

To Members of the Council

Cllr. Iain Hewson (Chairman)
Cllr. Cheryl Cashmore (Vice-Chairman)

Cllr. Shabbir Aslam
Cllr. Shane Blackwell
Cllr. Lee Breckon JP
Cllr. Nick Brown
Cllr. Nick Chapman
Cllr. Adrian Clifford
Cllr. Stuart Coar
Cllr. Roy Denney
Cllr. Alex DeWinter
Cllr. David Findlay
Cllr. Janet Forey
Cllr. David Freer

Cllr. Deanne Freer
Cllr. Chris Frost
Cllr. Nigel Grundy
Cllr. Paul Hartshorn
Cllr. Mark Jackson
Cllr. Trevor Matthews
Cllr. Sam Maxwell
Cllr. Christine Merrill
Cllr. Phil Moitt
Cllr. Mat Mortel
Cllr. Antony Moseley
Cllr. Michael O'Hare

Cllr. Les Phillimore
Cllr. Louise Richardson
Cllr. Terry Richardson
Cllr. Tracey Shepherd
Cllr. Mike Shirley
Cllr. Ben Taylor
Cllr. Kirsteen Thomson
Cllr. Bev Welsh
Cllr. Geoff Welsh
Cllr. Jane Wolfe
Cllr. Maggie Wright

Dear Councillor,

A meeting of the **COUNCIL** will be held in the Council Chamber - Council Offices, Narborough on **TUESDAY, 31 JANUARY 2023** at **5.30 p.m.** for the transaction of the following business and your attendance is requested.

Yours faithfully



Louisa Horton
Corporate Services Group Manager and Monitoring Officer



AGENDA

SECTION 1 - INTRODUCTION

To receive apologies for absence, disclosures of interest from Councillors, and Minutes of the previous Council meeting.

1. Apologies for absence
2. Disclosures of Interests from Members

To receive disclosures of interests from Members (i.e. the existence and the nature of those interests in respect of items on this agenda).

3. Minutes (Pages 5 - 8)

To approve and sign the minutes of the meeting held on 22 November 2022 (enclosed).

SECTION 2 - STANDARD COUNCIL BUSINESS

To receive announcements from the Chairman and the statement of the Leader of the Council.

Any reports for consideration listed under this section will be moved in one block without discussion, unless any Member present requests otherwise.

4. Chairman's Announcements
5. Leader's Statement
6. Amendment to Cabinet Executive Appointments and Scheme of Delegation (Pages 9 - 16)

To consider the report of the Senior Democratic Services & Scrutiny Officer (enclosed).

SECTION 3 - PRESENTATIONS TO COUNCIL

To consider any presentations from Council Officer's or an external body/partner agency.

SECTION 4 - QUESTIONS FROM THE PUBLIC & PRESENTATION OF PETITIONS

To receive questions to Councillors submitted by members of the public and to receive any petitions submitted in accordance with the Council's petitions scheme.

7. Public Speaking Protocol

Requests received by the Protocol deadline to be reported by the Monitoring Officer with details of the Agenda Item to which they relate. (Such persons entitled to use

the Protocol attend for the purpose of making representations, answering questions or giving evidence relating to the business of the meeting and the time allocated to each person is a maximum of three minutes unless extended at the discretion of the Chairman).

SECTION 5 - MEMBERS' QUESTIONS

To receive any questions submitted by Councillors.

8. Questions from Members

Any Members wishing to submit questions must do so to the Monitoring Officer no later than 5 working days before the meeting.

The Monitoring Officer will report if any questions have been submitted.

SECTION 6 - REPORTS FOR DECISIONS

To consider any reports submitted for consideration by Council.

9. Recommendations of the Independent Remuneration Panel (Pages 17 - 20)

To consider the report of the Independent Remuneration Panel (enclosed)

10. Capital Investment to Units at Enderby Road Industrial Estate (Pages 21 - 26)

To consider the report of the Property & Assets Service Manager (enclosed)

11. Cosby Neighbourhood Plan – 'Making' the Plan (Pages 27 - 86)

To consider the report of the Development Strategy Manager (enclosed).

12. Gender Pay Gap (Pages 87 - 90)

To consider the report of the Strategic Director (Section 151 Officer) (enclosed).

13. Pay Policy Statement 2022/3 (Pages 91 - 104)

To consider the report of the Strategic Director (Section 151 Officer) (enclosed).

14. Appointment of Deputy Electoral Registration Officers (Pages 105 - 108)

To consider the report of the Corporate Services Group Manager and Monitoring Officer (enclosed).

SECTION 7 - MOTIONS/ DEBATES/CONSULTATIONS & MEMBERS' FEEDBACK

To consider Motions submitted by Councillors, take part in a debate or receive Member feedback from attendance at national briefings, key training initiatives or work on any Outside Bodies.

SECTION 8 - EXEMPT REPORTS

To receive any reports submitted which require consideration under exempt status.

There are no reports for consideration under this Section.

COUNCIL

Minutes of a meeting held at the Council Offices, Narborough

TUESDAY, 22 NOVEMBER 2022

Present:-

Cllr. Iain Hewson (Chairman)
Cllr. Cheryl Cashmore (Vice-Chairman)

Cllr. Shabbir Aslam	Cllr. Chris Frost	Cllr. Terry Richardson
Cllr. Shane Blackwell	Cllr. Nigel Grundy	Cllr. Tracey Shepherd
Cllr. Lee Breckon JP	Cllr. Mark Jackson	Cllr. Mike Shirley
Cllr. Nick Brown	Cllr. Trevor Matthews	Cllr. Ben Taylor
Cllr. Nick Chapman	Cllr. Sam Maxwell	Cllr. Kirsteen Thomson
Cllr. Adrian Clifford	Cllr. Christine Merrill	Cllr. Bev Welsh
Cllr. Alex DeWinter	Cllr. Antony Moseley	Cllr. Geoff Welsh
Cllr. David Findlay	Cllr. Les Phillimore	Cllr. Jane Wolfe
Cllr. Janet Forey	Cllr. Louise Richardson	Cllr. Maggie Wright

Officers present:-

Julia Smith	- Chief Executive
John Richardson	- Strategic Director
Sarah Pennelli	- Strategic Director - S.151 Officer
Louisa Horton	- Corporate Services Group Manager & Monitoring Officer
Katie Brooman	- Senior Electoral Services Officer
Sandeep Tiensa	- Senior Democratic Services & Scrutiny Officer
Nicole Cramp	- Democratic & Scrutiny Services Officer

Also in attendance:-

Community First Responders – Paul Kirby and Olivia Rootham

Apologies:-

Cllr. David Clements, Cllr. Stuart Coar, Cllr. Sharon Coe, Cllr. Roy Denney,
Cllr. David Freer, Cllr. Deanne Freer, Cllr. Paul Hartshorn, Cllr. Phil Moitt,
Cllr. Mat Mortel and Cllr. Michael O'Hare

1. **DISCLOSURES OF INTERESTS FROM MEMBERS**

No disclosures were received.

2. **MINUTES**

The minutes of the meeting held on 20 September 2022 as circulated, were approved and signed as a correct record.

3. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman, Cllr. Iain Hewson made announcements in respect of the following:

- Glenfield Scouts Open Evening
- Harborough District Council Civic Service
- Hinckley Civic Ball
- High Sheriff Civic Service
- Blaby Rotary Club
- Royal British Legion Band and Service at De Montfort Hall
- Remembering The Falklands War, featuring the G.U.S. Band
- Leicestershire County Council Civic Service
- Blaby District Council Armistice Day
- Blaby Remembrance Service Procession
- An update on the Chairman's Charity Cycle Ride - Birmingham to Glasgow

4. **LEADER'S STATEMENT**

The Leader, Cllr. Terry Richardson presented his Statement in respect of the following:

- Rail Freight Visit
- Huncote Leisure Centre reopening
- Cosby Neighbourhood Plan Referendum
- Sycamore Street Planning Appeal
- Empty Homes reduce for a second year
- Be a Councillor Event
- Return of the Community Awards
- Jobs Fair Success
- Parks and Open Spaces Consultation
- Prosecution Successes
- Launch of Active Blaby
- Christmas Fair

- Armed Forces Coffee Mornings
- Update on Blaby Toilet
- Tourism attractions promoted at Fosse Park

Cllr. Alex DeWinter arrived at the meeting during consideration of this item.

5. **COMMUNITY FIRST RESPONDERS**

The Chairman, Cllr. Iain Hewson welcomed the South Leicester Community First Responders to the meeting.

Members thanked the Community First Responders for their outstanding work and the support they have provided to the community.

6. **PUBLIC SPEAKING PROTOCOL**

No requests were received.

7. **QUESTIONS FROM MEMBERS**

8. **RECOMMENDATIONS OF THE CABINET EXECUTIVE: QUARTER 2 CAPITAL PROGRAMME REVIEW 2022/23**

Considered – Report of the Cabinet Executive, presented by Cllr. Maggie Wright, Finance, People and Performance Portfolio Holder.

DECISIONS

1. That the report be accepted.
2. That the latest Capital Programme totalling £8,039,700 be approved.

Reason:

To ensure that the Council has adequate resources in place to meet its capital expenditure commitments.

9. **RECOMMENDATIONS OF THE CABINET EXECUTIVE: TREASURY MANAGEMENT MID YEAR MONITORING REPORT 2022/23**

Considered – Report of the Cabinet Executive, presented by Cllr. Maggie Wright, Finance, People & Performance Portfolio Holder.

DECISIONS

1. That the latest position in respect of treasury activities, and the prudential indicators be accepted.
2. That the increase in the Capital Financing Requirement from £14.446m to £18.037m be approved.

Reasons:

1. The regulatory framework governing treasury management activities includes a requirement that the Council should, as a minimum, receive a mid-year treasury monitoring report in addition to the forward-looking annual treasury strategy and the backward-looking annual treasury report.
2. This report fulfils the requirement above and incorporates the needs of the Prudential Code to ensure adequate monitoring of capital expenditure plans and the Council's prudential indicators. The treasury strategy and prudential indicators for 2022/23 were contained in the report approved by Council on 24th February 2022.

10. POLLING DISTRICTS, PLACES AND STATIONS REVIEW

Considered – Report of the Corporate Services Group Manager and Monitoring Officer, presented by Cllr. Terry Richardson, Leader of the Council.

An amendment to page 31 of the report was noted where the date should read as July 2022, not 2023.

DECISION

That the Returning Officers Recommendations in Appendix A of the report, subject to the Electoral Changes Order being made, be approved.

Reason:

The local authority has a duty to review their polling districts, places and polling stations to ensure that electors have accessible facilities for voting. This interim review was necessitated by the changes to electoral boundaries as a result of the Local Government Boundary Commission for England's Review.

THE MEETING CONCLUDED AT 6.17 P.M.

Blaby District Council Council

Date of Meeting	31 January 2023
Title of Report	Amendment to Cabinet Executive Appointments and Scheme of Delegation This is not a Key Decision and is on the Forward Plan
Lead Member	Cllr. Terry Richardson – Leader of the Council
Report Author	Senior Democratic Services & Scrutiny Officer
Corporate Priority	All Priorities: A Place to Live; A Place to Work; A Place to Visit; People Strategy; Medium Term Financial Strategy (MTFS)

1. What is this report about?

- 1.1 To advise Members of the Council about an amendment to the Delegation Scheme of the Cabinet Executive following the resignation of Cllr. Sharon Coe.

2. Recommendation(s) to Council

- 2.1 That the amended Scheme of Delegation as detailed in the appendices be accepted.
- 2.2 That the Constitution be amended accordingly with the updated roles and responsibilities of Cabinet Executive Members.

3. Reason for Decisions Recommended

- 3.1 Cllr. Sharon Coe resigned from the Council and Cabinet Executive in December 2022.
- 3.2 It is appropriate to receive the report of the Leader of the Council including any amendments to the Scheme of Delegation.

4. Matters to consider

- 4.1 Background

Cllr. Sharon Coe resigned from the Council and from her post in the Cabinet Executive as Health, Wellbeing, Community Engagement and Business Support Services Portfolio Holder in December 2022.

The Leader of the Council, Cllr Terry Richardson, has revised the Portfolios, by reallocating the functions of the Health, Wellbeing, Community Engagement and Business Support Services Portfolio to Cllr. Nigel Grundy - Neighbourhood Services Portfolio Holder and Cllr. Ben Taylor - Planning Delivery and Enforcement & Corporate Transformation Portfolio Holder.

All other Cabinet Executive Members will retain their current Portfolios.

- 4.2 The names and wards of the Members appointed by the Leader of the Council to the Cabinet Executive have been attached at Appendix 1. The amended Scheme of Delegation with the reallocated Portfolios has been attached at Appendix 2.

4.3 Relevant Consultations

Members of Conservative Group have been consulted.

4.4 Significant Issues

Legal Implications

The Local Government Act 2000 (as amended) determined that it is for the Leader of each Local Authority to:

- appoint the Members of the Cabinet Executive;
- set the size of the Cabinet (a minimum of 2 up to a maximum of 9 Members (including the Leader);
- allocate portfolio responsibilities;
- remove Members from the Cabinet; and
- determine the scheme of delegation.

5. What will it cost and are there opportunities for savings?

- 5.1 In accordance with the Members Allowance Scheme, each Member of the Cabinet Executive will be paid a Special Responsibility Allowance.

6. What are the risks and how can they be reduced?

- 6.1 No risks have been identified.

7. Other options considered

- 7.1 No other options have been considered.

8. Environmental impact

- 8.1 None.

9. Other significant issues

- 9.1 In preparing this report, the author has considered issues related to Human Rights, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.
- 9.2 Significant issues relating to Legal Matters have been addressed at paragraph 4.4.

10. Appendix

- 10.1 Appendix 1 – Amended Cabinet Executive Appointments 2022/23.
- 10.2 Appendix 2 – Amended Scheme of Delegation 2022/23

11. Background paper(s)

- 11.1 None

12. Report author's contact details

Sandeep Tiensa	Senior Democratic Services & Scrutiny Officer
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BLABY DISTRICT COUNCIL

CABINET EXECUTIVE - 2022/23

NAME	WARD	PRIME AREA OF RESPONSIBILITY
Cllr. Terry Richardson	Pastures	Leader
Cllr. Maggie Wright	Normanton	Finance, People & Performance (Deputy Leader)
Cllr. Nigel Grundy	Pastures	Neighbourhood Services & Assets
Cllr. Les Phillimore	Cosby & South Whetstone	Housing, Community & Environmental Services
Cllr. Ben Taylor	Winstanley	Planning Delivery and Enforcement & Corporate Transformation

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PORTFOLIO	SCOPE	KEY MEETINGS/ PARTNERSHIPS
<p>LEADER</p> <p>CLLR TERRY RICHARDSON</p> <p>Lead Officers – Chief Executive, Strategic Directors, Corporate Services Group Manager, Planning & Strategic Growth Group Manager</p>	<ul style="list-style-type: none"> • Delivery of the Blaby District Plan • Governance & Information Management • Democratic Services and Scrutiny • Emergency Planning / Business Continuity/Resilience • Electoral Services • Corporate Health & Safety • Legal Services • Strategic Planning • Strategic Communications • Safeguarding • Delivery of the Green Agenda in conjunction with the Green Champion 	<ul style="list-style-type: none"> • East Midlands Councils • District Council Leaders • Local Enterprise Partnership (Director) • District Council Network (DCN) • Planning Members Advisory Group
<p>FINANCE, PEOPLE & PERFORMANCE</p> <p>CLLR MAGGIE WRIGHT (Deputy Leader)</p> <p>Lead Officers – Strategic Director S151, Finance Group Manager, Corporate Services Group Manager, Strategic HR Manager</p>	<ul style="list-style-type: none"> • Financial Planning • Treasury Management • Procurement • Capital Programme • Audit and Fraud • Risk Management • Revenues and Benefits • Recovery • Corporate Performance • HR & People Strategy • Oversight of Major Corporate Project Delivery • Delivery of the Green Agenda in conjunction with the Green Champion 	
<p>NEIGHBOURHOOD SERVICES & ASSETS</p> <p>CLLR NIGEL GRUNDY</p> <p>Lead Officer – Neighbourhood Services & Assets Group Manager</p> <p>Lead Officer - Business, Partnerships and Health Improvement Group Manager</p>	<ul style="list-style-type: none"> • Open Space Maintenance • Parks • Refuse and Recycling • District Cleansing • Fleet Management • Assets & Facilities Management • Car Parks (Assets) • Delivery of Green Agenda in conjunction with Green Champion • Leisure Contract Management • Health Improvement 	

PORTFOLIO	SCOPE	KEY MEETINGS/ PARTNERSHIPS
	<ul style="list-style-type: none"> • Building Control Partnership • Parish and Voluntary Sector Liaison • Community Development & Support • Lightbulb • Delivery of Green Agenda in conjunction with Green Champion • Community Grants/Blaby Lottery • External Funding 	
<p>HOUSING, COMMUNITY AND ENVIRONMENTAL SERVICES</p> <p>CLLR LES PHILLIMORE</p> <p>LEAD OFFICER – Environmental Health, Housing, Net Zero & Community Safety Group Manager</p>	<ul style="list-style-type: none"> • Community Safety • Strategic Housing and Homelessness • Community Services • Net Zero and Environmental Services • Environmental Health • Private Sector Housing Enforcement • Car Parks (Management) • Delivery of Green Agenda in conjunction with Green Champion 	<ul style="list-style-type: none"> • Community Safety Partnership • Police & Crime Panel • Housing Member Advisory Group
<p>PLANNING DELIVERY AND ENFORCEMENT AND CORPORATE TRANSFORMATION</p> <p>CLLR BEN TAYLOR</p> <p>LEAD OFFICER – Planning & Strategic Growth Group Manager, Corporate Services Group Manager, Transformation Group Manager</p> <p>Lead Officer - Business, Partnerships and Health Improvement Group Manager</p>	<ul style="list-style-type: none"> • Local Plan • Blaby Growth Plan • Planning Policy and S106 • Planning Enforcement • Development Control • Customer Services / Transformation • ICT Partnership • Web Development / Digitalisation • Equalities Champion • Delivery of Green Agenda in conjunction with Green Champion • Tourism • Economic Development • Business support • Work & Skills • Youth Champion • Armed Forces Champion 	<ul style="list-style-type: none"> • Rural lead • A46 Partnership Meeting • A5 Partnership Meeting

Blaby District Council Council

Date of Meeting	31 January 2023
Title of Report	Recommendations of the Independent Remuneration Panel
	This is not a Key Decision and is not on the Forward Plan
Report Author	Corporate Services Group Manager
Corporate Priority	All Priorities: A Place to Live; A Place to Work; A Place to Visit; People Strategy; Medium Term Financial Strategy (MTFS)

1. What is this report about?

- 1.1 To advise Members of Council of the recommendations of the Independent Remuneration Panel.

2. Recommendation(s) to Council

- 2.1 To follow
- 2.2 To follow
- 2.3 To follow

3. Reason for Decisions Recommended

- 3.1 To follow
- 3.2 To follow
- 3.3 To follow

4. Matters to consider

- 4.1 Background

The Independent Remuneration Panel was established under the Local Authorities (Members' Allowances) (England) Regulations 2003 to provide advice and recommendations to the Council on amounts to be paid under its Members' Allowances Scheme. Members of the Panel are appointed by the

Council and are independent members of the community.

The Council is required to have regard to the Panel's recommendations in determining the Member Allowances Scheme. Additionally the Council must also publish the Panel's recommendations and conclusions, together with the approved scheme.

The Panel Members:

The Panel consists of the following Members:

- Luke Pulford – Chairman of the Panel
- Stephen Knott
- Anne Senior

Regulations stipulate that Members of the Panel must not be a Member of the Council, or of a Sub-Committee of the Council, or be disqualified from being a Member of an authority.

Scope of Work for the Panel:

1. Consideration of the 2022/23 Pay Award
2. To consider any amendments to the Members' Allowance Scheme from May 2023

Meetings of the Panel

25 November 2022

The Panel was provided with a briefing from the Corporate Services Group Manager and the Executive Director (S.151 Officer) on the Council's current budget position and the scope of work that the Panel were tasked with.

4 January 2023

The Panel met on 4 January 2023 and were supported by Officers of the Council.

To assist the Panel in its recommendations to Council, the Panel considered the following:

- Current Members Allowances Scheme
- Comparison of Local Authorities (benchmarked data) position regarding pay award if known
- Summary Comparison Document – Member Allowances
- Pay Increase Comparison
- Application of %age average increases
- Breakdown of expense claims

An invitation was sent to all Councillors inviting them to provide any representations for the Panel to consider. One verbal representation was provided to the Panel. No additional representations were received.

Next Steps

To follow

4.2 Proposal(s)

To follow

4.3 Relevant Consultations

All District Councillors were written to on 19 December 2022 to provide any verbal or written representations to the Panel to consider at its meeting on 4 January 2023.

4.4 Significant Issues

Legal implications:

It is a requirement of the Local Authorities (Members' Allowances) (England) Regulations 2003 that an Independent Panel on Members' Allowances may decide to put forward recommendations for the Council to consider.

It is for the Council to decide on the Members' Allowances Scheme that is put in place, having regard to the Panel's recommendations.

5. What will it cost and are there opportunities for savings?

5.1 To follow

6. What are the risks and how can they be reduced?

6.1 Not applicable.

7. Other options considered

7.1 None. Members are required to have due regard to the recommendations of the Independent Remuneration Panel when determining the Member Allowances Scheme.

8. Environmental impact

8.1 Not applicable.

9. Other significant issues

- 9.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.
- 9.2 Significant issues relating to legal implications have been addressed at paragraph 4.4.

10. Appendix

- 10.1 None.

11. Background paper(s)

- 11.1 4 January 2023 – [Agenda of the Independent Remuneration Panel](#)

12. Report author's contact details

Sandeep Tiensa	Senior Democratic Services & Scrutiny Officer
Sandeep.tiensa@blaby.gov.uk	0116 272 7640

Blaby District Council Council

Date of Meeting	31 January 2023
Title of Report	Capital Investment to Units at Enderby Road Industrial Estate This is not a Key Decision and is not on the Forward Plan
Lead Member	Cllr. Nigel Grundy - Neighbourhood Services & Assets
Report Author	Property & Assets Service Manager
Corporate Priority	Medium Term Financial Strategy (MTFS)

1. What is this report about?

- 1.1 This report requests capital expenditure to carry out necessary works on two units that have become vacant at Enderby Road Industrial Estate (ERIE) in order that the units are in a good state of repair to be re-let.

2. Recommendation(s) to Council

- 2.1 That Council approve the capital expenditure of £450,000 to carry out works on vacant units at Enderby Road Industrial Estate.
- 2.2 That delegated authority be given to the Neighbourhood Services and Assets Group Manager, in consultation with the Portfolio holder, to enter into contractual arrangements for the appropriate level of works.

3. Reason for Decisions Recommended

- 3.1 Two vacant units of the ERIE site require investment to carry out works in order to bring them back to a standard to enable the units to be re-let.
- 3.3 It is appropriate to give the delegated authority for the Group Manager and Portfolio Holder to have the flexibility to spend up to the authorised amount depending on the outcome of the current negotiations with the prospective tenant.

4. Matters to consider

4.1 Background

The Council entered into a lease arrangement in 1978, whereby the Council pays a head lease for all the units on the Enderby Road Industrial Estate (ERIE), which Blaby District Council then leases onto tenants.

Since construction there has not been significant investment in refurbishment of the units generally and improvements have been made on an individual basis as units have been vacated. The last substantial investment by the Council was in 2014 when an amount of £85,000 was invested to bring two vacant units up to a standard to be re-let after standing vacant for some time.

Earlier last year a longstanding tenant vacated units 10 and 11. Although a schedule of dilapidations was served, the tenant has subsequently gone into liquidation and there is no chance of recovery of these costs from the vacating tenants. Whilst the tenants had provided for a deposit this has been utilised to cover outstanding rent payments.

In order for the units to be re-let works are necessary and whilst the units remain vacant the Council incurs the cost of the head lease for the units and the associated business rates as well as not realising income from this asset.

It is estimated that should the units be brought up to a standard to be leased, income for both units would amount to approx. £70,000 per annum and a saving of £17k would be made in relation business rates. Given this information and the potential interest in the units, the return on investing in the refurbishment would see the Council benefit from an early decision on this matter.

4.2 Proposal(s)

Given that the units are now vacant it is timely to consider the condition of the units before they are re-let. A Schedule of Works has been produced by a surveyor acting on behalf of the Council and this has been circulated to contractors and quotes received. Quotes vary but an amount of up to £450,000 is required to carry out all works identified on both units (the units being some of the larger units on the ERIE site).

Blaby District Council, via their managing and letting agents, have been able to identify a new tenant who is prepared to take the property with only some of the works being undertaken; circa 60 per cent of the cost (£270,000), with a Schedule of Condition in place. However, the tenant requires occupation by April 2023. This is achievable if matters progress quickly.

The proposal is therefore to carry out the works necessary for the tenant to occupy the units, which is estimated to cost £270,000. However, should the prospective tenant not take up this opportunity then it is proposed to carry out the full schedule of works at a cost of £450,000 to market the property in its best order and achieve a viable rent.

Delegated authority is therefore requested for the Neighbourhood Services and Assets Group Manager, in consultation with the Portfolio Holder, to enter into contractual arrangements for the appropriate level of works.

A procurement process has been carried out to identify potential contractors and these quotes are still deemed to be valid.

As background, Units 3 and 4 were previously left for many years in an extremely dilapidated state, similar to Unit 10 and 11. This resulted in loss of income and the level of works increasing as a consequence of water ingress. Similarly, Units 10 & 11 are unlettable without works being undertaken. A repeat of Units 3 and 4 should be avoided at all costs. It not only increased costs but resulted in an extended period of loss of rent and increased liability because Blaby District Council would be liable for business rates, estate service charge and the estate insurance; all of which would be re-charged to a tenant if the able and willing tenant can move in by April.

4.3 Relevant Consultations

- Director of Commercial and Economic Development of Charnwood Borough Council who is currently providing commercial support to Blaby District Council.
- Executive Director (S.151 Officer)

4.4 Significant Issues

The procurement of the tender quotes was carried out for the dilapidation exercise by the Council's agents. Measures will be taken to ensure that the process by which these were sought is compliant with the Council's Contract Regulations in order that they can be utilised.

5. What will it cost and are there opportunities for savings?

- 5.1 The figures below illustrate the income expected to be generated from the rental income of the property and the associated costs with the borrowing and investment to refurbish the unit.

Costs of the headlease are not included in the figures below, as these costs will have to be met by the Council regardless of the decision to invest. The excess income generated goes towards the headlease costs along with those of the other units on the ERIE site.

Full Cost of £450k Investment

	Current year	Future Full Year
Revenue Income		70,000
Expenditure (cost of capital i.e. Interest costs and MRP)		(32,000)
Capital Expenditure	450,000	

Note: the rental income will be subject to uplifts and rent reviews in future years. It may also be possible that a higher rent may be obtained when all works are carried out, subject to market conditions.

Cost of £270k investment

	Current year	Future Full Year
Revenue Income		£70,000
Expenditure (cost of capital i.e. Interest costs and MRP)		(£19,500)
Capital	£270,000	

For information: the income budgeted for the ERIE site in 2022/23 is £377,000 however income is now forecast to fall short of this budget (income estimated to out-turn at £293,000 given the vacant units). 21/22 income generated was £351,000 and headlease costs are currently £230,000.

6. What are the risks and how can they be reduced?

6.1

Current Risk	Actions to reduce the risks
The property could fall into more significant disrepair and increased cost for the Council.	Undertaking the necessary in a timely manner will mitigate this risk.
The cost of works could increase.	Undertake works now whilst the cost in the tender process are valid.
Including an extended procurement process could increase costs.	An attempt to obtain five quotations have already been achieved, with three current contractors providing quotations in the open market. These are open market costs. Further tendering will result in the increased cost of a further procurement (professional fees) and delays caused by the timescale required for such procurement procedures.

7. Other options considered

- 7.1 Mothball/demolish the building is a consideration but is not possible in this case. There is a Head lease and therefore a liability to Blaby District Council to keep the property in repair. Usually, this liability is passed on to tenants via dilapidations recovery but the liquidation of the former tenant means this has not been possible.

Doing nothing is not considered a viable option given that this would result in higher costs/liabilities for the Council and increased cost of repair if the property was left to fall into further disrepair.

8. Environmental impact

- 8.1 The Council will work with suppliers to ensure that works are performed with sustainable materials etc. where possible.

9. Other significant issues

- 9.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.
- 9.2 Significant issues relating to Legal procurement matters have been addressed at paragraph 4.4.

10. Appendix

- 10.1 None.

11. Background paper(s)

- 11.1 Not applicable.

12. Report author's contact details

Chris Portess	Property and Assets Service Manager
Christopher.portess2@blaby.gov.uk	07775002413

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Blaby District Council Council

Date of Meeting	31 January 2023
Title of Report	Cosby Neighbourhood Plan – ‘Making’ the Plan This is not a Key Decision and is on the Forward Plan
Lead Member	Cllr. Ben Taylor – Planning Delivery and Enforcement & Corporate Transformation
Report Author	Development Strategy Manager
Corporate Priority	All Priorities: A Place to Live; A Place to Work; A Place to Visit; People Strategy; Medium Term Financial Strategy (MTFS)

1. What is this report about?

- 1.1 Cosby Parish Council, with the support of their local community and Blaby District Council, has prepared the Cosby Neighbourhood Plan. The Plan successfully progressed through the Examination process with the Examiner’s report published in June 2022.
- 1.2 A public referendum was held on Thursday 24 November 2022, giving the residents of Cosby Parish the opportunity to vote on whether this Council should use the Cosby Neighbourhood Plan to help it decide planning applications in the Parish. The residents that were eligible to vote supported the Plan at referendum and now the final step in the process is for the Plan to be formally ‘Made’ by this Council.

2. Recommendation(s) to Council

- 2.1 That Council Makes (i.e. adopts) the Cosby Neighbourhood Plan, as modified, in accordance with the relevant legislation.

3. Reason for Decisions Recommended

- 3.1 Making the Cosby Neighbourhood Plan will mean the document becomes part of the development plan for the area, against which planning applications will be considered. This will reflect the wishes of the local community as expressed through the recent referendum result.

4. Matters to consider

4.1 Background

Introduction

Neighbourhood Planning gives communities a powerful set of tools to shape the development and growth of their local areas, including identifying preferred development sites and how the community feel their local areas should evolve. Neighbourhood Plans are prepared by the local community, for the local community.

The legislation governing the preparation of Neighbourhood Plans requires that any Plan must meet the basic conditions, which are as follows:

- Having regard to national policies and advice contained in guidance issued by the Secretary of State, it is appropriate to Make the Neighbourhood Plan;
- The Making of the Neighbourhood Plan contributes to the achievement of sustainable development;
- The Making of the Neighbourhood Plan is in general conformity with the strategic policies contained in the Development Plan for the area of the authority; and
- The Making of the Neighbourhood Plan does not breach, and is otherwise compatible with, EU obligations, human rights requirements, and habitats regulations.

Following plan preparation, consultation, independent examination and successful referendum, a Neighbourhood Plan is 'Made' (i.e. adopted) by the District Council. Once Made, it becomes part of the Development Plan for the area to which it relates, and therefore planning applications will be determined against it in addition to the Blaby District Council Local Plan.

There are currently six designated Neighbourhood Areas in the District of Blaby: the Fosse Villages, Elmesthorpe Parish, Leicester Forest East Parish, Cosby Parish, Blaby Parish and Glenfield Parish. The work to produce and make Neighbourhood Plans in these areas is at varying stages.

The Cosby Neighbourhood Plan so far

The Cosby Neighbourhood Area was designated in 2017 and Cosby Parish Council is the Qualifying Body in accordance with the legislation. The Cosby Neighbourhood Plan addresses a range of issues in response to matters identified through earlier stages of public consultation, including good design, safeguarding historic buildings and green spaces, and protecting and improving community facilities and amenities.

A number of consultation exercises were undertaken by the Cosby Neighbourhood Plan Steering Group in the development of the plan before it

was submitted to Blaby District Council, who undertook the final statutory consultation before the Plan was examined.

An independent examiner was then appointed to undertake an Examination to test whether the Plan complies with the 'basic conditions' (as above) in light of the representations received during the consultation. The Examiner's Report on the Plan was issued on 17 June 2022.

In the report, the Examiner recommended a number of modifications to the Plan to ensure that it met the basic conditions. Officers considered that the modifications recommended by the Examiner were reasonable and indeed necessary to ensure the final Cosby Neighbourhood Plan sets out clear policies against which planning applications can be determined. At the same time, the recommended modifications were considered to support the focus of the Plan and what it sets out to achieve.

On the basis of the above considerations, Members voted to accept the Examiner's recommended modifications at a full meeting of Council on 20 September 2022.

Following Council's decision, the Plan was amended to its final version to incorporate all of the Examiner's recommended modifications. A referendum date was set for Thursday 24 November 2022 and residents of Cosby Parish eligible to vote were asked:

"Do you want Blaby District Council to use the Neighbourhood Plan for Cosby to help it decide planning applications in the neighbourhood area?"

Turnout for the Cosby Neighbourhood Plan Referendum was 16%. Of the votes cast, 89% answered 'yes' to the above question, therefore providing clear support for the Cosby Neighbourhood Plan.

In accordance with section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended), a local planning authority must Make a neighbourhood development plan where more than half of those voting in the referendum voted in favour of the plan. Where this is the case, the legislation continues to say the plan must be Made as soon as reasonably practicable after the referendum is held or within 8 weeks.

Following the clear vote in favour of the Plan at referendum demonstrating the strong community support for it, the Council is now required to Make the Cosby Neighbourhood Plan in accordance with the legislation.

Next steps

The Making of the Cosby Neighbourhood Plan is the final step in the process before it becomes part of the development plan for the area, against which planning applications will be assessed, along with the policies in the Blaby District Local Plan and other material considerations.

As per the basic conditions, the Neighbourhood Plan must be in general conformity with the strategic policies contained in the Development Plan for the area of the authority. The preparation of this Neighbourhood Plan has been undertaken in the context of the Council's current Local Plan Core Strategy and Delivery Development Plan Documents, and is considered to be in general conformity with the strategic policies within these documents.

Members will be aware that work on a new Local Plan for the District has commenced. The potential implications of this new Local Plan for Cosby parish will become clearer as this work progresses, and specifically whether the Neighbourhood Plan will need reviewing to remain up-to-date and in conformity with the strategic policies in the Development Plan. The Parish Council is a statutory consultee in the Local Plan process so will be aware of progress on the development of the new Local Plan. On this basis, the group will be able to initiate a review of the Neighbourhood Plan should the need emerge.

4.2 Proposal(s)

It is recommended that Council Makes the Cosby Neighbourhood Plan following the successful referendum result, which clearly showed the residents' support for the Plan.

In making the Cosby Neighbourhood Plan it will become part of the development plan for the Parish. This means that planning applications within the parish of Cosby will be considered against the Blaby District Local Plan policies as well as the policies in the Cosby Neighbourhood Plan.

4.3 Relevant Consultations

Public consultation has been undertaken on the Plan by both the Cosby Neighbourhood Plan Steering Group and Blaby District Council, giving a wide range of organisations and individuals the chance to inform and comment on the Plan.

Internal consultations with appropriate Officers of this Council have been held, including the Strategic Director, the Planning and Strategic Growth Group Manager and Development Management Officers.

4.4 Significant Issues

Legal implications

The legislation is clear that the District Council has a duty to support neighbourhood planning groups in preparing their Neighbourhood Plans. The legislation also requires the District Council to undertake public consultation on the Plan prior to the Examination, provide a response to the Examiner's recommended modifications, arrange the examination and referendum processes, and 'Make' the Neighbourhood Plan following a successful referendum. The Plan has been prepared in accordance with the

relevant legislation, which includes the Town and Country Planning Act 1990 (as amended) and the Neighbourhood Planning (General) Regulations 2012.

Once Made, the Plan will become part of the development plan for parish of Cosby and planning applications will be considered against the policies within the Plan, along with the policies of the Blaby District Local Plan.

5. What will it cost and are there opportunities for savings?

5.1 There are no additional costs with 'Making' the Cosby Neighbourhood Plan.

6. What are the risks and how can they be reduced?

6.1

Current Risk	Actions to reduce the risks
Work on reviewing and adopting the District Council's Local Plan (expected to be adopted in 2024) could possibly have implications for the Cosby Neighbourhood Plan, triggering a need to review it.	The District Council is legally required to consult on various stages when producing the Local Plan and the Parish Council is a statutory consultee so will be kept informed of progress on developing the new Local Plan. The legislation also allows for the Neighbourhood Planning group to review the Neighbourhood Plan.

7. Other options considered

7.1 In accordance with section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended), a local planning authority must Make a neighbourhood development plan where more than half of those voting in the referendum voted in favour of the plan. Blaby District Council is not required to Make the plan if it is considered that Making the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998). The Cosby Neighbourhood Plan was supported by the local community at referendum (89% in favour) and it is considered by Council Officers that the Making of the plan does not breach, or is incompatible with, any EU obligation or any of the Convention rights. Blaby District Council is therefore required to Make the plan and no other options have been considered.

8. Environmental impact

8.1 The Neighbourhood Plan aims to have positive impacts on the environment by seeking to protect locally important green spaces and through good design of new buildings. The Plan is required to meet a set of 'basic conditions' which includes considering the environmental impact of the proposals in the Plan. An independent examiner and the District Council both consider that the Neighbourhood Plan meets the set of 'basic conditions' and contributes to the achievement of sustainable development.

9. Other significant issues

- 9.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.
- 9.2 Significant issues relating to Legal Implications have been addressed at paragraph 4.4.

10. Appendix

- ## 10.1 Appendix A – Cosby Neighbourhood Plan and Policies Map

11. Background paper(s)

- 11.1 Cosby Neighbourhood Plan Examiner's Report
Council Report, September 2022
Summary of representations submitted to the independent examiner
Basic conditions and compliance statement
General information statement on town and country planning, including
neighbourhood planning and the referendum
National Planning Policy Framework
National Planning Practice Guidance

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COSBY

NEIGHBOURHOOD DEVELOPMENT PLAN

2023-2029



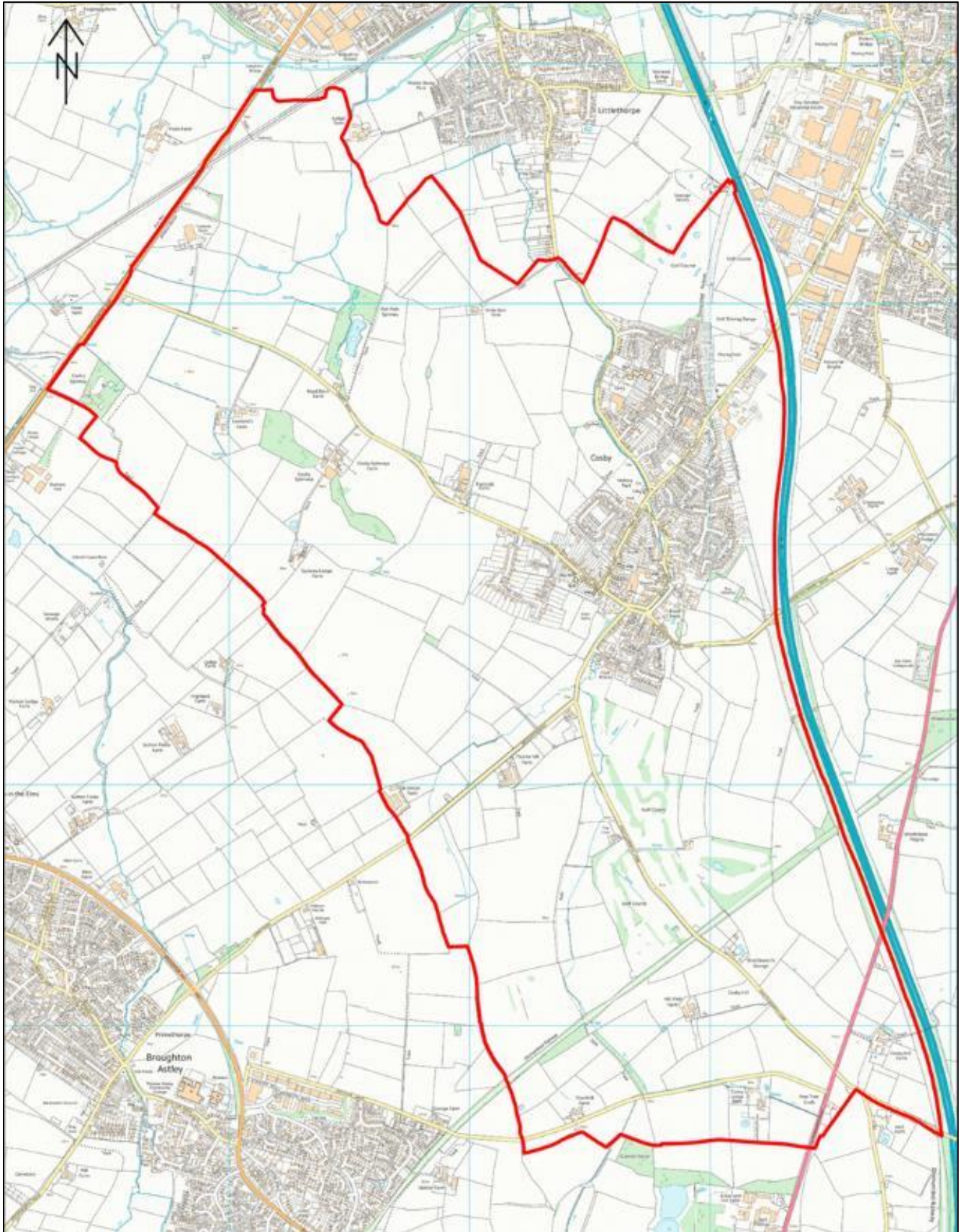
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Map 1. Cosby Neighbourhood Area © Crown copyright and database rights 2022 OS 100061681. Use of this mapping is subject to the terms and conditions set out on page 2 of this document.



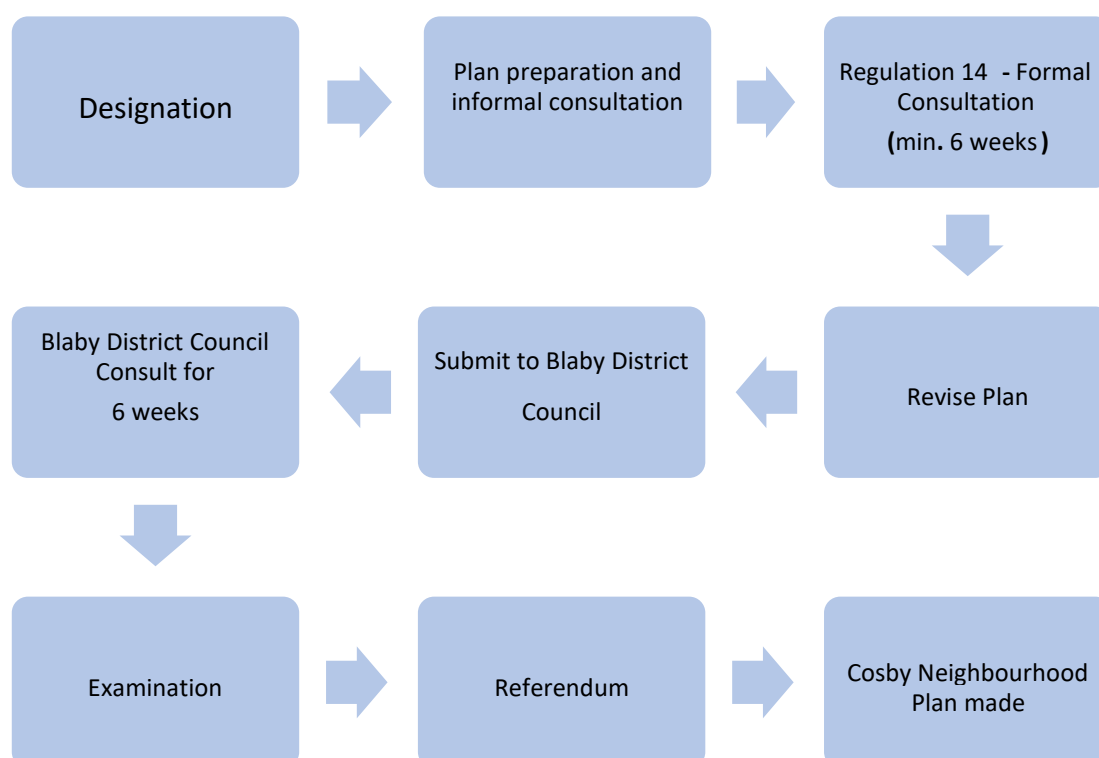
1.0 Background

- 1.1 The Localism Act 2011 gave Parish Councils the power to prepare a statutory neighbourhood development plans (NDPs) to help guide development in their local areas. Through this NDP, local people in Cosby parish now have the opportunity to shape new development in the area. This is because planning applications are determined in accordance with the development plan, unless material considerations indicate otherwise.
- 1.2 The Cosby NDP (CNDP) will sit alongside the planning policies of Blaby District Council.

Neighbourhood Plan Process and Preparation

- 1.3 Cosby Parish Council, as a qualifying body, believe this is an important power for local people to use and decided to prepare an NDP for Cosby. The Parish Council applied to Blaby District Council (BDC) for the parish to be designated as a Neighbourhood Area. After a six-week consultation the application for designation was approved by BDC on 11th October 2017. The designated Neighbourhood Area is shown on Map 1.
- 1.4 A Steering Group comprising Parish Councillors and local residents was established to progress work on the plan. The steps in preparing a Neighbourhood Plan are set out in Figure 1 below.

Figure 1 Neighbourhood Plan Process



- 1.5 In preparing a NDP each plan must undergo a screening assessment for the purposes of Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA). Blaby District Council undertook this screening in December 2019 and concluded that:

“the Cosby Neighbourhood Plan, either alone, or in combination with other plans, is unlikely to have a significant effect on any of the designated sites within approximately 40km of the boundary of Blaby District. A full HRA appropriate assessment or SEA of the plan are therefore not required.”

A full copy of the screening is available separately.

2.0 Cosby Neighbourhood Development Plan Key Issues, Vision and Objectives

Key Issues

- 2.1 In 2018 the NDP Steering Group identified a number of key issues for the CNDP these were:
- Management of future housing growth in the village
 - Protection of key natural environment assets
 - Protection of key built environment/heritage assets
 - Protection of green and open spaces
 - Protection of community and recreation facilities
 - Identification of additional land for burials
 - Traffic and transport issues, including car parking
 - Support for local businesses
 - Infrastructure
- 2.2 These key issues were used to prepare a consultation document and questionnaire that sought community views on the importance of these issues and whether there were other issues that had been missed and should be considered.

Consultation

- 2.3 The consultation document was sent to all households and businesses in the neighbourhood area. In total over 500 responses were received. A full copy of the analysed responses is available from <https://www.cosbyparishcouncil.org.uk>. The paragraphs below set out the key findings.
- 2.4 In terms of housing most respondents were of the view that if further housing was required in the village it should be for first time buyers (38.5%), bungalows (38.3%) retirement housing (38.1%) and family housing (27.8%). The survey also asked should there be further development of gardens for new housing: 42.6% opposed this; 26.6% were in favour; 30.8% had no opinion.
- 2.5 In 5 to 10-years' time the village cemetery will have no space for further burials. Residents were asked if they would like the Parish Council through the CNDP to explore the potential for a new burial site. 42.7% of respondents agreed that a new burial site should be identified; 66.5% of respondents agreed that this could be a green burial site. Only 6.1% of respondents thought this was not worth exploring.
- 2.6 Car parking can be an issue in the village. The survey sought views on using some village open spaces (e.g. White Barn Drive, Lady Leys and in and around the village centre) for future car parking: 32.8% of respondents felt this was worth consideration; 60.6% disagreed.
- 2.7 The CNDP can identify and protect community facilities. The survey asked a further question (Q.5) on expansion of the playing fields (34.4% felt this was most important); and a further question on future protection of the allotments – 75.1% felt this was most important.
- 2.8 Cosby has a small number of local businesses, the survey revealed that 61.3% of respondents agreed that support for provision of small units for small businesses was important.

Vision

- 2.9 The CNDP will help to address some of these key issues with the aim of achieving our Vision for Cosby in 2029.

2029 Vision for Cosby

- By 2029 Cosby remains a safe, community spirited place to live, work, play and relax for people of all ages. Open land will have been protected so that Cosby remains physically separate from nearby settlements. By planning ahead and investing in the community, Cosby will maintain safe and high-quality playgrounds, sports grounds, Public Open Spaces and places of eternal rest.
- By listening to, and working with members of the public, community associations, sporting clubs, local government and service providers we will have promoted the needs, aspirations and welfare of residents and visitors to Cosby.

Objectives

- 2.10 To achieve this Vision the following objectives have been set for the CNDP. The objectives are not ranked in order of importance. Seeking to achieve all of them is integral to delivering the Vision for Cosby.

Cosby Neighbourhood Development Plan Objectives

- 1. To conserve and enhance the character of the neighbourhood area.**
- 2. To protect local green spaces and open spaces within the area.**
- 3. To protect and enhance community and recreation facilities.**
- 4. To ensure that the area has appropriate levels of infrastructure**

3.0 Cosby Parish

- 3.1 Cosby's 'Scandinavian' place name indicates that the village dates back to the Danish invasion in King Alfred's time (AD 865), or maybe earlier if an existing settlement was renamed at this time. In 1086, Cosby was first recorded as 'Cossebi' in the Domesday Book, in which forty households were registered. In the 1400s the land of Cosby and Littlethorpe was divided into large open fields that were further subdivided into groups of long, thin strips for tenants to farm. Sheep were an important part of the economy and two mills and granaries are also recorded. It is likely that pits ('Cleypittes') may have been dug for building mud walls – wattle-and daub infill or possibly even for early brickmaking.



1 St Michael and All Angels Church

- 3.2 In Charles I's reign in the 1600s, carpenters, a weaver, a glove-maker, tailors, and a blacksmith worked in the village. From 1767 land in Cosby was affected by the Enclosure movement and farmed in many smaller hedged fields. This made way for the mechanisation of farming, changing labour patterns, and giving rise to the cottage industry of framework-knitting. In the early 19th Century Cosby was a centre for the knitting of children's hose and by 1801, 277 of the 555 population in Littlethorpe and Cosby were said to be dependent on 'trade, manufacture and handicraft'. In the 1850s and 60s steam power changed the industry and old hand-frames became less important. Some took to work in the expanding quarries, or they followed their jobs into Leicester or Hinckley where the industry was concentrated into new factory buildings. The population decreased during this time and recovered when opportunities developed in the villages and transportation improved. During this time trade directories record bootmakers, carpenters, dressmakers, hosiery agents, innkeepers, carriers, and others. Henry Nixon and Co. and Ward Bros. opened shoe factories in Cosby and Burleys hosiery business had a factory in the village.

- 3.3 It was in the late 1800s/early 1900s that many homes and workshops were built in Cosby. Many of the villas still exist, and roads now known as Park Road and Portland Street were developed. Electricity came to the area in the early 1900s and solutions for sanitary disposal of waste. Council houses were built along Park Road and in Lady Leys during the 1920s and 1930s, and the Settlement was established in 1938 to house out of work families from Wales and the North East of England. By 1951, the population had risen to 1533, five times that of the village in 17th Century. In the 1960s large private housing estates were built. By 1961, the population was recorded as 1,776.

Physical location and defining features

- 3.4 Today, Cosby is a large village, with a population of 3,500. situated about 6 miles south west of Leicester, bordered by the villages of Littlethorpe, Whetstone and Broughton Astley. Cosby Brook runs in a generally northerly direction along Broughton Road, through the centre of the village, along Main Street and out towards Littlethorpe. The Brook is bordered by grass verges and mature trees giving Cosby a unique visual identity, and the village centre an open and spacious feel. The Brook is designated a main river, currently it is failing to reach good ecological standard under the Water Framework Directive. 'The Nook' and the areas between the Co-op on Main Street and Cosby House on Croft Road are classed as a Conservation Area where special planning considerations are enforced. Some buildings that are considered to be of particular importance in the village are listed.

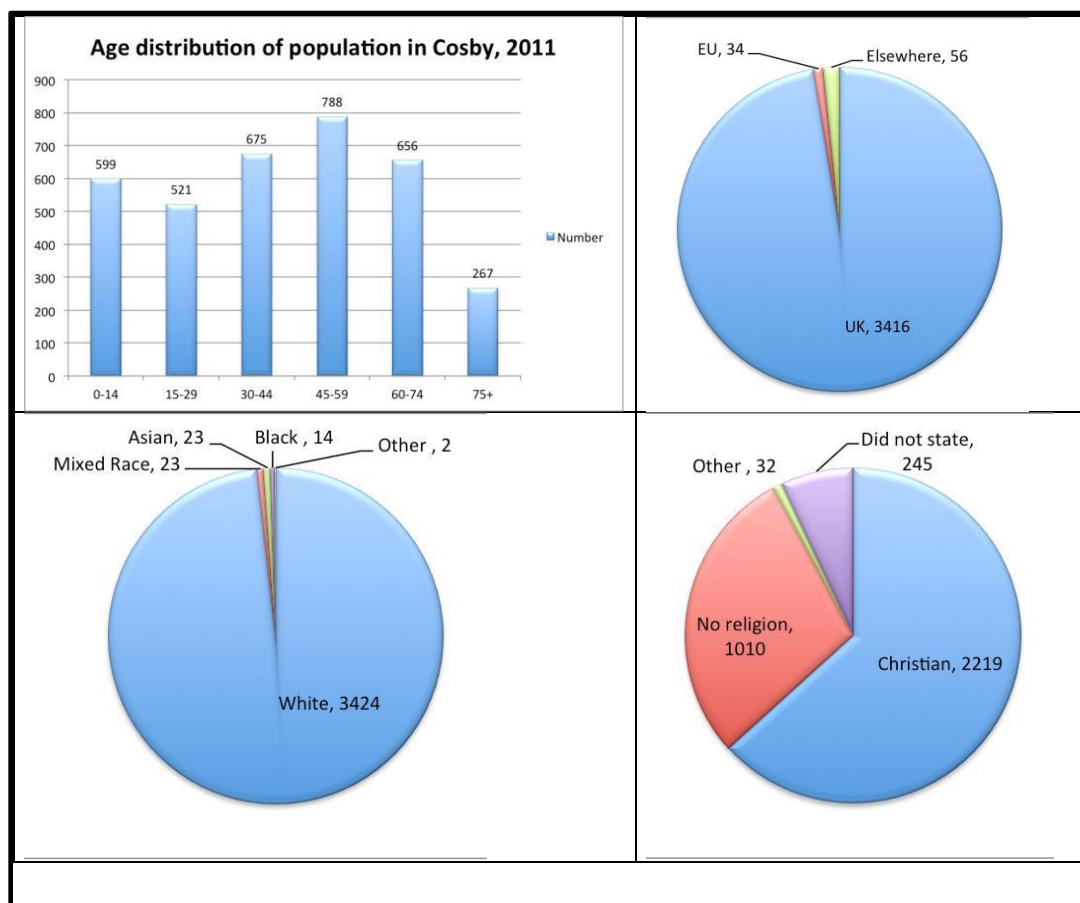


2 Listed late 16th Century Barn with later changes, Croft Road

- 3.5 The more distant parish boundary, and boundary of the Neighbourhood Plan, is bounded by the M1 to the east, by the B4114 to the north-west and by agricultural land to the north and south-west.

Population and social characteristics

- 3.6 The most recent data available from the 2011 Census showed the population of Cosby to be 3,506 comprising 1,680 males and 1,826 females. Further analyses of the demographics for Cosby are contained in the charts below.



Services and sense of place

- 3.7 The village has a thriving community that enjoys a Village Hall, Bunning Hall, community-led library, golf club, allotments, fenced play area and a park/sports ground. There are three active churches that serve the village and surrounding area; St Michael and All Angels Parish Church, a Methodist church and Cosby Community Church. Cosby Primary School and the independent Brooke House Day School provide educational facilities. Cosby has two food stores, two butchers, a farm shop, a pharmacy with Post Office, two newsagents/general stores, a garage with shop, a pub, a working-men's club, two cafes, a chip shop, hairdressers and two restaurants. The golf club also offers food catering open to the public.
- 3.8 There is strong sense of community in Cosby, which is supported by the provision of activities for all ages. These include coffee mornings and community lunches, open to everyone, provided by volunteers and Toc-H; cake sales, duck races and fairs that are organised by the Primary School and its associated charity; and annual events such as the Christmas lights switch on, and the Victory Air Show at Foxlands Farm. The community has pulled together to ensure the continued opening of the local library, now run by volunteers, and two mums and tots' groups that meet in Cosby Community Church and Bunning Hall weekly. Sports and fitness groups are among those that utilise the Village Hall, Bunning Hall and Methodist church.
- 3.9 Cosby is linked direct by bus route to Blaby, Leicester, Broughton Astley and Lutterworth. Cosby is two miles from Narborough railway station and the Leicester Nuneaton-Birmingham line.

Economic characteristics

- 3.10 There are more than 50 registered businesses in the village, although some of the firms with a national presence have moved or no longer exist (Homa Castors, Rice Trailers and H W Coates). Nearby is a significant industrial estate based on the Whittle site at Whetstone, together with adjacent modern commercial, storage and manufacturing businesses in the area. Hewitt's Sports Turf has a national reputation for sports ground maintenance, including sports stadiums, although planning permission has recently been granted for housing on the site.



3 Local businesses, Cambridge Road

4.0 Planning Policy Context

National Planning Policy

- 4.1 Neighbourhood Development Plans must have regard to national policies and advice and be in general conformity with the strategic policies of the development plan for the area. It is therefore important that as the Plan is prepared, the emerging policies reflect this higher-level planning framework.
- 4.2 National planning policy is set out in the National Planning Policy Framework (NPPF)¹ published in revised form in July 2021. This sets out in paragraphs 7 and 8 that the purpose of the planning system is to contribute to the achievement of sustainable development by performing an economic role, a social role and an environmental role.
- 4.3 National planning policy sets a presumption in favour of sustainable development: *“12. The presumption in favour of sustainable development does not change the statutory status of the development plan as the starting point for decision making. Where a planning application conflicts with an up-to-date development plan (including any neighbourhood plans that form part of the development plan), permission should not usually be granted. Local planning authorities may take decisions that depart from an up-to-date development plan, but only if material considerations in a particular case indicate that the plan should not be followed.”*
- 4.4 The application of the presumption has implications for the way communities engage in neighbourhood planning.
- “13. Neighbourhood plans should support the delivery of strategic policies contained in local plans or spatial development strategies; and should shape and direct development that is outside of these strategic policies.”*

Blaby District Planning Policy

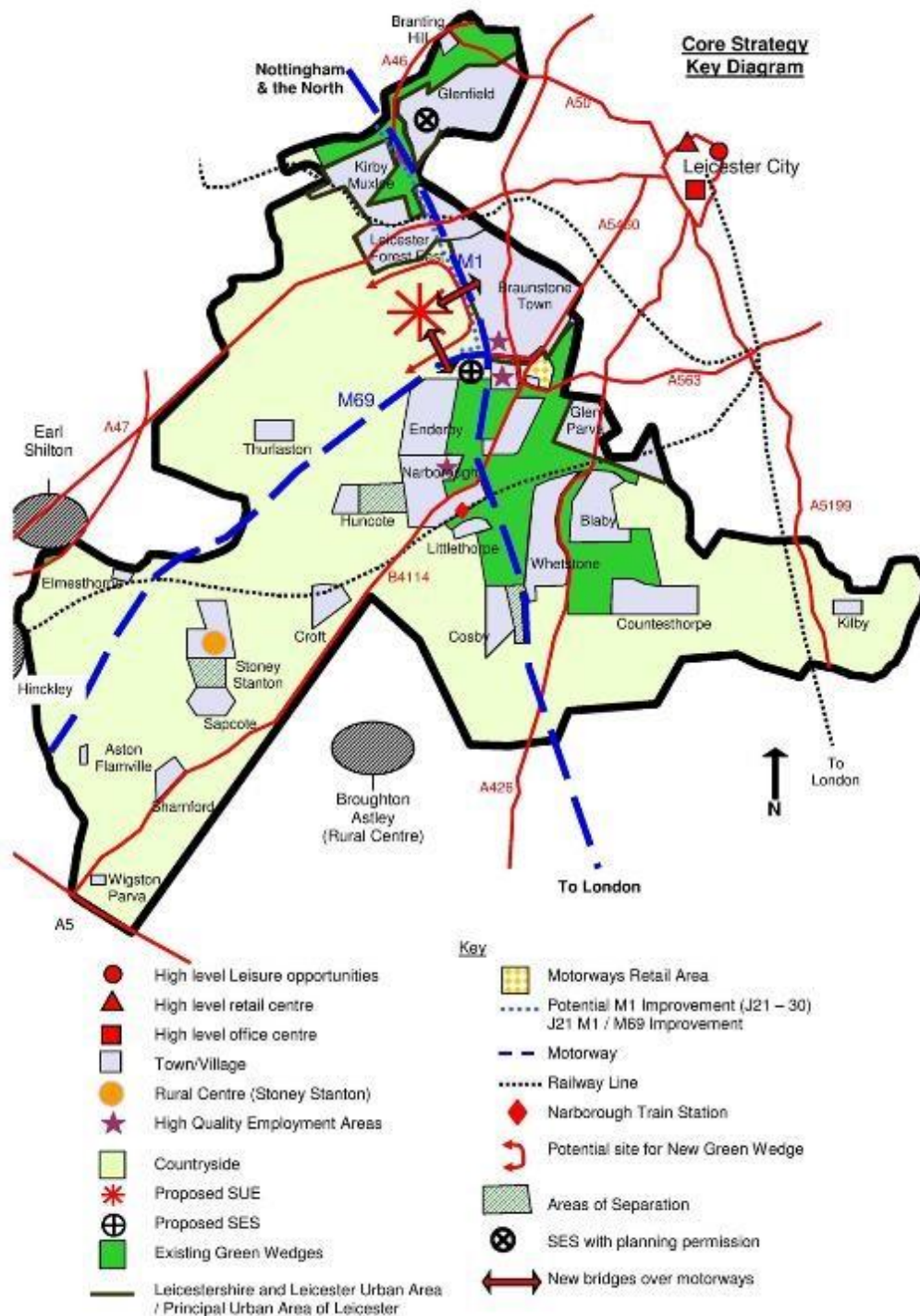
- 4.5 The development plan for the area comprises the following documents:
- Blaby District Local Plan Core Strategy adopted February 2013
 - Blaby District Local Plan Delivery DPD (DPD) adopted by the District Council on the 4th February 2019.
- 4.6 The Blaby District Local Plan Core Strategy (CS) was adopted in February 2013. The CS sets out the spatial plan for the District up to 2029. The CS supersedes some of the policies of the Blaby District Local Plan 1999.
- 4.7 The CS includes a spatial strategy that seeks to focus most of the housing development (at least 5,750 dwellings) within and adjoining the Principal Urban Area in the northern part of Blaby District. The majority of housing and employment (some 4,250 dwellings and 21 hectares of employment area) will be delivered in one large

¹ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

Strategic Growth Area (including a 'Sustainable Urban Extension' (SUE) and Strategic Employment Site (SES)).

- 4.8 The residual housing requirements (at least 2,990 dwellings) will be provided outside the PUA, focussed in Blaby and the better served villages of the 'Central' area of the District: Cosby falls within this area and the CNDP needs to be in general conformity with this strategic planning policy. The spatial strategy is shown in the following Key Diagram (Figure 3).

Figure 3. Core Strategy Key Diagram



- 4.9 The Local Plan Delivery DPD (DPD) (4th February 2019) sets a new settlement boundary for Cosby and identifies an area of separation and a green wedge.

- 4.10 The main implication for the CNDP being that there is now an up to date plan in place that sets out how the Local Plan Core Strategy will be delivered. In Cosby that will be within a defined settlement boundary and such development will be assessed against DPD Development Management Policy 1, reproduced below:

DEVELOPMENT MANAGEMENT POLICY 1

Development within the Settlement Boundaries

Within the Settlement Boundaries, as set out on the Policies Map, development proposals consistent with other policies of the Local Plan will be supported where the following criteria are met. The development proposal will:

- a) Provide a satisfactory relationship with nearby uses that would not be significantly detrimental to the amenities enjoyed by the existing or new occupiers, including but not limited to, consideration of:
 - i. privacy, light, noise, disturbance and overbearing effect;
 - ii. vibration, emissions, hours of working, vehicular activity.
- b) Be in keeping with the character and appearance of the area;
- c) Not result in the overdevelopment of the site due to factors including footprint, scale and massing;
- d) Have a satisfactory layout, design and external appearance; and,
- e) Not prejudice the comprehensive development of a wider area.

- 4.11 The DPD does not allocate any further housing beyond the settlement boundary and Development Management Policy 2 of the DPD only allows for very limited development in the countryside e.g. replacement dwellings and agricultural workers' dwellings.
- 4.12 The CNDP does not seek to add to the policy framework set for future development within or outside the settlement boundary. These matters are left to the District Local Plan. Other options have been considered in the CNDP's development e.g. an NDP defined settlement boundary and site allocations, but it has been decided not to progress with these given that the Local Plan is so recently adopted.
- 4.13 A new Local Plan is in preparation, this is at a very early stage of preparation, having gone through an Issues and Options consultation (<https://www.blaby.gov.uk/planning-and-building/local-plan/new-local-plan/>). The impact on the CNDP, at this stage, is considered to be minimal. The CNDP must be in general conformity with the strategic policies of the adopted local plan.

5.0 Neighbourhood Plan Policies

- 5.1 This section of the CNDP sets out the planning policies to guide development in Cosby up to 2029. The policies are defined below each CNDP objective. Whilst the policies are divided between the objectives the policies of the plan should and will be read as a whole.

CNDP OBJECTIVE 1 - To conserve and enhance the character of the neighbourhood area.

- 5.2 Cosby has a long and interesting heritage. The original heart of the village is a designated Conservation Area (Figure 4). This has statutory protection. The neighbourhood area also includes 13 statutorily protected listed buildings, including the Church of St Michael and All Angels, the War Memorial and the K6 telephone box on The Nook.
- 5.3 The CNDP includes the following planning policy to help manage future development within and that affects the setting of the Conservation Area

Policy CNDP1 – Development within and affecting the setting of Cosby Conservation Area

All new development within and affecting the setting of Cosby Conservation Area (Figure 4 below) will be expected to conserve or enhance the Conservation Area and its setting. Development proposals will be supported where they:

- (a) Maintain the historic pattern of development by respecting the village's historic street layout, building plots and boundary treatments;
- (b) Respect building form, height, and scale;
- (c) Maintain the openness of the Brook, views of the Brook, and, where opportunities arise, re-opening sections of, or providing enhanced access to the Brook;
- (d) Reflect the proportion of opening to wall (solid to void) found in the elevations of traditional buildings and employ robust detailing, avoiding use of applied features, such as inappropriate cladding and boarding and decorative features;
- (e) Reinforce local identity by the appropriate use of the traditional materials such as brick, slate, tile and render and by retaining architectural features and period detailing;
- (f) Retain and use of traditional shopfronts;
- (g) Use appropriate street furniture;
- (h) Retain open spaces, watercourses, mature trees, and hedgerows;
- (i) Demonstrate, in the case of proposals where below ground works and investigations are required, that suitable archaeological investigations will be undertaken and recorded.

Background/Justification

- 5.4 The heart of Cosby village was designated a Conservation Area in 1970. This status means that the Conservation Area and its setting, have statutory protection under the Planning Acts. Conservation Areas and their setting must be preserved or enhanced. Policy CNDP1 does not seek to replace this statutory protection but provides a more detailed development management against which planning policies can be assessed, and that can be used by those putting together planning proposals.

- 5.5 Cosby has developed around the Brook and it is this key feature that gives the village its distinctive character. This central spine running through the Conservation Area has resulted in a double width of road between street frontages. This, combined with the “cottage” scale of the buildings, gives the Conservation Area an “open” appearance, particularly in The Nook.



4 looking from the Conservation Area out to St Michael and All Angels church

- 5.6

Policy CNDP2 – Development affecting locally valued heritage assets

The effect of a development proposal on the significance of the locally valued heritage assets listed below should be taken into account in determining an application. In weighing applications that directly or indirectly affect a locally valued heritage asset, in the context of Local Plan Delivery DPD Development Management Policy DM12, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.

- CNDP2/1 - Cosby Community Church, Croft Road**
- CNDP2/2 - Cosby Methodist Church, Park Road**
- CNDP2/3 - Toc H building, Croft Road**
- CNDP2/4 - Brooke House Day School, Croft Road**
- CNDP2/5 - Former Vicarage, 58 Main Street**
- CNDP2/6 - 60 Main Street**

Background/Justification

- 5.7 As well as the designated heritage assets of the Conservation Area (Figure 4) and the area's listed buildings, Cosby also has a number of locally valued heritage assets. These are identified and protected through the Blaby Local Plan DPD Development Management Policy DM12 that states that:

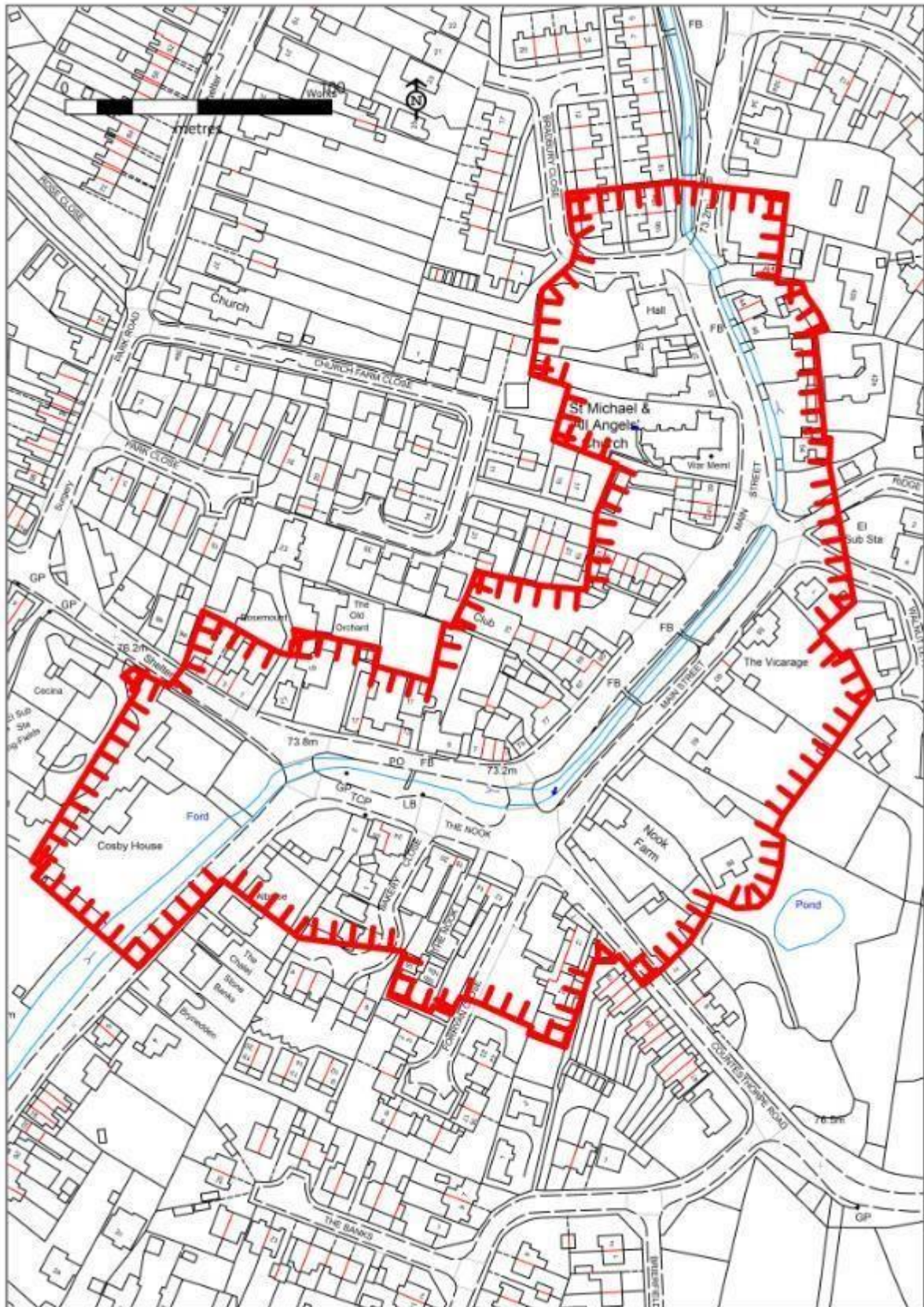
“A balanced consideration will be applied to proposals which may impact non-designated heritage assets [locally valued assets for the purposes of Policy CNDP2]. Proposals will be supported where the benefits of the scheme are considered to outweigh the scale of any harm or loss, having regard to the significance of the heritage asset.”

- 5.8 Policy CNDP2 of the CNDP identifies the area's locally valued heritage assets that should development be proposed that affects these assets it should be considered against DPD Development Management Policy 12. These include key buildings from the area's past and two buildings on Main Street identified in the original Conservation Area Appraisal. These locally valued heritage assets have been identified after reviewing this previous work and using local knowledge a number of other sources based on the advice of Historic England have also been used. Overall the locally valued heritage assets in Policy CNDP2 are either important to the history or the architectural heritage of the area, or both.



5 Cosby Methodist Church

Figure 4. Cosby Conservation Area © Crown copyright and database rights 2020 OS 100061681.
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Policy CNDP3 – Design Principles

All new development will be expected to respond positively to the key attributes of the neighbourhood area and the key local design features of Cosby village. Development will not be supported where it is of poor design that has an adverse impact on the character of the area. Development that exceeds prevailing sustainable construction standards as set out in Building Regulations will be supported.

To ensure good design is achieved development should take account of, and will be assessed against, the following criteria, where relevant:

- (a) promote or reinforce local distinctiveness by demonstrating that appropriate account has been taken of existing good quality examples of street layouts, blocks and plots, building forms, materials, and detailing, building style and the vernacular of the settlement. This does not exclude innovative and contemporary design that takes its cues from the area in which it is situated;
- (b) be designed in such a way to make a positive use of local landform, trees, hedgerows, and other vegetation and for larger proposals has had suitable regard to landscape setting and settlement pattern;
- (c) conserve and/or create new wildlife habitats;
- (d) use space and create new public open spaces that are enclosed, integrated, and overlooked by buildings;
- (e) include sufficient amenity space to serve the needs of the development and its users;
- (f) include appropriate boundary treatments that reflect local context for example by matching those of adjoining properties;
- (g) not have a detrimental effect on the amenity of existing or future occupiers in neighbouring property;
- (h) not have a severe cumulative adverse effect on the safe and efficient operation of the existing transport and road infrastructure;
- (i) include measures that seek to improve pedestrian and cycling facilities and linkages within the neighbourhood area and to other areas, wherever possible;
- (j) include car parking and vehicle charging points;
- (k) contribute to local identity, and sense of place. Proposals should not feature generic designs and should display how they take account of the local distinctive character of the area in which they are to be located within the Design and Access Statement (when one is required);
- (l) respect the height of buildings in the immediate surrounding area. Future development will generally be expected to be no more than two storeys;
- (m) achieve a safe and secure living environment e.g., by using *Secured by Design* principles;
- (n) use, and where appropriate re-use, local and traditional materials appropriate to the context of the site, or suitable artificial alternatives;
- (o) contribute to reducing carbon emissions, where possible, and where such features are included, they are a sympathetic enhancement to the building and surrounding area;

- (p) include measures to avoid light spillage beyond site boundaries and preserve the area's night time dark sky; and**
- (q) be designed to be as water efficient as possible. All applications for new development shall demonstrate that all surface water discharges have been carried out in accordance with the principles laid out within the drainage hierarchy, in such that a discharge to the public sewerage systems are avoided, where possible.**

All major developments shall ensure that Sustainable Drainage Systems (SuDS) for the management of surface water run-off are put in place unless demonstrated to be inappropriate.

All schemes for the inclusions of SuDS should demonstrate they have considered all four aspects of good SuDS design, Quantity, Quality, Amenity and Biodiversity, and the SuDS and development will fit into the existing landscape.

The completed SuDS schemes should be accompanied by a maintenance schedule detailing maintenance boundaries, responsible parties and arrangements to ensure that the SuDS are maintained in perpetuity.

Where possible, all non-major development should look to incorporate these same SuDS principles into their designs

Poor design, when assessed against the above criteria, will not be supported.

Background/Justification

- 5.9 Cosby village has a clear existing design plan, whether by intent or accident. Most of the major community facilities are arranged along the line of the brook, from the golf club to the Village Hall and playing fields. This provides Cosby with a clear village centre and is a unique feature in the area.
- 5.10 The village centre is a mature environment and the visual appearance has improved over recent years and this process should be encouraged to continue. The scale of the current buildings and construction materials should be respected with due regard paid to sustainable design and the support of the local community.
- 5.11 Sustainable Drainage Systems (SuDS) should be designed in accordance with current industry best practice, The SuDS Manual, CIRIA (C753), to ensure that the systems deliver both the surface water quantity and the wider benefits, without significantly increasing costs. Good SuDS design can be key for creating a strong sense of place and pride in the community for where they live, work and visit, making the surface water management features as much a part of the development as the buildings and roads. All development should be able to demonstrate that they are water efficient, where possible incorporating innovative water efficiency and water reuse measures.
- 5.12 To ensure that future development in the neighbourhood area achieves well-designed places as set out in Chapter 12 of the NPPF, all new development will be assessed against Policy CNDP3. Development proposals will also have to take account of Core Strategy Policy CS2 Design of New Development and Local Plan DPD Development Management Policy DM8 Local Parking and Highway Design Standards.



6 Christmas Lights, 2019

CNDP OBJECTIVE 2 - To protect local green spaces and open spaces within the area.

Policy CNDP4 - Protecting Local Green Space

The following local green spaces as shown on pages 39 to 49 are designated in accordance with paragraphs 101 and 102 of the NPPF:

CNDP4/1 – Linley Green
 CNDP4/2 – Main Street North
 CNDP4/3 – Main Street South
 CNDP4/4 – Bunning Hall (rear)
 CNDP4/5 – Lady Leys
 CNDP4/6 – Chiltern Avenue 1
 CNDP4/7 – Chiltern Avenue 2
 CNDP4/8 – Brooklands Road
 CNDP4/9 – Ashover Close

Development will only be permitted when consistent with national Green Belt policy.

Background/Justification

- 5.12 Paragraph 101 of the National Planning Policy Framework (NPPF) advises that *“The designation of land as Local Green Space through local and neighbourhood plans allows communities to identify and protect green areas of particular importance to them. Designating land as Local Green Space should be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services. Local Green Spaces should only be designated when a plan is prepared or updated, and be capable of enduring beyond the end of the plan period.*
- 5.13 Paragraph 102 of the NPPF goes on to advise that *“The Local Green Space designation should only be used where the green space is:*
- a) in reasonably close proximity to the community it serves;*
 - b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and*
 - c) local in character and is not an extensive tract of land.*

A detailed discussion of how these designated green spaces were surveyed and documented can be found in Appendices 1 and 2.



7 Local Green Space: Main Street north

Policy CNDP5 - Protecting Other Open Spaces

Development that would result in the loss of small open spaces within the neighbourhood area will only be supported when:

- a) Equivalent or better provision is provided elsewhere within a suitable location; or
- b) It can be clearly demonstrated by the applicant that the open space no longer performs a useful open space function in terms of the local environment, amenity, or active public recreation use.

Policy CNDP5 applies to the following spaces:

- CNDP5/1 - Jamesway
- CNDP5/2 - Chiltern Avenue
- CNDP5/3 - Corner of Hill View Drive
- CNDP5/4 - Lady Leys, south corner
- CNDP5/5 - Lady Leys, west corner
- CNDP5/6 - Lady Leys, north corner
- CNDP5/7 - Lady Leys, east corner
- CNDP5/8 - White Barn Drive
- CNDP5/9 - The Settlement (corner Elm Tree Road)
- CNDP5/10 - Corner Ashtree Road/Main Street
- CNDP5/11 - Corner Main Street/Park Road
- CNDP5/12 - Cambridge Road (Park Road to Hill View Drive)

CNDP5/13 - Gimson Avenue
CNDP5/14 - Mount Road
CNDP5/15 - Cosby Brook (Broughton Road)
CNDP5/16 - Cosby Brook (The Nook/Main Street)
CNDP5/17 - Cosby Brook (Main Street North)

Where feasible, proposals to improve or enhance these spaces will be supported.

Background/Justification

- 5.14 As well as the Local Green Spaces that are designated for the highest level of protection, the neighbourhood area also has several other important open spaces that perform a variety of useful functions. These smaller, often quite incidental open spaces help to make the area a greener place and all add to the quality of life enjoyed by residents and visitors. It is proposed that these spaces are also protected but not with the high degree of protection offered to designated local green spaces that precludes most built development. These spaces, being less important, could be developed in certain circumstances that are set out in Policy CNDP5. A detailed discussion of how these green spaces were surveyed, documented and designated can be found in Appendices 1 and 2.



8 Small open spaces, help green the urban form

- 5.15 A number of these spaces have been affected in recent times by inconsiderate car parking. This not only limits the use of these spaces, but also degrades them

physically and detracts from their physical appearance: 60% of questionnaire respondents were against the use of open space for additional car parking. The Parish Council will seek to stop the use of open spaces for car parking and seek to support measures to improve off-street car parking in residential areas, wherever possible.

CNDP OBJECTIVE 3 - To protect and enhance community and recreation facilities.

Policy CNDP6 – Protection of Existing Community Facilities and Local Shops

Community Facilities

The change of use of local community facilities, as listed below, will only be permitted for other health, education or community type uses (such as village halls, local clubhouses, health centres, schools and children's day nurseries) unless one of the following can be demonstrated:

1. The proposal includes alternative provision, on a site within the locality, of equivalent or enhanced facilities. Such sites should be accessible by public transport, walking and cycling and have adequate car parking; or
2. Satisfactory evidence is produced (including active marketing locally and in the wider area) that, over a minimum period of 12 months, it has been demonstrated that there is no longer a demand for the facility.

The facilities are listed as follows and shown on the Policies Map:

CNDP6/1 - Cosby Village Hall
 CNDP6/2 - The Bunning Hall
 CNDP6/3 - Cosby Methodist Church and Hall
 CNDP6/4 – Cosby Community Church Rooms
 CNDP6/5 - Cosby Working Men's Club
 CNDP6/6 - Toch H
 CNDP6/7 - Cosby Primary School
 CNDP6/8 - St. Michael and All Angels Church
 CNDP6/9 - Bulls Head Public House
 CNDP6/10 - Cosby Community Library
 CNDP6/11 – Brooke House Day School

Proposals that would enhance the appearance, improve access and accessibility to these facilities will be supported.

Local centre and Local Shops

Development proposals resulting in the loss of retail provision within the defined Local Centre (as shown on the Local Plan Policies Map 2019) and local shops outside of this centre will not be supported unless one of the following can be demonstrated:

- i the applicant can demonstrate through the submission of marketing evidence (including active marketing locally and in the wider area), over a minimum period of 12 months, that there is no longer a demand for such retail provision; or
- ii the premises are physically unsuitable for continued retail use.

Background/Justification

- 5.16 Community facilities, such as churches, community centres, local shops and pubs – are the essential glue that helps bring a community together. They facilitate social interaction, provide outlets for vital services, and play a central role in community life.
- 5.17 Following an audit of local community facilities, those facilities listed under Policy CNDP6 will be protected.



9 Bulls Head Public House

- 5.18 NPPF also seeks to ensure that planning policies and decisions achieve healthy, inclusive and safe places which promote social interaction, including opportunities for meetings between people who might not otherwise come into contact with each other. Protecting the village's community facilities will be a key means of helping to

“achieve these national planning policy aims. NPPF also goes on to stress the need to “guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the community’s ability to meet its day to-day needs.”

- 5.19 The main area of shops in the village is identified as a Local Centre under Policy CS13 of the Blaby District Core Strategy, the boundary of this centre is shown on the Local Plan Policies Map 2019 (BDC). There are also a number of retail premises and local shops that lie outside this boundary. The CNDP will seek to protect local retail provision both within and outside the Local Centre.

Supporting Parish Council Action 1 – Sport and Recreation

- a) To create a circular footpath around Victory Park.

CNDP OBJECTIVE 4 -To ensure that the area has appropriate levels of infrastructure

- 5.20 The CNDP consultation identified a number of issues in relation to footpaths, roads, cycling and access to the countryside. Specifically, the survey asked questions in relation to improving and developing footpaths/cycle ways. Several consultation responses also raised the maintenance of existing footways and footpaths, such as Bramble Walk. Planning policy cannot deal with this issue, but the Parish Council can look to other powers that can help to improve access. Equally, the Parish Council is not in control over many of these infrastructure issues. Some of them will have to be addressed by key public sector partners (e.g., the District and County Councils), others by private companies (e.g., utilities, telecommunications).

Policy CNDP7 – Access to the Countryside

New development should promote access to the countryside through protection and enhancement of the existing Public Rights of Way (PROW) network (Figure 5).

All major development proposals (as defined in The Town and Country Planning (Development Management Procedure) (England) Order 2015, and any subsequent amendments) will be required to provide links and enhancements to the existing footpath, bridleway, and cycleway network, unless it is demonstrated that this is not necessary.

Background/Justification

- 5.21 Cosby benefits from a network of well-used footpaths, cycleways, and bridleways (Figure 5). Many responses to the consultation indicated that improvements and enhancements should be made to the footpath and cycleway network in the Neighbourhood Plan Area, both roadside and footpath routes such as Bramble Walk. It is important to improve and enhance the existing network as well as creating new links from any development areas into the village centre. The character of existing public rights of way (PROW) must be protected in terms of safety, directness, attractiveness, and convenience for all users. No obstructions to PROW should be introduced and bridleways for horse riders should equally be protected. The aim is to improve pedestrian, horse, and cycle access throughout the Plan area where practically possible, for both able-bodied and disabled users. Particularly priority will be given to circular and radial routes.

Figure 5. Public Rights of Way etc © Crown copyright and database rights 2020 OS 100061681. Use of this mapping is subject to the terms and conditions set out on page 2 of this document. Public rights of way shown on this map have been taken from Local Authority definitive maps. The representation on this map of any other road, track or path is no evidence of the existence of a right of way.



Policy CNDP8 – Access and Road Safety

New development that includes new access points and/or road infrastructure should seek to incorporate accessible, traffic-free routes for pedestrians, people with disabilities, people with pushchairs, cyclists and, where appropriate, equestrians. Improvements to public transport infrastructure should also be included, where necessary. Such development should set out how the design includes and, where possible, enhances access to the village centre, community

facilities, local green open spaces, sport and recreation facilities and the nearby countryside for such users.

The needs of any non-motorised vehicle users (as described in the paragraph above) must be considered in all traffic planning, but especially in relation to rural lanes and roads. Hazards arising from an increase in vehicle numbers where agricultural buildings are being converted to residential or commercial use will need to be taken into consideration. Measures to be taken to ensure this may include, for example, separation of pedestrians /cyclists from vehicular traffic where possible, improvements to signage, or means of speed reduction.

Background/Justification

- 5.22 Policy CNDP8 – Access and Road Safety seeks to ensure that new development is accessible to all the village's key facilities and the surrounding countryside by methods other than the private car. This policy will only be of relevance where new development creates new access points of new road infrastructure. When this is the case, proposals should be designed in such a way that they include well-designed and safe access for pedestrians, people with disabilities, people with pushchairs, cyclists and, where appropriate, equestrians. In the case of the latter not all development of this type will be located in such a way to take advantage of the existing bridleway network.
- 5.23 The Parish Council will work with the highway authority and will seek developer contributions to secure the following:

Supporting Parish Council Action 2 - Transport Improvements

Proposals to improve walking, cycling, road safety and traffic management throughout the Parish will be supported, including:

- a) Improvements to the footway to Broughton Astley along Broughton Road.**
- b) Improvements to the footway along Countertop Road.**
- c) Improvements to the footway along Shuttleworth Lane.**
- d) Extension to the footway on Croft Road.**
- e) Improved maintenance (e.g., of vegetation) on footpaths, cycleways, bridleways, and PROWS.**

To secure these and other improvements the Parish Council will work with key partners and neighbouring Parish Councils.

6.0 Monitoring and Review

- 6.1 Plans only remain relevant when they are kept up to date. The Parish Council will monitor the policies and proposals in the plan on an annual basis.
- 6.2 Where the need for change is identified the Parish Council will work with Blaby District Council to produce updates and amendments where necessary.
- 6.3 Should sections of the plan become significantly out of date, the Parish Council may look to review the whole document by producing a new plan in accordance with the Neighbourhood Development Planning procedure.

Appendices Appendix 1: Outline of work carried out surveying green open spaces in Cosby

- A1.1. Satellite image data from Google Earth coupled with on-the-ground knowledge from village residents was used to identify green spaces within the built boundary of Cosby, plus adjacent green spaces that are not farmland or privately-owned houses (e.g. see image).
- A1.2. These were classified these and grouped by type and general location (see Tables 1 and 2).
- A1.3. The approximate areas of each element of space were measured using Google Earth tools and total green space areas were calculated, as well as total area of the Cosby built area and total village area (including agricultural land), to provide context and scale.
- A1.4. Some statistics:
- Green areas are dominated by the golf courses, park, and sports fields – 81.5 Ha, similar to built village area (83 Ha).
 - Excluding these, total green space is 5 Ha, only about 6% of the built village area.
 - Total village area is 864 Ha, 10 x-built area.
 - There is a large number (18) of small open spaces in the various estates, which are a significant amenity for residents – 1.8 Ha.
 - Cosby Brook is a key, but fragmented, wildlife area – 0.7 Ha.
 - Management of green spaces seems to be at a low level (e.g. grass cutting, but no planting or consideration of wildlife value).
- A1.5. Questions to consider:
- What do we want of our current open spaces – e.g. more wildlife friendly, recreation, visual amenity?
 - Who controls them (various e.g. Council, Church, private owners)?
 - How do we exercise influence over their protection and use?
 - Is the amount of open space sufficient?
 - What kinds of new green space do we want e.g. (wildlife, recreation, new cemetery)?



Table 1. Summary of green space in Cosby, with locations, classifications and estimated areas

Name/Description	Type	Area Estimate (m ²)	Area Estimate (ha)
Cosby Golf Course	Sports & Recreation (private)	432000	43.200
Whetstone Golf Course	Sports & Recreation (private)	322700	32.270
Football club	Sports & Recreation (private)	33600	3.360
Cosby Primary School	Sports & Recreation (private)	4700	0.470
Cosby Primary School	Sports & Recreation (private)	2000	0.200
Victory Park	Sports & Recreation (public)	46500	4.650
Allotments	Sports & Recreation (private)	18800	1.880
Cemetery	Public Amenity	5000	0.500
Churchyard	Public space	480	0.048
Bunning Hall rear	Private space	600	0.060
Corner Brooklands/Cromford Rd	Non-designated public space	500	0.050
Adjacent Ashover Cl	Non-designated public space	934	0.093
Jamesway	Non-designated public space	453	0.045
Total			0.189
Linley Green	Non-designated public space	2300	0.230
Chiltern Ave	Non-designated public space	1800	0.180
Corner Hillview/Chiltern	Non-designated public space	1200	0.120
Total			0.530
Lady Leys (centre)	Non-designated public space	2700	0.270
Lady Leys (south corner)	Non-designated public space	900	0.090
Lady Leys (west corner)	Non-designated public space	147	0.015
Lady Leys (east corner)	Non-designated public space	100	0.010
Total			0.385
Tudor Drive/Brierfield Rd	Non-designated public space	1600	0.160
The Settlement (Corner Elm Tree Rd)	Non-designated public space	1000	0.100
Corner Ashtree Rd/Main St/Park Rd	Non-designated public space	1170	0.117
Corner Ashtree Rd/Main St	Non-designated public space	185	0.019
Corner Park Rd/Main St	Non-designated public space	336	0.034
Total			0.169
Park Rd/Cambridge Rd strip to Hillview Dr	Non-designated public space	1680	0.168
Mount Rd	Non-designated public space	933	0.093
End of Gimson Ave	Non-designated public space	293	0.029
Sensory garden	Public Amenity	184	0.018
Cosby Brook (Broughton Rd)	Wildlife area	1900	0.190
Cosby Brook (The Nook/Croft Rd)	Wildlife area	680	0.068
Cosby Brook (Main St South)	Wildlife area	1740	0.174
Cosby Brook (Main St North)	Wildlife area	2325	0.233
Total			0.665
Hewitt Sportsturf	Horticulture	99700	9.970
Built village area		830000	83.000
Total village area		8641000	864.100

Appendix 2: Identifying Local Green Spaces in Cosby

A2.1. Local green space is a very strong planning policy designation set out in the National Planning Policy Framework (NPPF).

“101. The designation of land as Local Green Space through local and neighbourhood plans allows communities to identify and protect green areas of particular importance to them. Designating land as Local Green Space should be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services. Local Green Spaces should only be designated when a plan is prepared or updated, and be capable of enduring beyond the end of the plan period.

102. The Local Green Space designation should only be used where the green space is:
a) in reasonably close proximity to the community it serves;
b) demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
c) local in character and is not an extensive tract of land.”

A2.3. The designation of local spaces as special to the community is informed by general local knowledge the opinions of those residents who live nearby the spaces in question.

Table 2. Detailed description of green spaces in Cosby, noting why they are special and describing their character.

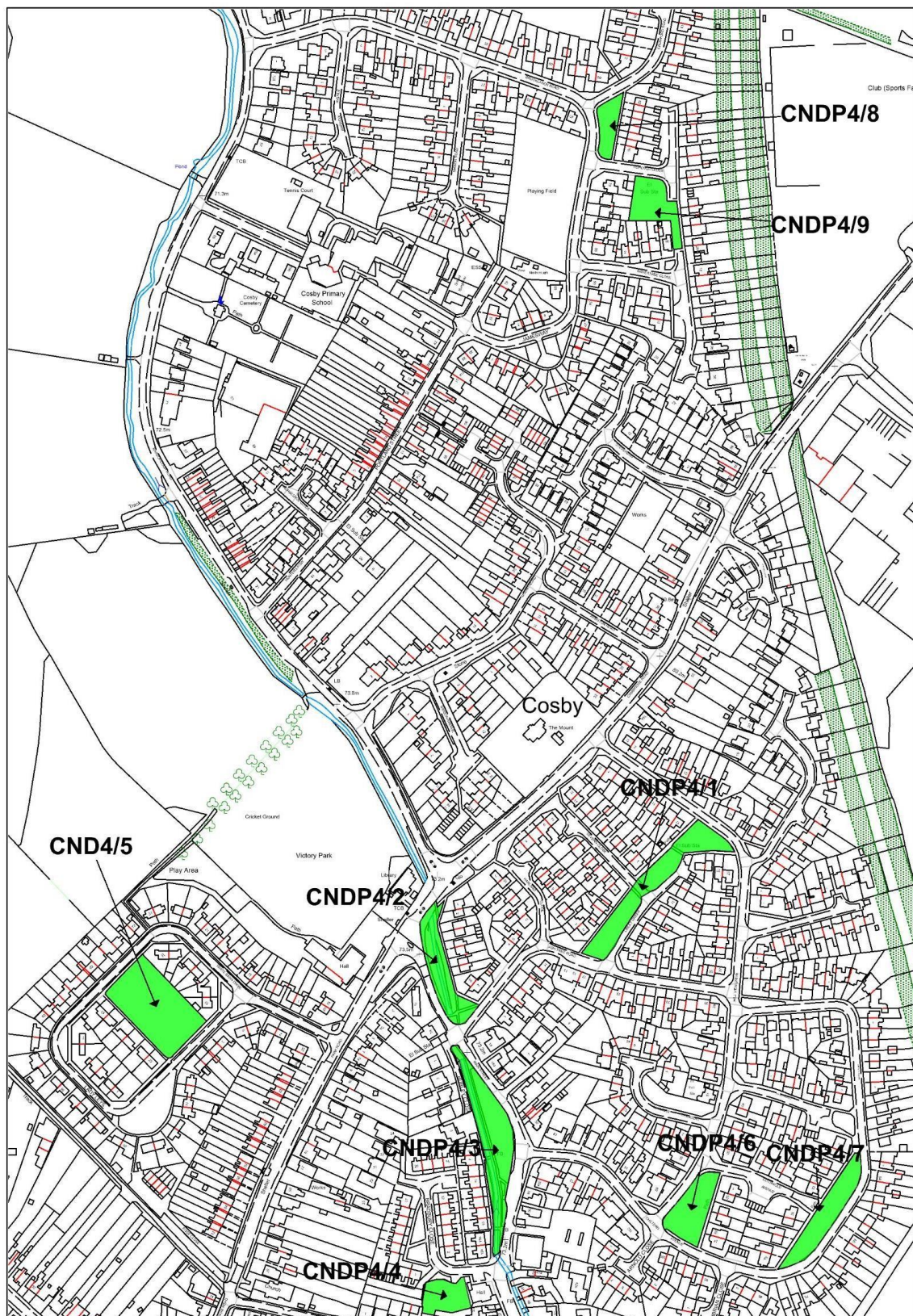
<u>Green or Open Space</u> (name and reference number)	<u>Is the site in close proximity to the local community it serves?</u> (Describe giving details of location, walking distances, how	<u>Demonstrably special to a local community–</u> (provide reason(s) e.g., beauty, use, significance)?	<u>Local in character and not an extensive tract of land?</u> (Describe the character of the site, including size, boundaries, public access and other relevant factual information)
CNDP4/1 – Linley Green	Grassed part of housing estate	Provides clear space between houses and informal leisure, gatherings, games etc.	0.23 Ha, rectangular, public access from adjacent footpaths
CNDP4/2 – Main Street North	Land adjacent to brook	Supports local wildlife, area of beauty	0.23 Ha, narrow linear tract alongside brook, public access from adjacent footpaths
CNDP4/3 – Main Street South	Land adjacent to brook	Supports local wildlife, area of beauty	0.17 Ha, narrow linear tract alongside brook, public access from adjacent footpaths
CNDP4/4 – Bunning Hall (rear)	Grassed area behind the hall	Walled/fenced outside space for events held at the Bunning Hall.	0.06 Ha, access through hall or side gate. Not generally open to public except as part of organised events.

<u>Green or Open Space</u> (name and reference number)	<u>Is the site in close proximity to the local community it serves?</u> (Describe giving details of location, walking distances, how	<u>Demonstrably special to a local community–</u> (provide reason(s) e.g., beauty, use, significance)?	<u>Local in character and not an extensive tract of land?</u> (Describe the character of the site, including size, boundaries, public access and other relevant factual information)
		Available for community use by arrangement.	
CNDP4/5 – Lady Leys	Grassed part of housing estate	Provides clear space between houses and informal leisure, gatherings, games etc.	0.27 Ha, rectangular, public access from adjacent footpaths
CNDP4/6 – Chiltern Avenue 1	Grassed part of housing estate	Provides clear space between houses and informal leisure, gatherings, games etc.	0.18 Ha, rectangular, public access from adjacent footpaths
CNDP4/7 – Chiltern Avenue 2	Grassed part of housing estate	Provides clear space between houses and informal leisure, gatherings, games etc.	0.12 Ha, rectangular, public access from adjacent footpaths

<u>Green or Open Space</u> (name and reference number)	<u>Is the site in close proximity to the local community it serves?</u> (Describe giving details of location, walking distances, how	<u>Demonstrably special to a local community–</u> (provide reason(s) e.g., beauty, use, significance)?	<u>Local in character and not an extensive tract of land?</u> (Describe the character of the site, including size, boundaries, public access and other relevant factual information)
CNDP4/8 – Brooklands Road	Grassed part of housing estate	Provides clear space between houses and informal leisure, gatherings, games etc.	0.05 Ha, rectangular, public access from adjacent footpaths
CNDP4/9 – Ashover Close	Grassed part of housing estate	Provides clear space between houses and informal leisure, gatherings, games etc.	0.093 Ha, rectangular, public access from adjacent footpaths

Maps of Local Green Spaces

The Local Green Spaces identified in Table 2 are shown in the following index map and detailed map extracts.



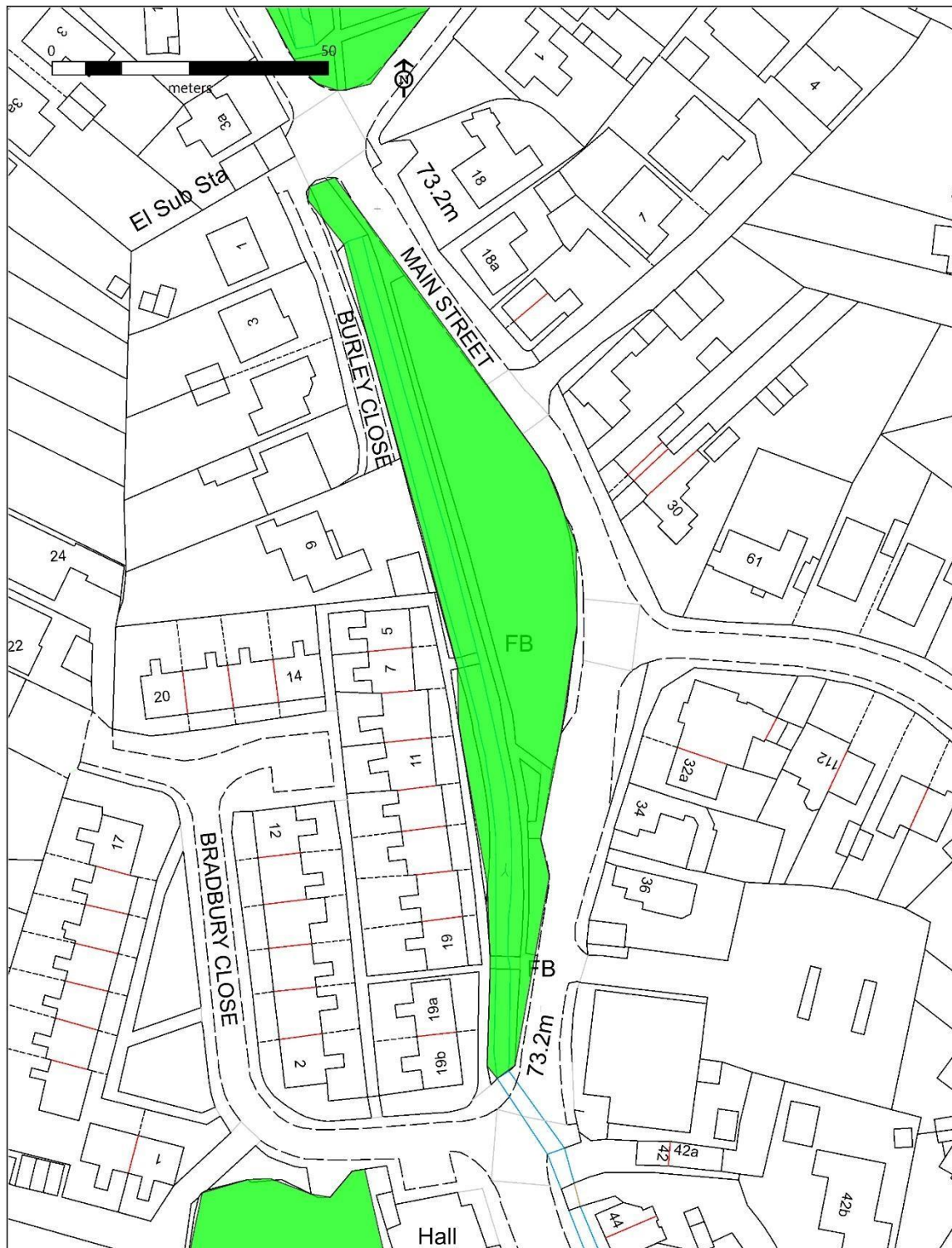
CNDP4/1 Linley Green © Crown copyright and database rights 2021 OS 100061681. Use of this mapping is subject to the terms and conditions set out on page 2 of this document.



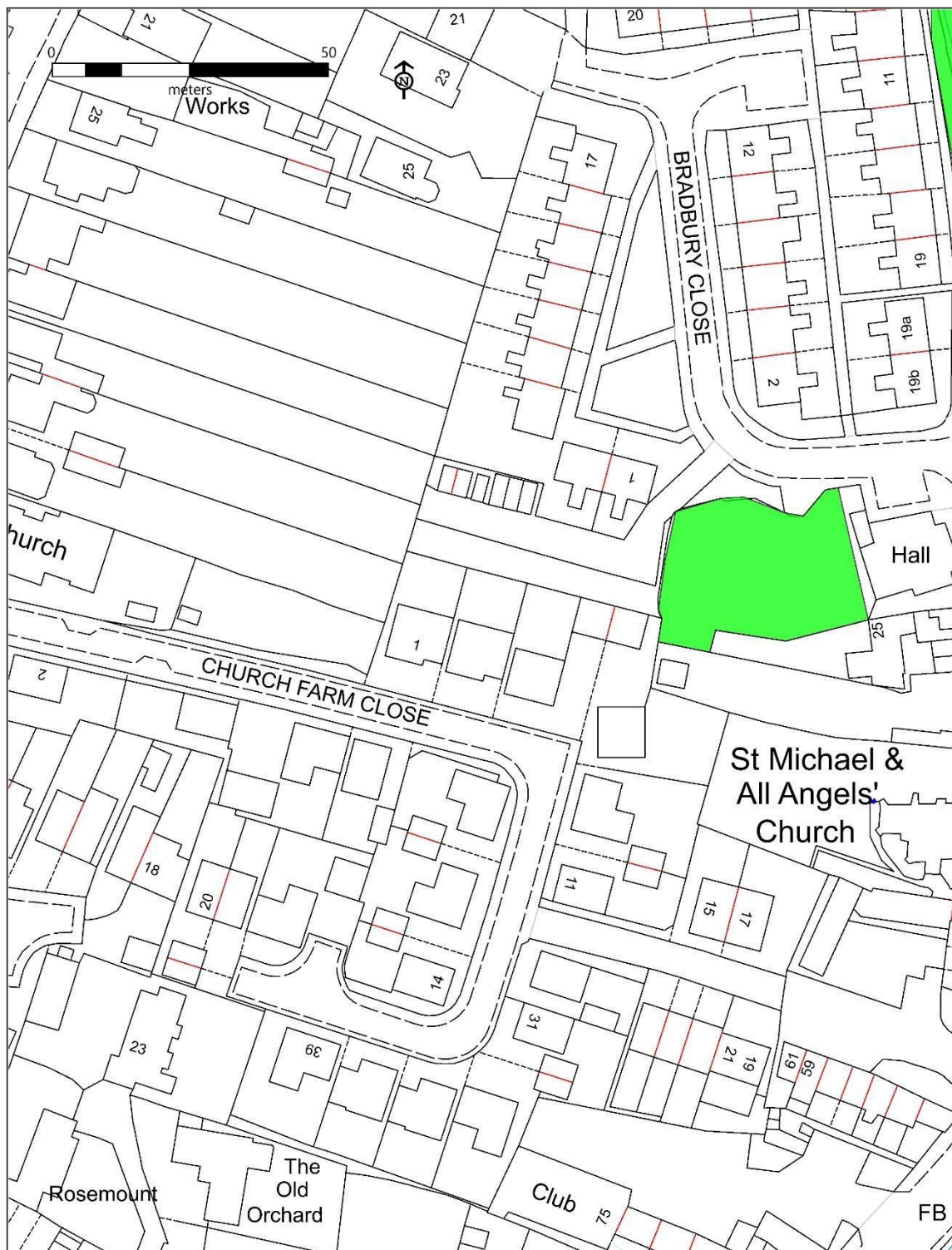
CNDP4/2 Main Street North © Crown copyright and database rights 2021 OS 100061681. Use of this mapping is subject to the terms and conditions set out on page 2 of this document.



CNDP4/3 Main Street South © Crown copyright and database rights 2021 OS 100061681. Use of this mapping is subject to the terms and conditions set out on page 2 of this document.



CNDP4/4 Bunning Hall (rear) © Crown copyright and database rights 2021 OS 100061681. Use of this mapping is subject to the terms and conditions set out on page 2 of this document.



CNDP4/5 **Lady Leys** © Crown copyright and database rights 2021 OS 100061681. Use of this mapping is subject to the terms and conditions set out on page 2 of this document.



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Glossary

The glossary is neither a statement of law nor an interpretation of the law, and its status is only an introductory guide to planning terminology and should not be used as a source for statutory definitions.

Accessibility: The extent to which employment, goods and services are made easily available to people, either through close proximity, or through providing the required physical links to enable people to go to locations where they are available.

Affordable Housing: Housing that is provided to eligible households at a price/ rent below the market rate, whose housing needs are not met by the market. It includes socially rented, affordable rented and intermediate housing.

Ancient Woodlands: These are defined as areas where there is believed to have been continuous woodland cover since at least 1600 AD. It can include both ancient semi natural and ancient replanted woodlands. They are irreplaceable habitats.

Appropriate Assessment (AA): Under the Habitat Regulations Assessment, stakeholders such as developers/ Local Authorities are required to undertake this assessment when a plan or project is likely to have an impact on any European Environmental conservation designations (i.e. Natura 2000 sites consisting of Special Protected Areas of Conservation, Special Protected Areas, etc.). The overall aim of this assessment is to demonstrate that the plan/ project will not have an adverse impact on the integrity of the environmental designation. Alternatively, the AA will need to demonstrate why the proposed project/ plan is in the overriding public interest and the compensatory measures that will be taken to ensure the overall coherence of the Natura 2000 sites is protected.

Biodiversity: The variety of plants, animals and other living things in a particular area or region. It encompasses habitat diversity, species diversity and genetic diversity.

Brownfield Land: See definition for Previously Developed Land.

Connectivity: The linkages that exist between key locations.

Development Plan Document (DPD): These are planning documents forming part of the Local Development Framework (LDF) and which have a status of being part of the development plan. In order to acquire this status, they will be subject to independent scrutiny through a public examination. Certain documents within the LDF must be DPDs, for example a Core Strategy, Site Specific Allocations of land and Area Action Plan where produced. There must also be an adopted Policies Map which may be varied as successive DPDs are adopted. Current Local Planning Regulations no longer use the term DPD and refer to Local Plans instead.

Dwelling: A self-contained building or part of a building used as a residential accommodation, and usually housing a single household. A dwelling may be a house, bungalow, flat, maisonette or residentially converted farm building.

Economic Development: Development, including those within the B Use Classes, public and community uses, and main town centre uses (but excluding housing development).

Environment Agency: This is a Public Body that is responsible for protecting and improving the environment of England and Wales, and for protecting communities from the risk of flooding and managing water resources. They are consulted throughout the plan making and decision-making process in order to promote sustainable development.

Evidence Base: The information and data gathered to justify the policy approach set out in the Neighbourhood Plan including physical, economic, and social characteristics of an area. It consists of consultation responses and the finding of technical studies.

Flood Zone 1: An area with low risk of flooding. This zone comprises land assessed as having a less than 1 in 1000 annual probability of river or sea flooding. **Flood Zone 2:** An area with a low to medium risk of flooding. This zone comprises land assessed as having between a 1 in 100 and 1 in 1000 annual probability of river flooding or between a 1 in 200 and 1 in 1000 annual probability of sea flooding.

Greenfield Land: Land which has not previously been developed, including land in agriculture or forestry and land in built up areas used for outdoor sport and recreation (including public and private open space and allotments).

Green Infrastructure: A strategically planned and delivered network of high-quality green spaces and other environmental features. It is designed and managed as a multifunctional resource capable of delivering a wide range of environmental and quality of life benefits for local communities. Green Infrastructure includes parks, open spaces, playing fields, woodlands, allotments and private gardens.

Local Development Documents (LDDs): Any document prepared by a local planning authority individually or with other local planning authorities which deals with one or more of the following:

- the development and use of land;
- the allocation of sites for a particular form of development or use;
- environmental, social, design and economic objectives relevant to the development and use of land; and
- development management and site allocations policies which guide the determination of planning applications.

LDDs are referred to in the Regulations as Local Plans and this is the term commonly used in the Joint Core Strategy.

Local Development Framework (LDF): The name for the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports. Together these documents provide the framework for delivering the spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones. The National Planning Policy Framework no longer refers to LDFs and uses the term 'Local Plan' instead.

Local Plan: The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current Core Strategies and other planning policies which under the Regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act.

National Planning Policy Framework (NPPF): This document sets out the Government's planning policies for England and how these are expected to be applied. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

Parish Plans: Are prepared by Parish Councils and other local community groups and set out a vision for their local area and usually include an action plan of how to achieve the vision. Parish Plans can be used to inform the development of planning policy at the local level.

Physical Infrastructure: Includes existing and future development required to support utilities, transport and waste management.

Previously Developed Land (PDL): Land which is or was occupied by a permanent structure (excluding agricultural and forestry buildings) and associated fixed surface infrastructure, including the curtilage of (land attached to) buildings. It includes defence buildings and land used for mineral or waste extraction when there is no requirement for subsequent restoration. Land in built up areas such as private residential gardens, parks, recreation grounds and allotments are not considered as PDL. PDL is still commonly referred to as brownfield land.

Section 106 Agreement/ Contribution: Refers to Section 106 of the Town and Country Planning Act 1990 and is a legally binding agreement or planning obligation with a landowner in association with the granting of planning permission. These agreements are a way of delivering or addressing matters that are necessary to make a development acceptable in planning terms. They are increasingly used to support the provision of services and infrastructure, such as highways, recreational facilities, education, health and affordable housing.

Social Infrastructure: Includes education, healthcare, sports facilities, cultural and community facilities.

Strategic Environment Assessment: A generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use.

Supplementary Planning Document (SPD): Provides additional guidance on matters covered by a DPD/ Local Plan. They will be an important consideration in determining planning applications.

Sustainable Development: Development which meets the needs of the present, without compromising the ability of future generations to meet their own needs.

Topography: The gradient and variations in height within a landscape.

Water Framework Directive: an EU directive which commits European Union member states to achieve good qualitative and quantitative status of all water bodies (including marine waters up to one nautical mile from shore) by 2015.

COSBY

NEIGHBOURHOOD DEVELOPMENT PLAN

2023-2029

COSBY NEIGHBOURHOOD DEVELOPMENT PLAN - REFERENDUM POLICIES MAP (January 2023)

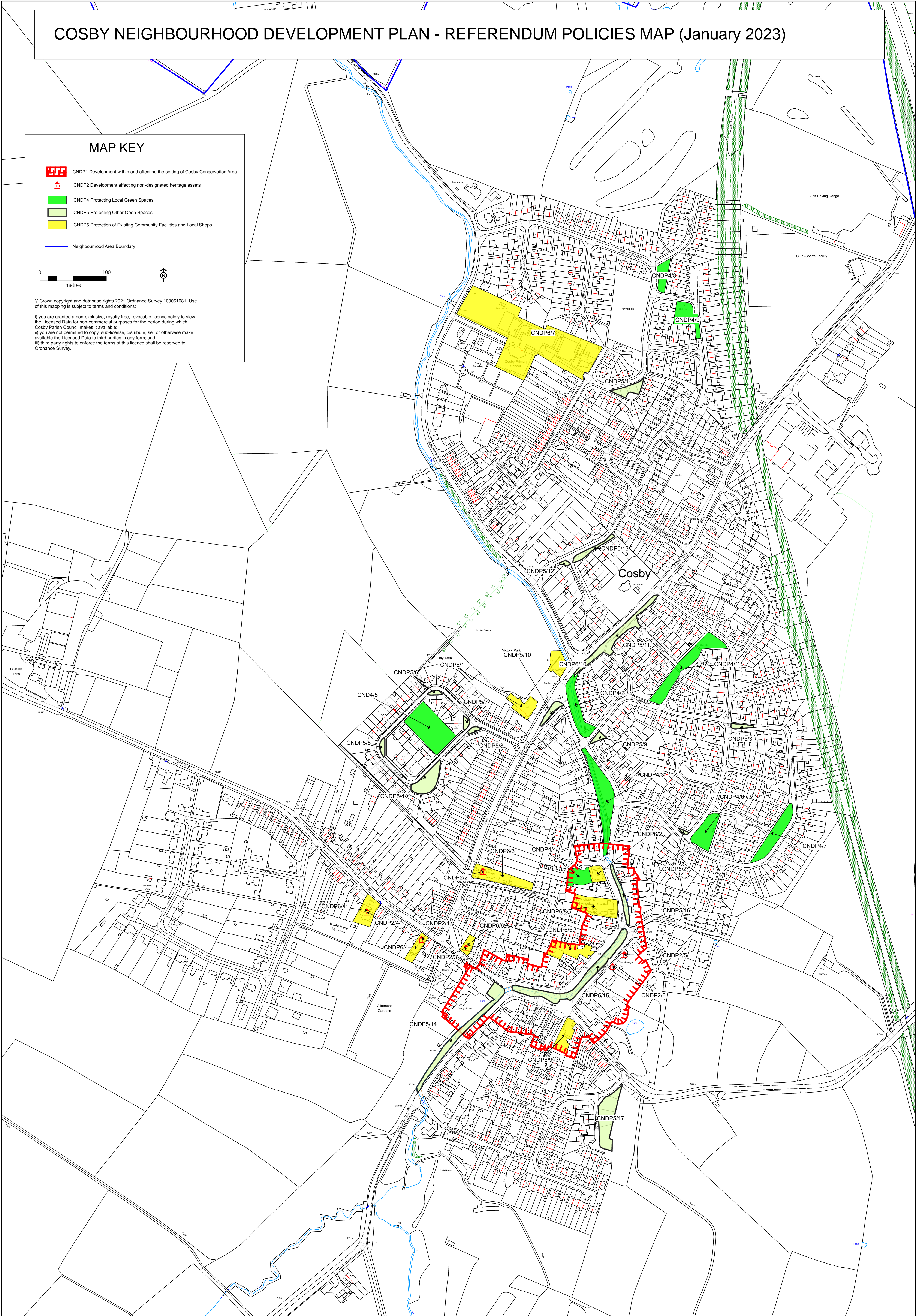
MAP KEY

- CNDP1 Development within and affecting the setting of Cosby Conservation Area
- CNDP2 Development affecting non-designated heritage assets
- CNDP4 Protecting Local Green Spaces
- CNDP5 Protecting Other Open Spaces
- CNDP6 Protection of Existing Community Facilities and Local Shops
- Neighbourhood Area Boundary

0 100 metres



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i) you are granted a non-exclusive, royalty free, revocable licence solely to view the Licensed Data for non-commercial purposes for the period during which Cosby Parish Council makes it available;
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Blaby District Council Council

Date of Meeting	31 January 2023
Title of Report	Gender Pay Gap 2022 This is not a Key Decision and is on the Forward Plan
Lead Member	Cllr. Maggie Wright - Finance, People & Performance (Deputy Leader)
Report Author	Strategic Director (Section 151 Officer)
Corporate Priority	A Place to Work

1. What is this report about?

- 1.1 To present the Council's Gender Pay Gap Results for the year to the 31st March 2022.

2. Recommendation(s) to Council

- 2.1 That Council accept the Gender Pay Gap Results for the year to the 31st March 2022.

3. Reason for Decisions Recommended

- 3.1 The Council is required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Specific Duties & public Authorities) Regulations 2017 and this enables the Council to monitor pay differentials by gender throughout the Council.

4. Matters to consider

4.1 Background

We are required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Specific Duties & public Authorities) Regulations 2017.

This involves carrying out six calculations that show the difference between the average earnings of men and women in our organisation. It will not involve publishing individual employees' data.

We can use these results to assess:

- the levels of gender equality on our workplace

- the balance of male and female employees at different levels

It is important to note that gender pay reporting is different to equal pay.

- Equal pay deals with the pay difference between men and women who carry out the same jobs, similar jobs or work of equal value. It is unlawful to pay people unequally because they are a man or woman.
- The gender pay gap shows the difference in the average pay between all men and women in a workforce.

4.2 Gender Pay Gap Results

A snap shot of data was taken from 31st March 2022 and the results are below for the six required calculations.

A higher proportion of staff are female (55%) than male (45%). This has remained consistent with 2021 figures.

1. The average gender pay gap as a mean average

A female's hourly rate is 0.8% lower than a male.

The mean hourly rate is £18.18 for male employees and £18.04 for females.

2. The average gender pay gap as a median average

A female's hourly rate is 1.8% lower than a male.

The median hourly rate is £16.37 for male employees and £16.08 for females.

3. The average bonus gender pay gap as a mean average

A female's hourly rate is 0% lower than a male.

The Council does not pay bonuses in accordance with the criteria set out and therefore reporting on this element is not applicable.

4. The average bonus gender pay gap as a median average

A female's hourly rate is 0% lower than a male.

The Council does not pay bonuses in accordance with the criteria set out and therefore reporting on this element is not applicable.

5. The proportion of males receiving a bonus payment and proportion of females receiving a bonus payment

Males 0%

Females 0%

The Council does not pay bonuses in accordance with the criteria set out and therefore reporting on this element is not applicable.

6. The proportion of males and females when divided into four groups ordered from lowest to highest pay

7.

	Male	Female	Avg. Hrly pay
Q1 Lower	53.5%	46.5%	£11.96
Q2 Lower Middle	30.6%	69.4%	£14.68
Q3 Upper Middle	44.7%	55.3%	£18.54
Q4 Upper	51.8%	48.2%	£27.31

There is a higher proportion of men than women in one of the four of the Council's pay quartiles. There is a higher concentration of women working in the lower middle quartile (Q2) than in any other quartile which reflects the trends from previous years' reports.

The gender pay gap is low, it remains in favour of men, however it has narrowed this year to 1.8% from 4.1% in 2021. Resignations and retirements account in part for the narrowing of the gap.

4.3 Relevant Consultations

- Chief Executive
- Executive Director

4.4 Significant Issues

None

5. What will it cost and are there opportunities for savings?

- 5.1 There are no costs associated with this report.

6. What are the risks and how can they be reduced?

- 6.1 None.

7. Other options considered

- 7.1 No other options were considered as it is a legal requirement to report these results.

8. Environmental impact

8.1 None

9. Other significant issues

9.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.

10. Appendix

10.1 None

11. Background paper(s)

11.1 None

12. Report author's contact details

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Blaby District Council Council

Date of Meeting	31 January 2023
Title of Report	Pay Policy 2022/23 This is not a Key Decision and is on the Forward Plan
Lead Member	Cllr. Maggie Wright - Finance, People & Performance (Deputy Leader)
Report Author	Strategic Director (Section 151 Officer)
Corporate Priority	People Strategy

1. What is this report about?

- 1.1 To present to Members for approval, the proposed Blaby District Council Pay Policy Statement for 2022/23 as set out at Appendix A.
- 1.2 The Pay Policy Statement sets out the remuneration levels for employees and other details such as allowances and the relative pay multiples between employees and the Chief Executive.

2. Recommendation(s) to Council

- 2.1 That the Blaby District Council Pay Policy Statement for 2022/23 be approved.

3. Reason for Decisions Recommended

- 3.1 Section 38 of the Localism Act 2011 requires local authorities to prepare pay policy statements setting out the authority's own policies regarding the remuneration of its staff in particular its senior staff (or 'chief officers') and its lowest paid employees.

4. Matters to consider

- 4.1 Background

In accordance with the Localism Act 2011, pay policy statements must be prepared and approved by full Council relating to each financial year and following approval, the Statement must be published on the Council's website and complied with when setting terms and conditions of Chief Officers.

The legislation requires that the Pay Policy Statement includes:-

- The Council's policy on the level and elements of remuneration for each Chief Officer.
- The Council's policy on the remuneration of its lowest paid employees (together with its definition of its lowest paid employees).
- The Council's policy on the relationship between the remuneration of its Chief Officers and other Officers, known as the pay multiple.

The Council's policy also includes other specific aspects of Chief Officer's remuneration, the use of performance related pay, any bonuses and termination payments.

4.2 Proposal(s)

This year officers have taken the opportunity to provide clarity of interpretation of part 5.4, with additional wording being included. This revision reflects how part 5.4 is interpreted and has been applied in practice by the Council.

Additional wording is shown in italics.

- 5.4 Incremental progression within grades for all staff takes place annually on 1 April. The exception is that newly appointed, *promoted or regraded* employees with start dates between November and March, who receive their first increment six months after *the* start date of their appointment, *promotion or regrading*. Any subsequent increments will then occur on 1 April in line with all other employees.

The proposal is for the Blaby District Council Pay Policy Statement for 2022/23 be approved.

4.3 Relevant Consultations

- Chief Executive
- Executive Director (S.151 Officer)

4.4 Significant Issues

Publishing the Pay Policy Statement is a legal requirement of the Localism Act 2011. By publishing the Pay Policy Statement, it will ensure greater transparency in regard to how pay is determined, thus ensuring accountability to residents within the Blaby District community. The Pay Policy Statement also sets out how the authority, through its robust pay policies does not discriminate against any groups of staff within the protected characteristics as contained within the Equality Act 2010.

5. What will it cost and are there opportunities for savings?

- 5.1 The approval of the Pay Policy statement itself does not create any costs or opportunity for savings. The financial details of the salary rates are included within Appendix A of the attached Pay Policy Statement.

The Pay Policy Statement details the cost-of-living increases agreed for all staff of Blaby District Council with an increase of £1,925 for each scale point. The cost implications of this increase have been reported to Members through the Quarterly Budget Review Reports considered by Cabinet.

6. What are the risks and how can they be reduced?

- 6.1 No risks have been identified.

7. Other options considered

- 7.1 The Council could not adopt the Pay Policy, though for the reasons outlined in the report this option would carry significant risks with it. Failure to publish a Pay Policy Statement and therefore not complying with the legislation may lead to enforcement risk and/or reputational damage to the authority.

8. Environmental impact

- 8.1 No environmental impact has been identified.

9. Other significant issues

- 9.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.

10. Appendix

- 10.1 Appendix A – Blaby District Council Pay Policy Statement for 2022/23

11. Background paper(s)

- 11.1 None

12. Report author's contact details

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Appendix A

BLABY DISTRICT COUNCIL PAY POLICY STATEMENT 2022/23

1. Introduction

- 1.1 Section 38 of the Localism Act 2011 requires local authorities to produce an Annual Pay Policy Statement (the “statement”). This statement sets out Blaby District Council’s approach to pay in accordance with the requirements of this act.
- 1.2 This Pay Policy Statement includes:
 - (a) the level and elements of remuneration for Chief Officers;
 - (b) the remuneration of the lowest paid employees;
 - (c) the pay differential, known as the ‘pay multiple’ between the remuneration of Chief Officers and other officers and
 - (d) other aspects of Chief Officer remuneration, fees and charges and other discretionary payments
- 1.3 This statement is subject to approval by Full Council and is subject to review annually and in accordance with new legislation to ensure that it remains relevant.

2. Principles

- 2.1 Blaby District Council recognises that remuneration at all levels needs to attract and retain a high performing workforce whilst ensuring value for money.
- 2.2 In determining pay and remuneration, the Council will comply with all relevant legislation.
- 2.3 It is important that local authorities are able to determine their own pay structures in order to address local priorities and to compete in the local labour market.

3. Scope

- 3.1 The policy covers all staff employed by the Council irrespective of grade and conditions of service. It makes reference to national agreements which affect pay and grading including:
 - National Agreement on Pay and Conditions of Service (the Green book, for all staff below Head of Service)
 - Joint Negotiating Committee for Chief Officers
 - Joint Negotiating Committee for Chief Executives

A copy of the Council's salary scales as of 1st April 2022 is at Appendix A.

4. Remuneration of senior officers

4.1 In this policy the senior pay group refers to posts within the top three tiers of the organisation. These include the Chief Executive (x1), Directors (x2), Group Managers (x7) and Strategic Manager (x1).

4.2 Chief Executive

4.2.1 The Chief Executive is the head of the council's paid service. The salary paid to the Chief Executive is approved by full Council at the time of appointment and excludes Returning Officer fees which are paid separately.

4.2.2 The current salary range for the Chief Executive is £99,209-112,611 per annum. The range contains 5 increments and is subject to cost-of-living increases agreed by the Joint National Council (JNC). From 1 April 2022 an increase of £1,925 was applied to each scale point. This is a local grade which was established in 2011, following an analysis of the degree of responsibility in the role, benchmarking with other comparators and the ability to recruit and retain an exceptional candidate.

4.2.3 The Chief Executive Remuneration Panel, which comprises of the elected leader and the leaders of the opposition groups, determines incremental pay progression on an annual basis subject to agreed priorities being met.

4.2.4 Other conditions of service are as prescribed by the JNC for Local Authority Chief Executives national conditions.

4.3 Directors, Group Managers & Strategic Managers

4.3.1 The pay and grading for the Group Managers and Strategic Managers are evaluated using a local evaluation scheme. Its methodology reviews current job information including: job descriptions, staff structure including lines of accountability and capital and revenue budget responsibility. This information is used to determine the value of the job size and comparison with other Councils.

4.3.2 The grades are as follows:

Directors	Salary Range	£81,596-92,526
Group Managers	Salary Range	£62,687-75,342
Strategic Managers	Salary Range	£52,140-60,525

4.3.3 These salaries are subject to cost-of-living increases agreed by Joint Negotiating Committee for Chief Officers. From 1 April 2022 an increase of £1,925 was applied to each scale point. Other conditions of service are as prescribed by the JNC for Local Authority Chief Officers

4.4 Other allowances

- 4.4.1 The Council operates an essential car user scheme in accordance with JNC handbook.
- 4.4.2 The Returning Officer for the council is the Chief Executive. Fees are payable for Returning Officer duties which are not part of the post holder's substantive role. Whilst appointed by the council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the council. Returning Officer fees are variable and paid based upon the number of electors per election.
- 4.4.3 For any Chief Officer who undertakes duties that have been procured by another local authority, a discretionary payment (honorarium) will be made following an assessment of the additional time that the Chief Officer will spend in carrying out these additional duties.
- 4.4.4 There are two additional proper officer appointments within the Council; that of S151 Officer and the Monitoring Officer.
 - 4.4.4.1 The S151 Officer role is currently undertaken by a Director and recompense for this responsibility is subsumed within the current salary for this role.
 - 4.4.4.2 The Monitoring Officer appointment is currently carried out by a Group Manager and recompense for this responsibility is subsumed within the current salary for this role.
- 4.4.5. There are no other additional elements of remuneration in respect of overtime, bank holiday working, standby payments etc. paid to senior staff as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.

5. Pay Structure

- 5.1 The current pay structure (Grades 1-9) applies to all employees excluding the senior pay group. Salaries within the pay spine are subject to pay awards as agreed by the National Agreement on Pay and Conditions of Service (NJC). National changes to the pay spine became effective from 1 April 2022 an increase of £1,925 was applied to each scale point. The lowest point on the pay spine is spinal point 1, within Scale 1 and has a full time equivalent basic pay rate of £20,258 per annum.
- 5.2 The Council employs apprentices who are not included within the definition of "lowest paid employees".
- 5.3 All posts are evaluated using the NJC Job Evaluation Scheme via the Gauge+ system, which is recognised by public sector employers and unions nationally. This scheme allows for robust measurement against set criteria resulting in fair and objective evaluations and ensures compliance with the Equal Pay requirements set out in the Equality Act.

- 5.4 Incremental progression within grades for all staff takes place annually on 1 April. The exception is that newly appointed, promoted or regraded employees with start dates between November and March, who receive their first increment six months after the start date of their appointment, promotion or regrading. Any subsequent increments will then occur on 1 April in line with all other employees.
- 5.5 The grading structure aims to meet the current and/or market position for most jobs. At certain times some types of jobs are very scarce either because of national shortages or high demand for certain skills.

6. Other allowances

- 6.1 NJC employees may claim allowances which may be locally and nationally agreed in the course of their work duties. A list of typical allowances that employees can claim is set out at Appendix B.
- 6.2 There is a local provision for the award of market supplements where it can be shown that the salary level of a job is having an adverse impact on the Council's ability to recruit and retain appropriate candidates/employees to a post. The award of such supplement is subject to the approval of the Strategic Directors and Chief Executive. Market supplements are awarded where appropriate and for temporary periods only.
- 6.3 Subject to certain conditions, employees who are temporarily required to undertake additional duties or some or all the duties of a higher graded post are eligible to be paid an honorarium.

7. Pension Arrangements

- 7.1 All employees of the council, irrespective of pay group, are entitled to join the Local Government Pension Scheme. The table below sets out the varied rates that employees are required to contribute based upon their whole time salary.

The employee contribution rates for 1 April 2022 to 31 March 2023 are below:

Actual Pensionable Pay	Contribution Rate
Up to £15,000	5.5%
£15,001 to £23,600	5.8%
£23,601 to £38,300	6.5%
£38,301 to £48,500	6.8%
£48,501 to £67,900	8.5%
£67,901 to £96,200	9.9%
£96,201 to £113,400	10.5%
£113,401 to £170,100	11.4%
£170,101 or more	12.5%

The council, as an employer, currently contributes 18.8% of the employee's basic salary plus an overall flat rate cash contribution of £706,000 to the fund. This equates to approximately 27.5% of pensionable pay.

8. Multipliers

8.1 Publishing the pay ratio of the organisation's top earner to that of its lowest paid earner and median earner has been recommended to support the principles of Fair Pay (Will Hutton, 2011) and transparency.

8.2.1 The Chief Executive, who is the top earner in the Council, had a salary of £111,034 per annum on 1st April 2022. This is 3.54 times the average earnings in the Council, 3.91 times the median earnings and 5.05 times the lowest earner.

8.3 The multipliers will be monitored each year as part of the review of the Pay Policy Statement.

9.0 Severance Payments

9.1 The council operates a voluntary severance scheme which is applicable to all employees of the Council. The scheme applies to:

- Redundancy
- Voluntary early retirement

9.2 Redundancy

Redundancy payments are payable to employees, who are dismissed on the grounds of redundancy and who have at least two years' continuous employment at the date of termination of employment. Redundancy payments use an actual week's pay (annual salary divided by 52 pro rata'd as appropriate) or the statutory capped figure, whichever is the higher.

9.3 Early Retirement – efficiency grounds

Employees who will be 55 or more and have at least 2 years' pensionable service in the Local Government Pension Scheme (LGPS) may retire early upon entering into a formal agreement with the Council which will include a mutually agreed retirement date, where it is considered to be in the interests of the efficient exercise of the Council's functions. The employee will not receive a severance payment or additional year's service but will have access to the pension scheme. The capital cost of early payment of pension benefits is subject to approval by Council

9.4 Flexible Retirement

An employee who is a member of the LGPS and 55 years or over may request, with the Council's consent, to reduce their hours and/or grade and

make an election to the administering authority for payment of their accrued benefits without having retired from employment. However the council will only agree to release pension where there is no capital cost to the authority.

10. Re-employment/engagement of senior managers

- 10.1 Where a senior manager, as defined under paragraph 4.1, has left the authority on redundancy or early retirement grounds, the authority will not normally re-employ at a later stage or re-engage the former employee as a consultant.

11. Decision Making

- 11.1 Decisions on remuneration are made as follows:

- (a) Chief Executive local pay structure approved by full Council
- (b) Performance progression of Chief Executive approved by Chief Executives Remuneration Panel
- (c) Pay structure for Directors and Chief Officers posts approved by full Council

Appendix A

BLABY DISTRICT COUNCIL SALARY SCALES

01 April 2022

Payscale	JE	Spinal Point	Salary
1	0 - 279	1	£20,258
		2	£20,441
		3	£20,812
2	280 - 379	4	£21,189
		5	£21,575
		6	£21,968
3	380 - 428	7	£22,369
		8	£22,777
		9	£23,194
		10	£23,620
		11	£24,054
		12	£24,496
4	429 - 468	13	£24,948
		14	£25,409
		15	£25,878
		16	£26,357
		17	£26,845
		18	£27,344
		19	£27,852
		20	£28,371
5	469 - 554	21	£28,900
		22	£29,439
		23	£30,151
		24	£31,099

		25	£32,020
		26	£32,909
		27	£33,820
		28	£34,723
6	555 - 609	29	£35,411
		30	£36,298
		31	£37,261
		32	£38,296
		33	£39,493
7	610 - 639	34	£40,478
		35	£41,496
		36	£42,503
		37	£43,516
8	640 - 654	38	£44,539
		39	£45,495
		40	£46,549
		41	£47,573
9	655 - 669	42	£48,587
		43	£49,590

BLABY DISTRICT COUNCIL SALARY SCALES

1 APRIL 2022

Strategic Managers

Scale 11 (670-710)

S.P. £

A	52,140
B	55,851
C	56,590
D	58,558
E	60,525

Group Managers

Scale 12 (711 -)

S.P. £

A	62,687
B	66,634
C	70,583
D	73,023
E	75,342

Directors

Scale 14

S.P £

A	81,596
B	83,986
C	88,049
D	90,248
E	92,526

Chief Executive

Scale 16

S.P £

A	99,209
B	103,452
C	107,243
D	111,034
E	112,611

Appendix B

Local Allowances – NJC Staff

Essential and Casual Car User – as per the NJC rules in the Green Book

Saturday and Sunday Working:

If weekend working is not part of a normal working week (that is regular rostered weekend working) then the following payments apply.

Saturday	-	Time and half
Sunday	-	Time and half if basic pay above SCP 11
		Double time if basic pay at or below SCP 11

If weekend working is part of a normal working week then plain time rates apply unless part of an approved overtime arrangements in which circumstance overtime rates will apply.

Additional Hours and Overtime Payments

Employees, on or below SCP 34, and required to work additional hours beyond a full 37 hour week (or average 37 hour week) are entitled to receive time and half for additional hours worked Monday to Saturday and double time for additional hours worked on a Sunday.

Part time workers are entitled to these enhancements only after a 37-hour week (or average 37 hour week) is exceeded, although **rostered** work on a Saturday and Sunday will attract the overtime allowance.

For employees on or above SCP 35 enhanced rates will not be paid. In exceptional circumstances the Group Manager may agree that overtime at plain time rates may be paid in order to clear backlogs or catch up on projects. In normal circumstance employees are expected to accrue and bank approved additional hours as time off in lieu. Managers have a responsibility under health and safety legislation to ensure that excessive hours are not worked and that accumulated TOIL is taken on a regular basis.

Overtime payments are full settlement and are not enhanced by any other allowance e.g. a shift allowance that is paid on normal working hours.

Public and Extra Statutory Days

Employees required to work on a public or extra statutory day shall be paid at plain time for all hours worked within their normal working hours for that day. In addition, time off with pay shall be allowed as follows:

Less than half normal hours worked – half day

More than half normal hour's worked – full day

Blaby District Council Council

Date of Meeting	31 January 2023
Title of Report	Appointment of Deputy Electoral Registration Officers This is not a Key Decision and is not on the Forward Plan
Lead Member	Cllr. Terry Richardson - Leader of the Council
Report Author	Corporate Services Group Manager and Monitoring Officer
Corporate Priority	A Place to Live

1. What is this report about?

- 1.1 This report requests the appointment of two Deputy Electoral Registration Officers.

2. Recommendation(s) to Council

- 2.1 That the Corporate Services Group Manager and the Senior Electoral Services Officer is appointed as Deputy Electoral Registration Officer, with the full powers of the Electoral Registration Officer in her absence or for the purposes of the administration of Voter Identification Certificates.

3. Reason for Decisions Recommended

- 3.1 It is necessary for resilience and practicalities that Deputy Electoral Registration Officers are required.

4. Matters to consider

4.1 Background

Under Section 8(2) of the Representation of the People Act 1983, Full Council must appoint an Officer to the position of 'Electoral Registration Officer'. This position is responsible for maintaining the Electoral Register for the area. The Chief Executive is the appointed Electoral Registration Officer.

Under Section 52(2) of the Representation of the People Act 1983, the Council may appoint a Deputy Electoral Registration Officer who is able to perform and exercise any of the duties and powers of the Electoral Registration Officer.

The Electoral Registration Officer is responsible for maintaining the Electoral Register. If there were a legal challenge to any act of including, or refusing to include, somebody within the register of electors, it is the Electoral Registration Officer that would convene and conduct the hearing required

Council can appoint a Deputy Electoral Registration Officer who could carry out the duties of the Electoral Registration Officer in her absence.

The changes contained in the Elections Act 2022 and in particular the Voter Identification requirements means that there are additional tasks for the ERO, associated with the issuing of Voter Identification Certificates, as such it is proposed that two Deputy ERO's are appointed to enable the tasks to be carried out in the most practical and appropriate way.

4.2 Proposal(s)

That the Officers identified in paragraph 2.1 be appointed as Deputy Electoral Registration Officers.

4.3 Relevant Consultations

- Electoral Registration Officer

4.4 Significant Issues

None

5. What will it cost and are there opportunities for savings?

- 5.1 There are no additional costs or savings associated with this report, the proposals will however offer the benefits of resilience and ensuring that actions are taken in a timely manner.

6. What are the risks and how can they be reduced?

6.1

Current Risk	Actions to reduce the risks
Availability of the ERO	Appointment of the two DERO's

7. Other options considered

- 7.1 None

8. Environmental impact

- 8.1 None

9. Other significant issues

- 9.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.

10. Appendix

10.1 None

11. Background paper(s)

11.1 None.

12. Report author's contact details

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