



TO COUNCILLOR:

E R Barr
L A Bentley
G A Boulter
J W Boyce
Mrs K M Chalk

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

J Kaufman
Dr T K Khong
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, 31 OCTOBER 2017** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
23 October 2017

Anne Court
Chief Executive (Interim)

<u>ITEM NO.</u>	<u>AGENDA</u>	<u>PAGE NO'S</u>
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.	Reading, Confirmation and Signing of Minutes	
	To read, confirm and sign the minutes of the previous meeting in accordance with Rule 17 of Part 4 of the Constitution.	
	a) Minutes of the Previous Meeting held on 25 July 2017	1 - 7
	b) Minutes of the Extraordinary Meeting held on 10 October 2017	8 - 9
5.	Action List Arising from the Meeting held on 25 July 2017	10
	To read, confirm and note the Action List arising from the previous meeting.	



6. Petitions and Deputations

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

- | | |
|--|------------------|
| 7. Internal Audit Progress Report 2017/18 | 11 - 48 |
| Report of the Director of Finance & Transformation / Section 151 Officer | |
| 8. Medium Term Financial Strategy (MTFS) Update | 49 - 52 |
| Report of the Director of Finance & Transformation / Section 151 Officer | |
| 9. Proposed Update to the Council's Contract Procedure Rules (CPR's) | 53 - 81 |
| Report of the Director of Finance & Transformation / Section 151 Officer | |
| 10. Overall Budget Position (April - August 2017) | 82 - 88 |
| Report of the Head of Finance, Revenues and Benefits | |
| 11. Proposed Scale of Fees and Charges 2018/19 | 89 - 117 |
| Report of the Head of Finance, Revenues and Benefits | |
| 12. Resident Forum Outturn Budget Position and Allocation Requests | 118 - 122 |
| Report of the Head of Finance, Revenues and Benefits | |
| 13. Collection and Write-Off of Miscellaneous Debtors | 123 - 125 |
| Report of the Head of Finance, Revenues and Benefits | |
| 14. 41-43 Canal Street, South Wigston: Compulsory Purchase Order (CPO) | 126 - 130 |
| Report of the Head of Planning, Development and Regeneration | |
| 15. Publication of the Pre-Submission Local Plan for Public Consultation and Submission | 131 - 306 |
| Report of the Head of Planning, Development and Regeneration | |
| 16. Leicester City Local Plan: Emerging Options Stage and Development Management Policies Consultation Comments | 307 - 310 |
| Report of the Head of Planning, Development and Regeneration | |
| 17. Comments on the Harborough Local Plan 2011-2031: Proposed Submission Document | 311 - 313 |
| Report of the Head of Planning, Development and Regeneration | |
| 18. Pilot Wi-Fi Project for Wigston Town Centre | 314 - 318 |
| Report of the Head of Planning, Development and Regeneration | |
| 19. Closure of the Council's Materials Recycling Facility (MRF) (Part I) | 319 - 325 |
| Report of the Interim Director of Services | |

a) Exclusion of Press and Public

The press and public are likely to be excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government

Act 1972 (Exempt Information) during consideration of the item(s) below on the grounds that it involves the likely disclosure of exempt information, as defined in the respective paragraph(s) 1 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item(s) outweighs the public interest in disclosing the information.

b) Closure of the Council's Materials Recycling Facility (MRF) (Part II) 326 - 327

For more information, please contact:

Democratic Services

Oadby and Wigston Borough Council
Council Offices
Station Road, Wigston
Leicestershire
LE18 2DR

t: (0116) 257 2643

e: democratic.services@oadby-wigston.gov.uk

**MINUTES OF THE MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE
HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 25 JULY
2017 COMMENCING AT 7.00 PM**

PRESENT

Councillor Mrs S B Morris (Chair)
Councillor D A Gamble (Vice Chair)

COUNCILLORS

G S Atwal
E R Barr
L A Bentley
G A Boulter
Mrs K M Chalk
M L Darr
B Dave
R F Eaton
Dr T K Khong

OFFICERS IN ATTENDANCE

S J Ball (Senior Democratic Services Officer / Legal Officer)
M Hone (Interim Chief Finance Officer / Section 151 Officer)
A Thorpe (Planning, Development and Regeneration Manager)

OTHERS IN ATTENDANCE

A Persaud (CW Audit Services, Audit Manager - Internal Auditor)
T Crawley (KPMG, Director - External Auditor)

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors J W Boyce, R E Fahey, J Kaufman and R E R Morris.

2. APPOINTMENT OF SUBSTITUTES

None.

3. DECLARATIONS OF INTEREST

Councillor G A Boulter declared a non-pecuniary interest in agenda item 18 insofar as the applicant was known to him in his capacity as a Borough and County Councillor.

4. MINUTES OF THE PREVIOUS MEETING HELD ON 28 MARCH 2017

RESOLVED THAT:

The minutes of the previous meeting of the Committee held on 28 March 2017 be taken as read, confirmed and signed.

5. ACTION LIST ARISING FROM THE MEETING HELD ON 28 MARCH 2017

The Committee was informed that all but the fourth action point in relation the Annual

Health and Safety Plan (at min. ref. 84) arising had been duly completed.

RESOLVED THAT:

The Action List be noted by Members.

6. PETITIONS AND DEPUTATIONS

None.

7. ANNUAL INTERNAL AUDIT REPORT 2016/17

The Committee gave consideration to the report and appendix (at pages 13 - 30) as jointly-delivered and summarised by the Interim Chief Finance Officer / Section 151 Officer and Audit Manager at CW Audit Services, Mr Anand Persaud, which should be read together with these minutes as a composite document.

The Committee heard that the overall audit opinion given was that of significant assurance and that there generally was a sound system of internal controls in place designed and in the main consistently applied to meet the Council's objectives. It was reported that there were two weaknesses in control i.e. budgetary control /medium-term financial strategy (MTFS) and compliance with financial regulations therefore limiting the levels of assurance given in those areas. These were to be addressed in more explicit terms in a revised draft of the Annual Governance Statement (AGS).

The Committee requested that a follow-up report in relation to those audit areas given 'moderate' assurance be brought back to the next meeting of the Committee.

It was moved by the Chair, seconded by the Vice Chair and

UNANIMOUSLY RESOLVED THAT:

- (i) The report included on the audit opinion and the adequacy and effectiveness of the Council's arrangements for governance, risk management and internal control be noted; and**
- (ii) The conclusion that the Council has an effective internal audit service be supported by Members.**

8. ANNUAL EXTERNAL AUDIT ISA 260 GOVERNANCE REPORT 2016/17

The Committee gave consideration to the Annual External Audit ISA 260 Governance Report for 2016/17 ("the 2016/17 report") tabled at the meeting as jointly-delivered and summarised by the Interim Chief Finance Officer / Section 151 Officer ("Chief Finance Officer") and the KPMG Director, Mr Tony Crawley, which should be read together with these minutes as a composite document.

The Committee was advised that there were delays in bringing the 2016/17 report to Members ahead of the meeting due to the intensity of the work required within what was a trial-run of the revised timetable for audit submissions to be implemented from the next financial year. It was said that assurances had been received from the Senior Management Team (SMT) to ensure the proper preparation of audit working papers and the deadline for closure was to be met in the future. An update report on the final position for 2016/17 was to be prepared and circulated in due course.

The Committee heard that it was anticipated that an unqualified audit opinion on the

Council's 2016/17 financial statements was to be issued by 30 September and that the Annual Governance Statement complied with all issued guidance. It was said that the Council had also made proper arrangements to ensure it took properly informed decisions, worked with partners and other third parties and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. Members were asked to submit any technical questions to the Chief Finance Officer outside the meeting, the responses to which would be circulated to all Members in due course.

The Committee was further advised that: a full review of intangible assets was to be carried out as part of the year-end asset rationalisation exercise to be completed by September 2017 and; the Chief Finance Officer was to meet with pension fund actuaries at the appropriate times to duly review and document actuarial assumptions. The latter was said to be accorded particularly significance given their potential impact on the sufficiency of pension contributions and the triennial review status of the pension fund by the pension provider, Leicestershire County Council.

The Committee requested that the risk implications of actuarial assumptions on the pension scheme be ascertained and quantified with a view to arranging a Members' seminar on the same.

It was moved by the Chair, seconded by the Vice Chair and

UNANIMOUSLY RESOLVED THAT:

The contents of the Annual External Audit ISA 260 Governance Report for 2016/17 be considered and accepted.

9. STATEMENT OF ACCOUNTS 2016/17

The Committee gave consideration to the Statement of Accounts for 2016/17 tabled at the meeting 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.

The Committee was advised that there were similar delays in bringing the Statement of Accounts for 2016/17 to Members ahead of the meeting due to the foregoing reasons (at min. ref. 8).

It was moved by the Chair, seconded by the Vice Chair and

UNANIMOUSLY RESOLVED THAT:

- (i) The Statement of Accounts for the year 2016/17 be approved;**
- (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 "Letter of Representation" to be signed by the Chief Finance Officer / Section 151 Officer and the Chair of this Committee following this meeting be approved.**

10. ANNUAL GOVERNANCE STATEMENT 2016/17

The Committee gave consideration to the report and appendix (at pages 31 - 48) 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.

The Committee was reassured that the two weaknesses identified in the Annual Internal Audit Report 2016/17 aforementioned (at min. ref. 7) were to be addressed in more explicit terms in a revised draft of the AGS.

It was moved by the Chair, seconded by the Vice Chair and

UNANIMOUSLY RESOLVED THAT:

The Annual Governance Statement for the year 2016/17 as set out in the Appendix (as to be amended) be approved and referred to the Leader of the Council and Chief Executive for formal certification.

11. COMMITTEE BUDGET OUTTURN REPORT 2016/17

The Committee gave consideration to the report and appendices (at pages 49 - 54) 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.

The Committee was advised that, in addition to the headline variances outlined at para. 3.2 of the report (at page 49), the variance recorded against the holding account marked '39901 - Senior Management Team' at Appendix 1 (at page 52) accounted for extraordinary budget allocations necessary to ensure the proper and satisfactory conclusion of the ongoing grievance and disciplinary investigations.

RESOLVED THAT:

The provisional Committee Budget Outturn Position for 2016/17 be noted by Members.

12. OVERALL COUNCIL POSITION OUTTURN REPORT 2016/17

The Committee gave consideration to the report and appendices (at pages 55 - 60) 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.

The Committee was advised that the revenue budget marked 'Horsewell Lane Project Professional Fees' of £13,900 at para. 7 (at page 57) to be carried forward was to be headed as a revenue budget until such time as any capital scheme in relation to the regeneration of Horsewell Lane, Wigston was to be brought forward and agreed.

It was moved by the Chair, seconded by the Vice Chair and

UNANIMOUSLY RESOLVED THAT:

- (i) The provisional Overall Council Position Outturn Positions for both the General Fund and Housing Revenue Account for 2016/17 be noted by Members; and**
- (ii) The requested revenue and capital carry forwards (as set out at para. 7 of the report) be approved.**

13. TREASURY MANAGEMENT ANNUAL REPORT 2016/17

The Committee gave consideration to the report and appendices (at pages 61 - 75) 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.

RESOLVED THAT:

The contents of the report be noted by Members.

14. INTERNAL AUDIT PROGRESS REPORT 2017/18

The Committee gave consideration to the report and appendix (at pages 76 - 92) as jointly-delivered and summarised by the Interim Chief Finance Officer / Section 151 Officer and Audit Manager at CW Audit Services which should be read together with these minutes as a composite document.

The Committee heard that the agreed internal audit plan for 2016/17 has been substantially completed, with four audit reviews outstanding from 2016/17 and one from 2015/16. Those reviews outstanding were said to be a result of knowledge gap created by certain Officers having left the Council. Since the last report in March 2017, five full reviews for 2016/17 had been completed and awarded either a moderate or significant assurance. It was said that assurances had been received by SMT that the remaining 22 audit recommendations would be signed-off imminently.

The Committee was also advised that although records relating to the procurement of seven vehicles in 2016/17 could not be located for the audit process, this did not in itself necessarily suggest any undue impropriety. The implementation of robust saving plans to achieve financial balance over the term of the current MTFS was said to be in working progress following the meeting of the Council on 6 July at which an range of considered budget options for 2018/19 and 2019/20 were reviewed.

The Committee underlined the significance of addressing the high risk/priority matters raised in the report sooner rather than later and requested that a follow-up report in relation to those outstanding audit recommendations marked 'High' (1) or 'Medium' (2) be brought to the next meeting of the Committee. Members also emphasised the need for a balanced and benchmarked approach when market testing sub-constructors and the costs thereof *vis-à-vis* existing contractors.

RESOLVED THAT:

The content of the progress report for 2016/17 and 2017/18 be noted.

15. TIMETABLE: BUDGET OPTIONS 2018/19 AND 2019/20

The Committee gave consideration to the report (at pages 93 - 94) 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.

The Committee was advised that the budget option marked 'Administrative Offices' (at page 94) encompassed the office facilities located at the Bushloe House, the Depot and Brocks Hill sites. A detailed report on each was said to follow.

It was moved by the Char, seconded by the Vice Chair and

UNANIMOUSLY RESOLVED THAT:

- (i) The contents of the report be noted; and**
- (ii) The timetable for bringing back more detailed reports on each budget proposal (as set out in Appendix 1) be approved.**

16. COLLECTION AND WRITE-OFF OF MISCELLANEOUS DEBTORS

The Committee gave consideration to the report (at pages 96 - 98) 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.

RESOLVED THAT:

The contents of the report be noted by Members.

17. COURT DUTIES: LOCALLY COLLECTED TAXES

The Committee gave consideration to the report (at pages 99 - 100) 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.

It was moved by the Chair, seconded by the Vice Chair and

UNANIMOUSLY RESOLVED THAT:

Under the provisions of Section 223 of the Local Government Act 1972, that the Revenues Team Leader, Senior Recovery Officer, and Recovery Officer be duly authorised to appear in the Magistrates' Court on behalf of Oadby & Wigston Borough Council in respect of all duties concerning locally collected taxes.

18. ELLIOTT HALL YOUTH AND COMMUNITY CENTRE, SOUTH WIGSTON

The Committee gave consideration to the report and appendix (at pages 101 - 123) as delivered and summarised by the Planning, Development and Regeneration Manager which should be read together with these minutes as a composite document.

A debate thereon was had whereby some Members raised reservations regarding the proposed sum of the grant in relation to securing value for money. The Committee was advised that the sum was to be funded from the interest accrued from the section 106 monies derived from the development at the Tesco Superstore, South Wigston and was assured that its spending would be closely monitored to ensure value and that no other projects were to be compromised by its proposed grant. It was said that planning permission for the factory's change of use had been granted.

It was moved by Councillor L A Bentley, seconded by the Vice Chair and

UNANIMOUSLY RESOLVED THAT:

- (i) A grant of £30,000 to 'Step Out South Wigston Youth Group' towards the establishment of the Elliott Hall Youth and Community Centre in South Wigston from funds identified in the Council's Capital Programme for 2017/18 (as set out in para. 3.4) be approved in principle; and**
- (ii) Delegated authority be granted to the Chief Executive in consultation with the Chair of the Committee to agree the terms on which the grant is provided to 'Step Out South Wigston Youth Group'.**

19. HOUSING WHITE PAPER: INCREASE IN PLANNING FEES IN THE BOROUGH

The Committee gave consideration to the report (at pages 124 - 126) as delivered and summarised by the Planning, Development and Regeneration Manager which should be

read together with these minutes as a composite document.

RESOLVED THAT:

A 20% increase in planning fees in the Borough order to invest this additional fee income in the planning department be noted.

20. PROPOSED REVISED ORGANISATIONAL POLICIES

The Committee gave consideration to the report and appendices (at pages 127 - 227) 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.

A debate thereon was had whereby the Committee generally commended the revised policies. It was requested however that the proscription of recording equipment at formal meetings contained at part 8.1 of the proposed Grievance Policy and Procedure (at page 5/134) be reconsidered by Officers with a view to remove this from the Policy as such recordings were considered as acceptable by Members. Members stated that the maternity policy ought to be extended to include paternity matters. Access to similar corporate alert system was also said to be desirable to forewarn Members of the potential risks when arranging to meet with residents.

The Committee was advised that in relation to the proposed Sickness Absence Management Policy and Procedure, employees with stress-related illnesses or suffering from bereavement were offered the necessary assistance and provision e.g. counselling from external professionals if required. All affected employees finding themselves in such circumstances were said to be treated by the Council with an appropriate measure of discretion and compassion as was to be expected.

It was moved by the Chair, seconded by the Vice Chair and

UNANIMOUSLY RESOLVED THAT:

- (i) The following Organisational Policies be approved:**
 - (a) Grievance Policy and Procedure 2017 subject to (ii);**
 - (b) Maternity Policy and Procedure 2017;**
 - (c) Sickness Absence Management Policy and Procedure 2017; and**
 - (d) Lone Working Policy and Procedure 2017**
- (ii) The proscription of recording equipment at formal meetings contained at part 8.1 of the proposed Grievance Policy and Procedure (at page 5) be reconsidered by Officers with a view to remove.**

THE MEETING CLOSED AT 8.49 PM



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Chair
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Tuesday, 31 October 2017
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*Printed and published by Democratic Services, Oadby and Wigston Borough Council
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Agenda Item 4b

MINUTES OF THE EXTRAORDINARY MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 10 OCTOBER 2017 COMMENCING AT 6.30 PM

PRESENT

Councillor Mrs S B Morris (Chair)
Councillor D A Gamble (Vice Chair)

COUNCILLORS

G A Boulter
J W Boyce
M L Darr
R F Eaton
J Kaufman
Dr T K Khong

OFFICERS IN ATTENDANCE

S Hinds (Director of Finance & Transformation)
S Tucker (Electoral Services Manager) (Minutes)

21. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors E R Barr, L A Bentley, Mrs K M Chalk, B Dave, R E Fahey and R E R Morris.

22. APPOINTMENT OF SUBSTITUTES

None.

23. DECLARATIONS OF INTEREST

None.

24. PROSPECTIVE PARTICIPATION IN 100% BUSINESS RATES RETENTION SCHEME (PART I)

The Committee received a report as set out on pages 1-5 of the agenda, which recommended approval of the Council's application to participate in a pilot scheme allowing for 100% Business Rate Retention in 2018/19, and delegation of authority to the Director of Finance and Transformation, in consultation with the Chair and Leader, to agree the detail contained within the application.

The Director of Finance and Transformation introduced the report and provided to Members a brief summary of the scheme and its potential benefits. In particular it was highlighted that at the very least, there would be no detrimental effect on the Council's finances through participation in the scheme, and it was envisaged that a financial benefit would be gained to support projects that enhance the Borough and deliver service improvements.

It was moved by the Chair, seconded by the Vice Chair and

UNANIMOUSLY RESOLVED THAT:

- i) The Council's application to participate in a pilot scheme allowing for 100% Business Rate Retention in 2018/19 in accordance with the principles set out in Part II of the report as part of the Leicestershire-wide proposal be approved; and
- ii) Delegated authority be given to the Director of Finance and Transformation, in consultation with the Chair of Policy, Finance and Development Committee and the Leader to agree on behalf of the Council and the other authorities within Leicester and Leicestershire, the detail contained within the application to participate in the business rate retention pilot scheme.

25. EXCLUSION OF PRESS AND PUBLIC

RESOLVED THAT:

The press and public were excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the item(s) below on the grounds that it involved the likely disclosure of exempt information, as defined in the respective paragraph(s) 3 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item(s) outweighed the public interest in disclosing the information.

26. PROSPECTIVE PARTICIPATION IN 100% BUSINESS RATES RETENTION SCHEME (PART II)

RESOLVED THAT:

The contents of the exempt item be noted.

THE MEETING CLOSED AT 6.45 PM



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Chair
.....

Tuesday, 31 October 2017
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Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Agenda Item 5

POLICY, FINANCE AND DEVELOPMENT COMMITTEE

ACTION LIST

Arising from the Meeting held on Tuesday, 25 July 2017

Min. Ref.	Item of Business	*Details of Action <i>Action Due Date</i>	Responsible Officer(s)' Initials	Status / Update
7.	Annual Internal Audit Report 2016/17	A follow-up report in relation to those five internal audit review areas given 'moderate' assurance be brought back to the next meeting of the Committee. <i>Due by Oct-17</i>	MHo	Report Update (Agenda Item 7)
8.	Annual External Audit ISA 260 Governance Report 2016/17	The risk implications of actuarial assumptions on the pension scheme be ascertained and quantified with a view to arranging a Members' seminar. <i>Due by Oct-17</i>	MHo	Complete / Verbal Update
14.	Internal Audit Progress Report 2017/18	A follow-up report in relation to those outstanding audit recommendations marked 'High' (1) or 'Medium' (2) be brought to the next meeting of the Committee. <i>Due by Oct-17</i>	MHo	Report Update (Agenda Item 7)

* | All actions listed are those which are informally raised by Members during the course of debate upon a given item of business which do not otherwise form part of - but may be additional, incidental or ancillary to - any motion(s) carried. These actions are for the attention of the responsible Officer(s) so-named.



Policy, Finance and Development Committee	Tuesday, 25 July 2017	Matter for Information
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Title: **Internal Audit Progress Report 2017/18**

Author(s): **Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)**

1. Introduction

- 1.1. This report summarises the work of the Internal Audit for the period since the last meeting of the Committee to the beginning of October 2017.
- 1.2. The purpose of the report is to update the Committee on progress made in delivering the 2017/18 Audit Plan and to provide an update in relation to management’s implementation of internal audit recommendations.

2. Recommendation(s)

That Members note the content of the progress report for 2016/17 and 2017/18.

3. Information

- 3.1. The Internal Audit Plan for 2017/18 has been agreed and Section 5 of the attached Appendix gives details of planned audits over the coming months.
- 3.2. The purpose of the Report is to show progress against the Audit Plan (**Appendix 1**); and to summarise key findings and conclusions arising from the work performed during the period.
- 3.3. It should be noted that CW Audit carried out preliminary work to enable the authority to properly prepare for the implementation of General Data Protection Regulations (GDPR) on 25 May 2018.
- 3.4. The appendices also give details of the audits completed in 2016/17 and information on the audit recommendations (**Appendix 2**). Also included is the amended Internal Audit Charter for information purposes to demonstrate CW Audit’s ongoing compliance with the revised Public Sector Internal Audit Standards (PSIAS) (**Appendix 3**).

Background Documents:

None.

E-mail: stephen.hinds@oadby-wigston.gov.uk

Tel: (0116) 257 2621

Implications Internal Audit Progress Report 2017/18	
Finance	There are no direct financial implications.
Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	
Legal	There are no direct legal implications.
Dave Gill (Deputy Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Other Corporate Risk(s)
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	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.
Corporate Priorities (CP)	<input checked="" type="checkbox"/> Not Applicable
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	
Vision & Values (V)	<input checked="" type="checkbox"/> Not Applicable
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	
Equalities & Equality Assessment(s) (EA)	There are no equalities implications.
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> Not Applicable

Oadby & Wigston Borough Council

Internal Audit Progress Report

October 2017



Bringing public value to life

cw audit
internal audit services

1. Introduction

This report summarises the work of Internal Audit for the period to early October 2017. The purpose of the report is to update the Committee on progress made in completing the 2016/17 audit plan, delivering the 2017/18 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 has been substantially completed, with a limited amount of work still remaining. This is dealt with further in the Head of Internal Audit Annual Opinion report separately on this agenda. Work on the 2017/18 internal audit plan is also ongoing; Section 5 provides details of all audit assignments included in the 2017/18 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.

The following 2016/17 audits remain to be formally reported:

Grant aid – Town Forums – in progress; delayed at request of Interim Section 151 Officer
Food Hygiene –draft report under discussion

In addition the following 2015/16 audit is still to be formally reported:

Community Safety/Anti-social Behaviour – we are revisiting the current position with management given recent changes in responsibility.

3. Reviews completed

The following reviews have been completed and final reports agreed with management since the last full Internal Audit progress report (July 2017 meeting):

Review	Status	Level of assurance
2016/17 Housing Rents	Final report issued	Significant
2016/17 Housing Responsive Repairs	Final report issued	Moderate
2017/18 Business Continuity Planning	Final report issued	Significant

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 issues were raised in relation to the above finalised audits. Management has committed to action to address the issues highlighted.

Housing Rents

New arrears procedures came into effect from 8 May 2017 for current tenants. The Orchard System which processes rent debits and credits is being reconfigured to reflect these as currently the two are not aligned. The Council needs to monitor and test the alignment of these in the near future.

The Orchard system is not being used to its full potential in other areas. Currently manual processes are being performed where automated system capabilities are available. It was anticipated the reconfiguration commissioned by management would address this by the end of July 2017 (full confirmation of this by management is awaited).

There is a significant value (typically c.£45,000) reported by the Orchard system as 'Prepaid' accounts. Whilst this could be timing of credits from the Academy Benefits system there may be accounts with credit balances within these that require identification and refunding/ resolving.

The Council should consider more analysis and reporting of arrears to be able to understand the impact of the recent new arrears procedures.

Housing Responsive Repairs

Market testing of contractors is currently not consistently performed and evidenced;

The Council had an inconsistent approach to recharging eligible repairs to tenants;

The Council has not been undertaking post inspection works in accordance with a 2014 Policy although some were being done at the discretion of the Property Officer. The ones that were being done were not recorded;

Contractor performance data is captured but not analysed or reported upon.

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 30/09/17, 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 30/09/17	-	54	260	75	389
Implemented	-	43	233	70	346
Closed (e.g. superseded or system changed)	-	-	9	2	11
Still to be completed	-	11	18	3	32

Time overdue for actions o/s or not complete	1 Critical	2 High	3 Medium	4 Low	Total
Less than 3 months	-	8	5	3	16
3 – 6 months	-	-	2	-	2
Greater than 6 months	-	3	11	-	14
Total	-	11	18	3	32

As previously requested we provide below details of all outstanding 'high risk' issues, and 'medium risk' issues outstanding for more than 6 months. (NB where these issues have been reported on previous occasions we have not restated the original recommendation or previous updates).

'High Risk' outstanding issues

Review	Recommendation	Risk Rating	Current status per Management
14/15 Street Cleansing & Grounds Maintenance	<p><u>Key Service Risks</u></p> <p>Original recommendation: 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 service risks should be identified and included in a Risk Register which should then be kept under constant review.</p>	2	Ongoing with H&S Officer Rescheduled to 31/12/17
15/16 Budgetary Control/MTFS	<p><u>Budget Holder Training</u></p>	2	Unchanged - Senior Managers are briefed on the current financial position at the fortnightly managers meetings as appropriate. This will continue throughout 2017/18. Training - revised date 31/3/18.
15/16 Housing Register & Allocations	<p><u>Housing Applications</u></p> <p>All current applicants on the Housing Register should be reviewed to ensure that the</p>	2	Most recent management update: Senior Housing Options Officer has been appointed and with the extra resource random sampling of applications will be commence before 1 September Rescheduled to 1/9/17

Review	Recommendation	Risk Rating	Current status per Management
	<p>details and allocated bandings held on the Housing Register are correct.</p>		
<p>16/17 Budgetary Control/MTFS</p>	<p><u>Staff and member training</u></p> <p>It should be ensured that budgetary and other financial 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. Appropriate regular training sessions should also be arranged for members.</p> <p><u>(NB going forward we will view this as superseding the previous recommendation on this matter – see above.</u></p>	<p>2</p>	<p>The Council's Financial Regulations have recently been reviewed and Contract Procedure Rules are currently being amended. Appropriate training on budget management, procurement and compliance will be incorporated into future training for staff and members.</p> <p>Chris Raymakers, by 10/8/17.</p>
<p>16/17 Housing – Repairs and Maintenance</p>	<p><u>Recharging tenants</u></p> <p>The Council needs to ensure relevant staff (Contact Centre and Property team) are clear on the Council's Policy in this area. All re-charges must be be invoiced to tenants if the job has</p>	<p>2</p>	<p>Response: The comments relate to a period where customer service centre had not raised invoices in a timely manner and there were multiple disputes by customers. A draft policy was in place at the time of the audit and contained deadlines for raising invoices. This suggested that if these deadlines were not met the invoice should not be raised. The finance team had already indicated this was not acceptable and the draft will be amended. Draft to be amended and finalised by 30.09.2017.</p>

Review	Recommendation	Risk Rating	Current status per Management
	been flagged in the Orchard System as a re-charge.		John Stemp, Community Property Manager, by 30/9/17
16/17 Housing – Repairs and Maintenance	<p><u>Post-inspections of works</u></p> <p>The Council should ensure relevant staff are aware of the policy regarding inspections. The Policy should also state who approved it and when it is due to be reviewed and by whom. The Council should also consider and publish its policy on tenant recharges where contractors cannot gain access but are able to charge the Council to attend. This should be within the Tenant handbook and Customer Contact Centre process and training documents.</p>	2	<p>Response: Agreed. It should be noted however inspections will only ever be on a targeted sample basis unless we are to increase resources. The document referred to is a pragmatic operational approach agreed within the team because as far as we can tell there has never been a policy as such. (In 2016/17 we logged over 5500 jobs on Orchard - to give an idea of the scale of inspections and resources that would be required).</p> <p>JS - Procedure document was issued immediately to maintenance Officer and is to be updated and Orchard prompts set up for specific & sample based post inspections. All post inspections to be recorded on Orchard. To be operational by 30.09.17. We are likely to ask contractors to return no access cases after one broken appointment without charge as most do not charge anyway.</p> <p>John Stemp, Community Property Manager, by 30/9/17</p>
16/17 Housing – Repairs and Maintenance	<p><u>Market testing to ensure VfM in accordance with Contract Procedures.</u></p> <p>The council should ensure market testing is undertaken for works where spend levels on individual contractors undertaking these works</p>	2	<p>Response: The thresholds values for individual jobs/contracts are observed up to and including EU thresholds. This issue relates to aggregate values of smaller awards not triggering a higher band procurement. The examples given are responsive maintenance / relet contractors that have aggregate values over £75,000 in any period (up to 4 years). JS to prepare a report to SG by 30.09.17 to set out procurement options for the responsive maintenance service. Further clarity will be sought as to what constitutes an aggregate contract e.g. is it Council wide, by department, by defined activity ?</p>

Review	Recommendation	Risk Rating	Current status per Management
	requires this as per the Contract Procedures.		John Stemp, Community Property Manager, by 30/9/17
16/17 Housing – Void Property Management	<p><u>Reasons for delayed void turnaround times</u></p> <p>Reasons for delays and unavoidable overruns should be recorded on the voids spreadsheet for future reference and learning. The spreadsheet details should be regularly monitored so that any actions required to address performance issues can be taken promptly.</p>	2	<p>Response: Agreed. We will seek to ensure all cases have brief but sufficient explanation to clarify circumstances during and after the events. These will be reviewed by managers periodically.</p> <p>John Stemp, Community Property Manager, by 1/7/17</p>
16/17 Housing – Void Property Management	<p><u>Housing Repairs Contractors</u></p> <p>Management should review the use of existing contractors and consider market testing to ensure that it is getting value for money from their services. Overall annual amounts spent with each contractor should be monitored.</p>	2	<p>Response: Discussions will take place with the finance department and Section 151 officer regarding requirements of contract procedural rules and aggregation of works to a single contractor. Data for expenditure per contractor for all activities of the housing maintenance team for 2016/17 is currently being compiled to inform this discussion.</p> <p>John Stemp, Community Property Manager, by 1/7/17</p>
16/17 Housing – Void Property Management	<u>Authorisation of works</u>	2	Response: A review of how orders are authorised will be undertaken but this cannot be signature based as suggested in the Contract

Review	Recommendation	Risk Rating	Current status per Management
	Contract Procedure Rules should be complied with in relation to there being an audit trail in relation to purchase orders being authorised/approved by the relevant officers with the appropriate authorisation limits.		Procedure Rules. John Stemp, Community Property Manager, by 1/7/17
16/17 Housing – Void Property Management	<u>Budgetary Control</u> The extent of cost variations for individual void jobs should be monitored and managed.	2	Response: Having considered the issue we feel our first response should be to increase awareness of the importance of these estimates and to improve accuracy where we can. We will set out what is required in.. revised procedures .. and issue guidance notes. An example would be, bandings for electrical work based on visual inspection. John Stemp, Community Property Manager, by 1/7/17

Medium (level 3) risks outstanding for over 6 months

Review	Recommendation	Risk Rating	Current status per Management
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	Most recent management update: Workforce profile data will be on the website by October 2017

Review	Recommendation	Risk Rating	Current status per Management
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	Most recent management update: Zurich Municipal have now been contracted to revise the Council's risk strategy, register and roll out training to SMT and Service Heads with the possibility of further training to other key staff at a latter date. – revised date 31/12/17
14/15 Street Cleansing and Grounds Maintenance	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.	3	Most recent management update: Waiting for Council decision on Waste Collection service.
14/15 Refuse & Recycling Collection	<u>Recycling Strategy</u> The Recycling and Composting Strategy 2005 -2015 should be reviewed, updated and re-implemented.	3	Most recent management update: Awaiting consultants report – rescheduled to 31/3/18.
14/15 Refuse & Recycling Collection	<u>Vehicle Replacement/Procurement Programme</u>	3	Update - Awaiting Council decision on the method and frequency of collections; to be reported to Dec 2017 Council meeting.

Review	Recommendation	Risk Rating	Current status per Management
	<p>A vehicle replacement / procurement programme for the refuse and recycling fleet should be completed as soon as possible. KPIs should be introduced to enable the monitoring of the downtime of vehicles. This should highlight vehicles that are constantly or more regularly idle and enable investigation into the reasons. Relevant information from this monitoring should be used to update the vehicle replacement / procurement programme.</p>		
15/16 Council Tax	<p><u>Reporting of arrears</u></p> <p>Arrears reports showing the position and performance of the Recovery Team in collecting arrears should be produced periodically and considered by senior management. This could be monthly or quarterly and show information including/such as: the position to date; performance since the last report; comparative performance against prior year;</p>	3	<p>Update from Chris Raymakers: Scrutinizing and reporting on the recovery of arrears will be a performance target for the new Senior Recovery Officer and his team Revised date: 31 October 2017.</p>

Review	Recommendation	Risk Rating	Current status per Management
	and Detailed reports on the oldest and highest risk debtors outlining what has been done and other potential recovery actions that need to be considered including ongoing write-offs.		
15/16 Housing Rents	<p><u>Rent roll and reconciliation to property records</u></p> <p>An annual reconciliation should be undertaken of the properties on the rent system and the Council's asset register, and that this agrees to legal services records.</p>	3	<p>Most recent management update: Will be completed when new rent roll is updated in February-Chris Raymakers, Interim Accountancy Manager 28/2/17.</p> <p>Update - Further reconciliation will take place in October 2017.</p>
15/16 Building Control	<p><u>Identifying costs</u></p> <p>Management should review the basis for calculating and allocating costs within the various Building Control budgets to ensure these accurately reflect the service and its chargeable and non-chargeable work.</p>	3	<p>Original response: Agreed Chris Raymakers By 31/1/17</p> <p>Update: Following on from the recent restructuring of the Planning and Regeneration Division and the increase in administration support provided there is now an opportunity to look at the time allocation and recharge of all officers in the division including building control. Rescheduled to 31/8/17</p>
15/16 Housing Register and Housing Allocations	<u>Management Review</u>	3	Original response: All applications on the Housing Register are reviewed annually through a 'rolling review' process administered by Technical

Review	Recommendation	Risk Rating	Current status per Management
	<p>Management should undertake a full review of the current Housing Register. Management should ensure that rolling annual reviews of applications on the Housing Register take place and re-validation is performed at that point, sample checked by the Housing Services Manager.</p>		<p>Officers at Customer Services. This process involves writing to all applicants (usually April / May) on the Housing Register inviting them to notify the Council of any changes to their circumstances. It is proposed that the process will be amended to incorporate the Customer Services officers considering, based on responses received, whether a review of the existing banding decision is required and if so, to refer to the Housing Options Team for a full review of the banding. Note the chances of incorrect banding are minimised by the fact that applicants are written to explaining the reasons for the banding decision and have the opportunity to challenge it.</p> <p>Steve Nash, Housing Services Manager by 28/2/17</p> <p>Update: A reasonable level of assurance will be provided through sampling by the roll out of the new CBL system. Revised date 6/4/18</p>
16/17 Health & Safety – Depot Services	<p><u>1.1a Health and Safety -Service Level Guidance (1)</u></p> <p>It should be ensured that appropriate health & safety procedural guidance is made available to all operatives working at / from the Depot by the end of the 2016/17 financial year as intended.</p>	3	<p>Original response: agreed</p> <p>Paul Evans, Corporate Health & Safety Officer – by 31/3/17</p> <p>Update: Approximately 15% of the booklet has been completed.</p> <p>Revised date 31/10/17</p>
16/17 Health & Safety – Depot Services	<p><u>3.3a External Consultant - Structural Survey of Recycling Facilities- Recommendations(1)</u></p>	3	<p>Original response: agreed</p> <p>Brian Kew, Operational Services & Street Scene Manager – by 31/3/17</p>

Review	Recommendation	Risk Rating	Current status per Management
	It should be ensured that timely action is taken to deal with the recommendations in the Structural Survey of Recycling Facilities report.		Update: "measured on a monthly basis."

5. 2017/18 Internal audit plan

Review	Scheduled Start*	Status	Level of assurance
Performance Management	Oct – Dec 2017	Scoping	
Business Continuity	By September 2017	Final report issued	Significant
IT & Information risk assessment	November 2017	Scope agreed	
Capital Programme	Oct 2017 – March 2018		
Anti Fraud & Corruption-targeted fraud prevention/detection work	Oct 2017 – March 2018	Scope agreed	
Project assurance (eg Housing Company, System Support, Asset Management)	To be ascertained dependent on project progress		
Procurement	Jan – March 2018		
Budgetary Control	Oct – Dec 2017	Letter of Engagement issued	
Financial systems (ledger, creditors, debtors, treasury management, income management & cash receipting-key controls	Dec 2017 – Jan 2018	Scope agreed	
MTFS – key risk areas/savings plans	Oct – Dec 2017	Letter of Engagement issued as will be combined with	

Review	Scheduled Start*	Status	Level of assurance
assurance		Budgetary Control review	
IT contract assurance	November 2017	Scope agreed	
Payroll & Expenses	Oct 2017 – Mar 2018		
Taxi and Hackney Carriage Licensing	By Dec 2017	Letter of Engagement issued	
Council Tax	Nov 2017	Scope agreed	
Business Rates	Oct 2017	Scope agreed	
Benefits/Council Tax Support	Oct 2017	In progress	
Management of Section 106 agreements and related contributions	Oct – Dec 2017	Scoping	
Housing Rents	Jan – Mar 2018		
Repairs & Voids key controls/follow-up	Jan – Mar 2018		
Fuel and valuable asset control	By Sept 2017	In progress	
Additional – General Data Protection Regulation preparedness	By Sept 2017	Draft report issued	

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

Oadby & Wigston Borough Council

Internal Audit Annual Report & Opinion 2016/17 FINAL

October 2017

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audit and assurance services

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2. Annual Head of Internal Audit Opinion	3
3. Work undertaken during the year	5

1 Introduction

This annual report provides my opinion (see section 2) as the Head of Internal Audit to Oadby & Wigston Borough Council. It also summarises the activities of Internal Audit for the period 1st April 2016 to 31st March 2017.

The Council is required by the Accounts & Audit Regulations 2015 to "to undertake an adequate and effective internal audit of its accounting records and of its system of internal control, taking into account public sector internal auditing standards or guidance". The Public Sector Internal Audit Standards (PSIAS) require the Head of Internal Audit to provide a written report to those charged with governance, to support the Annual Governance Statement, AGS), setting out:

- An opinion on the overall adequacy and effectiveness of the Council's control environment ;
- Disclose any qualifications to that opinion, together with the reasons for that qualification;
- Present a summary of the work carried out by Internal Audit during the year from which the opinion is derived, including any reliance that is being placed upon third party assurances;
- Draw attention to any issues the Head of Internal Audit deems particularly relevant to the Annual Governance Statement (AGS);
- Consider delivery and performance of the Internal Audit function against that planned;
- Comment on compliance with these Standards and the results of any quality assurance programme.

The Council should consider my opinion, together with management assurances, its own knowledge of the Council and assurances received throughout the year from other review bodies (such as External Audit) when producing its AGS.

My opinion takes into account the range of individual opinions arising from risk-based audit assignments that have been reported throughout the year. An internal audit plan was developed to provide you with independent assurance on the adequacy and effectiveness of systems of control across a range of financial and organisational areas. **A summary of the work we have performed and delivery against the plan is provided in section 3.**

Alongside the delivery of the operational internal audit work, we have met regularly with Council management to ensure any issues regarding our performance could be highlighted and any necessary action taken to resolve these. Following each audit, management are also requested to provide feedback on the service received. No significant issues or concerns regarding the internal audit service have been raised to date. All audits have been conducted in accordance with the requirements of the PSIAS, which includes evidenced review by senior management of all audit files and reports produced. I can confirm that there have been no issues of non-compliance with the PSIAS during the course of the year.

2 Annual Head of Internal Audit Opinion

Roles and responsibilities

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements.

Internal Audit provides an independent and objective opinion to the Council on the control environment and plays a vital part in advising the Council whether these arrangements are in place and operating correctly.

The Annual Governance Statement (AGS) is an annual statement by the Leader and Chief Executive that recognises, records and publishes an authority's governance arrangements.

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In accordance with PSIAS, the Head of Internal Audit (HoIA) is required to provide an annual opinion, based upon and limited to the work performed, on the overall adequacy and effectiveness of the Council's risk management, control and governance processes (i.e. the Council's system of internal control). This is achieved through a risk-based plan of work, agreed with management and approved by the Policy, Finance & Development Committee, which should provide a reasonable level of assurance, subject to the inherent limitations described below.

The opinion does not imply that Internal Audit have reviewed all risks and assurances relating to the Council. The opinion is substantially derived from the conduct of risk-based plans. As such, it is one component that the Council takes into account in making its AGS.

The Head of Internal Audit Opinion

My opinion is set out as follows:

1. Overall opinion;
2. Basis for the opinion;

My **overall opinion** is that **significant** assurance can be given that there is a generally sound system of internal control, designed to meet the Council's objectives, and that controls are generally being applied consistently. However, some weakness in the design and/or inconsistent application of controls put the achievement of particular objectives at risk.

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The basis for forming my opinion is as follows:

1. An initial assessment of the design and operation of the underpinning risk management framework and supporting processes; and
2. An assessment of the range of individual opinions arising from risk-based audit assignments contained within internal audit risk-based plans that have been reported throughout the year. This assessment has taken account of the relative materiality of these areas and management's progress in respect of addressing control weaknesses.
3. Any reliance that is being placed upon third party assurances.

3 Work undertaken during the year

Summary of assurances provided

During the course of the year we have conducted work to provide assurance over financial, governance and operational systems. Appendix One summarises the assurance levels we have given.

Delivery of the plan

An internal audit plan for 2016/17 was developed to provide you with independent assurance on the adequacy and effectiveness of systems of control across a range of financial and organisational areas. To achieve this our internal audit plan was divided into two broad categories; work on the financial systems that underpin your financial processing and reporting and then broader risk focused work driven essentially by principal risk areas that had been identified in your risk register. A summary of work undertaken is included below:

- During the year we have undertaken reviews of your core financial systems (including MTFS/budgetary control, payroll, creditors and income /debtors), and have provided moderate assurance in certain of these.
- Key income and expenditure systems such as Council Tax, Business Rates and Benefits have been subject to audit review. Controls were found to be operating generally effectively.
- We have undertaken a number of pieces of work on areas of principal risk. In general we have been able to conclude that these systems are robust and operate in a good control environment.

It is my view, taking account of the respective levels of assurance provided for each audit review, an assessment of the relevant weighting of each individual assignment and the extent to which agreed actions have been implemented, that you have a generally sound system of internal control.

However, we have highlighted during the year Significant Internal Control Issues that we consider would require disclosure within your AGS. These are set out below:

- We have noted in several of our reviews issues regarding the extent to which the Council is able to ensure, and demonstrate, that it achieves value for money from its procurement of goods and services. Key findings on this matter were highlighted in several of our reviews referred to below in which 'moderate assurance' was provided.

We also note here the need for the Council to ensure it has in place clear and deliverable plans to make necessary savings to achieve financial balance in future years, as referred to in our MTFS/Budgetary Control review.

We identified some further weaknesses in control that caused us to limit the level of assurance we could give in the following areas:

- Budgetary Control/Medium Term Financial Strategy – our report on this review provided 'moderate assurance' and highlighted:
 - The Council needs to urgently confirm and implement robust savings plans to support its strategy to achieve financial balance over the term of the current MTFS, and roll forward the MTFS for later years.
 - Compliance with Financial Regulations when authorising virements and supplementary budget requests and timely updating of the ledger thereafter needs to be ensured.
 - Financial training for budget holders and other relevant officers, and members needs to be established.
- Creditors (including procurement) – our report on this review provided 'moderate assurance' and highlighted the need:
 - To ensure that documentation is retained and readily available for reference, so that the Council has assurance that it is complying with procurement law, internal rules and good practices.

- To ensure the basis for goods/services receipting can be supported by appropriate documentation and readily available for reference, to ensure payment is only made when properly due.
- The requirement to ensure that all creditor masterfile changes are valid and accurate.
- Payroll –our report on this review provided moderate assurance and highlighted:
 - The annual SLA with the payroll provider (EMSS) needs to be signed as near as possible to the start of the financial year after a detailed review of the terms and conditions. The Council needs to insist on receiving reports from EMSS for monitoring service delivery and on independent audit assurance of their payroll processes and procedures.
 - Checks must be introduced to confirm the accuracy and validity of the processing of the payroll prior to the BACS payment run.
 - Errors and omissions noted in relation to claims processing and leavers processing need to be addressed.
- Void Property Management – our report provided ‘moderate assurance’ with the key issues as follows:
 - Failure to record issues encountered resulting in turnaround times in excess of the target of 20 working days.
 - Non-compliance with Contract Procedure Rules where only one quotation is received and the lack of audit trail in relation to authorisation of purchase orders being issued (this issue is reflected in commentary above regarding the Council’s approach to procurement).
 - The lack of budget monitoring of individual void jobs.
- Housing Responsive Repairs – our report on this review provided ‘moderate assurance’ and highlighted:
 - Market testing of contractors is currently not consistently performed and evidenced.
 - The Council had an inconsistent approach to recharging eligible repairs to tenants.
 - The Council has not been undertaking post inspection works in accordance with its 2014 Policy although some were being done at the discretion of the Property Officer. The ones that were being done were not recorded.

- Contractor performance data is captured but not analysed or reported upon.

We also note that two reviews are not yet completed to the point at which an assurance opinion can be provided (Food Hygiene and Grant Aid-value for money review). These reviews are not fundamental to our annual opinion.

Third party assurances

In arriving at our overall Annual Head of Internal Audit Opinion, we have not sought to place reliance on any third party assurances.

Following up of actions arising from our work

All recommendations and agreed actions are subject to an ongoing recommendation tracking process that is facilitated by CW Audit Services, but completed by the relevant managers responsible for implementing the recommendations. This is undertaken on a self-assessment basis, but is supplemented by our independent follow-up reviews where this is deemed necessary (for example following the issuance of a limited or moderate assurance report). A summary of the recommendation tracking results for the 2016/17 year is included as Appendix 2 to this report. In addition elements of our work involve annual coverage of key areas of control for the Council, such as in relation to key financial systems, and in such cases we also routinely follow up previously-agreed actions at each review.

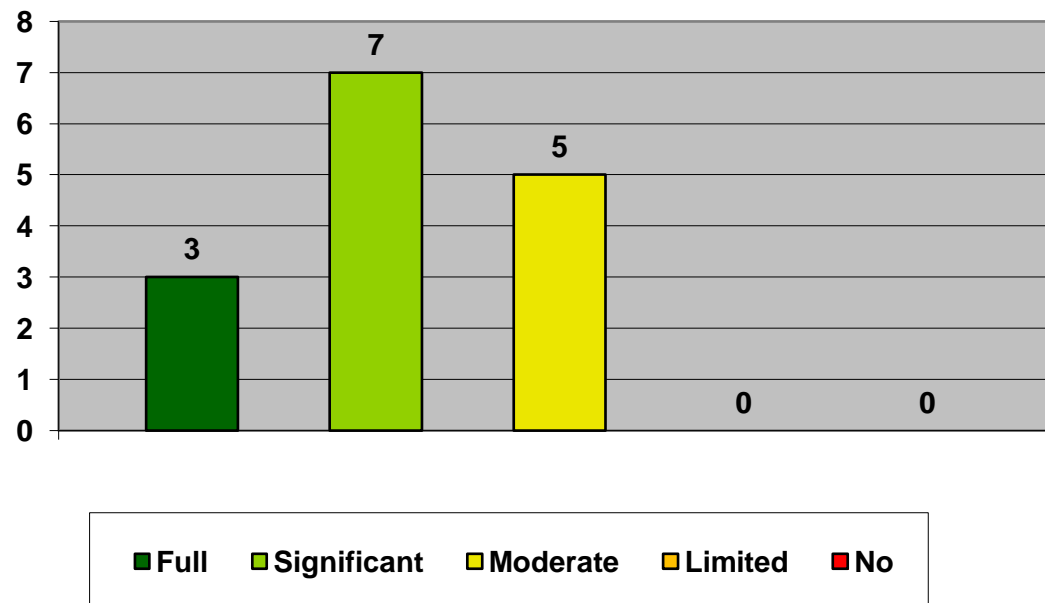
Closing remarks

I have discussed and agreed this Annual Report and Head of Internal Audit Opinion with the Section 151 Officer. Further detailed findings, conclusions and recommendations in the areas covered by our internal audit plan are detailed within the progress reports and individual assignment reports that have been issued to the Policy, Finance & Development Committee during the year.

Levels of Assurance – Individual Audit Assignments

Description of audit	Assurance level
Budgetary Control/Medium Term Financial Strategy	Moderate
Main Accounting	Significant
Creditors	Moderate
Debtors	Full
Treasury Management	Full
Income Management & Cash Receipting	Full
Grant Aid – Value for money review	Not yet available
Food Hygiene	Not yet available
Payroll & Expenses	Moderate
Council Tax	Significant
Business Rates	Significant
Benefits	Significant
Housing Rents	Significant
Housing – responsive repairs	Moderate
Void Property Management	Moderate
Health & Safety – ‘Depot Services’	Significant
Vehicle procurement and management	Significant

*-at draft report stage



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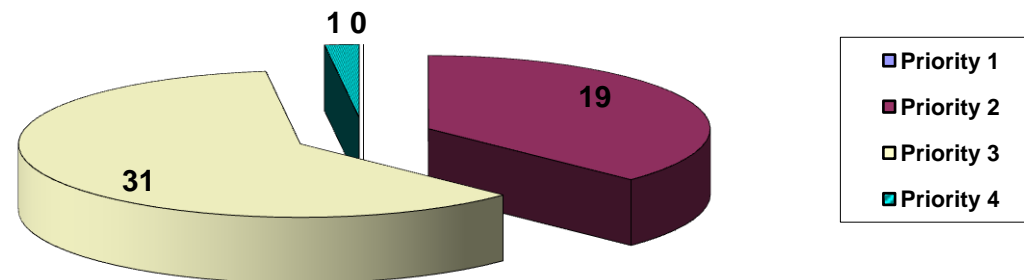
Level of assurance	Criteria
Full	No significant risk issues identified.
Significant	Exposure to levels of risk that may only impair the effectiveness of the system or process under review.
Moderate	Exposure to levels of risk that render some elements of the system’s control environment undeliverable.
Limited	Exposure to unacceptable level of risk that could have a serious impact upon the system or process under review.
No	Exposure to unacceptable levels of risk that could have a serious impact upon the Council as a whole.

NB – other reviews carried out were advisory in nature and did not provide specific assurance opinions.

Summary of Internal Audit Recommendations

Recommendations made re 2016/17 (finalised audit reports only)

Priority	Number
1	0
2	19
3	31
4	1
Total	51

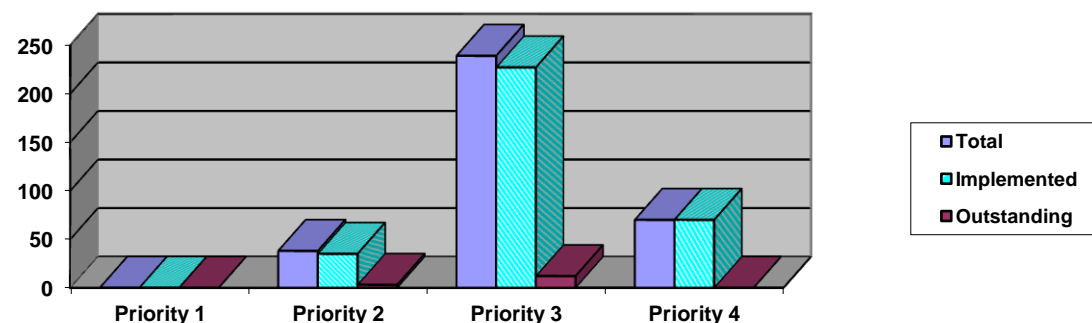


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Current status of all recommendations due for implementation by 31st March 2017

(N.B. including recommendations made from 2014/15 to 2016/17, but excluding 2016/17 recommendations that fall due for implementation after 31st March 2017)

Priority	Number	Implemented/ closed	Outstanding
1	0	n/a	n/a
2	38	35	3
3	239	227	12
4	70	70	0
Total	347	332	15



Definition of our risk priority rankings

Risk ranking	Assessment rationale
1	The system has been subject to high levels of risk that have, or could, prevent the system from meeting its objectives, and which may also impact on the delivery of one or more of the Council's strategic objectives.
2	The system has been subject to high levels of risk that have, or could, prevent the system from meeting its objectives, but which are unlikely to impact on any of the Council's strategic objectives.
3	The system has been subject to medium levels of risk that have, or could, impair the system from meeting its objectives.
4	The system has been subject to low levels of risk that have, or could, reduce its operational effectiveness.

Internal Audit Charter



cw audit
internal audit services

August 2017

1. Definition

Internal Audit is an independent and objective appraisal service within the organisation:

- Internal Audit primarily provides an independent and objective opinion to the Accountable Officer (Chief Executive), the Board and the Audit Committee on the degree to which risk management, internal control and governance arrangements support the achievement of the organisation's agreed objectives. In addition, Internal Audit's findings and recommendations are beneficial to senior management in the audited areas. Senior management is defined as any manager with responsibility for the system under review by Internal Audit. Risk management, internal control and governance comprise the policies, procedures and operations established to ensure the achievement of objectives, the appropriate assessment of risk, the reliability of internal and external reporting and accountability processes, compliance with applicable laws and regulations, and compliance with the behavioural and ethical standards set for the organisation.
- Internal Audit also provides an independent and objective consultancy service specifically to help senior management improve the organisation's risk management, control and governance arrangements. The service applies the professional skills of Internal Audit through a systematic and disciplined evaluation of the policies, procedures and operations that management have put in place to ensure the achievement of the organisation's objectives, and through recommendations for improvement. Such consultancy work contributes to the opinion, which Internal Audit provides on risk management, control and governance. Approval for any significant additional consulting services not already included in the audit plan will be sought from the Audit Committee prior to accepting the engagement.

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2. Standards and Ethics

Internal Audit acknowledges the mandatory nature of the Definition of Internal Audit, the Code of Ethics and the Standards contained in the Public Sector Internal Audit Standards. Internal Audit shall also work in accordance with any performance measures agreed with the Audit Committee.

3. Independence, Objectivity and Conflicts of Interest

All internal audit activities shall remain free of influence by any element in the organisation, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of an independent and objective mental attitude necessary in rendering reports. CW Audit does not accept any roles that involve executive or direct operational responsibility or authority over any of the activities it reviews. The internal audit activity may provide assurance services where it had previously performed consulting services, provided the nature of the consulting does not impair objectivity and provided individual objectivity is managed when assigning resources to the engagement.

Individual auditors will have an impartial, unbiased attitude, characterised by integrity and an objective approach to work, and should avoid conflicts of interest. Individual auditors must declare any conflict of interest to the Head of Internal Audit. Any conflicts of interest encountered by the Head of Internal Audit must be declared to the Director of Finance. Internal Auditors will have regard to the Committee on Standards of Public Life's Seven Principles of Public Life.

4. Authority & Accountability

Internal Audit derives its authority from the Board, the Accountable Officer and Audit Committee. The Head of Internal Audit reports on a functional basis to the Board via the Audit Committee. For administrative purposes, the Head of Internal Audit reports to the Director of Finance. The Head of Internal Audit has a direct right of access to the Chair of the Audit Committee and the Chair of the organisation if deemed necessary. The Audit Committee shall have regular private meetings with the Head of Internal Audit. The Audit Committee approves all Internal Audit plans and may review any aspect of its work.

5. Internal Audit Team

The Head of Internal Audit is responsible for ensuring the team is adequately staffed and that there is access to the full range of knowledge, skills, qualifications and experience to deliver the Internal Audit Plan in line with the NHS Internal Audit Standards. The team will undertake regular assessments of professional competence through an on-going appraisal and development programme (i.e. Personal Development Plans and Continuing Professional Development) with training provided where necessary. Auditors also have responsibilities for applying due professional care when performing their duties. The Head of Internal Audit must hold a professional qualification.

If the Head of Internal Audit, Chief Executive, Director of Finance or the Audit Committee consider that the level of Internal Audit resources or the terms of reference in any way limit the scope of Internal Audit, or prejudice the ability of Internal Audit to deliver a service consistent with the definition of internal auditing, they should advise the Board accordingly.

6. Scope

The Head of Internal Audit is responsible for developing and maintaining an Internal Audit Strategy for providing the Chief Executive, economically and efficiently, with objective evaluation of, and opinions on, the effectiveness of the organisation's risk management, control and governance arrangements. The Head of Internal Audit's opinion is a key element of the framework of assurance the Chief Executive needs to inform the completion of the Annual Governance Statement. This strategy will be realised through the delivery of a considered and approved annual risk based plan. To develop the risk based plan, the Head of Internal Audit consults with senior management and the board and obtains an understanding of the organisation's strategies, key business objectives, associated risks and risk management processes. The Head of Internal Audit reviews and adjusts the plan as necessary, in response to changes in the organisation's business, risks, operations, programmes, systems, and controls.

The audit plan will systematically review the policies, procedures and operations in place to:

- Establish, and monitor the achievement of, the organisations objectives.
- Identify, assess and manage the risks to achieving the organisations objectives.
- Ensure the economical, effective and efficient use of resources.
- Ensure compliance with established policies (including behavioural and ethical expectations), procedures, laws and regulations.
- Safeguard the organisation's assets and interests from losses of all kinds, including those arising from fraud, irregularity or corruption.
- Ensure the integrity and reliability of information, accounts and data, including internal and external reporting and accountability processes.

7. Approach

To ensure delivery of its objectives, Internal Audit will develop and implement an Audit Strategy. This will be prepared each year and will describe arrangements for the delivery of the internal audit service based upon knowledge of the organisation's objectives, risk assessment, and appropriate management consultation. The allocation of resources between assurance and consultative work will be set out. A detailed Annual Operational Plan will be prepared designed to implement the audit strategy. The audit strategy and annual plans shall be prepared to support the audit opinion to the Accountable Officer on the risk management, internal control and governance arrangements within the organisation. Both the strategy and annual plans will be approved by the Audit Committee and reported to the Board.

8. Reporting

Internal Audit will report formally to the Audit Committee through the following:

An annual report will be presented to confirm completion of the audit plan and will include the Head of Internal Audit opinion provided for the Accountable Officer that will support the Annual Governance Statement. The opinion must take into account the strategies, objectives and risks of the organisation and the expectations of senior management, the board and other stakeholders. The Head of Internal Audit opinion will:

- a) State the overall adequacy and effectiveness of the Trust's risk management, control and governance processes;
- b) Disclose any qualification to that opinion, together with the reasons for the qualification;
- c) Present a summary of the audit work undertaken to formulate the opinion, including reliance placed on work by other assurance bodies;
- d) Draw attention to any issues internal audit judge as being particularly relevant to the preparation of the Annual Governance Statement;
- e) Compare work actually undertaken with the work which was planned and summarise performance of the internal audit function against its performance measures criteria; and
- f) Comment where necessary on compliance with the Public Sector Internal Audit Standards and internal quality assurance arrangements.

For each Audit Committee meeting a progress report will be presented to summarise progress against the plan. The findings arising from individual audit reviews will be reported in accordance with Audit Committee requirements. The Audit Committee members will be provided with copies of individual audit reports for each assignment undertaken unless the Head of Internal Audit is advised otherwise. The reports will include an action plan with target dates for completion.

Following the closure of fieldwork, Internal Audit will discuss findings with operational/local managers. Operational/Local management will receive draft reports which will include the action plans they have agreed following the discussion of findings. A copy of the draft report will also be provided to the relevant Executive Director. The draft report will give an "assurance" opinion on the area reviewed. The draft report will also indicate action ratings for individual report findings and recommendations.

Operational management will be required to respond to the draft report, stating their agreement or otherwise to the content of the report, identifying action, staff with responsibility for implementation and the dates by which action will be taken. Final reports inclusive of management comments will be issued by Internal Audit to the relevant Executive Director within 5 working days of management responses being received. The final report will be placed on the agenda for the next available Audit Committee.

Internal Audit will make provision to review the implementation of agreed action within the agreed timescales. However, where there are issues of particular concern provision maybe made for follow up review within the same financial year. Issue and clearance of follow up reports shall be as for other assignments referred to above.

9. Irregularities, Fraud and Corruption

It is the responsibility of management to maintain systems that ensure organisation's resources are utilised in the manner and on activities intended. This includes the responsibility for the prevention and detection of fraud and other illegal acts.

Internal Audit shall not be relied upon to detect fraud or other irregularities. However, Internal Audit will give due regard to the possibility of fraud and other irregularities in work undertaken. Additionally, Internal Audit shall seek to identify weaknesses in control that could permit fraud or irregularity.

If Internal Audit discovers suspicion or evidence of fraud or irregularity, this will immediately be reported to the organisation's Counter Fraud Specialist in accordance with the organisation's Counter Fraud Policy & Fraud Response Plan.

10. Relationships

In order to maximise its contribution to the Board's overall framework of assurance, Internal Audit will work closely with the organisation's Director of Finance in planning its work programme. Co-operative relationships with senior and line management enhance the ability of internal audit to achieve its objectives effectively. Audit work will be planned in conjunction with management as far as possible, particularly in respect of the timing of audit work.

Internal Audit will meet regularly with the external auditor to consult on audit plans, discuss matters of mutual interest, discuss common understanding of audit techniques, method and terminology, and to see opportunities for co-operation in the conduct of audit work. In particular, internal audit make available their working files to the external auditor for them to place reliance upon the work of Internal Audit where appropriate

The Head of Internal Audit will establish a means to gain an overview of other assurance providers' approaches and output as part of the establishment of an integrated assurance framework. In addition the Head of Internal Audit shall make provision to form an opinion where key systems are being operated by organisation's outside of the remit of the Accountable Officer, or through a shared or joint arrangement.

11. Access

Internal Audit shall have the authority to access all the organisation's information, documents, records, assets, personnel and premises that it considers necessary to fulfil its role. This shall extend to the resources of the third parties that provide services on behalf of the organisation. All information obtained during the course of a review will be regarded as strictly confidential to the organisation and shall not be divulged to any third party without the prior permission of the Accountable Officer. However, open access shall be granted to the organisation's external auditors. In any instances of conflict this will be referred for resolution to the Director of Finance, Chief Executive or Chair of Audit Committee as appropriate.

12. Quality Assurance

The work of internal audit is controlled at each level of operation to ensure that a continuously effective level of performance, compliant with the Public Sector Internal Audit Standards is being achieved. The Head of Internal Audit will establish a quality assurance programme designed to give assurance through internal and external review that the work of internal audit is compliant with the NHS Internal Audit Standards and to achieve its objectives. A commentary on compliance against the Standards will be provided in the annual audit report to Audit Committee.

13. Approval, Review and Interpretation of the Charter

This Internal Audit Charter shall be reviewed annually and approved by the Audit Committee*.

* The Public Sector Internal Audit Standards require the Charter to be approved by the Board, however, for the Public Sector the following definition of Board is provided: *Audit Committee – the governance group charged with independent assurance of the adequacy of the risk management framework, the internal control environment and the integrity of financial reporting*



Policy, Finance and Development Committee	Tuesday, 31 October 2017	Matter for Information and Decision
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Title: **Medium Term Financial Strategy (MTFS) Update**

Author(s): **Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)**

1. Introduction

1.1. At the Extraordinary Council meeting on 6 July 2017, the Council discussed the Medium-Term Financial Strategy (MTFS) that covers the period 2017/18 to 2019/20. The discussion focussed on the ability to achieve a net reduction in expenditure of £1.4m to ensure a balanced budget. This reduction in expenditure is in response to:

- Reduction in support grants from government;
- Changes to the recycling credit scheme with Leicestershire County Council;
- Demographic changes in the population of Oadby & Wigston Borough;
- Increased demands for services and customer expectations; and
- Inflation and other economic factors.

1.2. The meeting (and report) reflected the findings of the Local Government Association (LGA) Peer Challenge conducted in March 2017, specifically:

- Delivering the MTFS providing savings options for Members;
- Implementing ICT and Asset management Strategies; and
- Finalising the management structure.

1.3. At that meeting, the Council agreed that the Senior Management Team (SMT) are allowed to produce a robust programme of projects and schemes to be brought forward as part of the budget plans for 2018/19, and that these achieve the planned net reduction in spending of £700,000 by 2019/20 as set out in the Council's MTFS.

As we are entering the formal budget setting process, this report is designed to update the Members on the process including the key milestones.

2. Recommendation(s)

That the Committee notes the schedule of programmes identified to mitigate budget deficits, and the Council's timetable to achieve this.

3. Information

3.1. As at the meeting in July, it was explained that since Council agreed the budget for 2017/18 in February 2017, the Council's SMT has been working with service managers across the Council to develop proposals for net savings (that is, either reductions in spending or increases in income) that reflect the Council's financial plans as set out in the four-year efficiency plan and the MTFS. The next section of this report sets out SMT's proposals; at this stage Council is not being asked to agree any of these, but rather to provide guidance and direction to shape the more detailed working up of options which must take place later this year in order to allow specific target

reductions in net expenditure to be included in the draft 2018/19 budget and the next iteration of the MTFS.

3.2. The report sets out potential options (which are listed below). It was noted that some would require consultation and a mobilisation period before planned reductions in net expenditure can be delivered. Equally, some of the proposals would have a longer lead time than others, so the challenge for the Council will be to finalise a robust programme of projects and schemes and achieve them in a timeframe that achieves the net reduction in spending of £700,000 by 2019/20.

3.3. The list of potential options were:

- a. Materials Recycling Facility (MRF)
- b. Wholly Owned Housing Company
- c. Brocks Hill
- d. Public Toilets
- e. Green Waste
- f. Refuse and Recycling Collections
- g. Car Parking
- h. Administrative Offices
- i. Discretionary Services
- j. Vacant Chief Executive Position

The timetable for developing these budget options was then approved at the Policy, Finance and Development Committee on 25 July 2017.

With respect to Items B and C, these have already been actioned and approved by members. Item A is to be discussed as an item at this Policy, Finance and Development Committee, with Items D, E, F, G all being submitted to Council in December.

It was agreed that Item H is a longer term project and will form part of the wider transformation programme, with any impacts of this work on the MTFS being reported periodically.

Item I is due to be reported back in early 2018 (although Economic Development reported in September, and a five member panel is reviewing options in relation to Item J).

3.4. The financial impact on the saving identified by the enforced closure of the Materials Recycling facility is approximately £20,000 (as outlined by the specific report on this meeting's agenda at item number 19).

The financial impact of the decision to work alongside SLM in the delivery of services through Brocks Hill is anticipated to generate savings of circa £100k per annum.

There has also been work surrounding the council-wide cleaning contract, via Pinnacle, and this has realised full-year savings of £25k.

4. Budget Setting Timetable

4.1 The details below show the Council's budget setting timetable (with key milestones):

October 2017

- Budget-setting meetings – Heads of Service and SMT meet with Finance.

- Uncontrollable budgets updated (utilities, recharges etc...)

November 2017

- Capital Bids Reviewed
- First Draft General Fund and Capital Budgets prepared
- Review meetings with Committee Chairs

December 2017

- Draft budget and scenarios presented to Council (including updates on work schemes identified in paragraph 3.3)
- Draft Local Government Settlement Announced (late December)

January 2017

- Budgets approved by Service Delivery and Policy, Finance and Development Committees

February 2017

- Council Approves Council Tax Levels

- 4.2. This list is not exhaustive, and there will be opportunities for further discussions with regards to Budget Setting throughout the process.

Background Documents:

Report Entitled Timetable Budget Options 2018-19 and 2019-21 (PFD, 25 July 2017)
Medium-Term Financial Strategy (MTFS) (2017/18 to 2019/20)
Local Government Association (LGA) Peer Challenge Report (June 2017)

E-mail: stephen.hinds@oadby-wigston.gov.uk

Tel: (0116) 257 2645

Implications Medium Term Financial Strategy (MTFS) Update	
Financial Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	The financial implications are as set out in the body of the report and option papers.
Legal Dave Gill (Deputy Monitoring Officer)	The legal implications are as set out in the body of the report and option papers.
Corporate Risk(s) (CR) Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> Decreasing Financial Resources (CR1) <input checked="" type="checkbox"/> Key Supplier/Partnership Failure (CR2) <input checked="" type="checkbox"/> Political Dynamics (CR3) <input checked="" type="checkbox"/> Reputation Damage (CR4) <input checked="" type="checkbox"/> Effective Utilisation of Assets/Buildings (CR5) <input checked="" type="checkbox"/> Organisational/Transformational Change (CR8) <input checked="" type="checkbox"/> Economy/Regeneration (CR9)
Corporate Priorities (CP) Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1) <input checked="" type="checkbox"/> Effective Service Provision (CP2) <input checked="" type="checkbox"/> Balanced Economic Development (CP3) <input checked="" type="checkbox"/> Green & Safe Places (CP4) <input checked="" type="checkbox"/> Wellbeing for All (CP5)
Vision & Values (V) Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision) <input checked="" type="checkbox"/> Accountability (V1) <input checked="" type="checkbox"/> Respect (V2) <input checked="" type="checkbox"/> Teamwork (V3) <input checked="" type="checkbox"/> Innovation (V4) <input checked="" type="checkbox"/> Customer Focus (V5)
Equalities & Equality Assessment(s) (EA) Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	There are no equalities implications. <input checked="" type="checkbox"/> Not Applicable



Policy, Finance and Development Committee	Tuesday, 31 October 2017	Matter for Information and Decision
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Title: **Proposed Update to Council’s Contract Procedure Rules (CPR’s)**

Author(s): **Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)**

1. Introduction

As part of the Internal Audit recommendations brought to this Committee to review and update the Contract Procedure Rules (CPR’s), this report summarises the review of the rules, which were last updated in 2013, and attaches the revised CPR’s.

2. Recommendation(s)

That Member recommend to Council the content of the updated Contract Procedure Rules and note the key aspects of the rules outlined in this covering report.

3. Information

- 3.1. As part of our Internal Audit programme of work, one key recommendation is that the Council should review and update the CPR’s as they were complex and had not been reviewed since 2013.
- 3.2. The review of the rules was carried out by the Section 151 Officer and a new, easier-to-follow set of rules has been produced following the basis of best practice within procurement for Local Authorities.
- 3.3. This covering report outlines each of the sections of the rules and the key points contained within them.

4. Summary

- 4.1. These Contract Procedure Rules (issued in accordance with section 135 of the 1972 Local Government Act) are intended to promote good purchasing practice and public accountability and deter corruption. They are in line with the CIPFA/Local Government Task Force Contract Procedure Rules published 2006. Following the rules is the best defence against allegations that a purchase has been made incorrectly or fraudulently.
- 4.2. Officers responsible for purchasing or disposal must comply with these contract procedure rules. They lay down minimum requirements and a more thorough procedure may be appropriate for a particular contract.
- 4.3. Officers should:
 - Follow the rules if you purchase goods or services or order building work;
 - Take all necessary legal, financial and professional advice at the appropriate time;
 - Declare any personal financial interest in a contract. Corruption is a criminal offence;
 - Conduct a management review to appraise the purchasing need;
 - Check whether there is an existing Corporate Contract you can make use of before

- undergoing a competitive process;
- Normally allow at least four weeks for submission of bids;
- Keep bids confidential;
- Complete a written contract or council purchase order before the supply or works begin;
- Identify a contract manager with responsibility for ensuring the contract delivers as intended;
- Keep records of dealings with suppliers; and
- Assess each contract afterwards to see how well it met the purchasing need and Value for Money requirements.

5. Section One

Section One of the rules outlines the basic principles of purchasing and disposals, expecting that they must achieve best value for public money spent, have the highest standards of integrity and comply with all legal requirements. This section also outlines officer responsibilities, including specific responsibilities relating to Chief Officers. Section One also goes into detail regarding exemptions, collaborative arrangements and e-procurement.

6. Section Two

Section Two focuses on the common requirements when it comes to procurement, including what steps should be taken prior to making a purchase. These are very much around common sense (i.e. appraise the purchase, is it needed? Does it meet the organisations objectives etc...). This section also details (explicitly) what records need to be kept, when, by whom and for how long. The final aspect of this section details how and when to advertise, when approved lists can be used and the potential use of framework agreements.

7. Section Three

Section Three is about how we go through the procurement. There is a clear table for Officers to follow in paragraph 8.1.1 (see below), laying out the basic requirements for making a purchase/procuring a contract or works. It should be noted that the majority of purchases made would fall into the first two categories.

Total Value	Award Procedure	Shortlisting
Up to £3,000	One oral Quotation (confirmed in writing where the Total Value exceeds £500)	Budget Holder
£3,001-£50,000	Three written Quotations	Budget Holder and Chief Officer
£50,001–£EU-Threshold	Invitation to Tender to at least three and no more than six Candidates	Budget Holder and Chief Officer
Above EU Threshold	EU Procedure or, where this does not apply, Invitation to Tender by advertisement/list to at least four and no more than six Candidates	Consult the Chief Financial Officer see Rule 8.1.4

The policy does not give a specific value for EU Threshold, given the fluctuating exchange rate. The value for EU Threshold will be confirmed at the time of inception of procurement.

This section then runs through each of the steps that officers need to carry out, dependant on the value of the purchase – ranging from how to carry out market research, how to generate awards criteria, short-listing, awarding and so on.

8. Section Four

Should there be a need for a contract, section four details how and what needs to be included in any contract. For example, all contracts must clearly specify:

- what is to be supplied (i.e. the works, materials, services, matters or things to be furnished, had or done);
- the provisions for payment (i.e. the price to be paid and when);
- the time, or times, within which the contract is to be performed;
- the provisions for the council to terminate the contract; and
- Duration of the contract, in particular an end date.

This section also reflects upon the need to prevent corruption and a clear policy on declarations of interest.

9. Section Five

This section explains the requirements of managing contracts, should the need arise for a contract, including how to risk assess, plan for contingencies, monitoring, evaluation and review.

10. New Developments

Whilst drawing up the new Contract Procedure Rules, recommendations from the LGA and Internal Audit were taking into account, particularly relating to programme management. As part of these new rules, a Contract Management Board will be created to monitor all current and prospective contracts going forward, and also a new contract register. It is hoped that as the council progresses and develops, additional resource will be allocated to aid in the management and support for corporate procurement.

Background Documents:

Local Government Act 1972

Appendix 1 – Draft Contract Procedure Rules 2017

E-mail: stephen.hinds@oadby-wigstong.gov.uk

Tel: (0116) 257 2621

Implications Proposed Update to the Council's Contract Procedure Rules (CPR's)	
Finance	The financial implications are as set out in the report.
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	
Legal	The updated CPR's will mitigate against any challenge to the review of contracts.
Dave Gill (Deputy Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Regulatory Governance (CR6) Other Corporate Risk(s) 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.
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> Effective Service Provision (CP2)
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	
Vision & Values (V)	<input checked="" type="checkbox"/> Accountability (V1) <input checked="" type="checkbox"/> Teamwork (V3) <input checked="" type="checkbox"/> Innovation (V4) <input checked="" type="checkbox"/> Customer Focus (V5)
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	
Equalities & Equality Assessment(s) (EA)	There are no equalities implications.
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> Not Applicable (EA)

CONTRACT PROCEDURE RULES

INTRODUCTION

These Contract Procedure Rules (issued in accordance with section 135 of the 1972 Local Government Act) are intended to promote good purchasing practice and public accountability and deter corruption. They are in line with the CIPFA/Local Government Task Force Contract Procedure Rules published 2006. Following the rules is the best defence against allegations that a purchase has been made incorrectly or fraudulently.

Officers responsible for purchasing or disposal must comply with these contract procedure rules. They lay down minimum requirements and a more thorough procedure may be appropriate for a particular contract. (For example, if Rule 8.1 would normally require that quotes be obtained, it might be appropriate in particular circumstances to seek additional quotations in writing or tender submissions. Equally, it may not always be appropriate to make use of an exemption under Rule 3 even if one might apply or be granted.)

For the purposes of these rules, where there is a requirement for communication to be in writing, this shall be deemed to include electronic transmissions (e.g. email, fax or via an e-procurement portal) as well as hard copy.

Officers should:

- Follow the rules if you purchase goods or services or order building work.
- Take all necessary legal, financial and professional advice at the appropriate time
- Declare any personal financial interest in a contract. Corruption is a criminal offence.
- Conduct a management review to appraise the purchasing need.
- Check whether there is an existing Corporate Contract you can make use of before undergoing a competitive process.
- Normally allow at least four weeks for submission of bids
- Keep bids confidential.
- Complete a written contract or council purchase order before the supply or works begin.
- Identify a contract manager with responsibility for ensuring the contract delivers as intended.
- Keep records of dealings with suppliers.
- Assess each contract afterwards to see how well it met the purchasing need and Value for Money requirements.

In accordance with the Constitution, the Chief Financial Officer shall have the power to make amendments from time to time to these contract procedure rules after consultation with the Monitoring Officer.

These Rules must be read in conjunction with the definitions set out at the end of the Rules.

SECTION 1: SCOPE OF CONTRACT - PROCEDURE RULES

1. BASIC PRINCIPLES

All purchasing and disposal procedures must:

- achieve Best Value for public money spent
- be consistent with the highest standards of integrity
- ensure fairness in allocating public contracts
- comply with all legal requirements
- ensure that non-commercial considerations do not influence any contracting decision
- support the council's corporate and departmental aims and policies
- comply with the council's corporate Procurement Strategy.

2. OFFICER RESPONSIBILITIES

2.1. Officers

2.1.1. Officers responsible for purchasing or disposal must comply with these contract procedure rules, Financial Regulations, the Code of Conduct and with all UK and European Union binding legal requirements. Officers must ensure that any agents, consultants and contractual partners acting on their behalf also comply.

2.1.2. Officers must:

- have regard to the Council's current Procurement Strategy
- check whether a suitable corporate contract exists before seeking to let another contract; where a suitable corporate contract exists, this must be used unless there is an auditable reason not to keep the records required by Rule 6
- take all necessary legal, financial and professional advice.

2.1.3. When any employee either of the Council or of a service provider may be affected by any transfer arrangement, Officers must ensure that the Transfer of Undertaking (Protection of Employment) (TUPE) issues are considered and obtain legal advice before proceeding with inviting Tenders or Quotations.

2.2. Chief Officers

2.2.1. Chief Officers must:

- ensure that their staff comply with Rule 2.1
- ensure that registers are kept of:
 - contracts completed by signature, rather than by the council's seal (see Rule 16.3) and arrange their safekeeping on council premises (Major contracts should also be kept with Law and Governance))

- exemptions recorded under Rule 3.2. (to be held by Democratic Services)

3. EXEMPTIONS, COLLABORATIVE AND E-PROCUREMENT ARRANGEMENTS

- 3.1. The council and the Policy, Finance and Development Committee have power to waive any requirements within these contract procedure rules for specific projects, and any such decision may be a Key Decision.
- 3.2. A Chief Officer has the power, under the scheme of delegation in the Constitution, in circumstances deemed exceptional by Law and Governance, to waive any requirements within these contract procedure rules, provided that, where the contract is likely to exceed £40,000, the relevant Committee Chair is consulted.
- 3.3. Where a proposed contract is likely to exceed the EU Threshold the EU Procedure will apply and the requirements of these contract procedure rules may not be waived other than in the case of an unforeseeable emergency involving immediate risk to persons, property or serious disruption to council services, in which case the provisions of Rule 3.4 below will apply.
- 3.4. Where an exemption is necessary because of an unforeseeable emergency involving immediate risk to persons, property or serious disruption to council services, the Officer and the Chief Financial Officer or Head of Finance may jointly approve the exemption but they must prepare a report for the next PFD Committee to support the action taken.
- 3.5. All exemptions, and the reasons for them, must be recorded using the Exemption Form. Exemptions shall be signed by the Officer and countersigned by the Chief Financial Officer.
- 3.6. An exemption must be approved by the Chief Financial Officer:
 - (i) prior to commencing any procurement process using Crown Commercial Service (CCS) contracts;
 - (ii) prior to abandonment, where a procurement process is to be abandoned.The terms and conditions of contract applicable to any CCS arrangement, including the requirement to undertake competition between providers, must be fully complied with.
- 3.7. Financial Services must monitor the use of all exemptions.
- 3.8. In order to secure Value for Money, the authority may enter into collaborative procurement arrangements. The Officer must consult the Chief Financial Officer and the Monitoring Officer where the purchase is to be made using collaborative procurement arrangements with another local authority, government department, statutory undertaker or public service purchasing consortium.

- 3.9. Purchases made via a local authority purchasing and distribution consortium, other than purchases above the EU Threshold and other purchases below the EU threshold where international suppliers may be interested, are deemed to comply with these contract procedure rules and no exemption is required.

Purchases above the EU Threshold and other purchases below the threshold where

international suppliers may be interested must be let under the EU Procedure, unless the consortium has satisfied this requirement already by letting their contract in accordance with the EU Procedures on behalf of the Council and other consortium members.

- 3.10. Any contract entered into through collaboration with other local authorities or other public bodies, where a competitive process has been followed and that complies with the contract procedure rules of the leading organisation, will be deemed to comply with these contract procedure rules and no exemption is required. However, advice must be sought from the Chief Financial Officer and the Monitoring Officer before the contract is entered into.

- 3.11. The use of e-procurement technology does not negate the requirement to comply with all elements of these contract procurement rules, particularly those relating to competition and Value for Money.

4. RELEVANT CONTRACTS

- 4.1. All Relevant Contracts must comply with these contract procedure rules. A Relevant Contract is any arrangement made by, or on behalf of, the Council for the carrying out of works or for the supply or disposal of goods, materials or services. These include arrangements for:

- the supply and/or disposal of goods
- the hire, rental or lease of goods and/or equipment
- the delivery of services, including (but not limited to) those related to:
 - the recruitment of staff
 - land and property transactions
 - financial and consultancy services.

- 4.2. Relevant Contracts do not include:

- contracts of employment which make an individual a direct employee of the Council,
- agreements regarding the acquisition, disposal, or transfer of land and/or assets (for which Financial Regulations shall apply).

SECTION 2: COMMON REQUIREMENTS

5. STEPS PRIOR TO PURCHASE

5.1. The Officer must appraise the purchase, in a manner commensurate with its complexity and value and taking into account any guidance in the Procurement Strategy by:

- taking into account the requirements from any relevant management review or Audit review
- appraising the need for the expenditure and its priority
- defining the objectives of the purchase
- assessing the risks associated with the purchase and how to manage them
- considering what procurement method is most likely to achieve the purchasing objectives, including internal or external sourcing, partnering, packaging strategy and collaborative procurement arrangements with another local authority, government department, statutory undertaker or public service purchasing consortium
- ensure the evaluation methodology for any procurement process must not disadvantage any group of economic operator, including Small / Medium Sized Enterprises or new / start up companies, in any aspect of the evaluation including but not limited to reference checks and financial assessments”.
- consulting users as appropriate about the proposed procurement method, contract standards and performance and user satisfaction monitoring
- drafting the terms and conditions that are to apply to the proposed contract
- setting out these matters in writing if the total value of the purchase exceeds £50,000.

5.2. and by confirming that:

- there is approved budgetary provision for the expenditure and the purchase accords with the approved policy framework and scheme of delegation as set out in the Constitution

6. RECORDS

6.1. Where the Total Value is less than £50,000, the following records must be kept (which will include logs kept by an e-procurement portal):

- invitations to quote and quotations received
- a record:
 - of any exemptions and the reasons for them
 - of the reason if the lowest price is not accepted
- Written records of communications with the successful contractor or an electronic record if a written record of the transaction would normally not be produced.

6.2. Where the total value exceeds £50,000 the Officer must record:

- the method for obtaining bids (see Rule 8.1)

- any contracting decision and the reasons for it
 - any exemption under Rule 3 together with the reasons for it
 - the award criteria in descending order of importance
 - Tender documents sent to and received from candidates
 - pre-tender market research
 - clarification and post-tender negotiation (to include minutes of meetings)
 - the contract documents
 - post-contract evaluation and monitoring
 - Communications with candidates and with the successful contractor throughout the period of the contract.
- 6.3. Records required by this rule must be kept for six years after the end of the contract. However, written documents which relate to unsuccessful Candidates may be microfilmed or electronically scanned or stored by some other suitable method after 12 months from award of contract, provided there is no dispute about the award.

7. ADVERTISING, APPROVED LISTS AND FRAMEWORK AGREEMENTS

7.1. Identifying and Assessing Potential Candidates

7.1.1. Officers shall ensure that, where proposed contracts, irrespective of their total value, might be of interest to potential candidates located in other member states of the EU, a sufficiently accessible advertisement is published. Generally, the greater the interest of the contract to potential bidders from other member states, the wider the coverage of the advertisement should be. Examples of where such advertisements may be placed include:

- the council's website
- portal websites specifically created for contracts
- advertisements
- national official journals, or
- the Official Journal of the European Union (OJEU) / Tenders Electronic Daily (TED) (even if there is no requirement within the EU Procedure).

7.1.2. Officers are responsible for ensuring that all candidates for a relevant contract are suitably assessed. The assessment process shall establish that the potential candidates have sound:

- economic and financial standing
- technical ability and capacity to fulfil the requirements of the Council.

7.1.3. This shall be achieved in respect of proposed contracts that are expected to exceed £50,000 by selecting firms from:

- Approved lists of providers, maintained by the Council or on its behalf, and compiled following responses to a public advertisement; or
- shortlists assessed from expressions of interest in a particular contract submitted in response to a public advertisement.

7.1.4. Public advertisements issued in respect of Rule 7.1.3 above shall reflect the potential degree of interest from candidates located within other member states of the EU.

7.1.5. Advertisements must comply with any requirement for publication as set out in national legislation as amended from time to time.

7.2. Approved Lists

7.2.1. Approved lists should be used where recurrent transactions of a similar type are likely but where such transactions need to be priced individually and cannot easily be aggregated and priced in a single tendering exercise. Approved Lists cannot be used where the EU Procedure applies.

7.2.2. Chief Officers may draw up in consultation with the Chief Financial Officer:

- Approved Lists of persons ready to perform contracts to supply goods or services of particular types including without limitation on the basis of agreed contract term
- criteria for shortlisting from the lists.

7.2.3. No person may be entered on an approved list until there has been an adequate investigation into both their financial standing and their technical ability to perform the contract, unless such matters will be investigated each time bids are invited from that list (in which case this must be made clear on the list).

7.2.4. Approved lists must be drawn up after an advertisement inviting applications for inclusion on the list. The advertisement must be placed to secure the widest publicity among relevant suppliers throughout all member states of the EU. Persons may be entered on a list between the initial advertisement and re-advertisement provided the requirements of Rule 7.2.3 are met.

7.2.5. The list and shortlisting criteria must be reviewed at least annually and re-advertised at least every three years. On re-advertisement, a copy of the advertisement must be sent to each person on the list, inviting them to reapply. Review means:

- the reassessment of the financial standing and technical ability and performance of those persons on the list, unless such matters will be investigated each time bids are invited from that list
- the deletion of those persons no longer qualified, with a written record kept justifying the deletion.

7.2.6. All approved lists shall be maintained in an open, fair and transparent manner and be open to public inspection.

7.2.7. A register of pre-qualified contractors and consultants maintained by or on behalf of central government (e.g. Constructionline) will be deemed to be an Approved List for the purpose of these contract procedure rules

and shall not be subject to the requirements of Rules 7.2.2 to 7.2.6 inclusive.

7.3. Framework Agreements

7.3.1. The term of a Framework Agreement must not exceed four years.

7.3.2. Contracts based on Framework Agreements may be awarded by either:

- applying the terms laid down in the Framework Agreement (where such terms are sufficiently precise to cover the particular call-off) without reopening competition, or
- where the terms laid down in the Framework Agreement are not precise enough or complete for the particular call-off, by holding a mini competition in accordance with the following procedure:
 - inviting the organisations within the Framework Agreement that are capable of executing the subject of the contract to submit written tenders
 - fixing a time limit which is sufficiently long to allow tenders for each specific contract to be submitted, taking into account factors such as the complexity of the subject of the contract
 - awarding each contract to the tenderer who has submitted the best tender on the basis of the award criteria set out in the specifications of the Framework Agreement.

SECTION 3: CONDUCTING PURCHASE AND DISPOSAL
8. COMPETITION REQUIREMENTS FOR PURCHASE, DISPOSAL AND PARTNERSHIP ARRANGEMENTS

The Officer must calculate the total value.

The following procedures apply where there are no other procedures which take precedence. Other procedures may include agency agreements with government. If in doubt, Officers must seek the advice of the Chief Financial Officer.

8.1. Purchasing – Competition Requirements

8.1.1. Where the total value for a purchase is within the values in the first column below, the award procedure in the second column must be followed. Shortlisting shall be done by the persons specified in the third column.

Total Value	Award Procedure	Shortlisting
Up to £3,000	One oral Quotation (confirmed in writing where the Total Value exceeds £500)	Budget Holder
£3,001-£50,000	Three written Quotations	Budget Holder and Chief Officer
£50,001–£EU-Threshold	Invitation to Tender to at least three and no more than six Candidates	Budget Holder and Chief Officer
Above EU Threshold	EU Procedure or, where this does not apply, Invitation to Tender by advertisement/list to at least four and no more than six Candidates	Consult the Chief Financial Officer see Rule 8.1.4

8.1.2. Where it can be demonstrated that there are insufficient suitably qualified candidates to meet the competition requirement, all suitably qualified candidates must be invited.

8.1.3. An Officer must not enter into separate contracts nor select a method of calculating the total value in order to minimise the application of these contract procedure rules.

8.1.4. Where the EU Procedure is required, the Officer shall consult the Chief Financial Officer to determine the method of conducting the purchase.

8.2. Assets for Disposal

8.2.1. Assets for disposal must be sent to public auction except where better Value for Money is likely to be obtained by inviting quotations and tenders (these may be invited by advertising on the council's internet site). In the latter event, the method of disposal of surplus or obsolete stocks/stores or assets other than land must be formally agreed with the Chief Financial Officer or the nominated substitute.

8.3. Providing Services to External Purchasers

8.3.1. The Chief Financial Officer must be consulted and regard had to Financial Regulations where contracts to work for organisations other than the Council are contemplated.

8.4. Collaborative and Partnership Arrangements

8.4.1. Collaborative and partnership arrangements are subject to all UK and EU procurement legislation and must follow these contract procedure rules. If in doubt, Officers must seek the advice of the Chief Financial Officer and the Monitoring Officer.

8.5. The Appointment of Consultants to Provide Services

8.5.1. Consultant architects, engineers, surveyors and other professional consultants shall be selected and commissions awarded in accordance with the procedures detailed within these contract procedure rules and as outlined in 8.1.1

8.5.2. The engagement of a consultant shall follow the agreement of a brief that adequately describes the scope of the services to be provided and shall be subject to completion of a formal letter or contract of appointment.

8.5.3. Records of consultancy appointments shall be maintained in accordance with Rule 6.

8.5.4. Consultants shall be required to provide evidence of, and maintain professional indemnity insurance policies to the satisfaction of the relevant Chief Officer for the periods specified in the respective agreement.

9. PRE-TENDER MARKET RESEARCH AND CONSULTATION

9.1. The officer responsible for the purchase:

- may consult potential suppliers prior to the issue of the Invitation to Tender in general terms about the nature, level and standard of the supply, contract packaging and other relevant matters, provided this does not prejudice any potential candidate, but
- must not seek or accept technical advice on the preparation of an Invitation to Tender or Quotation from anyone who may have a commercial interest in them, if this may prejudice the equal treatment of all potential Candidates or distort competition, and
- should seek advice from the Chief Financial Officer.

10. STANDARDS AND AWARD CRITERIA

- 10.1. The Officer must ascertain what are the relevant British, European or international standards which apply to the subject matter of the contract. The officer must include those standards which are necessary properly to describe the required quality. The Chief Financial Officer and the Monitoring Officer must be consulted if it is proposed to use standards other than European standards.
- 10.2. The Officer must define award criteria that are appropriate to the purchase and designed to secure an outcome giving Value for money for the Council. The basic criteria shall be:
- 'lowest price' where payment is to be made by the Council
 - 'highest price' if payment is to be received, or
 - 'most economically advantageous', where considerations other than price also apply.

If the last criterion is adopted, it must be further defined by reference to sub-criteria which may refer only to relevant considerations. These may include price, service and quality of goods, running costs, technical merit, previous experience, delivery date, cost effectiveness, quality, relevant environmental considerations, aesthetic and functional characteristics (including security and control features), safety, after-sales services, technical assistance and any other relevant matters.

- 10.3. Award Criteria must not include:
- Non-commercial considerations
 - matters which discriminate against suppliers from the European Economic Area or signatories to the Government Procurement Agreement.

11. INVITATIONS TO TENDER/QUOTATIONS

- 11.1. The Invitation to Tender shall state that no Tender will be considered unless it is received by the date and time stipulated in the Invitation to Tender. No Tender delivered in contravention of this clause shall be considered.
- 11.2. All Invitations to Tender shall include the following:
- a. A specification that describes the Council's requirements in sufficient detail to enable the submission of competitive offers.

- b. A requirement for tenderers to declare that the tender content, price or any other figure or particulars concerning the tender have not been disclosed by the tenderer to any other party (except where such a disclosure is made in confidence for a necessary purpose).
 - c. A requirement for tenderers to complete fully and sign all tender documents including a form of tender and certificates relating to canvassing and non-collusion.
 - d. Notification that tenders are submitted to the council on the basis that they are compiled at the tenderer's expense.
 - e. A description of the award procedure and, unless defined in a prior advertisement, a definition of the award criteria in objective terms and if possible in descending order of importance.
 - f. Notification that no tender will be considered unless it is submitted via the Council's secure e-procurement portal unless specific circumstances restrict the ability to undertake the tender exercise (e.g. the use of electronic means of communication would require specific tools, equipment, devices or file formats that are not generally available or supported by generally available applications) when tenders shall be submitted as set out in 13.4 below.
 - g. A stipulation that any tenders submitted by other means shall not be considered unless specific circumstances restrict the ability to undertake the tender exercise electronically when tenders shall be submitted as set out in 13.4 below.
 - h. The method by which any arithmetical errors discovered in the submitted tenders is to be dealt with. In particular, whether the overall price prevails over the rates in the tender or vice-versa.
- 11.3. All Invitations to Tender or Quotations must specify the goods, service or works that are required, together with the terms and conditions of contract that will apply (see Rule 16).
- 11.4. The method by which a start up company is to be evaluated
- 11.5. The Invitation to Tender or Quotation must state that the council is not bound to accept any Quotation or Tender.
- 11.6. All Candidates invited to Tender or quote must be issued with the same information at the same time and subject to the same conditions. Any supplementary information must be given on the same basis.

12. SHORTLISTING

- 12.1. Any Shortlisting must have regard to the financial and technical standards relevant to the contract and the award criteria. Special rules apply in respect of the EU Procedure.
- 12.2. The Officers responsible for shortlisting are specified in Rule 8.1.1.

- 12.3. Where approved lists are used, Shortlisting may be done by the officer in accordance with the shortlisting criteria drawn up when the approved list was compiled (see Rule 7.2.2). However, where the EU Procedure applies, approved lists may not be used.

13. SUBMISSION, RECEIPT AND OPENING OF TENDERS / QUOTATIONS

- 13.1. Candidates must be given an adequate period in which to prepare and submit a proper Quotation or Tender, consistent with the complexity of the contract requirement. Normally at least four weeks should be allowed for submission of Tenders. The EU Procedure lays down specific time periods (seek guidance from Chief Financial Officer).
- 13.2. All tenders must be returned via the Council's secure e-procurement portal (unless specific circumstances restrict the ability to undertake the tender exercise (e.g. the use of electronic means of communication would require specific tools, equipment, devices or file formats that are not generally available or supported by generally available applications)) when tenders shall be submitted as set out in 13.4 below
- 13.3. Tenders received by hardcopy, fax or other electronic means (e.g. email) must be rejected, unless they have been specifically requested (e.g. where use of an e-procurement portal is not appropriate due to specific circumstances).
- 13.4. Where use of an e-procurement portal is not appropriate, all tenders must be returned to the Chief Executive.
- 13.5. The Officer must not disclose the names of candidates to any staff involved in the receipt, custody or opening of Tenders.
- 13.6. The Monitoring Officer shall be responsible for the safekeeping of tenders until the appointed time of opening. Each tender must be:
- suitably recorded so as to subsequently verify the date and precise time it was received
 - adequately protected immediately on receipt to guard against amendment of its contents
 - recorded immediately on receipt in the Tender Record Log.
- 13.7. Candidates must be provided with a contact point in case they experience any problems in submitting their tender electronically. Candidates must also be advised that failure to advise the Council of the problem before the deadline for return of tenders will mean they have lost their opportunity to tender. Where a sending problem is received in time, consideration should be given to extending the deadline for submission and all candidates should be advised accordingly of any extension of time.

14. CLARIFICATION PROCEDURES AND POST-TENDER NEGOTIATION

- 14.1. Providing clarification of an Invitation to Tender to potential or actual candidates or seeking clarification of a tender, whether in writing or by way of a meeting, is permitted. However, discussions with tenderers after submission of a tender and before the award of a contract with a view to obtaining adjustments in price, delivery or content (i.e. post-tender negotiations) must be the exception rather than the rule. In particular, they must not be conducted in an EU Procedure where this might distort competition, especially with regard to price.
- 14.2. If post-tender negotiations are necessary after a single-stage tender or after the second stage of a two-stage tender, then such negotiations shall only be undertaken with the tenderer who is identified as having submitted the best tender and after all unsuccessful Candidates have been informed. During negotiations tendered rates and prices shall only be adjusted in respect of a corresponding adjustment in the scope or quantity included in the tender documents. Officers appointed by the Chief Officer to carry out post-tender negotiations should ensure that there are recorded minutes of all negotiation meetings and that both parties agree actions in writing.
- 14.3. Post-tender negotiation must only be conducted in accordance with guidance issued by the Chief Financial Officer and the Monitoring Officer, who must be consulted wherever it is proposed to enter into post-tender negotiation. Negotiations must be conducted by at least two officers, one of whom must be from a team independent to that leading the negotiations.
- 14.4. Where post-tender negotiation results in a fundamental change to the specification (or contract terms) the contract must not be awarded but re-tendered.

15. EVALUATION, AWARD OF CONTRACT, AND DEBRIEFING CANDIDATES

- 15.1. Apart from the debriefing required or permitted by these contract procedure rules, the confidentiality of quotations, tenders and the identity of candidates must be preserved at all times and information about one candidate's response, other than areas covered by The Freedom of Information Act 2000 must not be given to another candidate.
- 15.2. Contracts must be evaluated and awarded in accordance with the award criteria. During this process, officers shall ensure that submitted tender prices are compared with any pre-tender estimates and that any discrepancies are examined and resolved satisfactorily. Where tender prices are substantially in excess of the pre tender estimates, whether published or otherwise, consideration shall be given to abandonment of the procurement process.
- 15.3. The arithmetic in compliant tenders must be checked. If arithmetical errors are found they should be notified to the tenderer, who should be

requested to confirm or withdraw their tender. Alternatively, if the rates in the tender, rather than the overall price, were stated within the tender invitation as being dominant, an amended tender price may be requested to accord with the rates given by the tenderer.

- 15.4. Officers may accept quotations and tenders received in respect of proposed contracts, provided they have been sought and evaluated fully in accordance with these contract procedure rules and, in respect of proposed contracts that are expected to exceed £250,000, the approval of the relevant Committee Chair has been secured. The awarding of contracts that are expected to exceed £500,000 shall also be approved by the Policy, Finance and Development Committee.
- 15.5. Where the total value is over £50,000, the officer must notify all candidates simultaneously and as soon as possible of the intention to award the contract to the successful Candidate. The officer must provide unsuccessful candidates with a period of at least ten days in which to challenge the decision before the officer awards the contract. If the decision is challenged by an unsuccessful candidate then the officer shall not award the contract and shall immediately seek the advice of the Monitoring Officer.
- 15.6. The officer shall debrief in writing all those candidates who submitted a bid about the characteristics and relative advantages of the leading bidder. No information, other than the following, should be given without taking the advice of the Monitoring Officer:
- how the Award Criteria were applied
 - the prices or range of prices submitted, in either case not correlated to candidates' names
 - the names of candidates where there were three or more candidates.
- 15.7. If a Candidate requests in writing the reasons for a contracting decision, the Officer must give the reasons in writing within 15 days of the request. If requested, the Officer may also give the debriefing information at Rule 15.6 above to candidates who were deselected in a pre-tender shortlisting process.

**SECTION 4:
CONTRACT & OTHER FORMALITIES**

16. CONTRACT DOCUMENTS

16.1. Relevant Contracts

16.1.1. All relevant contracts that exceed £50,000 shall be in writing.

16.1.2. All relevant contracts, irrespective of value, shall clearly specify:

- what is to be supplied (i.e. the works, materials, services, matters or things to be furnished, had or done)
- the provisions for payment (i.e. the price to be paid and when)
- the time, or times, within which the contract is to be performed
- the provisions for the council to terminate the contract.
- Duration of the contract. In particular an end date.

16.1.3. The council's purchase order form or standard terms and conditions issued by a relevant professional body must be used wherever possible.

16.1.4. In addition, every relevant contract of purchase over £50,000 must also state clearly as a minimum:

- that the contractor may not assign or sub-contract without prior written consent
- any insurance requirements
- health and safety requirements
- ombudsman requirements
- data protection requirements, if relevant
- that charter standards are to be met if relevant
- race relations requirements
- Equality Act requirements
- Anti Bribery requirements
- Termination process
- Freedom of Information Act requirements
- where agents are used to let contracts, that agents must comply with the council's contract procedure rules
- a right of access to relevant documentation and records of the contractor for monitoring and audit purposes if relevant.

16.1.5. The formal advice of the Monitoring Officer must be sought for the following contracts:

- where the Total Value exceeds £50,000
- those involving leasing arrangements
- where it is proposed to use a supplier's own terms
- those that are complex in any other way.

16.2. Contract Formalities

16.2.1. Agreements shall be completed as follows:

Total Value	Method of	By
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Completion		
Up to £3,000	Signature	Budget Holder (see Rule 16.2.3)
£3,001-£50,000	Signature	Chief Officer (see Rule 16.2.3)
£50,001–£EU-Threshold	Sealing	See Rule 16.3

16.2.2. All contracts must be concluded formally in writing before the supply, service or construction work begins, except in exceptional circumstances, and then only with the written consent of the Chief Financial Officer. An award letter is insufficient.

16.2.3. The officer responsible for securing signature of the contract must ensure that the person signing for the other contracting party has authority to bind it.

16.3. **Sealing**

16.3.1. Where contracts are completed by each side adding their formal seal, such contracts shall be signed by the respective Chief Officer, together with the fixing of the council's seal, witnessed by the Mayor and the Chief Executive.

16.3.2. Every council sealing will be consecutively numbered, recorded and signed by the person witnessing the seal. The seal must not be affixed without the authority of the Council, a Committee, the Leader, Chair of Committee or Chief Officer (or those authorised by any of them) acting under delegated powers.

16.3.3. A contract must be sealed where:

- the council may wish to enforce the contract more than six years after its end
- the price paid or received under the contract is a nominal price and does not reflect the value of the goods or services
- there is any doubt about the authority of the person signing for the other contracting party
- the Total Value exceeds £50,000; or
- this is legally required.

17. **BONDS AND PARENT COMPANY GUARANTEES**

17.1. The Officer must consult the Chief Financial Officer about whether a Parent Company Guarantee or some other form of security is necessary when a Candidate is a subsidiary of a parent company and;

- the Total Value exceeds £250,000, or
- award is based on evaluation of the parent company, or

- there is some concern about the stability of the Candidate.
- 17.2. The Officer must consult the Chief Financial Officer about whether a Bond is needed:
- where the Total Value exceeds £1,000,000, or
 - where it is proposed to make stage or other payments in advance of receiving the whole of the subject matter of the contract and there is concern about the stability of the candidate.

18. PREVENTION OF CORRUPTION

18.1. The Officer must comply with the Code of Conduct and must not invite or accept any gift or reward in respect of the award or performance of any contract. It will be for the Officer to prove that anything received was not received corruptly. High standards of conduct are obligatory. Corrupt behaviour will lead to dismissal and is a crime under the statutes referred to in Rule 18.2 below

18.2. The following clause must be put in every written council contract:
"The Council may terminate this contract and recover all its loss if the contractor, its employees or anyone acting on the contractor's behalf do any of the following things:

(a) offer, give or agree to give to anyone any inducement or reward in respect of this or any other Council contract (even if the Contractor does not know what has been done), or

(b) commit an offence under the Prevention of Corruption Acts 1889 to 1916 or Section 117(2) of the Local Government Act 1972, or

(c) commit any fraud in connection with this or any other Council contract whether alone or in conjunction with Councillors, contractors or employees. Any clause limiting the Contractor's liability shall not apply to this clause."

19. DECLARATION OF INTERESTS

19.1. If it comes to the knowledge of a Councillor or an employee of the Council that a contract in which he or she has a pecuniary interest has been or is proposed to be entered into by the council, he or she shall immediately give written notice to the chief executive.

19.2. Such written notice is required irrespective of whether the pecuniary interest is direct or indirect. An indirect pecuniary interest is distinct from a direct pecuniary interest in as much as it is not a contract to which the Councillor or employee is directly a party.

19.3. A shareholding in a body not exceeding a total nominal value of £1,000 or 1% of the nominal value of the issued share capital (whichever is the less) is not a pecuniary interest for the purposes of this standing order.

19.4. The chief executive shall maintain a record of all declarations of interests notified by Councillors and Officers.

19.5. The chief executive shall ensure that the attention of all Councillors is drawn to the Code of Conduct for Councillors.

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SECTION 5: CONTRACT MANAGEMENT

20. MANAGING CONTRACTS

- 20.1. Chief Officers are to name contract managers for all new contracts entered into within their service. All contracts must have a named council contract manager for the entirety of the contract.
- 20.2. Contract managers must have regard to the council's procurement strategy.

21. RISK ASSESSMENT AND CONTINGENCY PLANNING

- 21.1. A formal business case must be prepared for all procurements with a potential value over the EU Threshold. The procurement process must also be included on the Corporate Programme Register. Provision for resources for the management of the contract, for its entirety, must be identified in the business case.
- 21.2. For all contracts with a value of over £50,000, contract managers must:
 - maintain a risk register during the contract period
 - undertake appropriate risk assessments for identified risks
 - review risk assessments annually for current contracts
 - ensure contingency measures are in place.

22. CONTRACT MONITORING, EVALUATION AND REVIEW

- 22.1. All contracts which have a value higher than the EU Threshold limits, or which have been calculated as High Risk, using the Council's Risk Management Methodology, are to be subject to monthly formal review with the contractor.
- 22.2. For all contracts with a value higher than the EU Threshold limits, or which are High Risk, an annual report must be submitted to the Contract Management Board. This Board will consist of the Chief Financial Officer and the Monitoring Officer.
- 22.3. A council-developed Gateway review process must be applied to all contracts deemed to be High Risk, High Value, or High Profile. This process must be applied at key stages of major procurements.
- 22.4. During the life of the contract, the Officer must monitor in respect of:
 - Performance
 - compliance with specification and contract
 - cost
 - any Value for Money requirements
 - user satisfaction and risk management.
- 22.5. Where the Total Value of the contract exceeds £250,000, the Officer must make a written report to the relevant Committee Chair evaluating the extent to which the purchasing need and the contract objectives (as determined in accordance with Rule 5.2) were met by the contract. This should be done normally when the contract is completed. Where the contract is to be re-let, a provisional report should also be available early enough to inform the approach to re-letting of the subsequent contract.

SECTION SIX: DEFINITIONS APPENDIX

Agent: A person or organisation acting on behalf of the council or on behalf of another organisation.

Approved List: A list drawn up in accordance with Rule 7.2.

Award Criteria: The criteria by which the successful Quotation or Tender is to be selected (see further Rules 10 and 11.2e).

Award Procedure: The procedure for awarding a contract as specified in Rules 8, 10 and 15.

Best Value: The duty, which Part I of the Local Government Act 1999 places on local authorities, to secure continuous improvement in the way in which functions are exercised, having regard to a combination of economy, efficiency and effectiveness as implemented by the council. This terminology has now in many instances been superseded by Value for Money.

Bond: A document under which, if the contractor does not do what it has promised under a contract, the council can claim from the bank or insurer the sum of money specified in the bond (often 10% of the contract value). A bond is intended to protect the council against the contractor's failure to perform the contract.

Candidate: Any person who asks or is invited to submit a Quotation or Tender.

Chief Officer: The officers defined as such in the Constitution.

Code of Conduct: The Code of Conduct for Officers regulating conduct of officers issued by the Chief Financial Officer.

Committee: A committee which has power to make decisions for the council, for example a joint committee with another local authority, but not a scrutiny committee.

Constitution: The constitutional document approved by the council which:

- allocates powers and responsibility within the council and between it and others
- delegates authority to act to the Leader, Committees and Officers
- regulates the behaviour of individuals and groups through rules of procedure, codes and protocols.

Consultant: Someone employed for a specific length of time to work to a defined project brief with clear outcomes to be delivered, who brings specialist skills or knowledge to the role, and where the council has no ready access to employees with the skills, experience or capacity to undertake the work.

Contract Management Board: The group of Officers that meets regularly to consider procurement issues on a corporate basis.

Contracting Decision: Any of the following decisions:

- composition of Approved Lists
- withdrawal of Invitation to Tender
- whom to invite to submit a Quotation or Tender
- Shortlisting
- award of contract
- any decision to terminate a contract.
-

EU Procedure: The procedure required by the EU where the Total Value exceeds the EU Threshold.

EU Threshold: The contract value at which the EU public procurement directives apply.

European Economic Area: The 28 members of the European Union, and Norway, Iceland and Liechtenstein.

Chief Financial Officer: As identified in the Constitution.

Financial Regulations: The financial regulations outlining officer responsibilities for financial matters issued by the Chief Financial Officer in accordance with the Constitution.

Framework Agreement: An agreement between one or more authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged.

Government Procurement Agreement: The successor agreement to the General Agreement on Trade and Tariffs. The main signatories other than those in the European Economic Area are the USA, Canada, Japan, Israel, South Korea, Switzerland, Norway, Aruba, Hong Kong, China, Liechtenstein and Singapore.

Monitoring Officer: As identified in the Constitution.

High Profile: A high-profile purchase is one that could have a significant impact on functions integral to council service delivery should it fail or go wrong.

High Risk: A high-risk purchase is one which presents the potential for substantial exposure on the council's part should it fail or go wrong.

High Value: A high-value purchase is where the value exceeds the EU Threshold values.

Invitation to Tender: Invitation to tender documents in the form required by these contract procedure rules.

Line Manager: The Officer's immediate superior or the officer designated by the Chief Officer to exercise the role reserved to the line manager by these contract procedure rules.

Nominated Suppliers and Sub-contractors: Those persons specified in a main contract for the discharge of any part of that contract.

Non-commercial Considerations:

(a) The terms and conditions of employment by contractors of their workers or the composition of, the arrangements for the promotion, transfer or training of or the other opportunities afforded to, their workforces ('workforce matters').

(b) Whether the terms on which contractors contract with their sub-contractors constitute, in the case of contracts with individuals, contracts for the provision by them as self-employed persons of their services only.

(c) Any involvement of the business activities or interests of contractors with irrelevant fields of government policy.

(d) The conduct of contractors or workers in industrial disputes between them or any involvement of the business activities of contractors in industrial disputes between other persons ('industrial disputes').

(e) The country or territory of origin of supplies to, or the location in any country or territory of the business activities or interests of, contractors.

(f) Any political, industrial or sectarian affiliations or interests of contractors or their directors, partners or employees.

(g) Financial support or lack of financial support by contractors for any institution to or from which the Council gives or withholds support.

(h) Use or non-use by contractors of technical or professional services provided by the Council under the Building Act 1984 or the Building (Scotland) Act 1959.

Workforce matters and industrial disputes, as defined in paragraphs (a) and (d), cease to be non-commercial considerations to the extent necessary or expedient to comply with Best Value; or where there is a transfer of staff to which the Transfer of undertakings (Protection of Employment) Regulations 1981 (TUPE) may apply.

Officer: The officer designated by the Chief Officer to deal with the contract in question.

Parent Company Guarantee: A contract which binds the parent of a subsidiary company as follows: if the subsidiary company fails to do what it has promised under a contract with the council, the council can require the parent company to do so instead.

Priority Services: Those services required to be tendered as defined in the EU public procurement directives.

Procurement Strategy: The document setting out the council's approach to procurement and key priorities for the next few years. This can be found on the Intranet.

Quotation: A quotation of price and any other relevant matter (without the formal issue of an Invitation to Tender).

Relevant Contract: Contracts to which these contract procedure rules apply (see Rule 4).

Shortlisting: The process of selecting Candidates who are to be invited to quote or bid or to proceed to final evaluation.

Supervising Officer: The Line Manager's immediate superior.

Tender: A Candidate's proposal submitted in response to an Invitation to Tender.

Tender Record Log: The log kept by the Monitoring Officer to record details of Tenders (see Rule 13.5).

Total Value: The whole of the value or estimated value (in money or equivalent value) for a single purchase or disposal calculated as follows:

(a) where the contract is for a fixed period, by taking the total price to be paid or which might be paid during the whole of the period

(b) where the purchase involves recurrent transactions for the same type of item, by aggregating the value of those transactions in the coming 12 months

(c) where the contract is for an uncertain duration, by multiplying the monthly payment by 48

(d) for feasibility studies, the value of the scheme or contracts which may be awarded as a result

(e) for Nominated Suppliers and Sub-contractors, the total value shall be the value of that part of the main contract to be fulfilled by the Nominated Supplier or Sub-contractor.

TUPE: (Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006

No.246) - Subject to certain conditions, these regulations apply where responsibility for the delivery of works or services for the Council is transferred from one organisation (e.g. private contractor, local authority in-house team) to another (e.g. following a contracting out or competitive tendering process) and where the individuals involved in carrying out the work are transferred to the new employer. These regulations seek to protect the rights of employees in such transfers, enabling them to enjoy the same terms and conditions, with continuity of employment, as existed with their former employer. Broadly, TUPE regulations ensure that the rights of employees are transferred along with the business.

Value for Money: Value for money is not the lowest possible price; it combines goods or services that fully meet your needs, with the level of quality required, delivery at the time you need it, and at an appropriate price.

Agenda Item 10



**Policy, Finance and
Development
Committee**

**Tuesday, 31 October
2017**

**Matter for
Information and
Decision**

Title: Overall Budget Position (April - August 2017)

Author(s): Chris Raymakers (Head of Finance, Revenues and Benefits)

1. Introduction

- 1.1 This report provides Members with details of the Council's budgetary position for the General Fund, and Housing Revenue Account for the period April to August 2017.
- 1.2 The report also contains details of the revised capital programme which Members are asked to approve.

2. Recommendation(s)

- 2.1 That Members note the current position on the revenue budgets.
- 2.2 That Members approve the capital programme outlined in the appendix.
- 2.3 That Members approve the virements and supplementary budgets listed below.

3. General Fund

- 3.1 In February 2017, the Council approved a General Fund Budget for 2017/18 of £6,601,700. This would leave a General Fund Balance of £697,000 which is above the minimum level recommended of 5% (£330,000) 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 2016/17 approved to be carried forward by this Committee on 25 July 2017.
- 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 2017/18	Budgets c/f from 2016/17	Approved Budget Changes	Revised Budget 2017/18
	£	£	£	£
Policy Finance and Development	2,611,100	35,800	53,500	2,700,400
Service Delivery	2,975,600		65,000	3,040,600
Development Control	503,000		(15,000)	488,000
Children and Young Persons	11,800			11,800
Licensing	44,800			44,800
Salaries over/(underspend)	0		(60,000)	(60,000)
Efficiency Savings Targets	(282,700)			(282,700)
Net Committee Expenditure	5,863,600	35,800	43,500	5,942,900
Capital Financing	795,000	0		795,000
Contributions to/(from) Earmarked Reserves	(56,900)	(35,800)		(92,700)
Net Expenditure	6,601,700	0	43,500	6,645,200

3.4 The table above shows that there is an overall increase predicted in net expenditure due to a number of supplementary budgets requested as well as a drop off in income. As a result of this there have been no inroads into the efficiency savings targets for this year.

3.5 The above figures include the Council's General Fund salary, hired staff and overtime budget which is currently showing a potential saving of £60,000 which do mitigate some of the increases elsewhere.

3.6 The other main increases in net expenditure caused are as follows:

- It is estimated that recruitment to the Senior Officer roles will cost in the region of £20,000;
- Any review of the use of Bushloe House will not produce any extra income this year which increases net expenditure by £20,000;
- Recycling income is down on expected levels, as reported at Service Delivery Committee, due to a downturn in the market; and
- Cemeteries income is lower than expected.

3.7 On the positive side, income in the Development Control areas of Planning and Building Control are higher than budgeted for by around £15,000 over the year.

The Pest Control team are currently having discussions with other local Leicestershire Districts for Oadby and Wigston to carry out certain services for those Districts as a preferred contractor. This will help move the Pest Control service toward a break-even position requested by Members.

4. Housing Revenue Account

4.1. The Council's Housing Revenue Account budget was set in February 2017 with a view to breaking even during the year. This meant that the minimum balance of £300,000 which the business plan dictates would continue to be kept.

(Continued overleaf)

	Original Budget 2017/18	Over/Under spends from 2016/17	Increases/Decreases in Budgets	Estimated Outturn 2017/18
	£	£	£	£
Net Costs of Services on the HRA	(760,400)		(73,600)	(834,000)
Capital Charges	540,700			540,700
Revenue Contributions to Capital	0		204,000	204,000
Appropriation to Earmarked HRA reserve	219,700			219,700
Increase in Year	0	0	130,400	130,400
Actual Balance b/f on Housing Revenue Account - 1 April 2017	(300,000)	(144,000)		(444,000)
Budgeted Deficit in Year	0		130,400	130,400
Balance c/f on Housing Revenue Account	(300,000)	(144,000)	130,400	(313,600)

4.2. There are two savings to be reported at Net Cost of Services Level

- A saving in salary costs in 2017/18 of £13,000 within Estates Management.
- Reimbursement of electricity charges negotiated with the supplier of around £60,000 which was reported as in progress to the June committee.

The outturn from the 2016/17 financial year saw an under spend of £144,000 against budget leaving a balance on the HRA of £444,000. It is proposed that this extra money, together with the electricity refund, should be utilised to help fund the Capital programme within the HRA in 2017/18 as no other contributions from revenue were made available in the original budget.

5. Capital Programme

5.1. A summary of the proposed Capital programme for 2017/18 is listed below:

Committee	£
Policy Finance and Development Committee	714,700
Service Delivery	4,124,100
Housing Revenue Account	2,250,000
	<u>7,088,800</u>
Funding	
Borrowing	4,757,900
Capital Grant	346,200
Section 106	26,400
Capital Receipts	328,900
Earmarked Reserves	183,400
Major Repair Reserve	1,242,000
Revenue Contribution to Capital	204,000
	<u>7,088,800</u>

5.2. Members are asked to approve the capital programme of which a detailed breakdown listed in **Appendix A** and **B** to this report.

Background Documents:

None.

E-mail: chris.raymakers@oadby-wigston.gov.uk

Tel: (0116) 257 2891

Implications Overall Budget Position (April - August 2017)	
Finance	The financial implications are set out in the report.
Chris Raymakers (Head of Finance Revenues and Benefits)	
Legal	There are no legal implications.
Dave Gill (Deputy Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Decreasing Financial Resources (CR1) Unless savings are made the Councils reserves will decrease near to the minimum level. <input checked="" type="checkbox"/> Reputation Damage (CR4) Poor financial management can lead to reputational damage. <input checked="" type="checkbox"/> Effective Utilisation of Assets/Buildings (CR5)
Chris Raymakers (Head of Finance Revenues and Benefits)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1) <input checked="" type="checkbox"/> Effective Service Provision (CP2) <input checked="" type="checkbox"/> Balanced Economic Development (CP3) <input checked="" type="checkbox"/> Green & Safe Places (CP4) <input checked="" type="checkbox"/> Wellbeing for All (CP5)
Chris Raymakers (Head of Finance Revenues and Benefits)	
Vision & Values (V)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision) <input checked="" type="checkbox"/> Accountability (V1) <input checked="" type="checkbox"/> Teamwork (V3) <input checked="" type="checkbox"/> Innovation (V4) <input checked="" type="checkbox"/> Customer Focus (V5)
Chris Raymakers (Head of Finance Revenues and Benefits)	
Equalities & Equality Assessment(s) (EA)	There are no equalities implications.
Chris Raymakers (Head of Finance Revenues and Benefits)	<input checked="" type="checkbox"/> Not Applicable

General Fund Capital Programme 2017/18

Schemes	Budget 2017/18	Spend to 31 August	Comment
Service Delivery Committee			
Disabled Facilities Grant	439,400	98,855	Ongoing programme
Disabled Access/Facility Improvements	14,200	0	To be used for marking disabled parking spaces
Belmont House Refurbishment	100,000	21	Carried out by Bushloe Developments
Play Area Refurbishments	26,400	0	To be used for updating Brocks Hill Equipment
Cemeteries - Memorial Safety	15,300	0	Ongoing scheme - remedial action taken when required
Festive Decorations	6,500	0	Annual refresh of festive lighting
Brocks Hill Country Park Access Footpath	5,300	3,944	Part of Brocks Hill Refurbishment Project - should complete by February
Grand Union Canal Footbridge	51,700	4,305	In progress. Awaiting more bespoke design and costings
Brocks Hill Car Park Drainage	12,800	0	Will be completed simultaneously with major car park works
Brocks Hill Country Park Lighting Refurbishment	5,000	0	Expect to complete within financial year - will be scheduled along with major works
Garden Waste Green Bins	0	13,360	Demand for extra green wheelie bins continues.
Car Park Resurfacing	76,800	590	works carried out at Junction Road and East Street
Refurbishment of Bus Shelters	6,200	6,200	Programme complete for this year.
Cleveland Open Space Fence	0	3,173	Now complete - replacement due to car damage
Sandhurst Street Car Park Boundary Wall Repairs	15,000	0	Now underway
Blaby Road Park Pavilion	250,400	0	Scheme under review - potential to transfer funding to alternative scheme in South Wigston
Parklands Leisure Centre, Car Park Improvement	6,400	0	Part of Brocks Hill Refurbishment Project - should complete by February
Purchase of New Vehicles	735,100	0	On hold pending outcome of review on future of refuse service
Two Public Cleansing Sweepers	200,000	0	Procurement process complete subject to finalisation meeting
Environmental Health Vehicle	16,000	0	to replace current van
Top Loader with Crane	161,500	0	Awaiting delivery of vehicle
Fiat Doblo	13,900	13,888	Purchase completed
Grimebuster Replacement	25,000	25,000	Purchase completed
Brocks Hill Refurbishment Project	1,200,000	0	Part of Brocks Hill Refurbishment Project - should complete by February
Brocks Hill Building Redevelopment	24,200	0	Expect to complete within financial year - will be scheduled along with major works
Replacement of children's play equipment (Brocks Hill)	22,000	0	Expected to spend this financial year
Replacement of children's play equipment (Florence Wragg)	35,000	0	Designs has now been received from contractor.
Horsewell Lane Pavilion	660,000	0	Contingent upon committee decision, but unlikely to spend in full this financial year even if approved
Total Service Delivery	4,124,100	169,336	
Policy Finance and Development Committee			
Council Office Refurbishment	183,900	9,058	Replacement of the boilers is currently underway
Creation of Meeting Rooms at Council Office	15,000	0	Quotes are being sought.
IT Replacement Programme	31,800	4,775	Project is ongoing through out year according to need
Upgrade of Contact Centre Telephones	16,000	0	Project about to start
41 Canal Street CPO	350,000	0	Provision should partner be found
PARIS Upgrade	10,800	379	Work is ongoing
Public Realm	7,700	2,950	Work is ongoing
Document Management System Software	50,000	0	Project about to start
Building Control Public Access Module	3,500	6,500	Project is ongoing
Replacement of Academy server	23,000	11,400	Project is ongoing
Upgrade of Uniform database	23,000	0	Project about to start
Total Policy, Finance and Development	714,700	35,062	
Total General Fund	4,838,800	204,397	

Housing Revenue Account - Capital Schemes 2017/18

Schemes	Budget 2017/18	Spend to 31 August	Comment
Central Heating	100,000	18,308	Ongoing programme
Front & Rear Doors	20,000	13,673	Works completed - 20 doors
Car Hardstandings	10,000	10,795	Now complete
Fire Safety Marriot House	50,100	1,755	Report received/under review
Fire Safety Junction Maromme Burgess	141,500	10,001	Procured, with contractors on site, expected to complete by Jan
External Works Junction Maromme Burgess	15,500	0	Scheme now completed Council awaiting the remainder of the invoices
Decent Homes Work	200,000	45,138	Ongoing programme
Major Adaptations	150,000	42,932	Responsive works, programme will continue throughout year
Orchard Upgrade	6,500	6,394	Now complete
Arbitas Software Upgrade	25,000	20,500	Upgrade underway
Heating, Ventilation and Insulation	202,300	202,310	Now complete
Communal Heating System William Peardon Court	126,300	0	Currently reviewing requirements
Refurbish Bathrooms Kings Drive / Gibson Close	88,000	5,938	Scheme now completed Council awaiting the remainder of the invoices
Refurbish Bathrooms William Peardon Court	30,500	28,300	Now complete
Garage Block Churchill Close	4,600	4,620	Now complete
Queen Street - Whole Unit Refurbishment	8,000	7,736	In progress
Malham Way, Oadby - Refurbishment of Kitchens / Bathrooms / Heating systems & External Works	378,500	8,235	Onsite works have now commenced
15/16 Retentions	4,700	0	
Elizabeth Court Insulation	604,400	583,325	In progress
Elizabeth Court Bin Stores	9,100	9,068	Now complete
14 Junction Road - Refurbish & Convert into 2 Homes	75,000	0	Programme costs still to be agreed
Total Capital 2017/18	2,250,000	1,019,025	



Policy, Finance and Development Committee	Tuesday, 31 October 2017	Matter for Information and Decision
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Title: **Proposed Scale of Fees and Charges 2018/19**

Author(s): **Chris Raymakers (Head of Finance, Revenues and Benefits)**

1. Introduction

This report outlines the proposed fees and charges for areas covered by this Committee for the financial year 2018/19.

2. Recommendation(s)

2.1 That Members approve the proposed Scale of Fees and Charges for 2018/19 as listed in the Appendix.

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 2017, the Retail Price Index, which is a measure of inflation, stood at 3.6%. This has been used as a guide for Heads of Service when considering any increases for 2018/19.

3.4. The **Appendix** 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. Environmental Health

Pest Control charges have already been subject to a major review this year and a report to this Committee in June 2017 recommended significant increases, implemented in July. It is therefore recommended to keep the charges at this new level for 2018/19.

3.6. Housing

The new system of booking accommodation for the homeless has been introduced in

2017/18. Charges to recoup appropriate contributions from beneficiaries of this service are now in place.

3.7. Cemeteries

For 2017/18, the Council significantly increased its cemetery charges in order to start to close the gap between its charges and the charges imposed by Leicester City Council. The process of closing the gap continues this year.

3.8. Brocks Hill Country Park and Centre

No increases are proposed at this point as the service is currently under review. Any alterations to the pricing structure at the Country Park and Visitors Centre will be brought back to this committee for approval.

3.9. Leisure Centres

Under the leisure centre management contract the service provider, SLM Ltd, proposes the increases to charges prior to them being applied in January. This year's increases are all broadly in line with inflation except for the hire of the pool for parties which has increase by about 10%.

3.10. Refuse and Recycling

The pricing of the removal of large and bulky items including white goods has been simplified and made consistent across categories. It is also proposed that no refunds will be given for cancelled bookings, other than in exceptional circumstances, once payment has been made.

Background Documents:

None.

E-mail: chris.raymakers@oadby-wigston.gov.uk

Tel: (0116) 257 2891

Implications Proposed Scale of Fees and Charges 2018/19	
Finance	In the current financial climate with financial resources becoming more scarce it is important the income is maximised and set at a level which will allow services to break even where possible.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Legal	There are no legal implications.
Dave Gill (Deputy Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Decreasing Financial Resources (CR1)
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1) Competitive charging will encourage residents to use Council services. <input checked="" type="checkbox"/> Effective Service Provision (CP2) By maximising demand through pricing it will allow services to be more effective and efficient. <input checked="" type="checkbox"/> Green & Safe Places (CP4) Maximising income allows the Council to maintain its services at a high level. <input checked="" type="checkbox"/> Wellbeing for All (CP5) Competitive pricing encourages participation in sport and other healthy activities.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Vision & Values (V)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision) Competitive charging will encourage residents to use Council services. <input checked="" type="checkbox"/> Customer Focus (V5) Competitive charging will encourage residents to use Council services.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Equalities & Equality Assessment(s) (EA)	There are no equalities implications.
Chris Raymakers (Head of Finance, Revenues and Benefits)	<input checked="" type="checkbox"/> Not Applicable (EA)

DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
1	BUILDING CONTROL & PLANNING - COMMON CHARGES							
	1.1 PLANNING AND BUILDING CONTROL FEES							
	(a) 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 £40.00)		Per Hour	1-Apr-17	40.00	40.00		No change required, last update 2017
	(b) Commercial enquiries charged at £80.00 per hour (Min charge £80.00)		Per Hour	1-Apr-17	80.00	80.00		No change required, last update 2017
	1.3 COPY OF PLANS, DOCUMENTS & DECISIONS**							
	If the total charge (at the rates below) does not exceed £3.00 then no charge will be made to provide the requested copies.							
	(a) A4 size (black and white) per sheet*		Each	1-Apr-13	0.10	0.10		No change pending review
	(b) A4 size (colour) per sheet*		Each	1-Apr-13	1.00	1.00		No change pending review
	(c) A3 size (black and white) per sheet*		Each	1-Apr-13	0.15	0.15		No change pending review
	(d) A3 size (colour) per sheet*		Each	1-Apr-13	2.00	2.00		No change pending review
	(e) A2 size per sheet		Each	1-Apr-17	8.50	8.50		No change pending review
	(f) A1 per sheet		Each	1-Apr-17	8.50	8.50		No change pending review
	(g) A0 per sheet		Each	1-Apr-17	8.50	8.50		No change pending review
	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 £25 per hour (or part thereof) or the equivalent paper copy rate (whichever is the cheapest).		Per Enquiry	1-Apr-17	25.00	25.00		No change pending review
	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 £25 per hour (or part thereof) or the equivalent paper copy rate (whichever is the cheapest).		Per Enquiry	1-Apr-17	25.00	25.00		No change pending review
	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-17	45.00	47.00		Based upon RPI at 3.6% and rounded to the nearest £
	Gold Service (includes one site visit or meeting, a written response, plus one follow up proposal)	I	Per Enquiry	1-Apr-17	90.00	93.00		Based upon RPI at 3.6% and rounded to the nearest £
	(b) New Residential Unit Enquiries (including if permission is required)							
	1-3 new dwellings	I	Per Enquiry	1-Apr-17	150.00	155.00		Based upon RPI at 3.6% and rounded to the nearest £
	4-9 new dwellings	I	Per Enquiry	1-Apr-17	230.00	240.00		Based upon RPI at 3.6% and rounded to the nearest £
	10-49 new dwellings	I	Per Enquiry	1-Apr-17	650.00	675.00		Based upon RPI at 3.6% and rounded to the nearest £
	50 or more new dwellings	I	Per Enquiry	1-Apr-17	1300.00	1350.00		Based upon RPI at 3.6% and rounded to the nearest £
	(c) Commercial / Other Enquiries (including if permission is required)							
	Lawful use of premises enquiry	I	Per Enquiry	1-Apr-17	150.00	155.00		Based upon RPI at 3.6% and rounded to the nearest £
	Change of Use / No additional floor space / telecoms / advertisements etc	I	Per Enquiry	1-Apr-17	150.00	155.00		Based upon RPI at 3.6% and rounded to the nearest £
	Additional floor space up to 500 square metres	I	Per Enquiry	1-Apr-17	230.00	240.00		Based upon RPI at 3.6% and rounded to the nearest £
	Between 500 and 999 additional square metres	I	Per Enquiry	1-Apr-17	650.00	675.00		Based upon RPI at 3.6% and rounded to the nearest £
	Over 1000 additional square metres	I	Per Enquiry	1-Apr-17	1300.00	1350.00		Based upon RPI at 3.6% and rounded to the nearest £

DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
	1.5 HIGH HEDGE COMPLAINTS		Per Enquiry	1-Apr-17	460.00	475.00		Based upon RPI at 3.6% and rounded to the nearest £
	Those on means tested benefits and war pensions will receive 33% discount		Per Enquiry	1-Apr-17	310.00	320.00		Based upon RPI at 3.6% and rounded to the nearest £
	1.6 WEEKLY LIST OF ALL PLANNING APPLICATIONS		Per Year	1-Apr-17	130.00	135.00		Based upon RPI at 3.6% and rounded to the nearest £
	1.7 OADBY AND WIGSTON LOCAL PLAN							
	(a) Oadby and Wigston Saved Local Plan **			1-Apr-17	45.00	45.00		No change required, last update 2017
	i) Residents and Local groups			1-Apr-17	20.00	20.00		No change required, last update 2017
	1.8 OTHER DOCUMENTS							
	(a) Residential Land Availability Study (Published Annually) **			1-Apr-17	20.00	20.00		No change required, last update 2017
	Supplementary Planning Guidance / Supplementary Planning Document / Statements of Consultation **			1-Apr-17	20.00	20.00		No change required, last update 2017
	(c) Employment Land Availability Study (Published Annually) **			1-Apr-17	20.00	20.00		No change required, last update 2017
	Facilities in Oadby & Wigston :-							
	(d) Landscape Character Assessment			1-Apr-17	35.00	35.00		No change required, last update 2017
	(e) Oadby & Wigston Green Wedge Management Strategy			1-Apr-17	35.00	35.00		No change required, last update 2017
	(f) Oadby & Wigston Phase 1 Habitat Survey and Biodiversity Audit (Available on CD only)			1-Apr-17	35.00	35.00		No change required, last update 2017
	(g) Oadby and Wigston Employment Land and Premises Study**			1-Apr-17	35.00	35.00		No change required, last update 2017
	(h) Statement of Community Involvement **			1-Apr-17	15.00	15.00		No change required, last update 2017
	(i) Core Strategy Development Plan Document **			1-Apr-17	45.00	45.00		No change required, last update 2017
	(j) Residents and local groups			1-Apr-17	20.00	20.00		No change required, last update 2017
	(k) Annual Monitoring Report **			1-Apr-17	20.00	20.00		No change required, last update 2017
	(l) Nature Conservation Strategy			1-Apr-17	35.00	35.00		No change required, last update 2017
	(m) Local Development Scheme**			1-Apr-17	10.00	10.00		No change required, last update 2017
	(n) Strategic Housing Land Availability Assessment/HEDNA **			1-Apr-17	35.00	35.00		No change required, last update 2017
	(o) Retail Study**			1-Apr-17	35.00	35.00		No change required, last update 2017
	(p) Faith Community Study & Places of Worship Needs Assessment**			1-Apr-17	35.00	35.00		No change required, last update 2017
	(q) Play & Recreational Facilities Study			1-Apr-17	35.00	35.00		No change required, last update 2017
	(r) Affordable Housing Viability Assessment			1-Apr-17	35.00	35.00		No change required, last update 2017
	(s) Assessment of Highways and Transportation Implications			1-Apr-17	35.00	35.00		No change required, last update 2017
	(t) Employment Sites & Brownfield Land Study			1-Apr-17	35.00	35.00		No change required, last update 2017
	(u) Town Centre Area Action Plan **			1-Apr-17	45.00	45.00		No change required, last update 2017
	(v) Town Centre Area Action Plan - for residents and local groups **			1-Apr-17	20.00	20.00		No change required, last update 2017
	(w) Adopted Policies Map			1-Apr-17	20.00	20.00		No change required, last update 2017
	(x) Housing Implementation Strategy			1-Apr-17	20.00	20.00		No change required, last update 2017
	(y) Annual Open Space Review			1-Apr-17	20.00	20.00		No change required, last update 2017
	** Documents are available on the Councils Website free of charge							
	www.oadby-wigston.gov.uk							

DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
	BUILDING CONTROL							
	1.9 COMPLETION CERTIFICATE							
	(a) Written confirmation of works exempt from Building Regulations			1-Apr-17	60.00	60.00		No change required, last update 2017
	(b) Written confirmation of non-existence of Building Regulations record			1-Apr-17	40.00	40.00		No change required, last update 2017
	(c) Written confirmation of completion of work to which Building Regulations applied			1-Apr-17	40.00	40.00		No change required, last update 2017
	1.10 RECOVERY OF EXPIRED PLAN		Per hour	1-Apr-17	44.00	44.00		No change required, last update 2017
	1.11 STREET NAMING & NUMBERING							
	(a) List of all new property street names and numbers	E	Per Year	1-Apr-17	500.00	500.00		No change required, last update 2017
	(b) Written confirmation of postal address details	E	Per Address	1-Apr-15	25.00	25.00		No change required
	(c) Renaming/renumbering of existing property	E	Per Address	1-Apr-15	40.00	40.00		No change required
	(d) Naming/Numbering of 1-5 plots	E	Per Plot	1-Apr-15	40.00	40.00		No change required
	(e) Naming/ Numbering for each additional plot over 5	E	Per Plot	1-Apr-15	25.00	25.00		No change required
	(f) Naming of a street	E	Per Street	1-Apr-15	150.00	150.00		No change required
	(g) Numbering of new flat complex	E	Per Flat	1-Apr-15	25.00	25.00		No change required
	(h) Change to a development after notification #	E	Per Application	1-Apr-15	50.00	50.00		No change required
	(i) Administration fee, plus additional fee per plot	E	Per Plot	1-Apr-15	15.00	15.00		No change required
	# 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 required
	## 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 required
	(b) Building Control Manager - rate per hour (either on site or in office)			1-Apr-14	58.00	58.00		No change required
	(c) Preparation & posting of documentation (letters, notices, etc) per document			1-Apr-15	29.85	29.85		No change required
	(d) Telephone calls made from a mobile - per minute (standard rate)			1-Apr-15	0.03	0.03		No change required
	(e) Telephone calls made from a mobile to mobile - per minute (standard rate)			1-Apr-15	0.09	0.09		No change required
	(f) Mobile text messaging (standard rate)			1-Apr-15	0.04	0.04		No change required
	(g) Telephone calls made from landlines to mobiles - connection charge (standard business rate)			1-Apr-15	0.08	0.08		No change required
	(h) Telephone calls made from landlines to mobiles - per minute thereafter (standard business rate)			1-Apr-15	0.16	0.16		No change required
	(i) Telephone calls made from a landline to a landline - connection charge (standard business rate)			1-Apr-15	0.08	0.08		No change required
	(j) Telephone calls made from a landline to a landline - per minute thereafter (standard business rate)			1-Apr-15	0.03	0.03		No change required

DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2017/18 £	2018/19 £	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		No change required
	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		No change required
	(b) Domestic Building in excess of 49.56 cubic metres	E		1-Apr-17	120.00	120.00		No change required, last update 2017
	(c) Non-Domestic Building in excess of 49.56 cubic metres	E		1-Apr-17	120.00	120.00		No change required, last update 2017
	(d) Non-Domestic Building in excess of 300 cubic metres	E		1-Apr-17	180.00	180.00		No change required, last update 2017
	(e) Sites with multiple buildings, additional charge per non-exempt unit	E		1-Apr-17	25.00	25.00		No change required, last update 2017
	1.15 ADVERTISING ON THE DIGITAL DISPLAY SCREENS							
	(a) Community Groups/Charity	I	Per Week/Slot	1-Apr-16	0.00	0.00		No change required
	(b) Business Within the Borough	I	Per Week/Slot	1-Apr-17	25.00	26.00		Based upon RPI at 3.6% and rounded to the nearest £
	i) Introductory Offer of 4 weeks at Half Price	I	Per Week/Slot	1-Apr-18	New	13.00		Introductory Offer of 4 weeks at Half Price
	(c) Business Outside the Borough	I	Per Week/Slot	1-Apr-17	50.00	52.00		Based upon RPI at 3.6% and rounded to the nearest £
	i) Introductory Offer of 4 weeks at Half Price	I	Per Week/Slot	1-Apr-18	New	26.00		Introductory Offer of 4 weeks at Half Price
	<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	2017/18 £	2018/19 £	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-17	77.00	80.00		Increase by RPI 3.6% (nearest £1)
ii)	Two Year	N	Each	1-Apr-17	143.00	148.00		Increase by RPI 3.6% (nearest £1)
iii)	Three Year	N	Each	1-Apr-17	199.00	206.00		Increase by RPI 3.6% (nearest £1)
(b)	Competence Test	N	Each	1-Apr-17	40.00	41.50		Increase by RPI 3.6% (nearest 50p)
(c)	Child Sexual Exploitation (CSE) Training	N	Each	N/A	N/A	20.00		New charge to cover costs of delivering CSE training - Licensing and Regulatory Committee (12 October 2017)
(d)	Drivers Badge - Replacement	N	Each	1-Apr-17	21.00	22.00		Increase by RPI 3.6% (nearest £1)
(e)	Private Hire Operator's Licence							
i)	One Year	N	Each	1-Apr-17	265.00	275.00		Increase by RPI 3.6% (nearest £1)
ii)	Two Year	N	Each	1-Apr-17	490.00	508.00		Increase by RPI 3.6% (nearest £1)
iii)	Three Year	N	Each	1-Apr-17	685.00	710.00		Increase by RPI 3.6% (nearest £1)
iv)	Four Year	N	Each	1-Apr-17	830.00	860.00		Increase by RPI 3.6% (nearest £1)
v)	Five Year	N	Each	1-Apr-17	940.00	974.00		Increase by RPI 3.6% (nearest £1)
vi)	Operators Licence Competency Test*		Each	1-Apr-17	40.00	41.50		Increase by RPI 3.6% (nearest 50p)
(f)	Private Hire Vehicle Licence	N	Each	1-Apr-17	230.00	238.00		Increase by RPI 3.6% (nearest £1)
(g)	Private Hire Vehicle Licence - Age Exempt	N	Each	1-Apr-17	265.00	275.00		Increase by RPI 3.6% (nearest £1)
(h)	Hackney Carriage Vehicle Licence	N	Each	1-Apr-17	245.00	254.00		Increase by RPI 3.6% (nearest £1)
(i)	Hackney Carriage Licence - Age Exempt	N	Each	1-Apr-17	280.00	290.00		Increase by RPI 3.6% (nearest £1)
(j)	Replacement of Vehicle Licence Plate	N	Each	1-Apr-17	26.00	27.00		Increase by RPI 3.6% (nearest £1)
(k)	Transfer of Vehicle Licence to Another Licensee	N	Each	1-Apr-17	46.00	48.00		Increase by RPI 3.6% (nearest £1)
(l)	Transfer of Licence from Private Hire Vehicle to Hackney Carriage (vice-versa)		Each	1-Apr-14	N/A	N/A		
(m)	Sale of Vehicle Licence Bracket	N	Each	1-Apr-17	23.00	24.00		Increase by RPI 3.6% (nearest £1)
(n)	Certificate of Compliance		Each	1-Apr-17	5.50	6.00		Increase by RPI 3.6% (nearest £1)
(o)	Replacement of Vehicle Licence (paper)		Each	1-Apr-17	5.50	6.00		Increase by RPI 3.6% (nearest £1)
(p)	Replacement docu-dash		Each	1-Apr-17	3.50	4.00		Increase by RPI 3.6% (nearest £1)
(q)	Replacement Front Windscreen pouch		Each	1-Apr-17	5.50	6.00		Increase by RPI 3.6% (nearest £1)
	* Excludes CRB fee £54.00 payable on application and £5.00 DVLA mandate fee							
2.2	LICENCE FEES							
(a)	Animal Boarding Establishment (new)	N	Each	1-Apr-17	125.00	150.00		New Applications require Visits from the Environmental Health and Licensing Officers for Suitability
(b)	Animal Boarding Establishment (renewal)		Each	1-Apr-17	105.00	109.00		Increase by RPI 3.6% (nearest £1)
(c)	Breeding of Dogs (new)	N	Each	1-Apr-17	125.00	150.00		New Applications require Visits from the Environmental Health and Licensing Officers for Suitability
(d)	Breeding of Dogs (renewal)		Each	1-Apr-17	105.00	109.00		Increase by RPI 3.6% (nearest £1)
(e)	Dangerous Wild Animals (new)	N	Each	1-Apr-17	125.00	150.00		New Applications require Visits from the Environmental Health and Licensing Officers for Suitability
(f)	Dangerous Wild Animals (renewal)		Each	1-Apr-17	105.00	109.00		Increase by RPI 3.6% (nearest £1)
(g)	Pet Animal Shop (new)	N	Each	1-Apr-17	125.00	150.00		New Applications require Visits from the Environmental Health and Licensing Officers for Suitability
(h)	Pet Animal Shop (renewal)		Each	1-Apr-17	105.00	109.00		Increase by RPI 3.6% (nearest £1)
(i)	Riding Establishment (new)	N	Each	1-Apr-17	125.00	150.00		New Applications require Visits from the Environmental Health and Licensing Officers for Suitability
(j)	Riding Establishment (renewal)		Each	1-Apr-17	105.00	109.00		Increase by RPI 3.6% (nearest £1)
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-17	75.00	78.00		Increase by RPI 3.6% (nearest £1)
ii)	Person	N	Each	1-Apr-17	75.00	78.00		Increase by RPI 3.6% (nearest £1)
iii)	Person and premises combined	N	Each	1-Apr-17	115.00	119.00		Increase by RPI 3.6% (nearest £1)
(l)	Hairdresser - Registration of Premises and Persons							
i)	Premises	N	Each	1-Apr-17	75.00	78.00		Increase by RPI 3.6% (nearest £1)
ii)	Person	N	Each	1-Apr-17	75.00	78.00		Increase by RPI 3.6% (nearest £1)
iii)	Person and premises combined	N	Each	1-Apr-17	115.00	119.00		Increase by RPI 3.6% (nearest £1)
(m)	Scrap Metal Dealers Act 2013							
i)	Site Licence	N	Each	1-Apr-17	350.00	362.00		Increase by RPI 3.6% (nearest 50p)
ii)	Renewal of Site Licence	N	Each	1-Apr-17	350.00	362.00		Increase by RPI 3.6% (nearest 50p)
iii)	Collectors Licence	N	Each	1-Apr-17	310.00	321.00		Increase by RPI 3.6% (nearest £1)
iv)	Collectors Renewal of Licence	N	Each	1-Apr-17	310.00	321.00		Increase by RPI 3.6% (nearest £1)
v)	Variation to Licence (inc change of site manager)	N	Each	1-Apr-17	65.00	67.00		Increase by RPI 3.6% (nearest £1)

LICENSING AND REGULATORY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
	vi) Change of Circumstance	N	Each	1-Apr-17	35.00	36.00		Increase by RPI 3.6% (nearest £1)
	(n) Street Trading (fixed) per outlet							
	i) 1 day a week Annual Licence	N	Each	1-Apr-17	95.00	98.00		Increase by RPI 3.6% (nearest £1)
	ii) 1 month licence	N	Each	1-Apr-17	115.00	119.00		Increase by RPI 3.6% (nearest £1)
	iii) 3 month licence	N	Each	1-Apr-17	165.00	171.00		Increase by RPI 3.6% (nearest £1)
	iv) 6 month licence	N	Each	1-Apr-17	265.00	275.00		Increase by RPI 3.6% (nearest £1)
	v) 12 month licence	N	Each	1-Apr-17	420.00	435.00		Increase by RPI 3.6% (nearest £1)
	vi) Transfer of Consent (fixed or mobile)	N	Each	1-Apr-17	65.00	67.00		Increase by RPI 3.6% (nearest £1)
	(o) Street Trading (mobile) per outlet							
	i) 1 day a week Annual Licence	N	Each	1-Apr-17	65.00	67.00		Increase by RPI 3.6% (nearest £1)
	ii) 1 month licence	N	Each	1-Apr-17	85.00	88.00		Increase by RPI 3.6% (nearest £1)
	iii) 3 month licence	N	Each	1-Apr-17	115.00	119.00		Increase by RPI 3.6% (nearest £1)
	iv) 6 month licence	N	Each	1-Apr-17	185.00	192.00		Increase by RPI 3.6% (nearest £1)
	v) 12 month licence	N	Each	1-Apr-17	320.00	332.00		Increase by RPI 3.6% (nearest £1)
	vi) One off Event Licence	N	Each	1-Apr-17	80.00	83.00		Increase by RPI 3.6% (nearest £1)
	(p) Sex Establishments	N	Each	1-Apr-17	2355.00	2440.00		Increase by RPI 3.6% (nearest £1)
	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-Apr-17	315.00	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
	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

LICENSING AND REGULATORY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
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-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
ii)	Annual Fee	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
iii)	Variation of Licence	N	Each	1-Apr-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
iv)	Change of Circumstances	N	Each	1-Apr-17	45.00	47.00		Increase by RPI 3.6% (nearest £1)
v)	Transfer of Licence	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
vi)	Re-instatement Fee	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
vii)	Provisional Statement	N	Each	1-Apr-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
viii)	Copy of Licence	N	Each	1-Apr-17	30.00	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-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
ii)	Annual Fee	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
iii)	Variation of Licence	N	Each	1-Apr-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
iv)	Change of Circumstances	N	Each	1-Apr-17	55.00	57.00		Increase by RPI 3.6% (nearest £1)
v)	Transfer of Licence	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
vi)	Re-instatement Fee	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
vii)	Provisional Statement	N	Each	1-Apr-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
viii)	Copy of Licence	N	Each	1-Apr-17	30.00	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-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
ii)	Annual Fee	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
iii)	Variation of Licence	N	Each	1-Apr-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
iv)	Change of Circumstances	N	Each	1-Apr-17	45.00	47.00		Increase by RPI 3.6% (nearest £1)
v)	Transfer of Licence	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
vi)	Re-instatement Fee	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
vii)	Provisional Statement	N	Each	1-Apr-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
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-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
ii)	Annual Fee	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
iii)	Variation of Licence	N	Each	1-Apr-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
iv)	Change of Circumstances	N	Each	1-Apr-17	45.00	47.00		Increase by RPI 3.6% (nearest £1)
v)	Transfer of Licence	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
vi)	Re-instatement Fee	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
vii)	Provisional Statement	N	Each	1-Apr-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
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-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
iv)	Annual Fee	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
v)	Variation of Licence	N	Each	1-Apr-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
vi)	Change of Circumstances	N	Each	1-Apr-17	45.00	47.00		Increase by RPI 3.6% (nearest £1)
vii)	Transfer of Licence	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
viii)	Re-instatement Fee	N	Each	1-Apr-17	515.00	534.00		Increase by RPI 3.6% (nearest £1)
ix)	Provisional Statement	N	Each	1-Apr-17	1225.00	1270.00		Increase by RPI 3.6% (nearest £10)
x)	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)
(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

LICENSING AND REGULATORY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
	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-Apr-17	155.00	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-Apr-17	115.00	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-Apr-17	30.00	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-Apr-17	20.00	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-Apr-17	30.00	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-Apr-17	55.00	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	2017/18 £	2018/19 £	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-Jul-17	90.00	90.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	ii) Income support and/or other income related benefits	I	Each	1-Jul-17	90.00	90.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	iii) OAP	I	Each	1-Jul-17	90.00	90.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	(b) Mice in detached shed, garage, outbuilding or garden							
	i) Per Treatment (3 visits)	I	Each	1-Jul-17	90.00	90.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	(c) Squirrels within premises							
	i) Standard Treatment (3 visits)	I	Standard	1-Jul-17	90.00	90.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	Additional Single Visits		Each	1-Jul-17	45.00	45.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	ii) Income Support and/or other income benefits (MTB)	I	Standard	1-Jul-17	90.00	90.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	iii) OAP - Standard Treatment (3 visits)	I	Standard	1-Jul-17	90.00	90.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	OAP - Additional visits		Each	1-Jul-17	45.00	45.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	(d) Wasps							
	i) Per Treatment	I	Visit	1-Jul-17	66.00	66.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	ii) Additional nests during same visit		Each	1-Jul-17	45.00	45.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	(e) Bedbug Treatments							
	i) Minimum treatment of 3 visits	I	3 visits	1-Jul-17	180.00	180.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	ii) Subsequent Visits		Each	1-Jul-17	60.00	60.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	(f) Fleas Treatments							
	i) Minimum treatment of 3 visits	I	3 visits	1-Jul-17	80.00	80.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	ii) Subsequent Visits		Each	1-Jul-17	40.00	40.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	(g) Cockroaches							
	i) Minimum treatment of 3 visits	I	3 Visits	1-Jul-17	200.00	200.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	ii) Subsequent Visits		Each	1-Jul-17	35.00	35.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	(h) Treatments at commercial premises - Initial Visit	I	Initial Visit	1-Jul-17	200.00	200.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	Commercial premises - Revisits per hour or part thereof.		Per Hour	1-Jul-17	70.00	70.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	(i) Call out charge (Identification of Pests)		Call out	1-Jul-17	70.00	70.00		Charge revised from 1st July 2017 at Service Delivery Committee (27 June 2017)
	3.2 ENVIRONMENT & SAFETY INFORMATION ACT 1988							
	Copies of entries in register	I	Each	1-Apr-15	12.00	12.40		Increased by 3.6% RPI (nearest 10p)
	3.3 FOOD SAFETY ACT							
	Copies of Register of Food Business	I	Each	1-Apr-15	545.00	564.60		Increased by 3.6% RPI (nearest 10p)
	Copies of Computer Page	I	Page	1-Apr-11				

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
	3.4 ENVIRONMENTAL PROTECTION ACT							
	Copies of Register of Authorisations	I	Each	1-Apr-15	58.00	60.00		Increased by 3.6% RPI (nearest £1)
	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 (Regulation 2)
	(b) Collect and Return to Owner (If Known)	N	Each	1-Apr-16	60.00	62.20		Increased by 3.6% RPI (nearest 10p)
	(c) Collect and Take to Kennels	N	Each	1-Apr-16	60.00	62.20		Increased by 3.6% RPI (nearest 10p)
	(d) Collect and Return if Dog Strays More Than Once (in a 6 month period)	N	Each	1-Apr-16	120.00	124.30		Increased by 3.6% RPI (nearest 10p)
	(e) Kennelling Fee	N	Per Day	1-Apr-16	14.00	14.50		Increased by 3.6% RPI (nearest 10p)
	(f) Emergency Vets Fee (plus 10% Admin Fee)	N	Visit	1-Apr-08	Actual	Actual		
	(g) Spray collar (barking dog prevention)	N	Each	1-Apr-16	18.00	18.60		Increased by 3.6% RPI (nearest 10p)
	3.6 FOOD EXPORT CERTIFICATE	N	Each	1-Apr-16	120.00	124.30		Increased by 3.6% RPI (nearest 10p)
	3.7 PRIVATE SECTOR HOUSING							
	(a) Accommodation Certificates	N	Each	1-Apr-16	115.00	119.10		Increased by 3.6% RPI (nearest 10p)
	(b) Change of Details on Certificate	N	Each	1-Apr-16	25.00	25.90		Increased by 3.6% RPI
	(c) Mandatory Five year Licensing of Houses in Multiple Occupation (HMO)	N	Each	1-Apr-16	750.00	777.00		Increased by 3.6% RPI
	(d) Additional Fee for Unlicensed Premises	N	Each	1-Apr-16	200.00	207.20		Increased by 3.6% RPI
	(e) Renewal of Mandatory Five Year Licences for HMO	N	Each	1-Apr-16	620.00	643.30		Increased by 3.6% RPI (nearest 10p)
	Deductions for -							
	i) Second house to be licensed	N	Each	1-Apr-16	(25.00)	(25.90)		Increased by 3.6% RPI
	ii) Membership of approved accreditation schemes	N	Each	1-Apr-16	(100.00)	(103.60)		Increased by 3.6% RPI
	iii) Membership of approved landlord scheme	N	Each	1-Apr-16	(50.00)	(51.80)		Increased by 3.6% RPI
	(f) Notices served under Housing Act 2004		Per Hour	1-Apr-16	46.00	47.70		Increased by 3.6% RPI (nearest 10p)
	(g) 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-15	range	150.00+	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	range	150.00+	X	The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 1, Reg. 4
	(b) 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-17	range	10.00+	X	The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 2, Reg. 5
	(c) For Disposal of Vehicle	N	Each	1-Apr-15	range	50.00+	X	The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 2, Reg. 6
	3.9 CONTAMINATED LAND ENQUIRIES							
	(a) Written Correspondence	N	Per Letter	1-Apr-17	61.15	63.40		Increased by 3.6% RPI (nearest 10p)
	(b) Additional Hourly charge		Per Hour	1-Apr-16	46.00	47.70		Increased by 3.6% RPI (nearest 10p)
	## DRAIN CAMERA SURVEY							
	(a) First hour (including viewing)	I	First Hour	1-Apr-16	60.00	62.20		Increased by 3.6% RPI (nearest 10p)
	(b) Additional Half Hour	I	Additional	1-Apr-16	30.00	31.10		Increased by 3.6% RPI (nearest 10p)

SERVICE DELIVERY COMMITTEE								
	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
##	CCTV							
(a)	Request for viewing	I	Each	1-Apr-16	15.00	15.50		Increased by 3.6% RPI (nearest 10p)
##	SOLICITOR/BUSINESS REQUESTS including factual reports							
(a)	Written Correspondence	I	Per Letter	1-Apr-17	56.05	58.10		Increased by 3.6% RPI (nearest 10p)
(b)	Additional Hourly charge		Per Hour	1-Apr-16	55.20	57.20		Increased by 3.6% RPI (nearest 10p)
	VAT Key							
I	Inclusive of VAT							
E	Exempt from VAT							
N	Non Business Activity							
Z	Zero-rated VAT							

POLICY FINANCE AND DEVELOPMENT COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2017/18 £	2018/19 £	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-17	35.00	36.25		Increase by RPI 3.6% (nearest 5p)
	(b) Minutes	Z	Each set	1-Apr-17	35.00	36.25		Increase by RPI 3.6% (nearest 5p)
	(c) Agendas	I	Each set	1-Apr-17	21.60	22.40		Increase by RPI 3.6% (nearest 5p)
	4.2 LOCAL LAND CHARGES							
	(a) Standard Search Fee	N	Per Search	1-Apr-16	95.00	95.00		Service provided by Blaby District Council
	(b) LLC1		Each	1-Apr-15	26.00	26.00		Service provided by Blaby District Council
	(c) Con29R		Each	1-Apr-16	69.00	69.00		Service provided by Blaby District Council
	(d) Con29O Enquiries (each) (except question 22)	N	Each	1-Apr-16	13.15	13.15		Service provided by Blaby District Council
	(e) Con29O - Question 22 (common land) only	N	Each	1-Apr-16	16.15	16.15		Service provided by Blaby District Council
	(f) Additional Enquiries not within Con29R/O	N	Each	1-Apr-16	16.15	16.15		Service provided by Blaby District Council
	(g) Additional Parcel of Land (up to a maximum of 10)	N	Each	1-Apr-16	17.20	17.20		Service provided by Blaby District Council
	4.3 COPIES OF BYLAWS (Statutory max 20p per 100 words)	I	Each	1-Apr-98	2.00	2.00		Statutory Maximum
	4.4 ELECTORAL SERVICES							
	(a) Written proof of registration	N	Each	1-Apr-17	24.70	25.60		Increase by RPI 3.6% (nearest 5p)
	(b) Forwarding of documents	N	Each	1-Apr-17	24.70	25.60		Increase by RPI 3.6% (nearest 5p)
	(c) Written proof of historical registration	N	Each	1-Apr-17	30.90	32.00		Increase by RPI 3.6% (nearest 5p)
	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 Price 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 Price across the Council
	(c) Photocopy or printing, standard, black and white, normal paper - A2	I	Per Page	1-Apr-17	0.41	0.45		Increase by RPI 3.6% (nearest 5p)
	(d) Photocopy or printing, standard, black and white, normal paper - A1	I	Per Page	1-Apr-17	0.81	0.85		Increase by RPI 3.6% (nearest 5p)
	(e) Photocopy or printing, standard, black and white, normal paper - A0	I	Per Page	1-Apr-17	1.22	1.25		Increase by RPI 3.6% (nearest 5p)
	(f) Reproduction of data onto CD	I	Each	1-Apr-17	5.10	5.30		Increase by RPI 3.6% (nearest 5p)
	(g) Staff costs for the location, collation, redaction and checking of information	I	Per Hour	1-Apr-17	25.75	26.70		Increase by RPI 3.6% (nearest 5p)
	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	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
5	HOUSING							
	5.1 Use of Guest Rooms	E	Night	1-Apr-15	20.00	20.70		Increase by RPI 3.6% (nearest 10p)
	5.2 Questionnaires re Loans for House Purchase		Each	1-Apr-17	40.00	41.45		Increase by RPI 3.6% (nearest 5p)
	5.3 Hostel charge		Weekly			20.00		Weekly Charge to contribute towards heating, water, council tax, electricity, cleaning of communal areas per household, for those accommodated in a hostel operated on behalf of the Council, unless otherwise covered in the licence agreement.
	5.4 Housing Options administration fee		Each			40.00		This Charge covers the administration of any Housing Options function, where the customer incurs an unauthorised charge, for instance covering the cost of arranging clearance of personal possessions from interim accommodation, arranging for the replacement of stolen equipment. This would be levied in addition to the actual cost of the remedial work/service.
	5.5 Personal contribution for hotel accommodation	E	Weekly	1-Apr-17	15.00	15.00		Weekly Charge to contribute towards the cost of hotel accommodation for homeless households [No increase]
	5.6 Water Charges - William Peardon Court - Marriott House	Z Z	Yearly Yearly	1-Apr-17 1-Apr-17	215.25 174.25			TBA for 2018/19 based on the division of actual bill received from Severn Trent TBA for 2018/19 based on the division of actual bill received from Severn Trent
	5.7 Charge for Scooter Storage (VAT rate of 5%)	I	Weekly	1-Apr-17	7.89	8.20		Increase by RPI 3.6% (nearest 5p)
	5.8 Room Hire - Communal lounge (sheltered housing scheme)	E	Hourly	1-Apr-17	15.00	15.55		Increase by RPI 3.6% (nearest 5p)
	5.9 Communal lounge and kitchen facilities	E	Hourly	1-Apr-17	18.50	19.15		Increase by RPI 3.6% (nearest 5p)
	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	2017/18 £	2018/19 £	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-17	758.00	790.00		Based upon RPI at 3.6% and rounded to the nearest £5
	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-17	205.00	215.00		Based upon RPI at 3.6% and rounded to the nearest £5
	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-17	384.00	400.00		Based upon RPI at 3.6% and rounded to the nearest £5
	(b) Non Resident						
	The above charges are trebled in the case of a Non Resident of the Borough of Oadby and Wigston						
	(c) The fees above include the issue of the Deed of Grant of Burial which is given for a period of 100 years						
	i) To extend the exclusive right of burial in a grave previously purchased for a further 50 years.	N	1-Apr-17	150.00	160.00		Based upon RPI at 3.6% and rounded to the nearest £5
	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		
	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-17	125.00	130.00		Based upon RPI at 3.6% and rounded to the nearest £1
	iii) The body of a person whose age at the time of death exceeded 12 years.	N	1-Apr-17	430.00	450.00		Based upon RPI at 3.6% and rounded to the nearest £5
	iv) For the interment of cremated remains in a grave or vault.	N	1-Apr-17	150.00	160.00		Based upon RPI at 3.6% and rounded to the nearest £5
	v) A scattering of Ashes	N	1-Apr-17	60.00	65.00		Based upon RPI at 3.6% and rounded to the nearest £5
	(b) Non Resident						
	The above charges are double in the case of a non resident of the Borough of Oadby and Wigston.						
	(c) Additional charge for burial with less than 48 hours notice or cremated remains with less than 24 hours notice over and above charges at i) ii) iii) and iv) for residents and non residents.	N	1-Apr-17	190.00	200.00		Based upon RPI at 3.6% and rounded to the nearest £10
	NOTE:						
	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						

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DESCRIPTION OF CHARGE		VAT	DATE OF LAST CHANGE	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
6.4 WALLED GRAVES AND VAULTS							
(a)	For the right to construct a walled grave or vault:-						
	i) 9ft x 9ft	N	1-Apr-17	1,017.00	1,055.00		Based upon RPI at 3.6% and rounded to the nearest £5
	ii) 9ft x 4ft	N	1-Apr-17	824.00	855.00		Based upon RPI at 3.6% and rounded to the nearest £5
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-17	63.00	66.00		Based upon RPI at 3.6% and rounded to the nearest £1
	ii) exceeding 1ft but not exceeding 2ft 6in. (300mm to 760mm)	N	1-Apr-17	93.00	97.00		Based upon RPI at 3.6% and rounded to the nearest £1
	iii) exceeding 2ft 6in (over 760mm) (but see NOTES below)	N	1-Apr-17	186.00	193.00		Based upon RPI at 3.6% and rounded to the nearest £1
(b)	Kerbstone, Borderstone or Flatstone enclosing or over a grave (but see NOTES below)	N	1-Apr-17	203.00	215.00		Based upon RPI at 3.6% and rounded to the nearest £5
(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-17	55.00	57.00		Based upon RPI at 3.6% and rounded to the nearest £1
	ii) Exceeding 6ins x 4ins (150mm x 100mm)	N	1-Apr-17	87.00	91.00		Based upon RPI at 3.6% and rounded to the nearest £1
(d)	For each inscription after the first inscription	N	1-Apr-17	43.00	45.00		Based upon RPI at 3.6% and rounded to the nearest £1
(e)	Replacement of existing memorial - administration fee	N	1-Apr-17	43.00	45.00		Based upon RPI at 3.6% and rounded to the nearest £1
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-17	45.00	50.00		Based upon RPI at 3.6% and rounded to the nearest £10
(b)	for Searches of registers, copies and extracts therefrom:						
	(i) Search of registers by Council staff - per hour or part hour	N	1-Apr-17	22.00	25.00		Based upon RPI at 3.6% and rounded to the nearest £5
	Search of registers - in person - per hour or part hour		1-Apr-17	6.00	7.00		Based upon RPI at 3.6% and rounded to the nearest £1
	(ii) Certificated copies of entry	N	1-Apr-17	26.00	27.00		Based upon RPI at 3.6% and rounded to the nearest £1
(c)	Notice of Interment Forms		N/A				
(d)	Use of the Chapel at Wigston Cemetery - per funeral	I	1-Apr-17	95.00	100.00		Based upon RPI at 3.6% and rounded to the nearest £5
(e)	Purchase and planting of memorial trees - Donation	I	1-Apr-17	180.00	190.00		Based upon RPI at 3.6% and rounded to the nearest £10
(f)	Donation towards a memorial seat (provided and installed by Council)	I	1-Apr-16	650.00	675.00		Based upon RPI at 3.6% and rounded to the nearest £5
(g)	Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - burial plot		1-Apr-17	573.00	595.00		Based upon RPI at 3.6% and rounded to the nearest £5
(h)	Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - casket plot		1-Apr-17	200.00	210.00		Based upon RPI at 3.6% and rounded to the nearest £10
DEFINITION OF THE TERM RESIDENT							
For Purchase of Grant of Right of Burial a RESIDENT is defined as:							
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 preceding the date of death OR						

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	DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
	ii) A person who had at the time of death, resided in a residential or nursing home (or similar establishment) outside of the Borough for 5 years or less but had resided at an address within the Borough for the 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						

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	<u>Description of Charge</u>	<u>VAT</u>	<u>Date of Last Change</u>	<u>Leisure Card 2017/18 £</u>	<u>Non Member 2017/18 £</u>	<u>Leisure Card 01/01/18 £</u>	<u>Non Member 01/01/18 £</u>	<u>Externally Set</u>	<u>Explanations regarding the recommended level of charge</u>
7	<i>SPORTS LEISURE MANAGEMENT LIMITED (SLM)</i>								
	<u>SWIMMING POOLS</u>								
	7.1 ADMISSIONS / SESSION								
	a) Adult	I	1-Apr-17	£3.60	£4.00	£3.70	£4.10		Charges provided by SLM
	b) Junior	I	1-Apr-17	£2.50	£2.75	£2.55	£2.85		Charges provided by SLM
	c) Concessions	I	1-Apr-17	£2.50	£2.75	£2.55	£2.85		Charges provided by SLM
	d) Inflatable session Junior	I	1-Apr-17	£2.85	£3.20	£2.95	£3.30		Charges provided by SLM
	e) Inflatable session Adult	I	1-Apr-17	£3.90	£4.35	£4.05	£4.50		Charges provided by SLM
	f) Aquafit	I	1-Apr-17	£4.65	£5.15	£4.75	£5.30		Charges provided by SLM
	7.2 SWIM SCHOOL LESSONS / 1/2 HOUR								
	a) Adult/Junior	E	1-Apr-17	£5.15	£5.70	£6.15	£6.85		Charges provided by SLM (now includes unlimited swimming)
	b) Private 1:1 (1/2hr)	E	1-Apr-17	£15.15	£16.85	£15.80	£17.55		Charges provided by SLM
	7.3 PRIVATE HIRE								
	a) Parties - (1hr in pool / 1hr in Food Area)	I	1-Apr-17	£77.50	£77.50	£85.00	£85.00		Charges provided by SLM
	b) Extra Charge for Lifeguards	I	1-Apr-17	£20.50	£20.50	£22.00	£22.00		Charges provided by SLM
	7.4 SWIM DIRECT DEBITS								
	a) Adult	I	1-Apr-17	£25.00	£25.00	£26.00	£26.00		Charges provided by SLM
	b) Junoir	I	1-Apr-17	£12.50	£12.50	£13.00	£13.00		Charges provided by SLM
	7.5 SCHOOL HIRE (during school hours) / CLUB HIRE								
	a) During School Hrs	I	1-Apr-17	£49.20	£49.20	£50.70	£50.70		Charges provided by SLM
	b) Extra Charge for Lifeguards	I	1-Apr-17	£20.25	£20.25	£21.00	£21.00		Charges provided by SLM
	7.6 SAUNA								
	a) Adult	I	1-Apr-17	£4.25	£4.70	£4.35	£4.85		Charges provided by SLM
	b) Concessions	I	1-Apr-17	£2.90	£3.20	£2.95	£3.30		Charges provided by SLM
	<u>PARKLANDS LEISURE CENTRE</u>								
	7.7 SPORTS HALL								
	a) Badminton - Peak	I	1-Apr-17	£9.65	£10.70	£9.65	£10.70		Charges provided by SLM
	b) Badminton - Off Peak	I	1-Apr-17	£7.90	£8.75	£7.90	£8.75		Charges provided by SLM
	c) Active Life morning	I	1-Apr-17	£3.90	£4.35	£4.05	£4.50		Charges provided by SLM
	d) Five a side - Peak	I	1-Apr-17	£39.85	£44.30	£41.10	£45.65		Charges provided by SLM
	e) Five a side - Off Peak	I	1-Apr-17	£31.50	£35.00	£32.45	£36.05		Charges provided by SLM
	f) Table Tennis - Peak	I	1-Apr-17	£4.65	£5.15	£4.75	£5.30		Charges provided by SLM
	g) Table Tennis - Off Peak	I	1-Apr-17	£3.50	£3.90	£3.60	£4.00		Charges provided by SLM

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	<u>Description of Charge</u>	<u>VAT</u>	<u>Date of Last Change</u>	<u>Leisure Card 2017/18 £</u>	<u>Non Member 2017/18 £</u>	<u>Leisure Card 01/01/18 £</u>	<u>Non Member 01/01/18 £</u>	<u>Externally Set</u>	<u>Explanations regarding the recommended level of charge</u>
7.8	STUDIO								
a)	Cycle Workout	I	1-Apr-17	£6.30	£7.00	£6.50	£7.20		Charges provided by SLM
b)	30 minute Sessions	I	1-Apr-17	£3.45	£3.85	£3.55	£3.95		Charges provided by SLM
c)	45 minute Sessions	I	1-Apr-17	£4.90	£5.45	£5.05	£5.60		Charges provided by SLM
d)	60 minute Sessions	I	1-Apr-17	£6.25	£6.90	£6.40	£7.10		Charges provided by SLM
e)	Junior Dance Sessions	I	1-Apr-17	£3.25	£3.60	£3.35	£3.70		Charges provided by SLM
f)	Short Mat Bowls - Peak	I	1-Apr-17	£5.10	£5.65	£5.20	£5.80		Charges provided by SLM
g)	Short Mat Bowls - Off Peak	I	1-Apr-17	£3.90	£4.35	£4.05	£4.50		Charges provided by SLM
7.9	GYM (Casual User)								
a)	Adult / Session	I	1-Apr-17	£6.40	£7.10	£6.60	£7.35		Charges provided by SLM
b)	Concession / Session	I	1-Apr-17	£3.70	£4.10	£3.80	£4.20		Charges provided by SLM
c)	Disabled (Registered)	I	1-Apr-17	£2.75	£3.05	£2.85	£3.15		Charges provided by SLM
	VAT Key								
I	Inclusive of VAT								
E	Exempt from VAT								
N	Non Business Activity								

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	Leisure Card 2017/18 £	2017/18 £	Leisure Card 2018/19 £	2018/19 £	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-17		14.75		15.50		Based upon RPI at 3.6% and rounded to the nearest 50p
	(b) Commercial Use	E	Per Hour	1-Apr-17		18.50		19.50		Based upon RPI at 3.6% and rounded to the nearest 50p
	Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards									
	(c) Refundable deposit per booking (full or part)		Deposit	1-Apr-17		150.00		160.00		Based upon RPI at 3.6% and rounded to the nearest £5
	(d) Charge for lost keys (in addition to e) below)		Each	1-Apr-17		16.00		17.00		Based upon RPI at 3.6% and rounded to the nearest £1
	(e) Late return of keys (charge per working day)							11.00		add narrative - new charge
	8.2 ROOM HIRE PER HOUR - VATable Pavilions									
	Coombe Park									
	(a) Non Commercial Use	I	Per Hour	1-Apr-17		17.75		18.50		Based upon RPI at 3.6% and rounded to the nearest 50p
	(b) Commercial Use	I	Per Hour	1-Apr-17		22.50		23.50		Based upon RPI at 3.6% and rounded to the nearest 50p
	(c) Refundable deposit per booking (full or part)		Deposit	1-Apr-17		150.00		160.00		Based upon RPI at 3.6% and rounded to the nearest £5
	(d) Charge for lost keys (in addition to e) below)		Each	1-Apr-17		16.00		17.00		Based upon RPI at 3.6% and rounded to the nearest £1
	(e) Late return of keys (charge per working day)							11.00		New charge
	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-17	84.60	87.60	87.60	90.00		Small inc as OWBC charges higher than other local clubs
	ii) Half Season Ticket - Adult	I	Each	1-Apr-17	42.25	43.80	43.75	45.00		Small inc as OWBC charges higher than other local clubs
	iii) Season Ticket - Junior (under 18)	I	Each	1-Apr-16		26.30		28.00		Small inc as OWBC charges higher than other local clubs
	iv) Hourly Ticket - per person	I	Per Person	1-Apr-16	3.65	3.85	3.80	4.00		Small inc as OWBC charges higher than other local clubs
	v) Visiting Team	I		1-Apr-15						
	vi) Season Ticket - New member (one year introductory offer)	I	Each	1-Apr-16		26.30		28.00		Small inc as OWBC charges higher than other local clubs
	(b) Cricket									
	i) Per match	I	Per Match	1-Apr-17		70.50		74.00		Small inc as OWBC charges higher than other local clubs

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	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	Leisure Card 2017/18 £	2017/18 £	Leisure Card 2018/19 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
	(c) Football - Junior Clubs (Under 10's and below)									
	i) With shower facilities	I	Per Booking	1-Apr-17		20.00		21.00		Small inc as OWBC charges higher than other local clubs
	ii) Without shower facilities	I	Per Booking	1-Apr-17		10.00		10.50		Small inc as OWBC charges higher than other local clubs
	iii) Academy (Coombe Park - subject to VAT at Standard Rate)	I	Per Booking	1-Apr-17		155.00		160.00		Small inc as OWBC charges higher than other local clubs
	(d) Football - Youths (10 - 18 years)									
	i) With shower facilities	I	Per Booking	1-Apr-17		37.00		38.50		Small inc as OWBC charges higher than other local clubs
	ii) Without shower facilities	I	Per Booking	1-Apr-17		18.50		19.20		Small inc as OWBC charges higher than other local clubs
	(e) Football - Senior Clubs (Over 18s)									
	i) Horsewell Lane Park	I	Per Booking	1-Apr-17		27.25		28.50		Small inc as OWBC charges higher than other local clubs
	ii) Uplands Road Park	I	Per Booking	1-Apr-17		54.50		56.50		Small inc as OWBC charges higher than other local clubs
	iii) Coombe Park - subject to VAT at Standard Rate	I	Per Booking	1-Apr-17		54.50		56.50		Small inc as OWBC charges higher than other local clubs
	iv) Blaby Road Park	I	Per Booking	1-Apr-17		54.50		56.50		Small inc as OWBC charges higher than other local clubs
	v) Willow Park	I	Per Booking	1-Apr-17		54.50		56.50		Small inc as OWBC charges higher than other local clubs
	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-17		175.00		185.00		Based upon RPI at 3.6% and rounded to the nearest £5
	ii) Deposit - to be returned in part or whole dependent on condition of ground.	N	Deposit	1-Apr-17		675.00		700.00		Based upon RPI at 3.6% and rounded to the nearest £1
	(g) Fetes and Galas - Community events supportive of Council priorities									
	i) Use of Ground - per day		Per Day	N/A		Free				
	ii) Deposit - to be returned in part or whole dependent on condition of ground.		Deposit	1-Apr-17		150.00		160.00		Based upon RPI at 3.6% and rounded to the nearest £5
	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. An additional charge (over and above the deposit) is levied for the late return / non return of keys.									
	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	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
9	<i>BROCKS HILL ENVIRONMENT CENTRE</i>							
	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		All		50.00	50.00		No change pending outcome of service hand-over to SLM
	(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		No change pending outcome of service hand-over to SLM
	(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		No change pending outcome of service hand-over to SLM
	(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		No change pending outcome of service hand-over to SLM
	(d) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Private Hire	1-Apr-14	160.00	160.00		No change pending outcome of service hand-over to SLM
	(e) Weekday All day (9:00 a.m. to 16:30 p.m.)		Public Hire	1-Apr-14	150.00	150.00		No change pending outcome of service hand-over to SLM
	(f) Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	1-Apr-14	140.00	140.00		No change pending outcome of service hand-over to SLM
	(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		No change pending outcome of service hand-over to SLM
	(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		No change pending outcome of service hand-over to SLM
	(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		No change pending outcome of service hand-over to SLM
	(j) Weekend All day (10:00 a.m. 16:30 p.m.)		Private Hire	1-Apr-14	115.00	115.00		No change pending outcome of service hand-over to SLM
	(k) Weekend All day (10:00 a.m. 16:30 p.m.)		Public Hire	1-Apr-14	105.00	105.00		No change pending outcome of service hand-over to SLM
	(l) Weekend All day (10:00 a.m. 16:30 p.m.)		Charitable	1-Apr-14	95.00	95.00		No change pending outcome of service hand-over to SLM
	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		No change pending outcome of service hand-over to SLM
	(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		No change pending outcome of service hand-over to SLM
	(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		No change pending outcome of service hand-over to SLM
	(d) Weekday All day (9:00 a.m. to 16:30 p.m.)		Private Hire	1-Apr-14	150.00	150.00		No change pending outcome of service hand-over to SLM
	(e) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Public Hire	1-Apr-14	140.00	140.00		No change pending outcome of service hand-over to SLM
	(f) Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	1-Apr-14	100.00	100.00		No change pending outcome of service hand-over to SLM
	(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		No change pending outcome of service hand-over to SLM
	(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		No change pending outcome of service hand-over to SLM
	(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		No change pending outcome of service hand-over to SLM
	(j) Weekend All day (10:00 a.m. 16:30 p.m.)		Private Hire	1-Apr-14	105.00	105.00		No change pending outcome of service hand-over to SLM
	(k) Weekend All day (10:00 a.m. 16:30 p.m.)		Public Hire	1-Apr-14	95.00	95.00		No change pending outcome of service hand-over to SLM
	(l) Weekend All day (10:00 a.m. 16:30 p.m.)		Charitable	1-Apr-14	95.00	95.00		No change pending outcome of service hand-over to SLM
	(m) Weekday early opening is to be paid pro-rota 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		No change pending outcome of service hand-over to SLM
	(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	E		1-Apr-14	25.00	25.00		No change pending outcome of service hand-over to SLM
	£30.00 per day for groups selling pictures, cards etc.			1-Apr-17	30.00	30.00		No change pending outcome of service hand-over to SLM
	9.4 HIRE OF MEETING ROOM / HALL (EXCLUSIVE USE) - EVENINGS							
	WEEKDAY EVENING - 16:45 P.M ONWARDS (SUBJECT TO STAFF AVAILABILITY)	E						
	WEEKEND EVENINGS - 15:45 P.M. ONWARDS (SUBJECT TO STAFF AVAILABILITY)							
	(a) up to 3 hours	E		1-Apr-14	121.00	121.00		No change pending outcome of service hand-over to SLM

SERVICE DELIVERY COMMITTEE

DESCRIPTION OF CHARGE		VAT	TYPE	DATE OF LAST CHANGE	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
(b)	up to 4 hours	E		1-Apr-14	131.00	131.00		No change pending outcome of service hand-over to SLM
(c)	up to 5 hours	E		1-Apr-14	144.50	144.50		No change pending outcome of service hand-over to SLM
(d)	Natural History Groups (per hour)	E		1-Apr-14	10.00	10.00		No change pending outcome of service hand-over to SLM
	Evening meeting must vacate the site by 21:30 p.m.	E						

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	TYPE	DATE OF LAST CHANGE	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
	9.5 ENTRY TO EXHIBITION CENTRE							
	(a) Adults			1-Apr-14	Free	Free		No change pending outcome of service hand-over to SLM
	(b) Children / Senior Citizens			1-Apr-14	Free	Free		No change pending outcome of service hand-over to SLM
	(c) Children under 5			1-Apr-14	Free	Free		No change pending outcome of service hand-over to SLM
	9.6 TALKS - PER GROUP			1-Apr-14	55.00	55.00		No change pending outcome of service hand-over to SLM
	9.7 TOURS - PER ORGANISED GROUP			1-Apr-14	55.00	55.00		No change pending outcome of service hand-over to SLM
	9.8 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		No change pending outcome of service hand-over to SLM
	(b) Upto 20 children for schools located within Oadby and Wigston boundaries			1-Apr-14	45.00	45.00		No change pending outcome of service hand-over to SLM
	(c) For all schools the additional charge above 20 children (per child per session)			1-Apr-16	2.50	2.50		No change pending outcome of service hand-over to SLM
	Teachers/Leaders			1-Apr-14	Free	Free		No change pending outcome of service hand-over to SLM
	9.9 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	30.00		Due to resource costs, this should be increased to £30
	9.10 PAPER CHARGES							
	(a) A4 black and white per sheet			1-Apr-14	0.10	0.10		No change pending outcome of service hand-over to SLM
	(b) A4 colour per sheet			1-Apr-14	1.00	1.00		No change pending outcome of service hand-over to SLM
	(c) A3 black and white per sheet			1-Apr-14	0.15	0.15		No change pending outcome of service hand-over to SLM
	(d) A3 colour per sheet			1-Apr-14	2.00	2.00		No change pending outcome of service hand-over to SLM
	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		No change pending outcome of service hand-over to SLM
	WOOD SALES			1-Apr-16	POA	POA		No change pending outcome of service hand-over to SLM
	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	2017/18 £	2018/19 £	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-17	14.00	14.50		Based upon RPI at 3.6% and rounded to the nearest 50p
	(b) Rent of plot to residents - where tenancy commenced after 29 September 2011							
	1) Wigston Road	N	Each	1-Apr-16	17.50	18.20		Based upon RPI at 3.6% and rounded to the nearest 20p
	2) Aylestone Lane	N	Each	1-Apr-17	17.50	18.20		Based upon RPI at 3.6% and rounded to the nearest 20p
	3) Manchester Gardens - Rectangle	N	Each	1-Apr-17	15.50	16.10		Based upon RPI at 3.6% and rounded to the nearest 10p
	4) Manchester Gardens - Triangle	N	Each	1-Apr-17	14.00	14.50		Based upon RPI at 3.6% and rounded to the nearest 50p
	5) Brabazon Road	N	Each	1-Apr-17	15.50	16.10		Based upon RPI at 3.6% and rounded to the nearest 10p
	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	55.00		Based upon RPI at 3.6% and rounded to the nearest £5
	10.4 KEY REPLACEMENTS	I	Each	1-Apr-17	16.00	17.00		Based upon RPI at 3.6% and rounded to the nearest £1
	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	2017/18	2018/19	Externally Set	Explanation regarding the recommended level of charge
				£	£		
11	SPECIAL COLLECTION OF HOUSEHOLD REFUSE						
	11.1 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 must 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-17	20.38	21.00		Provides easily understandable pricing
	ii) Each Additional Item	N	1-Apr-17	3.05	4.00		Provides easily understandable pricing
	(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-17	20.38	21.00		Consistent with item a) above
	ii) Each Additional Item	N	1-Apr-17	4.08	4.00		Consistent with item a) above
	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)						
	For items 11.1 the Council operates a no refunds policy once a booking has been confirmed with payment						
	11.2 DISPOSAL OF DECEASED DOMESTIC ANIMALS	I	1-Apr-17	61.15	63.00		Below inflation increase as demand is low for this service
	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-17	40.80	42.30		Set in line with Retail Price Index at 3.6%
	(b) Removal of unapproved notices	N	1-Apr-17	40.80	42.30		Set in line with Retail Price Index at 3.6%
	(c) Taking down and storage of fly posters	N	1-Apr-17	86.65	90.00		Set in line with Retail Price Index at 3.6% rounded to nearest £

11 April 2018

SERVICE DELIVERY COMMITTEE

DESCRIPTION OF CHARGE		VAT	DATE OF LAST CHANGE	2017/18 £	2018/19 £	Externally Set	Explanation regarding the recommended level of charge
11.4	COUNCIL CAR PARKS						
(a)	Off Street parking						
	Parking charge for stays of over 3 hours (where applicable)	I	1-Apr-15	3.00	3.00		Retain current charge - cost of changes for signage & machines outweighs any possible increase in charge
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	110.00		First increase for 5 years to keep up with wage and fuel costs.
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						
(a)	At the request of resident and subject to agreement at the discretion of the Council						
i)	Wall mounted name plates		1-Apr-17	115.00	120.00		Based upon RPI at 3.6% and rounded to the nearest £1
ii)	Frame mounted name plates		1-Apr-17	175.00	185.00		Based upon RPI at 3.6% and rounded to the nearest £5
VAT Key							
I	Inclusive of VAT						
E	Exempt from VAT						
N	Non Business Activity						
Z	Zero-rated VAT						

Agenda Item 12



**Policy, Finance and
Development
Committee**

**Tuesday, 31 October
2017**

**Matter for
Information**

Title: Resident Forum Outturn Budget Position and Allocation Requests

Author(s): Chris Raymakers (Head of Finance, Revenues and Benefits)

1. Introduction

This report is to update Members as to the financial position of the Residents' Forums at 31 August 2017 and give an indication of the amount of unallocated balances.

2. Recommendation(s)

That Members note the position of the Forums' budget.

3. Information

- 3.1. The attached report at set out at the **Appendix** shows the financial position for the three local Residents' Forums at 31 August 2017. The report shows the actual spend at the end of February 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.

Forum	Original Allocation	Budgets Allocated	Unused Balances for Reallocation	Total Unallocated Funds	Spend to 31 August 2017
	£	£	£	£	£
Wigston	259,200	216,889	10,492	52,803	195,598
South Wigston	129,600	113,920	7,626	23,306	94,714
Oadby	259,200	220,714	11,911	50,397	198,515
	648,000	551,523	30,029	126,506	488,827

- 3.2. No formal requests for funding are being put before this Committee for approval this cycle.

Background Documents:

None.

E-mail: chris.raymakers@oadby-wigston.gov.uk

Tel: (0116) 257 2891

Implications Resident Forum Outturn Budget Position and Allocation Requests	
Finance	The financial implications are as set out in the report.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Legal	There are no legal implications.
Dave Gill (Deputy Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Decreasing Financial Resources (CR1) Financial resources are reducing while the Government's austerity programme continues. <input checked="" type="checkbox"/> Reputation Damage (CR4) Poor financial stewardship will lead to reputational damage for the Council. <input checked="" type="checkbox"/> Regulatory Governance (CR6) Financial Management forms are an integral part of the governance of the Authority.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1) All Council Priorities are underpinned by sound financial management. <input checked="" type="checkbox"/> Effective Service Provision (CP2) <input checked="" type="checkbox"/> Balanced Economic Development (CP3) <input checked="" type="checkbox"/> Green & Safe Places (CP4) <input checked="" type="checkbox"/> Wellbeing for All (CP5)
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Vision & Values (V)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision) All Council Values are underpinned by sound financial management. <input checked="" type="checkbox"/> Accountability (V1) <input checked="" type="checkbox"/> Customer Focus (V5)
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Equalities & Equality Assessment(s) (EA)	There are no equalities implications.
Chris Raymakers (Head of Finance, Revenues and Benefits)	<input checked="" type="checkbox"/> Not Applicable (EA)

SOUTH WIGSTON RESIDENT FORUM	Approved amount	Actual amount spent at 31/08/17	Completed projects - balance available for reallocation
	£	£	£
Original Allocation	115,000		
Allocation PFD committee 28 March 2017	14,600		
Total allocated budget	129,600	129,600	
Schemes Complete at 1 April 2017	111,890	94,489	(7,401)
Schemes currently requiring completion			
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	225	(225)
Grant for Step-Out Project (PFD July 16)	400	0	0
Grant Oadby and Wigston First Responders - Jackets (PFD Feb 17)	180	0	0
Subtotal	2,030	225	(225)
Total committed	113,920	94,714	(7,626)
Completed projects - balance available for reallocation	7,626		
Funds remaining	23,306		

WIGSTON RESIDENT FORUM	Approved amount	Actual amount spent at 31/08/17	Completed projects - balance available for reallocation
	£	£	£
Original Allocation	230,000		
Allocation PFD committee 28 March 2017	29,200		
Total allocated budget	259,200	259,200	
Schemes Complete at 1 April 2017	209,672	194,948	(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	250	0
Litterbin at Horsewell lane (PFD July 16)	400	400	0
Refurbishment of Marrome Square (PFD July 16)	5,000	0	0
Grant Oadby and Wigston First Responders - Jackets (PFD Feb 17)	180	0	0
Grant to Little Hill Residents Assoc - leaf Blower (PFD Feb 17)	187	0	0
Grant to Girls Guides Assoc - Purchase of a shed (PFD Feb 17)	300	0	0
Sheila Mitchell Pavilion - New Cooker (PFD March 17)	400	0	0
Schemes currently requiring completion	7,217	650	0
Total committed	216,889	195,598	(10,492)
Completed projects - unused balance available for reallocation	10,492		
Funds remaining	52,803		

OADBY RESIDENT FORUM	Approved amount	Actual amount spent at 31/08/17	Completed projects - balance available for reallocation
	£	£	£
Original Allocation	230,000		
Allocation PFD committee 28 March 2017	29,200		
Total allocated budget	259,200	259,200	
Schemes Complete at 1 April 2017	218,934	198,515	(11,911)
Litter Bin placed on Uplands Park nr Manor Rd School (PFD July 15)	450	0	
Litter bins - Coombe Park (PFD March 16)	900	0	0
Grant Oadby and Wigston First Responders - Jackets (PFD Feb 17)	180	0	
Grant to 7Events - Defibulator (PFD Feb 17)	250	0	
Schemes currently requiring completion	1,780	0	0
Total committed	220,714	198,515	(11,911)
Completed projects - unused balance available for reallocation	11,911		
Funds Remaining	50,397		



Policy, Finance and Development Committee	Tuesday, 31 October 2017	Matter for Information
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Title: **Collection and Write-Off of Miscellaneous Debtors**

Author(s): **Chris Raymakers (Head of Finance, Revenues and Benefits)**

1. Introduction

- 1.1. As part of the income collection process, the Council's Finance Section is responsible for the production and collection of general invoices for sundry/miscellaneous debts across all services of the Council.
- 1.2. 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. Recommendation(s)

That Members note the contents of the report.

3. Miscellaneous Sundry Debtors

3.1. The Council's Finance Section is responsible for the raising and collection of around 1,400 invoices 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; and
- (iii) Legal action through the courts.

During the financial year 2016/17, the Council raised 1,398 invoices totalling £1,424,377.

In the second quarter of 2017/18 541 invoices were raised totalling £160,000.

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

	Days Overdue					Total
	0-90	90-182	182-365	365-730	Over 730	
30 June 2017	75,991	13,663	14,129	27,132	117,219	248,134
30 September 2017	81,788	8,953	26,341	28,326	118,400	263,808

3.3. During the second quarter of 2017/18 miscellaneous debt has risen slightly by £16,000. Of the total debt of £264,000 approximately £88,000 (90 accounts) is actively managed through instalments.

3.4. In the second quarter the Council has:

- There were no cases referred to the collection agent;
- No write-offs have been made in line with the Financial Regulations;

- One case, formally written off, has now been written back on and will be collected;
- 2 accounts have completed their arrangements to pay; and
- A Key Performance Indicator of the Council is the proportion of debt over 90 days old as a percentage of the total estimated annual debit. At 30 September this percentage is 13% (the target for 2016/17 is to be under 20%)

4. Overpayment of Housing Benefit

- 4.1. Recouping the overpayment of housing benefit has become an increasing problem for Council's across the Country over the last few years. Oadby and Wigston has since 2015, bought this under control. The majority of cases are collected from ongoing benefit, however, where the claimant is no longer receiving or entitled to housing benefit, then that debt is passed over to a debt collection team.
- 4.2. Historically, the Council has raised almost 11,000 overpayment invoices totalling over £3.5million of debt successfully collecting £2.9million.

The total still outstanding is listed below by age:

	Days Overdue				Total
	0-90	90-182	182-365	365-730	
01 April 2017	67,777	51,914	62,267	479,618	661,575
30 September 2017	71,656	14,804	80,047	479,199	645,706

Members will be receiving updates on levels of housing benefit overpayment debt as part of this regular report going forward.

5. Requested Debt Write-Off

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

Background Documents:

None.

E-mail: chris.raymakers@oadby-wigston.gov.uk

Tel: (0116) 257 2891

Implications Collection and Write-Off of Miscellaneous Debtors	
Finance	Good debt management is essential if the Council is to maximise its revenue streams.
Chris Raymakers (Head of Finance Revenues and Benefits)	
Legal	There are no significant legal implications.
Dave Gill (Deputy Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Decreasing Financial Resources (CR1) <input checked="" type="checkbox"/> Reputation Damage (CR4) <input checked="" type="checkbox"/> Economy/Regeneration (CR9) <input checked="" type="checkbox"/> Increased Fraud (CR10)
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> Effective Service Provision (CP2) <input checked="" type="checkbox"/> Balanced Economic Development (CP3) <input checked="" type="checkbox"/> Wellbeing for All (CP5)
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Vision & Values (V)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision) <input checked="" type="checkbox"/> Accountability (V1) <input checked="" type="checkbox"/> Respect (V2) <input checked="" type="checkbox"/> Teamwork (V3) <input checked="" type="checkbox"/> Innovation (V4) <input checked="" type="checkbox"/> Customer Focus (V5)
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Equalities & Equality Assessment(s) (EA)	There are no equalities implications.
Chris Raymakers (Head of Finance, Revenues and Benefits)	<input checked="" type="checkbox"/> Not Applicable

Agenda Item 14



**Policy, Finance and
Development
Committee**

**Tuesday, 31 October
2017**

**Matter for
Information and
Decision**

Title: **41-43 Canal Street, South Wigston:
Compulsory Purchase Order (CPO)**

Author(s): **Adrian Thorpe (Head of Planning, Development and
Regeneration)**

1. Introduction

1.1. 41-43 Canal Street, South Wigston has been abandoned by its registered owners for at least fifteen years and the building has fallen into a state of disrepair over this time. It has been widely reported that the property is an environmental blight to the local area and the state of the building has attracted negative media attention.

The Council has taken all steps possible to trace the owners in order to encourage them to bring the property back in repair but no information has been forthcoming to enable Officers to ascertain their current whereabouts. The Council has also attempted to bring forward solutions to bring the building back into beneficial use but these have ultimately been unsuccessful, due principally to funding issues.

1.2. The matter was last considered by full Council on the 6 December 2016 where it was resolved that:

- (i) a Compulsory Purchase Order under section 17 and Part XVII of the Housing Act 1985, and the Acquisition of Land Act 1981, for the acquisition of 41-43 Canal Street, South Wigston be made; and
- (ii) that the Director of Services, in conjunction with the Chair of Policy, Finance and Development Committee and the Chief Financial Officer be granted delegated authority to do anything necessary to give effect to the above.

1.3. At the date of the full Council report the actual methodology for disposing of the property and bringing it back into use had not been determined. This report sets out the next steps for the Council to take in order to acquire the building using powers of compulsory purchase and enable it to be brought back into beneficial use by a private developer.

2. Recommendation(s)

It is recommended that Members:

- 2.1. Note that Officers are well advanced with the process of making a Compulsory Purchase Order (CPO) under section 17 and Part XVII of the Housing Act 1985 and the Acquisition of Land Act 1981 and that this will be submitted in early 2018 at the latest.
- 2.2. Note that if the CPO is granted to the Council it will acquire the property by General Vesting Declaration.
- 2.3. Agree that the Council will appoint an auctioneer in order to manage the sale of the property by public auction as soon as is practicable after the Council's acquisition.

- 2.4. Note that the sale will include a covenant for the new owner(s) to bring the property back into beneficial use as housing within a period of three years from the date of transfer.

3. Information

- 3.1. Members considered a report on 6 December 2016 relating to the process of obtaining the Compulsory Purchase Order and the risks and issues involved in obtaining powers of compulsory purchase.
- 3.2. Once powers of compulsory purchase have been granted, there are two ways in which they can be enacted, by the use of a Notice to Treat (NTT) or by General Vesting Declaration (GVD). The key difference between the two is that under a NTT the ownership of the property is only transferred to the acquiring authority once the compensation is settled, which can take a considerable period of time. Under a GVD ownership is transferred once the relevant notices have been enacted, which can be as quick as three months after the granting of compulsory purchase powers. In this instance the use of a GVD enables the Council to acquire the property and sell it as soon as is practicable after the transfer. This is important as a sale as close as possible to the date of acquisition will establish market value and therefore the level of the main head of a compensation claim resulting from the compulsory acquisition.
- 3.3. Of the principal methods of sale, auction represents the most open process to establish market value. Auctions are considered to be the most transparent of the disposal methods and provided that the property has been adequately marketed with a reputable auctioneer, should give the best representation of market value on the day of the sale. An auction sale as close as possible to the acquisition date should provide the best evidence to demonstrate the market value of property which, in this instance, will be the primary head of compensation claim.
- 3.4. In the report to Council of the 6 December 2016 it was proposed that the sale of the property would take place unfettered, in that there would be no conditions attached to the sale. In reference to demonstrating market value for compensation purposes an unconditional sale would be the best evidence of value. However, the powers granted under the Housing Act 1985 are for the purposes of providing housing. S18(1) of the Act requires that any property acquired under these powers and subsequently sold should have conditions attached to the sale so that the new owner will undertake the necessary works to make the building suitable for use as housing. In addition as part of the consideration of the CPO, the Inspector needs to be satisfied that the purposes for which the CPO is required will be satisfied within 10 years from the granting of CPO powers. It is therefore necessary to include a covenant requiring the new owner to bring the property back into beneficial use as housing within a defined timeframe.
- 3.5. The inclusion of a covenant requiring the new owner to bring the property back into use within a specified timeframe is a risk and could be considered a limiting factor on market value. However, it has been determined by external valuers that the best and most valuable use of this property would be for housing purposes. In addition the building will be marketed with the benefit of an existing planning consent (valid until 28/9/18) for conversion to twelve flats and in terms of saleability there have been other very successful conversion schemes on Canal Street. The building will be marketed and sold with a covenant for housing purposes only but as this is considered the most valuable use, the covenant in itself should not impact upon the market value of the property. A period of three years, when bearing in mind that planning permission has already been granted, does not seem unreasonable for the new owner

to bring forward a development. With money tied up in the property it is anticipated that the new owner would push the development forward as soon as possible to release this capital. There does not appear to be any adverse case law where a Claimant has challenged an auction sale with similar restrictive covenants as having had a negative impact on price paid and therefore compensation. A fettered sale with the covenants proposed should be noted as a risk but it is anticipated that the risk is low.

- 3.6. If the property is sold at auction and a development is not brought forward within the prescribed timeframe then there is an advantage that the Council would be dealing with a known owner. In these circumstances the Council can take appropriate action to enforce the covenant and in addition work with the owner to manage the condition of the building prior to it being brought back into use as housing.
- 3.7. It is to be noted that the cost of the auction are likely to fall on the Council and will be funded from the available capital budget. The level of fees and whether any costs will be recoverable from the purchaser will be a matter for further discussion with the auctioneer, once appointed. Auction costs are normally based upon an upfront fee and a percentage of the sale price. The auctioneer will be procured under the Council's contract procedure rules.
- 3.8. As the owners are currently untraceable the proceeds from the auction will be held in escrow for a period of twelve years. Should either of the two owners or their legal successors in title come forward during this time then the appropriate share of the market value will be paid as compensation for the compulsory acquisition of their interest.
- 3.9. Should the property fail to sell at auction then the value of the property could be considered to be zero. The Council will remain the owners of the property and be responsible for its stewardship. There will be a revenue cost, for which there is currently no budget, to actively manage this building and there could be potential negative criticism for the building's condition during the period of the Council's ownership. The Council would need to establish reasons why the property did not sell and seek to rectify these which could involve a capital cost. However, as there is no expectation on price it is anticipated that the property will sell at auction on the day.
- 3.10. If they come forward after sale, the owners will be entitled to compensation which will include the market value of the property, which is anticipated to be established by public auction and in addition their legal and professional fees. It is not considered that the owners will be entitled to compensation for disturbance as they are not currently in occupation of the premises but they will be entitled to a Basic Loss Payment of 7.5% of the market value subject to a maximum payment of £75,000.

Background Documents:

Report entitled '41-43 Canal Street, South Wigston' to Council on 06 December 2016

E-mail: alex.ward@oadby-wigston.gov.uk

Tel: (0116) 257 2821

Implications 41-43 Canal Street, South Wigston: Compulsory Purchase Order (CPO)	
Finance Chris Raymakers (Head of Finance and Revenue and Benefits)	<p>The main financial issues are detailed in the body of the report.</p> <p>One of the key risks noted is the possibility and cost of the matter been referred to a Public Inquiry. As the owners are absent and there is unlikely to be any local opposition to the proposed CPO an inquiry seems remote. However, as the cost of an inquiry is likely to be high this potential risk should be noted.</p> <p>A capital budget of £350,000 within the 17-18 Capital Programme is available to complete the CPO, acquisition, disposal and settlement of any compensation claim. The sale price at auction should be reserved by the Council in escrow for a period of 12 years. If it is not claimed during this time then the money will revert to the Council.</p> <p>Whilst capital budget is available it should be noted that there is no revenue funding attributable to the project and so should the property fail to sell at auction then there will be a revenue cost to the Council for the building's ongoing maintenance.</p>
Legal Dave Gill (Deputy Monitoring Officer)	<p>The legal implications are detailed in the body of the report. All CPO documentation will be checked by North-West Leicestershire District Council's Legal Team and by caseworker at Planning Casework Unit prior to submission.</p>
Corporate Risk(s) (CR) Adrian Thorpe (Head of Planning, Development and Regeneration)	<p><input checked="" type="checkbox"/> Reputation Damage (CR4)</p> <p>The report details a methodology to enable the building to be brought back into use. Should the developer not bring the building back into use within a reasonable timeframe then there is a likelihood that the Council will be criticised.</p> <p><input checked="" type="checkbox"/> Effective Utilisation of Assets/Buildings (CR5)</p> <p>The aims of the acquisition are to bring the building back into beneficial use. Risks around this are identified in the body of the report.</p> <p><input checked="" type="checkbox"/> Economy/Regeneration (CR9)</p> <p>The aim of the proposal is to bring a long term empty property back into economic use.</p>
Corporate Priorities (CP) Adrian Thorpe (Head of Planning, Development and Regeneration)	<p><input checked="" type="checkbox"/> Balanced Economic Development (CP3)</p> <p>The redevelopment of the building will provide regeneration in one of the most deprived areas of the Borough.</p> <p><input checked="" type="checkbox"/> Green & Safe Places (CP4)</p> <p>The building represents both an environmental and health and safety hazard. The proposals in the report will bring the property back into beneficial use and it will</p>

	no longer represent a hazard.
Vision & Values (V)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision)
Adrian Thorpe (Head of Planning, Development and Regeneration)	<p>The proposals will bring a long standing blighted building back into use supporting regeneration in one of the most deprived areas in the Borough.</p> <input checked="" type="checkbox"/> Innovation (V4) <p>Whilst not a new concept the delivery of the proposal will be the first within the Borough and success will enable the Council to bring forward other long standing vacant and blighted properties forward for redevelopment.</p> <input checked="" type="checkbox"/> Customer Focus (V5) <p>Residents have complained about the condition of and detrimental environmental impact that this building is having on the local area. The proposal demonstrates a positive response to resident concern.</p>
Equalities & Equality Assessment(s) (EA)	None noted. An Initial EA was completed for Council report on the 6 Dec 16: a full EA assessment was not required.
Adrian Thorpe (Head of Planning, Development and Regeneration)	<input checked="" type="checkbox"/> Not Applicable (EA)



Policy, Finance and Development Committee	Tuesday, 31 October 2017	Matter for Information and Decision
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Title: **Publication of the Pre-Submission Local Plan for Public Consultation and Submission**

Author(s): **Adrian Thorpe (Head of Planning, Development and Regeneration)**

1. Introduction

- 1.1. The Local Plan will be the Council’s key planning policy document for the period 2011 to 2031. The Local Plan contains 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 through designation of appropriate land.
- 1.2. The Plan sets out the Borough’s housing and employment targets that the Council seeks to provide over the Plan period. To ensure the housing and employment targets are met over the Plan period, the Plan allocates land for development and contains policies that specify how the allocations should be built out.
- 1.3. Once adopted the New Local Plan will supersede the Saved Local Plan, the Core Strategy and the Town Centres Area Action Plan.

2. Recommendation(s)

It is recommended that Members:

- 2.1. Approve the Pre-Submission Local Plan document for the purposes of public consultation commencing Monday 6 November 2017, running until Monday 18 December 2017 and subsequent submission to The Planning Inspectorate in January 2018 for Examination.
- 2.2. Note that the Pre-Submission Local Plan document is proposing the Borough can meet both the housing and employment Objectively Assessed Needs (OAN) up to 2031, as set out in the Leicester and Leicestershire Housing and Economic Development Needs Assessment (HEDNA), thus the Council will no longer have unmet need.

3. Pre-Submission Local Plan Consultation and Examination

- 3.1. 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). The Council has undertaken all of the required public consultations to date, including public consultations during, October and November 2015 and October and November 2016. As well as public consultations, Members of the Council have been involved throughout the process. Council Committees, All Member Briefings and Place Shaping Working Group meetings have been integral to the Local Plans production.
- 3.2. The Pre-Submission Local Plan public consultation is the final consultation period prior to the document being submitted to The Planning Inspectorate for approval. Once the

consultation period has been completed, any representations submitted to the Council regarding the Pre-Submission Local Plan will be collated and submitted to The Planning Inspectorate alongside the Local Plan document itself. The Council can submit proposed changes to the document at this stage also. The Planning Inspectorate will then appoint an independent Planning Inspector to consider the Local Plan and any proposed changes as part of an Examination in Public.

- 3.3. The Examination process will begin on the day of Submission and the Planning Inspector will take responsibility for conducting the public examination into the soundness of the Local Plan. The public examination itself is timetabled to take place between April and May 2018.
- 3.4. Throughout the Examination period the Council is required to pay for the Planning Inspector's time (£993 per day). However, the Council has already budgeted £55,000 towards the cost of the Examination.
- 3.5. For the Examination period the Council is also required to employ a Programme Officer to assist the Planning Inspector. Due to the nature of the Local Plan process, the Programme Officer should be independent from the process of preparing the Plan. The Programme Officer is a part time post, with the amount of work increasing towards the Examination itself. Before formal recruitment, officers will consider opportunities to integrate the role into the duties of existing officers(s).
- 3.6. It must be noted, that it is particularly important that the Council submits the Local Plan for Examination prior to March 2018. Central Government has prescribed this as the 'cut off', due to the newly published national housing methodology and housing figures coming into force.
- 3.7. The March 2018 cut off affords Council's (like ourselves), that are close to submission, the time to continue to use their current evidence base rather than the government prescribed evidence base. Local Plans that are submitted after March would need to take account of the government's new publications and would need to update all evidence base to account for this; the Plan would essentially need to be rewritten. Rewriting a Local Plan would extend the period to adoption by many months and could put the Council in a position whereby speculative unsustainable and unplanned developments would need to be permitted.

4. Borough Housing and Employment Need

- 4.1. The Council currently has a declared unmet housing need. The 'Statement of Cooperation and Objectively Assessed Need' report to Council on the 21 February 2017 evidenced the declaration. The declaration stated that, based upon current evidence, up to 2031 the Borough could only accommodate 2,799 of the 2,960 housing OAN, as set out in the HEDNA. Thus, an unmet housing need of 161 new homes over the period. The report also noted that further evidence would be prepared in relation to the level of unmet need within the Borough.
- 4.2. Since the report to Council, these evidence base documents have been compiled to support the Local Plan, including land availability, land allocations, sustainability appraisal and transport and highway assessments. The evidence suggests that the Borough could now meet the housing OAN of 2,960 up to 2031 as set out in the HEDNA.
- 4.3. Due to this, the Pre-Submission Local Plan is proposing to meet the full housing OAN of 2,960 over the Plan period up to 2031, as set out in the HEDNA. The Plan is also

proposing to meet the full employment OAN set out in the HEDNA over the period up to 2031.

- 4.5. With the Pre-Submission Local Plan being, effectively, the Plan the Council wishes to adopt, at consultation stage the Plan will have 'significant weight' and will be a material consideration in all planning related decisions that the Council makes. Also, under the Duty to Cooperate it illustrates the position, to other local authorities within the Leicester and Leicestershire Housing Market Area (HMA), that the Council no longer has an unmet housing need. This position, however, is still subject to the Planning Inspector finding the Local Plan sound at Examination.

Background Documents:

Appendix 1 - Pre-Submission Local Plan
Appendix 2 - Adopted Policies Map
Appendix 3 - Initial Equality Assessment Screening

E-mail: jamie.carr@oadby-wigston.gov.uk

Tel: (0116) 257 2652

Implications Publication of the Pre-Submission Local Plan for Public Consultation and Submission	
Finance	The Council will be liable for the cost of the Independent Planning Inspector throughout the Local Plan Examination period. The Council has set aside £55,000 for the Local Plan Examination.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Legal	The Council needs to ensure that the Local Plan is legally compliant and meets the tests of soundness.
Dave Gill (Deputy Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Decreasing Financial Resources (CR1) It is a statutory duty of the Council to fund the Local Plan Examination. <input checked="" type="checkbox"/> Reputation Damage (CR4) Having an adopted Local Plan will ensure that the Council has the appropriate planning policies to guide all future development within the Borough. <input checked="" type="checkbox"/> Regulatory Governance (CR6) The Local Plan process is governed by central government who set out the required milestones that the Council should meet. <input checked="" type="checkbox"/> Economy/Regeneration (CR9) A key objective of the Local Plan is economic regeneration and development. The Plan seeks to continually develop and transform the Borough's economy, as well as regenerate key sites within the existing urban areas, including town and district centres.
Adrian Thorpe (Head of Planning, Development and Regeneration)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1) The Local Plan seeks to provide every resident within the Borough the opportunity to live a safe, prosperous and fulfilled life. <input checked="" type="checkbox"/> Balanced Economic Development (CP3) The Local Plan seeks to provide opportunities to growth and evolve for all businesses located within the Borough regardless of their size or scale. <input checked="" type="checkbox"/> Green & Safe Places (CP4) The Local Plan recognises the role that green open spaces play in Borough residents' health and wellbeing, therefore seeks to conserve and enhance wherever possible. <input checked="" type="checkbox"/> Wellbeing for All (CP5) The Local Plan seeks to provide every resident within the Borough the opportunity to live a safe, prosperous and fulfilled life.
Adrian Thorpe (Head of Planning, Development and Regeneration)	
Vision & Values (V)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision)

<p>Adrian Thorpe (Head of Planning, Development and Regeneration)</p>	<p>The Local Plan seeks to provide every resident within the Borough the opportunity to live a safe, prosperous and fulfilled life.</p> <p><input checked="" type="checkbox"/> Innovation (V4)</p> <p>The Local Plan seeks the use of innovation within all built development. Such innovations can have positive effects on health and wellbeing of the Borough resident's, as well as climate change and flooding.</p>
<p>Equalities & Equality Assessment(s) (EA)</p>	<p>As set out in the Initial Equality Assessment attached.</p>
<p>Adrian Thorpe (Head of Planning, Development and Regeneration)</p>	<p><input checked="" type="checkbox"/> Initial EA Screening (<i>Appendix 3</i>)</p>

Local Plan – Pre-submission Consultation Document



November 2017

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Chapter One – Introduction

1. Strategic Context

- 1.1.1 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. With the Borough area also being directly adjacent to the City of Leicester, the two share a strong spatial relationship, despite the differences in size and population.
- 1.1.2 Looking wider than the Leicester PUA, the Borough is part of a collection of local planning authorities (LPA's) that make up Leicester and Leicestershire. The LPA's situated within Leicester and Leicestershire are, Leicester City Council, Charnwood Borough Council, Harborough District Council, Hinckley and Bosworth Borough Council, Blaby District Council, Melton Borough Council, North West Leicestershire District Council and ourselves, Oadby and Wigston Borough Council. Leicester City Council is the only two 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.
- 1.1.3 The Leicester and Leicestershire area also comprises the Leicester and Leicestershire Housing Market Area (HMA). The Leicester and Leicestershire 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 Leicester and Leicestershire HMA authorities ensures that there is a fully 'joined up' partnership approach to tackling issues affecting each local authority as well as the wider HMA; for example transport and highway assessment evidence, housing and economic needs assessments, and strategic employment distribution.
- 1.1.4 Currently the Leicester and Leicestershire HMA authorities, Leicestershire County Council and the Leicester and Leicestershire Enterprise Partnership (LLEP) are producing a (non statutory) Strategic Growth Plan that will act as the strategic planning framework for the Leicester and Leicestershire Housing Market Area, up to 2050.
- 1.1.5 In addition to the wider HMA working mentioned above, the Council also works closely with both Leicester City Council and Harborough District Council 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 the City of Leicester into the open countryside of the surrounding district and borough Council areas.

National Policy and Guidance (and Local Plan)

National Planning Policy Framework and National Planning Practice Guidance

- 1.2.1 The National Planning Policy Framework (NPPF) was formally introduced by national government on the 27th March 2012 with the primary focus of delivering sustainable development. 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 and must be taken into account in the preparation of Local and Neighbourhood Plans. The NPPF is supplemented by national guidance in the form of the National Planning Practice Guidance (PPG).
- 1.2.2 The PPG was first launched during March 2014 and is a fluid document that is updated on an ongoing basis by national government when changes are required. The PPG is broken down into a number of different guidance categories (48 currently) that relate to certain aspects and / or policies set out in the NPPF, for example the Duty to Cooperate, Planning Obligations and Housing and Economic Development Needs Assessments.

Local Plans

- 1.2.3 The government's NPPF states that Local Plans are the key to delivering sustainable development that reflects the vision and aspirations of local communities. Government also suggests that Local Plans should be consistent with the principles and policies set out within the NPPF, including the presumption in favour of sustainable development.
- 1.2.4 Local Plans are aspirational, yet realistic documents that set out the vision and framework for future development within a local planning authority area, and address needs and opportunities (for example) relating to housing, the economy, the environment, community facilities, local infrastructure, climate change and good design. The government also suggests 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.
- 1.2.5 The Oadby and Wigston Borough Council Local Plan is the overarching policy document for the authority area and sets out the vision and framework for future development for the Plan period 2011 to 2031. The Local Plan supersedes the Council's Core Strategy Development Plan Document and the Town Centres Area Action Plan Development Plan Document, as well as the Saved Local Plan.
- 1.2.6 This Local Plan covers the period to 2031 in order to align with the Strategic Growth Plan and to enable effective cooperative working with other local planning authorities in the Leicester and Leicestershire HMA over Plan periods.

Local Context and Corporate Priorities

- 1.3.1 Although located in Leicestershire, it is important for the Borough of Oadby and Wigston to recognise the strong spatial relationship it shares with Leicester City, given that the Borough is located immediately adjacent to the City and located predominately within the Leicester PUA.
- 1.3.2 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 high quality and tangible outcomes, for example, the delivery of strategic housing options.

Corporate Priorities

- 1.3.3 The Borough Council has five Corporate Priorities that were agreed by Members in November 2016.
- 1.3.4 The five Corporate Priorities for the Borough are:

We will deliver;

An inclusive and engaged Borough – the Council will work with existing forums and will forge new relationships in order to strengthen community engagement and cohesion throughout the Borough. The Council will also listen to and empower residents by communicating, consulting and where possible offering a choice on decisions which would affect frontline services.

Effective service provision – the Council will continue to examine services and identify improvements in order to provide the most cost effective frontline services. Through innovation, the Council will strive for optimum use of its asset's, its human resources and those of its partners in order to protect frontline services.

Balanced economic development – the Council will develop, implement and create opportunities for balanced economic development that is primarily focused around the three centres (of Oadby, Wigston and South Wigston) whilst respecting the Borough's natural environment. The Council will also seek to provide suitable housing that meets local needs.

Green and safe places – the Council will invest in and encourage activities that provide green, pleasant and safe places in the Borough for everyone to enjoy. The Council will seek to protect the Borough's trees and natural habitat wherever possible.

Wellbeing for all – the Council will work with other organisations to improve wellbeing for all within the Borough. The Council will help secure new easy access to opportunities to enable everybody within the Borough to live a harmonious and healthy life.

Duty to Cooperate

- 1.4.1 The Duty to Cooperate was coined in the Localism Act 2011. It places a legal duty on local planning authorities, county council's and public bodies to engage constructively, actively and on an ongoing basis to address strategic issues in their areas.
- 1.4.2 The duty requires on-going constructive and active engagement throughout the preparation of local plans and other activities relating to sustainable development and use of land, in particular in connection with strategic cross boundary matters.
- 1.4.3 The NPPF suggests that joint working on planning issues that cross administrative boundaries should be undertaken diligently 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.
- 1.4.4 The PPG suggests that local planning authorities must demonstrate how they have complied with the duty at the independent examination of their Local Plans. The PPG also suggests that local planning authorities need to satisfy themselves about whether they have complied with the duty and as part of their consideration, they will need to bear in mind that the cooperation should produce effective and deliverable policies on strategic cross boundary matters.
- 1.4.5 To ensure that the Council has meet the Duty to Cooperate, it has actively and constructively engaged with, and continues to engage, actively and constructively with neighbouring local planning authorities, specific consultees and other public bodies in the preparation of this Local Plan, in accordance with the regulatory requirements and the approach set out in the NPPF.
- 1.4.6 The Council has also been working collaboratively with all other local authorities within Leicester and Leicestershire on the preparation of a Strategic Growth Plan and Memorandum of Understanding as well as the production of evidence, such as the HEDNA. Further information regarding how the Council has cooperated under the Duty can be found in the Council's Duty to Cooperate Statement.

The Leicester and Leicestershire Statement of Cooperation and Strategic Growth Plan

- 1.5.1 The eight local authorities in Leicester and Leicestershire together with Leicestershire County Council and the Leicester & Leicestershire Local Enterprise Partnership (LLEP) are preparing a Strategic Growth Plan that sets out the aspirations for delivering growth in the Leicester and Leicestershire HMA. It will set out, in broad terms, the amount and location of future growth (housing, economic, infrastructure) the Leicester and Leicestershire HMA will be expecting to accommodate until 2050.
- 1.5.2 Although the Strategic Growth Plan deals with the time period up to 2050, it treats the period's pre 2031 and post 2031 very differently. Pre 2031, the housing and employment Objectively Assessed Needs for the Leicester and Leicestershire HMA, set out within the HEDNA, will be delivered through each of the local authorities individual Local Plan's. The Strategic Growth Plan therefore focuses on the period post 2031, for which it identifies a 'notional housing need'. It recognises that for this period there are no reliable estimates of population growth or household change, thus it estimates future housing needs by projecting forwards the annual figures set out within the HEDNA.
- 1.5.3 To ensure that the Leicester and Leicestershire HMA housing and employment OAN is fulfilled up to 2031, a Statement of Cooperation and subsequent Memorandum of Understanding will be produced and signed by each local authority within the Leicester and Leicestershire HMA. These will set out how the Leicester and Leicestershire HMA employment and housing OAN will be delivered; including how any unmet need within individual local authorities will be dealt with.
- 1.5.4 Post 2031, the strategy set out in the Strategic Growth Plan, for this period, will come into effect. One of the key elements to this strategy is the delivery of a vehicular expressway to the south and east of Leicester that links the M1 motorway with the A6, the A47 and the A46. This also reflects the proposal that has been put forward in the Midlands Connect Strategy. When this route is in place, it will significantly improve access to the motorway network, unlock new land for development and reduce the high levels of traffic and congestion that are apparent within the City of Leicester and the surrounding local authority areas including the Borough of Oadby and Wigston.
- 1.5.5 It should be noted that currently there is insufficient certainty surrounding the delivery of the new expressway for it to be a consideration in this plan, particularly because the delivery of the notional housing need (as identified in the Strategic Growth Plan) in the Borough is wholly dependent upon the expressway being in place. Transport evidence supporting this plan indicates that without the new expressway there is extremely limited highway capacity to bring forward levels of development above that proposed in this plan. The Council has committed to a review of this Local Plan within 5 years of the date of its adoption by which time proposals for the new expressway are likely to be at a more advanced stage and therefore its effects within the Borough a consideration in the new plan.

Monitoring Clause

- 1.5.6 The Council is aware that although this Plan covers the period up to 2031, there may be instances when a partial or full review of the Plan may be required. In addition, the National Planning Practice Guidance recommends that Local Plans are updated in whole or in part

at least every 5 years. Therefore the Council will commence a partial or full review of the Local Plan no later than five years from the adoption of this Plan, or earlier, where;

- through the annual monitoring of the targets set out in Chapter 12 of this Plan, the Plan is not delivering its targets on a consistent ongoing basis.
- a local authority within the Leicester and Leicestershire HMA has an evidenced unmet need, which cannot be met by the other local authorities within the Leicester and Leicestershire HMA and / or within the flexibility allowed within this Plan. In this instance a review will begin with the preparation of evidence to establish whether the unmet need can be met within the Borough.
- the post 2031 strategy set out within the Strategic Growth Plan comes forward at a faster rate than is currently anticipated, for example the delivery of the new expressway, that requires additional housing or employment allocations to be made in the Borough in line with the strategy set out within the Strategic Growth Plan.

1.5.7 It must be noted that if a review of the Local Plan is required, whether in full or in part, the review of the Plan will be proportionate to the issues in hand.

Sustainability Appraisal and Strategic Environmental Assessment Directive

- 1.6.1 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. The PPG advises that an integrated Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) process can be undertaken, whereby the SA process incorporates the requirements of European Law on the environmental assessment of plans, referred to as the SEA Directive (European Directive 2001/42/EC).
- 1.6.2 The main purpose of an SA is to ensure the Local Plan promotes sustainable development through better integration of sustainability considerations. It can be used to highlight potential problem areas where a draft plan may not contribute to sustainable development as it should. By identifying potential issues at an early stage of Plan preparation, they can be resolved to ensure the Plan is as sustainable as possible at adoption.
- 1.6.3 When preparing its Local Plan, the Council is required by law to carry out a Habitats Regulations Assessment (HRA). The requirement to undertake HRA of development plans was confirmed by the amendments to the Habitats Regulations published for England and Wales in July 2007, and updated in both 2010 and 2012.
- 1.6.4 The overall purpose of HRA is to conclude whether or not a proposal or policy, or whole development plan would adversely affect the integrity of the site in question. The HRA refers to the assessment of the potential effects of a development plan on one or more European Sites, including Special Protection Areas (SPAs), Special Areas of Conservation (SACs), Sites of Community Importance (SCIs) and Ramsar sites.

Chapter Two – Spatial Portrait

- 2.1.1 In order to plan for the future of the Borough and its residents, it is fundamental to understand how the Borough is today, and the issues, challenges and opportunities that it has.
- 2.1.2 This Spatial Portrait provides a broad overview or ‘snapshot’ of the physical characteristics of the Borough as well as the current social, economic and environmental conditions that exist in the Borough. It highlights the summary of the key issues and challenges that the Local Plan will address. These provide the foundation from which the Vision and Spatial Objectives are built. These are set out later in this document.

Physical Characteristics

- 2.2.1 The Borough of Oadby and Wigston is a relatively compact highly urbanised Borough (approximately 2,400 hectares in size) that lies directly adjacent to and shares boundaries with the City of Leicester. It also shares boundaries with Harborough District and Blaby District. The urban areas of the Borough fall entirely within the Leicester PUA resulting in a strong spatial relationship with Leicester City despite the differences in size and population. The Borough plays an important role in providing residents of the Leicester PUA with a link to the countryside due to its position, 'sandwiched' between the City and the countryside beyond.
- 2.2.2 For many years, the Borough has consisted of three main settlements (Oadby, Wigston and South Wigston). Oadby, a large village by the 1860s, established itself around agriculture. It expanded rapidly in the early 1900s as wealthy Leicester City business people 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.
- 2.2.3 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.
- 2.2.4 South Wigston, a new town developed in the mid to late 1800s (by Orson Wright the owner of large brickworks) followed the tradition of 'model' towns by Victorian philanthropists. Unlike other 'model' towns of the time, it was not just intended to house workers of the brickyard though. Other commercial premises, particularly associated with the clothing industry were established right from the start. The railway was fundamental 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.

Social Characteristics

The Community - Population and Demographics

- 2.3.1 According to the Office for National Statistics (ONS), it is estimated that the total resident population of the Borough is 55,900. Of this total, 27,100 were males and 28,900 females (2014-based SNPP). *figures do not total correctly due to rounding.
- 2.3.2 ONS statistics also suggest that the Borough has a higher than average population percentage over the age of 74 years old. Figures show that the Borough's 10.7 per cent (over the age of 74 years old) is the highest of all the Leicester and Leicestershire local authority areas and is over 2 per cent higher than the East Midlands average (8.3 per cent) and the England average (8.1 per cent).
- 2.3.3 The ethnic and cultural composition of the Borough is diverse. The overall Black and Minority Ethnic (BME) population (i.e. residents in categories other than White British) is 28.4 per cent (16,536 people). This figure is almost triple the Leicestershire County average of 11.07 per cent and approximately double the East Midlands regional figure of 14.6 per cent (Census 2011).

Housing and the Economy

- 2.3.4 As mentioned above, the Borough area has three distinct settlement areas, Oadby, Wigston and South Wigston. Each of the three settlement areas have very different perceived levels of affluence (in this instance represented by indicative new build house prices 2016) as well as levels of social deprivation (in this instance represented by Indices of Multiple Deprivation 2015 (IMD) ranking).
- 2.3.5 As a whole, the Borough is ranked 249th out of 354, (where 1 is the most deprived) by the Indices of Deprivation 2015. The Borough has gained 2 places from its 2010 ranking of 247th. The indices also measure deprivation for each Lower Layer Super Output Area (LSOA) in England (32,844 areas). On a settlement basis, South Wigston has the highest levels of social deprivation, Wigston has lower levels than South Wigston, and Oadby has the lowest. In terms of IMD ranking (1 being the most deprived) South Wigston has the lowest ranked LSOA (6,661) in the Borough area and Oadby has the highest ranked LSOA (31,902).
- 2.3.6 Using average indicative new build house prices, Oadby is perceived as the most affluent area within the Borough. Average indicative new build house prices range from £160,000 to £670,000. Wigston is somewhere in the middle regarding affluence with average indicative new build house prices ranging from £133,000 to £303,000, and South Wigston is perceived as being the least affluent with average new build house prices ranging between £129,000 and £280,000.
- 2.3.7 2011 Census data shows that the average household size within the Borough is 2.63 persons per household. The average household size within the Borough increased markedly in the 10 years since 2001, where it was 2.45 persons per household. In general the Oadby area has the highest average number of persons per household, with some wards illustrating 3.7 persons per household.

- 2.3.8 The most up to date Housing and Economic Development Needs Assessment (HEDNA) illustrates an Objectively Assessed Housing Need for the Borough of 148 new homes per annum up to 2031. This OAN figure includes the need for affordable housing.
- 2.3.9 According to NOMIS data, the Borough currently has an unemployment percentage of 3.5 per cent. When compared to the East Midlands percentage of 4.3 per cent and the Great Britain percentage of 4.8 per cent, the Borough is fairing relatively well in regards to levels of unemployment. In terms of employment occupation, the Borough has lower than average Managerial and Professional employment levels, however much higher levels of people in Administrative and Skilled trades employment.
- 2.3.10 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. The HEDNA identifies an employment land OAN of 1 hectare of B1a/b and 4 hectares of small scale B8 between 2011 and 2031.
- 2.3.11 One of the major land users, employers and catalysts (in Oadby) for inward investment in the Leicester PUA, 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.
- 2.3.12 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 the settlement of Kilby Bridge, as well as large areas of green space including Brocks Hill Visitors Centre and Country Park, Leicester Racecourse, Glen Gorse Golf Course and Oadby Grange Country Park.

The Centres of Wigston, Oadby and South Wigston

- 2.3.13 Wigston is the Borough's main town centre and contains the largest variety of shops, services and facilities. The town is centred on the fully pedestrianised Bell Street, The Arcade and Leicester Road. Bull Head Street provides the town with a bypass and there are a number of Council owned public car parks around the town, all of which promote free shoppers parking. Wigston is the only 'town' centre within the Borough and one of only a small number of town centres within the Leicester PUA. Wigston therefore fulfils an important town centre function for residents living in the southern areas of the Leicester PUA.
- 2.3.14 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 of The Parade and is easily accessed from the north and south of the centre. Oadby is particularly influenced by the presence of three out of centre supermarkets situated along the A6.

- 2.3.15 South Wigston is a medium to small sized district centre extending almost the entire length of Blaby Road. This results in a stretched linear centre. Many of the properties and retail units clearly date back to the origins of the settlement. A large out of centre 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.
- 2.3.16 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.
- 2.3.17 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, historically 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. Both schemes were positively received by all and have improved the immediate built environment exponentially, as well as adding to the centres vitality and viability.

Transport

- 2.3.18 The Borough is crossed by three main transport routes that serve the City of Leicester; the A6, the A5199 and the B5366. The B582 serves as the only transport route linking the settlements of Oadby and Wigston and one of only two routes linking Wigston with South Wigston, the other being B5418. The A563 links the very northern parts of Wigston and Oadby with Leicester City and provides a form of access to the M1 and M69 motorways. In general the Borough's access to main arterial routes such as the M1, A14 and the A47 is poor. Due to this poor access to main arterial routes and the fact that the three routes into Leicester City from the south pass through the Borough, the Borough's roads suffer from significant congestion, particularly at peak times.
- 2.3.19 Significant congestion is apparent at many of the junctions within the Borough, as well as along its routes. At peak times, traffic flows along a number of the main routes within the Borough are significantly hampered by congestion. Prior to the delivery of the key elements of the Strategic Growth Plan post 2031, the Borough Council will work closely with neighbouring local authorities as well as the County Council (as the highway authority) to ensure development, not only within the Borough, but outside of the Borough, is situated as to have least impact on the existing highway network.
- 2.3.20 Public transport links within the Borough are in general poor also, with 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. The public

transport links, however, into Leicester City from the town and district centres are relatively frequent.

- 2.3.21 The Borough has access to the Leicester to Birmingham railway line via South Wigston Station. This mode of transport also 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 also change at Leicester to access the Midland Mainline to London.

Environmental Characteristics (including heritage assets)

- 2.4.1 Attractive, safe and accessible parks and green spaces contribute positively to social, economic and environmental benefits and promote sustainable communities.
- 2.4.2 The Borough has good access to the green open spaces and 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, various other parks and open spaces, the River Sence, and the Grand Union Canal.
- 2.4.3 There are other areas which contribute to the Borough's Green Infrastructure also; such as Fludes Lane Woodland, Oadby Grange Country Park, Leicester Racecourse and Glen Gorse Golf Course. Furthermore, the Limedelves and part of the Grand Union Canal between Kilby and Foxton is classified as a Site of Special Scientific Interest, in part, a Regionally Important Geological Site, and a Local Wildlife Site. Although predominately urban, the Borough does have a good level of tree cover along a number of its streets / roads, for example Saffron Road in South Wigston.
- 2.4.4 There are 319 allotment plots (295 council and 24 privately owned) in the Borough which also play an important role in contributing to the natural environment and in promoting healthy lifestyles. The current demand for allotment plots is relatively low.
- 2.4.5 In total, there are 10 Conservation Areas which are influential in maintaining the townscape and landscape 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. The other area, the Grand Union Canal Conservation Area was designated by Leicestershire County Council. There are currently 37 listings of Listed Buildings and Structures situated in the Borough. There are currently no identified Buildings at Risk. There are a number of parks within the Borough that are home to equipped children's play and sports facilities, such as football and cricket pitches.
- 2.4.6 In addition to the above, there are areas of archaeological importance, as well as a number of non designated heritage assets, for example locally listed buildings.

Kilby Bridge

- 2.5.1 The settlement of Kilby Bridge is located approximately a 20 minute walk south from Wigston town centre and is part of the Grand Union Canal Conservation Area. The settlement is separated by the B5199, with built development either side. It is bounded to the north by the Leicester to London railway and to the south by the Grand Union Canal and River Sence (and the southern extent of the Borough boundary). Due to its proximity to both mentioned watercourses, parts of the settlement are liable to flooding.
- 2.5.2 The settlement consists of a small number of residential properties, small scale commercial and a public house. Due to its rural character, it is unique to the Borough and is an attractive and valuable asset. To the east of the settlement, is a Site of Special Scientific Interest, in part, a Regionally Important Geological Site, and a Local Wildlife Site.

Key Issues, Challenges and Opportunities

2.6.1 The current shape and characteristics of the Borough gives rise to a number of issues, challenges and opportunities, which are identified below:

Physical characteristics

- highly urbanised and compact
- location between Leicester City and the open countryside
- a number of historical areas and heritage assets
- significant number of mature trees and hedge lines

Population and demographics

- a higher than average number of older residents
- culturally diverse

Housing and the economy

- a need for housing, both market and affordable
- Objectively Assessed Need of 148 new homes per annum up to 2031
- Objectively Assessed Need for 1 hectare of B1a/b and 4 hectares of small scale B8 employment land up to 2031
- areas of relatively high deprivation
- distinct disparities in land values and perceived levels of affluence
- areas of high average household sizes
- low levels of unemployment
- large presence of the University of Leicester in Oadby
- areas of identified employment land in need of refurbishment
- relatively high levels of skilled trade employment

The centres of Wigston, Oadby and South Wigston

- Wigston as one of only a small number of 'town' centres within the Leicester PUA
- Council owned car parks
- free shoppers car parking
- proximity of South Leicestershire College in South Wigston
- proximity of Fosse Park retail park and Leicester City centre

Transport

- only one east - west route linking Wigston and Oadby and only two routes linking Wigston and South Wigston
- access to main arterial highway routes is poor
- the majority of Borough roads suffer from significant levels of congestions, particularly at peak times
- reasonable public transport links from each of the centres to Leicester City but very limited public transport links between the three centres
- rail station located in South Wigston on the Leicester to Birmingham rail route

Environmental

- protection and enhancement of the natural environment

- good access to green open spaces and the countryside
- a broad range of Green Infrastructure assets, including green wedges and water courses
- limited opportunities for the creation of new allotment plots
- a number of Listed Buildings, Conservation Areas and other heritage assets and their settings

Kilby Bridge

- the settlements location directly adjacent to the Grand Union Canal; potential for small scale tourism
- a need to protect Kilby Bridge's environmental and biodiversity qualities
- potential flooding issues
- the settlements location as a gateway into the Borough from the south

2.6.2 Taking account of government policy and guidance, the need for sustainable development, the need for high quality design and innovation, and the specific local issues, challenges and opportunities that have been identified, the Council has created a list of key focus areas that set the context for this Plan. These focus areas will then drive the vision and objectives of this Local Plan and ultimately the local planning policy contained within.

Key Focus Areas

- 1. Provision of sufficient land to meet the housing and employment Objectively Assessed Need's identified within the HEDNA**
- 2. Provision of house types and tenures and accommodation for all of the community**
- 3. High quality and innovative design, whilst respecting local history, heritage, character and vernacular**
- 4. Protection and enhancement of open and green spaces (including water assets)**
- 5. Protection and enhancement of natural environment assets (including ancient woodland, veteran trees and habitat creation) and other green infrastructure assets**
- 6. Provision of high quality employment areas, with good transport connections**
- 7. Maintaining and improving the Borough's prosperous, diverse and dynamic economy**
- 8. Development that is sustainable in terms of location, use and form**
- 9. Development is not located in flood risk areas or contributes towards flood risk in other areas**
- 10. Conserve and enhance areas of historical significance**
- 11. Conserve and enhance heritage assets**
- 12. The regeneration of the centres of Wigston, Oadby and South Wigston**
- 13. Leicester University and its students as a key Borough asset**
- 14. Maintaining low levels of unemployment**
- 15. Improving the poor transport connections between each settlement as well as the wider highway network**
- 16. Utilising the rural asset of Kilby Bridge settlement**

Chapter Three – Vision and Spatial Objectives

3.1.1 The Vision and Spatial Objectives form the very heart of the Local Plan and are built from the foundations laid out in the spatial portrait and the key focus areas in the previous chapter; they also take account of the Council's Corporate Priorities. The Vision provides an interpretation of how the Borough might look in 2031 given the influence of this Plan.

Vision

In 2031, the Borough of Oadby and Wigston will be a safe, clean, and attractive place in which to live, work and visit. The Borough and its assets will be accessible to all through sustainable modes of transport. It will have a resilient and prosperous economy, secure environment, vibrant centres and healthy empowered communities. The Borough will be continuing to promote sustainable economic growth, as well as making the best use of its natural and heritage assets.

Growth will contribute to people's health, happiness and well-being in the Borough through the timely delivery of well-designed and high quality development. High quality development will continue 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 lifestyles in communities that offer a range of; quality new housing which meet local needs; job opportunities; and other important services and facilities.

Residents will be able to enjoy a variety of open landscapes including parks, sporting facilities and the open countryside with its elements of natural beauty and wealth of wildlife areas where biodiversity has been conserved and enhanced.

3.1.2 It is the role of the Local Plan to deliver the Vision and ensure that the right spatial planning policy is in place to do so. The Council's Vision can be broken down into four key areas of spatial focus:

Vibrant town centres.....

3.1.3 Wigston centre will play a key role as the main Town Centre and Oadby centre and South Wigston centre as District Centres. The relationship between these centres will be strengthened, particularly by working with public transport operators to improve public transport links.

3.1.4 The centres of Wigston, Oadby and South Wigston will be offering high quality facilities including retail, office, residential, and civic and leisure opportunities. The strong network of local centres will support the three main centres and will contribute to the overall sustainable mix of facilities throughout the Borough, reducing the need for local people to travel unsustainably.

3.1.5 Residents will be proud of the centres within the Borough and will use them to their fullest. The centres will be clean and safe and will have a high standard of architecture and use of materials in their public realm, built form and open spaces.

A prosperous economy.....

- 3.1.6 New employment opportunities will continue to exist in the Borough. The centres of Wigston and Oadby will be the key focus areas for office and retail employment based opportunities.
- 3.1.7 The Identified Employment Areas of the Borough will be the focus for industrial, storage and distribution use employment. The identified areas will offer accommodation for all types and sizes of appropriate businesses that are located close by to good public transport links and the main highway network. Identified areas will be encouraged to redevelop poor quality units that are not fit for purpose, as new innovative ways of working and thinking become typical.
- 3.1.8 The provision of a range of housing and educational opportunities throughout the Borough will provide employers with a skilled workforce. Fast, frequent and affordable public transport between the Borough and Leicester City and the Borough's centres will ensure that local residents enjoy the benefits of living so close to one of Britain's major cities.

Healthy empowered communities.....

- 3.1.9 Oadby, Wigston and South Wigston will be prosperous and healthy communities in their own right. Residents will have fair and equal access to all forms of services and facilities and will be part of a great community that supports one another. Residents will have good access to the network of high quality cultural, educational and health facilities, as well as high quality open spaces and the countryside areas. A diverse mix of housing types and tenures that are accessible to all will mean that all residents have a safe and secure home to live in.
- 3.1.10 Residents will be encouraged to utilise sustainable modes of transport as well as walking. Growth will be located in sustainable locations, and will integrate walking and cycling into its design proposals and schemes.

Safe, clean and attractive.....

- 3.1.11 Residents and visitors alike will feel safe on the streets and in their homes because design has been a key component in keeping crime and anti-social behaviour to a minimum. All new development will integrate measures to conserve energy, achieve sustainable energy generation, and minimise waste. All new development will be located as to minimise existing and future flood risk, taking account of the flooding sequential test.
- 3.1.12 All new development in the Borough will have the best standards of design, including the centres of Wigston, Oadby and South Wigston. Investment in the Borough's Green Infrastructure will lead to improved biodiversity and a stronger understanding within the local community about their role in the conservation of habitats and species and the links with the urban and natural environment. The quality of Conservation Areas and other heritage assets and their settings will also have benefitted from careful and positive management.
- 3.1.13 Local residents will benefit from increased opportunities to access the open countryside, the River Soar and the Grand Union Canal waterways, particularly in the vicinity of Crow Mills in South Wigston and Kilby Bridge, located south of Wigston. There will continue to be a good range of leisure and recreational facilities including parks, leisure centres, allotments, golf courses, and sports pitches.

The Spatial Objectives

3.2.1 In order to ensure that the Vision and strategy is effectively delivered, this Local Plan sets out a number of Spatial Objectives. The Spatial Objectives focus on the key issues and challenges that need to be addressed to fulfil the Vision. The objectives consist of a 'headline' and detail as to why each objective is a key issue locally.

Vibrant town centres.....

Spatial Objective 1: Regeneration of town and district centres

Masterplans and associated policies and land allocations will deliver regeneration, investment and growth in the centres of Wigston, Oadby and South Wigston. The centres will be a focus of growth due to their sustainable locations at the heart of their communities. They will be the key locations for retail, leisure, community facilities, office based employment and some residential development. New development will respect the unique character of each centre and ensure the provision of open areas of public space that residents and visitors can enjoy.

Spatial Objective 2: Wigston town centre

Reinforce Wigston's role as the Borough's main town and one of only a small number of town centres in the Leicester PUA. Building on the recent public realm regeneration works along Bell Street, continued regeneration of the town centre will encourage investment from national retailers as well as supporting the smaller independent retailers that provide a diverse and unique mix of retail outlets. The realisation of the adopted Local Development Order and objectives set out within the Area Action Plan Guidance document will also support this regeneration.

Spatial Objective 3: Oadby district centre

Reinforce the role that Oadby's centre plays within the Borough. Continue to encourage the mix of retailers that accommodate the main shopping streets, as well as the supplementary uses such as cafes, bars and restaurants. As well as the encouragement of local residents, a concerted effort will be made to encourage the use of the centre by the thousands of students that reside under a mile away in University of Leicester's Manor Road student campus.

Spatial Objective 4: South Wigston centre

Continue to promote regeneration opportunities within the district centre that build upon the significant investments made to Blaby Road Park, and the South Leicestershire College campus. Reinforce the role that South Wigston's centre plays within the Borough. The realisation of the adopted Local Development Order will also support this regeneration.

A prosperous economy.....

Spatial Objective 5: Improved employment opportunities

Areas identified within the Borough for industrial, storage and distribution employment will be protected from uncomplimentary or detrimental changes of use. Office based and retail based employment will be focused in the most sustainable locations. Such focuses will help to maintain the Borough's current low rates of unemployment by offering a variety of employment opportunities around the Borough that have good transport connections. Land will be allocated within the town centres, Identified Employment Areas and at the Wigston Direction for Growth for appropriate employment uses that meet the Borough's required need, as well as offering opportunities for

businesses to establish and grow. A mix of type and size of employment uses will be encouraged within each location identified, to achieve a better balance between the location of jobs and housing, which reduces the need to travel.

Spatial Objective 6: Accessible transport links

The use and development of sustainable transport, including travel planning, working from home, public transport, cycling and walking will be actively encouraged. Improve residents and employees access to fast, frequent and affordable public transport. The east / west public transport links between Oadby and Wigston and Wigston and South Wigston will be improved. In addition, the reliable public transport links between each of the Borough's main centres and the City of Leicester will be maintained and enhanced where possible to do so. Whilst encouraging the reduction of private car use, the highway network within the Borough will be improved to ensure as reliable and free flowing movement of vehicular traffic as possible.

Healthy empowered communities.....

Spatial Objective 7: Growth of the Leicester PUA

Establish a number of 'directions for growth', within Wigston and Oadby that are directly adjacent to the Leicester PUA, have appropriate access and do not have significant detrimental impacts on the current highway network. The 'directions for growth' will be located as to reinforce Wigston's main town centre role as well as realising Oadby centres role within the Borough. These growth areas will contribute towards meeting the Council's identified Objectively Assessed Needs.

Spatial Objective 8: A balanced housing market

A mix of housing opportunities will be provided to positively meet the housing needs of the local community, including private rented and affordable homes. A mix of type, tenure and affordability will be provided to ensure that all residents of the Borough have access to appropriate homes. The primary focus for new housing will be the three main centres, the rest of the urban area, as well as the allocated 'direction for growth' areas. Support will be given to proposals or schemes that realise these primary focus locations and the needs of the local community.

Spatial Objective 9: Healthy lifestyles

A wide range and mix of high quality cultural, educational and health facilities will be provided in the most appropriate and sustainable locations. Walking and cycling will be supported throughout the Borough and improved access to these travel methods will be required in large scale development schemes. The existing provision of publicly accessible open spaces and leisure and recreation facilities within the Borough will be conserved and enhanced. The Council will adopt a 'no net loss' strategy towards open spaces within the Borough.

Safe, clean and attractive.....

Spatial Objective 10: High quality and sustainable design

All new development within the Borough, whether it is new build or conversion, will be required to illustrate the highest standards of design and construction. Design will also be a key component in ensuring that streets are safe from crime and anti social behaviour and promote social inclusion and community cohesion. All development will be required to respect local history, character and vernacular, whilst incorporating measures to conserve energy, achieve sustainable energy generation and minimise waste. All development will be required to contribute towards; reducing

greenhouse gas emissions; reducing flood risk, both existing and future; and, achieving sustainable waste management.

Spatial Objective 11: Conserving and enhancing green (including water assets) infrastructure

All development should be respectful to the natural environment and landscape (including Local Green Spaces, ancient woodland and veteran trees), as well as conserving and enhancing the Borough's biodiversity. Both green and water assets will be protected, managed and enhanced. Due to the predominately urban nature of the Borough, enhancement of the landscape and biodiversity will consist of, for example the planting of trees and woodlands (where possible), and the creation of ponds and other natural habitats to improve species resilience to climate change. Provision of a network of multi-functional green spaces which secure a net gain in biodiversity will be sought.

Spatial Objective 12: Enhancing local heritage

To encourage the enhancement and preservation of historically significant buildings and heritage assets, 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.

Spatial Objective 13: Green Wedges and the Countryside

To protect and enhance the Green Wedges by limiting development to appropriate uses only, as well as safeguarding our other 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 more rural economy. To improve access for local people to the natural environment and key Green Infrastructure assets, so as to enhance the value of their leisure time.

Spatial Objective 14: Kilby Bridge regeneration

A settlement envelope will be created to set a development limit for the Borough's only rural settlement, Kilby Bridge. The settlement of Kilby Bridge, would benefit from small scale development, consisting of residential, commercial and tourism. Any development would need to conserve and enhance the Grand Union Canal Conservation Area and the other environmental and heritage assets.

Chapter Four – Sustainable Places

- 4.1.1 Within the NPPF, the government has clearly stated that the presumption in favour of sustainable development is the golden thread running through the planning system, both when plan making and decision taking. The government also states that the planning system should be genuinely plan led, and should empower the local people to shape their surroundings.
- 4.1.2 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):
- creating sustainable communities;
 - 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
 - achieving net gains for the natural environment.

Policy 1 Presumption in Favour of Sustainable Development

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 reflect 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 Borough's ecosystems.

For development to be deemed 'sustainable' within the context of this Plan, it should contribute towards delivering the Spatial Strategy, the Council's Vision and Objectives, and should be in conformity with the local planning policies contained within this Plan. Development that conflicts with policies of the Plan will be refused unless material considerations indicate otherwise.

Should there ever be a time when the Plan is deemed absent or silent or out of date, the Council will not look upon development proposals positively, where the proposal is deemed unsustainable, and / or the adverse impacts associated with the proposal significantly and demonstrably outweigh the benefits, when assessed against the policies set out within the National Planning Policy Framework, when taken as a whole. Development will also be restricted if specific policies within the National Planning Policy Framework indicate that it should be.

Spatial Strategy for Development within the Borough

- 4.2.1 The spatial strategy for the Borough is derived from the Council's Vision and Spatial Objectives, which are underpinned by the spatial portrait for the Borough as well as the Council's Corporate Priorities.
- 4.2.2 The spatial strategy also takes account of the wider Leicester and Leicestershire Housing Market Area and the Leicester PUA, as well as the role that the Borough plays within both. The Borough's urban areas sit entirely within the Leicester PUA and the Borough plays a key role in supporting the regeneration of Leicester City, as do all of the other local authority areas within the Leicester and Leicestershire Housing Market Area. The Borough and Leicester City have a unique and close spatial relationship, particularly in regards of supporting the local economy, shaping strategic green infrastructure, and influencing how residents live out their day to day lives. This close relationship is something that the Borough is seeking to conserve and enhance where possible.
- 4.2.3 All new development should be Plan led and should fulfil the key principles of sustainable development.

Housing Growth

- 4.2.4 The Council's Objectively Assessed Need (OAN) for housing, of 2960 for the period 2011 to 2031, is the starting point for the Council's Plan period target. The Council's OAN for housing is fully evidenced by the Leicester and Leicestershire Housing and Economic Development Needs Assessment. To get from this starting point, to a Plan period target, the Council has undertaken fundamental evidence base assessments that have illustrated that the Council's OAN is deliverable for the period 2011 to 2031.
- 4.2.5 As the Council is seeking to meet its Objectively Assessed Need in full, under the Duty to Cooperate it will not be reliant on any other local authority within the Leicester and Leicestershire Housing Market Area to help meet its own need. Although, the Council can meet its own need in full, it is aware that the City of Leicester has declared an unmet need and will need help from other HMA partners to deliver its unmet need up to 2031.
- 4.2.6 The spatial strategy makes provision for 2,960 new additional homes between 2011 and 2031.
- 4.2.7 The spatial strategy for housing growth allows sufficient flexibility to ensure that the Plan aligns with national policy and guidance, and allows for choice and competition within the Borough. The three Direction for Growth areas allocated within this Plan have upwards of 4 different developers, with further developers having interest in the smaller sites that have been allocated also. The Council would always seek to actively encourage the reuse of previously developed land, however is aware that prioritising this over sustainable growth areas would not be positive planning and would be at odds with national policy and guidance. The Council will take a three 'pronged' approach to providing the homes that the Borough needs. The three approaches are; allocating provision of new additional homes within the town centre of Wigston and the district centre of Oadby; allocating provision of new additional homes on smaller sites (11 to 99 new additional homes) that are within or directly adjacent to the Leicester PUA; and, allocating provision of new additional homes within the three Direction for Growth areas.

4.2.8 Table 1 illustrates the position as of 1st April 2017 regarding the housing delivery of the Plan period target. The table shows the number of net additional homes that have been built since 1st April 2011, the number of committed net additional homes and the number of net additional homes allocated in this Plan.

Table 1: Housing delivery for the Plan period

(A) Housing requirement for the Borough for the period 2011 to 2031	2960
(B) New additional housing completions between 1 st April 2011 to 31 st March 2017	578
(C) New additional housing commitments as of 31 st March 2017	768
(D) Total new additional homes already complete or with extant planning permission as of 31 st March 2017 (B + C = D)	1346
(E) Residual provision between 1st April 2017 and 31st March 2031	1614
(F) New additional homes allocated on land within the town centre of Wigston and the district centre of Oadby	205
(G) New additional homes on allocated Direction for Growth areas	1159
(H) New additional homes on smaller allocation sites (11-99 units)	250*
(I) Total new additional homes provided between 1st April 2017 and 31st March 2017 (F + G + H = I)	1614

**two sites providing 10 new additional homes have been included within the figure, however will not be allocated as they are both below the large site threshold of 11 +. The sites are contained within the Council's latest SHLAA and consist of one site of 8 new additional homes and one site of 2 new additional homes.*

4.2.9 The Council will apply the Plan, Monitor, Manage approach to deliver this Plan's spatial strategy.

4.2.10 The number of new additional homes allocated within this Plan (not including the town and district centre allocations) stem from the Council's latest Strategic Housing Land Availability Assessment (SHLAA). The allocated new additional homes figure (F + G + H) consists of town and district centre allocations, 0 to 5 year SHLAA sites and Direction for Growth areas. It should be noted that although certain allocations stem from the SHLAA, this was merely the starting point. Further evidence was undertaken to ensure that the sites within the SHLAA are appropriate, deliverable and sustainable.

4.2.11 In addition to Table 1, there is an additional number of new homes that could be delivered up to the end of the Plan period 2031 or beyond. This additional number of new homes consists of new homes within the settlement boundary of Kilby Bridge (up to 40 new additional homes), Phase 3 of the Wigston Direction for Growth (approximately 300 new additional homes), and new additional homes provided on Windfall sites (70 new additional homes). The additional new homes figure identified allows the Council a 'buffer' (approximately 400 homes) against the Plan period target of 2960, which would negate any potential delivery issues on allocated sites. The additional homes figure could help fulfil a small proportion of Leicester City's declared unmet need.

4.2.12 Should evidence suggest a need for further development at the Wigston Direction for Growth area (Phase 3), it would be subject to appropriate testing, in particular, highway and transport infrastructure capacity, and liaison with the Borough Council and Leicestershire County Council Highways department. Any proposal would also be subject to the development being sensitive to the countryside areas that surround it and sustainable and appropriate in size and facility provision. This will be Plan led and will be considered through a future review of this Plan.

Year	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	Totals
New additional housing completions between 01/04/11 and 31/03/17	79	44	47	116	117	175															578
New additional housing commitments as of 31/03/17							108	116	140	148	156	100									768
New additional homes allocated on land within the town centre of Wigston and district centre of Oadby								15	30	30	20	40	25	25	20						205
New additional homes on allocated Direction for Growth areas											40	154	181	193	192	182	182	35			1159
New additional homes on smaller allocation sites								52	130	68											250
Annual dwelling total	79	44	47	116	117	175	108	183	300	246	216	294	206	218	212	182	182	35	0	0	2960
Cumulative dwelling total since 2011	79	123	170	286	403	578	686	869	1169	1415	1631	1925	2131	2349	2561	2743	2925	2960	2960	2960	
Local Plan target (2960) (148 per annum)	148	296	444	592	740	888	1036	1184	1332	1480	1628	1776	1924	2072	2220	2368	2516	2664	2812	2960	

Figure 1 – Local Plan Housing Trajectory

Employment Growth

4.2.13 The Council's Objectively Assessed Need (OAN) for employment use land, for the period 2011 to 2031, is;

	B1 a/b	B1c / B2	Small scale B8	Total
Total	1	0	4	5

4.2.14 Similar to the OAN for housing, the OAN for employment use land is the starting point from which the Council's Plan period target stems. The Council's OAN for employment use land is fully evidenced by the Leicester and Leicestershire Housing and Economic Development Needs Assessment. To get from this starting point, to a Plan period target, the Council has undertaken fundamental evidence base assessments that have illustrated that the Council's OAN is deliverable for the period 2011 to 2031. As the Council is seeking to meet its Objectively Assessed Need in full, under the Duty to Cooperate it will not be reliant on any other local authority within the Leicester and Leicestershire Housing Market Area to help meet its own need.

4.2.15 In addition to the Housing and Economic Development Needs Assessment, the Council as part of its further evidence base, commissioned an Employment Land and Premises study, which sought to look in more detail at the demand / need for employment uses within the Borough area. The study also took account of the current state and quality of the Borough's existing employment use land stock.

4.2.16 The Employment Land and Premises study identifies an Employment use land requirement of 8.25 hectares (including 5 year buffer) for the period of 2011 to 2031.

4.2.17 The scope for meeting the identified employment use land requirements are extremely limited within the Borough, however viable and sustainable opportunities have been identified.

4.2.18 The spatial strategy makes provision for the following new additional employment use land between 2011 and 2031.

- 5 hectares of B1, B2 and / or B8 use land at the Wigston Direction for Growth area (includes 2.5 hectares with extant outline planning permission),
- 0.55 hectares of B1, B2 and / or B8 use land at land at Magna Road, South Wigston
- 2.67 hectares of B1, B2 and / or B8 use land at Oadby Sewage Works, and
- 9,800 sqm of new office / commercial floorspace (0.3 hectares) within the town centre of Wigston and the district centre of Oadby.

4.2.19 The provision of the above exceeds the need / requirements illustrated within both the Housing and Economic Development Needs Assessment and the Borough's Employment Land and Premises study, and allows capacity for 'churn' within the Borough's existing employment sites.

4.2.20 The 0.55 hectares of B1, B2 and / or B8 use land at Magna Road, South Wigston is an outstanding employment land allocation, originally defined within the Council's Saved Local Plan. The Council's Core Strategy retained the allocation. The Council's Employment Land and Premises Study suggests that the land allocation should be further retained as it presents a logical extension to the Magna Road Identified Employment area. This Local

Plan will further retain the land allocation for employment uses B1, B2, and / or B8 uses. The allocation is defined on the Adopted Policies Map.

Town Centre Growth

- 4.2.21 The spatial strategy is set around the principle that the town centre of Wigston and the district centres of Oadby and South Wigston will be key focus areas for new development up to 2031. These centres will accommodate an appropriate level of development relative to their size and character.
- 4.2.22 In 2013, the Council adopted a Town Centres Area Action Plan that set out levels of growth for the centres of Wigston and Oadby. The Area Action Plan also, through a masterplan, illustrated one way in which the levels of growth set out could be implemented. Since the adoption of the Area Action Plan, a certain level of growth and regeneration has occurred within the two centres. For the purposes of this Plan, levels of growth will be set out for the town centre of Wigston and the district centre of Oadby, that are similar to the levels set out within the Town Centres Area Action Plan 2013. This Plan, however, has amended the levels of growth to take account of development and regeneration that has occurred (since 2013) and up to date evidence base. The amended levels of growth are contained within this spatial strategy.
- 4.2.23 Since the adoption of the Area Action Plan, the following development has occurred within the centres of Wigston and Oadby;
- 26 new additional homes have been committed on Area Action Plan sites
 - Bell Street, Wigston has been fully pedestrianised, and
 - Over £800,000 has been spent on refurbishing the public realm within each of the centres of Wigston and Oadby
- 4.2.24 In addition to the above development, a Local Development Order has been produced for part of Wigston town centre.
- 4.2.25 To ensure that the development approach within the Borough's main centres is flexible, this Plan contains policies relating to overall levels of growth within the Borough's centres as well as generic development management policies (illustrated within Chapters 8 and 9). The existing masterplans relevant to the centres of Wigston and Oadby demonstrate that the objectives and levels of growth can be delivered. Upon adoption of this Plan, the Town Centre Area Action Plan will be superseded as a policy document and will become guidance. The document will be titled the 'Area Action Plan Guidance' document. This document will be reviewed and updated post adoption of this Plan when necessary.
- 4.2.26 It must be noted, that any development proposed within the Borough's town or district centres, will need to comply with all relevant policies contained within this Plan and not just those relating to town and district centres. Also, any new development proposed within the centre of Wigston or Oadby, must not compromise the delivery of the levels of development set out within this Plan.

Growth in the Leicester PUA, outside of the Borough's town and district centres

- 4.2.27 This Plans spatial strategy supports housing development on suitable land within the Leicester PUA. Appropriate housing development proposed within the Leicester PUA will be supported in principle as it will be located within a sustainable location that has easy

access to public transport, and is within easy reach of the Borough's main centres as well as employment opportunities.

- 4.2.28 As well as housing, the Leicester PUA plays an important role in supporting a wide range of other uses, including local shops, parks and recreation grounds, public houses, doctor's surgeries and dental practices. It is important that such facilities are widespread throughout the Leicester PUA and are available locally to the majority of the Borough's residents. It is vital that a mix of uses is provided within the Leicester PUA that contributes towards the delivery of sustainable development.
- 4.2.29 One of the key pieces of evidence base for identifying potential housing sites within the Leicester PUA, is the Council's Strategic Housing Land Availability Assessment (SHLAA). The SHLAA identifies theoretical capacity of a site by an agreed process and methodology. The SHLAA is updated on at least an annual basis and aids the Council in producing short, medium and long term housing trajectories.

Direction for Growth Areas

- 4.2.30 The term 'direction for growth' was first used within the Council's Core Strategy, the term refers to strategic areas of development growth that are located outside of the Leicester PUA and are situated on predominately greenfield land. The previous Core Strategy identified a single direction for growth area towards the south east of Wigston. This growth area directly supported the Borough's main town centre of Wigston.
- 4.2.31 Due to the level of housing and employment growth required in the Borough, compliance with the NPPF, and the Council's promotion of positive planning, this Plan has identified three direction for growth areas; one a direct extension of the previous growth area to the south east of Wigston (Wigston Direction for Growth); one in the most northerly part of the Borough, along Gartree Road and Stoughton Road in Oadby (Stoughton Grange Direction for Growth); and, one towards Oadby's most southerly part, along the A6 (Cottage Farm Direction for Growth).
- 4.2.32 Although the Borough is constrained by transport and highway capacity, all three of the direction for growth areas have direct access onto good main road links and are situated directly adjacent to the Leicester PUA. All three direction for growth areas allocated (once built out) will form a part of the Leicester PUA.
- 4.3.33 In preparing this Plan, a number of different site options were identified as possible locations for direction for growth areas. The refinement of these options into the Spatial Strategy has been influenced by public consultation and preparation and analysis of evidence base.
- 4.3.34 The South East Leicestershire Transport Study published in 2017 was produced with the involvement of Oadby and Wigston Borough Council, Harborough District Council, Leicester City Council and Leicestershire County Council. The study concluded that, although there would be increased traffic levels on the surrounding roads and junctions of each growth area identified, each of the growth areas have the potential to accommodate growth without having a significant detrimental impact on the wider highway network. However, certain levels of mitigation will be needed.
- 4.3.35 In total, and over several Plan periods, the three growth areas have the capacity for up to 2050 new additional homes and 5 hectares of employment land for the Borough.

Approximately 300 new additional homes will be provided at the Stoughton Grange Direction for Growth Area, 400 (Phase 1 and 2) new additional homes will be provided at the Cottage Farm Direction for Growth Area, and up to 1,350 (Phase 1, 2 and 3) and 5 hectares of employment land at the Wigston Direction for Growth Area. Both the Wigston Direction for Growth Area and the Cottage Farm Direction for Growth Area, have extant planning permissions for their Phase 1 elements, providing 450 new additional homes and 2.5 hectares of employment land and 150 new additional homes, respectively.

- 4.3.36 300 new additional homes at the Wigston Direction for Growth area, are identified for Phase 3, which is planned for post Plan period (2031 onwards). As mentioned earlier, should evidence suggest a need for further development at the Wigston Direction for Growth, it will be Plan led and considered through a future review of the Plan.. The Council does not expect or foresee any circumstances that could affect the delivery of new homes on any of its allocated sites, however the Council seeks to plan positively through this Local Plan.
- 4.3.37 Excluding the 300 new additional homes planned for Phase 3 of the Wigston Direction for Growth, approximately 1,700 new additional homes are to be provided at the Direction for Growth areas, equating to nearly 60 per cent of the total new additional home delivery within the Borough during the Plan period 2011 – 2031.
- 4.3.38 The three growth areas will directly support the Borough's main town centre of Wigston and the district centre of Oadby. The growth areas will also contribute significantly towards the provision of vital facilities and services, including education provision, affordable homes provision, improved bus services, improved cycle ways and footpaths, community facility building provision, improved local shopping and leisure facilities, and provision of outdoor sport and open space. The growth areas will also contribute towards improvements to the local highway network.
- 4.3.39 Due to their scale, each of the Direction for Growth areas will be required to produce a masterplan or development brief prior to the submission of a planning application.
- 4.3.40 Each growth area has a specific policy within Chapter 7 of this Plan.

Phasing of Development throughout the Plan period

- 4.3.41 The spatial strategy for housing growth allows sufficient flexibility to ensure that this Plan aligns with national policy and guidance, and allows for choice and competition within the Borough.
- 4.3.42 The spatial strategy is based on a three 'pronged' approach to delivering the growth that the Borough needs. The three approaches enable sustainable development to occur throughout the Borough.
- 4.3.43 As the housing delivery trajectory illustrates, the provision of new additional homes throughout the Plan period is neither smooth nor consistent, particularly during the early years of the Plan period. Such fluctuations can be attributed to the economic market, both nationally and locally, and the fact that nearly 60 per cent of the Borough's housing provision is located on three large growth areas.
- 4.3.44 In producing the housing trajectory, account was taken of lead in times for the larger sites, as well as the upfront infrastructure requirements of the larger sites. The further the

trajectory looks into the future, the more difficult it becomes to forecast provision rates, therefore towards the back end of the Plan period there is a smoothing of the trajectory, to take account of this.

- 4.3.45 It must be noted that, although the Council has made every attempt to allocate, identify and forecast all new additional homes for this Plan period, it realises that other development will come forward on non strategic sites that has not been allocated or identified (windfalls).
- 4.3.46 Government guidance states that Local Planning Authorities may make an allowance for windfall sites in the five year supply if they have compelling evidence that such sites have consistently become available in the local area and will continue to provide a reliable source of supply. It goes on to state that any allowance should be realistic having regard to the Strategic Housing Land Availability Assessment, historic windfall delivery rates and expected future trends, and should not include residential gardens.
- 4.3.47 Evidence suggests that a windfall allowance could be included within the housing trajectory.
- 4.3.48 From the 1st April 2008 until 31st March 2017, 514 (or 61 per cent) of the total 842 additional new homes provided within the Borough would be defined as windfalls. Of the 514 additional new homes, 362 have been provided on large sites of 11 homes or more.
- 4.3.49 Over the 9 years mentioned above, the average number of new additional homes being delivered on both large and small windfall sites is 57 dwellings per year. As mentioned, the Council has not included a windfall allowance within the housing trajectory, however has identified an allowance within the housing supply buffer figure. The Council has been conservative in its approach and has decided to use only a proportion of the annual average; some 25 per cent of the 57 dwelling average per year, equating to 14 units per year or 70 units over a 5 year period. Other than the anomaly in 2011 – 2012 where none of the units were classed as windfalls, the number of windfall units has ranged between 30 and 89 in the other 8 years (6 of these 8 years have seen 60 units plus as windfalls).

Policy 2 Spatial Strategy for Development within the Borough

The Council will always seek the reuse of previously developed land and will concentrate development within the Borough's key centres and the Leicester Principal Urban Area. In addition, the Council has allocated land outside of these areas to ensure that the development needs of the Borough are met.

In order to deliver the required levels of growth to meet the Borough's needs up to 2031, this Plan;

- allocates sufficient land to provide at least 2,960 new additional homes;
- allocates sufficient land to provide at least 8 hectares of employment use development; and,
- identifies sufficient land to provide up to 2,974 sqm of new additional retail floor space.

To achieve the above levels of development, the Council has identified and allocated land within Wigston town centre, Oadby district centre, South Wigston district centre, the Borough's designated local centres, areas within the Leicester PUA and the three Direction for Growth areas.

The Borough's main town of Wigston and main district centre of Oadby will contribute the following levels of development.

Wigston Town Centre

- 9,000 sqm of new office floorspace
- 1,169 sqm of additional retail floorspace
- 129 new residential units
- At least the same number of existing public car parking spaces

Oadby District Centre

- 800 sqm of new commercial floorspace
- 1,351 sqm of additional retail floorspace
- 76 new residential units
- At least the same number of existing public car parking spaces

The existing masterplans relevant to the centres of Wigston and Oadby demonstrate that the objectives and levels of growth can be delivered.

Areas within the Leicester PUA

The areas situated within the Leicester PUA, but outside of the town centre of Wigston and the district centre of Oadby will contribute the following levels of development.

- 250 new additional homes, including;
 - Meadow Hill, Welford Road Wigston (53)
 - Land west of Welford Road, Wigston (50)
 - Arriva Bus Depot, Station Street, South Wigston (43)
 - Former Oadby Swimming Pool, Oadby (32)
 - Nautical William, Aylestone Lane, Wigston (29)
 - 39 Long Street, Wigston (18)
 - 53-59 Queens Drive, Wigston (15)
- 3.22 hectares of employment use land
- 454 sqm of additional retail floorspace

Direction for Growth Areas

The Direction for Growth Areas will contribute the following levels of development.

- at least 1,159 new additional homes, and
- at least 5 hectares of employment use land

In addition to providing new additional employment use land, the Council will seek the retention of existing Identified Employment Areas.

To ensure that development and growth within the Borough is provided in a sustainable manner, the Council will work in partnership with local authorities, 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 conserve and enhance existing key biodiversity, environmental, social, cultural, historic and economic assets.

All allocated land is identified on the Council's Adopted Policies Map.

Regeneration Schemes and Large Scale Change

- 4.4.1 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 set out in the appropriate Town and Country Planning Regulations. The Council will seek to consult with key stakeholders and ensure that representatives of the wider local community are involved throughout any planning and implementation process, relating to large scale change.
- 4.4.2 The key areas within the Borough for potential large scale new development or regeneration schemes are identified within Policy 2 of this Plan. The Council has an Area Action Plan Guidance document for the centres of Wigston and Oadby that will provide a basis for facilitating regeneration schemes within each location.
- 4.4.3 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, however would encourage the preparation of a long term framework for its future development. All schemes relating to the Oadby campus should be in accordance with other relevant objectives and policies in this document.
- 4.4.4 Regeneration schemes 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, history and structure of the area, from being detrimental or negative.
- 4.4.5 In large scale developments or schemes that are proposed, such as the Direction for Growth areas, proposals will need to include a mix of uses and take account of any existing local landscape or townscape character. Such mixed use should include residential dwellings, on site employment opportunities (where appropriate), recreation and leisure, community facilities and formation of a local centre (where relevant). Such a mix of uses will contribute towards sustainable development and will play a role in reducing the effects of carbon dioxide and other greenhouse gases on climate change.
- 4.4.6 Although development of previously developed land and / or buildings may be able to integrate and benefit from existing infrastructure, provision of new and/or improved existing infrastructure may be required to mitigate negative impacts of the large scale change. Any provisions sought will be done so in accordance with policies in this Plan, Leicestershire County Council Highways Department and Education Department, as well as national policy and guidance.

Policy 3 Regeneration Schemes and Large Scale Change

When regeneration schemes or large scale change is proposed, 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 the land area suitable for new development or redevelopment and set out the appropriate uses.
- Conserve and enhance heritage assets and their settings.
- 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 and Education Department (and Leicester City Council where relevant) is essential.

Chapter Five – Cohesive Communities

Creating a Skilled Workforce

- 5.1.1 Education and training can play a pivotal role in reducing unemployment and making the local economy more flexible and adaptable to change. It allows this by enabling businesses access to an appropriately skilled workforce. The Council's Economic Regeneration Strategy supports the Council's ambition for continued economic prosperity, education and training.
- 5.1.2 The Plan's spatial objective for education and learning (Healthy Lifestyles) is to improve and provide learning and educational opportunities and prospects for the Borough's residents. This includes practical vocational training and apprenticeship, across a broad range of sectors.
- 5.1.3 The skill base of the Borough is a critical factor for economic growth and future prosperity. The number of young people who reach adulthood with no qualification or skill is something that the Council wishes to discourage, as this can contribute to higher rates of unemployment. This in turn can discourage investment and growth in the Borough.
- 5.1.4 A survey carried out by the Office of National Statistics (ONS) illustrates that between 2004 and 2015, there was a relatively high percentage of Borough residents with NVQ 4 qualifications and above. Put in context, the percentage for the Borough is higher than the equivalent for the East Midlands and Great Britain. Conversely, there is a relatively high 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 10.4% and 9.4% respectively.
- 5.1.5 The Council will therefore continue to work in partnership with local educational facilities, such as schools and universities, the Leicester & Leicestershire Enterprise Partnership (LLEP), 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 the Borough's younger generation has the opportunity to realise their full potential.
- 5.1.6 Existing educational facilities (amongst other facilities) will be protected from potential loss through the Community Facilities Policy of this Local Plan and in principle support will be given to proposals that will result in improved educational facilities, including proposals to expand existing educational facilities or create new educational facilities.
- 5.1.7 The Council is keen to improve education and skills of its residents. To help achieve this, the Council will encourage applicants for major residential and non-residential development to liaise with local colleges and apprenticeship schemes, to utilise the existing skills of the Borough's residents as an integral part of the construction process.

Policy 4 Creating a Skilled Workforce

The Council will support development proposals that relate directly to the development of local skills, and training opportunities, particularly for young people and residents who are unemployed.

In granting planning permission for major development schemes, developers 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, local universities, colleges, schools and academies and Leicestershire County Council, to maintain and improve the local work force and provide residents the best chance to be more competitive in the job market.

Planning permission will be granted for new residential development where the individual or cumulative impacts of the development on education provision can be addressed, at the developer's cost, either on-site or through financial contributions towards off-site improvements.

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.

- 5.2.1 National 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 taking. 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.
- 5.2.2 The Council is committed to maintaining and enhancing the health and wellbeing of its residents. Due to this commitment, the Council set up its own Health and Wellbeing Board that aims to bring key decision makers together from a range of local health providers to review local health data, share information on service provision and lobby for change. The Council will seek to ensure that all of its residents are happy and live long and healthy lives, with less inequality.
- 5.2.3 The Council will work collaboratively with the local Clinical Commissioning Group and the National Health Service (NHS), as well as local GP surgeries and other health partners to:
- support the NHS (including local GP Surgeries) in delivering a health and wellbeing service which meets the needs of Borough's residents;
 - encourage healthier communities through the targeting of unhealthy lifestyle choices;
 - seek contributions towards new or enhanced health facilities from developers where new housing development would result in a shortfall of provision; and,
 - ensure increased access to the Borough's open spaces as well as offering increased opportunities for physical activity.
- 5.2.4 On a regular basis the Leicester Shire and Rutland Statistics and Research department produce Joint Strategic Needs Assessments (JSNAs) for the local authorities within Leicester, Leicestershire and Rutland. The assessments analyse the health needs of populations to inform and guide commissioning of health, wellbeing and social care services within local authority areas.
- 5.2.5 In terms of 'general health' according to the most up to date Joint Strategic Needs Assessment, the percentage of Borough residents that are in 'very good health' is 45.19 per cent, which is slightly lower than the overall England percentage of 47.17 per cent. Conversely, the percentage of Borough residents that are deemed in 'bad health' or 'very bad health' are lower than the England percentages (3.71per cent and 1.09 per cent, compared to 4.25 per cent and 1.25 per cent respectively).
- 5.2.6 Although the Borough, in general, fairs pretty well in terms of the statistics illustrated above, this Plan has a vital role to play in ensuring that the opportunities exist for people to make healthy and / or healthier lifestyle choices. It will also help address any health inequalities across the Borough.
- 5.2.7 By having a positive approach to local health and wellbeing, the Council will seek to create and support vibrant, sustainable and healthy communities by promoting and facilitating healthy living and lifestyle choices as well as creating an environment that offers plentiful opportunities for improving health and wellbeing.
- 5.2.8 To ensure that all new development contributes towards providing an array of opportunities for healthy living and wellbeing of the Borough's residents, all proposals should, through design and provision, encourage walking and cycling, as well as encourage the use of other sustainable modes of transport. Where there is potential to do so, development should

contribute towards, for example, the provision of and / or the refurbishment of footpaths, cycle ways, canal towpaths, outdoor adult gyms, outdoor sports provision, children's play equipment and recreational open spaces.

- 5.2.9 National policy suggests that to deliver the social, recreational and cultural facilities and services the community needs, planning policies should plan positively for the provision and use of shared space, community facilities and other local services, and should guard against the unnecessary loss of valued facilities and services.
- 5.2.10 To ensure the community's needs are delivered and safeguarded, the Council will seek to prevent the loss of required local services and facilities. All new large scale development proposals that could have a detrimental impact on existing local services and facilities would need to submit a Health Impact Assessment (HIA) screening statement. The Department of Health sets out a guide to carrying out Health Impact Assessments. According to guidance, the initial stage of a HIA is 'screening'. It is this initial stage that dictates whether a full HIA is required or not. Guidance currently sets out five screening questions that should be answered when development is proposed.
- 5.2.11 A HIA is a practical approach used to judge the effects that a proposed development has on the health and wellbeing of the local community, whether positive or negative. The findings of a HIA are used to make recommendations as to how any positive health impacts of the proposed development may be increased and how any negative impacts can be reduced.

Policy 5 Improving Health and Wellbeing

Development proposals will be required to assess their impact upon existing services and facilities, specifically services and facilities relating to health, social wellbeing, culture and recreation.

All residential development proposals of 11 units or more and non-residential development proposals of a combined gross floorspace of more than 1000 sq.m will be required to submit a Health Impact Assessment screening statement. The statement will measure the potential impact and demands of the development proposal upon the existing services and facilities.

The Borough Council will require the Health Impact Assessment screening statement 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 the initial screening assessment indicates more significant health impacts, a more comprehensive, in depth Health Impact Assessment will be required.

Where significant impacts are identified, planning permission will be granted where measures to mitigate the impact are provided, either onsite and/or offsite through the use of planning obligations.

High Quality Design and Materials

- 5.3.1 High quality design, and the use of high quality materials is paramount in ensuring that new development creates attractive, buildings and spaces that are sustainable, well connected, and are in character within the locale they are set. It is imperative that new development provides buildings and spaces that people enjoy now and in the future.
- 5.3.2 Design in planning is about making places welcoming, easy and efficient for people to use in terms of functionality, durability, and accessibility. 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 wellbeing.
- 5.3.3 The construction of buildings and spaces and the sustainability and efficiency of buildings and spaces are nationally regulated through Building Regulations. The Building Regulations are a set of national standards on key aspects of construction, including the reduction in carbon emissions and the efficient use of water.
- 5.3.4 Any development proposal should deliver the highest possible quality of design and use of materials. The design principles set out in this policy should be used to help structure discussions between the Council and the development proposer. A Design and Access Statement will be required to accompany any development proposal or application.
- 5.3.5 The Council will also actively encourage developers to take account of the standards and principles set out in the Building for Life 12 (published by the Building for Life Partnership). The Council seeks to ensure that all new buildings and spaces are ‘fit for purpose’ and are appropriate for healthy living.
- 5.3.6 For non residential buildings, the BREEAM standard was created as a cost-effective means of bringing sustainable value to development. Evidence demonstrates that sustainable developments, like those delivered through BREEAM, offer value in many ways, including: reduced operational costs. The Council would encourage the use of the BREEAM standard in all new non residential development.
- 5.3.7 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.
- 5.3.8 Any development proposal should seek to ensure that there is a significant positive effect on the community in which it is situated. Any negative affect should be effectively mitigated; consideration should be given to the following aspects.
- local character (including landscape setting);
 - safe, connected and efficient streets;
 - a strong network of green spaces (including parks) and public places;
 - crime prevention;
 - high quality architecture;
 - access, inclusion and health;
 - efficient use of natural resources;
 - cohesive and vibrant neighbourhoods;
 - air quality and air quality management;
 - sustainable construction; and,
 - climate change.

- 5.3.9 Development should be designed to be adaptable and flexible and reduce the effects of climate change, throughout the proposed lifetime of the development, and not just in the short term. The use of sustainable building materials and the re-use of materials in all developments will be sought, as will the use of recycled aggregates in the construction of buildings and spaces. Development proposals should also seek to use design to create layouts and orientation that minimise energy consumption.
- 5.3.10 When new development proposals have an effect on existing areas of public realm or are incorporating areas of public realm (whether new or existing) into the design of a scheme, the Public Realm policy in this plan should be taken account of.
- 5.3.11 New development should provide high quality connections for pedestrians, cyclists and motor vehicle users that avoid dead ends or convoluted routes. New development should also integrate any new routes into the wider settlement routes and connect to existing services and facilities effectively and efficiently. Designing places that are easy and efficient to navigate is imperative.
- 5.3.12 When new development connects to and makes use of existing routes, it should not be restricted to highways and pavements, it will include other routes, such as canal towpaths and other public rights of way.
- 5.3.13 As well as connections, all development should provide the appropriate level of parking, including that for cycling and motor vehicles (where relevant).
- 5.3.14 Development should have regards to and enhance local character and history by ensuring that it responds to its landscape setting and history of the area, topography and wider context, within which it is located, as well as the local streetscape and local building materials.
- 5.3.15 All development proposals should also have regard to the design principles and guidance set out within the Council's Landscape Character Assessment, and where relevant the Area Action Plan Guidance and Local Development Orders.

Policy 6 High Quality Design and Materials

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

Proposals for new development and major refurbishment should create a distinctive environment by;

- respecting the existing local and historic character;
- utilising inclusive design principles, including layout, orientation, landscape, streetscape, scale, materials, natural surveillance and sustainable construction;
- creating development that is of high architectural quality;
- ensuring patterns of development are sympathetic to their surroundings; and,
- responding to the local topography and the overall form, character and landscape setting of the settlements;

Proposals for new development and major refurbishment should ensure safe and healthy communities by;

- creating inclusive places that design out opportunities for anti-social behaviour and crime;
- creating spaces that are accessible to all regardless of ability or background;
- encouraging sustainable means of travel;
- protecting local amenity, including, resisting development that has unacceptable contributions towards air quality, noise, vibration, smell, light or other pollution, loss of light or overlooking;
- providing opportunities to promote biodiversity;
- providing opportunities for well designed and integrated public art;
- incorporating measures to minimise waste and energy consumption, conserve water resources and provide for renewable energy generation;

Proposals for new development and major refurbishment should create connected places by ensuring that development;

- connects effectively and efficiently to existing routes, by avoiding dead ends and convoluted routes, to allow it to integrate into the wider settlement and to link to existing services and facilities;
- integrates with existing sustainable modes of transport including cycle, pedestrian (including canal towpaths and public rights of way), and public transport; and
- provides appropriate parking facilities, including that for cycling and motor vehicles (where relevant).

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 and/or design code where deemed appropriate by the Council.

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.

Community Facilities

- 5.4.1 Community facilities (sometimes referred to as Community assets) are defined as buildings or spaces 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, theatres, post offices and public houses.
- 5.4.2 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 can contribute positively towards community wellbeing.
- 5.4.3 The Council will continually monitor and assess the local community's needs to ensure that provision of community facilities within the Borough is appropriate. For the purposes of this policy, built sporting facilities are not included within the definition of community facilities. Built sporting facilities will be taken account of within Policy 9 of this Plan.
- 5.4.4 In recent years the Borough has seen significant investment within its community facilities, both from the private sector as well as the Council itself, for example the new combined health centre in Wigston. Through working closely and collaboratively with key stakeholders, it is anticipated that such investments are likely to continue into the future.
- 5.4.5 Town centre masterplans, Local Development Orders, development briefs and Supplementary Planning Documents have previously and will continue to seek to meet any further identified needs for community facilities within the Borough.

Retention, Enhancement and New Community Facilities

- 5.4.6 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 at least retain, and where possible, improve existing local community facilities. It is important that these are integrated into the design of new development. If development proposals are likely to have an effect, whether positively or negatively on an existing community facility, it is imperative that the proposer of development has early engagement with the Council.
- 5.4.7 For existing community facilities, the Council will work with partners to secure future improvements and will protect them against redevelopment for alternative uses (should evidence suggest that there is a need to do so), particularly housing and commercial development.
- 5.4.8 The NPPF at 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

5.4.9 Part 5 Chapter 3 of the Localism Act 2011(Act) allows local people and groups to put forward to local authorities, what is known as an ‘asset of community value’; through the Community Right to Bid procedure. The Act requires local authorities to maintain a list of ‘community assets’ that have been put forward by qualifying groups or bodies and agreed for designation by the local authorities themselves. Further information regarding assets of community value can be found on the Council’s website. It is important to note that should a building be designated as an asset of community value, it does not preclude future development; however it does give the local community and / or local community group better opportunities of securing an assets future use for the community.

Policy 7 Community Facilities

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

All development proposals should support and enhance community services and facilities where appropriate by:

- providing on-site and / or contributing towards new or enhanced community facilities off-site to meet any needs arising from proposed development.
- avoiding the loss of community facilities, unless it can be demonstrated that they are no longer needed by the community they serve.

The council will support community facilities where;

- there is good access by pedestrian routes, cycle routes and public transport.
- they encourage co-location of community uses.
- 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.

- 5.5.1 The NPPF states that Green Infrastructure is a network of multi-functional green space, both 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. The Borough Council's aim is to continually improve the quality of its natural green assets as well as to ensure a net gain in its quantity. All new development should maximise existing Green Infrastructure and create new areas of green space that contribute towards the overall network of Green Infrastructure.
- 5.5.2 The NPPF requires the planning system 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). Well designed Green Infrastructure is essential in improving environmental quality, health, wellbeing and community cohesion.
- 5.5.3 Green Infrastructure 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).
- 5.5.4 Throughout the Borough there is a network of existing areas of strategic Green Infrastructure falling into different categories which are important to the character of both the urban and rural areas; and provide valuable spaces for formal and informal recreational activities in our communities. These strategic areas include the countryside around the Leicester PUA, the green wedges, river corridors (and their riparian habitats), canals (and their riparian habitats) and railway lines, and are illustrated in Figure 2.

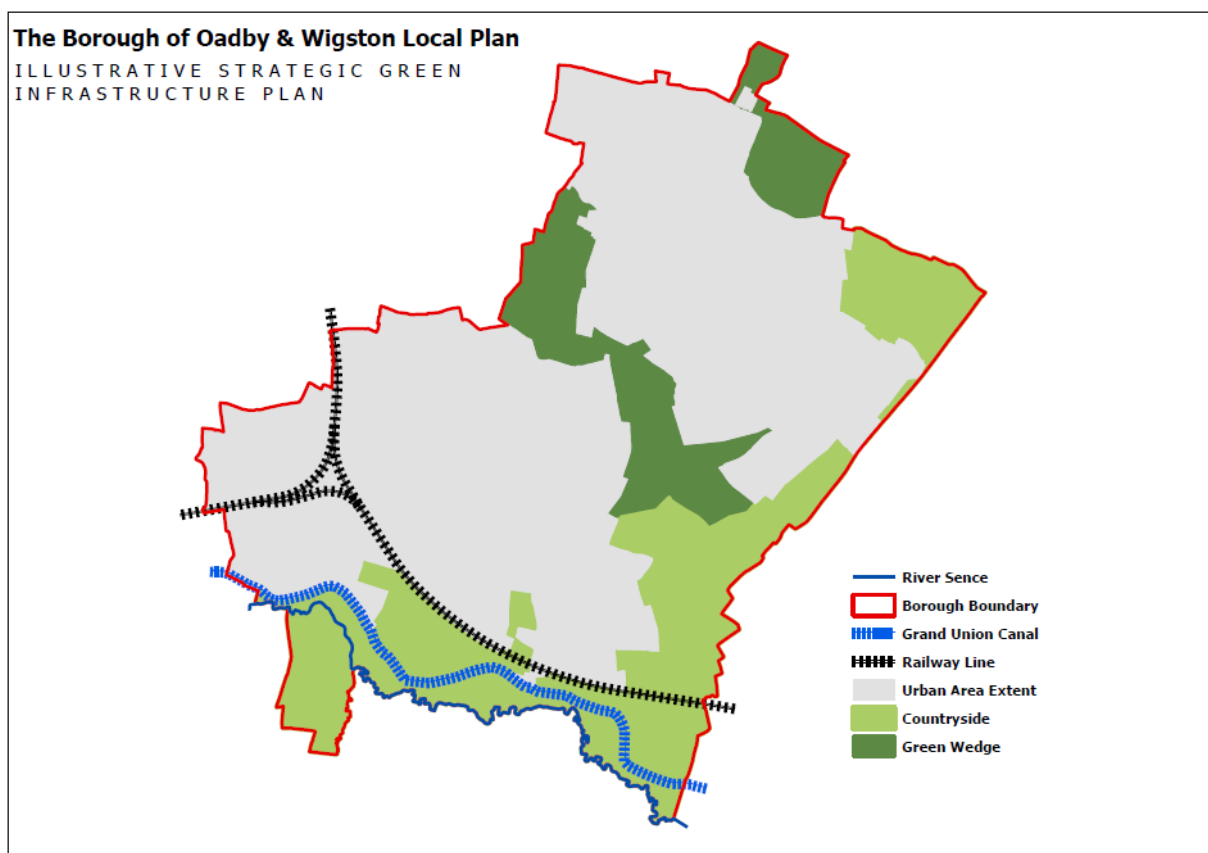


Figure 2: map illustrating the strategic green infrastructure corridors of the Borough

- 5.5.5 Current provision of more local Green Infrastructure within the Borough includes formal and informal open spaces, cemeteries, sports fields, the golf course, Leicester Racecourse,

local wildlife sites, local nature reserves, country parks, Veteran trees, woodland, important hedgerows, ponds, The Washbrook and allotment sites.

- 5.5.6 Green Infrastructure offers significant opportunity for exercise, sport and informal recreation. Green Infrastructure offers access and movement and can promote sustainable modes of movement such as walking and cycling.
- 5.5.7 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.
- 5.5.8 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.
- 5.5.9 Green Infrastructure can contribute to the high quality natural and built environment that fosters sustainable communities. Biodiversity is preserved and enhanced 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 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

Local Wildlife sites

- There are numerous Local Wildlife sites located within the Borough.

5.5.10 In addition to the above sites, this Plan identifies habitats and species that comprise green infrastructure assets within the Borough. The identified assets include; veteran trees; trees with special interest; hedgerows; woodland; ponds; nature reserves; gardens; watercourses; otters; water voles; farmland birds; bats; Great Crested Newts, Marbled White Butterflies; and, Brown Hares.

5.5.11 The Council's Infrastructure Delivery Plan 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.

5.5.12 The proposed Direction for Growth areas should establish new Green Infrastructure corridors that link to the existing Green Infrastructure network. All new Green Infrastructure assets / corridors should tie in with, and connect and enhance existing green infrastructure assets / corridors. Provision of new Green Infrastructure is an important contribution that developers can make when sites are developed. More detail relating to the requirements of each of the Direction for Growth areas is contained within Chapter 7 of this Plan.

5.5.13 The Borough has two Green Wedges: the Oadby and Wigston Green Wedge separating the settlements 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 authority areas 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.

Policy 8 Green Infrastructure

The Council will seek a net gain in Green Infrastructure through the preservation and enhancement of open spaces and assets that comprise the Borough's Green Infrastructure and its network.

All new development must contribute towards achieving this net gain. Green Infrastructure assets will be created, preserved, managed and where necessary enhanced by:

- safeguarding and enhancing existing Strategic Green Infrastructure assets / corridors;
- the creation of new multi-functional areas of green space;
- seeking opportunities to link fragmented habitats, protect vulnerable habitats and integrate biodiversity within communities;
- seeking the creation of new strategic and / or local Green Infrastructure assets / corridors within all new development;
- actively promoting the restoration, re-creation and enhancement of existing Green Infrastructure assets / corridors and the biodiversity that they support;
- not allowing development that compromises the integrity of the existing overall Green Infrastructure network;
- protecting and conserving species and sites of ecological and geological significance;
- using developers contributions to facilitate off-site improvements to existing Green Infrastructure assets / corridors, particularly their quality and accessibility;
- where relevant working in partnership to enhance the value of Strategic Green Infrastructure assets / corridors that are also of significance outside of the Borough, such as the Grand Union Canal and River Sence (including their riparian habitats).

Open Space, Sport and Recreation Facilities

- 5.6.1 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.

- 5.6.2 National planning policy and guidance sets out that it is for the local authority to assess the need for open space and opportunities for new provision in their areas.
- 5.6.3 The NPPF 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’.
- 5.6.4 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.
- 5.6.5 Since 2009, the Council has audited and assessed all of the land within the Borough that is fully accessible to the public, on an annual basis. The land areas identified in these audits / assessments are characterised into different typologies depending on their features and assets. The typologies used by the Council are outlined below:
- Parks and Recreation Grounds
 - Outdoor Sports Facilities
 - Children and Young Peoples Space
 - Informal Open Space
 - Natural Green Space
 - Amenity Green Space
 - Allotments
 - Cemeteries and Churchyards
- 5.6.6 As well as the open space typologies above, working closely with Sport England, the Council has assessed the current level of built sports facilities within the Borough, as well as the expected levels of need over the Plan period up to 2031. The typologies assessed are:
- Sports Halls
 - Swimming Pools
 - Small Halls / Community Venues
- 5.6.7 The assessment undertaken in collaboration with Sport England illustrates that the current level of provision of the built facilities described above are sufficient for the projected growth within the Borough over the Plan period up to 2031. The Council will seek no net loss of these current levels of built facility provision.
- 5.6.8 Each type of open space and built facility mentioned above has various community benefit. It is important that the Council provides 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.
- 5.6.9 Locally based open space requirements have been developed by the Council and have been very successful in maintaining (and increasing) 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 requirements, however through close discussion with Sport England, the

requirement and provision of the Outdoor Sport Space typology will be achieved through the Council's Playing Pitch Strategy rather than through the use of the Council's quantity requirement approach.

5.6.10 The requirements for each typology of open space are identified below.

5.6.11 The Council's Open Space Audit assesses the provision of open space on an annual basis and identifies areas of deficiency and surpluses in provision 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.

5.6.12 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. On-site provision of open space should provide at least the requirements as set out below, whereas off-site contributions towards open space provision should be consistent with the Council's Developer Contributions Supplementary Planning Document.

5.6.13 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 Requirement
Parks and Recreation Grounds eg recreation grounds, parks, and formal gardens	0.50 hectares per 1000 residents
Outdoor Sports Space eg playing fields, football pitches, tennis courts, bowling greens, artificial pitches	As identified within the Council's Playing Pitch Strategy
Children and Young Peoples Space eg sites with equipped play facilities	0.30 hectares per 1000 residents
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
Natural Green Space eg meadows, river floodplain, woodland, country parks, nature reserves	0.80 hectares per 1000 residents
Allotments eg growing produce, health, social inclusion and promoting sustainability	0.50 hectares per 1000 residents
Sports Halls	As identified within the Sport England built facilities assessment
Swimming Pools	As identified within the Sport England built facilities assessment

Small Halls / Community Venues	As identified within the Sport England built facilities assessment
<p>Cemeteries and Churchyard</p> <p>There is no quantity requirement for these types of open space; however the Council has identified land south of Gartree Road in Oadby (as illustrated on the Adopted Policies Map) as appropriate for the provision of cemetery and burial grounds. This land will ensure the Council has sufficient land available to provide for the Borough's cemetery and burial needs up to 2031.</p>	

Policy 9 Open Space, Sport and Recreation Facilities

In relation to open space, sport and recreation facilities, the Council will seek to protect existing sites from development where there is a demand to retain them, they contribute towards the Green Infrastructure in the Borough, and the equivalent cannot be provided elsewhere. New development will be expected to contribute either physically or financially to the provision or improvement of open space, sport and recreation facilities.

The quantity requirements, the Playing Pitch Strategy and the Council's Developer Contributions Supplementary Planning Document will be used in relation to the provision of open space, sport and recreation facilities provision within the Borough, to satisfy need and allow every resident access to adequate, high quality, accessible open space and play areas.

Provision of 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.

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

- an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements;
- 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; and
- the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.

Public Realm

5.7.1 Public realm is the public spaces between buildings and structures that are of the built and/or natural environment, that are open and freely accessed by the public. Public realm

also provides the context and setting for existing and new development. It includes hard and soft surfacing materials, street furniture (including lighting, benches, litter bins), traffic and pedestrian signage, way finding and control, trees, and landscaping. For a full definition of public realm see the Borough Council's Public Realm Strategy Supplementary Planning Document.

- 5.7.2 Although it is acknowledged that many public realm schemes involve the use of street furniture, barriers and signage, the Council does not support schemes that create unnecessary street clutter. The use of signage and barriers will only be supported where they are incorporated innovatively into the design of a scheme or they are absolutely necessary.
- 5.7.3 It is anticipated that new areas of public realm / or improvements and / or refurbishments will form part of all large development proposals, for example, development within the town and district centre boundaries and development occurring at the Direction for Growth areas. Any public realm scheme must ensure that it is designed and developed to the highest standards. All schemes must improve the attractiveness of the streets and make the areas more desirable places to visit, to shop, work and live. Both Wigston town centre and Oadby district centre have identified areas for outdoor events such as markets, and schemes should be designed to accommodate such uses. Development that seeks to provide outdoor events spaces within South Wigston will be encouraged where relevant to do so. Further guidance relating to the centres of Wigston and Oadby can be found in the Area Action Plan Guidance document.
- 5.7.4 Further to the public realm improvement works that have already taken place within the town centre of Wigston and the district centre of Oadby, the following schemes will be actively encouraged:
- Further improvements to the public realm within the centres of Wigston, Oadby and South Wigston;
 - Improvements to the public transport facilities within the centres of Wigston, Oadby and South Wigston; and
 - Extension and improvement of The Lanes in Wigston town centre.
- 5.7.5 The use of high quality materials presents an attractive and welcoming environment, and they also ensure longevity against deterioration. Public realm development presents 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 development design and will provide multiple benefits, such as; creating an attractive environment; providing habitat and wildlife; being part of the green infrastructure network; and managing surface water run-off. Drainage features such as permeable surfaces, swales, filter strips, rainwater gardens and soak-aways are encouraged.
- 5.7.6 All public realm 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.
- 5.7.7 The design of public realm in gateway locations will be of particular importance and should 'announce' the area / space to people entering or passing. Development at gateway

locations will also improve the visibility and attractiveness of the Borough. Attractive gateway design can be achieved through a number of ways, including the use of high quality and different materials.

5.7.8 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 Borough's centres. Developer contributions that seek provision of new and / or improved public realm within the Borough's three main centres will be sought from developments within the centre boundaries, as well as development outside of the relevant boundaries that has an impact on the centres.

5.7.9 The Borough Council may also seek developer contributions for public realm schemes and improvements that are located outside of the main centres. Developer contributions sought on developments outside of the Borough's main centres will not be sought speculatively; they will be sought for known or planned public realm schemes. For developments occurring within the Borough's main centres, play and open space contributions will be utilised for public realm improvements.

5.7.10 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 10 Public Realm

All proposals for large scale development and / or change must incorporate high quality public realm on-site and / or contribute towards public realm improvements off site. All proposals that propose new public realm or impact upon the existing public realm must ensure that the pedestrian is prioritised over other modes of transport and that materials and design are of the highest standards.

Development proposals that seek to provide public realm schemes, as identified within the Area Action Plan Guidance will be, in principle, supported. The following schemes will be encouraged;

- Further improvements to the public realm within the centres of Wigston, Oadby and South Wigston;
- Improvements to the public transport facilities within the centres of Wigston, Oadby and South Wigston; and
- Extension and improvement of The Lanes in Wigston town centre.

All public realm redevelopment or improvements should follow the principles and guidance 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, both within the Borough's main centres and outside of the centres.

Chapter Six – Housing Delivery

Housing Choices

- 6.1.1 The NPPF 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.

- 6.1.2 The Council will use the most up to date housing evidence base, including the Housing and Economic Development Needs Assessment, 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, actively support the development of bungalows in appropriate locations.
- 6.1.3 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. As well as being situated within sustainable locations, any residential proposals (including change of use, subdivision or new build) will need to reflect the character of the local area and should not be 'out of place'; for example it would be inappropriate to propose sub-division to flats of an existing residential property in an area characterised by family housing, likewise it would be inappropriate to propose development of a substantial detached dwelling in an area that is predominately characterised by smaller terraced or semi-detached dwellings. Proposals that seek to deliver new homes that are in character within the area it is located will be, in principle, positively supported.
- 6.1.4 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.
- 6.1.5 In particular, proposals for conversion, change of use, and / or sub-division of existing properties into flats / apartments must be of an appropriate size suitable for modern living standards. Given that the Council has recently received a number of proposals for the conversion, change of use, and / or sub-division of existing properties into residential units, which are not of a size that is appropriate for modern living, the Council requires that any proposal for conversion, change of use and / or sub-division takes into account the Governments Technical Housing Standards.

Policy 11 Housing Choices

All residential development should contribute towards delivering a mix of dwelling types, tenures and sizes that meet the identified needs (and / or demand) 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.

If the Council requires its own independent viability assessments to verify outcomes of the applicants assessment, it will be at the applicants cost.

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

All residential proposals will need to reflect the character of the area in which they are located. Sub-division of plots and / or existing residential properties that are considered to be 'out of character' within the locale will be refused, unless the benefits of any proposed development are considered to outweigh the negative impact.

To ensure that new residential development promotes healthy living and dwellings are of the appropriate size for its proposed occupants; (unless there is a demonstrable reason for not doing so) all new dwellings should provide sufficient space for kitchen, dining, bedroom, and living facilities, and should include appropriate levels of internal storage.

All residential proposals for conversions, sub-division and / or changes of use will be considered on a case by case basis, and must take into account the Government's Technical Housing Standards.

Housing Density

6.2.1 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 areas also sit entirely within the Leicester PUA.

- 6.2.2 With the authority area being compact in size and being majority urban in nature, building new homes to higher densities is key. Being relatively small in size (to put the size of the Borough into context, when looking at extent of the realm measurements in hectares, (on the 31st December 2013) the Office for National Statistics suggested that out of the 406 UK Local Authority Districts, the Borough of Oadby and Wigston is the 11th smallest; however when discounting the eight London Borough's within the eleven it is the 3rd smallest behind the Isles of Scilly and Watford) the Borough area has a finite supply of land on which development can be situated, therefore making the most efficient use of this land is paramount.
- 6.2.3 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 centres of Oadby and South Wigston. 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.
- 6.2.4 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, through this Plan is reducing the density figure on a 'sliding' scale outside of the main centre boundaries. This is to allow for flexibility relating to location, as well as responding to the distinct character areas of the Borough.
- 6.2.5 It must be noted that if development occurs outside of the Leicester PUA, once complete, the full extent of the development becomes part of the Leicester PUA and therefore would be subject to different policy.

Policy 12 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 boundaries of Oadby and South Wigston will be required to achieve an average density of at least 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 boundary of Wigston or district centre boundaries of Oadby and South Wigston, but within the Leicester PUA will be required to achieve an average density of at least 40 dwellings per hectare.

Proposed development sites that have a gross site size of 0.3 hectares and larger and are not situated within any of the above locations will be required to achieve an average density of at least 30 dwellings per hectare.

Where a development is otherwise acceptable but an independent viability appraisal and / or an independent character and design appraisal demonstrates that the required density cannot be achieved, the Council will work with the applicant to consider whether there are alternative approaches that would deliver the desired policy outcomes. If the Council requires its own

independent viability assessments to verify outcomes of the applicants assessment, it will be at the applicants cost.

Affordable Housing

6.3.1 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.

- 6.3.2 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 priorities because it recognises the important role it plays in providing homes for all within the community. Because of this, the Council required specific detailed evidence base relating to affordable housing provision within the Borough area.
- 6.3.3 The Council therefore commissioned an Affordable Housing Viability Assessment that sought to provide the Council with evidence relating to an appropriate affordable housing threshold by which to require affordable housing provision on a development site and an appropriate percentage of affordable housing provision should a development proposal meet the prescribed threshold. The Council's Core Strategy sought provision of affordable housing on all sites of 10 or more dwellings; therefore this was taken as the starting point for the assessment.
- 6.3.4 The assessment was undertaken by Andrew Golland Associates and concluded that although there was evidence to suggest that the affordable housing site threshold could be set lower than the Core Strategy's threshold of 10, national policy and guidance sets the threshold at 11 or more. Although there was evidence to suggest a lowering of the previous threshold, it was concluded that the Council would use the nationally set threshold 11 or more when requiring affordable housing provision on a residential development site.
- 6.3.5 Relating to the provision of affordable units on a development site once the threshold was met, the assessment concluded that a split target should be sought due to the large difference in land values in different parts of the Borough. The assessment suggested the following splits should be applied to each of the Borough's settlements.
- 10 per cent of the total number of units should be affordable for sites located within the settlement of South Wigston,
 - 20 per cent of the total number of units should be affordable for sites located within the settlement of Wigston, and
 - 30 per cent of the total number of units should be affordable for sites located within the settlement of Oadby.
- 6.3.6 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 proposal. The Housing and Planning Act 2016 suggests that affordable housing includes starter homes within its definition. The Act also sets out the definition of a starter home. For the purposes of this local policy, the definition for starter homes will be consistent with that set out within the Housing and Planning Act 2016.
- 6.3.7 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 Plan and the Developer Contributions Supplementary Planning Document.

Policy 13 Affordable Housing

The Council is committed to the provision of appropriate housing for the whole community, therefore will require affordable housing 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 (including Kilby Bridge) – 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.

There is no maximum number of affordable housing units that can be provided on a site. Also the 11 dwelling threshold does not restrict proposals providing affordable housing on sites of fewer than 11 units.

Proposals for residential development that meet the 11 dwelling threshold but do not provide any affordable housing 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. If the Council requires its own independent viability assessments to verify outcomes of the applicants assessment, it will be at the applicants cost.

With the provision of affordable housing remaining a priority for the Council, should a site be proposed for 100 per cent of the units classed as affordable 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 proposal.

Self Build and Custom Build

6.4.1 The Self Build and Custom Housebuilding Act 2015 places a duty on the Council to keep a register of individuals and associations of individuals who wish to acquire serviced plots of land to provide self-build and custom house building projects and to place a duty on certain

public authorities to have regard to these registers when carrying out planning and other functions.

6.4.2 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.

6.4.3 Through the planning application process, the Council will actively support the provision of Self Build and Custom Build plots if there is a need to do so.

Policy 14 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 the register of individuals and associations of individuals suggest a need.

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.

Urban Infill Development

6.5.1 The NPPF 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 definition of previously developed land excludes

residential garden land or any other open amenity space around buildings. The majority of previously developed land within the Borough is situated within the built up urban areas. It is this land that can be subject to urban infill development proposals.

- 6.5.2 Urban infill development is classed as development occurring on sites located within the defined urban area of the Borough, usually situated between existing buildings. Paragraph 53 of the NPPF suggests that local planning authorities should resist inappropriate development of garden land that would, for example cause harm to the local area.
- 6.5.3 With the Borough being relatively compact and urban in nature, appropriate 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. Through local planning policy, the Council will manage inappropriate infill development that has a detrimental impact on the locale in which it is proposed. The Council will also manage development that seeks to split existing residential plots.
- 6.5.4 Although, in principle the Council would encourage proposals that seek appropriate infill development, any proposal would need to be suitably situated and be of a sustainable design and construction. All development proposals would also need to conform to all other relevant policies within this Plan.
- 6.5.5 The Council's Landscape Character Assessment sets out guidance for each of the Urban Character Areas of the Borough and should be taken into account in any development proposals.

Policy 15 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 locale, 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.

Any proposal for development on residential garden land or any other open amenity space around buildings will not be permitted unless it conforms to the guidance set out within the Council's Landscape Character Assessment.

Proposals that seek to split existing residential plots and propose development on the garden land of and / or open amenity space of existing plots will not be granted planning permission unless the proposal sits comfortably, is consistent with, in character with, and respects the direct existing street scene in which it is situated. The Council will 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.

Gypsies, Travellers and Travelling Showpeople

- 6.6.1 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.'

6.6.2 A Gypsies' and Travellers' Accommodation Needs Assessment has been prepared in partnership with other authorities in Leicester and Leicestershire to help understand the latest accommodation needs for Gypsies and Travellers, and Travelling Showpeople within the Leicester and Leicestershire local authorities involved. Oadby and Wigston Borough Council was one of the local authorities involved.

6.6.3 The needs assessment mentioned above has an identified need for the Borough of 0 (zero), both for static and transit pitches.

6.6.4 This criteria based policy for the provision of Gypsies, Travellers and Travelling Showpeople should be used to guide the allocation of sites to meet identified needs where they are identified. The policy seeks to ensure that sites are accommodated in sustainable locations with access to a range of essential services, such as education, healthcare, welfare, shops, water and sewerage facilities, where possible.

Policy 16 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 apply:

- Sites should be accessible, by a range of transport modes, to essential local services and facilities, including shops, schools and GP surgeries.
- Sites should preferably be located within or adjacent to the Leicester PUA.
- 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 Seven – Allocations and Regeneration Opportunity Areas

Kilby Bridge Settlement Envelope

- 7.1.1 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. The settlement currently contains uses that are not complementary to the existing character of the settlement and rural area. Therefore, it is important that only appropriate development, such as small scale residential (up to 40 new additional homes across the whole settlement envelope), leisure, tourism and canal based development occurs within the settlement in the future.
- 7.1.2 Within the proposed Settlement Envelope (as illustrated in the Council's Adopted Policies Map), small scale regeneration masterplans should be prepared for any proposed development and should take account of the local environs, including The Grand Union Canal, Limedelves Site of Special Scientific Interest, Barn Pool Meadow Local Wildlife Site and its associated Regionally Important Geological Site and linkages between the Wigston Direction for Growth and Kilby Bridge.
- 7.1.3 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 sustainable without increasing the risk of flooding elsewhere. The Environment Agency's Flood Zone maps indicate that the north and west of the settlement is at risk of flooding and is within or 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 Risk Assessment to demonstrate compliance with sequential and exception tests where appropriate.
- 7.1.4 The River Soar and Grand Union Canal Strategy 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. The Council would in principle encourage the development of a marina within the Kilby Bridge area, along the canal.
- 7.1.5 Proposals that seek to accommodate small scale A1, A2, A3 and/or A4 uses that are related to the canal use and / or small craft workshops or similar, where the products which are made and sold on site, would be in principle supported. Proposal to encourage recreational uses for local residents, cyclists and equine and small scale diversification activities such as small rural 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 and historic features. Any development must ensure that there is no significant detrimental impact on the existing highway network.

Policy 17 Kilby Bridge Settlement Envelope

The Council will consider small scale development proposals within the defined Settlement Envelope of Kilby Bridge. Any residential development proposed within the defined envelope should be small scale (up to 40 new additional homes across the whole settlement envelope) and delivered at a minimum of 30 dwellings per hectare.

All development proposals will need to take account of the rural and historic landscape, as well as the distinctive character of the Grand Union Canal Conservation Area and views across open countryside. 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 rural 'gateway' into the Borough.

The key objectives of the Kilby Bridge Settlement Envelope are to:

- Maintain the open, attractive, and rural setting;
- Retain and enhance public access to the Grand Union Canal; River Sence; and the Kilby-Foxton Site of Special Scientific Interest (SSSI);
- Conserve and enhance the Grand Union Canal Conservation Area;
- Deliver small scale sustainable residential development(s) that will provide a range of housing types, unit sizes and tenures whilst retaining the distinctive landscape and historic character through designing attractive schemes that will complement this gateway location;
- Protect the existing local economy, as well as to enhance it through delivering small scale outdoor leisure, recreation and tourism development; 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 Settlement Envelope will need to give consideration to other relevant policies within this Plan.

Stoughton Grange Direction for Growth area and Oadby Cemetery Allocation

Stoughton Grange Direction for Growth area

- 7.2.1 Stoughton Grange Direction for Growth area is formed of two distinct parts; the former Stoughton Grange Farm Park, to the north of Gartree Road and the greenfield land to the south of Gartree Road and the west of Stoughton Road. The former farm park is currently utilised by a number of small independent businesses. The Stoughton Grange Direction for Growth area forms a direct extension to the Leicester PUA to the north of Oadby and supports the role of Oadby district centre as the Borough's second largest centre which is a key aspiration of the Council and a spatial objective within this Plan.
- 7.2.2 The growth area is situated in one of the most northerly parts of the Borough. The growth area is adjacent to 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 and must be protected and enhanced.
- 7.2.3 The entire growth area has historically been designated as land within the Green Wedge; however the Council's most recent Green Wedge Review has identified the Direction for Growth area as potential release land. A Green Wedge Review was undertaken by the Council due to the need for additional growth.
- 7.2.4 To the north and west of the growth area, land is designated as Countryside and Green Wedge outside the Borough in Harborough District. The Green Wedge designation will remain to the east of the site that is currently in use as the University of Leicester's playing fields as well as arable land. Part of the growth area consists of the proposed transport route (known formerly as the Eastern District Distributor Road). This proposed transport route will be maintained as part of any development on this growth area.
- 7.2.5 The growth area is also 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. To the north east of the site in Harborough District is Stoughton Conservation Area, a scheduled monument and numerous Listed Buildings. These heritage assets will need to be taken into account and protected through any proposed development of the growth area.
- 7.2.6 The Council has allocated the Stoughton Grange Direction for Growth area for a residential led mixed use development consisting of up to 300 new homes. For the greenfield land area to the south of Gartree Road, the Council would expect two access points, one from Gartree Road to the north and one from Stoughton Road to the east. For the land area to the north of Gartree Road, at least one access point onto Gartree Road would be expected.
- 7.2.7 Due to the size of the Direction for Growth area, detailed transport assessments will be required to assess the impact on traffic generation (specifically generated by the proposal site) on the key junctions within the vicinity of the site, specifically at Stoughton Road / Harborough Road, Gartree Road / Stoughton Road, Shady Lane / Gartree Road, Manor Road / Stoughton Road / Manor Road Extension, and Stoughton Drive South / Gartree Road. Such specific work will be the land promoter's responsibility. Any detailed transport assessment should use the South East Leicestershire Transport Study as its starting point, and should take into account the necessary mitigation measures identified by the study. Subject to the outcomes of this specific transport assessment work and collaboration with Leicestershire County Council Highways department (and Leicester City Council Highways

department, where relevant), off site transport infrastructure or financial contributions towards off site transport infrastructure will be required to make the development sustainable. Required Infrastructure relating to this growth area will be that agreed by Leicestershire County Council Highways department and the Borough Council.

- 7.2.8 The land area to the north of Gartree Road will be mixed use and will consist of new small scale residential, and a mix of small scale A1, A2, A3, A4 and any other appropriate small scale uses. .
- 7.2.9 The size of the development would require other specific infrastructure; the requirements are set out in the policy below and include;
- 30 per cent affordable housing provision
 - contribution towards an existing and / or new community facility building within Oadby.
 - provision towards new education facilities, and
 - onsite open space, consisting of allotments, sports pitches, play areas and structural landscaping
- 7.2.10 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 sustainable 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 Risk Assessment to demonstrate compliance with sequential and exception tests where appropriate.
- 7.2.11 The Council will require provision of self and custom build homes as part of the delivery of 300 new homes. There is currently 5 individuals on the Council's self and custom build register that have suggested Oadby (or anywhere within the Borough) as being an appropriate location for a self and custom build plot. The Council would also actively encourage the provision of a mix of residential house types, including bungalows and flats.
- 7.2.12 Recreational uses for local residents cyclists and, equine and small scale diversification activities such as small rural business and leisure uses may also be appropriate, provided the supportive infrastructure can be accommodated on site. Any proposal should fundamentally seek to be complementary to the existing surroundings and sensitive to existing landscape features.
- 7.2.13 The Stoughton Grange Direction for Growth area is identified on the Council's Adopted Policies Map.

Oadby Cemetery Allocation

- 7.2.14 This direction for growth area also includes a separate allocation for cemetery and burial uses. The land allocation is a direct extension of the existing cemetery and burial allocation, allocated by the Council within the previous Saved Local Plan and Core Strategy.
- 7.2.15 The existing cemetery and burial space within the Borough, is due to reach capacity within the Plan period, therefore the Council is allocating this land to meet future need. Should a cemetery or burial proposal for the allocation site come forward it would need to be sufficiently evidenced and justified. Evidence would need to detail the current and proposed

ground conditions, the size and scale of any development, as well as its need, impact and use. Access into the proposed site, as well as any impact on the direct highway network would also need to be assessed against any proposal put forward. Such assessment(s) would be required to support any masterplan proposal or planning application submission.

7.2.16 The Oadby Cemetery Allocation is identified on the Council's Adopted Policies Map.

Policy 18 Stoughton Grange Direction for Growth area and Oadby Cemetery Allocation

Stoughton Grange Direction for Growth area

The Council will allocate land to the north of the Borough in Oadby, for the Stoughton Grange Direction for Growth area.

The Council will consider new development proposals that seek to create a sustainable, well designed and high quality development that is sensitive to its surroundings and will not have a detrimental impact on the surrounding Green Wedge and Countryside and will conserve and better reveal the historic significance of the site including its listed buildings, and archaeological remains, in particular those relating to the former Stoughton Grange Hall and surviving elements of its designed landscape and planting.

Any development proposed within this growth area would require the production of a detailed masterplan. The following elements will be required on-site or via an off-site contribution where stated:

- safeguarding of the potential transport route (former Eastern District Distributor Road).
- at least 300 new homes, of which at least 30 per cent should be affordable.
- land area to the north of Gartree Road will be mixed use and will consist of new small scale residential, and a mix of small scale A1, A2, A3, A4 and any other appropriate small scale uses.
- at least two vehicular access points, one off Gartree Road and one off Stoughton Road, for the land area to the south of Gartree Road.
- at least one access point off Gartree Road for the land area to the north of Gartree Road.
- off-site contribution towards an existing and / or new community facility building in Oadby.
- off-site contribution towards new education facilities.
- onsite open space, consisting of allotments, sports pitches, play areas and structural landscaping in accordance with the Open Space, Sport and Recreation Facilities policy of this Plan.
- provision of Self Build and Custom Build plots, to meet the identified need at the time of planning application submission.
- provision of an appropriate number of bus stops and associated infrastructure, including bus shelters and information display boards onsite as well as off site, to allow for this sustainable method of public transport.

- provision of any other associated infrastructure required to bring the site forward sustainably, including cycle ways and footpaths onsite as well as off site, and
- off site transport infrastructure or financial contributions towards off site transport infrastructure will be required to make the development sustainable.

Any proposal for development of this growth area will be required to conform to all other relevant policies set out within this Plan. Any proposal would also be required to submit a detailed 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.

The Stoughton Grange Direction for Growth Area is identified on the Council's Adopted Policies Map.

Oadby Cemetery Allocation

The Plan allocates land to the north of the Borough in Oadby for cemetery and burial uses.

Any cemetery or burial proposal for the allocation site would need to be sufficiently evidenced and justified in terms of ground conditions and its size, scale, need, impact and use. The impact on the direct highway network would also need to be assessed against any proposal put forward. The Oadby Cemetery Allocation is identified on the Council's Adopted Policies Map.

Oadby Sewage Treatment Works

- 7.3.1 The Oadby Sewage Treatment Works (Sui Generis Use Class) is currently in active use by Severn Trent Water, but it has been demonstrated to the Council that the works will become surplus to requirements over the lifespan of this Plan. Due to this, the Plan allocates this land area for employment use development. The land area will form an extension to the existing Kenilworth Drive Identified Employment Area and is illustrated on the Council's Adopted Policies Map.
- 7.3.2 Any proposal for redevelopment of the site, will be required to appropriately assess biodiversity, ecology, flood risk and contamination, and will need to mitigate (if necessary). Any proposal will also need to ensure adequate vehicular access arrangements, as well as promote sustainable transport modes. A transport assessment will also be required to assess the impact on the local road network close to the site.
- 7.3.3 The Oadby Sewage Treatment Works is approximately 2.67 hectares in size and is located adjacent to Kenilworth Drive Identified Employment Area; Leicester Racecourse; the Borough Council's Depot; and, Leicestershire County Council's Recycling and Household Waste Site. The site is also adjacent to the Oadby and Wigston Green Wedge. Access is possible from the existing road off the B582 Wigston Road, or via a limited access entrance in the south-east corner of the site.

Policy 19 Oadby Sewage Treatment Works

The Council will allocate the site for employment land use development (use classes B1, B2 or B8). The land area will form an extension to the existing Kenilworth Drive Identified Employment Area and is illustrated on the Council's Adopted Policies Map.

Any proposal for redevelopment must seek to create a sustainable, well designed and high quality scheme. The applicant will be required to produce a masterplan illustrating how the wider issues including accessibility, impacts on the local highway network, impacts upon the surrounding Green Wedge, impacts on flood risk and mitigation of potential contamination will be taken account of and mitigated if necessary.

Any proposal should seek provision of an appropriate number of bus stops and associated infrastructure, including bus shelters and information display boards onsite as well as off site, to allow for this sustainable method of public transport.

Any proposal should seek provision of any other associated infrastructure required to bring the site forward sustainably, including cycle ways and footpaths, onsite as well as off site.

Off site transport infrastructure or financial contributions towards off site transport infrastructure may be required to make the development sustainable.

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

Wigston Direction for Growth area

- 7.4.1 The Wigston Direction for Growth area forms a direct extension to the Leicester PUA to the south east of Wigston. The Wigston Direction for Growth area was originally defined within the Council's Core Strategy. 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. The granted permission included the provision of two access points, one to the north, directly on to Newton Lane and one to the south, directly on to Welford Road. Both points of access consist of a roundabout. For the purposes of this Local Plan, this granted permission for the Wigston Direction for Growth area forms 'Phase 1'.
- 7.4.2 As well as the above mentioned, Phase 1 includes;
- 20 per cent (90 new dwellings) affordable housing provision
 - a new community facility building
 - provision towards new education facilities, and
 - onsite open space, consisting of allotments, sports pitches, play areas and structural landscaping
- 7.4.3 The location of the Wigston Direction for Growth area was chosen due to its proximity to the Borough's main town centre of Wigston and its public transport links into Leicester City. Supporting the role of Wigston as the Borough's main town centre directly contributed towards the Vision and Spatial Objectives of the Core Strategy. This is still a key aspiration of the Council and forms a spatial objective within this Plan. Further development at the Wigston Direction for Growth area will continue to support this.
- 7.4.4 This Local Plan allocates additional land within the Wigston Direction for Growth area to accommodate further new homes (600 homes) and further new employment accommodation (2.5 hectares) (Phase 2). Through the development of both Phase 1 and Phase 2 of this Direction for Growth area, the Council is expecting the delivery of approximately 1,000 new homes and in the region of 5 hectares of new employment land. The cumulative size of such a development would require other specific infrastructure; the requirements are set out in the policy below, and include;
- provision of a new primary school
 - formation of a new local centre
 - provision of a new community facility building, and
 - provision of outdoor sports space and open space
- 7.4.5 The elements mentioned have previously been subject to a public consultation in the form of a masterplan produced by the land promoters.
- 7.4.6 The provision of a new primary school onsite will be achieved through close collaboration between the land owner / developer and Leicestershire County Council's education department. The new primary school will be provided to the specification agreed by Leicestershire County Council's education department and will include the appropriate provision of vehicular and cycle parking and access associated to this specific use.
- 7.4.7 The onsite local centre, new community facility building, primary school and outdoor sports and open space provision should be located within the same area, to create a 'community' hub at the heart of the development. It would be expected that the community facility

building would incorporate changing facilities directly related to the provision of outdoor sport, and would be built to the standards and specification as agreed by the Borough Council and Sport England. Sport England guidance, for example Village and Community Halls Design Guidance Note, should be taken into account through the design stage of the community facility building.

- 7.4.8 The local centre would consist of a minimum 3 units, to ensure that it meets the Council's definition of a local centre. With the hub being at the heart of the development it is expected that the units provided as part of the local centre would consist of A1, A3 and A4 uses as defined by the Town and Country Planning Use Classes Order. The hub area will also include the appropriate provision of vehicular parking and access associated to these specific uses. It is also expected that the hub area will have high quality pedestrian links with the wider development, as well as good public transport links with the rest of the Borough and beyond.
- 7.4.9 There may be opportunity to consolidate the school building and community facility building, provided that the two uses could operate independently from one another.
- 7.4.10 It should be noted that the Council is aware that such a cumulative approach to the development could require amendments to the existing Section 106 agreement relating to Phase 1. The Council will work collaboratively with the land owner to amend the Section 106 as deemed necessary.
- 7.4.11 The delivery of approximately 1,000 new homes and 5 hectares of employment land will contribute positively to the delivery of the Plan period targets, as set out in the Spatial Strategy for Development in the Borough Policy 2.
- 7.4.12 Due to the size of the Direction for Growth area (both phases) detailed transport assessments will be required to assess the impact on traffic generation (specifically generated by the proposal site) on the key junctions within the vicinity of the site, including the junction at Welford Road / Bull Head Street / Moat Street / Newton Lane, the junction at Bull Head Street / Wakes Road / Oadby Road, and the junction at Bushloe End / Long Street / Moat Street. Such specific work will be the land promoter's responsibility. Any detailed transport assessment should use the South East Leicestershire Transport Study as its starting point, and should take into account the necessary mitigation measures identified by the study. At least two accesses (at least those already granted planning permission) into the site will be required to accommodate the level of vehicle movement, not only for residential use but also vehicle use associated with the employment land. Such specific work will be the land promoter's responsibility. Subject to the outcomes of this specific transport assessment work 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. Required infrastructure relating to this growth area will be that agreed by Leicestershire County Council Highways department and the Borough Council.
- 7.4.13 This growth area is situated within easy walking distance of the settlement of Kilby Bridge and the leisure opportunities associated with the Grand Union Canal and River Sence. It will relate directly to the Strategic Objectives of promoting healthy lifestyles by encouraging walking and cycling subject to creation of appropriate cycle ways and pedestrian routes within the development that link to Kilby Bridge.

- 7.4.14 The provision of new housing located close 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.
- 7.4.15 The Council will require provision of self and custom build homes as part of the delivery of 1,000 new homes. There is currently 4 individuals on the Council's self and custom build register that have suggested Wigston (or anywhere within the Borough) as being an appropriate location for a self and custom build plot. The Council would also actively encourage the provision of a mix of residential house types, including bungalows and flats.
- 7.4.16 Phase 2 of the Wigston Direction for Growth area is identified on the Council's Adopted Policies Map.
- 7.4.17 Subject to appropriate testing, in particular highway and transport infrastructure capacity, and liaison with the Borough Council and Leicestershire County Council Highways department, should evidence suggest a need to do so in the future, further development could occur within this growth area beyond this Plan period, subject to the development being sensitive to the countryside areas that surround it and sustainable and appropriate in size and facility provision. This will be Plan led and will be considered through a future review of this Plan.

Policy 20 Wigston Direction for Growth Area

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

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

In 'Phase 2', this Plan allocates land for at least 600 new homes and in the region of 2.5 hectares of employment land.

Development proposed within 'Phase 2' of the Wigston Direction for Growth area is in addition to 'Phase 1' and will require the production of a detailed masterplan. The following elements will be required on-site or via an off-site contribution where stated:

- at least 600 new homes, which at least 20 per cent should be affordable.
- in the region of 2.5 hectares of new employment land.
- a new primary school.
- a roundabout (vehicular) 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.
- formation of a new Local Centre – that contributes towards the provision of A1, A3 or A4 uses.
- a community facility building (including changing facilities).

- onsite open space, consisting of allotments, sports pitches, play areas and structural landscaping in accordance with the Open Space, Sport and Recreation Facilities policy of this Local Plan.
- provision of Self build and Custom Build plots, to meet the identified need at the time of planning application submission.
- provision of an appropriate number of bus stops and associated infrastructure, including shelters and information display boards on-site as well as off-site, to allow for this sustainable method of public transport, and
- provision of any other associated infrastructure required to bring the site forward sustainably, including cycle ways and footpaths, onsite as well as off site.

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 detailed 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.

Cottage Farm Direction for Growth area

- 7.5.1 The Cottage Farm Direction for Growth area forms a direct extension to the Leicester PUA and is situated towards the south east of Oadby, along the A6. The growth area in its entirety will consist of up to 400 new homes (and associated other infrastructure), however 150 new homes have already been granted planning permission. The granted permission provides for a single traffic light controlled access onto the A6. For the purposes of this Plan, this granted permission for the Cottage Farm Direction for Growth area forms 'Phase 1'.
- 7.5.2 As well as the abovementioned, 'Phase 1' includes;
- 30 per cent (45 new dwellings) affordable housing provision
 - provision towards new education facilities, and
 - onsite open space, consisting of allotments, sports pitches, play areas and structural landscaping
- 7.5.3 The Cottage Farm Direction for Growth area supports the role of Oadby district centre as the Borough's second largest centre which is a key aspiration of the Council and a spatial objective within this Plan.
- 7.5.4 This Local Plan allocates additional land at the Cottage Farm Direction for Growth area to accommodate a further 250 new homes (Phase 2).
- 7.5.5 Due to the size of the Direction for Growth area, detailed transport assessments will be required to assess the impact on traffic generation (specifically generated by the proposal site) on the key junctions within the vicinity of the site, specifically at Glen Gorse Roundabout, Glen Road / Florence Wragg Way Roundabout, Glen Road / Ash Tree Road, and Glen Road / Harborough Road / London Road / Waldron Drive. Such specific work will be the land promoter's responsibility. Any detailed transport assessment should use the South East Leicestershire Transport Study as its starting point, and should take into account the necessary mitigation measures identified by the study. Subject to the outcomes of this specific transport assessment work 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. Required Infrastructure relating to this growth area will be that agreed by Leicestershire County Council Highways department and the Borough Council.
- 7.5.6 It should be noted that the Council is aware that such a cumulative approach to the development could require amendments to the existing Section 106 agreement relating to 'Phase 1'. The Council will work collaboratively with the land owner to amend the Section 106 as deemed necessary.
- 7.5.7 The delivery of up to 400 new additional homes will contribute positively towards the delivery of the Plan period target, as set out in the Spatial Strategy for Development in the Borough Policy 2.
- 7.5.8 The Council will require provision of self and custom build homes as part of the delivery of Phase 2. There is currently 5 individuals on the Council's self and custom build register that have suggested Oadby (or anywhere in the Borough) as being an appropriate location for a self and custom build plot. The Council would also actively encourage the provision of a mix of residential house types, including bungalows and flats.

7.5.9 The cumulative size of the development would require other specific infrastructure; the requirements are set out in the policy below and include;

- provision of affordable housing at 30 per cent
- contribution towards an existing and / or new community facility in Oadby, for example Coombe Park pavilion
- provision towards new education facilities, and
- onsite open space, consisting of allotments, sports pitches, play areas and structural landscaping.

7.5.10 Due to the sites location adjacent to the Council owned Coombe Park recreation ground, there may be possibility to extend and refurbish this existing facility rather than locate open space or sports provision in another location within the growth area. Any extension of the Coombe Park recreation ground would need to be done so in collaboration with the Council and would need to include, an extension to the existing recreation ground, an extension and refurbishment to the existing pavilion and an extension to the existing parking provision. The Council would require improved pedestrian routes from the development into Coombe Park and the education facilities beyond. A new road access would also be encouraged into Coombe Park from any proposed new development.

7.5.11 The entire growth area is located within close proximity to the existing Oadby and Wigston Green Wedge. Due to the proposed development expansion of this area, the Council has extended the extent of the existing Green Wedge to bound the south west of the growth area to ensure (amongst other justified reasons) that there is no future coalescence of the settlements of Wigston and Oadby. A Green Wedge Review was undertaken by the Council due to the need to accommodate additional growth. The full extent of both of the Borough's Green Wedges are illustrated on the Council's Adopted Policies map.

7.5.12 Phase 2 of the Cottage Farm Direction for Growth area is identified on the Council's Adopted Policies Map.

Policy 21 Cottage Farm Direction for Growth area

This Local Plan will seek to expand the current Cottage Farm site ('Phase 1') and form the Cottage Farm Direction for Growth area. The Council will allocate further land to the south east of Oadby, for 'Phase 2' development.

In 'Phase 2', this Plan allocates land for up to 250 new additional homes.

The Council will consider new development proposals that seek to create a sustainable, well designed and high quality development that is sensitive to its surroundings and will not have a detrimental impact on the surrounding Green Wedge and Countryside.

Development proposed within 'Phase 2' of the Cottage Farm Direction for Growth area is in addition to 'Phase 1' and will require the production of a detailed masterplan. The following elements will be required on-site or via an off-site contribution where stated:

- at least 250 new additional homes, of which at least 30 per cent should be affordable.
- vehicular access to the growth area will be directly off the A6.
- a link road through the site allowing all parts of the site (including 'Phase 1') to be accessible.

- off-site contribution towards a community facility building in Oadby and / or the extension and refurbishment of Coombe Park pavilion, including further car parking.
- improved pedestrian access into Coombe Park from the development.
- onsite open space, consisting of allotments, sports pitches, play areas and structural landscaping in accordance with the Open Space, Sport and Recreation Facilities policy of this Local Plan.
- off-site contribution towards new education facilities.
- provision of Self Build and Custom Build plots, to meet the identified need at the time of planning application submission.
- provision of an appropriate number of bus stops and associated infrastructure, including bus shelters and information display boards on-site as well as off-site, to allow for this sustainable method of public transport, and
- provision of any other associated infrastructure required to bring the site forward sustainably, including cycle ways and footpaths, on-site as well as off-site.

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 detailed 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.

Chapter Eight – Economic Prosperity

- 8.1.1 The national government is committed to securing economic growth in order to create jobs and prosperity by building on the country's inherent strengths. The national government is also committed to meeting the twin challenges of global competition and of a low carbon future.
- 8.1.2 Promoting balanced economic growth is one of the key elements of delivering sustainable development. This Plan seeks to make the Borough a more sustainable place to live by creating a balance between homes, jobs, retail development, green infrastructure, and education.
- 8.1.3 The NPPF indicates 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.
- 8.1.4 The Council's Economic Regeneration Strategy sets out an economic vision and plan, for future economic development across the Borough. It also acts as a framework for driving economic development and regeneration locally. It will help enable the realisation of funding opportunities by demonstrating that the Council has ambitious aspirations based on factual evidence.
- 8.1.5 The Council is ambitious with its plans for the future and wants to create prosperity and better quality of life for all of its residents and businesses; it recognises how a successful and sustainable economy can have a positive impact upon the quality of life of residents and businesses.
- 8.1.6 The Leicester and Leicestershire Business Survey (2015) reflect the views of local businesses within the Borough. This provides an annual audit of business conditions across the Borough as follows:
- 56% of the Borough's businesses expect to start offering new products or services, the highest of all the Leicestershire districts.
 - 35% of the Borough's businesses expected general business conditions to improve.
 - 40% of the Borough's businesses are quite or very likely to take on further apprentices in the future, the highest of all the Leicestershire districts.
 - 81% of the Borough's businesses expect an increase in sales turnover in the next 12 months the highest of all the Leicestershire districts.
 - 72% of the Borough's businesses expect their business to grow over the next 12 months.
 - 57% of the Borough's businesses plan to train or up skill staff in the next 12 months.
 - 10% of the Borough's businesses are looking to relocate.

Delivering Retail

- 8.2.1 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. Identifying sufficient land to meet the retail needs of the Borough is positively achieved through this Plan.
- 8.2.2 The National Planning Practice Guidance (PPG) suggests that local planning authorities should plan to support town centres in generating local employment, promoting beneficial competition within and between town centres, and creating attractive, diverse places where people want to live, visit and work.
- 8.2.3 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.
- 8.2.4 The main town centre within the Borough is Wigston. This Plan seeks to reinforce the role of Wigston as the Borough's main town centre. The Plan also seeks to positively reinforce the roles of Oadby and South Wigston as a district centres. Local policy will strive to ensure the existing blend of facilities is maintained and improved within each centre as well as supporting mixed use development that includes retail, employment, residential, community, leisure, culture and tourism facilities.
- 8.2.5 Wigston town centre and the centres of Oadby and South Wigston have the highest concentrations of retail provision within the Borough.
- 8.2.6 In terms of retail provision within the Borough, a 'town and district centre first' approach will be applied. Proposals for main town centre uses should be prioritised within the town or district centres, however, some flexibility will be allowed for edge of centre locations if the main centres cannot accommodate the retail provision proposed. Only if suitable sites are not available within the main centre or edge of centre locations should out of town sites be considered.
- 8.2.7 The NPPF also requires local planning authorities to apply the sequential test to planning applications for main town centre uses that are not proposed in existing centres and are not in accordance with an up-to-date Local Plan.

New Retail Provision

- 8.2.8 In 2016 the Council commissioned Nathaniel Litchfield & Partners (NLP) to undertake a Retail Capacity Study for the Borough, to serve as local evidence to support local planning policy.
- 8.2.9 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.
- 8.2.10 According to the NLP report, online shopping has the potential to be a significant threat to the retail centres within the Borough as it removes the potential barrier of having to travel to physical retail stores.
- 8.2.11 The NLP study's 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.

8.2.12 One of the key areas of the Study was the setting out of current convenience and comparison retail capacity in Wigston, Oadby and South Wigston and the potential capacity for additional convenience and comparison retail floorspace over the Plan period to 2031. The results for potential capacity for additional retail floorspace are shown below.

Wigston Town Centre

8.2.13 Quantitative capacity for additional convenience and comparison retail floorspace.

Year	Convenience sq.m (net)	Comparison sq.m (net)	Total sq.m (net)
2016	297	0	297
2021	341	322	663
2026	454	1,105	1,559
2031	554	1,980	2,534 (1,169)

Nathaniel Lichfield & Partners Retail Capacity Study (2016)

8.2.14 The table above indicates that throughout the Plan period there is not a significant quantitative capacity for convenience floorspace in Wigston. The capacity peaks at 554 sq.m (net) by 2031. Put in context, the identified capacity is equivalent to a small scale foodstore unit. In terms of additional capacity for comparison retail goods floorspace in Wigston, in the short term, only 322 sq.m (net) has been identified up to 2021. However, longer term, the capacity increases to 1,980 sq.m (net) by 2031. It should be noted that at the time of writing the retail capacity report the former Coop retail unit within Bell Street, Wigston was unoccupied. The report suggests that should the unit be reoccupied for retail purposes, the capacity would reduce by 1,365 sq.m. Since the time of writing, the unit has been reoccupied for retail use, therefore the overall capacity for additional retail floorspace within Wigston has reduced from 2,534 sq.m to 1,169 sq.m.

Oadby District Centre

8.2.15 Quantitative capacity for additional convenience and comparison retail floor space.

Year	Convenience sq.m (net)	Comparison sq.m (net)	Total sq.m (net)
2016	0	0	0
2021	0	212	212
2026	0	750	750
2031	0	1,351	1,351

Nathaniel Lichfield & Partners Retail Capacity Study (2016)

8.2.16 The table above shows that that there is 0 (zero) quantitative capacity for convenience retail floorspace in Oadby in the short, medium or long term, up to 2031. Due to this, 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, it would be appropriate for the Council to identify land within town centre locations to deal with retail unit 'churn'. In terms of potential capacity for additional comparison retail floorspace in Oadby district centre, the table shows that in the short term to 2021 there is not a significant capacity. However, over the long term this capacity does increase to a more significant 1,351 sq.m by 2031. The overall capacity for additional retail floorspace in Oadby is 1,351 sq.m.

South Wigston District Centre

8.2.17 Quantitative capacity for additional convenience and comparison retail floor space.

Year	Convenience sq.m (net)	Comparison sq.m (net)	Total sq.m (net)
2016	0	0	0
2021	0	59	59
2026	0	207	207
2031	0	373	373

Nathaniel Lichfield & Partners Retail Capacity Study (2016)

8.2.18 The table above indicates that there is 0 (zero) capacity for additional convenience goods floorspace in South Wigston district centre up to 2031. Similarly, there is very limited capacity for additional comparison retail floorspace. The quantitative potential capacity for new comparison goods floorspace is projected to be 373sq.m by 2031. The overall capacity for additional retail floorspace in South Wigston is 373 sq.m.

Local Centres

8.2.19 The NPPF does not define a local centre; however, the retail capacity report suggests that local centres might include a range of small shops of a local nature, serving a 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.

8.2.20 The retail capacity report sets out and an overall capacity for retail floorspace across all of the Borough's local centres of 81 sq.m.

8.2.21 The study, however 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 22 Delivering Retail

Retail development will be encouraged and permitted in the defined policy areas of the town centre and district centres, as well as the Borough's local centres.

The town and district centres of the Borough will be the focus for new additional retail floorspace, maintaining the Borough's current hierarchy and market share between centres.

The following identified additional overall retail capacities in net floorspace up to 2031 will be sought within each of the centres.

- Wigston – 1,169 sq.m
- Oadby – 1,351 sq.m
- South Wigston – 373 sq.m
- Local Centres – 81 sq.m

Retail development will be encouraged of 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 proposal areas. 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 National Planning Practice 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 a proposal fails to satisfy the 'town and district centre first' approach and / or the sequential test or is likely to have significant adverse impact on the centre, it will not be permitted.

Proposals for retail development within the town centres would need to follow the principles as set out within the Area Action Plan Guidance document.

Retail Hierarchy

- 8.3.1 Paragraph 23 of the NPPF requires local planning authorities to define a network and hierarchy of centres that is resilient to anticipated future economic changes. It states that, local planning authorities should recognise town centres as the heart of their communities and to pursue policies to help support their viability and vitality.
- 8.3.2 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 will have to follow the 'sequential test'.
- 8.3.3 For the purpose of this policy, the definition of town centre uses will be consistent with the definition set out in the NPPF (Annex 2). Main town centre uses include; retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities); and, residential.
- 8.3.4 This Plan identifies Wigston as a town centre and Oadby and South Wigston as district centres.
- 8.3.5 The following definitions have been used to produce the retail hierarchy for the Borough.
- 8.3.6 Town centres; will usually be the second level of centre, after city centres, and in many cases they will be the principal centre in a local authority area.
- 8.3.7 District centres; 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.
- 8.3.8 Local centres; 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.
- 8.3.9 The Spatial Objectives and Spatial Strategy place a great deal of emphasis on the role of the Borough's town and district centres in delivering the Local Plan and therefore it is important that the retail hierarchy for the Borough compliments the retail hierarchy that exists within the Leicester Principal Urban Area and in South Leicestershire. This will ensure that the various centres can relate to one another spatially, maintain their vitality and viability whilst providing a different offer to the local community.

Policy 23 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 (identified below) will be preserved and enhanced. In order to enhance the existing blend of facilities and promote competitive town and district centres, proposals for appropriate town centre uses, including, retail, employment, residential, community, leisure, culture and tourism uses 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

- Old Oadby, London Road, Oadby
- Glen Road / Highcroft Avenue, Oadby
- Rosemead Drive, Oadby
- Severn Road, Oadby
- Brabazon Road, Oadby
- Leicester Road, Wigston
- Little Hill, Wigston
- Kelmarsh Avenue, Wigston
- Queens Drive, Wigston
- Gloucester Crescent, 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.

Local Impact Threshold

8.4.1 Paragraph 26 of the 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'.

8.4.2 In the 'Ensuring the vitality of town centres' section of the PPG it 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.

8.4.3 Where an application is likely to have significant adverse impact it should not be permitted.

8.4.4 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.

8.4.5 For the purpose of this policy, the definition of an 'edge of centre' location will be consistent with that defined within the NPPF (Annex 2). The definition is -

'for retail purposes, a location that is well connected and up to 300 metres of the primary shopping area. For all other main town centre uses, a location within 300 metres of a town centre boundary. For office development, this includes locations outside the town centre but within 500 metres of a public transport interchange. In determining whether a site falls within the definition of edge of centre, account should be taken of local circumstances'.

8.4.6 An 'out of centre' location means a site that is located outside of the centre boundary and is not located within edge of centre. It does not mean outside of the urban area.

8.4.7 Due to the compact nature of the centres within the Borough, the NPPF threshold of 2,500 sq m. gross is considered to be inappropriate. If the NPPF threshold were to be used, the scale of a single development proposal that would be not subject to an impact test, would be larger than the entire development plan capacity projections and could have a significant detrimental effect towards the vitality of the centre.

8.4.8 The retail capacity study undertaken for the Borough, illustrates locally set Impact Thresholds for each of the centres. For both Wigston town centre and Oadby district centre a locally set threshold of 1,500 sq.m was deemed appropriate. For South Wigston, the locally set threshold deemed appropriate was lowered to 500 sq.m due to its size.

Policy 24 Local Impact Threshold

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

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

Delivering Economic Prosperity

- 8.5.1 The Council sets ambitious plans 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.
- 8.5.2 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.
- 8.5.3 The Borough Council, together with all of the other Leicester and Leicestershire local authorities has produced a Leicester and Leicestershire Housing and Economic Development Needs Assessment (HEDNA) to inform all local planning policy within Leicester and Leicestershire.
- 8.5.4 According to the HEDNA, over the period 2011 to 2031, baseline employment forecasts show that the job increase will be a negative 200 jobs within the Borough, however, that the Functional Economic Market Area (FEMA) as a whole is forecast to increase by over 68,000 jobs during the same period.
- 8.5.5 The HEDNA identifies that the Borough of Oadby and Wigston has the smallest economy in the FEMA in terms of employment levels and GVA. This largely reflects the function of the area which is a largely residential location on the edge of Leicester. In terms of GVA growth per annum forecast, the percentage for the period 2011 to 2036 is 0.3 per cent lower than the growth seen for the period 1993 to 2010; figures are 1.6% and 1.9% respectively.
- 8.5.6 As of 2015, around 20,300 jobs were located within the Borough, which is less than the 1991 figure of 23,000. This reflects decreases in the manufacturing sector (and to a lesser extent financial services). Decreases have been partly offset by growth in public sector employment, (particularly education and healthcare) and growth in the arts and recreation sector.
- 8.5.7 Despite a reduction in employment numbers, the manufacturing sector still has a strong representation within the Borough, as does the education, arts and recreation and wholesale sectors. However, the area has a relatively small representation in the national growth sectors of professional, scientific and technical, and administrative and support. This could influence future economic growth potential.
- 8.5.8 Although there has been a decline in overall employment numbers since 1991, the HEDNA uses past development trends and current development demand data to identify employment land needs for the period 2011 to 2031. The need identified in the HEDNA also takes account of the Borough's role in the Leicester and Leicestershire Functional Economic Market Area.
- 8.5.9 For the period up to 2031, the HEDNA concludes that there is an employment land need within the Borough. Employment land requirements are as follows:
- B1a/b need is 1 hectare
 - B1c/B2 need is 0 (zero)
 - Small Scale B8 need is 4 hectares
- 8.5.10 Small scale B8 is defined as units of less than 9,000 sq.m in size.

8.5.11 It must be noted that when referring to 'employment land' or 'employment unit' this Plan is referring to land or units that are within the Use Classes (as defined within the Town and Country Planning Use Classes Order) B1a, B1b, B1c, B2 and B8. It is not referring to any use that employs people. The uses associated with each of the B Class uses mentioned above are as follows:

B1a) Office other than a use within Class A2 (Financial and Professional Services)

B1b) Research and development of products or processes

B1c) For any industrial process which can be carried out in any residential area without causing detriment to the amenity of the area

B2) Industrial process other than that falling within Class B1

B8) Use for storage or as a distribution centre

8.5.12 Further to the HEDNA, the Council commissioned an Employment Land and Premises Study (ELPS), which sought to calculate employment land use needs for the Borough, using very local information and data. The HEDNA figures were used as the starting point for the ELPS work. The ELPS sets out the following employment land use needs.

Moderate Growth Model Need

- B1a/b need is 0.25 hectares
- B1c/B2 need is 2.45 hectares
- Small scale B8 need is 0.10 hectares

High Growth Model Need

- B1a/b need is 0.59 hectares
- B1c/B2 need is 5.79 hectares
- Small Scale B8 need is 0.22 hectares

8.5.13 The model outputs (need) illustrated above do not include a 5 year buffer. The ELPS advises that a 5 year buffer should be added to the model outputs. The below illustrates the model outputs including the 5 year buffer.

Moderate Growth Model Need

- B1a/b need is 0.31 hectares
- B1c/B2 need is 3.06 hectares
- Small scale B8 need is 0.13 hectares

High Growth Model Need

- B1a/b need is 0.74 hectares
- B1c/B2 need is 7.24 hectares
- Small Scale B8 need is 0.27 hectares

8.5.14 Over the years, the Identified Employment Areas within the Borough have seen some level of decline, with suggestions that some existing units are not necessarily fit for modern employment purposes. There have also been changes of use that are not within the B Use Class use on Identified Employment Areas. With the identified employment areas being of a

particular age, there are also units that are coming to the end of their limited economic life and are in need of redevelopment, refurbishment and / or improvement. The employment land allocated within this Plan takes account of the refurbishment and redevelopment need.

- 8.5.15 Provision of employment land within the Borough will help to reduce out-commuting and promote sustainable local communities.
- 8.5.16 Through allocation of land, the Council will ensure that the appropriate amount and types of employment land is provided and made available in locations that balance the demands of the market with the capacity of infrastructure. The sites will be provided in locations that not only seek to deliver sustainable communities but also conserve and enhance the environment and heritage assets. To ensure that the right amount and types of employment land is provided, in the most sustainable locations, the Council will:
- Safeguard existing and committed employment sites / land which are of the right quality and suitably located in relation to infrastructure.
 - Provide additional employment sites at the Wigston Direction for Growth area to the south and east of Wigston. This will allow for the growth as well as relocation of businesses.
 - Provide additional employment land adjacent to the existing Identified Employment Area of Kenilworth Drive, Oadby. This will allow for the growth as well as relocation of businesses.
 - Provide additional employment land adjacent to the existing Identified Employment Area of Magna Road, South Wigston. This will allow for the growth as well as the relocation of businesses.
 - Provide additional employment land within the district centre of Oadby and the town centre of Wigston.
 - Support the enhancement of skills in the local workforce through improved opportunities for education and training to provide a more dynamic and flexible labour market.
- 8.5.17 All land allocations are set out within the Spatial Strategy and other relevant planning policy within this Plan. All land allocations are identified on the Council's Adopted Policies Map.

Protecting Identified Employment Areas

- 8.6.1 The Identified Employment Areas situated within the Borough are illustrated on the Council's Adopted Policies Map.
- 8.6.2 Identified Employment Areas, once lost, can be difficult to replace. Any proposal that seeks a loss of Identified Employment Area land should be considered very carefully. Any proposal which involves the loss of any of the employment land uses defined in paragraph 8.5.11, would need to be strongly justified in the context of the high importance of retaining and expanding the local economy and the creation of jobs. It is imperative that the Council provides land on which businesses can locate, grow and evolve.
- 8.6.3 In order to maintain the required level of employment land to meet the needs of the local economy, the Council will, in addition to allocating new land for employment use development, protect its Identified Employment Areas from non B class land uses which are better located in other areas of the Borough.
- 8.6.4 The Council does not wish to inhibit, in anyway, the ability of existing firms to expand, therefore will look upon redevelopment or expansion of premises on identified employment areas (for appropriate uses only) positively. The Council will support redevelopment of sites which would lead to an improvement in the quality of employment floorspace that is suited to modern day or identified needs.
- 8.6.5 The Council is aware that national policy and guidance, suggests that planning policies should avoid the long term protection of sites allocated for employment use where there is no reasonable prospect of a site being used for that purpose.
- 8.6.6 Bearing this in mind, the Council has a hierarchy of employment site categories. Each of the Identified Employment Areas within the Borough have been assessed and have been classified within a category. The site categories are 'Core', 'Base' and 'Release'. Each of the three categories are defined within the Council's Employment Sites Supplementary Planning Document and the Employment Land and Premises Study.
- 8.6.7 Identified Employment Areas that are classified as 'Core', are the most important employment areas within the Borough, perform well and are predominately within B Class Use. Any proposal for development of a non B Class Use on Identified Employment Areas classified as 'Core' will not be permitted. Identified Employment Areas that are classified as 'Base' are still important employment areas within the Borough, but allow for a level of flexibility of non B Class Use development, subject to a set out specific criteria.
- 8.6.8 None of the Identified Employment Areas within the Borough are classed within the 'Release' category.
- 8.6.9 Consistent with Policy 2 Spatial Strategy for Development within the Borough within this Plan, this policy allocates 0.55 hectares of employment land at Magna Road, South Wigston. The allocation is a continuation of an existing employment land proposal which has been identified in previous Council Plans.

Policy 25 Protecting Identified Employment Areas

Identified Employment Areas (illustrated in the Council's Adopted Policies Map) will be protected from inappropriate development, redevelopment and change of use. The Council will also seek to enhance the identified areas through appropriate development.

In accordance with guidance set out in the Council's Employment Sites Supplementary Planning Document and the Employment Land and Premises Study, the 'Core' Identified Employment Areas will be safeguarded for B1a, B1b, B1c, B2 and B8 uses only. Any change of use from a B class use will not be permitted.

Proposals to change the use of land or buildings within 'Base' Identified Employment Areas from B1a, B1b, B1c, B2, or B8 use 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 identified employment area in which it is located;
- 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 or there will be a significant community benefit which outweighs the impact;
- will involve a vacant building for which there is clear and robust evidence of proactive marketing (a minimum of twelve months), with registered commercial agents at a reasonable price, to demonstrate that there is no realistic prospect for continued employment use; and,
- The site/premises are no longer suitable or reasonably capable of being redeveloped for employment purposes.

This Plan allocates 0.55 hectares of employment use land (B1, B2 and / or B8 use) adjacent to Magna Road Identified Employment Area in South Wigston. The allocation is illustrated on the Adopted Policies Map.

Sustainable Transport and Initiatives

- 8.7.1 The Council is committed to encouraging sustainable travel patterns through all development proposals.
- 8.7.2 The principle of sustainable transport is well established through national planning guidance, policies and various sub regional policies and guidance. The Council is also committed to encouraging sustainable methods of transport. A key principle in achieving sustainable travel patterns and transport methods 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.
- 8.7.3 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 PUA and the three Direction for Growth areas.
- 8.7.4 The Direction for Growth areas are deemed the most sustainable locations for development outside of the town and district centres and the Leicester Principal Urban Area, when set in the context of the overall Spatial Strategy for the Borough. The Direction for Growth Areas are located directly adjacent to the existing Leicester PUA and have direct site access onto main existing highway routes.
- 8.7.5 The Department for Transport 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 and wellbeing.
- 8.7.6 Whilst accepting that good transport is vital to a successful thriving economy with greater mobility, evidence stresses the need to balance the increasing demand for travel against protecting the environment and heritage assets as well as improving people's quality of life. 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 as easy and efficient as possible. It also encourages development and use of public transport links which will increase capacity on the highway network.
- 8.7.7 Leicestershire County Council's guidance document, the 6Cs Design Guide aims to achieve the delivery of high quality development. It includes car parking standards that apply to any proposals for development in the Borough, including those arising through the Local Plan process. All new development proposals should take account of the 6C's Design Guide document as well as other relevant policies in this Plan.
- 8.7.8 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, and establishing fast and frequent public transport to key services, facilities and the retail centre of Leicester.
- 8.7.9 The Spatial Strategy focuses development within the town and district centres, the Leicester PUA and the Direction for Growth areas, and directly supports the achievement of transport related spatial objectives by ensuring that growth occurs in the locations most closely linked to public transport routes, services and facilities. To achieve the spatial

strategy and spatial objectives, the Council will work alongside Leicestershire County Council Highways Department on all new transport related topics, as well as Leicester City Council Highways Department as and when there is a need to do so, for example through transport development or development that has cross boundary impacts.

- 8.7.10 South Wigston Railway Station provides links to Nottingham, Derby and London via Leicester and direct links to Nuneaton and Birmingham. Increasing the number of rail services stopping at South Wigston could boost the use of rail as a method of public transport by those living and working in the Borough. The Council would support this principle.
- 8.7.11 Travel Plans aim to ensure the delivery of sustainable transport objectives including 'smarter choices', the reduction of car usage and the increased use of public transport, walking and cycling as part of new development. They should be submitted alongside any development application that is likely to have significant transport implications. A Transport Assessment and/or a Travel Plan will be required to accompany all applications for major development.
- 8.7.12 This policy enables the protection of routes that will allow the future expansion and enhancement of transport infrastructure in the Borough. The Potential Transport Route (former EDDR) in Oadby is one such link. The Potential Transport Route has been safeguarded within the Borough for a number of years but has yet to be built out. Current evidence base suggests that should the route be built out, there would be a positive benefit to the existing routes linking Gartree Road and the A6 in Oadby.
- 8.7.13 Leicestershire County Council, as the local highway authority, wishes 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.
- 8.7.14 Leicestershire County Council and Leicester City Council are considering future transport policy and strategy through their Local Transport Plans. The Highways Authority considers that the completion of a route along the potential transport route in Oadby could help to meet strategic challenges and address local issues.

Policy 26 Sustainable Transport and Initiatives

All new development should be located and designed to; reduce the need to travel by the private motor vehicle; enhance the safety of pedestrians and other road users; encourage the use of cycling as a sustainable mode of transport; and, improve accessibility for residents, particularly in locations where there is poor transport choice and availability.

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

The Potential Transport Route will be safeguarded by this Plan. The route is identified on the Adopted Policies Map.

Support will be given for the following sustainable transport initiatives.

- High quality public transport links between the Wigston Direction for Growth area, Wigston town centre and Leicester City Centre;
- High quality public transport links between the two Oadby Direction for Growth areas, Oadby district centre and Leicester City Centre;
- A new public transport interchange in Wigston town centre to facilitate changes between north-south and east-west journeys;
- 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 Leicestershire County Council parking standards. Schemes should make efficient use of land as well as achieve high quality inclusive design;
- Innovative and high quality public realm schemes that improve pedestrian access and movement throughout the Borough;
- Protection of existing cycle routes and provision of new well designed cycle routes;
- Electric car charging points in all new car parking facilities;
- Cycle parking in all new development;
- Improved bus facilities in the Borough; and
- Appropriate levels of disabled car parking in all proposals involving car parking provision.

The Borough Council and Leicestershire County Council Highways Department (as well as Leicester City Council's Highway Department where relevant) will use developer contributions as necessary to fund off-site works where new or improved infrastructure is required to address the impacts of development proposals.

Chapter Nine – Town and District Centre Development

- 9.1.1 The NPPF suggests that Local authorities should recognise town and district centres as the heart of their communities and pursue policies that support their vitality and viability. They should also (amongst other things), promote competitive centres that provide customer choice and a diverse retail offer that reflect the individuality of each centre.
- 9.1.2 The Council will seek to retain and enhance the existing town centre of Wigston, the existing district centres of Oadby and South Wigston and the existing local centres. Through this Plan the Council sets out policies that seek to plan positively for the future of each centre and encourage economic activity and inward investment.
- 9.1.3 In 2013, the Council adopted its Town Centre Area Action Plans (DPD) for the town centre of Wigston and district centre of Oadby. The Area Action Plan set out a number of development management policies as well as policies relating to town and district centre growth and regeneration. Since its adoption, the area action plan has been fundamental in; bringing forward large scale public realm regeneration works; encouraging large scale retail refurbishment; and the obtaining of government funding towards, and the production of Local Development Orders. The Area Action Plan has also been instrumental in encouraging town centre living and the provision of new homes within the key centres in the Borough.
- 9.1.4 This Plan will supersede the policies set out within the Town Centres Area Action Plan, however due to the positive impact the Area Action Plan document has had, the Council wish to retain its supporting information, its objectives and its relevant masterplans as guidance. The Area Action Plan document illustrates one (viable) way in which the town and district centre redevelopment can be delivered. The scale of development and the mix of development set out within this Plans Spatial Strategy for the town centre of Wigston and the district centre of Oadby has been subject to viability testing, so have the Area Action Plan masterplans. All have been found to be deliverable and viable. Upon adoption of this Plan, the Town Centres Area Action Plan will be titled the 'Area Action Plan Guidance' document.
- 9.1.5 With the help of European Regional Development Fund contributions, the Council, recently, has been able to undertake extensive public realm improvement works in the town centre of Wigston and the district centre of Oadby. The works have been successful in not only improving the aesthetics of each centre, but has also contributed towards increasing shopper dwell time as well as economic spend. Throughout this Plan period and beyond, the Council will continue to seek ongoing improvements to the public realm in each of the three key centres, as well as each of the local centres.
- 9.1.6 The NPPF suggests that in producing 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.
- 9.1.7 The NPPF also sets out the following definition:

Primary Shopping Area

'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).'

- 9.1.8 The NPPF requires planning policies for town centres to be positive, promote competitive town centre environments and set out policies for the management and growth of the centres over the plan period.
- 9.1.9 With regard to the location for new retail, leisure and other town centre uses (as defined in the NPPF), the Council will adopt the 'sequential approach' as set out in the NPPF. For retail, leisure and other town centre use development the first preference is 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 highly accessible by all means of transport, particularly walking and cycling and be well connected to the town, district or local centre, as a preference location.
- 9.1.10 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, as well as the primary and secondary shopping frontages are illustrated on the Council's Adopted Policies Map.

Primary Shopping Frontages

9.2.1 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 and district centres, especially in the primary shopping areas will compromise the retail function of the town by diluting the overall supply of retail floor space. Thus, the Council has specified retail percentages in planning policy for each of the key centres within the Borough, and will always seek to adhere to this policy approach. However, it is acknowledged that there may be circumstances where more of a mix of uses within such locations could have positive impacts; but any proposal would need to contribute towards and enhance the vitality and viability of the centre. For example A2, A3, A4, D1 and D2 uses including cafes, restaurants, bars, community centres, libraries, and council offices could demonstrate significant regeneration benefits. In these cases, a robust and evidenced argument will need to be put forward that will justify the proposal in regeneration terms and prove the contribution that it will make to the vitality and viability of the centre. Simply filling a vacant A1 unit 'because it is empty' would not be a robust enough reason to diverge from planning policy.

9.2.2 Whilst the principle of the policy remains the same for each town, the percentages are different to reflect the baseline position as surveyed in 2016. This is shown in detail in the table below.

The Oadby and Wigston Retail Capacity Study (2016) identified that 69% of primary frontages within Wigston were in A1 retail use and 60% in Oadby.

Type of Uses	Wigston Primary Frontage		Oadby Primary Frontage		National Average
	No. of units	Percentage	No. of units	Percentage	Percentage
A1 Use	67	69 %	52	60 %	57 %
A2 Use	12	13 %	15	17 %	12 %
A3, A4, A5	6	6 %	12	14 %	20 %
Other Uses	2	2 %	3	4 %	-
Vacant	10	10 %	4	5 %	9 %
Total	97	100 %	86	100 %	

* Data extracted from Experian Goad Plans and site surveys detailed in the Council's Retail Capacity study

9.2.3 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.

9.2.4 Through the annual monitoring process the Council will track the A1 percentages to ensure that the primary frontage policy is performing and is appropriate. Primary frontages are defined on the Council's Adopted Policies Map.

Policy 27 Primary Shopping Frontages

At ground floor level the primary shopping frontages in the Borough's town and district centres are identified on the Council's Adopted Policies Map. To ensure that retail (A1) remains the primary use within the primary shopping frontages, development will only be permitted for non-A1 uses in the following circumstances:

- Where at least 70 per cent of all units within the primary frontages in Wigston town centre are in A1 use;
- Where at least 90 per cent of all units within the primary frontage in Bell Street (Wigston) are in A1 use;
- Where at least 65 per cent of all units within the primary frontages in Oadby district centre are in A1 use; and
- Where no more than three consecutive units are in non A1 use within any primary frontage.

For the district centre of South Wigston, development will only be permitted for non A1 uses where no more than three consecutive units are in non A1 use within the district centre boundary.

For clarity, in defining three consecutive units, interruptions such as roads are not taken into account. All of the units situated within a primary frontage (or centre boundary in case of South Wigston) are seen as continuous.

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

Secondary Shopping Frontages

- 9.3.1 Secondary shopping frontages provide opportunities for a higher proportion of non-retail uses which support and complement the predominately retail function of the primary frontages. Through this policy the Council, promotes a mix of uses within secondary shopping frontages, especially those non-retail uses that provide services which complement retail. Whilst seeking to promote a mix of uses, the Council will still ensure that the retail character and function of its main centres is preserved by still having a good proportion of A1 units present within its secondary shopping frontages and within its local shopping areas.
- 9.3.2 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 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.
- 9.3.3 The over concentration of similar facilities within the retail 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. The Council will managed such by taking a pragmatic approach to the location of similar uses.
- 9.3.4 Most secondary frontages mark the outer edges of a town or district centre and can 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.
- 9.3.5 With future redevelopment it may be necessary to review the secondary frontages to ensure that they reflect new development opportunities and they maintain the right balance of retail and non-retail occupancy within the Borough's key centres.
- 9.3.6 Through annual monitoring the Council will audit the uses located within secondary frontages.

Policy 28 Secondary Shopping Frontages

At the ground floor level of secondary frontages, as identified on the Council's Adopted Policies Map, 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, planning permission will not be granted.

The Council will not permit any of the uses mentioned above if a proposal meant that there were three or more of the same uses in a consecutive row.

For clarity, in defining a consecutive row, interruptions such as roads are not taken into account. All of the units situated within a secondary frontage are seen as continuous.

Town Centre Boundaries

- 9.4.1 National policy and guidance, as well as this Plan seek to encourage 'town centre use' development within the town centre boundary of Wigston and the district centre boundaries of Oadby and South Wigston. Focusing opportunities within the core of the town and district centres, with a balance of development types including retail, commercial, leisure, residential, civic and public realm, will ensure the centres function for longer during the day. This will be achieved through town centre living, increased footfall and more attractive centres. Increasing the number of people that live and visit the centres, will not only positively affect the local economy, but will also improve security; through natural surveillance.
- 9.4.2 The concentration of development within the town and district centre boundaries will promote the vitality and viability of the town and district centres and sustainable communities.
- 9.4.3 Through the retail capacity work that Nathaniel Lichfield undertook, the existing town and district centre boundaries were reviewed. The review illustrated that no change was required to the existing town and district centre boundaries.
- 9.4.4 The town and district centre boundaries will therefore continue to be drawn tightly. This will deliver a well defined focussed core that contains the majority of existing and proposed town centre use floor space. 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 29 Town and District Centre Boundaries

This Plan sets tight boundaries for the centres of Wigston, Oadby and South Wigston to ensure that 'town centre uses' are focussed and are within close proximity to one another. Retail, leisure, commercial and other town centre use proposals will be directed as appropriate towards primary and secondary frontages and allocated sites for development.

The town and district centre boundaries are illustrated on the Adopted Policies Map.

Other Areas within the Town and District Centre Boundaries but beyond the Primary and Secondary Frontages

- 9.5.1 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 Plan and national policy and 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 or district centre, i.e. primary and secondary frontages, and the allocated sites.
- 9.5.2 The masterplans for the town and district centres clearly define key areas 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 Council and can demonstrate why it cannot be located within the areas for redevelopment.
- 9.5.3 If 'town centre use' development does occur within areas currently defined as 'other areas within the town centre boundary' or within land areas allocated for town and district centre redevelopment / development, their development will result in their ground floor uses becoming part of the primary and secondary frontages, the frontages illustrated on the Adopted Policies Map will be amended to reflect this.
- 9.5.4 Development proposed anywhere within the town or district centre boundary that compromises the fulfilment of masterplans and/or Local Development Orders will not be permitted.

Policy 30 Other Areas within the Town and District Centre Boundary but beyond the Primary and Secondary Frontages

Within the town and district centre boundaries 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 Council 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 Council why they are not located in allocated areas. Any development proposals 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.

Use of Upper Floors within the centres of Wigston, Oadby and South Wigston

- 9.6.1 The active use of upper floors of town and district 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 use. Applications for taxi offices at upper floor will be subject to the relevant taxi policy.
- 9.6.2 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 31 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.

Shop Fronts

- 9.7.1 For the purpose of this policy 'shop fronts' refer to any unit falling within Use Class A1, A2, A3, A4, A5, D1 (located in a designated centre), D2 (located in a designated centre) and Sui generis (located within a designated centre). New shop fronts should improve the appearance of the street scene 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 or district centre or in neither.
- 9.7.2 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. The colours used for shop fronts should be consistent with the local area in which it is located and should not be stark in contrast.
- 9.7.3 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 Plan) in relation to the building within which it is to be located, as well as showing adjacent shop fronts and buildings for contextual purposes.
- 9.7.4 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.
- 9.7.5 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.
- 9.7.6 Many premises such as banks and betting shops, and some A1 units, may have blank frontages which can be unattractive in the street scene, 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.
- 9.7.7 Cafes, restaurants and bars may seek space on the pavement for tables and chairs. Such use requires planning permission and a licence from the Council and / or Highways Authority. In many parts of the town and district 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 re-pass and this principle along with safety considerations will be key in determining applications accordingly.

Policy 32 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, will 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.

Security Shutters

- 9.8.1 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 to the street scene.
- 9.8.2 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.
- 9.8.3 Shutters that sit behind the main glazed frontage and behind the fascia will be actively encouraged as these are less intrusive and can help to maintain a higher quality appearance.

Policy 33 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 Council 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.

Car Parking

- 9.9.1 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.
- 9.9.2 The 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 and bicycles. The guidance also suggests that appropriate parking charges should be set that do not undermine the vitality of town centres.
- 9.9.3 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.
- 9.9.4 The availability of car parking in key areas and centres has a major influence on the choice of means of transport.
- 9.9.5 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 to encourage electrical vehicle use. The technology should also be future proofed to ensure that further parking spaces can be converted in the future.
- 9.9.6 All new car parks should include secure motorcycle and bicycle parking provision close to their main entrances.
- 9.9.7 The quality of car parking is imperative to the success of the Borough's centres. Car parking should therefore be provided in accordance with adopted standard sets out by the Leicestershire 6 C's Design Guide.
- 9.9.8 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 and district centre locations and the relative ease of access to a choice of travel mode and ranges of facilities and services within walking distance.
- 9.9.9 All proposals will be expected to be supported by evidence that justifies the associated parking provision accordingly.
- 9.9.10 New car parks will also be expected to be supported by a 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 a condition(s).

Policy 34 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.

Taxis

9.10.1 Taxis offer a valuable contribution to a choice of travel mode and for many are vital modes of travel. However, their control offices are could be 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 located in a residential area. These impacts will be carefully considered as part of the evaluation of any taxi rank or taxi office proposals.

9.10.2 Proposals for a private hire waiting area in the centre of Wigston and or the centres of Oadby and / or South Wigston would be supported where a need is demonstrated.

Policy 35 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 or district centre.
- 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.

Hot Food Takeaways

9.11.1 Hot food takeaways can contribute to both daytime and evening economies of town centres, district centres and local centres, but could 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, whilst acknowledging the contribution that hot food takeaways can make. For the purposes of this policy hot food takeaways refer specifically to Use Class A5 as define within the Town and Country Planning Use Classes Order.

9.11.2 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 have significant detrimental impacts on the overall design as well as local character. Design, including extraction will be considered as part of the planning application itself and not be a requirement of a planning condition(s).

Policy 36 **Hot Food Takeaways**

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 not be permitted 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 not be permitted.

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 not be permitted.

Any proposal for a hot food takeaway will be subject to other local planning policies within this Plan.

Chapter Ten – Protected Places

Biodiversity and Geodiversity

- 10.1.1 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. These areas are invaluable to the Borough and will be protected from development. Any development proposals that have a significant negative impact on important areas or result in significant habitat loss within the Borough will not be permitted for development. If a development proposal has a less significant impact that can be mitigated through appropriate mitigation measures, for example habitat re-creation, the proposal will not be refused from the outset and discussion will take place between the applicant, the Council and other external stakeholders, for example the Woodland Trust, the Environment Agency and Natural England.
- 10.1.2 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.
- 10.1.3 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 all planning proposals and decisions, commensurate with their relative ecological status.
- 10.1.4 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.
- 10.1.5 With trees not only providing habitats for local wildlife, but also improving the health and well being of its residents and visitors, they will be protected where appropriate to do so. The Council will not allow any development proposal that has a detrimental impact on veteran trees or ancient woodland, without proper discussion with the Woodland Trust. Any development proposals that require mitigation will be required to submit the mitigation proposals to the Council and get them approved by the Council and the Woodland Trust.
- 10.1.6 All proposals for new development will need to comply with the recommendations as set out in the Council's Extended Phase One Habitat Survey, as well as the relevant national policies and those set out in this Plan. Policy guidance set out within the Landscape Character Assessment will also need to be taken account of within any development proposal, as there will be important landscape features noted within the document that will need conserving and enhancing.

Policy 37 Biodiversity and Geodiversity

The Council will look to support development proposals that proactively seek a net gain and:

- Conserve, protect and enhance biodiversity and geodiversity through minimising loss of valued features in the landscape, such as, hedgerows, woodland, trees, ponds and wetland.
- Conserve and protect irreplaceable woodland, such as ancient woodland or veteran trees.

- 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 development 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.

The Council will also seek to protect trees with Tree Preservation Orders associated to them. All proposals should also take account of the guidance set out in the Council's Tree Strategy.

Climate Change, Flood Risk and Renewable Low Carbon Energy

10.2.1 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 sustainable locations where there is greater access to services and adequate public transport.

10.2.2 Climate change is a global problem requiring local action. This 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.

10.2.3 Paragraph 93 of the NPPF 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'

10.2.4 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.

10.2.5 The proactive management of flood risk is one of the most important ways of managing 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 destructive storms;
- Strain on water availability due to drier, longer summers; and
- 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.

10.2.6 The Council's Strategic Flood Risk Assessment (2014) was prepared in liaison with the Environment Agency and in accordance with the requirements of the NPPF. 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.

10.2.7 Within the Borough there are two main occurrences of Flood Zone 2 and 3; one 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, one 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 Grange. 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.

10.2.8 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.

10.2.9 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 creation of new habitats, the planting of appropriate trees, and the creation of new woodland will be sought as they can help reduce the danger of both fluvial and surface water flooding.

10.2.10 The Strategic Flood Risk Assessment offers guidance on how to manage the floodplains in the Borough.

Policy 38 Climate Change, Flood Risk and Renewable Low Carbon Energy

New development proposals in the Borough will need to achieve nationally prescribed sustainable building standards for energy efficiency; take into account the potential risks and impacts of climate change; and, seek 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 (11 or more residential units or 1,000+ square metres of floor area) to be accompanied by a Sustainability / Energy Statement demonstrating how (potential) harmful emissions will be reduced by addressing issues, including:

- Energy efficiency;
- Water conservation;
- Sourcing of construction materials;
- Giving consideration to site orientation aspects of a scheme;
- Promoting 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.

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) and by the Environment Agency.

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

- Appropriate land at lower risk is not available (and this has been evidenced through the application of the National Planning Policy Framework Sequential Test);
- There are national policies or other material considerations permitting development of that nature on land with a high risk of flooding;
- 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 development proposals greater than 1 hectare in size situated within a Flood Zone 1 and all development proposals regardless of size situated in Flood Zone 2 or 3, or in an area within Flood Zone 1 which has critical drainage problems. The assessment should identify the necessary mitigation and adaptation measures which should:

- Aim to avoid or reduce the risk of flooding and harm from it by ensuring the sequential approach has been taken and the development is safe for the lifetime of the development and will not increase flood risk to others;
- 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 previously developed 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 through development and enter groundwater supplies or watercourses.

Renewable / Low Carbon Energy

Unless it can be demonstrated by an applicant not to be feasible or viable, all developments greater than 1 hectare in size will be required to incorporate on-site renewable energy generation or on-site provision of buildings that reduce the need for non renewable energy use.

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; and,
- The impact on the amenity of residents and other interests of acknowledged importance, including the historic environment.

Sustainable Drainage and Surface Water

- 10.3.1 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.
- 10.3.2 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.
- 10.3.3 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.
- 10.3.4 According to the PPG:
- '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'.*
- 10.3.5 As well as the provision of SuDS, the creation of new habitats, the planting of appropriate trees, and the creation of new woodland will be sought as they can also help reduce the danger of both fluvial and surface water flooding.

Policy 39 Sustainable Drainage and Surface Water

The Council will expect all proposals, including refurbishments (11 or more residential units or 1,000+ square metres of floor area) to incorporate appropriate Sustainable Drainage Systems 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.

Culture and Historic Environment Assets

- 10.4.1 The 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 conservation, the Council recognises that there will be opportunities to enhance the historic character of the Borough through well managed and well designed developments.
- 10.4.2 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.
- 10.4.3 Listed buildings are of national importance, representing the best of our historic and architectural built heritage. The Borough of Oadby and Wigston contains 37 listed buildings or structures and it is vital that any works affecting them or other buildings of local importance is guided by appreciation for their importance. In addition to nationally listed buildings, the Borough also has a number of locally significant buildings. The buildings of local significance are held within a locally derived list (see Appendix 3). The buildings contained on this list are also subject to the below policy as well as national planning policy and guidance.
- 10.4.4 There is a presumption in favour of retaining and preserving both nationally listed and locally 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 40 Culture and Historic Environment Assets

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

The Borough's heritage assets include:

- Conservation Areas;
- Nationally and locally listed buildings and significant monuments;
- Non-designated heritage assets;
- 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. The Council's Conservation Area Supplementary Planning Document and specific Conservation Area Appraisals will also be taken account of when development proposals are being considered.

All development proposals should seek to safeguard, conserve or enhance both designated and non-designated heritage assets and their settings, 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, which outweigh that harm or loss.

Development in Conservation Areas

10.5.1 The Council's Conservation Areas Supplementary Planning Document identifies the boundaries for the Borough'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. This Conservation Area, however is County Council designated, therefore any development proposals affecting the area would need to take account of the relevant policies and guidance that the County Council produce.

10.5.2 The ten designated Conservation Areas in the Borough are listed below and are shown on the Council's Adopted Policies Map:

- 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 Lanes Conservation Area, Wigston
- The Grand Union Canal Conservation Area, (runs through the south of the Borough, east to west)

10.5.3 Conservation Areas exist to assist the conservation 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 other natural elements such as trees and hedges.

10.5.4 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 a Conservation Area.

10.5.5 Where a building or space makes little or no contribution to the street scene within a Conservation Area and adversely affects the setting of the Conservation Area, demolition or redevelopment may be considered appropriate where detailed plans for the site's regeneration are able to demonstrate that the proposed scheme will conserve, protect and enhance the character of the area.

Policy 41 Development in Conservation Areas

The Council will only permit new development in Conservation Areas provided it will conserve and enhance 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, relationships 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,
- Development would prejudice the local distinctiveness, 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 floor space, 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 be permitted, except in exceptional circumstances.

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.

Green Wedges

- 10.6.1 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. The Green Wedge policy seeks to retain and where possible enhance important areas of open land that meet the criteria, as set out.
- 10.6.2 There are currently two Green Wedges situated within the Borough, both of which cross administrative boundaries into neighbouring Local Authority areas.
- 10.6.3 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 settlement 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.
- 10.6.4 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, open fields and a private hospital.
- 10.6.5 With the Borough being relatively compact and urban in nature, Green Wedges 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.
- 10.6.6 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.
- 10.6.7 For the purposes of this Plan the Council has released areas of green wedge to provide land for future development. To ensure that the most appropriate areas were released, the Council undertook a Green Wedge Review, that assessed both of the Borough's green wedges in their entirety against a Leicester and Leicestershire wide agreed methodology.
- 10.6.8 Any development proposed that may have an effect on the Green Wedges within the Borough will also need to ensure that it conforms to the 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.
- 10.6.9 For avoidance of doubt, the green wedge designation boundaries within the Borough are identified on the Council's Adopted Policies Map.

Policy 42 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 allow uses that are consistent with the following.

- Agriculture, horticulture and allotments not accompanied by retail development;
- 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.

Countryside

- 10.7.1 In line with the Spatial Strategy for the Borough, where possible, development shall primarily be focussed within the town and district centres, the Leicester PUA and Direction for Growth areas to minimise development in the countryside. As set out in Chapter 7 of this Plan, land previously designated as countryside adjoining the Leicester PUA will be released to accommodate future growth.
- 10.7.2 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 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.
- 10.7.3 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 PUA 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 the more rural areas are supported.
- 10.7.4 As a small and predominately urban Borough, the 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 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 countryside should relate well to the existing landscape and be sympathetic to its surroundings.
- 10.7.5 The extent of the Countryside within the Borough will be identified on the Council's Adopted Policies Map.

Policy 43 Countryside

Land outside of the Leicester PUA, defined limits to development, direction for growth areas 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.

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.

Any development proposal 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.

Landscape and Character

- 10.8.1 Together with the Council's Conservation Area Appraisals, the Borough Council's Landscape Character Assessment helps to assist the Council in ensuring that development proposals in the most distinctive urban and rural character 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.
- 10.8.2 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 of nationally and locally listed buildings and important urban and rural character areas.
- 10.8.3 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.
- 10.8.4 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.
- 10.8.5 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.

Policy 44 Landscape and Character

All development proposals within the Borough will be considered against the need to conserve 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.

Development proposals will only be permitted where it is in keeping with the area in which it is situated. Development proposals that are contrary to the policy guidance as set out within the Council's Landscape Character Assessment, the Conservation Areas Supplementary Planning Document and / or the Conservation Area Appraisals will not be approved.

Development proposals that have a potential impact on nationally designated areas or features of landscape and cultural significance will not be permitted.

Local Green Space

10.9.1 The NPPF introduced a Local Green Space (LGS) designation. The LGS designation is a way to provide special protection against development for green open areas of particular importance to local communities.

10.9.2 Paragraph 76 of the NPPF suggests that local communities should be given the opportunity to identify green areas of particular importance to them through local and neighbourhood plans. It also suggests that the designation would have a high degree of protection from new development due to its local importance. 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.

10.9.3 Paragraph 77 of the NPPF specifies that LGS designation will not be appropriate for most green areas or open space. Further, 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.

10.9.4 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.

10.9.5 All areas designated as Local Green Space are identified on the Adopted Policies Map.

Policy 45 Local Green Space

Any development proposal which will result in the loss of a site designated as Local Green Space on the Adopted Policies Map will not be permitted, unless the harm of losing the asset is significantly outweighed by the benefits of the proposed development.

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

Chapter Eleven – Delivery Plan

Infrastructure and Developer Contributions

- 11.1.1 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, the County Council, landowners and developers, or, they may also be unilaterally proposed by a landowner and agreed by the Council.
- 11.1.2 Depending upon the size and density of new development, very often, it puts pressure on existing 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, the funding towards or provision of the necessary infrastructure to mitigate that impact. This will need to be agreed to ensure the delivery of sustainable growth now and in the future.
- 11.1.3 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 provision;
 - allotment provision;
 - highways and public transport improvements / provision;
 - 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.
- 11.1.4 The Council has developed an Infrastructure Delivery Plan (IDP) that will contain a 'live' infrastructure project list. The document seeks to identify all local and strategic infrastructure deemed necessary to support sustainable delivery of growth in the Borough over the plan period to 2031. 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.

11.1.5 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 came into force, as well as further restrictions imposed upon local authorities by the National Planning Policy Framework and the ongoing changes to the National Planning Practice Guidance, the collection and use of developer contributions is becoming more and more restricted.

11.1.6 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, as well as guidance set out in the National Planning Practice Guidance.

Viability

11.1.7 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 with 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 should be submitted, together with an explanation of the changes to the proposal.

11.1.8 The Council's Planning Control Case Officer will procure an independent review by a viability expert to scrutinise any submitted viability evidence, if it is felt that there is a need to do so. The applicant will be required to pay for this assessment and for any other associated costs that arise.

Community Infrastructure Levy

11.1.9 The Council has assessed the option of developing a Community Infrastructure Levy charging schedule. The assessment deemed that negotiating planning obligations through the Section 106 process would still be the most appropriate and viable method for the Council. The Council will continue to assess the viability of adopting a Community Infrastructure Levy charging schedule and will update the Developer Contributions Supplementary Planning Document accordingly, should circumstances change.

Cross Boundary Contributions

11.1.10 Due to the location of the Borough, directly adjacent to the local authority areas of Leicester City, Harborough District and Blaby District, development that occurs within the Borough could have negative impacts on the infrastructure in these other local authority areas. The same can be said for development that occurs within any of the mentioned local authorities; it could have negative impacts within the Borough.

11.1.11 As an example, the two main arterial highway routes (the A6 and B5199) that link Harborough District to Leicester City from the south, run continuously through the Borough, therefore any development that increases traffic volumes on these two routes could have a negative impact upon the infrastructure within the Borough.

11.1.12 Through collaborative working, including liaison with Leicestershire County Council, any development that has an impact within the Borough will be required to contribute towards

the provision of and / or financial contribution towards necessary mitigation infrastructure measures.

Policy 46 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 and / or any cross boundary detrimental impact they have also.

Any development that has an impact within the Borough will be required to contribute towards the provision of and / or financial contribution towards necessary mitigation infrastructure measures.

Chapter 12 Monitoring Framework

- 12.1.1 The purpose of this Chapter is to identify the key indicators that will be used to monitor the delivery of the Local Plan and its Objectives, through measuring the performance of the related key policies.
- 12.1.2 The key indicators identified will be monitored by the Council on, at least, an annual basis through the production of the various monitoring documents, including the Annual Monitoring Report (AMR). Monitoring the performance of policies within the Local Plan is critical, due to the planning and building profession being fluid and ever changing. Policies need to be appropriate and relevant in order to deliver the objectives of the Local Plan. Each of the Objectives and their relevant policies and targets are set out in the schedules below.
- 12.1.3 It must be noted that although monitoring will be undertaken on at least an annual basis, not all indicators are annually set targets. However, regular monitoring will give a clear picture of one off events or ongoing problems / issues.
- 12.1.4 If monitoring indicates that further action is needed in order to accomplish an Objective, the policies contained within this Plan will be assessed and updated where necessary.

Spatial Objective	Key relevant policies	Other related policies	Target(s)/ Threshold(s)	Potential risk(s) to delivery	Possible action if target is not met
Spatial Objective 1: Regeneration of town and district centres	Policy 2 Spatial Strategy for the Borough; Policy 22 Delivering Retail	Policy 3; Policy 8.2; Policy 23; Policy 24; Policy 26; Policy 27; Policy 28; Policy 29; Policy 30; Policy 31; Policy 32; Policy 33; Policy 34; Policy 35; Policy 36; and, Policy 46	Provision of new homes, retail use space and B1 employment use space within the Borough's three main centres. Ensure levels of vacant units remain low and areas of public realm are regenerated.	Economic downturn or continued growth in 'online' retail shopping. Unforeseen physical constraints. Growth of out of Borough retail centres. Unplanned growth. Tightening of finance availability. Reduction in public transport services, within or close to the Borough's main centres.	Identify the problem and / or cause of poor performance. Consider a review of the planning policy itself. Be more proactive in liaising with landowners and developers. Investigate potential funding streams for redevelopment and / or regeneration. If appropriate to do so, bring forward other sites allocated within the Plan sooner than envisaged. Stimulate demand for new housing, employment and retail opportunities through active promotion of sites.
Spatial Objective 2: Wigston town centre	Policy 2 Spatial Strategy for the Borough; Policy 22 Delivering Retail	Policy 3; Policy 6; Policy 10; Policy 12; Policy 23; Policy 24; Policy 26; Policy 27; Policy 28; Policy 29; Policy 30; Policy 31; Policy 32; Policy 33;	8,250 sqm of new office floorspace (2011 – 2031) 1,169 sqm of additional retail floorspace (2011 – 2031) 129 new residential units	Economic downturn or continued growth in 'online' retail shopping.	Identify the problem and / or cause of poor performance. Consider a review of the planning policy itself. Be more proactive in liaising

		Policy 34; Policy 35; Policy 3; Policy 40; Policy 41; and, Policy 46	<p>(2011 – 2031)</p> <p>At least the number of existing car parking spaces (2011 – 2031)</p> <p>70 per cent of all units within the primary frontages in Wigston town centre are in A1 use (2011 – 2031)</p> <p>90 per cent of all units within the primary frontage in Bell Street (Wigston) are in A1 use (2011 – 2031)</p> <p>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 will be required to achieve an average density of at least 50 dwellings per hectare</p>	<p>Unforeseen physical constraints.</p> <p>Growth of out of Borough retail centres.</p> <p>Tightening of finance availability.</p> <p>Reduction in public transport services, within or close to the Borough's main centres.</p>	<p>with landowners and developers.</p> <p>Investigate potential funding streams for redevelopment and / or regeneration.</p> <p>If appropriate to do so, bring forward other sites allocated within the Plan sooner than envisaged.</p> <p>If appropriate to do so, lower retail unit percentages within the relevant locations.</p> <p>Stimulate demand for new retail opportunities through active promotion of sites.</p>
Spatial Objective 3: Oadby district centre	Policy 2 Spatial Strategy for the Borough; Policy 22 Delivering Retail	Policy 3; Policy 6; Policy 10; Policy 12; Policy 23; Policy 24; Policy 26; Policy 27; Policy 28; Policy 29; Policy 30; Policy 31; Policy 32; Policy 33; Policy 34; Policy 35; Policy 3; Policy 40; and, Policy 46	<p>800 sqm of new commercial floorspace (2011 – 2031)</p> <p>1,050 sqm of additional retail floorspace (2011 – 2031)</p> <p>76 new residential units (2011 – 2031)</p> <p>At least the number of existing car parking spaces (2011 – 2031)</p>	<p>Economic downturn or continued growth in 'online' retail shopping.</p> <p>Unforeseen physical constraints.</p> <p>Growth of out of Borough retail</p>	<p>Identify the problem and / or cause of poor performance.</p> <p>Consider a review of the planning policy itself.</p> <p>Be more proactive in liaising with landowners and developers.</p> <p>Investigate potential funding streams for redevelopment and / or regeneration.</p>

			<p>65 per cent of all units within the primary frontages in Oadby district centre are in A1 use (2011 – 2031)</p> <p>Proposed development sites that have a gross site size of 0.3 hectares and larger and are located within the district centre boundary of Oadby will be required to achieve an average density of at least 50 dwellings per hectare</p>	<p>centres.</p> <p>Tightening of finance availability.</p> <p>Reduction in public transport services, within or close to the Borough's main centres.</p>	<p>If appropriate to do so, bring forward other sites allocated within the Plan sooner than envisaged.</p> <p>If appropriate to do so, lower retail unit percentages within the relevant locations.</p> <p>Stimulate demand for new retail opportunities through active promotion of sites.</p>
Spatial Objective 4: South Wigston centre	Policy 2 Spatial Strategy for the Borough; Policy 22 Delivering Retail	Policy 3; Policy 6; Policy 10; Policy 12; Policy 23; Policy 24; Policy 26; Policy 27; Policy 28; Policy 29; Policy 30; Policy 31; Policy 32; Policy 33; Policy 34; Policy 35; Policy 3; Policy 40; Policy 41; and, Policy 46	<p>373 sqm of additional retail floorspace (2011 – 2031)</p> <p>Proposed development sites that have a gross site size of 0.3 hectares and larger and are located within the district centre boundary of South Wigston will be required to achieve an average density of at least 50 dwellings per hectare</p>	<p>Economic downturn or continued growth in 'online' retail shopping.</p> <p>Unforeseen physical constraints.</p> <p>Growth of out of Borough retail centres.</p> <p>Tightening of finance availability.</p> <p>Reduction in public transport services, within or close to the Borough's main</p>	<p>Identify the problem and / or cause of poor performance.</p> <p>Consider a review of the planning policy itself.</p> <p>Be more proactive in liaising with landowners and developers.</p> <p>Investigate potential funding streams for redevelopment and / or regeneration.</p> <p>Stimulate demand for new retail opportunities through active promotion of sites.</p>

				centres.	
Spatial Objective 5: Improved employment opportunities	Policy 19 – Oadby Sewage Treatment Works; Policy 20 – Wigston Direction for Growth Area; Policy 25 – Protecting Identified Employment Areas.	Policy 2; Policy 3; Policy 6; Policy 10; Policy 26; Policy 46.	At least 8 hectares of new employment use land provided during the Plan period.	<p>Economic downturn</p> <p>Unforeseen physical constraints.</p> <p>Unplanned growth of out of Borough industrial centres.</p> <p>Tightening of finance availability.</p> <p>Severn Trent decides to keep the site in use, rather than cease its current use.</p> <p>Site becomes unattractive to the market for employment development.</p> <p>Site releasing infrastructure delays.</p>	<p>Identify the problem and / or cause of poor performance.</p> <p>Consider a review of the planning policy itself.</p> <p>Be more proactive in liaising with landowners and developers.</p> <p>Investigate potential funding streams for redevelopment and / or regeneration.</p> <p>If appropriate to do so, bring forward other sites that are not allocated within the Plan but become available for employment development.</p> <p>Stimulate demand for new employment opportunities through active promotion of the site.</p>
Spatial Objective 6: Accessible	Policy 26 – Sustainable Transport and	Policy 2; Policy 5; Policy 6; Policy 10; Policy 17; Policy 18;	No specific targets are contained within this Plan.	Unforeseen physical constraints.	Identify the problem and / or cause of poor performance.

transport links	Initiatives	Policy 19; Policy 20; Policy 21; Policy 46.		Tightening of finance availability. Reduction in public transport services.	Consider a review of the planning policy itself. Be more proactive in liaising with landowners and developers, and public transport stakeholders. Investigate potential funding streams for redevelopment and / or regeneration.
Spatial Objective 7: Growth of the Leicester PUA	Policy 2 Spatial Strategy for the Borough; Policy 12 – Housing Density	Policy 3; Policy 6; Policy 13; Policy 14; Policy 15; Policy 18; Policy 19; Policy 20; Policy 21; Policy 25; Policy 26; Policy 38; Policy 40; Policy 46.	250 + 768 new residential units (2011 – 2031) Proposed development sites that have a gross site size of 0.3 hectares and larger and are located outside of the town centre boundary of Wigston or district centre boundaries of Oadby and South Wigston, but within the Leicester PUA will be required to achieve an average density of at least 40 dwellings per hectare.	Economic downturn Unforeseen physical constraints. Unplanned growth of out of Borough residential development. Tightening of finance availability. Site becomes unattractive to the market for residential development. Site releasing infrastructure delays.	Identify the problem and / or cause of poor performance. Consider a review of the planning policy itself. Be more proactive in liaising with landowners and developers. If appropriate to do so, bring forward other sites allocated within the Plan sooner than envisaged. Stimulate demand for new development opportunities through active promotion.

				Land values drop considerably meaning developers begin to build at lower densities.	
Spatial Objective 8: A balanced housing market	Policy 11 – Housing Choices; Policy 13 – Affordable Housing; Policy 16 – Gypsies, Travellers and Travelling Showpeople	Policy 2; Policy 5; Policy 12; Policy 15; Policy 17; Policy 18; Policy 20; Policy 21; policy 46	Proposed development sites that have a gross site size of 0.3 hectares and larger and are not situated within any of the above locations will be required to achieve an average density of at least 30 dwellings per hectare.	<p>Economic downturn</p> <p>Unforeseen physical constraints.</p> <p>Unplanned growth of out of Borough residential development.</p> <p>Tightening of finance availability.</p> <p>Site becomes unattractive to the market for residential development.</p> <p>Site releasing infrastructure delays.</p> <p>Land values drop</p>	<p>Identify the problem and / or cause of poor performance.</p> <p>Consider a review of the planning policy itself.</p> <p>Be more proactive in liaising with landowners and developers.</p> <p>If appropriate to do so, bring forward other sites allocated within the Plan sooner than envisaged.</p> <p>Stimulate demand for new development opportunities through active promotion.</p>

				considerably meaning developers begin to build at lower densities.	
Spatial Objective 9: Healthy lifestyles	Policy 5 – Improving Health and Wellbeing; Policy 7 – Community Facilities; Policy 8 – Green Infrastructure; Policy 9 – Open Space, Sport and Recreation Facilities; Policy 37 – Biodiversity and Geodiversity	Policy 1; Policy 2; Policy 4; Policy 6; Policy 10; Policy 17; Policy 26; Policy 36; Policy 42; Policy 44; Policy 45; Policy 46	No net loss of biodiversity and / or Geodiversity during the Plan period. No net loss of Green Infrastructure during the Plan period. No net loss of open space, sport and / or recreation spaces during the Plan period.	National policy changes to be less protective of green infrastructure assets. Housing needs significantly increases. More undeveloped land required. Unplanned development growth.	Identify the problem and / or cause of poor performance. Consider a review of the planning policy itself. Be more proactive in liaising with landowners and developers. Stimulate demand for new green infrastructure opportunities through active promotion. Work closely with local groups as well as more national groups, such as Natural England.
Spatial Objective 10: High quality and sustainable design	Policy 6 – High Quality Design and Materials; Policy 40 – Culture and Historic Assets; Policy 44 – Landscape and Character	Policy 3; Policy 10; Policy 11; Policy 15; Policy 32; Policy 33; Policy 46	No specific targets are contained within this Plan.	National policy changes to be less wanting of high quality design and sustainable development. Unplanned growth. National policy relating to	Identify the problem and / or cause of poor performance. Consider a review of the planning policy itself. Be more proactive in liaising with landowners and developers. Work closely with local groups as well as more national groups, such as Historic

				heritage assets is diluted.	England.
Spatial Objective 11: Conserving and enhancing green (including water assets) infrastructure	Policy 8 – Green Infrastructure; Policy 37 – Biodiversity and Geodiversity; Policy 42 – Green Wedges; Policy 43 – Countryside; Policy 44 – Landscape and Character; Policy 45 – Local Green Space	Policy 1; Policy 9; Policy 17; Policy 38; Policy 39; Policy 46	No net loss of Green Infrastructure during the Plan period.	National policy changes to be less protective of green infrastructure assets. Housing needs significantly increases. More undeveloped land required. Unplanned development growth.	Identify the problem and / or cause of poor performance. Consider a review of the planning policy itself. Be more proactive in liaising with landowners and developers. Stimulate demand for new green infrastructure opportunities through active promotion. Work closely with local groups as well as more national groups, such as Natural England.
Spatial Objective 12: Enhancing Local Heritage	Policy 40 – Culture and Historic Environment Assets; Policy 41 – Development in Conservation Areas	Policy 2; Policy 6; Policy 32; Policy 46	No specific targets are contained within this Plan.	National policy changes to be less wanting of high quality design and sustainable development. Unplanned growth. National policy relating to heritage assets is diluted.	Identify the problem and / or cause of poor performance. Consider a review of the planning policy itself. Be more proactive in liaising with landowners and developers. Work closely with local groups as well as more national groups, such as Historic England.
Spatial	Policy 42 – Green	Policy 2; Policy 8;	No unplanned loss of Green	National policy	Identify the problem and / or

Objective 13: Green Wedges and the Countryside	Wedges; Policy 43 – Countryside	Policy 44; Policy 45; Policy 46	Wedge. No unplanned loss of Countryside.	changes to be less protective of green infrastructure assets. Housing needs significantly increases. More undeveloped land required. Unplanned development growth.	cause of poor performance. Consider a review of the planning policy itself. Be more proactive in liaising with landowners and developers. Stimulate demand for new green infrastructure opportunities through active promotion. Work closely with local groups as well as more national groups, such as Natural England.
Spatial Objective 14: Kilby Bridge Regeneration	Policy 17 – Kilby Bridge Settlement Envelope	Policy 2; Policy 5; Policy 6; Policy 10; Policy 11; Policy 37; Policy 38; Policy 39; Policy 40; Policy 44; Policy 46	Up to 40 new residential units (2011 – 2031) All development built at approximately 30 dwellings per hectare (2011 – 2031)	Economic downturn. Unforeseen physical constraints. Unplanned growth. Tightening of finance availability. Reduction in public transport services.	Identify the problem and / or cause of poor performance. Consider a review of the planning policy itself. Be more proactive in liaising with landowners and developers. Investigate potential funding streams for redevelopment and / or regeneration. Stimulate demand for new small scale housing, employment and retail opportunities through active promotion of sites.

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Appendix One – Glossary

Affordable housing: Affordable housing includes social rented, Starter Homes and intermediate housing, provided to specified eligible households whose needs are not met by the market.

Affordable Housing Viability Assessment: study to inform existing and future planning policy with regard to the delivery of affordable housing. Specifically, the Affordable Housing Viability Assessment examines the impacts on development viability of applying existing and potential affordable housing percentages, unit thresholds and tenures on residential development sites.

Annual Monitoring Report: The annual monitoring report will assess the implementation of the local development scheme and the extent to which policies in the Local Plan are being successfully implemented.

Area Action Plan Guidance document: The document setting out the principles and objectives for the town centre of Wigston and the District centre of Oadby. The document illustrates one viable way of implementing the levels of development set out within this Plan.

Biodiversity: The whole variety of life encompassing all genetics, species and ecosystem variations.

Building Regulations: Statutory Instruments governing the standards required for buildings and their construction.

BREEAM: Buildings Research Establishment Environmental Assessment Method – is the most widely used environmental assessment method for commercial buildings.

Brownfield land: land that was developed but is now vacant or derelict, and land currently in use with known potential for redevelopment.

Building for Life Standard: A national standard for well designed homes and communities.

Comparison goods floor space: retail floor space that is used for the sale of non-food items.

Community: a specific group of people who all hold something in common. Community has tended to be associated with two key aspects: firstly people who share locality or geographical place; secondly people who are communities of interest.

Community engagement: the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the well being of those people.

Community Infrastructure: The infrastructure needed to make a development 'fit for purpose'. In the context of the Local Plan, the provision of new roads, new schools or new flood protection would all be examples.

Community Infrastructure Levy: The Community Infrastructure Levy is a charge on most types of new development in an area. The proceeds of the levy will be spent on local and sub-regional infrastructure to support the development of the area.

Conservation Area: an area of special architectural or historic interest identified by the Local Planning Authority under the Planning (Listed Buildings & Conservation Areas) Act 1990. There is a statutory duty to preserve or enhance the character or appearance of such areas.

Convenience goods floor space: retail floor space that is used for the sale of food and drink.

Core Strategy: A development plan document that set out the long term vision for a local planning authority area, the strategic objectives, and the strategic planning policies needed to deliver that vision.

Cultural facilities: Facilities of a cultural nature such as libraries, theatres and museums.

Developer Contributions: Developer Contributions assist in mitigating the impact of unacceptable development to make it acceptable in planning terms. Developer Contributions can be provided by on-site or off-site physical contributions, or via off-site financial contributions.

Development Plan Documents: spatial planning documents that are subject to independent examination, and together with Supplementary Planning Documents, will form the development plan for a local authority area for the purposes of the Act. Each authority must set out the programme for preparing its development plan documents in the Local Development Scheme.

Duty to Cooperate: The duty to cooperate was created in the Localism Act 2011, and amends the Planning and Compulsory Purchase Act 2004. It places a legal duty on local planning authorities, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local and Marine Plan preparation in the context of strategic cross boundary matters.

Employment Land and Premises Study: A local study that assesses the employment land needs for the Borough up to 2031.

Environmental Impact Assessment: An Environmental Impact Assessment is an assessment of the possible impact - positive or negative - that a proposed project may have on the environment; considering natural, social and economic aspects.

Evidence base: information gathered by the planning authority to support preparation of local development documents. It includes quantitative and qualitative data.

Greenfield land: land that has never been built on or where the remains of any structure or activity have blended into the landscape over time. Greenfield land should not be confused with green belt land.

Green Wedge: Green Wedges are strategic open land which can help shape urban growth. They can assist in preserving and enhancing links between urban areas and the countryside and can facilitate the positive management of land.

Green Infrastructure: Green Infrastructure is the physical environment within and between cities, towns and villages. It is a network of multi-functional open spaces, including formal parks, gardens, woodlands, green corridors, waterways, street trees and open countryside.

Housing and Economic Development Needs Assessment (HEDNA): An evidence base study that identifies the Objectively Assessed Housing and Employment Needs for the Leicester and Leicestershire Housing Market Area.

Identified Employment Areas: Are areas that provide key employment land within the Borough. They consist of business and industrial premises.

Leicester Principal Urban Area: The Leicester Principal Urban Area encompasses all the administrative area of Leicester City and parts of Blaby, Charnwood, Harborough, Hinckley and Bosworth and Oadby and Wigston districts.

Leicester and Leicestershire Housing Market Area: The Leicester and Leicestershire Housing Market Area covers the City of Leicester and the County of Leicestershire, which includes the District of Blaby, Charnwood Borough, Harborough District, Hinckley and Bosworth Borough, Melton Borough, North West Leicestershire District, and Oadby and Wigston Borough.

Local Development Documents: comprise of Development Plan Documents and Supplementary Planning Documents.

Local Development Framework: A Local Development Framework is a folder of Local Development Documents outlining how planning will be managed in the area.

Local Development Scheme: sets out the programme for the preparation of local development documents.

Monitoring: regular and systematic collection and analysis of information to measure policy implementation.

National Planning Policy Framework (NPPF): Sets out the Government's planning policies for England and how these are expected to be applied. It sets out the Government's requirements for the planning system only to the extent that it is relevant, proportionate and necessary to do so. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

National Planning Practice Guidance (PPG): is a web-based resource which brings together planning guidance on various topics into one place. It was launched in March 2014 and coincided with the cancelling of the majority of Government Circulars which had previously given guidance on many aspects of planning.

Public Realm: the space between and within buildings that is publicly accessible.

Residential Land Availability Report: The Residential Land Availability and Five Year Housing Supply are part of an annual monitoring exercise that assesses housing provision and supply in the Borough.

6C's The 6Cs sub-region as defined in the East Midlands Regional Plan has an existing population of 1.9m people. It includes the 3 cities of Leicester, Derby and Nottingham and the 3 Counties of Leicestershire, Derbyshire and Nottinghamshire.

Smarter Choices: This is general description for 'soft' transport policy initiatives aimed at changing the way that individuals travel. These seek to give better information and opportunities to help people to choose to reduce car use while enhancing the attractiveness of alternatives. They can include work place and school travel plans; car clubs and car sharing; tele-working, teleconferencing and home shopping.

Spatial Planning: refers to the methods used by the public sector to influence the distribution of people and activities in spaces of various scales. Spatial planning includes all levels of land use planning including urban planning, regional planning, environmental planning and national spatial plans. It goes beyond traditional land-use planning to bring together and integrate policies for the

development and use of land with other policies and programmes which influence the nature of places and how they function.

Statement of Community Involvement: sets out the standards which the planning authority intends to achieve in relation to involving the community in the preparation, alteration and continuing review of all local development documents and in significant development management decisions. It also sets out how the planning authority intends to achieve those standards. The statement of community involvement is not a development plan document but is subject to independent examination.

Strategic Flood Risk Assessment: provides further information on flood risk, and raises and informs a crucial debate that involves all those involved in the development process. The Strategic Flood Risk Assessment will identify constraints which will assist in the formulation of planning policies, it will aid the identification of the development potential of proposed sites and will aid in assessing future development proposals.

Strategic Housing Land Availability Assessment: a key component of the evidence base to support the delivery of sufficient land for housing to meet the community's need for more homes. These assessments are required by national planning policy, set out in Planning Policy Statement 3: Housing (June 2010). This document gives practical guidance on how to carry out an assessment to identify land for housing and assess the deliverability and developability of sites.

Supplementary Planning Documents: cover a wide range of issues on which the planning authority wishes to provide policy guidance to supplement the policies and proposals in development plan documents. They are not subject to independent examination.

Sustainability Appraisal: Sustainable development is central to the reformed planning system. Sustainability Appraisal is used to promote sustainable development through the integration of social, environmental and economic considerations. The European 'Strategic Environmental Assessment Directive' (2001/42/EC) requires a formal 'environmental assessment' of certain plans and programmes, including those in the field of planning and land use. This process feeds into and informs the content of the Local Development Framework.

Sustainable communities: places where people want to live and work, now and in the future. They meet the needs of existing and future residents, are sensitive to their environment, and contribute to a high quality of life. They are safe and inclusive, well planned, built and run, and offer equality of opportunity and good services for all.

Sustainable development: is a pattern of resource use that aims to meet human needs while preserving the environment so that these needs can be met not only in the present, but also for future generations. Sustainable development has become the core principle underpinning the planning process.

Sustainable urban design: Good design ensures economically viable places and spaces that are resource efficient, adaptable, durable, inclusive and fit for purpose. Quality improvements in the built environment create the right conditions to attract businesses, jobs and investment, and provide well-designed sustainable environments for local people.

Targets: a desired goal which identifies the scale of change resulting from policy actions over a specific time period; for example, the number of new homes to be built by a set date.

Windfalls: proposals for housing development that has not been planned for, for example allocated in a Development Plan Document or identified in evidence documents, such as the Strategic Housing Land Availability Assessment.

Appendix Two – Technical Housing Standards



Department for
Communities and
Local Government

Technical housing standards – nationally
described space standard

March 2015
Department for Communities and Local Government



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Department for Communities and Local Government
Fry Building
2 Marsham Street
London
SW1P 4DF
Telephone: 030 3444 0000

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Technical housing standards – nationally described space standard

Introduction

1. This standard deals with internal space within new dwellings and is suitable for application across all tenures. It sets out requirements for the Gross Internal (floor) Area of new dwellings at a defined level of occupancy as well as floor areas and dimensions for key parts of the home, notably bedrooms, storage and floor to ceiling height.
2. The requirements of this standard for bedrooms, storage and internal areas are relevant only in determining compliance with this standard in new dwellings and have no other statutory meaning or use.

Using the space standard

3. The standard Gross Internal Areas set out in Table 1 are organised by storey height to take account of the extra circulation space needed for stairs to upper floors, and deal separately with one storey dwellings (typically flats) and two and three storey dwellings (typically houses).
4. Individual dwelling types are expressed with reference to the number of bedrooms (denoted as 'b') and the number of bedspaces (or people) that can be accommodated within these bedrooms (denoted as 'p'). A three bedroom (3b) home with one double bedroom (providing two bed spaces) and two single bedrooms (each providing one bed space) is therefore described as 3b4p.
5. This allows for different combinations of single and double/twin bedrooms to be reflected in the minimum Gross Internal Area. The breakdown of the minimum Gross Internal Area therefore allows not only for the different combinations of bedroom size, but also for varying amounts of additional living, dining, kitchen and storage space; all of which are related to the potential occupancy.
6. Relating internal space to the number of bedspaces is a means of classification for assessment purposes only when designing new homes and seeking planning approval (if a local authority has adopted the space standard in its Local Plan). It does not imply actual occupancy, or define the minimum for any room in a dwelling to be used for a specific purpose other than in complying with this standard.
7. Minimum floor areas and room widths for bedrooms and minimum floor areas for storage are also an integral part of the space standard. They cannot be used in isolation from other parts of the design standard or removed from it.

8. The Gross Internal Area of a dwelling is defined as the total floor space measured between the internal faces of perimeter walls¹ that enclose the dwelling. This includes partitions, structural elements, cupboards, ducts, flights of stairs and voids above stairs. The Gross Internal Area should be measured and denoted in square metres (m²).
9. The Gross Internal Areas in this standard will not be adequate for wheelchair housing (Category 3 homes in Part M of the Building Regulations) where additional internal area is required to accommodate increased circulation and functionality to meet the needs of wheelchair households.

Technical requirements

10. The standard requires that:
 - a. the dwelling provides at least the gross internal floor area and built-in storage area set out in Table 1 below
 - b. a dwelling with two or more bedspaces has at least one double (or twin) bedroom
 - c. in order to provide one bedspace, a single bedroom has a floor area of at least 7.5m² and is at least 2.15m wide
 - d. in order to provide two bedspaces, a double (or twin bedroom) has a floor area of at least 11.5m²
 - e. one double (or twin bedroom) is at least 2.75m wide and every other double (or twin) bedroom is at least 2.55m wide
 - f. any area with a headroom of less than 1.5m is not counted within the Gross Internal Area unless used solely for storage (if the area under the stairs is to be used for storage, assume a general floor area of 1m² within the Gross Internal Area)
 - g. any other area that is used solely for storage and has a headroom of 900-1500mm (such as under eaves) is counted at 50% of its floor area, and any area lower than 900mm is not counted at all
 - h. a built-in wardrobe counts towards the Gross Internal Area and bedroom floor area requirements, but should not reduce the effective width of the room below the minimum widths set out above. The built-in area in excess of 0.72m² in a double bedroom and 0.36m² in a single bedroom counts towards the built-in storage requirement
 - i. the minimum floor to ceiling height is 2.3m for at least 75% of the Gross Internal Area

¹ The internal face of a perimeter wall is the finished surface of the wall. For a detached house, the perimeter walls are the external walls that enclose the dwelling, and for other houses or apartments they are the external walls and party walls.

Table 1 - Minimum gross internal floor areas and storage (m²)

Number of bedrooms(b)	Number of bed spaces (persons)	1 storey dwellings	2 storey dwellings	3 storey dwellings	Built-in storage
1b	1p	39 (37) *			1.0
	2p	50	58		1.5
2b	3p	61	70		2.0
	4p	70	79		
3b	4p	74	84	90	2.5
	5p	86	93	99	
	6p	95	102	108	
4b	5p	90	97	103	3.0
	6p	99	106	112	
	7p	108	115	121	
	8p	117	124	130	
5b	6p	103	110	116	3.5
	7p	112	119	125	
	8p	121	128	134	
6b	7p	116	123	129	4.0
	8p	125	132	138	

*** Notes (added 19 May 2016):**

1. Built-in storage areas are included within the overall GIAs and include an allowance of 0.5m² for fixed services or equipment such as a hot water cylinder, boiler or heat exchanger.

2. GIAs for one storey dwellings include enough space for one bathroom and one additional WC (or shower room) in dwellings with 5 or more bedspaces. GIAs for two and three storey dwellings include enough space for one bathroom and one additional WC (or shower room). Additional sanitary facilities may be included without increasing the GIA provided that all aspects of the space standard have been met.

3. Where a 1b1p has a shower room instead of a bathroom, the floor area may be reduced from 39m² to 37m², as shown bracketed.

4. Furnished layouts are not required to demonstrate compliance.

Appendix Three – List of Locally Significant Buildings

Oadby

1. 1, 3, 5 and 7 Bankart Avenue.
2. 2 Bankart Avenue.
3. 4 Bankart Avenue.
4. 6, 8, 10, 12, 14, 16, 22, 24, 36 and 38 Bankart Avenue.
5. 9, 11, 25 (Markeaton) and 27 (Hillbrow) Bankart Avenue.
6. 13 and 15 Bankart Avenue.
7. 17 and 19 Bankart Avenue.
8. 18 and 20 Bankart Avenue.
9. 21 and 23 Bankart Avenue.
10. 26 and 28 Bankart Avenue.
11. 29 Bankart Avenue.
12. 30 and 32 Bankart Avenue.
13. 31 and 33 Bankart Avenue.
14. 34 Bankart Avenue.
15. 35 and 37 Bankart Avenue.
16. 40 Bankart Avenue.
17. 42 Bankart Avenue.
18. Brocks Hill House, Briar Walk.
19. 6 The Broadway (west side).
20. 73 The Broadway.
21. The Elms, Brockshill Drive.
22. Chapel House, 25 Chapel Street.
23. Hilltop Farmgouse, NO. 23 Church Street.
24. Sheldon House, 25 Church Street.
25. 2 – 34 Church Street.
26. 18 The Fairway.
27. 32 The Fairway (south side).

28. 34 The Fairway (south side).
29. 43 and 45 The Fairway (north side).
30. The Pantiles (vinehouse and garden), Gartree Road.
31. 3 Glebe Road (west side).
32. 11 Glebe Road (west side).
33. The Oadby Owl, Public House, 7 Glen Road.
34. Launde House, Harborough Road.
35. 18-26, Harborough Road.
36. 12 Knighton Grange Road.
37. 13 Knighton Grange Road.
38. 14 Knighton Grange Road, (north side).
39. 15 Knighton Grange Road, (south side).
40. 16 Knighton Grange Road, (north side).
41. 17 Knighton Grange Road.
42. 18 Knighton Grange Road.
43. 19 Knighton Grange Road.
44. 20 Knighton Grange Road.
45. 21 Knighton Grange Road.
46. 23 Knighton Grange Road.
47. 24 Knighton Grange Road.
48. 25 Knighton Grange Road.
49. 26 Knighton Grange Road.
50. 27 Knighton Grange Road.
51. 28 Knighton Grange Road.
52. 29 Knighton Grange Road.
53. 30 Knighton Grange Road.
54. 32 Knighton Grange Road.
55. 33 Knighton Grange Road, (south side).
56. 34 Knighton Grange Road.

57. 37 Knighton Grange Road, (south side).
58. 38 Knighton Grange Road, (north side).
59. Beaumont Leys 39 Knighton Grange Road, (south side).
60. 40 Knighton Grange Road.
61. 1 Knighton Rise.
62. 2 Knighton Rise.
63. 3 Knighton Rise.
64. Frankline House, 4 Knighton Rise, (south side).
65. 5 Knighton Rise, (north side).
66. 7 Knighton Rise.
67. The Gables, 8 Knighton Rise.
68. 9 Knighton Rise, (north side).
69. 10 Knighton Rise.
70. 11 Knighton Rise, (north side).
71. Meadowhurst, 12 Knighton Rise, (south side).
72. Elmcroft, 13 Knighton Rise, (north side).
73. 14 Knighton Rise.
74. St Helier, 15, Knighton Rise, (north side).
75. 16 Knighton Rise.
76. 18 Knighton Rise.
77. 19 Knighton Rise.
78. 20 Knighton Rise, (south side).
79. 21, Knighton Rise.
80. 22 Knighton Rise.
81. 23, Knighton Rise.
82. 25 Knighton Rise.
83. 27 Knighton Rise.
84. 30 Knighton Rise.
85. Leicester Racecourse, Stands and Stabling, Leicester Road.

86. Oadby Baptist Church, Leicester Road.
87. Brooks House, 81 Leicester Road.
88. 1– 5 Oadby Court, Leicester Road.
89. Memorial, North Side of Ellis Park, Leicester Road.
90. 1-3 London Road.
91. 17-19 London Road.
92. The Black Dog Public House, 23 London Road.
93. 24-34 London Road.
94. Gateway, London Road.
95. 38 London Road.
96. 65A London Road.
97. 66 London Road.
98. 68-80 London Road.
99. The Fox Public House, London Road.
100. Gable House, Manor Road.
101. The Coppice, Manor Road.
102. Spinneys House, 5 Manor Road.
103. Howard House, Manor Road.
104. Shirley House and Lodge, 8 Manor Road, (south side).
105. Clivedon, 10 Manor Road.
106. Ashcroft, Manor Road.
107. Aigburth, 21 Manor Road.
108. Villers House/Stamford Hall Court, Manor Road.
109. Treroose, 23 MANOR ROAD, (north side).
110. Wighton House, 25 Manor Road.
111. The Beeches, 29 Manor Road.
112. Fields House, 40 Manor Road.
113. Brendon, 42 Manor Road.
114. Stoughton Leys, 44 Manor Road.

115. 49 Manor Road.
116. 51 Manor Road.
117. Melbury House, 55 Manor Road.
118. 66 Manor Road.
119. 67 Manor Road.
120. 69 Manor Road.
121. 70 Manor Road.
122. 73 Manor Road.
123. 77 Manor Road.
124. 1 Meadowcourt Road.
125. Southcroft, 2 Meadowcourt Road.
126. 2B Meadowcourt Road.
127. 3 and Swallowcroft, 5 Meadowcourt Road.
128. 4 Meadowcourt Road.
129. 6 Meadowcourt Road.
130. 7 Meadowcourt Road.
131. 8 Meadowcourt Road.
132. 9 Meadowcourt Road.
133. 10 Meadowcourt Road.
134. Portland Cottage, 11 Meadowcourt Road.
135. 12 Meadowcourt Road.
136. 13 and 15 Meadowcourt Road.
137. Woodgarth, 14 Meadowcourt Road.
138. 16 Meadowcourt Road.
139. 17 Meadowcourt Road.
140. 18 Meadowcourt Road.
141. 19 Meadowcourt Road.
142. 20 Meadowcourt Road.
143. 21 Meadowcourt Road.

144. 22 Meadowcourt Road.
145. 23 and 25 Meadowcourt Road.
146. 24 Meadowcourt Road.
147. 26 Meadowcourt Road.
148. 27 and 29 Meadowcourt Road.
149. 28 Meadowcourt Road.
150. 30 Meadowcourt Road.
151. 31 and 33 Meadowcourt Road.
152. 36 Meadowcourt Road.
153. 12-16 'The Old Manor Inn', The Parade.
154. 91 The Parade.
155. 22 Powys Avenue.
156. 1-31 Sandhurst Street (odd numbers)
157. Redroofs, Southmeads Road.
158. Elmsthorpe, 26 Southmeads Road.
159. Barrington, Southmeads Road.
160. Powerscourt, Southmeads Road.
161. Whitewings, Southmeads Road.
162. North Memorial Homes, Stoughton Road.
163. Framework Knitters Cottages, Stoughton Road.
164. Digby Hall, Stoughton Drive South (east side.)
165. Stamford House, Stoughton Drive South (east side).
166. Southmeades, Stoughton Drive South (west side).
167. Highgrove, Stoughton Drive South (east side).
168. 17 Stoughton Drive South.
169. 19 Stoughton Drive South.
170. 23 Stoughton Drive South.
171. Ashfield, 29 Stoughton Drive South (west side).
172. Greenleys, 30 Stoughton Drive South (west side).

173. Kent House, Stoughton Drive South.
174. Gate House, Stoughton Drive South.
175. Rosenfels, Stoughton Drive South.
176. Ash Lodge, Stoughton Drive South.
177. Inglewood, Stoughton Drive South.
178. Hastings House, Stoughton Drive South.
179. St Peters Church Hall, Wigston Road.
180. The Royal British Legion, Wigston Road.
181. The Hermitage, Wigston Road.

Wigston

1. 52 and 54 Aylestone Lane.
2. 246 Aylestone Lane.
3. Former Electric Station and Wall, 49 Bell Street.
4. 20 and 22 Bullhead Street.
5. The Limes, 80 Bullhead Street.
6. 106 – 110 Bullhead Street (evens only).
7. Horse and Trumpet, Bullhead Street.
8. Kings Centre, 56 Bullhead Street.
9. Spoutewell Cottage, Bullhead Street.
10. St Wolstans House and Barn, Bullhead Street.
11. 2 – 14 Bushloe End (evens only).
12. Apple House, 18 Bushloe End.
13. Coach House, 48 Bushloe End.
14. Kingswood Lodge, 50 Bushloe End.
15. All Saints Church Rooms, Bushloe End.
16. All Saints Vicarage, Bushloe End.
17. Elms House, British Legion, Bushloe End.
18. Co-op Garages, 1 Central Avenue.

19. Ivy Cottage, Cooks Lane.
20. Methodist Church and School Rooms, Cross Street.
21. Former Methodist church and School Rooms, Frederick Street.
22. The Bungalow, Gas Lane.
23. Weavers Cottage, 26 Gladstone Street.
24. Tyndale, 19 Granville Road.
25. Ivy Cottage, 20 Granville Road.
26. 29 and 31 Granville Road.
27. 36 Granville Road.
28. The Poplars, 37 Granville Road.
29. Pear Tree Lodge, Granville Road.
30. 56 Granville Road.
31. 57 Granville Road.
32. 58 Granville Road.
33. 71 Granville Road.
34. 73 Granville Road.
35. 75 Granville Road.
36. Holly Villa, 76 Granville Road.
37. 79 Granville Road.
38. Claremont, 80 Granville Road.
39. 81 Granville Road.
40. 82 Granville Road.
41. 83 and 85 Granville Road.
42. 2 and 4 Leicester Road.
43. 158 and 160 Leicester Road.
44. 162 Leicester Road.
45. 164 – 170 Leicester Road.
46. 289 and 291 Leicester Road.
47. Salisbury House, 304 Leicester Road.

48. 306 and 308 Leicester Road.
49. The Bell Inn, Leicester Road.
50. Star and Garter Inn, Leicester Road.
51. The Royal Oak Inn, Leicester Road.
52. 22 and 22A Long Street.
53. Devil House, 41 Long Street.
54. 43 and 45 Long Street.
55. 61 and 65 Long Street.
56. Conservative Club, Long Street.
57. Co-op Hall and Snooker Hall, Long Street.
58. Former Working Mens Club, Long Street.
59. Hubert Hall Shop, Long Street.
60. Records Office of Leicestershire, Leicester and Rutland, Long Street.
61. The Manse, Long Street.
62. The Pavilion, Peace Memorial Park, Long Street.
63. Cedar Court Care Home, Long Street.
64. 1A Moat Street.
65. 5 and 7 Moat Street.
66. Creasy's Cottage, 11 Moat Street.
67. Cromwell Cottage, 32 Moat Street.
68. 64, 64A and 64B Moat Street.
69. Peacock Row, 106 – 134 Moat Street (evens only).
70. Store to the rear of 116 Moat Street.
71. Album View, 144 Moat Street.
72. The Old Crown Inn, Moat Street.
73. Europa Sports Factory, Newton Lane.
74. Belvoir Sportswear Factory, Paddock Street.
75. 6 Spa Lane.
76. 6A Spa Lane.

77. Kimberley Cottage, 19 Spa Lane.
78. 20 Spa Lane (house and privy).
79. Guthspa Works and Spa Mews, Spa Lane.
80. 2, 4, 6 Spring Lane.
81. Midland Cottages, 1 – 20 Station Road.
82. Abingdon House, Station Road.
83. 1852 Brewery Company, Station Road.
84. 7 Welford Road.
85. The Chapel, Wigston Cemetery, Welford Road.
86. The Mortuary, Wigston Cemetery, Welford Road.

Kilby Bridge

1. Berry House, Welford Road.
2. Navigation Inn, Welford Road.
3. The White House, Welford Road.
4. Weighbridge House, Welford Road.
5. Wharf and Associated Buildings, Welford Road.

South Wigston

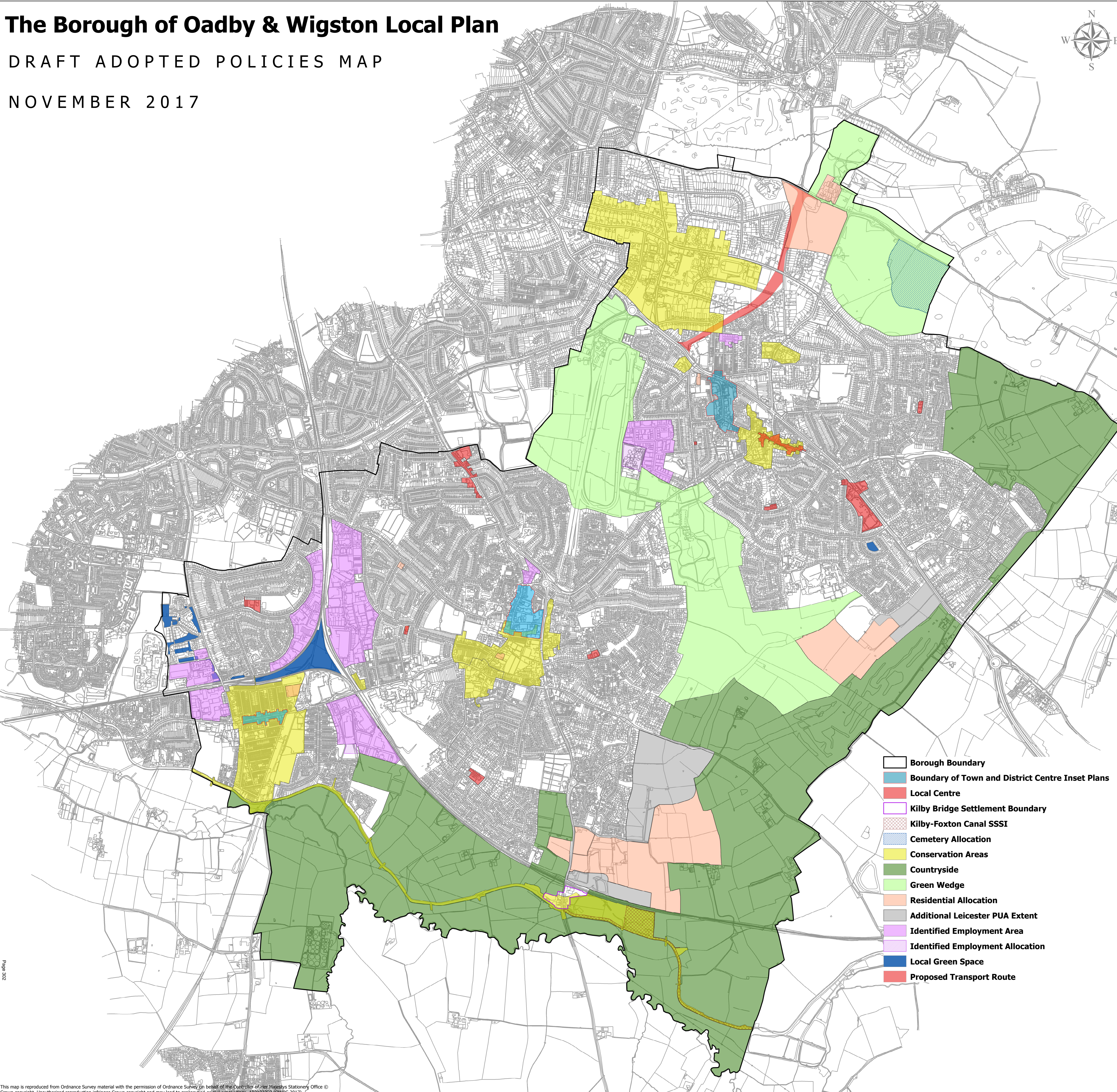
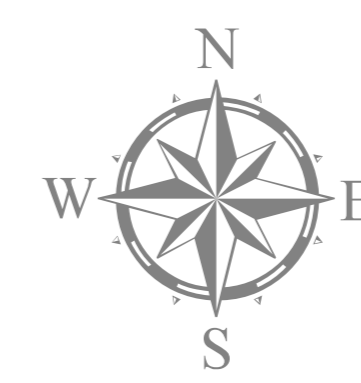
1. The Bassett Centre, Bassett Street.
2. 50 – 64 Blaby Road (between Glengate and Station Street).
3. 65 – 67 Blaby Road.
4. 69 – 99 Blaby Road.
5. 115 – 117 Blaby Road.
6. Congregational Church, Blaby Road.
7. Former Ritz Cinema, Blaby Road.
8. Methodist Church, Blaby Road.
9. St Thomas' Church Rooms, Blaby Road.
10. The Marquis of Queensbury, Blaby Road.

11. 41 – 43 Canal Street.
12. De Vas Routeledge Works, Canal Street.
13. Grand Hotel, Canal Street.
14. Stamford Shoe Works, Canal Street.
15. Crow Mill, Countesthorpe Road.
16. 2 Orange Street.
17. North Lodge, Saffron Road.
18. The Cottage, Saffron Road.
19. WH Bates Hosiery Factory, Station Street.
20. Former Quarter Masters Quarters, Tigers Road.
21. Former Regimental Hospital, Tigers Road.
22. Tavra Training Hall, Tigers Road.

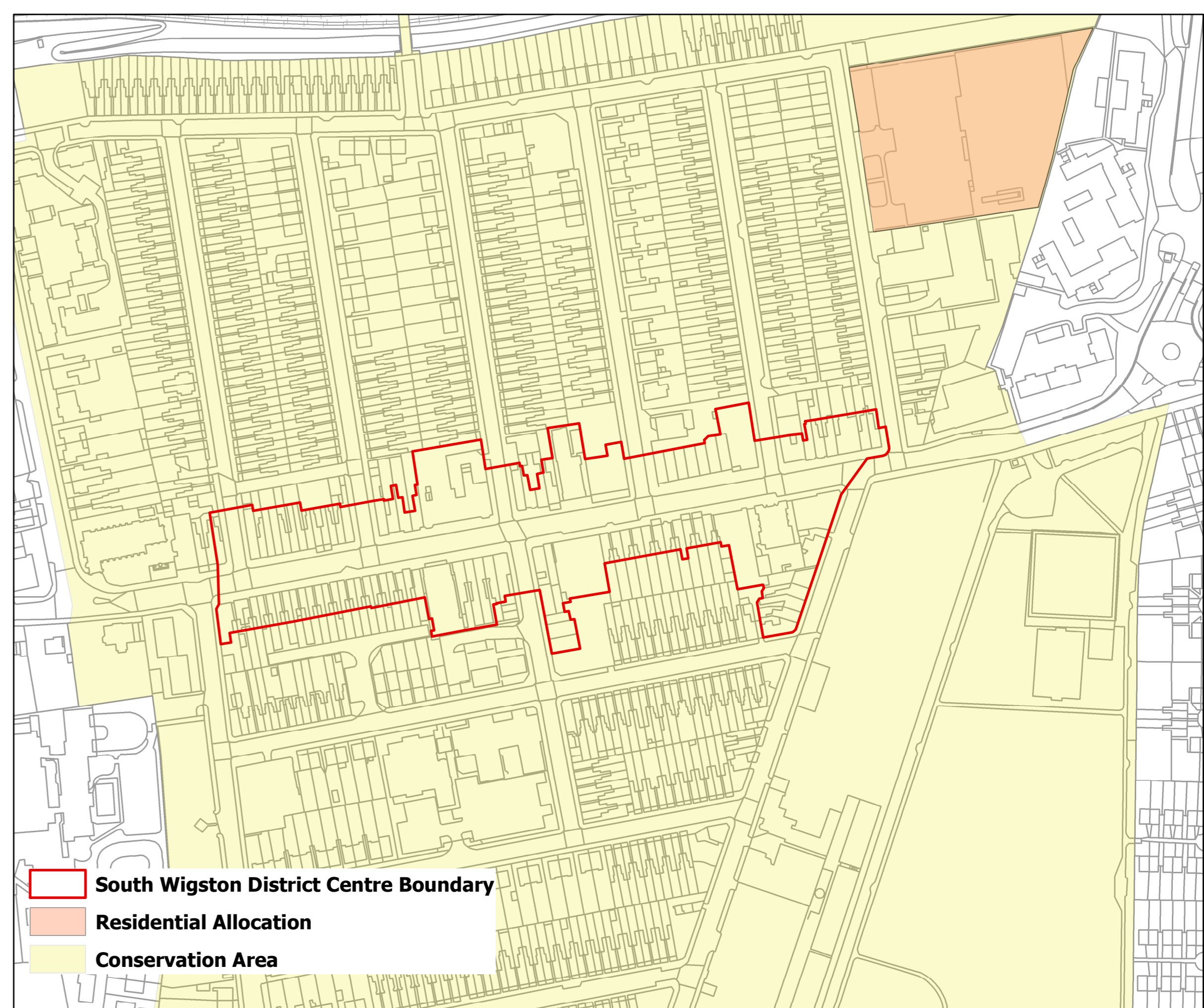
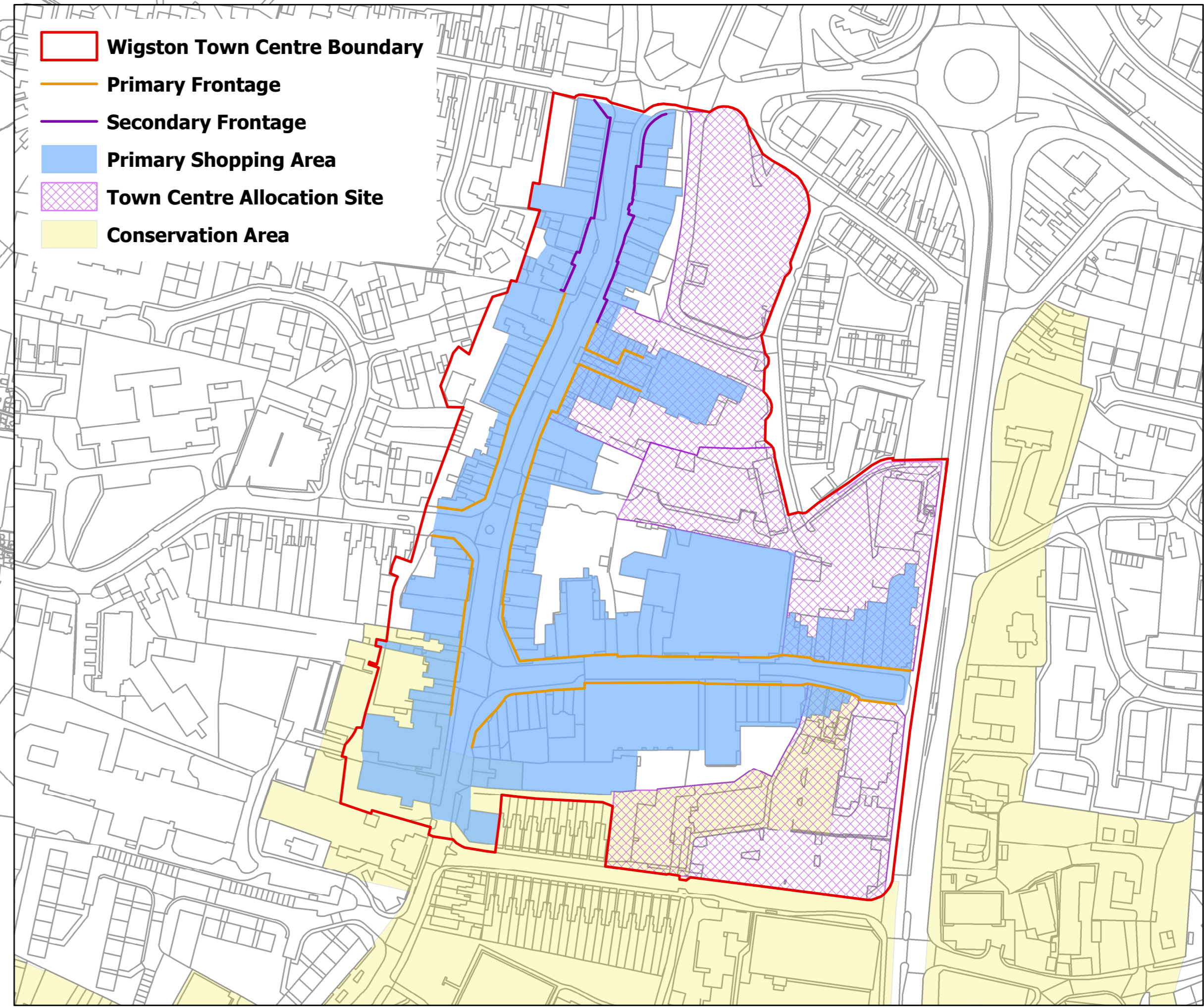
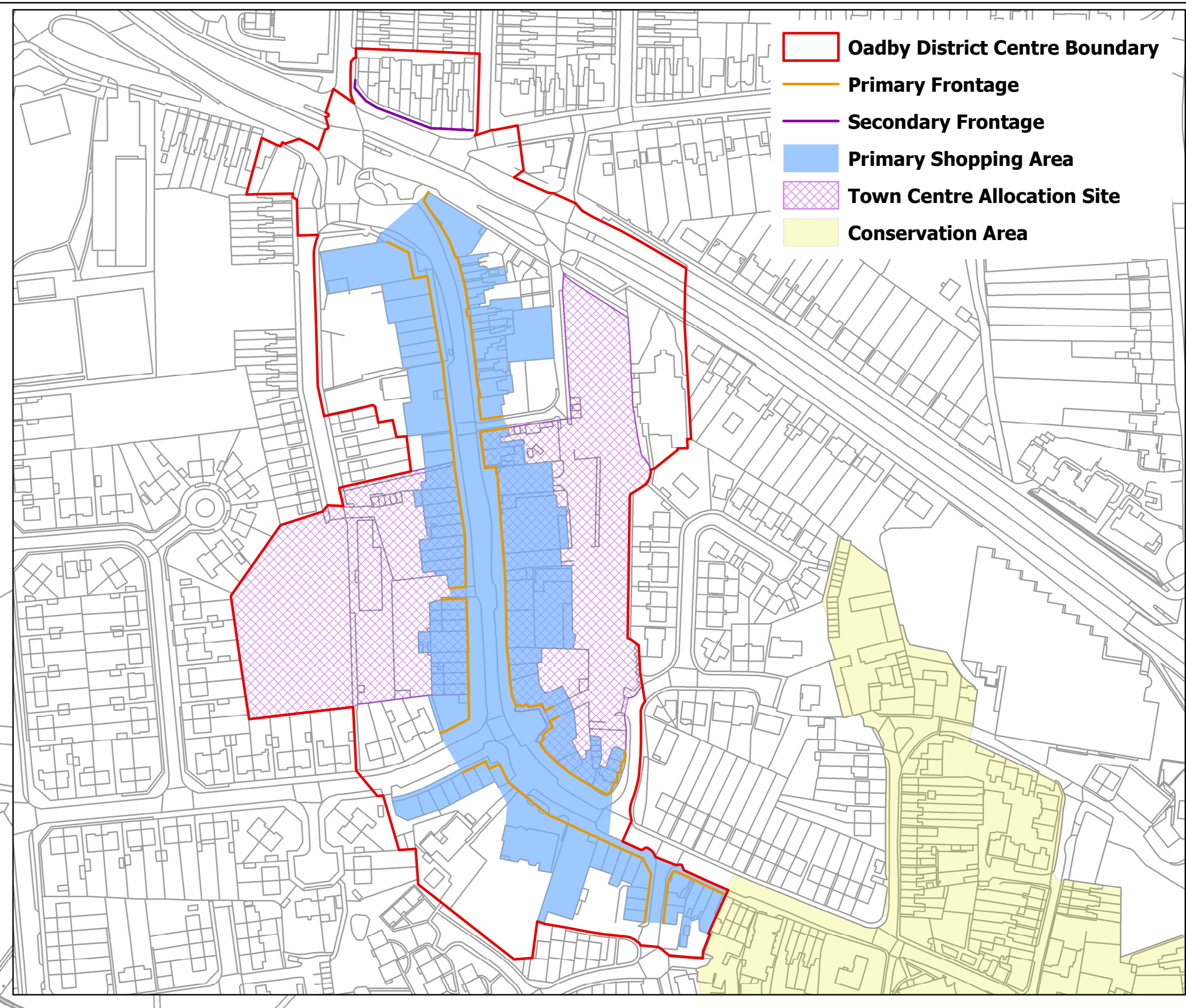
The Borough of Oadby & Wigston Local Plan

DRAFT ADOPTED POLICIES MAP

NOVEMBER 2017



- Borough Boundary
- Boundary of Town and District Centre Inset Plans
- Local Centre
- Kilby Bridge Settlement Boundary
- Kilby-Foxton Canal SSSI
- Cemetery Allocation
- Conservation Areas
- Countryside
- Green Wedge
- Residential Allocation
- Additional Leicester PUA Extent
- Identified Employment Area
- Identified Employment Allocation
- Local Green Space
- Proposed Transport Route





Oadby & Wigston
BOROUGH COUNCIL

EQUALITY ASSESSMENT

PART 1 - INITIAL SCREENING

Name of Policy/Function: Local Plan	<input checked="" type="checkbox"/>	This is new
	<input checked="" type="checkbox"/>	This is a change to an existing policy
	<input type="checkbox"/>	This is an existing policy, Function, not previously assessed
	<input type="checkbox"/>	This is an existing policy/function for review

Date of screening	16 October 2017
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1. Briefly describe its aims & objectives

The Oadby and Wigston Borough Council Local Plan is the overarching policy document for the authority area and set's out the vision and framework for future development for the Plan period 2011 to 2031. The Local Plan supersedes the Council's Core Strategy Development Plan Document and the Town Centres Area Action Plan Development Plan Document, as well as the Saved Local Plan.

2. Are there external considerations?

e.g. legislation/government directive etc.

National Planning Policy Framework (NPPF) 2012; National Planning Practice Guidance 2016; Localism Act 2011; Town and Country Planning (Local Planning) (England) Regulations 2012.

3. Who are the stakeholders and what are their interests?

Oadby and Wigston Borough Council as the local planning authority. Private landowners and developers who may wish to promote the development of their site. The public who are interested in the future plans for improving the Borough and new development taking place over the Plan period.

4. What outcomes do we want to achieve and for whom?

A vibrant Borough with a strong and diverse economy that brings opportunities for all and provides an environment where people want to live and work. The development of new market and affordable housing on a number of sites in varying locations will provide housing choices suitable for all within the Borough. Through new development,

provision of new services and amenities will be provided in the Borough. Important areas of green space and heritage will also be protected.

5. Has any consultation/research been carried out?

The public, key stakeholders and businesses have been consulted as part of the Local Plan process; at the Key Issues and Options stage from 12th October 2015 to 23rd November 2015; Preferred Options from 4th November 2016 to 16th December 2016. The final consultation is due to take place from 6th November 2017 to 18th December 2017.

6. Are there any concerns at this stage which indicate the possibility of Inequalities/negative impacts?

Consider and identify any evidence you have -equality data relating to usage and satisfaction levels, complaints, comments, research, outcomes of review, issues raised at previous consultations, known inequalities) If so please provide details.

No.

7. Could a particular group be affected differently in either a negative or positive way?

Positive – *It could benefit*

Negative – *It could disadvantage*

Neutral – *Neither positive nor negative impact or not sure.*

	Type of impact, reason & any evidence
Disability	Positive – The Local Plan does not favour one particular group. It seeks that all development is accessible equally by everyone within the community.
Race (including Gypsy & Traveller)	Positive – The Local Plan does not favour one particular group. It seeks that all development is accessible equally by everyone within the community.
Age	Positive – The Local Plan does not favour one particular group. It seeks that all development is accessible equally by everyone within the community.
Gender Reassignment	Positive – The Local Plan does not favour one particular group. It seeks that all development is accessible equally by everyone within the community.
Sex	Positive – The Local Plan does not favour one particular group. It seeks that all development is accessible equally by everyone within the community.
Sexual Orientation	Positive – The Local Plan does not favour one particular group. It seeks that all development is accessible equally by everyone within the community.
Religion/Belief	Positive – The Local Plan does not favour one particular group. It seeks that all development is accessible equally by everyone within the community.

Marriage and Civil Partnership	Positive – The Local Plan does not favour one particular group. It seeks that all development is accessible equally by everyone within the community.
Pregnancy and Maternity	Positive – The Local Plan does not favour one particular group. It seeks that all development is accessible equally by everyone within the community.

8. Could other socio-economic groups be affected?

e.g. carers, ex-offenders, low incomes, homeless?

The Local Plan seeks that, for any sites being developed for residential purposes over ten dwellings, there will be the a number of affordable homes in accordance with the relevant Local Plan Policy. The Local Plan is also seeking to increase the number of jobs available by providing additional employment land within the Borough.

9. Are there any human rights implications?

No.

10. Is there an opportunity to promote equality and/or good community relations?

Yes. New facilities such as sports pitches and buildings, schools and community centres will be provided as part of new development, not just to the benefit of the residents of new development but, the whole Borough. New development will also provide construction job opportunities to the Borough. In the longer term, new employment sites will also bring new jobs to the Borough.

11. If you have indicated a negative impact for any group is that impact legal?

i.e. not discriminatory under anti-discrimination legislation

No.

12. Is any part of this policy/service to be carried out wholly or partly by contractors?

The Local Plan policy document has not been, however, some of the supporting Evidence Base Documents have been produced by contractors. Any contractors commissioned to produce evidence base documents have been project managed by internal OWBC staff who have a good knowledge of the Council as well as the Borough itself.

13. Is a Part 2 full Equality Assessment required?

No.

14. Date by which a Part 2 full Equality Assessment is to be completed with actions.

Not applicable.



Policy, Finance and Development Committee	Tuesday, 31 October 2017	Matter for Information and Decision
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Title: **Leicester City Local Plan: Emerging Options Stage and Development Management Policies Consultation Comments**

Author(s): **Adrian Thorpe (Head of Planning, Development and Regeneration)**

1. Introduction

- 1.1. Leicester City Council is currently preparing its new Local Plan. During the period 26 July 2017 to the 31 October 2017 the City Council is undertaking an emerging options consultation as well as a development management policies consultation.
- 1.2. The consultation currently being undertaken by the City Council consists of four documents; the Potential Development Sites document; the Emerging Options document; the Draft Development Management Policies document; and, the Sustainability Assessment document.
- 1.3. This report sets out the Borough Council's comments in relation to the four consultation documents set out above.

2. Recommendation(s)

It is recommended that Members approve the consultation comments set out in paragraphs 3.3 to 3.6, paragraphs 5.2 to 5.3, and paragraphs 6.2 to 6.4 of this report as Oadby and Wigston Borough Council's formal response to Leicester City Council's current Local Plan consultation stage.

3. Information

The current consultation stage of Leicester City Council's Local Plan does not illustrate housing or employment targets and does not fully evidence the current level of unmet need within the Leicester City area. The documents do however, suggest that there could be an unmet need within the Leicester City area up to 2031.

4. The Emerging Options Document

- 4.1. The Emerging Options document is the document that sets out, in broad terms, how Leicester City is expected to change during the period up to 2031. This document is from which the other documents on consultation stem.

Consultation Comments

- 4.2. Page 43, paragraph 5.10 suggests that one of the functions of green wedges is to '*be areas where high quality design and appropriate scale and size of development are expected*'. This is considered to be an objective of a green wedge rather than a function.
- 4.3. Page 43, paragraph 5.13 does not seem to be complete. The sentence suggests that some areas of open space may be of relatively low value, but does not suggest what

they may be more suited to.

- 4.4. In addition to the above comments, Under the Duty to Cooperate the Borough Council would wish to be involved in any proposals that could have a cross boundary impact. The City of Leicester and Oadby and Wigston are closely linked spatially and share a boundary. The highway and transport links between the two are also intrinsically linked. Any development proposed through the Local Plan should be appropriately evidenced, particularly in relation to cross boundary themes, such as highway and transport infrastructure.
- 4.5. The City Council should seek to meet the full housing and employment Objectively Assessed Need (OAN) for the City of Leicester, as set out within the Leicester and Leicestershire Housing and Economic Needs Assessment (HEDNA). It is the responsibility of the City Council to produce evidence to demonstrate its ability to meet both the housing and employment OAN before the Borough Council can consider the matter with any certainty. It is also the responsibility of the City Council to work with all other authorities (under the Duty to Cooperate) within the Leicester and Leicestershire Housing Market Area to meet the full Leicester and Leicestershire housing and employment OAN.

5. Potential Development Sites Document

- 5.1. The Potential Development Sites document sets out a large number of sites that the City Council are to assess for their suitability and inclusion as land use allocations or designations in the City's Local Plan.

Consultation Comments

- 5.2. The section of the document that relates to the Borough of Oadby and Wigston is titled 'Sites in the South East Sector'. The site options illustrated within this section include, Knighton Park, Knighton Spinney, Shady Lane Arboretum, Land to the East of Shady Lane, and Judgemeadow Community College Playing Fields. All of the sites mentioned, are adjacent or close to the Borough boundary and form part of the cross boundary green wedges between the Borough and the City.
- 5.3. The document does not specify forms of development on any of the sites, however suggests that these sites will be assessed for appropriate uses. Under the Duty to Cooperate the Council would wish to be consulted on any plans for built development on any of the sites mentioned in paragraph 3.8, due to the cross boundary nature of the green wedges in which they are situated, as well as the close highway and transportation links that the Borough and the City share.

6. Draft Development Management Policies Document

- 6.1. The Development Management Policies document illustrates draft detailed policy guidance on a range of planning matters, whether they are environmental, social or economic. The City is proposing to adopt the policies contained within this document as part of the Local Plan.

Consultation Comments

- 6.2. The Council would suggest that wording similar to the following is inserted into DM Policy 56. *'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'*. This will ensure that any development that has cross boundary impacts

can be appropriately mitigated.

- 6.3. The Borough Council has no comment currently in relation to the Sustainability Assessment.
- 6.4. A general comment for all documents on consultation; when there is reference to the Greater Leicester Urban Area and the reference relates to the Leicester Principal Urban Area, the common currently agreed Leicester Principal Urban Area term should be used.

Background Documents:

None.

E-mail: jamie.carr@oadby-wigston.gov.uk

Tel: (0116) 257 2652

Implications Leicester City Local Plan Emerging Options Stage and Development Management Policies Consultation Comments	
Finance	There are no financial implications.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Legal	There are no legal implications.
Dave Gill (Deputy Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Political Dynamics (CR3)
Adrian Thorpe (Head of Planning, Development and Regeneration)	The Duty to Co-operate requires all Council's in the Leicester and Leicestershire Housing Market Area to co-operate over strategic planning matters. The Strategic Planning Group and Member Advisory Group are in place to facilitate this process.
Corporate Priorities (CP)	<input checked="" type="checkbox"/> Not Applicable
Adrian Thorpe (Head of Planning, Development and Regeneration)	
Vision & Values (V)	<input checked="" type="checkbox"/> Not Applicable
Adrian Thorpe (Head of Planning, Development and Regeneration)	
Equalities & Equality Assessment(s) (EA)	There are no equalities implications.
Adrian Thorpe (Head of Planning, Development and Regeneration)	<input checked="" type="checkbox"/> Not Applicable (EA)



Policy, Finance and Development Committee	Tuesday, 31 October 2017	Matter for Information and Decision
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Title: **Comments on the Harborough Local Plan 2011-2031:
Proposed Submission Document**

Author(s): **Adrian Thorpe (Head of Planning, Development and Regeneration)**

1. Introduction

Harborough District Council has prepared a Local Plan submission document covering the period 2011 to 2031. This report sets out the proposed comments of Oadby and Wigston Borough Council on the draft Local Plan.

2. Recommendation(s)

It is recommended that Members approve the comments set out in paragraphs 3.1 to 3.7 of this report as Oadby and Wigston Borough Council's formal response to Harborough District Council's consultation on its Local Plan.

3. Information

- 3.1. The District of Harborough is located within the Leicester and Leicestershire Housing Market Area and as such Harborough District Council and Oadby and Wigston Borough Council have a duty to co-operate over the preparation of each other's Local Plan under the 'Duty to Co-operate'. Under the Duty to Cooperate, Oadby and Wigston Borough Council, Leicester City Council, Harborough District Council and Leicestershire County Council have produced a joint piece of evidence base relating to highway capacity and infrastructure. Through this work, it has been acknowledged by all parties that certain growth areas within Harborough District will impact the highway infrastructure within the Borough. There is an agreed approach for dealing with the impacts, which will be set out in a Joint Statement. The Borough Council advises that the Joint Statement is submitted to the Inspector once it has been agreed by all parties involved.

- 3.2. Paragraph 1.5.4 suggests that the Leicester and Leicestershire Strategic Growth Plan outlines the amount and location of future growth from 2031 to 2036 and will set out broad aspirations for growth up to 2050. This paragraph needs to ensure that the wording reflects the time periods of the Leicester and Leicestershire Strategic Growth Plan appropriately. The Strategic Growth Plan covers the period to 2050, however treats the period's pre 2031 and post 2031 very differently. Pre 2031, the housing and employment Objectively Assessed Needs for the Leicester and Leicestershire HMA, set out within the HEDNA, will be delivered through each of the local authorities individual Local Plan's. The Strategic Growth Plan therefore focuses on the period post 2031, for which it identifies a notional housing need.

- 3.3. The Harborough Local Plan Spatial Strategy makes provision for the development of a minimum of 12,800 new homes between 2011 and 2031. This is above the Objectively Assessed Need for the District of Harborough of 10,640 new homes over the same period, as identified in the Housing and Economic Needs Assessment.

- 3.4. The Spatial Strategy also makes provision for upwards of 58 hectares of employment land between 2011 and 2031. It distributes housing and employment growth across the District, however it identifies Market Harborough, Scraftoft, Lutterworth and Broughton Astley as key locations for growth. This is supplemented by more limited amounts of growth in the more rural parts of the District.
- 3.5. Policy SS1 Spatial Strategy is consistent with the evidence base relating to the wider Leicester and Leicestershire Housing Market Area and as such, is supported by Oadby and Wigston Borough Council.
- 3.6. The Local Plan also demonstrates Harborough District Council's commitment to meeting its requirements for housing, employment and other development and infrastructure. The Plan states that the Council will commence a partial or full review of the Local Plan no later than five years from the date of adoption, or earlier '...where collaborative working with other planning authorities, including those within the Leicester & Leicestershire Housing Market Area (HMA), establishes objectively the need for further provision of housing and/or employment land within the Harborough District and there is insufficient flexibility already provided for within the Plan'.
- 3.7. The Harborough Plan also sets out that the District Council will commence a partial or full review of the Local Plan no later than five years from the date of adoption, or earlier '...where the Leicester and Leicestershire Strategic Growth Plan sets out a scale and spatial distribution of development for Harborough District which is significantly different to that set out in the Local Plan and there is insufficient flexibility already provided for within the Plan'.

Background Documents:

None

E-mail: jamie.carr@oadby-wigston.gov.uk

Tel: (0116) 257 2652

Implications Comments on the Harborough Local Plan 2011-2031:Proposed Submission Document	
Finance	There are no financial implications.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Legal	There are no legal implications.
Dave Gill (Deputy Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Political Dynamics (CR3)
Adrian Thorpe (Head of Planning, Development and Regeneration)	The Duty to Co-operate requires all Council's in the Leicester and Leicestershire Housing Market Area to co-operate over strategic planning matters. The Strategic Planning Group and Member Advisory Group are in place to facilitate this process.
Corporate Priorities (CP)	<input checked="" type="checkbox"/> Not Applicable
Adrian Thorpe (Head of Planning, Development and Regeneration)	
Vision & Values (V)	<input checked="" type="checkbox"/> Not Applicable
Adrian Thorpe (Head of Planning, Development and Regeneration)	
Equalities & Equality Assessment(s) (EA)	There are no equalities implications.
Adrian Thorpe (Head of Planning, Development and Regeneration)	<input checked="" type="checkbox"/> Not Applicable (EA)

Agenda Item 18



Policy, Finance and Development Committee	Tuesday, 31 October 2017	Matter for Information and Decision
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Title: **Pilot Wi-Fi Project for Wigston Town Centre**

Author(s): **Adrian Thorpe (Head of Planning, Development and Regeneration)**

1. Introduction

- 1.1 This pilot project concerns the provision of free wi-fi to the end user in Wigston town centre. As well as providing the free service that will greatly benefit and act as a 'draw' to people using the centre, it will enable non personal data to be collected on each person as they register, which then enables targeted marketing campaigns to be carried out to advertise key events and other initiatives.
- 1.2 A report on this matter has already been to Council on 25 April 2017, where funding of £6,200 was agreed, of which £5,000 was capital and £1,200 for the first year's revenue. The funding was based upon initial costings provided by a company called Elephant Wifi. On a subsequent visit to all town centres involved in the project there has now been a formal quotation provided by Elephant Wi-Fi.

2. Recommendation(s)

That Members approve a further supplementary budget of £6,138 as match funding towards the capital and the first year revenue support for this project.

3. Context and Background to the Project

- 3.1 Leicestershire's market towns play a vital role in the economy, having a combined economic value of £1.1 billion, similar to that of Leicester City and Fosse Park and collectively employ 25,000 people. High Streets are irreversibly changing, they are no longer just a destination for retail, and people visit them to access services, take part in events and festivals and for leisure purposes.
- 3.2 Changes in technology mean that consumers purchase through multi-channels and items can be ordered on-line via mobile devices whilst still in-store. In particular independent stores, which make market towns unique, need to adapt to this changing environment, in order to compete, hence the need for Wi-Fi facilities in town centres.

4. Project Details

- 4.1. Leicestershire County Council has devised the project that will provide capital investment to install free Wi-Fi to the end user into five market town centres across the county, one of which is Wigston. The economic impact of the project will be as well as providing the free service that will greatly benefit and act as a 'draw' to people using the centres, more importantly the data collected enables marketing campaigns to be carried out advertising key events. Town centre performance has been difficult to assess, with not all towns having consistent measures such as footfall counters (Wigston having no footfall counters) and this will provide robust and consistent data, together with profiles on the type of users in each centre and the frequency of which areas of the towns are utilised. This information will be valuable in terms of

regeneration schemes to improve the retail flow and events to boost consumer spending.

- 4.2. In order to use the free Wi-Fi, people need to log into the system initially which creates a database of users. Information is collected on age, gender and interests and enables targeted marketing campaigns to be carried out, together with linkages to rollout of loyalty card offers for example. The data also enables accurate footfall data to be obtained which is a key indicator of town centre health. This data will be available to the Borough Council as well as the traders via reports we can send out. The system is also future proof in that it can demonstrate 'heat maps' of busiest areas within the town centre etc.

5. Capital Costs

- 5.1. Based upon initial costings, the Leicester and Leicestershire Enterprise Partnership (LLEP) and Leicestershire County Council had agreed to fund up to 50% of the Wi-Fi project and guaranteed £5,000 in match funding for Wigston, subject to the requirement that each town provided the remaining 50% match funding. The towns identified to be covered currently will be Loughborough Phase 2, Market Harborough, Melton Mowbray, Coalville, Barwell, Earl Shilton, Market Bosworth, Ashby, Lutterworth, Blaby and Wigston.
- 5.2. The initial costings involved one off capital installation costs for Wigston at £10,000 with an additional £1,200 in revenue costs.
- 5.3. However, since the initial costs were provided to Leicestershire County Council, a formal quotation has been delivered regarding the Wi-Fi installation, following a site meeting initiated by the Borough Council's Town Centre Manager with Elephant Wi-Fi. To enable the whole of Leicester Road and Bell Street to be covered with Wi-Fi, the capital cost of installing this would actually be £13,197.50. This is an increase of £3,197.50 over the original price. Unfortunately Leicestershire County Council and the LLEP have said that they will not increase their contribution to cover this increase. This reflects a similar situation that has also arisen in some of the other towns.
- 5.4. There is still the ability to move forward with the installation of Wi-Fi in Wigston town centre based upon funding already approved by Full Council, although this would reduce the coverage of the Wi-Fi to just Bell Street and part of Leicester Road. Therefore this would mean less coverage for Wigston town centre.

5. Revenue Costs

In terms of revenue each town will be responsible for its own ongoing revenue costs with a commitment to 3 years. For Wigston the original estimate of annual costs was £1,200 per year for 3 years. Since the final quotation has come in the actual ongoing revenue costs will increase to £2,400 per year for 3 years, due to more equipment being needed and therefore more ongoing costs, there is also a cost for line rental, which was not included in the original costing, which comes to £1,800 for the 3 years. The ongoing revenue costs include all maintenance and operational issues, which means there would be no additional costs to Oadby & Wigston Borough Council to those identified above.

6. Total Project Costs

Council has already agreed the allocation of £6,200 towards this project based upon initial costings. In order to move forward with the full project as described in this

report an additional £6,138 is required, as set out below:

Capital Costs

Install	£13,198
Line rental	£1,800

Revenue

Operation	£2,340
Total	£17,338
Match Funding	£5,000
OWBC Agreed Funding	£6,200
Difference	£6,138

The difference is then split between the following:

Revenue	£1,140
Capital	£4,998
Difference	£6,138

7. Procurement

Leicestershire County Council and the LLEP will provide their contributions towards the funding to the Borough Council and the Borough Council would be responsible for procurement. However it is envisaged this could be done collectively with other districts in order to negotiate the best deal.

8. Conclusion

- 8.1. It is considered that the wi-fi project for Wigston is something that would be of real benefit to the town especially since the project will enable valuable footfall data to be gathered on a regular basis, which is not possible currently, and to act as a pilot for role out consideration in the Borough's other two town centres.
- 8.2. Although there has been an increase in the price from the original estimate, the project is seen as beneficial not only to residents, but to businesses and to the Borough Council. The larger the area that is covered, the better in terms of footfall monitoring and therefore it would be beneficial to go ahead with the project to cover the whole of Leicester Road.
- 8.3. Other towns in Leicestershire such as Oadby could follow in a subsequent phase. Accordingly the wi-fi project in Wigston would act as a pilot for this Borough providing information for the potential role out in future to Oadby and South Wigston.

Background Documents:

Report of the Planning, Policy and Regeneration Manager entitled 'Pilot Wi-Fi Project for Wigston Town Centre' to Council on 25 April 2017

Implications Pilot Wi-Fi Project for Wigston Town Centre	
Financial Chris Raymakers (Head of Finance, Revenue and Benefits)	<p>Additional funding is required to cover the match funding capital cost for the installation of this scheme. This was not addressed when putting together the economic regeneration budget for the financial year 2017/18 because the project had not been devised when budgets were set.</p> <p>In terms of ongoing revenue a commitment to 3 years is required, which has been estimated as £2,400 per year for 3 years. Whilst the first year's revenue cost will need to be part of the supplementary budget the following two years can be met during the budget setting for the subsequent two years. Capital costs would need to be identified from within the Council's capital programme. Revenue costs will be built into revenue budgets.</p>
Legal Dave Gill (Deputy Monitoring Officer)	<p>There are no direct legal implications.</p>
Corporate Risk(s) (CR) Adrian Thorpe (Head of Planning, Development and Regeneration)	<p><input checked="" type="checkbox"/> Decreasing Financial Resources (CR1)</p> <p>Should the Council decide not to participate in this scheme they will lose the ability to access the funding already allocated by the County Council to the Wi-Fi project in Wigston and businesses and visitors to the town centre will not be able to gain the benefits that accessible Wi-Fi will enable. The facility to gain footfall figures, data collection and marketing of events will also be lost.</p> <p><input checked="" type="checkbox"/> Economy/Regeneration (CR9)</p> <p>Failure to move ahead with this project could lead to towns like Wigston being left behind and other centres having an advantage. Therefore Wigston could decline economically as a result.</p>
Corporate Priorities (CP) Adrian Thorpe (Head of Planning, Development and Regeneration)	<p><input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1)</p> <p>Information will be able to be shared with members of the public in a direct way.</p> <p><input checked="" type="checkbox"/> Balanced Economic Development (CP3)</p> <p>The Wi-Fi system will provide the Borough Council with footfall data as well as give a direct link to members of the public and will allow the Council to discover demographic information regarding shoppers/visitors to Wigston. This could then lead to increased economic benefit as the data can be used to target more effectively.</p>
Vision & Values (V) Adrian Thorpe (Head of Planning, Development and Regeneration)	<p><input checked="" type="checkbox"/> Innovation (V4)</p> <p>The project for town centre Wi-Fi is innovative in respect that very few town centres across the country have free public Wi-Fi. Also the fact that we can count the footfall with the system is also an innovative use of technology.</p>

Equalities & Equality Assessment(s) (EA)	The wi-fi project will be able to be accessed by anyone visiting the town centre should they wish to participate.
Adrian Thorpe (Head of Planning, Development and Regeneration)	<input checked="" type="checkbox"/> Not Applicable



Policy, Finance and Development Committee	Tuesday, 31 October 2017	Matter for Information and Decision
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Title: **Closure of the Council’s Materials Recycling Facility (MRF) (Part I)**

Author(s): **Martin Hone (Interim Director of Services)**

1. Introduction

- 1.1. As part of the budget options to achieve the £700,000 annual revenue savings that the Council needs to make by 2019/2020 (as set out in the Medium Term Financial Strategy), a review of the viability of the Materials Recycling Facility (MRF) has been carried out.
- 1.2. This report recommends that it be closed by 31 March 2018 given recent decisions by Leicestershire County Council regarding recycling credits that have rendered the facility uneconomic to maintain.
- 1.3. Leicestershire County Council, as a waste disposal authority, has the legal power to ‘direct’ District and Borough Councils in relation to the collection of waste. The County Council has issued such a direction in relation to all recycling that is collected from the kerbside with effect from April 2018.
- 1.4. Please note that there certain implications to this report that are considered in the exempt part of tonight’s agenda at agenda item 19c.

2. Recommendation(s)

- 2.1. That Members note the information in the report; and
- 2.2. Delegate to the (Interim) Director of Services, in consultation with the Chair of Service Delivery Committee, the final decision on the effective date for the closure of the MRF and the management of the decommissioning of the facility after the closure date.

3. Information

- 3.1. At its meeting on 6 July 2017, Council considered a range of options to identify budget savings options for 2018-2020, including waste services and the future of the MRF.
- 3.2. Members unanimously resolved that an options appraisal with the assistance of external specialist support be brought to a future Council meeting for consideration as soon as possible, outlining the future possibilities for services currently undertaken at the depot site.
- 3.3. At the Change Management Committee on 26 July, Members agreed to the appointment of suitably qualified consultants to assist in the review of refuse, recycling and green waste. Through a procurement process under the Eastern Shires Purchasing Organisation (ESPO) framework, SLR Consulting Limited have been appointed. SLR have started the project to bring all available options to a Member workshop session and thereafter to report to the Council meeting on 5 December in accordance with the timetable set at a meeting of this Committee on 25 July.

- 3.4. The Refuse and Recycling report considered by Council on 6 July also discussed Leicestershire County Council's decision to discontinue the payment of recycling credits to District and Borough Councils with effect from 1 April 2018. Instead the County Council, under its legal powers, will direct District and Borough Councils to a specified location where they must deliver any recyclables they collect. This prevents District and Borough Councils from selling their recyclates and making any income from them.
- 3.5. On 8 September 2017 Leicestershire County Council issued its Notices of Objection and Direction pursuant to the relevant sections of the Environmental Protection Act 1990.
- 3.6. The Notice of Objection sets out that the County Council has made alternative arrangements for the recycling of waste from 1 April 2018 and objects to this Council's retention of the waste and its current arrangements for the recycling of the waste, having decided to procure the recycling of waste itself.
- 3.7. In 2017/18, the Council budgeted for income from County Council recycling credits of £186,000 and for income from the sale of recyclables of £280,000, so the total loss to this Council from the County's decision equates to £466,000 per annum with effect from financial year 2018/19.
- 3.8. The Council collects approximately 4,000 tonnes of recycling each year. Waste that is covered by the County's decision is defined within the Notice of Objection, and in summary is all of the major household material types collected at the kerbside and through bring banks. However it does not include textiles which at present residents can include in their recycling bags. Alternative arrangements are being considered for the collection of textiles and will be communicated to residents as soon as possible.
- 3.9. After having served the Notice of Objection, the County Council subsequently issued its Notice of Direction directing where this Council is to deliver the defined recycling waste. This will be to Casepak at Enderby, the successful tenderer for the contract.
- 3.10. Within Leicestershire only Oadby & Wigston Borough Council and North West Leicestershire District Council (NWL) operate their own MRFs. NWL's MRF is a large, modern purpose built operation so as part of the County's procurement process, NWL bid to continue to recycle its own materials. This was subject to a rigorous evaluation of the capability of the site and processes in place.
- 3.11. In comparison this Council's MRF does not have the economies of scale to take the financial risk of being subject to the market nor the infrastructure to retain its operation and it was for these reasons that a bid was not submitted to the County. In addition, an unrealistic financial investment would have been needed to put forward a bid in the first instance with no guarantee of the bid being a success.
- 3.12. The annual direct costs of operating the MRF amount to £295,000 excluding central overheads. Given the decisions made by the County Council it is not considered economic to continue its operation beyond 31 March 2018.

4. Alternatives

- 4.1. It should be noted that since the County Council will stop paying recycling credits and prevent the Council from selling its recycling then the operational reality is that the Council has no choice other than to close the MRF as there will be no income to offset any of the MRF's operating costs. The County Council's direction notice will come into

force on 1 April 2018. From the residents' perspective the service will not change other than that the public will be able to comingle all of their recyclables into one bag rather than have to separate them into two as they do at the moment.

- 4.2. It should also be noted that the current fleet of recycling vehicles are nearly at the end of their life and decisions will need to be made within the next six months as to if and what vehicles should be procured. It is therefore essential that the Council is clear as to what recycling service it wishes to provide in the future.
- 4.3. Council officers visited the Casepak facility at Enderby in early October to view the operation and discuss the planned migration of work in line with the direction from the County Council. During the week commencing 16 October several truck loads of waste were sent to Casepak for test purposes. The outcome was very successful, and it is proposed that the Council sends more of its 'backlog' of unsorted waste to Casepak to help clear space at the Depot ahead of Christmas, where significant waste collection occurs. **Appendices 1** and **2** to this report set out some guidance on Casepak's requirements for the materials delivered to their site as well as 'Do's and Don'ts for residents.

5. Next Steps

- 5.1. The impact of the decision to close the MRF as regards staffing is set out in the confidential part of tonight's agenda. Annual cost reductions against budget are expected to be £295,000.
- 5.2. It will also be necessary to prepare a detailed decommissioning plan to clear the depot site and scrap the equipment. This will free up space at the depot that will be incorporated into a wider asset management strategy to be put to Council at a later date. The scrap value of the plant and equipment is nil.
- 5.3. Although the effective date for the new arrangements from the County Council is 1 April 2018, there may be operational considerations that could require the MRF to close sooner or later than that date (e.g. sooner if staff find alternative employment, or later if there is a backlog of recycling work at the beginning of April). For that reason, the Committee is asked to agree that the exact date of closure is delegated to the Interim Director of Services in consultation with the Chair of Service Delivery Committee.

Background Documents:

Report Entitled Timetable Budget Options 2018-19 and 2019-21 (PFD, 25 July 2017)
Medium-Term Financial Strategy (MTFS) (2017/18 to 2019/20)

E-mail: martin.hone@oadby-wigston.gov.uk

Tel: (0116) 257 2621

Implications Closure of the Council's Materials Recycling Facility (MRF) (Part I)	
Finance	The financial implications are as set out in the report.
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	
Legal	The legal implications are as set out in the report.
Dave Gill (Deputy Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Key Supplier/Partnership Failure (CR2)
Martin Hone (Interim Director of Services)	<input checked="" type="checkbox"/> Effective Utilisation of Assets/Buildings (CR5) <input checked="" type="checkbox"/> Organisational/Transformational Change (CR8)
Corporate Priorities (CP)	<input checked="" type="checkbox"/> Effective Service Provision (CP2)
Martin Hone (Interim Director of Services)	
Vision & Values (V)	<input checked="" type="checkbox"/> Not Applicable
Martin Hone (Interim Director of Services)	
Equalities & Equality Assessment(s) (EA)	There are no equalities implications.
Martin Hone (Interim Director of Services)	<input checked="" type="checkbox"/> Not Applicable

Target Material	Objectionable Material	Prohibitive Material
Newspapers	Batteries	WEEE
Magazines	Textiles	Miscellaneous metals
Catalogues	Black Packaging	Food Waste
Telephone Directories	Liquid filled bottles	Wood
Envelopes		Nappies/FHP
White and Coloured Office Paper		Clinical/Medical Waste
Junk Mail/flyers		Green/Organic Waste
Yellow pages		Hazardous Items
Greetings Cards		Rope
Cardboard and corrugated boxes		String
Egg boxes		Wood
Cereal boxes		Furniture
Food Packaging		Toys
Tetra Pak/Juice and food cartons		Ceramics
Steel food and drinks cans		Ornaments
Aluminium food and drinks cans		Video Tapes
Plastic drinks bottles (all types)		CD's and DVD's
Plastic food trays and containers		
Glass Bottles and Jars		
Aerosol cans		
Foil		

Although the table shows Objectionable and Prohibitive materials, Casepak work on a zero percentage to land fill. In order to achieve this all the non-target materials are sent on for further treatment as follows:

▪ **Objectionable Materials:**

Batteries – Lead acid batteries are delivered to a company for further dismantle where all the component parts are separated and cleaned for reuse.

Textiles -Although we continue to look for alternative outlets. Due to the items being contaminated with glass, the only option at this time is to send these items for spreading to be used as RDF.

Black plastics – This is again sent out as RDF, due the degree of food contamination.

Liquid filled bottles – During the Operations process we aim to pierce/perforate as many of the bottles as possible, and again the remainder is processed as RDF.

▪ **Prohibitive Materials:**

WEEE Waste and Miscellaneous - sent to T Watts recycling for further treatment.

Clinical and Hazardous waste – Transferred to united clinical for incineration.

The remainder of the prohibitive items sent as RDF (Residual Derived Fuel).

We are always looking new process as they are developed to improve our process and help us develop and recover the maximum amount of material as possible.

With regards to the items listed as objectionable materials, small household batteries are possibly something that we could discuss taking as a target material allowing the Authority to recover more materials from kerbside collections, this is currently in place for an existing contract.



DO recycle the following materials:

Plastic bottles and tubs	Milk bottles, pop bottles, water bottles, cleaning and beauty product bottles, margarine tubs, butter tubs, soft cheese tubs, yoghurt pots, cream pots, white ready meal food trays, carrier bags
Newspapers and Magazines	Newspapers, magazines, junk mail, greetings cards, envelopes, wrapping paper, yellow pages, telephone directories, paperback books, writing paper, printing paper, shredded paper.
Food and Drinks cans	Food cans, drinks cans, foil from roll, foil food dishes, aerosol cans (empty)
Cardboard	Cardboard and corrugated boxes, cereal and washing powder boxes, milk or fruit juice cartons, egg boxes.
Glass	Glass bottles of all colours and jars.



DO carry out the following when recycling the above items:

- Ensure that all plastic bottles are empty
- Wash all plastic tubs, pots and food trays.
- Ensure that carrier bags are empty.
- Wash all food cans and food dishes. Clean foil from roll.
- Empty all drinks cans and aerosol cans.
- Wash all bottles and jars.



DON'T put the following items into your recycling bin:

➤ Food Waste	➤ Nappies	➤ Clothes
➤ Pet waste	➤ Bedding	➤ Shoes
➤ Black bin liners	➤ Wood	➤ Garden waste
➤ Toys	➤ Food wrappers	➤ Batteries and electrical items
➤ Crisp packets and sweet wrappers	➤ Tupperware	➤ Bubble wrap
➤ Window glass, picture glass, drinking glasses and mirrors	➤ Pyrex or cooking dishes	➤ Hardback books
➤ Black Food trays	➤ Tea bag packets	➤ Crockery
➤ Building Materials	➤ Polystyrene	➤ Bagged Waste



DON'T compact your material; put it into your bins loose.

Agenda Item 19b

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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