

Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 17 October 2017
Location	Board Room, Council Offices, Coalville
Officer to contact	Democratic Services (01530 454512)

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

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

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest and whether it is pecuniary or non-pecuniary.	
3. PUBLIC QUESTION AND ANSWER SESSION	
4. MINUTES	
Minutes of the meeting held on 19 September 2017	3 - 12
5. BUSINESS RATES RETENTION PILOT BID	
Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	13 - 18



6.	BUILDING CONFIDENCE IN COALVILLE PROGRAMME ("COALVILLE PROJECT") - UPDATE	
	Report of the Chief Executive Presented by the Leader	19 - 26
7.	ASHBY CULTURE AND LEISURE QUARTER PROJECT	
	Report of the Interim Strategic Director of Place Presented by the Community Services Portfolio Holder	27 - 32
8.	LOCAL CODE OF CORPORATE GOVERNANCE	
	Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	33 - 46
9.	AUTHORITY TO AWARD THE CONTRACT FOR HOUSING PAINT PACK DECORATION	
	Report of the Director of Housing Presented by the Housing Portfolio Holder	47 - 50
10.	IBSTOCK CONSERVATION AREA: ADOPTION OF CHARACTER APPRAISAL AND BOUNDARY REVIEW	
	Report of the Interim Strategic Director of Place Presented by the Regeneration and Planning Portfolio Holder	51 - 94
11.	SALE OF RECYCLABLES	
	Report of the Interim Strategic Director of Place Presented by the Community Services Portfolio Holder	95 - 98

Circulation:

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

MINUTES of a meeting of the CABINET held in the Board Room, Council Offices, Coalville on TUESDAY, 19 SEPTEMBER 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 N Clarke, J G Coxon, D Everitt, J Geary, G Hault, R Johnson, J Legrys, S Sheahan and M Specht

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

29. APOLOGIES FOR ABSENCE

There were no apologies for absence.

30. DECLARATION OF INTERESTS

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

Councillor R Blunt declared a pecuniary interest in item 5 – Response to HS2 Environmental Impact Consultation as a land owner in the affected area and would leave the meeting for the consideration of the item.

Councillor T J Pendleton declared a pecuniary interest in item 5 – Response to HS2 Environmental Impact Consultation as his daughter owned property in the affected area and would leave the meeting for the consideration of the item.

Councillor J G Coxon and S Sheahan (attending as observers) declared a pecuniary interest in item 5 – Response to HS2 Environmental Impact Consultation as property owners in the affected area and would leave the meeting for the consideration of the item.

31. PUBLIC QUESTION AND ANSWER SESSION

There were no questions received.

32. MINUTES

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

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

RESOLVED THAT:

The minutes of the meeting held on 25 July 2017 be approved and signed as a correct record.

Reason for decision: To comply with the Constitution

33. RESPONSE TO HS2 ENVIRONMENTAL IMPACT CONSULTATION

Having declared a pecuniary interest in the item Councillor R Blunt left the chair and with Councillors J G Coxon, T J Pendleton and S Sheahan left the meeting for the consideration of the item.

Councillor A V Smith took the Chair.

The Community Services Portfolio Holder presented the report to Members.

She reminded Members that HS2 had confirmed the route as a variant of the 2013 route and it was holding a number of meetings along the route which included one in Measham later in the week. She advised that a consultation on the Environmental Impact was being held which closed on the 29 September and the Council's response was attached as appendix 1 and she was pleased that HS2 had responded to the comments made about the November 2016 route. She informed Members that the Council was working closely with all those who had been impacted by the route and that at least 40 businesses had been contacted about the impact. She also advised Members that the Council had been consulted on the East Midlands Rail Franchise the deadline for which comments were to be received by was the 11 October and the Council's response was attached at appendix 2 adding that the authority was broadly content with the proposal but reminded the HS2 about the River Mease Special Area of Conservation.

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

RESOLVED THAT:

- 1) The suggested response to the HS2 phase 2B Environmental Impact Assessment Scope and Methodology Consultation at appendix 1 be endorsed; and
- 2) The suggested response to the East Midlands Rail Franchise Consultation at appendix 2 be endorsed

Reason for decision: To provide officers with authority to respond to the technical consultations concerning the HS2 Phase 2b Environmental Impact Assessment Scope and Methodology (Appendix 1) and the East Midlands Trains Franchise Consultation (Appendix 2).

Councillor R Blunt, J G Coxon, T J Pendleton and S Sheahan returned to the meeting.

Councillor R Blunt returned to the chair.

34. DISCRETIONARY RATE RELIEF SCHEME 2017/18

The Corporate Portfolio Holder presented the report to Members.

He advised Members that the report outlined the proposed scheme to distribute the £293,000 funding allocated for North West Leicestershire to businesses that had seen increases in the level of business rates they pay following the revaluation which came into effect in April. He informed Members that the funding was announced by the Chancellor in March 2017 and would support businesses for a 4 year period, although the funding for the following 3 years would dramatically reduce.

He highlighted that Local Authorities had the discretion to design their own scheme to support local businesses and that the scheme for North West Leicestershire would support approximately 139 small businesses with an average discount of 23%, adding that the major precepting authorities had confirmed their support with the scheme. He informed Members that following Cabinet approval, the companies who met the criteria would be contacted to award the relief.

It was moved by Councillor N J Rushton, seconded by Councillor A V Smith and

RESOLVED THAT:

- 1) The average 23% Discretionary Rate Relief Scheme for 2017/18 be approved and
- 2) Authority be delegated to the Section 151 Officer to amend the scheme based on actual levels of applicants for 2017/18 and future funding allocations for the next 3 financial years to 2020/21

Reason for decision: Requirement of Financial Procedure Rules

35. AUTHORITY TO AWARD THE CONTRACT FOR GAS SUPPLY

The Corporate Portfolio Holder presented the report to Members.

He advised Members that the charge for gas over a four year period was in the region of £760,000 and Members were therefore being asked to delegate authority to award the contract to the Interim Director of Resources in consultation with himself as Portfolio Holder.

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

RESOLVED THAT:

Authority to award the contract for the supply of gas 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.

36. AUTHORITY TO AWARD THE CONTRACT FOR MAINTENANCE OF FIRE SAFETY SYSTEMS

The Corporate Portfolio Holder presented the report to Members.

He advised Members that the authority was looking to procure fire safety equipment servicing as a single contract from early November for a period of three years with the option to extend for two 12 month periods and If the contract was to run for five years, the estimated value for servicing alone was £90,000, and any further work identified and agreed to be done could push the overall value of the contract over £100,000. He reminded Members that contracts over £100,000 require Cabinet approval and that they were being asked to delegate authority to award the contract to the Interim Director of Resources in consultation with himself as Portfolio Holder.

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

RESOLVED THAT:

Authority to award the contract for maintenance of fire safety systems 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.

37. DOG WARDEN AND STRAY DOG KENNELING CONTRACT

The Community Services Portfolio Holder presented the report to Members.

She reminded Members that in March 2016 Cabinet had delegated authority to the Head of Legal and Support Services in consultation with herself as Portfolio Holder to award the contract and had now been informed that the sole trader was undergoing a change to a limited company, therefore it was necessary to novate the existing contract for that reason.

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

RESOLVED THAT:

- 1) The novation of the current dog warden and stray dog kennelling agreement be approved; and
- 2) Authority to conclude the novation agreement be delegated to the Head of Legal and Support Services in consultation with the Community Services Portfolio Holder.

Reason for decision: To ensure the Council discharges its statutory function under the Environmental Protection Act 1990 to appoint a dog warden and deal with stray dogs in its area

38. DESIGNATION OF HUGGLESCOTE CONSERVATION AREA

The Regeneration and Planning Portfolio Holder presented the report to Members.

The Leader invited Councillor R Johnson, Ward Member, to address the meeting.

“Thank you Chairman for allowing me to speak on the subject before you in the designation of a conservation area in my ward, I would ask before Cabinet votes on this to please consider are you satisfied that due process has been fulfilled in the consultation process.

You will see on page 56 4.1 that there were seven responses received after the closing date of 21 July. Eight in favour and two against, you will probably wonder why.

As I am Chair of my Parish Council of Hugglescote and Donington le Heath, I thought it prudent to discuss this proposal at our Parish meeting, there it was considered that the residents needed relevant information regarding the pros and cons of what a conservation area was.

We as a Council being very proactive produced an information sheet (as you have before you) and delivered to all concerned in the proposed designation area.

One has to ask WHY this Council did not do this at the beginning of the process.

Tying notices on lamp posts is not a consultation as nobody ever takes notice of them, as residents prefer involvement with good information, as not everyone has access to the internet.

It is my view that this Council has failed in its duty to consult proactively”.

Councillor T J Pendleton thanked Councillor R Johnson for his comments but stated that he had been aware of many similar consultations done in other areas of the district and

only one had been challenged. He informed Members that the consultation had been held between 12 June and 21 July and that all twelve responses, of which seven were late, had all been considered.

He highlighted to Members that it had been suggested that the Church of St John the Baptist should be included, however the church was already a listed building and was separated from the proposed area by a modern housing development. It had also been suggested that the Community Centre at the crossroads be included. He informed Members that the Community Centre was separated from the proposed area by a terrace of Georgian houses which was typical for large parts of the wider area and it would be more appropriate to include the centre on a local list of heritage assets which would afford the building some status and protection.

Councillor R Blunt stated that he felt that Councillor R Johnson had added some value in his role as Chairman of the Parish Council in sharing the message and that he understood that home owners in the area had concerns over what they could do to the buildings in the area, but the value of properties tended to increase in a designated conservation area.

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

RESOLVED THAT:

The designation of the Hugglescote Conservation Area be approved.

Reason for decision: Designation of the Hugglescote conservation area 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 ("the 1990 Act") relating to the designation and review of conservation areas.

39. AUTHORITY TO AWARD THE CONTRACT FOR REPAIRS TO THE MEMORIAL CLOCK TOWER, COALVILLE

The Corporate Portfolio Holder presented the report to Members.

He informed Members that the Memorial Clock Tower was a Grade II listed building owned by the Council, it had been designed by a Coalville company and unveiled in 1925 and that the Council had been maintaining it and had carried out basic repairs where necessary, but a recent survey had shown a significant amount of work was now required, estimated at about £120,000.

He advised that the opportunity had arisen to obtain external funds from the War Memorials Trust to pay for some of the costs of the required repairs and that an application had been made that if successful, the Trust would reimburse the Council for the repairs undertaken up to the full value of the award.

He reminded Members that the Tower was a lasting memorial to those who fought so valiantly for the country and it was fitting that we should effect the necessary repairs to ensure the longevity of the iconic monument and it is the Council's desire to have the work completed in time for the following year's Remembrance celebrations, adding that it was not just a safety duty but also a moral responsibility to ensure the lifetime of the memorial.

He asked Members to make reserves available of up to £120k that would either be used alongside any grant that was awarded; or to carry out essential repairs.

Councillor R Blunt stated that this was the year to be repairing the tower ahead of the 100 year anniversary and that it was not only an incredible memorial but now a landmark in Coalville.

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

RESOLVED THAT:

- 1) Authority to tender and award the contract for repairs to the Memorial Clock Tower be delegated to the Director of Resources in consultation with the Portfolio Holder for Corporate Services.
- 2) (Up to) £120k from reserves be approved towards repairs either as part of a joint funding approach or as a standalone fund to effect essential (health & safety) repairs.

Reason for decision: The contract value exceeds the authority threshold in the Scheme of Delegation.

40. 2017/18 QUARTER 1 PERFORMANCE MANAGEMENT REPORT

The Leader invited Members of the Cabinet to talk to their portfolio areas.

Councillor T Gillard informed Members that the Enterprising Town Centres business support and funding programme had been launched with the first workshop having been held at Coalville Market in July, and it was very well attended. He advised that five further workshop would be held across the district over the following months. He highlighted to Members that the Business Focus team was working in partnership with JCP and Stephenson College to hold a Jobs & Skills Fair in October which was aimed at both those who were looking to change their job and those seeking a job. The times had been considered to cater for all.

Councillor R D Bayliss informed Members that Housing Management continued with promoting events over the summer which had been well attended. In relation to the service performance indicators he advised that the rent arrears of current tenants were being looked at and with insight it was hoped that Quarter 2 would be better, the average re-let times were still slightly higher, but compared to the previous year the figures were a great improvement and that the number of new affordable homes delivered was below target for the quarter, but the number of gifted units that were due to be handed over during the year would balance out the target.

Councillor T J Pendleton informed Members that the planning performance was remained well above the national targets, that the Design Guide Supplementary Planning document had been adopted by Council in May and would ensure that the design standards would remain high, and that the recent planning inquiry that considered the refusal of planning permission for homes on the Whitwick Green Wedge had dismissed the appeal.

Councillor A V Smith informed Members that in relation to the Leisure Service, Hood Park had retained its 'Good' grade by Quest following a maintenance assessment, that the service continued to deliver a range of physical activity interventions and that the income for leisure was down, but the centre usage was up. She highlighted that the authority had been successful in its bid to procure the treatment and disposal of the district's dry recyclables which was predicted to generate an additional income of £500k, and that Environmental Health had brought a successful prosecution against Champneys Springs Ltd for health and safety failings following an accident on site.

Councillor Blunt stated that he was proud of the Design Guide Supplementary Planning document that had been adopted by the Council as it set out good design practice and felt that it may be due to the document that the Council was receiving less complaints in relation to new developments. He advised that both the General Fund and Special Expenses budgets were forecasting a underspend of £1.06 million, the HRA was forecast to have a favourable variance of £142k and the Housing Capital Programmes were expected to be on budget at the yearend.

In relation to the management of absence he informed Members that the sickness figure for quarter 1 was 2.10 days lost per fte and that the yearend was currently forecast to be 8.4 days which was on target and well below the previous year's figure. He added that the HR team was working closely with managers on the issue of long term sickness as the figure for the current year was significantly higher than the previous year.

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

RESOLVED THAT:

The Quarter 1 Performance Report (April – June 2017) be received and noted.

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

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

The Interim Director of Resources presented the report to Members. He asked Cabinet to note the delegated write offs and that there were currently no debts over £10,000 for which Cabinet's approval for write off was sought. He reminded Members that writing off debts was only considered when all appropriate recovery and enforcement measures had been taken, or where the Council was legally prohibited from pursuing the debt, but the Council made a provision for bad debts annually.

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

RESOLVED THAT:

The amounts written off under delegated powers be noted.

Reason for decision: To comply with proper accounting practices.

42. MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY

The Community Services Portfolio Holder presented the report to Members. She congratulated the Working Party for the successful delivery of Proms and Picnic in the Park which saw over 7,000 people attend them and informed Members that despite really positive feedback she was pleased that the group was continually looking for ways to improve the event and were considering a proposed name change and revised format for Proms in the Park. She advised Members that the proposed dates for the event in 2018 were 23 and 24 June.

She asked Members to support the Working Party's recommendation in relation to the Christmas lights that included replacing non-working bagatelles with pea lights and providing an additional tree on Marlborough Square. She informed Members that the current stock was old and failing, and the investment would not only improve the displays but futureproof them until such time that alternative options could be considered.

The Community Services Portfolio Holder advised Members that she supported the Working Party in their attempts to secure external funding to help improve Coalville Forest Adventure Park and looked forward to seeing the recommendations as well as hearing about potential footpath improvements to Melrose Road Play Hub that would improve access to the new green gym.

Councillor R Blunt was pleased to support any projects that would enhance the Coalville project and acknowledged the cross-party work and support that was carried out by the Working Party.

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

RESOLVED THAT:

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

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

43. 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.

44. LAND SALE - COALVILLE

The Housing Portfolio Holder presented the report to Members on behalf of the Corporate Portfolio Holder.

The Leader invited Councillor N Clarke to address the Committee.

Councillor N Clarke thanked the Leader for the opportunity to put forward the question and the response that had been received.

Councillor R Blunt thanked the Interim Director of Resources for all his hard work as the proposal had been a key part of his work since joining the authority.

It was moved by R D Bayliss, seconded by Councillor R Blunt and

RESOLVED THAT:

1. The proposed approach to communications and engagement be approved;
2. The updated valuation / anticipated capital receipt of the site be noted;
3. The latest draft masterplan that will form the basis of the submission for outline planning consent be approved.

Reason for decision: Cabinet approval is required to approve the valuation of the site and the draft masterplan that will form the basis of the submission for outline planning permission and public consultation.

Councillor G Hoult left the meeting at 5.17pm

Councillor N J Rushton left the meeting at 5.18pm

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.39 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 17 OCTOBER 2017

Title of report	BUSINESS RATES RETENTION PILOT BID
Key Decision	a) Financial No b) Community No
Contacts	Councillor Nicholas Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk Financial Planning Manager 01530 454707 tracy.ashe@nwleicestershire.gov.uk
Purpose of report	To seek approval to seek to become a business rates pilot for 2018-19 as part of a Leicestershire-wide business rates pilot bid. To have the necessary delegations in place to submit and enter into the pilot.
Reason for Decision	Requirement of Financial Procedure Rules
Council Priorities	Business and Jobs Value for Money
Implications:	
Financial/Staff	Financial issues are contained within the report.
Link to relevant CAT	None.
Risk Management	The pilot provides opportunities for retaining more of the increased income from business growth within Leicestershire. In the unlikely event that business rates income is significantly below the level predicted, there is a risk that the pilot arrangements will be less robust than the current pool arrangements in place if there is a need to call upon safety net payments and there are insufficient resources in the Pool.
Equalities Impact Screening	Not required.
Human Rights	No implications.
Transformational Government	No implications.

Comments of Deputy Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	Corporate Leadership Team
Background papers	Invitation to Local Authorities in England to pilot 100% Business Rates Retention in 2018/19 and to pioneer new pooling and tier-split models.
Recommendations	<p>THAT CABINET</p> <ol style="list-style-type: none"> 1. SUPPORTS THE APPLICATION TO BECOME A BUSINESS RATES PILOT FOR 2018-19 AS PART OF A LEICESTERSHIRE-WIDE BUSINESS RATES PILOT BID TO PIONEER NEW POOLING AND TIER-SPLIT MODELS. 2. DELEGATES AUTHORITY TO THE DIRECTOR OF RESOURCES IN CONSULTATION WITH THE PORTFOLIO HOLDER (CORPORATE) TO AGREE THE DETAIL OF THE BUSINESS RATES PILOT BID (IN CONJUNCTION WITH OTHER LEICESTERSHIRE LOCAL AUTHORITIES) WITH RESPECT TO THE FINANCIAL ASPECTS AND OVERALL GOVERNANCE OF THE PILOT BID. 3. DELEGATES AUTHORITY TO THE DIRECTOR OF RESOURCES IN CONSULTATION WITH THE PORTFOLIO HOLDER (CORPORATE) TO SUBMIT A JOINT BID (IN CONJUNCTION WITH OTHER LEICESTERSHIRE LOCAL AUTHORITIES) AND ENTER INTO A PILOT AGREEMENT WITH DCLG IF THAT BID OUTCOME IS SUCCESSFUL.

1.0 BACKGROUND

- 1.1 On 1 September 2017 DCLG published an invitation to Local Authorities in England to submit a bid to pilot 100% Business Rates Retention in 2018/19. The invitation was specifically aimed at new pooling arrangements and tier-split models of authorities.
- 1.2 On 1 April 2017, the Government launched five pilots of 100% business rates retention within areas with ratified devolution deals. The Government are now seeking to extend the pilots to test more technical aspects of the proposed new system.
- 1.3 The deadline for bids is Friday 27 October 2017.
- 1.4 The approval of the Chairman of the Council has been given for exemption to the Council's Scrutiny Procedure Rules in relation to Call-In, since any call-in would prevent

the ability to submit the bid by the 27 October deadline and, given that the application will be on a combined Leicestershire basis, would remove the opportunity for all Leicestershire Authorities to participate.

2.0 EXISTING LEICESTERSHIRE BUSINESS RATE POOL

- 2.1 Since 2013-14, local authorities have retained 50% of locally collected rates, and any associated growth, with the balance returned to central government. This central share is then largely returned to local authorities through grants.
- 2.2 For authorities operating within a locally agreed pool there is no requirement to pay a levy to the Government allowing these funds to be retained in the sub region.
- 2.3 The Leicester and Leicestershire Pool (the Pool) was established in 2013/14 and consisted of the seven districts, Leicester City Council, the County Council and the Combined Fire Authority.
- 2.4 In accordance with the legal agreement entered into, any surpluses generated by the Pool are transferred to the Leicester and Leicester Enterprise Partnership (LLEP) for investment back into schemes and projects in the LLEP area.
- 2.5 Currently there is a safety net threshold of 92.5% of the baseline funding which limits losses for authorities who, in any year, see significant reductions in their income from the rates retention scheme. For authorities within a pool, this safety net is on a pooled basis.

3.0 PILOT STATUS INVITATION

- 3.1 DCLG have clearly stated in their pilot invitation document that they would like to see authorities apply jointly for pilot status.
- 3.2 To be accepted as a pilot, agreement must be secured locally from all relevant authorities to be designated as a pool for 2018/19 (in accordance with Part 9 of Schedule 7B to the Local Government Finance Act 1988) and to put in place local arrangements to pool their additional business rates income. This is already in place for Leicester and Leicestershire via the existing Pool.
- 3.3 100% pilots retain all locally-collected business rates. The creation of the pilots will be “fiscally neutral” at baseline, but authorities will gain from retaining 100% of growth in their business rates income, above baseline growth. The safety net threshold for the pilots will be set at 97% of the baseline funding (instead of 92.5% as now), however it is likely that the ‘no detriment’ clause included in the first wave of pilots will no longer be available. As a result, authorities must propose methods for managing risk within their bids and make it clear whether or not they are willing to become a pilot if the 2018/19 pilots operate without the benefit of the ‘no detriment’ clause.
- 3.4 As part of a joint bid, a split for sharing additional growth must be proposed and DCLG have indicated that they expect some retained income from growth to be invested to encourage further growth across the area.
- 3.5 It is highly unlikely that all applications for pilot status will be successful because of Government affordability constraints. There is likely to be a competitive process, with applications measured against the following criteria:

- a) **Applications should cover a functional economic area.** The invitation talks about covering a “functional economic geography”. This might be a current pool area or county, but could also extend further than this.
- b) **Preference for applications from two-tier areas.** Pilots will not be limited to two-tier areas, although the split between counties and districts is something DCLG clearly wants to explore. The 2017-18 pilots only included single-tier authorities. For applicants in two-tier areas such as Leicestershire, deciding on the tier split for counties and districts will be a very important and potentially difficult decision.
- c) **Proposals would promote financial sustainability.** DCLG wants pilots to show how they can be more self-reliant and require less support from the national safety net. There is some concern that 2017- 18 100% pilots are too financially beneficial for authorities, with large potential upsides and no downsides. The next round of pilot applications will need to say whether they will need the “no detriment” provision to continue. Furthermore, DCLG is proposing that the safety net (whilst increasing from 92.5% to 97% of Baseline funding level) will apply at the pilot level rather than individual authority level (as it does for the first round of pilots). This increases the risk for 2018-19 pilots, but the level of gains predicted for a Leicestershire pilot should give a sufficient safety blanket against this.
- d) **Evidence of how pooled income from growth will be used across the pilot area.** DCLG wants to see how (potentially considerable) financial gains will be used. Of principal concern, is that gains are used within the pilot to mitigate risk, and to reduce the reliance of individual authorities on the national safety net. Applications for pilot status will need to demonstrate that there would be arrangements in place to share risk and reward. Additionally DCLG wants to see how pilots would invest “some retained income from growth ... to encourage further growth across the area”. This was not something that the first round of pilots were asked to demonstrate.

3.6 DCLG is looking for a wide spread of different types of pilot. There will be particular focus on applications from rural areas (given that the majority of 2017-18 pilots are in urban areas) and from two-tier areas. A Leicestershire Pilot bid would meet both these criteria. This is a real opportunity for Leicestershire authorities whom it is felt meet many of the criteria being asked for from pilot bids.

3.7 The financial gain from being a business rates pilot is one-off additional revenue money for the year of the pilot only. The invitation to be a pilot states that the 2018-19 pilot programme will last for one year only. However, even though the additional funding is only short-term additional funding, it would allow the Council the opportunity to progress longer term options for achieving financial stability.

4.0 LEICESTER AND LEICESTERSHIRE PILOT BID

4.1 Work is currently underway to determine the anticipated financial benefit to Leicester and Leicestershire as a sub region, and, the most appropriate growth sharing split between Pool members with a view to ensuring that each authority is no worse off under the pilot than it is currently, and there is an attractive and sustainable offer to DCLG in respect of supporting economic growth and financial sustainability within Leicestershire.

4.2 The detailed financial modelling is considering how pooled income from growth can be invested to generate additional growth, including the role of the LLEP.

4.3 Pixel Financial Management are specialists in local government finance and have been appointed to provide advice to the Leicestershire authorities. They are supporting Leicestershire authorities on modelling the impact of becoming a pilot and to ensure no Leicestershire authority is detrimentally affected by becoming a pilot.

5.0 FINANCIAL IMPLICATIONS

5.1 Based upon historic and forecast levels of business rates income it is suggested that the Leicestershire Pool could benefit by circa £18.9m by becoming a pilot in 2018-19

5.2 The Leicestershire Treasurers' Association (LTA) (the authorities' S151 Officers) is looking to determine and propose how the surplus could be shared. The latest modelling indicates:

a) **Infrastructure and Housing growth** - £7m of the surplus is used to develop a range of local highway and other infrastructure projects aimed at supporting growth, the local economy and housing in Leicester and Leicestershire.

b) **Town Centre Enhancements** – £6m (£3m to the city council and £3m to the district councils) is used to deliver major capital improvements to town centres within Leicestershire. An example for North West Leicestershire is the works currently being costed for Marlborough and Memorial Square.

c) **Financial Sustainability** - To assist in the financial sustainability of all organisations £5m is allocated to address some of the budgetary and service pressures on a spend to save basis (i.e. to enable services to invest in order to achieve longer term savings).

d) The balancing amount (approximately £1m) would be shared amongst pilot participants to support revenue budgets.

5.3 In the event of the surplus available for distribution being below expectations, the order of priority will be a) to d).

6.0 RISK MANAGEMENT

6.1 NWL would forego the Revenue Support Grant (RSG) that it was due to receive in 2018-19 (which is £240,000) if it was part of a pilot, but would gain by receiving a share of the predicted gains. NWL would be entitled to a minimum share to the effect that it would be no worse off than it would have been in receipt of RSG.

6.2 Whilst removal of the 'no detriment' clause increases the risk for 2018-19 pilots, the level of gains predicted for a Leicestershire pilot should give a sufficient safety blanket against this.

6.3 However it must be recognised that the emphasis on financial sustainability and risk management is a new criteria for this round of pilots. Proposed changes to "no detriment" and the safety net are important to note because they place more risk on authorities.

6.4 As a result, decisions to proceed are being supported by robust financial modelling.

Risk identified	Risk mitigation
Business rates collections across Leicestershire fall to levels such that local authorities are worse off than they would have been if not part of the pilot scheme.	<ul style="list-style-type: none"> • Pre-decision modelling by Pixel and the LTA suggests risks are low • Ongoing monitoring arrangements at Leicestershire level are in place (existing Pool arrangements) • An internal 'safety net' provision will be created from existing surpluses generated by the existing business rates pool.

7.0 NEXT STEPS

- 7.1 As part of any application to become a pilot the Leicestershire authorities will need to prepare a proposal to DCLG setting out why Leicestershire should be considered as a pilot. As an existing Pool, Leicestershire should have a strong case as it has proven governance arrangements and has made pooling gains for each year it has operated.
- 7.2 There are expected to be around 15 bids for pilot status around the country and the likelihood is that only around 5 to 6 areas will have pilot status approved by DCLG. Therefore there will be a lot of competition for being a pilot and Leicestershire will need to set out in its bid why the Leicestershire region should be approved by DCLG.
- 7.3 Further work will be required by the Leicestershire authorities with respect to the Governance arrangements. It is suggested this work is delegated to LTA who will include governance staff in their deliberations. This work will include making proposals and reaching an agreement as to how the financial benefits from being a pilot are shared amongst all Leicestershire authorities.
- 7.4 Given the timescales Cabinet are recommended to authorise the Director of Resources following consultation with the Corporate Portfolio Holder, to submit an application and, if successful, to enter into a pilot for 100% business rates retention in 2018/19.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 17 OCTOBER 2017

Title of report	BUILDING CONFIDENCE IN COALVILLE PROGRAMME ("COALVILLE PROJECT") - UPDATE
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Richard Blunt 01530 454510 richard.blunt@nwleicestershire.gov.uk Chief Executive 01530 454833 bev.smith@nwleicestershire.gov.uk Head of Economic Development 01530 454773 kay.greenbank@nwleicestershire.gov.uk
Purpose of report	To provide Cabinet with an update on the Coalville Project.
Reason for Decision	Cabinet are updated on the progress of the Coalville Project
Council Priorities	Building Confidence in Coalville Homes and Communities Businesses and Jobs Value for Money
Implications: Financial/Staff Link to relevant CAT Risk Management Equalities Impact Screening Human Rights Transformational Government	As set out in the report. As set out in the report. Not applicable. There are no Human Rights implications. Working with other public and private partners to deliver a better deal for Coalville and maximising investment to build confidence in the town and community.

Comments of Deputy Head of Paid Service	The report is satisfactory
Comments of Deputy Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	None
Background papers	Report to Cabinet - 13 June 2017 Report to Cabinet - 25 April 2017
Recommendations	IT IS RECOMMENDED THAT CABINET NOTES AND SUPPORTS THE PROGRESS MADE BY THE COALVILLE PROJECT

1. BACKGROUND

1.1 Cabinet received an update report on the progress of the Coalville Project on 25 April 2017. Since then it has considered the following reports:

- On 13 June 2017, Cabinet approved funding towards making improvements to Marlborough Square, Memorial Square and Ashby Road and approved delegation of authority to award a contract for refurbishment of Marlborough Flats.
- On 25 July 2017, Cabinet considered an update report on the Leisure Project and a confidential report headed "Asset Management - London Road Car Park".
- On 19 September 2017, Cabinet approved delegation of authority to tender and award a contract for repairs to Coalville's Memorial Clock Tower, approved the recommendations within a progress report from Coalville Special Expenses Working Party and considered a confidential report related to potential sale of part of the NWLDC's land off Cropston Drive.

1.2 In addition, on 23 August 2017 Policy Development Group ("PDG") considered a progress report on the Leisure Project and a confidential report headed "Call-In of Cabinet Decision of 25 July 2017 entitled: Asset Management - London Road Car Park". On 19 September 2017, PDG repeated a request made at the Coalville Project Ward Member Group meeting on 18 September 2017, that Coalville Project's "Coalville Heroes" contract be reviewed at a future meeting (see section 8 below).

1.3 As such, Cabinet is already aware of a good deal of progress that has been made by the Coalville Project during 2017. This report serves to provide an outline of the above projects, together with an update on projects and activities not covered within the above, excluding the Leisure Project which is being reported to Cabinet and Council separately due to its significance to the whole of North West Leicestershire.

2. COALVILLE FRONTAGE GRANTS

Phase 1 - Hotel Street and High Street

- 2.1 Since the last update report, a further three grants have been approved for 2a Hotel Street (former Hermitage FM / Tease and Please), Kat's Antiques and Lady Lingerie. Work has been completed at Music Maker, PJ Collier, Turning Point and Coalville Constitutional Club.
- 2.2 Cabinet will recall that £350,000 has been allocated to provide grants to businesses / properties on Hotel Street and High Street. To date, £225,807 has been allocated via grant offer letters leaving £124,193 awaiting commitment.

Phase 2 - Belvoir Road, Marlborough Square and a small part of Ashby Road

- 2.3 Since Cabinet's allocation of a further £300,000 and the launch of phase 2 of the frontage grant scheme, interest has been significant. The first grant application was approved during August 2017 for Strandz hairdressers (Belvoir Road). Discussions continue with a range of other property / business owners. £271,501 is still to be allocated.

Individual properties - Emporium and the former bus depot, Ashby Road

- 2.4 Works to the frontage of the Emporium have been completed and the grant amount paid to the owner. The new "front bar" is being launched to the public on 7 October 2017 and the owner is planning an alternative launch event to which NWLDC Members will be invited (details to be confirmed).
- 2.5 Cabinet will be aware that work on refurbishment of the former bus depot, Ashby Road, appears to have stalled. The owner is in discussion with NWLDC about the current status and likely future progress of the project. The grant allocated to support improvements to the frontage of the building as part of the project has not been paid. Like all other frontage grants, the applicant will need to demonstrate that the associated work has been completed and approved before a grant can be claimed.

3. NWLDC ASSETS

Market Hall

- 3.1 Officers continue to progress the Business Development Plan for the Market Hall. Since April 2017, seven new stalls have started trading at Coalville Market Hall adding to its range and vitality, and a social media campaign is aiming to ensure that this good news is shared widely.
- 3.2 The Market Hall has participated in a number of specific events, such as "Love your Local Market" in May 2017, hosting of Stephenson College students' stalls as part of National Citizen Service activities and family fun activities were arranged throughout the summer.
- 3.3 Officers are currently considering condition surveys for the roof and floor of the Market Hall and expect Cabinet will need to consider a future report about the question of future capital investment in the site.

Cropston Drive

- 3.4 As mentioned in section 1, above, Cabinet has considered reports on the progress of the potential disposal of part of NWLDC's land off Cropston Drive during mid-2017. Plans continue to progress as agreed.

Cycle racks

- 3.5 A programme to increase the cycle rack provision in Coalville town centre has installed nineteen new racks at the Council Offices, Coalville Library, at Marlborough Square and on Belvoir Road outside the Belvoir Shopping Centre, with funding support from Leicestershire County Council ("LCC").

4 NWLDC PROJECTS

Car Parking

- 4.1 Officers have continued to monitor the impact of introduction of "Free after Three" parking in Coalville early in 2017. The Coalville Project programme board will consider an evaluation report later in 2017 and report conclusions to the Portfolio Holder as well as provide a summary in a future Coalville Project update report to Cabinet.

Enterprising Town Centres (ETC) - grants and business support

- 4.2 Although ETC grants and business support are available to businesses in each of North West Leicestershire's town centres, officers are pleased to report that eight out of a total of 18 applications to ETC (all stages) are from Coalville businesses. To date, six applications have been approved, of which two are from Coalville businesses (Alma's Cafe and Insomnia, a new nationally branded coffee shop which is expected to open for business in the Belvoir Centre before the end of November 2017).
- 4.3 Business support workshops, which aim to provide retailers with new skills, have been well received. In July 2017, Kerching Retail delivered a workshop to Market Hall stallholders which gained a positive response. This was followed by a workshop on 28 September 2017, designed for independent retailers, which focused on making the most of opportunities to increase festive trade. Nineteen delegates from 14 retailers attended. Feedback included: "A really good event"; "I'm now thinking of new things I can do to increase sales this Christmas"; "I would like to find out about how I can get involved in the Christmas in Coalville event"; "It's a great refresher of what we should be doing to improve our business".

5 LCC ASSETS

- 5.1 NWLDC received an outline planning application for part of the Snibston site during September 2017 (144 homes on 5.8 hectares).
- 5.2 LCC has informed NWLDC Members and officers that they expect to build the proposed walkway from the Snibston site to Oliver's Crossing, make improvements to Oliver's Crossing and make improvements to traffic calming measures on Ashby Road during the remainder of the 2017/18 financial year.

- 5.3 This report notes LCC's Adults and Communities Overview and Scrunity Committee report of 12 September 2017 which states that LCC "has been working with stakeholders to discuss the potential opportunities for the Century Theatre to grow and develop as a community arts venue".

6 MARLBOROUGH SQUARE

- 6.1 NWLDC'S urban designer has created two alternative designs for the future of the public realm in Marlborough Square, further to Cabinet's allocation of a total of £1.1million. The Coalville Project Ward Member Group was consulted on the designs on 18 September 2017, ahead of a further consultation meeting with business and property owners.
- 6.2 On 25 September 2017 a meeting with business and property owners on Marlborough Square and adjacent areas of Jackson Street and Belvoir Road was well attended. Officers agreed to consider a number of suggestions made during the discussion, including: positioning of bus stops; the preferred location of a fully-pedestrianised area and extent of a shared space; and the range of events that could be hosted in the redesigned public space. NWLDC's Urban Designer will consult with some individual attendees due to their specific concerns or needs (for example representatives of the church, taxi service and bus companies). The attendees wished to meet again to consider a further iteration of the concept design.
- 6.3 The indicative designs have been discussed with LCC's Highway engineers. LCC, who will undertake the detailed design and complete the associated works, expect to be able to start delivery of the agreed scheme once work described in section 5.2 above is completed, subject to securing the necessary approvals i.e. at the start of the 2018/19 financial year.

7 MEMORIAL SQUARE

- 7.1 Cabinet allocated £25,000 towards the pot of funds needed to make improvements to the public realm of Memorial Square in June 2017 and approved a further sum towards the cost of repairs to the Memorial Clock Tower in September 2017, with works expected to be completed ahead of November 2018. It is acknowledged that works on the Tower must be completed without impact on Remembrance events in 2017 and 2018, and that works on the public realm should be planned for after 2018 events, which will recognise the Centenary of the end of the First World War.
- 7.2 Coalville Special Expenses Working Party are continuing to develop plans for a commemorative installation at Memorial Tower, to be installed well ahead of events in November 2018.

8 ENGAGEMENT PROJECTS

Coalville Heroes

- 8.1 Coalville Project's Community Engagement contract with Deana Wildgoose and Julia Burkin (known as "Coalville Heroes") has continued delivery, with monthly contract review meetings conducted by the Head of Economic Development. Performance against targeted outputs has been strong. The contract concludes on 2 December 2017.

- 8.2 Notable achievements during 2017 include leadership of a "Fit and Fed" programme which offered a total of 750 attendances at sessions of sports and food activities for targeted young people during the school summer break, working in partnership with NWLDC, funded by Voluntary Action Leicestershire. Coalville Heroes also established themed Thursday evening drop-in sessions for Coalville's young people (at Co-op's cafe, focussing on specific activities such as parkour, orienteering, poetry and creative writing, drumming), and installed a piano for public use at the Market Hall.
- 8.3 Coalville Heroes were unsuccessful in their application for Heritage Lottery Fund's Kick the Dust funding, but were subsequently invited to discuss elements of their proposal, creating the possibility of a further partnership application for different funding.
- 8.4 Projects delivered by Coalville Heroes have been recognised as follows: nomination for Rural Community Council's Award for Community Engagement; shortlisted for East Midlands Regional Heritage Awards under the Innovation category for "Heritage Hero Pen Racer" game and under the Engaging Young People and Children Category for "Captured on film: Heritage Matters".
- 8.5 Officers are currently considering the implications of the ending of this contract, with two questions in mind:
- i) which, if any, of Coalville Heroes' delivery projects could or should be continued?
 - ii) if it is agreed that any elements should continue, then where will funding come from, what will be the specific brief and how will the delivery be procured?

The original intent of this contract was to give the contract holders a period of funding which would enable them to develop a future sustainable funding model.

- 8.6 There is a commitment to open and competitive tendering for all future provision of community engagement in support of the Coalville Project. Recommendations will be made by the Coalville Project programme board to the Portfolio Holder, with decisions about future community engagement contracts made within the relevant delegations.

Heritage and cultural projects

- 8.7 NWLDC sponsored Performing Arts at Century Theatre to bring the first ever live ballet performance to Century Theatre in May 2017. The performance of Cinderella sold out. NWLDC distributed an allocation of tickets (part of the sponsorship agreement) to Coalville's dance school members and students that would otherwise not be able to attend, free of charge. As a result of the success of this event, the Coalville Project has agreed to sponsor a second visit of Vienna Festival Ballet, with Swan Lake being performed on 16 March 2018.
- 8.8 Following many months of joint working, NWLDC and Coalville Heritage Society were pleased to unveil the "Coalville Timeline" which is now installed on the metal hoardings on Hotel Street, generating regional publicity and much interest from passers-by. The launch event was timed to promote "Hello Heritage", NWLDC's version of Heritage fortnight, with many of the district's heritage venues getting involved.

- 8.9 Activities recognising Coalville's Famous Fifty have been ongoing (this is the name given to the group of fifty local men that were the first volunteer soldiers to step onto French soil during the First World War), with an exhibition planned in the Market Hall during November 2017. A community play, telling the story of the Famous Fifty, is expected to be performed in late Spring 2018.
- 8.10 The second Coalville Colour Run took place on 17 September 2017. This well attended and enjoyable event had 650+ people register to take part, generating lots of very positive media coverage, and fun for all participants and others attending the after event party in Coalville Park. The organiser, Gina King of local charity Living Without Abuse (LWA), has advised that the event raised £10,000 for LWA and other local charities. NWLDC was the main sponsor, and will ensure that future events are provided with appropriate levels of officer support (16 September 2018 is the date set for next year).
- 8.11 The Christmas in Coalville event, organised by officers in support of Coalville Special Expenses Working Party (CSEWP) will take place on 2 December 2017, on the Market Hall car park and in the Belvoir Centre. Agreement has been reached with Coalville Town Team that NWLDC will be solely responsible this year. CSEWP has also agreed to support the financial cost of improvements to Coalville's Christmas decorations (lights and trees).

9 HOUSING

- 9.1 It is worth noting that there are a number of housing projects that will benefit Coalville in the coming months, including: refurbishment of Marlborough Flats will be completed before the end of 2017 (and the building will be renamed as Jackson Court); new Council housing will be delivered on Linford and Verdon Crescents, and east midlands homes will deliver new rented homes on a site sold to them by NWLDC at Hamilton Road, Greenhill.

10 OTHER POTENTIAL PROJECTS

- 10.1 The Portfolio Holder and Chief Executive continue to welcome discussion with potential developers of a number of key sites in Coalville, including the Grieves site, the former bakery and the former Rex cinema. Officers continue to monitor all site sales and business openings / closures, and seek to influence future investment decisions for the benefit of Coalville's current and future residents and business population. Officers welcome local intelligence shared by Members.

11 COMMUNICATION AND STAKEHOLDER ENGAGEMENT

- 11.1 Officers continue to monitor all media coverage of Coalville and present a regular analysis to the programme board and Portfolio Holder. The general trend has been positive, with a great deal of effort being made to celebrate good news stories via NWLDC-led communication, the Choose Coalville website and social media.
- 11.2 NWLDC continues to create and publish events posters which draw residents' and visitors' attention to the range of activities and events taking place in the months ahead.
- 11.3 Meetings of the Coalville Project stakeholder groups have continued to take place (the last were in June 2017): the October Coalville Project Ward Member Group meeting was brought forward to 18 September to ensure that members could be briefed / consulted on

work related to Cropston Drive and Marlborough Square (mentioned above). All others groups will meet during October, as planned.

12 GOVERNANCE

- 12.1 The Coalville Project programme board continues to meet regularly (every 4-6 weeks), reviewing all projects, communications activity and a financial summary. In recent months, the Head of Planning and Regeneration has joined the programme board to ensure connectivity with all individual planning projects and overall planning policy development for Coalville.

13 FINANCIAL IMPLICATIONS

- 13.1 Where relevant, prior sections of this report outline the financial implications of the activities described. Delivery of these projects will be accommodated within existing Officer time and budgets or arrangements that are already in place following Cabinet approval. The programme board includes a Finance Officer, and a review of overall programme finances is undertaken at each programme board meeting.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**CABINET – 17 OCTOBER 2017**

Title of report	ASHBY CULTURE AND LEISURE QUARTER PROJECT
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Alison Smith MBE 01530 835668 alison.smith@nwleicestershire.gov.uk Interim Strategic Director of Place 01530 454555 tony.galloway@nwleicestershire.gov.uk Head of Economic Development 01530 454773 kay.greenbank@nwleicestershire.gov.uk
Purpose of report	To provide an update on progress of this council's contribution to creation of Ashby's Culture and Leisure Quarter and to request the required resource to undertake the works.
Reason for Decision	To allocate resources to undertake the works
Council Priorities	Value for Money Business and Jobs Homes and Communities
Implications:	
Financial/Staff	Costs are outlined within the report
Link to relevant CAT	N/A
Risk Management	The car park project has identified risks to the project and appropriate mitigation. Risks are reviewed regularly by the project team.
Equalities Impact Screening	None discernible
Human Rights	No implications
Transformational Government	N/A
Comments of Deputy Head of Paid Service	The report is satisfactory

Comments of Deputy Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	<ul style="list-style-type: none"> • Corporate Leadership Team members • Car park project team members, including representatives of Legal, Property and Procurement teams
Background papers	<ul style="list-style-type: none"> • Confidential Cabinet report 8 March 2016 – Proposal to acquire brownfield site for development of car parking • Confidential Cabinet report 14 June 2016 – Proposal to acquire brownfield site for development of car parking • Cabinet report 13 December 2016 – Ashby Cultural and Leisure Quarter Project
Recommendations	<p>IT IS RECOMMENDED THAT CABINET:</p> <ol style="list-style-type: none"> 1) NOTES THE PROGRESS TO DATE IN DEVELOPMENT OF ASHBY’S CULTURE AND LEISURE QUARTER AND SPECIFICALLY THE COUNCIL’S NEW NORTH STREET CAR PARK 2) AGREES TO ALLOCATE A MAXIMUM OF £100,000 TO ENSURE THAT THE ORIGINAL VISION FOR ASHBY CULTURE AND LEISURE QUARTER CAN BE DELIVERED 3) APPROVES DELEGATED AUTHORITY FOR COMMITMENT OF THE ALLOCATED FUNDS TO THE (INTERIM) STRATEGIC DIRECTOR OF PLACE IN CONSULTATION WITH THE PORTFOLIO HOLDER

1.0 BACKGROUND

- 1.1 This council purchased the former Ashby Health Centre site at a cost of £255,000 and Cabinet approved an initial budget for the demolition and construction of a new short stay car park for Ashby at its meetings on the 8 March and 14 June 2016. On 13 December 2016, Cabinet endorsed a vision for Ashby’s Culture and Leisure Quarter, approved allocation of a revised estimate of the total funding required, and provided delegated authority for commitment of an additional 5% of the total costs, from council reserves.
- 1.2 The following sections of this report explain progress of development of Ashby Culture and Leisure Quarter, under a number of key headings: Ashby Project; Ashby Culture and Leisure Quarter including the new North Street car park; Hood Court parking; Hood Park Leisure Centre; Procurement; Planning; Financial implications.

2.0 ASHBY PROJECT

- 2.1 Cabinet are already aware that Ashby Town Council has established the 'Ashby Project' which is seeking to deliver priorities set out in the draft Ashby Neighbourhood Plan. A programme board is overseeing progress of the project, and business, heritage and culture / leisure stakeholder groups are meeting regularly to develop and deliver project ideas. The Ashby Project provides recommendations to Ashby Town Council, for agreement and allocation of available funds, if required. NWLDC allocated £300,000 towards delivery of the Ashby Project's aims, of which £100,000 is now supporting the cost of the new North Street car park, detailed below.
- 2.2 At its outset the Ashby Project aimed to shape the town centre into three areas, known as:
- i) the Culture and Leisure Quarter, which includes NWLDC's Hood Court, Hood Park Leisure Centre and adjacent leisure facilities, the existing North Street car park and other assets such as Ashby Library (which includes NWLDC's Tourist Information Centre, Ashby Museum and Venture Theatre)
 - ii) the Business Quarter, essentially comprising the retail town centre
 - iii) and the Heritage Quarter, which includes the castle and Bath Grounds.
- 2.3 NWLDC is represented on the Ashby Project programme board, and is leading the meetings of the Culture and Leisure Quarter and Business stakeholder groups, as well as providing officer support across many areas such as Community Focus, Communications, Cultural Services, Leisure Services and Business Focus. The Head of Economic Development provides updates on progress to the Portfolio Holder on a regular basis.

3.0 ASHBY CULTURE AND LEISURE QUARTER

- 3.1 The 13 December 2016 report to Cabinet set out the vision for, and key components of Ashby's Culture and Leisure Quarter. At that time, total costs were estimated (provided by architects rg+p). Section 8 below sets out the current position on costs.
- 3.2 The detailed specification for the new North Street car park, which forms a major component of the Culture and Leisure Quarter scheme, was finalised in June 2017, following which detailed costings have been provided by the appointed contractor (Interserve).
- 3.3 The prior health centre site was fenced off during August 2017, and 'soft' demolition of the building started during September 2017. Once the contractor is able to confirm a date for removal of the gas supply a firm date will be set for actual demolition of the building to start (with appropriate publicity arranged for NWLDC and Ashby Town Council). The scheme is expected to take a maximum of 6 months to deliver, from the commencement of the actual demolition.
- 3.4 Cabinet will recall that the vision for the Culture and Leisure Quarter included creation of a new statue (estimated cost £55,000) and improvements to the exterior of Hood Park Leisure Centre (estimated cost £30,000) as well as creation of a well-designed, multi-use space that will be used as a car park for the majority of the time, but can be used for one-off or regular events such as markets, festive celebrations or other community or council activities. The design includes trees and other soft landscaping, a sustainable drainage system, electric car charging points, with a central area that is completely clear of obstacles to make it suitable for event use, and relocation of the

existing Hood Park decorative gates. Some parts of the detailed specification have now resulted in increases to the cost of the scheme.

- 3.5. Leicestershire County Council have agreed to make, and fund, improvements to the adjacent pavements and roadways, timed to coincide with the construction of the new car park area.

4.0 HOOD COURT PARKING

- 4.1 NWLDC's Hood Court sheltered housing scheme currently has access to dedicated parking spaces for residents, users and emergency services on land that will become the new North Street car park. Agreement has been reached on how the current parking arrangements will be replicated or improved.
- 4.2 Parking for emergency services and drop off /pick up at Hood Court will continue to be available at the front of the building. NWLDC's Housing team is now working on a plan to create dedicated parking spaces at the rear of the building, with a financial contribution being made by this project (as explained in section 8 below).

5.0 HOOD PARK LEISURE CENTRE

- 5.1 The vision for the Culture and Leisure Quarter included improvements to the exterior of Hood Park Leisure Centre (in order to improve its attractiveness and visual impact on the remainder of the quarter) at an estimated cost of £30,000.
- 5.2 Via the Ashby Project and Ashby Town Council, discussions have started with a potential corporate sponsor of the Culture and Leisure Quarter (a timber products company that already has a close relationship with National Forest Company). This company has provisionally agreed to supply, at no cost, cladding to some of the leisure centre boundary walls, materials for seating and signage for the car park scheme. Officers are ensuring that all appropriate fire safety standards will be met, but welcome the generous offer of support, the alignment with the National Forest that will result, and the opportunity to strengthen Ashby's positioning as a 'forest town'.
- 5.3 The Leisure Services team, with Property Services, are currently developing the detailed specification of the Hood Park Leisure Centre boundary improvements, in consultation with Culture and Leisure Quarter stakeholders. A planning application will need to be made to secure approval for any changes proposed.
- 5.4 Improvements to Hood Park Leisure Centre will be designed with consideration of impact on the corporate Leisure Project.
- 5.5 The Ashby Project has approached NWLDC with two proposals regarding Hood Park Leisure Centre: i) that it is renamed in its entirety to "Ashby de la Zouch leisure centre" and ii) that the outdoor pool is renamed as a "lido" in order to recognise its heritage, quirkiness and unique offer to residents and visitors. Officers will ensure that any decisions related to these proposals are made within appropriate governance and consultation protocol.

6.0 PROCUREMENT

- 6.1 Procurement and Legal Services have determined that the proposed procurement route with Interserve to deliver the remainder of the contract via the SCAPE minor works framework is in accordance with the Contract Procedure Rules and all relevant procurement legislation.

7.0 PLANNING

- 7.1 Conditional planning permission was granted for the car park scheme on 5 September 2017. The car park project team are currently working on satisfying the planning conditions.
- 7.2 The planning application did not include two elements of the original vision of the Culture and Leisure Quarter (statue and Hood Park Leisure Centre improvements) due to concerns about the emerging aggregate cost of the original scope of the project.

8.0 FINANCIAL IMPLICATIONS

- 8.1 NWLDC engaged Interserve from the SCAPE framework to manage and deliver the car park project.
- 8.2 Cabinet have previously allocated a total of £950,000 to deliver the original scheme, which included creation of the new car park (a well-designed multi-use space), improvements to the boundary of Hood Park Leisure Centre (£30,000) and a sculpture (£55,000), which is intended to indicate the new gateway to the Leisure and Culture Quarter. As mentioned above, the two latter items have been excluded from the planning application for the new car park and the cost plan provided by the contracted design team due to concerns about aggregate cost. The £950,000 total includes the £100,000 contribution from the Ashby Project 'pot' mentioned in section 2.1.
- 8.3 The cost plan for the delivery stage was received from Interserve during August 2017. Officer due diligence continues. The cost plan details costs as follows:

Table 1

Construction cost	£453,157.65
Preliminaries	£82,795.42
Sub total	£535,953.07
Interserve mgmt fee @ 1.75%	£9,379.18
SCAPE admin fee @0.95%	£5,180.66
Contract lump sum cost	£550,512.90
Contingencies	
Client risks	£31,250.00
Cost plan considerations	£34,000.00
Grand Total	£615,762.90

- 8.4 "Clients risks" includes items that might incur costs during the next stage of the project: examples include unexpected land contamination, costs related to resolving planning conditions, or additional highways requirements.
- 8.5 "Cost plan considerations" covers items where savings might be made if items are provided by sponsors or a particular part of the project does not go ahead, or costs are not yet confirmed (e.g. landscaping £10,000).
- 8.6 Aggregating the above cost with others incurred for site purchase, design development and other related costs reveals:

Table 2

Cost to date (incl. site purchase)	£258,626.00
Preconstruction contract	£63,923.37
Construction contracts (inc. demolition)	£615,762.90
Total	£938,312.27
Hood Court parking	
(Estimated) contribution to total project cost	£10,749.00
Total total costs	£949,061.27

- 8.7 As can be seen above, the £950,000 budget allocated by Cabinet is now expected to cover the cost of demolition and creation of the car park scheme and a small financial contribution towards the cost of replacement parking for Hood Court. Cabinet should note that once a contract with Interserve is signed the contract lump sum cost of £550,512.90 will not increase (but could decrease) as the contractor takes on all financial risk other than those already excluded (mentioned in 8.4 and 8.5 above).
- 8.8 Cabinet are invited to allocate a further £100,000 to ensure that the associated elements of the original vision can be delivered (comprising a maximum of £50,000 for a sculpture and £30,000 for improvements to Hood Park Leisure Centre) including a contingency for other unforeseen costs (£20,000).
- 8.9 If agreed, the additional funds can be allocated from reserves of unallocated surpluses from 2015/16 and 2016/17.
- 8.10 It is anticipated that the cost of a sculpture can be significantly lower than £50,000 as a preference has been expressed for a wooden carving and the Ashby Project will be invited to seek match / grant funding from appropriate sources to reduce the direct cost to NWLDC.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 17 OCTOBER 2017

Title of report	LOCAL CODE OF CORPORATE GOVERNANCE
Key Decision	a) Financial No b) Community No
Contacts	Councillor Nicholas Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk Financial Planning Manager 01530 454707 tracy.ashe@nwleicestershire.gov.uk
Purpose of report	To seek approval of the Local Code of Corporate Governance
Reason for Decision	To ensure a fit for purpose Code exists
Council Priorities	Value for Money
Implications:	
Financial/Staff	None.
Link to relevant CAT	None.
Risk Management	None.
Equalities Impact Screening	Not required.
Human Rights	No implications.
Transformational Government	No implications.

Comments of Deputy Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	Corporate Leadership Team Audit and Governance Committee
Background papers	Local Code Of Corporate Governance – Audit And Governance Committee 27 September 2017
Recommendations	THAT CABINET - APPROVES THE LOCAL CODE OF CORPORATE GOVERNANCE

1.0 BACKGROUND

- 1.1 The Local Code of Corporate Governance describes the arrangements in place to ensure that the council conducts its business in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively.
- 1.2 The Local Code for North West Leicestershire District Council was last reviewed and updated in 2009. Since then, The Chartered Institute of Public Finance & Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE) have issued revised joint guidance on corporate governance, and the code presented in Appendix A reflects up to date guidance.
- 1.3 The Code was approved by members of the Audit and Governance Committee on 27 September 2017. Following approval by Cabinet, the Code will then be made publicly available on the Council's website.

APPENDIX 1

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CORPORATE GOVERNANCE

Local Code of Corporate Governance

1 INTRODUCTION

- 1.1 Governance is about how we ensure that we are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner. It comprises the systems and processes, and cultures and values, by which we are directed and controlled and through which they account to, engage with and where appropriate, lead their communities.¹
- 1.2 The Chartered Institute of Public Finance and Accountancy in association with SOLACE have published a new Framework entitled 'Delivering Good Governance in Local Government 2016'. The document defines the principles that should underpin the governance of each local government organisation and forms the basis of our Local Code of Corporate Governance.

2 SUMMARY OF COMMITMENT

- 2.1 By adopting this Local Code of Corporate Governance, we are responding to the CIPFA/SOLACE Joint Working Group Guidance and Framework entitled 'Delivering Good Governance in Local Government'.
- 2.2 In doing so we will:
- Accept the seven core principles set out in section 3 below as the basis for our Corporate Governance arrangements.
 - Publish an Annual Governance Assurance Statement with the Council's Statement of Accounts.
 - Draw up Action Plans of improvements to our corporate governance arrangements, such plans to be monitored by the Audit and Governance Committee.

3 FUNDAMENTAL PRINCIPLES OF CORPORATE GOVERNANCE

- 3.1 Set out in this document is the Council's proposed updated Local Code of Corporate Governance which is based on the seven core principles adopted for local government from the report of the Independent Commission on Good Governance in Public Services. The seven principles being:-

Principle A - Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

¹ CIPFA/SOLACE Delivering Good Governance in Local Government Framework 20161

Principle B – Ensuring openness and comprehensive stakeholder engagement

Principle C – Defining outcomes in terms of sustainable economic, social, and environmental benefits

Principle D – Determining the interventions necessary to optimise the achievement of the intended outcomes

Principle E – Developing the entity's capacity, including the capability of its leadership and the individuals within it

Principle F – Managing risks and performance through robust internal control and strong public financial management

Principle G - Implementing good practices in transparency, reporting, and audit to deliver effective accountability

Principle A - Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

The Council is committed to:

Behaving with Integrity

- Ensuring members and officers behave with integrity and lead a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the organisation.
- Ensuring members take the lead in establishing specific standard operating principles or values for the organisation and its staff and that they are communicated and understood. These should build on the Seven Principles of Public Life (The Nolan Principles).
- Leading by example and using these standard operating principles or values as a framework for decision making and other actions.
- Demonstrating, communicating and embedding the standard operating principles or values through appropriate policies and processes which are reviewed on a regular basis to ensure they are operating effectively.

Demonstrating strong commitment and ethical values

- Seeking to establish, monitor and maintain the organisation's ethical standards and performance
- Underpinning personal behaviour with ethical values and ensuring they permeate all aspects of the organisation's culture and operation
- Developing and maintaining robust policies and procedures which place emphasis on agreed ethical values
- Ensuring that external providers of services on behalf of the organisation are required to act with integrity and in compliance with high ethical standards expected by the organisation

Respecting the rule of law

- Ensuring members and staff demonstrate a strong commitment to the rule of the law as well as adhering to relevant laws and regulations
- Creating the conditions to ensure that the statutory officers, other key post holders and members are able to fulfil their responsibilities in accordance with legislative and regulatory requirements
- Striving to optimise the use of the full powers available for the benefit of citizens, communities and other stakeholders
- Dealing with breaches of legal and regulatory provisions effectively
- Ensuring corruption and misuse of power are dealt with effectively

Principle B – Ensuring openness and comprehensive stakeholder engagement

The Council is committed to:

Openness

- Ensuring an open culture through demonstrating, documenting and communicating the organisation's commitment to openness
- Making decisions that are open about actions, plans, resource use, forecasts, outputs and outcomes. The presumption is for openness. If that is not the case, a justification for the reasoning for keeping a decision confidential should be provided
- Providing clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about the criteria, rationale and considerations used. In due course, ensuring that the impact and consequences of those decisions are clear
- Using formal and informal consultation and engagement to determine the most appropriate and effective interventions/ courses of action

Engaging comprehensively with institutional stakeholders

- Effectively engaging with institutional stakeholders to ensure that the purpose, objectives and intended outcomes for each stakeholder relationship are clear so that outcomes are achieved successfully and sustainably
- Developing formal and informal partnerships to allow for resources to be used more efficiently and outcomes achieved more effectively
- Ensuring that partnerships are based on: trust, a shared commitment to change, a culture that promotes and accepts challenge among partners and that the added value of partnership working is explicit

Engaging stakeholders effectively, including individual citizens and service users

- Establishing a clear policy on the type of issues that the organisation will meaningfully consult with or involve individual citizens, service users and other stakeholders to ensure that service (or other) provision is contributing towards the achievement of intended outcomes.
- Ensuring that communication methods are effective and that members and officers are clear about their roles with regard to community engagement
- Encouraging, collecting and evaluating the views and experiences of communities, citizens, service users and organisations of different backgrounds including reference to future needs
- Implementing effective feedback mechanisms in order to demonstrate how their views have been taken into account
- Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity
- Taking account of the interests of future generations of tax payers and service users

Principle C – Defining outcomes in terms of sustainable economic, social, and environmental benefits

The Council is committed to:

Defining outcomes

- Having a clear vision which is an agreed formal statement of the organisation's purpose and intended outcomes containing appropriate performance indicators, which provides the basis for the organisation's overall strategy, planning and other decisions
- Specifying the intended impact on, or changes for, stakeholders including citizens and service users. It could be immediately or over the course of a year or longer
- Delivering defined outcomes on a sustainable basis within the resources that will be available
- Identifying and managing risks to the achievement of outcomes
- Managing service users' expectations effectively with regard to determining priorities and making the best use of the resources available

Sustainable economic, social and environmental benefits

- Considering and balancing the combined economic, social and environmental impact of policies, plans and decisions when taking decisions about service provision
- Taking a longer-term view with regard to decision making, taking account of risk and acting transparently where there are potential conflicts between the organisation's intended outcomes and short-term factors such as the political cycle or financial constraints
- Determining the wider public interest associated with balancing conflicting interests between achieving the various economic, social and environmental benefits, through consultation where possible, in order to ensure appropriate trade-offs
- Ensuring fair access to services

Principle D – Determining the interventions necessary to optimise the achievement of the intended outcomes

The Council is committed to:

Determining interventions

- Ensuring decision makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and including the risks associated with those options. Therefore ensuring best value is achieved however services are provided
- Considering feedback from citizens and service users when making decisions about service improvements or where services are no longer required in order to prioritise competing demands within limited resources available including people, skills, land and assets and bearing in mind future impacts

Planning interventions

- Establishing and implementing robust planning and control cycles that cover strategic and operational plans, priorities and targets
- Engaging with internal and external stakeholders in determining how services and other courses of action should be planned and delivered
- Considering and monitoring risks facing each partner when working collaboratively including shared risks
- Ensuring arrangements are flexible and agile so that the mechanisms for delivering outputs can be adapted to changing circumstances
- Establishing appropriate key performance indicators (KPIs) as part of the planning process in order to identify how the performance of services and projects is to be measured
- Ensuring capacity exists to generate the information required to review service quality regularly
- Preparing budgets in accordance with organisational objectives, strategies and the medium term financial plan. Informing medium and long term resource planning by drawing up realistic estimates of revenue and capital expenditure aimed at developing a sustainable funding strategy

Optimising achievement of intended outcomes

- Ensuring the medium term financial strategy integrates and balances service priorities, affordability and other resource constraints
- Ensuring the budgeting process is all-inclusive, taking into account the full cost of operations over the medium and longer term
- Ensuring the medium term financial strategy sets the context for ongoing decisions on significant delivery issues or responses to changes in the external environment that may arise during the budgetary period in order for outcomes to be achieved while optimising resource usage
- Ensuring the achievement of 'social value' through service planning and commissioning.

Principle E – Developing the entity’s capacity, including the capability of its leadership and the individuals within it

The Council is committed to:

Developing the entity’s capacity

- Reviewing operations, performance and use of assets on a regular basis to ensure their continuing effectiveness
- Improving resource use through appropriate application of techniques such as benchmarking and other options in order to determine how the authority’s resources are allocated so that outcomes are achieved effectively and efficiently
- Recognising the benefits of partnerships and collaborative working where added value can be achieved
- Developing and maintaining an effective workforce plan to enhance the strategic allocation of resources

Developing the capability of the entity’s leadership and other individuals

- Developing protocols to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early on in the relationship and that a shared understanding of roles and objectives is maintained
- Publishing a statement that specifies the types of decisions that are delegated and those reserved for the collective decision making of the governing body
- Ensuring the leader and the chief executive have clearly defined and distinctive leadership roles within a structure whereby the chief executive leads the authority in implementing strategy and managing the delivery of services and other outputs set by members and each provides a check and a balance for each other’s authority
- Developing the capabilities of members and senior management to achieve effective shared leadership and to enable the organisation to respond successfully to changing legal and policy demands as well as economic, political and environmental changes and risks by:
 - ensuring members and staff have access to appropriate induction tailored to their role and that ongoing training and development matching individual and organisational requirements is available and encouraged
 - ensuring members and officers have the appropriate skills, knowledge, resources and support to fulfil their roles and responsibilities and ensuring that they are able to update their knowledge on a continuing basis
 - ensuring personal, organisational and system-wide development through shared learning, including lessons learnt from governance weaknesses both internal and external
- Ensuring that there are structures in place to encourage public participation
- Taking steps to consider the leadership’s own effectiveness and ensuring leaders are open to constructive feedback from peer review and inspections
- Holding staff to account through regular performance reviews which take account of training or development needs
- Ensuring arrangements are in place to maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing

Principle F – Managing risks and performance through robust internal control and strong public financial management

The Council is committed to:

Managing risk

- Recognising that risk management is an integral part of all activities and must be considered in all aspects of decision making
- Implementing robust and integrated risk management arrangements and ensuring that they are working effectively
- Ensuring that responsibilities for managing individual risks are clearly allocated

Managing performance

- Monitoring service delivery effectively including planning, specification, execution and independent post implementation review
- Making decisions based on relevant, clear objective analysis and advice pointing out the implications and risks inherent in the organisation's financial, social and environmental position and outlook
- Ensuring an effective scrutiny or oversight function is in place which encourages constructive challenge and debate on policies and objectives before, during and after decisions are made thereby enhancing the organisation's performance and that of any organisation for which it is responsible (OR, for a committee system)
Encouraging effective and constructive challenge and debate on policies and objectives to support balanced and effective decision making
- Providing members and senior management with regular reports on service delivery plans and on progress towards outcome achievement
- Ensuring there is consistency between specification stages (such as budgets) and post implementation reporting (e.g. financial statements)

Robust internal control

- Aligning the risk management strategy and policies on internal control with achieving the objectives
- Evaluating and monitoring the authority's risk management and internal control on a regular basis
- Ensuring effective counter fraud and anti-corruption arrangements are in place
- Ensuring additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control is provided by the internal auditor
- Ensuring an audit committee or equivalent group or function which is independent of the executive and accountable to the governing body, provides a further source of effective assurance regarding arrangements for managing risk and maintaining an effective control environment and that its recommendations are listened to and acted upon

Managing Data

- Ensuring effective arrangements are in place for the safe collection, storage, use and sharing of data, including processes to safeguard personal data
- Ensuring effective arrangements are in place and operating effectively when sharing data with other bodies
- Reviewing and auditing regularly the quality and accuracy of data used in decision making and performance monitoring

Strong public financial management

- Ensuring financial management supports both long term achievement of outcomes and short-term financial and operational performance
- Ensuring well-developed financial management is integrated at all levels of planning and control, including management of financial risks and controls

Principle G – Implementing good practices in transparency, reporting, and audit to deliver effective accountability

The Council is committed to:

Implementing good practice in transparency

- Writing and communicating reports for the public and other stakeholders in an understandable style appropriate to the intended audience and ensuring that they are easy to access and interrogate
- Striking a balance between providing the right amount of information to satisfy transparency demands and enhance public scrutiny while not being too onerous to provide and for users to understand

Implementing good practice in reporting

- Reporting at least annually on performance, value for money and the stewardship of its resources
- Ensuring members and senior management own the results
- Ensuring robust arrangements for assessing the extent to which the principles contained in the Framework have been applied and publishing the results on this assessment including an action plan for improvement and evidence to demonstrate good governance (annual governance statement)
- Ensuring that the Framework is applied to jointly managed or shared service organisations as appropriate
- Ensuring the performance information that accompanies the financial statements is prepared on a consistent and timely basis and the statements allow for comparison with other similar organisations

Assurance and effective accountability

- Ensuring that recommendations for corrective action made by external audit are acted upon
- Ensuring an effective internal audit service with direct access to members is in place which provides assurance with regard to governance arrangements and recommendations are acted upon
- Welcoming peer challenge, reviews and inspections from regulatory bodies and implementing recommendations
- Gaining assurance on risks associated with delivering services through third parties and that this is evidenced in the annual governance statement
- Ensuring that when working in partnership, arrangements for accountability are clear and that the need for wider public accountability has been recognised and met

4 REVISIONS OF THE LOCAL CODE

- 4.1 The contents of this Local Code will be reviewed when necessary usually on an annual basis.

NWLDC

REVIEWED AND UPDATED – FEBRUARY 2008

REVIEWED – JUNE 2009

REVIEWED AND UPDATED – SEPTEMBER 2017

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**CABINET – 17 OCTOBER 2017**

Title of report	AUTHORITY TO AWARD THE CONTRACT FOR HOUSING PAINT PACK DECORATION
Key Decision	a) Financial Yes b) Community No
Contacts	Councillor Roger Bayliss 01530 411055 roger.bayliss@nwleicestershire.gov.uk Director of Housing 01530 454819 glyn.jones@nwleicestershire.gov.uk
Purpose of report	The report requests that Cabinet delegate authority to award the contract for Housing Paint Pack Decoration to the Director of Housing in consultation with the Portfolio Holder.
Reason for Decision	The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation.
Council Priorities	Value for Money.
Implications:	
Financial/Staff	A robust evaluation of the bids will allow the most economically advantageous bid to be selected, achieving an efficient service for the council over the life of the contract and giving council tenants a choice, increasing satisfaction levels.
Link to relevant CAT	Not applicable
Risk Management	Not applicable
Equalities Impact Screening	Not applicable
Human Rights	None discernible

Transformational Government	Not applicable
Comments of Deputy Head of Paid Service	The report is satisfactory
Comments of Deputy Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	None
Background papers	None
Recommendations	IT IS RECOMMENDED THAT CABINET DELEGATE AUTHORITY TO AWARD THE CONTRACT FOR HOUSING PAINT PACK DECORATION TO THE DIRECTOR OF HOUSING IN CONSULTATION WITH THE PORTFOLIO HOLDER.

1.0 BACKGROUND

- 1.1 Since 1 January 2014, tenants have been issued with a Decoration Paint Pack, which is designed to improve the internal decoration of their new home, where the property has been identified as requiring decoration.
- 1.2 An inspection of the empty home is undertaken at the point of it being available for re-let. The Empty Homes Chargehand determines whether a Paint Pack is applicable due to the internal décor of a property not being adequate. This pack is then made available in a limited range of colours and is dependent on type and size of property.
- 1.3 The existing contract ends on 31 December 2017.
- 1.4 The packs consist of the required decorating materials such as paint, brushes, sandpaper and dust sheets. The Council has “quality control” over the materials being used in our properties, whilst allowing tenant choice on colour.
- 1.5 Tenants benefit by having the packs they choose delivered directly to them, rather than having to find a store in the area they live.
- 1.6 The award of a new contract will allow the Council to:
- Maintain administration costs
 - Provide a continued better deal to tenants by ensuring quality goods and a reduction in pricing for future purchases
 - Tailor packs against property condition which allows us to include materials such as specialised kitchen/bathroom paint, sundries including filler and dust sheets and finish to paint types such as gloss or satin for woodwork

- Offer additional “compensation” elements against planned investment work such as rewiring, giving the option for re-decoration rather than cash/rent account credits.

2.0 TIMESCALES AND EVALUATION

	DATE
Evaluation of Submissions	17 November 2017
Contract Award	1 December 2017
Contract Commencement	1 January 2018

2.1 Tenders will be measured against the evaluation criteria, which will be weighted towards the scheme which will cost NWLDC the least. Other criteria under consideration will be:

- Non chargeable delivery/collection options
- Ability to offer variety of paint packs
- Additional benefits to the tenant (i.e. discounted items outside of contract)

3.0 RESOURCE IMPLICATIONS

3.1 The initial contract period is three years, and will commence on 1 January 2018 and end on 31 December 2020. There is an option to extend the contract for a further two years, in annual increments, subject to satisfactory performance and business need.

3.2 The estimated value of this contract is £175,000 over the five year period, £35,000 per annum. The budget will be increased for 2018/19, in line with the new contract start date.

3.3 The contract will be procured via a compliant procurement process in accordance with the constitution (contract procedure rules) and all relevant procurement legislation.

4.0 CONCLUSION

4.1 The existing scheme was reviewed by our involved tenants at the Housing Management Working Group. After considering the options available they concluded the award of a contract to a single provider for tenants and the Council via the procurement process represents the most appropriate way forward.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**CABINET – 17 OCTOBER 2017**

Title of report	IBSTOCK 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>Interim Strategic Director of Place 01530 454555 tony.galloway@nwleicestershire.gov.uk</p> <p>Head of Planning and Regeneration 01530 454782 jim.newton@nwleicestershire.gov.uk</p>
Purpose of report	(a) To consider responses to the recent public consultation; (b) To adopt the character appraisal and boundary review for the Ibstock conservation area.
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; (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	<p>Business and Jobs Adoption of the character appraisal and boundary review would contribute toward achieving the Council's aim of supporting sustainable development and growth.</p> <p>Homes and Communities Adoption of the character appraisal and boundary review would contribute toward achieving the Council's aim of people feeling proud of their homes and communities.</p>

Implications:	
Financial/Staff	Adoption of the boundary review would 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' under the Town and Country Planning (General Permitted Development) (England) Order 2015. In some circumstances a planning application would not attract an application fee. See paragraph 2.1ff below.
Link to relevant CAT	Not applicable.
Risk Management	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 Deputy Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	Public consultation was carried out between 8 May and 16 June 2017, as detailed in section 3 of the report below.
Background papers	Draft character appraisal and maps Draft boundary review and maps Initial consultation statement www.nwleics.gov.uk/ibstock
Recommendation	IT IS RECOMMENDED THAT THE CABINET ADOPTS THE CHARACTER APPRAISAL AND BOUNDARY REVIEW FOR THE IBSTOCK CONSERVATION AREA.

1 BACKGROUND

- 1.1 Section 69(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (“the 1990 Act”) defines a conservation area as an area of special architectural or historic interest, the character of which it is desirable to preserve or enhance.
- 1.2 The Council has a duty under Section 69(1) of the 1990 Act to determine periodically which parts of its area meet this definition and to designate these areas as conservation areas. The Council also has a duty under Section 69(2) of the 1990 Act to review periodically the past exercise of this duty and to consider whether any further parts of their area meet this definition and to designate those parts as conservation areas accordingly.
- 1.3 Council officers have prepared a draft character appraisal and boundary review for the Ibstock conservation area in accordance with Section 69(2) of the 1990 Act. Please refer to appendices 1 and 2 attached to this report. 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.
- 1.4 The draft character appraisal and boundary review were informed by initial consultation with Cllr John Clarke, Ibstock Parish Council and the Ibstock Local History Society.

2 IMPLICATIONS

- 2.1 The boundary review proposes to add some properties to the conservation area, including:
 - Properties at the NE end of the High Street, between the Whimsey Inn and the former Palace Cinema;
 - Open land surrounding the Church of St Denys;
 - Open land to either side of Overton Road.
- 2.2 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.
- 2.3 Inclusion of a property in a conservation area would mean that planning permission would be required for the works listed below. 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.

- 2.4 Anyone intending to cut down, top, lop or uproot any tree in a conservation area that is not protected by a tree preservation order must give the Council six weeks' notice of their intention to do so in accordance with section 211 of the Town and Country Planning Act 1990 unless an exception under Article 15 of the Town and Country Planning (Tree Preservation)(England) Regulations 2012 ("2012 Regulations") applies. A notification of this kind would not attract a fee.
- 2.5 If a tree is protected by a tree preservation order, it is subject to the normal tree preservation order controls contained within the 2012 Regulations. A notification of this kind would not attract a fee.
- 2.6 The 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.

3 CONSULTATIONS

- 3.1 Between 8 May and 16 June 2017 the following people and organisations were consulted on the draft character appraisal and boundary review:

- The District Councillor for Ibstock West;
- Leicestershire County Council and Measham Parish Council;
- Historic England and the seven National Amenity Societies;
- Ibstock Local History Society;
- Owners and occupiers affected by the draft boundary review.

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

- On the High Street, outside the former Palace Cinema;
- Outside 41-43 High Street;
- At the corner of High Street and Gladstone Street;
- At the corner of High Street and Reform Road;
- At the corner of High Street and Overton Road;
- On Hinckley Road, outside the former Crown Inn.

- 3.3 The Conservation Officer met with Ibstock Parish Council on 6 June to discuss the draft character appraisal and boundary review.

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

4 PUBLIC CONSULTATION RESPONSES

- 4.1 Eleven consultation responses were received; two of these responses were received after 16 June 2017. Seven respondents supported the boundary review; two of these respondents asked for further areas to be added to the conservation area. Four respondents objected to the boundary review. Historic England and Ibstock Parish Council declined to comment upon the draft documents.

- 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 Cabinet adopts the character appraisal and boundary review for the Ibstock conservation area.
- Land to the rear of 117 to 121 High Street
- 4.3 The boundary review proposes to add land to the rear of 117 to 121 High Street to the conservation area, because of its historic interest. The character appraisal refers to the land as 'the crofts'. The land is owned by a private resident (119 High Street) and a volume housebuilder (121 High Street), who have objected to the addition of this land to the conservation area. The context to this objection is as follows.
- 4.4 In about 1998 seventy-seven houses were built on land to the rear of 73 to 107 High Street ("the Hextall Drive development"). In the Council's adopted local plan (2002) the land to the rear of 109 to 121 High Street is allocated for the development of up to fifty houses (Policy H4I).
- 4.5 Since 2009 the Council has made an annual strategic housing land availability assessment ("SHLAA"). As part of the SHLAA, the volume housebuilder has invited us to consider the suitability of land to the rear of 109 to 115 High Street for housing development (our reference IB20). The housebuilder has not invited us to consider the suitability of land to the rear of 117 to 121 High Street.
- 4.6 The Council's latest SHLAA describes the development of land to the rear of 109 to 121 High Street as "not currently achievable", because "the site does not appear to have suitable access to the highway network". There is a ransom strip between this land and the Hextall Drive development. On this basis the land has not been taken into account in determining the district's five year housing land supply.
- 4.7 In 2015 the volume housebuilder requested initial pre-application advice regarding the development of sixty-three houses on land to the rear of 109 to 121 High Street (our reference PAAM/2014/109). The Council issued initial pre-application advice and informed the housebuilder that further pre-application advice would incur a fee of £1,800. No further correspondence was received.
- 4.8 The Council's emerging local plan proposes that land to the rear of 109 to 121 High Street should fall outside the Limits to Development, in accordance with the findings of the latest SHLAA. The volume housebuilder was consulted regarding the emerging local plan in 2015 and 2016. The housebuilder did not respond to either consultation.

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**IBSTOCK CONSERVATION AREA
CHARACTER APPRAISAL**

**REVISED
OCTOBER 2017**

Contents

1 Introduction

1.3 Purpose of the character appraisal

2 Location and setting

3 Historic development (c.1066 to c.1929)

3.2 Sources

3.3 Manorial and administrative history

3.7 Medieval Ibstock (c.1066 to c.1538)

3.11 Post-medieval Ibstock (c.1538 to c.1848)

3.19 Victorian and Edwardian Ibstock (c.1848 to c.1929)

3.21 Below ground remains

4 Redevelopment (c.1929 to present)

4.2 Infill development c.1929 to c.1960

4.4 Demolition since c.1960

4.5 Infill development since c.1960

5 Character analysis

5.8 Around Hall Street

5.12 Manor House and White House

5.17 High Street (SW)

5.22 High Street (NE)

6 Open spaces

6.1 Rectory and Church

6.5 Overton Road

6.9 The Crofts

7 Key views and landmarks

8 Opportunities for enhancement

8.1 Development opportunities

8.4 Archaeological opportunities

8.6 Materials and details

8.8 Open spaces

9 Problems and pressures

9.2 The local centre

9.5 Condition of buildings

10 Bibliography

Maps

- M1 Historic development
- M2 Redevelopment
- M3 Designated boundary
- M4 Character zones
- M5 Age of buildings
- M6 Use of buildings
- M7 Indicative heights
- M8 Walling materials
- M9 Roofing materials

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 Ibstock conservation area was designated in June 1992. A character appraisal was adopted in September 2001. Boundary amendments have been made as the result of this appraisal; the designated boundary is shown on map 3.

Purpose of the Character Appraisal

- 1.3. This document appraises 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. Ibstock is a parish in NW Leicestershire District. Ibstock is about 4 miles S of Coalville and 6½ miles SE of Ashby-de-la-Zouch. It is about 14 miles W of Leicester.
- 2.2. The publication version of the NW Leicestershire Local Plan (NWLDC, 2016) recognises Ibstock 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”. Ibstock is expected to provide about 140 new dwellings by 2031.
- 2.3. For statistical purposes, neighbourhoods are divided into Lower Super Output Areas (LSOAs). The whole of the conservation area is in “NW Leicestershire 13F”. The level of deprivation in this LSOA is greater than the national median¹.

¹ NW Leicestershire 013F ranks 9419 out of 34378 LSOAs in England and Wales, with 1 being the most deprived. The national median is 17189. Indices of Multiple Deprivation (2015).

- 2.4. The settlement core is situated on the Gunthorpe member, a broad band of Triassic mudstone running SW-NE. About 2km to the NE, the Ibstock Brickworks exploits the Tarporley formation, an outcropping of Triassic siltstone.
- 2.5. The settlement core is situated on ground that slopes down SE toward an unnamed tributary of the River Sence [1]. The High Street is situated at 130m AOD; 300m to the SE, Overton Road crosses the water course at 115m AOD.
- 2.6. The conservation area is composed of two distinct parts. The SW part of the conservation area is the larger and includes properties at Hall Street and the SW end of the High Street. The setting of the SW part of the conservation area is generally urban and comprises:
- To the SW, modern development on the W side of Hinckley Road including the Sunnyside Estate;
 - To the NW, modern development in the historic settlement core, addressing Hall Street and Melbourne Road;
 - To the NE, modern development at Legion Drive comprising seventy-seven detached houses.

2.7. This part of the conservation area is bounded on its SE side by agricultural land that extends along Hinckley Road and Overton Road to the district boundary. This land contributes positively to the setting of this part of the conservation area, which contains several historic farmsteads.



- 2.8. The NE part of the conservation area is the smaller and includes properties at the NE end of the High Street. Land between the SW and NE parts of the conservation area comprises post-byelaw and modern development in the historic settlement core, including sites demolished in the 1960s and 1970s. The setting of the NE part of the conservation area is generally urban and comprises:
- To the NW, open land off Central Passage comprising gardens and playing fields;
 - To the NE, post-byelaw and modern development in the historic settlement core, including sites demolished in the 1960s and 1970s;

- To the SE, post-byelaw and modern development inside and outside the historic settlement core.

3. Historic development (c.1066 to c.1929)

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

Sources

- 3.2. Section 10 contains a bibliography of sources. In addition, the following sources have been consulted:

- The enclosure award map (1774) and tithe map (1838) held at Leicestershire Record Office (ROLLR references DE8666 and TI/155/1);
- Ordnance Survey 1:2500 maps of 1883, 1903, 1929, 1960 and 1973;
- Market Bosworth Rural District Council's building plan registers, 1948-74;
- NW Leicestershire District Council's planning registers, 1974 to present.

Manorial and administrative history

- 3.3. At the time of Domesday, the manor of Ibstock was held by Ingenulf de Burton. Henry de Burton was lord of the manor in the early thirteenth century; he died without male issue and the manor was divided between his sons-in-law. The manor of *Ibstock* passed to Robert de Garshall while the manor of *Ibstock Overton* passed to Sir Robert de Verdun.
- 3.4. In 1326 another Robert de Garshall died without male issue and the manor of Ibstock passed to his son-in-law, Robert Burdett of Huncote. John Burdett died in 1402 without male issue and the manor passed to his son-in-law, Humphrey Stafford (d.1419). William Stafford died in 1637 seised of "the manor of Ibstock together with that of Overton" (Nichols, 1811).
- 3.5. By 1846 Richard Curzon-Howe, the first Earl Howe, had claimed the manorial rights. His claim was "disputed by the freeholders and by Mr Brentnall of Bagworth, who purchased the ancient manor house of Sir John Astley" (White, 1846). By 1855 the dispute had been settled in Earl Howe's favour (Kelly, 1855). Francis Curzon, the fifth Earl Howe (d.1964), was the lord of the manor in 1932 (Kelly, 1932).
- 3.6. Ibstock was administered by the Market Bosworth Rural District Council from 1895 to 1974. Since that date it has been administered by North West Leicestershire District Council.

Medieval Ibstock (c.1066 to c.1538)

3.7. Ibstock appears in the Domesday Book of 1086 as *lbestoche*. While the Church of St Denys (pictured) is “almost entirely of the early fourteenth century”, it is considered “probable that a Norman church stood on the present site” (Pevsner, 1984; Armson, 1938).



3.8. The medieval settlement was extensive. Medieval development was characterised by regular areas of settlement, each divided into narrow plots extending to a common rear boundary.

3.9. On the SE side of the High Street, deep plots extended to the stream [2 to 6]. Toward the NE end of the High Street, development was more sporadic; the 1774 map indicates two unoccupied plots. Beyond this point, the plots are shallower, although it is likely that they originally extended to the stream [7].

3.10. On the NW side of the High Street, shallow plots extended to a common rear boundary [8 to 12]. Settlement on this side of the street was divided into five parcels separated by alleys (Hall Street; Reform Road; Gladstone Street; Central Passage).

Post-medieval Ibstock (c.1538 to c.1848)

3.11. Compared to medieval development, post-medieval development in Ibstock was limited in extent and generally less regular in layout. The enclosure award map (1774) indicates the Crown Inn (pictured) [13] and development to the E of the ‘S’ bend [14], as well as roadside encroachments at the junction of Chapel Street, Curzon Street and the High Street [15]. The development to the E of the ‘S’ bend is probably post medieval; it sits awkwardly in the pattern of medieval development.



3.12. The 1818 map indicates development on the E side of Hinckley Road [16].

Early post-medieval Ibstock (c.1538 to c.1714)

- 3.13. Overton Road is probably an early post-medieval route; it sits awkwardly in the pattern of medieval development. The enclosure award map (1774) indicates buildings on either side of the road. The buildings were demolished at some time between 1838 and 1883, excepting “a small ruinous structure, perhaps a chimney breast”. The structure may date from the sixteenth or seventeenth century (DOE).
- 3.14. Cawte (2000) identifies two Georgian buildings that preserve the remains of early post-medieval buildings. The Manor House preserves the remains of an earlier building with 2’ thick walls built of random stone. Holmsdale Manor preserves the remains of an earlier two-bay building with “thick walls, probably built of rubble”.

Georgian Ibstock (c.1714 to c.1848)

- 3.15. Fourthorn Farm (pictured) dates to the early eighteenth century. Cawte (2000) says that “the earliest known deeds are 1735”. The Manor House was altered substantially in the mid eighteenth century; Cawte (2000) identifies a Georgian wing, “probably built by Joseph Paget, who bought the property in 1748”. The house was known as Ibstock House until c.1901-03.



- 3.16. Ibstock’s open fields were enclosed in 1774 (Nichols, 1811). Holmsdale Manor was altered substantially in 1792 for William Clare. Cawte (2000) identifies a date stone on the rear of the building; it is “probably ex-situ”. 119 and 121 High Street date to the early nineteenth century.
- 3.17. In a terrier of 1703 the rectory is referred to as a timber building. In about 1800 it was rebuilt in brick. At about the same time the rectory garden was altered; the fish pond was made regular and the water course to the SE of the garden was made straight. These alterations are reflected in the 1774 and 1818 maps.
- 3.18. A National School [17] was built in 1818; a British School [18] was built in 1848.

Victorian and Edwardian Ibstock (c.1848 to c.1929)

- 3.19. The builder Thomas Wileman owned the White House in the late nineteenth century. Wileman converted the detached barn into two dwellings. He built a cottage adjoining the house (dated 1897) and a pair of 'Mock Tudor' houses adjacent to Holmsdale Manor (pictured). In about 1897 he restored the Church of St Denys and built the vestry; the architects were Draper & Walters of Leicester (Brandwood, 2002).



- 3.20. The OS 1:2500 map of 1903 indicates development to the SW of the National School [19] and development at the NE end of the High Street [20]. The Palace Cinema [21] was designed by Goddard & Wain of Coalville and opened in December 1912.

Below ground remains

- 3.21. Map 2 indicates an archaeological alert area. Within this area, it is likely that evidence of medieval and post-medieval settlement will survive below ground.
- 3.22. Land on either side of Overton Road is of archaeological interest. The enclosure award map (1774) indicates buildings on either side of Overton Road. The buildings were demolished at some time between 1838 and 1883. The land has not been redeveloped and it is likely to contain the buried remains of early post-medieval buildings.

4. Redevelopment (c.1929 to present)

- 4.1. Map 2 indicates the extent of demolition and infill in the historic settlement core since c.1929. The letters in square brackets in the following paragraphs refer to the labels on this map.

Infill development c.1929 to c.1960

- 4.2. In the mid twentieth century, a number of infill developments took place within the historic settlement core, including:

- Ten detached and semi-detached houses² on the SE side of Melbourne Road **[a and b]**;
- Three pairs of semi-detached houses on the NE side of Grange Road **[c]**.

- 4.3. In 1954 permission was granted for the subdivision of the rectory into two dwellings (our reference IB54/4198). A coach house was altered to form a church hall³. The church hall (pictured) opened in October 1958.



Demolition since c.1960

- 4.4. Land on either side of Chapel Street has been demolished piecemeal since c.1929 **[d]**. In the late twentieth century, a number of properties within the historic settlement core were demolished, including:

- Properties on the corner of Hinckley Road and Melbourne Road (including the former British School) were demolished c.1960-73, probably for road widening **[e and f]**;
- Properties on the NE side of Reform Road were demolished c.1960-73; part of the site was redeveloped in about 1981 as a surgery (our references 81/0074/P and 81/0961/R) **[g]**;
- 104 to 110 High Street, “four shops with flats over”, were built c.1963 (our reference IB63/8553). Remaining properties at the corner of Gladstone Street and High Street were demolished c.1960-73; the site is a surface car park **[h]**;

² A lorry garage was developed on the SW side of Reform Road. In about 2003 this was replaced with a pair of detached houses (our reference 03/00533/FUL).

³ See papers held at the Leicestershire Record Office, DE1717/93 and DE1717/94.

- Properties on the NW side of the High Street were demolished c.1960-73; the site is a surface car park [j];
- Properties on the NW side of the High Street were demolished and redeveloped c.1975-76 as “Harratts Close” (pictured), eighteen houses arranged in three terraced blocks (our references 75/0454/P and 76/0598/P) [k];



Infill development since c.1960

4.5. In the late twentieth century, a number of infill developments took place within the historic settlement core, as detailed below. The Ibstock conservation area was designated in June 1992.

- In about 1962, nine pairs of semi-detached bungalows at Bernard Close (our reference IB62/8019) [m], entailing the demolition of properties on the SW side of Gladstone Street [n];
- Before c.1973, a detached dwelling on the SE side of Melbourne Road [l];
- In about 1985, seven detached and semi-detached houses on either side of Hall Street (our references 85/01113/P and 85/0415/P) [p];
- In about 1998, seventy-seven detached houses around Legion Drive [q], entailing the demolition of 81 to 85 High Street [r];
- In about 2002, three detached houses on the NE side of Grange Road (our references 01/01105/FUL and 02/01210/FUL) [s];
- In about 2006, a pair of pseudo-detached houses on the SE side of Curzon Street (our reference 06/01925/FUL) [t].

5. Character analysis

5.1. 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.

- 5.2. In the Ibstock 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.
- 5.3. 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.
- 5.4. Red brick is the characteristic facing material locally. The Ibstock Brickworks was established in the 1830s on a site about 2km NE of the settlement core; the brickworks continue to operate. The OS 1:2500 map of 1883 indicates a brick yard on the site of Legion Drive; by 1903 the brick yard was disused.

- 5.5. Render may appear more jarring when applied to part of a uniform red brick terrace. Examples include 1 to 5 Hinckley Road and 136 to 148 High Street.



- 5.6. In the conservation area, the majority of roofs are covered with slate. Substantial minorities are covered with plain tile or non-traditional materials. Map 9 shows the roofing materials used on the principal roof slope of each building.

- 5.7. The conservation area may be considered as four character zones, as shown on map 4. The character zones are as follows:

Around Hall Street

- 5.8. There is a small group of properties around the junction of High Street and Hall Street. The group is quite densely developed and generally properties are set back from the street behind shallow forecourts or front gardens. The former Crown Inn is set back more substantially behind a surface car park. Generally boundary treatments do not contribute to the significance of the character zone.
- 5.9. Generally these properties are pre-Victorian in date. They are mostly in use as dwellings. In 2013 we granted permission for the alteration of the former Crown Inn to form a dwelling (our ref 13/00195/FUL).

- 5.10. Generally these properties are two storeys in height. A variety of facing and roofing materials are used. Red brick, painted brick and render are evident, as are plain tile, slate and non-traditional roof coverings. The uniform appearance of 1 to 5 Hinckley Road has been harmed by the introduction of render and non-traditional roof coverings.
- 5.11. The former Crown Inn, 164 High Street and 166 High Street share a distinctive sill band detail.

Manor House and White House

- 5.12. These two properties occupy a sparsely developed zone that separates the High Street from the group of properties around Hall Street. The properties are set back from the street behind large front gardens. Boundary walls and soft landscaping make a substantial contribution to the character of this zone; note a group of beech trees in the gardens of the two properties (pictured).



- 5.13. The Manor House is bounded on the NW and SW sides by tall red brick walls. The garden to the side of 164 High Street is bounded by a similar wall. The boundary wall to the White House was rebuilt c.1995 (our reference 95/0623/P).
- 5.14. The Manor House and the White House are pre-Victorian buildings; they are in use as dwellings. The detached barn at the White House was converted into two dwellings in the late nineteenth century.
- 5.15. Building heights vary between 1½ and 3 storeys. A variety of facing and roofing materials are used. Red brick, painted brick and render are evident, as are plain tile, slate and graduated slate. Non-traditional roofing materials have not intruded into this character zone.
- 5.16. The Manor House and its stable block are grade II listed buildings.

High Street (SW)

- 5.17. This large character zone is generally densely developed. The majority of properties are laid out to the back of the pavement, with a substantial minority set back behind shallow forecourts. Generally boundary treatments do not contribute to the significance of the character zone, but tall red brick walls bound the farm yard at Holmsdale Manor and the garden to the side of 111 High Street.

- 5.18. The farm yard at Holmsdale Manor offers a view of a sycamore tree. The garden to the side of 111 High Street offers glimpses of two beech trees. The sycamore tree is not in the conservation area.
- 5.19. Properties in this character zone are generally 'pre-byelaw' in date. Late Victorian and modern properties intrude to a lesser extent. Generally properties are in use as dwellings; there are scattered retail and community uses. Generally shop fronts do not contribute to the significance of the character zone, but note the traditional shop front at 136 High Street (now a dwelling).

- 5.20. Properties in this character zone are generally two storeys in height. Taller buildings have landmark value; they include Holmsdale Manor (pictured), 111 High Street and 121 High Street. The majority of properties are faced in red brick but a substantial minority are rendered. The majority of properties have slate roofs; non-traditional roof coverings intrude to a lesser extent.



- 5.21. Holmsdale Manor, 119 High Street and 121 High Street are grade II listed buildings.

High Street (NE)

- 5.22. This large character zone is generally densely developed. Generally properties are laid out to the back of the pavement; Fourthorn Farm is set back behind a substantial front garden bounded by a red brick wall.

- 5.23. Properties in this character zone are generally 'pre-byelaw' in date. Late Victorian and modern properties intrude to a greater extent. The majority of properties are in retail use or another 'Class A' use, but a substantial minority are in use as dwellings.



- 5.24. Generally traditional shop fronts survive; for example note the shop fronts at 52 High Street and 78 & 80 High Street (pictured). Some retail properties have been converted for use as dwellings, but retaining traditional shop front features. These properties are indicated on map 6 with a thick black line.

- 5.25. Building heights vary but the majority are two storeys in height. 59 High Street is a three storey building with some landmark value. About half the buildings are faced in red brick and about half are rendered. The majority of properties have slate roofs; non-traditional roof coverings intrude to a greater extent.
- 5.26. Fourthorn Farm is a grade II listed building.

6. Open spaces

Rectory and Church

- 6.1. The enclosure award map (1774) depicts the rectory garden extending from the High Street to the water course; the rectory garden enclosed the churchyard on three sides. In about 1800 the rectory garden was altered; the fish pond was made regular and the water course to the SE of the garden was made straight.
- 6.2. The Ordnance Survey 1:2500 map of 1883 depicts a rectangular enclosure to the SE of the rectory (probably a kitchen garden), an avenue of deciduous trees leading from the High Street to the church and mixed coniferous and deciduous trees along the water course. The W corner of the rectory garden was altered at some time between 1929 and 1960, probably for road widening. It is lined with cedar trees.

- 6.3. The rectory garden retains several features of interest – the rectory and its coach house; boundary walls to the NW and NE; the trees along the water course; the fish pond and the kitchen garden. The tree avenue leading from the High Street to the church (pictured) is subject to a tree preservation order. The avenue is composed mainly of limes with other species including horse chestnut.



- 6.4. The churchyard is bisected by a coniferous hedge. It may alleviate noise from Hinckley Road but visually it does not contribute positively to the conservation area.

Overton Road

- 6.5. Overton Road is probably an early post-medieval route. The enclosure award map (1774) indicates buildings on either side of the road. The buildings were demolished at some time between 1838 and 1883, excepting “a small ruinous structure, perhaps a chimney breast”. The structure may date from the sixteenth or seventeenth century (DOE).

- 6.6. Between the High Street and the entrance to the Manor House, Overton Road has an urban character. It is lined by tall brick walls and has a footway on one side.
- 6.7. Beyond the entrance to the Manor House, Overton Road has a rural character. It narrows to a single lane; there are no footways, kerbs or road markings. A third of the road is lined on both sides by avenues of trees; these are subject to a tree preservation order. A third of the road is lined by stockade fences and fragmentary stone walls. A third of the road is lined by outgrown hedgerows with hedgerow trees.
- 6.8. The water course is lined with trees here; note a group of three deciduous trees to the NW of Brookside Cottage. There is also a group of mainly deciduous trees along the SE side of South View (pictured).

The Crofts

- 6.9. This land comprises a pair of crofts associated with a pair of early nineteenth century houses. The houses are grade II listed. The crofts are bounded by outgrown hedgerows with hedgerow trees. The open nature of this land maintains the visual relationship between the historic settlement core and agricultural land on the SE side of the water course.

7. Key views and landmarks

- 7.1. The church spire is a prominent local landmark. Hinckley Road offers long views of the spire across open agricultural land, (a) from the district boundary about 1km to the S and (b) from Glebe Cottage about 200m to the S. Footpath FP552, between South Road and Overton, offers views of the spire across open land on Overton Road and the rectory garden. Development in any of these viewing corridors would harm the significance of the conservation area.

- 7.2. The ‘Mock Tudor’ houses (152 and 154 High Street) occupy a prominent corner location. 154 High Street closes the long view along the High Street looking SW. 152 High Street closes the view along the ‘S’ bend looking N.



- 7.3. The side elevation of 111 High Street closes the long view along the High Street looking NE. The elevation (pictured) features a distinctive full-height bay window.

8. Opportunities for enhancement

Development opportunities

8.1. Land between the SW and NE parts of the conservation area comprises post-byelaw and modern development in the historic settlement core, including sites demolished in the 1960s and 1970s.

8.2. There is a substantial opportunity to enhance the setting of the two parts of the conservation area through the sympathetic redevelopment of this land. Opportunity sites may include Ibstock House Surgery (pictured), 104 to 110 High Street and the adjacent surface car park. Redevelopment of this land may also offer opportunities for the investigation of below-ground remains.



8.3. 56 High Street is a modern property that contributes negatively to the significance of the 'High Street (NE)' character zone. There is an opportunity to enhance the significance of the character zone through the sympathetic redevelopment of this property.

Archaeological opportunities

8.4. The enclosure award map (1774) indicates buildings on either side of Overton Road. The buildings were demolished at some time between 1838 and 1883. The land has not been redeveloped and it is likely to contain the buried remains of early post medieval buildings.

8.5. There is a substantial opportunity to enhance our understanding of the historic development of Ibstock through the investigation of these below-ground remains.

Materials and details

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

8.7. A substantial minority of roofs are covered with non-traditional materials. In the 'High Street (NE)' character zone, non-traditional roofing materials intrude to a greater extent. There is a substantial opportunity to enhance the significance of this character zone (and the conservation area generally) through the reinstatement of traditional roofing materials.

Open spaces

- 8.8. Beyond the entrance to the Manor House, Overton Road has a rural character. A third of the road is lined by stockade fences and fragmentary stone walls. A third of the road is lined by outgrown hedgerows with hedgerow trees.
- 8.9. There is an opportunity to enhance the significance of Overton Road through the restoration of stone walls and the proper maintenance of hedgerows. Similarly there is an opportunity to enhance the significance of the 'crofts' through the proper maintenance of hedgerows.
- 8.10. In the character zone 'Around Hall Street' properties are generally set back from the street behind shallow forecourts or front gardens. In the 'High Street (SW)' character zone a substantial minority of buildings are similarly set back. Generally boundary treatments do not contribute positively to the significance of either character zone. There is an opportunity to enhance the significance of these character zones through the sympathetic replacement of boundary treatments.
- 8.11. The churchyard is bisected by a coniferous hedge (pictured); visually it does not contribute positively to the conservation area. There is an opportunity to enhance the significance of the conservation area by replacing this hedge with (e.g.) a broad leaved evergreen hedge.



9. Problems and pressures

- 9.1. The District Council's current *strategic housing land availability assessment* (SHLAA) assesses four sites in the conservation area. Two of these are considered "suitable, available and achievable". They are "land to the N of the High Street" (IB1) and Poplar Farm (IB2). Site IB1 includes land to the NE of the White House.

The local centre

- 9.2. The publication version of the NW Leicestershire Local Plan (NWLDC, 2016) defines a 'local centre' on the High Street. The local centre is broadly contiguous with the High Street (NE) character zone.

9.3. In 2012 the District Council commissioned a retail study update (Roger Tym & Partners, 2012). The retail study update found that “Ibstock appears to be struggling for vitality and viability”. The vacancy rate was “higher than the UK average”. The retail offer was “limited”, with “a number of gaps in the retail offer” and a large number of hot food takeaways.

9.4. The document noted “a number of retail uses [that] have been converted to dwellings”. It warned that “further applications of this nature [should] not serve to erode the retail function of the centre”.



Condition of buildings

9.5. A survey in February 2016 identified 67 traditional buildings in the Ibstock conservation area. 42 buildings (63%) were found to be in good condition while 22 buildings (33%) were found to be in fair condition. The survey identified 3 buildings in poor condition, including a single storey farm building at Poplar Farm.

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**IBSTOCK CONSERVATION AREA
BOUNDARY REVIEW**

**REVISED
OCTOBER 2017**

Contents

1 Introduction

2 Boundary review

2.2 Area 1: 1 to 7 Hinckley Road

2.4 Area 2: Land at Holmsdale Manor

2.5 Area 3: Ibstock House Surgery and 122 to 130 High Street

2.7 Area 4: Land between the Whimsey Inn and the Palace Cinema

2.10 Area 5: Land to the SE of the Rectory

2.15 Area 6: Land on Overton Road and 2 to 5 (cons) South Road

2.20 Area 7: Land to the rear of 117 to 121 High Street

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 Ibstock conservation area was designated in June 1992.
- 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 land and buildings that make no positive contribution to the character of the area; some of these buildings have been built since the original designation;
 - The current boundary excludes some land and 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: 1 to 7 Hinckley Road

- 2.2. It is proposed to **add** 1 to 7 Hinckley Road to the conservation area. These houses (pictured) contribute positively to the character of the area. Their age and characteristics are similar to other properties around Hall Lane. The houses are pre-Victorian. They are two storeys tall, quite densely developed and set back from the street behind shallow front gardens.



- 2.3. It is proposed to **remove** highway land fronting the Crown Inn from the conservation area, to reflect the boundaries that appear on the ground and to ensure clarity and consistency in decision making.

Area 2: Land at Holmsdale Manor

- 2.4. It is proposed to **add** land at Holmsdale Manor to the conservation area, to reflect the boundaries that appear on the ground and to ensure clarity and consistency in decision making.

Area 3: Ibstock House Surgery and 122 to 130 High Street

- 2.5. It is proposed to **remove** Ibstock House Surgery from the conservation area. The property was developed in about 1982. It is a large scale building, 1½ storeys in height. It has a non-traditional roof covering. It is set back behind a substantial surface car park with elements of soft landscaping. It does not contribute positively to the significance of the conservation area.

- 2.6. It is proposed to **remove** 122 to 130 High Street (pictured) from the conservation area. 124 to 128 High Street were built c.1903-29; 130 High Street was built c.1929-60. They are standard post-byelaw houses that do not contribute positively to the significance of the conservation area.



Area 4: Land between the Whimsey Inn and the Palace Cinema

- 2.7. It is proposed to **add** land between the Whimsey Inn and the Palace Cinema to the conservation area. The character appraisal refers to this land as 'High Street (NE)'. This land is part of the historic settlement core. It has been separated from the remainder of the conservation area by post-byelaw and modern development, including sites demolished in the 1960s and 1970s.
- 2.8. Generally this land is comparable in significance to the 'High Street (SW)' character zone. The land contains seven buildings that may be identified on the 1818 plan of Ibstock, as follows. Fourthorn Farm is a grade II listed building.
- 52 and 54 High Street;
 - 78 and 80 High Street;
 - Fourthorn Farm (86 High Street);
 - Whimsey Inn (92 High Street);
 - Ram Inn (17 High Street);
 - 51 High Street;
 - 59 High Street.

- 2.9. The National School was built in 1818. Buildings erected before about 1840 are generally of interest because of their age and rarity. The Palace Cinema (pictured) opened in December 1912; cinemas built before 1914 are generally considered suitable for listing. The historic interest of this land justifies its inclusion in the conservation area.



Area 5: Land to the SE of the Rectory

- 2.10. It is proposed to **add** land to the S of the Rectory to the conservation area, for its historic interest and for the sake of clarity and consistency in decision making.
- 2.11. The enclosure award map (1774) depicts the rectory garden extending from the High Street to the water course; the rectory garden enclosed the churchyard on three sides. In about 1800 the rectory garden was altered; the fish pond was made regular and the water course to the SE of the garden was made straight.
- 2.12. The Ordnance Survey 1:2500 map of 1883 depicts a rectangular enclosure to the SE of the rectory (probably a kitchen garden) and mixed coniferous and deciduous trees along the water course.

2.13. At present the conservation area boundary includes the NW part of the rectory garden. It excludes the SE part of the rectory garden (pictured) and key features including the fish pond, the kitchen garden and the trees along the water course.



2.14. On the other side of the water course, agricultural land extends along Hinckley Road and Overton Road to the district boundary. The open nature of land to the S of the Church and Rectory maintains the visual relationship between the agricultural land and the historic settlement core.

Area 6: Land on Overton Road and 2 to 5 (cons) South Road

2.15. It is proposed to **add** land on Overton Road (pictured) to the conservation area.

2.16. The enclosure award map (1774) indicates buildings on either side of Overton Road. The buildings were demolished at some time between 1838 and 1883, excepting “a small ruinous structure, perhaps a chimney breast”. The structure may date from the sixteenth or seventeenth century (DOE).



2.17. The land has not been redeveloped and it is likely to contain the buried remains of early post-medieval buildings. The archaeological interest of the land justifies its inclusion in the conservation area.

2.18. On the other side of the water course, agricultural land extends along Hinckley Road and Overton Road to the district boundary. The open nature of land on Overton Road maintains the visual relationship between the agricultural land and the historic settlement core.

2.19. It is proposed to **add** 2 to 5 (cons) South Road to the conservation area. These properties make no particular contribution to the character of the area, but their inclusion in the conservation area would ensure the consistent treatment of land to the SE of the historic settlement core.

Area 7: Land to the rear of 117 to 121 High Street

- 2.20. It is proposed to **add** land to the rear of 117 to 121 High Street to the conservation area. The character appraisal refers to this land as 'The Crofts'. This land comprises a pair of crofts associated with a pair of early nineteenth century houses. The houses are grade II listed. The historic interest of the land justifies its inclusion in the conservation area.
- 2.21. On the other side of the water course, agricultural land extends along Hinckley Road and Overton Road to the district boundary. The open nature of land to the rear of 117 to 121 High Street maintains the visual relationship between the agricultural land and the historic settlement core.

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Ibstock conservation area: Character appraisal and boundary review

Summary of public consultation responses

Consultee	Consultee's response	NWLDC officer comments
Resident 59 High Street	Email 10 May. While “very keen that the village [should] be beautified”, the resident objected to “being given a load of rules and regulations as to what I [would] be allowed to do”.	Not agreed. The inclusion of this property in the conservation area would mean that some works would require planning permission: An extension to the rear of the property of more than one storey; an addition or alteration to the shape of the roof; external cladding; some chimneys and satellite dishes. These restrictions do not appear excessive.
Resident 5 Hinckley Road	Telephone call 9 May. Supported the addition of 1 to 7 Hinckley Road to the conservation area, because these are “nice little cottages”.	Agreed.
Resident Lockers End	Email 15 May. Supported the boundary revisions generally. The revisions would “protect from inappropriate change” in the context of “a need for more houses”. The revisions would protect “High Street and its environs”, which is the focal point of the settlement.	Agreed.

Appendix 3

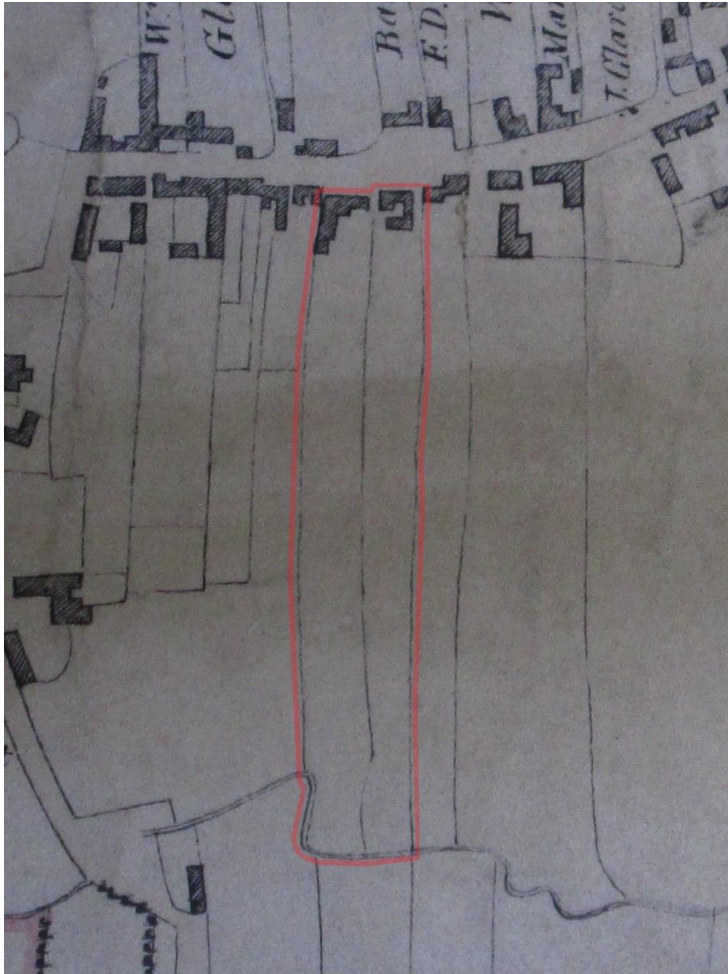
Consultee	Consultee's response	NWLDC officer comments
Resident Holmsdale Manor	Email 6 June. Supported the boundary revisions, including those to her own property and to "the fields around the church". Considered that the latter revision would "protect the rural aspect".	Agreed.
Member of the public Melbourne Road	Online comment 6 June. Supported the addition of land on Overton Road to the conservation area, because "the public footpaths [are] used by the whole community" and the appearance of the area is "in keeping with the surrounding buildings".	Agreed.
Resident 155 High Street	Online comment 7 June. Supported the boundary revisions generally. Considered it important that heritage assets "are not allowed to fall into a state of disrepair" and that "nature areas" should be conserved. Considered that "information should be made available to residents ... to ensure that changes are made sympathetically" and that council officers should be "visually present and supportive of the residents".	Agreed.

Consultee	Consultee's response	NWLDC officer comments
Owner Land to the SE of the Rectory	Letter 8 June. Agreed that the former kitchen garden "does meet the criteria for designation" but asserted that the majority of the land "simply comprises an agricultural field". Acknowledged that the land was "originally part of the Rectory garden" but argued that "this has not been the case for a considerable period of time" and that the field "does not contain sufficient interest to be designated".	Not agreed. Council officers consider that this land should be added to the conservation area because of its historic interest. While the land has been in agricultural use since perhaps the 1950s, it retains key features such as the trees along the water course. The development of this land would have a substantial effect on the setting of the parish church.
Owner Land r/o 119 High Street	Email 15 June and 30 June. Objected to the addition of their land to the conservation area: (i) considered that the addition of the land to the conservation area would be "unreasonable" and that maintenance of the land and trees would be "onerous"; (ii) considered that the addition of the land to the conservation area would have "no benefit" because the land "is completely private and cannot be seen"; and (iii) considered that "the setting of the village is already protected as it is surrounded by the National Forest [including the] Sence Valley".	Not agreed. The land is bounded by outgrown hedgerows; the character appraisal encourages their restoration. If this was done, then the continuing maintenance of the land would not be onerous. Not agreed. Appreciating the significance of a heritage asset "does not depend on public rights or ability to access it" (Historic England, 2015). The development of this land would have a substantial effect upon footpath FP552, which passes close to the west boundary of the land. Not agreed. Council officers consider that this land should be added to the conservation area because of its historic interest. The presence of the National Forest is irrelevant to this consideration.

Consultee	Consultee's response	NWLDC officer comments
Owner Land r/o 121 High Street	Letter 16 June. Objected to the addition of their land to the conservation area. It is proposed that this land be added to the conservation area because of its historic interest. The owner said "I can see no historic evidence ... The character appraisal refers to the enclosure award [map] of 1774 but does not illustrate this map ... What exactly is the evidence for the association of area 7 with the houses fronting High Street?"	Not agreed. Council officers consider that these 'crofts' should be added to the conservation area because of their historic interest. The layout of the land has altered little since 1774; see maps 1 and 2 below. The landowner was given copies of these maps and invited to revise their objection; no further correspondence was received.
Member of the public High Street	Email 22 June (late response). Supported the boundary revisions generally. Recommended that land to the rear of 109 to 115 High Street should be added to the conservation area, because this land is "similar in character to the adjacent fields [that are proposed] to be included in the conservation area".	Agreed. Not agreed. Land to the rear of 117 to 121 High Street is associated with two listed buildings and its layout has altered little since 1774. By contrast, land to the rear of 109 to 115 High Street is not associated with a listed building and its layout was altered between 1774 and 1838 and again since. See maps 1 and 2 below.

Consultee	Consultee's response	NWLDC officer comments
Ibstock Historical Society	<p>Email 3 July 2017 (late response). Supported the boundary revisions generally – “well done”. Supported specifically the addition of 1 to 7 Hinckley Road (area 1), land to the SE of the Rectory (area 5), land on Overton Road (area 6) and land to the rear of 117 to 121 High Street (area 7).</p> <p>Recommended that the boundary should include 28 and 30 High Street, “a fairly original and well maintained Victorian house”.</p> <p>Recommended that the boundary should include 112 High Street (the Post Office), “which has a similar footprint to the 1774 building”.</p> <p>Supported the appraisal of below-ground remains at paragraphs 3.21 and 3.22 – “laudable”.</p>	<p>Agreed.</p> <p>Not agreed. Whatever the significance of these properties, they are isolated on either side by areas redeveloped in the twentieth century.</p> <p>Not agreed. Whatever the significance of the Post Office, it is isolated on either side by areas redeveloped in the twentieth century.</p> <p>Agreed.</p>

Map 1. The 'crofts' as they appeared in 1774



Courtesy of the Record Office of Leicestershire, Leicester & Rutland
Reference DE8666

Map 2. The 'crofts' as they appeared in 1838



Courtesy of the Record Office of Leicestershire, Leicester & Rutland
Reference TI/155/1

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 17 OCTOBER 2017

Title of report	SALE OF RECYCLABLES
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Alison Smith 01530 835668 alison.smith@nwleicestershire.gov.uk Interim Strategic Director of Place 01530 454555 tony.galloway@nwleicestershire.gov.uk Waste Services Team Manager 01530 454663 paul.coates@nwleicestershire.gov.uk
Purpose of report	To update Members on progress following the outcome of the LCC procurement for the treatment of dry recyclables AND to seek Members approval to delegate the subsequent award of contract(s) for the sale of recyclables to the Director of Place in consultation with the Portfolio Holder.
Reason for decision	To ensure best value for the Council from the sale of recyclable materials
Council priorities	Value For Money Green Footprints Homes and Communities
Implications:	
Financial/Staff	Financial impltions contained within report
Link to relevant CAT	Green Footprints
Risk Management	The competitive process will be undertaken in line with corporate procedures
Equalities Impact Screening	None discernible
Human Rights	None discernible

Transformational Government	Not applicable
Comments of Deputy Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	Finance Department (accountancy and procurement sections), Legal Services
Background papers	LCC – Procurement of treatment facilities for dry recyclable material
Recommendations	<p>THAT CABINET;</p> <ol style="list-style-type: none"> 1. NOTES THE COUNCIL’S SUCCESS IN LEICESTERSHIRE COUNTY COUNCIL’S WASTE TREATMENT AND DISPOSAL PROCUREMENT 2. IS INFORMED THAT NWLDC WILL UNDERTAKE A COMPETITIVE PROCESS FOR THE SALE OF DRY RECYCLABLES FOLLOWING AWARD OF THE LCC PROCUREMENT 3. GIVES DELEGATED AUTHORITY TO THE DIRECTOR OF PLACE IN CONSULTATION WITH THE PORTFOLIO HOLDER TO ENTER INTO AND AWARD CONTRACTS FOR THE BEST VALUE OFFERS RECEIVED FOR THE DRY RECYCLABLES

1. BACKGROUND

- 1.1 In September 2017 Leicestershire County Council awarded the contract for the treatment and disposal of dry recyclable material collected by the district to the Council. This followed a competitive exercise in which the Council competed against private sector bidders for the right to treat and dispose of our recycling. This contract will come into effect from 1 April 2018 for a period of 7 years with the potential to extend to a maximum of 10 years.
- 1.2 As has been previously reported to Cabinet, there was a real risk that, if the Council had not won this contract, it would be faced with the cost of collecting recycling but would have to hand the collected material over to a third party and therefore not get the revenue generated by selling this material. The income from selling recyclables typically approaches £600,000 per annum (see paragraph 5 below).

- 1.3 The Council currently collects approximately 7,000 tonnes of dry recyclable material from the kerbside each year from approximately 43,000 households. Materials are collected separately and include clear glass, green/amber glass, paper, card, and mixed rigid plastics, steel cans, aluminium cans, and textiles.

2. THE PROCUREMENT PROCESS

- 2.1 The Council currently sells the recycling in what is known as a 'spot sell' arrangement whereby materials are sold as seen to reputable recycling reprocessors who are contracted on a short term basis.
- 2.2 It has been assessed that the best financial option for the Council is to continue to operate selling material on short term contracts. This provides conditions which attract a greater number of prospective bidders thus attracting the highest market rates by increasing competition. It has also been found that shorter term contracts also provides for greater contractor performance during the contract period.
- 2.3 Waste Services, in conjunction with Procurement and Legal Services, have established procedures that can be used to demonstrate the best possible return for the Council for the sale of recyclable materials on an ongoing basis.
- 2.4 The new commercial contracts for the sale of recyclables will operate on a three-monthly basis to provide contractors with the opportunity to submit the highest prices and remain flexible to meet the needs of the Council.

3. LEGAL IMPLICATIONS

- 3.1 Although each individual spot-selling contract is unlikely to exceed £100,000 in value, officers see the large annual value of selling recyclable materials (stated in paragraph 5 below) as significant enough to warrant Cabinet approval of the proposed disposal methodology as a Key Decision.
- 3.2 In relation to selling Council assets such as the recyclable materials, the Council's Contract Procedure Rules require officers to seek advice from Finance and have regard to the provisions of the Financial Procedure Rules. Officers have fulfilled this requirement in developing the proposed disposal methodology and will continue to fulfil this requirement as the methodology is implemented.
- 3.3 Cabinet is therefore requested to give delegated authority to the Director of Place in consultation with the portfolio holder for the placing of the short term contracts as described in this report.

4. RESOURCES REQUIRED

- 4.1 There are no additional staffing resources required in setting up the new procedures.
- 4.2 The administration of the sales income will be managed by the Waste Services Team within existing resources.

5. PROJECTED INCOME

5.1 The projected income based on the commodity prices and tonnage collected in 2016-17 is as follows:

Commodity	Annual sales income 2016-17
Cardboard	£180,000
Paper	£200,000
Plastics	£90,000
Steel cans	£16,000
Aluminium cans	£56,000
Glass bottles and jars	£50,000
Textiles	£2,000
TOTAL	£594,000

6. NEXT STEPS

6.1 It is intended to communicate the success of the bid to residents on the Council website and on the annual collection calendar to explain the environmental and financial benefits of source separated collections.

6.2 It is intended to enter up to 3 monthly contracts with bidders from 1 December 2017.