour or part thereof.		Per Hour	1-Apr-16	60.00	60.00		
	(h) Call out charge (Identification of Pests)		Call out	1-Apr-16	60.00	60.00		
	3.2 ENVIRONMENT & SAFETY INFORMATION ACT 1988							
	Copies of entries in register	I	Each	1-Apr-15	12.00	12.23		At 1.9% RPI
	3.3 FOOD SAFETY ACT							
	Copies of Register of Food Business	I	Each	1-Apr-15	545.00	555.35		At 1.9% RPI
	Copies of Computer Page	I	Page	1-Apr-11				
	3.4 ENVIRONMENTAL PROTECTION ACT							
	Copies of Register of Authorisations	I	Each	1-Apr-15	58.00	59.10		At 1.9% RPI

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
3.5	DOG CONTROL							
(a)	Stray dogs - Statutory Charge		Each	1-Apr-16	25.00	25.00	X	The Environmental Protection (Stray Dogs) Regulations 1992 Sec. 2 At 1.9% RPI
(b)	Collect and Return to Owner (If Known)	N	Each	1-Apr-16	60.00	60.00		
(c)	Collect and Take to Kennels	N	Each	1-Apr-16	60.00	60.00		
(d)	Collect and Return if Dog Strays More Than Once (in a 6 month period)	N	Each	1-Apr-16	120.00	120.00		
(e)	Kennelling Fee	N	Per Day	1-Apr-15	14.00	14.27		
(f)	Emergency Vets Fee (plus 10% Admin Fee)	N	Visit	1-Apr-15	Actual	Actual		
(g)	Spray collar (barking dog prevention)	N	Each	1-Apr-16	18.00	18.00		
3.6	FOOD EXPORT CERTIFICATE	N	Each	1-Apr-16	120.00	120.00		
3.7	PRIVATE SECTOR HOUSING							
(a)	Accommodation Certificates	N	Each	1-Apr-16	115.00	115.00		
(b)	Change of Details on Certificate	N	Each	1-Apr-16	25.00	25.00		
(c)	Mandatory Five year Licensing of Houses in Multiple Occupation (HMO)	N	Each	1-Apr-16	750.00	750.00		
(d)	Additional Fee for Unlicensed Premises	N	Each	1-Apr-16	200.00	200.00		
(e)	Renewal of Mandatory Five Year Licences for HMO	N	Each	1-Apr-16	620.00	620.00		
	Deductions for -							
i)	Second house to be licensed	N	Each	1-Apr-16	(25.00)	25.00		
ii)	Membership of approved accreditation schemes	N	Each	1-Apr-16	(100.00)	100.00		
iii)	Membership of approved landlord scheme	N	Each	1-Apr-16	(50.00)	50.00		
(d)	Notices served under Housing Act 2004		Per Hour	1-Apr-16	46.00	46.00		
(e)	Expenses incurred in determining Enforcement Action		Actual Cost	1-Apr-12	Actual	Actual		
3.8	ABANDONED VEHICLE							
(a)	Abandoned Vehicle Charge							
i)	Abandoned Vehicle in Good condition	N	Each	1-Apr-16	155.00	range	X	The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 1, Reg. 4
ii)	Abandoned Vehicle in Bad condition	N	Each	1-Apr-15	265.00	range	X	
(b)	For Disposal of Vehicle	N	Each	1-Apr-16	80.00	range	X	
(c)	Daily charge for every day we store vehicle with a maximum of 15 days storage & only if vehicle is worth more than £1000 in value	N	Daily	1-Apr-15	25.00	25.48		The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 2, Reg. 5 I am unsure of the origin of the narrative used to describe this charge. Increased by 1.9% RPI
3.9	CONTAMINATED LAND ENQUIRIES	N	Per Letter	1-Apr-15	60.00	61.15		At just over 1.9% RPI
			Per Hour	1-Apr-16	46.00	46.00		
3.10	DRAIN CAMERA SURVEY							
(a)	First hour (including viewing)	I	First Hour	1-Apr-16	60.00	60.00		
(b)	Additional Half Hour	I	Additional	1-Apr-16	30.00	30.00		
3.11	CCTV							
(a)	Request for viewing	I	Each	1-Apr-16	15.00	15.00		
3.12	SOLICITOR/BUSINESS REQUESTS including factual reports	I	Per Letter	1-Apr-15	55.00	56.05		At 1.9% RPI
			Per Hour	1-Apr-16	55.20	55.20		

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VAT Key

- I Inclusive of VAT
- E Exempt from VAT
- N Non Business Activity
- Z Zero-rated VAT

Note All fees amended in April 2016 have NOT been amended as part of this exercise

POLICY FINANCE AND DEVELOPMENT COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
4	CORPORATE RESOURCES							
	4.1 COPIES OF OFFICIAL COUNCIL DOCUMENTS							
	(a) Annual Report & Budget Book	Z	Each set	1-Apr-16	34.35	35.00		Rise in line with inflation
	(b) Minutes	Z	Each set	1-Apr-16	34.35	35.00		Rise in line with inflation
	(c) Agendas	I	Each set	1-Apr-16	21.20	21.60		Rise in line with inflation
	4.2 LOCAL LAND CHARGES							
	(a) Standard Search Fee	N	Per Search	1-Apr-16	95.00	95.00		No change - to be in line with Blaby DC
	(b) LLC1		Each	1-Apr-15	26.00	26.00		No change - to be in line with Blaby DC
	(c) Con29R		Each	1-Apr-16	69.00	69.00		No change - to be in line with Blaby DC
	(d) Con29O Enquiries (each) (except question 22)	N	Each	1-Apr-16	13.15	13.15		No change - to be in line with Blaby DC
	(e) Con29O- Question 22 (common land) only	N	Each	1-Apr-16	16.15	16.15		No change - to be in line with Blaby DC
	(f) Additional Enquiries not within Con29R/O	N	Each	1-Apr-16	16.15	16.15		No change - to be in line with Blaby DC
	(g) Additional Parcel of Land (up to a maximum of 10)	N	Each	1-Apr-16	17.20	17.20		No change - to be in line with Blaby DC
	4.3 COPIES OF BYLAWS (Statutory max 20p per 100 words)	I	Each	1-Apr-98	2.00	2.00	X	
	4.4 ELECTORAL SERVICES							
	(a) Written proof of registration	N	Each	1-Apr-16	24.25	24.70		Rise in line with inflation
	(b) Forwarding of documents	N	Each	1-Apr-16	24.25	24.70		Rise in line with inflation
	(c) Written proof of historical registration	N	Each	1-Apr-16	30.30	30.90		Rise in line with inflation
	4.5 ENVIRONMENTAL INFORMATION REGULATIONS CHARGES							
	(a) Photocopy or printing, standard, black and white, normal paper - min A4	I	Per Page	1-Apr-15	0.10	0.10		Standard charge across the Council
	(b) Photocopy or printing, standard, black and white, normal paper - A3	I	Per Page	1-Apr-16	0.15	0.15		Standard charge across the Council
	(c) Photocopy or printing, standard, black and white, normal paper - A2	I	Per Page	1-Apr-15	0.40	0.41		Rise in line with inflation
	(d) Photocopy or printing, standard, black and white, normal paper - A1	I	Per Page	1-Apr-15	0.80	0.81		Rise in line with inflation
	(e) Photocopy or printing, standard, black and white, normal paper - A0	I	Per Page	1-Apr-15	1.20	1.22		Rise in line with inflation
	(f) Reproduction of data onto CD	I	Each	1-Apr-15	5.00	5.10		Rise in line with inflation
	(g) Staff costs for the location, collation, redaction & checking of information	I	Per Hour	1-Apr-16	25.25	25.75		Rise in line with inflation
	NB : If the total charge (at the rates above) does not exceed £3.00 then no charge will made to provide the requested copies							
	VAT Key							
	I Inclusive of VAT							
	E Exempt from VAT							
	N Non Business Activity							
	Z Zero-rated vat							

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
5	HOUSING							
	5.1 Use of Guest Rooms	E	Night	1-Apr-15	20.00	20.00		
	5.2 Questionnaires re Loans for House Purchase		Each	1-Apr-15	28.00	40.00		To fully recover the costs of completion
	5.3 Temporary Accommodation for Homelessness	E	Each	1-Apr-15	0.00	40.00		New system now in place
	5.4 Personal contribution for Emergency Accommodation	E	Each	N/A	0.00	15.00		Helps cover the ineligible costs of such accommodation
	5.5 Water Charges - William Peardon Court - Marriott House		Yearly	1-Apr-15	210.00	N/A		Now collected through the week rent payments and will therefore form part of the January Rent Report to this committee.
			Yearly	1-Apr-15	170.00	N/A		
	5.6 Charge for Scooter Storage		Weekly	1-Apr-15	7.70	7.70		
	5.7 Room Hire - Communal lounge (sheltered housing scheme)	E	Hourly	1-Apr-15	14.60	15.00		This charge helps to ensure that the tenant's facilities do not become overused by external organisations
	5.8 Communal lounge and kitchen facilities	E	Hourly	1-Apr-15	17.50	18.50		This charge helps to ensure that the tenant's facilities do not become overused by external organisations

VAT Key

- I Inclusive of VAT
- E Exempt from VAT
- N Non Business Activity
- Z Zero-rated vat

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
6	CEMETERIES						
	The Cemeteries are open for interments from 9:30am to 3.45pm (2.30pm on Fridays); the latest time that an interment can be booked is 3.15pm (Monday to Thursday) and 2.00pm (Friday). For bookings outside of these hours the interment fee will be doubled.						
	6.1 PURCHASE OF GRAVE AND EXCLUSIVE RIGHT OF BURIAL						
	(a) Resident						
	i) For the exclusive right of burial, including the exclusive right of burial of cremated remains, in an earthen grave (includes application fee for memorials not exceeding 2' 6"(760mm))	N	1-Apr-16	607.00	758.00		City Council = £1,135
	ii) For the exclusive right of burial for a child up to and including the age of 12 years in Oadby Cemetery or Wigston Cemetery Children's Section (includes application fee for memorials not exceeding 2' 6"(760mm))	N	1-Apr-16	164.00	205.00		City Council = £300
	iii) Purchase of the exclusive right of burial for cremated remains in the Garden of Remembrance at Oadby or Wigston Cemetery (includes application fee for memorials not exceeding 2' 6"(760mm))	N	1-Apr-16	288.00	384.00		City Council = £620
	(b) Non Resident						
	The above charges are trebled in the case of a Non Resident of the Borough of Oadby and Wigston						City Council double their charges for non residents
	(c) The fees above include the issue of the Deed of Grant of Burial which is given for a period of 100 years						
	ii) To extend the exclusive right of burial in a grave previously purchased for a further 50 years.	N	1-Apr-16	125.00	150.00		This is an admin fee to change paperwork and burial register City Council Charge is £153 and extends the deed from 50 years for a further 10 years
	NOTES:						
	The fees above refer to single graves for two coffin burials and six ash caskets						
	The allocation of grave spaces for interment and exclusive rights of burial at both the cemeteries will be made available only in rotation.						
	Purchase of burial or cremation plots in advance is not permitted at Oadby Cemetery						
	Purchase of burial plots or cremation plots in Wigston Cemetery is limited to a maximum of 2 per applicant						
	6.2 INTERMENT - IN A PRIVATE OR COMMON GRAVE						
	For Interment in a Grave :-						
	(a) Resident						
	i) Foetus, the body of a stillborn child, or a child whose age at the time of death did not exceed one month.	N	N/A	Free	Free		City Council Free
	ii) The body of a child whose age at the time of death exceeded one month but did not exceed 12 years.	N	1-Apr-16	91.00	125.00		City Council free under 5 yrs. 5 yrs to 16 years = £215
	iii) The body of a person whose age at the time of death exceeded 12 years.	N	1-Apr-16	360.00	430.00		City Council £655
	iv) For the interment of cremated remains in a grave or vault.	N	1-Apr-16	104.50	150.00		City Council £225
	v) A scattering of Ashes	N	1-Apr-16	46.50	60.00		City Council £75
	(b) Non Resident						
	The above charges are double in the case of a non resident of the Borough of Oadby and Wigston.						City Council double their fees for non residents
	(c) Charge for Burials within 48 hours, or Cremated remains within 24 hours, over and above charges i), ii), iii), and iv) for residents and non-residents.	N	1-Apr-16	152.50	190.00		LCC - No comparable charge

SERVICE DELIVERY COMMITTEE

DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	2016/17	2017/18	Externally Set	Explanation regarding the recommended level of charge
			£	£		
NOTES: The above charges include the digging of a grave where appropriate						
6.3 BURIAL OF A RESIDENT IN A DIFFERENT DISTRICT WHERE FAITH NEEDS CANNOT BE MET WITHIN THE BOROUGH The Council subsidy where applicable will be limited to a maximum of £1,000						
6.4 WALLED GRAVES AND VAULTS						
(a) For the right to construct a walled grave or vault:-						
i) 9ft x 9ft	N	1-Apr-16	763.00	1,017.00		LCC - No comparable fee. Service rarely requested
ii) 9ft x 4ft	N	1-Apr-16	618.00	824.00		LCC - No comparable fee. Service rarely requested
6.5 MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS						
(a) For the right to erect or place on a grave or vault subject to approval of the Council; A headstone or memorial tablet, vase and base						
i) not exceeding 1ft in height (300mm)	N	1-Apr-16	47.50	63.00		
ii) exceeding 1ft but not exceeding 2ft 6in. (300mm to 760mm)	N	1-Apr-16	70.00	93.00		
iii) exceeding 2ft 6in (over 760mm) (but see NOTES below)	N	1-Apr-16	139.50	186.00		
(b) Kerbstone, Borderstone or Flatstone enclosing or over a grave (but see NOTES below)	N	1-Apr-16	152.50	203.00		
(c) For the right to place an inscribed plaque on the memorial at the Garden of Remembrance at Oadby Cemetery.						
i) Not Exceeding 6ins x 4ins (150mm x 100mm)	N	1-Apr-16	41.50	55.00		
ii) Exceeding 6ins x 4ins (150mm x 100mm)	N	1-Apr-16	65.00	87.00		
(d) For each inscription after the first inscription	N	1-Apr-16	34.50	43.00		
(e) Replacement of existing memorial - administration fee	N	1-Apr-16	34.50	43.00		
NOTES: Kerb edgings, headstones and memorials exceeding 2'6" (760mm) are not allowed in the Gardens of Remembrance or those sections of either cemetery designated as Lawn Cemetery (e.g. Wigston Cemetery Extension) and if installed will be removed. An additional inscription is defined as an action taken after the erection of the monument. Fees are to be enclosed with all applications						
6.6 MISCELLANEOUS						
(a) Transfer of Grave Ownership	N	1-Apr-15	44.00	45.00		City Council = £45
(b) for Searches of registers, copies and extracts therefrom:						
(i) Search of registers by Council staff - per hour or part hour	N	1-Apr-16	21.75	22.00		City Council £20 per search
Search of registers - in person - per hour or part hour		1-Apr-16	5.15	6.00		City Council £6 per hour
(ii) Certificated copies of entry	N	1-Apr-15	19.50	26.00		
(c) Notice of Interment Forms		N/A	Free			
(d) Use of the Chapel at Wigston Cemetery - per funeral	I	1-Apr-16	69.70	95.00		City Council £120
(e) Purchase and planting of memorial trees - Donation	I	1-Apr-16	135.00	180.00		City Council £275
(f) Donation towards a memorial seat (provided and installed by Council)	I	1-Apr-16	650.00	650.00		City Council £900
(g) Exhumation (where requested by Deed Holder - subject to the required approvals) - burial plot		1-Apr-16	540.00	573.00		(interment fee plus 25%)
(h) Exhumation (where requested by Deed Holder - subject to the required approvals) - casket plot		1-Apr-16	156.75	200.00		(interment fee plus 25%)

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	2016/17	2017/18	Externally Set	Explanation regarding the recommended level of charge
				£	£		
	DEFINITION OF THE TERM RESIDENT						
	For Purchase of Grant of Right of Burial a RESIDENT is defined as:						
	i) a person who, at the time of applying, has a permanent home address within the Borough						
	For interments a RESIDENT is defined as:						
	i) A person who had resided at a private address within the Borough for 5 consecutive years immediately preceeding the date or death OR						
	ii) A person who, at the time of death, resided in a residential or nursing home (or similar establishment) outside of the Borough but had resided at an address within the Borough for 5 consecutive years (or more) immediately preceeding moving to the residential or nursing home OR						
	iii) A person who had resided within the Borough for 5 consecutive years (or more) but had within the 12 months immediately preceeding the date of death moved from the Borough.						
	VAT Key						
	I Inclusive of VAT						
	E Exempt from VAT						
	N Non Business Activity						
	Z Zero-rated VAT						

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	Leisure Card 2016/17 £	2016/17 £	Leisure Card 2017/18 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
8	RECREATION GROUNDS AND PAVILION HIRE									
8.1	ROOM HIRE PER HOUR - VAT Exempt Pavilions									
	Blaby Road									
	Freer Centre									
	Horsewell Lane									
	Sheila Mitchell									
	Uplands Road									
	Walter Charles Centre									
(a)	Non Commercial Use	E	Per Hour	1-Apr-16		14.35		14.75		RPI
(b)	Commercial Use	E	Per Hour	1-Apr-16		18.20		18.50		RPI
	Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards									
(c)	Refundable deposit per booking (full or part)		Deposit	1-Apr-16		120.00		150.00		
(d)	Charge for lost keys		Each	1-Apr-16		15.45		16.00		(Needs to be same as fee under Allotments for lost keys)
8.2	ROOM HIRE PER HOUR - VATable Pavilions									
	Coombe Park									
(a)	Non Commercial Use	I	Per Hour	1-Apr-16		17.40		17.75		RPI
(b)	Commercial Use	I	Per Hour	1-Apr-16		21.90		22.50		RPI
(c)	Refundable deposit per booking (full or part)		Deposit	1-Apr-16		120.00		150.00		
(d)	Charge for lost keys		Each	1-Apr-16		15.45		16.00		(needs to be same as fee under Allotments for lost keys)
	Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards									
	CANCELLATION OF ROOM HIRE									
	Cancellation with more than 8 weeks notice - return 100% of hire fee									
	Cancellation less than 8 weeks but more than 6 weeks - return 75% of hire fee									
	Cancellations less than 6 weeks but more than 14 days- return 50% of hire fee									
	Cancellations less than 14 days but more than 7 days - return 25% of hire fee									
	Cancellations with less than 7 days notice - hire fee not refunded									
8.3	RECREATION GROUNDS									
(a)	Bowls									
i)	Season Ticket - Adult	I	Each	1-Apr-16	84.50	87.60	84.60	87.60		BOWLS No change. OWBC is higher than all other Leics districts
ii)	Half Season Ticket - Adult	I	Each	1-Apr-16	42.25	43.80	42.25	43.80		
iii)	Season Ticket - Junior (under 18)	I	Each	1-Apr-16		26.30		26.30		
iv)	Hourly Ticket - per person	I	Per Person	1-Apr-16	3.65	3.85	3.65	3.85		
v)	Visiting Team	I		1-Apr-15						
vi)	Season Ticket - New member (one year introductory offer)	I	Each	1-Apr-16		26.30		26.30		

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	Leisure Card 2016/17 £	2016/17 £	Leisure Card 2017/18 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
	(b) Cricket									
	i) Per match	I	Per Match	1-Apr-16		69.20		70.50		RPI
	(c) Football - Junior Clubs (Under 10's and below)									
	i) With shower facilities	I	Per Booking	1-Apr-16		18.50		20.00		
	ii) Without shower facilities	I	Per Booking	1-Apr-16		9.40		10.00		
	iii) Academy (Coombe Park - subject to VAT at Standard Rate)	I	Per Booking	1-Apr-16		151.90		155.00		RPI
	(d) Football - Youths (10 - 18 years)									
	i) With shower facilities	I	Per Booking	1-Apr-16		35.90		37.00		
	ii) Without shower facilities	I	Per Booking	1-Apr-16		18.00		18.50		
	(e) Football - Senior Clubs (Over 18s)									
	i) Horsewell Lane Park	I	Per Booking	1-Apr-16		26.70		27.25		Needs to be half of ii), iii), iv), v)
	ii) Uplands Road Park	I	Per Booking	1-Apr-16		53.35		54.50		RPI
	iii) Coombe Park - subject to VAT at Standard Rate	I	Per Booking	1-Apr-16		53.35		54.50		RPI
	iv) Blaby Road Park	I	Per Booking	1-Apr-16		53.35		54.50		RPI
	v) Willow Park	I	Per Booking	1-Apr-16		53.35		54.50		RPI
	vi) Peace Memorial Park - 5 a side		Per Booking	1-Apr-05						
	Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park)									
	(f) Fetes and Galas - Activities for commercial gain									
	i) Use of Ground - per day	E	Per Day	1-Apr-16		150.70		175.00		
	ii) Deposit - to be returned in part or whole dependent on condition of ground.	N	Deposit	1-Apr-16		662.00		675.00		
	(g) Fetes and Galas - Community events supportive of Council priorities									
	i) Use of Ground - per day		Per Day	N/A		Free		Free		
	ii) Deposit - to be returned in part or whole dependent on condition of ground.		Deposit	1-Apr-16		120.00		150.00		
	NOTES									
	Deposits may be withheld in part or full for any damage caused and / or where the hirer fails to leave the building clean and tidy for the next user and / or where a hirer fails to remove and dispose of waste arising from their hire.									
	VAT Key									
	I Inclusive of VAT									
	E Exempt from VAT									
	N Non Business Activity									
	Z Zero-rated vat									

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	TYPE	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
9	BROCKS HILL ENVIRONMENT CENTRE							
9.1	HIRE OF EXHIBITION HALL (TAKES UPTO 75 THEATRE STYLE) 2 hour hire rate for the hall or meeting room hire at £50.00							
	(a) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.	E	Private Hire	1-Apr-14	100.00	100.00		2 hour hire rate for the hall or meeting room at £50.00 Flexible times to make the most of income on quieter days
	(b) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Public Hire	1-Apr-14	90.00	90.00		
	(c) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Charitable	1-Apr-14	75.00	75.00		
	(d) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Private Hire	1-Apr-14	160.00	160.00		
	(e) Weekday All day (9:00 a.m. to 16:30 p.m.)		Public Hire	1-Apr-14	150.00	150.00		
	(f) Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	1-Apr-14	140.00	140.00		
	(g) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Private Hire	1-Apr-14	65.00	65.00		
	(h) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Public Hire	1-Apr-14	60.00	60.00		
	(i) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Charitable	1-Apr-14	50.00	50.00		
	(j) Weekend All day (10:00 a.m. 16:30 p.m.)		Private Hire	1-Apr-14	115.00	115.00		
	(k) Weekend All day (10:00 a.m. 16:30 p.m.)		Public Hire	1-Apr-14	105.00	105.00		
	(l) Weekend All day (10:00 a.m. 16:30 p.m.)		Charitable	1-Apr-14	95.00	95.00		
9.2	HIRE OF THE CLASSROOM (TAKES UPTO 50 THEATRE STYLE)	E						
	(a) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Private Hire	1-Apr-14	90.00	90.00		
	(b) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Public Hire	1-Apr-14	75.00	75.00		
	(c) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Charitable	1-Apr-14	60.00	60.00		
	(d) Weekday All day (9:00 a.m. to 16:30 p.m.)		Private Hire	1-Apr-14	150.00	150.00		
	(e) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Public Hire	1-Apr-14	140.00	140.00		
	(f) Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	1-Apr-14	100.00	100.00		
	(g) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Private Hire	1-Apr-14	60.00	60.00		
	(h) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Public Hire	1-Apr-14	50.00	50.00		
	(i) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Charitable	1-Apr-14	50.00	50.00		
	(j) Weekend All day (10:00 a.m. 16:30 p.m.)		Private Hire	1-Apr-14	105.00	105.00		
	(k) Weekend All day (10:00 a.m. 16:30 p.m.)		Public Hire	1-Apr-14	95.00	95.00		
	(l) Weekend All day (10:00 a.m. 16:30 p.m.)		Charitable	1-Apr-14	95.00	95.00		
	(m) Weekday early opening is to be paid pro-rotta of £19.00 before 9:00 a.m. (£4.75 per 15 minutes)	I						
	(n) Digital media projectors are available at a hire charge of £5.00. Please provide your own laptop	I		1-Apr-14	5.00	5.00		
	(o) 10% discount for booking both the meeting room and hall together	I						
	(p) 10% discount for block bookings of six or more - claimable on sixth booking (only applicable if all bookings made on same date)	E		1-Apr-14				
9.3	HIRE OF HALL FOR EXHIBITIONS (OPEN TO THE GENERAL PUBLIC) PER DAY £30.00 per day for groups selling pictures, cards etc.	E		1-Apr-14	25.00	25.00		Increase charge for groups using room to sell their products.
9.4	COMMUNITY ART EXHIBITIONS - A MONTH IN THE CAFÉ, USE OF ALL WALLS (SALES WILL INCUR A 10% COMMISSION AS OF JAN 2014)	E		1-Apr-14	0.00	0.00		
9.5	HIRE OF MEETING ROOM / HALL (EXCLUSIVE USE) - EVENINGS WEEKDAY EVENING - 16:45 P.M ONWARDS (SUBJECT TO STAFF AVAILABILITY) WEEKEND EVENINGS - 15:45 P.M. ONWARDS (SUBJECT TO STAFF AVAILABILITY)							
	(a) up to 3 hours	E		1-Apr-14	121.00	121.00		
	(b) up to 4 hours	E		1-Apr-14	131.00	131.00		
	(c) up to 5 hours	E		1-Apr-14	144.50	144.50		
	(d) Natural History Groups (per hour)	E		1-Apr-14	10.00	10.00		
	Evening meeting must vacate the site by 21:30 p.m.							

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	TYPE	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge	
	9.6 ENTRY TO EXHIBITION CENTRE	E							
	(a) Adults				1-Apr-14	Free	Free		
	(b) Children / Senior Citizens				1-Apr-14	Free	Free		
	(c) Children under 5				1-Apr-14	Free	Free		
	9.7 TALKS - PER GROUP				1-Apr-14	55.00	55.00		
	9.8 TOURS - PER ORGANISED GROUP				1-Apr-14	55.00	55.00		
	9.9 SCHOOL GROUPS								
	Per school activity up to maximum size of 35 pupils.								
	A fixed charge is applicable based on the following :-								
	(a) Upto 20 children for schools outside the Borough Council's boundaries				1-Apr-14	55.00	55.00		
	(b) Upto 20 children for schools located within Oadby and Wigston boundaries				1-Apr-14	45.00	45.00		
	(c) For all schools the additional charge above 20 children (per child per session)				1-Apr-16	2.50	2.50		
	Teachers/Leaders				1-Apr-14	Free	Free		
	9.10 SELF LED ACTIVITIES AVAILABLE FOR HIRE BY SCHOOLS AND GROUPS SUCH AS THE MINI-BEAST KIT BOX (TERMS & CONDITIONS APPLY)			1-Apr-14	25.00	25.00			
	9.11 PAPER CHARGES								
	(a) A4 black and white per sheet			1-Apr-14	0.10	0.10			
	(b) A4 colour per sheet			1-Apr-14	1.00	1.00			
	(c) A3 black and white per sheet			1-Apr-14	0.15	0.15			
	(d) A3 colour per sheet			1-Apr-14	2.00	2.00			
	ORGANISED EVENTS AND ACTIVITIES OPEN TO THE PUBLIC (POA)								
	Charges to the public for events vary according to the type of event & age of participants and so are not listed here.								
	They are calculated on an event by event basis taking into consideration materials provided, use of room, cost of instructor/speaker etc								
	(POA = Price On Application)								
	FILMING AND PHOTOGRAPHY POA; small scale £55 per hour			1-Apr-16	POA	POA			
	WOOD SALES			1-Apr-16	POA	POA			
	VAT Key								
	I Inclusive of VAT								
	E Exempt from VAT								
	N Non Business Activity								
	Z Zero-rated VAT								

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
10	ALLOTMENTS							
	10.1 RESIDENTS							
	(a) Rent of plot to residents - per 100 square yards	N	Each	1-Apr-16	13.65	14.00		retain at existing level as needs to match Aylestone Lane
	(b) Rent of plot to residents - where tenancy commenced after 29 September 2011							
	1) Wigston Road	N	Each	1-Apr-16	17.50	17.50		
	2) Aylestone Lane	N	Each	1-Apr-16	17.00	17.50		
	3) Manchester Gardens - Rectangle	N	Each	1-Apr-16	15.05	15.50		
	4) Manchester Gardens - Triangle	N	Each	1-Apr-16	13.65	14.00		
	5) Brabazon Road	N	Each	1-Apr-16	15.05	15.50		
	Allotment rent year runs from 29 September to 28 September the following year							
	10.2 SENIOR CITIZENS							
	25% reduction on the above charge							
	10.3 DEPOSIT - REFUNDABLE	N	Each	1-Apr-11	50.00	50.00		Retain at current level
	10.4 KEY REPLACEMENTS	I	Each	1-Apr-16	15.45	16.00		Needs to be same as Rec & Pav Hire charge for lost keys

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VAT Key

- I Inclusive of VAT
- E Exempt from VAT
- N Non Business Activity
- Z Zero-rated vat

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge
11	SPECIAL COLLECTION OF HOUSEHOLD REFUSE						
	(a) The following non electrical items can be collected :- All Domestic items - house improvement or building work related. Items such as building waste or replaced windows will not be collected. Broken glass must be supplied in a box. Bagged, boxed and tied waste will be classed as individual items. Sheds must be dismantled and each panel classed as an item. Items <u>must</u> be presented in a form that reasonably facilitates loading and satisfies manual handling requirements - failure to do so will result in non-collection and payment refunded for those items not collected. Note - Bags should be strong enough so items do not split when being taken to vehicle. Charges for Garden Tools and Equipment* are :-						
	i) 1 Item	N	1-Apr-15	20.00	20.38		
	ii) Each Additional Item	N	1-Apr-15	3.00	3.05		
	(b) The following electrical items can be collected :- Vacuum Cleaners, Televisions, Fridge, Fridge/Freezer, Coolers, Washing Machines, Tumble Dryers, Dishwashers, Audio Visual Equipment. Charges for Electrical Items are :-						
	i) 1 Item	N	1-Apr-15	20.00	20.38		
	ii) Each Additional Item	N	1-Apr-15	4.00	4.08		
	The collection of electrical and non-electrical items are two separate services. Free collection for all items above, for those residents receiving :- Housing Benefit, Council Tax Benefit or Disability Benefit, Military Service - Maximum of four items - no more than two separate collections per annum * Garden Tools can be taken to Brocks Hill Environment Centre (for re-use by volunteers working in the Borough)						
11.2	DISPOSAL OF DECEASED DOMESTIC ANIMALS	I	1-Apr-15	60.00	61.15		
11.3	REMOVAL OF UNAUTHORISED ADVERTISING ON STREETS, OPEN SPACES AND PUBLIC NOTICE BOARDS						
	(a) Removal of unapproved advertising, promotional material or balloons on public spaces, street furniture or notice boards - per item per week	N	1-Apr-16	40.00	40.80		
	(b) Removal of unapproved notices	N	1-Apr-16	40.00	40.80		
	(c) Taking down and storage of fly posters	N	1-Apr-16	85.00	86.65		

SERVICE DELIVERY COMMITTEE

		DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	2016/17 £	2017/18 £	Externally Set	Explanation regarding the recommended level of charge	
11.4		COUNCIL CAR PARKS	I					Do not change fee else all car park signage and machines will need changing at significant cost	
	(a)	Off Street parking							
		Parking charge for stays of over 3 hours (where applicable)		1-Apr-15	3.00	3.00			
11.5		CLEANSING OF PRIVATELY OWNED PARKING AREAS							
	(a)	Cleaning of Slabbed and Block Paved Areas							
	i)	Up to 20 sq metres (subject to availability and site inspection for suitability)		1-Apr-12	100.00	100.00			
	ii)	Greater than 20 sq metres		1-Apr-12	POA	POA			
	(b)	Cleaning of Car Parks and other areas		1-Apr-11	POA	POA			
	(c)	Mowing of Large Private Grassed Areas							
		POA = Price on Application		1-Apr-11	POA	POA			
11.6		RELOCATION OF STREET NAME PLATES					Includes manufacture of new plate and installation Includes manufacture of new plate and installation		
	(a)	At the request of resident and subject to agreement at the discretion of the Council							
	i)	Wall mounted name plates	1-Apr-15	100.00	115.00				
	ii)	Frame mounted name plates	1-Apr-15	150.00	175.00				
		VAT Key							
	I	Inclusive of VAT							
	E	Exempt from VAT							
	N	Non Business Activity							
	Z	Zero-rated VAT							

Agenda Item 16



Policy, Finance and
Development
Committee

Tuesday, 01
November 2016

Matter for Information

Title: Collection and Write-Off of Miscellaneous Debtors

Author: Martin Hone (Interim Chief Financial Officer / Section 151 Officer)

1. Introduction

1 As part of the income collection process the Councils Finance Section is responsible for the production and collection of general invoices for sundry/miscellaneous debts across all services of the Council. This report updates Members on the current collection position and requests permission to write-off larger items as required by the Council's Financial Regulations.

2. Recommendations

That Members note the contents of the report.

3. Information

3.1. The Councils Finance Section is responsible for the raising and collection of around 1,500 invoice per annum, with an annual value of approximately £1.5 million relating to income for all services of the Council.

The Council uses three principal methods for collecting these debts.

- i) Direct contact with the debtor by letter or telephone
- ii) Referring the debt to a collection agent
- iii) Legal action through the courts

During the first six months of the 2016/17 financial year the Council has raised 753 invoices totalling £680,000.

3.2. The Current position relating to collection of outstanding invoices is summarised below

	Days Overdue				
	0 – 90	90 – 182	182 – 365	365 - 730	Over 730
30 June 16	37,234	24,968	18,580	76,122	129,997
30 September 16	66,990	17,958	29,256	39,151	124,420

Over the second quarter of 2016/17 debt has been reduced by around £9,000 with debt of 90 days or more being reduced by £39,000. Where payment is not made immediately it has been achieved by setting up arrangements with debtors either directly by Finance or by the Councils collection agent. Debts deemed to be uncollectable either due to its age, over six years old, or circumstances, such as the debtor being untraceable, have been written off by the Chief Financial Officer in accordance with the Council's Financial Regulations.

In the second quarter the Council has:

- Set up 33 new arrangements to pay directly with the debtor

- Referred 24 cases to the Council's collection agent
- Written-off debtors totalling £19,706 under the financial regulations.

Service departments will be updated on their debt portfolio on a regular basis by the Finance department as part of an ongoing review, with a further update brought to this committee in January 2017.

3.3. Requested Debt Write-Off

There are no write-offs in the second quarter which require committee approval.

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Implications	
Financial (CR)	Good debt management is essential if the Council is to maximise it's revenue streams.
Legal (AC)	No significant implications.
Risk (CR)	CR1 - Decreasing financial resources. CR9 - Economy.
Equalities (CR)	No significant implications.
	Equality Assessment <input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

Agenda Item 17



Policy, Finance and
Development
Committee

Tuesday, 01
November 2016

Matter for Decision

Title: Council Corporate Plan – Vision, Values and Corporate Priorities

Author: Mark Hall (Chief Executive)

1. Introduction

This report sets out the suggested:

- Council Vision
- Organisational Values
- The translation of external manifesto pledges into internal working corporate priorities

These were initially considered by Members at the Change Management Committee on 26 September 2016 and it was agreed that officers should do further work.

2. Recommendations

That Members adopt:

2.1. The Council Vision:

“Stronger Together” and “A Stronger Borough Together”

“Councillors, staff, residents, businesses, partners and stakeholders will continue to create a stronger borough by working together.

A stronger borough that is inclusive and engaged and focuses on delivering effective services, balanced economic development, green and safe places resulting in better wellbeing for all”.

2.2. The Organisational Values:

Accountability: Proud to take responsibility for actions, seeing tasks through to completion

Respect: Act with honesty, fairness and equality at all times

Teamwork: Committed to sharing information, skills and experience

Innovation: Striving for service improvements by exploring new ways of working

Customer Focus: A mindset that exceeds residents and stakeholder expectations

2.3. The Corporate Priorities:

An Inclusive and Engaged Borough

Work with existing forums and forge new relationships in order to strengthen community engagement and cohesion throughout the borough.

Listen to and empower residents by communicating, consulting and where possible offering a choice on decisions which would affect frontline services.

Effective Service Provision

Continue to examine services and identify improvements in order to provide the most cost effective front line services.

Through innovation strive for the optimum use of the Council's assets, its human resources and those of its partners in order to protect front line services.

Balanced Economic Development

Develop, implement and create opportunities for balanced economic development primarily focused around the three town centres whilst respecting the borough's natural environment.

Provide suitable housing that meets local needs.

Green & Safe Places

Invest in and encourage activities that provide green, pleasant & safe places in the borough for all enjoy.

Protect the borough's trees and natural habitat wherever possible.

Wellbeing for All

Work with other organisations to improve wellbeing for all in the borough.

Help secure new easy-to-access opportunities to enable everybody to live a harmonious and healthy life.

3. Information

3.1. The Council Vision

"Stronger Together"

It is proposed that this short version is used under the Council crest etc. It was developed by staff groups and other possible options included a "Better Together", "Greater Together" and "Proud Together" etc.

"A Stronger Borough Together"

It is proposed that this longer version should be used on documents etc It was developed by staff groups and other options included "A Better Borough Together", "A Great Borough Built Together" and "A Bigger Borough Built Together"

The suggested narrative that will support the Vision is:

"Councillors, staff, residents, businesses, partners and stakeholders will continue to create a stronger borough by working together.

A stronger borough that is inclusive and engaged and focuses on delivering effective services, balanced economic development, green and safes places resulting in better wellbeing for all".

3.2. The Organisational Values

These have been developed by staff groups. These values are the qualities that staff strongly believe that they should possess themselves and are the behaviours that they should be able to expect from the colleagues they work with. These values will be incorporated into and form an integral part of the Council's appraisal, recruitment and disciplinary policies and processes.

Accountability: Proud to take responsibility for actions, seeing tasks through to completion

Respect: Act with honesty, fairness and equality at all times

Teamwork: Committed to sharing information, skills and experience

Innovation: Striving for service improvements by exploring new ways of working

Customer Focus: A mindset that exceeds residents and stakeholder expectations

3.3. Translation of the Manifesto Pledges into Corporate Priorities

It is essential that this translation retains all of the pledges that members made to residents prior to the 2015 election as they remain in place. This translation is intended to be for internal consumption only. It is worded differently from the manifesto pledges in order to create a document that is more inclusive for staff and enables them to better relate to and deliver the pledges.

This translation exercise is recommended as good practice by the Local Government Association and was discussed at the meeting of the Change Management Committee on 26th September where members agreed that the exercise should be undertaken and presented to Committee.

We will deliver: An Inclusive and Engaged Borough - How?

- Work with existing forums and forge new relationships in order to strengthen community engagement and cohesion throughout the borough.
- Listen to and empower residents by communicating, consulting and where possible offering a choice on decisions which would affect frontline services.

We will deliver: Effective Service Provision - How?

- Continue to examine services and identify improvements in order to provide the most cost effective front line services.
- Through innovation strive for the optimum use of the Council's assets, its human resources and those of its partners in order to protect front line services.

We will deliver: Balanced Economic Development - How?

- Develop, implement and create opportunities for balanced economic development primarily focused around the three town centres whilst respecting the borough's natural environment.
- Provide suitable housing that meets local needs.

We will deliver: Green & Safe Places - How?

- Invest in and encourage activities that provide green, pleasant & safe places in the borough for all enjoy.
- Protect the borough's trees and natural habitat wherever possible.

We will deliver: Wellbeing for All - How?

- Work with other organisations to improve wellbeing for all in the borough.

- Help secure new easy-to-access opportunities to enable everybody to live a harmonious and healthy life.

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Implications	
Financial (MHo)	No significant implications.
Legal (AC)	No significant implications.
Risk (MH)	No significant implications.
Equalities (MH)	No significant implications.
	Equality Assessment:- <input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

Agenda Item 18



**Policy, Finance and
Development
Committee**

**Tuesday, 01
November 2016**

**Matter for Information
and Decision**

Title: Four Year Efficiency Plan (2016/17 - 2019/20)

Author: Martin Hone (Interim Chief Financial Officer / Section 151 Officer)

1. Introduction

- 1.1. This report sets out the outline efficiency plan to address the current budgetary gap forecast in the Council's Medium Term Financial Strategy. Local authorities that produce and submit an efficiency plan to the DCLG will in return receive firm details of the levels of Revenue Support Grant that will be paid to them up to 2020.
- 1.2. It should be noted that the Council already has a fairly clear idea of grant levels for future years and that Revenue Support Grant is being phased out by 2020; however, confirmation in advance of the exact levels of grant will aid financial planning. This item was initially considered and approved by the Change Management Committee on 26th September 2016 in order that the submission timescale could be met. If any additional information is requested by DCLG it will be provided in consultation with the Chair of the Committee.

2. Recommendations

That Members note and approve the four year efficiency plan as initially agreed by the Change Management Committee.

3. Information

3.1. Purpose

The following paragraphs respond to the invitation from the Secretary of State on 10th March 2016 to engage with Government in arrangements which will secure a multi-year settlement for Revenue Support Grant, thus helping to strengthen financial management while working collaboratively with local partners and transforming the way local services are delivered.

The Council also expects to benefit from some flexibility in the use of capital receipts generated to assist in the change programme.

The four-year settlement increases the stability of the Council's medium-term financial strategy by providing a greater level of certainty about funding, although it should be noted that it relates only to Revenue Support Grant which is a decreasing proportion of total Council funding. It will however help shape future budget strategy, forecast available resources to support services and thus provide more certainty about the level of net savings required to balance the books.

This strategy summarises parts of the Council's Corporate Plan and its Medium-Term Financial Strategy. The full documents can be found at www.oadby-wigston.gov.uk Council meeting 19th April 2016. The efficiency strategy has three themes:

- Our approach to delivering net savings of £1.4 million by financial year 2019/20.

- How new flexibilities in the use of capital receipts might be used.
- Prudential indicators for 2016-2019 to ensure that any borrowing by the Council is affordable in the medium to long term.

3.2. Delivering Efficiencies

To become more efficient and effective the Council will ensure that it is budgeting for and spending on priorities; continuing to improve the management information available on productivity, quality and performance; considering alternative methods of service delivery, including collaboration and joint working to deliver services; and identifying opportunities for generating income streams. Inevitably this will require difficult decisions to be taken and developing new approaches to find further ways to increase efficiency and reduce net spending.

Most councils will need to increase significantly the level of savings made – this will not be unique to Oadby & Wigston. Strong leadership from both elected members and officers will be paramount in continuing to challenge, monitor and support the Council to deliver the ongoing efficiency and productivity improvements required.

In drafting the Council's Medium-Term Financial Strategy, the policies set out in the budget report to Council in February 2016 have been extended over the planning period:

- More active asset management – this could yield full year savings of £250k.
- Service review and redesign placing residents at the heart of the process – this could yield full year savings of £650k.
- 'Invest to save' schemes, where one-off expenditure achieves continuing revenue savings or additional income – this could yield full year savings of £100k
- Never adopting any schemes, projects or services that are not first demonstrated to be at least cost neutral and therefore will not be an additional burden to local Council Tax payers.
- Commitment to building more houses – this could yield full year additional income of £150k via New Homes Bonus and rent income.

3.3. Capital Receipt Flexibility

Since April 2016 the Government has allowed capital receipts to be spent by local authorities on any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector delivery partners.

The Council has identified a number of projects that are likely to deliver savings in day-to-day expenditure without impacting on services. These include new ways of working, more effective use of assets, setting up a wholly owned company to provide housing, sharing back-office and administrative services with one or more other council or public sector bodies. Where appropriate, the one-off set up costs of these schemes will be funded from capital receipts.

3.4. Prudential Indicators

The Council intends to use its cash resources to support the delivery of the Corporate Plan. The prudential indicators agreed for the period 2016 – 2020 are designed to:

- Facilitate investment decisions which ensure that the Council's investment sums remain secure.

- Ensure the liquidity of investments so that the Council has sufficient cash resources available to carry out its functions at all times.
- Achieve the maximum return on investments after taking into account security and liquidity.

Background Documents:-

Report to Change Management Committee on Monday, 26 September 2016 -
 'Internal Change Management – Update on Progress and Four-Year Efficiency Plan'

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Implications	
Financial (MHo)	No significant implications directly arising from this report.
Legal (AC)	No significant implications directly arising from this report.
Risk (MHo)	Any changes to Council policies, procedures or services arising from the change management exercise will be subject to a risk assessment before implementation.
Equalities (MHo)	No significant implications directly arising from this report.
	Equality Assessment:- <input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

Appendix 1 Change Management Project Plan

Deliverables of the Change Management Project (Short Term)

Clear Sense of Direction
 Improved Communication
 Culture Change
 Investment in our People
 Investment in IT
 Drive down net costs and/or improved services

CLEAR SENSE OF DIRECTION

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update September 2016 MH
Understanding of the line of sight To provide a clear message to our residents, business and employees regarding the Vision of the Council and the Values held by the Council and its employees.	Vision and Values Statement	Mark Hall Chief Executive Mark Hall	August 2016	Chief Executive Mark Hall	Completed. V&V Workshop for Heads of Service held 17.08.16
Define success on the job By involving staff through a series of workshops enabling consultation and their contributions to inform the formulation of the Values of the Council.	Vision and Values workshops Pilot workshops Report to SMT Delivery of Workshops	Elaine Wood Change Management Project Team	April, May & June 2016	Chief Executive Mark Hall	Completed 96% of staff (166) have attended the V & V workshops
Understanding of the line of sight Facilitated discussions to gain staff views on a Vision statement and provide feedback to the Chief Executive Mark Hall.	Report to SMT			July 2016	11th July 2016 SMT meeting

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update September 2016 MH
Feedback improves performance Provide information to Staff on the expected behaviours and competencies. Facilitate individuals' discussing and recording examples of the "Ways we do business and work together" in respect of the 7 Competencies. Present a set of Values and Vision statement to Members	Presentation to CMC			July 2016	In progress.
Open communication To identify the processes and procedures for Communication related to the Change management Project	Communication guidelines	Elaine Wood Change Management Project Team Present to SMT	June 2016 July 2016	Director of Services Anne Court	28.06.16; SMT 11.07.16 and now continuing as a standing item for staff briefings and managers' meetings.
Understanding of the line of sight Provide a formal statement of business goals, reasons they are attainable and plans for achieving them.	Produce a Business Plan	Martin Hone	June 2016	Chief Financial Officer	Rolled up as part of the 2017/18 budget plan
Define success on the job Provide Financial Information (2106/17) to Members, Managers and Teams.					Sent to CMC 09/16.
Define success on the job Conduct the measurement of performance against key performance indicators to provide metrics which will be used to inform strategic decision making.	Setting of Key Performance Indicators (KPI'S) for department and Teams Medium Term Financial Strategy (MTFS)	Martin Hone	July 2016	Chief Financial Officer	Completed. Each Manager has identified 3-4 KPI's for their service and monitoring will commence in September 2016.
Feedback improves performance	Monitoring KPI's	Martin Hone	September 2016	Chief Financial Officer	

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update September 2016 MH
Define success on the job Appoint to a new position to lead the development of the Council's approach to business planning to achieve efficiencies and improvement. Drive through the work flow and processes to deliver the Councils vision and priorities. Devise and implement systems of reporting to ensures managers at all levels understand and act on performance information/data.	Recruitment of Communication and Business Performance Officer	Human Resources Team	July 2016	Interim Corporate Resources Manager Karen Pollard	Recruited July 2016
Define success on the job Creation of benchmarking of data and challenging KPI's to drive and measure improvements and inform strategic decision making.	Benchmarking & KPI's Balanced Scorecard CMC to agree KPIs	Martin Hone	July 2016	Financial Officer Change Management Committee	Completed. Each Manager has identified 3-4 KPI's for their service and monitoring will commence in September 2016.
Understanding of the line of sight Conduct a review of the Council's constitution, scheme of delegation, financial regulations and staff policies, etc. to reflect the new ways of working.	Revised policies to be presented to SMT and Members	Senior Managers and Service Managers	October 2016	Director of Services Anne Court	
Feedback improves performance Reviews to be received by SMT and taken to Members to allow rigour and challenge to take place.	Reviews to be received, considered and presented	Senior Managers Team	October 2016	The Leader Chief Executive Mark Hall	

IMPROVED COMMUNICATION

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Updated September 2016
Open Communication Appoint to a new position created to: Lead on the communication strategy of the Council, proactively marketing and promoting	Recruitment of Communication and Business Performance Officer	Human Resources Team	July 2016	Interim Corporate Resources Manager Karen Pollard	Recruited July 2016. Communication strategy being prepared for January 2017.

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update September 2016 MH
Open communication Delivery of the Council's Communication strategy to improve overall effectiveness of its communications	New person in post to deliver the roles and responsibilities as identified in the job description	Human Resources Team	July 2016	Director of Services Anne Court	Recruited July 2016. Communication strategy being prepared for January 2017.
Open Communication To identify the processes and procedures for Communication within the Council.	Council Communication strategy	Communication and Business Performance Officer	August 2016	Director of Services Anne Court	Communication strategy being prepared for January 2017.
Relationship Building To provide opportunities for an open dialogue with Council Staff/Teams	Joint Staff Council – staff representative for each department	Communication and Business Performance Officer	July 2016	Chief Executive Mark Hall	Meetings held 29.06.16 and 12.09.16.
	CEO Briefings	Mark Hall Chief Executive	September 2016	Chief Executive Mark Hall	Two briefings for all staff held in September 2016.
	Lunch bag sessions: Meet with the Chief Executive Mark Hall	Mark Hall Chief Executive	September 2016		In progress.
Open Communication Managers to champion and communicate to their teams what the new approach /Projects will mean to them, consult and explain new ways of working.	Team Meetings and 121's	Service Managers	June onwards 2016	Director of Services Anne Court	Two way flow information from Managers Meetings - see minutes

CULTURE CHANGE

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Updated September 2016
Clear and visible leadership from Members to support the Change Management project	Schedule of Meetings for the CMC	Chair of the Change Management Committee	January 2016 ongoing	The Leader	CMC meeting schedule

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update September 2016 MH
Relationship Building Stabilisation of the workforce by the reduction of agency workers and restructuring of teams to improve organisational design	Elaine Wood HR Project Manager R recruitment project		May 2016	Interim Corporate Resources Manager Karen Pollard	Project completed Handover to HR team in May. 15 posts recruited see recruitment project report Report to SMT 24 May 2016
Feedback improves performance, Undertake a survey to establish a baseline to measure the progress achieved from the C M project.	Change Management Survey –sample group: Service Managers	Elaine Wood CM Project Team	May 2016	Change Management Project Lead Martin Hone	Completed. Report to SMT – 25 July 2016
Feedback improves performance, Identify how performance data collected will be used to evaluate progress and inform the future direction of the project.	“Implementation Measures” Effective measures Impact Measures	Change Management Project Lead Martin Hone	July 2016	Chief Executive Mark Hall	Workshops held 20.07.16 and 21.07.16.
Culture Change Page 243	Ways we do business and work together competencies	Elaine Wood (EW) Change Management Project Team EW	May & June 2016	Director of Services Anne Court	Completed
Ensure regular communication with staff about the progress that is being made towards the new ways of working	Team meetings, 121's, emails	Service Managers	May onwards until the end of the project	Director of Services Anne Court	Two way flow of information from Managers Meetings, see minutes, Itrent and staff bulletins
Understanding of the line of sight To communicate the achievement of key milestones, visible signs of the new culture to Officers, Member's and residents with a view to encouraging culture change and the celebration of success	Council Newsletter Publications for Residents Media releases	Communication and Business Performance Officer	October 2016	Director of Services Anne Court	New style Newsletter introduced in September 2016.

INVESTMENT ON OUR PEOPLE

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Updated September 2016
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Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update September 2016 MH
Supporting our Staff Delivery of a new induction programme to include an orientation of the Council and to meet senior managers to improve levels of comprehension and engagement	Plan and deliver four "Orientation sessions" per year	HR Team	July 2016	Interim Corporate Resources Manager Karen Pollard	Commenced September 2016.
Developmental Opportunities To provide our staff with the necessary skills and knowledge to perform their roles in an efficient and effective manner.	Learning and Development Training Programme 2016/17	Human Resources Team	September 2016	Interim Corporate Resources Manager Karen Pollard	Commenced September 2016.
	Skills audit of staff to establish any capability gaps. Report to SMT	Human Resources Team	September 2016	Human Resources Team	Reported to SMT September 2016.
Relationship building To create an enhanced sense of belonging and provide opportunities for staff to meet and get to know each other in a range of informal settings.	Calendar of Social Events	Secretary to the Mayor	September 2016	Director of Services Anne Court	JSC working with Secretary to the Mayor to formulate a calendar of social events – 29 th June 2016 JSC minutes
Developmental Opportunities: Supporting Managers To equip managers with the tools to lead the transformation of their service to be more cost-effective and better equipped to meet the demands of the twenty-first century. To help enhance and develop managers' change management skills	Management Training Change Management Toolkit	Elaine Wood (EW) Change Management Project Team EW	May, June & July 2016 May 2016	Change Management Project Lead Martin Hone (MH) MH	Two workshops have been delivered to Managers: 23rd May Session 1 :Change Management tool kit (11 Managers attended) 20th June session 2 Project groups and Project Pitch to SMT group 1 (10 Managers)
Developmental Opportunities Develop the capacity of Service Managers to identify areas where financial efficiencies can be made and provide them with the tools to implement them.	Business Efficiencies	EW	July & August 2016	HM MH	Workshops held 20.07.16 and 21.07.16.

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update September 2016 MH
To support the continuous management of performance, this involves making sure that the performance of employees contributes to the goals of their teams and the Council	Performance Management Training	EW	Oct-16	MH	
To provide managers with a personal profile to enable them to develop their interpersonal skills, improving team performance and creating a more positive cultural environment	Team work & Profiling	HR Team	October 2016	MH	
Support to new Managers to ensure they are orientated in their new job roles and provided with the management oversight they need to help them do their jobs effectively.	Mentoring & Coaching programme	EW	October 2016	Interim Corporate Resources Manager Karen Pollard	Will be dealt with on a case by case basis.
Developmental Opportunities Increase middle managements' capacity to use management techniques to drive better results. Improve ability to lead, motivate and inspire. Provide strategic leadership as well as day-to-day management. Benchmark skills.	ILM Level 5 Leadership and Management	HR Team	April 2017	Interim Corporate Resources Manager Karen Pollard	
Supporting our Members To provide Members with additional training to support the Change Process and be able to challenge and provide constructive feedback to inform the decision making process.	Member Training Workshop 1 Environmental scanning Workshop 2 Evidence based decision making	Project Lead Martin Hone working with the LGA	August 2016 August 2016	Change Management Project Lead Martin Hone	LGA training timetable agreed and commenced September 2016.

INVESTMENT IN IT

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Updated September 2016
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Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update September 2016 MH
Resourcing Investment and improvements to the IT infra structure to support new ways of working and deliver efficient services	Project planning and design	Service Managers	October 2016	Change Management Project Lead Martin Hone (MH)	Being worked up into "invest to save" bids as part of the 2017/18 budget strategy.
	Delivery of projects	Service Managers	Ongoing	MH	
	Capital Expenditure	Senior Management	To be determined	Chief Executive Mark Hall	

DRIVE DOWN NEW COSTS AND/OR IMPROVE SERVICES

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Updated September 2016
Define success on the job To provide efficiencies in the provision of our services and ways of working and or creation of alternative income streams to help bridge the funding gap over the 3 years	Best Practice Visits	Service Manager	June-August 2016	Change Management Project Lead Martin Hone	Will be part of 2017/18 budget exercise (see report to PFD 20.09.16)
	Projects planning and design	Service Manager	October 2016	Change Management Project Lead Martin Hone	
	Delivery of projects	Service Manager	Ongoing	Change Management Project Lead Martin Hone	
Ensure the best use of our Assets	Asset Management	Service Managers October 2016		Change Management Project Lead Martin Hone	

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update September 2016 MH
Version Number	Revision date	Previous revision date	Summary of Changes	Changes marked	
1 Draft	22.05.16				
2	29.06.16	22.05.16	June actions updated EW MH	See updates column	
3	15.09.16	29.06.16	June actions updated MH	See updates column	

Key Project Effect Measurements:

Define success on the job

Clear understanding of the line of sight between the Managers' job role and their contribution to achieving the Vision (purpose and objectives of the Council).

Clarification to determine what "resources" means to them. Managers and Teams to be made accountable for ensuring they communicate their resource needs.

Recognition rich environment. Increase awareness of the importance of frequent positive feedback and recognition.

Relationship building, creating a sense of belonging and a safe place to challenge, to share information and support each other.

Developmental opportunities

Feedback improves performance. Regular feedback on progress against clearly defined competencies, goals (KPI's) and objectives

Open Communication

Change Management Project Plan

Deliverables of the Change Management Project (Short Term)

- Clear Sense of Direction
- Improved Communication
- Culture Change
- Investment in our People
- Investment in IT
- Drive down net costs and/or improved services

CLEAR SENSE OF DIRECTION					
Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
<p>Understanding of the line of sight To provide a clear message to our residents, business and employees regarding the Vision of the Council and the Values held by the Council and its employees.</p>	Vision and Values Statement	Mark Hall Chief Executive Mark Hall	August 2016	Chief Executive Mark Hall	Meeting with Chief Executive Mark Hall, AC, EW, M. Hone to discuss outcomes from Vision and Values workshop
<p>Define success on the job By involving staff through a series of workshops enabling consultation and their contributions to inform the formulation of the Values of the Council.</p>	Vision and Values workshops Pilot workshops Report to SMT Delivery of Workshops	Elaine Wood Change Management Project Team	April, May & June 2016	Chief Executive Mark Hall	Completed 96% of staff (166) have attended the V & V workshops
<p>Understanding of the line of sight Facilitated discussions to gain staff views on a Vision statement and provide feedback to the Chief Executive Mark Hall.</p>	Report to SMT			July 2016	11th July 2016 SMT meeting

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
Feedback improves performance Provide information to Staff on the expected behaviours and competencies. Facilitate individuals' discussing and recording examples of the "Ways we do business and work together" in respect of the 7 Competencies. Present a set of Values and Vision statement to Members	Presentation to CMC			July 2016	
Open communication To identify the processes and procedures for Communication related to the Change management Project	Communication guidelines	Elaine Wood Change Management Project Team Present to SMT	June 2016 July 2016	Director of Services Anne Court	28th June 2016 SMT 11th July 2016
Understanding of the line of sight Provide a formal statement of business goals, reasons they are attainable and plans for reaching them.	Produce a Business Plan	Martin Hone	June 2016	Chief Financial Officer	Rolled up as part of the 2017/18 budget plan
Define success on the job Provide Financial Information (2106/17) to Members, Managers and Teams.					
Define success on the job Conduct the measurement of performance against key performance indicators to provide metrics which will be used to inform strategic decision making.	Setting of Key Performance Indicators (KPI'S) for department and Teams Medium Term Financial Strategy (MTFS)	Martin Hone	July 2016	Chief Financial Officer	
Feedback improves performance	Monitoring KPI's	Martin Hone	September	Chief Financial Officer	

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
Define success on the job Appoint to a new position to lead the development of the Council's approach to business planning to achieve efficiencies and improvement. Drive through the work flow and processes to deliver the Councils vision and priorities. Devise and implement systems of reporting to ensures managers at all levels understand and act on performance information/data.	Recruitment of Communication and Business Performance Officer	Human Resources Team	July 2016	Interim Corporate Resources Manager Karen Pollard	Recruitment in progress
Define success on the job Creation of benchmarking of data and challenging KPI's to drive and measure improvements and inform strategic decision making.	Benchmarking & KPI's Balanced Scorecard CMC to agree KPIs	Martin Hone	July 2016	Financial Officer Change Management Committee	
Understanding of the line of sight Conduct a review of the Council's constitution, scheme of delegation, financial regulations and staff policies, etc. to reflect the new ways of working.	Revised policies to be presented to SMT and Members	Senior Managers and Service Managers	October 2016	Director of Services Anne Court	
Feedback improves performance Reviews to be received by SMT and taken to Members to allow rigour and challenge to take place.	Reviews to be received, considered and presented	Senior Managers Team	October 2016	The Leader Chief Executive Mark Hall	

IMPROVED COMMUNICATION

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
Open Communication Appoint to a new position created to: Lead on the communication strategy of the Council, proactively marketing and promoting	Recruitment of Communication and Business Performance Officer	Human Resources Team	July 2016	Interim Corporate Resources Manager Karen Pollard	Recruitment in progress

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
Open communication Delivery of the Council's Communication strategy to improve overall effectiveness of its communications	New person in post to deliver the roles and responsibilities as identified in the job description	Human Resources Team	July 2016	Director of Services Anne Court	
Open Communication To identify the processes and procedures for Communication within the Council.	Council Communication strategy	Communication and Business Performance Officer	August 2016	Director of Services Anne Court	
Relationship Building To provide opportunities for an open dialogue with Council Staff/Teams	Joint Staff Council – staff representative for each department	Communication and Business Performance Officer	July 2016	Chief Executive Mark Hall	Meeting held 29th June 2016
	CEO Briefings	Mark Hall Chief Executive	September 2016	Chief Executive Mark Hall	
	Lunch bag sessions: Meet with the Chief Executive Mark Hall	Mark Hall Chief Executive	September 2016		
Open Communication Managers to champion and communicate to their teams what the new approach /Projects will mean to them, consult and explain new ways of working.	Team Meetings and 121's	Service Managers	June onwards 2016	Director of Services Anne Court	Two way flow information from Managers Meetings - see minutes

CULTURE CHANGE

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
Clear and visible leadership from Members to support the Change Management project	Schedule of Meetings for the CMC	Chair of the Change Management Committee	January 2016 ongoing	The Leader	CMC meeting schedule

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
Relationship Building Stabilisation of the workforce by the reduction of agency workers and restructuring of teams to improve organisational design	Elaine Wood HR Project Manager R recruitment project		May 2016	Interim Corporate Resources Manager Karen Pollard	Project completed Handover to HR team in May. 15 posts recruited see recruitment project report Report to SMT 24 May 2016
Feedback improves performance, Undertake a survey to establish a baseline to measure the progress achieved from the C M project.	Change Management Survey –sample group: Service Managers	Elaine Wood CM Project Team	May 2016	Change Management Project Lead Martin Hone	Completed. Report to SMT – 25 July 2016
Feedback improves performance, Identify how performance data collected will be used to evaluate progress and inform the future direction of the project.	“Implementation Measures” Effective measures Impact Measures	Change Management Project Lead Martin Hone	July 2016	Chief Executive Mark Hall	Workshops planned 20th and 21st July
Culture Change	Ways we do business and work together competencies	Elaine Wood (EW) Change Management Project Team EW	May & June 2016	Director of Services Anne Court	Completed
Ensure regular communication with staff about the progress that is being made towards the new ways of working	Team meetings, 121'2, emails	Service Managers	May onwards until the end of the project	Director of Services Anne Court	Two way flow of information from Managers Meetings, see minutes, Itrent and staff bulletins
Feedback improves performance To increase levels of “affective engagement – feeling positively about doing a good job.”	Ways we do business and work together competencies Vision & Values Workshops Report to SMT Presentation to Change Management Committee	Elaine Wood (EW) Change Management Project Team EW EW EW EW	May and June 2016 June 2015 July 2016	Director of Services Anne Court	Completed 96% of staff (166) have attended the V & V workshops 11th July report to SMT 85% found the workshop informative

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
To clearly communicate our standards related to the ways we do business and work together by adopting a framework of 7 competencies.	Launch of new standards	HR Team	September 2016		
Open communication Ensure regular communication with staff about the progress that is being made towards the new ways of working.	Team meetings, 121's emails	Service Managers	May onwards until the end of the project	Director of Services Anne Court	Two way flow of information from Managers Meetings – see minutes, Itrent and staff bulletins
Understanding of the line of sight To communicate the achievement of key milestones, visible signs of the new culture to Officers, Member's and residents with a view to encouraging culture change and the celebration of success	Council Newsletter Publications for Residents Media releases	Communication and Business Performance Officer	October 2016	Director of Services Anne Court	

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INVESTMENT ON OUR PEOPLE

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
Supporting our Staff Delivery of a new induction programme to include an orientation of the Council and to meet senior managers to improve levels of comprehension and engagement	Plan and deliver four "Orientation sessions" per year	HR Team	July 2016	Interim Corporate Resources Manager Karen Pollard	Planning ongoing
Developmental Opportunities To provide our staff with the necessary skills and knowledge to perform their roles in an efficient and effective manner.	Learning and Development Training Programme 2016/17	Human Resources Team	September 2016	Interim Corporate Resources Manager Karen Pollard	
	Skills audit of staff to establish any capability gaps. Report to SMT	Human Resources Team	September 2016	Human Resources Team	

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
Relationship building To create an enhanced sense of belonging and provide opportunities for staff to meet and get to know each other in a range of informal settings.	Calendar of Social Events	Secretary to the Mayor	September 2016	Director of Services Anne Court	JSC working with Secretary to the Mayor to formulate a calendar of social events – 29 th June 2016 JSC minutes
Developmental Opportunities: Supporting Managers To equip managers with the tools to lead the transformation of their service to be more cost-effective and better equipped to meet the demands of the twenty-first century. To help enhance and develop managers' change management skills	Management Training Change Management Toolkit	Elaine Wood (EW) Change Management Project Team EW	May, June & July 2016 May 2016	Change Management Project Lead Martin Hone (MH) MH	Two workshops have been delivered to Managers: 23rd May Session 1 :Change Management tool kit (11 Managers attended) 20th June session 2 Project groups and Project Pitch to SMT group 1 (10 Managers)
Developmental Opportunities Develop the capacity of Service Managers to identify areas where financial efficiencies can be made and provide them with the tools to implement them. To support the continuous management of performance, this involves making sure that the performance of employees contributes to the goals of their teams and the Council To provide managers with a personal profile to enable them to develop their interpersonal skills, improving team performance and creating a more positive cultural environment	Business Efficiencies Performance Management Training Team work & Profiling	EW EW HR Team	July & August 2016 Oct-16 October 2016	HM MH MH	Workshop planned 20 & 21 July
Relationship building Support to new Managers to ensure they are orientated in their new job roles and provided with the management oversight they need to help them do their jobs effectively.	Mentoring & Coaching programme	EW	October 2016	Interim Corporate Resources Manager Karen Pollard	

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
Developmental Opportunities Increase middle managements' capacity to use management techniques to drive better results. Improve ability to lead, motivate and inspire. Provide strategic leadership as well as day-to-day management. Benchmark skills.	ILM Level 5 Leadership and Management	HR Team	January 2017	Interim Corporate Resources Manager Karen Pollard	
Supporting our Members To provide Members with additional training to support the Change Process and be able to challenge and provide constructive feedback to inform the decision making process.	Member Training Workshop 1 Environmental scanning Workshop 2 Evidence based decision making	Project Lead Martin Hone working with the LGA	August 2016 August 2016	Change Management Project Lead Martin Hone	MH, AC and MHo meeting with LGA to discuss Member training: 16 June 2016. Email correspondence to organise dates for July/August delivery Timeline moved to September by LGA

INVESTMENT IN IT

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
Resourcing Investment and improvements to the IT infrastructure to support new ways of working and deliver efficient services	Project planning and design Delivery of projects Capital Expenditure	Service Managers Service Managers Senior Management	October 2016 Ongoing To be determined	Change Management Project Lead Martin Hone (MH) MH Chief Executive Mark Hall	

DRIVE DOWN NEW COSTS AND/OR IMPROVE SERVICES

Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
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Objectives	Actions	Responsible	Time Line to achieve by	Accountable	Update June 2016 EW
Define success on the job To provide efficiencies in the provision of our services and ways of working and or creation of alternative income streams to help bridge the funding gap over the 3 years	Best Practice Visits	Service Manager	June-August 2016	Change Management Project Lead Martin Hone	Will be part of 2017/18 budget exercise commencing July 2016
	Projects planning and design	Service Manager	October 2016	Change Management Project Lead Martin Hone	
	Delivery of projects	Service Manager	Ongoing	Change Management Project Lead Martin Hone	
Ensure the best use of our Assets	Asset Management	Service Managers October 2016		Change Management Project Lead Martin Hone	

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Clear understanding of the line of sight between the Managers' job role and their contribution to achieving the Vision (purpose and objectives of the Council).

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Developmental opportunities

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Open Communication

Agenda Item 19



**Policy, Finance and
Development
Committee**

**Tuesday, 01
November 2016**

Matter for Decision

Title: Housing Development in the Borough

Author: Stephen Glazebrook (Interim Community Services Manager)

1. Introduction

- 1.1. A briefing paper was recently circulated to all councillors setting out the development options for the building of new housing in the Borough which was followed up by presentation to Members on 4 October 2016.
- 1.2. The general consensus was that the option to form a limited company wholly owned by the Council merited further consideration and this paper sets out the timetable to complete those considerations with a view to bringing a further report back to this Committee at a later date.
- 1.3. There are a number of activities and milestones required prior to the setting up of a fully operational company. These activities would ensure that the Company is established in a robust manner and is able to commence development and operation as soon as possible after approval and consistent with a strongly developed Business Case. The table in paragraph 3 below details the activities and milestones required to develop an implementation plan and Final Business Case for further consideration and approval by this Committee.
- 1.4. Sharpe Pritchard Solicitors have been retained to advise the Council on this matter and the legal costs should be no more than £10,000 up to the formation and establishment of the Company.

2. Recommendations

- 2.1. Members are asked to give authority to its Officers to develop an implementation plan and Business Case for approval by this Committee.
- 2.2. That the initial legal costs associated with this proposal be capped at £10,000 up to the formation stage of the company.

3. Information

Activity/Milestone	Reason for Activity	Timetable
Approval of Business Case (BC)		
BC considered by SMT	To ensure that the BC is robust and fit for purpose.	December 2016
Development of Final Business Case (FBC)		

Consents/Clearance & Sign Off		
Obtain external audit sign off.	Accounting opinion of the accounting treatment of the Company and the impact on the General Fund will be required. The opinion will be used to obtain external audit to sign off on the relevant impact on the Council's accounts.	January 2017
Obtain final legal advice on the formation of the Company.	Seek final legal sign off on the powers of the Company and in relation to procurement issues between the Council and the Company.	January 2017
Obtain HMRC clearance on tax treatment of the Company.	To ensure that the current tax considerations set out in the business case are agreeable by HMRC. This will provide surety as to the future tax treatment of the project.	February 2017
Obtain any other consents required.	E.g. Land transfers; borrowing; lending to WOC.	February 2017
Undertake initial title check.	To ensure that no identified site has title issues that would prevent its inclusion or adversely impact on viability.	December 2016
FBC approved by SMT	To ensure that business is a viable enterprise.	January 2017
Ensure Committee and Council approval as necessary including any budgetary/treasury issues	Budget considerations fall within the full Council function.	April 2017
Management & Operational Arrangements		
Determine Company structure and management.	The arrangements for strategic control of the Company by the Council will need to be agreed. The relevant Directors of the Company and their respective roles and duties within the Company will need to be determined and assessed against the Council's constitution and approved by the	November 2016

	<p>Council as part of the FBC.</p> <p>Agree Articles of Association and agree governance structure and to ensure that Council objectives are met.</p>	November 2016
Determine operational arrangements, use of Council resources and whether Council resources will be via secondment or management agreement.	Detailed operational arrangements for the Company will need to be determined to develop the financial modelling. These arrangements will need to be discussed with staff and set out in some form of agreement, (covering functions, performance levels etc.) between the Council and the Company and to be approved by the Council as part of the FBC.	November 2016
Determine design and works contracts Arrangements to be entered into by the Company.	The Company will be required to comply with EU procurement Regulations.	December 2016
Agree budgets for the Company. Initial budget setting will be required to assess the operational costs of the Company, including the management and maintenance costs of the developed properties.	Constitutional position in relation to budgets will need to be determined.	November 2016
Site identification and development proposals.	Land to be transferred to the Company for development will need to be identified as part of the base case in the FBC.	November 2016
Obtain valuations by the District Valuer for land to be developed by the Company.	To provide information on the value of the land being transferred to the Company for approval purposes and to determine the equity or other payment by the Company to the Council for the land.	November / December 2016
Undertake site surveys.	To inform valuations and assess potential adverse impacts on viability of identified sites.	November 2016

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Implications	
Financial (SG)	A full business case will be prepared to assess the financial implications.
Legal (SG)	Specialist legal advice is being utilised to protect the Council's interest.
Risk (SG)	A full risk analysis will be carried out as part of the business case.
Equalities (SG)	Not applicable at this stage.
	Equality Assessment:-
	<input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable