

Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 26 July 2016
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 14 June 2016	3 - 10
5. PROVISIONAL FINANCIAL OUTTURN 2015/16	
Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	11 - 18



6.	PROPOSALS TO IMPROVE ORGANISATIONAL PRODUCTIVITY, EFFICIENCY AND EFFECTIVENESS	
	Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	19 - 24
7.	EXTENDING THE COALVILLE SHOP FRONT IMPROVEMENT GRANT SCHEME AND UPDATE ON THE COALVILLE PROJECT	
	Report of the Chief Executive Presented by the Leader	25 - 34
8.	LEICESTER AND LEICESTERSHIRE COMBINED AUTHORITY	
	Report of the Chief Executive Presented by the Leader	35 - 40
9.	SUPPORTING CYCLING IN THE HEART OF THE FOREST	
	Report of the Director of Services Presented by the Community Services Portfolio Holder	41 - 58
10.	MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY	
	Report of the Director of Services Presented by the Community Services Portfolio Holder	59 - 70
11.	COALVILLE PUBLIC TOILETS	
	Report of the Director of Services Presented by the Community Services Portfolio Holder	71 - 76
12.	EXCLUSION OF PRESS AND PUBLIC	
13.	DISTRICT LEISURE SERVICES DELIVERY MODEL AND PROVISION OF FACILITIES	
	Report of the Director of Services Presented by the Leader	77 - 98

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

MINUTES of a meeting of the CABINET held in the Board Room, Council Offices, Coalville on TUESDAY, 14 JUNE 2016

Present: Councillor R Blunt (Chairman)

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

In Attendance: Councillors R Adams, J Clarke, J G Coxon, T Eynon, F Fenning, G Hoult, J Legrys and S McKendrick

Officers: Mr S Bambrick, Ms C E Fisher, Mrs C Hammond, Mr A Hunkin, Mr G Jones, Mr P Padaniya and Miss E Warhurst

112. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor T Gillard.

113. DECLARATION OF INTERESTS

In accordance with the Code of Conduct, Members declared the following interests:

Councillor N J Rushton declared a disclosable pecuniary interest in item 16 – Proposal to Acquire Brownfield Site for Development of Car Parking, as an owner of a car park in Ashby and he would leave the meeting for the consideration of the item.

114. PUBLIC QUESTION AND ANSWER SESSION

There were no questions received.

115. MINUTES

Consideration was given to the minutes of the meeting held on 3 May 2016.

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

RESOLVED THAT:

The minutes of the meeting held on 3 May 2016 be approved and signed by the Chairman as a correct record.

Reason for decision: To comply with the Constitution.

116. LEICESTER AND LEICESTERSHIRE COMBINED AUTHORITY

The Leader presented the report to Members and reminded them that Cabinet had previously considered an item relating to the Combined Authority back in November 2015 and recommended the scheme to Council on the 17 November 2015, and at that meeting, powers were delegated to the Chief Executive to continue the work. Members were advised that a great deal of work had been undertaken by both the Chief Executive, as project leader and the Head of Legal and Support Services, as the lead district Monitoring Officer and it had required extensive engagement and co-ordination between the districts, county and city councils. The Leader offered his thanks to both officers on the hard work carried out so far.

The Leader went on to highlight the next steps and that the constitution for the Combined Authority was nearing the final draft stage. Members were informed that further reports would be brought back to Cabinet and Council in the future.

The Chief Executive advised Members that an update report would be brought back to Cabinet in July and to Council in September. She informed the Cabinet that work on the devolution deal had been put on hold until after the EU Referendum and it would be picked up again after the 23 June.

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

RESOLVED THAT:

The progress of the Formation of The Leicester and Leicestershire Combined Authority and developing Devolution Deal progress be endorsed.

Reason for decision: To inform Cabinet of the development which has been made in respect of the creation of the Leicester and Leicestershire Combined Authority and the progress of the Leicestershire Devolution Deal to date.

117. **ASHBY NEIGHBOURHOOD PLAN - PROPOSED RESPONSE TO PRE-SUBMISSION CONSULTATION**

The Regeneration and Planning Portfolio Holder presented the report to Members. He advised Members that the document was before Cabinet following consideration by the Town Council and that he was pleased to report that it took into account the district's main concern by including Money Hill as a future development site. He informed Members that the council would continue to provide guidance and support if needed, and that a referendum on the plan would not take place until May 2017 at the earliest.

Councillor R D Bayliss stated that it was a very good piece of work.

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

RESOLVED THAT:

The response to the pre-submission Ashby Neighbourhood Plan as set out in appendix A of the report be ratified.

Reason for decision: The District Council is a consultee and so it is appropriate to provide comments to assist with the formulation of the neighbourhood plan.

118. **TREASURY MANAGEMENT STEWARDSHIP REPORT 2015/16**

The Corporate Portfolio Holder presented the report to Members. He reminded Members that the report was in compliance with the requirements of the CIPFA Code of Practice and summarised the Treasury Management Activity during 2015/16. He highlighted that it showed the Authority had complied with the prudential indicators and the policies and requirements of the Treasury Management Strategy. He referred to a couple of breaches within the report, but advised that both had been reported and managed. He informed the Members that the Council invested its money in highly rated institutions, money market funds or the Government and that was the most prudent approach.

It was moved by Councillor N J Rushton, seconded by Councillor R Blunt and

RESOLVED THAT:

The report be approved

Reason for decision: These are statutory requirements

119. ENVIRONMENTAL HEALTH - FOOD SAFETY SERVICE DELIVERY PLAN 2016/17

The Community Services Portfolio Holder presented the report to Members. She informed Members that 2015/16 had been very good year and highlighted that there was more to look at than just establishments as food coming into East Midlands Airport also had to be considered. She advised the Cabinet that ongoing support was being provided to those establishments that had not complied with the law and offered her thanks to the Environmental Health Team for their amazing work.

It was moved by Councillor A V Smith, seconded by Councillor T J Pendleton and

RESOLVED THAT:

1. The Environmental Health Food Safety Service Delivery Plan 2016/17 appended to the report be approved.
2. The performance and achievements in 2015/16 be noted.

Reason for decision: To approve the content of the Food Safety Service Delivery Plan 2016/17 as required by the Food Standards Agency.

120. COMMUNITY SAFETY STRATEGY 2014-17 (2016 REFRESH)

The Regeneration and Planning Portfolio Holder presented the report to Members. He advised Members that the strategy required its annual refresh and that it comes just after the election of the new Police and Crime Commissioner. He informed Members that the three main priorities for the district remained unchanged and that the refresh had been informed by the latest crime figures. He highlighted that there had been an increase in burglaries and theft from motor vehicles but on a positive note there had been a drop in the numbers of violent crimes.

The Regeneration and Planning Portfolio Holder went on to advise Members that early reports from the recent Download event were showing a reduction in the number of arrests compared to previous years and that the countywide priorities had highlighted a need to focus on PREVENT and child sexual exploitation, which local intelligence suggested the need for awareness to be raised in the district.

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

RESOLVED THAT:

The North West Leicestershire Community Safety Strategy 2014-17 (2016 refresh) and Partnership Action Plan for 2016-17 be noted.

Reason for decision: To comply with the Council's constitution and statutory duty to produce a Community Safety Strategy every three years, refreshed annually.

121. 2015/16 QUARTER 4 PERFORMANCE MANAGEMENT REPORT

The Leader presented the report to Members and summarised the following points:-

- Rent collection levels had exceeded the performance targets, with the level of rent loss improving during the quarter.

- All housing officers within Housing Management went live with mobile devices allowing improved efficiency when handling customers out in the district.
- All processing targets for benefits had been achieved and North West Leicestershire had been positioned 3rd in the County after achieving a 99% collection rate.
- There had been an 8% increase in Leisure Centre fitness membership and a 13% increase in the Swim Academy income, resulting in the income forecasts for the year to be exceeded.
- There had been an increase in trade waste income by £20k and recycling income had exceeded its target by £15k.
- Processing performance for planning applications had exceeded both local and national targets.

The Leader went on to advise Members that there had been 9.4 days per full time equivalent to sickness against a target of 7.4 days and that long term sickness accounted for 72% of the total days lost. He informed Members that the Council was in the process of reviewing the Occupational Health support contract to ensure more support could be given to managing the long term sickness.

Councillor N J Rushton advised Members that the General Fund current projection was £2.3m and not £1.736m as stated in the report, and that following the decision at the February Cabinet meeting to set aside any underspend to reserves, reports would be brought to future meetings to consider how the one off surplus could be spent. He did stress to Members that the authority needed to be prudent as there was uncertainty around future funding such as the reducing Revenue Support Grant, the reduction in the number of years that New Homes bonus payment would be paid and the changes to the business rates regime.

Councillor R D Bayliss stated that the reason the stand alone re-let times had been high was due to the number of long term out of use properties that required more work, but he could report that the number of days had already started to reduce and he hoped that June would be lower.

It was moved by Councillor R Blunt, seconded by Councillor N J Rushton and

RESOLVED THAT:

The Quarter 4 Performance Report (January – March 2016) be received and noted.

Reason for decision: The report is provided for Members to effectively monitor the organisation's performance.

122. 2015/16 END OF YEAR REPORT

The Leader presented the report to Members. He advised Members that the authority chose to produce the end of year report, but it was not a requirement to do so. He outlined the layout and informed Members that it was a simple format informing residents of what the Council wanted to do, what it had done and the way forward.

Councillor A V Smith stated that the document was well laid out and easy to read. She congratulated the officers involved for producing the document in the simple format.

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

RESOLVED THAT:

The Information be received and the End of Year Report document be approved for publication.

Reason for decision: To approve the publication of the end of year summary.

123. FORMER TENANT RENT ARREARS, CURRENT TENANT RENT ARREARS, COUNCIL TAX, NON DOMESTIC RATES AND SUNDRY DEBTOR WRITE OFFS

The Corporate Portfolio Holder presented the report to Members. He advised Members that Cabinet were being asked to note the delegated write offs and approve the write offs for debts over £10,000. He informed Members that there were four to be approved and write off was only considered when all appropriate action had been taken.

It was moved by Councillor N J Rushton, seconded by Councillor R Blunt and

RESOLVED THAT:

1. The write offs over £10,000 detailed in this report be approved.
2. The amounts written off under delegated powers be noted.

Reason for decision: To comply with proper accounting practices.

124. MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY

The Community Services Portfolio Holder presented the report to Members. She thanked the Members of the working party for the continuing hard work that they carried out and that she was pleased to say that she had heard good things about the Picnic and Proms in the Park events the previous weekend. She informed Members that the Cultural Services Team Manager was due to retire at the end of July and that he would be greatly missed by the working party as he had put a lot of hard work into supporting the Members.

The Community Services Portfolio Holder went on to advise Members that the next event to be held was Coalville by the Sea on the 19 August and that a number of recommendations had been put forward by the working party to continue supporting projects in the special expense area.

It was moved by Councillor A V Smith, seconded by Councillor T J Pendleton and

RESOLVED THAT:

1. The recommendations made by the Coalville Special Expenses Working Party as detailed within the minutes be noted.
2. The recommendations as summarised at 3.0 of the report be approved.

Reason for decision: To progress Coalville Special Expenses projects and programmes.

125. 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.

126. HRA ASSET DISPOSALS

The Housing Portfolio Holder presented the report to Members. He reminded Members that they had considered previous reports in relation to future options for some decommissioned sites in the district and that proposals for a Council led new build scheme would not be financially viable for the authority at present or it would require significant subsidy. He advised Members that the report was seeking authority for powers to be delegated to the Director of Housing with support from the Deputy Section 151 Officer to look at disposal options for the sites listed in the attached appendix.

It was moved by Councillor R D Bayliss, seconded by Councillor N J Rushton and

RESOLVED THAT:

Authority to dispose of HRA sites in appendix one for redevelopment as outlined in the report be delegated to the Director of Housing, with support from the Deputy S151 Officer, and in consultation with the Housing Portfolio Holder.

Reason for decision: To obtain best value for the Council from the disposal of HRA sites in terms of facilitating the supply of new housing to meet local needs, and maximising the income received in order to achieve the target for disposals within the HRA Business Plan.

Having declared an interest in item 16 Councillor N J Rushton left the meeting during the consideration of the item

127. PROPOSAL TO ACQUIRE BROWNFIELD SITE FOR DEVELOPMENT OF CAR PARKING

The Community Services Portfolio Holder presented the report to Members. She advised Members that since the previous report had been considered the site had been valued by the District Valuer, and the owner of the site was only prepared to offer the site with limited title guarantee and as such the Council would proceed with the purchase at the price agreed and with limited title guarantee. She also advised that quotes had been received to create the new car park. She asked Members to note the changes and support the continuing acquisition of the site.

Councillor Blunt stated that the opportunity before them was once in a lifetime to add much needed parking to the locality and creating the new car park could then open up many new opportunities to support and develop the area. He felt that the project should go ahead.

Councillor T J Pendleton stated that the authority could only influence what happened in the area when it invested in the district.

Councillor R D Bayliss stated that he could not disagree and that he would be interested to see the plans in the future.

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

RESOLVED THAT:

1. The updated position with regards to the acquisition of the Brownfield be noted; and
2. The acquisition of the site will be with limited title guarantee but will be subject to title indemnity insurance be accepted; and
3. The proposal to acquire the Brownfield site for the development of car parking at the agreed price as detailed in the report be approved; and
4. The overall expenditure on the acquisition and development of the site should not exceed the sum stated in the report and thus commit a further amount to the project.

Reason for decision: To provide delegated authority to the Director of Services to negotiate the acquisition of the site to develop into a new car park.

Councillor N J Rushton returned to the meeting.

128. HRA EMPTY HOMES CLEARANCE - AWARD OF CONTRACT

The Housing Portfolio Holder presented the report to Members. He informed Members that currently the clearance of a property was sub-contracted out by our responsive repair contract as it was specialist work and this was an inefficient method of carrying out this work. He added that some of the properties were left in an awful state. He went on to add that by the Council directly letting the contract through a tender process cost savings would be achieved.

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

RESOLVED THAT:

Authority to award the contract for the provision of empty homes clearance support for the period 11 July 2016 until 10 July 2019, be delegated to the Director of Housing in consultation with the Housing Portfolio Holder.

Reason for decision: The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation and to improve value for money and the quality of service provided in the re-letting of our empty homes.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.41 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 26 JULY 2016

Title of report	PROVISIONAL FINANCIAL OUTTURN 2015/16
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 Financial Planning Manager (Deputy S151 Officer) 01530 454707 priresh.padaniya@nwleicestershire.gov.uk
Purpose of report	To present the Provisional Financial Outturn for 2015/16.
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	There are significant financial risks to manage which were fully considered during the budget process.
Equalities Impact Screening	Not required.
Human Rights	No implications.
Transformational Government	No implications.
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	Corporate Leadership Team
Background papers	<u>GENERAL FUND AND SPECIAL EXPENSES REVENUE BUDGETS 2016/17 – CABINET 09 FEBRUARY 2015/16</u>
Recommendations	THAT CABINET NOTES THE PROVISIONAL FINANCIAL OUTTURN POSITION FOR 2015/16.

1.0 INTRODUCTION

- 1.1 The Council is required to produce Financial Statements each year which give a true and fair view of the financial position and transactions of the Council. These have been prepared under International Financial Reporting Standards since 2010/11. The 2015/16 accounts will be considered and approved by the Audit and Governance Committee on 21 September 2016 after they have been audited.
- 1.2 This report summarises the main elements of our financial performance in 2015/16 and the results are referred to as ‘provisional’ as they are still subject to external audit and may change.

2.0 GENERAL FUND

- 2.1 The expected final position on the General Fund is set out in Table 1. The provisional under spending of £2.349m is £0.753m more than projected when the 2016/17 budget was set and reported to Cabinet/Council in February 2016 and in line with the Year end updated figure of £2.3m reported to Cabinet on 14 June 2016. This underspend is currently held in a Special Projects Reserve and further reports will be brought to Cabinet on how to spend this one – off surplus.

LINE NO.	TABLE 1 GENERAL FUND	2015/16	2015/16
		ORIGINAL ESTIMATE	PROVISIONAL OUT-TURN
	TOTAL DISTRICT EXPENSES	£'000	£'000
1	CHIEF EXECUTIVE'S UNIT	4,598	4,653
2	DIRECTOR OF SERVICES	5,628	4,681
3	CORPORATE AND DEMOCRATIC CORE	55	36
4	NON-DISTRIBUTED COSTS	86	120
5	NET FINANCING COSTS	1,031	1,025
6	INVESTMENT INCOME	- 92	- 165
7	CORPORATE CONTINGENCY	183	-
8	PROVISION FOR BAD DEBT	-	100
9	LOCALISATION OF COUNCIL TAX GRANT – PARISH	100	101
10	REVENUE CONTRIBUTION TO CAPITAL	-	32
		-	
11	NET RECHARGES FROM GENERAL FUND	1,379	- 1,518
12	DEBT RESTRUCTURING PREMIUM	-	23
13	ACQUISITION OF SITES *	400	400
14	TRANSFER TO GENERAL RESERVE	-	2,349
	P/L ON SALE OF ASSETS		2
15	NET COST OF SERVICE AFTER RECHARGES	10,610	11,838
16	REVENUE SUPPORT GRANT	1,761	1,682
17	COUNCIL TAX FREEZE GRANT	58	60
18	NEW HOMES BONUS	2,123	2,130
19	TRANSFER FROM COLLECTION FUND	25	25
20	OTHER GRANTS	-	8
21	COUNCIL TAX	4,704	4,704
22	NATIONAL NON DOMESTIC RATES BASELINE	1,939	3,229
		10,610	11,838

* Money set aside in Reserves for Future Spend

2.2 The most significant variances for 2015/16 are explained below and summarised in Table 2.

TABLE 2 - Major Variances	£'000	£'000
Adverse		
Bad debt provision	-100	
Rent Allowances (over budget)	-141	
		-241
Favourable		
Business Rates Income	1,290	
Planning Fees Income	690	
Investment Income	73	
Revenues Summons Income	77	
Legal Income	52	
NNDR on Council Offices - due to refunds	141	
Planning Appeals & Associated Costs under Budget	93	
Revenue Contingency not spent	183	
		2,599
Total		2358

- 2.3 Prior to 1 April 2013 local authorities' Government Grant funding was announced before the start of each financial year and did not change. The introduction of a system of locally retained business rates from 2013/14 made this source of income far more volatile and introduced significant new risks and opportunities for the Council. As well as an ever-changing business rates base, the Council also shares the costs of appeals and debt write-offs etc. The Council participates in a County Business Rates Pool. Councils are continuing to develop their systems for projecting and monitoring this major income stream. In common with the rest of the information presented in this report the outturn figures for Business Rate income are provisional and subject to external audit. In 2015/16 an additional £1.290m Business Rates has been taken into the accounts compared with the original budget.
- 2.4 The additional £690k Planning income shown in Table 2 represents an increase of 188% on the original budget. This was mainly due to 7 Applications for Employer generating land uses which generated a total income of £633k and solar farms applications which generated an income of £42k. Additionally North West Leicestershire is considered to be an attractive location and home to a number of house builders, all of whom wish to have an active presence in the district. Applications for residential development generated an income of £294k.
- 2.5 Investment income was £73k higher than budgeted chiefly because the Council is now lending for longer periods and getting higher returns. The current year's budget has already been updated to reflect the change.
- 2.6 The Revenue Budget Contingency was not utilised, saving £183k. Managers have contained all their costs within their budgets. The Contingency has not been called upon for a number of years and in light of this was reduced from £183k to £100k in the 2015/16 budget.
- 2.7 The Council has itself benefitted from a successful Business Rates appeal. This has produced a saving of £141k in 2015/16.

- 2.8 Legal Service income was £52k higher than budgeted. The legal services team have been selling legal services to other Council's for 6 years. The amount of income generated each year has increased and has been in excess of the targets set by the business plan for the service. The amount of income over and above the target this year is due in part to an increase in legal fees arising from S106 agreements and an increase in external clients and external income. The team operate in a commercial manner in dealing with internal and external clients; have a clear marketing strategy and an ambition to continue to reduce the net cost to the Council of providing legal services.
- 2.9 There was an increase in the Summons Income of £77k. This was mainly due to more recovery action being taken in the year.
- 2.10 On the adverse side we have set aside an extra £100k for bad debts provision after reviewing our bad debts and there has been a lag in claiming back the benefits overpayment to private tenants (£141k). This overpayment is still being recovered.
- 3.0 HOUSING REVENUE ACCOUNT (HRA)**
- 3.1 The financial performance of the HRA is summarised in Table 3. The expected final position is a surplus of £388k being £205k higher than the approved budget. The surplus on the account has been added to the HRA balance which stood at £5.678m at 31 March 2016.

TABLE 3	2015/16		
	Approved Budget	Provisional Outturn	Provisional Variance
	£'000	£'000	£'000
HOUSING REVENUE ACCOUNT			
Repairs and Maintenance	5,097	5,122	25
Supervision and Management	2,576	2,549	-27
Provision for Doubtful Debts	171	63	-108
Capital Financing (Depreciation, Impairment & Debt Management)	6,555	6,513	-42
Total Expenditure	14,399	14,247	-152
Less Rental Income & Service Charges	-17,941	-17,939	2
Net Cost of Service	-3,542	-3,692	-150
Capital Financing (Principal & Interest)	3,405	3,380	-25
Investment Income	-53	-83	-30
Premature Loan Redemption Premiums	7	7	0
NET (SURPLUS) / DEFICIT	-183	-388	-205

- 3.2 Reduced contribution to the Bad Debt provision of £108k. A higher bad debt provision was budgeted due to introduction of Universal Credit. This expected increase in rent arrears hasn't materialised and the contribution for bad debt provision for future years has been adjusted accordingly.
- 3.3 Investment Income £30k more than budgeted. As explained in paragraph 2.5 the Council's investment income was higher than anticipated, a proportion of this Income is attributable to HRA.
- 3.4 There was also a reduction in Capital Financing cost of £40k compared to the Budget.

4.0 SPECIAL EXPENSES

- 4.1 The expected final position on Special Expenses is an overspending of £55k. Table 4 below gives further details.

Table 4 Special Expenses	Original Budget £'000	Provisional Outturn £'000	Provisional Variance £'000
Special Expenses	584	543	-41
Net Financing costs	-99	-23	76
Contribution to Earmarked Reserves	0	20	20
Expenditure Requirement	485	540	55
Precept	418	418	0
Localisation of Council Tax Support Grant	68	68	0
Transfer from/to Reserves	-1	54	55

- 4.2 The opening Special Expenses Reserves Balance was £141k and following the deficit of £55k for the year, this now stands at £85k.

5.0 CAPITAL

- 5.1 The Council's capital spending is detailed in Table 5.

TABLE 5 Scheme	Original	Prior Year	In Year	In Year	Revised	Provisional	Provisional
	Budget	c/f	Approvals /funding	Slippage	Budget	Outturn	Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
HOUSING							
Improvements and Modernisation	8,367	738	0	0	9,105	6,421	(2,684)
Disabled Facilities Grants	560	165	63	(283)	505	401	(104)
OTHER SERVICES							
Parks and Recreation Grounds	0	169	(56)	0	113	34	(79)
IT & Software	118	94	148	0	360	253	(107)
Transport Account Vehicles	761	168	0	(459)	470	466	(4)
Leisure Centres	429	0	0	(400)	29	29	0
Car Parks	82	33	11	(44)	82	40	(42)
Coalville Market Upgrade/Wall	30	102	0	0	132	70	(62)
Caravan Site-Appleby Magna	100	59	0	0	159	166	7
Waste and Recycling	0	8	0	0	8	8	0
Whitwick Business Centre-Heating	50	0	0	0	50	0	(50)
TOTAL CAPITAL PROGRAMME	10,497	1,536	166	(1,186)	11,013	7,888	(3,125)

- 5.2 There is always some slippage on Disabled Facilities Grant payments because approvals are given in advance of final payments being made. There were some under spends in other capital projects.
- 5.3 The final Housing Revenue Account capital budget was under spent by £2.684m compared to the budget approved at Council in February of £8.367m plus slippage from prior year of £738k giving a revised budget of £9.105m. The main reason for this is the under spend and slippage in the Decent Homes Investment Programme £762k and the Affordable housing programme (£1.285m) being moved to 2016/17.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 26 JULY 2016

Title of report	PROPOSALS TO IMPROVE ORGANISATIONAL PRODUCTIVITY, EFFICIENCY AND EFFECTIVENESS
Key Decision	a) Financial Yes b) Community No
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicesterhire.gov.uk Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk
Purpose of report	To set out proposals to improve organisational productivity, efficiency and effectiveness, and the funding required.
Reason for Decision	The proposals will improve organisational productivity, efficiency and effectiveness.
Council Priorities	The proposals will assist the Council in achieving all its priorities
Implications: Financial/Staff Link to relevant CAT Risk Management Equalities Impact Screening Human Rights Transformational Government	As contained in the report. None. The proposals will assist the Council in achieving its priorities Not applicable. There are no Human Rights implications. 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	Corporate Leisure Team (CLT)

Background papers	Building Confidence In Coalville – Project Update including Exemption to the Contract Procedure Rules report to Cabinet on 3 May 2016
Recommendations	<p>IT IS RECOMMENDED THAT CABINET:</p> <ol style="list-style-type: none"> 1. NOTE THE CHANGES THE HEAD OF PAID SERVICE IS MAKING TO THE STAFFING ESTABLISHMENTS OF THE BUSINESS FOCUS, COMMUNITY FOCUS, AND SPORT AND PHYSICAL ACTIVITY TEAMS 2. ALLOCATE £99K OF THE COUNCIL’S 2016/17 UNDERSPEND TO STAFFING REVENUE BUDGETS TO SUPPORT CHANGES IN THE STAFFING ESTABLISHMENTS OF THE BUSINESS FOCUS, COMMUNITY FOCUS AND SPORT AND PHYSICAL ACTIVITY TEAMS 3. ALLOCATE A ONE-OFF SUM OF £300K FROM THE 2016/17 UNDERSPEND TO THE ACCOMMODATION STRATEGY 4. ALLOCATE A ONE-OFF SUM OF £478K FROM THE 2016/17 UNDERSPEND TO THE ICT STRATEGY.

1. INTRODUCTION

1.1 It is important that the Council has the resources required to achieve its priorities. Staff also need to have the right environment within which to work and up to date information technology to carry out their work.

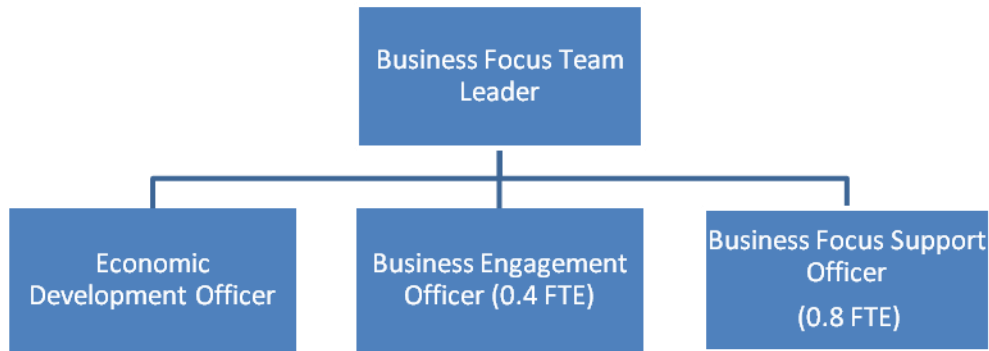
2. STAFFING REVIEWS

2.1 The Corporate Leadership Team (CLT) has received the results of a number of staffing reviews that seek to provide the necessary resources for regeneration, economic development and other priority areas. The following changes to the staffing establishment have been agreed by the Head of Paid Service (HoPS) in consultation with CLT, and are outlined here to enable Cabinet to consider the budgetary implications:

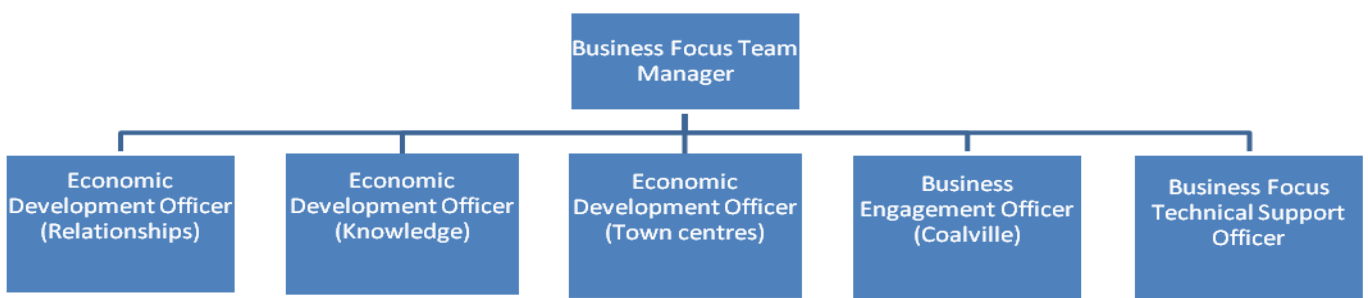
Business Focus

2.2 The Business Focus Team reports to the Interim Head of Economic Development, who reports to the Chief Executive.

2.3 Ahead of the review, the Business Focus Team consisted of:



- 2.4 There is an increased emphasis on the need to ensure that this district is ‘open for business’ for large companies and SMEs alike. High quality and effective support to businesses currently based in the district, and to those considering moving or establishing here results in buoyant business rates income and jobs for local people. The Council Delivery Plan expresses this as “We aim to make the district a better place to invest, work and visit”.
- 2.5 There is the need for capacity and competence to develop funding and grant requests to external bodies, such as LLEP and Heritage Lottery Fund, to support economic growth projects.
- 2.6 The majority of the work and projects contributing to the Building Confidence in Coalville programme are directly the responsibility of the Business Focus Team - such as the Coalville shop front improvement scheme and any future extension of that scheme, and the application to Heritage Lottery Fund for Our Heritage funding.
- 2.7 The staffing establishment is now:



- 2.8 The three Economic Development Officer roles each have a different focus and the Business Engagement Officer (Coalville) has the responsibility of ensuring that the Coalville heritage-related projects are delivered. The Business Focus Technical Support Officer supports the whole team including delivery of elements of the NWL Local Growth Plan, and gives capacity to support efficient and effective planning and delivery of business support schemes.

Community Focus

- 2.9 The Community Focus team was created in 2010/11 and focussed on enhancing the Council's reputation through working closely with community groups and organisations as part of a drive towards localism and capacity building in communities.
- 2.10 Following the cessation of Leicestershire County Council's Community Forums and an increase in issues raised by Parish Councils the team's emphasis shifted to supporting communities through the work of Parish Councils. The team also contributes to making the Council more efficient through reducing avoidable contact, assisting with service based consultations and resolving long standing and complex community based issues. In 2014, the work of the team was further expanded through the Council's unique £20,000 for Seven community grant programme.
- 2.11 In order to support the above work a temporary Community Focus Officer was recruited to cover the Coalville and surrounds/lbstock area. The HoPS in consultation with CLT has now made this post permanent. The Community Focus Team, which reports to the Head of Community Services, already has two Community Focus Officers who cover Ashby/Measham/Moira and Castle Donington/Northern Parishes.

Physical Activity Development

- 2.12 Public Health England, through Leicestershire and Rutland Sport (LRS), fund delivery of sport and physical activity within priority neighbourhoods and to targeted groups that may experience barriers to participation and increased health risks associated with physical inactivity. NWL's input is through two Physical Activity Development Officers who are currently sourced through this funding.
- 2.13 There has been a funding cut of 40%, which has had a significant impact on general interventions and programmes, and a number of Councils are seeking internal funding to maintain a Physical Activity Development resource.
- 2.14 In order to minimise the impact of a reduced county-wide budget, discussions are taking place and plans are being developed to consider some activities being delivered collaboratively at a county-wide level or across other footprints such as Clinical Commissioning Group areas.
- 2.15 CLT has considered this matter and the HoPS in consultation with CLT has decided to make NWL's two Physical Activity Development Officers part of the staffing establishment to remove the risk of future funding reductions. They will form part of the Sport and Physical Activity Team that reports to the Leisure Services Manager; and will continue to deliver sport and physical activity within priority neighbourhoods and to targeted groups through a Sport and Physical Activity Commissioning Plan.

3. ACCOMMODATION STRATEGY

- 3.1 The Council's accommodation strategy is being developed to deliver a work environment that makes the Council more effective, whether that is in terms of delivering services or working between colleagues. It is being based on the strong corporate focus of workplace culture and leadership which needs to be accompanied by smarter or agile working and appropriate HR policies.
- 3.2 The strategy will look to ensure that staff and Members have the facilities, accommodation and environment that improve productivity, efficiency and effectiveness.

- 3.3 This will include creating a clear plan on how to instigate a cultural shift with regard to storage, office furniture, electronic document management systems, and flexible / mobile working; and promoting 'open plan' principles within the constraints of the physical build. This review will also continue to develop plans to improve collaborative working – initially with the DWP.
- 3.4 £300k has been estimated for the implementation of the accommodation strategy, with further reports to Cabinet on proposals. £141k of the sum is available through a business rates appeal on the Council's office.

4. ICT STRATEGY

- 4.1 An ICT strategy has been developed that sets out a long term vision of how ICT will support the Council's business requirements, its future vision, its customers and its members. Its outcomes include: a fully-funded ICT plan that supports new, more efficient, sustainable, flexible, and customer-focused ways of working; an organisation with the right ICT infrastructure and level of resilience; and a workforce with the right IT tools and skills required to deliver services effectively and efficiently.

5. FINANCIAL IMPLICATIONS

- 5.1 The staffing review revenue costs are:

	2016/17	2017/18	2018/19
Business Focus	£108k of which £27k is funded from earmarked reserve, leaving £81k	£108k of which £15k is funded from earmarked reserve, leaving £93k	£108k
Community Focus	Funded from earmarked reserve	£42k	£42k
Physical Activity Development	£49k of which £31k is funded through external funding, leaving £18k	£49k	£49k
Total	£99k	£184k (additional £85k to the base budget)	£199k (additional £15k to the base budget)

- 5.2 It is proposed that the 2016/17 cost (£99k) is met through the 2016/17 underspend, and this will form part of the Council's base budget.
- 5.3 It is proposed that a one-off sum of £300k is allocated from the 2016/17 underspend to the accommodation strategy.
- 5.4 The ICT Strategy has been costed at a one-off cost of £668k, of which £190k is already budgeted for. It is proposed that £478k is allocated from the 2016/17 underspend to ICT budgets – to be spent over a three year period. There will be ongoing revenue savings of an initial £112k in 2016/17 and 2017/18, rising to £152k from 2018/19.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 26 JULY 2016

Title of report	EXTENDING THE COALVILLE SHOP FRONT IMPROVEMENT GRANT SCHEME AND UPDATE ON THE COALVILLE PROJECT
Key Decision	<p>a) Financial Yes</p> <p>b) Community Yes</p>
Contacts	<p>Councillor Richard Blunt 01530 454510 richard.blunt@nwleicestershire.gov.uk</p> <p>Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk</p> <p>Interim Head of Economic Development 01530 454773 kay.greenbank@nwleicestershire.gov.uk</p>
Purpose of report	<ul style="list-style-type: none"> • To request Cabinet approval for an extension of the Coalville shop front improvement scheme to a wider geographical area and to include other types of premises • To request Cabinet approval for £300k reserves to be allocated to an extension of the Coalville shop front and frontages improvement grant scheme • To request Cabinet approval for £523k reserves to be allocated towards the cost of making improvements to Marlborough Square • To request delegation of decision-making regarding expenditure of the Marlborough Square reserve to the Chief Executive in consultation with the Leader • To explain progress made by Officers in preparation for a potential Cabinet decision to dispose of the Council's land off Cropston Drive • To provide Cabinet with an update on the progress of the Coalville Project.
Reason for Decision	<ul style="list-style-type: none"> • Policy approval needed for an extension to the Coalville shop front improvement grant scheme to include a wider geographical area and other types of premises • Approval needed for allocation of £300k reserves to be allocated to an extension of the Coalville shop front and frontages improvement grant scheme • Approval needed for allocation of £523k reserves towards the

	<p>cost of potential improvements to Marlborough Square</p> <ul style="list-style-type: none"> To ensure any decision made by the Chief Executive in consultation with the Leader with regards to expenditure of the Marlborough Square reserve is made in accordance with delegations approved by Cabinet.
Council Priorities	<p>Building Confidence in Coalville Value for Money Business and Jobs Homes and Communities</p>
Implications:	
Financial/Staff	Included within the report
Link to relevant CAT	None
Risk Management	Risks are being managed through the Coalville Project governance process.
Equalities Impact Screening	Not applicable
Human Rights	None
Transformational Government	Working with other public and private partners to deliver a better deal for Coalville and maximising investment to build confidence in the town and community.
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	<p>Report to Cabinet on 29 July 2014 Building Confidence in Coalville report to Cabinet on 3 May 2016 Prince's Foundation Regeneration Strategy for Coalville (2009) Four Squares and Streets Investment Plan (2010)</p>
Recommendations	<p>THAT CABINET:</p> <ol style="list-style-type: none"> APPROVE THE EXTENSION OF THE COALVILLE SHOP FRONT IMPROVEMENT GRANT SCHEME TO A WIDER

	<p>GEOGRAPHICAL AREA AND OTHER TYPES OF PREMISES</p> <p>2. APPROVE THE ALLOCATION OF £300K RESERVES TOWARDS AN EXTENSION TO THE COALVILLE SHOP FRONT AND FRONTAGES IMPROVEMENT GRANT SCHEME</p> <p>3. APPROVE THE ALLOCATION OF £523K RESERVES TOWARDS THE COST OF POTENTIAL IMPROVEMENTS TO MARLBOROUGH SQUARE</p> <p>4. DELEGATE AUTHORITY TO THE CHIEF EXECUTIVE IN CONSULTATION WITH THE LEADER TO COMMIT EXPENDITURE OF THE MARLBOROUGH SQUARE RESERVE</p> <p>5. NOTE PROGRESS MADE BY OFFICERS REGARDING THE COUNCIL’S LAND OFF CROPSTON DRIVE</p> <p>6. ENDORSE THE FUTURE DIRECTION OF WORK FOR THE COALVILLE PROJECT</p>
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1.0 BACKGROUND

- 1.1 Cabinet received reports on the emerging shape, achievements and plans for the Building Confidence in Coalville programme (the “**Coalville Project**”) in September 2015, January, February and May 2016.
- 1.2 This report sets out information and proposed decisions for Cabinet covering: extension of the Coalville shop front improvement grant scheme to cover a wider geographical area and other types of premises; allocation of £300k reserves to an extension of the Coalville shop front improvement grant scheme; allocation of £523k reserves towards the cost of potential improvements to Marlborough Square; an outline of the progress made by Officers regarding preparation for a decision to dispose of the Council’s land off Cropston Drive; and an update on the progress of other elements of the Coalville Project.

2.0 COALVILLE SHOP FRONT IMPROVEMENT GRANT SCHEME - UPDATE

- 2.1 The Prince’s Foundation’s Coalville Regeneration Strategy (2009) set out the importance of making improvements to the shop fronts in Coalville’s town centre. Following Cabinet allocation of £225,000 in 2014, the Coalville shop front improvement grant scheme was launched in February 2015, targeting independent businesses and property owners along Hotel Street and High Street. Small adjustments have been made to the scheme since launch, meaning that grants between (min.) 50% and (max.) 90% of the cost of eligible works can be awarded. The highest grants are awarded to the proposals delivering the greatest impact, in terms of positive transformation, respect for the building’s heritage and influence on the streetscape.
- 2.2 The first new shop front was completed in March 2016, following which momentum has increased. It is now expected that the full £225,000 will be awarded as grants. The table below provides a summary of the current status of applications and grants awarded as of the end of June 2016:

Applications in, grant amount estimated	Applications in, awaiting approval	Grants approved	Work in progress	Completed
£78,000.00	£44,515,83	£36,175.86	£5,586.00	£9,695.25
<i>4 shops</i>	<i>3 shops</i>	<i>3 shops</i>	<i>4 shops</i>	<i>1 shop</i>
			Total	£173,972.90

2.3 In summary there are now 15 shops in the pipeline out of a total of 40 addresses eligible to participate (of which two are first floor only). Only 9 addresses have not engaged with the scheme to date. Officers continue to encourage the remainder to request designs and obtain quotes for frontage improvements. The recent increase in the maximum % grant has generated significantly increased momentum, as has seeing the first scheme delivered in March and the second scheme (16-28 Hotel Street) in June/July 2016. Feedback from local stakeholders is increasingly positive.

3.0 EXTENSION TO SCHEME

3.1 Due to the success of the current Coalville shop front improvement scheme it is now proposed that the scheme is adapted to include a wider geographical area. The scheme will specifically be available to independent and SME businesses located at key sites or specific areas of the town (see map in **Appendix 1** – the frontages marked in red and green are proposed to be eligible), as the overall intent of the Building Confidence in Coalville programme is to increase footfall in the town centre and increase town centre visitor spend. The scheme will continue to exclude some properties.

3.2 The works eligible for grants are proposed to match the definitions outlined for the current shop front improvement scheme i.e. repair or reinstatement of frontages and signage to reflect the building's heritage. These works may include external lighting; repairs to the front elevation of the building, including brickwork, rendering, rainwater goods and windows; internal repairs if essential to the preservation of the frontage; external cleaning where necessary to facilitate repairs; external redecoration where the need arises following the completion of other eligible work. The grant money may also be used for payment of fees of advisers from a recognised professional institution providing advice in relation to the works proposed under this grant scheme.

3.3 Grant amounts are proposed to be the same as the current scheme with available grants between (min.) 50% of the cost of eligible works and (max.) 90%. As with the current shop front scheme it is proposed that the highest grants are awarded for specialist repair of historic features or replacement of incongruous frontages, windows, gutters or other architectural fabric in order to enhance the street scene (80%) and higher (90%) for projects that have the potential for exceptional beneficial impact, such as including work to upper floor windows and work to reinstate or repair chimneys

4.0 SPECIFIC PROPERTIES

4.1 In parallel with development of the shop front improvement scheme, Officers have been in discussion with the owners of non-shop, but prominent, properties, such as the Emporium (Belvoir Road) and the past Arriva bus depot (Ashby Road) about improvements to the frontages of these properties. It is proposed to offer grant support towards the costs of improvements to these sites of specific historical interest, matched against investment from the property owners. These will be funded from the existing Coalville Project Reserve. Authority to spend the Coalville Project Reserve is delegated to the Chief Executive in consultation with the Leader, agreed by Cabinet on 3 May 2016. The specific figures will be dependent on the finally agreed schemes and specifications.

5.0 GRANT SCHEME FINANCES

5.1 It is requested that £300,000 of reserves is allocated towards the extension of the Coalville shop front and frontages improvement grant scheme. The new total of investment in making improvements to Coalville's town centre properties will therefore be:

Coalville shop front improvement scheme	£225,000
Coalville Project Reserve (for specific properties)	£85,000
Reserves	£300,000
Total	£610,000

5.2 Recent experience indicates that the cost of improvements to a single fronted (approximately 4 metres), single floor shop front is approx £10,000. Using an assumption of an average 80% grant £300,000 of new grant money would enable approximately 150 metres of shop front improvements, or approximately 38 individual shop fronts, out of approximately 60 that would be eligible in the area targeted. Grants would be awarded on a "first-come, first-served" basis, as with the current scheme.

5.3 Due to the importance of making improvements to the south side of Marlborough Square, it is proposed that £100,000 of the £300,000 is allocated to the frontages of buildings marked in red on the map in **Appendix 1**. These properties will be allowed priority access to this amount of grant for a six month period following the Cabinet decision.

6.0 MARLBOROUGH SQUARE

6.1 Cabinet will recall the Prince's Foundation's Regeneration Strategy for Coalville (2009) and the subsequent "Four Squares and Streets Investment Plan" (2010). One of the highest priority projects outlined in that 2010 plan was improvements to Marlborough Square.

6.2 Officers have begun engagement with all of the businesses and property owners in Marlborough Square to seek their views on the future of this part of Coalville, within the aspiration of increasing footfall and customer spend. A plan to improve the Square will follow this stage of engagement. It is expected that urban design capability will be needed to create the design for this area of Coalville. Engagement with Members will continue in the same way as has been done in relation to the Coalville Project to date.

- 6.3 Cabinet are invited to consider allocation of £523,000 towards the cost of creating a design plan for Marlborough Square and the potential cost of implementation of that design (“**Marlborough Square reserve**”).
- 6.4 The Programme Board for the Coalville Project recommends to Cabinet that it should delegate decision-making with respect to the Marlborough Square reserve to the Chief Executive in consultation with the Leader.

7.0 LAND OFF CROPSTON DRIVE

- 7.1 Cabinet are advised that Officers have set out the required steps and resource needed for the preparation, co-ordination and submission of an outline planning application if the decision is made to dispose of the Council’s land off Cropston Drive. The outline planning permission will provide potential developers with clear objectives in relation to the residential density and requirements of the site.

8.0 UPDATE ON THE BUILDING CONFIDENCE IN COALVILLE PROGRAMME

- 8.1 On 3 May 2016, Cabinet reviewed an outline of progress along all strands of work within the Building Confidence in Coalville programme. Officers continue to deliver items outlined in that report. Notable achievements include:
- Cabinet consideration of the future shape and location of leisure services across the whole district;
 - a further round of engagement meetings with stakeholders which includes Members, officers, businesses, women in business and community representatives. These meetings have considered, prioritised and sought ownership of the specific ideas generated in the last round of meetings;
 - organisation of a Coalville Colour Run on 18 September 2016 to be delivered by Living Without Abuse, a Leicestershire charity, who supports people in the District;
 - more events planned for the town centre to increase footfall and spend;
 - productive meetings with Coalville Town Team and Belvoir Centre;
 - agreement of support to Century Theatre to host an international ballet performance in spring 2017, plus new local comedy and music events;
 - Deana Wildgoose and Julia Burkin have begun delivery of their Coalville Heroes programme.
- 8.2 News that Coalville was not successful in its bid to host the Weeping Windows installation of the Tower of London poppies has been received with renewed enthusiasm for an alternative commemoration event, or events, in 2017. Officers are continuing to engage with local stakeholders, including Coalville Heritage Society, Royal British Legion, Grenadier Guards and Hermitage FM, and gather ideas. The Leader and Chief Executive met with Coalville Heritage Society on 19 July, to agree on future working relationships, specifically in support of a joint bid for Heritage Lottery Fund money to help deliver shared aspirations to protect and share the town’s heritage and celebrate the town’s past, present and future.

9.0 FINANCIAL IMPLICATIONS

- 9.1 Prior sections of this report outline the financial implications of the proposed decisions. Implementation of those decisions will be accommodated within existing Officer time and budgets or arrangements that are already in place following Cabinet approval.

Proposed boundary of Coalville frontages grants scheme



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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 26 JULY 2016

Title of report	LEICESTER AND LEICESTERSHIRE COMBINED AUTHORITY
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Richard Blunt 01530 454510 richard.blunt@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk
Purpose of report	To update Cabinet on the progress of the Leicester and Leicestershire Combined Authority and the Leicestershire Devolution Deal.
Reason for Decision	To inform Cabinet of the development which has been made in respect of the creation of the Leicester and Leicestershire Combined Authority and the progress of the Leicestershire Devolution Deal to date.
Council Priorities	Business and Jobs Homes and Communities
Implications:	
Financial/Staff	The costs of the Combined Authority shall be met initially by the Constituent Councils. Further work on the budget for the Combined Authority is being undertaken in consultation with the Section 151 Officers of the Constituent Councils.
Link to relevant CAT	None
Risk Management	Legal have been instructed to consider the documents of the Combined Authority and regularly update the Chief Executive and take instructions accordingly.
Equalities Impact Screening	Not completed
Human Rights	No discernible impact

Transformational Government	By working together with the other Leicestershire authorities, we will secure more robust strategic decision making on important issues within the area, and in developing cross border strategic alliances be better positioned to take advantage of devolution opportunities.
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	Report to Council "Proposed Leicester and Leicestershire Combined Authority" of 17 November 2015 Minutes of the Council Meeting of 17 November 2015 Report to Cabinet "Leicester and Leicestershire Combined Authority" of 14 June 2016
Recommendations	THAT CABINET NOTE THIS UPDATE AND ENDORSE THE APPROACH OF THE CHIEF EXECUTIVE

1. BACKGROUND AND UPDATE

- 1.1 On 17 November 2015, this Authority resolved to approve the proposed Scheme and Governance Review for the Leicester and Leicestershire Combined Authority (the "LLCA"). Both documents have since been sent to the Secretary of State for Communities and Local Government (the "Secretary of State") for approval.
- 1.2 We are now awaiting the draft Order from the Secretary of State which will provide confirmation as to what powers and functions are intended to be delegated from central government to the LLCA. At the time of writing this report, the Council has been informed by central government that the draft Order will be made available for consideration by the local authorities which are to be part of the LLCA (the "Constituent Councils") this month. It will then be for the Constituent Councils to make any comments on the draft and negotiate the wording of the draft Order with central government but it is anticipated that the draft Order will reflect the Scheme. The Constituent Councils are then to individually approve the draft Order through their own internal governance procedures. Once the draft Order is agreed then the final Order will be taken through Parliament and the Secretary of State will then make the Order which creates the LLCA.

- 1.3 In respect of this Authority and its internal processes for approval, at the Council meeting on 17 November 2015, the Chief Executive was delegated power, following consultation with the Leader, to agree the Constitution, the Order and any ancillary documents supporting the operation of the LLCA. Delegated powers were initially requested as it was envisaged that some decisions may need to be taken with some urgency.
- 1.4 The timetable for laying the draft Order before Parliament has now been delayed and will not take place until after their summer recess. Given that we now have more time than we originally anticipated, the Chief Executive considers it important to continue the engagement of Cabinet and Council on these matters and the Constitution and ancillary documents.
- 1.5 It is anticipated that the LLCA Constitution will be in an agreed version by September at the latest and therefore it is envisaged that this is when the document shall be taken through the internal governance process for each Constituent Council to obtain their approval. Unfortunately the date for this Authority's Council meeting is 13 September which comes before the Cabinet meeting which is on 20 September. As a consequence it will not be possible to take the Constitution to Cabinet requesting a recommendation to Council to approve is made, as was originally envisaged. The intention of the Chief Executive, therefore, is to take a report to Council on 13 September requesting approval of the Constitution. The Leader and the leader of the Labour group will both be kept updated by the Chief Executive on the progress of the Constitution up until that meeting of Council in September in the same way they have been to date.

2 LEICESTER AND LEICESTERSHIRE COMBINED AUTHORITY CORE DOCUMENTS

- 2.1 In a report to Cabinet on 14 June 2016, the process through which the LLCA will be created was summarised and detail was provided on the proposed documents which will be required to govern the functioning of the LLCA once it has been created. Those documents include the Constitution, an operating agreement and there is now a secondment agreement. Cabinet were informed that the Chief Executive and other officers have been focused on the negotiation of matters which are subject to local choice, as opposed to those issues which are governed by the law and cannot be changed, and trying to get the best position for this authority. These matters have included the number and make-up of committees, the scheme of delegation, meetings of the LLCA and financial matters.

CONSTITUTION

- 2.2 The Constitution is now in its final stages of negotiation and the main outstanding points to be resolved were in relation to the number of committees and the number of members on each committee. A meeting of the Economic Growth Board, acting as the shadow LLCA until its creation, was held on 4 July and an agreed position has been reached in relation to these points. The Constitution, which will need approval by each Constituent Council, is to contain the following regarding the committees of the LLCA, there will be a:
- Transport committee – 1 County member, 1 City member and 1 member from each of the districts
 - Planning committee - 1 County member, 1 City member and 1 member from each of the districts

- Governance committee (covering audit matters as well) – 3 LLCA members, 2 Overview and Scrutiny committee members, 2 independent members
- Overview and Scrutiny committee – 15 members, representation is not prescribed in the Constitution as members on this committee will need to form political balance and therefore membership of this committee is subject to change.

2.3 A further matter considered at the most recent Economic Growth Board was whether the LLEP should be awarded voting rights. There is a provision in the draft Constitution which allows the LLCA to unanimously resolve to award the LLEP full or partial voting rights (i.e. voting only on certain matters). Voting rights would not be able to be awarded until inaugural meeting of the LLCA at the earliest. It is proposed that the LLEP, if it were to be awarded voting rights, could not prevent a motion requiring unanimity or special majority being passed if the LLEP member dissented, this would include decisions on:

- Strategic Growth Plan, including joint economic vision for the area;
- Strategic Asset Management Plan;
- Long Term Investment Strategy;
- Treasury Management Strategy;
- Budget;
- Constitution;
- Delegation of functions.

All other matters are to be determined by a simply majority, which a LLEP vote could influence, and will include decisions on the following areas of business:

- Appoint members of Committees;
- Tourism;
- Development of the Devolution Deal;
- Skills;
- Growth Deal Framework and Local Economic Assessment.

It is also proposed that the LLEP would be a non-voting member of the Transport Committee but would not be a member of Planning (to protect the integrity of the LLCA and for issues of probity), Scrutiny or Governance committees.

2.4 The Constitution is to be taken to a meeting of the Economic Growth Board in the autumn where Members will be asked to approve the document. Before that meeting the Constituent Councils will have individually undertaken their own internal processes for approval. The document may be subject to some final subsequent tweaks after it has been approved to ensure it coincides with the wording of the final Order and it will then be approved and adopted by the LLCA at its inaugural meeting. The Chief Executive, therefore, proposes to request that Council approve the Constitution with delegation to her, in consultation with the Leader, to make any final amendments which may be required between that meeting of Council and the first meeting of the LLCA.

OPERATING AGREEMENT

- 2.5 This agreement is still in its early stages of negotiation between the Constituent Councils and the contents of which were detailed in the report to Cabinet on 14 June. Depending on the progress of drafting this document, the Chief Executive will need to take a view whether she wishes to exercise her delegated powers or whether it is practicable to update Cabinet and Council further, in consultation with the Leader.

SECONDMENT AGREEMENT

- 2.6 It has been decided that, at this stage, the LLCA will not be employing its own staff and it will be for the Constituent Councils to make officers available to the LLCA in order for it to function. To enable this arrangement to take place, a secondment agreement has been drafted and is still being considered and negotiated by the officers of the Constituent Councils. The Chief Executive, in consultation with the Leader, proposes to use her delegated powers to agree this document.

3 FINANCIAL IMPLICATIONS

- 3.1 A Cost Sharing Agreement was considered at the Economic Growth Board on the 5th November 2015. It was agreed that the annual costs of the Combined Authority would be shared on the following basis:

Council	Share
City Council	One third
County Council	One third
District Councils	One third, shared on the basis of population

The Leicestershire Treasurers' Group has considered the Financial Procedure Rules and the Operating Agreement; and is working on the detailed costs and the management of risk

4 DEVOLUTION DEAL

- 4.1 The Devolution Deal is being negotiated and taken forwards by the Leader and the Chief Executive and is progressed through meetings of the Economic Growth Board ("EGB"), the most recent meeting of which was 4 July 2016.
- 4.2 The current timetable indicates the Devolution Deal document will be drafted in early September, following engagement with economists, local authority contacts in the Greater Lincolnshire Devolution Deal and civil servants. The Devolution Deal document will then be required to be endorsed by the LLCA once created and it will then be presented to central government for negotiations to commence. The timetable envisages the latter will take place in December 2016.
- 4.3 It was agreed at EGB that the Devolution Deal document to be drafted shall be take the following structure:

Section	Focus
Foreword by Leaders and the LLEP	<ul style="list-style-type: none"> • Unique selling points of Leicester and Leicestershire including the historic positive partnership working in a two-tier multi party political environment • Commitment demonstrated in the establishment of the Combined Authority • Commitment to working with neighbours
Strategic and Economic Business Case	<ul style="list-style-type: none"> • Definition of the overarching key outcomes and a description of how the individual components of the deal collectively support these • Political, economic, social, technological, legal and environmental impacts of the Devolution Deal • Demonstration of the economic benefits and the (at worst) the 'fiscally neutral' nature of the deal • Inclusion of overarching finance asks such as business rate, Disables Facilities Grant, Council Tax retention, Enterprise Zones etc
More and better paid Employment	<ul style="list-style-type: none"> • Set out the key requested powers that support the creation of more and better paid employment
The right homes in the right places	<ul style="list-style-type: none"> • Set out the key requested powers that support the building of the right homes in the right places
Healthier Individuals and safer communities	<ul style="list-style-type: none"> • Set out the key requested powers that will result in the creation of healthier individuals and safer communities (accepting much of this sits in future waves of the Deal)
Case Studies	<ul style="list-style-type: none"> • To be included within the specific strands where possible to provide clear and specific examples of how devolution can either accelerate or increase the delivery of the agreed outcomes.
Future waves	<ul style="list-style-type: none"> • Set out the ambition to develop further aspects of the Devolution Deal referring to health integration, emergency services and the extension of the membership to include other partners including Rutland

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 26 JULY 2016

Title of report	SUPPORTING CYCLING IN THE HEART OF THE FOREST
Key Decision	a) Financial No b) Community No
Contacts	Councillor Alison Smith MBE 01530 835668 alison.smith@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Community Services 01530 454832 john.richardson@nwleicestershire.gov.uk
Purpose of report	To seek approval from members to reallocate the sum of £40,000 identified for the development of cycle route 20 during 2014/15 to the cycle route between Hicks Lodge and Moira Furnace.
Reason for Decision	To reallocate resources due to the withdrawal of the original cycle route scheme
Council Priorities	Value for Money Green Footprints Challenge Homes and Communities
Implications:	
Financial/Staff	To approve £40,000 for this project funded from an ear marked reserve. Leicestershire County Council is leading on the main project, with support from NWLDC Cultural Services and Community Focus Teams.
Link to relevant CAT	Green Footprints CAT
Risk Management	Leicestershire County Council has allocated resources to enable delivery of this project and will lead on all of the operational aspects.
Equalities Impact Screening	Public Sector Equalities Duty assessment responsibility lies with Leicestershire County Council.

Human Rights	No implications.
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	The Heart of the Forest Forum 'Access and Connectivity working group' which is drawn from local cycle and access groups.
Background papers	Cabinet report 29 July 2014
Recommendations	CABINET IS RECOMMENDED TO: FURTHER APPROVE THE INVESTMENT OF £40,000 TOWARDS THE DEVELOPMENT OF CYCLING INFRASTRUCTURE IN THE HEART OF THE FOREST

1.0 CONTEXT

- 1.1 Cabinet recommended on 29 July 2014 to make £40,000 available for the investment in cycle infrastructure within Ashby de la Zouch during the 2014/15 financial year.
- 1.2 The approved proposal supported the development of route 20 in the Ashby de la Zouch Cycle Strategy (linking Hicks Lodge to Ashby de la Zouch) creating a new shared-use footpath/cycle track through parkland and woods, with the cost of the measures estimated at between £50,000 to £200,000.
- 1.3 Since Cabinet approved to invest in the development of route 20, part of the land required to develop the cycleway has been subject to a planning application and further planning appeal. The planning decision was to refuse the application and the appeal upheld this decision (APP/G2435/W/15/3027396). Various footpath modification orders have since been placed on the land and Leicestershire County Council is now not progressing this section of cycleway as a priority.
- 1.4 As a result of this decision by Leicestershire County Council the development of this option is not viable and the allocated £40,000 remains unspent. This report proposes diverting this sum of money to a number of phases of a cycleway between Hicks Lodge and Moira Furnance

2.0 CYCLE STRATEGY PROJECT UPDATE

- 2.1 As a priority Leicestershire County Council are now progressing the development of the cycleway between Hicks Lodge and Moira Furnace. This is supported by The Heart of the Forest Forum - Access and Connectivity Working Group revised Cycling Strategy (April 2015) See Appendix one.
- 2.2 The development of the cycleway between Hicks Lodge and Moira Furnace (See Appendix two) is proposed to be developed in three phases, see appendices three, four and five:

Section one – Public Bridleway P105 (Hicks Lodge) to Newfields (Appendix three)

Section constructed and opened Spring 2016.

Section two - Creation of a cycleway link between Newfields and Measham Road (Appendix four)

This section is to be constructed as part of the Peveril Homes development of 99 dwellings off Measham Road Moira. Planning Application 13/00183/FULM. As part of the development the cycleway link will consist of a 2m wide tarmac segregated cycleway with an adjacent 1.8 metre wide pedestrian pavement running along the eastern edge of the development through the public open space. Construction of the first phase of development commenced January 2015.

Section three - The creation of a surfaced route between Measham Road and the Canal Towpath at Moira Furnace (Appendix five)

To complete the link between Hicks Lodge and the canal towpath / Moira Furnace a 3m wide surface will need to be constructed along Public Footpath P36 to the existing surfaced section of the canal towpath.

- 2.3 The creation of section three will be the final piece in linking Hicks Lodge with the Ashby Wolds Heritage trail and all other attractions in the National Forest.

3.0 FINANCIAL IMPLICATIONS

- 3.1 Leicestershire County Council have estimated that section three will cost between £35,000 and £40,000.
- 3.2 The Heart of the Forest Forum - Access and Connectivity Working Group has identified that the development of this section is a priority and in partnership with Leicestershire County Council has requested funding from the District Council for the construction of section three of the Hicks Lodge to Moira Furnace cycle route during the 2016/17 financial year.
- 3.3 It is recommended that the District Council reallocates £40,000 previously allocated to the development of route 20 to the the development of the Hicks Lodge to Moira Furnace cycle route (section three).

4.0 COMMUNITY BENEFITS

4.1 The community benefits will be as follows:

- the route will link two tourist attractions: Moira Furnace and Hick's Lodge, increasing footfall to both sites and increasing the economic benefit and leisure activities at each site
- increased footfall and income generation will help to sustain employment and the economic viability of both visitor attractions
- cycling provides a range of health and wellbeing related benefits for residents
- the new route supports the Heart of the Forest Access and Connectivity Strategy
- the link from Moira Furnace to Measham Road will replace an unprepared pathway with a new graded surface suitable for cyclists, pedestrians and other bridle path users
- the entrance from Measham Road to the furnace site will be improved visually and the access will be more secure (currently secured by bags of ballast and broken stones)
- the cyclepath from Moira Furnace to Hick's Lodge will be adopted bridleway and the future maintenance will be undertaken by Leicestershire County Council.

The Heart of the Forest Forum Access and Connectivity Working Group

Revised Strategy

April 2015

Context

The Heart of the Forest is an area of 10 square miles in the coalfield area of South Derbyshire and North West Leicestershire. Its exceptional story is one of rapid change from 19th century extractive industries to a 21st century sustainable landscape led by the creation of The National Forest.

Two industries dominated the landscape here for many decades, those of coal and clay extraction together with their associated subsidiaries such as the potteries and the brickyards.

Following the decline of the coal industry in the early nineties the area was chosen to be regenerated with a flagship project, the creation of The National Forest.

This has transformed the area and created a new green landscape. Rightly so, the focus of regeneration has been on major change, transforming derelict industrial sites, creating a range of new habitats and the infrastructure for people to enjoy this with a basic network of paths and a number of visitor facilities.

As a result of this the Heart of the Forest has undergone massive landscape change over the last 15 years; woodland cover has expanded from a mere 1% to 27%.

Partners brought together through the regeneration of the area have recognised the changing emphasis required from major capital regeneration projects to an approach that makes the most of the regeneration work that has been achieved.

With these factors in mind a range of partners formed the Heart of the Forest Forum to make the most of the new landscape being created. This covers the multiple objectives to bring about the best benefits for biodiversity, access and recreation, community engagement, landscape aesthetics, the industrial heritage, tourism and climate change mitigation.

The Forum encourages a partnership approach looking to manage the area more collaboratively, thus bringing about joint working and thinking which delivers best results across the multiple objectives looking to be achieved.

Since the Forum was established in February 2011 it has undertaken substantial consultation work. It has identified priorities and set up working groups to achieve these. These groups have devised action plans to make the most of the area's assets. They strive to enhance both the industrial and natural heritage of the area, increase access to this heritage and support people to engage with this process.

The Forum's Aims:

1. provide a framework for a co-ordinated, planned approach to regeneration and continued improvement to quality of life for residents of, and visitors to, the Heart of the Forest;
2. co-ordinate public engagement and participation in the development and implementation of the relevant strategies;
3. pursue appropriate resourcing opportunities;
4. to generally promote environmental, social and economic wellbeing in the Heart of the Forest area;
5. The Forum will complement rather than duplicate the work of neighbourhood groups, local partnerships and Community Fora and will not seek decision making powers in areas such as planning, housing, highways, policing, education, or social care.

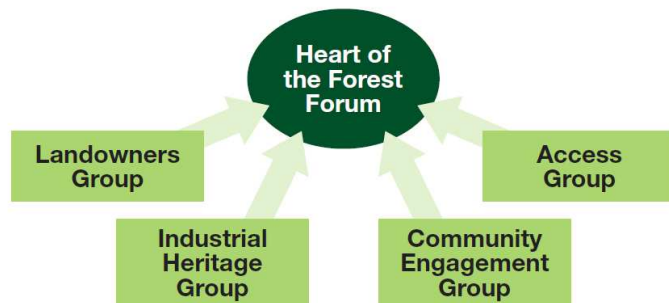


Fig 2. The ACWG is one of four working groups which support the aims of the HOFF

The Access and Connectivity Working Group (ACWG)

The Access and Connectivity Working Group (ACWG) was established in May 2011 as an open group consisting of landowners, users of the Heart of the Forest trails and local authorities. The group enables people to work together to make the most out of the access and recreation opportunities that exist within the Heart of the Forest. (Heart of the Forest area map Appendix A)

The group is well supported with wide representation from user groups such as Sustrans, the Ramblers and the British Horse Society, attractions such as Moira Furnace, the Local Access Forum, local residents, Local Authorities, Parish / Town Councils and landowners. The Group is chaired by Leicestershire County Council.

Aims

The overarching aim of the Access and Connectivity Working Group (ACWG) is to assist in the development and promotion of the access network within the Heart of the Forest area.

Achievements to date

When established in May 2011 the group agreed on ‘the network’ of routes to be prioritised for investment and promotion (Appendix B). The network was prioritised using the following criteria:

The network will:

- Link strategic routes
- Link villages to points of interest locally
- Make the most of the Cycle Centre
- Make the most of existing investment
- Link to existing amenities
- Establish routes that also provide utilitarian access

The group identified the following strategic linkages to be promoted for development in the long-term:

- To the north to Worthington
- To the south to Measham and the Ashby Canal
- To the west to Yoxall and the National Memorial Arboretum and Rosliston Forestry Centre
- To the East to Ashby and Coalville.

Following reaching agreement on the network, the group identified the following short term priorities to be progressed:

Priority A	Hicks Lodge to Ashby Woulds Heritage Trail Link
Priority B	Hicks Lodge into Ashby link
Priority C	Willesley to Ashby Woulds Heritage Trail Link
Priority D	Conkers to Rosliston Link
Priority E	Maybury to New Albion Link
Priority F	A42 Crossing link

The Access Connectivity Priorities map is attached as Appendix B.

The group’s ability to bring project partners together, represent local views, influence the planning system and raise funds under the banner of an agreed prioritised strategy has resulted in substantial progress being made on many of these priorities.

In addition the group has worked together to develop an Orientation and Interpretation Masterplan for the area. As part of this process, volunteers from the group committed in

excess of 300 hours to survey the network to assess signage needs. The survey work was completed during the summer 2014 with the masterplan document being completed in November 2014. In March 2015 funding was secured from the Heritage Lottery Fund for circa £200k to implement the proposals of the masterplan.

The funding will enable the following will be delivered:

- A range of new orientation signage
- A new leaflet / map
- Interpretation hubs
- An app with an augmented reality experience
- A website

The Project Reports in appendix C detail the projects that the group is involved with and the progress made to date.

Working Group Priorities 2015 - 2016

It is proposed that the group continues to support the development and promotion of the access network within the Heart of the Forest area under the following terms of reference:

Terms of Reference

- To represent local people enabling a wide range of local access issues to be expressed
- To offer advice and support to land owning organisations and local authorities with regards improvements to public access within the Heart of the Forest
- To liaise with the Local Access Forums and other groups or agencies on matters of public access and connectivity within the Heart of the Forest.
- To provide input, and comment on relevant Strategies and Plans relating to access and connectivity matters.

Membership

The group is an open Forum attracting in the region of 20 people to each meeting. Current membership represents a balanced range of views from user groups, local landowners, Parish Councils, Local Authorities and local residents.

It is proposed that the open group system is maintained for 2015/16. This will be reviewed by the group should numbers increase to the extent that it becomes difficult to operate or that representation of interests becomes unbalanced. At such a point a system of proportional representation would need to be considered.

Proposing Projects

As many of our initial project ideas have either been delivered or reached a point where no further progress is imminent or can be influenced further by the group we need a system for bringing new project ideas to the meeting.

It is proposed that we use the attached spread sheet to record projects. The group's project spreadsheet will be used to record all current, achieved and proposed projects (Appendix C).

All members are encouraged to suggest to the group potential work streams. All suggestions will be recorded on the "Project Proposals" spreadsheet and discussed at the Working Group meetings to ascertain whether the group considers the proposal a priority and if there is the capacity to progress the project.

It is suggested that we record a proposer for the project, the person who knows the detail and originally voices the idea, and then we look for the project team who will support the project idea.

Criteria for assessing projects:

- Landowners and/or local authority approval
- Fit with the network
- Deliverability
- Impact / benefit
- Financial

Projects which are agreed to be progressed will be allocated a Project Lead, usually the proposer, and a Project Team to support development of the project. The Project Team will usually include a representative from the landowning body affected by the proposal or/and a Local Authority representative.

Project proposals which are progressed will be recorded on the "Live Projects" spreadsheet and progress will be updated at each Working Group Meeting. Projects which are not considered priority to progress will remain on the "Project Proposals" spreadsheet.

The spreadsheet will be shared with the other three working groups so opportunities for joint working can be developed.

Priority projects for 2015/16

The suggested priority projects for 2015-2016 will be:

- Progressing and implementing the strategic network linkages. Specifically:
 - Hicks Lodge to Ashby Woulds Heritage Trail
 - Hicks Lodge to Ashby Link
 - Willesley to Ashby Woulds Heritage Trail
 - Maybury to New Albion Link
- Progressing the Network Link to Rosliston Forestry Centre (Working Group set up by Jenny Southwell)
- Implementing the Heart of the Forest Interpretation and Orientation Masterplan
 - A range of new orientation signage
 - A new leaflet / map
 - Interpretation hubs
 - An app with an augmented reality experience
 - A website
- Investigating and establishing further funding streams to deliver projects identified by the group.

Review

It is proposed that the group reviews its priorities on an on-going basis through the project spreadsheet and that an annual review is undertaken with regard to priorities for strategic linkages within the network.






The Chair of the group will report back to the Heart of the Forest Forum at their regular meetings. A short annual review will be prepared for the Forum. This will help share information about the group's activities with the other working groups to encourage collaborative working.

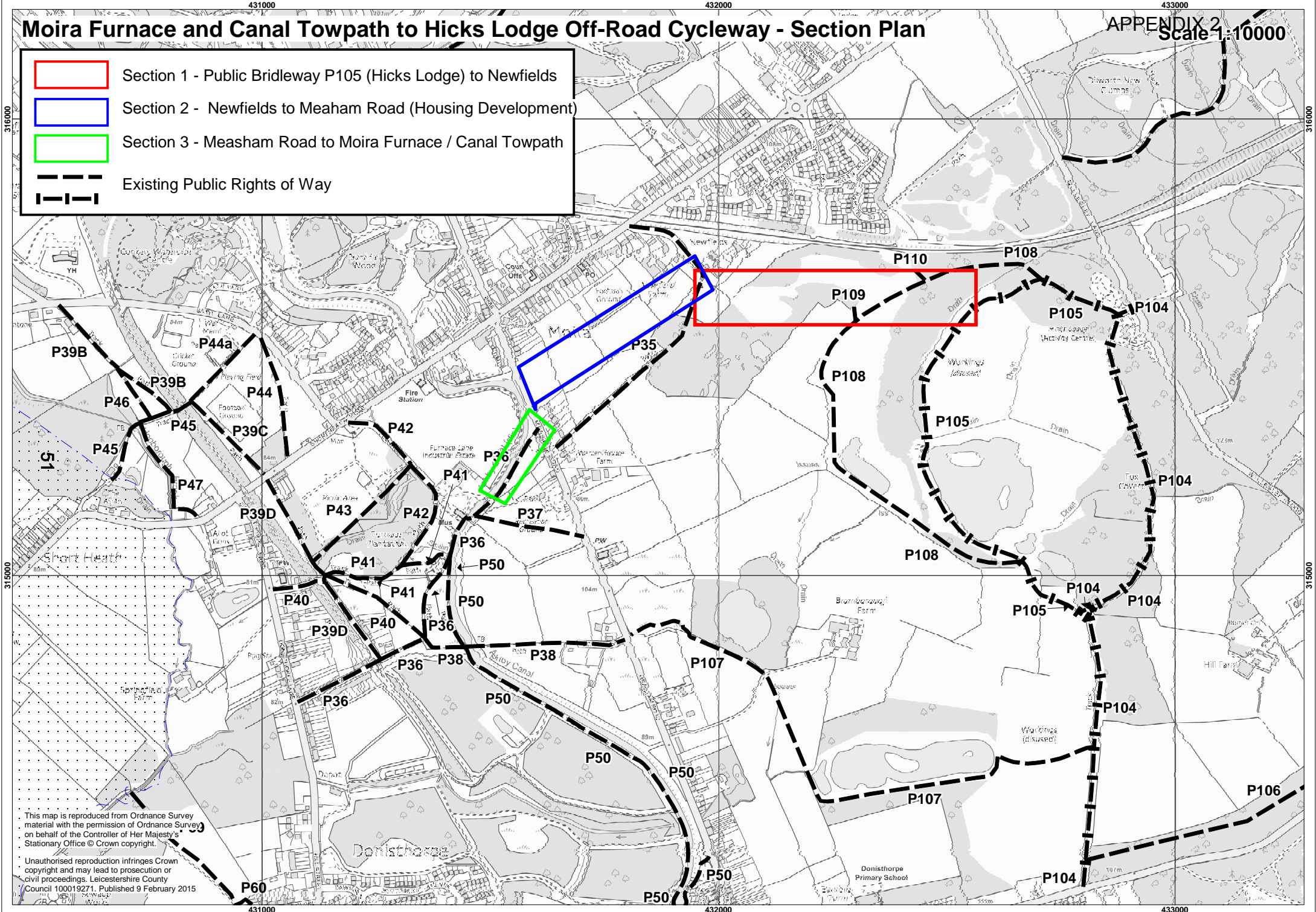
Appendix List:

- Appendix A Heart of the Forest area map
- Appendix B Network Maps
- Appendix C Project spreadsheet

Moira Furnace and Canal Towpath to Hicks Lodge Off-Road Cycleway - Section Plan

APPENDIX 2
Scale 1:10000

-  Section 1 - Public Bridleway P105 (Hicks Lodge) to Newfields
-  Section 2 - Newfields to Meaham Road (Housing Development)
-  Section 3 - Measham Road to Moira Furnace / Canal Towpath
-  Existing Public Rights of Way
-  Existing Public Rights of Way



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Plan A - Section 1 Link between Public Bridleway P105 (Hicks Lodge) and Newfields

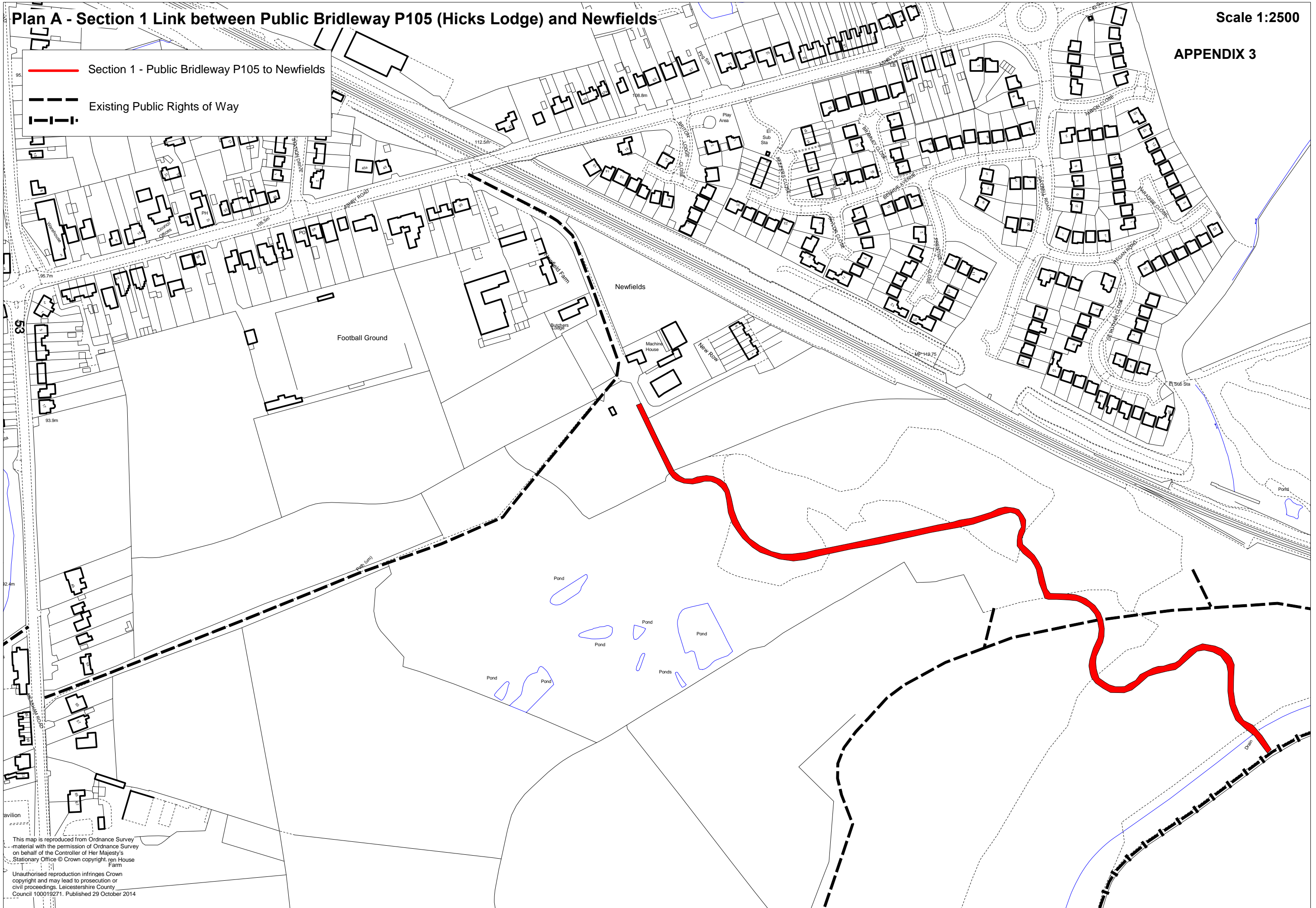
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APPENDIX 3

 Section 1 - Public Bridleway P105 to Newfields

 Existing Public Rights of Way





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Plan B - Section 2 Creation of Cycleway link between Newfields and Measham Road



2m wide tarmac segregated cycleway with an adjacent 1.8 metre wide pedestrian pavement running along the eastern edge of the development through the public open space.





Information on the availability of Cycleways is subject to the availability of the necessary land and the availability of the necessary funding. The availability of the necessary land and the necessary funding is subject to the availability of the necessary funding. The availability of the necessary funding is subject to the availability of the necessary funding.

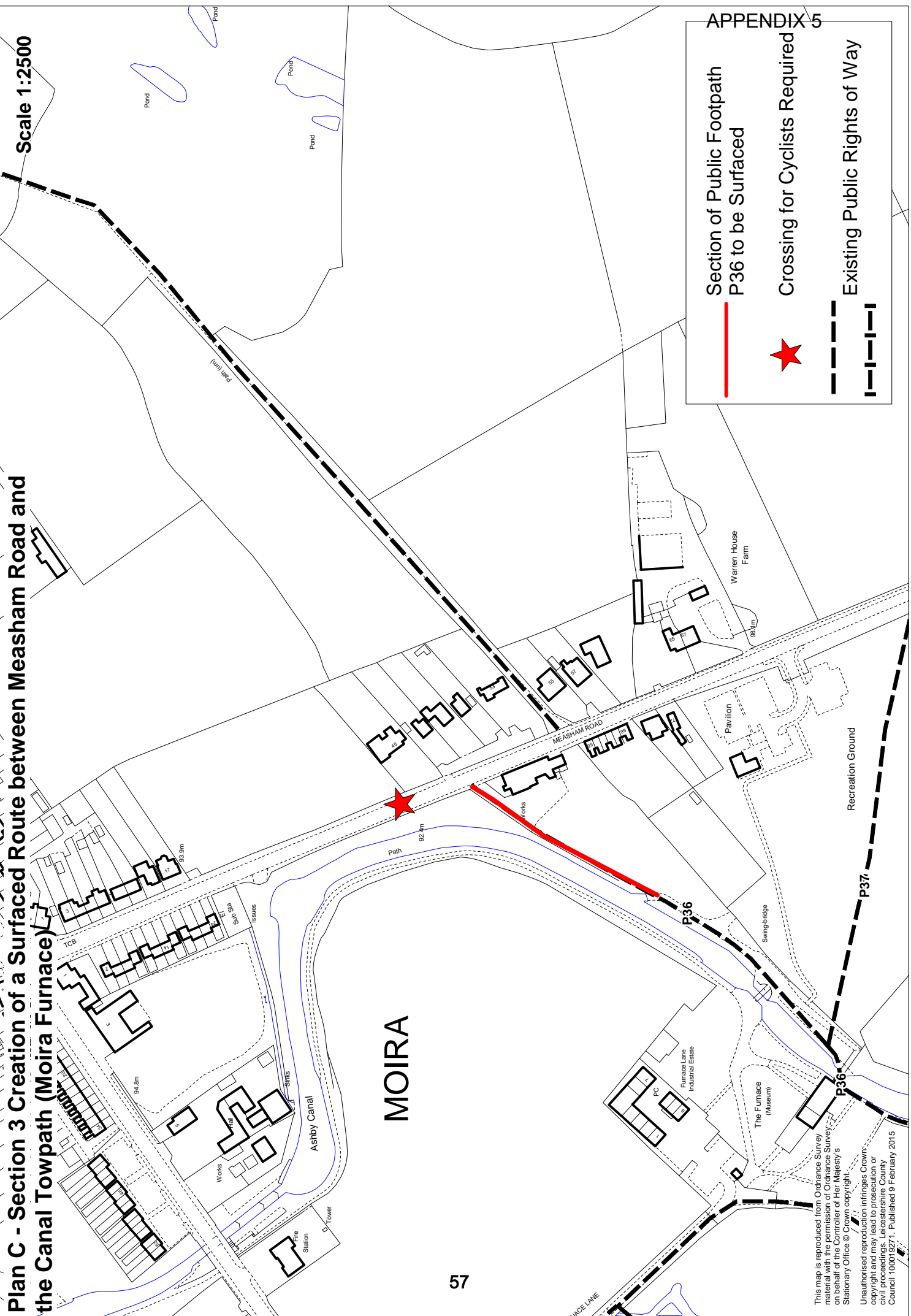
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Plan C - Section 3 Creation of a Surfaced Route between Measham Road and the Canal Towpath (Moira Furnace)

Scale 1:2500

APPENDIX 5

-  Section of Public Footpath P36 to be Surfaced
-  Crossing for Cyclists Required
-  Existing Public Rights of Way
-  Existing Public Rights of Way



MOIRA

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 26 JULY 2016

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 Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Community Services 01530 454832 john.richardson@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 7 July 2016
Recommendations	TO NOTE THE MINUTES OF THE WORKING PARTY MEETING

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 7 JULY 2016

- 3.1 That Coalville Special Expenses Working Party match any funds allocated by Cabinet towards the cost of opening the Coalville Market public toilets on Sundays.
- 3.2 Officers move forward with the planning for enhancing Melrose Recreation Ground, Thringstone into a community park.
- 3.3 The progression of the following projects from the use of reserves for capital schemes in 2016/17:
- a) £8,000 for two Mobile Vehicle Activated Signs.
 - b) £12,000 for a Green Gym at the existing play hub at Melrose Road, Thringstone.
 - c) An initial one off cut be undertaken on the grass areas on Margaret Street and Owen Street and the jitty to the former Arriva garage and then maintained for the financial year.

MINUTES of a meeting of the COALVILLE SPECIAL EXPENSES WORKING PARTY held in the Board Room, Council Offices, Coalville on THURSDAY, 7 JULY 2016

Present: Councillor J Geary (Chairman)

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

Officers: Mr J Knight, Mr G Lewis, Mr J Richardson and Mrs R Wallace

1. APPOINTMENT OF CHAIRMAN FOR ENSUING YEAR

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

At his request for an individual recorded vote, Councillor M B Wyatt voted against the motion.

RESOLVED 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 J Cotterill.

RESOLVED THAT:

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

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor P Purver as she was at another meeting. She would however try to attend once it had concluded.
(Councillor P Purver arrived at 7.25pm.)

The Chairman announced that it was the Cultural Services Team Manager's last meeting as he was leaving the authority due to retirement; he thanked him for all of his hard work over the years and wished him well in the future. All Members concurred.

4. DECLARATIONS OF INTEREST

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 involvement with the organisation.

Councillor M B Wyatt declared a non pecuniary interest in any matter relating to the town centre as an owner of two businesses.

5. MINUTES OF THE PREVIOUS MEETING

Consideration was given to the minutes of the meeting held on 19 April 2016.

On behalf of Councillor P Purver, Councillor M Specht referred to page 8 of the minutes in respect of Grass and verge maintenance in Coalville. He reported that the map outlining the areas that Leicestershire County Council was responsible for had not been sent to Members as agreed. The Head of Community Services apologised and agreed to send this information to Members the following day.

It was moved by Councillor Specht, seconded by Councillor Adams and

RESOVLED THAT:

The minutes of the meeting held on 19 April 2016 be approved and signed by the Chairman as a correct record.

Councillor R Adams thanked Councillor M B Wyatt for organising the visit to Broom Leys Allotments that the working party attended earlier in the evening as he very much enjoyed it. Councillor M Specht also put forward his thanks and wished Councillor M B Wyatt every success with the future plans. Councillor M B Wyatt thanked the working group for attending as it taken a long time to arrange and he was pleased that Members enjoyed it.

6. 2016/17 EVENTS UPDATE

The Cultural Services Team Manager presented the report to Members and provided an update on each event.

Proms/Picnic in the Park

The two day event took place in Coalville on 11 and 12 June. It was very successful with lots of local entertainment and activities. The Cultural Services Team Manager referred to the positive feedback received which was detailed within the report.

Councillor J Legrys referred to the giant art boards from local schools that were on display and asked if photographs had been taken as they were very good. The Cultural Services Team Manager explained that as the art boards were going back to the schools, photographs were taken to be kept as part of a record of the event. He also thanked Angela Bexton and Julia Harley for their hard work undertaken on the event.

In response to a question from Councillor M Specht, the Cultural Services Team Manager reported that there were more stalls at the event than previous years as the layout plan had been changed to accommodate more. Councillor M Specht felt that despite the weather it was a good event with a very good turn out from local people.

Councillor M B Wyatt reported that he had received mostly positive comments for the event. The only criticism being the positioning of the stage was not as good as previous years. He added that he attended and he believed it was a good and well organised event.

Councillor J Legrys praised both days of the event and reported that he had received no negative comments. He felt it was a great event and congratulated officers.

Councillor R Adams commented that he thoroughly enjoyed the event but there was some confusion with the signage on the gates. The Cultural Services Team Manager agreed that there was some confusion but the mistake had been realised quickly in the morning and rectified. Officers had learnt from it for future years.

The Chairman asked if the event had come under budget. The Cultural Services Team Manager responded that he was still working on the figures and it would be reported at the next meeting.

Coalville by the Sea

The popular event will take place at Needhams Walk grassed area on 19 August and would be complimented by a children's fairground. Other events including a petting zoo and two smaller events would be taking place on Fridays in August also.

Remembrance Day 2016

As an update to the report, Members were informed that the remembrance event would be held on 13 November.

Christmas Lights Switch On

Cabinet supported the group's proposal to move the event to 3 December and to compliment it with free parking on all Saturdays in December.

In response to a question from Councillor M B Wyatt, the Cultural Services Team Manager confirmed that there would be a Christmas tree erected again at Marlborough Square and it was included within the budget.

Councillor M Specht asked on behalf of Councillor P Purver if there could be more small external Christmas trees with lights outside the shops in Coalville. The Head of Community Services responded that it was something that the Business Focus Team was working on currently; he would get an update for the next meeting. The Chairman commented that he was aware that some of the tree brackets on the buildings were no longer fit for purpose and requested a costing for new brackets as well as the fitting of the trees, broken down to a price per unit due to not all businesses wanting a tree. The Head of Community Services agreed. Councillor M B Wyatt commented that not all of the businesses on High Street were invited to apply for a tree which was why there were shops without one last year. He requested that the contractors contact all business owners. The Cultural Services Team Manager explained that this costing had been undertaken in the past and it was approximately £8,000. The Head of Community Services agreed to provide an update at the next meeting.

Councillor J Legrys commented that he believed the Coalville Project Team were currently looking into this and they had money in the budget, he asked for this to be checked as he was concerned that work would be duplicated unnecessarily.

Councillor M B Wyatt reported that residents had requested more visible lights on the clock tower, similar to the ones outside the Council Offices which wrap around horizontally rather than hang vertically. The Head of Community Services explained that there was a contractor that dealt with the lights and each year more lights could be added to the current stock. He agreed to speak to the contractors to gain some ideas for the clock tower and he would report back to the next meeting. The

Chairman agreed that as it had been identified as an improvement he would like it to be looked into.

RESOLVED THAT:

The progress update on 2016/17 events be noted.

7. CAPITAL PROJECTS UPDATE

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

Owen Street Recreation Ground – Changing Room Development

Building works on the new changing pavilion was almost finished and it was anticipated that completion would be in late June with a handover to the football club in July. Once the handover was completed then officers would arrange a visit for the group. It was anticipated that a formal opening would take place in August and would hopefully be marked by a marquee game for the football club which was in the process of being arranged. Members would be invited to this event.

Some discussion was had as to when would be the appropriate time to hold the visit with the initial conclusion being to go on the same date as the next meeting. After further discussion of other visits later in the meeting it was decided to leave it to officers to arrange an appropriate date.

Thringstone Miners Social Centre – Training Ground Development

Further to the report, the Leisure Services Team Manager informed Members that he had been misled regarding the planning permissions and contrary to the report Thringstone Miners Social Centre only had approval for fencing and not the footpath. Work was still being undertaken on the footpath diversion and once it had been given approval, work would continue.

Cropston Drive BMX Track and Wheeled Sports Facility

As previously agreed by the working party, improvements would be focused on the surrounds to the main car park area, the pedestrian entrance, the hard court basketball area and the hedge line. Works were programmed for commencement in July/August.

Urban Forest Park, Coalville – Site Improvements

There was still an outstanding amount of Section 106 funding and officers were seeking costs for boundary improvements. Following the working party's recommendations, Cabinet approved the potential renaming of the Urban Forest Park through a community consultation exercise to seek preferred names. The Community Focus Team would support the process.

Councillor M B Wyatt asked about the annual cost and whether officers had investigated the site being managed by the National Forest as previously discussed. The Head of Community Services confirmed that it had been looked at but not progressed as yet. He agreed to provide an update at the next meeting, along with a discussion regarding the provision of toilet and running water facilities.

Thringstone Bowls Club Toilet Block

The project was now complete and officers would arrange a site visit for any interested Members of the working party.

Bench in Thringstone

Cabinet had approved the working party's recommendation for the location of the bench and the Grounds Maintenance Team would arrange for the installation in the next few weeks. The Leisure Services Team Manager circulated a map identifying the location as agreed.

After a comment made by Councillor M Specht regarding the correct positioning of the bench, a discussion was had and it was decided that the bench would be installed facing towards the footpath but set further back so that the legroom was not impeding the footpath for health and safety reasons.

Thringstone Miners Social Centre Training Pitch

Cabinet had agreed the allocation of £5,000 to the project and officers would now work with the football club to submit a funding application to the BIFFA Main Grants Scheme.

Memorial Trees

A plan of the proposed design was circulated to members, the idea being that the trees would be positioned to read '100' from an aerial view. The reasoning behind the proposal was to do something a little different and original; there would also be an illustration board on the site to explain the significance of the design. There would also be benches in between the trees for reflection purposes. He believed it would provide a lasting legacy.

The chairman was unsure of the idea for a number of reasons. The aerial view would only be understandable if you were flying in a particular direction and also the type of tree used would need to be seriously considered as trees with a large canopy would ruin the display as they grew larger. He also commented on the current condition of the trees already in the area as they do not seem to be that healthy, he was concerned that there was contaminants in the soil. The Leisure Services Team Manager assured Members that regular testing had not identified any contaminants in the soil and the type of tree to be used had not been decided as yet but he understood that it was a crucial decision.

Councillor J Legrys felt that the proposal was a good one. Councillor D Everitt also supported the proposal and believed it would attract people's interest.

Councillor M B Wyatt did not agree with the proposal and believed that officers needed to rethink and come back with a better proposal. He suggested planting the trees in a circle with a commemorative stone in the centre.

Councillor M Specht suggested that work continue on the proposal but to also put together an alternative proposal for comparison. All Members were in agreement.

The Chairman asked if the working party could be provided with the distance between the footpaths so they had an idea of the space available and the appropriate type of trees required. The Head of Community Services agreed to look at Councillor M B Wyatt's suggestion and would report back at the next meeting. He assured Members that there was enough time for further discussions but wanted agreement so that the trees can be planted as soon as possible to allow the trees to mature for the centenary year. He suggested that Members visit the site to gain an idea on the space available. All Members agreed for a meeting to be arranged on the date of the next meeting, immediately prior. This would take the place of the previously agreed Owen Street Recreation Ground visit.

Phoenix Green Bridge Mural

Contractors had been procured for the cleaning and re-painting of the mural and the work would take place in July.

The Leisure Services Team Manager outlined the potential capital projects for 2016/17.

Green Gym at Melrose Road

Indicative costings and illustrations of equipment were circulated at a previous meeting. Whilst prices of equipment varied considerably and a procurement process would need to be followed, it was anticipated that £12,000 would cover four pieces of equipment.

Scotlands Play Hub Development

It had been agreed by the working group to defer any work on identifying improvements to Scotlands Playing Field until the situation regarding the Lillehammer Drive MUGA had been resolved.

Mobile Vehicle Activated Signage

As requested at the last meeting, a presentation was given to Members of the working party on 8 June. The cost of the units was approximately £3,000 with an additional annual fee of £935 for the Grounds Maintenance Team to move the sign every three weeks.

Councillor M B Wyatt felt that the project was a waste of public money and was not in support of it. The Chairman commented that he had similar views until he had attended the presentation that was arranged for Members. He felt it was very interesting and it changed his view. He added that Councillor M Specht had experience of the device through his Parish Council and it had improved driving performance.

Councillor D Everitt believed it was a good investment as people easily drifted over the speed limit. Drivers did travel very fast through the area and he felt that anything they could do to prevent accidents was worth doing.

Councillor J Legrys commented that he initially raised the topic at the working group due to local people's concerns and he was impressed that the devices collected data for the police as he felt that was important. He added that there would always be people who did not agree with money being spent on such things but that as Councillors they would be criticised either way.

Councillor N Clarke reminded Members that the company that gave the presentation on the devices were attempting to make sales so would be promoting the positives of installing them. He felt that it was important to receive professional advice on where to locate them.

Councillor M B Wyatt left the meeting and Councillor P Purver entered the meeting at this point.

Improved Parks Signage

The proposal was for new signage for the Urban Forest Park once it had been renamed and Coalville Park. Leicestershire County Council were currently finalising their signage changes for Coalville and it was proposed to revisit signage later in the year.

Melrose Recreation Ground, Thringstone

Officers had been approached by Friends of Thringstone to consider improvements to Melrose Road Recreation Ground. It had been suggested to develop the area from a recreation ground into a Park for Thringstone. The site would still be usable and maintained for use as a football pitch but the exterior and entrances would be improved to include trees, benches and planted areas. It was not proposed at this point to add equipment as it was felt that the nearby play hub is the preferred location for equipment. It was proposed to bring a scheme of potential improvements to a future meeting if members supported the proposal. Members agreed for officers to start making plans on the project with the Ward Member.

Coalville Market Toilets

A petition was recently presented to Full Council asking for the public toilets next to the Council's Market Hall to be opened on Sundays. Cabinet will consider this proposal at its next meeting on 26 July. The working party were asked if they wished to consider supporting or contributing to the cost of opening the market toilets on Sundays. The Head of Community Services confirmed that if it was to be agreed it could be trialled for a number of months with the opening and closing undertaken by the Park wardens. In order to minimise costs there would be no cleaning or supervision during these opening hours which would leave them open to potential abuse but this could be reviewed weekly in light of operational experience.

In response to a question from the Chairman, the Head of Community Services reported that there were a mixture of Council funded and Parish funded toilets around the District. It was confirmed that comments from the working party would be fed back to Cabinet when they considered the report.

Councillor M Specht did not support the proposal as the toilets were already open six days per week. He commented that Whitwick Parish Council had converted their public toilets into an office block due to lack of use. The Chairman reminded Members that they were being asked whether they wanted to make a contribution to the opening costs for Sundays.

Councillor N Clarke commented that he did not believe that Cabinet would agree to the proposal. He suggested that the working party match the amount of funding that Cabinet decide to allocate.

Councillor J Legrys explained that he had assisted the residents with the petition and it was predominantly pensioners that did their shopping on a Sunday. He felt that the toilets should be open on Sundays but he was unsure as to how they should be funded, he stated that he would go along with the consensus of the working party.

Councillor P Purver supported the proposal in principle. In response to a question the Leisure Services Team Manager confirmed that the toilets at Whitwick Park were open on Sundays and had experienced problems with vandalism.

Councillor J Cotterill did not support the proposal.

In response to a question from Councillor D Everitt, the Head of Community Services explained the costs involved. The cost for the Park Wardens to open the toilets at 10am and close them at 4.00pm would cost £10 per Sunday. If in the future it was to be staffed and cleaned, there would be a substantial increase in costs. There was a 10p charge for using the toilets, which goes back into the General Fund and this would also be a mechanism for monitoring the amount of use. He commented that

there was no way of checking safety of the users so there would need to be a sign displaying the Council's out of hours telephone number in case of an emergency. He believed that the only way to test the demand would be to have a trial opening and the suggestion was do this between September and January.

The Chairman expressed concerns that the only way of raising an alarm in the case of an emergency was the out of hours number and if there was no mobile phone available then people were at risk. Councillor D Everitt felt that this should not be a consideration because an incident could occur any day of the week when the toilets were open.

Councillor M Specht raised concerns regarding vandalism as it could go unnoticed for quite some time if the toilets were not monitored. He also asked how long it would take to get major damages fixed. The Head of Community Services explained that the toilets would be locked each night so any issues would be picked up at that point. The Leisure Services Team Manager explained that major damages would take approximately 24 to 48 hours and the toilets would need to be closed during that time.

Councillor R Adams moved the earlier suggestion of matching any contributions allocated by Cabinet at their meeting on 26 July. It was seconded by Councillor D Everitt. Members agreed.

The Chairman wanted it to be made clear to Cabinet that the working party supported the local businesses in Coalville and opening the toilets on Sundays could encourage more trade but they did have safety concerns regarding people needing assistance.

Grit Bins

The Chairman referred to a previous discussion regarding the purchase of grit bins for the area, as the deadline had passed last year when the matter was considered he asked for a further update. The Leisure Services Team Manager believed that the deadline was the end of July and agreed to submit an application.

RESOLVED THAT:

- a) The progress update on 2015/16 Capital Projects be noted.
- b) The progress update on 2016/17 Capital Projects be noted.

RECOMMENDED THAT:

- a) The Coalville Special Expenses Working Party match any funds allocated by Cabinet towards the cost of opening the Coalville Market public toilets on Sundays.
- b) Officers move forward with the planning for enhancing Melrose Recreation Ground, Thringstone into a community park.

8. COALVILLE SPECIAL EXPENSES 15/16 OUT TURN

The Head of Community Services presented the report to Members and advised that the outturn confirmed an under spend of £6,639 which had led to an end of year balance of £83,336. Members were advised of the prudent level of reserves to retain and asked if they would like to allocate any funds and if so for what projects.

Regarding the mobile vehicle activated signs, discussion was had as to how many was to be purchased with some Members opting for one and some Members opting for two. After some debate it was agreed for two signs to be purchased. The Head of Community Services explained that the next step would be for Leicestershire County Council to visit the desired sites for location to assess suitability.

Councillor D Everitt put forward his support for the Green Gym project on Melrose Road.

The Chairman commented that he had been approached by a Councillor regarding the state of the grass cutting around the town centre, particularly the top of Owen Street and Margaret Street and the jitty down to the former Arriva garage. He asked Members if they would like to fund a one off cut. Members agreed. The Head of Community Services explained that this was Leicestershire County Council land and unfortunately it did not get cut as regularly as District land nearby.

RESOLVED THAT:

The 2015/16 Outturn be noted.

RECOMMENDED THAT:

The progression of the following projects from the use of reserves for capital schemes in 2016/17:

- a) £8,000 for two Mobile Vehicle Activated Signs.
- b) £12,000 for a Green Gym at the existing play hub at Melrose Road, Thringstone.
- c) An initial one off cut be undertaken on the grass areas on Margaret Street and Owen Street and the jitty to the former Arriva garage and then maintained for the financial year.

9. DATES OF FUTURE MEETINGS

RESOLVED THAT:

The dates for future meetings be noted

Councillor M B Wyatt left the meeting at 7.25pm.

Councillor P Purver arrived at 7.25pm.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.04 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 26 JULY 2016

Title of report	COALVILLE PUBLIC TOILETS
Key Decision	a) Financial No b) Community No
Contacts	Councillor Alison Smith MBE 01530 835668 alison.smith@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Community Services 01530 454832 john.richardson@nwleicestershire.gov.uk
Purpose of report	To propose that the council trial Sunday opening of the Coalville Market public toilets
Reason for Decision	In response to the presentation of an Ordinary petition as per Council Constitution
Council Priorities	Coalville Project Value For Money Homes and Communities
Implications:	
Financial/Staff	That a budget of £2,000 be set aside to cover the anticipated costs of a 5 month trial opening
Link to relevant CAT	Supports the Coalville Project
Risk Management	A risk assessment has been undertaken for the provision of public toilets
Equalities Impact Screening	None discernable
Human Rights	None discernable
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	Coalville Special Expense Working Party
Background papers	Full Council Petition 17 May 2016 Minutes of the Coalville Special Expense Working Party 7 July 2016
Recommendations	<p>THAT CABINET ;</p> <ul style="list-style-type: none"> - AGREE TO A TRIAL PERIOD OF SUNDAY OPENING FOR COALVILLE MARKET TOILETS AS OUTLINED WITHIN THE REPORT - AGREE TO SET ASIDE A BUDGET OF £2,000 WITH £1,000 FROM IN YEAR GENERAL FUND UNDERSPENDS MATCHED BY £1,000 FROM COALVILLE SPECIAL EXPENSE RESERVES - AGREE TO DELEGATE ANY CHANGES TO THE DURATION OF THE TRIAL PERIOD AND/OR OPERATIONAL MATTERS TO THE DIRECTOR OF SERVICES IN CONSULTATION WITH THE PORTFOLIO HOLDER

1.0 THE PETITION

- 1.1 Members will recall that Dorothy Lacey MBE presented a petition to Council on 17 May 2016 in accordance with the Council's petition scheme. The petition asked the Council to "We the undersigned call upon the council to open the Coalville Market toilets on Sundays".
- 1.2 Council resolved that the subject of the petition be placed on the agenda for the next convenient meeting of the Cabinet

2.0 COALVILLE TOILETS

- 2.1 The Council has operated two public toilet facilities in the past in Coalville, one located next to Coalville Market and one in Memorial Square. The Memorial Square toilets were an unattended toilet facility which was open on Sundays up until their closure as at 31 March 2010. This closure was agreed by Council through its Budget and Financial Report on 25

February 2010 which agreed to close all of its unattended toilets across the District and included toilets in Whitwick, Measham, Ibstock, Hugglescote, Kegworth, Castle Donington and Coalville. Since closure the Council has received only a handful of formal comments regarding the lack of Coalville public toilets on Sundays and perhaps on average one per year.

- 2.2 The Coalville Market tended toilets have not been open on Sundays for approximately 20 years. A service review of the Coalville and Ashby public toilets was undertaken by the Council in 2014. The review evaluated customer usage in the Ashby town centre tended toilets on Sundays and due to minimal usage it was deemed Sunday opening was not a good use of public resources and they were closed from 4 September 2014. On this basis it was considered not to propose any Sunday opening times for Coalville which if fully staffed (10am to 4pm) would cost in the region of £5,000 per annum.
- 2.3 The Council do continue to support the opening of the public toilets on Sundays when special events are held in the immediate vicinity as indeed the Council do for Ashby Town Centre and their event programme.

3.0 BENEFITS OF OPENING THE TOILETS ON A SUNDAY

- 3.1 The community benefit of opening the public toilets are as follows;
- increased confidence for shoppers to visit the town centre knowing there is public toilet provision
 - increased confidence to visit the town centre on a day when car parking is free
 - supports the Coalville project by demonstrating to town centre businesses that the Council will undertake positive initiatives within its control

4.0 TRIAL PERIOD PROPOSAL

- 4.1 In order to test demand and viability for the market toilets it is proposed the toilets will be opened on Sundays between the hours of 10am and 4pm (the main shopping times).
- 4.2 The Councils Parks Wardens would undertake the opening/closing as part of their warden duties in Coalville and this would be at a minimal cost to the council. Opening and closing with no immediately available staffing presence has the following risks ;
- potential for damage and vandalism
 - potential for Anti Social Behaviour
 - no assistance for any issues with coin/door locks
 - no cleaning presence for any accidents/mess
- 4.3 In order to mitigate the aforementioned risks the following are proposed;
- A further risk assessment is undertaken and any identified actions undertaken
 - The Councils Out of Hours contact number is advertised internally and externally for customers to report any issues

- The Councils Grounds Wardens will be used as a first point of call for issues raised by customers (a further back up arrangement will be established through engagement with a local security company)
- CCTV signage is displayed internally and externally within the toilets stating toilets are covered by the Councils external CCTV cameras
- Toilets are closed/locked on the day if any damage/vandalism arises
- If demand is significant and it is viewed that an attendant presence would be beneficial to the service provision this could be arranged through utilising existing or recruiting additional staff for the trial period. The cost per hour at double time on a Sunday for two hours would be between £40 and £50 per week.

4.4 It is proposed to trial the Sunday opening from w/c 29 August 2016 to w/e 29 January 2017 (approximately 5 months).

4.5 Usage figures will be collated weekly in order to understand demand and to inform a final Sunday opening decision through the 2017/18 budget process, it should be noted usage figures will only be used up until the point of appropriate Cabinet and budget reporting timelines.

5.0 CONSIDERATION BY THE COALVILLE SPECIAL EXPENSES WORKING PARTY

5.1 This matter was considered by the Coalville Special Expenses Working Party on 7 July 2016 with the following extracts from the minutes;

Coalville Market Toilets

A petition was recently presented to Full Council asking for the public toilets next to the Council's Market Hall to be opened on Sundays. Cabinet will consider this proposal at its next meeting on 26 July. The working party were asked if they wished to consider supporting or contributing to the cost of opening the market toilets on Sundays. The Head of Community Services confirmed that if it was to be agreed it could be trialled for a number of months with the opening and closing undertaken by the Park wardens. In order to minimise costs there would be no cleaning or supervision during these opening hours which would leave them open to potential abuse but this could be reviewed weekly in light of operational experience.

In response to a question from the Chairman, the Head of Community Services reported that there were a mixture of Council funded and Parish funded toilets around the District. It was confirmed that comments from the working party would be fed back to Cabinet when they considered the report.

Councillor M Specht did not support the proposal as the toilets were already open six days per week. He commented that Whitwick Parish Council had converted their public toilets into an office block due to lack of use. The Chairman reminded Members that they were being asked whether they wanted to make a contribution to the opening costs for Sundays.

Councillor N Clarke commented that he did not believe that Cabinet would agree to the proposal. He suggested that the working party match the amount of funding that Cabinet decide to allocate.

Councillor J Legrys explained that he had assisted the residents with the petition and it was predominantly pensioners that did their shopping on a Sunday. He felt that the toilets should be open on Sundays but he was unsure as to how they should be funded, he stated that he would go along with the consensus of the working party.

Councillor P Purver supported the proposal in principle. In response to a question the Leisure Services Team Manager confirmed that the toilets at Whitwick Park were open on Sundays and had experienced problems with vandalism.

Councillor J Cotterill did not support the proposal.

In response to a question from Councillor D Everitt, the Head of Community Services explained the costs involved. The cost for the Park Wardens to open the toilets at 10am and close them at 4.00pm would cost £10 per Sunday. If in the future it was to be staffed and cleaned, there would be a substantial increase in costs. There is a 10p charge for using the toilets, which goes back into the General Fund and this would also be a mechanism for monitoring the amount of use. He commented that there was no way of checking safety of the users so there would need to be a sign displaying the Council's out of hours telephone number in case of an emergency. He believed that the only way to test the demand would be to have a trial opening and the suggestion was do this between September and January.

The Chairman expressed concerns that the only way of raising an alarm in the case of an emergency was the out of hours number and if there was no mobile phone available then people were at risk. Councillor D Everitt felt that this should not be a consideration because an incident could occur any day of the week when the toilets were open.

Councillor M Specht raised concerns regarding vandalism as it could go unnoticed for quite some time if the toilets were not monitored. He also asked how long it would take to get major damages fixed. The Head of Community Services explained that the toilets would be locked each night so any issues would be picked up at that point. The Leisure Services Team Manager explained that major damages would take approximately 24 to 48 hours and the toilets would need to be closed during that time.

Councillor R Adams moved the earlier suggestion of matching any contributions allocated by Cabinet at their meeting on 26 July. It was seconded by Councillor D Everitt. Members agreed.

The Chairman wanted it to be made clear to Cabinet that the working party supported the local businesses in Coalville and opening the toilets on Sundays could encourage more trade but they did have safety concerns regarding people needing assistance.

6.0 FINANCIAL IMPLICATIONS

- 6.1 The weekly cost without a staffing presence will be approximately £10 for Grounds Wardens to undertake the opening/closing duties plus a limited cost of utilities, this does not include any provision for any vandalism/damage incurred. The costs will in part be offset by the 10p cost of using the toilets. The cost of 2 hours staffing at double time, if required will be between £40 and £50 per week. Based on 22 weeks this equates to an

approximate cost of £1,300 for staffing. It is proposed to set aside a further sum of £700 for any unforeseen costs such as damage.

- 6.2 It is therefore recommended that a budget of £2,000 be set aside to cover the potential costs of the trial period. These costs include potential provision for a limited staffing presence if required and a sum to cover for any maintenance costs. Based upon recommendations from the Coalville Special Expense Working Party it is recommended to fund this equally from in year General Fund underspends and from the Coalville Special Expenses reserves.

7.0 COMMUNICATIONS

- 7.1 If Cabinet are minded to support the recommendations the following would be undertaken;
- Confirmation of proposal and trial period to author of petition Dorothy Lacey MBE
 - Signage on and around the market toilets
 - Letters to town centre businesses
 - Press and social media activity

Likely to contain exempt information under paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Agenda Item 13.

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