

Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 19 September 2017
Location	Board Room, Council Offices, Coalville
Officer to contact	Democratic Services (01530 454512)

All persons present are reminded that the meeting may be recorded and by attending this meeting you are giving your consent to being filmed and your image being used. You are kindly requested to make it known to the Chairman if you intend to film or record this meeting.

The Monitoring Officer would like to remind members that when they are considering whether the following items are exempt information under the relevant paragraph under part 1 of Schedule 12A of the Local Government Act 1972 they must have regard to the public interest test. This means that members must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available to the public.

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest and whether it is pecuniary or non-pecuniary.	
3. PUBLIC QUESTION AND ANSWER SESSION	
4. MINUTES	
Minutes of the meeting held on 25 July 2017	5 - 10
5. RESPONSE TO HS2 ENVIRONMENTAL IMPACT CONSULTATION	
Report of the Chief Executive Presented by the Regeneration and Planning Portfolio Holder	11 - 40



6.	DISCRETIONARY RATE RELIEF SCHEME 2017/18	
	Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	41 - 44
7.	AUTHORITY TO AWARD THE CONTRACT FOR GAS SUPPLY	
	Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	45 - 46
8.	AUTHORITY TO AWARD THE CONTRACT FOR MAINTENANCE OF FIRE SAFETY SYSTEMS	
	Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	47 - 48
9.	DOG WARDEN AND STRAY DOG KENNELING CONTRACT	
	Report of the Interim Director of Resources Presented by the Community Services Portfolio Holder	49 - 52
10.	DESIGNATION OF HUGGLESCOTE CONSERVATION AREA	
	Report of the Interim Strategic Director of Place Presented by the Regeneration and Planning Portfolio Holder	53 - 70
11.	AUTHORITY TO AWARD THE CONTRACT FOR REPAIRS TO THE MEMORIAL CLOCK TOWER, COALVILLE	
	Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	71 - 74
12.	2017/18 QUARTER 1 PERFORMANCE MANAGEMENT REPORT	
	Report of the Chief Executive Presented by the Leader	75 - 94
13.	FORMER TENANT RENT ARREARS, CURRENT TENANT RENT ARREARS, COUNCIL TAX, NON DOMESTIC RATES AND SUNDRY DEBTOR WRITE OFFS	
	Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	95 - 100
14.	MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY	
	Report of the Interim Strategic Director of Place Presented by the Community Services Portfolio Holder	101 - 108
15.	EXCLUSION OF PRESS AND PUBLIC	
	The officers consider that the press and public should be excluded during consideration of the following items in accordance with Section 100(a) of the Local Government Act 1972 as publicity would be likely to result in disclosure of exempt or confidential information.	

16. LAND SALE - COALVILLE

Report of the Interim Director of Resources
Presented by the Corporate Portfolio Holder

109 - 116

Circulation:

Councillor R D Bayliss
Councillor R Blunt (Chairman)
Councillor T Gillard
Councillor T J Pendleton
Councillor N J Rushton
Councillor A V Smith MBE

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MINUTES of a meeting of the CABINET held in the Board Room, Council Offices, Coalville on TUESDAY, 25 JULY 2017

Present: Councillor R Blunt (Chairman)

Councillors R D Bayliss, T Gillard, T J Pendleton and A V Smith MBE

In Attendance: Councillors R Adams, D Everitt, T Eynon, F Fenning, J Geary, G Hoult, R Johnson, J Legrys, S Sheahan and M Specht

Officers: Ms T Ashe, Mrs C Hammond, Mr A Hunkin, Mr G Jones, Mrs B Smith and Miss E Warhurst

19. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor N J Rushton

20. DECLARATION OF INTERESTS

There were no interests declared

21. PUBLIC QUESTION AND ANSWER SESSION

There were no questions received.

22. MINUTES

Consideration was given to the minutes of the meeting held on 13 June 2017.

It was moved by Councillor R Blunt, seconded by Councillor A V Smith and

RESOLVED THAT:

The minutes of the meeting held on 13 June 2017 be approved and signed as a correct record.

Reason for decision: To comply with the constitution.

23. PROVISIONAL FINANCIAL OUTTURN 2016/17

The Leader presented the report to Members.

He advised that the report summarised the main elements of the financial performance for 2016/17, however the results were provisional as they were still subject to external audit and could change. He informed Members that the final audited accounts would be considered and approved by the Audit & Governance Committee on 27 September 2017.

He asked Members to note the outturn position on both the General Fund and Housing Revenue Account, and moving forward, that a greater emphasis would be placed on robust financial management in forecasting the Council's financial position and reducing variance between budgeted and outturn position.

He highlighted that: the expected final position on the General Fund was £1.825m surplus against a budget of £0.983m with the major variances being due to an increase in business rates, recycling and planning fee income; that Cabinet had agreed throughout 2016/17 to use the surplus for initiatives totalling £1.178m and that the remaining surplus

of £0.647m would therefore be transferred to reserves of which £0.577m would be allocated to Marlborough Square following the decision by Cabinet on 13 June 2017 that this be funded from any 2016/17 remaining surplus and the predicted surplus for 2017/18; that the outturn on the HRA was an expected surplus of £3.234m against a budget of £2.395m with the major variances being additional rental income, under spend on cyclical repairs and a reduction in corporate recharges paid to the general fund. He added that with the additional income received the Council was able to put more funds into the Coalville project.

Councillor R D Bayliss stated that the report was a testament to good financial management and advised Members that in relation to the HRA surplus the authority needed to accumulate surplus to be able to redeem debt, and with £10million to redeem in 2021/22 the authority was on target to do so.

It was moved by Councillor R Blunt, seconded by Councillor A V Smith and

RESOLVED THAT:

The Provisional Financial Outturn Position for 2016/17 be noted.

Reason for decision: Requirement of Financial Procedure Rules

24. LEISURE PROJECT UPDATE

The Community Services Portfolio Holder presented the report to Members.

She stated that she was pleased to bring the update to Cabinet, that all Members recognised that the project had the potential to be the largest undertaken by the Council for many years, impacting on current and future generations of residents, that many of the residents recognised that the Council's leisure facilities, whilst good, were not large enough, or flexible enough to meet future, or even current demand and that the paper before Cabinet explained the current status of the project and set out the broad shape of ongoing work that would come forward for future Cabinet and Council consideration and ultimately a decision.

She informed Members that the project was about creating state of the art leisure facilities that would ensure the authority could meet the leisure needs of North West Leicestershire's current and future residents and that Cabinet would recall previous discussions about the need for a leisure centre during which Members considered a number of alternative sites. The decision was made to pursue further investigation of the Bridge Road car park site, in the centre of Coalville. Following consultation with district council members, parish councils, sports clubs, current leisure centre users and the general public the Council had received a clear message that the Bridge Road car park was not considered suitable. This was due to its confined nature, difficulty of access, disconnection from what would remain as outdoor leisure facilities on the current Hermitage leisure centre site, and businesses in the town centre expressed concern that it might harm, rather than improve, footfall in the town centre. A number of consultees, including Members and parish councils, suggested that the Council's land off the A511 would be a suitable site for a new indoor leisure facility. As such, the council team has done some preparatory work, and Cabinet was now asked to endorse progress made to date.

She highlighted the following points of the report to Members:

Financial implications

The report explained that more work was needed to develop the financial modelling into a formal business case and detailed financial forecast that would be completed in the

coming months. The affordability model provided with the report presented a ‘worst case’ scenario and indicated that, with a minimum saving of current corporate overheads of £200,000 per annum, the project would ‘break even’. In simple terms it meant that the current level of subsidy to the leisure service would continue in return for the creation of a new facility. The new facility was expected to cost £18 million, of which it would be aimed for £4 million to be funded from receipts from sale of the Council’s land off Cropston Drive and the existing footprint of the Hermitage Leisure Centre.

Staff implications

Cabinet, all other Members and the project team were acutely aware of the sensitivity of the project proposal for the hardworking staff within the leisure service. Much effort had been put into keeping staff informed, most recently the Chief Executive had led four meetings to provide all leisure service staff with an update in line with the contents of the report. Staff took the opportunity to ask questions about their contracts within a TUPE transfer situation and also about the new leisure facility and potential investment at Hood Park. Overall, there was agreement amongst staff that significant investment was needed in the leisure centres and they expressed a desire to be involved in the shape of this investment. Senior officers were committed to maintaining an open, two-way communication with staff throughout the process and would continually consult with unions. Cabinet had already agreed the principle of outsourcing the leisure centre and future reports to Cabinet and Council would expand on this. Of greatest importance was developing a clear understanding of the rights and protections that were needed for the existing staff and, secondary, the financial implications of transferring staff to an external body, if that decision was made. It was highlighted that the report was not making a recommendation about outsourcing to a Trust - that would come later.

Procurement

Cabinet were being asked to consider alternative delivery models, if the decision was made to build a new leisure centre. Papers were presented which had led to a recommendation that “DBOM - Design, Build, Operate and Maintain” was the preferred model.

Preferred site

Cabinet were asked to agree that the A511 site was the preferred site for a new leisure centre and that further investigation would be undertaken ahead of a firm decision. The report explained the rationale for the recommendation. Councillor A V Smith stated that it is a good site, as the Council owned the land, it would be putting a leisure facility on land that was designated for leisure purposes and only for leisure purposes, the new indoor facility would be close to the existing outdoor facilities and, importantly, it would remain within the Whitwick ward.

Facility mix

Members could see the suggested mix of facilities for the new leisure centre in the report. It was important to say that it was the starting point for negotiation with the potential developers and reflected comments received during earlier consultation as previously mentioned.

The existing Hermitage site

The report explained that further work was needed to develop a proposal for the future of the existing Hermitage Leisure Centre site. The Council had received clear messages about the need for parking for neighbouring residents and outdoor facility users. As mentioned in the report, a full options appraisal would be completed for future consideration by Members.

Public health / sports inclusion

Councillor A V Smith was very pleased to share the information in section 8 of the report. Over and above a state of the art facility, she was sure that Members recognised that the

Council was aiming to improve health, sport and well-being outcomes for local residents. Creating new sports and leisure facilities for the residents of North West Leicestershire was vital to enabling the authority to meet future demand and also created the potential for the Council to support increased usage and therefore some of the measures outlined.

Next steps

The report set out the broad shape of the next steps proposed for the project and that the suggestions were supporting the principles of transparency, an ambition of achieving cross-party support for the forthcoming decisions and appropriate scrutiny and consultation.

Councillor A V Smith added, that as mentioned at the start, the leisure project had the potential to be the biggest decision for many years, probably since the Council decided to retain its housing stock in 2009. It would have implications for the Council and its residents for decades and she commended the report to Cabinet.

Councillor R Blunt emphasised that it was work in progress and was a once in a lifetime opportunity. He stated that the Council had listened to the concerns of the residents and that members across all three political parties had come up with the A511 site that was before them as it was felt that the Bridge Road site would not help either the town centre or the leisure centre. He did stress that the A511 site did have its own issues. He stated that leisure centres in surrounding authorities were in much more convenient locations compared to the current site and Hood Park. He informed Members that the authority had not outsourced any services in 10 years, that the decision before them was not to be taken lightly and that the concerns of the staff would be taken on board and it was important their lives and careers were considered during the process.

Councillor T Gillard stated that the leisure centre was in his ward and even though he had always campaigned to preserve the Green Wedge he recognised the importance for a new facility as the current one could not cope with the demand. He also informed Members of the great number of vehicle movements each day in relation to the centre and the increase in air pollution that it caused. He supported the new site as it would take traffic away from the village but expressed that the residents did not want to see wall to wall housing on the existing site and some of the parking should be retained for residents of Silver Street. He knew that investing in the Hermitage site had been considered, but the leisure centre was the jewel in the crown for the village, adding that he supported the report.

Councillor R Blunt stated that he had always supported the protection of the Green Wedge and that he commended Councillor T Gillard's efforts to keep the centre in Whitwick.

Councillor A V Smith stated that it would be preferable to keep some car parking and reminded Members that the reason investment in the existing site was not feasible was due to the cost and lack of flexibility in what could be done to refurbish the site due to the available footprint, adding that if the Council was to knock down and rebuild on the same site the area would be without a facility for a number of years.

Councillor T J Pendleton stated that he had liked the idea of Bridge Road as he felt that it would have helped the centre of Coalville, however looking at the proposal before them he felt that it was win/win. He felt that the site would allow Whitwick to keep the Leisure connection and with the number of new housing developments in the Coalville area, give a larger facility to accommodate the need.

Councillor R D Bayliss stated that the proposed site would be far more accessible to everyone as the roads leading to the existing site are difficult to get along at any time of

day. He sought clarification that if the DBOM model was used, as owners of the property would the Council have input into the development.

Councillor R Blunt advised Members that there was still a lot of work to be done going forward and that the report was an update on the progress so far, and that the right site needed to be found to give any potential contractor the starting point for their work, which included a guarantee that they would get the appropriate footfall. He acknowledged the cross-party support for both the Coalville project and the leisure project, and that if the project is done correctly Members would have provided a facility for the future.

It was moved by Councillor A V Smith, seconded by Councillor R Blunt and

RESOLVED THAT:

The progress made on the leisure project to date be noted and endorsed and:

- 1) The current indicative affordability model (appendix 1) be noted and that a more detailed financial appraisal will be prepared and presented to Cabinet before any final decisions are made by Council;
- 2) The A511 site is the preferred site to locate a new leisure centre and further investigatory works take place to provide assurance regarding the deliverability of the site be agreed;
- 3) The proposed facility mix for a new leisure centre as set out in the report as a starting point for subsequent negotiations with contractors be agreed;
- 4) In principle, the preferred procurement route for this leisure project should be a design, build, operate and maintain (DBOM) model be agreed;
- 5) A further options appraisal will be completed of the existing Hermitage Leisure Centre site (as shown in appendix 5) to determine the most appropriate use of that site once the new facility is operational be noted; and
- 6) The next steps for the project towards an eventual decision of Council in November 2017 be noted and endorsed.

Reason for decision: To provide officers with authority to continue the project and confirm, in principle, the preferred site for a new leisure centre.

25. EXCLUSION OF PRESS AND PUBLIC

RESOLVED THAT:

In pursuance of Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act and that the public interest in maintaining this exemption outweighs the public interest in disclosing the information.

Reason for decision: To enable the consideration of exempt information.

26. EXEMPTION TO THE COUNCIL'S CONTRACT PROCEDURE RULES – SHAREPOINT SUPPORT AND MAINTENANCE CONTRACT

The Leader presented the report to Members.

It was moved by Councillor R Blunt, seconded by Councillor A V Smith and

RESOLVED THAT:

The grant of an exemption to the Council's Contract Procedure Rule 6.4 to allow the award of a contract for support and maintenance of its SharePoint intranet platform on the grounds that only one supplier was available for technical reasons be noted.

Reason for decision: The CPR requires that the exercise of the Statutory Officers' discretion to grant exemptions is reported to Cabinet

27. ASSET MANAGEMENT - LONDON ROAD CAR PARK

The Leader presented the report to Members and invited Councillor J Legrys to address the meeting as ward member.

Councillor J Legrys addressed the meeting putting forward his concerns in relation to the report that was being considered.

Councillor R Blunt thanked Councillor J Legrys for addressing the meeting and detailing his concerns and that from the comments made advised Members of an additional recommendation to be agreed.

Members discussed the report in front of them and the concerns that had been raised by Councillor J Legrys and how they could be addressed.

It was moved by Councillor R Blunt, seconded by Councillor T J Pendleton and

RESOLVED THAT:

The recommendations as set out in the report and the additional recommendation as outlined in the meeting be agreed.

Reason for decision: To enable the Council to take steps to develop Stenson Square and enter negotiations with a third party.

28. COUNCIL INSURANCE - AWARD OF CONTRACT

The Leader presented the report to Members.

It was moved by Councillor R Blunt, seconded by Councillor T Gillard and

RESOLVED THAT:

The contract for the provision of insurance be awarded to the provider as detailed in the report.

Reason for decision: Value of the contract exceeds thresholds in the scheme of delegation

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.53 pm

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**CABINET – 19 SEPTEMBER 2017**

Title of report	RESPONSE TO HS2 ENVIRONMENTAL IMPACT CONSULTATION
Key Decision	a) Financial No b) Community Yes
Contacts	Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk Chief Executive 01530 454500 bev.smith@nwleicestershire.gov.uk Head of Planning and Regeneration 01530 454782 jim.newton@nwleicestershire.gov.uk
Purpose of report	To review the position concerning HS2 Phase 2b, specifically responding to the consultation about the Environmental Impact Assessment Scope and Methodology, and the DfT consultation about the East Midlands Trains Franchise. To consider suggested responses to each, which appear at Appendix 1 and Appendix 2 respectively.
Reason for Decision	To provide officers with authority to respond to the technical consultations concerning the HS2 Phase 2b Environmental Impact Assessment Scope and Methodology (Appendix 1) and the East Midlands Trains Franchise Consultation (Appendix 2).
Council Priorities	Business and Jobs Homes and Communities
Implications:	
Financial/Staff	
Link to relevant CAT	None
Risk Management	None
Equalities Impact Screening	None undertaken. HS2 has to undertake its own Equalities Impact Assessment.

Human Rights	No implications
Transformational Government	N/A
Comments of Head of Paid Service	Report is satisfactory
Comments of Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	None
Background papers	HS2 Phase 2b Environmental Impact Assessment Scope and Methodology Consultation HS2 Phase 2b Equality Impact Assessment Scope and Methodology Consultation East Midlands Rail Franchise Public Consultation Report to Council concerning HS2 dated 23 February 2017
Recommendations	<p>IT IS RECOMMENDED THAT CABINET:</p> <p>1) ENDORSES THE SUGGESTED RESPONSE TO THE HS2 PHASE 2B ENVIRONMENTAL IMPACT ASSESSMENT SCOPE AND METHODOLOGY CONSULTATION AT APPENDIX 1; AND</p> <p>2) ENDORSES THE SUGGESTED RESPONSE TO THE EAST MIDLANDS RAIL FRANCHISE CONSULTATION AT APPENDIX 2</p>

1.0 BACKGROUND

- 1.1 The Government has published a number of rail-related consultation documents, which relate to HS2. The suggested responses to the consultations at **Appendix 1** (HS2 Phase 2b Environmental Impact Assessment Scope and Methodology Consultation) and **Appendix 2** (East Midlands Rail Franchise Consultation) have been prepared by the expert consultants, SLC Rail, which has been engaged by the Council to provide it with advice about HS2. At this stage, the consultation is about how HS2 will assess the environmental and equalities impacts of the railway, and not those impacts themselves.

Once HS2 has considered all of the consultation responses it receives, it will then finalise the scope and then assess the impacts.

- 1.2 The EIA consultation sets out the assumptions used, as well as the factors that the railway will be assessed against. It is important that this is robust and comprehensive, because omissions may skew the findings when the assessment is undertaken. The Council and other consultees are asked for our input into the scope and methodology, to ensure such robustness and comprehensiveness. The suggested response to this appears at **Appendix 1**. The deadline for responses to be made is 29 September.
- 1.3 The consultation concerning the East Midlands Rail Franchise is linked to the HS2 railway, not least because the proposed electrification of the Midland Mainline has been paused. The suggested response at **Appendix 2** sets out the importance of services to East Midlands Parkway, and also argues for the preservation of the 60-minute Leicester-London service and no adverse effects to conventional rail services after the arrival of HS2. The deadline for responses to be made is 11th October.

2.0 ENGAGEMENT UNDERTAKEN WITH AFFECTED RESIDENTS AND BUSINESSES

- 2.1 We have had some useful meetings with HS2 Ltd and these are scheduled to continue on a regular basis; they are keen to maintain contact with stakeholders and we will ensure that we use this opportunity to get the best possible value for the District.
- 2.2 HS2 announced its confirmed route during July and has reverted to a variant of the 2013 route. This has been published on its [website](#) and detailed maps are now available. Whilst the final alignment will be seen as an improvement for many of those who expressed a strong view about the November 2016 route, it remains the case that there are a considerable number of residents and businesses, particularly in the area west of Measham who are now affected, some of whom had previously felt relief that the November 2016 route alignment no longer affected them directly. HS2 has stated that it has contacted everyone who:
 - Is no longer in the Safeguarding Area and will not be directly affected by the course of the railway; or
 - Is now in the new Safeguarding Area following the route amendment
- 2.3 HS2 is offering 1:1 meetings for all those directly affected, and it is important that residents and businesses are encouraged to take up this offer so that they are fully aware of how they will be affected and how the compensation scheme will work.

3.0 RECENT PROGRESS

- 3.1 It is worth noting that although the route has been published, there is still some possibility of minor changes to it within the envelope of land that has been identified. Major construction contracts have also been awarded, but there will be no “shovels in the ground” until after the Hybrid Bill has passed through all of its stages in Parliament. However, there are now some extensive preparatory works to be carried out during the rest of 2017 and into 2018.

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HS2 Environmental and Equality Assessment Processes/Methodology – consultation response

HS2 Ltd has published two documents for comment by 29th September 2017. These are:

- Environmental Impact Assessment Scope and Methodology Report
- Equality Impact Assessment Scope and Methodology Report

The Environmental Statement and Equality Statement will both be deposited with the Hybrid Bill to give Parliament sufficient information to make informed decisions on the viability of HS2.

An independent Sustainability Appraisal (SA) has already been prepared using four underlying sustainable development priorities:

- Reducing greenhouse gas emissions and combating climate change
- Protecting natural and cultural resources and providing environmental enhancement
- Creating sustainable communities
- Enabling sustainable consumption and production

The results of this work were used to advise the route sifting process and has enabled the independent reporting of sustainability performance. The next stage is to carry out the formal environmental and equality assessment processes and we are invited to comment on these documents as they stand.

We have reviewed both documents and feel that it is important to pass on to HS2 Ltd that we have a largely positive attitude to these impact assessment processes, as we feel that they will be key to achieving appropriate mitigation to those who are adversely affected by the scheme.

Our comments for submission to HS2 Ltd as a response to this consultation, are as follows:

Preamble for both responses:

North West Leicestershire District Council is pleased to have the opportunity to respond to the consultation on the Scope and Methodology Reports for both the Environmental Impact Assessment and the Equality Impact Assessment.

We have reviewed this document and are pleased to offer our broad support for the detailed processes that are defined within it. We will be strongly encouraging our residents, businesses and local groups to take part in the public consultation process.

We are pleased to note that there may be further refinements of the HS2 Scheme resulting from the Environmental and Equality Statements as it may provide opportunities for high-quality mitigation in and around the Safeguarding Zone.

Our specific comments are below.

Environmental Impact Assessment (EIA):

- We strongly support that the Secretary of State will be setting the Environmental Minimum Requirements for the scheme as it adds transparency and may help to allay communities' fears about the scheme being controlled by one entity with those commensurate freedoms
- We support HS2's Sustainability and Environmental Policies and expect to be able to view the governance data resulting from the compliance monitoring of these
- We expect the Environmental Statement for Phase 2b to be in line with Phases 1 and 2a, and where possible to exceed it
- We fully support the notion of separate consent processes and a further Environmental Impact Assessment if it becomes apparent that limits identified in the Environmental Statement and Environmental Minimum Requirements are to be exceeded
- We will assume that all minimum European Standards and legislation will be met (and preferably exceeded) post Brexit
- We support the proposed Environmental Impact Assessment process as set out on page 25 of the Scope and Methodology document
- We feel that the statement, "*mitigation measures will be incorporated within the proposed scheme wherever appropriate and practical*" requires some clarification as to how much "practicable" will be influenced by cost, and whether there are circumstances where mitigation would be overruled by cost alone
- We agree that HS2 should consider the longer term environmental effects which may be observed after Phase 1 and 2a are operational
- We support HS2 considering community infrastructure and organisations when assessing impacts on communities in general
- We note that the Ecological Assessment section refers to the Conservation Habitats and Species Regulations 2010. As the River Mease is the only SAC along the HS2 route, we request that there is a statement added to the document which sets out that a separate Habitats Regulation Assessment will be carried out
- We feel that within the Ecology section, some explanation about protected sites and areas, such as SSSIs and SACs would be useful to the reader
- We support the complexity of the assessment process for Landscape and Visual effects
- We agree that community views should be an important part of the socio-economic effects in Section 17 of the document
- We are pleased to note that managing the impacts related to all traffic issues (including road traffic) is given detailed attention
- We entirely support that the Environmental Statement will be set out in community areas as this will ensure that it is easy to find information relating to our District.

Equality Impact Assessment:

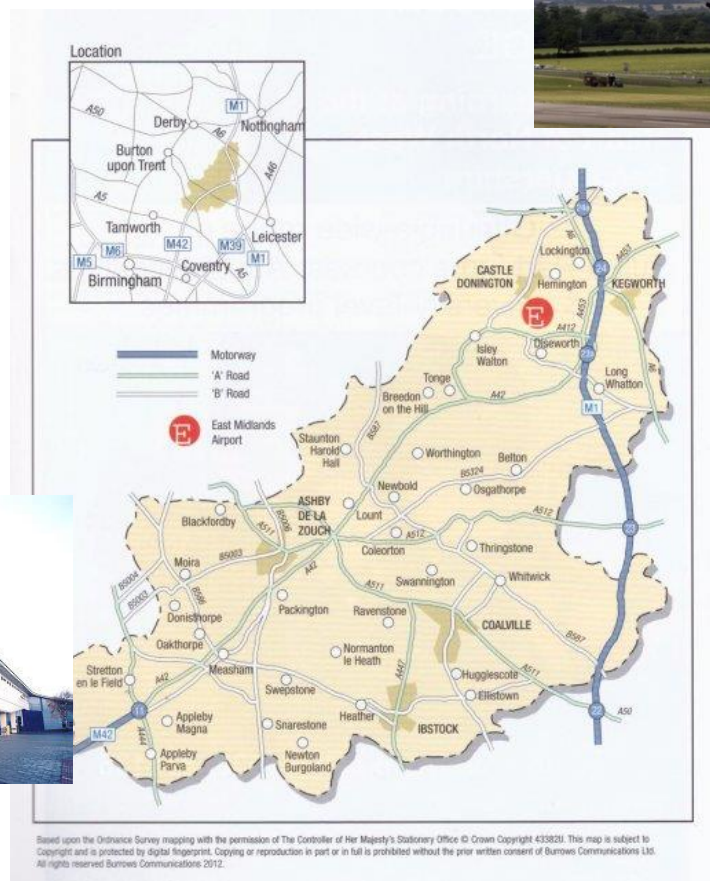
- We are pleased that two of the key priorities in the Equality Impact Assessment process are to uphold the Equality Act 2010 and the Public Sector Equality Duty. As there is a possibility that some of our residents will work on the construction phase, we are aware that these principles will also apply to all those who are employed by HS2 or any of its constructors or allied industries
- We feel it is of great importance that the Equality Impact Assessment will incorporate relevant data from the Environmental Impact Assessment as this will help to strengthen both processes

and guard against disparate information on the same issue, which avoids creating unnecessary confusion

- We note that there is a list of reference points between the Equality Impact Assessment and Environmental Impact Assessment and we support this.

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East Midlands Trains Franchise Consultation. North West Leicestershire District Council's response to questions raised in DfT consultation document.



August 2017 – Prepared by SLC Rail

INTRODUCTION

This document is North West Leicestershire District Council's response to the East Midlands Rail Franchise Public Consultation document issued in July 2017, and directly answers the 30 questions asked in that document.

This District is in a somewhat unique position in relation to Leicestershire's railway services, as there is currently no passenger line which runs **directly** through the area. However, rail services are still of prime importance to us for the following reasons:

- East Midlands Airport is located in the north-eastern corner of the District, and although its nearest railway station (East Midlands Parkway) is just a few yards inside Nottinghamshire, we have a vested interest in improving services here because it serves a significant regional airport and one of our key centres of employment
- Many of our residents use the county's rail services from stations outside the District, and we are aware that Leicester-London services are a priority, as are other trains which can be accessed from either Leicester or Loughborough
- The north-eastern arm of HS2 will pass directly through our area. We are anxious to gain every possible advantage and prevent any deleterious effects upon the rest of our local network when the new services come into operation
- Our District is a growing area of the county and we are working towards sustainable transport. Access to rail is an essential part of this objective.

We support the City and the County's main strategic objective for the new East Midlands Rail Franchise, which is to support the continued drive for economic growth across Leicestershire by improving connectivity within the County and to and from other regions of the UK. We are aware that their priorities are:

- Improved long-distance connectivity to and from Leicester, especially London, Birmingham, Manchester, Liverpool, Leeds, Sheffield and Cambridge.
- Improved connectivity to airports, including Birmingham, East Midlands, Luton and Stansted
- Improved local services for outlying communities across the county

We wholeheartedly subscribe to any efforts made by the City and the County to improve economic growth, and the District itself has some significant projects which will contribute to this. These are:

- East Midlands Gateway Strategic Rail Freight Interchange
- Large housing developments in Measham and Kegworth
- Future development of the Ratcliffe on Soar power station site

The need to improve our rail services is consistent with the Midlands Engine, Midlands Connect and East Midlands Connect initiatives.

We were saddened to hear of the recent decision to halt the electrification of the Midland Mainline, but will continue to join the City and County in pressing for this work to continue as soon as it is feasible. We will also actively support any solutions which are projected to improve journey times through the county within the current infrastructure.

MIDLAND MAINLINE

We support the City and the County's view that intercity services are essential to support the county's economy and facilitate growth. Leicestershire depends on good links to London, the West Midlands, Greater Manchester, Cambridge, Yorkshire and the north.

What is a "good" rail service? For us, it is:

Fast
Efficient
Comfortable

In line with the views expressed in the City's and the County's consultation response, our target for Leicester – London journeys is 60 minutes, and like them, we are anxious that this also applies post-HS2, as the GVA benefit or disadvantage per minutes is estimated to be worth around £1m pa. Faster journeys are needed to make the county's economy efficient and to compete with the speed of car travel. Placed where we are in the county, it is essential that we continue to encourage people out of cars and on to public transport, and we see this as a vital part of making our District move towards sustainable travel.

London Services

Our priorities are:

- Later departure and arrival times into London, and increased frequencies on Sunday
- Retain calling patterns and improve where suggested
- Reshaping of the timetable to accommodate Thameslink and the best use of the 6th path from St Pancras must not be at the detriment of Leicester-London journey times

Within the structure of the London services, it is imperative for us that calling patterns at East Midlands Parkway are improved; currently the service is irregular and not useful to airport passengers.

With the electrification project on hold, we are keen to see that journey speed targets are met through improvements in rolling stock and infrastructure investment, rather than removing station stops, as this could affect accessibility to rail for our residents.

Regional Services

In line with the City and the County's view, limited stop ("semi-fast") services to Birmingham, Cambridge, Leeds, Liverpool and Manchester should have an overall journey speed of at least 60mph.

It should be the successful franchisee's operational/commercial decision to make final decisions on calling patterns, but we would urge them to consider the following:

- Taking passenger flows into consideration
- The impact of change on station pairings
- That there is sufficient capacity for predicted **and** future passenger numbers
- Appropriate mitigation is put in place for passengers with special access needs, ensuring that if they are displaced on to other services, these have sufficient capacity

- To consult with local authorities (and more widely) before making decisions on any changes

We are aware that train capacity is an issue. There are existing problems of overcrowding and it must be possible for the successful franchisee to accommodate the anticipated growth in passengers. A failure to meet capacity requirements could affect economic growth and sustainable travel plans.

We agree with the City and County's definitions of overcrowding:

- 100% seating for journeys over 20 minutes
- On shorter journeys, involuntary standing must not exceed 20 minutes
- Passengers must not be left at stations under any circumstances

We believe that these principles should apply for the duration of the franchise, meaning that passenger growth must be taken into account.

The District would also ask bidders to consider carrying out appropriate impact assessments when considering changes to services. Our District includes commuters, business travellers, family groups, leisure/retail users, people with special access needs and those travelling to airports with extra luggage.

ROLLING STOCK

As we have already stated above, we are disappointed that the electrification of the Midland Mainline is going to halt at Kettering. The obvious short-medium term solution is the use of bi-mode rolling stock which will swap from electric to diesel power when the electrified lines run out.

However, there has already been some media comments about speed differences between bi-mode and electric trains, and an assertion that it will be "difficult" to maintain London – Leicester journey times with these vehicles, particularly when they switch to diesel mode. This raises an obvious concern for us as one of our stated priorities is to maintain the 60-minute journey time between these two cities, and particularly after the arrival of HS2.

Our suggestion to the successful franchisee on this issue is that we would hope that they will consider procuring the bi-mode vehicles with a superior power to weight ratio than some of the models currently available.

According to the current specifications of the bi-mode trains, (the 800-801-802 range), their maximum speed on diesel power is 100mph. Therefore, while there are many sections of track north of Kettering with more than 100mph speed limits, these trains will not be able to take advantage of this. The bi-modes do have a small speed advantage in terms of better acceleration from stations, but the overall result of the use of these units will be longer journey times, with the possibility of knock-on economic effects over time.

The HSTs which the bi-mode trains will be replacing are capable of higher speeds overall. The new rolling stock will have a clear sustainability advantage, but a creative solution needs to be found which will sustain current journey times.

We are aware that there have been initial discussions with Hitachi about upgrading the Class 800's MTU engines to match the Class 802's 904hp rating. This would give a five-car Class 800 a similar power to weight ratio of an HST composed of 8 coaches and two power cars. However, there is also a possibility of mechanical issues if these units are run much outside their original specification.

Question 1. How do you think closer co-operation between staff in Network Rail and the operator of the next East Midlands franchise can be achieved?

We are aware that other respondents to this consultation exercise are in favour of a formal alliance. We would support this, as we believe that Network Rail, Train Operators and the communities they serve should be working towards the best result for passengers.

Question 2. How can the operator of the next East Midlands franchise engage with community rail partnerships or heritage railways to support the local economy to stimulate demand for rail services in the region?

Community Rail Partnerships:

There are two Community Rail Partnerships (CRPs) in EMT's catchment area; the Derwent Valley Line CRP, covering Derby – Matlock, and the Grantham – Skegness CRP (The Poacher Line), which also covers Nottingham – Grantham. Both organisations could have a valuable input to any changes proposed to service patterns on their respective lines, and improvements to stations. The new franchisee should continue to build on these relationships.

Heritage Rail:

There are two heritage railways in the County; the Great Central Railway (GCR), which runs from a terminal in north Leicester to Loughborough Central, and the Great Central Railway (Nottingham) which operates over part of the Loughborough – Ruddington branch. These are separate organisations, but there are ambitious plans to link them by means of a new bridge over the Midland Main Line near Loughborough station, and also to construct a new station at the north end of the GCR to provide improved passenger interchange between the national network and the preserved railway. Freight traffic still passes over part of the GCR (Nottingham) between East Leake and the national network at Loughborough.

Opportunities for Franchisee Engagement:

There may be scope for joint marketing, particularly if the plan to join the two sections of the Great Central Railway are completed, as this will be one of the longest heritage railways in the UK with long sections of double track.

Question 3. Do you think that the operator of the train service, stations and support services should take the following into consideration when they run the franchise:

- **The environment**
- **Equality**
- **Communities in the areas that they operate**

If so, how should they do this?

We feel that it is imperative that all these elements are taken into consideration. The District has sustainability objectives which include greener travel, and we will expect that the successful franchisee will set out how it will promote sustainability and equality. We would expect measures to include the following:

- Minimising waste and pollution through appropriate procurement, maintenance, operation and cleaning policies
- Reduce carbon emissions through business activities and by marketing the railway as a good alternative to car use
- Improving outdoor spaces round station environments, either by use of underused/redundant station buildings or landscaping initiatives which could be run in conjunction with local communities
- Specifying rolling stock that minimises or eliminates emissions and other adverse effects on the environment
- Adopting policies for recycling waste and scrap material
- Ensure stations are accessible for all (as far as physically possible)
- Ensuring employment policies are fully compliant with equal opportunities legislation
- Consulting with local communities and organisations on station facilities, and supporting groups who may wish to maintain or look after their local station.
- Consulting with residents when maintenance and/or infrastructure work is planned at unsocial hours, or when there is likely to be local disruption

Question 4. Do you agree with our proposed approach, which could reduce journey times on long distance services and increase the likelihood of getting a seat?

The proposal to reduce intermediate stops in longer-distance services during peak hours, serving Kettering southwards, with enhanced services to and from Corby, is, in principle, supported. Reduced journey times may help to encourage our residents to use intercity services rather than driving.

Question 5. What are your suggestions about how to mitigate the potential loss of some direct services between Oakham, Melton Mowbray and London?

This is a matter for the City and the County, as District residents are unlikely to be affected.

Question 6. What are the particular services, routes and times of day when you think additional seats for passengers are most needed?

Overcrowding issues for journeys north of Bedford on the Midland Mainline are detailed in the consultation document. The proposed mitigation measures should be helpful.

The Birmingham – Peterborough services may be relevant to those of our residents who board this service at Leicester. The current rolling stock consists mainly of 3-car Class 170 diesel units, with some services rostered only for 2-car sets. Overcrowding can occur at times of high demand, and there is little spare capacity to accommodate growth. This is clearly part of the larger issue of overcrowding which will need to be addressed by the new franchisee.

Question 7. Which on-board facilities, in order of preference (these are listed in the response form) are most important to you:

- **On short distance journeys (up to 60 minutes)**

CCTV

Wheelchair space

Cycle storage

Free Wi-Fi

Power sockets

USB Sockets

Pushchair space

- **On long distance journeys (over 60 minutes)**

CCTV

Wheelchair space

Luggage space

Pushchair Space

Catering

Free Wi-Fi

Power Sockets

USB sockets

Baby changing facilities

Cycle storage

Table seating

Seat back tables

First Class areas

Question 8. What other on-board facilities should be:

- **Introduced**

Flexible seating to allow more space for luggage on trains to London, coastal and airport services, and for pushchairs on local trains. However, we would discourage the use of “standing” seats.

Flexible space design so that when wheelchair users are on board, or when cycles or large luggage items are being carried, this space can be used for seating, particularly on

commuter/local services. However, it must be clear that wheelchair users take priority over others for the use of flexible space.

We feel that flexible seating arrangements are particularly important for services which run through East Midlands Parkway, to encourage more customers to use rail as an option for travelling to the airport.

- **Improved**

We are aware that East Midlands Councils have undertaken research on priorities for train interiors. The key points from this work include:

- Overhead storage can be too small for some cases and back packs, which then take up space which should be used for larger items
- Access to power points and WiFi is important
- WiFi access should be free, without significant time restrictions
- Catering is of average quality but offered at premium prices. Quality and innovation is needed without pushing up costs excessively
- Better environmental controls are needed; air conditioning and heating which can be adjusted by the on-board team during journeys
- On-train facilities must be kept clean and in good working order

However, in considering interior design, it must be recognised that there are two distinct types of services running through the county; “intercity”-type services and suburban ones. Appropriate rolling stock must be selected for these two journey types.

Question 9. How could your local train services be changed to better meet your current and future needs?

- **At peak and/or off peak periods**

This is discussed in more detail in other parts of the document.

- **During the early mornings, late evenings or at weekends**

Trains should be starting from Leicester at or before 0600 and run until at least 2200, and longer if the market demands. Airport services need to be timed appropriately for the needs of passengers and staff, bearing in mind that many morning services require check-in between 0500-0700.

Patterns of demand at weekends can vary significantly from those during the week, and alterations to services to suit the particular travel requirements at weekends should be considered. In particular, demand for travel on Sundays has been growing, and the tendency to undertake disruptive engineering work on Sundays may need to be reappraised.

- **At Christmas and New Year periods**

Ensure that these are kept under review, especially Boxing Day services.

- **During the Summer Period**

Holiday destinations have changed dramatically over the last 30 years and the annual exodus through the county towards the East Coast does not require the slew of extra services that it used to in the past. Also, most railway operators do not have large quantities of extra rolling stock for additional summer holiday services. However, should travel patterns change, there should be an opportunity for train operators to consider spot-hire of stock from private companies, if there appears to be an economic case for doing so.

- **For students travelling to local schools**

This is unlikely to affect our residents at the current time.

- **To special events**

The key events for the county are:

- Download Music Festival, typically held in June at Donington Park
- Race events at Donington Park
- Football matches at the King Power Stadium

There are also a number of cycling events which attract high numbers of people travelling by bike, and flexible passenger accommodation would be useful at these times.

- **New Housing, employment or retail developments**

Our case for better rail services to East Midlands Airport (via East Midlands Parkway)

East Midlands Airport (EMA) lies in North West Leicestershire, and accessibility to and from there by rail is vital to the district's economy.

EMA is currently the 11th busiest airport in the UK, handling some 4.5m passengers during 2015. Its largest single operator is currently Ryanair with 51% of total passengers flying with this airline. Other passenger services include seasonal charter operations and regular scheduled services.

The Airport's Sustainable Development Plan clearly states that public transport access is vital to support and sustain growth in the next 25 years. The targets are to increase passenger public transport use from 9% to 15%, and employee public transport use from 29% to 35%. The employee figure is targeted against the projection that employment on the airport site will treble by 2040, **excluding** 7,000 new jobs planned at the East Midlands Gateway freight terminal.

Rail is currently under-exploited as a means of travel to EMA. Five trains per hour (tph) stop at East Midlands Parkway in both directions:

- 2 tph London via Leicester
- 1 tph Sheffield via Derby
- 1 tph Nottingham
- 1 tph Leicester – Lincoln in each direction

However, all these services are timetabled to leave East Midlands Parkway within an approximately 15-minute period, so there are long waits for passengers if trains are missed or cancelled. The road link between the railway station and the airport currently consists of

one 6-seat taxi per hour, which is not timed appropriately. No combined rail/taxi fares are available.

See our answers to subsequent questions on improvements to stopping patterns and rail services.

EMA is also a major cargo carrier, and it is worth noting that considerable expansion and increased employment is planned at East Midlands Airport over the next few years, including the new Roxhill Freight Terminal, where it is estimated that there will be an extra 7,500 employees when the terminal is in operation. Accessibility to rail is a sustainable alternative to single travellers in cars and also deals with the associated use of large amounts of land for car parking.

We feel that it is vital for the District that train services to East Midlands Parkway are improved. This could be achieved by varying stopping patterns and considering the provision of extra services which would stop at this station. A better service would enable the transport chain to work better throughout, as currently it is difficult to justify improving bus and/or taxi services when passengers are not inclined to use the train.

If services to East Midlands Parkway are improved, there will be future benefits in addition to those accrued in the short term. The large number of workers to the new Strategic Freight Terminal will be given the choice of rail travel, and at such time as the Ratcliffe on Soar power station site is redeveloped, it would provide rail access for either commercial or residential use, adding economic value and sustainability.

- **On journeys where interchange is poor**

See our comments above and the following:

Recent studies have shown that significant improvements could be secured by recasting the train service into a more regular and frequent pattern, and improving the road links to the standards at other similar airport interchange points.

We ask that the bidder looks specifically at measures to maximise the potential of East Midlands Parkway as an access to East Midlands Airport, as well as improving links to other airports important to the East Midlands economy such as Birmingham and Luton.

Question 10. What additional train services would you wish to see provided in the next franchise?

We endorse the view of the City and the County that Leicester and Leicestershire have poor rail connectivity. They employed a model that tested potential Gross Value Added (GVA) uplift that could be achieved through new and enhanced services, including through services via HS2 to identify priorities for development. They have identified the elements briefly summarised below:

- An hourly service between Leicester and Manchester running via Dore Curve (for faster journey time). Bidders would need to assess pathing and routing options.
- An hourly service between Leicester and Coventry. This is linked to the LE-NUCKLE infrastructure project at Nuneaton, which is being actively pursued by Leicestershire LEP and

Coventry and Warwickshire LEP, in collaboration with Midlands Connect. Like the City and the County, we would expect the franchisee to support this development and engage actively. We also endorse the City and County's view that the franchise bid includes a priced option for the operation of this service.

- Regular links to Leeds and the North from the East Midlands by extending some of the existing London, Leicester, Derby, Sheffield services to Leeds, including retention of the existing through services.
- New direct services from Leicester to Coventry the Thames Valley, Manchester and West Yorkshire
- Links into Leicester must be maintained for stations to the south, particularly to Kettering and Market Harborough
- Faster journeys from Leicester to London and Birmingham
- Reduced east-west journey times between Leicester and Stansted Airport

i) To achieve the best result from the implementation of HS2 Phase 2

The proposed HS2 route will run through the north-western part of Leicestershire, with the nearest stations being Birmingham Interchange (near the NEC) and East Midlands Interchange at Toton. The delivery of this project will result in fast services from Sheffield and the Nottingham/Derby area to London and to Leeds and the north. For Leicestershire, achieving the best result means:

- Ensuring that the perceived risk of lengthened journey times between Leicestershire and London does not occur. The risk arises because existing Midland Main Line trains are projected to lose nearly half of their passengers to HS2. However, forecast growth in passengers will mean that existing levels of demand will be exceeded even with HS2. Nevertheless, Leicester and Leicestershire should seek assurances from the Secretary of State that Leicester's fast services will be protected.
- Securing through "classic compatible" direct services from Leicester to destinations in the north via HS2. The journey time reductions available are substantial (up to an hour on many station pairings). If services are provided through Leicester from key economic development areas in the South Midlands and Thames Valley, the proposition is substantially strengthened, especially if an alliance with other LEPs and Local Authorities can be achieved, including with Transport for the North, creating a "string of pearls".

Whilst we recognise that the new franchisee will not be in a position to deliver these elements of our strategy within the life of the franchise, we want to see an innovative and forward-thinking company that engages fully with the Department for Transport, Local Authorities, HS2 Limited and Network Rail in long-term planning to maximise the value of HS2 for the region, and that, in the interim, will introduce new and improved services consistent with these long term developments. It should be noted that construction of HS2 will start during the life of the next franchise, and that it is therefore vital that long-term plans for the "classic" network are developed and agreed early and in parallel with HS2 so that there is no inconsistency between the two systems. We believe that the new franchisee will have a vital role to play in the process.

The Gross Value Added (GVA) benefits that have been identified include:

Between Leicester and:	£m per annum
Sheffield, Leeds and North East England (direct services via HS2)	40.9
Sheffield, Leeds and North East England (via interchange with HS2 at Toton)	19.5
Reading and Thames Valley via Coventry and Leamington	14.9
Manchester	9.1
Faster journey time to London	6.9
Sheffield, Leeds and North East England (direct services via existing network)	6.4
Sussex Coast and/or Sevenoaks (direct services via Thameslink)	4.0
Norwich	1.5
Burton-upon-Trent	0.34

Enhancing local rail connectivity to destinations in the West Midlands would also benefit residents and businesses in the South West of the County by providing improved access to longer distance services on the West Coast Main Line and the HS2 western leg.

Our expectation is that there would be a minimum of 3tph to key destinations from Leicester with an average journey speed of 60mph, to equal car travelling times. Train services should be starting from Leicester at or before 06:00 and run until at least 22:00, or longer if the market demands. Airport services need to be timed appropriately for the needs of passengers and staff, bearing in mind that many morning services require check-in between 05:00 – 07:00.

Question 11. Do you support the proposal to reopen the line between Shirebrook and Ollerton to passenger trains? If so, what sources of investment could be identified to fund this proposal?

We believe this question is for Nottinghamshire and the City/County to answer.

Question 12. Do you think that the current number of services on the Midland Main Line to and from Luton Airport Parkway is adequate?

We consider that a strategic objective for the new East Midlands Rail Franchise is to support the continued drive for economic growth across Leicestershire by improving connectivity already identified as poor. Improved connectivity to airports, including Birmingham, East Midlands, Luton and Stansted, forms a key element in this strategy.

As already stated above, East Midlands Airport is in the District and we regard adequate service provision to East Midlands Parkway a priority.

Question 13. Would you like additional fast trains each hour to call at Luton Airport Parkway if this meant that, as a trade-off:

- Some services are withdrawn from other stations, such as Luton?

- **Journey times to other stations may increase?**
- **Freight capacity and/or frequency is reduced?**

Maintaining most Leicester – London journey times at under 60 minutes start to stop is an absolute priority. While improved connectivity to airports, including Luton, is also important, this should not be at the expense of extended Leicester – London journey times, nor to the detriment of journeys to and from other locations along the Midland Main Line. In this context, the improved connection opportunities available at Kettering and/or other stations as a result of the enhanced outer suburban services to Corby should not be overlooked.

As a general principle, we are keen to see that journey time targets are met through improvements in rolling stock and infrastructure investment, rather than by removing station stops.

We do not see why additional stops at Luton Airport Parkway should, by themselves, result in a reduction in freight capacity or frequency, as no additional train paths are proposed to serve Luton Airport. We are anxious that freight capacity is maintained to allow for adequate service slots to Roxhill.

Finally, we note the recent proposals for a fixed link between Luton Airport Parkway station and the airport, which is likely to make the airport more attractive for both airlines and passengers.

Question 14. How could the train service be better at meeting the needs of passengers travelling to and from the airports within the East Midlands franchise?

Although East Midlands Airport is close to East Midlands Parkway station on the Midland Main Line, access to and from the airport at this location is perceived to be poor, with an hourly taxi link between 05:20 (06:00 Saturdays and Sundays) and 19:00 daily, seating only 6 people. Combined rail/taxi fares are not available.

The rail timetable currently features all arrivals and departures to both north and south within an 18-minute window in each hour. Despite this, the taxi service fails to provide a convenient interchange in either direction, and actually contrives to miss some departures by a few minutes.

Recent studies have shown that significant improvements could be secured by recasting the train service into a more regular and frequent pattern, and improving the road links to the standards at other similar airport interchange points.

The current southbound timetable from East Midlands Parkway, including the timings of the taxi link, is shown below:

		A	TAXI	TAXI	
Sheffield	00:49				
Derby	01:21				
Lincoln				00:36	
Nottingham		01:32		01:36	
East Midlands Airport (dep)			01:30		
East Midlands Parkway (arr)	01:34	01:42	01:45	01:49	
East Midlands Parkway (dep)	01:35	01:43		01:50	02:00
East Midlands Airport (arr)					02:20
Loughborough	01:42			01:58	
Leicester	01:52	01:59		02:23	
London St. Pancras	02:59	03:14			

A: also stops at Market Harborough

Five trains per hour pass through East Midlands Parkway; two London – Sheffield, two London – Nottingham and one Leicester – Lincoln. While it is recognised that Network Rail and the franchise holder would be unlikely to permit more trains to stop at EMP as it would increase journey times overall, it is considered that swapping the EMP stop between the Sheffield services in order to give a more even spread of departures would provide a more coherent service in the short-to-medium term.

Alternative timetable Sheffield – London:

		A	B
Sheffield	00:29		
Derby	01:00		
Lincoln			00:36
Nottingham		01:32	01:36
East Midlands Parkway	01:14	01:43	01:50
Loughborough			01:58
Leicester	01:30	01:59	02:23
London St. Pancras	02:37	03:14	

A: Also calls at Market Harborough

It is of paramount importance to the District that timetable and other service improvements are made which maximise the potential of East Midlands Parkway as an access to East Midlands Airport.

The importance of Stansted and Birmingham Airports to the region are also recognised, and we would support proposals to improve links to these strategic hubs, particularly reduced through journey times to Stansted.

Question 15. What ideas do you have for improving the current service on the Liverpool – Norwich route?

The City and County have made suggestions on improving this route and we are generally in support of these, particularly if there is an opportunity to improve services to East Midlands Parkway.

Question 16. Would you support changing the destinations served by the existing Birmingham – Stansted Airport service, such as serving Norwich instead of Stansted Airport.

As the District is in general favour of ensuring airport services are preserved, we do not support this suggestion.

Question 17. Are you in favour of these route changes:

- **Liverpool – Norwich**
- **Birmingham – Nottingham**
- **Birmingham – Leicester/ Stansted**

We support the views given by the City and the County on the Liverpool – Norwich and Birmingham – Stansted services in questions 15 and 16 above.

Our priority for route changes relates to Birmingham – Nottingham.

Through services between Birmingham and Nottingham via Leicester were withdrawn in 2004. The restoration of this service would provide new and potentially valuable through journey opportunities between the West Midlands and East Midlands Airport, Nottingham and Lincoln.

We believe this could be achieved by linking the current local Birmingham-Leicester and the Leicester-Lincoln services. However, this would require alterations to the franchise boundaries to bring the through service under one operator, as Birmingham – Leicester is currently operated by Cross Country and Leicester – Lincoln by East Midlands Trains. The amalgamation of these two services would restore a “lost” route and in addition to the obvious benefits to Leicester and East Midlands Airport, it would give an improve opportunity for cross-country travel to the east.

The City and County have also suggested re-routing the existing Cross Country Cardiff – Nottingham service to run via Leicester instead of Derby. We find this proposal interesting and would support such a move, but our obvious interest is to improve services to East Midlands Airport.

Question 18. Would you like to see any other routes transferred to or from the East Midlands franchise? If so, which routes?

Our priority would be the combination of the Birmingham – Leicester and Leicester – Lincoln services as noted above. If both services were combined and operated by one TOC (Cross Country of East Midlands Trains), this would add an additional service from Birmingham to Leicester, and importantly give another opportunity for an extra train to stop at East Midlands Parkway.

In addition, we believe the Birmingham - Leicester - Stansted Airport service should transfer to the East Midlands franchise from Cross Country. This would enable better integration with the Liverpool-Norwich service, support bidders in developing a regional rolling stock solution, and enable development of the service focussed on cross-regional travel. This would benefit residents who use Leicester as a travel hub and provide them with more options, as well as contributing to economic growth.

The City and County have raised the issue of diverting the Cardiff – Leicester – Nottingham to be operated by Cross Country and we would be happy to support this.

Question 19. Do you support increasing frequency of train services in Lincolnshire despite the impact this may have on level crossing users?

This is a matter for Local Authorities in Lincolnshire.

Question 20. How can we improve all aspects of your door-to-door journey experience?

For our rail users, the “door-to-door journey experience” requires travel (usually by car) to a destination outside the District. We feel that the top priority for our residents is how access to the rail network can be facilitated, which includes:

- Adequate parking at or near Loughborough and Leicester stations for access to intercity services
- Adequate “kiss and ride” drop off areas
- Information on all modes of travel connections
- Integrated ticketing – the top priority for us relates to
- Constructive communications with local bus companies to ensure that there are smooth connections between bus and train services

In addition, there are several other factors which we feel will help to encourage more rail use:

Information:	<ul style="list-style-type: none"> • Online and billboard information about train times, routes, fares and tickets • At stations on platforming, train running, train formation and seat availability, plus onward travel information such as connections, directions to other modes of transport and walking routes • On-train information about stopping points, timekeeping, availability of catering and other services
Ticketing:	<ul style="list-style-type: none"> • Ticket sales through a wide variety of outlets, including online and remote retail outlets • Availability of through ticketing via multiple modes where appropriate
Facilities:	<ul style="list-style-type: none"> • Station facilities • On-train comfort and facilities, including availability of seats
Service delivery:	<ul style="list-style-type: none"> • Timekeeping and reliability - both of which affect customer satisfaction if there are problems
Safety/Security:	<ul style="list-style-type: none"> • On- and off-train

On governance, we would suggest the following:

- Performance data to be measured at all stations, not just at the end of routes, as passengers notice when a train is late at “their” station
- We feel that train operators are sensitive to passenger views on reputation and this can also affect the management culture
- When service delivery issues occur, compensation claims should be made simple and easy for passengers, and should be in the form of financial refunds rather than travel vouchers

Question 21. What more could be done to improve access to, and provide facilities at stations, including for those with disabilities or additional needs?

At the moment there are no railway stations within the District, but we are aware that our residents travel to others in the county, and therefore we endorse the response which has been given by the City and the County, and is shown below. The District fully supports any measures which will promote access for all and help our rail services meet the requirements of the 2010 Equalities Act.

“We have categorised our stations in the following way:

Hub station (Leicester)

The highest volume of passengers is handled here and many of them will interchange with other services running from this station. Travellers from outside the county will also interchange here, and due to the numbers of passengers per day, the facilities provided should be of a high standard. We consider that Leicester station is the county’s economic gateway, and expect that the successful franchisee would be an active partner in the development and eventual implementation of our ambition for a long-term Masterplan for Leicester station and the surrounding area.

Town centre stations (e.g. Market Harborough, Loughborough)

Reasonably high volumes of passengers are expected, and some of these will interchange with other services. These stations must provide essential facilities for those passengers awaiting other trains.

The “Access for All” project to improve facilities at Market Harborough has already been subject to delay and Network Rail should be pressed to complete it as soon as possible.

Local stations (e.g. Narborough, Sileby)

These serve smaller numbers of passengers, many of whom are commuters, or making leisure trips to other towns and cities inside and outside the county. A local station’s main function is to allow passengers to make their planned trip safely and with minimal waiting time.

Stations, no less than trains, are central to the passenger experience. They form a vital link in the end-to-end journey, facilitate connections between the railway and other modes of transport, provide economic gateways into the city centre and connect the railway with the surrounding community and the local environment.

We wholeheartedly support Local Travel Plans to encourage the use of rail services and public transport generally, and urge that Station Travel Plans are developed jointly with local authorities, who have a shared responsibility for access to the railways via local road and bus networks. We would also support other station improvements to improve accessibility to, and the environment at, local stations, but consider that provision of retail facilities as an end in itself is a lesser priority than travel-related facilities. We would not support proposals to develop retail facilities at stations at the expense of improved facilities more directly related to travel.

Railway stations should be designed to be accessible by all modes of transport, and adequate facilities to at least minimum statutory requirements must be provided for people with physical disabilities or who have limited mobility.

- **Bus** –*We are aware that many bus routes do not provide convenient and adequate interchanges at railway stations and, while re-routing would be a major operation subject to many practical difficulties, the provision of improved bus timetable and interchange*

information, and directions to local bus stops and destinations, would provide significant improvements at more affordable cost. For example, Leicester station currently has no obviously visible onward travel bus information on display, despite a number of major routes directly serving the station.

There must also be active efforts to promote options like PlusBus and multi-modal ticketing from the franchisees own ticket platforms in order to enable more integrated “door-to-door” travel options to and from our larger towns, notably Coalville, Ashby and Shepshed, which are not rail connected. Specific proposals by bidders to address these issues in partnership with local bus companies and local authorities would be welcomed.

- **Cycling and walking** – safety and security are vital, with well-lit and signposted routes for both. Secure cycle parking is also a priority.
- **Car parking** – must be managed to promote it as an option for rail users, but where fees are paid, these should be no higher than nearby town or city centre parking. Ideally, parking at small and remote stations should be free. Car parks must be safe and secure with appropriate lighting and CCTV cover.
- **Waiting facilities.** Waiting areas should be provided at all stations, to a level appropriate to the size and importance of each station. We have no particular problem with “bus shelter” style facilities at small, unstaffed stations, but they must provide adequate protection from the weather and include seating.
- **Information.** All stations should have information displays providing timetable, platform and real time train running information, as well as local information regarding local bus stops, directions to taxi ranks and pick-up points, and walking routes to local centres or destinations.
- **Security.** Stations should be staffed wherever viable, but where this is not possible, CCTV monitored at a central location should be provided, together with a reliable and visible means of summoning assistance. Where provided, Staff need to be visible at times of disruption to advise and direct passengers, and continuously during the evening and at night as it helps to reassure passengers about safety.

Stations should be brightly lit, with lighting designed to eliminate shaded areas. Wherever possible, isolated and secluded areas in stations should be eliminated, but where this is not possible such areas should be well lit and monitored by CCTV.

- **Access.** Step free access to statutory disabled standards should be provided wherever possible, including at the platform / train interface.
- **Disability protection.** The needs of disabled passengers or those with limited mobility should be considered at all stages. For example, ticket machines should be sited where there is adequate room to manoeuvre a wheelchair and be operable from a seated as well as standing position. Platform edges should be marked by tactile strips. Train running information should be provided by aural as well as visual means.

We would support the development of a station investment programme, with adequate funding through the franchise to achieve the standards required, which include full accessibility to all stations

in the county, including step free access to platforms, accessible ticket offices, information assistance and appropriate cycle parking.”

Question 22. How could the next franchise operator make better use of stations for community and commercial purposes?

While the measures suggested below do not have a direct effect upon the District, we recognise there are cumulative effects for the rest of the County.

We support the City and County’s view that the development of Community Rail Groups help to integrate railways into the community and promote local ownership. The successful franchisee should provide ongoing funding for developing relationships with a wide variety of groups.

Other measures include encouraging community use of spare/redundant railway buildings, either for local small businesses, such as shops and pubs, or other community initiatives, including local meeting spaces, and arts or health initiatives. The franchisee might consider making some funding where a commercial case can be made, such as through profit sharing or accounting of costs avoided in repairs and maintenance. The benefits to the TOC are that vandalism and fabric decline to empty buildings can be reduced and safety and security on and around the station is increased.

Question 23. What could be done to improve the way tickets are sold and provided?

and

Question 24. What changes to the fares structure would be of benefit to you?

Our priorities for fares and ticketing are:

- A simple fare structure which is easy for customers to understand
- An appropriate range of ticket options to give affordable and value for money travel
- Modest price upgrades for first-class travel, especially when spare capacity is available at off-peak times
- Freely accessible and easily understood communication of ticket options, pricing and availability, including online information which matches that available in stations
- A wider range of ticketing offers such as family/group travel
- Tickets to be available through a wide range of retail channels, including ticket offices/machines, and online/smart ticketing

There are also some options which the prospective franchisees should consider as part of the tendering process. These are:

- “Short week” tickets for those who travel less than five days a week
- Discounted tickets for students, trainees and apprentices, or those attending job interviews

We expect smart ticketing to be provided in collaboration with Midlands Connect and to be comparable with smart ticketing options provided by other TOCs and travel providers. Smart ticketing should also be account based to enable easy refunds to be credited to passengers where required.

Station barriers should be capable of recognising all types of tickets, such as ITSO smart media, mobile and paper tickets, QR codes etc.

Where more than one operator offers competing services on the same or alternative routes (for example between London and Birmingham New Street) lower fares may be offered at the expense of ticket interavailability between the operators. While this results in some disadvantage to passengers in terms of service frequency and choice, we recognise that it is an inevitable result of competition and does have the advantage of encouraging a wider range of discounted fares.

Question 25. What additional information would be useful to you when planning or making your journey, such as seat availability, journey times and connections? How would you like it to be communicated to you?

For intercity services, we would like to see platform indicators which show train formations, including the position of each coach and seat availabilities (as currently used by Virgin West and East Coast).

Information on the number of coaches is also useful and can help passengers to distribute themselves along platforms while waiting to board trains.

We do not support fully pre-booked ticketing as it rules out last-minute or spontaneous travel, and may put passengers off rail use.

However, we would encourage the use of on-train displays which indicate which seats are available in a particular coach. This practice would help avoid passengers bunching up in coaches when there are seats available elsewhere.

A review of the proportion of first-class to standard class accommodation would be welcome, particularly in shorter train formations such as the 4-car “Meridians” currently used by EMT, and the availability and cost of first class upgrades on off-peak services.

Onward connectivity announcements and written information needs improvement, including rail connection and access to other public transport modes.

Question 26. How could staff be more effective in providing the service and assistance that passengers need in a modern railway network?

When considering that often the main interface between the District’s residents and the railway is via Leicester Station, we feel that staff need to be visible at times of disruption to advise and direct passengers. Staff visibility is particularly important for evening services as it helps to reassure passengers about safety.

We would positively encourage the recruitment of high-quality staff and ensuring they are paid an appropriate wage to retain their services in a worthwhile and rewarding career.

We would welcome the use of innovative IT/social media solutions to publicise service disruptions, alternative travel arrangements or other issues of concern to passengers.

Question 27. How would you prefer the next operator to engage with your organisation?

Like the City and the County, we will welcome all opportunities to engage with the successful franchisee to assist with delivery of the best quality service. We will actively respond to consultations on changes to services (including train plans and working timetables in view of Leicestershire's participation in the rail freight industry and the part which the Strategic Rail Freight Terminal will play in this), branding, marketing and station/rolling stock developments.

We expect the new franchisee to be an innovative and forward-thinking company that engages fully with the Department for Transport, Local Authorities, HS2 Limited and Network Rail in long-term integrated economic and transport planning and to maximise the value of HS2, while ensuring that the existing rail network continues to fulfil its vital role in the economic and social life of the region by providing new and improved services consistent with these long term aims.

To reiterate some of the points made earlier, our major requirements for the East Midlands Trains franchise are:

- Most Leicester-London journey times under 60 minutes.
- No adverse impacts on Leicester – London frequencies or journey times as a result of the new high-density Thameslink timetable.
- Introduction of direct Leicester-Manchester services (via the Dore Curve if possible)
- Introduction of regular direct Leicester-Leeds services
- New rolling stock appropriate to their markets and present and future passenger needs: faster, better acceleration and cleaner
- Improved fare values, particularly on off-peak intercity routes
- Enhancements for cyclists and bus users
- Continuous reliable on-train mobile phone coverage and free continuous mobile WiFi
- A commitment to supporting positively LE-NUCKLE and the introduction of new direct services between Leicester and Coventry
- Frequency and journey time improvements between Leicester and Birmingham
- Improvements to Leicester – Nottingham – Lincoln services by linking with Birmingham – Leicester services under a single train operator.
- To be an active partner with the County, City, LLEP, DfT, Network Rail and HS2 in planning for the long-term future, including benefits to be realised beyond the franchise term

Question 28. What would make you feel safer and more secure on your journey in relation to:

- **Trains?**
- **Routes?**
- **Stations?**
- **Other?**

Please see answers to other Questions above which relate to passenger and staff security.

Question 29. How do you think more investment might be put into the railways to match money already coming from government through Network Rail?

The Government and Network Rail has just announced an initiative to enable opportunities for private organisations to invest in rail infrastructure. This may include the building of new, privately owned, stations, privately funded and delivered signalling and electrification projects and contracts to design, build and operate new railways, similar to the model previously adopted for the Oxford – Bedford “East West Rail” project.

While it remains to be seen exactly how this will work, it does appear to open up new opportunities for financing rail infrastructure projects.

In the light of the recent news on electrification of the Midland Mainline, we would welcome investment in this direction as a very positive move to improve rail infrastructure in the County and further north.

Question 30. Are there any other ideas that you think it is important for us to consider that have not already been discussed in the consultation?

Branding:

We support the City and County’s suggestions on branding and agree that a long-term solution would:

- Promote the bond between the railway and the local community
- Help to reduce cost wastage associated with periodic rebranding
- Recognise the locality of the East Midlands and its place in the country, in the same way that Transport For London is an iconic and instantly recognisable brand

We feel that branding should reflect the difference between local, regional express and London services, and should play a role in actively promoting and marketing the region.

Branding should cover:

- Stations
- Rolling stock
- Web/electronic/mobile/hard copy information
- Marketing and ticketing
- Company assets
- Customer-facing staff presentation

Where a local service covers one specific route, the branding could reflect this, e.g. the Ivanhoe Line

It would also be appropriate for the branding to work with other public transport modes, as long as this is on a no-profit basis for other operators. Once established, the brand should then pass on to future franchisees, as long as it is clear who the responsible operator is.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**CABINET – 19 SEPTEMBER 2017**

Title of report	DISCRETIONARY RATE RELIEF SCHEME 2017/18
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Nicholas Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources 01530 454500 andrew.hunkin@nwleicestershire.gov.uk Financial Planning Manager 01530 454707 tracy.ashe@nwleicestershire.gov.uk
Purpose of report	To seek approval of the proposed Discretionary Rate Relief Scheme.
Reason for Decision	Requirement of Financial Procedure Rules
Council Priorities	Value for Money
Implications:	
Financial/Staff	Financial issues are contained within the report.
Link to relevant CAT	None.
Risk Management	None.
Equalities Impact Assessment	Not required.
Human Rights	No implications.
Transformational Government	No implications.
Comments of Head of Paid Service	Report is satisfactory

Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Deputy Monitoring Officer	Report is satisfactory
Consultees	Corporate Leadership Team
Background papers	None
Recommendations	<p>THAT CABINET</p> <ul style="list-style-type: none"> - APPROVES THE AVERAGE 23% DISCRETIONARY RATE RELIEF SCHEME FOR 2017/18 - DELEGATES AUTHORITY TO THE SECTION 151 OFFICER TO AMEND THE SCHEME BASED ON ACTUAL LEVELS OF APPLICANTS FOR 2017/18 AND FUTURE FUNDING ALLOCATIONS FOR THE NEXT 3 FINANCIAL YEARS TO 2020/21

1.0 INTRODUCTION

- 1.1 At the Budget on 8 March 2017, the Chancellor announced that the government would make available a discretionary fund of £300 million to support those businesses most affected by the revaluation of all business properties, which took effect from 1 April 2017. The total resource available to support local authority's discretionary relief schemes will be allocated as follows:

Table 1 – National allocation of funding

2017/18	2018/19	2019/20	2020/21
£175m	£85M	£35m	£5m

- 1.2 Every billing authority in England has been provided with a share of the £300 million to support their local businesses. The relief is to be administered through the billing authority's discretionary relief powers under section 47 of the Local Government Finance Act 1988. The 2017/18 allocation for North West Leicestershire District Council is £293,000. The award of relief under the 2017/18 scheme is for a fixed period of one financial year only.. The allocation of funding will dramatically reduce in line with the total allocation of funding, as shown in the table below.

Table 2 – North West Leicestershire allocation of funding

2017/18	2018/19	2019/20	2020/21
£293k	£142k	£59k	£8k

1.3 The Government has empowered authorities to direct the funding where it is most needed to support local economies. It is therefore up to each billing authority as to which local businesses receive the relief.

2.0 PROPOSED ALLOCATION OF RATE RELIEF

2.1 The proposed discretionary rate relief scheme has been developed in consultation with the portfolio holder responsible for finance. The proposals direct relief towards small businesses within North West Leicestershire who meet the following criteria:

2.1.1 Those who occupy a business premises with a rateable value of less than £100,000; and

2.1.2 Have seen an increase in their rateable value / rates payable (after application of transitional relief - which limits how much bills can change each year as a result of revaluation); and

2.1.3 Currently occupy their business premises.

2.2 The proposed discretionary rate relief scheme has the following exclusions:

2.2.1 District and County Council accounts;

2.2.2 Ratepayers already in receipt of mandatory, and/or small business rate and/or discretionary relief;

2.2.3 Those with less than £600 extra to pay in 2017/18;

2.2.4 Those who occupy multi property business premises and/or are part of a national/international chain;

2.2.5 Public Houses as they will fall under the Pub Relief Scheme, noting that eligible pubs will benefit from a discount of up to £1,000 if the rateable value is under £100,000.

2.2.6 Those who fall within the Supporting Small Businesses Scheme, i.e. those who are no longer eligible for, or receiving less, Small Business Rate Relief or Rural Rate Relief as a direct result of the 2017 revaluation of business properties.

3.0 FINANCIAL IMPLICATIONS

3.1 The funding of £293,000 is the total amount of relief to be provided to ratepayers. Under the business rates retention system, the reduction in business rates receipts resulting from the increased award of discretionary relief will result in a reduction in the Council's, the County Council's and the Combined Fire Authority's business rates income of 50% of the value of the relief given. The amount of income to be reimbursed by Central Government under the scheme is therefore £146,688. The Council will be paid 40% of the total award in line with the proportion of their lost income under the rates retention scheme.

3.2 New burdens funding of £12,000 will be paid to every Billing Authority to pay for the administrative cost of implementing the scheme.

3.3 After applying the criteria and exclusions to ratepayers in North West Leicestershire, there are 139 businesses with rates payable of £1,215,607 in 2017/18, who could

apply for the new relief. Applying the funding on a percentage basis equates to an average relief of 24.10%.

- 3.4 A 23% average discount is proposed, which will leave a fund of £13,410.39 to be used as a contingency to cover any additional claims arising and for individual hardship cases that the Council may choose to support or to supplement the ratepayers who receive Discretionary Rate Relief under this scheme but are then subject to a backdated increase in their rateable value.
- 3.5 Ratepayers must advise us of any changes to their liability which will lead to the award being revised/removed from the date of change.
- 3.6 It is proposed that the Council's Section 151 Officer is given delegated authority to amend the percentage discount given to ratepayers who meet the criteria as set out in 2.1 based on actual levels of applicants for 2017/18; and for the financial years 2018/19 – 2020/21 based on revised funding allocations and the level of rates payable within those individual financial years.

4.0 CONSULTATION

- 4.1 The funding conditions require billing authorities to consult their major precepting authorities. Leicestershire County Council and Leicestershire Fire and Rescue Service were written to on 18 August 2017 with details of the proposed scheme. Both authorities have responded to confirm their support of the proposals.

5.0 IMPLEMENTATION OF THE SCHEME

- 5.1 A simple application form/state aid declaration will be developed by the Revenues and Benefits Partnership which targeted ratepayers will be asked to sign and return. The relief will be awarded and a revised bill issued upon receipt of the returned document.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 19 SEPTEMBER 2017

Title of report	AUTHORITY TO AWARD THE CONTRACT FOR GAS SUPPLY
Key Decision	a) Financial Yes b) Community No
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk
Purpose of report	The report requests that Cabinet delegate authority to award the contract for supply of gas to the Interim Director of Resources in consultation with the Corporate Portfolio Holder.
Reason for Decision	The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation.
Council Priorities	Value for Money.
Implications:	
Financial/Staff	Budgets are already in place.
Link to relevant CAT	Procurement Corporate Action Team
Risk Management	Not applicable
Equalities Impact Screening	Not applicable
Human Rights	Not applicable
Transformational Government	Not applicable
Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory

Comments of Monitoring Officer	Report is satisfactory
Consultees	None
Background papers	None
Recommendations	IT IS RECOMMENDED THAT CABINET DELEGATES AUTHORITY TO AWARD THE CONTRACT FOR THE SUPPLY OF GAS TO THE INTERIM DIRECTOR OF RESOURCES IN CONSULTATION WITH THE CORPORATE PORTFOLIO HOLDER.

1.0 INTRODUCTION

- 1.1 The council's constitution (Contract Procedure Rules 2.6.3) provides that when procuring supplies or services, any provision via pre-existing contracts or frameworks shall first be considered.
- 1.2 The council uses contracts available via the Eastern Shires Purchasing Organisation (ESPO) for the supply of energy, as it is able to utilise the combined purchasing power of its other local authority and wider public sector customers. ESPO undertake an EU-compliant procurement process to appoint a gas supply contractor, acting as a central purchasing body. Their current contract expires on 30 September 2019.
- 1.3 ESPO are in the process of undertaking their procurement to establish their new gas supply contractor. In September 2017 this process will have been completed, and the council will immediately need to sign a new contract with ESPO to continue to provide our gas supply for period 1 April 2019 to 31 March 2023 (early commitment is needed in order for ESPO to access the best possible market rates).
- 1.4 For financial year 2016/17 expenditure on gas was £189,673, so the overall value of the contract could be in the region of £760,000 subject to usage. The contract is managed by the Corporate Contracts Group, which reports to the Procurement Corporate Action Team.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 19 SEPTEMBER 2017

Title of report	AUTHORITY TO AWARD THE CONTRACT FOR MAINTENANCE OF FIRE SAFETY SYSTEMS
Key Decision	a) Financial Yes b) Community No
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk
Purpose of report	The report requests that Cabinet delegate authority to award the contract for maintenance of fire safety systems to the Interim Director of Resources in consultation with the Corporate Portfolio Holder.
Reason for Decision	The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation.
Council Priorities	Value for Money.
Implications:	
Financial/Staff	Budgets are already in place
Link to relevant CAT	Procurement Corporate Action Team
Risk Management	N/A
Equalities Impact Screening	N/A
Human Rights	N/A
Transformational Government	N/A
Comments of Head of Paid Service	Report is satisfactory

Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	None
Background papers	None
Recommendations	IT IS RECOMMENDED THAT CABINET DELEGATE AUTHORITY TO AWARD THE CONTRACT FOR MAINTENANCE OF FIRE SAFETY SYSTEMS TO THE INTERIM DIRECTOR OF RESOURCES IN CONSULTATION WITH THE CORPORATE PORTFOLIO HOLDER.

1.0 INTRODUCTION

- 1.1 The council has several standalone arrangements in place for servicing the following fire safety equipment:
- Fire alarms
 - Emergency lighting
 - Fire suppression systems
 - Fire extinguishers and blankets
 - Lightning protection
- 1.2 It is intended to re-procure these arrangements as a single contract starting 7 November 2017 for three years, with the option to extend for two 12 month periods, until a maximum of 6 November 2022.
- 1.3 The contract will be managed by Property Services. The estimated value of this contract based on servicing alone is around £18,000 per annum or £90,000 over the full five years.
- 1.4 However as servicing is undertaken some faults will be identified. Property Services will decide on a case by case basis whether it is more cost effective to arrange for additional quotations to be sought for any works, or whether to engage this contractor to undertake the repair directly and it is likely that the contract value will exceed £100,000 over the five year period.
- 1.5 The contract will be procured via a compliant procurement process (open tender) in compliance with the contract procedure rules and all relevant procurement legislation. At least one local supplier has been identified as likely to be capable of delivering the required services and as such Procurement and Property Services will be hosting a bidders event as part of the procurement process.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**CABINET – TUESDAY, 19 SEPTEMBER 2017**

Title of report	DOG WARDEN AND STRAY DOG KENNELING CONTRACT
Key Decision	a) Financial No b) Community Yes
Portfolio Holder	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk
Director	Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk
Officer to contact	Head of Legal and Support Services Tel: 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk
Purpose of report	To seek Cabinet's approval for the novation of the Council's dog warden and kennelling services following the service provider's change from sole trader to a limited company
Reason for decision	To ensure the Council discharges its statutory function under the Environmental Protection Act 1990 to appoint a dog warden and deal with stray dogs in its area
Council priorities	Value for Money
Implications:	
Financial/Staff	None
Link to relevant CAT	None
Risk Management	Not applicable
Equalities Impact Screening	Not applicable
Human Rights	Not applicable
Transformational Government	This relates to the new ways in which Councils are being asked to deliver their services
Comments of Head of Paid	The report is satisfactory

Service	
Comments of Deputy Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	None
Background papers	None
Recommendations	<p>THAT CABINET:</p> <p>1) APPROVES THE NOVATION OF THE CURRENT DOG WARDEN AND STRAY DOG KENNELING AGREEMENT; AND</p> <p>2) DELEGATES AUTHORITY TO CONCLUDE THE NOVATION AGREEMENT TO THE HEAD OF LEGAL AND SUPPORT SERVICES IN CONSULTATION WITH THE COMMUNITY SERVICES PORTFOLIO HOLDER</p>

1.0 BACKGROUND

- 1.1 The Council has a statutory function under the Environmental Protection Act 1990 to deal with straying dogs within its area. At the moment, in order to discharge this function, the Council works in partnership with a contractor, College Garth Kennels.
- 1.2 On 8 March 2016 Cabinet delegated the award of the contract for dog warden and stray dog kennelling to the Head of Legal and Support Services in consultation with the Portfolio Holder.
- 1.3 The existing contract was agreed and signed by both parties on 30 March 2016. The contract commenced on 1 April 2016 and expires on 31 March 2020. The contract is operating as expected and the services delivered under it are meeting the Council's needs

2.0 CHANGE OF LEGAL PERSON

- 2.1 The contract detailing the services agreement is made between North West Leicestershire District Council and John David Barker trading as College Garth Kennels.
- 2.2 In July the council was notified that, for business continuity reasons College Garth Kennels was undergoing a change from operating as a sole trader to a limited company. This change of replacing a party to an agreement with a new party is called novation.
- 2.3 In response to this company change it is necessary to novate the existing contract from John David Barker to College Garth Limited, the newly created limited company.
- 2.4 Cabinet approval was required to award the existing contract due to its value. Paragraph 14.3 of the Council's Contract Procedure Rules states that "*The variation or novation of a*

contract originally awarded by the Cabinet shall only be agreed by the Cabinet". Cabinet is therefore requested to approve the novation.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 19 SEPTEMBER 2017

Title of report	DESIGNATION OF HUGGLESCOTE CONSERVATION AREA
Key Decision	a) Financial No b) Community No
Contacts	<p>Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk</p> <p>Interim Strategic Director of Place 01530 454555 tony.galloway@nwleicestershire.gov.uk</p> <p>Head of Planning and Regeneration 01530 454782 jim.newton@nwleicestershire.gov.uk</p>
Purpose of report	(a) To consider responses to the recent public consultation; (b) To approve designation of the Hugglescote conservation area.
Reason for Decision	<p>Designation of the Hugglescote conservation area would:</p> <p>(a) support the aims of the Council Delivery Plan relating to sustainable development and growth and people feeling proud of their homes and communities and</p> <p>(b) support the council in fulfilling its duties under the Planning (Listed Buildings and Conservation Areas) Act 1990 (“the 1990 Act”) relating to the designation and review of conservation areas.</p>
Council Priorities	<p>Business and Jobs Designation of the Hugglescote conservation area would contribute toward achieving the Council’s aim of supporting sustainable development and growth.</p> <p>Homes and Communities Designation of the Hugglescote conservation area would contribute toward achieving the Council’s aim of people feeling proud of their homes and communities.</p>

Implications:	
Financial/Staff	In a conservation area, householders would need to apply for planning permission for some works that would otherwise constitute 'permitted development'. In some circumstances a planning application would not attract an application fee. See paragraph 2.1ff below.
Link to relevant CAT	Not applicable.
Risk Management	Not applicable.
Equalities Impact Screening	Not applicable.
Human Rights	Not applicable.
Transformational Government	Not applicable.
Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Deputy Monitoring Officer	Report is satisfactory
Consultees	Public consultation was carried out between 12 June and 21 July 2017, as detailed in section 3 of the report below.
Background papers	www.nwleics.gov.uk/hugglescote
Recommendation	IT IS RECOMMENDED THAT CABINET APPROVES DESIGNATION OF THE HUGGLESCOTE CONSERVATION AREA.

1 BACKGROUND

- 1.1 Council officers have identified a potential conservation area at Hugglescote, centred upon Dennis Street. A conservation area is an area of “special architectural and historic interest, the character or appearance of which it is desirable to preserve or enhance”, as defined by section 69 of the 1990 Act. Council officers believe that Hugglescote village meets this statutory definition.

2 IMPLICATIONS

- 2.1 Inclusion of a property in a conservation area would mean that planning permission would be required to demolish a building (depending upon its volume) or to demolish a boundary treatment (depending upon its height and its location). An application for ‘relevant demolition in a conservation area’ would not attract a fee. This requirement does not apply to listed buildings.
- 2.2 Inclusion of a property in a conservation area would mean that planning permission would be required for the following works. A planning application would attract the householder application fee, which is currently £172.
- Extending beyond the side elevation of a dwelling;
 - Extending beyond the rear elevation of a dwelling, if that extension would be more than one storey;
 - Enlarging a dwelling via an addition or alteration to the shape of its roof;
 - Cladding or rendering any part of a dwelling;
 - Erecting a building or enclosure beyond the side elevation of a dwelling;
 - Installing a chimney, flue or vent pipe on a dwelling, in certain circumstances;
 - Installing a satellite dish on a dwelling, in certain circumstances.
- 2.3 Anyone intending to cut down, top, lop or uproot any tree in a conservation area must give the District Council six weeks’ notice of their intention to do so. A notification of this kind would not attract a fee. This requirement does not apply to trees subject to tree preservation orders.
- 2.4 The District Council may remove certain permitted development rights from dwellings in a conservation area, through the service of an Article 4 Direction. An application for planning permission arising from the service of an Article 4 Direction would not attract a fee.

3 CONSULTATIONS

- 3.1 Between 12 June and 21 July the following people and organisations were consulted on the potential conservation area:
- District Councillor Russell Johnson;
 - Leicestershire County Council;
 - Hugglescote & Donington-le-Heath Parish Council;
 - Hugglescote & District Heritage Society and
 - Historic England and the seven National Amenity Societies.

3.2 Five publicity posters were displayed in the area as follows:

- At the corner of Dennis Street and Holms Court;
- at the corner of Dennis Street and St John's Close;
- on footpath FP477, adjacent to the graveyard;
- outside 48 Dennis Street and
- on Station Road, outside the former Methodist Chapel.

3.3 The Council's conservation officer met with the Parish Council on the 15 June to discuss the potential conservation area. The public consultation was reported in the Coalville Times on the 16 June.

3.4 Appendix 3 records the consultation responses received; it explains how officers have taken these responses into account in deciding whether to recommend the designation of Hugglescote as a conservation area.

4 PUBLIC CONSULTATION RESPONSES

4.1 Twelve consultation responses were received; seven of these responses were received after the 21 July. Eight respondents were in favour of the proposed conservation area. Two respondents were against the proposed conservation area and two were neither for it nor against it.

4.2 Respondents recommended the inclusion of the Church of St John the Baptist and the Hugglescote Community Centre in the conservation area. These buildings are heritage assets, but they are separated from the proposed conservation area by development that has little architectural or historic interest. Taking into account the consultation responses received, we do not intend to vary the boundary of the proposed conservation area.

4.3 The proposed conservation area boundary reflects best practice and takes appropriate account of the comments received during the public consultation period. It is recommended that the Cabinet approves designation of the Hugglescote conservation area.

Hugglescote Village

Character Appraisal

1 Introduction

Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 defines a conservation area as an area of “special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”.

Under Section 69(1) of the 1990 Act, the Local Planning Authority has a duty to determine periodically which parts of their area meet the statutory definition of a conservation area, and to designate those areas accordingly. The purpose of this rapid appraisal is to determine whether Hugglescote village meets the statutory definition of a conservation area.

2 Definition of special interest

In June 2016 the District Council adopted *criteria for the identification of local heritage assets*. The criteria have been informed by the DCMS *principles of selection for listing buildings* (2010).



Hugglescote village has special qualities of age, as defined by the District Council’s identification criteria. Hugglescote village appears to meet the statutory definition of a conservation area and should be considered for designation.

Hugglescote village contains a concentration of buildings that predate the reign of Queen Victoria. It contains two timber framed buildings that are grade II listed (pictured). It contains nine well-preserved Georgian buildings, including two that are grade II listed. It also contains a nonconformist chapel built before 1860¹.

3 Location and setting

Hugglescote village is centred upon Dennis Street, about 1 mile south of the centre of Coalville. Hugglescote is within the Coalville urban area. The urban area is expected to receive “the largest amount of new development”, because it “provides an extensive range of services and facilities” and because it is “accessible by public transport” (NWLDC, 2016).

¹ The Historic England *listing selection guide for places of worship* (2011) explains that the classical style was popular for nonconformist chapels up to 1860. Any chapel erected before this date is considered to have special qualities of age.

Hugglescote is situated on the Oadby member, a superficial deposit of terrigenous sediment (i.e. sediment derived from the erosion of land). The Church of St John the Baptist is situated at about 150m AOD. Station Road crosses the River Sence [1] at about 130m AOD.



Traditional development on Dennis Street is bounded to the north by twentieth century development around St John's Close and on the south side of Grange Road. Traditional development on Dennis Street is bounded to the south by open land (pictured). In order to preserve the rural character of the village, it is proposed to include some of this land in the conservation area.

Traditional development on Dennis Street extends onto Station Road. To the south, Station Road comprises a mix of late Victorian and twentieth century development, the latter erected mainly on demolition sites. To the north-west, traditional development is bounded by five detached houses erected on the site of demolished farm buildings. To the north-east, traditional development is bounded by Edwardian semi-detached houses.

4 Historic development

Map 1 indicates the historic development of Hugglescote. The numbers in square brackets in the following paragraphs refer to the labels on this map.

Administrative history

Hugglescote was anciently a township in Ibstock parish. From 1894 Hugglescote was administered by Coalville Urban District Council. From 1974 Hugglescote was administered by North West Leicestershire District Council.

The parish of Hugglescote and Donington-le-Heath was constituted in 2011, under the District of NW Leicestershire (Reorganisation of Community Governance) Order 2010.

Hugglescote before c.1700

Hugglescote does not appear in the Domesday Book of 1086. According to Moore (2005) the first chapel-of-ease was erected in the late fourteenth century [2].

Medieval development in Hugglescote was characterised by large regular areas of development, each divided into narrow plots extending to a common rear boundary [3 to 5].

Post-medieval development in Hugglescote was characterised by small irregular areas of development [6 to 16]. On the S side of Dennis Street [6], two early post-medieval buildings survive. Each building has a timber box frame with brick infill.

Georgian Hugglescote (c.1700 to c.1835)

The Ordnance Survey map of 1884 indicates the 'Manor House' [7]. Moore (2005) describes the Manor House as a Georgian building; a garden building was erected in about 1700.

The Ordnance Survey map of 1884 indicates a 'Corn Mill' and 'Mill Pond' [8 and 9]. According to Moore (2005) the "last mill" was erected in 1797.

On Dennis Street, two Georgian brick buildings have date stones. They are 15 Dennis Street (1757) and 28 Dennis Street (1761; pictured). The 1838 tithe map indicates other Georgian buildings; well preserved examples include:



- Castle Inn;
- Church Farm;
- Glebe Farm;
- 22 Dennis Street;
- 30 Dennis Street;
- 41 Dennis Street;
- 48 Dennis Street.

The chapel-of-ease was rebuilt in 1776, incorporating materials from a chapel at Donington le Heath (Nichols, 1811).

Victorian Hugglescote

A Church of England School was erected on Dennis Street in 1835. A National School was erected on Station Road in 1862; it was designed by Dain & Smith of Leicester. In 1882 the school was extended eastward to provide an infant school.

A Wesleyan Methodist chapel was erected on Station Road in 1851 (pictured); a new chapel was erected adjacent to it in 1891 [18]. A Baptist Chapel and British School were erected on Dennis Street in 1876.



On the corner of Dennis Street and Station Road, Mr Brewin's grocery and drapery shop was erected in 1877.

The Church of St John the Baptist was designed by John Breedon Everard and erected in two phases. The first phase (including the nave and aisles) was erected 1878-79. The second phase (including the transepts, central tower, chancel and vestry) was erected 1887-88. According to Moore (2005) the chapel-of-ease was demolished in 1887. A vicarage house was erected in 1891.

The Ordnance Survey map of 1884 indicates development opposite the Manor House including an inn and a blacksmith's shop [19 and 20]. The map indicates terraced houses to the south of the Wesleyan chapel [21] and on the north side of Grange Road [22]. The map indicates farm buildings on the west side of Station Road [23].

The Ordnance Survey map of 1903 indicates a short terrace of houses on Grange Road [24] and a semi-detached pair of houses on the east side of Station Road [25]. The Ordnance Survey map of 1929 indicates terraced houses on the corner of Central Road and Grange Road [26] and terraced houses to the south of the National School.

58 to 62 Dennis Street were built in 1911 (Moore, 2005). The detached house to the north of the Wesleyan chapel [27] is dated 1920.

Post-war Hugglescote

46 Dennis Street (pictured) was erected c.1956 (our reference CL/4759). It was designed by McCarthy Collings & Co for Pick & Sons, hosiery manufacturers.



The Ordnance Survey map of 1960 indicates the straightening of the River Sence [28] and detached and semi-detached houses at the corner of Ashburton Road and Station Road [29].

Semi-detached houses on the south side of Dennis Street were erected c.1978 [30] (our reference CL/73/333). The Ordnance Survey map of 1992 indicates detached houses on the north side of Grange Road [31].

5 Redevelopment

Map 2 indicates the extent of demolition and infill during the twentieth century. The letters in square brackets in the following paragraphs refer to the labels on this map.

The Ordnance Survey map of 1929 indicates the demolition of houses on the north side of Grange Road [a].

The Corn Mill was demolished in the 1930s [b] (Moore, 2005). The Ordnance Survey map of 1960 indicates the demolition of houses on the east side of Station Road [c] and terraced houses at the south end of Holms Court [d].

Buildings at the corner of Dennis Street and Station Road [e] were demolished piecemeal between 1929 and 1992.

In 1987 permission was granted for the development of 24 houses at St John's Close [f] (our reference 87/0377/P; pictured).



The Ordnance Survey map of 1992 indicates the demolition of the following buildings (clockwise from the north-west):

- Terraced houses at the north end of Holms Court [g];
- Buildings on the north side of Grange Road [h];
- Buildings on the south side of Grange Road [j];
- Terraced houses on the south side of Dennis Street [k];
- Terraced houses on either side of Station Road [l to n];
- The inn and other buildings on the east side of Station Road [p and q];

The Ordnance Survey map of 1992 appears to indicate the demolition of the Manor House [r].

Farm buildings on the west side of Station Road were demolished c.1997-98 [s] (our references 97/01002/FUL and 98/00087/FUL). The Baptist Chapel and British School were demolished in about 2009 [t] (our references 08/00098/OUT and 09/00253/FUL).

6 Character analysis

Traditional development in Hugglescote village is generally quite dense. Generally buildings are closely spaced and arranged with their eaves to the street. Generally buildings are erected to the back of the pavement or set back behind a shallow forecourt.

There are few significant exceptions. At the east end of the street, 48 Dennis Street is arranged with its principal (eaves) elevation perpendicular to the street; 41 Dennis Street is set back behind a more substantial front garden. On Station Road, the Wesleyan chapels have gable elevations addressing the street; 115 to 119 Station Road are less closely spaced and set back behind more substantial front gardens.

Twentieth century properties on the south side of Dennis Street are set back behind substantial front forecourts; in this respect they do not contribute to the area's special interest.

Generally buildings are two storeys tall and have a simple massing. There are several significant exceptions. The Castle Inn, Glebe Farm and 48 Dennis Street are two-and-a-half storeys tall. The Church of England School and the farm buildings at Glebe Farm are less than two storeys tall. Mr Brewin's shop is a more elaborate two-and-a-half storey building with landmark value.

Red brick is the characteristic facing material, although a substantial minority are faced in render. Moore (2005) illustrates several brick buildings that have since been rendered, including the Church of England School and the Old Toffee Shop.

Granite rubble plinths are a characteristic local feature; they can be seen at Church Farm (pictured), the Old Toffee Shop, 9 Dennis Street, 15 Dennis Street and 26 Dennis Street.



Plain tile and natural slate are the characteristic roofing materials, although some roofs have been replaced in concrete tile.

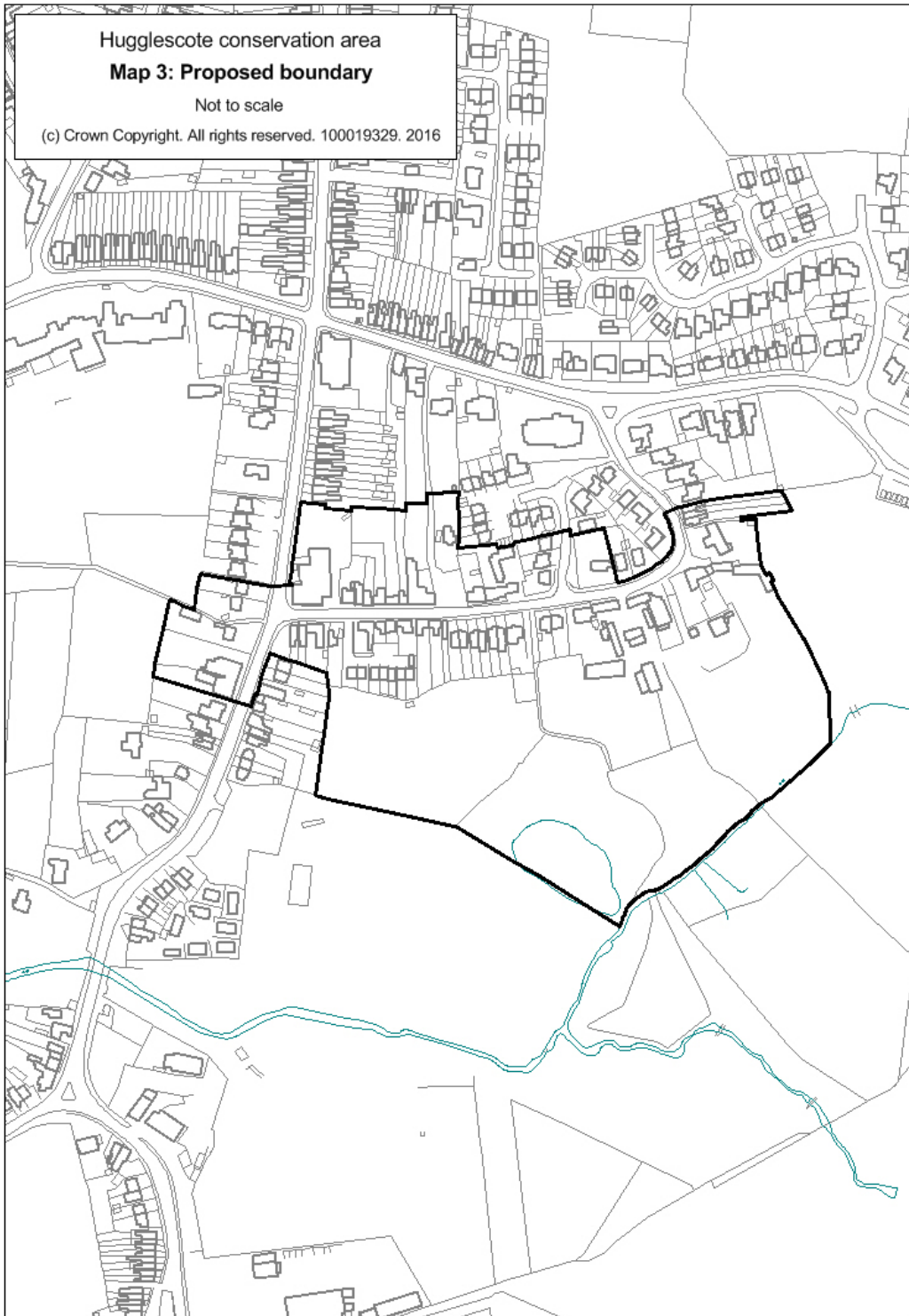
The majority of buildings are in residential use. The Church of England School and the farm buildings at Glebe Farm are in commercial use. Mr Brewin's shop has been a club since the early twentieth century. In 2016 the Wesleyan chapel is disused.

Some commercial buildings on Dennis Street have been converted to residential use. While 16 Dennis Street retains a mid nineteenth century shop window, the Old Toffee Shop exhibits no evidence of its former use. In 2009 nine houses were erected on the site of the Baptist Chapel and British School. In 2016 the Castle Inn has been converted to residential use and two houses have been erected on the adjoining surface car park.

7 Key views and landmarks

117 Station Road closes the view west along Dennis Street, while 48 Dennis Street closes the view east (pictured). St John's Close affords a view of the tower of the Church of St John the Baptist.





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Hugglescote village: Potential conservation area

Summary of public consultation responses

Consultee	Consultee's response	NWLDC officer comments
Member of the public Grange Road	Online comment 15 June. Supported the proposed conservation area because it would conserve the area's "historical buildings and lovely countryside".	Agreed.
Parish Councillor Steve Palmer	Online comment 5 July. Did not support the proposed conservation area because it would be "a waste of time". Believed that "conservation areas are not considered when applications come before the council".	Not agreed. In the exercise of its planning functions, the council has a legal duty to pay "special attention" to the desirability of preserving or enhancing the character or appearance of a conservation area. The National Planning Policy Framework advises the council to give "great weight" to the conservation of designated heritage assets, which include conservation areas.

Consultee	Consultee's response	NWLDC officer comments
<p>Member of the public Old Woodhouse</p>	<p>Letter 10 July. Supported the proposed conservation area – “thrilled”.</p> <p>Recommended the inclusion of the Community Centre (former National School) in the conservation area. Explained the building's links with the First World War, including its link with fourteen of the “first fifty” volunteer soldiers and its link with Arthur Choyce, the county's “Great War poet”.</p>	<p>Agreed.</p> <p>Not agreed. The former school appears to meet our <i>criteria for identifying local heritage assets</i> and may be suitable for inclusion on our <i>list of local heritage assets</i>. However, the former school is separated from the proposed conservation area by five pairs of Edwardian semi-detached houses; as such it does not form part of an area of special architectural or historic interest.</p>
<p>District Councillor Russell Johnson</p>	<p>Letter 19 July. Recommended the inclusion of the Church of St John the Baptist in the conservation area.</p>	<p>Not agreed. The church is a grade II* listed building. It is separated from the proposed conservation area by a cul-de-sac of post-war houses; as such it does not form part of an area of special architectural or historic interest.</p>
<p>Member Heritage Society</p>	<p>Online comment 20 July. Supported the proposed conservation area. Believed that “the boundary seems reasonable” and noted the “good appraisal”.</p>	<p>Agreed.</p>

Consultee	Consultee's response	NWLDC officer comments
Householder Dennis Street	<p>Online comment 29 July (late response). Supported the proposed conservation area.</p> <p>Recommended the inclusion of Millfield Recreation Ground in the conservation area.</p>	<p>Agreed.</p> <p>Not agreed. The recreation ground was laid out c.1970 on an artificial plateau; it does not contribute to the area's architectural or historic interest.</p>
Householder 1 St John's Close	<p>Online comment 29 July (late response). Supported the proposed conservation area. Found the appraisal "very detailed and interesting".</p> <p>Recommended the inclusion of the Church of St John the Baptist in the conservation area.</p> <p>Queried the inclusion of 1 and 3 St John's Close in the conservation area.</p>	<p>Agreed.</p> <p>Not agreed. Please refer to Cllr Johnson's consultation response above.</p> <p>1 and 3 St John's Close are visible from Dennis Street and frame the view out of the conservation area toward the Church of St John the Baptist. Other properties on St John's Close do not contribute to this view; 5 St John's Close is a bungalow.</p>

Consultee	Consultee's response	NWLDC officer comments
Householder Dennis Street	Online comment 30 July (late response). Supported the proposed conservation area, but considered it "a shame that recent housing developments were allowed prior to this being considered".	Agreed; the householder's observations are noted.
Householder 33 Dennis Street	Letter 30 July (late response). The householder owns 33 Dennis Street and a field on the S side of Dennis Street. They objected to the inclusion of their property in the conservation area, asserting that the field has "no historic interest".	Not agreed. 33 Dennis Street is one of half-a-dozen Georgian properties that contribute strongly to the area's architectural and historic interest. The field should be included in the conservation area to preserve the rural character of the village; see part 3 of the rapid appraisal.
Householder Dennis Street	Online comment 31 July (late response). Supported the proposed conservation area – "very much so". Found the appraisal "very thorough and accurate".	Agreed.

Consultee	Consultee's response	NWLDC officer comments
Householder Dennis Street	Online comment 6 August (late response). Did not support the proposed conservation area. Considered designation "an unnecessary burden ... in an area of low income". Considered the inclusion of buildings on the statutory list "more than sufficient".	Not agreed. The 2015 indices of deprivation do not recognise this as "an area of low income". Designating a conservation area would introduce additional controls, but these controls would be proportionate to the area's special architectural and historic character. The area contains half-a-dozen Georgian properties that warrant a degree of protection but have not been designated as listed buildings.
Householder Dennis Street	Email 10 August (late response). Supported the "concept" of the proposed conservation area.	Agreed.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 19 SEPTEMBER 2017

Title of report	AUTHORITY TO AWARD THE CONTRACT FOR REPAIRS TO THE MEMORIAL CLOCK TOWER, COALVILLE
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk Head of Transformation 01530 454520 anita.onwuchekwa@nwleicestershire.gov.uk
Purpose of report	1. To seek approval to tender and award a contract for repairs to the Memorial Clock Tower and delegate authority for this process to the Director of Resources in consultation with the Portfolio Holder (Corporate). 2. To seek approval for up to £120k from Reserves to fund the repairs, either as part of a joint funding approach or as a standalone fund to effect essential (health & safety) repairs.
Reason for Decision	The contract value exceeds the authority threshold in the Scheme of Delegation.
Council Priorities	Value for Money The funds could be used to secure external funding which will deliver needed repairs at a much lower cost to the Council. Homes and Communities Repairs to the Memorial Clock Tower would contribute towards achieving the Council's aim of people feeling proud of their homes and communities.
Implications:	
Financial/Staff	As detailed in the report.
Link to relevant CAT	No direct link.
Risk Management	N/A

Equalities Impact Screening	N/A
Human Rights	N/A
Transformational Government	N/A
Comments of Head of Paid Service	The report is satisfactory
Comments of Deputy Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	Estates Manager; Senior Conservation Officer
Background papers	Condition Survey Specification and Schedule of Works
Recommendations	<p>1. THAT CABINET DELEGATES AUTHORITY TO TENDER AND AWARD THE CONTRACT FOR REPAIRS TO THE MEMORIAL CLOCK TOWER TO THE DIRECTOR OF RESOURCES IN CONSULTATION WITH THE PORTFOLIO HOLDER FOR CORPORATE SERVICES.</p> <p>2. THAT CABINET APPROVES (UP TO) £120K FROM RESERVES TOWARDS REPAIRS EITHER AS PART OF A JOINT FUNDING APPROACH OR AS A STANDALONE FUND TO EFFECT ESSENTIAL (HEALTH & SAFETY) REPAIRS.</p>

1. BACKGROUND

- 1.1. The Memorial Clock Tower is a Grade II listed building in the Coalville conservation area. The tower was designed by McCarthy Collings & Co of Coalville and built by Walter Moss & Son of Coalville for the town's War Memorial Committee. It was unveiled in October 1925.
- 1.2. NWLDC owns the tower and the plinth it sits on and since 2001 the Council has incurred small charges for its repair and maintenance. Charges exceeding £5,000 consist of repairs to the clock faces (£5,300), repairs to 'low level' masonry (£5,800) and replacement of steel beams (£5,100).
- 1.3. In 2016 the Council commissioned a condition survey and a schedule of repair works. The indicative costs are in the region of £100k – £120k, and include:
 - The remedy of design failures including replacement of the lead roof and access hatch.
 - General repairs including the repair of reinforced concrete masonry, replacement podium paving and replacement floorboards.

- The removal of later additions including fibreglass flagpole, timber wreath rails and floodlighting units.
- 1.4. The Tower is part of the Council's planned preventative maintenance programme that is being developed. However, some of its needed repairs have been prioritised to take advantage of the opportunity to obtain external funds, which will reduce the Council's costs.
 - 1.5. To avoid disruption to Remembrance Day ceremonies, works must be carried out between November 2017 and November 2018. Procurement of an appropriate contractor must therefore begin as soon as possible to ensure the works are completed within this period.

2. FINANCIAL & PROCUREMENT PROPOSALS

- 2.1. The estimated value of this contract is £120k and will be procured via a procurement process in compliance with the constitution (contract procedure rules) and all relevant procurement legislation.
- 2.2. The War Memorials Trust offers grants towards the repair and restoration of war memorials. Grants are available for up to 75% of total costs, with a maximum grant of £30k. However, the trust advises that "*grants have been above £30,000 in exceptional cases where substantial projects have been undertaken*".
- 2.3. Officers have submitted a pre-application enquiry to the trust, who have advised the Council to provide definitive costs for the works. These costs will be obtained via the procurement process and then submitted to the Trust as part of our application. The Trust will determine the outcome shortly thereafter.
- 2.4. If the application is unsuccessful, essential repairs will still need to be carried out on the building to address health and safety concerns highlighted through the condition surveys / inspections. These repairs will cost approximately £30k and will similarly be carried out between November 2017 and November 2018.
- 2.5. Following on from paragraph 2.4 above, the residual (non-essential) repairs will be addressed as part of the corporate planned preventative maintenance programme being developed.

3. RISKS

- 3.1. There is a risk that if approval is not given or the application for funding is unsuccessful, the Council will eventually have to pay for the full cost of repairs and in the meantime pay for the essential repairs referred to in paragraph 2.4 above (which are not currently budgeted for).
- 3.2. There is a risk that if no repairs are undertaken, the tower would deteriorate further and start to pose a significant risk to the public.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 19 SEPTEMBER 2017

Report Title	2017/18 QUARTER 1 PERFORMANCE MANAGEMENT REPORT
Key Decision	a) Financial - No b) Community - No
Contacts	Councillor Richard Blunt 01530 454510 richard.blunt@nwleicestershire.gov.uk Chief Executive 01530 454500 bev.smith@nwleicestershire.gov.uk Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk Director of Housing 01530 454819 glyn.jones@nwleicestershire.gov.uk
Purpose of report	The report provides members of the Cabinet with information on the performance and progress made against the Council Delivery Plan actions and performance indicators for quarter 1 (Q1) (April - June).
Reason for Decision	The report is provided for members to effectively monitor the organisation's performance.
Council Priorities	The report addresses performance against each of the Council's five priorities for 2017/18.
Implications	
Financial/Staff	The report contains summary performance data on staff management & financial information.
Link to relevant CAT	The report links to the work of all Corporate Action Teams.
Human Rights	No direct implications.
Transformational Government	No direct implications
Comments of Head of Paid Service	Report is satisfactory

Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	Corporate Leadership Team
Background papers	(1) Council Delivery Plan 2017 - 2020 <u>Council Delivery Plan 2017 - 2020</u>
Recommendations	THAT CABINET RECEIVES AND COMMENTS ON THE QUARTER 1 PERFORMANCE REPORT (APRIL – JUNE 2017).

PERFORMANCE SUMMARY FOR QUARTER 1

1 Introduction

This report sets out the performance of the Council's key frontline services, progress against Council Delivery Plan priority actions, performance indicators, finance and sickness absence management.

Members are asked to note that from Quarter 2 performance reporting will be changed to focus more on the priorities than the individual services. Linked to this officers are working on improving alignment of service planning for next year to better link with financial planning, end of year reporting and the Council Delivery Plan whilst better articulating outcomes and what success will look like. A new performance management system is currently being implemented to support this new approach.

2 Performance summary of key frontline services

The Council's key frontline services are linked to the Council's five priorities

Front line Service	Building Confidence in Coalville	Value for Money	Business & Jobs	Homes & Communities	Green Footprints
Leisure	✓	✓		✓	✓
Housing	✓	✓	✓	✓	✓
Revenues and Benefits		✓			
Refuse and Recycling	✓	✓	✓	✓	✓
Development Control	✓	✓	✓	✓	✓
Environmental Health		✓	✓	✓	

The detailed evidence and statistics of the Council's performance for Q1 is included in Appendix 1.

2.1 Leisure Services

From a health improvement perspective, the Leisure Services team have delivered a range of physical activity interventions to pre-school children and parents in targeted areas, including Buggyise, Active Tots, and Balanceability sessions in Moira, Measham and Castle Donington (this is business as usual and there's nothing reflected in the CDP). Funding has been secured from the CCG to allow continuation of the Cancer Wellness Programme, and officers are delivering elements of the Fit and Fed initiative in partnership with the Coalville Heroes Project in Greenhill. The Workforce Wellness programme has been delivered to NWLDC staff, including seminars on mental health wellbeing, nutrition and the benefits of physical activity, and a successful School Sports Day event at Coalville Park that attracted over 30 members of staff.

The Playing Pitch Strategy has now been completed, along with a detailed Action Plan, and consideration is being given as to how the action plan can be corporately adopted alongside the Facilities Audit currently being undertaken by Leicestershire and Rutland Sport. Improvements have been made to Melrose Road Play Area in Thringstone, and work is ongoing regarding the reconfiguration of the depot at Coalville Park.

Hood Park Leisure Centre retained its 'Good' grade following a maintenance assessment by Quest, the quality assurance scheme for leisure providers. Specific praise from the assessors was given for, amongst other things, staff interaction with customers, facility presentation, and excellent health and safety management. The number of children on the NWL Swim Academy continues to increase with the addition of 127 new pupils in quarter 1, ensuring that the budgeted income for the quarter was exceeded by £11,000 with a total income of over £156,000. Usage also exceeded target due to the Swim Academy, increased attendances at existing events, and the addition of new events to the portfolio.

As part of the Council's priorities and key outcomes to ensure customer satisfaction is high, our services are more cost effective, and communities are proud and safe, Leisure Services officers continue to support specific projects with representation on the Leisure Project Team, the Ashby Cultural and Leisure Quarter Project Team, and the Newbridge High School Athletics Track Project Team.

2.2 Housing Services

Housing Management are continuing promotion of social activities in sheltered housing schemes which has provided positive results, with 511 events linked to our sheltered housing schemes during Q1, of which 130 events were supported by staff and or paid for by the Council. These include chair based exercises to improve mobility and reduce the risk of slips, trips and falls, lunch clubs and a range of other activities as requested by tenants to help reduce social isolation and promote healthy lifestyles.

Strong rent collection levels were maintained throughout Q1 although there was an unexpected decrease during the last week of the quarter impacting on our reported performance for the period of 2.46% of gross debit outstanding against target of 2.29%. In monetary terms the performance is off target by £28,118. A desktop analysis of the arrears has been completed to understand the performance in more detail and no corrective action is required.

A rent loss figure of 1.02% exceeded the target of 1.2% as we maintain the reduced number of empty properties and letting them more quickly. The performance for letting properties during the quarter was 37 days.

2.3 Revenues & Benefits

The Revenues and Benefits team are currently focused on three key projects for completion in 2017/18.

For the Capita core application server migration, we are currently testing various aspects covering interface routines, system functionality and printing. This is the first phase and the Revenues and Benefits team aim to go live week ending 19 August 2017. The second phase is to install the operating system software and releases pending, after which all systems will have to be tested again. Once completed this will be applied to the new server and we hope to complete this in September 2017. This project will enable the administration and collection of Council Tax, Business rates and Benefits to continue seamlessly and improve long term performance.

Addresses on Revenues and Benefits database will need to be amended to meet Royal Mail changes and the expectations of the partnership's external mailing house. We are having direct discussions as it clear some areas will have to be corrected to meet the new rules that are being applied. The reason for this is to reduce potentially significant increases in postage costs that may apply after December 2017.

To enable Channel Shift we have introduced the facility for council tax payers to make requests for a payment plan. This will require customers to sign up to paper-free. This activity is conducted through the council's website. Customers will also be able to access their Council Tax, Business Rates and Benefits accounts online 24 hours a day, 7 days a week. This should improve access for customers and reduce avoidable contact.

2.4 Refuse & Recycling

NWLDC's waste services bid team have been successful in advancing to the final phase of the LCC procurement for the treatment and disposal of dry recyclables. Following a series of negotiations with LCC's bid evaluation team the final offer has been submitted. LCC anticipate notifying successful bidders of the outcome of the tender by mid to late September 2017.

The installation of 360' on board camera systems has now been completed in all waste collections and street cleansing heavy vehicles. The cameras are used to help improve standards of service provided to residents through investigating insurance claims, investigating complaints, monitoring health and safety practices, and to protect staff from anti-social behaviour.

The street cleansing team have extended the barrowman activities into Ashby one day per week to help improve the street scene following the success in Coalville Town Centre. Residents have approached the barrowman almost daily to convey how pleased they are to see a barrowman having a positive effect on town centre cleanliness. The barrowman uses a cart and brush to clear areas where the mechanical sweepers have difficulty accessing and to treat litter picking hot spots in the town centres. A new easy to use online fly tip reporting tool has been developed which includes a mapping feature for residents to tell the Council the exact location of fly tips. This has helped the operational team to process reports much quicker by having specific information on the type, size, and location of fly tip reports.

2.5 Development Management

Performance on all planning and related applications in Q1 remained well above national targets therefore comfortably avoiding any possibility of special measures designation and loss of fee income.

The Design Guide Supplementary Planning Document was adopted by Council in May 2017 and is consistent with both established good design practice and emerging good practice. Over the last nine years, the design quality of new development within the District has improved considerably. The adoption of the supplementary planning documentary will ensure that the design standards remain high, creating quality places so that people can be proud of our built environment and the new developments we approve to be built.

The Public Inquiry considering the appeal by Jelson Homes against the Council's refusal of planning permission for homes to be built in the Whitwick Green Wedge was held and the appeal was dismissed on 5 May 2017.

2.6 Environmental Health

A comprehensive review of street trading policy has commenced with a draft policy schedule to be discussed by Licensing Committee in October. The review will cover policy objectives, application procedures, consultation processes and consent conditions. A new policy is expected to reduce the administrative burden on both consent holders and the council.

The Environmental Health team having a reputation for being a forward thinking service was approached by the Government's Regulatory Delivery Office and asked to test a new approach to the regulatory business support service known as Primary Authority. A business support package has been devised in collaboration with Trading Standards at Leicestershire County Council, Leicestershire Fire Service, the LLEP Business Gateway team and our own Business Focus and Environmental Health Safety teams. Once signed up under the proposal a business will be able to access an enhanced level of support, a faster service response time and access to assured advice from the regulators. The proposed business support offer will be presented to 10 food businesses in August.

All food establishments receive a hygiene rating and sticker following a hygiene inspection by an Environmental Health Officer. A survey carried out in Coalville, Ashby, Castle Donington, Kegworth, Measham and Ibstock town centres has identified which businesses are currently displaying their hygiene rating. A programme of activity to encourage businesses to display their hygiene rating sticker in a prominent position has commenced with food businesses awarded with a hygiene rating of 5 being recognized through twitter.

A prosecution was brought against Champneys Springs Ltd for health and safety failings following a woman slipping on the wet poolside, badly injuring her wrist. A second incident saw a woman fall while trying to enter a hot tub using insecure steps. An investigation carried out by the Environmental Health team found that, before the accident there was no formal system in place for routinely and regularly checking the poolside to remove pooling water. The Magistrates imposed fines totaling £20,000 and ordered Champneys to pay the council's costs of £12,400 in bringing the prosecution. Champneys has since put in place procedures to ensure a similar incident does not occur.

3 Council Delivery Plan

Appendix 1 sets out a high level exception report for the remainder of the Council Delivery Plan and further information on key front line services. This provides commentary against actions and performance indicators that were not on target during Q1.

3.1 Building Confidence in Coalville

The Coalville shop front improvement programme is well underway and there is continuous engagement with eligible businesses, property owners and potential new occupiers to promote the availability and take up of the grant support. In Q1 4 new applications have been submitted and four new frontage projects are being developed. Furthermore two grant approved projects in phase 1, 'Melody Maker' and 'PJ Collier' have begun preparing their new frontages and works be completed in Q2.

Frontage works are nearing completion on the Emporium building. This work has been enabled by a grant award from North West Leicestershire District Council from the Frontages Programme.

In Q1 Cabinet approved a further allocation towards the Marlborough Square and Memorial Square projects. £577k has been made available towards the Marlborough Square project increasing the total to £1.1 million and an allocation of £25,000 towards the Memorial Square improvements project. It is proposed that partners (e.g. Royal British Legion) will become ambassadors for the project and will seek funding on behalf of the project. Following engagement with property owners, tenant businesses and other stakeholders, plans are being developed to improve the Squares and increase public safety, tackle traffic issues and create more flexible spaces for events.

A planning application was submitted and approved to erect hoardings along the metal fencing facing Hotel Street. The Coalville timeline hoardings were unveiled at ceremony on 29 August 2017 and received live coverage from BBC Radio Leicester. The hoardings depict Coalville's historical time line from its early origins pre 1800 through the sinking of the pits to modern day Coalville.

In Q1, in partnership with Leicestershire County Council, 19 new bike racks were installed across four locations in the town. Four existing bike racks have been left in situ in Memorial Square. This programme improves the provision for cyclists in Coalville and contributes to making the town as accessible as possible.

The Cultural Services team continued to support Coalville Special Expenses Working Party's events in Coalville, including the very popular and successful Proms and Picnic in the Park late in June, with £3,000 raised by charities attending the events. Flags were distributed in celebration of St Georges Day. The Vienna Festival Ballet visited Coalville in May bringing ballet to Coalville for the first time and performing to a 'sold out' audience. A total of 200 audience members attended, fifty of which were recipients' tickets donated by NWLDC to local schools. The demographic of the audience thus reflected a greater range of diversity than usual, as reported by the Century Theatre. Additional, through a contest and secondary contest administered by Cultural Services, a further 30 young people were reached. Work to develop a Coalville area heritage strategy continues ahead of wider consultation with representatives of Coalville's community. 18 delegates participated in the consultation, representing 14 local Coalville heritage groups and initiatives. Feedback about the on-going process of developing a heritage strategy has been positive and local groups are welcoming the opportunity to contribute.

The Council Leader and Chief Executive have met with potential and actual investors in Coalville town centre, including the new owner of the Rex cinema.

3.2 Business & Jobs Priority

The Enterprising Town Centres (ETC) business support and funding programme was launched in Q1. ETC offers specialist advice and access to grant funding for SME retailers, cafes, bars and restaurants in the town centres of Ashby, Castle Donington, Coalville, Ibstock, Kegworth or Measham as well as market traders in Coalville. Since the funding was announced there have been nearly 100 enquiries and Business Focus have received 11 applications for grant funding. ETC will also facilitate a number of 1-to-many business workshops and a programme of 1-to-1 support. Cabinet approved allocation of £250,000 to support this scheme in October 2016.

Following Pets at Home's announcement that they planned to open a new store in Coalville, the Business Focus accompanied the Chairman Cllr Richichi to officially open their new store on Whitwick Retail Park, Coalville and highlight that national businesses are keen to invest, create new jobs in the area and see the attraction of our local economy.

3.3 Stronger and Safer Communities

The Community Focus team have been engaged in a number of projects within North West Leicestershire, assisting Kegworth to develop the Market place as well as working with the Ashby Town Council helping to steer and influence the development of the Culture and Leisure Quarter as part of the Ashby neighbourhood plan project. The team has also worked hard on the Purple Flag application for the Ashby night time economy demonstrating it is a safe place to visit. The assessment will be early in August 2017 with the results being announced beginning of October.

In the last 3 months the team has delivered training sessions for town and parish council (such as introduction to funding applications, planning portal and cyber security). Within the last few months Community Focus has processed 8 grant applications awarding £1,750 to supporting new projects, including music and gala events across the district totalling £41,623.

The Community Safe team and partners have started to deliver the action plan on Cyber-Crime, attending community events to give out messages to help people avoid this type of crime. We have supported the council's IT department to obtain Cyber essentials accreditation for the council. We will now start the same process to support businesses in the district to achieve the same standards.

We are pleased to see the number of Safeguarding referrals have increased by 75% this quarter, review of some cases suggest the increased referrals is due to increased staff awareness of the process. The team have also been working with the Legal Department taking a number of ASB related issues to the court and winning interim injunctions. We are now in the process of attending court to confirm the full orders.

4 Financial management update

The General Fund forecast surplus outturn has increased by £124k to £1.06m compared to a budgeted surplus of £0.94m. A large proportion of this movement (£64k) is as a result of revising the forecast of investment income to match predicted outturn and due to an increase of £134k in recycling income for the year. These favourable variances are offset by an over spend of £96k on ICT licences.

The Housing Revenue Account is forecast to deliver a budgeted surplus of £142k and there has been no change to this forecast outturn. The Housing repairs budget is currently £62k under spent as at period 3, however given the seasonal nature of the service, no changes to forecasts have been made at this stage.

Members should note that due to implementation of a new payroll software system, salary and other employee related information was not reviewed for quarter 1. Budget holders will be presented with quarter 1 employee cost information during budget monitoring undertaken in August. Any forecast changes will therefore be captured and reported to Cabinet as part of quarter 2 reporting.

5 Sickness absence management update

The sickness figure for Q1 (2017/18) stands at 2.10 (Days lost per FTE). Based on this, the full year figure is projected to be around 8.4, which is on target and below last year's final sickness figure of 9.07. The lower levels of sickness in this period can be attributed partly to seasonal fluctuations and partly to the fact that a number of long term sick employee have left the employment of the Council.

Long term sickness, lasting 10 days or more, accounted for more the 78% of all sickness, this is significantly higher than last year's figure of 69%. The HR team continue to work closely with managers who have employees on long term sick. As a result, over the last few months, 7 employees have been managed to a situation where they have left the employment of the Council through resignation, ill health retirement or contract termination. In addition, 9 employees on long term sick have returned to work full-time or on a phased return.

Musculoskeletal (55%) and non-work related Stress/Depression (15%) are two of the highest reported reasons for sickness. As expected, musculoskeletal related sickness is highest in Waste Service and Housing Asset Management. The Health and Safety Officer continues to work closely with Waste Services Section to identify and reduce risk of injury at work.

6 Supporting evidence and statistics - Appendix 1

Appendix 1 sets out the following items:

- Progress against Council key front line services
- Progress against Business & Jobs priority
- Progress against remaining priorities
- Finance
- Management of Absence

Status definitions used in Appendix 1



Performance on track (milestones) or performance on or above target (PI's)








Performance under control (milestones)





Performance failing (milestones) or performance below target (PIs)

2 PERFORMANCE DASHBOARD – LEISURE CENTRES

Progress against CDP milestones			Progress against CDP Performance Indicators		
6  Green	1  Amber	0  Red	2  Green	0  Red	

Budgeted Cost to provide service	£388,060	Total FTE's (average)	78.60	Complaints received	2
Forecasted cost to provide service	£431,452	Total days lost to sickness	24.85	Compliments received	7

- Leisure Centre Membership income is down against target despite considerable effort including social media posts, setting up a partnership with Slimming world, signing up 3 new corporate members, selling memberships at Picnic in the Park, having a focus on cancellations with over 30 re-joining, increasing the capacity of indoor cycling classes at Hood Park, the purchase of new fitness class equipment, and the introduction of new classes to the programme. It is hoped the position will be recovered during the remaining quarters due to a refurbishment of the studio at Hermitage in July, the introduction of a membership reward scheme, a competition to rebrand the fitness suites, enhanced social media training, closer working with Communications Team on the use of social media platforms, and the launch of Join at Home following the replacement of the ICT servers.
- Leisure facility usage figures were mainly achieved through an increase in swim pupils on the councils Swim Academy, new events, and increased numbers attending existing events within the ever increasing portfolio of events across the two leisure centres. In terms of the Swim Academy, pupil numbers within the period rose from 2,553 to 2,680, whilst a locally based boxing promoter, Motiv8, and a national children's fayre promoter Cheeki Monkeys were added to the events portfolio. Existing events included the 7th Armageddon Darts night at Hermitage, the 3rd International Model Boat show which saw attendances increase to 3,000 people, 2 craft fayres, and a further boxing show at Hood Park.

Performance Indicators	Q1 Target	Q1 Actual	Status
Leisure Centre Membership income	£249,332	£228,481	
Leisure Facility Usage Levels (cumulative)	244,880	248,748	

2 PERFORMANCE DASHBOARD – HOUSING

Progress against CDP milestones			Progress against CDP Performance Indicators		
37  Green	8  Amber	0  Red	22  Green	0  Red	

Budgeted Cost to provide service	£460,890	Total FTE's	80.76	Complaints received	18
Forecasted cost to provide service	£460,890*	Total days lost to sickness	158.22	Compliments received	18

* Income forecasts and salary forecasts will be carried out in period 4 along with other key budget heads

- At the end of Q1, the level of rent arrears increased unexpectedly. The performance throughout the quarter was predominantly in line with the expected profiled performance. Further analysis is being undertaken to identify if there is a trend requiring further attention or if the performance will return to profile.
- The performance for May 2017 was 30 days and June 2017 was 35 days which is on target, however as the performance for April was 45 days, the cumulative performance for Q1 is 37 days. Overall, the level of empty homes remains lower than experienced last year as homes are prepared ready for letting more quickly.
- During June 2017 the in-house repairs team completed a total of 841 repairs, of which 712 (85%) were completed within target and 129 were completed but outside of target.
- As at 30 June 2017, 85 properties had been completed as part of the main Decent Homes Programme of which 70 were completed within the target dates for the work carried out and 15 were completed outside of the target dates.
- New homes, including 5 new council properties, provided in Ravenstone and Ashby through S106 negotiated Agreements. The remaining 8 properties are due to be completed during Q2

Service Performance Indicators	Q1 Target	Q1 Actual	Status
Percentage of rent arrears of current tenants	2.29%	2.46%	☹️
Percentage of rent loss	1.2%	1%	😊
Percentage of tenants satisfied with the allocation and lettings process	90%	92%	😊
Average re-let times (days)	35	37	☹️
Percentage of properties empty and unavailable	1.25%	1.21%	😊
Percentage of customers satisfied with the repairs service	95%	98%	😊
Percentage of all repairs completed within target	87%	85%	☹️
Average length of time taken to repair empty homes to achieve the lettable standard	25	24	😊
Percentage of decent homes upgrades delivered within target	98%	83%	☹️
Percentage of homelessness cases where there is a decision within 33 working days	75%	92%	😊
Number of new affordable homes delivered (Annual target 130)	35	27	☹️







2 PERFORMANCE DASHBOARD – REVENUES & BENEFITS

Progress against CDP milestones			Progress against CDP Performance Indicators		
4  Green	0  Amber	0  Red	6  Green	0  Red	

Budgeted Cost to provide service	£607,050	Total FTE's (average)	23.06	Complaints received	3
Forecasted cost to provide service	£626,440	Total days lost to sickness	93.33	Compliments received	1

- Non-domestic rates in year collection rate is below target due to two large ratepayers paying the June 2017 instalment late which has attributed to the drop in collection rate.

98



Service Performance Indicators	Q1 Target	Q1 Actual	Status
Combined benefits performance	15.1 days	10.6 days	
Processing of new claims	25.1 days	19.3 days	
Processing of change of circumstances	13.3 days	9.3 days	
Council Tax in year collection rate	28.8%	28.8%	
Non-domestic rates in year collection rate	30.9%	29%	
HB overpayments collection rate	11%	13%	

2 PERFORMANCE DASHBOARD – REFUSE & RECYCLING

Progress against CDP milestones			Progress against CDP Performance Indicators		
5  Green	0  Amber	0  Red	3  Green	0  Red	

Budgeted Cost to provide service	£2,200,070	Total FTE's (average)	79.77	Complaints received	3
Forecasted cost to provide service	£2,047,026	Total days lost to sickness	473.03	Compliments received	25

- Recycling rate target of 46% and the kgs of waste sent to landfill per household remains on target. To help maximise recycling performance a series of roadshows throughout the district were held with 150 residents engaged with and over 100 more recycling containers ordered to generate more recycling. Maintaining high recycling rates becomes more challenging as packaging companies continue to use less recyclable material in their packaging. For example, glass container makers make thinner glass bottles and metal cans resulting in less recycling tonnage available. In addition paper consumption is constantly reducing with the advent of the smartphone. NWLDC continues to promote recycling awareness through roadshows and commentary on social media.
- Based on current commodity prices and tonnage estimates the end of year recycling income forecast of £782,000 looks likely to be achieved although prices can fluctuate throughout the year. Overall, the service is forecast to provide the service within budget.
- Waste Services team have received 25 compliments in Q1 – that's five compliments received for every one complaint.

Service Performance Indicators	Q1 Target	Q1 Actual	Status
Total annual household dry recycling income	Annual target (£800,00)	N/A	N/A
Percentage of household waste recycled	46%	46.10%	
Kgs of household waste sent to landfill	516	514	





2 PERFORMANCE DASHBOARD – DEVELOPMENT CONTROL

Progress against CDP milestones			Progress against CDP Performance Indicators		
6  Green	0  Amber	0  Red	4  Green	0  Red	

Budgeted Cost to provide service	-£404,070	Total FTE's (average)	13.69	Complaints received	2
Forecasted cost to provide service	-£404,070	Total days lost to sickness	15.64	Compliments received	2

- Performance on major planning applications is now reported to take into account the Governments Improving Planning Performance, Criteria for designation (special measures), which allows applications determined with extension of time agreements to be included in the 13 week figures. 14 majors out of 16 determined within 13 weeks or with an extension of time.
- Performance on minor and other planning applications is reported to take into account the Governments Improving Planning Performance, Criteria for designation (special measures), which allows applications determined with extension of time agreements to be included in the 8 week figures.
- Nine out of nine major residential development schemes approved in Q1 scored positively against Building for life 'good' standard.

88

Service Performance Indicators	Q1 Target	Q1 Actual	Status
Percentage of customers very satisfied or satisfied with the Planning Service	90%	91%	
Percentage of major planning applications determined within 13 weeks or a timetable agreed with the applicant	85%	88%	
Percentage of minor planning applications processed within 8 weeks or a timetable agreed with the applicant	85%	86%	
Percentage of other planning applications determined within 8 weeks or a timetable agreed with the applicant	85%	91%	


2 PERFORMANCE DASHBOARD – ENVIRONMENTAL HEALTH

Progress against CDP milestones			Progress against CDP Performance Indicators		
9  Green	0  Amber	0  Red	2  Green	0  Red	






Budgeted Cost to provide service	£389,410	Total FTE's (average)	14.54	Complaints received	0
Forecasted cost to provide service	£383,410	Total days lost to sickness	33.40	Compliments received	0


- 15 licensed vehicle spot check were carried out. 7 passed with no defects, 7 failed due to minor defects and 1 fail.
- A support package is currently being developed for food establishments that remain non complaint with food hygiene law.

88






Service Performance Indicators	Q1 Target	Q1 Actual	Status
Number of licensed vehicle spot checks carried out	15	15	
Proportion of businesses that said the regulatory officer had an understanding of the challenges faced by running a business	Annual target (70)	N/A	N/A
Proportion of businesses that said they felt comfortable contacting a regulator for advice in the future	Annual target (80)	N/A	N/A
Number of the 15 targeted food establishments remaining non-compliant with food hygiene law	N/A (Target from Q2)	N/A	N/A








3 COUNCIL DELIVERY PLAN – BUSINESS & JOBS PRIORITY

Progress against CDP milestones			Progress against CDP Performance Indicators		
10  Green	1  Amber	0  Red	8  Green	0  Red	

Priority	Action	Update	Status
Businesses choose to locate in our district.	Plan for ambitious growth in the district to 2050, harnessing our excellent transport links to drive jobs, housing and infrastructure in the right places (Local Plan to be approved)	The Inspector's report is likely to be issued in late summer due to the examination sessions going over in to March 2017. No issues for concern.	

4 PROGRESS AGAINST REMAINING CDP PRIORITIES

Progress against CDP milestones			Progress against CDP Performance Indicators		
43  Green	13  Amber	2  Red	0  Green	0  Red	

Priority	Action	Status
Value for Money	Coaville Market – Introduce Wi-Fi and Geo Sense to the Market	
Value for Money	Develop and Implement Channel Shift Strategy	
Value for Money	Improve technology to support Customer Services Officers to deliver an improved customer experience	
Value for Money	Develop and improve quality and performance in customer services	
Value for Money	Review service level agreements with all external arts/heritage partners	
Value for Money	Review Ashby Tourist Information Centre and the service it provides	
Value for Money	Develop a process that best supports the promotion of NWL and the National Forest as an emerging tourism destination and delivers support to tourism businesses	

Value for Money	£250 spend analysis to be available on the council's website within 20 working days of period end	
Homes and Communities	Work in partnership to deliver community heritage events/projects	
Homes and Communities	Work in partnership to deliver our commitment to the Armed Forces Community Covenant	
Building Confidence in Coalville	Develop options for a three year Christmas Lights investment plan	
Building Confidence in Coalville	Develop and finalise the Coalville Commemorates project	
Building Confidence in Coalville	Coalville Market – Document joint working opportunities in relation to marketing and media and event plans	
Green Footprints	Coalville Market – Support to green footprints and green initiatives by monitoring utility consumption levels	

With regard to the two actions with Red status:

Action	Recovery
Improve technology to support Customer Services Officers to deliver an improved customer experience	There has been a delay in the roll-out of new desktop PCs to customer services staff due to capacity within the ICT team. This has now been addressed and the roll-out is in progress and will be completed by the end of September
£250 spend analysis to be available on the council's website within 20 working days of period end	Resources were diverted from this task to the introduction of the Council's new HR / payroll system. A plan is in place to have the spend analysis on the website by the end of October.

There are 13 actions with Amber status. None are approaching Red and are being managed. In particular, improvements to the customer services function are being addressed, including a review of the structure of the customer services team and the systems used.

5 FINANCE UPDATE

This section sets out the projected financial position of the Council for the quarter ending 30 June 2017. The Council set its General Fund Revenue Budget at £12,504,860 and the Housing Revenue Account budgeted surplus of £142,110 on 23 February 2017.

General Fund – Summary of Net Expenditure	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
AMOUNT TO BE MET FROM GOVERNMENT GRANT AND COUNCIL TAX (Budget Requirement).	12,505	12,506	1

Special Expenses – Summary of Net Expenditure	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
AMOUNT TO BE MET FROM GOVERNMENT GRANT AND COUNCIL TAX (Budget Requirement).	493	493	0

HRA SUMMARY	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
Net cost of service (Total rent income less total expenditure)	(142)	(142)	0

Capital Expenditure	General Fund £ 000	Special Expenses £	HRA £ 000	Total
Approved Budget for the Year	3,071	0	10,152	13,223
C/F from 2016/17	955	0	0	955
Approved projects in year	21	0	0	21
Slippage Identified in Year	(100)	0	393	293
Total budget for 2017/18	3,947	0	10,545	14,492
Likely outturn for 2017/18 (provisional)	3,946	0	10,545	14,491

Comments on General Fund Variances

- ICT licence costs is forecast to be £96k more than budget.
- Telephones is forecast to be £25k less than budget.
- Grounds Maintenance expenditure is £40k less than budget due to vacant posts. The service is also forecasting an increase in internal income of £62k offset by an increase in external contractor costs of £93k.
- The net cost of service forecasted year end figure on Leisure Centres is an additional £43k overspend.
- Environmental Protection £93k underspend from reduced contribution to DFG's.

Comments on Special Expenses Variances

- None.

Comments on HRA Variances

- Underspend of £62k to period 3 on Housing Repairs but no changes made to forecast outturn at this stage due to the seasonal nature of the service.

Comments on Capital Budget

- The HRA and General Fund Capital outturn is generally in line with the budget, but there is some slippage in relation to the ICT roadmap which has been re-profiled for 2018/19.

89

6 MANAGEMENT OF ABSENCE

Quarter 1	Chief Exec & HR	Community Services	Finance	Housing Services	Legal & Sup Services	Reg & Planning	All Directorates
Sickness days lost	0 days long 4.9 days short	337.1 days long 149.16 days short	0 days long 49.62 days short	155.29 days long 56.54 days short	86.33 days long 49.95 days short	5.3 days long 2 days short	584.02 days long 312.17 days short
Total days lost in qtr	4.9 days	486.26 days	49.62 days	211.83 days	136.28 days	7.3 days	896.19 days
Number of FTE's	14.68	194.16	52.7	102.49	58.15	29.62	451.8 days
Average Cumulative no of days lost per FTE	0.33 days	2.5 days	0.94 days	2.06 days	2.06 days	0.24 days	1.98 days

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY 19 SEPTEMBER 2017

Title of report	FORMER TENANT RENT ARREARS, CURRENT TENANT RENT ARREARS, COUNCIL TAX, NON DOMESTIC RATES AND SUNDRY DEBTOR WRITE-OFFS
Key Decision	a) Financial No b) Community No
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk Financial Planning Manager and Deputy Section 151 Officer 01530 454707 tracy.ashe@nwleicestershire.gov.uk
Purpose of report	To agree write-offs over £10,000 and receive details of debts written off under delegated powers.
Reason for Decision	To comply with proper accounting practices.
Council Priorities	Value for Money
Implications:	
Financial/Staff	There is no additional financial effect as all the debts are met from the Authority's bad debt provision for previous years arrears or from in year income if the debts relate to the current financial year.
Link to relevant CAT	None
Risk Management	Regular reviews of debts for write off mitigates the risk that the Council's accounts do not reflect the true level of recoverable income. It is also part of an effective arrears management strategy.
Equalities Impact Screening	Not applicable.
Human Rights	None discernible.
Transformational Government	Not applicable.
Comments of Head of Paid Service	Report is satisfactory

Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Deputy Monitoring Officer	Report is satisfactory
Consultees	None.
Background papers	All papers used in compiling the report contain exempt information under paragraph 3 of Part 1 to Schedule 12A Local Government Act 1972
Recommendations	1. THAT CABINET NOTES THE AMOUNTS WRITTEN OFF UNDER DELEGATED POWERS.

1.0 WRITE OFFS

1.1 Write offs relating to prior years against Bad Debt Provision:

	Provision as at 1 April 2017	Write offs to date (under delegated powers)	Amounts written off over £10,000 approved by Members	Balance Available
Council Tax	£2,050,324.89	£66,618.53	£0.00	£1,983,706.36
Non Domestic Rates	£259,719.93	£31,177.11	£33,930.81	£194,612.01
Housing Rents	£489,624.41	£11,030.83	£0.00	£478,593.58
Sundry Debtors/Housing Benefit Overpayments	£1,453,233.99	£9,269.69	£0.00	£1,443,964.30

1.2 Write offs relating to 2017/18

	Write offs to date (under delegated powers)	Amounts written off over £10,000 approved by Members
Council Tax	£3,891.90	£0.00
Non Domestic Rates	£4,872.40	£0.00
Housing Rents	£0.00	£0.00
Sundry Debtors/Housing Benefit Overpayments	£0.00	£0.00

2.0 FORMER TENANT RENT ARREARS

2.1 The amounts written off under delegated powers, in accordance with the thresholds outlined in the write off policy are as follows: 10 cases under £1,000 which amount to £3,210.00. Of these, one is uneconomical to pursue (£9.43), one debtor has a debt Relief order (£779.79) and eight which are deceased with no assets (£2,420.78).

There are no cases over £10,000 for which we seek approval.

2.2 There are no Former Tenancy Arrears write-offs over £10,000 for which we seek approval.

3.0 CURRENT TENANT RENT ARREARS

3.1 There was one case for a current tenant rent arrears due to a Debt Relief Order (£727.06).

4.0 COUNCIL TAX (QUARTER 2 2017/18)

4.1 There are currently no council tax debts over £10,000 for which Cabinet's approval for write off is sought.

4.2 The amounts written off under delegated powers, in accordance with the thresholds outlined in the write off policy, are as follows: Eight cases under £100 which amount to £361.65. Of these, two cases have absconded (£120.09), one case is insolvent (£75.45), one case is due to hardship (£88.87) and four cases that are uneconomical to collect (£77.24). There are 20 cases between £100 and £1,000, which amount to £6,465.52. Of these, 12 have absconded (£3,121.86), two are insolvent (£866.04), three cases have debt relief orders (£1,741.20), one is uneconomical to collect (£383.04), one is deceased with no assets (£132.95) and one is due to hardship (£220.43). There are eight cases between £1,000 and £10,000 which amount to £14,137.60. Of these, two cases have absconded (£2,997.38), one case has a debt relief order (£1,476.20), four cases are insolvent (£6,729.30) and one case where the debtor is deceased with no assets (£2,934.72).

4.3 The full list of reasons for writing off debt includes:

- Bankruptcy or a Debt Relief Order is in place
- Deceased – No assets in the estate.
- Debtor Absconded / No Trace
- Company in liquidation/dissolved or ceased trading with no assets
- Severe Hardship and/or Serious health Issues
- Statute barred i.e. we cannot legally pursue the debt as there has been six years since the debt fell due and no action has been taken to collect the debt.
- Uneconomical to collect i.e. it is not financially viable to take further action for e.g. due to the low level of the debt, they have gone abroad etc.

4.4 Writing off debts is only considered where all appropriate recovery and enforcement measures have been taken, or, where the council are legally prohibited from pursuing the debt.

4.5 Each year the council produces a recovery timetable which details the dates on which the statutory Reminders, Final Notices and Summonses are to be despatched. The letters issued are designed to maximise collection by prompting tax payers to pay their missed instalments in a timely manner, thereby avoiding further enforcement action taking place. Information is provided on the website to explain what happens next should payment not be made.

4.6 For all outstanding debt, the council takes the recovery action outlined in the bullet points below:

- If payment is not received by the instalment due date shown on the bill, a reminder notice is issued.
- If payment is received within seven days the tax payer may continue with their original instalment plan. If they default again within the year, then one further reminder notice is issued. If they do not pay, the following steps are taken.
- If payment is not received by the date on the reminder notice, a court Summons is issued. The Summons advises them of the date and time that the Council will attend a Magistrates Court hearing to apply for the award of a Liability Order against them.
- Once a Liability Order is obtained, the Council has a number of enforcement options open to them in order to secure payment of the debt.

4.7 Liability Order Action

Once a Liability Order has been obtained each debt is looked at and a decision is made as to the most appropriate course of action to take from the list of available options below. It is only after all of these have been considered and/or pursued that the debt is put forward for write off.

1. Apply to the debtor's employer for an Attachment of Earnings.
2. Apply to the DWP for a deduction from the debtor's benefits
3. Instruct an external enforcement company (bailiffs) to collect the debt on the council's behalf.
4. If the enforcement company are unsuccessful, the Council could commence committal proceedings against the debtor.
5. If the debtor owns their own home a Charging Order could be made against the property.
6. If the debt is over £5,000, bankruptcy proceedings could be commenced against the debtor.

When considering the final three options on the above list, the Council must always be mindful of the individual circumstances of the debtor and the financial impact on the Council of pursuing each option. Additional costs will be incurred when utilising any of these options.

5.0 NON DOMESTIC RATES (NDR) QUARTER 2 2017/18

- 5.1 There are no Non Domestic Rate debts over £10,000 for which Cabinet approval for write off is sought.
- 5.2 The amounts written off under delegated powers in accordance with the policy thresholds are as follows: There are no cases under £100. There are no cases between £100 and £1,000. There are eight cases between £1,000 and £10,000 which amount to £33,950.26. Of these, one case has absconded (£7,013.51), six cases are insolvent (£25,162.72) and one case is uneconomical to collect (£1,774.03).
- 5.3 As with the recovery of Council Tax, for Business Rates, writing off debt is only ever considered as a last resort. Often companies, sole traders or partnerships become insolvent and the Council is prohibited from taking any further action as all of their outstanding debts are included within the Administration, Liquidation or personal bankruptcy.
- 5.4 The Council follows the same recovery process for Business Rates as for Council Tax. However, once the Council has obtained a Liability Order there are only a limited number of enforcement actions that can legally be pursued. In most cases, where a payment arrangement or contact cannot be made, the Council refers the case to external Enforcement Agents. If they are unsuccessful, the Council then has three further options to consider before putting the debt for write off. These options are:
- Committal (For sole traders and partnerships only)
 - Security for Unpaid Rate (this is the equivalent of a Charging Order on a property but this can only be done with the ratepayers agreement)
 - Insolvency Proceedings

6.0 SUNDRY DEBTORS (INCLUDES NON CURRENT HOUSING BENEFIT OVERPAYMENTS PRE 2011)

- 6.1 There are currently no sundry debtor cases over £10,000 for which Cabinet's approval for write off is sought
- 6.2 There were no cases that have been written off under the Deputy S151 Officer delegated powers.
- 6.3 The recovery process varies dependant on the type of debt. Generally the debtor will receive a minimum of two reminder letters the final stating that recovery through the county court will take place in the event of non payment. Once judgement is obtained the normal recovery methods are available such as attachment of earnings/ benefit etc.

7.0 CURRENT HOUSING BENEFIT OVERPAYMENTS

- 7.1 There are currently no sundry debtor cases over £10,000 for which Cabinet's approval for write off is sought.

- 7.2 The amounts written off under delegated powers, in accordance with the thresholds outlined in the write off policy, are as follows: There are three cases under £100 amounting to £47.78. Of these, two are uneconomical to pursue (£6.48) and one case has a debt relief order (£41.30). There is one case between £100 and £1000 amounting to £385.50 which is uneconomical to pursue. There is one case where the debtor is deceased with no assets between £1,000 and £10,000 amounting to £1,944.71.
- 7.3 For all outstanding benefit overpayment debt, the council takes the recovery action outlined in the bullet points below:
- An invoice is issued giving 14 days to make payment, or to contact the council.
 - If payment is not received a first Reminder is issued, followed by a second reminder two to three weeks later.
 - If payment is not received a 'CIS' (DWP database) check is carried out to assess if a deduction from benefit or an attachment of earnings is appropriate. If neither of these options is suitable the account is sent to an external collection team with no cost to the Council. However, they have no powers to enforce the debt at this stage only to collect it.
 - If the cases are returned, each case is checked and a decision is made as to whether it is appropriate to start legal proceedings in the County Court.
 - If judgement is obtained in the County Court, the following enforcement options are available to consider:-
 1. Warrants of Control (the use of County Court Bailiff, or High Court Sheriff)
 2. Third Party Debt Orders (Utilises the customer's bank account to extract payment)
 3. Charging Order (the debt is secured on the customer's house)
 4. Insolvency (petition for bankruptcy)

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**CABINET – TUESDAY, 19 SEPTEMBER 2017**

Title of report	MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY
Key Decision	a) Financial No b) Community No
Contacts	Councillor Alison Smith MBE 01530 835668 alison.smith@nwleicestershire.gov.uk Interim Strategic Director of Place 01530 454555 tony.galloway@nwleicestershire.gov.uk Head of Economic Development 01530 454773 kay.greenbank@nwleicestershire.gov.uk
Purpose of report	To consider the recommendations made by the Coalville Special Expenses Working Party.
Reason for Decision	To progress Coalville Special Expenses projects and programmes.
Council Priorities	Value for Money
Implications:	
Financial/Staff	As set out within the budget.
Link to relevant CAT	None.
Risk Management	N/A
Equalities Impact Screening	None discernible.
Human Rights	None.
Transformational Government	None.
Comments of Head of Paid Service	Report is satisfactory

Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Deputy Monitoring Officer	Report is satisfactory
Consultees	Members of the Coalville Special Expenses Working Party
Background papers	Agenda and associated documents of the meeting held on 11 July 2017
Recommendations	TO NOTE THE RECOMMENDATIONS MADE BY THE COALVILLE SPECIAL EXPENSES WORKING PARTY AS DETAILED WITHIN THE MINUTES AND APPROVE THE RECOMMENDATIONS AS SUMMARISED AT 3.0

1.0 INTRODUCTION

- 1.1 The Coalville Special Expenses Working Party meets quarterly to consider financial issues which affect the special expenses area. As the group reports directly to Cabinet, all recommendations made will be sent to the first available Cabinet meeting after the group have met for final approval.

2.0 TERMS OF REFERENCE

- 2.1 To consider budget and financial issues which either solely or predominantly affect the special expenses area alone and to make recommendations back to Cabinet.
- 2.2 To consider possible project options regarding the allocation of surplus reserves which have been examined by the relevant budget officers and to make recommendations to Cabinet.

3.0 RECOMMENDATIONS FROM MEETING ON 11 JULY 2017

3.1 2017/18 EVENTS UPDATE

- 3.1.1 The date for the Proms and Picnic in the Park for 2018 be confirmed as Saturday 23 and Sunday 24 June.
- 3.1.2 The preferred option for Coalville lights be option three as detailed within the report

APPENDIX 1

MINUTES of a meeting of the COALVILLE SPECIAL EXPENSES WORKING PARTY held in the Board Room, Council Offices, Coalville on TUESDAY, 11 JULY 2017

Present: Councillor J Geary (Chairman)

Councillors R Adams, N Clarke, J Cotterill, D Everitt, J Legrys, P Purver, M Specht and M B Wyatt

In Attendance: Councillors

Officers: Mr J Knight, Ms K Greenbank and Mrs R Wallace

1. APPOINTMENT OF CHAIRMAN FOR ENSUING YEAR

Councillor R Adams moved that Councillor J Geary be appointed as Chairman for the ensuing year. It was seconded by Councillor M Specht

RESOVLED THAT:

Councillor J Geary be appointed as the Chairman for the ensuing year.

2. APPOINTMENT OF DEPUTY CHAIRMAN FOR ENSUING YEAR

Councillor J Legrys moved that Councillor R Adams be appointed as Deputy Chairman for the ensuing year. It was seconded by Councillor D Everitt.

RESOVLED THAT:

Councillor R Adams be appointed as the Deputy Chairman for the ensuing year.

3. APOLOGIES FOR ABSENCE

There were no apologies for absence.

4. DECLARATIONS OF INTEREST

Councillor M B Wyatt declared a non-pecuniary interest in any reference to Coalville Town Centre as a business owner.

Councillor J Geary declared a non-pecuniary interest in item 7 – Capital Projects Update as a regular supporter of Coalville Town FC and a founder member of Mantle Lane Arts.

Councillor J Legrys declared a non-pecuniary interest in any reference to Hermitage FM due to his voluntary involvement with the organisation.

Councillor D Everitt declared a non-pecuniary interest in item 7 – Capital Projects Update as an affiliated member of Friends of Thringstone.

5. MINUTES OF THE PREVIOUS MEETING

Consideration was given to the minutes of the meeting held on 25 April 2017.

Regarding the Thringstone Miners Social Centre training pitch under the Capital Project Update item at minute number 26, the Chairman asked that the Chair of the group be referred to as the Chair of Trustees in the future to avoid any confusion.

Regarding the Coalville Forest Adventure Park under the Capital Project Update item at minute number 26, the Chairman asked if the insurance had been purchased for the memorial. The Leisure Services Team Manager explained that as it was currently with Property Services, he would check and report back to Members.

Regarding the Scotlands Play Hub Development under the Capital Project Update item at minute number 26, Councillor J Legrys asked for an update on the Lillehammer Drive MUGA. The Leisure Services Team Manager explained that the issue was currently with Legal Services. He also reported that he had been made aware of a further implication as the slide at the play area had been damaged, he agreed to update Members as soon as possible. Councillor J Legrys expressed his disappointment that this had been in the pipeline for five years and even after reporting that Legal Services had been instructed in April, it was still no further forward. The Chairman requested that a response be provided by Legal Services to update Members.

It was moved by Councillor R Adams, seconded by Councillor J Legrys and

RESOLVED THAT:

The minutes of the meeting held on 25 April 2017 be approved and signed by the Chairman.

6. 2017/18 EVENTS UPDATE

The Head of Economic Development presented the report to Members and provided an update on each event.

Proms and Picnic in the Park

It was confirmed that the running cost of the event was under budget and had been very well received. Also after making contact with the local charities that were in attendance at the event it had been confirmed that £2,637 had been raised. Members were asked to consider the proposed dates of Saturday 23 and Sunday 24 June for the event in 2018. Members agreed.

Councillor M B Wyatt reported that he had received some good feedback regarding the event and much preferred the positioning of the stage to previous years. However, he felt that the flowerbeds were very overgrown, needed watering and were full of weeds, he asked for this to be considered in future years. He had also received comments regarding the stall advertising funeral services as people felt that it was inappropriate. He concluded that in his opinion, the Miner's Gala was overplayed and it was advertised as a big event when in reality it was very poor. Overall he had enjoyed the event.

Members were in agreement that a stall for funeral services was not appropriate for the event in future.

Councillor M Specht concurred with Councillor M B Wyatt with regards to the Miner's Gala as it was disappointing. He commented that the turnout for the Saturday evening was lower than usual and that the title of 'Proms in the Park' may have contributed to that as it could be seen as 'highbrow'. He suggested a more generic title like 'Music in the Park' for next year as this could incorporate a mixture of music and encourage a wider attendance. Members were all in agreement with the suggestion. The Head of Economic Development reported that it was possible to change the feel of the whole weekend and the scheduling to start the music earlier as there was lots of time to make plans.

Councillor M Specht thanked all of the officers involved in the organisation of the weekend for their hard work as it was once again, a very successful event.

Councillor P Purver felt that the park looked great with the bunting and flag decorations. She also commented that in her opinion, it would have been better if the Saturday night music started earlier so that younger children could attend.

Councillor M B Wyatt requested that something be put onto the Council's website asking for feedback on the events as he felt further opinions would be useful. Officers agreed to look into this further.

Coalville by the Sea

The event was planned for Friday 4 August at Needhams Walk. It was currently due to be under budget mainly due to sponsorship from a building supplier for the sand.

Christmas lights

Further to a meeting with a Christmas light contractor, three options were presented to the group for 2017. Officers recommended option three which was the installation of existing decorations and an investment in new complimentary decorations. If it was agreed, the Head of Economic Development would request that the Coalville Project fund the one off purchase costs for the lights and then Coalville Special Expenses would be required to continue to fund the ongoing costs in the future.

The Chairman was disappointed that the bagatelle lights were no longer suitable to use as they are not that old. The Head of Economic Development explained that the professionals had assessed them and in their opinion the bagatelle lights did have a short life span and were therefore no longer suitable.

Councillor M B Wyatt moved that option three be the preferred option, it was seconded by Councillor N Clarke. Members agreed.

Councillor P Purver referred to a leaflet aimed at businesses, seeking sponsorship for the Coalville Colour Run and asked if the same could be done at Christmas time to sponsor a tree and decorations to be placed in the empty shop units. The Chairman commented that business owners tended to not fund the decorations for their own units so therefore it may not be popular, however he would be happy to ask.

Coalville commemoratives

Initial concept designs were provided within the report for comments. Members were informed that there would be further development of the area in the near future as part of the Coalville Project.

Councillor D Everitt was not pleased with the design sketches as they were not very detailed.

Councillor M Specht suggested box planting in the area so it did not have to be dealt with each year. The Chairman agreed that they needed to be conscious of maintenance requirements and possible vandalism. He also did not agree with the initial sketches and felt that the design cut across the clock tower which was not complimentary.

Councillor P Purver no longer supported the idea of a footpath as it did not have anywhere to lead to. The Chairman felt that the cross itself would make a good mosaic instead of a footpath.

Councillor J Legrys was also disappointed with the sketches. He commented that another issue with the area was older children on scooters and skateboards, he felt this needed to be considered when designing the area. He also requested that Ward Members be consulted on the designs as well as local businesses.

The Chairman reported that the Coalville sub Group would be meeting on 13 September and suggested meeting at the clock tower to discuss ideas with officers at the start of the meeting. Members agreed.

Councillor M B Wyatt reported that he had been in discussion with Hermitage FM regarding installing a chain barrier around the clock tower with signs requesting people to respect the monument. The Head of Economic Development commented that this would be looked at as part of the bigger scheme for the area.

RESOLVED THAT:

- a) The progress update on 2017/18 events and commemorative mosaic be noted.
- b) Members to convene at 5pm at the Clock Tower prior to the Coalville Sub Group meeting on 13 September to discuss the options for the commemorative mosaic.

RECOMMEND THAT:

- c) The date for the Proms and Picnic in the Park for 2018 confirmed as Saturday 23 and Sunday 24 June.
- d) The preferred option for Coalville lights be option three as detailed within the report.

7. CAPITAL PROJECTS UPDATE

The Leisure Services Team Manager presented the report to Members and provided an update on the ongoing projects.

Owen Street Recreation Ground

The report from the independent contractor had now been received and the Leisure Services Team Manager would supply Members with all options and associated costs at the next meeting.

Thringstone Miners Social Centre Training Pitch

Planning approval had been given for both the fencing and the footpath diversion, also the board of trustees had been revitalised by the addition of three new trustees and a new chair. The football club were continuing to not be represented at trustee meetings despite the attempts to engage them. The training pitch project has been identified as a priority action for the forthcoming year and once the issues with the football club had been resolved the project would commence.

Coalville Forest Adventure Park

The proposals put forward at the previous meeting for funding had been considered by Cabinet and subsequently deferred for further investigation.

Councillor M B Wyatt reported that there was an opportunity to apply for funding through Bardon Quarry as it was an environmental project, they could fund up to 90 percent of a project in the Coalville area. He would be happy to provide the application forms if required.

Mobile Vehicle Activated Signage

It was reported that Leicestershire County Council had still not responded to Members request for a further site visit but the Leisure Services Team Manager would chase the matter. He added that contact had been made with Members outside of the meeting regarding the preferred sites for the signs and the officer was still waiting for all responses. The Chairman asked the officers to contact Members again to encourage a response and express the importance.

Councillor R Adams reiterated the need for a sign at Warren Hills Road as there had been more accidents recently as it was very dangerous. In his opinion it was a road safety issue and therefore a County Highways issue.

The Leisure Services Team Manager asked Members if they would prefer to proceed with the other sites to progress the project and deal with the Warren Hills Road site as a separate issue. Members agreed.

The Chairman felt that the county highways were disgraceful as the road signs were often dirty, damaged or knocked down, and as the number of deaths on roads in the District was one of the worst in the Country, it was not good enough. Councillor M B Wyatt felt that a letter should be written to the Leader of Leicestershire County Council expressing the groups disappointment as a better service was required.

Melrose Road Recreation Ground Park Development

Orders had been placed for the improvement works, including the installation of seating and a planting scheme. The seats would be in situ over the summer and planting would take place in autumn.

Melrose Road Play Hub

Once permission had been obtained from the land owner, the work would be undertaken for the proposed footpath and steps.

By affirmation of the meeting it was

RESOLVED THAT:

The progress update on 2017/18 Capital Projects be noted.

8. COALVILLE SPECIAL EXPENSES 2016/17 OUT TURN

The Leisure Services Team Manager presented the report to Members, highlighting the end of year balance and ear marked reserves.

Councillor M B Wyatt reported that progress was being made with a potential fair for Coalville, he was in discussions with a provider and there was support in principle. The Leader was also involved with the discussions and it could be a potential project to fund in the future.

At this point discussion was had regarding Mantle Lane Arts and therefore due to his non pecuniary interest, Councillor J Geary left the meeting. Councillor R Adams took the Chair during discussion.

Councillor P Purver referred to a recent meeting of Mantle Lane Arts at which the Writing Festival was discussed. She explained that the group had already received some funding but asked if there would be some funding available through Coalville Special Expenses. It was suggested that the Community Chest Fund was available for events such as these and it was run by the Council, the application form was available on line. Councillor P Purver agreed to feed this back to the group.

Councillor J Geary returned to the meeting and to the Chair.

It was moved by Councillor J Legrys, seconded by Councillor R Adams and

RESOLVED THAT:

- a) The 2016/17 out turn be noted
- b) The use of reserves for Capital Schemes in 2017/18 be noted.

9. DATES OF FUTURE MEETINGS

RESOVLED THAT:

The following future dates be noted –

Tuesday, 10 October 2017
Thursday, 11 January 2018
Tuesday, 24 April 2018

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.43 pm

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