

Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 7 February 2017
Location	Board Room, Council Offices, Coalville
Officer to contact	Democratic Services (01530 454512)

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

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

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest and whether it is pecuniary or non-pecuniary.	
3. PUBLIC QUESTION AND ANSWER SESSION	
4. MINUTES	
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5. GENERAL FUND AND SPECIAL EXPENSES REVENUE BUDGETS 2017/18	
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6.	CAPITAL PROGRAMMES - GENERAL FUND, COALVILLE SPECIAL EXPENSES AND HOUSING REVENUE ACCOUNT (H.R.A). PROJECTED OUTTURN 2016/17 AND PROGRAMMES 2017/18 TO 2021/22	
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7.	HOUSING REVENUE ACCOUNT (HRA) BUDGET PROPOSALS FOR 2017/18	
	Report of the Director of Housing Presented by the Corporate Portfolio Holder and the Housing Portfolio Holder	39 - 52
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9.	MEASHAM CONSERVATION AREA: ADOPTION OF CHARACTER APPRAISAL AND BOUNDARY REVIEW	
	Report of the Director of Services Presented by the Regeneration and Planning Portfolio Holder	77 - 120
10.	AUTHORITY TO AWARD FRAMEWORK CONTRACT FOR REPAIRS AND MAINTENANCE OF PUBLIC BUILDINGS	
	Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	121 - 124
11.	MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY	
	Report of the Director of Services Presented by the Community Services Portfolio Holder	125 - 132

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, 17 JANUARY 2017

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 R Adams, J Bridges, J Clarke, D Everitt, T Eynon, F Fenning, G Hoult,
J Legrys, S Sheahan 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

74. APOLOGIES FOR ABSENCE

There were no apologies for absence.

75. DECLARATION OF INTERESTS

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

Councillor R D Bayliss declared a non pecuniary interest in the additional item – Proposal to Dispose of Land at North Close, Blackfordby as he had already taken part in discussion on the issue as a Member of Ashby de la Zouch Town Council. He would leave the meeting during the discussion and voting thereon.

76. PUBLIC QUESTION AND ANSWER SESSION

No questions were received.

77. ADMISSION OF ADDITIONAL ITEM

RESOLVED THAT:

By reason of special circumstance in that an additional item of business needs to be considered before the next meeting of the Cabinet, the item entitled "Proposal to Dispose of Land at North Close, Blackfordby" be considered at this meeting as a matter of urgency in accordance with Section 100B(4)(B) of the Local Government Act 1972.

Reason for decision: To enable the consideration of urgent business.

78. MINUTES

Consideration was given to the minutes of the meeting held on 13 December 2016.

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

RESOLVED THAT:

The minutes of the meeting held on 13 December 2016 be approved and signed by the Chairman as a correct record.

Reason for decision: To comply with the Constitution.

79. COUNCIL TAX BASE 2017/18

The Corporate Portfolio Holder presented the report to Members. He referred to the Council Tax Base for the next financial year after applying a two percent non collection rate at appendices one and two. He highlighted the growth in numbers, the surplus on the collection fund and level of Local Council Tax grant for Parish Council's which was the same amount as the previous year. However, he did point out to Members that the level of support to Parish Councils would be reducing in future years due to the phasing out of the Central Governments Revenue Support Grant. This had been discussed with the Town and Parish Council's and the phased reduction was detailed at appendix three.

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

RESOLVED THAT:

- a) The calculation of the Council Tax Base for each parish and special expense area for the Financial Year 2017/18, as detailed in appendix 2 to the report, be approved and adopted.
- b) In accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 SI 2012/2914, the amount calculated by North West Leicestershire District Council as its Council Tax Base for the Financial Year 2017/18 shall be 31,262.
- c) The amounts of Council Tax Support Grant for each Town and Parish Council, as detailed in appendix 3, be approved for the Financial Year 2017/18.

Reason for decision: Statutory requirement to facilitate the setting of Council Tax for the forthcoming financial year.

80. BUILDING CONFIDENCE IN COALVILLE ("COALVILLE PROJECT") - UPDATE

The Leader announced that the following question in relation to the item had been received from Councillor J Legrys:

A petition signed by 500 people has been presented to the Council to retain Coalville Town Centre Post Office at its current location. Can you please tell me what you as Leader are personally undertaking to negotiate directly with the Directors of the Post Office to keep the franchise at the current location?

The Leader gave the following response:

All council members were made aware of the Post Office's public consultation on the proposed relocation of the current Marlborough Square Post Office operation to HKS Clock Tower on Ashby Road in November 2016.

I, as Leader of the Council, wrote a letter to the Post Office, as part of that consultation, and the Chief Executive submitted a formal response via the public consultation process. Subsequently, the petition mentioned in the question was forwarded to the Post Office.

The initial response from the Post Office explained their Network Transformation Programme. This seeks to address the challenging commercial environment in which their service operates and the aim to create a self-sufficient network. They confirmed that the current operator of the Post Office has decided not to continue to deliver the Post Office service on the new terms that they had specified.

The Post Office is conducting a transparent and competitive recruitment process seeking a new agent in Coalville. The opportunity was advertised through a national website. HKS Clock Tower was successful in the initial stages of the recruitment process and was the subject of the local public consultation.

I propose that the Chief Executive, with Cllr Legrys and Cllr Clarke, will seek to meet with Post Office officials to discuss their approach as the recruitment process continues. However we must all be clear that the Council has no influence on the Post Office's final decision over and above my contribution to the public consultation or any other representations made by elected Members.

Councillor J Legrys thanked the Leader for his response and asked that Councillors J Geary and R Johnson also be kept informed as they had been heavily involved.

The Leader presented the report to Members. He reported that following a slow start to the Coalville Frontage Grant Scheme, the demand had been higher than expected with many properties already transformed and many more due to start. The allocation of the additional £125,000 from the Local Growth Plan Fund would ensure the continued support to local businesses. He explained that some recent grant requests had been for large sums of money and therefore to ensure that funds could be distributed fairly, it was proposed to implement a maximum grant amount.

The Leader reported that the frontage improvements to the Emporium was underway and following a meeting with the owner of the Arriva bus depot it has been confirmed that the development of the site would be moving forward. The Leader now had every confidence that the scheme would go ahead and believed it would have a positive impact on Ashby Road. He added that at a recent update meeting, he was pleased to see Members of the Labour Group in attendance and agreeing with the positive progress being made.

Councillor T J Pendleton was pleased with the progress made to date and that the business owners were on board with the project. He also commented on the increase in jobs and housing in the east of Coalville, both which was positive for the area.

Councillor T Gillard was pleased to see that plans were moving forward with the Arriva bus depot.

The Leader concluded that the project had been very successful so far to date and he looked forward to building on the successes in future years.

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

RESOLVED THAT:

- a) The allocation of £125,000 of the Local Growth Plan Fund to phase 1 of the Coalville Frontages Grant Scheme be acknowledged.
- b) A £25,000 maximum grant amount be applied to phases 1 and 2 of the Coalville Frontages Grant Scheme apart from applications of exceptional scale or impact.
- c) The progress made by the Coalville Project be supported.

Reason for decision: Cabinet approval needed for introduction of a maximum grant amount in the Coalville frontages grant scheme in order to ensure it has as wide a benefit as possible.

81. LEISURE CENTRES - ALLOCATION OF FINANCIAL SURPLUS 2015/16

The Community Services Portfolio Holder presented the report to Members highlighting the financial performance of the leisure centres and the proposed allocation of a budget surplus to staff.

She referred to the employment terms and conditions of the leisure centre staff and the local agreement negotiated by the Trade Unions as detailed within the report. It was reported that during the 2015/16 financial year the leisure centres had exceeded budget forecasts, this prompted a review of previous years which also highlighted a budget surplus which leisure centre staff were not recompensed for as per the local agreement. Therefore the report was before Cabinet to correct the position for previous years and to consider the financial performance in 2015/16.

The Community Services Portfolio Holder informed Members that an apology had been given to staff from Management for not presenting a report to Cabinet for consideration for the years 2009/10 and 2012/13. A number of options were considered to resolve the matter and following a consultation with the Trade Unions the recommendations within the report had been proposed. She thanked the hard working leisure centre staff for their efforts towards a successful leisure service.

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

RESOLVED THAT:

- a) The financial surplus achieved by the Leisure Centres in 2009/10, 2012/13 and 2015/16 totalling £43,875 be noted.
- b) The surplus be allocated and funded as outlined in section 6 of the report and as follows;
 - 1) £13,101 in 2009/10 split on a 50/50 basis to qualifying leisure centre employees and to leisure centre investment projects (retrospectively)
 - 2) £1,418 in 2012/13 split on a 50/50 basis to qualifying leisure centre employees and to leisure centre investment projects (retrospectively)
 - 3) £29,356 in 2015/16 split on a 50/50 basis to qualifying leisure centre employees and to leisure centre investment project

Reason for decision: To ensure compliance with the Council's Leisure Centre Local Agreement March 2003.

82. AUTHORITY TO AWARD BILL PAYMENT SERVICES CONTRACT

The Corporate Portfolio Holder presented the report.

It was moved by Councillor N J Rushton, seconded by Councillor T J Pendleton and

RESOLVED THAT:

The authority to award the contract for the bill payment service for the period 1 June 2017 to 31 May 2020 with the option to extend until 31 May 2021 be delegated to the Interim Director of Resources in consultation with the Corporate Portfolio Holder.

Reason for decision: The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation and to ensure the continuity of provision of the bill payment service to the Council.

83. AUTHORITY TO AWARD DATA CENTRE AND WIDE AREA NETWORK CONTRACT

The Corporate Portfolio Holder presented the report to Members and stressed the importance of having secure data and systems. The migration of the server room to a data centre would strengthen the Council's business continuity and disaster recovery arrangements, along with the replacement of the Council's old wide area network with a modern single supplier solution, would not only be more efficient and effective but would also save money over the medium term.

It was moved by Councillor N J Rushton, seconded by Councillor T J Pendleton and

RESOLVED THAT:

The authority to award the contract for the data centre and wide area network services for the period 1 February 2017 to 28 February 2020 be delegated to the Interim Director of Resources in consultation with the Corporate Portfolio Holder.

Reason for decision: The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation and to implement modern ICT network and infrastructure, replacing legacy infrastructure and consolidating suppliers. Also the provision of disaster recovery, business continuity and backup services which reduce the overall ICT infrastructure costs to the Council. This is contained within the ICT Road Map 2016 – 2018.

84. 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.

85. COUNCIL HOUSE NEW BUILD PROGRAMME - AWARD OF CONSTRUCTION CONTRACT

The Housing Portfolio Holder presented the report to Members.

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

RESOLVED THAT:

The authority to award the construction contract for the council house new build programme (phase 1 and potentially phase 2) to Robert Woodhead Ltd via the Efficiency East Midlands Framework Agreement be delegated to the Director of Housing, in consultation with the Housing Portfolio Holder.

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

86. WAIVER TO COUNCIL'S CONTRACT PROCEDURE RULES - INSURANCE

The Corporate Portfolio Holder presented the report to Members highlighting the procurement process by using the Eastern Shires Purchasing Organisation Insurance Framework.

It was moved by Councillor N J Rushton, seconded by Councillor T J Pendleton and

RESOLVED THAT:

- a) A contract extension of six months with the existing insurance provider be agreed.
- b) A waiver be granted to the Council's Contract Procedure Rules pursuant to rule 3.2 of those rules due to the circumstances set out in paragraphs 2.2 and 2.3 of the report to allow the extension to be awarded.
- c) The authority to conduct a procurement of insurance be delegated to the Interim Director of Resources in consultation with the Corporate Portfolio Holder.

Reason for decision: To provide the capacity for the delivery of an effective and robust procurement exercise.

87. PROPOSAL TO DISPOSE OF LAND AT NORTH CLOSE, BLACKFORDBY

Having declared an interest, Councillor R D Bayliss left the meeting during the item and took no part in the discussion or voting thereon.

In the absence of the Housing Portfolio Holder, the Corporate Portfolio Holder presented the report to Members.

Councillor R Blunt paid tribute to all involved as the matter had come to a good conclusion with both the Council and the Parish Council working together successfully.

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

RESOLVED THAT:

- a) The comments and implications of the report be noted.
- b) The disposal of the open land at North Close, Blackfordby be approved to allow the development of affordable housing by East Midlands Homes.
- c) The authority to liaise with Ashby Town Council and East Midlands Housing to complete the sale of the land be delegated to the Director of Housing in conjunction with the Housing Portfolio Holder.

Reason for decision: To help maintain delivery of affordable housing in rural areas, and to help provide settled and affordable rented accommodation for some of the 700 plus households on the District's Housing Register.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.20 pm

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 7 FEBRUARY 2017

Title of report	GENERAL FUND AND SPECIAL EXPENSES REVENUE BUDGETS 2017/18
Key Decision	a) Financial Yes b) Community Yes
Contacts	<p>Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk</p> <p>Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk</p> <p>Financial Planning Manager / Deputy S151 Officer 01530 454707 Pritesh.padaniya@nwleicestershire.gov.uk</p>
Purpose of report	For Cabinet to agree the final 2017/18 General Fund and Special Expenses revenue budget proposals for recommendation to Council on 23 February 2017.
Reason for Decision	To enable the Council to set a balanced budget for 2017/18 as required by statute.
Council Priorities	The budget assists the Council in achieving all its priorities.
Implications:	
Financial/Staff	As contained in the report.
Link to relevant CAT	The budget is relevant to all Corporate Action Teams (CATs).
Risk Management	The budget will be managed and monitored throughout the year to ensure savings are achieved and services delivered as planned.
Equalities Impact Screening	No impact identified.

Human Rights	None identified.
Transformational Government	Not applicable.
Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	As report author, the report is satisfactory.
Comments of Monitoring Officer	Report is satisfactory
Consultees	Federation of Small Businesses, Town and Parish Councils, Trade Unions, Policy Development Group (11 Jan 2017).
Background papers	<u>Cabinet Reports:</u> Medium Term Financial Strategy 2017 to 2020 General Fund and Special Expenses Revenue Budgets 2017/18 – 13 December 2016
Recommendations	<p>THAT CABINET:</p> <p>1. RECOMMENDS TO COUNCIL:</p> <p>(I) THAT IT NOTES THE LEVEL OF RESERVES AND ASSURANCE STATEMENT BY THE DEPUTY SECTION 151 OFFICER IN SECTION 7 OF THE REPORT.</p> <p>(II) THE BUDGETED SURPLUS INCOME OVER EXPENDITURE IN 2017/18 IS TRANSFERRED TO AN EARMARKED RESERVE FOR FURTHER CONSIDERATION AFTER THE COMPLETION OF THE 2016/17 ACCOUNTS.</p> <p>(III) THE FORECASTED SURPLUS INCOME OVER EXPENDITURE IN 2016/17 IS TRANSFERRED TO THE SPECIAL PROJECTS RESERVE.</p> <p>(IV) APPROVAL OF THE GENERAL FUND REVENUE BUDGET FOR 2017/18 SUMMARISED IN APPENDIX 1.</p> <p>(V) APPROVAL OF THE SPECIAL EXPENSES BUDGET FOR 2017/18 SET OUT IN APPENDIX 2.</p> <p>(VI) THAT IT FREEZES THE DISTRICT'S COUNCIL TAX IN 2017/18.</p>

1.0 INTRODUCTION

- 1.1 The draft General Fund budget proposals for 2017/18 were considered and approved for consultation by Cabinet, on 13 December 2016.

1.2 This report summarises progress and highlights any changes made since the last Cabinet report was prepared and presents the responses to the budget consultations so that appropriate recommendations can be made to the Council on 23 February 2017 for the Budget and Council Tax for 2017/18.

1.3 The Medium Term Financial Strategy (MTFS) approved by Cabinet in October 2016 projected a budget surplus of £956k for 2017/18. At that stage savings of £372k were predicted in 2019/20.

1.4 Since the Cabinet agreed its draft budget proposals on 13 December 2016 the base budget has been completed, the Government has announced provisional grant funding for 2017/18 and responses to our budget consultations have been received.

1.5 Local Income and Increased Efficiencies

As part of the culture of managing resources efficiently and effectively throughout the year the managers have continued to work hard to keep service budgets down and absorb the effects of inflation within existing budgets. As plans are in place to keep General Fund reserve at an adequate level, the projected budget surplus will be transferred to an earmarked special reserve.

1.6 Government Funding Changes

The Government announced the Provisional New Homes Bonus payments and the Provisional Local Government Finance Settlement for 2016/17 on 15 December 2016. Our provisional 2017/18 New Homes Bonus has been set at £2.840m. This is £340k higher than assumed in the MTFS. This increase is mainly due to legacy payments being made for 5 years rather than 4 in 2017/18. It also reflects the work the Council's officers have done to bring empty homes back into use and ensuring that new homes qualify for New Homes Bonus at the earliest opportunity. However the Government has also introduced a 'deadweight' factor that will have a negative impact on New Homes Bonus in subsequent years.

1.7 The latest budget position compared with the MTFS is summarised in the table below:

Assumption in MTFS	£956k
Reduction in Business Rates Income	(£125k)
Additional Staffing cost (July Cabinet)	(£85k)
Other Additional Staffing cost	(£118k)
Reduction in Investment Income	(£40k)
Improvement in the Collection Fund	£185k
Improvement in New Homes Bonus	£340k
Other Base Budget Changes	<u>(£210k)</u>
Projected Surplus Budget 2017/18	£903k

1.8 The Surplus will be transferred to an Earmarked reserve. Evidence based proposals will be made on how this one off under spend will be allocated.

2.0 2017/18 GENERAL FUND REVENUE BUDGET

2.1 Pay and Prices Inflation

Provision has been included within the budget for the agreed cost of living pay increase to staff covering the period to 31 March 2018. There is also provision for a further increase of 1% in employer's superannuation contribution. Inflation has been included where there is a contractual obligation for increases in costs.

2.2 Collection Fund

The Council is required to estimate the 31 March 2017 position on the Collection Fund (which is the account to which all the Council Tax receipts are credited, and from which all precepts are paid). A surplus of £284k is projected for this Council. The MTFs assumed a surplus of £50k.

2.3 Central Government Funding

2.3.1 Funding from the Government in respect of Revenue Support Grant, National Non Domestic Rates (NNDR) and New Homes Bonus has a significant influence on the Council's spending plans. The allocations for 2017/18 are compared with the MTFs in the table below:

	MTFS	Provisional Settlement	Change
	£000	£000	£000
Revenue Support Grant	570	572	2
New Homes Bonus	2,500	2,840	340
Total	3,070	3,412	342

2.3.2 The Settlement assumes £2.243m in locally retained Business Rates. This figure will vary depending on actual yields but it cannot fall by more than 7.5% because of safety net arrangements. Under the arrangements from April 2013 district councils are allocated 40% of increases and decreases in Business Rates paid. There is also a system of levies and safety nets which reduces our share of increases to 20%, but at the same time provides a safety net which limits our losses to 7.5% of our funding baseline, which for this authority works out at approximately £168k in 2016/17. As the Council is participating in local pooling arrangements with other councils in the county next year, the safety net will be funded locally so is less secure than the national safety net arrangements which apply when there is no local pooling. In light of our forecasted business rates in the current year and taking into consideration other factors such as organic growth, new business and appeals provisions a figure of £3.850M figure is included in 2017/18 budget.

2.4 New Homes Bonus

The Government consulted on the New Homes Bonus scheme last year, with the intention of reducing the amount paid out through the scheme. The target set in the settlement was

to reduce the total payments by £600m, with the savings used to fund adult social care precepts.

In order for the reduction in payments, changes to the scheme have been made. The key changes are:

- The Government is reducing legacy payments from 6 years to 5 years in 2017-18 and then to 4 years in 2018-19.
- A “deadweight” factor or national baseline will be introduced, so that no NHB payments will be made to a local authority for the first 0.4% of growth in new homes.
- From 2018-19 the Government will withhold payments from authorities not supporting housing growth. This will potentially include no or reduced payments for houses that are built following a successful appeal and to local authorities who do not have an approved Local Plan. There will be a further consultation on these elements.

Clearly there are financial implications due to the changes in the New Homes Bonus payments. The impact can be summarised as follows across the term of the MTFS:

FINANCIAL YEAR	ORIGINAL NHB £'000	REVISED NHB £'000	CHANGE IN FUNDING £'000
2017/18	2,548	2,840	292
2018/19	2,680	2,390	-290
2019/20	2,600	2,153	-447
TOTAL			-445

2.5 Council Tax

Government Grant is not available to help Councils which freeze or reduce their Council Tax. Increases in a District’s Council Tax are limited to 2% unless a referendum supports a bigger increase. If the Council was to increase its Council Tax by 1.99% (level before a referendum is triggered) in 2017/18 it would generate an additional income of around £98k, which would also be consolidated into the Council’s tax base.

The Council began its policy of freezing the Council Tax eight years ago, before the introduction of Government freeze grants, and will continue with this policy into 2017/18.

The income expected to be generated from the Council Tax will increase from £4.808m in the current year to £4.926m in 2017/18 as a result of increase of 934 band “d” equivalents properties in the tax base.

2.6 Local Council Tax Support (LCTS) Grant

From April 2013 the Government abolished Council Tax Benefit and replaced it with a locally determined Council Tax Support Discount Scheme. Giving people discounts on their Council Tax reduces the Council Tax income which all the preceptors including Town and Parish Councils receive. The District and the major preceptors (County, Police and Fire & Rescue) receive Government grant which compensates, at least in part, for this loss of income.

The Government does not provide this grant support to Town and Parish councils. Since the start of the new scheme this Council has given an element of its Council Tax Support Grant to Towns and Parishes to allow them to maintain their existing level of income.

The Government's Council Tax Support Grant is now incorporated within the Revenue Support Grant which has already fallen significantly and will reduce to nil by 2019/20. Providing the grants to Town and Parish Councils is costing the District Council around £100,000 in 2016/17. The Cabinet is proposing to continue the scheme for 2017/18, but then to have a phased reduction as set out in the MTFs.

2.7 Revenues and Benefits Partnership

Under our partnership agreement the Council needs to agree its contribution to the Leicestershire Revenues and Benefits Partnership for the next financial year. The Joint Committee held on 26 January 2017 approved an increase of £27k or 2.3% which is attributable to contractual obligations, inflation and service costs. This has been built into the base budgets.

2.8 General Fund Reserve

The uncommitted balance on the General Fund is £2.4m. The Cabinet is already aware of the volatility which the localisation of Business Rates brings to the Council's finances and the proposed changes to 100% rates retention after 2020. Similarly other local income including loss of Income from the sale of recyclables and to a lesser extent planning and car park charges, continue to be difficult to predict. It is prudent to retain the General Fund Balance at this level due to the uncertainties stated above.

2.9 Earmarked Reserves and Provisions

The Council's earmarked General Fund revenue reserves and provisions stood at £9.1m at 1 April 2016. A review of the committed expenditure against these reserves has been undertaken and it is estimated that around £8.5m will remain at 31 March 2017. All of this is earmarked for a particular use in the future: it is therefore not currently available for the Council's general use.

3.0 **GENERAL FUND 2016/17 – PROJECTED OUTTURN**

3.1 The summary budget shown at Appendix 1 shows the 2016/17 budget, projected outturn and 2017/18 budget. A surplus of £1.3m has been projected for 2016/17 compared to the

original budget of £1.08m. The main reason for the additional under spend is an increase in planning fees and business rates income.

- 3.2 Since 1 April 2013 local authorities have been sharing the benefit of additional business rates with Central Government. Any reductions in business rates including closures and rating appeals are also shared. Although currently the Projected Outturn assumes an increase of £82k in Business Rates Income this could change when the Council's accounts are closed and audited in the summer.
- 3.3 In paragraph 2.8 it was explained that the General Fund Reserve should be retained at a level of £2.4m. The projected surplus of will be over and above the minimum level of reserves required. This report recommends that this additional surplus of £0.2m is transferred to the Council's Special Projects Reserve at the year end, pending a review of the general financial position and priorities.

4.0 REVENUE BUDGET 2016/17 – PROPOSALS IN SUMMARY

4.1 Summary

The following table summarises the headline figures for 2017/18 as contained in Appendix 1.

Expenditure	2017/18
	£
Chief Executive's Department	5,902,240
Director of Services	5,562,450
Non Distributed Costs & Other	147,800
Corporate Items & Financing	1,144,925
Recharges Out of General Fund	(1,187,020)
Transfer to Balances/Reserves	902,749
2017/18 Budget Requirement	12,473,144
Funding Sources	
Formula Grant -RSG	572,000
National Non Domestic Rates	3,850,000
New Homes Bonus	2,840,452
Council Tax	4,925,812
Transfer from Collection Fund	284,880
Total Funding Available	12,473,144

5.0 CONSULTATION

- 5.1 There were no responses or comments received from the trade unions, Town & Parish Councils and the federation of Small Businesses. The Cabinet's Revenue Budget Proposals and draft Capital Programmes were presented to the Policy and Development Group meeting on 11 January 2017. The comments of Policy Development Group are included in the minutes attached at Appendix 3.

6.0 SPECIAL EXPENSES

6.1 Coalville Special Expenses

As with the Council's own revenue budget, the special expenses budget for Coalville has been prepared on the basis of a nil increase in Council Tax and is included in Appendix 2. It incorporates the information considered by the Coalville Special Expenses Working Party on 15 December 2016.

6.2 The Budget (Appendix 1 and 2) also includes the cost of permanent opening of Coalville Market toilets on Sunday; This follows the completion of a successful trial period as agreed by Cabinet in July 2016.

6.3 Other Special Expenses

The Council also levies special expense precepts in some of the parished areas of the District. In the main these relate to grounds maintenance works that the Parish Councils have chosen for the District to perform. A schedule showing the estimated level of expenditure and proposed precepts is included in Appendix 2.

7.0 ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES

7.1 The Local Government Act 2003 requires the Council's Chief Financial Officer (Deputy Section 151 Officer) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves. Members must have regard to these comments when making a decision on the budget proposals for the forthcoming year.

7.2 Taking into account identified risks, the Deputy Section 151 Officer considers that the estimates which form the General Fund budget are robust; the proposals are deliverable and will produce a balanced budget for 2017/18 as required by Section 25 of the Local Government Act 2003.

7.3 Details of the Council's reserves are set out from paragraph 2.8 and again the Deputy Section 151 Officer is satisfied that these remain adequate.

7.4 The Special Expenses estimates are similarly considered to be robust.

7.5 The budget process for the 2017/18 year concludes with the approval of all the revenue budgets and the capital programmes by the full Council on 23 February 2017, following which the Council will also determine the level of Council Tax in 2017/18.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL SUMMARY BUDGET 2017/18

Appendix 1

2016/17 Budget £	2016/17 F'cast Out - turn	Service	2017/18 Budget £
261,900	263,200	Chief Executive	262,360
449,390	508,000	Economic Development	598,320
7,530	7,530	Joint Strategic Planning	7,750
107,100	106,980	Director of Resources	112,200
345,750	386,220	Human Resources	395,020
2,421,900	2,367,940	Legal & Support Services	2,467,140
1,989,200	2,027,840	Finance	2,059,450
5,582,770	5,667,710	Total Chief Executive's Department	5,902,240
337,900	344,019	Director of Services	346,540
4,134,390	4,138,480	Community Services	4,432,530
467,880	438,960	Strategic Housing	482,940
477,280	137,610	Regeneration & Planning	300,440
5,417,450	5,059,068	Total Director of Services	5,562,450
44,930	42,140	Corporate & Democratic Core	60,310
9,850	10,090	Non Distributed - Revenue Expenditure on Surplus Assets	10,090
77,260	85,210	Non Distributed - Retirement Benefits	77,400
11,132,260	10,864,218	NET COST OF SERVICES	11,612,490
(1,418,150)	(1,268,500)	Net Recharges from General Fund	(1,187,020)
9,714,110	9,595,718	NET COST OF SERVICES AFTER RECHARGES	10,425,470
CORPORATE ITEMS AND FINANCING			
<u>Corporate Income and Expenditure</u>			
1,054,200	1,054,200	Net Financing Costs	1,053,104
(116,000)	(142,667)	Investment Income	(76,000)
100,000	100,000	Corporate Contingency	0
167,821	167,821	Localisation of Council Tax Support Grant - Parish & Special Expenses	167,821
10,920,131	10,775,072	NET REVENUE EXPENDITURE	11,570,395
1,081,912	1,309,161	Contribution to Balances/Reserves	902,749
12,002,043	12,084,233	MET FROM GOVT GRANT & COUNCIL TAX (Budget Requirement)	12,473,144
Financed By			
1,120,000	1,120,000	Formula Grant	572,000
2,773,081	2,773,081	New Homes Bonus	2,840,452
345,441	345,441	Transfer from Collection Fund	284,880
4,807,987	4,807,987	Council Tax	4,925,812
2,955,534	3,037,724	National Non-Domestic Rates Baseline	3,850,000
12,002,043	12,084,233	TOTAL FUNDING AVAILABLE	12,473,144
<u>SPECIAL EXPENSES</u>			
487,450	508,869	Community Services	493,120
487,450	508,869	NET COST OF SERVICES AFTER RECHARGES	493,120
Financed By			
(4,487)	16,752	Use of Reserves	(5,722)
424,192	424,192	Council Tax	435,339
4,242	4,242	Other Grant	0
63,503	63,503	Localisation of Council Tax Support Grant	63,503
487,450	508,689		493,120

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APPENDIX 2

SPECIAL EXPENSES	2016/17		2017/18
	ORIGINAL ESTIMATE	PROJECTED OUTTURN	ESTIMATE
	£	£	£
COALVILLE			
Parks, Recreation Grounds & Open Spaces	264,910	280,030	263,400
Broomley's Cemetery	12,700	16,680	19,210
C/V War Memorials/Grass Verge Cutting	16,090	16,090	16,220
One Off Grants	2,000	2,000	2,000
CV Public Conveniences & Vehicle Activated Signs	0	9,000	500
Coalville Events	54,380	60,107	55,110
	350,080	383,907	356,440
WHITWICK			
Cemetery	11,480	12,570	11,650
Grass Verge Cutting	620	621	630
	12,100	13,191	12,280
HUGGLESCOTE			
Parks, Recreation Grounds & Open Spaces	0	357	0
Cemetery	13,900	20,868	17,140
	13,900	21,225	17,140
PLAY AREAS/CLOSED CHURCHYARDS			
GROUND MAINTENANCE:			
OSGATHORPE	360	355	360
COLEORTON	3,300	3,304	3,330
RAVENSTONE	360	355	360
MEASHAM	1,880	1,882	1,900
LOCKINGTON-CUM-HEMINGTON	1,850	1,851	1,870
OAKTHORPE & DONISTHORPE	3,840	3,838	3,880
STRETTON	1,350	1,349	1,360
APPLEBY MAGNA	1,620	1,621	1,640
OTHER SPECIAL EXPENSES	14,560	14,555	14,700
SPECIAL EXPENSES (NET COST OF SERVICE)	390,640	432,878	400,560
Service Management recharges	96,810	96,810	92,560
ANNUAL RECURRING EXPENDITURE	487,450	529,688	493,120
FUNDED BY:			
Use of Reserves	-4,487	37,751	-5,722
Precept	424,192	424,192	435,339
Localisation of Council Tax Support Grant	67,745	67,745	63,503
	487,450	529,688	493,120

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EXTRACT of the MINUTES of a meeting of the POLICY DEVELOPMENT GROUP held in the Council Chamber, Council Offices, Coalville on WEDNESDAY, 11 JANUARY 2017

Present: Councillor M Specht (Chairman)

Councillors N Clarke, J Cotterill, J Geary, D Harrison, G Hault, V Richichi, A C Saffell and N Smith

In Attendance: Councillors R Johnson and S Sheahan

Officers: Mr S Bambrick, Mr C Brown, Mr P Collett, Mr A Hunkin, Mr G Jones, Outama, Mr P Padaniya, Mr J Richardson and Mrs R Wallace

Guests: Mr M Beckett (SLC Rail), Inspector H Bhakta (Leicestershire Constabulary), Mr B Hlland (SLC Rail) and Ms K Smith (SLC Rail)

22. DRAFT GENERAL FUND REVENUE BUDGET PROPOSALS AND CAPITAL PROGRAMMES 2017/18

The Financial Planning Manager presented appendix one of the report and updated Members that since the proposals were considered by Cabinet in December the Local Government Financial Settlement had been announced. The two key elements in relation to the announcement was that the four year settlement that was offered last year had been confirmed and the changes to the New Homes Bonus Payments meant that the Council would benefit in the short term.

In response to questions from Councillor N Clarke, the Financial Planning Manager stated the following:

- The one off cost increases in the waste service was due to the County Council's withdrawal of recycling payments from 1 April 2018; a temporary round consisting of extra staff was required.
- The additional funds for information management had made a noticeable difference as more information was now available online for people to view instead of submitting Freedom of Information Requests which was a lengthy and costly process. Some processes had also been streamlined so that information was only input once which would save money in the long term.
- The surplus was less than originally forecasted in the Medium Term Financial Strategy due to key factors such as delays in some areas of business rate income, employment costs and some income not as much as predicted. He added that the change in New Homes Bonus meant that the figure would now be slightly higher.

Councillor N Clarke commented that he was pleased that the Council Tax Support Benefit would remain at the same level as it helped many people within his Ward. Councillor N J Rushton commented that it was a tough decision but he felt it was a good one for the level to remain the same.

In response to a question relating to the additional costs as a result of staffing numbers from Councillor D Harrison, the Interim Director of Resources explained the importance of maintaining adequate staffing levels and in general there would not be a lot of growth in budgets or levels of staff. He added that any major changes would need to be investigated seriously before being implemented.

The Financial Planning Manager presented appendix two of the report.

In response to questions from Councillor N Clarke, the Financial Planning Manager stated that although reducing the number of refuse vehicles may have been mentioned in the past due to lower levels of recycling, this was not included in the proposals. Councillor N J Rushton added that recycling still needed to be collected even if the levels were lower. Also there had been an increase in households in the District and therefore the vehicles were required.

The Director of Housing presented the HRA Capital Programme section of the report to Members.

Councillor M Specht was pleased with the building of new council homes.

Councillor N J Rushton commented that he was very proud that new council homes were being built for the first time in 30 years.

It was moved by Councillor J Geary, seconded by Councillor D Harrison and

RESOLVED THAT:

The comments made by the committee be considered by Cabinet at its meeting on 7 February before making its recommendations to Council.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 7 FEBRUARY 2017

Title of Report	CAPITAL PROGRAMMES – GENERAL FUND, COALVILLE SPECIAL EXPENSES AND HOUSING REVENUE ACCOUNT (H.R.A). PROJECTED OUTTURN 2016/17 AND PROGRAMMES 2017/18 TO 2021/22
Key Decision	a) Financial Yes b) Community Yes
Contacts	<p>Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Councillor Roger Bayliss 01530 411055 roger.bayliss@nwleicestershire.gov.uk</p> <p>Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk</p> <p>Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk</p> <p>Financial Planning Manager/Deputy S151 Officer 01530 454707 pritesh.padaniya@nwleicestershire.gov.uk</p>
Purpose of Report	<p>To advise Members of the likely Capital Outturn and the relevant financing for 2016/17 for the General Fund, Coalville Special Expenses and the H.R.A.</p> <p>To seek approval to the General Fund, Coalville Special Expenses and H.R.A Capital Programmes for 2017/18 and associated funding.</p>
Reason for Decision	To enable projects to be included in the Programmes and proceed.
Council Priorities	The projects in the Capital Programmes help the Council achieve all its priorities.

Implications	
Financial / Staff	As contained in the report.
Links to relevant CAT	The Capital programmes are potentially relevant to all Corporate Action Teams (CATs).
Risk Management	The Capital Programmes are monitored at project level to ensure they are delivered on time and within budget.
Equalities Impact Screening	No impact at this stage.
Human Rights	None identified.
Transformational Government	The Programmes attached are integral to delivering better services.
Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	As author, the report is satisfactory.
Comments of Monitoring Officer	Report is satisfactory
Consultees	Policy Development Group 11 January 2017, CLT and Budget Holders. Leicestershire, Northamptonshire and Rutland Federation of small businesses.
Background Papers	Proposals to Improve Organisational Productivity, Efficiency and Effectiveness – Cabinet 26 July 2016 Proposal to Acquire Brownfield Site for Development of Car Parking – Cabinet 14 June 2016 Capital Programmes – General Fund, Coalville. Special Expenses and Housing revenue Account (HRA). Projected outturn 2015/16 and Programmes 2016/17 to 2020/21 – Cabinet 9 February 2016 Parking Strategy – Cabinet 13 December 2016

	<p>Asby Cultural and Leisure Quarter Project – Cabinet 13 December 2016</p> <p>New Build Proposals for Council Housing – 10 November 2015</p>
Recommendations	<p>A. THAT THE ESTIMATED GENERAL FUND, COALVILLE SPECIAL EXPENSES AND H.R.A. CAPITAL OUTTURN FOR 2016/17 AND PLANNED FINANCING BE NOTED.</p> <p>B. THAT COUNCIL BE RECOMMENDED TO APPROVE EXPENDITURE IN 2017/18 AS PER:</p> <ul style="list-style-type: none"> • APPENDIX “A” GENERAL FUND AND SPECIAL EXPENSES CAPITAL SCHEMES • APPENDIX “B” FOR HRA CAPITAL SCHEMES <p>AND IN 2018/19 THESE SCHEMES ONLY:</p> <ul style="list-style-type: none"> • £935,000 FOR THE VEHICLE REPLACEMENT PROGRAMME, AS DETAILED IN PARAGRAPHS 3.2 TO 3.2.3 <p>C. THAT CABINET NOTES THE PROPOSED PROCUREMENT ROUTES AND DELEGATES THE AUTHORITY TO AWARD THE CONTRACTS, AND ANY ASSOCIATED AGREEMENTS IN FURTHERANCE OF THE PROJECTS, AS DETAILED IN SECTION 7 (PROCUREMENT ROUTES) OF THIS REPORT.</p>

1.0 INTRODUCTION

1.1 Appendix “A” shows the proposed General Fund and Special Expenses Capital Programme for 2017/18 to 2021/22.

1.2 Appendix “B” shows the H.R.A. proposed Capital Programme for 2017/18 to 2021/22.

1.3 The Appendices also present the estimated outturn for the current year for approval.

2.0 GENERAL FUND - ESTIMATED OUTTURN 2016/17

2.1 The projected outturn for 2016/17 on General Fund schemes totals £2,991,215. This is a managed increase of £192,705 on the original budget for the year of £2,798,510.

2.2 This managed increase is caused by the following:

Schemes carried forward from 2015/16	£	£
Improving Customer Experience (ICE)	75,455	
User Workstation Replacement	5,053	
Helpdesk Software Upgrade	3,546	
Server and Storage Additional Capacity	9,351	
Replacement Telephone System	14,499	
Disabled Facilities Grant	104,578	

Refuse Kerbsider	165,330	
Council Offices Extension Car Park - resurfacing	20,000	
South Street Car Park, Ashby – Resurfacing (Retention)	762	
Belvoir Shopping Centre - Main Service Road, Coalville	12,000	
Silver Street Car Park, Whitwick - Resurfacing	44,675	
Coalville Market Upgrade (Phase 2)	35,966	
Market Hall Wall	24,650	
Wellbeing Centre at HPLC	(750)	
Total		515,115
Additional Approved Schemes 2016/17		
HR/Payroll System – further funding	14,000	
ICT Security Infrastructure – further funding	4,600	
ICT Infrastructure Scheme (Roadmap) – Cabinet 26 July 2016	478,000	
Fleet – Vans Medium – further funding	20,411	
Car Park – Ashby Health – Cabinet 14 June 2016	620,000	
Total		1,137,011
Planned Slippage in 2016/17 c/f to 2017/18		
Disabled Facilities Grant – Slippage into 2017/18	(371,338)	
User Workstation Replacement - Slippage into 2017/18	(5,053)	
ICT Infrastructure Scheme (Roadmap) – allocated to 17/18 & 18/19	(244,000)	
Refuse Kerbsiders x 4 – slippage into 2017/18	(677,330)	
Council Offices Extension Car Park - resurfacing	(20,000)	
Hood Park LC Car Park, Ashby – resurfacing (section of)	(15,000)	
Total		(1,332,721)
Underspends Identified in 2016/17		
Digger – No longer required	(126,000)	
Various small over/underspends identified	(700)	
Total		(126,700)
Total Managed Increase		192,705
Total Managed Increase Funded by: (Net Position)		
Revenue	252,600	
Value for Money Reserve	89,955	
Other Reserves	389,206	
Other Contributions	(750)	
Internal Borrowing (USB)	(538,306)	
Total		192,705

The total planned financing of the General Fund expenditure totalling £2,991,215 in 2016/17 is as follows:

	£
Disabled Facilities Grant	298,050
S106 Contributions	399,250
Revenue Contributions to Capital	388,520
Value for Money Reserve	89,955

Other Reserves	671,996
Internal Borrowing	1,143,444
Total	2,991,215

- 2.3 There were sufficient funds identified prior to this capital spend being committed.
- 2.4 The carried forward schemes shown in paragraph 2.2 above represents expenditure which was originally expected and budgeted for in 2015/16 but which has slipped into 2016/17 and for which the budgeted financing has also been carried forward.

3.0 GENERAL FUND CAPITAL PROGRAMME 2017/18 TO 2021/22 – INDIVIDUAL SCHEMES

3.1 The programme for 2017/18 to 2021/22 detailed in Appendix A provides for a continuation of the current Disabled Facilities Grants Scheme and the Vehicle Replacement Programme. Schemes shown as slippage from 2016/17 and carried forward to 2017/18 are detailed in the table in paragraph 2.2 above. In addition, the following new schemes are included in the programmes for approval to commence in 2017/18:

- 3.1.1 Hermitage Recreation Grounds, Whitwick – All Weather Play Area Car Park (£7,500)
Proposed replacement or upgrade* of the surface of the parking area at the AWPA to address defects and maintain an acceptable surface condition. *The surface is currently Breedon Golden Amber Gravel but this may be upgraded to a surface that will be more resistant to wear.
- 3.1.2 Swannington Depot - Demolition (£35,000)
The last annual condition survey for the Swannington Site rated the buildings as 'Life Expired' – serious risk. The buildings present a safety risk and require demolition and the site securing with adequate perimeter fencing to protect the site.
- 3.1.3 Car Parking Meters (£140,000)
Replacement and installation of car parking meters to support the Parking Strategy Report presented to Cabinet 13 December 2016.
- 3.1.4 Ashby Cultural and Leisure Quarter Project (£330,000)
Further development of Ashby as per the 'Ashby Cultural and Leisure Quarter Project' report presented to Cabinet 13 December 2016.
- 3.1.5 Refurbishment of Moira Furnace Toilet Unit (£20,000)
The refurbishment of Moira Furnace toilet unit which serves our assets: Moira Furnace (Tourist Attraction and scheduled ancient monument) and Moira Furnace Craft Village within the site and grounds of Moira Furnace. This is the first refurbishment of the toilets since they were developed in the late 1990's.
- 3.1.6 Leisure Centre ICT Servers (£15,000)
ICT have identified that the servers at the Leisure Centre are reaching the end of their natural life and as they are becoming outdated, it would be a risk for us to continue undertaking software upgrades to them as they might not have the capacity or capability to handle future upgrades which could seriously compromise service delivery.

3.2 Fleet Replacement Programme

With regard to the Fleet Replacement Programme, each year a number of vehicles either come to the end of their useful economic life, lease period or their lease extensions are reviewed. Each vehicle is reviewed based on its age, condition, mileage, potential risk of major repairs (due to being out of warranty) and a decision is made whether to extend the lease or replace the vehicle.

These decisions are made in the previous year in order to allow a suitable lead-in period from order to delivery in April, particularly for large items such as refuse vehicles. Many of these vehicles are built to order and these orders have to be placed before October for delivery the following April. Therefore, although they are actually acquired in April a commitment has to be made in the previous year.

- 3.2.1 In order to progress with the 2018/19 purchases approval is sought for the following vehicles:

	£
Refuse (3 x refuse vehicles)	485,000
Sweeper (1 x Compact sweeper)	50,000
14 Medium Vans (13 x housing + 1 x waste)	210,000
Box Van	40,000
Baler	80,000
Mowing Machines x 2	70,000
Total	935,000

- 3.2.2 Waste, Street Cleansing and Grounds Maintenance Services; (approx £725,000)

The existing vehicles, including three waste collection vehicles, one compact sweeper, one box van, one baler and two mowing machines are to be replaced as part of the annual vehicle replacement programme to ensure reliability of waste, street cleansing and grounds maintenance service delivery.

- 3.2.3 Medium Vehicles (approx £210,000)

Fourteen medium vehicles are to be replaced across the fleet for 2018/19 as part of the annual vehicle replacement programme. These include thirteen vans for the Housing Team and one van for the Waste Services Team. These are essential for service delivery and to control maintenance costs of increased repairs to ageing vehicles.

- 3.3 The General Fund Capital Programme (2017/18) will be funded by:

	£
Disabled Facilities Grants	524,780
Revenue Contribution	135,920
Reserves	835,338
Capital Receipts	150,000
Internal Borrowing	1,424,883
Total	3,070,921

4.0 COALVILLE SPECIAL EXPENSES – ESTIMATED OUTTURN AND INDIVIDUAL SCHEMES

4.1 The Projected outturn for 2016/17 is £90,644. This consists of slippage from 2015/16 of £78,644 and a new scheme identified of £12,000. The projects are as follows:

	£
Cropston Drive BMX Track – slippage	7,500
Thringstone Miners Social Centre – slippage	2,821
Urban Forest Park - Footway & Drainage Improvements – slippage	7,073
Owen Street – Floodlights – slippage	779
Owen Street – Changing Rooms – slippage	60,471
Green Gym at Playhub, Melrose Road, Coalville – New scheme	12,000
Total	90,644

4.2 There are no new schemes agreed at present for 2017/18.

5.0 H.R.A. CAPITAL PROGRAMME – ESTIMATED OUTTURN 2016/17 AND 2017/18 - 2021/22 INDIVIDUAL SCHEMES

5.1 The HRA Capital programme (Appendix “B”) covers in detail the capital schemes for the period 2017/18 to 2021/22.

5.2 Planned spend in 2017/18 and onwards mainly consists of:

5.2.1 Decent Homes Improvement Programme (DHIP)

The Council brought all of its homes up to the Decent Homes standard in 2015/16 and is forecast to spend £3.6m in maintaining decency in 2016/17. Each year will require further investment to ensure that 100% of homes remain at the standard.

The Decent Homes Improvement Programme for 2017/18 will invest £2 million in improving tenants’ homes.

5.2.2 Other Planned Investment Programme

In addition to delivering the Decent Homes Improvement Programme, there are a wide range of other investments (of £1.47m) required to maintain and enhance the housing stock and associated services and assets, which are outside the government’s definition of Decent Homes works.

5.2.3 New Build/Affordable Housing Programme

In November 2015 Cabinet approved the building of new Council homes on 3 different sites, subject to planning permission, at:

Cropston Drive, Greenhill	- up to 20 homes
Linford and Verdon Crescent, Coalville	- up to 16 new homes
Willesley estate, Ashby	- up to 8 homes
Total	= up to 44 homes

The above schemes will see an investment of £4.25m in 2017/18.

5.2.4 Other Schemes / Miscellaneous

There are various other schemes with brief notes in the Housing capital programme as per Appendix B .

In relation to the proposed sale of higher value empty homes, a provision of £0.5m originally included in the 2016/17 capital programme will be revised to nil and carried forward to create a notional £1m provision for 2017/18. Guidance from DCLG has now been issued stating that central government will be funding the Right To Buy Pilot for housing association tenants, and that local authorities will not be required to make any Higher Value Asset Payments in 2016/17 or 2017/18. It is proposed that we retain this £1m provision in the budget whilst we await further clarification from government as to how the policy may impact on local authorities from 2018/19 onwards. If, at a later date, it becomes possible to release this provision for other purposes, it is proposed that initial consideration be given to reducing the income target from HRA asset disposals (meaning in effect we will need to sell lower numbers of surplus sites and/or vacant council houses).

5.2.5 Future Funding

Following the change in the core assumption for future rent increases that was made in 2016/17, the long term HRA business plan continues to be based on annual rent increases of 1.5% (notwithstanding the annual 1% rent reductions from 2016 for four years). This means that additional efficiencies will continue to be sought and ongoing work to identify sites and properties suitable for disposal will be maintained.

6.0 CAPITAL RESOURCES

6.1 The resources estimated to be needed to finance the **General Fund programme** 2017/18 to 2021/22 totals £7,380,431 and is as follows:

	£
2017/18	3,070,921
2018/19	1,774,200
2019/20	1,056,700
2020/21	835,610
2021/22	643,000
Total	7,380,431

6.2 Details of the planned funding of the programmes are included in Appendix A. Funding is in place in 2017/18 for the Disabled Facilities Grants Scheme (£1,032,038) consisting of £524,780 Disabled Facilities Grants, £371,338 of reserves and £135,920 of Revenue Contribution. The further funding of the Ashby Cultural and Leisure Quarter project (£330,000) consists of £180,000 from Reserves and £150,000 from Capital receipts. The ICT Infrastructure scheme (Roadmap £144,000) and the Car Parking Meter scheme (£140,000) are to be funded from the 16/17 projected revenue underspend and will be held in reserve until expenditure is incurred. The remaining schemes (£1,424,883) can be funded by either leasing or borrowing depending on value for money and for which, provision has been made in the 2017/18 Revenue Budget.

6.3 The following resources are budgeted to be available for financing the **Housing Revenue Account programme** in 2017/18:

	£
Usable Balances	2,363,216
Retained Right to Buy Receipts	240,655
Right to Buy Receipts – Attributable debt	688,841
Use of Right to Buy ‘One for One’ reserve	133,383
RCCO	2,986,375
Major Repairs Allowance	3,139,194
Asset Disposals (Capital Allowance)	600,000
Total Resources	10,151,664
Less Budgeted Expenditure	10,151,664
Surplus to be carried forward to 2018/19	0

7.0 PROCUREMENT ROUTES

- 7.1 Where the authority is required to enter into a contract which has a value of £100,000 or more, Cabinet authority is sought prior to award of the contract. As Cabinet is considering the budgetary implications of the Capital Programmes, it is efficient for Cabinet to consider the award of subsequent high-value contracts at the same time. Cabinet may also be asked to address a request for a waiver to the Contract Procedure Rules (CPR) for a particular selection of contract opportunities. Each will be considered in turn.
- 7.2 Although the procurement processes may be commenced sooner, the contract award will not take place before Council has approved the budget for the Capital Programmes. The authority’s procurement documentation gives it a right not to award a contract, should Council not approve the budget.
- 7.3 Each year, as part of the Fleet, Plant and Equipment Replacement Programme, replacements will need to be made to some of the Council’s vehicles, equipment and plant. Officers will select the most appropriate public sector framework for each item, considering which offers value for money for the Council at the time of procurement.
- 7.4 Cabinet is asked to delegate award of the subsequent contracts for vehicles, equipment and plant to the Director of Services in consultation with the Portfolio Holder.
- 7.5 Where not using pre-existing contracts or frameworks all procurement processes for contracts over £25k will be advertised and available for local suppliers to submit bid for should they be of interest.

8.0 CONSULTATION

- 8.1 The Cabinet’s draft Capital Programmes were presented to the Policy Development Group at its meeting on 11 January 2017. Consultation with the business community was by letter through the Leicestershire, Northamptonshire and Rutland Federation of Small Businesses. The comments of Policy Development Group are included in the minutes attached at Appendix C

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DRAFT GENERAL FUND CAPITAL PROGRAMME 2017/18 to 2021/22

SCHEME	BUDGET HOLDER	FUNDING																
		2016/17 ORIGINAL BUDGET	2016/17 Actual at Period 6	2016/17 Inc c/f & slippage	2017/18	2018/19	2019/20	2020/21	2021/22	GRANTS/ S106 CONTRIB	DF GRANTS	VFM Reserve	OTHER RESERVES	RESERVES ASSET PROT FUND	REVENUE	CAPITAL RECEIPTS	LEASING OR BORROWING	
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
CHIEF EXEC DIRECTORATE																		
Improving Customer Experience Project (ICE)	Anna Wright	-	51,655	75,456	-	-	-	-	-	-	75,456	-	-	-	-	-	-	
User workstation monitor replacements	Sam Outama	-	-	-	5,053	-	-	-	-	-	-	-	-	-	-	-	5,053	
Desktop Equipment Upgrade	Sam Outama	42,000	2,691	42,000	-	-	-	-	-	-	-	-	-	-	-	-	42,000	
Helpdesk software upgrade	Sam Outama	-	-	3,546	-	-	-	-	-	-	-	-	-	-	-	-	3,546	
Server and storage additional capacity	Sam Outama	-	-	9,351	-	-	-	-	-	-	-	-	-	-	-	-	9,351	
Replacement telephone system	Sam Outama	-	11,359	14,499	-	-	-	-	-	-	14,499	-	-	-	-	-	-	
ICT Security Infrastructure	Sam Outama	63,000	67,600	67,600	-	-	-	-	-	-	-	-	-	-	-	-	63,000	
HR / Payroll System	Mike Murphy / Anna Wright	50,000	63,847	63,847	-	-	-	-	-	-	-	-	-	-	-	-	49,847	
ICT Infrastructure Scheme	Sam Outama	-	-	234,000	144,000	100,000	-	-	-	-	-	244,000	-	-	-	-	234,000	
DIRECTOR OF SERVICES																		
Disabled Facility Grants	Minna Scott	716,760	250,000	450,000	1,032,038	660,700	660,700	-	-	-	1,872,390	387,368	-	-	-	-	543,680	
Refuse Vehicles and Refuse Kerbsiders	Paul Coates	857,000	344,425	344,425	847,330	485,000	-	560,000	180,000	-	-	-	-	-	-	-	2,416,755	
Market Vehicles / Cars	Paul Coates	19,000	18,952	18,952	-	-	-	-	32,000	-	-	-	-	-	-	-	50,952	
Vans - Small	Paul Coates	22,000	21,473	21,473	-	-	15,000	-	32,000	-	-	-	-	-	-	-	68,473	
Vans - Medium	Paul Coates	28,000	48,588	48,588	145,000	210,000	80,000	50,000	34,000	-	-	-	-	-	-	-	567,588	
Vans - Pickup	Paul Coates	19,000	19,215	19,215	25,000	-	-	-	100,000	-	-	-	-	-	-	-	144,215	
Vans - Box / Lorry	Paul Coates	-	-	-	40,000	40,000	130,000	-	-	-	-	-	-	-	-	-	210,000	
Sweepers	Paul Coates	-	-	-	250,000	50,000	-	130,000	130,000	-	-	-	-	-	-	-	560,000	
Digger / Misc Plant	Paul Coates	341,000	144,880	215,000	-	80,000	-	-	-	-	-	-	-	-	-	-	295,000	
Mowing Machines	Paul Coates	47,000	47,210	47,210	-	70,000	70,000	10,000	50,000	-	-	-	-	-	-	-	247,210	
Council Offices Extnsn car park c/ville, Resurfacing	Paul Coates	-	-	-	20,000	-	-	-	-	-	-	-	-	-	-	-	20,000	
South Street Car park, Ashby - Resurfacing	Paul Coates	-	-	762	-	-	-	-	-	-	-	-	-	-	-	-	762	
Access Road, High Street Car Park - Measham - Resurfacing	Paul Coates	25,000	-	25,000	-	-	-	-	-	-	-	-	-	-	-	-	25,000	
High Street Car Park Measham - resurfacing	Paul Coates	-	-	-	-	-	-	-	27,500	-	-	-	-	-	-	-	27,500	
Hermitage Rec Grounds AWP Area Access, Whitwick - resurfacing	Paul Coates	11,500	7,653	11,500	-	-	-	-	-	-	-	-	-	-	-	-	11,500	
Hermitage Leisure Centre Car Park - Resurfacing (section of).	Paul Coates	-	-	-	-	15,000	-	-	-	-	-	-	-	-	-	-	15,000	
Hermitage Recreation Grounds, Whitwick, All Weather Play Area Car Park	Paul Coates	-	-	-	7,500	-	-	-	-	-	-	-	-	-	-	-	7,500	
Belvoir Shopping Centre, Main Service Road, Coalville - Maintenance.	Paul Coates	-	-	12,000	-	-	-	-	-	-	-	-	-	-	-	-	12,000	
Silver Street Car Park, Whitwick - Resurfacing.	Paul Coates	-	35,677	44,675	-	-	-	-	-	-	-	-	-	-	-	-	44,675	
Hood Park Leisure Centre Car Park, Ashby - Resurfacing (section of).	Paul Coates	15,000	-	-	15,000	-	-	-	-	-	-	-	-	-	-	-	15,000	
North Service Road Car Park, Coalville - Maintenance & Improvements.	Paul Coates	32,250	-	32,250	-	-	-	-	-	-	-	-	-	-	-	-	32,250	
Bridge Road Car Park, Coalville - Resurface main through route.	Paul Coates	-	-	-	-	21,500	-	-	-	-	-	-	-	-	-	-	21,500	
Access Road, High Street Car Park - Ibstock - Resurfacing	Paul Coates	-	-	-	-	-	45,000	-	-	-	-	-	-	-	-	-	45,000	
Swannington Depot - Demolition	Paul Coates	-	-	-	35,000	-	-	-	-	-	-	-	-	-	-	-	35,000	
Coalville Market Upgrade -Phase 2	John Richardson	-	1,568	35,966	-	-	-	-	-	-	-	35,966	-	-	-	-	-	
Market Hall Wall	John Richardson	-	-	24,650	-	-	-	-	-	-	-	-	-	-	-	-	24,650	
Car Parking Meters	John Richardson	-	-	-	140,000	-	-	-	-	-	-	140,000	-	-	-	-	-	
Coalville Park - Reconfigure depot, replace building	Jason Knight	95,000	-	95,000	-	-	-	-	-	-	-	-	-	-	-	-	95,000	
Replace Hood Park LC outdoor learner pool boiler and pipework	Jason Knight	-	-	-	-	10,000	-	-	-	-	-	-	-	-	-	-	10,000	
Replace Hood Park LC gym air con	Jason Knight	15,000	10,485	15,000	-	-	-	-	-	-	-	-	-	-	-	-	15,000	
Regrout Hermitage LC swimming pool tiles	Jason Knight	-	-	-	-	-	-	-	23,000	-	-	-	-	-	-	-	23,000	
Replace hot water system pipework, heat emitters & cold water storage tank at Hermitage LC	Jason Knight	-	-	-	-	18,000	-	-	-	-	-	-	-	-	-	-	18,000	
New Sportshall floor at Hermitage LC	Jason Knight	-	-	-	-	-	16,000	-	-	-	-	-	-	-	-	-	16,000	
Replace suspended ceiling in Hermitage LC main pool hall	Jason Knight	-	-	-	-	-	30,000	-	-	-	-	-	-	-	-	-	30,000	
Replacement of outdoor pool filter media at Hood Park LC	Jason Knight	-	-	-	-	-	10,000	-	-	-	-	-	-	-	-	-	10,000	
Replace Hermitage LC gym Air Con	Jason Knight	-	-	-	-	14,000	-	-	-	-	-	-	-	-	-	-	14,000	
Wellbeing Centre at Hood Park LC	Jason Knight	400,000	1,140	399,250	-	-	-	-	-	399,250	-	-	-	-	-	-	-	
Acquisition of Land at Ashby Health Centre - car park	John Richardson	-	255,379	620,000	330,000	-	-	-	-	-	80,000	720,000	-	-	-	150,000	-	
Refurbishment of Moira Furnace Toilet Unit	Wendy May	-	-	-	20,000	-	-	-	-	-	-	-	-	-	-	-	20,000	
Replace General Ductwork, ventilation & all fire dampners at Hood Park LC	Jason Knight	-	-	-	-	-	-	-	20,000	-	-	-	-	-	-	-	20,000	
Replace Flat roof cover over plant room at Hermitage LC	Jason Knight	-	-	-	-	-	-	-	13,110	-	-	-	-	-	-	-	13,110	
Replace control systems in alignment with plant installations at Hermitage LC	Jason Knight	-	-	-	-	-	-	-	15,000	-	-	-	-	-	-	-	15,000	
Replace Squash Court Lighting at Hermitage LC	Jason Knight	-	-	-	-	-	-	-	10,000	-	-	-	-	-	-	-	10,000	
Replace Leisure Centre ICT Servers	Jason Knight	-	-	-	15,000	-	-	-	-	-	-	-	-	-	-	-	15,000	
Regrout Hood Park LC main and Learner swimming Pool tiles	Jason Knight	-	-	-	-	-	-	-	30,000	-	-	-	-	-	-	-	30,000	
HPLC Sports Hall & Offices Roof	Jason Knight	-	-	-	-	-	-	-	10,000	-	-	-	-	-	-	-	10,000	
Replace HLC Sportshall Fan Convectors and Pipework	Jason Knight	-	-	-	-	-	-	-	12,000	-	-	-	-	-	-	-	12,000	
Replace HLC Swimming Pool dosing System	Jason Knight	-	-	-	-	-	-	-	10,000	-	-	-	-	-	-	-	10,000	
TOTAL GENERAL FUND		2,798,510	1,403,797	2,991,215	3,070,921	1,774,200	1,056,700	835,610	643,000	399,250	1,872,390	169,955	1,527,334	-	796,280	150,000	5,456,437	

SCHEME	BUDGET HOLDER	2016/17 ORIGINAL BUDGET		2016/17 Actual at Period 6	2016/17 Inc c/f & slippage	2017/18	2018/19	2019/20	2020/21	2021/22	GRANTS/ S106 CONTRIB	DF GRANTS	VFM Reserve	OTHER RESERVES	RESERVES ASSET PROT FUND	REVENUE	CAPITAL RECEIPTS	LEASING OR BORROWING	
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
COALVILLE SPECIAL EXPENSES																			
Cropston Drive BMX Track	Jason Knight	-	-	7,500	-	-	-	-	-	-					7,500				
Thringstone Miners Social Centre	Jason Knight	-	-	2,821	-	-	-	-	-	-					2,821				
Urban Forest Park-Footway and drainage improvements	Jason Knight	-	-	7,073	-	-	-	-	-	-	7,073								
Owen Street -Floodlights	Jason Knight	-	-	779	-	-	-	-	-	-					779				
Owen Street - Changing Rooms	Jason Knight	-	45,656	60,471	-	-	-	-	-	-					60,471				
Green Gym at Playhub, Melrose Road	Jason Knight	-	-	12,000	-	-	-	-	-	-			12,000						
Owen Street - Tarmac Rec Ground Entrance Driveway	Jason Knight	-	-	-	-	16,000	-	-	-	-			16,000						
TOTAL SPECIAL EXPENSES		-	45,656	90,644	-	16,000	-	-	-	-	7,073	-	-	28,000	71,571	-	-	-	-

	2016/17 APPROVED BUDGET	2016/17 @ p9 forecast outturn	2017/18	2018/19	2019/20	2020/21	2021/22
2017 - 2022 Decent Homes							
Decent Homes Programme	2,097,000	2,709,000	1,211,840	2,018,898	984,764	1,716,735	2,128,668
Capital Works - Voids	246,500	246,500	232,000	217,500	203,000	188,500	188,500
Capital Works - Other	603,500	603,500	568,000	532,500	497,000	461,500	461,500
2017 - 2022 Decent Homes Total	2,947,000	3,559,000	2,011,840	2,768,898	1,684,764	2,366,735	2,778,668
2017 - 2022 Other Planned Investment							
Non Decency Improvements	1,028,124	1,028,124	1,170,914	1,170,914	1,170,914	1,170,914	1,170,914
Hard Wired Smoke Detectors	47,000	47,000	47,000	47,000	47,000	47,000	47,000
Fire Risk Assessment Remedial Works	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Remedial Works (Damp & Structural)	187,500	187,500	187,500	187,500	187,500	187,500	187,500
Fuel swaps (solid fuel to gas supply)	25,000	25,000	25,000	25,000	25,000	25,000	25,000
2017 - 2022 Other Planned Investment Total	1,327,624	1,327,624	1,470,414	1,470,414	1,470,414	1,470,414	1,470,414
New Build / Affordable Housing Programme							
New Build Programme - use of RTB one for one reserve	497,000	197,400	133,383	93,628			
New Build Programme - NWLDC contribution to RTB one for one	386,000	460,600	4,118,617	626,372			
New Build Programme - NWLDC additional provision							
Acquisition of sites							
Development Site Preparations	-	-	-	-	-	-	-
New Build / Affordable Housing Programme Total	883,000	658,000	4,252,000	720,000	-	-	-
Other Schemes / Miscellaneous							
Off Street Parking	100,000	200,000	150,000	-	-		
Major Aids & Adaptations	350,000	350,000	300,000	275,000	250,000	250,000	200,000
Energy Insulation Works	-	250,000	-	-	-		
Renewable/Replacement Energy Installations Programme	250,000	250,000	250,000	250,000	250,000		
Speech Module	50,000	-	50,000	50,000	50,000		
Capital Programme Delivery Costs	530,160	530,160	430,909	440,389	450,077	459,979	470,099
Unallocated/Contingency	340,000	340,000	236,501	276,716	185,259	204,357	222,454
Disposal of High Value Assets	500,000		1,000,000	500,000	500,000	500,000	500,000
Other Schemes / Miscellaneous Total	2,120,160	1,920,160	2,417,410	1,792,104	1,685,336	1,414,337	1,392,553
Capital Allowances							
Programme to be defined							
Capital Allowances Total	-	-	-	-	-	-	-
Total Programme Costs	7,277,784	7,464,784	10,151,664	6,751,416	4,840,514	5,251,486	5,641,635

2017/18 - 2021/22 HOUSING CAPITAL PROGRAMME FUNDING

	2016/17	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Usable balances held	644,000	2,431,000	2,363,216	-	0	0	0
Retained Right to Buy Receipts (RTB)	238,000	281,000	240,655	240,655	240,655	240,655	240,655
RTB receipts - attributable debt	659,000	1,920,000	688,841	656,695	600,695	600,695	600,695
RTB one for one reserve	497,000	701,000	133,383	93,628	49,954	49,954	49,954
RCCO	-	-	2,986,375	1,831,289	96,331	433,942	845,085
Major Repairs Allowance/Depreciation	4,984,000	3,995,000	3,139,194	3,229,150	3,202,880	3,176,240	3,155,247
Asset Disposals (Capital Allowance)	900,000	500,000	600,000	700,000	650,000	750,000	750,000
Total Funding	7,922,000	9,828,000	10,151,664	6,751,416	4,840,514	5,251,485	5,641,635
Cumulative Over / (Under Resource)	644,216	2,363,216	-	0	0	0	0

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EXTRACT of the MINUTES of a meeting of the POLICY DEVELOPMENT GROUP held in the Council Chamber, Council Offices, Coalville on WEDNESDAY, 11 JANUARY 2017

Present: Councillor M Specht (Chairman)

Councillors N Clarke, J Cotterill, J Geary, D Harrison, G Houlst, V Richichi, A C Saffell and N Smith

In Attendance: Councillors R Johnson and S Sheahan

Officers: Mr S Bambrick, Mr C Brown, Mr P Collett, Mr A Hunkin, Mr G Jones, Outama, Mr P Padaniya, Mr J Richardson and Mrs R Wallace

Guests: Mr M Beckett (SLC Rail), Inspector H Bhakta (Leicestershire Constabulary), Mr B Hlland (SLC Rail) and Ms K Smith (SLC Rail)

22. DRAFT GENERAL FUND REVENUE BUDGET PROPOSALS AND CAPITAL PROGRAMMES 2017/18

The Financial Planning Manager presented appendix one of the report and updated Members that since the proposals were considered by Cabinet in December the Local Government Financial Settlement had been announced. The two key elements in relation to the announcement was that the four year settlement that was offered last year had been confirmed and the changes to the New Homes Bonus Payments meant that the Council would benefit in the short term.

In response to questions from Councillor N Clarke, the Financial Planning Manager stated the following:

- The one off cost increases in the waste service was due to the County Council's withdrawal of recycling payments from 1 April 2018; a temporary round consisting of extra staff was required.
- The additional funds for information management had made a noticeable difference as more information was now available online for people to view instead of submitting Freedom of Information Requests which was a lengthy and costly process. Some processes had also been streamlined so that information was only input once which would save money in the long term.
- The surplus was less than originally forecasted in the Medium Term Financial Strategy due to key factors such as delays in some areas of business rate income, employment costs and some income not as much as predicted. He added that the change in New Homes Bonus meant that the figure would now be slightly higher.

Councillor N Clarke commented that he was pleased that the Council Tax Support Benefit would remain at the same level as it helped many people within his Ward. Councillor N J Rushton commented that it was a tough decision but he felt it was a good one for the level to remain the same.

In response to a question relating to the additional costs as a result of staffing numbers from Councillor D Harrison, the Interim Director of Resources explained the importance of maintaining adequate staffing levels and in general there would not be a lot of growth in budgets or levels of staff. He added that any major changes would need to be investigated seriously before being implemented.

The Financial Planning Manager presented appendix two of the report.

In response to questions from Councillor N Clarke, the Financial Planning Manager stated that although reducing the number of refuse vehicles may have been mentioned in the past due to lower levels of recycling, this was not included in the proposals. Councillor N J Rushton added that recycling still needed to be collected even if the levels were lower. Also there had been an increase in households in the District and therefore the vehicles were required.

The Director of Housing presented the HRA Capital Programme section of the report to Members.

Councillor M Specht was pleased with the building of new council homes.

Councillor N J Rushton commented that he was very proud that new council homes were being built for the first time in 30 years.

It was moved by Councillor J Geary, seconded by Councillor D Harrison and

RESOLVED THAT:

The comments made by the committee be considered by Cabinet at its meeting on 7 February before making its recommendations to Council.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 7 FEBRUARY 2017

Title of report	HOUSING REVENUE ACCOUNT (HRA) BUDGET PROPOSALS FOR 2017/18
Key Decision	a) Financial Yes b) Community Yes
Contacts	<p>Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Councillor Roger Bayliss 01530 411055 roger.bayliss@nwleicestershire.gov.uk</p> <p>Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk</p> <p>Director of Housing 01530 454819 glyn.jones@nwleicestershire.gov.uk</p> <p>Financial Planning Manager and Deputy Section 151 Officer 01530 454707 pritesh.padaniya@nwleicestershire.gov.uk</p>
Purpose of report	To seek approval of the 2017/18 Housing Revenue Account (HRA) Budget and charges for Rent and Service Charges.
Reason for Decision	To enable the Council to set a balanced Housing Revenue Account Budget for 2017/18.
Council Priorities	The HRA budget assists the Value for Money priority.
Implications: Financial/Staff Link to relevant CAT Risk Management	<p>As included in report.</p> <p>Delivering a HRA Budget for 2017/18 will allow the Council to achieve the objectives for the service as set out in the Housing Business Plan and Service Team Business Plans.</p> <p>The Council sets an HRA budget, which is regularly monitored throughout the year to ensure services are delivered within budget. Risks are managed through the corporate risk management process.</p>

Equalities Impact Screening	None identified.
Human Rights	None identified.
Transformational Government	Not applicable.
Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Deputy Monitoring Officer	Report is satisfactory
Consultees	Corporate Leadership Team (CLT 15 November 2016), Cabinet (13 December 2016), Tenants Performance and Finance Working Group (15 December 2016), Tenants and Leaseholders Consultation Forum consultation exercise undertaken (14 December 2016 – 12 January 2017), Policy Development Group (11 January 2017).
Background papers	HOUSING REVENUE ACCOUNT (HRA) BUDGET PROPOSALS FOR 2017/18 (CABINET – 13 DECEMBER 2016) HOUSING REVENUE ACCOUNT (HRA) BUDGET PROPOSALS FOR 2017/18 (POLICY DEVELOPMENT GROUP - 11 JANUARY 2017)
Recommendations	<p>A. THAT THE ASSURANCE STATEMENT BY THE DEPUTY S151 OFFICER BE NOTED,</p> <p>B. THAT THE COUNCIL BE RECOMMENDED TO:</p> <ol style="list-style-type: none"> 1. APPROVE THE DECREASE IN COUNCIL HOUSE RENTS FOR 2017/18 BY 1% (AVERAGE OF 83 PENCE PER WEEK). 2. APPROVE THE INCREASE OF 2% (13 PENCE PER WEEK) IN GARAGE RENTS FOR 2017/18. 3. APPROVE THE REDUCTION IN CENTRAL HEATING CHARGES FOR 2017/18 BY 10% 4. APPROVE THE AVERAGE INCREASE OF 1.03% (7 PENCE PER WEEK) IN SERVICE CHARGE FOR 2017/18. 5. APPROVE THE GROUND RENT INCREASE AT APPLEBY MAGNA CARAVAN SITE OF 2% (62 PENCE PER WEEK) ON THE ANNIVERSARY OF EACH INDIVIDUAL RENT AGREEMENT IN 2017/18. 6. APPROVE THE LIFELINE CHARGES INCREASE OF 8% (79 PENCE PER WEEK) FOR PRIVATE CUSTOMERS AND 2% FOR REGISTERED PROVIDER CUSTOMERS FROM APRIL 2017.

	7. APPROVE THE HOUSING REVENUE ACCOUNT BUDGET FOR 2017/18 ATTACHED AS APPENDIX A
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1.0 INTRODUCTION

- 1.1 The Housing Revenue Account (HRA) budget for 2017/18 is set out in Appendix A, along with the 2016/17 original and revised forecast outturn for information.
- 1.2 Cabinet considered a draft HRA budget report on 13 December 2016 and this was followed by a report to the Policy Development Group on 11 January 2017.
- 1.3 The budget has been prepared in the context of the continuation of four years of 1% per annum rent reductions from 2016/17 in accordance with the Work and Welfare Reform Act 2016. The impact of that rent reduction was fully incorporated into the 2016/17 HRA Budget and long term business plan. Although inflation is now predicted to rise towards the end of 2017, it is still considered prudent to retain the assumption of lower long term rent increases. However, inflationary pressures from late 2017 onwards, coupled with the ongoing 1% rent reductions, will certainly present financial challenges to the Housing service going forward.

2.0 2016/17 BUDGET POSITION

- 2.1 The budgeted outturn position for 2016/17 was a £2.395m surplus. The overall forecast at period 9 shows a potential surplus of £2.86m. This is largely as a result of improved performance in letting empty properties, which produces lower rent losses.
- 2.2 As a result of this, the total value of HRA balances at 31 March 2017 is estimated to be £8.54m. This balance significantly exceeds our agreed minimum working balance on the HRA of £1m and has been developed as a provision against the future repayment of debts taken out on a maturity repayment basis, within the HRA Business Plan. The first maturity loans of £10m and £3m fall due for repayment on 28 March 2022. Hence an estimated £7.54m will be held in a savings reserve (at 31 March 2017) that was created for the purposes of repaying these loans commitments, in addition to the £1m minimum balance, taking total estimated reserves to £8.54m.

3.0 2017/18 BUDGET OVERVIEW

- 3.1 Budget proposals are based on prices and levels of charges for Council Housing related services at September 2016 plus known increases, for example contractual obligations.
- 3.2 The budget investment and budget savings for the 2017/18 budget are shown within Appendix B.
- 3.3 Since presentation of these investment and savings to Cabinet in December, the following changes have been made:
 - 3.3.1 Revision of saving 'SAV20' and investment 'BI27' to reflect part year implementation of charges (see 5.3 below)
 - 3.3.2 Introduction of a new investment 'BI31' to contribute towards the new apprentice levy, which the Council will need to allow for from April 2017.

- 3.3.3 Reduction in the amount of budgetary provision for charges associated with gas and reduction in the associated central heating income 'SAV28' and 'BI30' (see 5.4 below).
- 3.4 Other changes made to the budget are:
- 3.4.1 Reduction in the level of depreciation charged from £3.995m to £3.1m (see 3.7 below).
- 3.4.2 Increase in the value of revenue contribution to capital outlay (RCCO), following re-profiling exercise of planned future Decent Homes improvement work and identification of savings achieved (see 3.8 below and HRA Capital programme report)
- 3.5 Repairs and maintenance of dwellings expenditure (Appendix A – line 1) in 2017/18 is anticipated to total £5.4m.
- 3.6 Supervision and management expenditure (Appendix A – line 4) in 2017/18 is expected to be £2.7m.
- 3.7 From 1 April 2017 full depreciation, calculated on a componentised basis in accordance with Financial Reporting Standards, is to be charged, rather than using the Major Repairs Allowance (MRA). This process involves us assessing the likely replacement cost and lifecycles of all the components that make up our housing stock and transferring from revenue to capital an appropriate provision to fund improvement work on an annual basis. Before the financial year 2012/13 all debits and credits to the HRA were prescribed through Government determinations and depreciation was not included. However, a MRA did form part of the annual housing subsidy amount and that essentially recognised the need to replace building components by transferring funds from revenue to capital. Since the implementation of the self financing HRA in April 2012, a charge was made based on an historic MRA value of £3.995m. An assessment of componentised depreciation has been calculated from our housing stock and included in the budget for the 2017/18 year at £3.1m (Appendix A – line 7).
- 3.8 For 2017/18, the level of RCCO is proposed to increase from nil in 2016/17 to £2.99m, in order to meet planned capital expenditure (Appendix A – line 24). This additional amounts reflect the reduced level of depreciation (£3.1m) compared to a higher level of MRA that was available for capital improvements (and results from the re-profiling of planned future Decent Homes work). The RCCO also supports taking forward new build projects for the brownfield site (Coalville), Greenacres (Coalville) and Willesley Estate (Ashby) sites as presented to Cabinet on 10 November 2015.
- 3.9 The budget for 2017/18 is estimated to produce an operating surplus / deficit of zero, after making the RCCO and a contribution of £142k to the debt repayment reserve, which will take total estimated HRA balances at 31 March 2018 to £8.68m. The HRA working balance will remain at £1m and the remaining £7.68m will be held in the debt repayment reserve.
- 3.10 In the years following 2017/18, the future predicted amounts that the HRA is able to contribute to the debt repayment reserve, subject to further revisions via the annual budget setting process, are as follows:
- 2018/19 - £1.19m
 - 2019/20 - £2.57m

- 2020/21 - £2.19m
- 2021/22 - NIL

3.11 Members may recall the values above differing to those presented to Cabinet in December. This is as a result of the combined and ongoing compound effect of changes to the budget which are detailed under 3.3, 3.4 and throughout this report.

3.12 Central government announced on 23 November 2016 that local authorities are no longer required to implement a “pay to stay” policy (charging higher rents to those tenants with higher incomes, with any additional income being returned to the Treasury), although it had always been assumed that the net financial impact of any such policy would have been neutral. There are no current plans to introduce such a policy.

4.0 2017/18 BUDGET – RENTS

4.1 During 2014, the Government announced that from 2015/16 rent guidance required rent increases to be via a formula of September CPI + 1% for the next 10 years. On the introduction of that guidance the former rent restructuring policy ceased, with the exception of re-letting properties at the converged rent level (‘target rent’) on re-let.

4.2 As part of the 2015/16 budget, Cabinet agreed to adopt an accelerated convergence approach that increased 2014/15 rents following the guidance of CPI + 1%, but also continued to converge rents not already at the target rent at an accelerated rate of up to £4 per week. Cabinet also agreed to the expansion of the approach to letting properties at target rent to include transfers by existing tenants.

4.3 However, at the end of October 2016, only 55% of properties were at their target rent, a much lower percentage compared to the vast majority of local authorities.

4.4 The Work and Welfare Reform Act 2016 required rents to be reduced by 1% below their 2015/16 levels, with the exception of those for supported housing. An exemption was granted for supported housing and those rents were increased by CPI + 1%. However, the Secretary of State for Work and Pensions announced on 15 September 2016 that the 1% rent reduction would apply for supported housing for 2017/18 and the following two years.

4.5 The formula for determining rents has not altered despite this direction and there is therefore some scope to review rent levels in respect of the valuation element of the rent formula (which is currently based on 1999 values). A review is currently underway to determine the financial impact of a revaluation of Council Housing stock, so we can assess the potential effect it may have on future rent levels, and income streams. This may lead to some small changes in the rents of some council properties. Any further proposals will be presented for Cabinet approval at a later date, following a revaluation exercise.

4.6 The level of rent loss due to void properties target included in the budgeted rental income is 1.5%, a reduction from 1.8% assumed in the previous year.

4.7 As a result of the 1% rent reduction for 2017/18 and lower property numbers due to RTB sales, net budgeted rental income is £305k less than budgeted in 2016/17 (Appendix A – line 12).

4.8 Until 2015/16 the long term HRA business plan had a core assumption that future rents would increase by 2.5% (notwithstanding the four year 1% rent reductions from 2016) and this was a standard benchmark assumption across most social housing landlords. In view of current government policy and the outlook for inflation, that assumption was revised downwards to 1.5% for the 2016/17 budget. It is not considered appropriate to make any further change to that assumption. This has a significant impact on projected future rental income flows, and over the 30 year business plan period additional efficiencies and further savings will still need to be identified.

5.0 SERVICE CHARGES, FEES AND OTHER CHARGES

5.1 Approximately one third of the Council's properties have a service charge, covering a range of items such as communal heating, communal lighting, maintenance of communal areas and the older persons service charge. Service charges are covered by Housing Benefit, whilst all other fees and charges are not.

5.2 For 2017/18 average weekly service charges are proposed to be increased by an average of 1.03% to reflect changes in usage patterns and costs.

5.3 Tenants are due to be consulted in the new financial year about plans to introduce or enhance communal cleaning to approximately 70 blocks where the service is not currently provided. The anticipated costs will be recovered in full through a service charge and in total these are estimated to be £66,763 per annum (full year) which will require an average service charge currently estimated at approximately £3.95 per week. Although originally included for consultation at a full years forecast of cost and associated income in the proposals presented to Cabinet in December, forecasts are now amended to £50,070 for costs and associated income with a commencement date of July 2017. (See 3.3.1 above).

5.4 Central heating charges were formally proposed to be maintained at existing levels, however since seeking approval from Cabinet on this in December 2016, further work undertaken to predict forecast usage and cost has resulted in a proposed 10% reduction.

5.5 Garage rent levels are proposed to rise by 2.0% which is in line with the Retail Prices Index (RPI) as at September 2016.

5.6 Appleby Magna Caravan Site is a General Fund asset but managed by the Housing Service. Ground rents for the site are proposed to be increased by RPI of 2.0% on the anniversary of each individual rent agreement in 2017/18.

5.7 It is proposed that Lifeline Charges are increased by RPI of 2.0% from April 2017 for East Midlands Housing as per the contract, but for 8% for private customers, in line with an updated marketing plan for the Lifeline Service.

5.8 Shop leases are proposed to rise by 14% as agreed by Cabinet in November 2014 as part of the process of gradually moving them to a market rent.

5.9 A table detailing each charge variation can be found in Appendix C.

6.0 HRA BUSINESS PLAN

6.1 Significant annual surpluses on the HRA are required in future years in order to meet the loan repayment commitments in the HRA Business Plan. As detailed in 2.2 and 3.8 above, existing balances and future annual surpluses will be transferred to the debt

repayment reserve for the purposes of repaying these loans. The first maturity loans fall due in 2021/22 and are for £3m and £10m. Please see Appendix D for a schedule of HRA loans.

- 6.2 The inclusion of the new build programme and the inclusion of negotiated gifted units from developers provides some improvement in the overall business plan viability. However, given the current forecasts for the rental income stream, it is not possible to achieve a positive cash flow in future over a full 30 year forecasting period where borrowing is required to finance new development for affordable rent (and no HCA funding or other subsidy is available).
- 6.3 In order to deal with significant sums in loans that mature later during the business plan period, further savings, additional income or refinancing will be needed to address shortfalls of £20.4m in 2041/42 and a further £21.9m by the end of the 30 year period in 2045/46. Cabinet will note the favourable reduction in these amounts as a result in changes made to the budget proposals, compared to the figures presented in December.
- 6.4 It should be noted that the projected level of savings requirement is very sensitive to the level of future rent increases, which is difficult to predict given the uncertainty in the medium to long term of future inflation rates and changes in central government rents policy. Therefore, as these potential liabilities fall 25 years plus hence, there are several other variables that could change over the intervening period, and the recurring option to refinance at an appropriate juncture is available, so it is not considered necessary to draw up detailed plans at the moment to address the highlighted sums.
- 6.5 The RCCO for 2017/18 is £2.99m. Future amounts are forecast to be required in order to support the capital programme, including new build proposals, as follows:

RCCO

- 2018/19 - £1.831m
- 2019/20 - £0.096m
- 2020/21 - £0.434m
- 2021/22 - £0.845m

- 6.6 Members should note the increased levels of RCCO compared to those presented to Cabinet in December. These additional amounts reflect the reduced level of depreciation (£3.1m) to fund capital improvements (see 3.8 above), and the effect of re-profiling of planned future Decent Homes work and identification of savings achieved during 2016/17.
- 6.7 In relation to the proposed sale of higher value empty homes, a provision of £0.5m originally included in 2016/17 capital programme will be revised to nil and carried forward to create a notional £1m provision for 2017/18. Guidance from DCLG has now been issued stating that central government will be funding the Right To Buy Pilot for housing association tenants, and that local authorities will not be required to make any Higher Value Asset Payments in 2016/17 or 2017/18. It is proposed that we retain this £1m provision in the budget whilst we await further clarification from government as to how the policy may impact on local authorities from 2018/19 onwards. If, at a later date, it becomes possible to release this provision for other purposes, it is proposed that initial consideration be given to reducing the income target from HRA asset disposals (meaning in effect we will need to sell lower numbers of surplus sites and/or vacant council houses), and/or

supporting the council's new build programme. Capital budgets are the subject of a separate report to Cabinet.

7.0 CONSULTATION PROCESS

7.1 Consultation on the Housing Revenue Account 2017/18 draft budget proposals (as approved by Cabinet on 13 December 2016) has been completed via the Council's website and also via hard copy sent to over 100 involved residents including the Tenants and Leaseholder Consultation Forum (TLCF).

7.2 Members of the Performance and Finance Working Group (The Council's Resident Involvement technical finance working group who were consulted on 15 December 2016) were supportive of the recommended proposals.

7.3 The formal consultation closed on 12 January 2017, and no written comments were received. The TLCF indicated they were supportive of the expenditure being earmarked for the Council's new build programme, and for parking improvements on estates (capital budgets are the subject of a separate report to Cabinet).

7.4 The draft budget was also considered by Policy Development Group on 11th January 2017 and an extract of the relevant parts of the draft minutes are attached at Appendix E.

8.0 ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES

8.1 The Local Government Act 2003 requires the Council's Chief Financial Officer (Section 151 Officer or their Deputy) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves. Members must have regard to these comments when making a decision on the budget proposals for the forthcoming year.

8.2 Taking into account identified risks, the Deputy Section 151 Officer considers that the estimates which form the Housing Revenue Account Budget for 2017/18 are robust and prudent, and the proposals are deliverable.

8.3 The Deputy Section 151 Officer also considers that the overall level of Housing Revenue Account reserves is adequate.

APPENDIX A

HOUSING REVENUE ACCOUNT SUMMARY - DRAFT

LINE NO.	DETAIL	2016/2017		2017/2018
		Budget £	Forecast (p9) £	Estimate £
1.	TOTAL REPAIRS & MAINTENANCE	5,258,450	4,994,630	5,354,970
	SUPERVISION & MANAGEMENT			
2.	General	2,163,710	2,162,610	2,190,720
3.	Special	608,230	601,730	502,030
4.		2,771,940	2,764,340	2,692,750
5.	PROVISION -DOUBTFUL DEBTS	125,000	125,000	125,000
6.	CAPITAL FINANCING:-			
7.	Depreciation - MRA & other	3,995,170	3,995,170	3,139,190
8.	Debt Management Expenses	1,400	1,400	1,390
9.		3,996,570	3,996,570	3,140,580
10.	TOTAL EXPENDITURE	12,151,960	11,880,540	11,313,300
11.	RENT INCOME			
12.	Dwellings	17,268,070	17,465,240	17,109,960
13.	Service Charges	464,490	453,050	519,460
14.	Garages & Sites	84,130	74,770	85,630
15.	Other	25,570	20,540	21,380
16.	TOTAL INCOME	17,842,260	18,013,600	17,736,430
17.	NET COST OF SERVICES	-5,690,300	-6,133,060	-6,423,130
18.	CAPITAL FINANCING - HISTORICAL DEBT	147,670	147,670	125,000
19.	CAPITAL FINANCING - SELF FINANCING DEBT	3,257,170	3,257,170	3,257,170
20.	INVESTMENT INCOME	-66,020	-90,510	-43,860
21.	PREMATURE LOAN REDEMPTION PREMIUMS	7,060	7,060	7,060
22.		3,345,880	3,321,390	3,345,370
23.	NET OPERATING EXPENDITURE	-2,344,420	-2,811,670	-3,077,760
24.	REVENUE CONTRIBUTION TO CAPITAL	0	0	2,986,380
25.	DEPRECIATION CREDIT - VEHICLES	-50,730	-50,730	-50,730
26.		-50,730	-50,730	2,935,650
27.	NET (SURPLUS) / DEFICIT	-2,395,150	-2,862,400	-142,110
	<u>HRA BALANCES</u>			
28.	Balance Brought Forward	-5,678,481	-5,678,481	-1,000,000
29.	(Surplus)/Deficit for Year	-2,395,150	-2,862,400	-142,110
30.	Transfer to Loan Repayment reserve	7,073,631	7,540,881	142,110
31.	HRA General Balance as at year end	-1,000,000	-1,000,000	-1,000,000
32.	Loan Repayment Reserve balance	-7,073,631	-7,540,881	-7,682,991

Saving / Increase in Income
APPENDIX B

Ref	Team	Savings Bid Title	Value	RAG
SAV1	Housing Management	Removal of two Support Officer posts within Older Persons Service	-£56,250	G
SAV2	Housing Management	DWP Funding to continue Support Officer (Universal Credit) role	-£13,000	G
SAV3	Housing Management	Council Tax Expenses impact following reduction in number of empty properties	-£29,880	G
SAV5	Asset Management Team	Mechanical Air Extraction	-£15,000	G
SAV7	Asset Management Team	Reduction in DLO spend on fuel	-£6,000	G
SAV8	Asset Management Team	Tipping Charges	-£9,090	G
SAV11	Housing Management	Lifeline Service Remodelling	-£6,240	G
SAV13	Housing Management	Additional income from Court Cost increases	-£7,850	G
SAV14	HRA Business Support	Reduction in the level of corporate recharges to the HRA	£-200,000	G
SAV 15	HRA Business Support	Merging of Energy Strategy Officer position with another post (80% saving)	-£31,730	G
SAV16	Housing Management	AMCS HRA Management Fee charge to the General Fund	-£15,650	G
SAV18	Asset Management Team	Reduction in responsive & maintenance costs as a result of right to buy sales	-£32,000	G
SAV19	HRA Business Support	Budgeted reduction in void rate from 1.8% to 1.5%	-£52,300	G
SAV20	HRA Business Support	Introduction of communal cleaning into flats	-£50,070	G
SAV28	Housing Management	Contracted gas price reduction - Service Chargeable element	-£8450	G
De-min SAV	De-minimis (below £5k)	Online Document Access for Tenant Scrutiny Panel (SAV2) £1,000; Repairs charges for Leaseholders (SAV17) £460; Repairs to shared common parts (SAV22) £3,430; Fire extinguisher servicing (SAV23) £480; Increase in garage rent (SAV24) £1,500; Door entry maintenance charges (SAV25) £620; Annual increase in cleaning contract (SAV21) £370; TSP Budget Reduction (SAV27) £2,000	-£9,860	G
49		Total	-£543,370	

Investment / Reduction in Income

Ref	Team	Investments Bid Title	Value	RAG
BI2	Housing Management	Introduction of CCTV to Cropston Drive	£5,000	G
BI3	Housing Management	Continue Support Officer (Universal Credit) role in Housing Management Team	£31,000	G
BI5	Housing Management	Impact of increased Court Cost fees	£17,000	G
BI12	Housing Management	Additional Lifeline Equipment in support of marketing plan	£10,000	G
BI18	Asset Management Team	DLO cost of living salary increases	£30,150	G
BI19	Housing Revenue Account	Housing Team cost of living increase and Asset Management Team Restructure Charges	£89,800	G
BI22	Director & Head of Housing	Removal of Salary Turnover for Director and Head of Housing	£5,350	G
BI23	HRA Business Support	Funding in support of Greenhill youth facilities	£25,000	G
BI26	Asset Management Team	Amendment to the apportionment of revenue and capital salary costs following the restructure of the Asset Management team	£132,370	G
BI27	Housing Management	Additional expenditure with introducing service charge for cleaning of common parts in flats	£50,070	G
BI30	Housing Management	Income reduction from heating service charges	£8450	G
BI31	HRA	Apprenticeship levy split evenly across the Housing Service	£10,000	G
De-min BI	De-minimis (below £5k)	Insurance premium payments for TARAs (BI4) £700; Increased subscriptions including Housing Ombudsman (BI11) £4,800; Annual contract increases (BI13) £3,620; Grounds maintenance annual increase (BI25) £1,020; Annual increase cleaning contract (BI24) £370	£10,510	G
		Total	£424,700	

COMPARISON OF 2016/17 AND 2017/18 HOUSING CHARGES

APPENDIX C

Chargeable Service	2016/17		2017/18			Basis of Increase	
	Actual 2016/17	Charge	Estimates 2017/18	Increase/ (Decrease)	% Change		Charge
Service Charges	£492,107	Varies per property	£554,794	£62,687	1.03%	Largest increase value: £2.88 pw or 84%; Largest decrease value: £1.36pw or -98%	Based on assessment of all chargeable services.
Central Heating (before adjustments to income for void loss)	£115,223	0 Bed: £7.75pw 1 Bed: £9.34pw 2 Bed: £10.72pw 3 Bed: £12.32pw	£84,550	-£12,200	-10.00%	0 Bed: £6.95w 1 Bed: £8.41pw 2 Bed: £9.65pw 3 Bed: £11.09pw	Based on market assessment of predicted utility costs during 2016/17 and forecast energy prices for 2017/18.
Garage & Garage Site Rent (before adjustments to income for void loss)	£75,000	Garage: £6.30pw Site: £4.04pw	£76,500	£1,500	2.00%	Garage: £6.43pw Site: £4.12pw	September 2016 RPI increase in line with other years
Appleby Magna Caravan Site Rent (before adjustments to income for void loss)	£15,595	Site: £31.19pw	£15,907	£312	2.00%	Site: £31.81pw	September 2016 RPI based increase at anniversary date of each licence in line with previous years.
Shop Leases	£14,300	n/a	£16,302	£2,002	14.00%	n/a	14% increase based on Nov 14 Cabinet Report
Tenants Contents Insurance	£45,883	Premiums from £0.44 to £6.70pw	£51,299	£256	0.50%	Premiums from £0.44 to £6.78pw	Minimum increase in price of 0.5% in IPT, not yet known if any further increase in premiums due to renegotiation of framework agreement
Lifelines for private customers	£100,726	£3.39 per week	£108,789	£8,063	8.00%	£4.18pw based on marketing plan	Private lifelines marketing plan to be presented by HMTM
Lifelines (East Midlands Housing Association)	£38,209	Various depending on scheme	£38,973	£764	2.00%	Various depending on scheme	September 2016 RPI increase in line with other years
Choice Based Lettings Advertising Costs	£28,000	n/a	£22,000	-£6,000	-21.43%	n/a	Reduction based on c100 fewer void properties from Housing Management
Total Services	£925,042		£969,114	£44,072			

NWLDC Housing Revenue Account Loan Schedule

NWLDC - HRA Self Financing loans taken up 26/03/12

PAYMENT PROFILE - PRINCIPAL AND INTEREST

Loan Type (repayment year for maturity loans)	Principal	Loan Period (Years)	Interest Rate
Maturity (2042)	10,000,000	30	3.5
Annuity	10,000,000	20	2.57
Maturity (2022)	10,000,000	10	2.4
Maturity (2022)	3,000,000	10	2.4
Annuity	10,000,000	15	2.02
Maturity (2037)	10,000,000	25	3.44
Maturity (2042)	13,785,000	30	3.5
Maturity (2042)	10,000,000	30	3.5
	76,785,000		

Note – The above schedule does not reflect the HRA share of existing general fund loans for which the HRA bears an annual charge

APPENDIX E

EXTRACT of the MINUTES of a meeting of the POLICY DEVELOPMENT GROUP held in the Council Chamber, Council Offices, Coalville on WEDNESDAY, 11 JANUARY 2017

Present: Councillor M Specht (Chairman)

Councillors N Clarke, J Cotterill, J Geary, D Harrison, G Hault, V Richichi, A C Saffell and N Smith

In Attendance: Councillors R Johnson and S Sheahan

Officers: Mr S Bambrick, Mr C Brown, Mr P Collett, Mr A Hunkin, Mr G Jones, Outama, Mr P Padaniya, Mr J Richardson and Mrs R Wallace

Guests: Mr M Beckett (SLC Rail), Inspector H Bhakta (Leicestershire Constabulary), Mr B Hulland (SLC Rail) and Ms K Smith (SLC Rail)

23. HOUSING REVENUE ACCOUNT (HRA) BUDGET PROPOSALS FOR 2017/18

The Director of Housing presented the report to Members highlighting the proposed budgeted surplus of £276,000 and the estimated balance on the Housing Revenue Account to be £8.5million by March 2018. He referred to the consultation process with Council tenants and reported that the comments were mainly around the building of new council homes which was well received, the proposed parking improvements on estates were welcomed and a preference for air source heat pumps heating systems over gas central heating, even though they were more costly to install.

Councillor D Harrison was pleased to see an improvement in the turnaround time for void properties and asked what the current figures were. The Director of Housing reported that the turnaround time was now 35-36 days. He also informed Members that rent loss due to void properties was now down to 1.2 percent from 1.8 percent last year, this equated to approximately £100,000 additional rent income.

Councillor N Clarke referred to the repayment of debts as detailed at paragraph 2.2 of the report and asked if it was still due to be repaid as per the planned timescales. He also added that he was delighted about the new build council homes and thanked the Director of Housing for all the work undertaken to try and acquire the site at Cropston Drive for development. The Director of Housing confirmed that the debt repayment was on track as planned and that complex negotiations were ongoing in relation to acquiring the Cropston Drive site.

It was moved by Councillor D Harrison, seconded by Councillor J Geary and

RESOLVED THAT:

The comments made by the Committee be considered by Cabinet at its meeting on 7 February before making recommendations to Council on 24 February

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 7 FEBRUARY 2017

Title of report	THE TREASURY MANAGEMENT STRATEGY STATEMENT 2017/18 AND PRUDENTIAL INDICATORS 2017/18 TO 2019/20
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk Financial Planning Manager and Deputy S151 Officer 01530 454707 pritesh.padaniya@nwleicestershire.gov.uk
Purpose of report	This report outlines the expected treasury operations for the forthcoming financial year and sets out the Authority's prudential indicators for 2017/18 to 2019/20. It fulfils key requirements of the Local Government Act 2003: <ul style="list-style-type: none"> • The Treasury Management Strategy Statement in accordance with the CIPFA Code of Practice for Treasury Management in the Public Services ; • The Annual Investment Strategy in accordance with the DCLG Investment Guidance; • The reporting of the prudential indicators as required by the CIPFA Prudential Code for Capital Finance in Local Authorities. • The Policy for the Annual Minimum Revenue Provision.
Reason for Decision	These are statutory requirements.
Council Priorities	Value for Money
Implications:	
Financial/Staff	Interest earned on balances and interest paid on external debt, impact on the resources available to the Authority.
Link to relevant CAT	Could impact upon all CAT's.

Risk Management	Borrowing and investment both carry an element of risk. This risk is moderated through the adoption of the Treasury and Investment Strategies, compliance with the CIPFA code of Treasury Management and the retention of Treasury Management Advisors (Arlingclose) to proffer expert advice.
Equalities Impact Screening	Not applicable.
Human Rights	Not applicable.
Transformational Government	Not applicable.
Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	As author, the report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	The Authority's Treasury Advisor.
Background papers	Treasury Management Strategy Statement 2016/17 and Prudential Indicators 2016/17 to 2018/19 – Cabinet 9 February 2016 Housing Revenue Account (HRA) Business Plan – Cabinet 13 March 2012 Capital Programmes – General Fund, Coalville Special Expenses and Housing Revenue Account (HRA). Projected Outturn 2016/17 and Programmes 2017/18 to 2021/22 – Cabinet 7 February 2017
Recommendations	RECOMMEND THE TREASURY MANAGEMENT STRATEGY STATEMENT 2017/18, PRUDENTIAL INDICATORS -REVISED 2016/17 AND 2017/18 TO 2019/20, AND THE ANNUAL MINIMUM REVENUE PROVISION STATEMENT, FOR APPROVAL BY FULL COUNCIL

1.0 INTRODUCTION

- 1.1 In February 2016, the Authority re-adopted the Chartered Institute of Public Finance and Accountancy's 'Treasury Management in the Public Services Code of Practice 2011 Edition (the CIPFA Code) which requires the Authority to approve a treasury management strategy (TMSS) before the start of each financial year.
- 1.2 In addition, the Department for Communities and Local Government (DCLG) issued revised 'Guidance on Local Authority Investments' in March 2010 that requires the Authority to approve an investment strategy before the start of each financial year.

- 1.3 In accordance with the DCLG Guidance, the Authority will be asked to approve a revised Treasury Management Strategy Statement should the assumptions on which this statement is based, change significantly.
- 1.4 CIPFA has defined Treasury Management as: “the management of the organisation’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”
- 1.5 The TMSS and prudential indicators fulfils the Authority’s legal obligation under the Local Government Act 2003 to have regard to both the CIPFA Code and DCLG Guidance.

The TMSS sets out:

- a. Background information used to determine borrowing and investment requirements (paragraphs 2.2 and 2.3).
- b. Organisational roles and responsibilities (paragraph 1.7).
- c. The role of the Authority’s treasury advisor (paragraph 1.8).
- d. Reporting and monitoring of treasury management activity (paragraph 1.9).
- e. Borrowing and debt rescheduling strategies. Total Authority’s interest payments on existing debt are estimated at £2,764,129 in 2017/18.
- f. Investment Strategy. Security of capital is the first and most important investment policy objective. Total investment income is estimated at £120,000 in 2017/18 (General Fund - £76,000, HRA - £44,000).
- g. Treasury Management and Prudential Indicators for 2017/18 to 2019/20. These are designed to monitor borrowing limits, debt levels and investment returns.
- h. Annual Minimum Revenue Provision Statement for 2017/18. General Fund MRP is estimated at £559,730.

All treasury activity will comply with relevant statute, guidance and accounting standards.

- 1.6 The Authority is responsible for its treasury decisions and activity. No treasury management activity is without risk. The successful identification; monitoring and control of risk are important and integral elements of treasury management activities. The main risks to the Authority’s treasury activities are:

- Credit and Counterparty Risk (security of investments)
- Liquidity Risk (inadequate cash resources)
- Market or Interest Rate Risk (fluctuations in interest rate levels)
- Inflation Risk (exposure to inflation)
- Refinancing Risk (impact of refinancing on suitable terms)
- Legal & Regulatory Risk (failure to act in accordance with powers or regulatory requirements)

1.7 Organisational Roles and Responsibilities

In accordance with CIPFA guidance, the roles and responsibilities of the Authority’s Treasury Management function are divided between several responsible officers and are summarised below:

Section 151 Officer – overall responsibility for the treasury management function to include:

Ensuring the organisation of the treasury management function is adequate to meet current requirements:

- Investment, borrowing and debt rescheduling decisions.
- Monitoring adherence to approved Treasury Management Strategy Statement.
- Regular reporting to Members on treasury management activity.

Finance Team Manager (Deputy Section 151 Officer) – ensuring that day to day treasury activities comply with the approved Treasury Management Strategy Statement.

Technical Accountant – identification of investment opportunities and borrowing requirements and acts as the Authority's interface with brokers and counterparties.

The needs of the Authority's treasury management staff for training in investment management, are assessed through the 'BEE Valued' staff appraisal process and additionally when the responsibilities of individual members of staff change.

Training courses, seminars and conferences provided by the Authority's treasury advisor or CIPFA, are regularly attended to refresh and enhance the knowledge of treasury management staff.

1.8 The Role of the Authority's Treasury Advisor

The Authority currently employs Arlingclose Ltd. as treasury advisor to provide the following services; strategic treasury management advice, advice relating to Housing & Capital finance, leasing advice, economic advice and interest rate forecasting, debt restructuring and portfolio review (structure and volatility), counterparty credit ratings and other creditworthiness indicators and training, particularly investment training, for Members and officers.

Arlingclose Ltd is authorised and regulated by the Financial Conduct Authority (FCA). Arlingclose Ltd is to provide the Authority with timely, clear and regular information about the financial sector to enable the Authority to take pro-active decisions which in turn, helps to minimise risk.

The quality of this service is monitored by officers on a regular basis, focusing on the supply of relevant, accurate and timely information across the services provided.

1.9 Reporting and Monitoring of Treasury Management Activity

The Treasury Management Stewardship Report for 2016/17 will be presented to the Audit and Governance Committee for scrutiny and then Cabinet as soon as possible after the end of the financial year. As in previous years, the Treasury Management Strategy Statement will be supplemented by in-year reporting of treasury management activity and monitoring of prudential indicators, to the Audit and Governance Committee during 2017/18.

This report, together with all other reports to Council, Cabinet and the Audit and Governance Committee are a public record and can be viewed on the Authority's website. This demonstrates compliance with DCLG Guidance on local government investments, which recommends that the initial strategy, and any revised strategy, should, when approved, be made available to the public free of charge, in print or online.

2.0 THE TREASURY MANAGEMENT STRATEGY STATEMENT 2017/18

2.1 The purpose of this Treasury Management Strategy Statement is to set out for approval

- The Borrowing Strategy 2017/18 (APPENDIX A)
- The Debt Rescheduling Strategy 2017/18 (APPENDIX B)
- The Annual Investment Strategy 2017/18 (APPENDIX C)
- The Apportionment of Interest Strategy 2017/18 (APPENDIX D)
- The Treasury Management and Prudential Indicators 2017/18 to 2019/20 (APPENDIX E)
- The Annual Minimum Revenue Provision (APPENDIX F)

2.2 External Factors. (Background Information provided by Treasury Advisors)

- Economic Background: The major external influence on the Authority's treasury management strategy for 2017/18 will be the UK's progress in negotiating a smooth exit from the European Union. Financial markets have been impacted by uncertainty over whether leaving the Union also means leaving the single market. Negotiations are expected to start once the UK formally triggers exit and last for at least two years. Uncertainty over future economic prospects will therefore remain throughout 2017/18.
- The fall and continuing weakness in Sterling and the increases in the price of oil in 2016 have combined to drive inflation expectations higher. The Bank of England is forecasting that Consumer Price Inflation will breach its 2% target in 2017 but is expected to look through inflation overshoots when setting interest rates to avoid further impact on the economy.
- Internationally, the US economy and its labour market has shown steady improvement whilst the Eurozone has continued to struggle with very low inflation and lack of momentum in growth and the European Central Bank has left the door open for further Quantitative easing.
- Credit outlook: Markets have expressed concern over the financial viability of a number of European banks recently. Sluggish economies and continuing fines for pre-crisis behaviour have weighed on bank profits, and any future slowdown will exacerbate concerns in this regard.
- Bail-in legislation, which ensures that large investors including local authorities will rescue failing banks instead of taxpayers in the future, has now been fully implemented in the European Union, Switzerland and the USA, while Australia and Canada are progressing with their own plans. The credit risk associated with making unsecured bank deposits has therefore increased relative to the risk of other investment options available to the Authority; returns from cash deposits continue to fall.
- Interest rate forecast: The Authority's treasury advisor Arlingclose's central case is for the UK bank rate to remain at 0.25% during 2017/18. The Bank of England has however highlighted that excessive levels of inflation will not be tolerated for sustained periods. Given this view and the current inflation outlook, further falls in the bank rate look less likely. However, although a negative bank rate is a low probability, it cannot be entirely ruled out in the medium term.
- Gilt yields have risen sharply but remain at low levels. Arlingclose's central case is for yields to decline when the government triggers Article 50. Long term

economic fundamentals remain weak and the Quantitative Easing (QE) stimulus, provided by central banks globally, has only delayed the fall-out from the build-up of public and private sector debt. The Bank of England has defended QE as a monetary policy tool, and further QE in support of the UK economy in 2017/18 remains a possibility to keep long-term interest rates low.

2.3 Outlook for UK Interest Rates:

The Authority's treasury advisor's current central case forecast for the UK Bank Rate is set out below.

March 2017	June 2017	Sept. 2017	Dec. 2017	March 2018	June 2018	Sept. 2018	Dec. 2018	March 2019
0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%

The Authority's treasury advisor has forecast the Bank Rate to remain at 0.25% but there is a low possibility of a drop to 0.0%.

3.0 IMPLICATIONS FOR TREASURY ACTIVITY

3.1 The economic outlook, the financial health of sovereign states, major banks and investment counterparties, still provide major challenges and risk for treasury activity, particularly investment activity, during the financial year 2017/18.

3.2 The principles in the proposed suite of treasury policies remain broadly unchanged from previous years - borrowing will be prudent, minimize borrowing costs and maintain the stability of the debt maturity portfolio. Debt rescheduling should achieve interest savings, carry minimal risk and maintain the stability of the debt maturity portfolio. Investments will be prioritised and based upon the principles of security, liquidity and yield.

4.0 THE AUTHORITY'S CURRENT BALANCE SHEET AND TREASURY POSITION

4.1 The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR). Usable reserves and working capital are the underlying resources available for investment. The CFR, balances and reserves are the core drivers of Treasury Management Activity. The estimates, based on the current Revenue Budget and Capital Programmes, are set out below:

	31.03.16 Actual £m	31.03.17 Estimate £m	31.03.18 Forecast £m	31.03.19 Forecast £m	31.03.20 Forecast £m
General Fund CFR	14.0	14.6	15.5	15.9	15.7
HRA CFR	76.1	75.1	74.0	72.9	71.8
Total CFR	90.1	89.7	89.5	88.8	87.5
Less: External Borrowing	(84.5)	(83.4)	(82.3)	(81.2)	(80.1)
Internal Borrowing	5.6	6.3	7.2	7.6	7.4
Less: Usable Reserves	(25.0)	(21.3)	(23.2)	(22.6)	(22.3)
Less: Working Capital	4.9	(1.0)	(1.0)	(1.0)	(1.0)
Investments (or New Borrowing)	14.5	16.0	17.0	16.0	15.9

- 4.2 The Authority has an increasing General Fund CFR due to the use of borrowing to fund the Capital Programme.
- 4.3 Capital schemes that comply with the Council's priorities, may be presented to Members and agreed in year, such as for example Leisure. Should this occur and have a significant impact on the tables and Indicators in this report, the Treasury Management Strategy Statement will be revised and re-presented to the Council.
- 4.4 The Authority's level of physical debt and investments is linked to these components of the Balance Sheet. Market conditions, interest rate expectations and credit risk considerations will influence the Authority's strategy in determining the borrowing and investment activity against the underlying Balance Sheet position. The Authority's current strategy is to maintain borrowing and investments below their underlying levels (internal borrowing).

The following table shows the Investment and debt portfolio position:

	Portfolio as at 31 March 2016 £m	Portfolio as at 21 Dec 2016 £m	Average Rate as at 21 Dec 2016 %
External Borrowing:			
PWLB	76.042	75.518	3.340%
Local Authorities	1.000	1.000	6.875%
Banking Sector	3.940	3.940	4.740%
LOBO Loans	3.500	3.500	4.800%
<i>Total External Borrowing</i>	<i>84.482</i>	<i>83.958</i>	
Other Long Term Liabilities	0.119	0.119	2.880%
TOTAL GROSS EXTERNAL DEBT	84.601	84.077	
Investments:			
Short Term - Managed in-house	21.101	22.745	0.412%
Long Term - Managed in-house	9.500	12.000	1.180%
Fund Managers–Managed Externally	0.000	0.000	
Pooled Funds-Managed Externally	1.300	12.400	0.249%
<i>Total Investments</i>	<i>31.901</i>	<i>47.145</i>	
NET DEBT	52.700	36.932	

- 4.5 CIPFA's 'Prudential Code for Capital Finance in Local Authorities' recommends that the Authority's total debt should be lower than its highest forecast CFR over the next three years. The Authority expects to comply with this recommendation during 2017/18.

BORROWING STRATEGY 2017/18

At the 31 March 2017, the Authority will hold loans totalling £83.4m (£75.0m HRA and £8.4m General Fund). This is a decrease of £1.1m on the previous year (£76.1m HRA and £8.4m General Fund) and is part of the Authority's strategy for funding previous years' Capital Programmes and for the self-financing of the HRA, which was presented to Cabinet on 17 January 2012 in the "Housing Revenue Account (HRA) Business Plan".

The balance sheet forecast in paragraph 4.1 shows that the authority does not expect to need to borrow in 2017/18.

The Authority's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required. The flexibility to re-negotiate loans, should the Authority's long term plans change, is a secondary objective.

Given the significant cuts to public expenditure and in particular to local government funding, the Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources or to borrow short term loans instead.

By doing so, the Authority is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of internal / short-term borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise. Arlingclose will assist the Authority with this 'cost of carry' and breakeven analysis. Its output may determine whether the Authority borrows additional sums at long-term fixed rates in 2017/18 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.

Alternatively, the Authority may arrange forward starting loans during 2017/18, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period.

In addition, the Authority may borrow short-term loans (normally for up to one month) to cover unexpected cash flow shortages.

Sources: The approved sources of long-term and short-term borrowing are:

- Internal Borrowing
- Public Works Loan Board (PWLB) and any successor body
- UK Local Authorities
- any institution approved for investments
- any other bank or building society authorised to operate in the UK
- UK public and private sector pension funds (except the Local Government Pension Scheme administered by Leicestershire County Council)
- Capital market bond investors
- UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues

In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:

- operating and finance leases
- hire purchase
- Private Finance Initiative
- sale and leaseback

The Authority has previously raised the majority of its long-term borrowing from the PWLB but it continues to investigate other sources of finance, such as local authority loans and bank loans that may be available at more favourable rates.

UK Municipal Bonds Agency Plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It plans to issue bonds on the Capital markets and lend the proceeds to local authorities. This will be a more complicated source of finance than the PWLB for two reasons: borrowing authorities may be required to provide bond investors with a joint and several guarantee to refund their investment in the event that the Agency is unable to for any reason; and there will be a lead time of several months between committing to borrow and knowing the interest rate payable. Any decision to borrow from the Agency will therefore be the subject of a separate report to the Council.

The Authority holds one LOBO (Lender's Option Borrower's Option) loan of £3.5m as part of its total borrowing of £83.4m, where the lender has the option to propose an increase in the interest rate at set dates, following which the Authority has the option to either accept the new rate or to repay the loan at no additional cost. This LOBO has options during 2017/18 and although the Authority understands that the lenders are unlikely to exercise their options in the current low interest rate environment, there remains an element of refinancing risk. The Authority will take the opportunity to repay LOBO loans at no cost if it has the opportunity to do so.

Borrowing activity will be reported in the annual Treasury Management Stewardship Report and supplemented with in-year Treasury Activity Reports to the Audit and Governance Committee.

DEBT RESCHEDULING STRATEGY 2017/18

The Authority will continue to maintain a flexible policy for debt rescheduling.

The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. However, the lower interest rate environment has adversely affected the scope to undertake meaningful debt restructuring although occasional opportunities arise.

The rationale for rescheduling will be one or more of the following:

- Savings in interest costs with minimal risk.
- Balancing the volatility profile (i.e. the ratio of fixed to variable rate debt) of the debt portfolio.
- Amending the profile of maturing debt to reduce any inherent refinancing risks.

Any rescheduling activity will be undertaken within the Authority's Treasury Management Policy and Strategy. The Authority will agree in advance with its treasury advisor, the strategy and framework within which debt will be repaid / rescheduled, should opportunities arise. Thereafter, the Authority's debt portfolio will be monitored against equivalent interest rates and available refinancing options on a regular basis. As opportunities arise, they will be identified by the Authority's treasury advisor and discussed with the Authority's officers.

All rescheduling activity will comply with accounting and regulatory requirements and will be reported in the annual Treasury Management Stewardship Report and supplemented with in-year Treasury Activity Reports to the Audit and Governance Committee.

ANNUAL INVESTMENT STRATEGY 2017/18

The Authority holds invested funds which represent income received in advance of expenditure plus balances and reserves held as reflected in the balance sheet forecast in paragraph 4.1. Similar levels are expected to be maintained in 2017/18.

Investment Policy

Guidance from DCLG on Local Governments in England requires that an Annual Investment Strategy (AIS) be approved by Full Council. Both the CIPFA Code and the DCLG Guidance require the Authority to invest its funds prudently and to have regard to the security and liquidity of its investments before seeking the highest rate of return or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

The Authority's investment priorities are:

- security of the invested capital;
- liquidity of the invested capital;
- An optimum yield which is commensurate with security and liquidity.

If the UK enters into a recession in 2017/18, there is a small chance that the Bank of England could set its Bank Rate at or below zero. This would be likely to feed through to negative interest rates on all low risk, short term investment options. This situation already exists in many other European Countries. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.

Investment Strategy

Given the increasing risk and falling returns from short-term unsecured bank investments, the Authority aims to continue to invest in more secure asset classes during 2017/18. This is especially the case for the estimated £12m that is available for longer-term investment. The Authority's surplus cash is currently invested in; short-term unsecured bank or building society deposits, money market funds and short and long term investments with other Local Authorities. This strategy represents a continuation of the strategies adopted since 2014/15.

The Authority's investments are made with reference to the Authority's cash flow, the outlook for the UK Bank Rate, money market rates, the economic outlook and advice from the Authority's treasury adviser.

The Authority compiles its cash flow forecast on a pessimistic basis, with receipts underestimated and payments over-estimated to minimise the risk of the Authority having to borrow on unfavourable terms. Limits on investments are set with reference to the Authority's Medium Term Financial Plan and cash flow forecast. This also determines the maximum period for which funds may prudently be committed.

The Section 151 Officer, under delegated powers, will undertake the most appropriate form of investments in keeping with the investment objectives, income and risk management requirements and Prudential Indicators.

The DCLG Guidance and the CIPFA Code do not prescribe any particular treasury management strategy for local authorities to adopt. The Head of Finance, having consulted the Corporate Portfolio Holder, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness.

All Investment activity will be reported in the annual Treasury Management Stewardship Report and supplemented with in-year Treasury Activity Reports to the Audit and Governance Committee.

Investment of money borrowed in advance of need

The Authority may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Authority is aware that it will be exposed to the risk of loss of borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. Any risks generated by borrowing in advance of need will be managed as part of the Authority's overall management of its treasury risks.

Approved Counterparties

The Authority may invest its surplus funds with any of the counterparty types in the table below, subject to the cash and time limits shown:

Credit Rating	Banks Unsecured	Banks Secured	Government	Corporates	Registered Providers
UK Govt	n/a	n/a	£ Unlimited 50 Years	n/a	n/a
AAA	£1.5m 5 years	£5m 20 years	£5m 50 years	£1.5m 20 years	£3m 20 years
AA+	£1.5m 5 years	£5m 10 years	£5m 25 years	£1.5m 10 years	£3m 10 years
AA	£1.5m 4 years	£5m 5 years	£5m 15 years	£1.5m 5 years	£3m 10 years
AA-	£1.5m 3 years	£5m 4 years	£5m 10 years	£1.5m 4 years	£3m 10 years
A+	£1.5m 2 years	£5m 3 years	£5m 5 years	£1.5m 3 years	£3m 5 years
A	£1.5m 13 months	£5m 2 years	£5m 5 years	£1.5m 2 years	£3m 5 years
A-	£1.5m 6 months	£5m 13 months	£5m 5 years	£1.5m 13 months	£3m 5 years
BBB+	£1m 100 days	£3m 6 months	£5m 2 years	£1.5m 6 months	£1.5m 2 years
None	£1m 6 months	n/a	£5m 25 years	£1m 6 months	£1m 2 years
Banking Provider - Lloyds	£3m 13 months		n/a	n/a	n/a
Pooled Funds	£6m per fund				

This table must be read in conjunction with the notes below:

Credit Rating: Investment limits are set by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely

based on credit ratings and all other relevant factors, including external advice, will be taken into account.

Banks Unsecured: Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in, should the regulator determine that the bank is failing or likely to fail.

Banks Secured: Covered Bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency and means that they are exempt from bail-in. Where there is no investment specific credit rating but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank, will not exceed the cash limit for secured investments.

Government: Loans, Bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.

Corporates: Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made as part of a diversified pool in order to spread the risk widely.

Registered Providers: Loans or bonds issued by, guaranteed by or secured on the assets of the Registered Providers of Social Housing, formerly known as Housing Associations. These bodies are tightly regulated by the Homes and Communities Agency and, as providers of public services, they retain the likelihood of receiving Government support if needed.

Pooled Funds: Shares in diversified investment vehicles consisting of any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short-term money market funds that offer same day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.

Bond, equity and property funds offer enhanced returns over the longer term but are more volatile in the short-term. These allow the Authority to diversify into asset classes, other than cash, without the need to own and manage the underlying investments. Because these funds have no defined maturity date but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.

Risk Assessment and Credit Ratings: Credit ratings are obtained and monitored by the Authority's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made
- any existing investments that can be recalled or sold at no cost will be, and
- Full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as “rating watch negative” or “credit watch negative”) so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

The Authority understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations, in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Authority will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Authority’s cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.

Specified Investments: The DCLG Guidance defines specified investments as those:

- Denominated in pound sterling
- Due to be repaid within 12 months of arrangement
- not defined as capital expenditure by Legislation
- invested with one of:
 - the UK Government
 - a UK local authority, parish council, community Council
 - a body or investment scheme of ‘high credit quality’

The Authority defines ‘high credit quality’ organisations as those having a credit rating of A- or higher that are domiciled in the UK, or a foreign country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds ‘high credit quality’ is defined as those having a credit rating of A- or higher.

Non-Specified Investments: Any investment not meeting the definition of a specified investment is classed as non-specified. The Authority does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality.

To minimise the risk of investment losses in the case of a default, the maximum that will be lent to any one organisation (other than the UK Government) will be £5 million. A group of banks under the same ownership or a group of funds under the same management will be treated as a single organisation for limit purposes. Limits will also

be placed on investments in brokers' nominee accounts (e.g. King & Shaxson), foreign countries and industry sectors as below:

	Cash limit
Any single organisation, except the UK Central Government	£5m each
UK Central Government	Unlimited
Any group of organisations under the same ownership	£5m per group
Any group of pooled funds under the same management	£10m per manager
Negotiable instruments held in a broker's nominee account	£10m per broker
Foreign countries	£5m per country
Registered Providers	£5m in total
Unsecured Investments with Building Societies	£5m in total
Loans to unrated corporates	£5m in total
Money Market Funds	£20m in total
Long-Term (Non-Specified) Investments	£12m in total
Other Non-Specified Investments (not meeting the definition of 'high credit quality')	£5m in total

Policy on use of Financial Derivatives

Local Authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs of increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in section 1 of the Localism Act 2011, removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The Authority will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the authority is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty limit and the relevant foreign country limit.

APPORTIONMENT OF INTEREST STRATEGY 2017/18

The Localism Act 2011 required Local Authorities to allocate existing and future borrowing costs between the Housing Revenue Account and the General Fund.

Accordingly, on 1 April 2012, the Authority notionally split its existing debt into General Fund and Housing Revenue Account as detailed in the 'Borrowing Strategy'. Any future borrowing will be assigned in its entirety to the appropriate revenue account.

Interest payable and any other costs arising from long-term loans (for example, premiums and discounts on early redemption) will be charged to the appropriate revenue account.

Interest received on investment income is budgeted to be apportioned between General Fund and the Housing Revenue Account based on an estimated cash flow position and balance sheet forecast. For 2017/18, the budgeted investment income is £120,000 and is apportioned as follows: £76,000 General Fund and £44,000 Housing Revenue Account. Any over or under achievement of investment income is apportioned on this basis, at the end of the financial year.

PRUDENTIAL INDICATORS

1 Background

The Local Government Act 2003 requires the Authority to have regard to the Chartered Institute of Public Finance and Accountancy's (CIPFA's) Prudential Code for Capital Finance in Local Authorities (the Prudential Code) when determining how much money it can afford to borrow. The objectives of the Prudential Code are to ensure within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Authority has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.

2. Estimates of Capital Expenditure

The Authority's planned capital expenditure and financing is summarised in the table below. Further detail is provided in the Capital Programmes report taken to Cabinet on 7 February 2017.

Capital Expenditure	2016/17 Approved £m	2016/17 Revised £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Non-HRA	2.799	3.082	3.071	1.790	1.057
HRA	7.278	7.465	10.152	6.752	4.841
Total	10.077	10.547	13.223	8.542	5.898

Capital expenditure will be financed or funded as follows:

Capital Financing	2016/17 Approved £m	2016/17 Revised £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Capital receipts	1.797	2.701	1.679	1.597	1.491
Government Grants	0.298	0.298	0.525	0.525	0.525
Major Repairs Allowance	4.984	3.995	3.139	3.229	3.203
Reserves	0.780	1.615	3.332	0.210	0.050
Other Contribution-S106	0.400	0.406	0.000	0.000	0.000
Grants - Other	0.000	0.000	0.000	0.000	0.000
Revenue contributions	0.136	0.389	3.123	1.967	0.233
Total Financing	8.395	9.404	11.798	7.528	5.502
Supported borrowing	0.000	0.000	0.000	0.000	0.000
Unsupported borrowing	1.682	1.143	1.425	1.014	0.396
Total Funding	1.682	1.143	1.425	1.014	0.396
Total Financing and Funding	10.077	10.547	13.223	8.542	5.898

3. Capital Financing Requirement

The Capital Financing Requirement (CFR) measures the Authority's underlying need to borrow for a capital purpose.

Capital Financing Requirement	2015/16 Actual £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Non-HRA	13.991	14.599	15.465	15.884	15.669
HRA	76.127	75.072	73.993	72.890	71.762
Total CFR	90.118	89.671	89.458	88.774	87.431

The General Fund CFR is forecast to rise over the next two years. This is in line with the Capital programme schemes that are financed by debt. The detail of these schemes can be seen in more detail in the capital report presented to Cabinet on 7 February 2017.

4. Gross Debt and the Capital Financing Requirement

This is a key indicator of prudence. In order to ensure that over the medium term debt will only be for a capital purpose, the Authority should ensure that the debt does not (except in the short term) exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional increases to the capital financing requirement for the current and next two financial years.

Debt – as at 31 March	2016 Actual £m	2017 Estimate £m	2018 Estimate £m	2019 Estimate £m	2020 Estimate £m
Borrowing	84.482	83.427	82.348	81.245	80.117
Finance Leases	0.000	0.000	0.000	0.000	0.000
Transferred Debt	0.118	0.111	0.104	0.097	0.090
Total Debt	84.600	83.538	82.452	81.342	80.207

Total debt is expected to remain below the CFR during the forecast period.

5. Authorised Limit and Operational Boundary for External Debt

The **Operational Boundary** is based on the Authority's estimate of most likely (i.e. prudent but not worst case) scenario for external debt. It links directly to the Authority's estimates of capital expenditure, the capital financing requirement and cash flow requirements and is a key management tool for in-year monitoring. Other long-term liabilities may comprise of finance leases, Private Finance Initiative and other liabilities that are not borrowing but form part of the Authority's debt.

The Section 151 Officer has delegated authority, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long-term liabilities. Decisions will be based on the outcome of financial option appraisals and best value considerations. Any movement between these separate limits will be reported to the next meeting of the Council.

Operational Boundary for External Debt	2016/17 Approved £m	2016/17 Revised £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Borrowing	94.579	93.370	93.462	92.391	90.455
Other Long-term Liabilities	0.500	0.500	0.500	0.500	0.500
Total	95.079	93.870	93.962	92.891	90.955

The **Authorised Limit** sets the maximum level of external debt on a gross basis (i.e. excluding investments) for the Authority. It is measured on a daily basis against all external debt items on the Balance Sheet (i.e. long and short term borrowing, overdrawn bank balances and long term liabilities). This Prudential Indicator separately identifies borrowing from other long term liabilities such as finance leases. It is consistent with the Authority's existing commitments, its proposals for capital expenditure and financing and its approved treasury management policy statement and practices.

The Authorised Limit is the affordable borrowing limit determined in compliance under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit). It is the maximum amount of debt that the Authority can legally owe. The Authorised Limit provides headroom over and above the operational boundary to allow for unusual cash movements

Authorised Limit for External Debt	2016/17 Approved £m	2016/17 Revised £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Borrowing	96.579	95.370	95.462	94.391	92.455
Other Long-term Liabilities	0.700	0.700	0.700	0.700	0.700
Total	97.279	96.070	96.162	95.091	93.155

The Authority has an integrated treasury management strategy and manages its treasury position in accordance with its approved strategy and practice. Overall borrowing will therefore arise as a consequence of all the financial transactions of the Authority and not just those arising from capital spending reflected in the CFR.

6. Ratio of Financing Costs to Net Revenue Stream

This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2016/17 Approved %	2016/17 Revised %	2017/18 Estimate %	2018/19 Estimate %	2019/20 Estimate %
Non-HRA	8.33	8.07	8.17	8.23	8.12
HRA	12.78	12.67	12.74	12.73	12.71
Total (Average)	11.06	10.92	10.94	10.91	10.82

7. Incremental Impact of Capital Investment Decisions

This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax and Housing Rent levels. The incremental impact is the difference between the total revenue budget requirement of the current approved capital programme and the revenue budget requirement arising from the capital programme proposed.

Incremental Impact of Capital Investment Decisions	2016/17 Approved £	2016/17 Revised £	2017/18 Estimate £	2018/19 Estimate £	2019/20 Estimate £
Increase in Band D Council Tax	2.31	2.28	2.66	3.08	3.32
Increase/(Decrease) in Average Weekly Housing Rents *	(0.83)	(0.83)	(0.83)	(0.82)	(0.81)

* Government Policy requires an actual decrease in Housing Rents of 1% per year for four years from 2016/17 to 2019/20. This is reflected in the estimates above.

8. Adoption of the CIPFA Treasury Management Code

The Authority re-affirmed adoption of the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2011 Edition at Cabinet on 9 february 2016. It complies with the Codes recommendations.

TREASURY MANAGEMENT INDICATORS

9. Upper Limits for Fixed and Variable Interest Rate Exposure

These indicators allow the Authority to manage the extent to which it is exposed to changes in interest rates. The Authority calculates these limits on net principal outstanding sums (i.e. fixed rate debt net of fixed rate investments).

The upper limit for variable rate exposure has been set to ensure that the Authority is not exposed to interest rate rises which could adversely impact on the revenue budget. The limit allows for the use of variable rate debt to offset exposure to changes in short-term rates on investments.

	Existing (Benchmark) level 31/03/16 %	2016/17 Approved %	2016/17 Revised %	2017/18 Estimate %	2018/19 Estimate %	2019/20 Estimate %
Upper Limit - Fixed Interest Rate Exposure	100	100	100	100	100	100
Upper Limit - Variable Interest Rate Exposure	50	50	50	50	50	50

The limits above provide the necessary flexibility within which decisions will be made for drawing down new loans on a fixed or variable rate basis; the decisions will ultimately be determined by expectations of anticipated interest rate movements as set out in the Authority's treasury management strategy.

Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the transaction year or the transaction date if later. All other instruments are classed as variable rate.

10. Maturity Structure of Fixed Rate borrowing

This indicator highlights the existence of any large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates and is designed to protect against excessive exposures to interest rate changes in any one period, in particular in the course of the next ten years.

It is calculated as the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate. The maturity of borrowing is determined by reference to the earliest date on which the lender can require payment.

Maturity structure of fixed rate borrowing	Lower Limit for 2017/18 %	Upper Limit for 2017/18 %
under 12 months	0	50
12 months and within 24 months	0	40
24 months and within 5 years	0	50
5 years and within 10 years	0	50
10 years and within 20 years	0	50
20 years and within 30 years	0	70
30 years and within 40 years	0	40

11. Upper Limit for total principal sums invested over 364 days

The purpose of this limit is to contain exposure to the possibility of loss that may arise as a result of the Authority having to seek early repayment of the sums invested.

	2016/17 Approved £m	2016/17 Revised £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
Upper Limit	12	12	12	12	11

ANNUAL MINIMUM REVENUE PROVISION STATEMENT

Background

Where the Authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP). Although there has been no statutory minimum since 2008, the Local Government Act 2003 requires the Authority to have regard to the Department for Communities and Local Government's Guidance on Minimum Revenue Provision (the Guidance) most recently issued in 2012.

The DCLG Guidance requires the Authority to approve an Annual MRP Statement each year. The broad aim of the DCLG guidance is to ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

MRP is not required to be charged to the Housing Revenue Account and where a local authority's overall CFR is £nil or a negative amount there is no requirement to charge MRP.

Following the payment made to exit the Housing Revenue Account subsidy system for the new self-financing arrangements from April 2012, MRP will be determined as being equal to the principal amount repaid on the loans borrowed to finance that payment. The structure of the debt that was incurred to fund the self-financing was based on the principal being repaid over the life of the HRA business plan, which also takes into account the 'old' HRA debt. For 2017/18, the MRP for HRA is determined by the amounts of principal repaid on the loans that were taken out on an annuity basis.

MRP Options:

Four options for prudent MRP are set out in the DCLG Guidance. Details of each are set out below:

Option 1 – Regulatory Method.

For Capital expenditure incurred before 1 April 2008, MRP under this option, is the amount determined in accordance with the 2003 regulations. In effect, this is 4% of the total Capital Financing Requirement (CFR) excluding HRA borrowing and Adjustment A. Adjustment A is an accounting adjustment to ensure consistency with previous capital regulations. Once calculated this figure is fixed. For this Authority, Adjustment A is fixed at £606,250.49.

Option 2 – CFR Method.

MRP under this option is the same as option 1 but ignores Adjustment A. In effect, this is 4% of the CFR less HRA borrowing.

Option 3 – Asset Life Method.

Where capital expenditure on an asset is financed either wholly or in part by borrowing or credit arrangements, MRP is determined by the life of the asset. For example, if the asset life is 5 years, then the MRP for that asset will be based on 20% of the capital expenditure (unsupported borrowing), per year for 5 years.

Option 4 - Depreciation Method.

Under this option, MRP would be based on the provision required under depreciation accounting. It would also take into account any residual value at the end of the life of the asset. For example, if the asset life was 5 years and the residual value was anticipated to be 10% of the asset value, then the MRP for that asset would be based on 20% of the capital expenditure (unsupported borrowing) less 10% residual value per year for 5 years.

MRP Policy for 2017/18:

The Authority will apply Option 1 in respect of supported capital expenditure.

The Authority will apply Option 2 in respect of unsupported capital expenditure.

Based on the Authority's latest estimate of its Capital Financing Requirement on 31 March 2017, the 2017/18 budget for General Fund MRP is £559,730. The HRA Subsidy Reform payment for 2017/18 is £1,078,920.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 7 FEBRUARY 2017

Title of report	MEASHAM CONSERVATION AREA: ADOPTION OF CHARACTER APPRAISAL AND BOUNDARY REVIEW
Key Decision	a) Financial No b) Community Yes
Contacts	<p>Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk</p> <p>Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk</p> <p>Head of Planning and Regeneration 01530 454782 jim.newton@nwleicestershire.gov.uk</p>
Purpose of report	(a) To consider the responses to the public consultation on the draft character appraisal and boundary review; and (b) To adopt the character appraisal and boundary review.
Reason for Decision	Adoption of the character appraisal and boundary review would: (a) Support the aims of the Council Delivery Plan relating to sustainable development and growth and people feeling proud of their homes and communities; and (b) Support the council in fulfilling its duties under the Planning (Listed Buildings and Conservation Areas) Act 1990 relating to the designation and review of conservation areas.
Council Priorities	Business and Jobs Homes and Communities

Implications:	
Financial/Staff	It is proposed to add some properties to the conservation area. As a result, householders would need to apply for planning permission for some works that would otherwise constitute 'permitted development'. In some circumstances a planning application would not attract an application fee. See paragraph 2.1 below.
Link to relevant CAT	Not applicable.
Risk Management	The risks associated with alternative options are detailed in section 4 of the report below.
Equalities Impact Screening	Not applicable.
Human Rights	Not applicable.
Transformational Government	Not applicable.
Comments of Head of Paid Service	Report is satisfactory
Comments of Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	Public consultation was carried out between 31 October and 9 December 2016, as detailed in section 3 of the report below.
Background papers	(a) Draft character appraisal and maps; (b) Draft boundary review and maps; (c) Initial consultation statement.
Recommendation	IT IS RECOMMENDED THAT THE CABINET ADOPTS THE CHARACTER APPRAISAL AND BOUNDARY REVIEW FOR THE MEASHAM CONSERVATION AREA.

1 BACKGROUND

- 1.1 Council officers have prepared a draft character appraisal and boundary review for the Measham conservation area. The character appraisal provides the basis for making informed and sustainable decisions about the future of the area. It may inform decisions on applications for development that would affect the conservation area. It may inform the development of a management plan for the conservation area. It is therefore important that it is kept up to date
- 1.2 The draft character appraisal and boundary review were informed by initial consultation with Councillor Gill Hoult, Measham Parish Council and the Measham Local History Society.

2 IMPLICATIONS

- 2.1 It is proposed to add some properties to the conservation area. Inclusion of a property in a conservation area would mean that planning permission would be required to demolish a building (depending upon its volume) or to demolish a boundary treatment (depending upon its height). An application for 'relevant demolition in a conservation area' would not attract a fee.
- 2.2 Inclusion of a property in a conservation area would mean that planning permission would be required for the following works. A planning application would attract the householder application fee, which is currently £172.
- Extending beyond the side elevation of a dwelling;
 - Extending beyond the rear elevation of a dwelling, if that extension would be more than one storey;
 - Enlarging a dwelling via an addition or alteration to the shape of its roof;
 - Cladding or rendering any part of a dwelling;
 - Erecting a building or enclosure beyond the side elevation of a dwelling;
 - Installing a chimney, flue or vent pipe on a dwelling, in certain circumstances;
 - Installing a satellite dish on a dwelling, in certain circumstances.
- 2.3 Anyone intending to cut down, top, lop or uproot any tree in a conservation area must give the District Council six weeks' notice of their intention to do so. A notification of this kind would not attract a fee, and if refused we are obliged to put a Tree Preservation Order in place.
- 2.4 The District Council may remove certain permitted development rights from dwellings in a conservation area, through the service of an Article 4 Direction. An application for planning permission arising from the service on an Article 4 Direction would not attract a fee, and the making of a Direction would put additional costs onto the Council. This is something that will remain under review

3 CONSULTATIONS

- 3.1 Between 31 October and 9 December the following people and organisations were consulted on the draft character appraisal and boundary review:

- The district councillors for Measham North and Measham South;
- Leicestershire County Council and Measham Parish Council;
- Historic England and the seven National Amenity Societies;
- Measham Museum;
- Owners and occupiers affected by the draft boundary review.

3.2 Six publicity posters were displayed in the conservation area as follows:

- At the corner of High Street and Manning Terrace;
- Opposite the corner of High Street and Navigation Street;
- At the corner of High Street and Bosworth Road;
- At the corner of High Street and Chapel Street;
- At the corner of High Street and Queen's Street;
- At the corner of High Street and Leicester Road.

3.3 The public consultation was reported in the Leicester Mercury on the 2 November and in the Coalville Times on the 4 November 2016.

3.4 During the public consultation period, the conservation officer met with the district councillor for Measham North, the parish clerk and a representative of Measham Museum.

3.5 Appendix 3 records the consultation responses received and explains how these responses have been taken into account.

3.6 Ashby Rural District Council's planning registers from 1948 to 1974 were reviewed during the public consultation period. The character appraisal has been revised accordingly; see especially section 4 regarding the redevelopment of the town after c.1910.

4 PUBLIC CONSULTATION RESPONSES

4.1 The public consultation responses were generally supportive. In four cases, owners have objected to the inclusion of their property in the conservation area. In other cases, consultees have requested that additional properties should be included in the conservation area.

4.2 The draft character appraisal and boundary review reflect best practice and take appropriate account of the comments received during the public consultation period. It is recommended that the Cabinet adopts the character appraisal and boundary review for the Measham conservation area.

Appendices

- Appendix 1 Measham conservation area: Revised character appraisal
- Appendix 2 Measham conservation area: Revised boundary review
- Appendix 3 Public consultation responses

**MEASHAM CONSERVATION AREA
CHARACTER APPRAISAL**

**REVISED
DECEMBER 2016**

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1. Introduction

- 1.1. Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 defines a conservation area as an area of “special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”.
- 1.2. The Measham conservation area was designated in October 1991. A character appraisal was adopted in September 2001 and amendments to the designated boundary took effect in November 2001. Further boundary amendments have been made as a result of this appraisal. The designated boundary is shown on map 3.

Purpose of the Character Appraisal

- 1.3. This character appraisal evaluates and records the special interest of the conservation area. It provides the basis for making informed and sustainable decisions about the future of the area. The character appraisal may inform decisions on applications for development that would affect the conservation area.
- 1.4. The character appraisal identifies those elements that make a positive contribution to the character of the area (which may be vulnerable to harm) and those elements that make a negative contribution (which may offer opportunities for enhancement). This may inform the development of a management plan for the area.
- 1.5. The decision to produce a management plan will depend upon the nature and extent of the vulnerabilities and opportunities identified and whether it is necessary to address these through a specific (rather than generic) work programme.

2. Location and setting

- 2.1. Measham is a parish in NW Leicestershire District. Measham is about 3½ miles SW of Ashby-de-la-Zouch and 8½ miles W of Coalville. It is about 19 miles W of Leicester.
- 2.2. The publication version of the NW Leicestershire Local Plan (NWLDC, 2016) recognises Measham as a ‘local service centre’, i.e. a settlement that provides “some services and facilities primarily of a local nature meeting day-to-day needs and where a reasonable amount of new development will take place”. Measham is expected to provide between 520 and 550 new dwellings by 2031.

- 2.3. For statistical purposes, neighbourhoods are divided into Lower Super Output Areas (LSOAs). The greater part of the conservation area is in “NW Leicestershire 12D”. The level of deprivation in this LSOA is greater than the national median¹. The NE part of the conservation area is in “NW Leicestershire 12C”. This LSOA is among the 40% least deprived areas in England and Wales².
- 2.4. The settlement core is situated on the Moira Formation, a narrow band of Permian rock that runs along the SW edge of the Coal Measures. The settlement core is situated about 1km NE of the River Mease, a tributary of the River Trent.
- 2.5. The Church of St Laurence is situated on a plateau at about 105m AOD. To the NW the ground slopes down more steeply; 300m NW of the church, an unnamed stream is situated at 90m AOD. To the SW the ground slopes down less steeply; 400m SW of the church, the former railway station is situated at 90m AOD.
- 2.6. The conservation area is bounded to the SW by the former Ashby & Nuneaton Joint Railway. The former railway station and goods shed are within the conservation area. Proceeding clockwise from this point, the setting of the conservation area may be described as follows:
- Between the railway line and the Ashby Canal, an area of community uses developed from the 1960s including a leisure centre (replacing a miners’ welfare), medical unit and library;
 - To the NW end of Chapel Street, (i) a cul-de-sac of modern houses (York Close) on the site of the former boiler works and (ii) Prospect Place, a much altered terrace built in 1875;
 - To the NW of the former market house, modern development on the site of demolished buildings (the modern development includes Queensway House of c.1962-64)³;
 - To the NW of the conservation area generally, (i) modern houses on green field sites including Oak Close and Holly Close and (ii) a cul-de-sac of modern houses (Tellis Place) on the site of ‘The Laurels’;
 - To the NE of the conservation area, modern development on the site of demolished buildings, the demolished buildings including ‘Rose Bank’, Saddington’s Yard and the Wood Yard;

¹ NW Leicestershire 012D ranks 7719 out of 34378 LSOAs in England and Wales, with 1 being the most deprived. The national median is 17189. Indices of Multiple Deprivation (2015).

² NW Leicestershire 012C ranks 24989 out of 34378 LSOAs in England and Wales, with 1 being the most deprived. Indices of Multiple Deprivation (2015).

³ In July 1962 the Rural District Council was granted permission for “a block of old people’s flatlets [sic], two pairs of houses and a bungalow”. Our reference AR/2103.

- To the NE of the church yard, (i) a cul-de-sac of modern houses (Iveagh Close) on the site of Iveagh House and (ii) modern development on the site of the Primitive Methodist Chapel;
- To the SE end of Bosworth Road, (i) much altered buildings within the extent of the medieval settlement and (ii) Victorian development extending along the SE side of Peggs Close;
- To the SE end of Navigation Street, modern development including Wesley Hillman Court and Buckley Close, the latter built over part of the Ashby Canal;
- Between the Ashby Canal and the railway line, Wilkes Avenue, an estate of 103 houses built by Ashby Rural District Council c.1953-56.

3. Historic development

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

Sources

3.2. Section 11 contains a bibliography of sources. In addition, the following sources have been consulted:

- Kelly's Directories from 1891 to 1925;
- Ordnance Survey 1:2500 maps including the maps of 1923 and 1976;
- Ashby Rural District Council's planning registers from 1948 to 1974;
- NW Leicestershire District Council's planning registers from 1974 to present.

3.3. The Leicestershire Record Office has a copy of a map (1750) showing the "newly enclosed fields" at Measham (ROLLR reference DE5373).

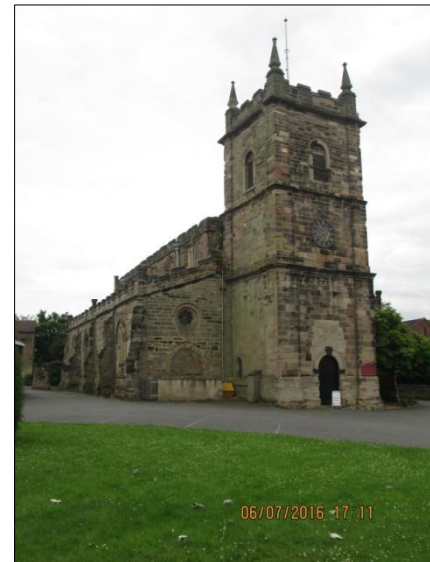
Manorial and administrative history

- 3.4. At the time of Domesday, the manor of Measham was held by the king. The de Measham family held the manor in the twelfth and thirteenth centuries. William Beresford purchased the manor in 1309 and his family held the manor throughout the fourteenth century (Elliott, 1997).
- 3.5. In 1777 the entrepreneur Joseph Wilkes (d.1805) purchased the manor from William Wollaston esq. Following Wilkes' death the manor was purchased by the Rev Thomas Fisher, who was still the lord of the manor in 1817 (Lyson, 1817).

- 3.6. In 1829 the lord of the manor was George Rawdon-Hastings (d.1844), the second Marquess of Hastings (Glover, 1829). The manor passed to his second son, Henry Rawdon-Hastings (d.1868), the fourth Marquess of Hastings. Henry died without issue; the manor passed to his brother-in-law Charles Frederick Abney-Hastings, who was created Lord Donington in 1880. He died in 1895; in 1912 and 1922 the “trustees of the late Lord Donington” were the lords of the manor (Kelly, 1912; Kelly, 1922). Kelly (1925) makes no reference to the lord of the manor, but notes that “Lady Abney is the chief landowner”.
- 3.7. Under the Counties of Derby and Leicester Order 1897, Measham was transferred from Derbyshire to Leicestershire (Kelly, 1899). Measham was administered from 1897 to 1974 by the Ashby-de-la-Zouch Rural District Council. It has been administered since that date by North West Leicestershire District Council.

Medieval Measham (c.1066 to c.1538)

- 3.8. Measham appears in the Domesday Book of 1086 as *Messeham*. A market charter was granted to William de Beresford in 1310; the 1750 map depicts a market cross at the junction of High Street and Queen’s Street⁴. The nave and aisles of the parish church (pictured) date to the early fourteenth century.



- 3.9. Medieval development in Measham was characterised by regular areas of development, each divided into narrow plots extending to a common rear boundary. Some areas contained deep plots while others contained shallow plots. Deep plots were laid out on either side of the High Street [2 to 4] and on the SW side of Chapel Street [5]. Development on the NW side of the High Street extended to the stream [1]. Shallow plots were laid out on the SE side of High Street [6] and on the NE side of Bosworth Road [7 and 8].

Post-Medieval Measham (c.1538 to c.1829)

- 3.10. Compared to medieval development, post-medieval development in Measham was limited in extent and generally less regular in layout. The 1750 map indicates encroachment (squatter settlement) at the NE and SW ends of the High Street [9 and 10] and on the SW side of Bosworth Road [11]. Development on the SE side of the High Street, extending SW of Bosworth Road, was developed piecemeal during this period [12 and 13].

⁴ Queen’s Street was known as Cross Street into the 1960s. Current road names are used throughout this document for the sake of clarity and consistency.

- 3.11. From 1760 Measham was at the confluence of a network of turnpike roads. High Street formed part of the Tamworth to Sawley Ferry turnpike road. Bosworth Road formed part of the Burton to Market Bosworth turnpike road⁵. Grassy Lane (now a track) formed part of the Hinckley to Measham turnpike road; this road was diverted along Leicester Road in the early nineteenth century (Cossons, 2003).

Measham under Joseph Wilkes

- 3.12. In 1777 the entrepreneur Joseph Wilkes (d.1805) purchased the manor from William Wollaston esq. According to Nichols (1804), Wilkes built a market house⁶ at the junction of High Street and Queen's Street [14]. Wilkes also built the so-called Manor House – opposite the junction of High Street and Leicester Road – and the vicarage house at the N corner of the parish church yard (Elliott, 1992).
- 3.13. Wilkes established brickworks on the NE side of Bosworth Road. Following the imposition of a brick tax in 1785, Wilkes began production of double-sized bricks to halve his tax liability. The advantage was lost in 1803, when a double tax was imposed on double-sized bricks (Smith, 1965; Palmer, 1992). The former brick drying sheds [15] were built using Wilkes' double-sized bricks. They are now known as Brickyard Cottages.

- 3.14. In the village centre, listed buildings that were built using Wilkes' double sized bricks include 89 and 91 High Street, 101 to 105 High Street (pictured), 1 and 3 Navigation Street and 2 Saracen's Row.



- 3.15. The Ashby Canal was authorised by an Act of Parliament in May 1794. It was a level canal, thirty miles long, linking the Ashby Woulds to the Coventry Canal. Its supporters included the Earl Ferrers and the Earl of Stamford, who owned lime works at Staunton Harold and Breedon-on-the-Hill respectively.
- 3.16. The canal passed by the SW of the village centre [16]. Joseph Wilkes built a pair of warehouses on either side of the High Street, adjoining the NE side of the canal bridge. Navigation Street was laid out in 1796 (NWLDC, 2001) and by March 1798 the canal was open from Ashby Woulds to Market Bosworth. The canal finally opened in April 1804; "it was not a joyous occasion" (Hadfield, 1970).

⁵ The two turnpike roads from Burton to Atherstone and Burton to Market Bosworth were closed in 1872. A milestone from the Burton to Atherstone turnpike road survives *ex-situ* in St Lawrence's churchyard.

⁶ There was no regular market at the time (Nichols, 1804). By 1817 the arches of the market house had been walled up and the property converted to a dwelling (Lyson, 1817).

- 3.17. Stevens' map (1821) indicates development between the Ashby Canal and Chapel Street [17]. In 1885 the site was in use as a boiler works. Stevens' map also indicates two parallel rows of dwellings at the Wood Yard [18].

Victorian and Edwardian Measham (c.1829 to c.1910)

- 3.18. A national school was built on Queen's Street in 1829 (Kelly, 1891). The parish church was restored 1841-42 (Pevsner, 1984) and a Temperance Hall was built on the High Street in 1852 (Wright, 1874).
- 3.19. Several non-conformist chapels were built during the nineteenth century. The General Baptist Chapel on Chapel Street was rebuilt in 1841; the architect was Mr Salisbury⁷. A Wesleyan Methodist Chapel was opened on Bosworth Road in 1854 (Stell, 1986). A Primitive Methodist Chapel was opened on Leicester Road in 1859. A Wesleyan Reform Chapel was built on Navigation Street in 1870 but had closed by the turn of the century (Elliott, 1992).
- 3.20. The Ashby & Nuneaton Joint Railway [19] was authorised by an Act of Parliament in November 1865; deviations to the line were authorised in November 1867 (ROLLR references QS73/169 and QS73/177). The railway was a joint enterprise between the London & North Western Railway and the Midland Railway.



- 3.21. Construction of the railway, like the construction of the canal, was protracted. The Union Inn [20] was completed c.1869 (Elliott, 1997) and a station at Measham was 'just completed' in 1870 (Harrod, 1870), but the railway did not open to goods services until August 1873 (Franks, 1975). By 1885 land on the SW side of Bosworth Road and the SE side of Peggs Close had been developed for housing [21].
- 3.22. Following the Public Health Act 1875, local authorities introduced byelaws for the regulation of housing. 'Post-byelaw' housing development took place beyond the settlement core – principally along Bosworth Road and Leicester Road. It is not indicated on map 1.

⁷ Probably John Salisbury senior, a builder and brickmaker of Ashby-de-la-Zouch. The minutes of the Measham General Baptist Chapel 1840-76 are held at the Leicestershire Record Office (DE8521/1).

Below ground remains

- 3.23. Map 1 indicates an archaeological alert area. Within this area, it is likely that evidence of medieval and post-medieval settlement will survive below ground.
- 3.24. Archaeological investigation was carried out prior to the redevelopment of land at the corner of High Street and Chapel Street (see paragraph 4.13). As part of the scheme to reinstate the Ashby Canal, a brief for archaeological investigation has been agreed (see paragraphs 5.3 and 5.4).

4. Redevelopment (c.1910 to present)

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

Measham in the early twentieth century (c.1910 to c.1944)

- 4.2. A number of properties within the historic settlement core were demolished before the Second World War, including:
- Properties at the corner of High Street and Chapel Street were demolished piecemeal in the 1910s and 1930s [a]. The site has been redeveloped (see paragraph 4.13).
 - Properties at the corner of High Street and Leicester Road were demolished in 1932 for road widening.
 - Cottages at the Wood Yard were demolished in 1936 [b]. The site has been redeveloped.
 - Properties on the SW side of Queen's Street were demolished in the 1930s [c]. The site has been redeveloped.

Measham after the Second World War (c.1944 to 1991)

- 4.3. In 1944 two-and-a-half miles of the Ashby Canal between Moira and Donisthorpe were abandoned; the area had been "increasingly affected by subsidence" (Hadfield, 1970). In 1957 almost five miles of the canal between Donisthorpe and Ilott's Wharf, including the section through Measham village centre, were closed under a British Transport Commission Act⁸. In 1960 permission was granted to fill in the bed of the canal (our reference AR/1552).

⁸ Ilott's Wharf was at the junction of Bosworth Road and the Gilwiskaw Brook, about 1.75km E of Measham village centre.

4.4. SE of the settlement core, a modern cul-de-sac (Buckley Close) has been built over part of the canal route [22]. NW of the settlement core, a detached dwelling [d] was built on the canal route in 2006 (our references 05/01681/OUT and 06/00809/REM).

4.5. In 1953, the Rural District Council was granted permission to build Wilkes Avenue [23], an estate of 103 houses including a police house (our reference AR/534). By 1971 a council depot [24] had been built at the corner of Navigation Street and Peggs Close. The site has since been redeveloped.



4.6. Land between the canal and the railway was developed in the 1960s for community uses [25] including a miners' welfare (c.1958-63)⁹ and a medical unit (pictured; c.1966-69)¹⁰.

4.7. Housing development on the edge of the settlement core included a house on the SW side of Chapel Street [26], houses on the SW side of Navigation Street [27] and houses on the SE side of Peggs Close [28]. Measham C-of-E Primary School was built in the 1970s [29].

4.8. Regular goods services on the Ashby & Nuneaton Joint Railway ceased in July 1964. After that date the railway was used only to move coal from Measham Colliery toward Burton-on-Trent. The railway bridge over the High Street was removed in 1985 (Elliott, 1992)¹¹.

4.9. Between 1944 and 1991 a number of infill developments took place within the historic settlement core including:

- Piecemeal development of about thirty detached and semi-detached dwellings on land to the SW of Leicester Road [e];
- Six detached dwellings erected piecemeal on land to the NW of the High Street [f and g];
- In about 1963, a detached dwelling erected on former orchard land (our reference AR/2450) [h].

⁹ In 1958 the Coal Industry Social Welfare Organisation (CISWO) was granted permission for a sports pavilion. In 1963 permission was granted for a community hall. Our references AR/1198 and AR/2302.

¹⁰ In 1966 Dr Corkey et al were granted permission for a medical unit (our reference AR/3108). *Group practice medical unit, Measham; Architect CJ Allsopp*. Architecture East Midlands, March/April 1969.

¹¹ The original railway bridge had been replaced in 1922 with a metal bridge. Elliott (1997).

4.10. Between 1944 and 1991 a number of properties within the historic settlement core were demolished including:

- Properties on the NE side of Queen's Street were demolished piecemeal in the 1930s and 1950s [j]. The site has been redeveloped.
- Pinfold Cottages were demolished in 1957 [k]. The site is now a surface car park.
- Rose Bank was demolished in 1957 [l]. The site has been landscaped.
- In 1955 permission was granted for a new vicarage house (our reference AR/733). The old vicarage house was demolished in 1963; the site has been landscaped.
- Properties at the corner of High Street and Bosworth Road were demolished c.1963 for road widening (Elliott, 1997).
- A late Victorian terrace on the SW side of Leicester Road was demolished at some time between 1959 and 1976 [m].
- The Primitive Methodist Chapel was closed in 1963 (Elliott, 1992) and had been demolished by 1976 [n]. The site has been redeveloped.
- Iveagh House was demolished c.1967-68 [p]. The site has been redeveloped as Iveagh Close.
- The so-called Manor House and adjoining properties were demolished in 1969 [q]. The site has been redeveloped.
- Saddington's Yard was demolished in 1972 [r]. The site has been redeveloped.
- Properties between the Empire Cinema and Oddfellows Row were demolished piecemeal in the 1970s and later [s]. The site remains undeveloped.
- According to Elliott (1992) the former Wesleyan Reform Chapel was demolished in 1981 [t]. The site is now a surface car park.
- Ordnance Survey maps indicate the demolition of the Boiler Works at some time between 1923 and 1976 [u]. The site has been redeveloped as York Close.

4.11. Properties at the former tanyard were demolished in two phases, the first phase in 1957 and the second phase c.1998-2004 [v]. The site has been redeveloped with an office, a terrace of five dwellings and a terrace of three dwellings, the latter known as Saddlers Court (our references 98/00156/FUL, 98/00194/FUL, 00/00750/FUL and 04/01094/FUL).

Conservation and development (1991 to present)

4.12. The Measham conservation area was designated in October 1991. Between 1991 and 1995 the District Council operated a home improvement grant scheme in the conservation area. Plaques were affixed to properties that received grants; plaques survive at 10 Bosworth Road, 21 High Street, 56 High Street and 101 High Street.

4.13. Since 1991 development in the historic settlement core has included:

- In 1994, twenty houses at Hazel Close and Oak Close as part of a wider development of 400 houses **[w and x]** (our reference 94/00425/FUL).
- In 1994-95, a terrace of six dwellings at “Doctor’s Walk” **[y]**, toward the SW end of the High Street (pictured; our reference 94/01009/FUL);
- In 1999, a semi-detached pair of dwellings to the rear of Mannings Terrace **[z]** (our reference 99/00670/FUL);
- In 2003, a parade of three retail units including a food store at the corner of High Street and Chapel Street (our reference 03/01608/FUL).



4.14. Between 1996 and 2001 the County Council restored land and buildings at the Ashby & Nuneaton Joint Railway, including the formation of an access road, the creation of a medical garden and the conversion of the former railway station to a museum and office (our references 96/00850/COM, 99/00729/COM and 01/00547/COM).

5. Future development

5.1. In January 2006, planning permission was granted for a block of six apartments at the corner of High Street and Bosworth Road (our reference 05/01817/FUL). In 2016 the development is incomplete.

5.2. In December 2011, outline permission was granted for residential development on land to the rear of 64 High Street (our reference 11/00378/OUT). In 2013 officers recommended that the demolition of outbuildings to the rear of 64 High Street “would not adversely affect the character and appearance of the conservation area” (our reference 13/00969/FUL). In 2016 a similar application is under consideration (our reference 15/01005/FUL). The conservation area boundary would need to be reconsidered in the event that this development is permitted and enacted.

- 5.3. In September 2014 the council resolved to grant outline planning permission for 'Measham Waterside', a development including up to 450 dwellings and the restoration of about 1km of the former Ashby Canal (our reference 13/00141/OUTM).
- 5.4. In February 2015, planning permission was granted for the erection of two pairs of semi-detached houses to the rear of the Swan Inn (our reference 14/00633/FUL). In August 2016, planning permission was granted for the conversion of the Swan Inn to three dwellings and the erection of an additional detached house (our reference 16/00326/FUL). The conservation area boundary would need to be reconsidered in the event that this development is enacted.

Ashby Canal

- 5.5. In October 2005 the Leicestershire County Council (Ashby de la Zouch Canal Extension) Order was made and the Secretary of State directed that "planning permission be deemed to be granted for the development".
- 5.6. It is proposed to restore the canal along its original route from Snarestone to Llott's Wharf. The canal would then divert SW to follow the route of the Ashby & Nuneaton Joint Railway. An aqueduct would carry the canal over the High Street, on the site of the railway bridge. 500m NW of the aqueduct, a canal arm would follow the original canal route back as far as the former canal warehouse (26 High Street).

6. Character analysis

- 6.1. The character of an area may be defined with reference to the age of its buildings and their uses past and present; the overall density, layout and landscaping of development and the scale, massing and materials of the buildings in the area.
- 6.2. In the Measham conservation area, the great majority of buildings date to before c.1880 (i.e. they are 'pre-byelaw'), with late Victorian and modern buildings dispersed throughout. Map 5 shows the approximate age of buildings. Generally the conservation area is densely developed, with buildings arranged in terraced groups and laid out to the back of the pavement.
- 6.3. In the conservation area, the majority of buildings are two storeys tall, with shorter and taller buildings dispersed throughout. Map 7 indicates the heights of buildings. The majority of buildings are faced in red brick, with a substantial minority faced in render. Map 8 shows the facing material used on the principal elevation of each building. Five buildings are faced in Joseph Wilkes' double-sized bricks; two of these have been painted. These buildings are indicated on map 8 with a thick black outline.

- 6.4. Red brick is the characteristic facing material locally. Elliott (1992) illustrates red brick buildings that have since been rendered, including 85 and 87 High Street, 99 High Street and 2 Queen’s Street. 45 High Street was originally faced in double-sized bricks, but decorative render was applied to the front elevation after 1908.
- 6.5. The application of render may appear more jarring when applied to one building in a terrace. Examples include 5 to 11 Bosworth Road, 44 to 48 High Street (pictured) and Mannings Terrace.
- 6.6. In the conservation area, non-traditional roofing materials have intruded substantially. Of the traditional roofs that survive, the majority are covered in plain tile, with a substantial minority covered in slate. Map 9 shows the roofing materials used on the principal roof slope of each building.
- 6.7. The conservation area may be considered as seven character zones, as shown on map 4. The character zones are as follows:

The ‘local centre’

- 6.8. Between the Ashby Canal and the market house, the great majority of buildings are in commercial use. Some buildings have been converted to dwellings but traditional shop fronts have been retained; these buildings are indicated on map 6 with a thick black outline. The majority of traditional roofs are covered in slate, with a substantial minority covered in plain tile.
- 6.9. The former canal warehouses (26 High Street and 39 to 43 High Street) are grade II listed.

Shop fronts

- 6.10. The local centre is characterised by a mix of surviving traditional shop fronts (pictured) and modern shop fronts in a traditional style. A handful of shop fronts make a negative contribution to the character of the conservation area, generally through the use of boxy fascia signs that do not have console brackets or a cornice.
- 6.11. Shop fronts have been removed from 26 High Street (‘Casa Bella’), 28 High Street and 79 High Street. Each property has been restored to its original appearance¹².



¹² Our references 93/00086/FUL (79 High Street) and 95/01041/FUL (28 High Street). A photograph in Elliott (1992) taken “in Edwardian days” shows 26 High Street (‘Casa Bella’) without shop windows.

The 'north end'

- 6.12. To the NE of the market house, the majority of buildings are in residential use, with a substantial minority in commercial use. The majority of buildings are faced in render, with a substantial minority faced in red brick. Non-traditional roof materials have intruded less substantially.
- 6.13. 1 and 2 Saracens Row, 89 and 91 High Street, 101 to 105 High Street and 2 Leicester Road are grade II listed.

The 'south end'

- 6.14. To the SW of the Ashby Canal, the majority of buildings date to before c.1880. A substantial minority were built after 1991. The great majority of buildings are in residential use. Generally the 'south end' is more sparsely developed. Some buildings are laid out to the back of the pavement, but some buildings are set back from the street or laid out at an angle to the street.

Chapel Street

- 6.15. On Chapel Street, the great majority of buildings are in residential use. The majority of buildings are laid out to the back of the pavement, but the Baptist Chapel and the terrace 34 to 42a Chapel Street are set back from the street.
- 6.16. Chapel Street is characterised by three long terraces. 14 to 32 Chapel Street is 1½ storeys tall; it is faced in render. 34 to 42a Chapel Street is 1½ storeys tall; it is faced in red brick. 23 to 39 Chapel Street is 2½ storeys tall; it is faced in red brick. All of these terraces have plain tile roofs.
- 6.17. The Baptist Chapel is grade II listed.

Adcock's Yard

- 6.18. The eight buildings on Adcock's Yard are wholly in residential use. They enclose two sides of a courtyard. The third side is enclosed by a terrace of dwellings that address the High Street.

Bosworth Road

- 6.19. On the SW side of Bosworth Road (pictured), 10 of the 12 buildings are in residential use. The majority of buildings are faced in render, with a substantial minority faced in red brick.



Photographs dated 1908 and 1910 show the property with two shop windows labelled 'STANFIELD IRONMONGER'.

Navigation Street

- 6.20. The nine buildings on the SW side of Navigation Street are wholly in residential use. The majority of buildings are faced in render, with a substantial minority faced in red brick. Non-traditional roofing materials have intruded substantially; traditional roofs are covered wholly in slate.
- 6.21. 1 and 3 Navigation Street are grade II listed.

7. Open Spaces

- 7.1. Generally the conservation area is densely developed, with buildings arranged in terraced groups and laid out to the back of the pavement. The 'south end' is more sparsely developed; some buildings are set back from the street or laid out at an angle to the street. Soft landscaping contributes to the character of the 'south end'.

The churchyard

- 7.2. The extent of the churchyard has changed little since 1885. In 1955 permission was granted for a new vicarage house (our reference AR/733). The old vicarage house was demolished in 1963; the site has been landscaped. In December 1987 planning permission was granted for a church hall (our reference 87/1028/P).
- 7.3. On the S boundary of the churchyard, two groups of three lime trees (*tilia*) are subject to a Tree Preservation Order (TPO 401). From the front of the churchyard there is a view over the vicarage toward a group of trees at the rear of 16 to 18 Bosworth Road. These trees include an ash (*fraxinus*) and are also subject to a Tree Preservation Order (TPO 392).
- 7.4. There is a conifer garden in front of the church hall. It is in need of maintenance; there are invasive species and self-set trees along the front of the garden.

The market place

- 7.5. A market charter was granted to William de Beresford in 1310; the 1750 map depicts a market cross at the junction of High Street and Queen's Street. According to Nichols (1804), Joseph Wilkes built a market house at the junction.
- 7.6. Properties on the NE side of Queen's Street were demolished piecemeal in the 1930s and 1950s. Built in 1964, Queensway House is set back from the street and fails to enclose the NW side of the market place.
- 7.7. The view out of the market place to the N is toward a beech (*fagus*) at the rear of 64 High Street. The tree is subject to a Tree Preservation Order (TPO 427). The view SE toward the church tower is partly obscured by an immature whitebeam (*sorbus*).

Ashby Canal

- 7.8. The Ashby Canal opened in April 1804. In 1957 almost five miles of the canal between Donisthorpe and Ilott's Wharf, including the section through Measham village centre, were closed under a British Transport Commission Act. Properties between the Empire Cinema and Oddfellows Row were demolished piecemeal in the 1970s and later.



- 7.9. To the NW of the High Street the conservation area boundary follows the remnants of hedgerows, including an ash to the NW of Oddfellows Row. Land to the NE of the former canal contains a mix of natural and garden planting. The restoration of the canal arm would affect hedgerows and tree planting to a limited extent.
- 7.10. To the rear of the tanyard development, two ash trees contribute positively to the character of the conservation area.

The railway

- 7.11. The Ashby & Nuneaton Joint Railway opened to goods services in August 1873 and closed in July 1964. The railway bridge over the High Street was removed in 1985 (Elliott, 1992).
- 7.12. Between 1996 and 2001 the County Council restored land and buildings at the railway, including the formation of an access road, the creation of a medical garden and the conversion of the former railway station to a museum and office. The medical garden is in need of maintenance.
- 7.13. It is proposed to restore the Ashby Canal, following the route of the Ashby & Nuneaton Joint Railway through the conservation area. An aqueduct would carry the canal over the High Street, on the site of the railway bridge.
- 7.14. The view from the High Street to the SW is closed by an area of mixed deciduous woodland on the former railway embankment. It is likely that the restoration of the canal would adversely affect the woodland.
- 7.15. Other trees that contribute to the character of this open space include a linear group of ash and sycamore (*acer pseudoplatanus*) to the rear of Railway Terrace and a willow (*salix*) to the S of Mannings Terrace.

8. Landmarks, views and entrances

8.1. The three-stage **church tower** was built c.1737 following the collapse of the previous tower (Pevsner, 1984). The tower is set back from the street by about 40 metres and generally it does not contribute to views up and down the High Street. The tower contributes to distant views of the village centre from Birds Hill, about 1.5km SW.



8.2. The tower closes the view into the village centre from Queen's Street (pictured above). The view is partly obstructed by an immature whitebeam (*sorbus*).

8.3. In about 1800 Joseph Wilkes built two **canal warehouses** on either side of the High Street, adjoining the NE side of the canal bridge. The warehouses stood three storeys above the surface of the canal. They are prominent in views from the SW and form the entrance to the 'local centre' character zone.

8.4. The warehouses were made to appear more prominent through the piecemeal demolition of properties between Oddfellows Row and the Empire Cinema [s] and properties at the former tanyard [v]. The recent redevelopment of the tanyard site has made the right-hand warehouse (39-43 High Street) appear less prominent.

8.5. Views along streets are closed by the following buildings:

- The view from Bosworth Road inward is closed by the Bird in Hand PH (38 High Street; pictured);
- The view from Chapel Lane outward is closed by York House;
- The view from High Street to the SW is closed by an area of mixed deciduous woodland on the former railway embankment;
- The view from Leicester Road inward is closed by the former Coalville Cooperative Society branch store (76 and 78 High Street);
- The view from Navigation Street inward is closed by 28 High Street.



- 8.6. The entrance to the conservation area from the NE is well defined. There is a bend in the road outside the Rose Bank nature garden. As one comes around this bend, a long view into the conservation area is revealed. Properties beyond this point are more densely developed and laid out closer to the back of the pavement.
- 8.7. The entrance to the conservation area from Bosworth Road is similarly well defined. The road narrows sharply at the junction with Peggs Close. Beyond this point the road bends slightly to reveal a view toward the Bird in Hand PH.

9. Opportunities for enhancement

Development opportunities

- 9.1. In January 2006, planning permission was granted for a block of six apartments at the corner of High Street and Bosworth Road. In 2016 the development is incomplete. The development site makes a negative contribution to the character of the area. There is an opportunity to enhance the character of the area by pursuing the completion of the development and the enhancement of the adjoining hard landscaped area.
- 9.2. Alternatively there is an opportunity to enhance the character of the area by reinstating the corner of High Street and Bosworth Road – i.e. by developing the site and the adjoining hard landscaped area.
- 9.3. Queensway House contributes negatively to the setting of the conservation area; it is set back from the street and fails to enclose the NW side of the market place. In the long term, there is an opportunity to enhance the setting of the area through the development of a new building laid out to the back of the pavement. In the short term, there is an opportunity to enhance the setting of the area through screening and boundary treatments.

- 9.4. 82 High Street ('Fireplace by Design') contributes negatively to the character of the conservation area. The development comprises large scale buildings set back from the street (pictured). In the long term, there is an opportunity to enhance the character of the area through the development of small scale buildings laid out to the back of the pavement. In the short term, there is an opportunity to enhance the character of the area through screening and boundary treatments.



- 9.5. Land to the front of 34 to 42a Chapel Street contributes negatively to the character of the conservation area. There is an opportunity to enhance the character of the area by restoring the open nature of this land and by restoring the remains of a stone boundary wall.

Ashby Canal

- 9.6. It is proposed to restore the Ashby Canal. The canal would follow the route of the Ashby & Nuneaton Joint Railway through the conservation area. An aqueduct would carry the canal over the High Street, on the site of the railway bridge. 500m NW of the aqueduct, a canal arm would follow the original canal route back as far as the former canal warehouse (26 High Street).
- 9.7. There is an opportunity to enhance the character of the area by extending the canal arm further, beneath the High Street canal bridge, to adjoin each of the two canal warehouses.

Archaeological opportunities

- 9.8. As a general rule, the development of sites within the historic settlement core may offer opportunities for the investigation of below-ground remains.
- 9.9. In the twentieth century a number of properties within the historic settlement core were demolished. Where the demolition sites have not been redeveloped, there is an immediate opportunity for the investigation of below-ground remains. In the conservation area these sites are as follows (from SW to NE):
- Land between the Empire Cinema and Oddfellows Row [s];
 - The route of the Ashby Canal;
 - The site of the former vicarage house;
 - Land in front of 82 High Street ('Fireplace by Design') [q].

Materials and details

9.10. In the conservation area, non-traditional roofing materials have intruded substantially. Hence there is a substantial opportunity to enhance the character of the conservation area through the reinstatement of traditional plain tile and slate roof coverings.



9.11. Non-traditional roofing materials are used at 39 High Street, the canal warehouse at 26 High Street and 2 Saracens Row. These are listed buildings. The opportunity to reinstate traditional roof coverings to these buildings should be a priority.

9.12. Red brick is the characteristic facing material locally. The majority of buildings are faced in red brick, with a substantial minority faced in render. The application of render may appear jarring when applied to one building in a terrace. In such cases, the opportunity to remove render should be investigated.

9.13. Half-a-dozen buildings have been painted, including two that are constructed from Joseph Wilkes' double-sized bricks (49 High Street, pictured, and the canal warehouse at 26 High Street). The opportunity to remove paint from these buildings should be investigated.



9.14. A handful of shop fronts make a negative contribution to the character of the conservation area, generally through the use of boxy fascia signs. There is an opportunity to enhance the character of the conservation area by replacing these signs with traditional fascia signs with console brackets and a cornice.

Open spaces

9.15. There are opportunities to enhance the character of the conservation area through the proper maintenance of the conifer garden at the churchyard and the medical garden at the former railway.

10. Problems and pressures

- 10.1. Following the imposition of a brick tax in 1785, Joseph Wilkes began production of double-sized bricks to halve his tax liability. The advantage was lost in 1803, when a double tax was imposed on double-sized bricks. In the village centre, listed buildings that were built using Wilkes' double-sized bricks include 89 and 91 High Street, 101 to 105 High Street, 1 and 3 Navigation Street and 2 Saracen's Row.
- 10.2. A limited number of reclaimed double-sized bricks are available. Opportunities to manufacture double-sized bricks should be sought.
- 10.3. The view from the market place toward the church tower is partly obscured by an immature whitebeam (*sorbus*). The tree may obscure this view wholly once it has reached maturity. The tree should be removed; this would facilitate archaeological investigation of the site of the former vicarage house (see paragraph 9.7).
- 10.4. It is proposed to restore the Ashby Canal, following the route of the Ashby & Nuneaton Joint Railway through the conservation area. An aqueduct would carry the canal over the High Street, on the site of the railway bridge.

- 10.5. The view from the High Street to the SW is closed by an area of mixed deciduous woodland on the former railway embankment (pictured). Effort should be made to limit the effect that canal restoration would have upon the woodland.



Condition of buildings

- 10.6. A survey in 2016 identified 147 traditional buildings in the Measham conservation area. 106 buildings (72%) were found to be in good condition while 40 buildings (27%) were found to be in fair condition. The survey identified one building – a dwelling on Bosworth Road – in poor condition.
- 10.7. One of the former canal warehouses (26 High Street) was found to be “vulnerable”. The property is in fair condition but unoccupied.

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**MEASHAM CONSERVATION AREA
BOUNDARY REVIEW**

**REVISED
DECEMBER 2016**

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1. Introduction

- 1.1. Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 defines a conservation area as an area of “special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. The Measham conservation area was designated in October 1991.
- 1.2. A number of boundary revisions are proposed, as indicated on map 1. The proposed conservation area boundary is shown on map 2.

2. Boundary review

- 2.1. The proposed boundary revisions, which are described in the following paragraphs, are recommended for several reasons:
 - In places, the current boundary does not reflect the boundaries that appear on the ground, such as property boundaries. This may undermine clarity and consistency in decision making;
 - The current boundary includes some buildings that make no positive contribution to the character of the area, some of which have been built since the original designation;
 - The current boundary excludes some buildings that make a positive contribution to the character of the area, which were overlooked by the original designation;
 - In places, the current boundary creates inconsistencies in the way that areas are treated – that is, some buildings facing a street or open space form part of the conservation area, but others do not.

Area 1: 82 to 110 High Street, 111 to 115 High Street and land to the rear of the Swan Inn

- 2.2. It is proposed to **add** 88 to 110 High Street (pictured) and 111 to 115 High Street to the conservation area. These properties contribute positively to the character of the area. Their characteristics are similar to other properties at the 'north end' of the High Street. They are 'pre-byelaw' houses, densely developed and laid out to the back of the pavement. They are two storeys tall and they are faced in render. The properties define the entrance to the historic settlement core from the NE.



- 2.3. It is proposed to **add** 82 High Street ('Fireplace by Design') to the conservation area. A sawmill, workshop and showroom were developed c.1991-96 (our references 91/0301/P, 94/0771/P and 96/0540/P) This development contributes negatively to the character of the conservation area; it comprises large scale buildings set back from the street. It is proposed to add the site to the conservation area to ensure the consistent treatment of land addressing the High Street and in recognition of the long term development opportunity offered by the site.
- 2.4. It is also proposed to **add** land to the rear of the Swan Inn to the conservation area, to reflect the boundaries that appear on the ground and to ensure clarity and consistency in decision making.

Area 2: 12 Bosworth Road

- 2.5. It is proposed to **remove** 12 Bosworth Road (pictured) from the conservation area. 12 Bosworth Road was built c.1961-74. The property is a bungalow, laid out behind a garden. It does not contribute positively to the significance of the conservation area.



Area 3: 23 and 25 Bosworth Road

- 2.6. It is proposed to **remove** 23 and 25 Bosworth Road from the conservation area. 23 and 25 Bosworth Road were built c.1903-23 and the properties are 'double pile'. They are standard post-byelaw houses that do not contribute positively to the significance of the conservation area.

Area 4: Land to the rear of 53 and 55 High Street

- 2.7. It is proposed to **add** land to the rear of 53 and 55 High Street to the conservation area, to reflect the boundaries that appear on the ground and to ensure clarity and consistency in decision making.

Area 5: 'Wharf View' and 4 and 6 Navigation Street

- 2.8. It is proposed to **remove** 'Wharf View' (pictured) from the conservation area. 'Wharf View' was built c.1991 (our reference 91/0387/P). It is a large property arranged with gables addressing the street. It does not contribute positively to the significance of the conservation area.



- 2.9. It is also proposed to **remove** 4 and 6 Navigation Street from the conservation area. 4 and 6 Navigation Street were built c.1903-23 and the properties are 'double pile'. They are standard post-byelaw houses that do not contribute positively to the significance of the conservation area.

Area 6: Land on the former Ashby Canal and 'The Bungalow'

- 2.10. It is proposed to **add** land on the former Ashby Canal to the conservation area. Generally the Ashby Canal is a site of historic interest. It is proposed to add this land to the conservation area in recognition of the opportunity to reinstate this section of the canal.
- 2.11. It is also proposed to **add** 'The Bungalow' to the conservation area, to ensure the consistent treatment of land between Navigation Street and the Ashby Canal. The property appears on the OS 1:2500 map of 1885 and may contribute positively to the character of the conservation area.

Area 7: Land at Saddlers Court

- 2.12. It is proposed to **add** land at Saddlers Court (pictured) to the conservation area, to reflect the boundaries that appear on the ground and to preserve an ash (*fraxinus*) that contributes positively to the character of the area.



Area 8: Building to the rear of 25 High Street

- 2.13. It is proposed to **add** the building to the rear of 25 High Street to the conservation area, to reflect the boundaries that appear on the ground and to ensure clarity and consistency in decision making.

Area 9: 1A and 1B Wilkes Avenue and surface car park

- 2.14. It is proposed to **remove** 1A and 1B Wilkes Avenue (pictured) from the conservation area. These properties were built c.1999 (our reference 99/00670/FUL). They are faced in a heavily brindled brick and they are arranged with gables addressing the street. They do not contribute positively to the significance of the conservation area.



- 2.15. It is also proposed to **remove** the adjoining surface car park from the conservation area. The surface car park was laid out following the demolition of Pinfold Cottages in 1957. It does not contribute positively to the significance of the conservation area.

Area 10: Land off Mannings Terrace, land at the 'Old Goods Shed' and land to the S of Wilkes Avenue

- 2.16. It is proposed to **add** land off Mannings Terrace (pictured) and land at the 'Old Goods Shed' to the conservation area, to reflect the boundaries that appear on the ground and to ensure clarity and consistency in decision making.



- 2.17. It is also proposed to **add** land to the S of Wilkes Avenue to the conservation area, to preserve a willow (*salix*) that contributes positively to the character of the area.

Area 11: Land to the side of Doctors Row

- 2.18. It is proposed to **remove** land to the side of Doctors Row from the conservation area, to reflect the boundaries that appear on the ground and to ensure clarity and consistency in decision making.

Area 12: Land to the side of 7 Oddfellows Row

- 2.19. It is proposed to **add** land to the side of 7 Oddfellows Row to the conservation area, to ensure the consistent treatment of land and buildings on Oddfellows Row.

Area 13: Land on the former Ashby Canal and land to the rear of 23 to 39 Chapel Street

- 2.20. It is proposed to **add** land on the former Ashby Canal to the conservation area. Generally the Ashby Canal is a site of historic interest. It is proposed to add this land to the conservation area in recognition of the opportunity to reinstate this section of the canal.
- 2.21. It is also proposed to **add** land to the rear of 23 to 39 Chapel Street to the conservation area, to ensure the consistent treatment of land between Chapel Street and the Ashby Canal and to preserve natural and garden planting that contributes positively to the character of the area.

Area 14: York House, land at 39 Chapel Street and land to the front of 34 to 42a Chapel Street

- 2.22. It is proposed to **add** York House (pictured) to the conservation area. This property contributes positively to the character of the area. Its characteristics are similar to other properties in the conservation area. It is a 'pre-byelaw' house, laid out to the back of the pavement. It is two storeys tall and faced in render. The property closes the view outward along Chapel Lane.



- 2.23. It is proposed to **add** land at 39 Chapel Street to the conservation area, to reflect the boundaries that appear on the ground and to ensure clarity and consistency in decision making.
- 2.24. It is also proposed to **add** land to the front of 34 to 42a Chapel Street to the conservation area. The land contributes negatively to the character of the area. It is proposed to add this land to the conservation area to ensure the consistent treatment of land addressing Chapel Lane and in recognition of the enhancement opportunity offered by this land.

Area 15: Land to the rear of the Bird in Hand PH

- 2.25. It is proposed to **add** land to the rear of the Bird in Hand PH to the conservation area, to reflect the boundaries that appear on the ground and to ensure the consistent treatment of land between Adcocks Yard and Chapel Lane.

Area 16: Land and building to the rear of 50 to 54 High Street

- 2.26. It is proposed to **add** the land and building to the rear of 50 to 54 High Street to the conservation area, to reflect the boundaries that appear on the ground and to ensure clarity and consistency in decision making.

Measham conservation area: Character appraisal and boundary review

Summary of public consultation responses

Consultee	Consultee's response	NWLDC officer comments
Owner Land on the former Ashby Canal and 'The Bungalow'	Objected to the inclusion of their land and buildings in the conservation area.	Not agreed. It is proposed to include this land and buildings in the conservation area, for the reasons given in paragraph 2.10 of the boundary review.
Owner Buildings to the rear of 70 High Street	Objected to the inclusion of their buildings in the conservation area. Asserted that the buildings do not have "special architectural or historic interest".	Agreed. The buildings do not contribute to an area of special architectural and historic interest; they were erected after 1945. They have been omitted from the proposed conservation area boundary.
Owners Land to the side of 7 Oddfellows Row	Objected to the inclusion of their land in the conservation area. In January 2014 the owners submitted a pre-application enquiry regarding the development of the land.	Not agreed. It is proposed to include this land in the conservation area, for the reasons given in paragraph 2.19 of the boundary review. Inclusion of land in a conservation area may not preclude its development <i>per se</i> . If an application is made to develop the land, then its contribution to the special interest of the conservation area would be taken into account.
Historic England	No comment.	Noted.

Consultee	Consultee's response	NWLDC officer comments
<p>Owner Swan Inn, 107 High Street</p>	<p>Objected to the inclusion of their land in the conservation area. Asserted that the land does not have "special architectural or historic interest". Permission has been granted for development of the land.</p> <p>Advised against the inclusion of 111 and 113 High Street in the conservation area. Asserted that the buildings do not have "special architectural or historic interest"; did not believe that the buildings dated to before c.1880.</p>	<p>Partly agreed. It is proposed to include this land in the conservation area, to reflect the boundaries that appear on the ground and to ensure clarity and consistency in decision making. A new paragraph 2.4 has been inserted in the boundary review to reflect this.</p> <p>We would need to review the boundary of the conservation area afresh following the development of the land. A new paragraph 5.4 has been inserted in the character appraisal to reflect this.</p> <p>Not agreed. 111 and 113 High Street were erected after c.1880, but 115 High Street was erected before c.1880. Considered as a group, 111 to 115 High Street and 88 to 110 High Street contribute to an area of special architectural and historic interest.</p>
<p>Measham Parish Council Measham Museum</p>	<p>Recommended that the conservation area boundary should be extended further SE to include Timothy Nicholas Cottages.</p>	<p>Not agreed. Development on Navigation Street and Peggs Close separates the buildings from the proposed conservation area. The buildings may be protected through inclusion on the Council's list of local heritage assets.</p>

Consultee	Consultee's response	NWLDC officer comments
Measham Parish Council	<p>Generally supported the character appraisal and boundary review.</p> <p>Recommended that the conservation area boundary should be extended further NE to include 118 to 132 High Street.</p> <p>Objected to the proposal to reinstate the corner of High Street and Bosworth Road (paragraph 9.2).</p>	<p>The Parish Council's support is welcomed.</p> <p>Not agreed. These buildings are separated from the proposed conservation area by modern development at Tellis Place.</p> <p>Not agreed. This matter has attracted comments in support and in opposition; no consensus has been reached. The matter may be considered further through the preparation of a design brief for the site.</p>
<p>Measham Parish Council</p> <p>Measham Museum</p> <p>Member of the public</p>	<p>Recommended that the conservation area boundary should be extended further NE to include the Rose Bank Nature Garden.</p>	<p>Not agreed. The Nature Garden is separated from the proposed conservation area by 117 High Street, a modern building. In 2010 permission was granted for the development of 9 houses at 117 High Street and in 2016 a similar application is under consideration.</p>
<p>Owner</p> <p>19 Bosworth Road</p>	<p>Provided further information regarding the age and use of his building.</p>	<p>Agreed. Appraisal maps 5 and 6 have been amended accordingly.</p>

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 7 FEBRUARY 2017

Title of report	AUTHORITY TO AWARD FRAMEWORK CONTRACT FOR REPAIRS AND MAINTENANCE OF PUBLIC BUILDINGS
Key Decision	a) Financial Yes b) Community No
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk Head of Transformation 01530 454520 anita.onwuchekwa@nwleicestershire.gov.uk
Purpose of report	The report requests that Cabinet delegates authority to award the Framework Contract for Repairs and Maintenance of Public Buildings to the Director of Resources in consultation with the Corporate Portfolio Holder.
Reason for Decision	The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation. After 31/3/17, the Council will not have any effective and efficient provision in place for the repair and maintenance of its public buildings.
Council Priorities	Value for Money. Council is spending its money wisely.
Implications:	
Financial / Staff	No direct financial implications but will enable a framework for the estimated expenditure of approximately £400k across the Council's public estate. There are no staffing implications.
Link to relevant CAT	Not applicable
Risk Management	Not applicable
Equalities Impact Screening	Not applicable
Human Rights	Not applicable
Transformational Government	Not applicable

Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	None
Background papers	None
Recommendations	THAT CABINET DELEGATES AUTHORITY TO AWARD THE FRAMEWORK CONTRACT FOR REPAIRS AND MAINTENANCE OF PUBLIC BUILDINGS TO THE DIRECTOR OF RESOURCES IN CONSULTATION WITH THE CORPORATE PORTFOLIO HOLDER.

1. BACKGROUND

- 1.1 North West Leicestershire District Council has a 4 year framework contract for the provision of minor works i.e. repairs and maintenance across the Council's non-housing estate. This is a joint contract with Charnwood Borough Council (CBC) that commenced on 1 April 2013 and will terminate on 31 March 2017. There is no option to extend the contract. The contract covers the repairs and maintenance of public buildings including leisure centres, car parks, offices, shops, public conveniences and other public units. NWLDC is the lead authority for this joint arrangement, which includes leading on the procurement process.

2 PROCUREMENT PROCESS

- 2.1 This is being undertaken in partnership with Charnwood BC and meetings and conversations with CBC officers continue to take place to discuss the approach and finalise the specification, ensuring requirements from both councils are fully met.

- 2.2 It is proposed that NWLDC re-tender the framework contract, with the following provisions:

- a) The contract opportunity will be advertised in OJEU (Official Journal of the European Union). Although the contract is not likely to exceed the £4.1m threshold for works it will exceed the £164,176 threshold for supplies and services. This is because some jobs may not meet the definition of works.
- b) The framework contract will include the following 5 lots: Building, Electrical, Mechanical / Plumbing, Decorating and Roofing.

The Asbestos, Joinery and Glazing lots featured in the current contract will not be included as the values are very low and therefore inappropriate for a framework lot.

- c) Each lot will have a single supplier although a supplier can be successful in more than one lot.

- d) A cap of £50,000 for an individual job will be placed within the framework. SCAPE frameworks, which are more suitable for jobs exceeding this value, are already available via further competition.
- e) As a framework contract the arrangement would not be exclusive. Should requirements change such as the availability of suitable in-house provision, neither NWLDC nor CBC would have any obligation to use the framework.
- f) The period of the framework contract will be two years with the option to extend for two further twelve month periods, up to a maximum of four years. Based on current expenditure, the value of the whole framework is likely to be £1.2m across both authorities. Expenditure for NWLDC is likely to be around £400k.
- g) In support of the Council's *Buy Local* initiative, it is intended to hold a supplier briefing event after the Invitation to Tender (ITT) is published as this will provide an opportunity for local contractors and other potential suppliers to ask questions and obtain further information / clarification on various aspects of the specification, process and / or contract.

3 FINANCIAL IMPLICATIONS

- 3.1 NWLDC expenditure via the framework is likely to be around £400k in total. Procuring the contract does not commit the Council to any future expenditure but provides a mechanism to award future contracts for minor works up to the value of £50,000 per job.

4 CONCLUSION

- 4.1 In order to award the complete the procurement process and award the framework contract, Cabinet is requested to delegate authority to the Director of Resources in consultation with the Corporate Portfolio Holder.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 7 FEBRUARY 2017

Title of report	MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY
Key Decision	a) Financial No b) Community No
Contacts	Councillor Alison Smith MBE 01530 835668 alison.smith@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Community Services 01530 454832 john.richardson@nwleicestershire.gov.uk
Purpose of report	To consider the recommendations made by the Coalville Special Expenses Working Party.
Reason for Decision	To progress Coalville Special Expenses projects and programmes.
Council Priorities	Value for Money
Implications:	
Financial/Staff	As set out within the budget.
Link to relevant CAT	None.
Risk Management	N/A
Equalities Impact Screening	None discernible.
Human Rights	None.
Transformational Government	None.
Comments of Head of Paid Service	Report is satisfactory

Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	Members of the Coalville Special Expenses Working Party
Background papers	Agenda and associated documents of the meeting held on 15 December 2016
Recommendations	TO NOTE THE RECOMMENDATIONS MADE BY THE COALVILLE SPECIAL EXPENSES WORKING PARTY AS DETAILED WITHIN THE MINUTES AND APPROVE THE RECOMMENDATIONS AS SUMMARISED AT 3.0

1.0 INTRODUCTION

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

2.0 TERMS OF REFERENCE

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

3.0 RECOMMENDATIONS FROM MEETING ON 15 DECEMBER 2016

3.1 CAPITAL PROJECTS UPDATE

- 3.1.1 A name change from Urban Forest Park to Coalville Forest Adventure Park be proposed
- 3.1.2 An alternative site be sought for the Ending of World War 1 Centenary Project
- 3.1.3 The suggestion in respect of a poppy mosaic be referred to the memorial square working group
- 3.1.4 A fully costed scheme for Melrose Road Recreation Ground be brought to the next meeting

3.2 EVENTS UPDATE

- 3.2.1 A report be brought to the next meeting to consider the options in respect of Christmas lights.

MINUTES of a meeting of the COALVILLE SPECIAL EXPENSES WORKING PARTY held in the Board Room, Council Offices, Coalville on THURSDAY, 15 DECEMBER 2016

Present: Councillor J Geary (Chairman)

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

Officers: Mr J Knight, Mr J Richardson, Mrs W May and Mrs M Meredith

17. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

18. DECLARATIONS OF INTEREST

Councillor M B Wyatt declared a non pecuniary interest in any reference to Coalville town centre as a business owner.

Councillor J Geary declared a non pecuniary interest in item 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.

19. MINUTES OF THE PREVIOUS MEETING

Consideration was given to the minutes of the meeting held on 13 October 2016.

Councillor J Geary clarified that in respect of Capital Projects Update, he had requested the details of the model of the timer due to the costly quotation. The Head of Community Services advised that three quotations had been obtained and a significantly reduced price had been secured after following this up.

Councillor J Geary advised that in respect of the mobile activated signage, the meeting with representatives in December had been cancelled and the rescheduled meeting date was Friday, 13 January.

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

RESOLVED THAT:

The minutes of the meeting held on 13 October 2016 be approved and signed by the Chairman as a correct record.

20. 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

Members had been taken on a tour of the facility on 27 October and the official opening was planned at the end of the current season in May or June 2017.

Thringstone Miners Social Centre

Full planning approval had now been obtained to move forward on the training pitch. The football club were currently seeking to appoint to a number of vacant positions on their committee and Board of Trustees. It was anticipated that these positions would be recruited to early in the new year, and following this the project would be progressed and

officers would support the Trustees with a funding application to the BIFFA Main Grants scheme.

Cropston Drive Recreation Ground

All work had now been completed. The hard surfaced area now had lines painted for a basketball court and hawthorn bushes had been planted around the chestnut fencing. The entrance was far more inviting and the area was now far more aesthetically pleasing than it had been for some time.

Councillor M B Wyatt sought clarification on the additional equipment that was to be installed. The Leisure Services Team Manager advised that the hard court area had been lined to provide a basketball court and the post had also been repainted.

Urban Forest Park, Coalville

The fencing adjacent to the car park has now been replaced. Members may wish to allocate an element of the outstanding balance towards the centrepiece of the Memorial Tree project if the total of that project exceeded the current £2,000 budget allocated to it.

Renaming of Urban Forest Park

A consultation had taken place on the renaming of the park with a number of groups. As a result of the consultation it was therefore proposed to recommend to Cabinet a change in name from Urban Forest Park to Coalville Forest Adventure Park.

This proposal was moved by Councillor J Legrys and seconded by Councillor J Geary.

Councillor M Specht highlighted the significance of the next year and felt that this should be marked in some way with the naming of the park. He asked if the wording Coalville Heroes could be included in the renaming of the park.

Councillor J Geary reminded members that this suggestion had not been consulted upon.

Councillor M Specht suggested that the consultation should be restarted to include this.

Councillor R Adams felt that considering the size of the consultation already undertaken with the school, the process should not be restarted.

Councillor J Geary expressed concerns in respect of the consultation process and relayed problems he had experienced with logging on to cast his vote.

Councillor M B Wyatt advised that he had been able to vote online. He also highlighted that there would be a similar opportunity in the following year and there was no reason this suggestion could not be incorporated at that time.

Improved Parks Signage

Officers were currently in liaison with Leicestershire County Council and further information was awaited on the potential costings. Once this was received it would be circulated to members to enable decisions to be made at the next meeting.

Councillor M B Wyatt expressed concerns in respect of the lack of amenities for people with disabilities. The Head of Community Services outlined the criteria in respect of brown signage, a number of which had not been met. It was agreed to circulate the criteria to members.

Ending of World War 1 Centenary Tree Project

Prior to the last meeting, a site visit had taken place and the Head of Community Services had met with the Royal British Legion who had expressed concerns about the site location. The ongoing support from the Council was welcomed however it was considered that the site was quite isolated and would not be visited by the membership.

Councillor J Geary highlighted comments he had received from constituents in response to the proposals expressing concerns relating to potential vandalism and the isolation of the site and suggesting that Coalville Park would be a preferable location.

Councillor J Legrys shared the concerns raised and also considered that Coalville Park would be a preferable location considering the management of the site and the number of visitors. He suggested visiting the park to assess feasibility.

Councillor P Purver welcomed the suggestion to visit Coalville Park. She suggested an installation close to the clock tower and felt that a mosaic of a poppy would be quite striking, and would be a project that children could get involved with. She highlighted that the company which had been involved with creating the colour for the ceramic poppies in London was a local company and could be involved in the project.

Members welcomed this suggestion and felt this could be quite impressive.

Councillor N Clarke reminded members that the reason the site had been chosen initially was to improve it and increase the number of visitors. He highlighted that Coalville Park already had a peace garden and questioned whether there was room for another installation.

Councillor J Geary highlighted the importance of the anniversary and felt that the project should be given the utmost respect, and delivered in the best possible location in terms of convenience for the community and where it would be best seen and appreciated.

Councillor M B Wyatt welcomed the suggestion made by Councillor P Purver.

Members agreed that the location of the Urban Forest Park be rejected, once an alternative location had been secured.

Members also agreed that the installation of a mosaic in the form of a poppy in the vicinity of the clock tower should be further explored.

The Head of Community Services advised that this suggestion would be put to the working group looking at initiatives in the memorial square area. It was agreed that the sum carried forward would also be allocated to this project.

Green Gym at Melrose Road

The equipment had been ordered and would be installed week commencing 23 January 2017.

Scotlands Play Hub Development

It had previously been agreed by the working group to defer any work on identifying improvements to Scotlands Playing Field until the situation regarding the Lillehammer Drive MUGA had been resolved. This issue was close to being resolved however it was highly unlikely that the MUGA would be relocated at Scotlands Playing Field and as such, members may wish to consider allocating a budget for proposals to develop a play hub.

Councillor J Legrys felt there was a need to consider play equipment on the site considering the additional development that was taking place. He asked whether a costed scheme could be brought to the next meeting. The Head of Community Services advised that negotiations were still ongoing and felt that the legal proceedings should be concluded prior to a scheme being brought forward. He added that work would also need to be undertaken in conjunction with Coalville Town Football Club in order to ensure the scheme complemented their facilities.

Mobile Vehicle Activated Signage

A meeting which had been arranged with LCC on 9 December 2016 had now been rearranged and would take place on 13 January 2017. Members would be invited to this meeting to look at the potential locations.

Melrose Road Recreation Ground

Proposals were presented to the group for consideration with an indicative cost of £3,000 - £3,500. Councillor D Everitt welcomed the proposals which he felt would add to the improvements on the site. It was agreed that a fully costed scheme be brought to the next meeting.

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

RESOLVED THAT:

- a) The progress update on 2016/17 Capital Projects be noted
- b) A name change from Urban Forest Park to Coalville Forest Adventure Park be proposed
- c) An alternative site be sought for the Ending of World War 1 Centenary Project
- d) The suggestion in respect of a poppy mosaic be referred to the memorial square working group
- e) A fully costed scheme for Melrose Road Recreation Ground be brought to the next meeting

21. 2016/17 EVENTS UPDATE

The Cultural Services Team Manager presented the report to members, providing an update on each event.

December – Christmas Lights Switch on Event

The 'Christmas in Coalville' event had taken place on 3 December and was well attended, with no incidents or problems reported. The use of the whole of the upper car park had worked really well and created a nice feel. The headline act 'Little Chix' had been very well received and thanks were expressed to John Sketchley at Hermitage FM. So far 212 votes had been cast for the best dressed window competition and 10 businesses had taken part in the toy trail, which was the maximum possible number. Free parking would continue on Saturdays in December.

Councillor M B Wyatt commented that quite a few of the local businesses on High Street felt that they were neglected and the clock tower was underused. He added that a lot of the High Street businesses reported that on the day of the event their income was down because the footfall had been moved away from High Street to other areas and a lot of vendors at the event were not local. As a result, local businesses did not benefit. He stated that the reason a lot of businesses on High Street did not have a tree was due to the £50 cost. He added that the Coalville Town Team did not represent traders and did not consult them at all. He felt that the event was damaging to High Street. He commented that the tree was excellent, however the area around the clock tower was underused.

Councillor J Geary thanked Councillor M B Wyatt for his comments which he felt should be taken into consideration.

The Head of Community Services advised that the comments would be considered by the Events sub group to take into consideration for next year's event. In respect of utilising the clock tower, he advised that smaller attractions could be considered for this area, however there were limitations due to the potential volume of people and safety concerns.

Councillor M Specht thanked the event organisers.

Councillor D Everitt agreed with the comments made by Councillor M B Wyatt in respect of the High Street shops. He added that there were so many people attending the event that more could be done to spread the attractions out.

Councillor P Purver complimented the leaflet which she felt worked well and looked fantastic. She also commended the signposting at the event.

Councillor J Legrys relayed comments in respect of problems with the electricity supply and the food fair traders not being local and too expensive. He added however that the event was put together by Coalville Town Team rather than the Council.

Coalville Christmas Decorations

The Christmas lights were installed on schedule and did not impinge upon the Remembrance Day commemoration. The lights on the Council offices had to undergo some level of repair as well as the lights on the clock tower. Eight of the new timers had been installed. A number of traders have put up trees on High Street which looked lovely. Coalville Market was well lit and presented a really nice effect when the lights were switched on. Following the comments made previously, the Christmas tree had benefitted from been lit from 7am until midnight each day and the picket fencing looked much better. No complaints had been received relating to the Christmas tree. The age of the lighting stock was highlighted, as well as the increasing need for repairs. Of the stock available, 55% was in full working order with the remaining 45% either failing or not working. The bagatelles on the lamp columns were also no longer available off the shelf as the technology had since moved on.

The Head of Community Services highlighted the options going forward, to replace the lighting stock or to consider an alternative funding model whereby the stock was rented.

Some members felt that it would be better to rent the lighting due to the technology progressing so quickly. It was considered that this might provide a better variation each year.

Councillor M B Wyatt commented that having a good show of lights meant a lot to residents and was a really important aspect of Christmas.

It was agreed that a report be brought to the next meeting exploring the options to enable a decision to be made.

Coalville Christmas Events – December 2016

The poster highlighting key events for December had been very well received. Work was currently in progress on the January – March version.

Councillor M Specht commented that it would be helpful if the poster showed timings and costs. The Cultural Services Team Manager advised that the poster was intended to provide a snapshot to entice people to find out more. She added that there was limited space on the poster and each event was supported by its own literature. She advised that she would relay the comments made to the Communications Team.

Councillor M B Wyatt referred to the errors made in the Coalville Town Guide which had been locally distributed. Councillor P Purver commented that when adverts were placed, usually the onus was on the person placing the advert to proof read the content before publication. She added that this would reduce the pressure on the Council. The Head of Community Services advised that this issue had been investigated and lessons learnt.

A discussion took place on the proposed dates for the events sub group. The preferred dates were Thursday, 12 January, Thursday 9 February and Wednesday, 15 March. The Cultural Services Team Manager to circulate the dates by email.

Councillor P Purver mentioned the Snibston miners gala which was seeking heritage funding. She asked if there was any way the Council could assist. The Cultural Services Team Manager advised that she was meeting with Stuart Warburton about the miners gala in January and would provide an update at the next meeting if this could be progressed.

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

RESOLVED THAT:

- a) The progress update on 2016/17 events be noted
- b) The preferred dates for 2017 meetings of the events sub group are as follows:
Thursday, 12 January 2017
Thursday, 9 February 2017
Wednesday, 15 March 2017
- c) A report be brought to the next meeting to consider the options in respect of Christmas lights.

22. COALVILLE SPECIAL EXPENSES 2016/17 P7 POSITION/FORECAST OUTTURN AND DRAFT 2017/18 BUDGET

The Head of Community Services presented the report to members, highlighting the forecast overspend which was not a cause for concern at this point.

In response to a question from Councillor J Geary, the Head of Community Services advised that the reduced income from Broomleys Cemetery was not due to an increase in cremations.

The Head of Community Services advised that the draft budget for the 2017/18 financial year was balanced and highlighted the note in respect of the assumed Council Tax base increase which would provide additional funding to the Special Expenses budget. He added that the exact figure was not yet known and an update would be provided at the next meeting. He highlighted the key areas he considered appropriate for allocation of this additional resource, which were Christmas lights, events and grounds maintenance.

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

RESOLVED THAT:

- a) The 2016/17 P7 position/forecast outturn be noted
- b) The draft budget for 2017/18 be noted

The meeting commenced at 6.30 pm

Councillors R Adams and J Legrys left the meeting at 7.16pm during item 5, 2016/17 Events Update

Councillor N Clarke left the meeting at 7.23pm during item 5, 2016/17 Events Update

Councillor M B Wyatt left the meeting at 7.26pm during item 5, 2016/17 Events Update

The Chairman closed the meeting at 7.39 pm