

Meeting	<b>CABINET</b>
Time/Day/Date	5.00 pm on Tuesday, 15 November 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
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. DECLARATION OF INTERESTS</b>	
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.	
<b>3. PUBLIC QUESTION AND ANSWER SESSION</b>	
<b>4. MINUTES</b>	
Minutes of the meeting held on 11 October 2016	<b>3 - 6</b>
<b>5. IMPLICATIONS FOR HIGH SPEED 2 FOR THE DISTRICT</b>	
Report of the Director of Services Presented by the Regeneration and Planning Portfolio Holder	<b>7 - 28</b>



<b>6.</b>	<b>2016/17 QUARTER 2 PERFORMANCE MANAGEMENT REPORT</b>	
	Report of the Chief Executive Presented by the Leader	<b>29 - 54</b>
<b>7.</b>	<b>MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY</b>	
	Report of the Director of Services Presented by the Community Services Portfolio Holder	<b>55 - 62</b>
<b>8.</b>	<b>EXCLUSION OF PRESS AND PUBLIC</b>	
	The officers consider that the press and public should be excluded during consideration of the following items in accordance with Section 100(a) of the Local Government Act 1972 as publicity would be likely to result in disclosure of exempt or confidential information.	
<b>9.</b>	<b>DISPOSAL OF PROPERTY IN OSGATHORPE</b>	
	Report of the Director of Housing Presented by the Housing Portfolio Holder	<b>63 - 76</b>
<b>10.</b>	<b>DISPOSAL OF PROPERTY IN LOCKINGTON</b>	
	Report of the Director of Housing Presented by the Housing Portfolio Holder	<b>77 - 82</b>
<b>11.</b>	<b>ACQUISITION OF PROPERTY IN CASTLE DONINGTON</b>	
	Report of the Director of Housing Presented by the Housing Portfolio Holder	<b>83 - 94</b>

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, 11 OCTOBER 2016

Present: Councillor R Blunt (Chairman)

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

In Attendance: Councillors J Clarke, J Cotterill, J G Coxon, D Everitt, F Fenning, J Geary, G Houlton and M Specht

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

#### **44. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **45. DECLARATION OF INTERESTS**

There were no declarations of interest.

#### **46. PUBLIC QUESTION AND ANSWER SESSION**

There were no questions received.

The Chairman announced that he had withdrawn item 10 – Easement for Access Through council's Land at Linden Way to Enterprise Park from the agenda to allow further information to be provided before a decision was made.

#### **47. MINUTES**

Consideration was given to the minutes of the meeting held on 20 September 2016.

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

RESOLVED THAT:

The minutes of the meeting held on 20 September 2016 be approved and signed by the Chairman as a correct record.

**Reason for decision:** To comply with the Constitution.

#### **48. MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2017 - 2020**

The Corporate Portfolio Holder presented the report to Members. He advised that the Medium Term Financial Strategy provided a high level assessment of the financial resources required to deliver the strategic priorities and essential services over the next four years. He stressed the importance of having reserves and being prudent, especially as local government funding was under close scrutiny and there had been a change in focus from central funding to local funding streams. He informed Members that the revenue support grant would disappear altogether by 2019/20 as well as there being a review of business rates. These changes along with the uncertainty of the Country's exit from the European Union made the need to plan carefully and to monitor regularly even more important than in the past. He referred Members to the potential shortfall of just over £0.46million indicated for 2019/20 but he was confident that the leadership team and Cabinet would be able to address it.

Councillor R Blunt commented that there had been uncertainty regarding government funding and the economy for many years, and the proposed prudent approach was important. He also reminded Members that the Strategy was also based on the continuation of a zero percent increase in council tax.

Councillor R D Bayliss referred to the council housing section of the strategy and explained that there were some constraints due to the requirement for all social landlords to reduce rents by one percent each year from 2016 to 2019, and the Right to Buy discount funding. He added that the budget summary was detailed within the report and referred to the new build programme. Councillor R Blunt commented that there had been a change in direction towards social housing with the Right to Buy scheme and the recently introduced rent controls. He acknowledged that council housing was a huge part of the Council's budget.

Councillor N J Rushton stated that from 2018/19 the plan was to reduce the Local Council Tax Reduction/Support Scheme grant to town and parish councils by approximately 25 percent per annum over a four year period. Other options that saw a quicker reduction in grant had been assessed, but he believed using the 25 percent phased approach was fair and this would need to be communicated to town and parish councils.

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

RESOLVED THAT:

1. The Medium Term Financial Strategy be approved.
2. The authority to make minor amendments to the Medium Term Financial Strategy be delegated to the Interim Director of Resources in consultation with the Corporate Portfolio Holder.

**Reason for decision:** Requirement of the budget setting process.

#### **49. BUILDING CONFIDENCE IN COALVILLE PROGRAMME ("COALVILLE PROJECT") - UPDATE**

The Leader presented the report to Members. He commented that the Coalville Project now had significant momentum and the feedback he had received during recent public meetings had been very positive. He reported that many of the items on stakeholders' wish lists were being delivered, the town guide had been well received and other towns had now made a request for the same. He highlighted the Choose Coalville branding which was now being used; it was very recognisable and had been universally welcomed. It was being used on posters, social media and the shop window decals on Hotel Street, partner organisations were also planning on using the logo in the near future. The Leader reported on the success of the Coalville Colour Run which provided multiple wins for Coalville. Not only did it bring over 1000 people into Coalville and provide a fun activity for local people but also raised over £10,000 for charity. He thanked Gina King from the charity 'Living Without Abuse' for taking the lead on the event and everyone that was involved in making it a great event which would definitely be repeated. He concluded that the report illustrated the range of achievements to date and more to come.

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

RESOLVED THAT:

1. The progress made by the Coalville Project be endorsed.

2. The direction of travel for the Coalville Project be agreed.

**Reason for decision:** To provide Cabinet with an update on the Coalville Project.

## 50. ENTERPRISING NORTH WEST LEICESTERSHIRE - PHASE TWO

The Business Portfolio Holder presented the report to Members. He highlighted that the programme has awarded over £400,000 of grant funding to 24 growing local businesses, levered in over £2.9million of private sector match funding and as a direct result of the investment, 66 new local jobs had been created. He explained that phase two of the programme would build on the success achieved already by providing specialist business advice and grants to support town centre businesses. The aim was to contribute to increasing the spending, footfall and occupancy within the District's town centres, local centres and Coalville market. He proposed an amendment to recommendation two so that it read as follows:

'Approve the allocation of £250,000 of 2015/16 under spend and delegate authority to the Chief Executive in consultation with the Leader to spend the budget required to deliver phase two of the Enterprising North West Leicestershire Scheme.'

Members agreed to the amendment.

Councillor T J Pendleton agreed that the scheme was very important as there was a need to create jobs in the area. He was pleased the opportunity had not been missed.

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

RESOLVED THAT:

1. The proposal to launch phase two of the Enterprising North West Leicestershire Scheme be approved.
2. The allocation of £250,000 of 2015/16 under spend be approved and the authority to spend the budget required to deliver phase two of the Enterprising North West Leicestershire Scheme be approved.

**Reason for decision:** Approval needed for allocation of £250,000 of 2015/16 under spend to phase two of the Enterprising North West Leicestershire Scheme.

## 51. CHANGES TO DISCRETIONARY HOUSING PAYMENTS (DHPS)

The Corporate Portfolio Holder presented the report to Members and reminded them that in March a new scheme had been agreed for allocating discretionary housing payments for 2016/17. He advised that if the Council continued to pay the discretionary housing payment contribution in line with the current scheme the total amount would be in the region of £72,000, which meant that an unspent grant of approximately £43,000 would need to be returned to the Government. To avoid this, it was therefore proposed that the Council continue to pay discretionary housing payments at 100 percent for the next three months and then if there was adequate funding, to carry on paying 100 percent for the final three months of 2016/17. He added that if there was inadequate funding the support would be reduced to 50 percent for the final three months.

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

RESOLVED THAT:

1. Contrary to the 2016/17 Discretionary Housing Payment (DHP) Scheme, 100% DHP is paid for months seven to nine of 2016/17.
2. If there is adequate funding at the end of month nine, DHP will continue to be paid at 100% for the final three months of the 2016/17 year. In the event of inadequate funding, the council will revert back to the scheme and reduce support to 50% for the final three months of the 2016/17 year.

**Reason for decision:** To allocate DHP to claimants of housing benefit who need further financial assistance.

## 52. 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.

## 53. LAND SALE - COALVILLE

The Leader presented the report to Members.

Councillor T J Pendleton felt that it was a good proposal and looked forward to seeing it come into fruition.

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

RESOLVED THAT:

The recommendations as detailed within the report be approved.

**Reason for decision:** Cabinet approval is required for classifying land as surplus and available for disposal; and for the allocation of funding for the preparation and determination of an outline planning application.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.26 pm

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**CABINET – 15 NOVEMBER 2016**

Title of report	<b>IMPLICATIONS FOR HIGH SPEED 2 FOR THE DISTRICT</b>
Key Decision	a) Financial No b) Community No
Contacts	Councillor Trevor Pendleton 01509 569746 <a href="mailto:trevor.pendleton@nwleicestershire.gov.uk">trevor.pendleton@nwleicestershire.gov.uk</a>  Director of Services 01530 454555 <a href="mailto:steve.bambrick@nwleicestershire.gov.uk">steve.bambrick@nwleicestershire.gov.uk</a>  Head of Planning & Regeneration 01530 454782 <a href="mailto:jim.newton@nwleicestershire.gov.uk">jim.newton@nwleicestershire.gov.uk</a>
Purpose of report	To enable members to consider the implications for the district of HS2 and associated actions
Reason for Decision	To amend the Council's position with respect to HS2 and to authorise staff to undertake actions to support residents and businesses, once the route through the District has been announced
Council Priorities	Business and Jobs Homes and Communities
Implications:	
Financial/Staff	There are no direct financial implications to the District Council arising from this report. Actions set out above will be absorbed into normal work loads
Link to relevant CAT	Not applicable
Risk Management	Not applicable
Equalities Impact Screening	Not applicable
Human Rights	Not applicable
Transformational Government	Not applicable

Comments of Head of Paid Service	The report is satisfactory
Comments of Deputy Section 151 Officer	The report is satisfactory
Comments of Deputy Monitoring Officer	The report is satisfactory
Consultees	Chief Executive Director of Services Head of Planning & Regeneration Business Focus Team Manager Public Protection Team Leader
Background papers	None
Recommendations	<p><b>THAT CABINET</b></p> <ol style="list-style-type: none"> <li><b>1. CONSIDER THE IMPLICATIONS OF HS2 ON THE DISTRICT;</b></li> <li><b>2. ENDORSE THE PROPOSED ACTIONS CONTAINED WITHIN SECTIONS 3 AND 4 OF THIS REPORT; AND</b></li> <li><b>3. ENDORSE THE INFORMATION THAT IS APPENDED TO THIS REPORT, FOR PUBLICATION WHEN THE HS2 ROUTE IS ANNOUNCED</b></li> </ol>

## 1.0 CONTEXT

- 1.1 The construction of a new high speed railway through the district will have significant implications, principally while the engineering works are underway. It is considered that the Council has an important role to play, to assist local residents and businesses wherever possible, to make a balanced case in order that opportunities are maximised, and providing relevant and up to date information.
- 1.2 Expert consultants (SLC Rail) have been engaged, to provide know-how, guiding us and helping to narrow down our options and priorities.
- Representatives of SLC have met with the Director of Services and Head of Planning & Regeneration, both to agree the scope of the work, to present an interim progress report, and to present initial findings;
  - Representatives of SLC ran a workshop with colleagues within the Council, to determine the constraints and important features of the District;
  - Key external bodies were approached (such as the National Forest Company) to share information about the likely impact on their assets as a result of HS2; and
  - Materials have been prepared as a result of this work, which are appended to this report
- 1.3 The constraints work completed by SLC broke the route through the district down into three sections: Section 1 runs from Appleby Parva to Ashby; Section 2 runs from Ashby to Charnock Hill; and Section 3 runs from Charnock Hill to Lockington



### Section 1: Appleby Parva to Ashby de-la Zouch

- 1.4 Issues that have been identified by HS2 Ltd to accommodate the proposed route with respect to Section 1 have potentially expensive solutions, including a need to divert the A42. Having said this, the alignment has not been finalised at this point, and it is still only speculation that the railway will run close to the A42 and broadly parallel to it. SLC has not taken account of the various rumours about the route, instead they used their experience, and discussed the issues with HS2 Ltd.
- 1.5 There are major development sites along the anticipated route, that would not be able to proceed if HS2 were to be built along the currently anticipated alignment (including Measham Waterside), but a reserve site has been identified in the local plan to manage this issue in the medium term. In addition, the “Lounge” site near Ashby could also be affected. The impact of the proposed route on these development sites is principally a matter for the private landowners and developers albeit the Council has an interest where it impacts on the Local Plan.
- 1.6 In addition, extensive National Forest planting already exists and is proposed in that area, which could be affected by the route. The National Forest Company takes a neutral stance towards HS2, but that has not prevented it from being helpful to the Council in terms of providing information.
- 1.7 The other issue for this section is the need to cross the River Mease, which is a European designated conservation site. HS2 Ltd is aware of this issue and is currently working with Natural England to ensure an appropriate scheme of mitigation is developed.

### Section 2: Ashby de-la Zouch to Charnock Hill

- 1.8 Significant improvements are already planned to junction 13 of the A42 during late 2016, and following correspondence with HS2 Ltd it has confirmed to the County Council that the expected timing of the railway’s construction is so far into the future that it is still worthwhile to go ahead with the junction improvements. There is a strong possibility, however, that further major works will be required to that junction as a result of HS2.
- 1.9 There are no development sites on this section of the route, but there are sites within 1km that could be impacted in particular by noise.
- 1.10 There is a potential heritage impact on Breedon, which is to be investigated further when the detailed plans are made available.
- 1.11 Finally, there is an access issue to Castle Donington that may result from the railway.

### Section 3: Charnock Hill to Lockington

- 1.12 It is currently proposed that the majority of this section will be in a tunnel, so the landscape and visual impacts are less than the other sections. The entrance and exit to the tunnel will need to be carefully designed to address the ‘sonic boom’ that is anticipated when trains enter tunnels in particular.
- 1.13 The extent of the tunnel will result in significant amounts of soil being excavated, that will need to be moved. It is preferable that the soil is moved by rail, and not by road.

- 1.14 The location of the tunnel entrance/exit could impact on development sites, such as the SRFI, and require the demolition of the Hilton Hotel at Lockington.
- 1.15 The anticipated tunnel exit has challenging levels, as it would be in a substantial flood plain, and also the line needs to cross the M1. These challenges need to be addressed by HS2.
- 1.16 Finally, a Bronze Age hoard was found at Lockington in 1994, and it is a possibility that another similar archaeological discovery could be made which could significantly delay construction of HS2.

#### Issues common to the entire route

- 1.17 There are five key issues that will be important to be aware of and for the Council to work with HS2 Ltd to manage:
- Construction (noise, dust, temporary traffic arrangements, etc);
  - Communicating the likely noise impacts (for 9 seconds per train if travelling at 400 km/h, which if there are 9 trains per hour totals 2 mins 42 seconds per hour at any one place);
  - National Forest (deciduous trees are to be avoided along the line to avoid leaf drop, trees that are lost will need to be replaced);
  - Public opinion (NWLDC needs to carefully consider its position, and how to put that across); and
  - Road capacity (construction traffic is a temporary issue, but the two interchange stations at either end of the A42 will result in additional traffic along it)

It is intended that SLC will continue to assist the Council in this regard

#### The materials that have been provided

- 1.18 SLC has provided the following materials (in addition to the comparative journey times at Appendix 1):
- Frequently asked questions;
  - Draft Strategy document;
  - Summary of key impacts;
  - Maps of the route; and
  - Full report with commentary

The maps, key impacts and frequently asked questions materials appear as Appendix 2 to this report and the full report with commentary is also attached

## **2.0 OPPORTUNITIES AND POSITIVE IMPACTS**

- 2.1 It is the case that HS2 already has a published compensation scheme for landowners affected by the route, including businesses and the National Forest. This means that, financially, those who are significantly affected by the proposal will not lose out.
- 2.2 More jobs will exist in the area during the construction phase, and potentially afterwards if the access to the stations at Birmingham and Toton is of sufficient quality and frequency.
- 2.3 Much improved journey times to London and the North (see Appendix 1)
- 2.4 There is potential for improved public transport links, to connect with other developments such as M&S, the Roxhill scheme, East Midlands Airport, and Coalville.

### **3.0 PROPOSED STRATEGY**

- 3.1 This is broadly in two parts: proactive and reactive. The reactive elements are considered in detail in paragraphs 3.2 – 3.4 below, and centre on a consistent message, and acting as a repository of information about HS2 for local people. The proactive elements are concerned with offering advice and assistance to those who are directly adversely impacted by the eventual route, and also securing high quality public transport links to the new HS2 stations at Birmingham Interchange and Toton, which would be easily accessible to the residents of the District.

#### Consistent message

- 3.2 It is important that the Council has a consistent and clear message about HS2. The position until now has been one of opposition in principle, given that the railway is to run through the District but no station is to be provided. Following more detailed consideration, including work to calculate average journey times to key destinations, it is proposed that a new position be taken by the Council:
- i) There will be some disruption while the railway is being built, but the potential opportunities outweigh that disruption;
  - ii) There will be economic prosperity as a result of shorter journey times, with minimal environmental impact; but
  - iii) That economic prosperity benefit will only be harnessed effectively if direct, regular, efficient, affordable public transport arrangements are put into place to enable people and business in the district to access the stations at Toton and Birmingham

- 3.3 Cabinet are asked to consider and endorse the updated position to provide focus for negotiations with HS2 Ltd which will be undertaken by SLC on the Council's behalf, and to manage people's expectations.

#### Informing people

- 3.4 It is intended that the Council's web site and twitter feeds will provide the principal communication to residents and businesses. There should be comprehensive FAQ's, and signposts to other agencies that can provide assistance. The web site should also set out how to apply for compensation

### **4.0 THE COUNCIL'S PROACTIVE ROLE**

#### Business Focus

- 4.1 A list of business that are likely to be directly affected by the railway has already been compiled. This will be updated when the final route is made available. It is intended that the directly affected businesses will be approached by the Council, and offered a package of assistance comprising two key elements:
- 4.2 The first element is to signpost businesses to where they can access compensation and it is anticipated this will be straightforward.
- 4.3 The second element is to assist those businesses that need to relocate, to find alternative land and/or premises. The Council already maintains a register of available business premises and land, and affected businesses will be prioritised. It is proposed to operate a sequential approach to finding new sites for existing businesses. The first priority will be

suitable sites within the District, the second priority will be suitable sites within the County of Leicestershire, and the third priority will be within the Travel to Work Area (which is a 60 minute radius).

- 4.4 On the day that the route is announced, the Business Focus Team will make the initial contact with the businesses, advising of the assistance we can offer.

#### Public Protection

- 4.5 The Environmental Protection Act 1990 is relevant to noise and vibration that is likely to be experienced during the construction of the railway. This is enforced by the District Council in the normal way, following the councils enforcement policy which adopts a staged approach to enforcement.
- 4.6 Once the railway is in operation, the Railways Act 1993 provides a defence for operators against a claim on the basis of nuisance arising from the operation of railway services, provided they are carried out without negligence. The Council does not have powers to investigate claims of negligence, so once operational, the responsibility for the investigation of any complaints would lie with the rail regulator.
- 4.7 Private claims may be brought for compensation as a result of vibration, provided that the value of land or property is reduced as a result. Complainants should obtain their own legal advice
- 4.8 In the light of the limited powers, both in duration and extent, that the Council possesses, it is intended that the Council's focus should be on the acoustic management, such as ensuring that the line has appropriate fencing and bunding, to protect affected receptors as far as possible.
- 4.9 As part of the overall improvement strategy, the Council should work with HS2 to secure public transport improvements between Coalville and the EMEG area, which could form part of a bus corridor between the Birmingham and Toton interchanges.
- 4.10 There are staffing implications from this report, as follows:
- i) Initial contact with businesses when route announcement made: Business Focus and/or Contact Centre
  - ii) Script prepared for initial contact with businesses: Business Focus
  - iii) Communications strategy and detailed text: Communications
  - iv) Investigation into reported/suspected regulatory breaches: Public Protection
  - v) Detailed consideration of acoustic fencing / bunding: Public Protection

## Comparative Journey Times

## Coalville Town Centre to London, Manchester, Leeds &amp; Newcastle

Comparative Journey Times						
Coalville to:	CAR	CAR + CONVENTIONAL RAIL	CAR + HIGH SPEED 2	BUS + CONVENTIONAL RAIL	EXISTING BUS + HIGH SPEED 2	POTENTIAL EXPRESS BUS + HIGH SPEED 2
<b>London</b>	2hr 11min	1hr 52min	1hr 31min	2hr 26min	3hr 35min	1hr 43min
<b>Leeds</b>	1hr 48min	2hr 7min	1hr 31min	2hr 58min	2hr 26min	1hr 41min
<b>Newcastle</b>	3hr 11min	3hr 19min	2hr 22min	4hr 10min	3hr 17min	2hr 32min
<b>Manchester<sup>1</sup></b>	2hr 6min	2hr 27min	1hr 34min	3hr 18min	3hr 27min	1hr 46min
<b>Manchester<sup>2</sup></b>			2hr 45min		3hr 40min	2hr 55min
<sup>1</sup> HS2 journey via Birmingham						
<sup>2</sup> HS2 journey via Toton & Meadowhall						
Sources: AA Route Planner, Traveline Journey Planner, National Rail Journey Planner, Rebalancing Britain (from HS2 towards a national transport strategy), HS2.org.uk.						

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## Notes and breakdown of data

Journey times have been assessed from Coalville as a representative location near the centre of the North West Leicestershire District. It was decided not to separately assess journey times from Ashby de la Zouch, as it is only about 4 miles from Coalville and early investigations indicated that journey times did not generally vary by more than about 6-8 minutes between the two locations.

15 minutes has been added at each interchange point on the journey where change times have not already been taken account of in the relevant Journey Planner. 30 minutes has been allowed for interchange where a walk between Birmingham New Street and Curzon Street stations is involved. No further allowance has been made for longer than normal change times, where, for example, bus arrival times and train departure times do not coincide.

Conventional rail journey times are based on the fastest journey in any regular hourly pattern, as shown in the National Rail Journey Planner.

Conventional rail journeys to London have been assumed to be via Leicester, while those to the north have assumed interchange at Derby, as it is considered these represent the most logical and direct routes, most likely to be chosen by the travelling public.

Existing bus services provide links between Coalville and Leicester or Derby (the latter requiring a change en route), and there is also a direct service to Toton, relatively near the site of the proposed HS2 interchange. These services have been used as the basis for the journeys detailed in the tables below. However, public road travel between Coalville and Birmingham International station is only possible by a combination of bus and coach via Leicester and Birmingham (the coach element of the journey requiring pre-booking) or a number of buses via Coventry. Both involve journey times of between 3 and 3¾ hours, and require more than one change, and are therefore not regarded as viable. For the “Existing bus + HS2” journey option, the decision has therefore been taken to assume travel by bus to Leicester, thence by conventional train services.

The “Potential Express Bus + HS2” option is based on the premise that demand for travel to the HS2 interchange hubs at Birmingham and Toton might be sufficient to justify direct limited-stop services from this part of North West Leicestershire. Clearly, no detailed assessment has been done on potential routes and timings, and the times used have therefore been based on the car journey plus 30% to take account of the expected need to serve other locations en route, and the generally slower average speeds achieved by buses.

The following tables provide more detailed breakdowns of the journey time calculations used in the table above.

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<b>CAR</b>			
<b>Coalville to:</b>	<b>Time</b>	<b>Distance</b>	<b>Approx. Average Speed</b>
<b>London</b>	2hr 11min	108.6 miles	48mph
<b>Leeds</b>	1hr 48min	92.3 miles	51mph
<b>Newcastle</b>	3hr 11min	180.2 miles	56mph
<b>Manchester</b>	2hr 6min	104.9 miles	50mph

Source: AA Route Planner

<b>CAR + CONVENTIONAL RAIL</b>				
<b>Coalville to:</b>	<b>Car</b>	<b>Change Time</b>	<b>Train</b>	<b>Total</b>
<b>London<sup>1</sup></b>	32min	15min	1hr 6min	1hr 52min
<b>Leeds<sup>2</sup></b>	35min	15min	1hr 17min	2hr 7min
<b>Newcastle<sup>2</sup></b>	35min	15min	2hr 29min	3hr 19min
<b>Manchester<sup>3</sup></b>	35min	15min	1hr 37min	2hr 27min
<sup>1</sup> Via Leicester.				
<sup>2</sup> Via Derby.				
<sup>3</sup> Via Derby and Sheffield.				
Source: AA Route Planner, National Rail Journey Planner.				

<b>BUS + CONVENTIONAL RAIL</b>				
<b>Coalville to:</b>	<b>Bus</b>	<b>Change Time</b>	<b>Train</b>	<b>Total</b>
<b>London<sup>1</sup></b>	1hr 5min	15min	1hr 6min	2hr 26min
<b>Leeds<sup>2</sup></b>	1hr 26min	15min	1hr 17min	2hr 58min
<b>Newcastle<sup>2</sup></b>	1hr 26min	15min	2hr 29min	4hr 10min
<b>Manchester<sup>3</sup></b>	1hr 26min	15min	1hr 37min	3hr 18min
<sup>1</sup> Via Leicester. Bus journey Arriva Midlands 29X to Leicester St. Margarets Bus Station, walk to Charles Street, then Centrebus Midlands 54A to Railway station.				
<sup>2</sup> Via Derby. Bus journey Roberts Coaches 155 to Castle Donington, then Kinchbus Skylink to Derby station.				
<sup>3</sup> Via Derby and Sheffield. Bus journey to Derby as note 2.				
Source: Traveline Journey Planner. National Rail Journey Planner				

<b>CAR + HIGH SPEED 2</b>				
<b>Coalville to:</b>	<b>Car</b>	<b>Change Time</b>	<b>Train</b>	<b>Total</b>
<b>London<sup>1</sup></b>	38min	15min	38min	1hr 31min
<b>Leeds<sup>2</sup></b>	30min	15min	46min	1hr 31min
<b>Newcastle<sup>2</sup></b>	30min	15min	1hr 37min	2hr 22min
<b>Manchester<sup>1</sup></b>	38min	15min	41min	1hr 34min
<b>Manchester<sup>3</sup></b>	30min	30min	1hr 45min	2hr 45min
<sup>1</sup> Via Birmingham Interchange.				
<sup>2</sup> Via Toton Interchange.				
<sup>3</sup> Via Toton Interchange and Meadowhall Interchange. Train journey times Toton – Meadowhall 44min, Meadowhall – Manchester 1hr 1min				
Source: AA Route Planner, National Rail Journey Planner.				

<b>EXISTING BUS + HIGH SPEED 2</b>				
<b>Coalville to:</b>	<b>Bus</b>	<b>Change Time</b>	<b>Train</b>	<b>Total</b>
<b>London<sup>1</sup></b>	1hr 5min	45min	1hr 45min	3hr 35min
<b>Leeds<sup>2</sup></b>	1hr 25min	15min	46min	2hr 26min
<b>Newcastle<sup>2</sup></b>	1hr 25min	15min	1hr 37min	3hr 17min
<b>Manchester<sup>1</sup></b>	1hr 5min	45min	1hr 37min	3hr 27min
<b>Manchester<sup>3</sup></b>	1hr 25min	30min	1hr 45min	3hr 40min
<sup>1</sup> Via Birmingham. Bus journey Arriva Midlands 29X to Leicester St. Margarets Bus Station, walk to Charles Street, then Centrebus Midlands 54A to Railway station. Train Leicester to Birmingham New Street, then walk to Birmingham Curzon Street. Train journey times: Leicester - Birmingham 56min, Birmingham - London 49min, Birmingham - Manchester 41min.				
<sup>2</sup> Via Toton Interchange. Bus Journey Trent Barton “Skylink Nottingham” to Toton, then walk.				
<sup>3</sup> Via Toton Interchange and Meadowhall Interchange. Train journey times Toton – Meadowhall 44min, Meadowhall – Manchester 1hr 1min.				
Source: Traveline Journey Planner, National Rail Journey Planner.				



<b>POTENTIAL EXPRESS BUS + HIGH SPEED 2</b>				
<b>Coalville to:</b>	<b>Bus</b>	<b>Change Time</b>	<b>Train</b>	<b>Total</b>
<b>London<sup>1</sup></b>	50min	15min	38min	1hr 43min
<b>Leeds<sup>2</sup></b>	40min	15min	46min	1hr 41min
<b>Newcastle<sup>2</sup></b>	40min	15min	1hr 37min	2hr 32min
<b>Manchester<sup>1</sup></b>	50min	15min	41min	1hr 46min
<b>Manchester<sup>3</sup></b>	40min	30min	1hr 45min	2hr 55min
<sup>1</sup> Via Birmingham Interchange. Express bus journey time based on car journey + 30% (to take account of need to serve other locations en route)				
<sup>2</sup> Via Toton Interchange. Express bus journey time based on car journey + 30% (to take account of need to serve other locations en route)				
<sup>3</sup> Via Toton Interchange and Meadowhall Interchange. Train journey times Toton – Meadowhall 44min, Meadowhall – Manchester 1hr 1min.				
Source: Traveline Journey Planner, National Rail Journey Planner.				

## HS2 – Your Questions Answered

We are aware that many people are very concerned about the HS2 project. To help you, we have put together the answers to some of the most frequently asked questions about it.

### Q1. Why can't we spend this money on the existing rail network?

In simple terms, our mainline railway system is full, and has been for some time. Railway use has doubled over the last 20 years and this trend will continue. While there is some space left on smaller branch lines, it is not possible to add any more services to our main lines.

To completely upgrade the main line network would cost considerably more than the money that is being spent on HS2, and the disruption to travel would be immense. HS2 is a new system which is being built separately to the main rail network, although there will be interchanges where this new system meets the old "classic" network. If you are going to build a new line, it may as well be high speed.

HS2 will create much more space on the classic network, and this space can be used for trains that serve smaller towns and cities, giving people better access for jobs and leisure. Freight services will also improve.

### Q2. Why don't we spend this money on better public services, like hospitals and schools?

Although the Government must spend money on health and education, it must also ensure that the UK's economy works properly. At the moment there is a huge imbalance between the North and the South; London is said to be "overheating" and there is a need to encourage businesses to move out of the capital.

There has been a lot of publicity recently about the "Northern Powerhouse" and the "Midlands Engine"; these are areas which must develop and grow bigger economies. NW Leicestershire is part of the "Midlands Engine" and will benefit from the prosperity and jobs that HS2 can bring.

### Q3. I am going to be directly affected. What about compensation?

The Government has already published details of a compensation scheme for individuals and businesses that will be affected by HS2. Details of this scheme are online at <https://www.gov.uk/claim-compensation-if-affected-by-hs2/overview>; you can look this up yourself or get details from your council office. You will also be able to get details of how to get legal advice. The final route will be published in Autumn 2016.

### Q4. Is my local area going to be disrupted?

The council offices will have detailed maps of the areas that will be affected by the construction process. We will ensure that good notice is given of disruption to roads, businesses and residential areas. Some roads may need to be diverted while digging and buildings works are going on, and diversion routes will be carefully worked out.

### **Q5. Is the environment going to be damaged?**

There are a number of measures being put in place to help protect the environment. HS2 have already mapped the course of the new railway route, and this will be confirmed in Autumn 2016. They have noted Sites of Special Scientific Interest, the extent of the National Forest, public Rights of Way and areas where there is a possibility that archaeological finds may be made.

Discussions have already taken place between HS2 and the National Forest, and areas where trees are affected will be suitably replanted. Trees near to the line will be non-deciduous, so that falling leaves do not affect railway operations in the Autumn. It is possible that **extra** trees will be planted in areas where they could help shield train noise.

While digging works are taking place, we will negotiate with HS2 to ensure that spoil is disposed of sustainably.

### **Q6. Aren't high speed trains very noisy? They travel at 250mph**

If you live near the A42, M42 or East Midlands Airport, you will notice very little extra noise at all. As the trains are moving so fast, you will only hear them when they are within about 2/3 of a mile of you. This is about 9 seconds, and if there are nine trains an hour, you will hear train noise for just over 2½ minutes per hour.

See the answer to Q5 above – where there is a risk of train noise being transmitted to areas where there are a lot of houses, HS2 may opt to plant trees to help shield residents.

High speed trains can make additional noise when entering or leaving tunnels, rather like a sonic boom, but HS2 are already aware of this and tunnel portals are designed to help diffuse the noise.

### **Q7. What will happen if there is a change in Government?**

Once the Act of Parliament is passed to allow the HS2 project to start (later in 2016), it will continue whichever government is in charge. All of the major political parties support HS2 as they see it as necessary for Britain's economy.

### **Q8. What is NW Leicestershire's position on HS2?**

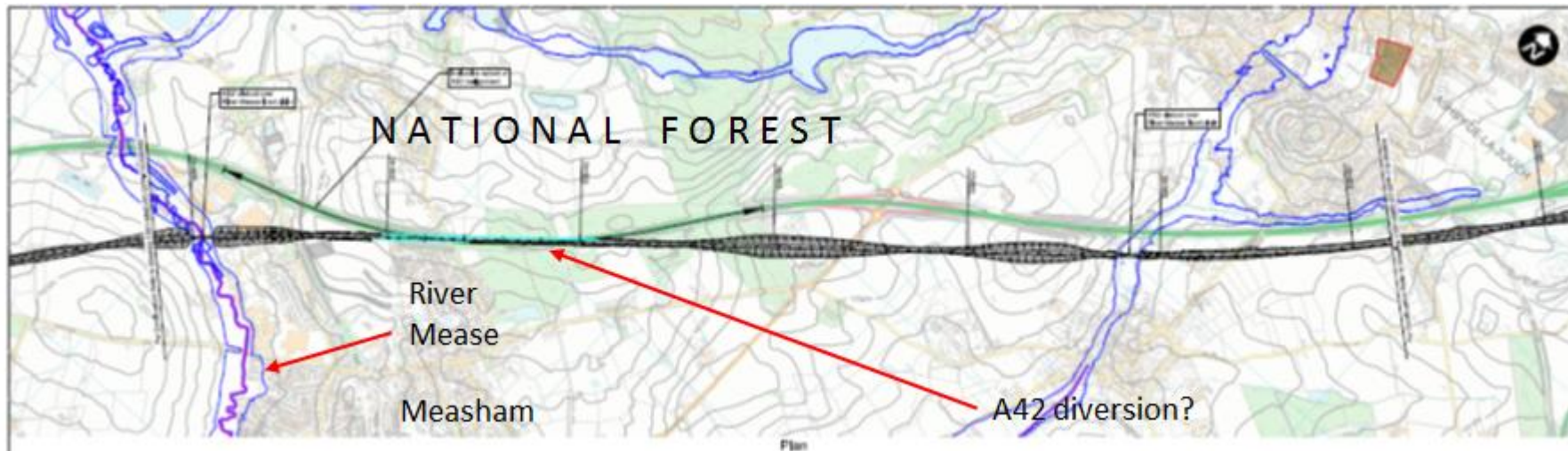
As one single District Council, NW Leicestershire cannot prevent the HS2 project happening. However, we are taking a balanced view on it. We will ensure that we guard our environment and get the best for our residents, but will also welcome the extra jobs, prosperity and travel opportunities that HS2 will bring.

**SLC Rail on behalf of NW Leicestershire District Council**

**24<sup>th</sup> March 2016**

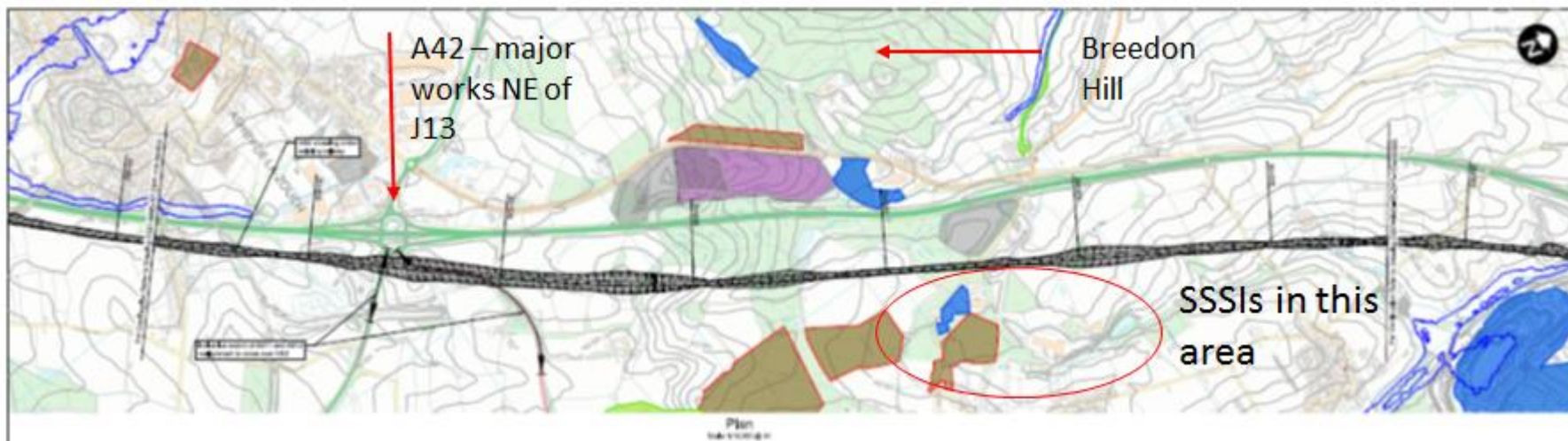
## Appendix 2A: HS2 map by Section – route as currently assumed (March 2016, to be confirmed Autumn 2016)

### Section 1: Appleby Parva to Ashby de-la Zouch



20

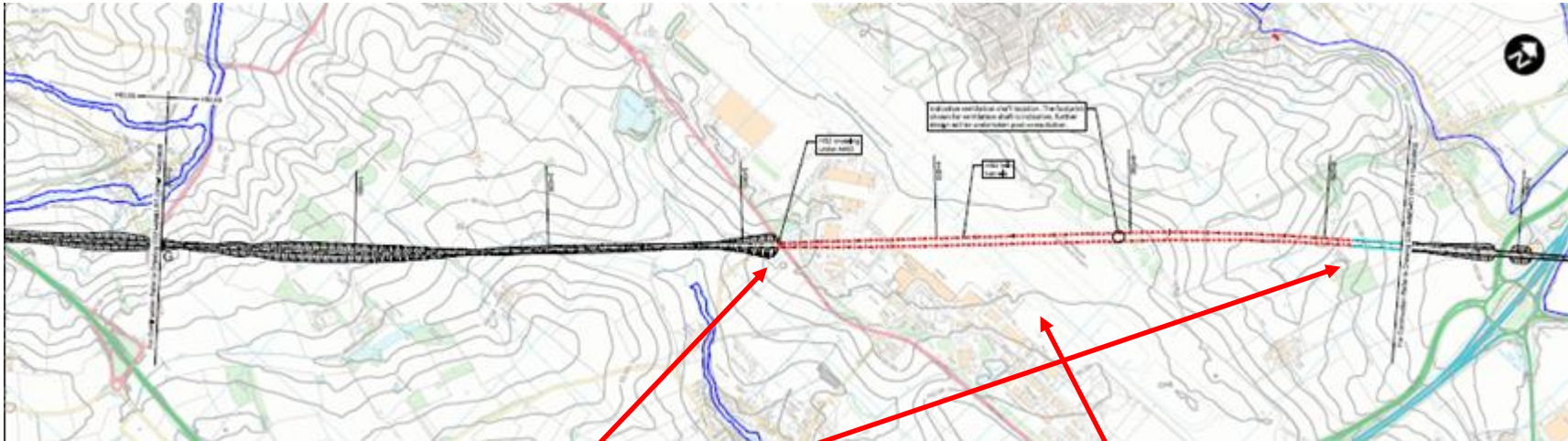
### Section 2: Ashby de-la Zouch to Charnock Hill





Section 3: Charnock Hill to Lockington

Major flood plain north of this map section



Noise mitigation required for tunnel portals

East Midlands Airport

## Appendix 2B:

### North West Leicestershire District Council

#### Potential Impact of High Speed 2

##### Summary of key points:

- Environmental impact on the National Forest
- Regeneration benefits for Measham (via government compensation)
- Current scheme for works on J13 of M42 to be disrupted by HS2 route
- Road access for HS2 users via M42/A42 to Birmingham Interchange.  
Information needed from Highways England
- Information needed on HS2's plans for rights of way, e.g. footpaths, cycle ways
- Impact on East Midlands airport, particularly northern end
- Impact on HS2 route as a result of approved planning application for East Midlands Gateway air freight terminal

##### Introduction

The potential effects of the proposed HS2 alignment through North West Leicestershire have been assessed against the following:

1. Landscape and Visual
2. Ecology and Wildlife
3. Noise
4. Roads and Traffic
5. Development
6. Heritage
7. Public Amenities
8. Water and flooding

The route was divided into three geographical sections. For most of its length through the area of interest, the proposed route for HS2 runs parallel, and in close proximity, to the A42 trunk road. View disadvantages from the railway placement in the context of existing visual, noise and other intrusions from the heavily-used trunk road.

## Section 1. Appleby Parva to Ashby de la Zouch.

<b>Landscape and Visual</b>	<ul style="list-style-type: none"> <li>Route will closely follow A42, mostly at grade with existing highway. Cuttings/embankments will mirror those already provided for the road</li> <li>Overhead line equipment (OLE) will be visible, but absence of junctions should avoid the need for large support structures and complicated wiring runs</li> <li>HS2 engineers may consider more aesthetically pleasing OLE designs</li> <li>It is unknown whether power feed points are planned on this section, which would require substantial support structures and lineside electrical equipment</li> <li><b>Review when more detailed plans become available</b></li> </ul>		
<b>Ecology and Wildlife</b>	<ul style="list-style-type: none"> <li>River Mease is a Special Area of Conservation and a Site of Biological Interest. It is important as a wildlife habitat and corridor, and for flood mitigation</li> <li>River flow and bank habitats must be conserved during and after railway construction</li> <li>Other local areas, particularly woodlands provide amenities for local residents</li> <li>Measham lies within the National Forest and there has been significant tree planting along the A42 in recent years.</li> <li>Trees affected by the railway construction must be replaced, and there may be opportunities for new planting to mitigate visual issues or noise</li> <li>HS2 are unlikely to want deciduous planting near to the railway to minimise leaf fall</li> </ul>		
<b>Noise</b>	<ul style="list-style-type: none"> <li>The proposed route will be nearer to Appleby Parva, Appleby Magna and Measham than the A42; passing trains will cause additional noise</li> <li>However, railway noise will be intermittent and unlikely to occur 24 hours a day (road noise more likely to be continuous). Effects of noise will be clearer when the HS2 timetable is published</li> <li>There may be occasional noise at night from engineering works</li> <li><b>Ensure timetabling information is kept under review</b></li> </ul>		
<b>Roads and Traffic</b>	<ul style="list-style-type: none"> <li>Increase in road traffic likely during construction period</li> <li>Temporary closures or restrictions may be required on local roads and new temporary access roads may be required for construction purposes</li> <li>The A42 may need to be diverted to the west of the existing road in the Oakthorpe area to provide more space for the railway and limit the effect on properties in Measham. If confirmed, appropriate mitigation measures must be carefully planned to minimise impact on A42 traffic during construction</li> <li>Traffic on A42/M42 corridor may increase after 2026 when Birmingham Interchange opens. Engagement with Highways England required in relation to mitigation measures/capacity enhancements</li> </ul>		
<b>Development</b>	<p>The District Strategic Housing Land Availability Assessment (SHLAA) identifies a number of sites for residential development within about 1Km. of the proposed railway alignment:</p> <table data-bbox="539 1966 970 2007"> <tr> <td>Appleby Magna</td> <td>333 houses</td> </tr> </table>	Appleby Magna	333 houses
Appleby Magna	333 houses		

	<p>Measham                      533 houses</p> <p>Ashby de la Zouch        2,228 houses</p> <p>Larger applications currently in the planning process include:</p> <ul style="list-style-type: none"> <li>• Measham Land Company Ltd – up to 450 residences and reinstatement of 1.1km of canal, provision of public open space and vehicle/emergency/footpath access at Waterside, Burton Road, Measham</li> <li>• David Wilson Homes – 56 residences, Leicester Road, Ashby de le Zouch</li> <li>• Icen Projects – 605 residences, primary school, health/care facilities, open space and community/associated uses on land north of Nottingham Road, Ashby de la Zouch (near A42 J13)</li> <li>• Other residential/commercial development proposals are included in the District Plan, or are under consideration. These are further away from the HS2 route but may impact on traffic levels and the number of people affected in the longer term</li> <li>• <b>Review when further details of HS2 plans become available</b></li> </ul>
<b>Heritage</b>	<ul style="list-style-type: none"> <li>• No designated ancient monuments, listed buildings or known historical sites along this section of route</li> <li>• Construction work may uncover artefacts or sites of historical interest. The legal authority for HS2 construction should include details of company actions in these circumstances</li> </ul>
<b>Public Amenities</b>	<ul style="list-style-type: none"> <li>• HS2 will affect public rights of way including footpaths and bridleways. The County Council must develop plans for diversion, closure or other appropriate measures</li> <li>• See note above on woodland areas</li> <li>• <b>Review information as more detailed plans become available</b></li> </ul>
<b>Water and Flooding</b>	<ul style="list-style-type: none"> <li>• All rivers in the area have identified flood plains; as far as is known, none of these are flood mitigation areas</li> <li>• Flooding has affected Packington in the past; avoid increased risk here, particularly during construction phases</li> <li>• There are no known aquifers or other groundwater sites</li> </ul>



## Section 2. Ashby de la Zouch (A42 Junction 13) to Charnock Hill.

<b>Landscape and Visual</b>	<ul style="list-style-type: none"> <li>• Land contours suggest that deep cuttings and high embankments will not be required, but the proposed route is further from the A42 than section 1. The route will be a new transport corridor</li> <li>• Until the exact route is confirmed, it is unknown what, if any effect HS2 will have on the view from Breedon Hill. However, railways tend to blend into the landscape better than trunk roads, but OLE may be visible</li> </ul>
<b>Ecology and Wildlife</b>	<ul style="list-style-type: none"> <li>• Part of this section is within the National Forest, and there is tree planting which must be replaced if affected by HS2 construction</li> <li>• See comments about deciduous planting in section 1 above</li> <li>• Breedon Cloud Wood and Quarry (near Worthington) is a Site of Special Scientific Interest (SSSI) for biological and geological reasons and is less than 1Km from the proposed route</li> <li>• Pasture Wood and Asplin Wood are also SSSIs and are less than 1Km east of Cloud Wood. These could be affected if the proposed route changes</li> <li>• Other SSSI's near the proposed route are on the western side and unlikely to be affected. However, consideration may need to be given to protective measures for Lount Meadows to prevent potential adverse effects on drainage of the grasslands</li> </ul>
<b>Noise</b>	<ul style="list-style-type: none"> <li>• Lount, Newbold and Worthington lie along this section, but are smaller than the centres of population noted in section 1. There are other small settlements and isolated houses</li> <li>• Noise intrusion on the various SSSI locations may give rise to objections</li> <li>• This section of the route is close to East Midlands Airport, and additional railway noise must be looked at in the context of existing noise generated by aircraft</li> </ul>
<b>Roads and Traffic</b>	<ul style="list-style-type: none"> <li>• Increase in road traffic likely during construction period</li> <li>• Temporary local closures or restrictions may be necessary</li> <li>• The proposed route passes close to J13 of the A42, with a major impact on the junction itself and the associated road network. Current plans show HS2 occupying the line of the A512 to the north-east of the junction, requiring major works to this section of road. Temporary restrictions on and around the junction will be required during the construction phase. The County Council has already contacted HS2 and expressed its concerns on the impact to J13, but has not received a response</li> <li>• The railway will cross the A42 at Breedon and bridge construction will cause disruption, including lane closures or a short period of complete closure for placing of bridge spans. Attempts will be made to minimise disruption</li> <li>• The proposed crossing line is very close to J14, the main access to Donington Park Motor Racing Circuit from the south, and access to East Midlands Airport. Disruptions will need to take account of the racing calendar where possible.</li> <li>• Increased traffic levels towards Birmingham Interchange are likely to be less on this section</li> <li>• There may be some increase in traffic towards Toton Interchange for Leeds and the North East, but these are likely to be significantly less than for Birmingham to London traffic</li> </ul>

<b>Development</b>	<p>The District SHLAA includes two sites designated for residential development within 1Km. of the railway alignment:</p> <p style="padding-left: 40px;">Newbold      198 houses</p> <p style="padding-left: 40px;">Worthington    24 houses</p> <p>As far as can be ascertained, there are no major commercial or residential development applications currently in the planning system on this section of the route</p>
<b>Heritage</b>	<ul style="list-style-type: none"> <li>• There are a number of sites of historical interest within about 1Km of the proposed alignment: <ul style="list-style-type: none"> <li>○ Moat at Breedon Lodge Farm</li> <li>○ Langley Priory</li> <li>○ Breedon Hill</li> </ul> </li> <li>• The first two locations could be directly affected if the proposed route moves eastwards</li> <li>• It can reasonably be assumed that the likelihood of uncovering archaeological finds on this section are greater than the section of route south of J13</li> </ul>
<b>Public Amenities</b>	<ul style="list-style-type: none"> <li>• The proposed route crossed the “Cloud Trail”, part of National Cycle Network Route 6, running from Derby to Cloud Quarry near Worthington. A suitable bridge will need to be provided</li> <li>• Other public rights of way in the area are likely to be affected</li> <li>• See notes in Ecology and Wildlife section for affected woodlands. Plans for complementary planting will need to be considered in this area</li> </ul>
<b>Water and Flooding</b>	<ul style="list-style-type: none"> <li>• There is a flood plain on the stream around Worthington which is intersected by the proposed route and may be affected. Mitigation measures to prevent damming may be required</li> <li>• There are no known aquifers or other groundwater sites</li> </ul>

### Section 3. Charnock Hill to Lockington (District Boundary)

<b>Landscape and Visual</b>	<ul style="list-style-type: none"> <li>• Current plans are for this section to be largely in tunnel underneath East Midlands Airport and the proposed East Midlands Gateway Freight Terminal to the north of the airport. No major issues with visual intrusion are foreseen at this stage</li> <li>• Location of tunnel portals are unclear in the current plans. The topography to the north-east of the airport suggests that there will be considerable difficulties finding suitable levels for the railway compatible with the Freight Terminal, M1 and A6 trunk roads</li> </ul>
<b>Ecology and Wildlife</b>	<ul style="list-style-type: none"> <li>• No ecological issues are foreseen at this stage as the railway will be mainly underground</li> </ul>
<b>Noise</b>	<ul style="list-style-type: none"> <li>• Development of HS2 Phase 1 has raised the issue of sonic resonance at tunnel entrances, producing an effect similar to a low-level sonic boom. HS2 designers are working on tunnel portal designs to mitigate this</li> </ul>
<b>Roads and Traffic</b>	<ul style="list-style-type: none"> <li>• Tunnelling almost certainly to be undertaken by boring machines to reduce the effect of works on the airport.</li> <li>• No indication has been given yet of the method of spoil disposal, but previous similar projects indicate a preference to use rail transport whenever possible. Work on the East Midlands Gate Terminal may offer opportunities to utilise the site for loading and forwarding spoil</li> <li>• A conveyor system to a loading facility may be needed, and if road transport is used to any extent, improved links to nearby trunk roads may be needed</li> <li>• Ensure close engagement with HS2 to produce plans for sustainable spoil disposal which minimises effects on the local environment</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>• Current plans are for HS2 to pass beneath the Freight Terminal site in tunnel. However, topographical levels in the area suggest that the northern portal may have to be located within the terminal boundary, or a covered way constructed over the railway</li> <li>• There will be difficulties identifying practical vertical and horizontal alignments to take the railway under or over the adjacent M1 and A6 trunk roads at J24</li> <li>• The proposed route will require the demolition of the Hilton Hotel at Lockington. A suitable alternative site in the area will need to be identified</li> </ul>
<b>Heritage</b>	<ul style="list-style-type: none"> <li>• Lockington Hall is within 1Km of the proposed route, but is unlikely to be affected unless the alignment is moved northwards</li> <li>• The possibility of archaeological finds during tunnelling cannot be discounted; an important Bronze Age hoard was found at Lockington in 1994</li> </ul>
<b>Public Amenities</b>	<ul style="list-style-type: none"> <li>• Depending on the final route alignment north of the tunnel, there may be effects on public rights of way</li> </ul>
<b>Water and Flooding</b>	<ul style="list-style-type: none"> <li>• The great majority of the area to the north of Castle Donington and Kegworth is a major flood plain and whatever final route is chosen, the railway will run through open air through this section of route</li> <li>• There must be appropriate measures to ensure that the free flow of flood water is not affected by the railway</li> </ul>

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## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 15 NOVEMBER 2016

Report Title	<b>2016/17 QUARTER 2 PERFORMANCE MANAGEMENT REPORT</b>
Key Decision	a) Financial - No b) Community - No
Contacts	<p>Councillor Richard Blunt 01530 454510 <a href="mailto:richard.blunt@nwleicestershire.gov.uk">richard.blunt@nwleicestershire.gov.uk</a></p> <p>Chief Executive 01530 454500 <a href="mailto:christine.fisher@nwleicestershire.gov.uk">christine.fisher@nwleicestershire.gov.uk</a></p> <p>Director of Services 01530 454555 <a href="mailto:steve.bambrick@nwleicestershire.gov.uk">steve.bambrick@nwleicestershire.gov.uk</a></p> <p>Interim Director of Resources 01530 454833 <a href="mailto:andrew.hunkin@nwleicestershire.gov.uk">andrew.hunkin@nwleicestershire.gov.uk</a></p> <p>Director of Housing 01530 454819 <a href="mailto:glyn.jones@nwleicestershire.gov.uk">glyn.jones@nwleicestershire.gov.uk</a></p>
Purpose of report	The report provides members of the Cabinet with information on the performance and progress made against the Council Delivery Plan actions and performance indicators for quarter 2 (Q2) (July - September).
Reason for Decision	The report is provided for members to effectively monitor the organisation's performance.
Council Priorities	The report addresses performance against each of the Council's five priorities for 2016/17
Implications	
Financial/Staff	The report contains summary performance data on staff management & financial information.
Link to relevant CAT	The report links to the work of all Corporate Action Teams.
Risk Management	Risk management is applicable to all areas of the Council's statutory duties and service provision. Any relevant risks relating to actions set out in the Council Delivery Plan are managed through the Corporate Risk Register.

Human Rights	No direct implications.
Transformational Government	No direct implications
Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	Corporate Leadership Team
Background papers	<a href="#">Council Delivery Plan 2016/17</a>
Recommendations	<b>THAT CABINET RECEIVES AND COMMENTS ON THE QUARTER 2 PERFORMANCE REPORT (JULY – SEPT 2016).</b>

## PERFORMANCE SUMMARY FOR QUARTER 2

### 1 Introduction

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

### 2 Performance summary of key frontline services

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

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

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

## **2.1 Leisure Services**

Officers are working in partnership with Thringstone Miners Welfare Social centre to develop a football training pitch on the area formerly known as Clover Place play area. Planning permission for the fencing has been approved and a footpath diversion application has been submitted.

Officers have developed proposals for a green gym to add to the community facilities at Melrose Road play area in Thringstone, an order has been placed and it is anticipated the equipment will be installed in January 2017.

Officers are working with consultants to develop a Playing Pitch Strategy for the district which is due for completion in Quarter 1 2017/18. This will provide a quantitative and qualitative picture of our current formal sports pitch provision. This strategy will be used to advise future planning decisions as well as support grant funding applications by Parish Councils and sports clubs.

Scotlands Recreation Ground is now being used by Coalville Town Football Club with 7 junior and female teams using the site predominantly on Sunday mornings. This development for the club is allowing the club to expand its junior section providing more opportunities for participation in local junior football.

Officers supported the organisers of the Coalville Colour Run and 500 people attended the event with more than 1000 people in Coalville park attending the party afterwards. The feedback has been exceptionally positive.

A new workplace health promotion programme is in the process of being implemented by the Physical Activity Development Officers and will be delivered during quarter 3 to include health and wellbeing assessments, advice and guidance and leisure centre activity sessions. The outcome of these sessions is that employees will be far better placed to manage their health and wellbeing which will ultimately increase productivity and reduce levels of absenteeism.

Building work on the new changing pavilion at Owen St Recreation Ground is now completed. It is anticipated that the formal opening will take place in May/June 2017 as the club want to arrange a match against prestigious opponents.

Usage of Hood Park Leisure Centre by the NHS commenced on 16 May following the relocation of the physiotherapy services from Ashby Hospital. As of 5 September 784 patients had been seen, of which 253 were new patients, and feedback from the NHS has been very positive about the quality of the facilities. District Nurses commenced treatment consultations from the treatment room in mid September whilst the Podiatry commencement date is still to be determined and is expected to be during November.

The NWLDC Sport and Physical Activity team has been commissioned by LCC Public Health to deliver a falls prevention initiative called FaME across the footprint of the West Leicestershire Clinical Commissioning Group footprint - NWL, Charnwood, and Hinckley and Bosworth. The intervention targets those at risk of falling with a view to improving balance and strength to reduce the likelihood of falls occurring. The intervention commenced in May and as at the end of Q2, 170 people have been engaged, and between them they have generated over 1,600 attendances at sessions. The intervention is evidence based and the outcomes are that participants

have increased confidence, reduced slips, trips and falls, improved mobility, improved quality of life, a lessened risk of health issues, reduce muscle wastage, improved mental wellbeing, improved levels of balance, and improved social interaction. The project is due to finish at the end of February and, given its success, discussions are already taking place with commissioners to consider how the programme can be extended beyond then.

In partnership with the Local Sports Alliance, NWL has helped clubs, athletes and volunteers by supporting them in accessing funding streams. The amount of funding accessed is over £6,000 through coach education, talented athletes, legacy grants and the establishing of satellite clubs. Clubs that have benefitted include Coalville Town Ravenettes, Heather Junior FC, Ashby Aztecs Basketball Club, and Gracedieu Netball Club. The outcomes are increased opportunities for participation through new sports sessions, an increased number of qualified coaches and athletes accessing competitions which they may not have been able to afford.

Cancer Wellness is a physical and psychology activity based rehabilitation programme designed by NWLDC officers for those living with cancer. It began in January 2016 as a pilot scheme in North West Leicestershire and is funded by the West Leicestershire Clinical Commissioning Group (CCG). Since it began 25 people with cancer have joined the programme and following individual assessment began to follow their unique activity plan. The pilot will continue until the end of March 2017 and, following its success, discussions are ongoing with the CCG regarding its continuation and expansion into Charnwood and Hinckley and Bosworth. The outcomes that participants have experienced include an improved quality of life, improved physical functioning, improved mental wellbeing, increased levels of mobility, reduced levels of nausea, reduced risks of cancer recurrence, and the reduction of treatment side effects.

## **2.2 Housing Services**

Performance in average re-let times has continued to improved and the Q2 outturn of 37 days bettered the Q1 figure of 38 days, and the 40 day target. Due to this improved performance the end of year target has now been brought down to 35 days. Our Empty Homes reservicing team has been completing works more quickly, and at a reduced cost, whilst the Housing Management Team has been quicker in letting the properties to tenants.

Down from 87 in quarter 1, 82 properties from a total stock of 4,351 are currently designated as being empty and unavailable. The vast majority of these are flats in sheltered housing schemes that we have already decided to decommission (Greenacres Coalville, Queensway House Measham, Westgates Ibstock, and Woulds Court Moira).

Greenacres at Linford and Verdon Crescent is now due to be demolished in quarter 4, after completion of the new community building at the end of quarter 3. Good progress is being made with the disposal of Westgates (along with two other infill sites), and the sale to East Midlands Homes should be completed in quarter 4. A total of 28 affordable rented homes will subsequently be developed on these sites.

The Council's new build plans continue to progress, with initial designs for new developments at Linford and Verdon Crescent and Willesley Estate, Ashby being drawn up, with a view to planning applications being submitted in quarter 3, and construction beginning at the end of quarter 4.

Implementation of the Service Improvement Plan for the former Repairs and Planned Investment service (now the Asset Management Team) continues. The tenant led



Landlord Services Working Group monitor progress against this Plan, and actions for Q2, which mainly involved staff recruitment, are on track. Whilst some staff have left the service, a number of internal and external appointments to new positions were made.

A new structure for the Operatives, comprising of 3 teams went live in August. Responsive Repairs, Empty Homes, and Minor Works (Planned) teams are now in place, and working well so far, with a reduction in the number of emergency and urgent jobs, which allows for better workforce planning and more efficient scheduling of jobs. The introduction of Standard Minute Values (SMV) for repair jobs was also implemented in August, with each job now having a specific time allocation when it is passed to the Operative for completion. We hope to see a rise in productivity by the third quarter.

Responsibility for taking repairs calls from tenants will transfer from the Corporate Customer Service Centre to the new Asset Management Team from 17 October 2016. This will more closely coordinate the roles of taking reports from tenants with the subsequent processes of scheduling the repairs for completion and making appointments.

A contract for parking improvement works was awarded as the most recent STAR survey of tenant satisfaction showed that parking was a significant concern for tenants. Works are due to start at Willn Close, Greenhill and St Matthews Avenue, Worthington in November, before moving on to Cropston Drive, Greenhill.

Quarter 2 revenue monitoring for the HRA shows a forecast favourable variance of £105k for the financial year, largely as a result of having fewer empty homes than predicted when the budget was established, which increases rental income. Due to letting more homes, more quickly, the rent loss figure of 1.1% is well below the target of 1.8%.

A series of Resident Involvement “pop-up” events took place at 16 locations across the district in late summer, with 50 to 60 residents spoken to at each event. Positive feedback was received as well as areas we need to improve around repairs, litter picking and parking. A report is being produced in quarter 3 summarising the outcomes and recommending action.

### **2.3 Revenues & Benefits**

All targets for Council Tax and Business Rates remain on track. Business Rates is exceeding target by 0.7%. Alongside the percentage collected another useful measure is the monetary value collected. At the end of this reporting period, the annual amount to be collected was £1.7million greater than the previous year. So whilst the % is greater, so is the amount actually collected.

Council Tax arrears continue to be tackled via bulk robust recovery processes to ensure cases are moved through the recovery process promptly and payment is secured in a timely manner identifying the ‘won’t pays’ from the ‘can’t pays’ as early as possible.

Charging Orders have been obtained for a number of accounts. Once some of the key projects have been implemented time savings released will be used to concentrate on tackling other high level enforcement action (e.g. committal or bankruptcy) where bailiff action has not been successful and all other action has been tried or is not possible.

The single persons discount review is almost complete. All review forms and reminders have been issued. This has had some impact on the Council Tax Team with one officer dedicated to actioning the changes in a timely manner and rebilling people as quickly as possible to allow them as much time in year to pay their increased charge.

In respect of business rates we are progressing the chasing of outstanding arrears for older years and will continue to liaise with the legal departments for advice on certain cases.

The new rating list, which comes into force from 1st April 2017 has been downloaded from the VOA website and will be uploaded into the Capita test system in October to check for any anomalies. Statistical data from the VOA will be issued to all finance teams in October. The Valuation Office has requested that all Authorities send out a leaflet concerning the revaluation in mid October 2016 so we are taking this opportunity to include a mailshot from the partnership promoting customers managing their own accounts online (self-service). The VOA has a facility on their website for ratepayers to check their new rateable value and to obtain an estimate of the 2017/18 rates bill.

### Benefits Processing

New claims for Housing Benefit continue to be distributed to the assessment team on the day of receipt in an effort to improve processing times for new claims. Comparison of the cumulative positions against this time last year show an improvement in the time taken to process new claims and change of circumstance.

Risk Based Verification (RBV) was introduced in October 2016 which, once embedded, will improve the processing times for low risk claims.

## **2.4 Refuse & Recycling**

A cabinet report by LCC on 16 September 2016 has confirmed their proposals to withdraw recycling credits and direct districts to unload recycling at a location to be specified by them. LCC will now be arranging to meet with Districts to discuss this decision and explain the processes to be followed before implementation from April 2018. Officers will now be considering the implications for NWLDC and will discuss with the Portfolio Holder in Quarter 3.

The Silver Street car park, Whitwick resurfacing works have been completed as part of the capital programme. The scheme has rectified defects, improved the appearance of the car park and surrounds and created 13 additional car parking spaces.

Hermitage Recreation Ground, Whitwick access road surface redressing has been completed to improve the appearance and extend the life of the car park.

A review of the cost/benefit implications of introducing LED lighting into the Districts car parks is underway. Advice is being sought from LCC to share learning with their Technical Team who have commenced LED fittings to lamp columns across Leicestershire.

LCC are no longer actively progressing their proposal to construct a refuse waste transfer station at the Linden Way Depot in Coalville. Alternative tipping arrangements have been agreed with LCC waste disposal team which include Shepshed and the current landfill disposal site at New Albion which has received an extension until 31 December 2017.

A number of road shows and events to raise awareness of and promote recycling performance have been held across the district including at the Strawberry Fields festival in Heather and also in Coalville, Castle Donington, Ibstock and Ashby. Over 800 residents engaged with the events and over 120 more recycling containers were ordered as part of a commitment by those residents to recycle more things more often to help increase the District's recycling rate

## 2.5 Development Control

The call for nominations for the Local Heritage asset list ran between 4 July and 30 September. The Conservation Officer is in the process of reviewing the nominations received and we are on schedule to adopt the list by the end of Q4.

Performance in determining planning applications within target time remains strong, and is comfortably clear of national targets, and exceeding the more challenging local targets.

The emphasis on quality of new developments continues, with major residential schemes performing positively against the Building for Life principles.

Feedback from customers continues to be received and satisfaction levels with the Planning service remain consistently high at 91%.

## 2.6 Environmental Health

Environmental health has been asked by the Department for Business, Energy & Industrial Strategy (BEIS) to take part in a national trial called '**Communication for Compliance**'. The objective of the trial led by the Regulatory Delivery office of the BEIS is to revise the communications which are sent to newly registered food businesses with the aim of improving compliance with food law. A new approach will be taken to the design of correspondence drawing on behavioural insights to encourage food businesses to act on the information in the letter. The Environmental Health Team Manager attended a Coproduction design day at the BEIS offices in London where the design options for the letter were explored including content, tone, mode of delivery and feasibility. The final design of the trial correspondence will now be devised by the Food Standards Agency, BEIS and Ipsos Mori. The trial is scheduled to commence in December 2016. The impact of the new correspondence will be monitored by comparing food hygiene law compliance levels.

Environmental Health has formed a Primary Authority partnership with Autogrill Catering UK Ltd. We were approached by Autogrill about forming a partnership as a result of our long and constructive relationship built over many years of inspecting the units at East Midlands airport. Autogrill provide food, beverage and retail services to travellers. The company operates 36 outlets at airports and railway stations across the UK, including East Midlands Airport. Primary Authority (PA) offers businesses the opportunity to be regulated in a new way. The council will provide Autogrill with robust and reliable regulatory advice which other local authorities throughout England and Wales must take into account in their dealings with the business. In this way, PA promotes consistency and fairness in the way that regulations are enforced locally. NWLDC will also be able to guide the way that other local authorities carry out checks such as inspections, by developing an inspection plan.

A 3 month consultation process focusing on proposed changes to **taxi vehicle policy** and conditions closed on 16 September. The proposed changes, scheduled for introduction in November 2016 are expected to further improve the condition and safety of licensed vehicles and reduce vehicle emissions by providing an incentive to

purchase newer and low emission vehicles. A draft policy document will be presented to Licensing Committee in November for their consideration and approval.

The **standard of taxi vehicles** continues to **improve**. The first time pass rate for Q2 is 74%, surpassing the previous quarterly best of 69.9% in Q1 of this year. This compares to a pass rate of 65.5% over the last financial year. A text message encouraging taxi drivers to have their vehicle serviced before submitting the vehicle for the council inspection is thought to have had a positive impact.

The RSPCA has, for a fifth time, awarded the Council a '**gold footprint**' award for the high quality manner in which the Council handles **stray dogs**. As the highest achievable award for the provision and care of stray dogs, the accolade recognises that NWLDC has put in place clear procedures to deal with stray dogs and improve the service. We are one of only fifteen Councils in the country that has maintained a service at a level to qualify for a Gold Stray Dog Footprint for five years. The RSPCA Gold Footprint Award recognises a range of issues including the treatment and welfare of dogs whilst in the Council's care, re-homing policies, and proactive action to reduce stray dog numbers whilst providing a cost effective service.

A steering group has been established to work towards submitting an application for **purple flag accreditation** for excellence in managing the evening and night-time economy in **Ashby de la Zouch**. The Purple Flag Accreditation Scheme was launched in October 2009 by the Association of Town Centre Management in association with partners in central and local government, police, business and industry. The steering group, made up of NWLDC officers and Members, Ashby Town Council, Ashby businesses and residents and volunteers have met to consider and deliver an action plan devised from a self assessment carried out earlier this year. A public perception survey carried out and analysed by the council on behalf of the steering group in July has confirmed the view that Ashby offers a vibrant and safe evening and night-time economy. The steering group will continue to meet throughout the autumn with an application for accreditation scheduled to be submitted following the festive season.

### **3 Council Delivery Plan**

Appendix 1 sets out a high level exception report for the remainder of the Council Delivery Plan and further information on key front line services. This provides commentary against actions and performance indicators that were not on target during Q2.

#### **3.1 Building Confidence in Coalville**

The Coalville shop front improvement grant scheme has been expanded to incorporate properties on Ashby Road, Belvoir Road and Marlborough Square, with £300,000 additional budget allocated by Cabinet in July 2016. At the end of Q2, £207,000 of the original £225,000 budget was allocated to improvement projects on Hotel Street and High Street.

Multi-disciplinary teams, including businesses and property owners, have been engaged in discussions about potential improvements to Marlborough Square and Memorial Square, in order to increase public safety, tackle traffic issues and create more flexible spaces for event and commemorative uses. Cabinet allocated £523,000 towards the design and implementation of improvements to Marlborough Square in July 2016.

Stakeholders agreed the Choose Coalville visual identity which was first used publicly during September 2016, as part of the Coalville Colour Run (mentioned in 2.1) and

on shop window decals on Hotel Street. A new Coalville Town Guide has been produced and plans developed for distribution to all local residents and businesses.

Agreement was reached with Belvoir Centre to deliver one Christmas event, combining the Coalville Town Team's food and drink event and the council's lights switch on (Christmas in Coalville on 3 December).

Coalville Heroes community engagement activities included supporting the National Citizen Service, involving 180 Coalville teenagers in a range of social action projects, and engagement with 260 primary school children.

The latest round of stakeholder engagement meetings took place at the end of September and early October: attendees heard an update on progress and were invited to share views on embedding the Choose Coalville identity, further ideas to build confidence in Coalville and sustain the increased level of positive references to activities and opportunities.

### **3.2 Business & Jobs Priority**

The engagement plan supporting monitoring of the Enterprising North West Leicestershire business grant scheme has been drawn up by the Business Focus team. This includes all grant recipients being invited to attend a celebration event on 27 October, creation of case study films, and dates for monitoring visits by officers and the Portfolio holder.

Officers are developing a proposal for phase 2 of the Enterprising North West Leicestershire scheme, to include grant funding and support for SME town centre businesses (and market stall holders), in order to increase occupancy rates, improve town centre business performance and increase footfall. Cabinet approved allocation of £250,000 to support this scheme in October.

Business Focus worked in partnership with Jobcentre Plus and Stephenson College to deliver a Coalville Jobs Fair on 28 October, responding to local businesses' needs highlighted through engagement activity with Amazon, DHL and other local businesses. The event was attended by 25+ businesses and more than 200 job seekers. Many candidates secured job offers or interviews and more details of this will be reported following a post event evaluation with the employers that attended.

In September Business Focus responded to 12 new enquiries from local businesses seeking advice (28 for Q2). Nine briefings were issued through the Business Focus networks (23 for Q2). On 22 September Business Focus facilitated a meeting between the Department for International Trade, the LLEP and the Winbro Group, Coalville to discuss growth plans.

Business Focus are working with Environmental Health to access funding from the LLEP to deliver one off workshops of business support for business based in NWL. In partnership with the Market Towns Study steering group, officers have submitted an outline funding bid to the LLEP to support delivery of a Leicestershire wide Town Centre Wi-Fi programme.

Business Focus are also developing a series of Christmas activities for town centre businesses to engage with through the festive period.

#### **4 Financial management update**

At the end of the second quarter of the financial year the General Fund and Special Expenses budgets are being managed effectively and there are early projections of additional income. Planning Income & Business Rates income is forecasted to be £100k and £82k over budget.

The forecast underspend is just over £1.3m compared to the original budget of £1.08m. On 28 July 2016 Cabinet allocated some of the underspend to the ICT road map (£478k), Accommodation strategy (£300k) and Business Focus Team (£99k).

At the year end, when the underspend is finalised, Cabinet will consider how the remaining underspend should be managed.

The Housing Revenue Account is forecast to have a favourable variance of £105k. This is mainly due to increased Rental income of £216k. The increased forecast in rental income is a combination of reduced void levels, rental income from properties previously 'out of debit' and income from the rent increase on supported properties. There are increased staff costs in Asset Management of £110k mainly due to agency staff and a reduction in capitalisation of salaries.

HRA capital is currently expected to be in line with Budget, while the General Fund capital programme is forecasted to be £127k under spent.

#### **5 Sickness absence management update**

At the end of this Quarter the projected sickness figure stands at 8.94 (days lost per FTE). This is higher than the target of 7.4 days.

In this Quarter there were 30 instances of Long Term sickness, accounting for 72% of the total. Out of the 30 all except 6 have returned to work. In addition, 5 employees have left the employment of the Council through ill health retirement or contract termination.

Musculoskeletal and Back related sickness accounted for 25% of all sickness and as expected these reasons are prevalent within the manual workforce, particularly in Waste Services and Repairs & Investment. This pattern was reported in previous reports, as a result of which Manual Handling training (certificated by the HSE) has been provided in both of these sections this year. Operations/Post Op was the second most common reason (17%), followed by Depression & Mental Health (10%).




There is an upturn in sickness related to viral infection and common colds (13%) which is expected for this time of year.

#### **6 Supporting evidence and statistics - Appendix 1**




Appendix 1 sets out the following items:

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

Status definitions used in Appendix 1

-  Performance on track (milestones) or performance on or above target (PI's)
-  Performance under control (milestones)
-  Performance failing (milestones) or performance below target (PIs)



## 2 PERFORMANCE DASHBOARD – LEISURE CENTRES

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

Budgeted Cost to provide service	£85,830	Total FTE's (average)	81.5	Complaints received	9
Forecasted cost to provide service	-£305	Total days lost to sickness	175.69 (214.09)*	Compliments received	10

\*cumulative number of FTE days lost

- The leisure centres income target has been exceeded due to the continued effective recruitment and retention of members. Actions taken in Q2 include the Shape up for Summer promotion, the September Flash Sale, a targeted marketing campaign using the new Acorn market segmentation software, a targeted campaign for corporate members, attendance at local events such as Picnic in the Park, the Coalville Colour Run and Jim's Tractor Run, increased social media presence, and a National Fitness Day promotion on Radio Leicester. In addition, instructors now also have specific areas of responsibility focusing on recruitment such as small group training, delivering gym challenges, and communicating good news stories.
- The leisure centres events portfolio continues to grow with Q2 seeing the ADFP World Freestyle Dance Championships, a National Tool Auction, Inspire Regional Boxing, a British Dance Council national competition, Hermitage Harriers National 10K Race, Woodstock In Whitwick Festival, Rampage Wrestling 'An Evening With Kevin Nash', and The Jersey Boys. In addition the Hood Park LC outdoor pool saw increased attendances due to a sustained period of good weather, and the Holiday Activity programmes at all sites proved very popular. Membership levels continue to hold up well and Swim Academy attendances continue to increase.

Performance Indicators	Q2 Target	Q2 Actual	Status
Leisure Centre Membership income	500,947	501,098	
Leisure Facility Usage Levels (cumulative)	450,000	495,986	



## 2 PERFORMANCE DASHBOARD – HOUSING










Progress against CDP milestones			Progress against CDP Performance Indicators		
18  Green	7  Amber	0  Red	15  Green	0  Red	

Budgeted Cost to provide service	£561,350	Total FTE's	83.50	Complaints received	39
Forecasted cost to provide service	£524,020	Total days lost to sickness	415.92 (672.2)*	Compliments received	19

\*cumulative number of FTE days lost

- 28 homes delivered by Westleigh Ltd on the old Council Depot at Highfield St, Coalville. The properties, managed by NCHA, are all allocated. 8 homes, part of a Waterloo HA development of 23 homes, have been completed & allocated during the quarter
- 11 households were prevented from homelessness in September

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Service Performance Indicators	Q2 Target	Q2 Actual	Status
% rent arrears of current tenants	3.09%	2.74%	
% rent loss	1.80%	1.11%	
% tenants satisfied with the allocation and lettings process	90%	100%	
Average re-let times (days)	40	37	
% of properties empty and unavailable	2%	1.9%	
Percentage of customers satisfied with responsive repairs	84%	98%	
Percentage of repairs completed Right First time	78%	96%	
Appointments Made and Kept (%)	97%	99%	
Number of affordable homes delivered (Quarterly – Cumulative target 110)	N/A	36	

## 2 PERFORMANCE DASHBOARD – REVENUES & BENEFITS







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

Budgeted Cost to provide service	£582,440	Total FTE's (average)	22.07	Complaints received	13
Forecasted cost to provide service	£18,210	Total days lost to sickness	87.49 (88.49)*	Compliments received	0

\*cumulative number of FTE days lost

- Revenues** - Non-domestic rate collection is 0.7% above the profiled target for the year. This is an excellent position to be in at the end of quarter 2, and is higher than the same time last year. It should be noted that the amounts to be collected for the year in monetary value is currently £1.7million more than the previous year. So whilst % are greater, so is the amount actually collected. Council Tax are also above the profiled target. It should be noted that the monies to be collected for Council Tax for the year are currently £2.5 million greater than the last financial year. Therefore comparing %'s is not always the measure to look at.
- Benefits** - New claims are currently 0.9% below target the direction of travel is positive, particularly as the outturn was 20.8 days for the same period in 14/15. A new mechanism has recently been implemented which aims to identify fraud earlier and improve the number of days to process new claims. The other benefits indicators are on target. A targeted campaign is being undertaken to improve housing benefit overpayments, with new processes being implemented to use all of the recovery methods available to recover this type of debt.

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Service Performance Indicators	Q2 Target	Q2 Actual	Status
Combined benefits performance	11.6 days	10.9 days	
Benefits New Claims	19.7 days	19.9 days	
Processing of change of circumstances	10.1 days	9.4 days	
Council Tax in year collection rate	56.4%	56.5%	
Non-domestic rates in year collection rate	56.5%	59.4%	
HB overpayments collection rate	20%	20%	

## 2 PERFORMANCE DASHBOARD – REFUSE & RECYCLING



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

Budgeted Cost to provide service	£2,153,100	Total FTE's (average)	77.78	Complaints received	7
Forecasted cost to provide service	-£102,878	Total days lost to sickness	214 (295.48)*	Compliments received	13

\*cumulative number of FTE days lost

- Recycling rate remains consistent and on target which has been supported through promoting recycling messages at road shows and on social media. Black bin waste per household also remains on track in part due to replacement smaller bins being issued (which are totalling approximately 1,000 per annum), and linked to the promotion of recycling messages at road shows and on social media.

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Service Performance Indicators	Q2 Target	Q2 Actual	Status
Income from sale of recyclables cumulative	N/A	Annual target	N/A
% of waste recycled	46%	46.1%	
Kgs of waste sent to landfill	519	514	

## 2 PERFORMANCE DASHBOARD - DEVELOPMENT CONTROL





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

Budgeted Cost to provide service	-£318,030	Total FTE's (average)	13.25	Complaints received	4
Forecasted cost to provide service	-£153,220	Total days lost to sickness	5 (5)*	Compliments received	4

\*cumulative number of FTE days lost

- One out of one major development schemes approved in Period 5 scored positively against Building for life good standard
- 91.00% Customer feedback continues to be received and the satisfaction level remains consistently high.

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Service Performance Indicators	Q2 Target	Q2 Actual	Status
Percentage of customers very satisfied or satisfied with the Planning Service	90%	91%	
Percentage of major planning applications processed within period agreed with applicant	85%	100%	
Percentage of planning applications determined within 8 weeks for minor applications	80%	85%	
Percentage of planning applications determined within 8 weeks for other applications	80%	93%	

## 2 PERFORMANCE DASHBOARD - ENVIRONMENTAL HEALTH


Progress against CDP milestones			Progress against CDP Performance Indicators		
7  Green	0  Amber	0  Red	0  Green	0  Red	

Budgeted Cost to provide service	£390,750	Total FTE's (average)	14.06	Complaints received	1
Forecasted cost to provide service	-£56,310	Total days lost to sickness	7.76(17.38)*	Compliments received	1






\*cumulative number of FTE days lost

- 5 of the 10 businesses in receipt of an enhanced level of support are now broadly compliant with food hygiene law
- A survey has been carried out to identify the number of food businesses currently displaying a hygiene rating in a prominent position. 15 of the 23 (65%) businesses were found to be displaying their rating

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Service Performance Indicators	Q2 Target	Q2 Actual	Status
Proportion of businesses that described their relationship with Environmental Health as being 'good'	N/A	Annual target	N/A
Proportion of businesses that said the regulatory officer had an understanding of the challenges faced by running a business	N/A	Annual target	N/A
Proportion of businesses that said they felt confident that they could rely on the advice received from the regulatory officer	N/A	Annual target	N/A
Number of the 10 targeted food establishments remaining non compliant with food hygiene law	4	5	

### 3 COUNCIL DELIVERY PLAN - BUSINESS & JOBS PRIORITY

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

No applicable performance indicators for Q2 (reported annually)

### 46 4 PROGRESS AGAINST REMAINING CDP PRIORITIES

Progress against CDP milestones			Progress against CDP Performance Indicators											
17		Green	3		Amber	0		Red	4		Green	0		Red

No Performance Indicators Applicable for this priority.

## 5 FINANCE UPDATE

This section sets out the projected financial position of the Council for the year ending 31 March 2017. The Council set its Revenue Budget at £12,002,000 on 23 February 2016.

General Fund – Summary of Net Expenditure	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
<b>AMOUNT TO BE MET FROM GOVERNMENT GRANT AND COUNCIL TAX (Budget Requirement).</b>	12,002	10,693	(1,309)

Special Expenses – Summary of Net Expenditure	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
<b>AMOUNT TO BE MET FROM GOVERNMENT GRANT AND COUNCIL TAX (Budget Requirement).</b>	488	507	19

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HRA SUMMARY	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
<b>Net cost of service (Total rent income less total expenditure)</b>	(2,395)	(2,500)	(105)

Capital Expenditure	General Fund £ 000	Special Expenses £	HRA £ 000	Total
Approved Budget for the Year	2,799	0	8,165	10,963
C/F from 2015/16	515	79	1,075	1,669
Approved projects in year	1,167	0	0	1,167
Slippage Identified in Year	(1,298)	0	0	(1,298)
<b>Total budget for 2016/17</b>	<b>3,183</b>	<b>79</b>	<b>9,240</b>	<b>12,502</b>
<b>Likely outturn for 2016/17 (provisional)</b>	<b>3,056</b>	<b>79</b>	<b>9,240</b>	<b>12,375</b>

### **Comments on General Fund Variances**

- Recycling income is forecast to be £125k more than budget.
- Investment income is forecast to be £26k more than budget.
- Planning Income is forecast to be £100k more than budget.
- Licensing income is forecast to be £22k more than budget.
- Human Resources Interim Support forecast spend of £23k against a budget of zero, plus £21k computing due to new HR/Payroll system.
- Head of Legal & Support salaries £35k under spend after offset of redundancy costs (vacant post and deleted post).
- Performance salaries £30k over spend (new posts).
- Head of Service Transformation £35k over spent.
- Refuse & recycling salaries/agency £34k over spend.

### **Comments on Special Expenses Variances**

- £17k reduced burial fees.

### **Comments on HRA Variances**

- Increased rent income of £216k.
- Increased Staff cost (Asset Management) - £110k –mainly due to agency staff and reduction in capitalisation of salaries.

### **Comments on Capital Budget**

#### **General Fund**

There is a forecast under spend of £127k on Transport Account Vehicles.

#### **Housing Revenue Account**

Forecast outturn is in line with the revised budget.



## 6 MANAGEMENT OF ABSENCE

Quarter 1	Chief Exec & HR	Community Services	Finance	Housing Services	Legal & Sup Services	Reg & Planning	All Directorates
Sickness days lost	41 days long 1 day short	215.90 days long 140.19 days short	0 days long 28.54 days short	158.00 days long 78.28 days short	32.52 days long 45.75 days short	20.40 days long 9.77 days short	467.81 long 303.52 short
Total days lost in qtr	42 days	356.09 days	28.54 days	236.28 days	78.27 days	30.17 days	771.35 days
Number of FTE's	21.01	193.28	53.01	92.72	58.82	27.56	446.40
Average Cumulative no of days lost per FTE	2 days	1.84 days	0.54 days	2.55 days	1.33 days	1.09 days	1.73 days

Quarter 2	Chief Exec & HR	Community Services	Finance	Housing Services	Legal & Sup Services	Reg & Planning	All Directorates
Sickness days lost	0 days long 1.7days short	276.29 days long 163.97 days short	143.69 days long 19.47 days short	375.39 days long 94.59 days short	54.87 days long 53.06 days short	24 days long 9.35 days short	874.23 days long 342.14 days short
Total days lost in qtr	1.70 days	440.26 days	163.16 days	469.98 days	107.93 days	33.35 days	1216.37 days
Number of FTE's	20.67	194.09	51.16	90.29	58.92	27.74	442.88
Average Cumulative no of days lost per FTE	0.08 days	2.27 days	3.19 days	5.21 days	1.83 days	1.20 days	2.75 days

## Appendix 2

Corporate Risk Register							
Risk Area	Inherent Risk			Control Measures	Residual Risk		
	Impact	Likelihood	Rating		Impact	Likelihood	Rating
Safeguarding Adults at risk and Children	4	4	16	<p>The organisation has the following structures in place;</p> <ul style="list-style-type: none"> <li>- An identified Corporate Lead (Head of Service) with a Portfolio Holder lead</li> <li>- An identified Team responsible for Safeguarding (Safer &amp; Stronger) with responsibility embedded into Team Leader role and an officer (Child &amp; Adults at risk Officer)</li> <li>- An agreed Safeguarding Policy refreshed as required with delegation to Director of Services for updates</li> <li>- An identified group of Designated Safeguarding Officers (DSO's) in most service areas</li> <li>- A programme of regular DSO meetings which consider training, best practice and case issues</li> <li>- An annual training programme to ensure new DSO's are well informed and trained</li> <li>- A quarterly senior management review of all cases to check progress/close cases</li> <li>- A quarterly briefing with the Chief Executive, a 6 monthly report to CLT and an annual report to Cabinet</li> <li>- Annual report is to review previous year and endorse an action plan for the year ahead</li> </ul>	4	3	12
Finance & Budget	4	4	16	<p>Monthly management reviews are performed of actual against budgets and forecast to the end of the year. Monthly reporting and challenging at CLT, and reported to Cabinet quarterly Sound policies and procedures are in place. Financial planning processes have been documented and are reviewed regularly. Internal and External audit of systems and accounts. This risk may also need to be reviewed further once the outcome of the Governments spending review is known particularly in the light of the impact it could have on major projects being developed by the Council such as the Coalville project.</p>	4	1	4
Resource Capacity & Capability	4	4	16	<p>Advance planning will mitigate this risk; however should it occur diverting resources from other services, bringing in additional resources from other sources (e.g. Agencies,</p>	3	2	6

				Consultants, Voluntary/Community sector etc.) would be activated. Market conditions are tested through recruitment processes. The Council offers a package of additional benefits to enhance the recruitment offer. Linked to the above, the Council has developed innovative partnering relationships with other sectors including the private sector to make posts uniquely attractive. Best Employee Experience is a programme to attract and develop the right skills. It is a programme developing the talent within the staff resource through secondments and tailored development programmes.			
Contract Management & Procurement	4	4	16	Corporate procurement staff and legal team to support where necessary on contract management. Policies and procedures are in place. A Senior Procurement Officer oversees a procurement planning process. Training programme in place for staff. Given the progress that has been made to date the likelihood of this risk materialising could potentially be reduced although this needs to be balanced against future key staffing changes.	3	2	6
Information Governance & Data Protection	4	4	16	Policies and procedures are in place although not yet rolled out and fully embedded. Corporate Governance training is undertaken annually and includes information governance as appropriate to reflect changes in legislation. The Council has a dedicated SIRO. Corporate Governance Groups are in place to scrutinise impacts/issues arising.	4	3	12
Emergency Planning & Business Continuity arrangements	4	4	16	Business continuity plans have been documented, policies and procedures are in place. Currently however the Council does not have access to alternative arrangements in the event of an incident affecting the Council offices. CLT will consider a report into this matter A Business Continuity exercise showed the Council had a good understanding of business continuity.	4	1	4
Effective IT Systems & Procedures	4	4	16	Fully resilient environment in place with no single points of failure for core systems, other critical systems use cold standby equipment. New business services are being run in remote fully resilient data centres and existing systems are being progressively migrated to these cloud computing centres. Data is backed up to a second disk unit offsite at Hermitage Leisure Centre. Improved business recovery arrangements have been implemented to minimise recovery time.	3	2	6
Project & Programme Management	4	4	16	Progress is shared regularly with CLT, experienced	4	3	12

				PRINCE 2 staff are used on projects. Use of external resources is also being used to support the Coalville project.			
Governance, Policies & Procedures	4	4	16	Policies & procedures in place, governance processes are documented and in operation, ongoing assessments and reviews are performed.	4	1	4

Assessing the likelihood of a risk:

<b>1 Low</b>	Likely to occur once in every ten years or more
<b>2 Medium</b>	Likely to occur once in every two to three years
<b>3 High</b>	Likely to occur once a year
<b>4 Very high</b>	Likely to occur at least twice in a year

Assessing the impact of a risk:

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<b>1 Low</b>	Loss of a service for up to one day, Objectives of individuals are not met No injuries Financial loss below £10,000 No media attention No breaches in council working practices No complaints/litigation
<b>2 Medium</b>	Loss of a service for up to one week Service objectives of a service unit are not met Injury to an employee or member of the public requiring medical treatment Financial loss over £10,000 Adverse regional or local media attention – televised or news paper report High potential for a complaint litigation possible Breaches of regulations/standards
<b>3 High</b>	Loss of a service for one week or more Service objectives of the directorate are not met Non- statutory duties are not achieved Permanent injury to an employee or member of the public Financial loss over £100,000

	<p>Adverse national or regional media attention – national news paper report</p> <p>Litigation to be expected</p> <p>Breaches of law punishable by fine</p>
<b>4 Very high</b>	<p>An incident so severe in its effects that a service or project will be unavailable permanently</p> <p>Strategic priorities are not met</p> <p>Statutory duties are not achieved</p> <p>Death of an employee or member of the public</p> <p>Financial loss over £1m.</p> <p>Adverse national media attention – national televised news report</p> <p>Litigation almost certain and difficult to defend</p> <p>Breaches of law punishable by imprisonment</p>

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## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

## CABINET – 15 NOVEMBER 2016

Title of report	<b>MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY</b>
Key Decision	a) Financial No b) Community No
Contacts	Councillor Alison Smith MBE 01530 835668 <a href="mailto:alison.smith@nwleicestershire.gov.uk">alison.smith@nwleicestershire.gov.uk</a>  Director of Services 01530 454555 <a href="mailto:steve.bambrick@nwleicestershire.gov.uk">steve.bambrick@nwleicestershire.gov.uk</a>  Head of Community Services 01530 454832 <a href="mailto:john.richardson@nwleicestershire.gov.uk">john.richardson@nwleicestershire.gov.uk</a>
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	The report is satisfactory.
Comments of Deputy Section 151 Officer	The report is satisfactory.

Comments of Deputy Monitoring Officer	The report is satisfactory.
Consultees	Members of the Coalville Special Expenses Working Party
Background papers	<a href="#">Agenda and associated documents of the meeting held on 13 October 2016</a>
Recommendations	<b>TO NOTE THE RECOMMENDATIONS MADE BY THE COALVILLE SPECIAL EXPENSES WORKING PARTY AS DETAILED WITHIN THE MINUTES AND APPROVE THE RECOMMENDATIONS AS SUMMARISED AT 3.0</b>

## **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 13 OCTOBER 2016**

### **3.1 CAPITAL PROJECTS UPDATE**

3.1.1 The following recommendations were made by the Working Party

- a) Consideration was given to reallocating some of the Urban Forest Park Section 106 monies to progress a centre piece for the Memorial Trees.

### **3.2 2016/17 EVENTS UPDATE**

3.2.1 The following recommendations were made by the Working Party

- a) A sum of £3,000 be allocated from reserves to cover the replacement timers for the Christmas lights.
- b) To approve the proposed dates for 2017 Events.



MINUTES of a meeting of the COALVILLE SPECIAL EXPENSES WORKING PARTY held in the Board Room, Council Offices, Coalville on THURSDAY, 13 OCTOBER 2016

Present: Councillor J Geary (Chairman)

Councillors N Clarke, J Cotterill, D Everitt, J Legrys, P Purver and M Specht

Officers: Mr J Knight, Mr J Richardson, Mrs C Hammond and Mrs W May

**10. APOLOGIES FOR ABSENCE**

There were apologies for absence from Councillor R Adams.

The Chairman welcomed the Interim Cultural Services Team Manager to her first meeting.

**11. DECLARATIONS OF INTEREST**

Councillor J Geary declared a non pecuniary interest in item 4 – 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.

**12. MINUTES OF THE PREVIOUS MEETING**

Consideration was given to the minutes of the meeting held on 7 July 2016.

Councillor J Geary asked whether the Picnic/Proms in the Park had come in under budget.

The Head of Community Services advised Members that indications were that the event would come in £2,500 over the budget however there were still some invoices and income outstanding so it was not a final figure and that officers were working on mitigations to reduce the overspend.

Councillor J Legrys thanked all parties that were involved with the work on the Phoenix Green Bridge Mural.

By affirmation of the meeting it was

RESOLVED THAT:

The minutes of the meeting held on 7 July 2016 be approved and signed by the chairman as a correct record.

**13. 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 work had now been completed and that the club hoped to have an official opening with a marquee game against a professional club, but due to unavailability of local clubs it had been

agreed to move the official opening to the end of the season. Officers had arranged for a visit for Members of the working party and the date was Thursday, 27 October at 4.00pm.

#### Thringstone Miners Social Centre

Planning approval had been given for the fence but the footpath diversion was still awaited before the funding application could be submitted to complete the project.

In response questions from Councillor D Everitt, officers advised Members that the height of the fence had been approved at 2ms, that it was required that there was a gap between the fence and the footpath and that the fence would be a green chain link fence which would ensure that the footpath would not be in complete darkness

#### Cropston Drive Recreation Ground

Work had started with the entrance drive levelled and work on improving the surrounding hedges.

#### Urban Forest Park, Coalville

Officers were looking into costs to improve the boundary including the car park fence using the remaining S106 funding. Officers had approached the National Forest in relation to the management of the site, however the National Forest were focusing on the creation of new woodland and they had also advised that they would not put public toilets in such areas due to high costs and revenue sustainability, the risk of vandalism and anti social behaviour.

Consultation would begin on the potential renaming with officers working with schools in the area of the park.

In response to a question from Councillor J Geary, officers advised Members that it was intended to take the names to the schools for consideration and add any new ones that the pupils may come up with and it may be possible to bring the proposed names back to the next meeting.

Councillor J Geary expressed that it would be a shame if the new signage would not be in place until next summer at the earliest.

#### Thringstone Bowls Club Toilet Block

The project was now complete.

#### Bench in Thringstone

The project was now complete.

Councillor D Everitt stated that he had received positive feedback in relation to the new bench and residents had raised the possibility of having another bench on the other side of the village.

#### Memorial Trees

Members had visited the site to see the proposal and would now be progressed. Options would be brought to a future meeting for the centre piece. The £2,000 would cover the cost of the trees and therefore Members may wish to consider, subject to the Section 106, reallocating some of the money to progress the centre piece.

#### Phoenix Green Bridge Mural

The project has been completed.

### Green Gym at Melrose Road

Three quotes had been obtained and officers had got that down to one quote that had come in at £15,000 for 5 pieces of equipment. The Open Space and Parks Team Leader had done an excellent job negotiating and had got the quote down to £12,000. The order would be placed within the next couple of days and installed as soon as possible.

The Head of Community Services advised Members that originally officers were considering 4 pieces of equipment and congratulated officers for negotiating 5 pieces within the budget

### Scotlands Play Hub Development

Progress was still on hold as the Legal department was still negotiating the move of the MUGA from Lillehammer Drive with the developers.

Councillor J Legrys thanked all officers from the Council who had been working to get the games area moved to resolve the issues, but felt that pressure needed to be applied for the public to realise that the delay in the move was holding up children being able to play and therefore would be wanting to ask a question to Council. He added that it would not be detrimental to the work done by the Council.

### Mobile Activated Signage

The proposed locations had been passed on to LCC and awaiting their approval. Once approval given the Memorandum of Understanding can be signed, the lamp posts inspected and the units purchased.

### Improved Parks Signage

LCC had completed their signage changes and once the consultation and a new name agreed for the Urban Forest Park new signage for there and Coalville Park would be arranged.

### Melrose Road Recreation Ground, Thringstone

Officers had met with representative of Friends of Thringstone and it was proposed to develop the area into a park. It would still be usable as a football pitch but the exterior and entrances improved. It was not proposed to include any play equipment. Proposals and costings would be brought to the December meeting for consideration.

### Coalville Market Toilets

The toilets were now open on a Sunday and no vandalism had been reported. They were currently making around £5 income per week.

It was moved by Councillor J Geary, seconded by Councillor J Legrys and

RESOLVED THAT:

1. The progress update on 2016/17 Capital Projects be noted.

RECOMMENDED THAT:

1. Consideration is given to reallocating some of the Urban Forest Park Section 106 monies to progress a centre piece for the Memorial Trees.

## **14. 2016/17 EVENTS UPDATE**

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

### December – Christmas Lights Switch On Event

The event 'Christmas in Coalville' will be held on Saturday, 3 December and will be a joint event with the Coalville Town Team. The food and drink event will take place in the shopping centre and entertainment would be held on the upper car park.

The Head of Community Services advised Members that the fireworks would start at 5pm and that officers would ensure that there would be as much publicity as possible to ensure that local residents were aware of the timing.

### Coalville Christmas Decorations

The installation of the Christmas lights has started and the tree for Memorial Square had been ordered along with a more attractive fence that would then be stored away for use each year. Inspection and testing had started and to date the Council had been made aware that nine lamp column timers were faulty and therefore additional expenditure was anticipated.

### Coalville Events

The flyer advertising events for the town was attached and December's was currently being worked on.

### 2017/18 Proposed Events Programme

It was proposed that the events sub group would meet in the New Year to consider the events, it was proposed to review 'Coalville by the Sea' to see if the Council was able to offer more for the budget and provide a greater impact.

The Cultural Services Team Manager stated that credit needed to be given to the team for delivering the event considering the weather and it had been well attended.

Councillor D Everitt stated that 'Coalville by the Sea' was a good day's entertainment and congratulated officers for delivering the event despite the poor weather conditions as that may have put many people off attending.

Councillor J Legrys stated that he had spent time at 'Coalville by the Sea' as a volunteer for Hermitage FM and felt that it was a good event but felt that for the next year consideration needed to be given to the location of the marquees as the event was too spread out.

The Head of Community Services advised Members that there was a £16k budget for the Christmas Lights and £15,000 of that was tied up in the contract with Field and Lawn and therefore there was £1,000 kept back for maintenance however this year had been an unusual year as the Council had not experienced such high levels of maintenance and replacements required and a further reserve was required. He also advised Members that as requested at the last meeting officers had looked at lighting on the Clock Tower but as Members were aware there was not the resource to move forward and it was therefore proposed to look at that in next year's budget.

Councillor J Geary expressed concerns over the cost of the timers and asked officers to ensure that the best quote was found.

In response to a question from Councillor P Purver in relation to the Christmas trees that were put up on shop fronts, the Head of Community Services advised Members that there was no budget allocation of funds from the Coalville Expenses budget and that a contractor contacts each business to see if they wish to participate. He informed Members that he was aware that not all business were contacted and therefore this year a letter will be sent to all business with the contact details on to see if they wish to have a tree. Members were advised that the letter was to be sent out the day after the meeting, a copy of the letter would be sent to all Members.

It was moved by Councillor M Specht, seconded by Councillor J Legrys and

RESOLVED THAT:

1. The progress update on 2016/17 events be noted
2. The initial proposals for 2017/18 events be noted.

RECOMMENDED THAT:

1. A sum of £3,000 be allocated from reserves to cover the replacement timers and maintenance of Christmas lights.
2. The event dates for Proms and Picnic in the Park 2017 be agreed as 24 and 25 June.

## **15. FINANCE UPDATE**

The Head of Community Services presented the report to Members. He advised that it was a very early forecast to end of year but the position was currently showing an overspend and informed Members that this was due to the events expenditure showing an overspend and reduced burial income. He advised that officers were hoping to mitigate the variances. In terms of the balances the forecasted outturn was £56,000 however the Members had just recommended that an additional £3,000 be put towards the maintenance of the Christmas lights and an update would be brought to the December meeting.

Councillor P Purver thanked the Head of Community Services for arranging the additional grass cutting at the ends of Owen Street and Margaret Street.

It was moved by Councillor J Legrys, seconded by Councillor N Clarke and

RESOLVED THAT:

The 2016/17 period 5 position be noted.

## **16. DATES OF FUTURE MEETINGS**

The Chairman reminded Members that the next meeting would take place on Thursday, 15 December 2016 at 6.30pm.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.07 pm

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Agenda Item 9.

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Agenda Item 10.

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Agenda Item 11.

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