

VERSION CONTROL

Last Updated On	Name	Comments
9th November 2011	A.Eastwood	Development Control input.
10th November 2011	Jack Taylor	Building Control input
17 November	Stephen Pointer	Planning Policy, Housing and Infrastructure Input
7th December	Elaine Bird	Private Sector Housing
12th December	Norman Proudfoot	Housing
19th Decemebr	Matt Bradford	Final look through before submission
6th January	Bev Jolly	Minor changes before portfolio holders meeting
6th January	Matt Bradford	Changes agreed by BDG
6th January	Norman Proudfoot	Changes agreed by BDG

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Portfolio Development Plan 2012-13

Housing, Infrastructure & Planning

Portfolio Holder: Cllr. Mrs Ackerley

Lead Officers: Matthew Bradford, Beverley Jolly & Norman Proudfoot

Corporate Vision

(tbc at the Executive meeting of 7th November)

That the residents of Harborough District live in safe, prosperous, sustainable, self-reliant and well informed communities, where they are happy to take the decisions and empowered to take the actions that shape their own lives.

That Harborough District Council is felt to support and assist residents in a cost effective way to build the communities they choose.

Priorities

(tbc at the Executive meeting of 7th November)

Work with communities;

- 1) To develop places in which to live and be happy.
- 2) To provide the right public services to the right standard and at the right price.
- 3) To encourage a vibrant and sustainable business community, intent on wealth creation.
- 4) To support the vulnerable in our society at the heart of the communities where they live.

1. Portfolio Remit

- Planning Policy
- Development Control
- Building Control
- Housing Services
- Private Sector Housing

2. Budget Figures:

	Approved Budget 2011/12 £	Approved Budget 2012/13 £
Direct Expenditure		
Direct Income		
Net Direct Expenditure		

3. Planned Portfolio Actions

Portfolio Action	Priority Link	Lead Head of Service	Service Areas Involved to Achieve Action	Planned Start & Finish Dates	Outcome (including performance measurement)	Major Project? (Y/N)	EIA Required? (New, Review or No) <i>If yes, include details in Section 6 below</i>	Consultation Required? (Y/N) <i>If yes, include details in Section 7 below</i>	Are Risks included in Section 5 below? (Y/N)
Implement the outcomes of the transformational review of Development Control service					Dependent on the outcome of the review				
Implement the outcomes of the transformational review of Building Control service					Dependent on the outcome of the review				
Implement the outcomes of the transformational review of the Housing service					Dependent on the outcome of the review				
Implement the requirements of the Localism Act									
Implement locally determined planning application fees – subject to government announcements.		B.Jolly	Development Control	TBC	Locally set planning fees to comply with legislation	Y	TBC	TBC – subject to government Regulation.	Y

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Prepare, consult and adopt a Development Control Supplementary Planning Document.		B.Jolly	Development Control	April 2012 to March 2013	Adoption of Development Control Supplementary Planning Document to provide guidance to the public on acceptable planning development	N	Yes	Yes	Y
Consult on options and Publish a final Allocations DPD for submission and examination	1	M Bradford	Planning Policy	April 2012 to Summer 2013	Adoption of Local Plan Allocations document	Y	Yes	Yes	To be considered at the time that the action is carried out
Support local communities who wish to carry out Neighbourhood Plans	1	M Bradford	Planning Policy	April 2012 to Summer 2013	Approval of any Neighbourhood Plans as part of Development Plan	N	No		To be considered at the time that the action is carried out
Develop a Community Infrastructure Levy	1	M Bradford	Planning Policy and Housing services	November 2012 to Spring 2013	Adoption of a CIL	Y	Yes	Yes	To be considered at the time that the action is carried out

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Refresh HDC Housing Strategy in light of Localism Act	1,2, 4	N Proudfoot	Housing services	April 2012 to December 2012	Adoption of revised Strategy	N	Yes	Yes	To be considered at the time that the action is carried out
To undertake a joint commissioning exercise with the County Council to procure the services of a Home Improvement Agency	1,2,4	Norman Proudfoot	Housing Services	April 2012 to October 2012	To develop a sustainable mechanism for the delivery of the Council's Private sector Renewal Policy and the Disabled Facilities Grant Programme	N	Y	N	To be considered at the time that the action is carried out

4. Performance Measurements

KPI Reference	Performance Measurement	Purpose for Measurement	Priority Link	2010-2011 Actual Outturn	2011-2012 Predicted Outturn	Target 2012-2013
LPI 107	Customer (applicant) Satisfaction			91%	80%	80%
LPI 108	% of Appeals Allowed			26%	<30%	<30%
LPI 170	Bringing 5 empty properties back into use per annum			New	1	5
LPI 110	Repeat Homelessness					
LPI 171	Number of private sector homes occupied by vulnerable households made decent			47	22	5
LPI 150	% of Building Regulation applications determined within statutory time period			99.9%	99.9%	99.9%

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5. Risk Analysis (including Partnership Risks)

Detail of risk	Impact Negligible = 1 Marginal = 2 Critical = 3 Catastrophic = 4	Likelihood Almost Impossible = 1 Very Low = 2 Low=3 Significant=4 High = 5 Very High =6	Rating (Impact x Likelihood)	Lead Responsibility	Mitigation
Reduction in planning application fee income.	3	4	12	Development Control Manager	Monitor monthly fee income. Respond to any Government announcement on decentralisation of planning application fees.
No adopted Development Control guidance.	3	5	15	Development Control Manager	Prepare and adopt Development Control Supplementary Planning Document.
Competition from Approved inspectors causes loss of work	2	4	8	Building Control Manager	Consider offering better level of service than competitors. Review size of structure to reduce costs and remain competitive.
Reduction in Building Control fee income	3	4	12	Building Control Manager	Monitor monthly income via trading account and adjust level of charges to break even. Review size of structure to reduce costs and remain competitive.
Potential planning appeals arising from lack of available land for development arising from resistance to release of unplanned land for development	3	5	15	Planning Policy Manager	Adoption of LDF Core Strategy and progress with Allocations DPD will identify sites for development.
Loss of funding for local infrastructure by lack of introduction CIL and loss of S106 for pooled contributions	3	2	6	Planning Policy Manager	Adoption of CIL Levy in 2013
Differential approaches by Landlords to tenures in the District with loss of security for those most vulnerable	3	2	6	Planning Policy Manager	Adoption of Tenancy Strategy in late 2012
Procurement process does not provide suitable HIA service.	3	2	6	Community Protection Manager	Monitor progress of steering group Early identification of an alternative provider / delivery method if appropriate

6. Equalities & Planned Equality Impact Assessments

(From Year 2 of HDC's 3 Year EIA Plan and section 3 : Portfolio Actions above)

Equality Impact Assessments			
Name of Policy or Function to be Assessed	Service Area / Lead HoS	Start Date	Finish Date
EIA Homelessness Strategy	<u>Housing Services / Norman Proudfoot</u>	April 2012	March 2013
EIA Temporary Accommodation for Rough Sleepers	<u>Housing Services / Norman Proudfoot</u>	April 2012	March 2013
EIA Development Allocations DPD	<u>Planning Policy / Matt Bradford</u>	April 2012	March 2013
EIA Housing Strategy	<u>Housing Services / Norman Proudfoot</u>	April 2012	March 2013
EIA Developer Contributions & Affordable Housing SPD	<u>Planning Policy / Matt Bradford</u>	April 2012	March 2013
EIA Development Control SPD	<u>Development Control / Beverley Jolly</u>	April 2012	March 2013

What are you doing to ?

- *Eliminate discrimination, harassment and victimisation?*
- *Advance equality of opportunity between people who share a protected characteristic and those who do not*
- *Foster good relations between people who share a protected characteristic and those who do not*

Development Control planning duty service provides assistance to service users in completing application forms, including users who may not be literate. Development Control to implement Core Strategy Policy to deliver affordable housing for those in housing need.

Building Control duty service provides assistance to all service users in completing application forms.
Building Control provide advice and guidance on how buildings can be adapted for use by all people.
Building Control request equality data when applications are made electronically, this is then used when carrying out service EIA.

Housing Services to allocate housing and operate choice based letting with due consideration to those with protected characteristics
Housing Services to adapt advice to ensure that those who share a protected characteristics and those who do not receive equality of treatment

Planning Policy to make planning allocations and carry out consultation with due consideration to those with protected characteristics
Planning Policy to adapt advice and consultation techniques to ensure that those who share a protected characteristics and those who do not receive equal opportunity to become involved in the plan making process
Planning Policy to create local policies which reflect the needs of those with protected characteristics.

7. Planned Communication / Consultation

Communication / Consultation			
Communication / Consultation Exercise	Purpose	Planned Date	Method
Proposed locally set planning Application fee schedule	To provide opportunity for interested parties to comment on proposed fees	TBC subject to Government decision.	To be determined – may be prescribed by Government regulations.
Building Control customer care survey	To provide opportunity for customers to inform us of how they feel our service is performing	October 2012	A mixture of electronic and paper depending on the type of customer.
Allocations DPD consultation	To enable all sectors of the community to help select preferred planning allocations	May 2012	A mixture of workshops, exhibitions and electronic and paper communication depending on the type of customer.
Developer Contributions and Affordable Housing SPD and Draft CIL Schedule	To enable all sectors of the community to help comment on emerging advice and levy arrangements	May 2012	A mixture electronic and paper communication depending on the type of customer.
Development Control SPD	To enable all sectors of the community to help comment on emerging advice and levy arrangements	May 2012	A mixture electronic and paper communication depending on the type of customer
Revised Housing Strategy	To enable all sectors of the community especially tenants and landlords to help comment on a tenancy strategy	September 2012	A mixture electronic and paper communication depending on the type of customer