

OVERVIEW SCRUTINY RECOMMENDATION TRACKER						
	Recommendation	Action Taken	Time scale	Officer Responsibility	AD & Directorate	Portfolio Holder
<b>Carbon Management Scrutiny Panel</b>						
7	A standing Climate Change and Environment Committee be established to take this forward with regular monitoring of progress of projects through scrutiny / overview. This committee or a reconvened carbon management scrutiny panel should begin work immediately on outstanding issues from this scrutiny and the implementation of reduction projects, assessing action plans and governance procedures outlined in the CRP.	<p><u>UPDATE 22/02/2021:</u> A Climate Change and Environment task force is due to be established across the Strategic Alliance with staff champions from across the different service areas together with the relevant portfolio holders. SB</p> <p><u>UPDATE 12/05/2021:</u> Now the CC&amp;E Team is in place; this will be a focus for them to set up. A revised timeline will see this introduced by December 2021.</p> <p><u>UPDATE 24/09/2021:</u> No further update at present but still very much a priority. SB</p> <p><u>12/01/2022:</u> Still planned to action this in 2022. SB</p> <p><u>UPDATE OCTOBER 2022:</u> Work has started again on this now a new officer is in post, and it is due to be established by December 2022. SB</p> <p><u>UPDATE JANUARY 2023:</u> Slightly behind schedule but well in progress. Staff survey in November 2022 found 25% of respondents were interested in being involved with an internal climate change committee. Structure currently being finalised before staff are invited to express interest in early 2023.</p> <p><u>UPDATE MARCH 2023:</u> No further update at present</p> <p><u>UPDATE JUNE 2023:</u> Terms of Reference have been drafted and EOIs have gone out to staff and these are currently being reviewed to ensure a productive mix across the S&amp;ELCP.</p>	Sep-23	Sarah Baker - Climate Change and Environment Manager	Communities Directorate - Christian Allen	PORTFOLIO - COMMUNITY SAFETY, LEISURE & CULTURE, AND CARBON REDUCTION Councillor Graham Marsh

11	Include local offsetting projects in the council's carbon strategy and begin to invest in these projects as soon as possible.	<p><u>UPDATE 22/02/2021:</u> Net zero target means that residual emissions can only be offset using approved methods of Green House Gas emissions. More detail on this is due to be given in 2021 following Government consultation. An offsetting strategy should then be developed. SB</p> <p>UPDATE 01/04/2021: No update at present. SB</p> <p>UPDATE 24/09/2021: No further update at present. SB</p> <p>UPDATE 12/01/2022: No further update at present. SB</p> <p>UPDATE JANUARY 2023: No further update at present</p> <p>UPDATE MARCH 2023: no further update at present</p> <p>UPDATE JUNE 2023: No further update at present - this is unlikely to progress formally in 2023-24 as isn't captured in the Annual Delivery Plan. We are in touch with some projects such as seagrass reintroduction off the EL coastline which may in the future hold potential in this regard.</p>	Apr-24	Sarah Baker - Climate Change and Environment Manager	Communities Directorate - Christian Allen	PORTFOLIO - COMMUNITY SAFETY, LEISURE & CULTURE, AND CARBON REDUCTION Councillor Graham Marsh
12	In its budgeting and planning the council measures the cost of our exposure to risk in carbon recapture and including in budgeting a cost figure for the potential extraction of that carbon as part of our cost benefit analysis.	<p><u>UPDATE 22/02/2021:</u> As above, this is likely to become clearer over the coming months. While indicative figures are available, more clarity is expected to be given once more is known about approved carbon recapture methods. SB</p> <p>UPDATE 01/04/2021: No update at present. SB</p> <p>UPDATE 24/09/2021: No further update at present. SB</p> <p>UPDATE 12/01/2022: No further update at present. SB</p> <p>UPDATE JANUARY 2023: No further update at present.</p> <p>UPDATE MARCH 2023 No further update at present</p> <p>UPDATE JUNE 2023: No further update at present</p>	Oct-23	Sarah Baker - Climate Change and Environment Manager	Communities Directorate - Christian Allen	PORTFOLIO - COMMUNITY SAFETY, LEISURE & CULTURE, AND CARBON REDUCTION Councillor Graham Marsh
<b>OVERVIEW STANDING REFERENCE GROUP</b>						
<b>Sutton on Sea Colonnade Project</b>						

3	To work with Lincolnshire County Council to improve the surfacing of Broadway.	<p>22/02/2022: An approach has been made to LCC Highways to understand future scheduling opportunities within the County Council to link up any future planned works to resurface the Broadway car park (ELDC) and any repairs or resurfacing to the Broadway highway (LCC). This is beyond the control of ELDC to implement directly but we will seek to work in partnership with Highways colleagues to minimise local disruption and maximise the impact of the transport infrastructure works. UPDATE 18/07/2022: Agreed and with Delivery team following which a Council decision is required. LR</p> <p>UPDATE MARCH 2023 - No further progress to report. Emphasis has been on completing design works to progress the main build. Site not progressed as a tender opportunity for coming season UPDATE JUNE 2023 (JB): Resurfacing project is not being progressed at this time as works on finalising main contractor arrangements for the Towns Fund Colonnade project are finalised. Works to resurface the car park would be required to be undertaken in the low season (November to March). Intention to revisit scope of works in early 2024 as part of potential alignment with completion of capital works on the main scheme (subject to additional funding and approval being secured).</p>	Apr-24	Jon Burgess, Economic Development Manager	Growth Directorate - Lydia Rusling	PORTFOLIO - COASTAL ECONOMY - Councillor Steven Kirk
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4	Explore opportunities with universities and museum services to develop the exhibition space.	<p><u>22/02/2022</u>: This will be picked up by the Economic Growth project team from April 2022 once the Towns Fund business cases are submitted. Plans need to be in place for Easter 2024 opening when all of the new facilities are operational. Additional opportunities for more interactive interpretation within Sutton on Sea during the construction phase. <u>UPDATE 18/07/2022</u>: Cultural Strategy and NPO bid will support this. An update can be provided at the committee meeting. LR</p> <p><u>UPDATE MARCH 2023</u>: Works on this will be ongoing and are now better supported by the award of National Portfolio Organisation status for East Lindsey which will provide extra support to establish the Colonnade site as a cultural hub. Further complimented by Levelling Up Fund projects inland which will provide additional capacity and resource for local cultural events</p> <p><u>UPDATE JUNE 2023 (JB)</u>: No further update. Works continuing to appoint main contractor are continuing to confirm build programme and completion date for exhibition space, and alignment with NPO activities.</p>	Apr-24	Jon Burgess, Economic Development Manager	Growth Directorate - Lydia Rusling	PORTFOLIO - COASTAL ECONOMY - Councillor Steven Kirk
5	Include more soft landscaping in the final design.	<p><u>22/02/2022</u>: The enhancement of the Pleasure Gardens is due for further consultation by the end of December, for works to commence in 2023. <u>UPDATE 18/07/2022</u>: regular meetings with the gardening club have taken place. I expect Jon's comment is still relevant – consultation required for works to commence in 2023. As previously stated, the focus has been on the Section 30 agreement. LR</p> <p><u>UPDATE MARCH 2023</u> Updated landscape design received from design team. Further workshop required to inform local input.</p> <p><u>UPDATE JUNE 2023 (JB)</u>: Works to finalise landscaping scope of works and design are continuing as part of final contractor appointment. Intention is to remove planting installation as part of main contract so it can be delivered as a community project, led by ELDC officers in partnership with the local gardening group.</p>	Dec-23	Jon Burgess, Economic Development Manager	Growth Directorate - Lydia Rusling	PORTFOLIO - COASTAL ECONOMY - Councillor Steven Kirk

**To monitor the implementation of Magna Vitae's 5-year plan, including Key Performance Indicators.**

3	That future monitoring includes a focus on the relevant ELDC corporate priorities;	<p><b>JUNE 2023 INITIAL UPDATE:</b> This will be incorporated into upcoming agendas and added to the scope as it has been agreed by Overview Committee.</p> <p><b>JULY 2023 UPDATE: This has been incorporated into the Key Lines of Enquiry, to ensure it is a key focus for the panel moving forwards. Proposal to close this recommendation.</b></p>	Sep-23	Rebecca James, Scrutiny & Policy Officer	Communities Directorate - Phil Perry	PORTFOLIO - COMMUNITY SAFETY, LEISURE & CULTURE, AND CARBON REDUCTION Councillor Graham Marsh
4	To review reports from the Healthy Living Board as part of the work of monitoring the KPIs for Magna Vitae.	<p><b>JUNE 2023 INITIAL UPDATE:</b> Agendas and minutes of these meetings have been requested, so that panel members have the information relevant to MV to hand for their meetings.</p> <p><b>UPDATE JULY 2023: Scrutiny &amp; Policy Officer gets all agendas and minutes from these meetings to share with the panel. Proposal to close this recommendation.</b></p>	Sep-23	Rebecca James, Scrutiny & Policy Officer	Communities Directorate - Phil Perry	PORTFOLIO - COMMUNITY SAFETY, LEISURE & CULTURE, AND CARBON REDUCTION Councillor Graham Marsh

### To explore the issues surrounding caravan licensing and enforcement

1	1 - To recognise the need to make Caravan Enforcement a priority for the new Council, with the first priorities dealing with the issue of unauthorised occupancy and to review and strengthen licence conditions;	<p><b>JUNE 2023 INITIAL UPDATE:</b></p> <p>1a - Unauthorised occupancy being a priority: Scrutiny report has been presented at Overview and AGM. Need to now draft EB report in consultation with Housing/Wellbeing and other relevant parties.</p> <p>1b - Reviewing Licence Conditions. This piece of work needs to be completed once the EB report has gone to full council.</p>	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
2	2 - The Caravan Enforcement Team was only created on October 3, 2022, and given it has inherited a huge backlog, which will take at least two years of concentrated work to clear, this council must recognise, as a priority, the need to staff this team adequately as well as employing an apprentice;	<p><b>JUNE 2023 INITIAL UPDATE:</b></p> <p>Request for more staff resource will be included in the EB report, which is to be drafted.</p> <p>The apprentice will fall outside of the EB report and already has approval. First College has been contacted to initiate this recruitment and is in process.</p>	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton

3	3 - To receive the 7-year Caravan Park Development Plan drawn up by the Planning Enforcement Service Manager and set a timeline to bring it to fruition;	JUNE 2023 INITIAL UPDATE: This will be included in the EB report.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
4	4 - Draw up, as a matter of urgency, a register of every East Lindsey Caravan site, including existing planning permissions, and this to be shared with Emergency Planning Services;	JUNE 2023 INITIAL UPDATE: Caravan Planning History Searches are in progress now. Once completed the public register can be updated and shared with Emergency Planning. This work on-going. Meeting with Emergency Planning arranged for 7th June to discuss partnership working and information sharing (which will also feed into Floodex exercise outcomes).	Oct-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
5	5 - The Caravan Enforcement team to improve liaison with the Council Tax Team, including improved training for relevant officers, in order to prevent the many current misunderstandings about who is liable for council tax payments. To also amend council tax website pages to make them clearer;	JUNE 2023 INITIAL UPDATE: Met with Council Tax 05/04/23 to discuss proposed amendments to the website pages, training and improved communication. Also to request direct access to council tax records to enable investigations as alternative method to using data sharing request form. - Caravans team to make proposed amendments to council tax and caravan pages to create better links between the two services for the public. Sharon Hammond to approve changes and upload to live website. In progress. - Training identified for PSPS customer services needing a crib sheet to ensure all correct information is asked and provided. Refresher training for Council tax staff concerning enforcement and licencing involvement. Sharron Hammond to liaise with Customer Services for the training to be arranged and Jo Parker and Laura Gale to attend to provide this. In progress. - Forms to make the request for direct access need completed and returning to Sharon Hammond for consideration. Sharron will be arranging access. In progress.	Oct-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
6	6 - Review the findings of the Capacity Grid operation undertaken on behalf of the council in 2018-19 and make recommendations in the light of this review;	JUNE 2023 INITIAL UPDATE: Priority to locate the findings of this (and/or details of council tax paid on sites) to demonstrate additional money brought in for ELDC. Need to liaise with PSPS to establish if we still hold this information.	Sep-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton

7	7 - Liaise with the county council and / or VOA as appropriate to ensure the correct amount of council tax and business rates is collected from Caravan Parks;	JUNE 2023 INITIAL UPDATE - Need to liaise with PSPS how this piece of work can be done.	Sep-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
8	8 - The council to lobby MPs and Ministers to improve holiday caravan legislation and fines, which have not been reviewed by parliament since the 1960's;	JUNE 2023 INITIAL UPDATE: Report sent to Matt Warman and Victoria Atkins. Consider arranging a meeting with them to discuss the matter further. Investigate existence of relevant APPG. Portfolio Holder to pursue.	Sep-23	Rebecca James, Scrutiny Officer	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
9	9 - Obtain specialist legal opinions on how a charging regime could be introduced for holiday sites, and a further opinion on strengthening licensing conditions, including the internal quality of the accommodation;	JUNE 2023 INITIAL UPDATE: In progress to look at ideas of what we think we might be able to charge for in line with legislation that we currently don't and to obtain legal advice following this. Also fees and charges currently set within the existing legislation is part of the lobbying MPs and Ministers to amend legislation. Legal opinion about the licence conditions being strengthened will form part of the work for 1b of the tracker.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
10	10 - Consolidate the information available for the general public in plain English to stop the confusion about what is legal and what is not, particularly when buying a caravan on a site. This should have particular reference to Council Tax and local searches;	JUNE 2023 INITIAL UPDATE: In progress - links into no5 on the tracker. Cannot be completed until 5 has been.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
11	11 - Investigate creating a star rating for all sites to consolidate standards of compliance as part of the longer-term plans for the caravan licensing team;	JUNE 2023 INITIAL UPDATE: This piece of work can only be delivered if more staff resources is approved. This recommendation is to be included in the EB report for members to consider.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton

12	12 - Work with site owners to encourage and promote membership of local and national support groups such as Caravan Park Watch and the BHHPA;	JUNE 2023 INITIAL UPDATE: On going already.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
13	13 - As the council dealing with the largest concentration of caravans in Western Europe, use this experience to consider offering training for other councils on best practice in the caravan industry. This could potentially provide an additional income stream for	JUNE 2023 INITIAL UPDATE: This piece of work can only be delivered if more staff resources is approved. This recommendation is to be included in the EB report for members to consider. If approved this piece of work can start to be delivered once all other pieces of work in this tracker has been completed. This is a long term aim 7+ years minimum.	2029- 2030	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
14	14 - Support relevant outcomes from Floodex and establish closer working relationships with staff at Skegness and Louth fire stations;	JUNE 2023 INITIAL UPDATE: Meeting with Emergency Planning arranged for 7th June to discuss partnership working and information sharing (which will also feed into Floodex exercise outcomes).	Sep-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
15	15 - In future, officers dealing with planning applications for new caravan sites, or for existing sites requesting an extension to their site size or seasonal opening times, should be required to add Section 106 requirements when submitting conditions and these need to be followed	JUNE 2023 INITIAL UPDATE: Meetings with relevant external parties will be arranged to get their input. S106 monitoring officer input will also be requested together with Policy Manager and policy committee input.	Sep-23	Mike Gildersleeves, Assistant Director Planning	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
16	16 - Consider reviewing the Planning Policy in relation to caravan sites and any restrictions as part of the local plan review;	JUNE 2023 INITIAL UPDATE: Mike Gildersleeves to liaise with Policy Manager and provide an update to a future meeting.	Sep-23	Mike Gildersleeves, Assistant Director Planning	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton



17	17 - As part of their remit, the portfolio holder for the coast to arrange regular meetings with coastal operators - other portfolio holders could support on issues such as health and housing;	JUNE 2023 INITIAL UPDATE: CLLR ASHTON TO ARRANGE WITH COASTAL OPERATORS AND OTHER PORTFOLIOS AS APPROPRIATE	Sep-23	Rebecca James, Scrutiny Officer	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
18	18 - Seek to work in partnership with Lincolnshire Trading Standards to investigate 'rogue' operators.	JUNE 2023 INITIAL UPDATE: This will feed into the EB report and dependant on whether the Council want enforcement action to be taken for unauthorised occupancy on site operated by 'rogue' and non-compliant operators.	Dec-23	Jo Parker, Enforcement Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton

**How can ELDC help improve the design, quality, and choice of new and existing housing in the district?**

1	ELDC will set local energy efficiency minimums above and beyond the minimum standards required by building regulations, in line with its carbon commitments. This commitment will be a clear and central part of the reviewed Local Plan.	<b>UPDATE JULY 2023: Will consider as part of local plan review, mindful of not further delaying the review due to need for evidence of viability. Could be a scoping piece of work for the planning policy committee</b>	in line with published LDS	Simon Milson - Planning Policy and Research Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
2	ELDC will adopt a 'Fabric First' approach and look to encourage new build homes to be of as high a standard as possible to minimise the need for and facilitate retrofitting in the future. This 'Fabric First' approach will be part of the Local Plan and help inform our policy and decisions.	<b>UPDATE JULY 2023: Will consider as part of local plan review, mindful of not further delaying the review due to need for evidence of viability. Could be a scoping piece of work for the planning policy committee</b>	in line with published LDS	Simon Milson - Planning Policy and Research Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton

3	ELDC needs to complete work to assess the changing fuel needs of 'off grid' homes, and the supply implications of their potential shift to grid electricity.	<b>Not supported, beyond the remit of the district council</b>				
4	The Local Plan will consider a Supplementary Planning Document (SPD) detailing how building layouts are to be planned to maximise solar gain and the functioning of PV (Photo Voltaic), as well as the consideration regarding additional space required for other renewable technologies.	<b>UPDATE JULY 2023: This will be a consideration once the local plan is completed and in line with published LDS</b>	in line with published LDS	Simon Milson - Planning Policy and Research Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
5	Builders and architects will be supported and encouraged to ensure home interiors and landscaping are designed for accessibility for all, in all homes – providing homes for life without recourse for major adaptation.	<b>UPDATE JULY 2023: This will be a scoping piece of work for the planning policy committee – links to design policies in the new local plan. Supports broader objectives linked to Ageing Better work etc.</b>	Dec-23	Simon Milson - Planning Policy and Research Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
6	We need to embed the needs of enforcement into our planning system, with planning, building control, and environmental officers coming together to work with planning policy to ensure that the standards we require are able to be enforced. Our policy must be rooted in enforceability and compliance as officers need to be central to our planning not a follow-up service.	<b>Not supported. We recognise the message but there is nothing new to take forward at this time. Teams already do work together on relevant issues for planning and enforcement and will always be guided by what is in the public interest and the interest of the public purse. LABC only one way of securing compliance (NHBC and approved inspectors)</b>				

7	In the longer term ELDC will seek to investigate in local community heating and resilience projects (e.g., Geothermal heating systems, community generation and battery storage) and lead on these where they come forward, both on a small and large scale, and encourage this where possible, particularly in managed builds such as social housing developments.	<b>Not supported – it is beyond the remit of the local authority – should applications come forward on a commercial basis, we have policies in place to facilitate/support this kind of application.</b>				
8	ELDC will seek to work with partners to help evidence the need for training and retraining in retrofit work.	<b>UPDATE JULY 2023: We currently work with the Retrofit Academy to train our own team members in domestic retrofit. We are also working with Sustainable Warmth contractors to build local supply chain and offer some apprenticeship opportunities as part of the next phase. It is recognised there needs to be work with local colleges to ensure there are the green skills are needed and those conversations are happening but that is quite a long term project depending on college funding/demand for courses and would need to be led by colleges not the Council. Proposal to close this recommendation.</b>	Sep-23	Sarah Baker - Climate Change and Environment Manager	Communities Directorate - Christian Allen	PORTFOLIO - PLANNING Councillor Tom Ashton
9	ELDC buildings will be, as far as possible, exemplars for higher building standards.	<b>UPDATE JULY 2023: There is an aspiration across the Partnership for this to happen. Adrian Sibley looks after Major Projects and can provide an update to future meetings on this if required.</b>	TBC	Sarah Baker - Climate Change and Environment Manager	Communities Directorate - Christian Allen	PORTFOLIO - PLANNING Councillor Tom Ashton
10	ELDC will consider the feasibility of returning to house building / mixed stock holding to balance and influence our local market.	<b>UPDATE JULY 2023: There is an aspiration across the Partnership for this to happen. Andy Fisher / Matthew Hogan to provide an update on this.</b>	TBC			PORTFOLIO - PLANNING Councillor Tom Ashton

11	The Local Plan should be as simple and navigable as possible by both residents and professionals. We recommend a summary of each section of the plan, which would act as a simplified plan / user's guide.	<b>Not supported - Noted, but this would not be possible due to the need to balance this with the need for compliance to enable the local plan to pass examination. Will look to add summaries where practicable.</b>				
12	ELDC will seek to provide more assistance in writing neighbourhood plans. As officer time is limited, we suggest it could be achieved through a peer support network, co-ordinated by ELDC and working alongside other organisations and authorities.	<b>UPDATE JULY 2023: Noted and supported as far as resources allow, barrier is lack of resources available to us to assist on a bigger scale, but can point parish and town councils to examples and others who can assist. Will continue to assist and signpost where asked.</b>	TBC	Simon Milson - Planning Policy and Research Service Manager	Growth Directorate - Mike Gildersleeves	PORTFOLIO - PLANNING Councillor Tom Ashton
13	Ensure neighbourhood plans are not overlooked or ignored by making the links between neighbourhood plans, the Local Plan and the planning process more clearly understood. This will include communicating the needs within neighbourhood plans to external partners such as LCC	<b>Not supported. Planning does already recognise the value of neighbourhood plans alongside the local plan and their role in planning decision making</b>				