



Supplement Agenda - Cabinet

To the Cabinet on Wednesday, 22 November 2023

Date of meeting: Monday, 27 November 2023

Time: 18:30 Please note start time.

Venue: The Council Chamber

The Symington Building, Adam and Eve Street, LE16 7AG

Members of the public can access a live broadcast of the meeting from the [Council website](#), and the meeting webpage. The meeting will also be open to the public.

- Information Exchange from Portfolio Holder
- Topical Issues
 - Questions
 - Petitions
 - Notices of Motion

Agenda

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Circulate to: Paul Beadle - Member, Simon Galton - Member, Mark Graves - Member, Jim Knight -
Member, Phil Knowles - Leader, Darren Woodiwiss - Member

Minutes of the Cabinet Meeting

Location: Council Chamber, The Symington Building, Adam and Eve Street, Market Harborough, LE16 7AG



Date: 23 October 2023 commencing at 6.30pm

Present:

Councillors:

P. Knowles (Leader)	Cabinet member for Strategy, Culture, Leisure & Tourism
S. Galton	Cabinet member for Planning
P. Beadle	Cabinet member for Corporate
M. Graves	Cabinet member for Finance
J. Knight	Cabinet member for Wellbeing
D. Woodiwiss	Cabinet member for the Environment & Climate Change

Officers:

- C. Mason – Interim Deputy Chief Executive, Section 151 Officer
- C. Pattinson – Interim Director of Law & Governance, Interim Monitoring Officer
- V. Jessop – Interim Director of Communities & Wellbeing
- D. Atkinson – Director of Planning
- C. Averill – Head of Property Services
- S. Hamilton – Interim Senior Democratic Officer

Information Exchange

Councillor Galton reported on a number of planning issues, specifically in relation to the new Local Plan which is in the first stage of preparation. A report will be taken the November Cabinet meeting and subsequently to the Council meeting in December results to approve a Local Plan Issues and Options consultation. This will enable the public and other stakeholders to comment on high-level options for the new Local Plan at an early stage. This consultation is named the Regulation 18 consultation, and is part of a number of regulations associated with the development of Local Plans. Councillor Galton advised that this document would not be making any planning decisions, and its purpose is to stimulate interest within the local community, which will help to inform the preparation of the future Local Plan.

If approved by the full Council, the consultation will seek views on a range of planning issues and the proposed options for future developments in the District.

Up and coming changes via a Bill are currently going through Parliament which will change the Local Plan process. This will take away the Council's ability to decide when the Council chooses to submit its plan for examination and it will set up a gateway system which not give Council an option. If the Local Plan is going to be submitted by June 2025, HDC will need to expedite this very quickly and make good progress. This will then require an up-to date project plan to guide the preparation of the plan. It is important the all the relevant stakeholders are aware of the various timelines associated with the preparation of the Plan.

Additional internal resource and external assistance is also required. A report proposing the additional resources required by the Strategic Planning Department will be brought to the Cabinet meeting on the 27th November.

Councillor Graves reported that he had recently attended the Revenue and Benefits Partnership meeting. He has also initiated visits to key Council assets and these are currently underway.

Councillor Beadle reported that the Health and Safety function has been outsourced to Browns. IT have also been involved in updating a number of new systems within a number of areas including legal, finance and the S106 programme. He also advised that a report will be presented to the Overview and Scrutiny Panel for Performance detailing the outcome of bringing the Customer Service function in-house.

Councillor Beadle also expressed his thanks on behalf of the Council to the Head of Corporate Services, Richard Ellis who would be retiring at the end of October having given 30 years of service to the Council and 47 years of service to local government.

Councillor Knight reported that domestic abuse and homelessness presentations continue to be high within the District, part of this is due to receiving applications from other areas. He also reported that the Annual Parish Liaison meeting run in association with the Leicester and Rutland Association of Local Councils will be taking place on the 23rd November.

Councillor Knowles expressed his debt of gratitude for the lengthy service given by Richard Ellis. He also reported on the following :- the Leisure Contract project is proceeding; the Constitutional Review project is underway; the review of Assets held by the Council is proceeding rapidly; and encouraging the local MP's to hold a meeting with the Council on the Statement of Common Ground however the MP's are organising a separate public meeting.

1. Apologies for Absence

There were no apologies for absence.

2. Declaration of Members' Interests

There were no declarations of interest.

3. Minutes

Cabinet agreed the minutes of the meeting on 4th September 2023 as an accurate record.

4. Annual Treasury Management Report 2022/23 and Prudential Indicators

Councillor Graves introduced the report and explained that the Council is required by regulations to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2022/23. The report meets the requirements of both the CIPFA Code of Practice on Treasury Management, and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).

RESOLVED:

- (i) that Cabinet note the Annual Treasury Management report for 2022/23
- (ii) that the actual 2022/23 Prudential and Treasury Indicators included within the report be approved.

Reasons

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities.

5. Facilities Management Service Contract

Councillor Graves introduced the report which detailed the awarding of a contract that will secure the preferred contractor for the provision of soft facilities management services for Council owned buildings, including The Symington Building, Harborough Innovation Centre and Harborough Indoor Hall.

RESOLVED

- i. That the award of a contract for soft facilities management commencing 1st December 2023 for a period of 3 years to contractor 1, as detailed in Appendix A to the report be approved.

- ii. That authorisation to negotiate and finalise the contract, including any minor variations be delegated to the Deputy Chief Executive Officer, in consultation with the Portfolio Holder, Finance and the Head of Legal Services.

Reasons

The Council has to appoint a suitable contractor to undertake a soft facilities management service which is essential to the Council's operation and function of The Symington Building, Harborough Innovation Centre and Harborough Indoor Market.

The evaluation panel agreed that Contractor 1 should be offered preferred provider status based on the tenders submitted.

Awarding a contract based on the tender submitted by Contractor 1 offers the best option and value for money for future soft facilities management service.

6. Urgent items

There were no urgent items identified.

The meeting ended at 18:52

Member Development Working Group Cabinet

Membership:

Cllr P. Dann (Chairman)
Cllr R. Mahal
Cllr J. Simpson

Cllr P. Bremner
Cllr A. Nunn

Terms of Reference:

1. Membership

The Working Group will comprise of up to 5 members nominated by the Leader of the Council to assist the Cabinet in the creation of the Member Development Plan, and more broadly on the roll out of electronic working with respect to the despatch of Council documents.

2. Role

The Working Group will provide guidance on the creation of the Member Development Plan, the post-election Member Induction Plan, and any pre-election session aimed at prospective Councillors. Members of the Working Group would also assist by working with their own groups to encourage attendance at training sessions and to emphasise the risks of not attending training.

The Working Group will work with officers to consider the current process for the despatch of the agenda and reports for Council meetings, specifically working through the requirements for the electronic despatch of agendas and reports, including ICT and Member training requirements.

The Working Group will report to the Cabinet on its findings and views.

3. Chair

The Portfolio Holder for Corporate Services will Chair the Working Group.

4. Frequency of Meetings

The number and frequency of the meetings will be decided by the Chair. The meetings will be supported by officers from Democratic Services and the Corporate Management Team, as required.

5. Quorum

The quorum will be three Members for these meetings.

6. Reporting Process

The notes of the working Group will be presented to the Cabinet for its consideration.

4. Local Plan Timetable (Local Development Scheme/LDS) and Issues and Options consultation (Regulation 18)

The report was presented by the Portfolio Holder for Planning, alongside the Head of Strategic Planning. Councillor Galton discussed the importance of this report as the first step in the development in the new Local Plan.

The following questions and responses were as follows:

Question	Answer
How will the authority work to the short timescale to submit the Local Plan?	The authority has and is implementing further good governance and budget management, is using available toolkits, engaging external expertise, and finding additional resourcing/staffing.
What will happen if the council does not meet the deadline set out in the report?	Circumstances outside of the council's control may halt the progress. Various external bodies that will be involved, are being approached early to advise them of the upcoming Local Plan development. If the deadline is not met, the evidence collected and work already completed will not be wasted, it will be re-used to submit at a later point.
What will the costings to produce the Local Plan be?	The current Local Plan cost £1.8million, it is likely that due to rising costs outside of the council, the new plan costs will be increased. The reporting is being prepared and will be progressed to the next Cabinet meeting and subsequent Council meeting.
How will the council ensure the project is appropriately resourced? How much would the increased staffing cost?	Currently, there is a national shortage of planners, however, the planning team have started reaching out via professional networks and are receiving positive feedback from this initial contact. The additional cost will be outlined in an extra report to be reviewed by Cabinet.
How has the new Settlement Hierarchy been determined? And will it be voted on?	Cabinet will be required to vote on this at the next meeting on 27 th November 2023. The document being discussed regards Regulation 18 and issues and options, and the Settlement Hierarchy can be commented on during the public consultation.
How has it been determined that Harborough would likely be in a later	Recent Counsel advice provided at previous council meeting (6 th November 2023) provides some information on

<p>group of Local Plans under the new central government legislation (LURA)?</p>	<p>this. There are no guarantees that Harborough District Council will be part of the pilot scheme in the new central government led process. As it is a new process there is still extra legislation to come from central government to guide local authorities. There is still much to be determined around how the new system will operate, for example, via secondary legislation.</p>
<p>What specific stakeholders are being engaged in the consultation?</p>	<p>Clarification was provided that every resident of the district is a stakeholder. As well as this various companies and public bodies (National Highways, Natural England, Leicestershire County Council, NHS) are being invited to comment on the consultation presented.</p>
<p>How is growth in warehousing being accounted for?</p>	<p>A piece of evidence is being developed for the Leicester and Leicestershire area, reporting on strategic distribution of warehousing to guide the Local Plan process.</p>
<p>What additional costings will there be if the deadline is not met?</p>	<p>The costings of the new Local Plan are dependent on absolute details of transitional arrangements. If the deadline is not met, the existing work and evidence completed will be bundled and taken into the following plan preparation under the new system. Additional costings are not included in the upcoming financial report, as an estimation cannot be made at this stage due to the changing evidence base.</p>
<p>Is this report developed with the assumption that the Leicester and Leicestershire Statement of Common Ground will be agreed?</p>	<p>The Issues and Options report and the Leicester & Leicestershire Statement of Common Ground report are not dependent on one another, the report being discussed at this panel is a separate decision to be made regarding the Regulation 18 Issues and Options document.</p>
<p>Would figures in the report need to be adjusted if the Leicester and Leicestershire Statement of Common Ground is not agreed?</p>	<p>Within the report there are three different scales of growth identified to provide a range of data as a way of future proofing the Local Plan for potential circumstance change (e.g. Annual Housing Needs) between the Regulation 18 consultation and the Planning Inspectorate review following</p>

	submission of the plan for its examination.
What will the consultation process taking place in January and February 2024 look like?	There will be a six-week consultation process. The responses will be analysed and collated, then reviewed by the Cabinet & Council to inform the Regulation 19 draft plan that will again go to Cabinet & Council prior to publication for consultation. As part of the Regulation 18, Issues and Options consultation there will be a static notice board to view in the customer service area of The Symington Building. The consultation will be taking place largely online but will be supported by further telephone and email consultation and in person drop-in sessions. Drop-in sessions are mainly for members of the public to ask any questions that they may have answered. As well as this, parish councils and parish meetings in the district are being contacted to receive their thoughts. There will be an advertisement in the Harborough Mail, and it was also suggested that there be an advertisement in the Swift Flash. The authority is working to front load the publicity for the Regulation 18 Issues and Options consultation.
Where will the consultation drop-in sessions be held?	It is likely that the drop-in sessions will be held in Market Harborough, Lutterworth, and potentially Scruptoft, (certainly in that area of the district.)
When will the consultation drop-in sessions be held?	The sessions are normally held for ½ - ¾ of a day, and this will ensure that the sessions span both working and non-working hours.
Could a consultation drop-in session be allocated to a larger village in the district?	This suggestion was noted.
Will the outcomes of the consultation be publicised?	The data provided in the consultation will be organised, catalogued, analysed, and a response will be provided to it. This information will be considered by officers, and then presented to councillors.
How will the council ensure that larger stakeholders/significant service providers are engaged with on consultation?	The Head of Strategic Planning will share a link to the Statement of Community Involvement with panel. This is available on the Harborough

	District Council website. This lists the significant service providers that will be involved in the consultation. To ensure contribution to the consultation, communications are followed up, and an ongoing dialogue is opened.
Will there be an impact on other duties of the planning department's service delivery?	It is unlikely that the development of the Local Plan will have an impact on the provision of other council services.
How is the need for water infrastructure upgrade considered?	As part of the consultation, important consultees such as the water authorities, lead local flood authority, and the environment agency are approached for their expertise. The Infrastructure Delivery Plan will sit alongside the Local Plan to provide further information on the infrastructure required to deliver and implement the local plan.
Have there been any definite appointments to the planning department for the required increase in resourcing?	There haven't been any confirmed additional appointments to the Strategic Planning team yet.
Is the 6-week timeline for the consultation enough time?	There will be a pre-consultation notice, to advise people of the consultation and drop-in sessions. Parish Councils will receive notice, prior to the consultation, to make the necessary meeting arrangements to discuss the matter. The consultation development process has considered demographics of the district to accommodate as much of the public as possible.
What will be the timescale to receive a fully comprehensive risk assessment on delivery of the Regulation 18 process?	The Head of Strategic Planning will take this query away to review and respond.
What would the increased resource in the Strategic Planning team look like?	There is already a very capable existing team in place, which will be integral to the Local Plan process. What is looking to be done is to supplement the already existing team, with equally capable new members of the team, as well as members of outside bodies and consultants, for areas of specialist knowledge.

Key issues discussed were the costings of the Local Plan Regulation 18 process, the planning department resourcing to deliver the plan to the timeline provided, and the consultation that would take place with the public and key significant stakeholders.

The panel members commented on the proposed updated Local Development Scheme, and on the scope of the first public consultation on the new local plan.

It was discussed that the questions and comments provided by the panel would be reviewed and passed onto the Cabinet for discussion at their next meeting.

