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Hinckley & Bosworth
Borough Council

Bill Cullen MBA (ISM), BA(Hons) MRTPI
Chief Executive

Date: 12 May 2021

To: **Members of the Scrutiny Commission**

Cllr MR Lay (Chairman)
Cllr C Ladkin (Vice-Chairman)
Cllr P Williams (Vice-Chairman)
Cllr JMT Collett
Cllr DS Cope
Cllr MJ Crooks

Cllr SM Gibbens
Cllr K Morrell
Cllr A Pendlebury
Cllr MC Sheppard-Bools
Cllr R Webber-Jones

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **SCRUTINY COMMISSION** as a virtual meeting via Zoom on **THURSDAY, 20 MAY 2021** at **6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Owen'.

Rebecca Owen
Democratic Services Manager

SCRUTINY COMMISSION - 20 MAY 2021

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

2. MINUTES (Pages 1 - 4)

To confirm the minutes of the meeting held on 25 March 2021.

3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES

To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting.

4. DECLARATIONS OF INTEREST

To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**

5. QUESTIONS

To hear any questions in accordance with Council Procedure Rule 12.

6. ENVIRONMENTAL IMPROVEMENT UPDATE 2021-22 (Pages 5 - 14)

To seek endorsement of the enhancement schemes for 2021/22.

7. HOUSING DELIVERY TEST ACTION PLAN 2021 (MB) (Pages 15 - 50)

To notify members of the housing delivery test results and seek endorsement of the action plan.

8. PARISH & HINCKLEY COMMUNITY INITIATIVE FUND ALLOCATION OF GRANTS 2021/22 (Pages 51 - 62)

To endorse the recommended allocation of the Parish & Community Initiative Fund and the Hinckley Community Initiative Fund for 2021/22.

9. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY

As announced under item 3.

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

25 MARCH 2021 AT 6.30 PM

PRESENT: Cllr MR Lay - Chairman
Cllr C Ladkin and Cllr P Williams – Vice-Chairmen

Cllr JMT Collett, Cllr MJ Crooks, Cllr SM Gibbens, Cllr K Morrell, Cllr A Pendlebury,
Cllr MC Sheppard-Bools and Cllr R Webber-Jones

Also in attendance: Councillor CM Allen, Councillor RG Allen, Councillor MB Cartwright,
Councillor MA Cook and Councillor HG Williams

Officers in attendance: Matthew Bowers, Valerie Bunting, Bill Cullen, Malcolm Evans,
Simon D Jones, Julie Kenny, Stephen Meynell, Rebecca Owen, Sharon Stacey and
Ashley Wilson

677 APOLOGIES AND SUBSTITUTIONS

It was noted that Councillor Ladkin would arrive late and Councillor Cope had sent apologies due to having technical issues.

678 MINUTES

It was moved by Councillor M Crooks, seconded by Councillor Pendlebury and

RESOLVED – the minutes of the meeting held on 4 February be confirmed as a correct record.

679 DECLARATIONS OF INTEREST

No interests were declared at this stage.

680 AFFORDABLE HOUSING DELIVERY

Members received an annual update on delivery of affordable housing in the borough. During discussion, the following comments were made:

- Registered providers were more interested in sites offering 100% affordable as it gave them greater freedoms in how and where plan delivery
- There were different tenure types within the definition of affordable housing and registered providers tended to favour shared ownership
- The possibility of reducing the requirement for affordable housing where local need had been met
- Due to the need to statutory duties in relation to allocations, a local connection could not be applied to every settlement such as Hinckley and Burbage
- The table in the report took account of completed schemes only and not where permission had been granted but development had not commenced
- The authority was approximately 70% through the local plan period and had delivered 65% of the affordable housing needed but there was a lag from permission to build
- A delivery programme had been developed to ensure a long term structured strategy of affordable housing delivery

- The delay in development of the sustainable urban extensions had impacted delivery of affordable housing.

Councillor Ladkin entered the meeting at 6.40pm.

It was requested that a report be brought to the next meeting on the five year housing land supply including the sustainable urban extensions and progress on the local plan.

The chairman thanked officers for the report and the ongoing work to deliver affordable homes and asked that in future this annual report includes information on small rural sites where it was difficult to get RSLs on board and on how we can ensure we don't overburden rural communities that have already taken a large share of affordable housing and have met local need.

Councillor Pendlebury left the meeting at 7:15pm.

RESOLVED –

- (i) The report be noted and officers thanked for their hard work;
- (ii) A report be brought to the next meeting on the five year land supply and progress on the local plan.

681 ECONOMIC REGENERATION STRATEGY 2021 TO 2025

Consideration was given to the Economic Regeneration Strategy 2021-2025 which had been through a period of consultation. It was noted that the strategy followed on from the previous edition which expired in 2020. The following points were noted:

- Responses to the consultation from businesses were included in the document
- The document followed the themes of the corporate plan and visions associated with those themes
- The action plan for the final year of the previous strategy was included.

During discussion, the following points were raised:

- An action plan would be created from the strategy once the strategy had been adopted
- The reference to young people in relation to skills and economy was welcomed
- The pandemic had had an impact on residents and activities would take place to support people and also the subsequent impact on businesses in the borough
- The document needed to be updated to reflect the fact that the UK had left the single market
- Concern about the amount of logistics developments as communities were suffering but not necessarily benefitting from the jobs created.

A member expressed concern about the sustainability of the town centre and in response it was noted that over 80% of businesses in Hinckley were independent and it was evident from the banking crisis and more recently that these had fared better in difficult economic climates. It was also noted that the Heritage Action Zone had secured investment for the town centre.

It was suggested that representatives from the logistics sector be invited to a future meeting to provide evidence relating to employment.

RESOLVED – the report be endorsed.

682 MASTERPLAN FOR LAND SOUTH OF STATION ROAD, MARKET BOSWORTH

The Scrutiny Commission received a report on the masterplan for land south of Station Road, Market Bosworth which was an allocated site within the current Local Plan and the Market Bosworth Neighbourhood Plan. It was noted that the masterplan would be a Supplementary Planning Document.

It was noted that the borough council had previously been involved but took a more proactive approach in 2019 with the commissioning of a masterplan when there had been no progress in relation to the site. Access to the site had been a potential issue but it was noted that, as a landowner on the site, the council could assist with that. The authority had been working with tenants on the site who were supportive of the scheme.

A member asked whether aspirations, for example relating to adoption of roads, could be included in such a document. In response it was noted that the local plan would probably be a more appropriate document for such matters as the SPD would be a material consideration rather than a policy.

Concern was expressed about the noise impact from the railway on residents of the new properties. In response it was noted that in the masterplan the commercial units were indicated closer to the railway and would act as a noise buffer to residential properties.

Councillor Gibbens left the meeting at 8pm.

With regard to the authority's investment in the masterplan, it was noted that the biggest cost had been officer time, but that a consultant had been procured to undertake the masterplanning in agreement with the church commissioners and that the costs would be offset once the development deal had been agreed.

It was noted that the majority of commercial tenants were on long term leases and would need to be compensated. If a developer wished to take on the site with tenants they would need to compensate, whereas if we were to hand over the site with a clear title, we would need to compensate the tenants but the land value would be adjusted to take account of this. A separate report on any land disposal would need to be prepared and considered by members at the appropriate time.

The ward councillor thanked officers for bringing the plan forward and reported that the parish council and residents were also supportive, particularly as residents had voted for development on the site in the Neighbourhood Plan.

In relation to the timescale for the plan, it was noted that it would be taken to the next meeting of Council and would become a material consideration thereafter.

RESOLVED – the report be noted and endorsed.

683 URGENT ITEM: REMOTE MEETINGS

The Monitoring Officer reported that notification had just been received that the government would not be extending the legislation to allow remote meetings, so arrangements would be made for returning to meetings in the Hub.

684 MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED

On the motion of Councillor Ladkin seconded by Councillor Crooks, it was

RESOLVED – in accordance with section 100A(4) of the Local Government Act 1972, the public be excluded from the following item of business on the grounds that it involves the disclosure of exempt information as defined in paragraphs 3 and 10 of Part I of Schedule 12A of that Act.

685 HINCKLEY LEISURE CENTRE - UPDATE

The Scrutiny Commission received an update on the impact of Covid-19 on the operation of Hinckley Leisure Centre.

RESOLVED – the report be noted.

(The Meeting closed at 8.43 pm)

CHAIRMAN



Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Scrutiny Commission 20 May 2021

Wards affected: All Wards

Environmental Improvement Programme for 2021/22

Report of Director Environment and Planning

1. Purpose of report

1.1 This report outlines the Environmental Improvement Programme for 2021/22.

2. Recommendation

2.1 That Scrutiny agrees the enhancement schemes (Appendix 1) to be implemented in the financial year 2021/22 as the Environmental Improvement Programme.

3. Background to the report

3.1 The Borough Councils Environmental Improvement Programme consists of small-scale heritage/conservation related improvement schemes across the whole Borough. The fund aims to improve the heritage/conservation built environment and increase understanding and awareness of important local history. The schemes can be stand-alone, others contribute towards larger comprehensive projects. Examples of the types of projects include heritage trail information boards, repairs to walls, blue plaques and installation of heritage nameplates. This year's programme aims to continue the practice to implement schemes identified in the Council's Conservation Area Management Plan Reviews and provide a good distribution of projects throughout the borough, both in the urban and rural areas. Match funding is sought where appropriate.

3.2 If partners agree to make financial contributions towards projects, as anticipated, it will be possible to finance the 9 schemes identified in Appendix 1. The 9 schemes have an overall estimated cost of £82,147.00. After taking

account of external contributions the net cost to the Council will be £34,962.50 which is within the £35,000 available budget.

- 3.3 Appendix 2 outlines the progress made on the projects included in the 2020/21 programme. Appendix 3 provides some images of the schemes.
- 3.4 Guidelines for prioritising schemes are set out below:
- a) Implement schemes identified in the Authority's Conservation Area Management Plan Reviews
 - b) Enhances the historic environment
 - c) Increases understanding and interpretation of heritage
 - d) Complete or complement schemes undertaken in previous year's programmes
 - e) Be implemented on publicly-owned or private accessible land
 - f) Be in areas which have not yet benefited significantly in previous years' programmes

4. Exemptions in accordance with the Access to Information procedure rules

- 4.1 This report is to be taken in open session.

5. Financial implications [CS]

- 5.1 Details of schemes and associated costs and income are attached in Appendix 1. The gross estimated cost to HBBC for 2021/22 schemes is £38,712.50. The estimated income is £3,750. The net cost to HBBC is therefore estimated to be £34,962.50. This compares to an approved expenditure budget of £50,000 and an income budget of £15,000 making a net budget of £35,000.
- 5.2 A carry forward of £1,100 has been requested for three 2020/21 schemes which have yet to be completed. These are schemes in Groby, Shenton & Sutton Cheney (see appendix 2).

6. Legal implications [MR]

- 6.1 The Localism Act 2011 empowers the Council to do anything that individuals generally may do including for the benefit of its area or for persons resident or present in its area

7. Corporate Plan implications

- 7.1 This report contributes to the following priorities of the Council;
- Places - Creating clean and attractive places to live and work
 - Prosperity- Encouraging growth, attracting businesses, improving skills and supporting regeneration.

8. Consultation

- 8.1 Consultations will take place on each project on an individual officer basis with parish councils and other interested parties.

9. Risk implications

- 9.1 It is the council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.
- 9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) risks		
Risk description	Mitigating actions	Owner
None		

10. Knowing your community – equality and rural implications

- 10.1 Projects put forward in the Environmental Improvement Programme are generally spread over the whole of the Borough and includes the rural area.
- 10.2 It is considered that this report will not have any effect on equality for any of the protected characteristics and therefore no further analysis or action is necessary.

11. Climate implications

- 11.1 We consider climate implications in all initiatives related to the Environmental Improvement Programme, for example, when new heritage lighting is installed this is now done with LED lighting and many projects are for repair look to reuse appropriate materials where possible.

12. Corporate implications

- 12.1 By submitting this report, the report author has taken the following into account:
- Community safety implications- yes, improving lighting and the environment will contribute reducing the fear of crime and disorder
 - Environmental implications- yes, protecting and enhancing the Borough's Heritage
 - ICT implications- none directly arising from this report

- Asset management implications- none directly arising from this report
 - Procurement implications- none directly arising from this report
 - Human resources implications- none directly arising from this report
 - Planning implications- permissions sought where required
 - Data protection implications- none directly arising from this report
 - Voluntary sector- conservation volunteers used where appropriate on schemes.
-

Background papers: None

Contact officer: Daniel Britton, 01455 255872

Executive member: Councillor S Bray

Appendix 1 - 2021-22 Environmental Improvement Programme					
Location Ward/Parish	Scheme	Remarks	Key Partner	Net Cost to HBBC	Estimated Cost of Project
Boroughwide Project	Financial contributions for the Borough's conservation areas towards the reinstatement of traditional features	This project is proving successful in helping to retain / provide traditional features in the Borough's conservation areas and historic environment	Parish Council / Church / Heritage Group / Other	£3,750.00	£7,500.00
Stoke Golding	Gravestone Repairs	The Parish Council have identified a phase of gravestone requiring repair in Hinckley Road Cemetery	Parish Council	£885.00	£1,700.00
Hinckley	War Memorial	Working with Green Spaces to carry out substantial repairs to Hinckley War Memorial on Argents Mead	HBBC	£7,400.00	£7,400.00
Stoke Golding	War Memorial	The Parish Council plans to clean the War memorial at Hinckley Road Cemetery	Parish Council	£512.50	£1,025.00
Boroughwide	Blue Plaque	Working with Hinckley and District Museum representatives on the installation of two Blue Plaques	HBBC	£590.00	£590.00
Newbold Verdon	Heritage Information Board	The Parish Council plans to install a heritage board to sit in the conservation area of the village	Parish Council	£825.00	£1,650.00
Desford	Heritage Trail	The Parish Council have created a Desford Heritage Trail and includes the production and installation of a series of 16 information boards	Parish Council / Heritage Group	£5,000.00	£8,782.00
Ashby Canal	Dakins Bridge, Congerstone	Contribution towards the repair to Dakins Bridge, Ashby Canal and the bankside at Congerstone	Canal and Rivers Trust	£8,000.00	£45,500.00
Hinckley	Argents Mead Moat	Working with Green Spaces to improve and refurbish the moat area at the Argents Mead	HBBC	£8,000.00	£8,000.00
Total Expenditure				£34,962.50	£82,147.00

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Appendix 2 - End of year progress report on the Environmental Improvement Programme 2020-21			
Location	Scheme	Remarks	Status
Burbage	VE Day Memorial Garden	The Parish Council created a new VE Day Memorial Garden on land at the front of Burbage Millennium Hall	Project Completed
Boroughwide	Joint Heritage Trail	This joint project with North Warwickshire Borough Council produced a new shared heritage trail leaflet including a map and Trailblazers information	Project Completed
Hinckley/Desford	Blue Plaque	The installation of a Blue Plaque to mark William Gadsby a preacher who lived in Hinckley and served Desford	Project Completed
Stoke Golding	Gravestone Repairs	The Parish Council repaired gravestone in Hinckley Road Cemetery	Project Completed
Shenton	War Memorial	The Parish Council is undertaking repairs the lettering on Shenton War Memorial	Project Ongoing
Groby	Mineral Line	Plans are underway to install two plaques to mark the Groby mineral line	Project Ongoing
Ashby Canal	Moorings/Decking	This project involved improvement to visitor moorings and decking on the Canal at Sutton Cheney	Project Completed
Shenton/Sutton Cheney	Telephone Kiosk	This project involved re-painting 2 listed telephone kiosks following installation of community defibrillators	Project Ongoing
Hinckley	Hinckley United Reformed Church	A contribution was made towards cleaning and repairs to stonework on the listed Hinckley United Reformed Church	Project Completed

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Hinckley & Bosworth
Borough Council

Environmental Improvement Programme 2020/21

Scrutiny
20 May 2021

Hinckley & Bosworth
Borough Council

Headlines

- £35k available to spend with up to a further £15k in contributions.
- Plus projects carried forward from previous years.
- Conservation Area Management Plan Reviews
- Parish Council and Heritage Group support
- Good distribution of projects in both the Urban and rural areas.

Hinckley & Bosworth
Borough Council

- Environment Improvement Programme 2021/22- Looking to support 9 schemes with a net cost to this Authority of £34,962.50 .
- Environmental Improvement Programme 2020/21- supported a total of 9 schemes- Some photographs of these are available on the following slides.

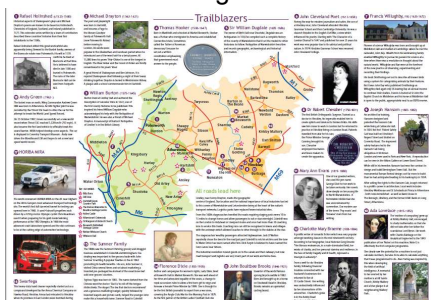
Hinckley & Bosworth
Borough Council

Joint Heritage Trail



Hinckley & Bosworth
Borough Council

Joint Heritage Trail- Side 2



Hinckley & Bosworth
Borough Council

Burbage- VE Day Memorial Garden



Hinckley & Bosworth
Borough Council

Groby Mineral
Line Plaques


Blue Plaque-
William Gadsby






Hinckley & Bosworth
Borough Council

Hinckley United Reformed
Church



Hinckley & Bosworth
Borough Council

Ashby Canal- Moorings/Decking





Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Scrutiny Commission 20 May 2021

Wards affected: All Wards

Housing Delivery Test Action Plan 2021

Report of Director (Environment & Planning)

1. Purpose of report

- 1.1 This report is to notify Members that the Government's (MHCLG) 2020 Housing Delivery Test (HDT) results were published on 19th January 2021 which calculated that the Council had delivered 92% of its required housing target over the last 3 years. This means that HBBC is required to publish an action plan by 19th July 2021.

2. Recommendation

- 2.1 That Members endorse the Housing Delivery Action Plan to aid in the delivery of dwellings within Hinckley and Bosworth Borough.

3. Background to the report

National Policy Requirements

- 3.1 Paragraph 75 of the National Planning Policy Framework (2019)¹ states that where the Housing Delivery Test indicates that delivery has fallen below 95% of the local planning authority's housing requirement over the previous three years, the authority should prepare an action plan in line with national planning guidance to assess the causes of under delivery and identify actions to increase delivery in future years.

¹ [National Planning Policy Framework \(2019\)](#)

3.2 The Planning Practice Guidance (housing supply and delivery)² recommends that the following could be reviewed within the action plan (Paragraph: 050 Ref ID: 68-050-20190722):

- barriers to early commencement after planning permission is granted and whether such sites are delivered within permitted timescales;
- barriers to delivery on sites identified as part of the 5 year land supply (such as land banking, scheme viability, affordable housing requirements, pre-commencement conditions, lengthy section 106 negotiations, infrastructure and utilities provision, involvement of statutory consultees etc.);
- whether sufficient planning permissions are being granted and whether they are determined within statutory time limits;
- whether the mix of sites identified is proving effective in delivering at the anticipated rate.
- whether proactive pre-planning application discussions are taking place to speed up determination periods;
- the level of ongoing engagement with key stakeholders (for example, landowners, developers, utility providers and statutory consultees), to identify more land and encourage an increased pace of delivery;
- whether particular issues, such as infrastructure or transport, could be addressed at a strategic level - within the authority, but also with neighbouring and upper tier authorities where applicable.

3.3 Paragraph 51 of the Planning Practice Guidance (housing supply and delivery) (Ref ID: 68-051-20190722) goes on to recommend what actions local authorities could consider as part of the action plan in order to boost delivery. These are:

- revisiting the Strategic Housing Land Availability Assessment (SHLAA) / Housing and Economic Land Availability Assessment (HELAA) to identify sites potentially suitable and available for housing development that could increase delivery rates, including public sector land and brownfield land;
- working with developers on the phasing of sites, including whether sites can be subdivided;
- offering more pre-application discussions to ensure issues are addressed early;
- considering the use of Planning Performance Agreements;
- carrying out a new Call for Sites, as part of plan revision, to help identify deliverable sites;
- revising site allocation policies in the development plan, where they may act as a barrier to delivery, setting out new policies aimed at increasing delivery, or accelerating production of an emerging plan incorporating such policies;
- reviewing the impact of any existing Article 4 directions for change of use from non-residential uses to residential use;

² [PPG: housing supply and delivery \(2019\)](#)

- engaging regularly with key stakeholders to obtain up-to-date information on build out of current sites, identify any barriers, and discuss how these can be addressed;
- establishing whether certain applications can be prioritised, conditions simplified or their discharge phased on approved sites, and standardised conditions reviewed;
- ensuring evidence on a particular site is informed by an understanding of viability;
- considering compulsory purchase powers to unlock suitable housing sites;
- using Brownfield Registers to grant permission in principle to previously developed land; and
- encouraging the development of small and medium-sized sites.

Housing Delivery Test (HDT) result³

- 3.4 The 2020 result is calculated by dividing the total number of homes delivered over the past 3 years by the number of homes required over the 3 years.

Table 1: Breakdown of homes required and delivered per year

Year	Number of homes required	Number of homes delivered
2017/18	391	423
2018/19	468	464
2019/20	418	285
Total	1,277	1,172

- 3.5 Therefore 1,172 dwellings divided by 1,277 gives a 92% delivery rate.
- 3.6 It should be noted that for the 2020 measurement, the Government imposed a reduction in the 2019/20 period for the total homes required figure. The number of homes required used is only the requirement for 11 months rather than 12 months. Therefore 418 is used within the calculation rather than 457 dwellings. This is to account for disruption to housing delivery and monitoring caused by restrictions announced on 23 March 2020, in response to the COVID-19 pandemic. The full extent of COVID-19 on the development industry will not be fully understood until the next HDT result is published in January 2022 as that will take account of the monitoring year April 2020 - March 2021, where the country has seen three lockdown periods.
- 3.7 Early indications for next year's measurement (2021) show that it is likely that the Council will fall below the 85% delivery threshold which will trigger the requirement to impose a 20% on our five year housing land supply.

³ [2020 Test measurement](#)

Action Plan

- 3.8 Officers have worked on the root cause analysis which has identified the current barriers to delivery and which areas (from planning permission to completions) need to be improved. A Developer Panel⁴ was held with key stakeholders on 22nd March and this confirmed assumptions officers had made from the data presented in the Action Plan.
- 3.9 Areas that have been identified as barriers to housing delivery are:
- Lack of a new Local Plan with a new portfolio of housing allocations;
 - Enhanced engagement with Neighbourhood Development Planning Groups;
 - Delays to the delivery of the SUEs;
 - Planning application determination timeframes;
 - Section 106 timeframes; and
 - Statutory stakeholder engagement (particularly LCC Highway Authority).
- 3.10 Actions that could be taken to increase delivery were discussed with the Developer Panel. These actions will build upon the actions that the Council have already started to implement in the last two years. The barriers and proposed actions are set out in the table below.

⁴ All invitees and attendees are shown in Appendix 1 of the Action Plan.

Action Plan and Expected Outcomes

Barrier/Issue identified	Action Required	Expected Outcomes	Timescale (short/medium/long/ongoing)	Responsible Teams
Lack of a new Local Plan with a new portfolio of housing allocations.	Firm progress on Local Plan to bring forward new allocations.	A new Local Plan	Medium (in accordance with the LDS)	Planning Policy
Enhanced engagement with NDP Groups.	Continue to advise and support NDP groups on the requirements to meet housing need through robust planning practices. Advise them to engage through the production of the NDP with site promoters/developers.	Allocation of reserved sites in NDPs	Ongoing	Planning Policy
Delays to the delivery of the SUEs.	Continue to push forward with parties involved to unlock issues surrounding their current delays.	Planning application for Earl Shilton SUE	Medium	Major Projects, Development Management and Planning Policy
		The issuance of a decision notice for the Barwell SUE	Medium	
Planning application timeframes.	No specific action for this issue as this will be influenced by reducing the length of S106 agreement drafting as well as improving statutory stakeholder engagement.		Long	Development Management
Section 106 agreement timeframes.	Standard templates and instructions to legal to be reviewed for section 106 agreements.	Reduction in Section 106 timeframes and therefore overall application process	Short	Development Management
	Imposing time limits on drafting of S106 agreements before returning to planning committee and monitoring their success.		Long	
Infrastructure – Statutory Stakeholder engagement	Set up a project board for development sites, including providing feedback from	Regular engagement would keep track of	Short	Major Projects

Barrier/Issue identified	Action Required	Expected Outcomes	Timescale (short/medium/long/ongoing)	Responsible Teams
	the Developer Panel on issues being encountered.	major applications and unlock potential barriers		
Developer engagement	Form an SME panel to support SME delivery in the Borough.	Support SMEs to retain delivery in the Borough	Short	Major Projects
	Ensure effective and proactive engagement with landowners and developers of sites within the Borough.	The aim of ongoing engagement is to ensure all parties are adequately informed of each other's position regarding their development sites as well as helping to unlock any barriers that may be present.	Ongoing	Major Projects / Development Management / Planning Policy

- 3.10 It was anticipated that there could be a point in time where the Council would fail the Housing Delivery Test measurement (not building 100% of the Borough's housing need) and so as mentioned above in paragraph 3.9, the Council has worked to implement strategies to help push forward development. This includes working with developers to bring forward sites, particularly where there is community support such as Markfield where the emerging Neighbourhood Plan identified a site off London Road for development that has recently benefitted from a resolution to grant for 283 homes.
- 3.11 Also, sites equating to 185 homes were granted outline permission late 2019 subject to the reserved matters application being submitted within 18 months. These sites are:
- Land opposite Bosworth College, Desford – 80 dwellings (site under construction)
 - Land off Peckleton Lane, Desford – 80 dwellings (reserved matters granted)
 - Land at Crabtree Farm, Hinckley Road, Barwell – 25 dwellings (reserved matters pending consideration)
- 3.13 The strategies above have provided positive results so far by bringing forward development in the absence of a new Local Plan as well as speeding up delivery once approved and therefore these actions have been taken forward within the Action Plan. The Action Plan has also expanded upon these measures using the root cause analysis and the feedback from the key stakeholders from the Developer Panel. The timeline for the production of the Action Plan is as follows to ensure it meets MHCLG's deadline of 19th July 2021:

	Date
Developer Panel with Key Stakeholders	22 nd March 2021
Member Briefing on Action Plan work at members working group	19 th May 2021
Scrutiny	20 th May 2021
Member working group to endorse Action Plan	June/July 2021 (date tbc)
Publication of Action Plan	19 th July 2021

- 4. Exemptions in accordance with the Access to Information procedure rules**
- 4.1 This report will be taken in open session.

5. Financial implications [CS]

- 5.1 Although there are no direct implications, any future schemes affecting the Council will require approval in accordance with the Councils financial procedure rules

6. Legal implications [MR]

- 6.1 Comments made by Legal Services have been incorporated in to the Action Plan, where applicable. S106 Agreements and the internalised process has been discussed between Development Management and Legal Services and this will be monitored as part of the Action Plan.

7. Corporate Plan implications

- 7.1 The Action Plan will contribute to the delivery of the following Corporate Plan priorities:

People

- Help people to stay healthy, be active and feel well
- Take measure to reduce crime and antisocial behaviour and protect people from harm
- Give children and young people the best start in life and offer them the opportunity to thrive in their communities

Places

- Make our neighbourhoods safer
- Improve the quality of existing homes and enable the delivery of affordable housing
- Inspire standards of urban design that create attractive places to live

Prosperity

- Boost economic growth and regeneration...places to work and live all over the borough.
- Support the regeneration of our town centres and villages
- Support our rural communities

8. Consultation

- 8.1 A Developer Panel was held on 22nd March 2021 to present key stakeholders with the results of the root cause analysis and to discuss barriers to delivery and any actions that could be taken.

8.2 Stakeholders who took part in this meeting included⁵:

- Utilities companies (i.e. Severn Trent and Western Power)
- Leicestershire County Council (including Highways)
- Developers
- Land Promoters
- Land Agents
- Affordable Housing Registered Providers

9. Risk implications

9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
DLC 37 Consult with customers and stakeholders: failure to do so leads to non-compliance of Local Authority's Statement of Community Involvement	Key stakeholders will be consulted through a Developer Panel and member endorsement for the plan will also be sought.	Kirstie Rea
DLS. 51 Housing Delivery Test. Failure leads to lack of housing requirements	The production of the Action Plan will fulfil the statutory duty within the NPPF. Also the actions should boost delivery so that future failures can be avoided.	Stephen Meynell

10. Knowing your community – equality and rural implications

10.1 The Housing Delivery Test Action Plan is a document required by MHCLG for local authorities to demonstrate how they propose to boost housing delivery, given there has been a reduction in the number of houses that are required to be built. The HDT Action Plan, draws on the current barriers in meeting the housing needs identified by MHCLG with the end result being to encourage more housing development in the borough.

⁵ A full list is provided in Appendix 1 of the Action Plan

- 10.2 Engagement with relevant stakeholders and other local authorities is an integral part of plan making and the planning application process and such engagement is carried out in accordance with the Council's Statement of Community Involvement 2019 which has regard to the Equality Framework for Local Government.

11. Climate implications

- 11.1 The climate implications will be assessed through future planning applications that arise from the actions set out within the Plan.

12. Corporate implications

- 12.1 By submitting this report, the report author has taken the following into account:
- Community Safety implications – none directly as a result of this report
 - Environmental implications – will be assessed through future planning applications that arise due to the actions taken within the action plan. This includes green space provision, net gain for on-site biodiversity, sustainable drainage systems (SUDS) and services, etc.
 - ICT implications - none directly as a result of this report
 - Asset Management implications – none directly as a result of this report.
 - Procurement implications - none directly as a result of this report
 - Human Resources implications - none directly as a result of this report
 - Planning implications – The housing delivery test has a direct impact upon housing land supply which has to be taken into account in the decision making process.
 - Data Protection implications - none directly as a result of this report
 - Voluntary Sector – none directly as a result of this report.

Background papers: National Planning Policy Framework (2019)
Planning Practice Guidance (2019)
Housing Delivery Test Measurement 2020

Contact Officer: Helen Nightingale – 01455 255692
Executive Member: Councillor D. Bill



HOUSING DELIVERY TEST ACTION PLAN

July 2021

DRAFT

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The timeline and reporting process for the production of the Action Plan

	Date
Developer Panel with Key Stakeholders	22 nd March 2021
Member Briefing on Action Plan work at members working group	19 th May 2021
Scrutiny	20 th May 2021
Member working group to endorse Action Plan	10 th June 2021
Publication of Action Plan	By 19 th July 2021

Introduction

1.1. Background

- 1.1.1. The Government is committed to boosting the supply of housing in England through their economic and housing growth agendas. Since 2015 a number of measures and reforms have been introduced into the planning system to this end. Local Planning Authorities (LPAs) are challenged to be more proactive to ensure the identified housing requirement for their local area is met.
- 1.1.2. The Housing Delivery Test (HDT) was introduced by the Government in 2018 through the revised National Planning Policy Framework (NPPF) (2018) and carried through within the revised 2019 framework. It was introduced as a monitoring tool to demonstrate in which authorities there are enough homes being built to meet the local housing requirement.
- 1.1.3. Paragraph 75 of the National Planning Policy Framework (2019)¹ states that where the Housing Delivery Test indicates that delivery has fallen below 95% of the local planning authority's housing requirement over the previous three years, the authority should prepare an action plan in line with national planning guidance to assess the causes of under delivery and identify actions to increase delivery in future years. The HDT also determines which buffer (5% or 20%) should be applied to the Council's five-year housing land supply calculation and if the presumption in favour of sustainable development should be triggered.
- 1.1.4. Where an Action Plan is required, this should be published within 6 months of the publication of the date which MHCLG published the results i.e. 2020 plans should be published by 19th July 2021.

1.2. Housing Delivery Test Results

- 1.2.1. The housing delivery test results are calculated by dividing the total number of homes delivered over the previous 3 years by the number of homes required over the previous 3 years. Table 1 shows all Hinckley and Bosworth Borough Council's (the Council hereafter) Housing Delivery Test results since it was introduced.

TABLE 1: HINCKLEY AND BOSWORTH BOROUGH COUNCIL'S HOUSING DELIVERY TEST RESULTS²

Year	HDT result
2020	92%
2019	119%
2018	141%

- 1.2.2. Due to the 2020 measurement an action plan is required in accordance with paragraph 75 of the National Planning Policy Framework (2019) (paragraph 1.1.1.)
- 1.2.3. The breakdown of the 2020 result³ which fell below 95% delivery is overleaf (Table 2).

¹ [National Planning Policy Framework \(2019\)](#)

² As published by Ministry of Housing, Communities & Local Government

³ [2020 Test measurement](#)

TABLE 2: BREAKDOWN OF HOMES REQUIRED AND DELIVERED PER YEAR (2020 RESULT)

Year	Number of homes required	Number of homes built
2017/18	391	423
2018/19	468	464
2019/20	418	285
Total	1,277	1,172
Result	92%	

- 1.2.4. The number of homes required is calculated differently for different years. For the 2017/18 year an annual average household growth over ten years is calculated based on the household projections available as at 1st April 2017. For 2018/19 and 2019/20 the local housing need calculated using the standard method is used. The standard method is uses the 2014 household projections and the affordability ratio for each specific year.
- 1.2.5. It should be noted that for the 2020 measurement, there is a reduction in the 2019/20 period for the total homes required figure. The number of homes required used is only the requirement for 11 months rather than 12 months. Therefore 418 is used within the calculation rather than 457 dwellings. This is to account for disruption to housing delivery and monitoring caused by restrictions announced on 23 March 2020, in response to the COVID-19 pandemic.

1.3. Purpose, objectives and status

- 1.3.1. This Action Plan provides an analysis of the key reasons for the below target delivery identified within the 2020 test result. It identifies key actions the Council intend to undertake to increase/maintain the delivery of new housing in the Hinckley and Bosworth Borough.
- 1.3.2. The Council recognises that delivering housing is a collaborative task, however HBBC can only control certain elements of the process that are within its remit. Whilst the Council will work proactively and collaboratively with all partners the actions set out within Section 5 are only the actions within the Council's Control. Sections 3 and 4 identify further issues that are outside of the Council's control which the Council will still be working with stakeholders on.

1.4. Relationship to other plans/strategies

- 1.4.1. The Action Plan complements existing Council plans, policies and strategies which provide a framework for the delivery of housing within the Borough. This includes:
- Corporate Plan 2017-2021⁴
 - Local Plan⁵ – The Core Strategy (2009), Hinckley Town Centre Area Action Plan (2011), Earl Shilton and Barwell Area Action Plan (2014) and Site Allocations Development Management DPD (2016) provides the framework for future housing and economic development delivery across the Borough.
 - Housing Strategy 2018-2023⁶
 - Economic Regeneration Strategy 2021-2025⁷ (18th May Council)

⁴ [Corporate Plan](#)

⁵ [Local Plan 2006-2026 documents and evidence base](#)

⁶ [Housing Strategy](#)

⁷ To be inserted once it has been to council

- 1.4.2. The Action Plan is also aligned with the housing delivery priorities for the wider Leicestershire area. There is ongoing work surrounding the wider housing need and its distribution in Leicestershire and it is deemed that this Action Plan will support the work being undertaken on that task. However, it is worth noting that due to the stage of that wider Leicestershire work on housing distribution, this year's Action Plan will focus primarily on HBBC's housing requirement.

1.5. Approach and methodology

- 1.5.1. The preparation of this Action Plan has been informed by the work the Council has been undertaking on housing delivery in the last two years. The Council is currently undertaking its housing monitoring for the 2020/21 monitoring year and therefore the analysis has been undertaken as of 1st April 2020. This is the basis for the 2020 HDT result.
- 1.5.2. The Planning Practice Guidance (housing supply and delivery)⁸ recommends that the following could be reviewed within the action plan (Paragraph: 050 Ref ID: 68-050-20190722):
- barriers to early commencement after planning permission is granted and whether such sites are delivered within permitted timescales;
 - barriers to delivery on sites identified as part of the 5 year land supply (such as land banking, scheme viability, affordable housing requirements, pre-commencement conditions, lengthy section 106 negotiations, infrastructure and utilities provision, involvement of statutory consultees etc.);
 - whether sufficient planning permissions are being granted and whether they are determined within statutory time limits;
 - whether the mix of sites identified is proving effective in delivering at the anticipated rate.
 - whether proactive pre-planning application discussions are taking place to speed up determination periods;
 - the level of ongoing engagement with key stakeholders (for example, landowners, developers, utility providers and statutory consultees), to identify more land and encourage an increased pace of delivery;
 - whether particular issues, such as infrastructure or transport, could be addressed at a strategic level - within the authority, but also with neighbouring and upper tier authorities where applicable.
- 1.5.3. Paragraph 51 of the Planning Practice Guidance (housing supply and delivery) (Ref ID: 68-051-20190722) goes on to recommend what actions local authorities could consider as part of the action plan in order to boost delivery. These are:
- revisiting the Strategic Housing Land Availability Assessment (SHLAA) / Housing and Economic Land Availability Assessment (HELAA) to identify sites potentially suitable and available for housing development that could increase delivery rates, including public sector land and brownfield land;
 - working with developers on the phasing of sites, including whether sites can be subdivided;
 - offering more pre-application discussions to ensure issues are addressed early;
 - considering the use of Planning Performance Agreements;
 - carrying out a new Call for Sites, as part of plan revision, to help identify deliverable sites;
 - revising site allocation policies in the development plan, where they may act as a barrier to delivery, setting out new policies aimed at increasing delivery, or accelerating production of an emerging plan incorporating such policies;
 - reviewing the impact of any existing Article 4 directions for change of use from non-residential uses to residential use;

⁸ [PPG: housing supply and delivery \(2019\)](#)

- engaging regularly with key stakeholders to obtain up-to-date information on build out of current sites, identify any barriers, and discuss how these can be addressed;
- establishing whether certain applications can be prioritised, conditions simplified or their discharge phased on approved sites, and standardised conditions reviewed;
- ensuring evidence on a particular site is informed by an understanding of viability;
- considering compulsory purchase powers to unlock suitable housing sites;
- using Brownfield Registers to grant permission in principle to previously developed land; and
- encouraging the development of small and medium-sized sites.

1.5.4. This Action Plan builds upon the recommendations set out above and within the PPG. The findings and Actions can be found within sections 3 and 4 of this plan.

2. Consultation

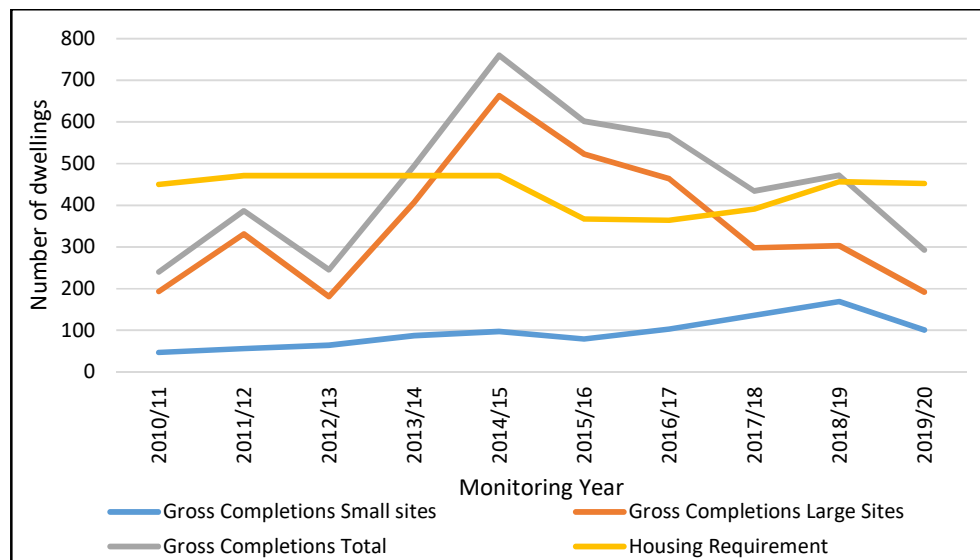
- 2.1. The analysis below was presented to a Developer Panel on 22nd March 2021. A list of the invitees and attendees can be found within appendix 1. Various stakeholders joined the panel from land promoters and developers to infrastructure providers.
- 2.2. A summary of the points raised within the Developer Panel and the presentation were sent to small medium enterprises/builders (SME). All known SMEs operating in the Borough were invited to the Developer Panel, however the Council was conscious that only a couple of SMEs attended. The Council therefore wanted to ensure that SMEs were well represented as there delivery is a source of the Council's housing supply.
- 2.3. Comments made by the Developer Panel are detailed throughout Sections 3 and 4 of the Action Plan as these provide useful commentary to the Council's housing delivery analysis.

3. Housing Delivery Analysis

3.1. Housing delivery

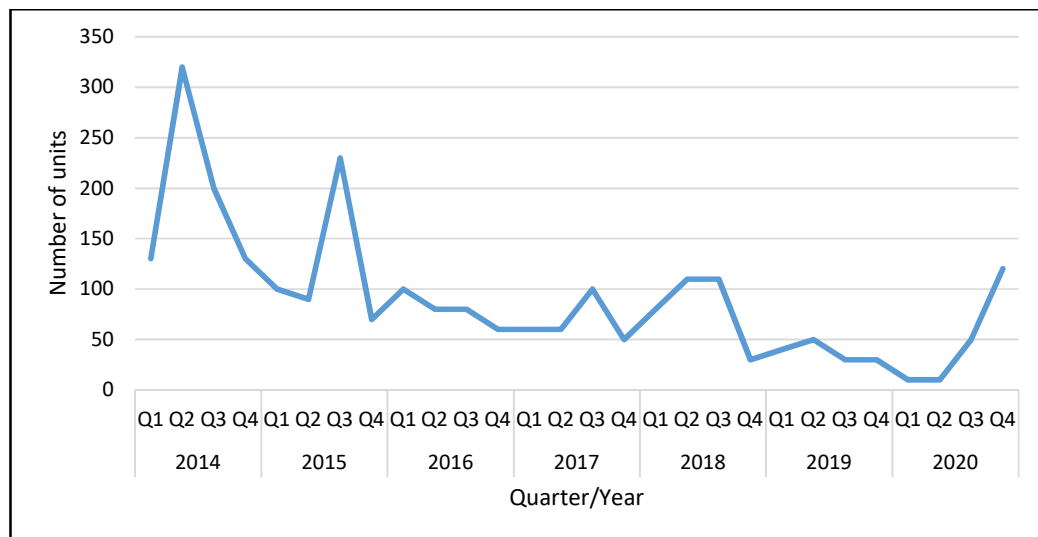
- 3.1.1. Looking back over the last 10 years, 4,494 dwellings have been completed, which gives an average delivery of 449 dwellings per annum against an average target of 436.5 dwellings per annum. Therefore the Council has delivered 3% over the average requirement. Nevertheless it is acknowledged that since 2014 there has been a downward trend in completions (figure 1).

FIGURE 1: GROSS COMPLETIONS OVER A 10 YEAR PERIOD (2010-2020)

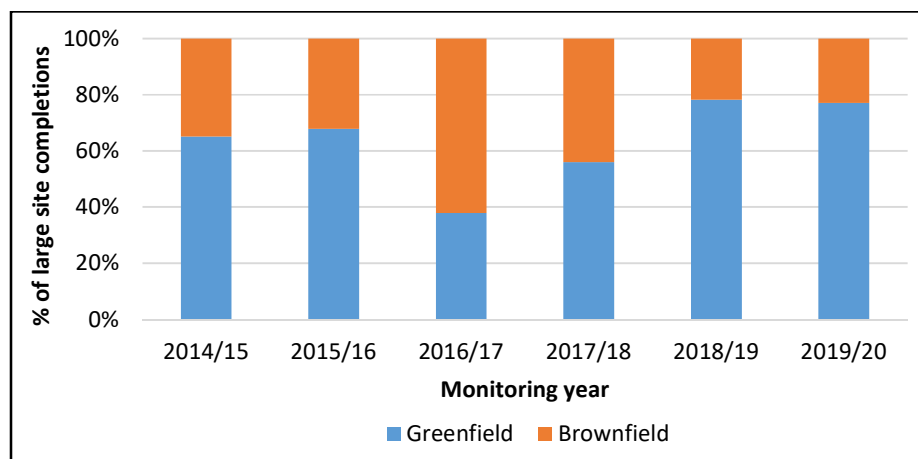


- 3.1.2. Firstly a 10 year period was looked at to review the level of completions within the Borough in order to analyse a whole economic cycle. Figure 1 shows the change in completions over time however as stated above that real decline has been within the last 6 years. These 6 years would encompass the housing delivery test timeframes and also the permissions permitted in the previous 3 years that could feed into the 2020 housing delivery test result. The Developer Panel agreed that this was an adequate timeframe to analyse in respect of the Council's Action Plan.
- 3.1.3. Figure 1 also shows the difference in the small site completions and large site completions. Small site completions are on an upward trend and it is only the large site completions that have been decreasing in the last six years. More analysis of small site delivery can be found within the Council's windfall Study (2020).⁹
- 3.1.4. Therefore, the remainder of the analysis within this Action Plan looks at the period of 2014-2020 and will focus on large sites as that is the area that has declined. Small sites do make a steady contribution to the Borough's housing delivery and as such should be bolsters as this is a reliable source of housing being built in the borough.
- 3.1.5. The volatility in housing delivery is also demonstrated by the number of new build starts each quarter over the past six years (figure 2 overleaf). This complements figure 1 in terms of the decreasing completions over the last six years.

⁹ [Windfall Study 2020](#)

FIGURE 2: NUMBER OF NEW BUILD STARTS 2014-2020 SOURCE: LIVE TABLE 253A, MHCLG¹⁰

3.1.6. It is also useful to look at the type of land which is being developed and contributes to the completions figures in the Borough. The net completions have been split into brownfield and greenfield land (figure 3) which gives an average of 64% greenfield completions and 36% brownfield completions over the 6 years.

FIGURE 3: BROWNFIELD VS GREENFIELD COMPLETIONS (%)

3.1.7. 2016/17 shows the highest number of brownfield completions over the six years. There were a lot of redundant factory regeneration schemes built out within this monitoring year. The last two years show a decrease in brownfield sites, this is expected as HBBC is a rural Borough in nature and the majority of brownfield sites that are/were available have been regenerated already. This is reflected in the brownfield register¹¹ which only has seven sites on it.

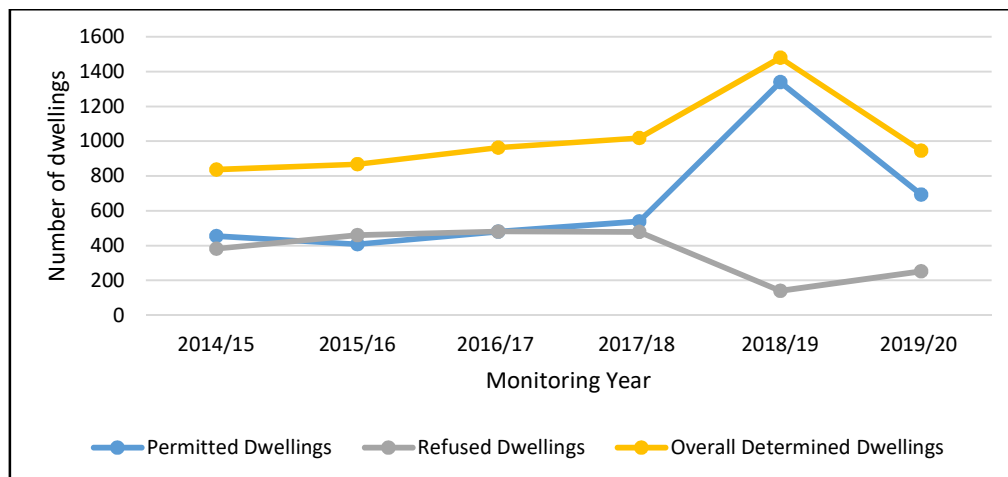
3.2. Housing supply

3.2.1. The rates of delivery in the borough rely on the amount of dwellings permitted. Despite a decline in completions since 2014 the number of permitted dwellings has increased (figure 4 overleaf).

¹⁰ [Live Table 253a, Ministry of Housing, Communities and Local Government](#)

¹¹ [Brownfield Register](#)

FIGURE 4: NUMBER OF PERMITTED AND REFUSED DWELLINGS

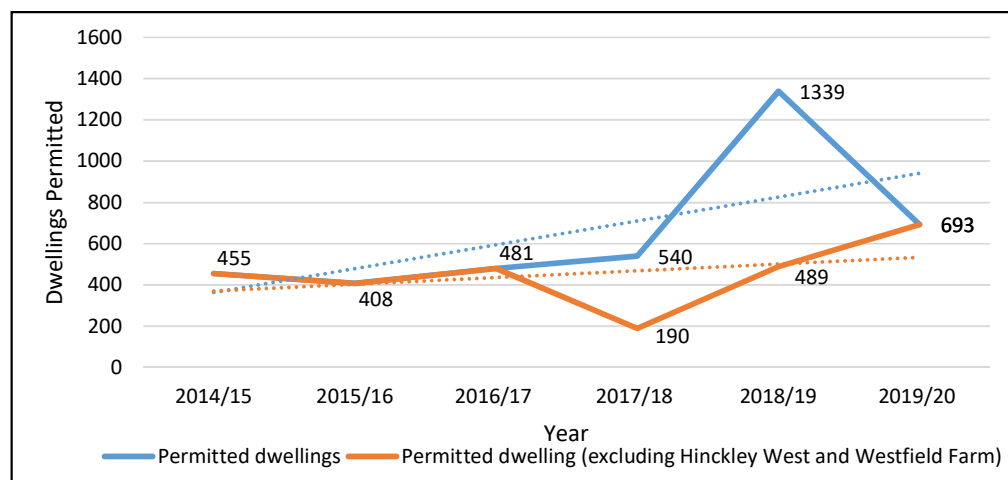


3.2.2. The year 2018/19 shows a large increase in permissions due to a planning approval for 850 dwellings on a site known as Hinckley West (15/00188/OUT / 20/00527/REM). Nonetheless permitted dwellings have increased in the last two years and refused dwellings have decreased.

3.2.3. Hinckley West and Westfield Farm (14/01279/OUT / 19/01442/REM) are the two largest permissions currently within the Borough with Westfield Farm being permitted for 350 dwellings. As of 1st April 2020 there had been no completions on either of the sites, therefore an exercise was done to see the number of permissions granted if these dwellings are removed from figure 4. There is still be an upward trend in permissions over the last six years (figure 5). It should be noted that resolutions to grant have been included in the year they gained permission and not when they were added into the five year land supply trajectories.

3.2.4. The number of permissions granted within the last 6 years is greater than the housing need per annum. Work completed by the Local Government Association in 2020¹² showed that this was common across England. Between 2009/10 and 2019/20 2,564,600 dwellings were granted permission by Councils whilst only 1,530,680 dwellings were completed in the same period.

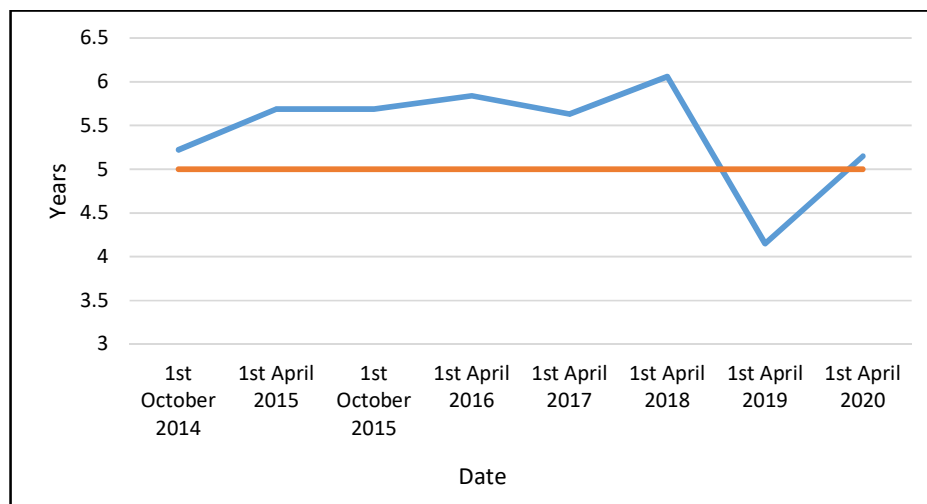
FIGURE 5: NUMBER OF PERMITTED DWELLINGS (2014-2020)



¹² [LGA – Housing Backlog](#)

- 3.2.5. Even though figure 5 shows the permitted dwellings excluding Westfield Farm and Hinckley West that is not to say they will not have completions in the coming years. Westfield Farm has recorded 58 completions in 2020/21 and Hinckley West is projected to deliver 53 completions in 2021/22.
- 3.2.6. The urban/rural split of the permissions granted reflect that of the settlement hierarchy within the Core Strategy with the most being within the urban areas.
- 3.2.7. Although the delivery within the Borough has a downward trend over the last six years the Council has been able to (excluding 2019) maintain a five-year housing land supply (figure 6). Although the Council does acknowledge that this has been lower in the last two years than in previous years.

FIGURE 6: FIVE-YEAR HOUSING LAND SUPPLY POSITION (2014-2020)



3.3. Development Process Timeframes

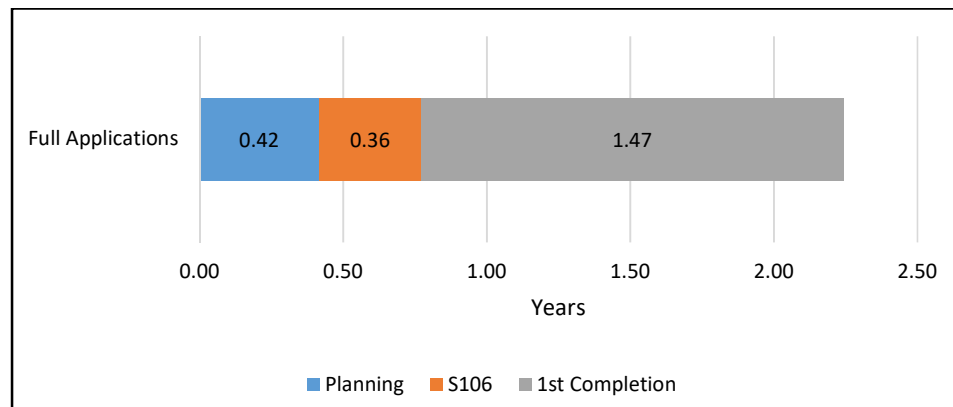
- 3.3.1. One of the main influences the Council has on development is determining planning applications. There are different types of applications that can be submitted and the timeframes for all have been analysed in terms of planning months¹³ and section 106 months. Only sites with completions have been analysed so that the timeframes are representative of the whole process.

Full Applications

- 3.3.2. On average major full applications (10 dwellings or more) take 5 planning months and 4 section 106 months (total of 9 months) to determine. Following the determination it then takes 1.5 years until the first completion on a site (figure 7).

FIGURE 7: AVERAGE FULL APPLICATION TIMEFRAMES FROM SUBMISSION TO FIRST COMPLETION (2014-2020)

¹³ Months it takes to assess the planning matters within a planning application



3.3.3. The total time from submission of a full application to the first completion on site is on average 2.25 years (2 years and 3 months). The majority of the time taken is between the issuing of the decision and the first completion. The majority of this time is within the developers' control. The only input HBBC have is to discharge conditions. This discharge of conditions process and its timescales are summarised later in the plan.

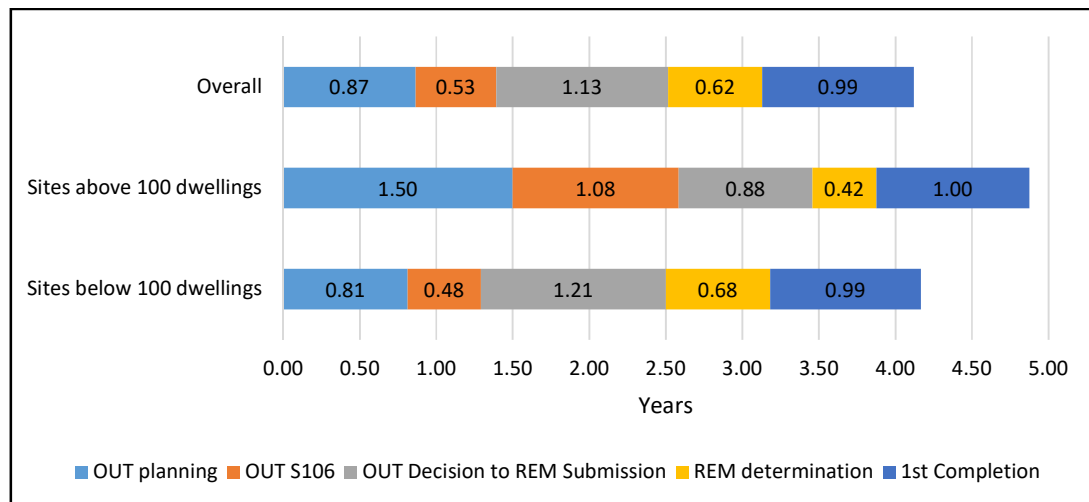
3.3.4. The timescales set out within appendix 7 of the 2019/20 Residential Land Availability Statement¹⁴ which looks at the timescales for full applications over the whole plan period (2006-2020) from submission to first completion can be compared against those within figure 7. Within the last 6 years the timeframe to determine a full application has increased from 5.4 months (within appendix 7 of the RLA 2019/20) to 9 months. The timeframe from decision to 1st completion has remained similar. Although the application timeframes have increased it is considered that the timeframe as a whole is not a major barrier to delivery within the Borough. How the Borough timeframes compare to national timeframes is mentioned in paragraph 3.8.3 of this Action Plan.

Outline Applications

3.3.5. On average it takes 10 planning months and 6 section 106 months (16 months total) to determine outline applications. There is then an average timeframe of 1 year and 1.5 months between the determination of the outline permission and the submission of the reserved matters application. Once submitted it takes 7.4 months on average to determine the reserved matters application. Finally it takes a further year until the first completion on a site. This gives an overall timeframe of just over 4 years on average from the submission of the outline application to the first completion on the site (figure 8).

¹⁴ [Residential Land Availability Statement 2019/20](#)

FIGURE 8: AVERAGE OUTLINE AND RESERVED MATTERS TIMEFRAMES FROM SUBMISSION TO FIRST COMPLETION (2014-2020)



3.3.6. When compared to the timescales set out within appendix 5 of the 2019/20 Residential Land Availability Statement¹⁵ which looks at the timescales for outline applications over the whole plan period (2006-2020) from the grant of outline permission to first completion it shows that the time from outline decision to REM submission has increased and the REM determination has increased whilst the time from REM decision to 1st completions has decreased. The timeframe for Section 106s has also increased slightly. The 2019/20 RLA does not monitor the outline application timeframes. These timeframes have been identified as a barrier to delivery. In particular Section 106 timeframes need to be reduced on outline applications.

3.3.7. The Council were aware that the S106 timeframes as well as the post outline decision timeframes were areas that delayed development. Therefore in 2019 the Council started to reduce the 3-year time limit on outline approvals for reserved matter submissions to 18 months. This is seeing some results as demonstrated below:

- Land opposite Bosworth College, Desford – 80 dwellings (site under construction)
- Land off Peckleton Lane, Desford – 80 dwellings (reserved matters granted and works on site have started)
- Land at Crabtree Farm, Hinckley Road, Barwell – 25 dwellings (reserved matters pending consideration)

Discharge of Conditions Applications

3.3.8. Discharge of condition (DOC) timeframes have been analysed, however they are included in the decision to first completion timeframes within figures 7 and 8. This is the only input HBBC has into the period from the outline and reserved matters decision to first completion and discharge of condition applications can be done alongside other tasks i.e. Section 278 technical approvals, land deals, etc.

3.3.9. The applications analysed for DOC are only based on applications between January 2019 and April 2020 as a new process was introduced in 2019. The average timeframe for these applications 3.6 months. This timeframe is small in relation to all other timeframes presented in figures 7 and 8.

¹⁵ [Residential Land Availability Statement 2019/20](#)

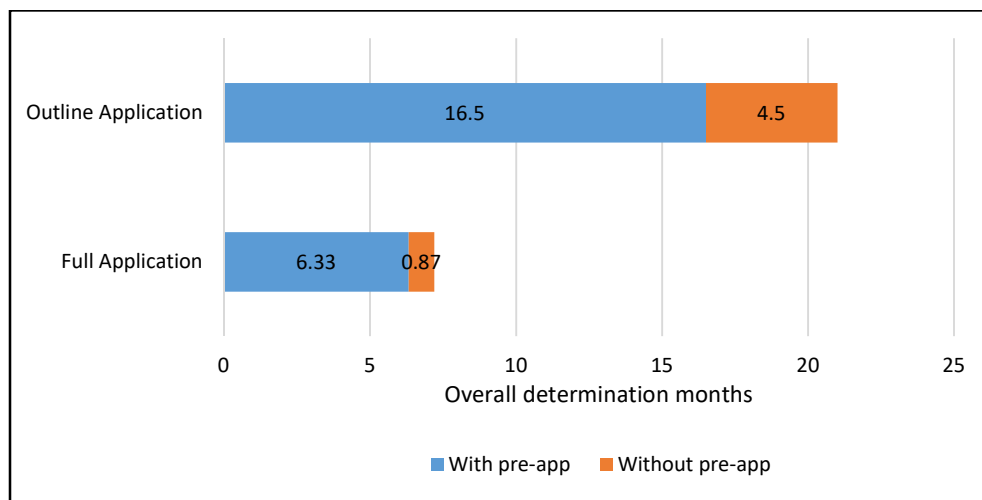
3.3.10. For DOC applications determined after 5 months the main conditions which caused the delay are land contamination and construction management plans, however which conditions delay the process varies significantly.

3.3.11. In terms of outline planning applications, conditions can be discharged prior to the submission of the reserved matters in most cases or through the determination of the reserved matters and therefore due to other outstanding matters no significant delay is caused.

Pre-applications

3.3.12. Evidence shows that when pre-application advice is sought before the submission of a formal application the determination timeframe is reduced (figure 9).

FIGURE 9: AVERAGE DETERMINATION TIMEFRAMES FOR FULL AND OUTLINE PERMISSIONS WITH AND WITHOUT PRE-APPLICATION ADVICE



3.3.13. It should also be noted that of all the completed sites in the Borough in the last six years of those that submitted full applications only 55% sought pre-application advice and of those that submitted an outline application on 22% sought pre-application advice.

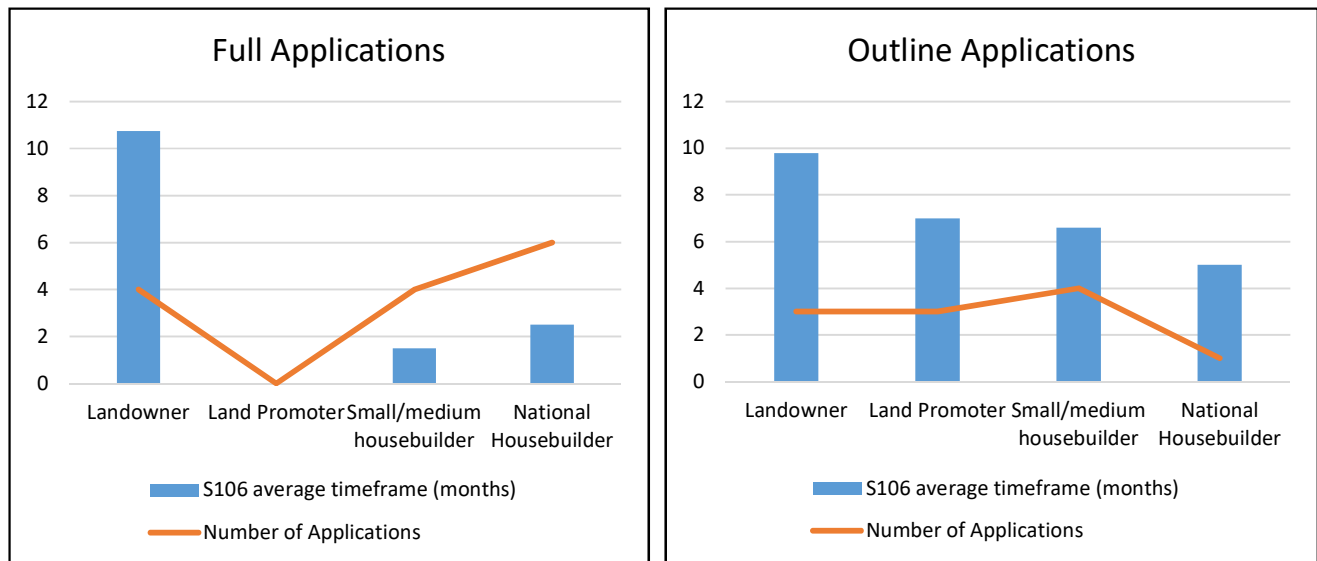
3.3.14. Whilst it is acknowledged that there are other factors which increase the determination timeframe of applications, it is considered that developers should seek pre-application advice as the evidence shows that this is one way to guarantee a reduction in the formal application timeframe (figure 9).

Section 106 Agreements

3.3.15. On average section 106 agreements take 4 months from instruction to seal/engrossment for full applications and 6 months for outline applications.

3.3.16. There are various parties involved in this process and therefore it is difficult to analyse what causes the delay in this process. However, evidence shows that for both full and outline applications the type of applicant varies the average timeframe significantly (figure 10).

FIGURE 10: AVERAGE SECTION 106 TIMEFRAMES DEPENDANT ON APPLICATION TYPE AND APPLICANT



3.3.17. For full applications there is a significant difference between the timeframe for the section 106 if the application is submitted by the landowner or if a house builder submits the application. There was no data for land promoters as they have not submitted full applications in the Hinckley and Bosworth borough as they tend not to build out the permissions, they sell to a developer.

3.3.18. For outline applications there is a similar trend with landowner section 106s taking the longest and land promoters/house builders not taking as long however the difference is not as drastic. Landowner-led planning applications and the subsequent s106 agreements tend to take longer due to the level of inexperience of the planning process and actual development of the site.

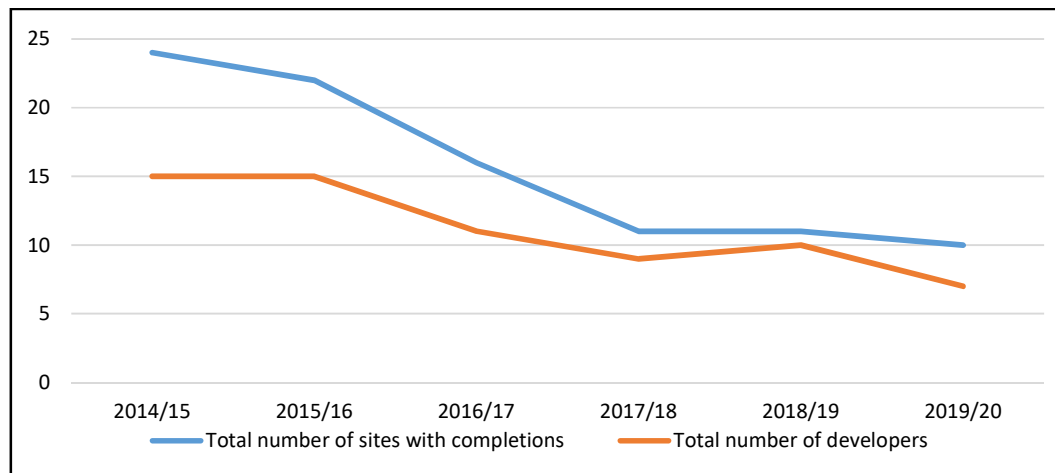
3.3.19. Nevertheless, HBBC have acknowledged that section 106 timeframes need to be reduced and has been imposing time limits for s106 agreements to be signed before having to return the application back to Planning Committee. The Council brought this requirement in a little over a year ago and therefore it is too early to tell whether this method is yet effective. This will be monitored as part of the Action Plan.

3.3.20. The Developer Panel expressed that more should be done to frontload the section 106 process in order to allow permissions to be issued quicker. It was suggested that a draft section 106 should be available as a standard template. They also stated that certain contributions (mainly County Council) should be more transparent (as they used to be) to give developers an idea around the expected level of contributions.

3.4. Development Sites

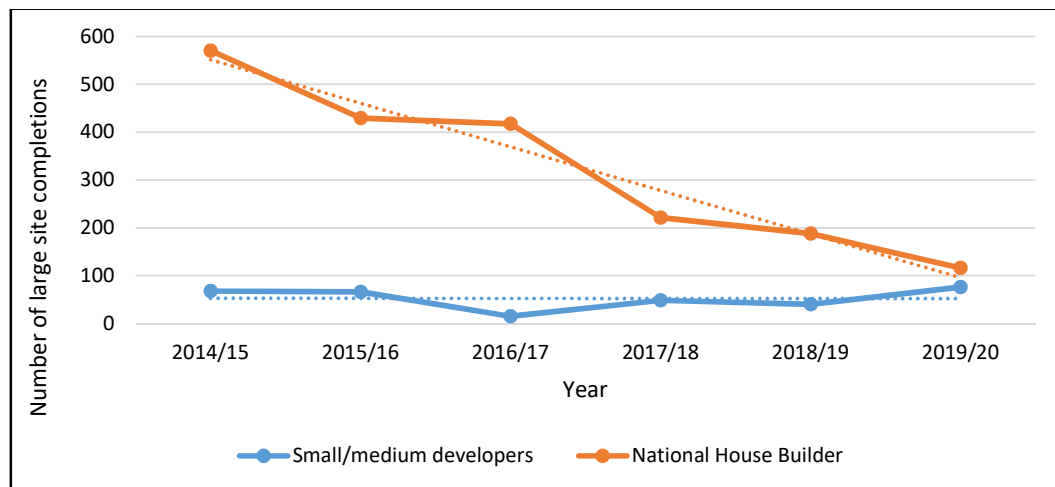
3.4.1. Over the last six years completions in the borough have decreased as shown within figure 1. This is a consequence of the number of sites with permission within the borough with completions decreasing and the number of developers operating within the borough decreasing (figure 11).

FIGURE 11: NUMBER OF LARGE SITES WITH COMPLETIONS COMPARED TO DEVELOPERS OPERATING WITHIN THE BOROUGH (2014-2020)



- 3.4.2. With net completions at a peak high of 752 dwellings in 2014/15 and a low of 285 completions in 2019/20 there is a clear correlation between the number of completions and the number of sites being developed and the number of developers operating in the Borough.
- 3.4.3. Questions were put to the Developer Panel as to whether there was developer interest in the borough, to which their reply was a resounding yes. However, the absence of a new Local Plan beyond 2026 was their barrier to developing in the Borough as not many wanted to operate outside of the Local Plan process if they could avoid it.
- 3.4.4. In addition to this it is only completions from national house builders that have decreased (figure 12). Small/medium house builder delivery has remained constant within the supply.

FIGURE 12: LARGE SITE COMPLETIONS BY DEVELOPER TYPE



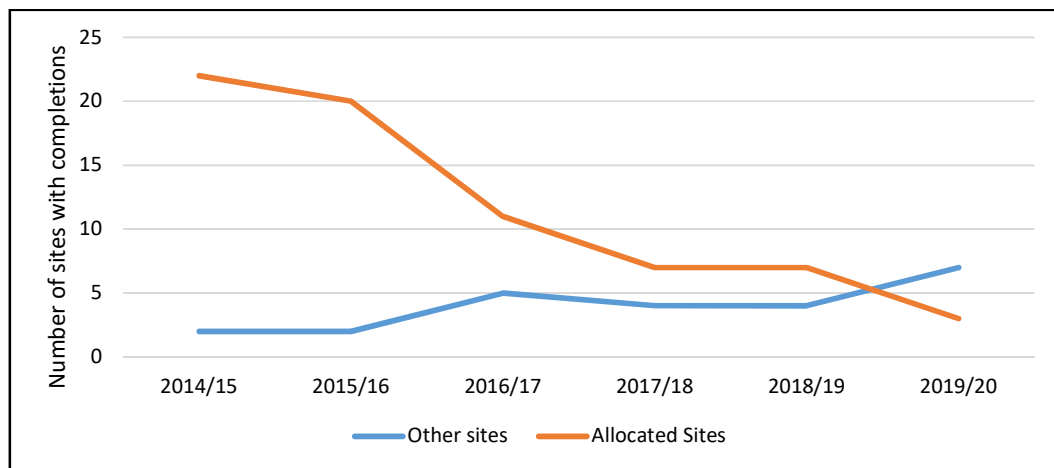
- 3.4.5. It is clear that at present large sites under the control of volume/national house builders are critical to the delivery of new housing in the Borough. Nevertheless it is also acknowledged that SMEs provide a constant supply in the Borough and therefore both types of delivery need to be boosted.
- 3.4.6. Obviously there has been a major decline in national housebuilding within the borough over the last 6 years however when discussed at the Developer Panel it was made clear that for the next few years a further impact could be felt from the COVID-19 pandemic. The data within figure 12 will not

reflect this as the first national lockdown was late March 2020 and therefore did not impact the 2019/20 completions. However, consideration should be given to future impacts on delivery from the COVID-19 pandemic. Social distanced working has affected some sites more than others reducing their output. Also the impact of Brexit is only just starting to be felt (again not reflected in 2014-2020 completions) and whilst the housing market is not in recession due to measures taken by the Government, there is uncertainty from the Developer Panel about what will happen with the recent rise in the price of raw materials and when the stamp duty holiday ends.

3.5. Sites and the Local Plan

- 3.5.1. It is acknowledged that the Local Plan is coming towards the end of its timeframe and that there are not many housing allocations remaining in it to be built out. 2014/15 saw a peak high in completions within the Borough since the start of the plan period. This peak in completions was due to appeals on housing sites, particularly in Burbage being allowed in 2012/13. These sites were then carried forward in to the Site Allocations and Development Management DPD (2016). Completions remained high in 2015/16 and have dropped since then. The majority of sites being built out in 2014/15 and 2015/16 were allocated sites (figure 13).

FIGURE 13: ALLOCATED LARGE SITES WITH COMPLETIONS COMPARED TO OTHER LARGE SITES WITH COMPLETIONS

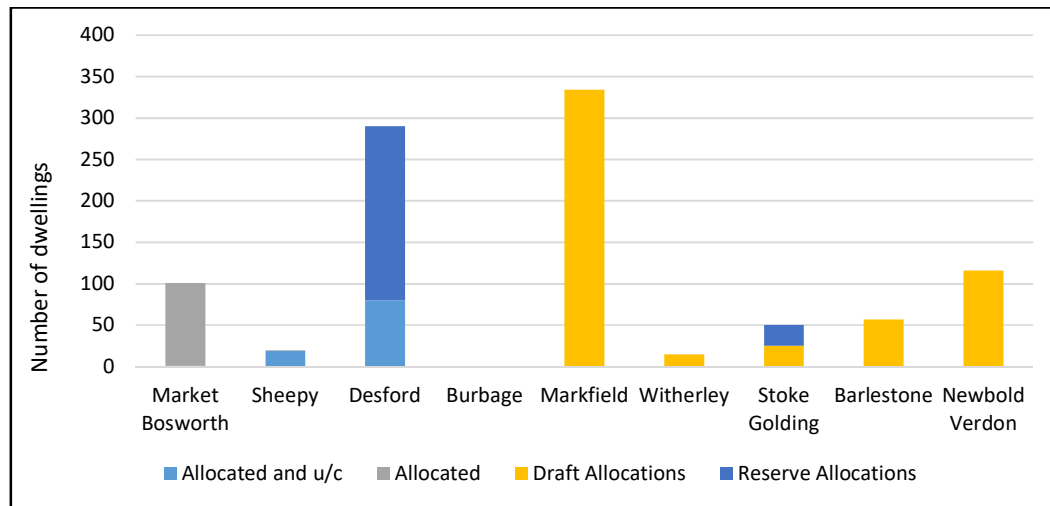


- 3.5.2. The lack of allocated sites has reduced delivery in the Borough and therefore this is a barrier to development and its subsequent delivery. This will be reflected in the actions set out in Section 5.
- 3.5.3. The Council is committed to bringing forward a new Local Plan that will guide growth up to 2039. The new plan will be consulted on in summer 2021 with the view to preparing a submission version by the end of 2021 and submission to PINS in Spring 2022.

Neighbourhood Plan Allocations

- 3.5.4. Whilst it is acknowledged that a new Local Plan is needed to provide new allocations it is considered that Neighbourhood Plans are currently bridging that gap to a certain degree. There are a number of Neighbourhood Development Plans (NDPs) currently in the pipeline which either allocate or look to allocate housing (figure 14). There are other NDPs in the pipeline, however these are at a very early stage.

FIGURE 14: NEIGHBOURHOOD DEVELOPMENT PLANS HOUSING ALLOCATION STATUS (AT MARCH 2021)



3.5.5. A breakdown of the allocated sites with the (draft) NDPs are detailed below:

- Sheepy – An allocated site for 20 dwellings (19 dwellings permitted) was allocated and is now under construction and has had 2 completions as of April 2021;
- Desford – An allocated site for 80 dwellings is under construction and has had 4 completions as of April 2021.
- Burbage – Although there are no allocated sites, there is a policy which allows development adjacent to the settlement boundary.
- Newbold Verdon – An allocation in their draft NDP has been granted planning permission for 116 dwellings and the developer is on site.
- Markfield – An allocation for 282 dwellings in their draft NDP and this gained a resolution to grant planning permission in March 2021.

3.5.6. These plans allocate or propose to allocate a total of 982 dwellings (747 dwellings without the reserve sites). The progress on sites as stated above shows that these plans do not need to be adopted in order to bring forward development as long as the developer works closely with the neighbourhood group.

3.5.7. In addition, no application that has been submitted which, is either allocated or has a draft allocation (excluding reserve sites) in a neighbourhood plan has been refused at committee. Therefore, developers should look to work with the neighbourhood plan groups where possible.

3.5.8. During the Developer Panel, it was quite clear that while NDPs can help facilitate growth, it was felt that the site selection process was not always consistent, and once one or two sites were accepted by the NDP groups, there was a clear resistance to further engagement with any other developers. This was where developers felt NDP groups were a barrier.

3.5.9. As the Council is currently working on its new Local Plan, the Borough's housing requirement has not been set and therefore there is a level of uncertainty as to what growth is required across the Borough. However, all NDP groups have been encouraged to include additional sites in their NDPs as reserve sites, in the event that additional growth may be required in those areas to deliver a sound Local Plan. Some NDP groups have allocated reserve sites such as Desford. The Council will continue to work with NDP groups and the Council also encourages developers to do the same.

3.6. Developer costs and viability

- 3.6.1. One potential barrier to development nationally is that relating to scheme viability, however within the past 6 years only a handful of sites within the Hinckley and Bosworth borough have had difficulty moving forward due to viability. Those sites include development of brownfield land and those that are 100% affordable housing schemes. Scheme viability has not stopped development in the Borough, it has only caused slight delays to verify the inability to afford s106 contributions or level of affordable housing depending on the nature of the scheme through viability assessments. The Ministry of Housing, Communities and Local Government (MHCLG) published a report on residential land value estimates in august 2020.¹⁶ This showed the land value for Hinckley and Bosworth to be £1,530,000 per hectare. This is slightly higher than the market value however the Developer Panel confirmed that HBBC is an attractive place to build houses and that interest from the development industry is high.
- 3.6.2. To also ensure there is limited future viability barriers to development, the Council's emerging Local Plan with all potential sites, policies and infrastructure requirements will be viability tested as required by Planning Practice Guidance, and will contain clear policies that give developers certainty to the cost of development as not to undermine its deliverability.

3.7. Large site delays on specific sites

- 3.7.1. The Council's current Local Plan is made up of the Core Strategy (2009), Hinckley Town Centre AAP (2011), Earl Shilton and Barwell AAP (2014) and the Site Allocations and Development Management Policies DPD (2016). Within the Local Plan, three large sites have been allocated for development which have all seen delays as detailed below:
- **Hinckley West (850 homes)** – When the Site Allocations and Development Management Policies DPD (SADMPDPD) was adopted, it was anticipated in the housing trajectory that homes would start to be delivered on Hinckley West in 2016/17 with a delivery of 180 dwellings between 2016/17 and 2019/20. However this site had initial delays specific to the complex nature of the scheme (including the s106 negotiation) as well as the sale of the land to the housing developer. However these matters have now been resolved, site preparatory works have concluded and houses are being built, with the first completions anticipated in July 2021. However this delay of four years, would have contributed to a degree to the shortfall of 180 dwellings over the past three years (2017-2020).
 - **Barwell SUE (2,500 homes)** - When the SADMPDPD was adopted, it was anticipated in the housing trajectory that homes would start to be delivered on the Barwell SUE in 2018/19. A planning application for the site was submitted to the Council in 2012 and a resolution to grant planning permission was given, subject to the signing of a S106 in 2013. The Earl Shilton and Barwell AAP was adopted in 2014 which was produced to aid in the delivery of two very large and complex sites. A further resolution to grant planning permission was then granted in 2015 to alter the level of affordable housing and planning contributions as a result to changes made in the AAP, adopted the previous year. On this basis, the Council assumed the S106 could be finalised and then reserved matters applications could be submitted to then enable development to start. However that has not been the case. The site has a very complex land ownership arrangement and the land promoter has not been able to conclude the signing of the S106. At the end of 2019 the applicant advised the s106 was ready to be completed. However, Leicestershire County Council took the decision to revisit the education and highways contributions. This has led to the need to update the highways model which has

¹⁶ [Land value estimates for policy appraisal 2019](#)

taken significantly longer than first anticipated. The Council is working hard to secure the delivery of this site, however for the time being, it is not anticipated to deliver any homes in the next five years. As a result of this significant delay in securing planning permission, this has also contributed to the shortfall of 140 dwellings over the past three years (2017-2020).

- **Earl Shilton SUE (1600 homes)** - When the SADMPDPD was adopted, it was anticipated in the housing trajectory that homes would start to be delivered on the Earl Shilton SUE in 2018/19. However a planning application has not yet been submitted to the Council for the development as matters of site viability have been discussed prior to the application's submission. This approach was seen as the most pragmatic way forward so as to not delay the signing of a S106 once an application had been submitted. The Council is working with those parties involved in the Earl Shilton SUE and it is anticipated that a planning application will be submitted later this year. However, as with the Barwell SUE this significant delay in securing planning permission has contributed to the shortfall of 80 dwellings over the past three years (2017-2020).
- These three sites were projected to deliver a total of 340 dwellings within 2020/21 which has not been achieved therefore this brings the total under delivery of these three sites to 740 dwellings at 1st April 2021 when compared to how development was anticipated when the SADMPDPD was adopted.

3.7.2. Whilst the two SUEs have contributed to the lack of delivery in the borough, the Council has been proactive in encouraging further development in sustainable locations across the borough to ensure the Borough was meeting its housing needs by revisiting its SHLAA. These sites include (status as of April 2021):

- Westfield Farm, Heath Lane, Earl Shilton (350 homes) – 58 dwellings have been delivered as of April 2021
- Land opposite Bosworth College, Desford (80 dwellings) – 4 dwellings have been delivered
- Land South of Markfield Road, Ratby (90 dwellings) – site has a resolution to grant
- Land off London Road, Markfield (282 dwellings) – site has a resolution to grant

3.8. Other literature

The Letwin Review¹⁷

3.8.1. This review was published in October 2018 and explored issues of build out rates of fully permitted homes on the largest sites in areas of high housing demand. Although it's not an area specific review its findings are still useful. It found that the homogeneity of the types and tenures of the homes on offer on these sites, and the limits on the rate at which the market will absorb such products, are fundamental drivers of the slow rate of build out. Therefore, it is important to consider opportunities for encouraging diversification of products to increase build out rates.

Lichfields Start to Finish 2020¹⁸

3.8.2. The purpose of this document is to help inform the production of realistic housing trajectories. Planning for housing has evolved in the last few years with the publication of the revised NPPF and PPG, the Housing Delivery Test and Homes England upscaling resources to support implementation of large sites.

3.8.3. It was identified that large schemes can take 5+ years to start, lead-in times have increased since the 2007/08 recession, large greenfield sites deliver quicker and the number of outlets and tenure on a site matter. This study is not a direct comparison to the analysis set out within this action plan however it does look at the different timeframes. The shortest timeframe from submission to

¹⁷ [Independent Review of Build Out](#)

¹⁸ [Lichfields Start to Finish Second Edition \(February 2020\)](#)

delivery period was 3.3 years for sites of 50-99 dwellings. All other timeframes were higher. The data is not separated into types of application however this average is higher than HBBC's average for full applications.

4. Key issues/barriers identified

- 4.1. Throughout this Action Plan and through the Developer Panel presentation the main issues identified as slowing delivery in Hinckley and Bosworth are listed below.

The Council's Local Plan

- 4.2. The lack of a new Local Plan with a new portfolio of sites was considered as one of the most significant barriers to development across the borough by the Developer Panel. As shown in Figure 13, when there are allocated sites there is a higher level of delivery across the Borough. The less allocations, the less delivery. The Developer Panel in general do not like to operate out of the Local Plan process as they like to have local support for their developments and they then can plan in a coherent manner in terms of infrastructure requirements. Additionally the Developer Panel also stated that they try and avoid submitting planning applications outside of the Local Plan as they feel the Borough's Planning Committee is quite unpredictable and is an additional financial risk they don't necessarily want to take.

Neighbourhood Development Plans

- 4.3. During the Developer Panel, the Council stated that NDP engagement was to be encouraged as the sites within those draft and made NDPs were proving very successful. However the Developer Panel were quite clear that once an NDP had chosen the site(s) for the NDPs, engagement ceases and a developer is unable to engage at all with those groups. This was seen as a significant barrier to development by the Developer Panel.

Significant delays to the delivery of the SUEs

- 4.4. As mentioned in Section 3.8, the fact that the SUEs have not been delivered to date is a contributing factor to the shortfall in housing delivery in the Borough. The Council is working hard to get these delivered and they will be reviewed as part of the emerging Local Plan.

Application timeframes

- 4.5. More specifically outline planning application time frames are on average taking 18 months to determine. This depends on the complexity of the planning application, however the Developer Panel raised issues with Leicestershire County Council and the lack of engagement they get. This lack of engagement from the appropriate statutory consultees can delay the application process as the developer has not been able to get all information (s106 obligations or highway comments) required before submitting a planning application.

Section 106 Agreement Timeframes

- 4.6. The length of time it takes for Section 106 agreements to be sealed/engrossed on outline planning applications is too long which, on average takes 6 months. This can be largely down to the type of applicant and their involvement with a site, however there are elements of the S106 process the Council can look to improve and may assist in shortening these time frames a little. These include the imposition of time limits for the agreements to be signed before having to return the application back to Planning Committee as mentioned previously, as well as front loading S106 negotiations at pre-application stage with stakeholder engagement as well as streamlining the internal Council process surrounding S106s. Actions to reduce S106 agreement drafting will be set out in section 5.

Infrastructure

- 4.7. It was put to the Developer Panel whether there were any infrastructure related delays they could articulate to the Council. The main issue developers are facing is the level of engagement with Leicestershire County Council, particularly their response times as well as their list of S106 obligations, which can affect viability. As mentioned above this can then impact on timeframes of planning applications. Additionally, this extends to the time it can take to gain technical approvals from LCC Highways too.
- 4.8. One suggestion from the Developer Panel was to create a project board across various County and Borough Council departments that would meet regularly to discuss development sites, whether they are at pre-application stage, planning application or delivery stage to ensure there is a joined up approach and to potentially unlock issues that may arise. The Council will look to explore this further and this is an action as outlined in section 5.

Construction/market influences

- 4.9. The Developer Panel were also asked how they see the COVID-19 pandemic and BREXIT affecting the actual build of homes, if at all. COVID-19 outbreaks on site can shut a site down for a month at a time and build rates are tending to be slower as fewer site workers are allowed on site in tandem.
- 4.10. The main effects of BREXIT appear to be the cost of raw materials which has risen which could impact sites and their delivery in the future.
- 4.11. Finally, developers are unsure how the housing market will fair once the stamp duty holiday comes to an end this year. These are all issues that have arisen in the year of 2020/2021 so are not measured through the Housing Delivery Test published earlier this year, but it is a point worth noting.

5. Key Actions and Responses

Barrier/Issue identified	Action Required	Expected Outcomes	Timescale (short/medium/long/ongoing)	Responsible Teams
Lack of a new Local Plan with a new portfolio of housing allocations.	Firm progress on Local Plan to bring forward new allocations.	A new Local Plan.	Medium (in accordance with the LDS)	Planning Policy
Enhanced Engagement with NDP Groups.	Continue to advise and support NDP groups on the requirements to meet housing need through robust planning practices. Advise them to engage through the production of the NDP with site promoters/developers.	Allocation of reserved sites in NDPs.	Ongoing	Planning Policy
Delays to the delivery of the SUEs.	Continue to push forward with parties involved to unlock issues surrounding their current delays.	Planning application for Earl Shilton SUE.	Medium	Major Projects, Development Management and Planning Policy
		Issue a decision notice for the Barwell SUE.	Medium	
Planning application timeframes.	No specific action for this issue as this will be influenced by reducing the length of S106 agreement drafting as well as improving statutory stakeholder engagement.		Long	Development Management
Section 106 agreement timeframes.	Standard templates and instructions to legal to be reviewed for section 106 agreements.	Reduction in Section 106 timeframes and therefore overall application process.	Short	Development Management
	Imposing time limits on drafting of S106 agreements before returning to planning committee and monitoring their success.		Long	

Barrier/Issue identified	Action Required	Expected Outcomes	Timescale (short/medium/long/ongoing)	Responsible Teams
Infrastructure – Statutory Stakeholder engagement	Set up a project board for development sites, including providing feedback from the Developer Panel on issues being encountered.	Regular engagement would keep track of major applications and unlock potential barriers	Short	Major Projects
Developer engagement	Form an SME panel to support SME delivery in the Borough.	Support SMEs to retain delivery in the Borough	Short	Major Projects
	Ensure effective and proactive engagement with landowners and developers of sites within the Borough.	The aim of ongoing engagement is to ensure all parties are adequately informed of each other's position regarding their development sites as well as helping to unlock any barriers that may be present.	Ongoing	Major Projects / Development Management / Planning Policy

6. Project Management and Monitoring

- 6.1. The implementation of the Action Plan will be provided by the monitoring team within Major Projects (Planning). They will be responsible for ensuring that the actions set out in this Action Plan are monitored and outcomes delivered.
- 6.2. An annual progress and review report will be presented to the Strategic Leadership Team and Scrutiny.
- 6.3. The Action Plan will be reviewed and updated on an annual basis as part of the Council's annual housing monitoring.

Appendix 1: Developer Panel Attendance List

Attendees	Invited
<p>HBBC:</p> <p>Helen Nightingale – Principal Planning Officer (Major Projects)</p> <p>Nicola Smith – Planning Manager (Development Management)</p> <p>Ella Casey – Planning Officer (Major Projects)</p> <p>Kirstie Rea – Planning Manager (Planning Policy)</p> <p>Rob Foers – Principal Planning Officer (Planning Policy)</p> <p>Daisy Shield – Planning Officer (Planning Policy)</p> <p>Valerie Bunting – Strategic Housing and Enabling Officer</p> <p>Infrastructure Providers:</p> <ul style="list-style-type: none"> • Dylan Jones (Leicestershire County Council) • Andy Yeomanson (Leicestershire County Council) • Rebecca Henson (Leicestershire County Council) • Jamie Needham (Leicestershire County Council) • Sharron Wiggins (Leicestershire County Council) • Jamie Allen (Western Power) • Chris Bramley (Severn Trent Water) <p>Development Industry:</p> <ul style="list-style-type: none"> • Deborah Crombie (Owl Homes) • Ned Fox (Barwood Homes) • Judith Wise (Waterloo) • Matthew Pearce (Avant Homes) • Nicola Lea (Cartwright Homes) • Julie Morgan (Barwood Land) • Myles Wild-Smith (Lichfields)Laura McCombe (Boyer Planning) • Andrew Collis (Gladman) • Alun Davies (Hollins Strategic Land) • Shelley Hall (Homes England) • Lee Harris (Springbourne Homes) • Simon Atha (Cerde Planning) • Danielle Bassi (Taylor Wimpey) • Helen Bareford (David Wilson Homes) • David Pendle (Marrons Planning) • Tim Plagerson (Redrow) • Ben Cook (Pegasus Group) • David Prowse (David Wilson Homes) • Paul Hill (RPS Group) • Helen Prangle (Davidsons Group) • Chetan Solanki (Countryside Properties) • Angela Smedley (Fisher German) • Ellie Gale (Taylor Wimpey) • Rob Thorley (Jelson) • Steve Lough (Richborough Estates) 	<ul style="list-style-type: none"> • IM Land • Bloor Homes • Bellway • Aurora Living • Persimmon Homes • Morris Homes • Cawrey • Redrow • Westleigh • Modha Properties • Marble Homes Limited • Wilson Bowden • Avison Young • Harris Lamb • Miller Homes • Green 4 Developments • Hard Drive Constructions • MAC Developments • Volta Designs • Savills • Fox Bennet • Derwent Living • EMH Group • Midland Rural • Futures • Housing 21 • NCHA • Midland Heart • Orbit • Stonewater • Riverside • House Builders Federation • Derwent Living • Platform

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Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Scrutiny Commission 20 May 2021

Wards affected: All Wards

Parish and Hinckley Community Initiative Fund Allocation of Grants 2021/22

Report of Director of (Environment and Planning)

1. Purpose of report

- 1.1 To request the Scrutiny Commission endorses the allocation of the Parish and Community Initiative Fund (PCIF) and Hinckley Community Initiative Fund (HCIF) 2021/22.

2. Recommendation

- 2.1 That the Scrutiny Commission endorses the funding allocations of £141,664 for 31 schemes as detailed in section 3.3.
- 2.2 That the Scrutiny Commission support rejecting the applications detailed in section 3.5 on the basis that they have not scored 50 or over against the grant criteria or the grant funding for the parish would exceed the agreed threshold.
- 2.3 That the Scrutiny Commission endorses the carry forward request of £72,117 allowing 11 previous years schemes to be completed and continue to be funded as detailed in section 3.6
- 2.4 That the Scrutiny Commission consider renaming the scheme to The Community Initiative Fund.

3. Background to the report

- 3.1 Since 2005 the PCIF has distributed over £1,390,864 towards 375 local parishes' or voluntary organisations' schemes and since it started in 2015 the HCIF £68,049 to 23 schemes in the Hinckley Town wards.

3.2 In 2020/21 the PCIF scheme received 36 applications from across the Borough and a total of £142,393 was awarded to 33 schemes. The HCIF scheme received 4 application and £11,127 was awarded to 4 schemes.

3.3 Applications for 2021/22:

The table in Appendix 1 of this report provides an objective scoring summary from the assessments made of all the applications by the following Officers: Caroline Roffey – Streetscene Services manager, Ian Pinfold – Green Space Manager, Paul Scragg – Senior Green Space Officer, Susan Chambers Green Space Officer and Graham Chilvers Health and Recreation Manager.

The assessment panel then determined which applications they felt should be awarded grant funding. This panel consisted of Caroline Roffey Head of Street Scene Services, Ian Pinfold – Green Space Manager, Edwina Grant – Strategic and Community Planning Officer, Paul Scragg – Senior Green Space Officer, Susan Chambers - Green Space Officer and Graham Chilvers – Health and Recreation Manager.

The grant will fund a maximum of 50% of the project costs. Only capital items are funded, the lowest submitted quote has been used to calculate the maximum eligible grant, unless a good reason has been provided for using a higher quote. There is a maximum of £12,000 grant funding for each parish area and for Hinckley town. Each application has been scored individually against the criteria by 2 officers and an average score given. Applications that have scored under 50 have been recommended for rejection as agreed in the funding review report to senior officers and members last year.

45 applications have been received requesting a total of £206,737. 43 applications for schemes in the parishes and 2 applications for schemes within Hinckley. 4 Application have been withdrawn during the assessment period.

Based on the information in Appendix 1 the assessment panel recommends funding the following schemes totalling £141,664. (Applications are set out in alphabetical order by parish and parish name is given in brackets).

1. Thornton Play Area Improvement Scheme – Bagworth & Thornton Parish Council (Bagworth and Thornton)
Outline: Funding towards major resurfacing works and the refurbishment of Thornton Play Area. £3,939
2. Dovecote Park Play Equipment – Barwell Parish Council (Barwell)
Outline: Additional play area equipment for the Park. £12,000
3. 1st Market Bosworth Scout Group Hut Renovations – 1st Market Bosworth Scout Group (Market Bosworth)
Outline: The repair and refurbishment of the scout hut. £11,540 (see possible additional funding section 3.4)
4. Making a Mark – Market Bosworth Football Club (Market Bosworth).

Outline: The purchase of a spray line marker. £460

5. New roof for School room – Burbage Methodist Church (Burbage)
Outline: Repairs to the roof of the school room at Burbage Methodist Church for use as a community facility. £8,910
6. Renewal of open space signage – Burbage Parish Council (Burbage)
Outline: Replacing old worn out signs with new information signs at the open spaces in Burbage. £3,090 (see possible additional funding section 3.4)
7. Cadeby Village Planting – Cadeby Parish Council (Cadeby)
Outline: Funding towards plants, shrubs and bulbs for improvements to the open space and woodland area at Cadeby. £323
8. Carlton Hedgelaying project – Carlton Parish Council (Carlton)
Outline: To lay a mixed species hedge at Carlton Diamond Jubilee orchard to improve its conservation value. £780
9. Carlton Cemetery Paths project – Carlton Parish Council (Carlton)
Outline: To resurface and extend the cemetery path to serve a new burial area. £2,577
10. Carlton information board project – Carlton Parish Council (Carlton)
Outline: The installation of an information board at Barton Road, Carlton with information on the local history and rights of way. £938
11. St Martin's Community Hall window blinds replacement – St Martin's Church Desford Parochial Church Council (Desford)
Outline: The replacement of 12 dilapidated vertical blinds with new motorised roller blinds. £1,515
12. Easy Access Allotment Plot – Desford Parish Council (Desford)
Outline: To convert a standard allotment plot into an easy access plot with raised beds and improved access for wheelchair users. £5,332
13. Improvements to the community cafe – Desford Free Church (Desford)
Outline: The installation of display boards and storage facilities for the café. £513
14. Strict Baptist Graveyard Access ramp – Desford Parish Council (Desford)
Outline: To create a new access ramp to provide easier access. £3,964
15. Marquee for Events – Earl Shilton Town Council (Earl Shilton)
Outline: A large marquee for hosting council run outdoor events. £1,850
16. New outdoor cricket nets – Earl Shilton Cricket and Sports Club (Earl Shilton)
Outline: The installation of new outdoor cricket nets for senior and junior use. £10,150 (see possible additional funding section 3.4)

17. Westfield Community Centre recreation/safety lighting project – Westfield Community Development Association (Hinckley Clarendon)
Outline: The installation of 2 floodlights to allow the outdoor space to the rear of the community centre to be used for community activities. £7,800
18. Replacement of glazed windows – Trinity Community Church (Hinckley Castle)
Outline: The replacement of rotting timber-framed windows to Wesley Community House, Stockwell Head. £4,200 (see possible additional funding section 3.4)
19. Mayflower Close Play Area refurbishment – Markfield Parish Council (Markfield)
Outline: The installation of new play equipment at Mayflower Close Play area. £12,000
20. Erection of kissing gates – Nailstone Parish Council (Nailstone)
Outline: The installation of 2 new kissing gates to improve access to the local rights of way network. £800
21. Adult Gym Equipment – Newbold Verdon Parish Council (Newbold Verdon)
Outline: The installation of outdoor gym equipment at Dragon Lane recreation ground to complement the recent improvements at the site. £5,878
22. Take notice – Osbaston Parish Council (Osbaston)
Outline: The replacement of 2 Public Noticeboards in Osbaston. £1,613
23. Gateway Greetings– Osbaston Parish Council (Osbaston)
Outline: 3 New village gateway signs to give the village an identity. £1,304
24. Wilson Building Refurbishment – Hinckley District Scout Council (Peckleton)
Outline: The installation of a new boiler hot water system and radiators to replace the existing storage heaters at the Fox Covert camp site. £4,104
25. Replacement of 3 front windows – Stapleton Village Hall (Peckleton)
Outline: The installation of 3 double glazed windows to improve energy efficiency at the Village Hall. £2,916
26. Replacement of old/worn chairs and tables – Sibson Village Hall Committee (Sheepy)
Outline: To replace the existing worn, damaged and old chairs and tables at the village hall. £1,663
27. Replacement of hall chairs – Sheepy Memorial Hall Committee (Sheepy)
Outline: New stacking chairs and a trolley for use at the Memorial Hall. £2,028
28. Interpretation Signage for Community and Tourists – Sheepy Parish Council (Sheepy)
Outline: 6 x interpretation signs with points of interest, local walks and historical information to be located within the villages of the Parish. £3,608

29. Installation of lighting – St Margaret’s Church Stoke Golding (Stoke Golding)
Outline: Installation of improved lighting to replace the current inadequate system with a more energy efficient system. £5,869

30. Resurfacing of Children’s Play area – Stanton-under-Bardon Parish Council (Stanton-under-Bardon)
Outline: The resurfacing of the village play area with an improved all weather surface. £12,000

31. Holy Trinity Roof Project – Norton Juxta Twycross Church Council (Twycross)
Outline: Repairs and refurbishment of the roof at Holy Trinity Church to preserve the building as a place of worship and as a venue for community events. £8,000

3.5 As shown in Appendix 1 it is recommended that 10 applications are rejected because they either haven’t scored 50 or above against the criteria, as agreed in the recent grant review or they have scored lowest in schemes within their parish and if funded the agreed £12,000 grant threshold would be exceeded.

3.6 Previous Years’ Applications

There are 9 application totalling £65,234 which were approved in 2020 where the projects have been delayed. These projects will be completed in 2021/22. The projects are:

1. Repair of church walls, Chancel and roof – Thornton, Bagworth and Stanton Parochial Church Council (Bagworth and Thornton)
Outline: repointing works to external church walls, the replacement of some wooden gables and repairs to the chancel roof. £11,000
2. Bus Shelters – Groby Parish Council (Groby)
Outline: The installation of 2 x bus shelters in Groby and Fieldhead. £3,075
3. New picnic Tables – Groby Community Library Group (Groby)
Outline: The installation of 3 x picnic tables in the outside area of the library for use by library users and the general public. £860
4. Church Central Heating System – Newbold Verdon Baptist Church (Newbold Verdon)
Outline: The installation of a new central heating system at the church. £10,000
5. Replacement of Street Lamps – Peckleton Parish Council (Peckleton)
Outline: The replacement of 49 lamp columns with LED lanterns to ensure continued maintenance by LCC. £12,000
6. Church Improvements – St Philip and St James Church (Ratby)
Outline: Building works including stonework repairs, repointing, gutter repairs, roof slating repairs and new glazing to windows. £12,000

7. Shackerstone Cemetery Extension – Shackerstone Parish Council (Shackerstone)
Outline: Landscaping works to create an extension to St Peter's Church to provide further burial capacity for the village. £11,600
8. Village Heartbeats – Sutton Cheney Parish Council (Sutton Cheney)
Outline: the purchase and installation of 2 community public access defibrillators to be located in central village locations at Sutton Cheney and Shenton. £1,862
9. Fenny Drayton Village Sign – Fenny Drayton Village Sign Committee (Witherley)
Outline: A new historical sign for the village of Fenny Drayton. £2,837

There is still 1 project, Barwell Parish Council BMX track, approved in 2019 that is still outstanding, where the applicant has requested the funding be held for works to start in 2021 the agreed grant award for this project was £1,525.

1 further project, Streetlight improvement scheme, Sutton Cheney Parish Council has been completed, however the applicant has agreed to pay the contractor over a 5 year period. It has therefore been agreed that the grant will also be paid over a 5 year period on receipt of an invoice from the contractor. The agreed grant was £6,698. £1,339.60 was paid in 2019. The remaining £5,358.40 is to be carried forward and paid in equal amounts on receipt of an invoice from the applicant.

4. Exemptions in accordance with the Access to Information procedure rules

- 4.1 This report will be taken in open session.

5. Financial implications [DS]

Parish Community Initiative Fund

- 5.1 The total capital budget for 2021/22 is £150,000. The total PCIF grants recommended for approval is £129,664.
- 5.2 If the carry forward in 2.4 of £72,117 is approved the revised requirement for 2021/22 will be £201,781. The carry forward will go to Council as part of the 2020/21 Outturn report.

Hinckley Community Initiative Fund

- 5.3 The total capital budget for 2021/22 is £12,000. This will be fully allocated to the 2 schemes numbers 17 and 18 detailed in section 3.3.

6. Legal implications [MR]

6.1 None

7. Corporate Plan implications

7.1 The Parish & Community Initiative fund supports parishes and community groups to achieve the following aims and objectives of the Corporate Performance Plan:

- Creating a vibrant place to work and live
- Empowering Communities
- Providing value for money and pro-active services

8. Consultation

8.1 Scrutiny Commission is consulted as part of the decision to agree grant applications.

8.2 A review of the scheme was carried out last year and a number of amendments were agreed.

9. Risk implications

9.1 It is the council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) risks		
Risk description	Mitigating actions	Owner
The projects rely on third party delivery and there is therefore a risk that some of the projects may not be delivered	Only projects that are likely to be completed in the following 12 months are recommended for funding	Paul Scragg
Certain projects have conditions attached.	Applicants are required to meet condition, before final grant is awarded.	Paul Scragg
Misuse of funds	Funding for projects is only released once scheme is completed and evidence of completion and payment of the works is received.	Paul Scragg

10. Knowing your community – equality and rural implications

10.1 All grants are awarded to the rural areas, and parish council support is sought for each application.

10.2 Equalities issues are considered as part of the assessment process.

11. Climate implications

11.1 The recommendations for proposed changes to the scheme include an increase in scoring for environmental projects which have a positive effect on the climate.

11.2 The sustainability of each projects is consider during the assessment process and is scored accordingly.

12. Corporate implications

12.1 By submitting this report, the report author has taken the following into account:

- Community safety implications
- Environmental implications
- ICT implications
- Asset management implications
- Procurement implications
- Human resources implications
- Planning implications
- Data protection implications
- Voluntary sector

Background papers: Appendix 1 attached

Contact officer: Paul Scragg - Senior Green Space Officer x5983

Executive member: Cllr M Cartwright – Executive Member for Rural Affairs

Appendix 1

Name of Scheme	Parish	Max Eligible Grant	Total Scheme Cost	Amount of Grant Applied for	Assessed by	Average Score	Assessor Recommendation
Facilities managers equipment and base scheme	Bagworth & Thornton	£625	£1,250	£325	IP/PS	48.5	Reject
Thornton play area improvement scheme	Bagworth & Thornton	£4,024	£8,048	£4,024	IP/PS	63	£3,939 based on cheapest quote
Refurbishment of Church exterior. Barwell PCC	Barwell	£5,226	£10,453	£5,000	CR/SC	51	Reject (exceeds £12,000 parish limit)
Dovecote Park Play Equipment	Barwell	£12,000	£31,522	£12,000	CR/SC	53.5	£12,000
Jubilee Hall CCTV	Barwell	£905	£1,811	£905	CR/SC	48.5	Reject
1 st Market Bosworth Scout group hut renovations	Market Bosworth	£11,934	£23,868	£12,000	GC/CR	59	£11,540
Making a mark. Market Bosworth Football Club	Market Bosworth	£460	£920	£460	GC/CR	63.5	£460
New roof for school room, Burbage Methodist Church	Burbage	£8,910	£17,820	£8,910	PS/IP	56	£8,910
Renewal of open space signage	Burbage	£4,780	£9,560	£4,780	PS/IP	50	£3,090
Cadeby Village Planting	Cadeby	£449	£899	£498	PS/IP	56	£323 based on lowest quote
Carlton Hedgelaying Project	Carlton	£780	£1,560	£780	SC/GC	57.5	£780
Carlton Cemetery Path project	Carlton	£2,740	£5,480	£2,740	SC/GC	53	£2,577 based on lowest quote
Carlton information board project	Carlton	£938	£1,875	£938	SG/SC	50.5	£938
St Martin's Desford Community Hall, blind replacements	Desford	£1,515	£3,030	£1,515	SC/GC	55	£1,515
Easy Access allotment plot, Desford Parish Council	Desford	£5,332	£10,664	£5,332	SG/GC	55	£5,332
Improvements to the Community Cafe	Desford	£548	£1,095	£546	SG/GC	50	£513 based on lowest quote

Strict Baptist Graveyard access ramp	Desford	£3,964	£7,928	£3,964	SG/GC	50	£3,964
Marquee for Events. Earl Shilton Parish Council	Earl Shilton	£1,850	£3699	£1,850	GC/CR	67	£1,850
New outdoor Cricket nets, Earl Shilton Cricket Club	Earl Shilton	£12,000	£30,245	£12,000	GC/CR	59	£10,150
Installation of water stand pipe, Groby allotment society	Groby	£1,586	£3,172	£1,586	IP/PS	45	Reject
Westfield Community Centre Lighting scheme	Hinckley Clarendon	£7,800	£15,600	£7,800	PS/IP	53	£7,800
Replacement windows, Trinity Community Church	Hinckley Castle	£8,250	£16,500	£8,250	PS/IP	50	£4,200
Refurbishment of Church windows, St Peter's Church.	Markfield	£4,100	£8,200	£4,100	GC/CR	43	reject
Mayflower Close play area refurbishment	Markfield	£12,000	£25,760	£12,000	GC/CR	70	£12,000
Erection of Kissing gates	Nailstone	£800	£1,600	£800	SC/GC	54.5	£800
Adult Gym Equipment, Newbold Verdon Parish Council	Newbold Verdon	£5,992	£11,984	£12,000	IP/PS	58	£5,878 based on lowest quote
Take Notice. Osbaston Parish Council	Osbaston	£1,613	£3,225	£1,613	PS/IP	55.5	£1,613
Gateway Greetings. Osbaston Parish Council	Osbaston	£1,713	£3,427	£1,713	PS/IP	51.5	£1,304 based on lowest quote
New Noticeboards for park.	Peckleton	£560	£1,120	£560	CR/SC	48	reject
New benches for Recreation Ground	Peckleton	£519	£1,038	£519	CR/SC	39.5	reject
New dog waste bin	Peckleton	£456	£912	£456	CR/SC	38	reject
Installation of vehicle activation signs	Peckleton	£2,375	£4,751	£1,583	CR/SC	45	reject
Wilson Building refurbishment, Hinckley District Scout Council	Peckleton	£4,104	£8,208	£4,104	CR/SC	55	£4.104

Replacement of 3 front windows, Stapleton Village Hall	Peckleton	£2,916	£5,832	£2,916	CR/SC	54.5	£2,916
Replacement of old/worn chairs and tables. Sibson Village Hall	Sheepy	£1,663	£3,326	£1,663	GC/CR	60	£1,663
Replacement of Hall Chairs. Sheepy Memorial Hall	Sheepy	£2,028	£4,055	£2,028	GC/CR	66	£2,028
Interpretation signage for community and tourists	Sheepy	£3,832	£7,665	£3,382	GC/CR	63.5	£3,608 based on lowest quote
Installation of lighting, St Margaret's Church	Stoke Golding	£5,869	£11,738	£5,869	IP/PS	52	£5,869
Resurfacing of Children's play area	Stanton-under-Bardon	£12,000	£50,000	£12,000	IP/PS	64.5	£12,000
Create an emergency exit and disabled access to rear of building, Without walls Christian Fellowship	Stanton-under-Bardon	£2,919	£5,525	£2,919	IP/PS	54	Reject (exceeds £12,00 parish limit)
Holy Trinity roof Project	Twycross	£12,000	£90,843	£8,000	IP/PS	50.5	£8,000

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