

Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 24 June 2014
Location	Board Room, Council Offices, Coalville
Officer to contact	Democratic Services (01530 454512)

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

PART A

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10.	FORMER TENANT RENT ARREARS, CURRENT TENANT RENT ARREARS, COUNCIL TAX, NON DOMESTIC RATES AND SUNDRY DEBTOR WRITE-OFFS	115 - 120
	Report of the Head of Finance Presented by the Corporate Portfolio Holder	
11.	REVIEW OF PENSIONS DISCRETIONS	121 - 132
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12.	2013/14 QUARTER 4 PERFORMANCE REPORT MANAGEMENT REPORT	133 - 160
	Report of the Chief Executive Presented by the Leader	
13.	MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY	161 - 172
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14.	EXCLUSION OF PRESS AND PUBLIC	
	The officers consider that the press and public should be excluded during consideration of the following items in accordance with Section 100(a) of the Local Government Act 1972 as publicity would be likely to result in disclosure of exempt or confidential information.	
15.	EXEMPTIONS TO THE COUNCIL'S CONTRACT PROCEDURE RULES - CHILDREN & YOUNG PEOPLE, STREET ACTION, PAYROLL AND ICT	173 - 178
	Report of the Chief Executive Presented by the Corporate Portfolio Holder	

MINUTES of a meeting of the CABINET held in the Board Room, Council Offices, Coalville on TUESDAY, 4 MARCH 2014

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 D De Lacy, J Legrys, S Sheahan and M B Wyatt

Officers: Mr S Bambrick, Mr R Bowmer, Ms C E Fisher, Mrs C Hammond and Miss E Warhurst

104. APOLOGIES FOR ABSENCE

There were no apologies received.

105. DECLARATION OF INTERESTS

Councillor N J Rushton declared a disclosable pecuniary interest in item 3 - Public Question and Answer Session, as owner of the indoor market in Ashby de la Zouch, and would leave the meeting during this item, and a non pecuniary interest in item 7 – Leicester and Leicestershire Enterprise Partnership Economic Plans, as a member of the LLEP.

106. PUBLIC QUESTION AND ANSWER SESSION

Having declared a disclosable pecuniary interest, Councillor N J Rushton left the meeting.

There were no public questions received.

The Chairman had received a request from Councillor M B Wyatt to ask a question.

Councillor M B Wyatt asked the following to Councillor T Gillard:

“Prior to any expenditure being incurred out of the approved capital programme, I would like to ask if Cabinet would reconsider the options for works to the Coalville Market.”

Councillor Wyatt provided the following additional information to support his question that was circulated to Members in the additional papers.

“I wish to ask you to re-consider your budget proposal to spend £168,000 on the indoor Market in Coalville.

For many years the Market has failed to meet the aspirations of the Council and local residents. Many shoppers to the area feel the Market Hall is depressing, cold, unwelcoming and out of the way from the main shopping area.

I genuinely believe that this is the right time to seriously look again at the idea of an outdoor Market, which many local residents are eager to see in our Town.

In other Towns in the region having an outdoor Market brings extra trade, and if located in the right place can complement the already established traders.

Statistics show that income from both established shops and traders do increase, so making it more beneficial to have them trading in close proximity.

The siting of an open Market is one which will need some careful consideration but there are a number of sites.

Marlborough Square could be a prime site. A reduction in parking could be an issue, but if the old Market Hall was utilised for additional parking then this problem could easily be resolved and provide the Council with additional income.

The Precinct Owners have learned recently that having an open Market in the Precinct is a positive contribution to their established traders. After speaking to a representative of the Precinct they have acknowledged that the food and drinks festival was a huge success for their traders. Clearly another approach to the Precinct owners should be established to see if this site could also be considered.

Finally the Clock Tower. This site is a prime site and the heart of our Town.

Coalville needs a new start. Having an outdoor Market will help to regenerate our Town, remove the old Market Hall which is an eyesore, and finally give Coalville a future.”

Councillor T Gillard gave the following response:

“The Council have received positive feedback from traders and shoppers that the Indoor Markets popularity could be improved with investment to the approaches, signage and entrances. Officers are also working with the market traders to improve the marketing and promotion of the stalls and special events held at the market.

We are confident that the market will increase the income it generates by attracting new traders. The investment will also improve the profile of the market which in turn supports the regeneration of Coalville Town Centre.

I note Councillor Wyatt’s suggestion that we should explore the opportunity for an open air market; however this is an option that has already been shown not to be viable. This said, we fully support opportunities to encourage commercial activities in open spaces in the Town Centre such as the events held in the Belvoir Shopping Centre.”

Councillor R Blunt added that the administration was not against the idea of an outdoor market, but the authority did not have the expertise to run this service. He advised Councillor Wyatt that they would be happy to support, as much as possible, an outdoor market should the right operator be found and that the Business Portfolio Holder and the Head of Regeneration and Planning would be happy to discuss any ideas on going forward with him.

Councillor N J Rushton returned to the meeting.

107. MINUTES

Consideration was given to the minutes of the meeting held on 11 February 2014.

By affirmation of the meeting it was

RESOLVED THAT:

The minutes of the meeting held on 11 February 2014 be approved and signed by the Chairman as a correct record.

Reason for decision: To comply with the Constitution.

108. HOUSING REPAIRS SCHEDULE OF RATES AND RELATED SUPPORT CONTRACTS

The Housing Portfolio Holder presented the report to Members.

He advised Members that the current contract was coming to an end and that the procurement of new contracts was taking place. He informed Members that it had been proposed to change the scope of the works to remove a number of specialist services and commission them separately.

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

RESOLVED THAT:

Cabinet delegates authority to award the Housing Repairs Schedule of Rates Contract and related support contracts to the Director of Services in consultation with the Head of Finance (Section 151 Officer) and the Housing Portfolio Holder.

Reason for decision: To ensure the continued service provision is delivered in an effective and efficient manner to support the work carried out by the In House Repairs Team.

109. MAJOR AIDS AND ADAPTATIONS CONTRACT - DELEGATION OF AUTHORITY TO AWARD

The Housing Portfolio Holder presented the report to Members.

He advised Members that the provision of alterations to the homes of older and/or disabled Tenant's homes, was not a statutory duty, however it was more cost effective to put the contract out to tender and due to the nature of the works this would enable both large and small local companies to submit quotes.

Following a question from Councillor R Blunt, the Director of Services advised that there was no significant waiting list, and the work that was required was manageable.

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

RESOLVED THAT:

Cabinet delegates authority to award the contracts for the Provision of Aids and Adaptations Works to the Director of Services in consultation with the Housing Portfolio Holder.

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

110. LEICESTER AND LEICESTERSHIRE ENTERPRISE PARTNERSHIP ECONOMIC PLANS

The Business Portfolio Holder presented the report to Members.

He informed Members that the Council had developed a Local Growth Plan to help promote the district for economic growth and regeneration funding opportunities and he highlighted the Leicester and Leicestershire Enterprise Partnership's priorities that the Council wished to promote over the next three years. He advised Members that a more detailed resource and delivery plan would then be brought to a future Cabinet once the results of the bids to Government were known.

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

RESOLVED THAT:

Cabinet -

1. Endorses in principle Leicester and Leicestershire Enterprise Partnership's Strategic Economic Plan (SEP), delegating the final approvals to the Chief Executive in consultation with the Leader;
2. Supports the submission of the City Deal (whilst there are still final minor negotiations underway with Cabinet Office), delegating the final approvals to the Chief Executive in consultation with the Leader;
3. Receives an outline of the European Structural and Investment Funds (ESIF) Strategy
4. Endorses the North West Leicestershire Local Growth Plan

Reason for decision: To agree which priority investment projects will be incorporated into the Leicester and Leicestershire Enterprise Partnership's Strategic Economic Plan

111. IMPROVING OUR CUSTOMER EXPERIENCE PROGRAMME UPDATE

The Leader presented the report to Members.

He advised Members that the programme aimed to improve the customer's experience of service delivery. He highlighted that there had already been a significant reduction in the number of rejected calls since 2011/12 and that general customer satisfaction was improving. He outlined the three phases of work to be carried out and passed on his thanks to the Customer Team Manager for his hard work.

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

RESOLVED THAT:

Cabinet notes the progress of the ICE programme

Reason of decision: To note the progress of the ICE Programme.

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

The Corporate Portfolio Holder presented to Members.

He informed Members that in 2012/13 the Authority had the highest collection of Business Rates in the County and had performed comparatively well on Council Tax arrears.

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

RESOLVED THAT:

1. Cabinet approves the write offs over £10,000 detailed in this report.
2. Cabinet notes the amounts written off under delegated powers.

Reason for decision: To comply with proper accounting practices.

113. PROPOSED COUNCIL DELIVERY PLAN 2014/15

The Leader presented the report to Members.

He advised Members that a lot of hard work had been put into ensuring that the format of the plan was suitable for customers and took the opportunity to thank the Head of Legal and Support Services for all the work that had been done. He informed Members that the Council's priorities would remain the same.

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

RESOLVED THAT:

Following consideration of the proposed Council Delivery Plan for 2014/15, Cabinet -

1. Endorses the plan's content and recommends it to Council for approval on 25 March 2014.
2. Authorises the Chief Executive, in consultation with the Leader of the Council, to make any final amendments to the plan prior to Council on 25 March 2014.

Reason for decision: To endorse the Council's Delivery Plan for 2014/15 prior to Council's consideration.

114. 2013/14 QUARTER 3 PERFORMANCE MANAGEMENT REPORT

The Leader presented the report to Members, outlining some of the key performance highlights in respect of Leisure Centre memberships, early completions of new affordable homes, Refuse and Recycling, Development Control, the General Fund forecast and sickness absence rates.

Councillor T Gillard highlighted the work of the Business Focus Team and that three new Market Traders had been attracted to Coalville Indoor Market.

Councillor R D Bayliss referred to the delivery of decent homes improvements and advised that due to external issues there were 19 properties behind, but advised that this should be improved by the end of the next quarter.

Councillor T J Pendleton reported that there had been a drop in the target in processing applications due to the contentious nature of two applications, however with a fully staffed service, performance should improve.

Councillor A V Smith advised that she would be hoping to run a recycling campaign later in the year to remind residents of what could be recycled.

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

RESOLVED THAT:

The Quarter 3 Performance Report (October – December 2013) be received and noted.

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

115. ADDITIONAL COSTS OF THE DECENT HOMES IMPROVEMENT PROGRAMME 2014/15

The Housing Portfolio Holder presented the report to Members.

He reminded Members that at the last meeting of Cabinet they were advised that additional costs had been identified and that this would need to be met from other reserves.

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

RESOLVED THAT:

Cabinet -

1. Notes the projected increase in costs associated with completing the 2014/15 Decent Homes Programme of Improvements.
2. Recommends to Council the revised 2014/15 Housing Capital Programme and HRA budget as detailed in appendix 2 and 3 of this report to fund this increase in costs, and the amended prudential indicators detailed in appendix 4.
3. Agrees to receive a further report at its next meeting on 24 June 2014 regarding the funding options to complete decent homes improvements to the additional non decent properties recently identified.

Reason for decision: To ensure that Council has adequate financial resources to deliver the required programme of improvement works to Council tenants homes.

116. MINUTES OF THE GRANTS REVIEW WORKING PARTY

The Community Services Portfolio Holder presented the report to Members.

She advised that concerns had been raised from the working party about the future of one off grants, but she has reassured them that the Authority was looking at a more productive way of looking at how they were granted.

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

RESOLVED THAT:

Cabinet approves the recommendations made by the Grants Review Working Party as detailed within the minutes attached at appendix 1.

Reason for decision: To enable community and voluntary organisations in the District to receive financial assistance for projects that meet the Council's priorities.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.40 pm

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 24 JUNE 2014

Title of report	ENVIRONMENTAL HEALTH - FOOD SAFETY SERVICE DELIVERY PLAN 2014/15
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Alison Smith MBE 01530 835668 alison.smith@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Head of Legal and Support Services 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk
Purpose of report	To inform Members of the content of the Food Safety Service Delivery Plan 2014/15 as required by the Food Standards Agency To inform Members of the performance against the 2013/14 service delivery plan
Reason for Decision	To approve the content of the Food Safety Service Delivery Plan 2014/15 as required by the Food Standards Agency.
Council Priorities	Business & Jobs Homes & Communities
Implications:	
Financial/Staff	The financial and staffing resources required are detailed in the Service Plan and are included in the approved budget for 2014/15
Link to relevant CAT	Business CAT
Risk Management	If the authority fails to discharge its duty imposed by the Food Safety Act 1990 the enforcement functions may be transferred to another authority. Adverse publicity, both locally and nationally may be received.
Equalities Impact Assessment	Equality Impact Assessment already undertaken, issues identified actioned;
Human Rights	None

Transformational Government	This relates to the new ways in which council's are being asked to deliver their services.
Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	Food Standards Agency Public Health England Regular feedback about the service is received from our stakeholders through customer satisfaction surveys. The plan has been developed through this feedback
Background papers	Food Standards Agency – Framework Agreement on Local Authority Food Law Enforcement. http://www.food.gov.uk/multimedia/pdfs/enforcement/frameworkagreementno5.pdf Food Standards Agency – Food Law Code of Practice (England) (Issue: April 2014) http://multimedia.food.gov.uk/multimedia/pdfs/enforcement/food-law-code-of-practice-england-april-2014.pdf
Recommendations	THAT THE ENVIRONMENTAL HEALTH FOOD SAFETY SERVICE DELIVERY PLAN 2014/15 APPENDED TO THIS REPORT BE APPROVED THAT THE PERFORMANCE AND ACHIEVEMENTS IN 2013/14 BE NOTED

1.0 INTRODUCTION

- 1.1 When providing the Food Safety function, the Council must have regard to the 'Framework Agreement on Local Authority Food Law Enforcement' which sets out the standards agreed with the Food Standards Agency. The framework brings together the statutory obligations on the Council to deliver food controls arising from existing legislation and statutory codes of practice.
- 1.2 The Framework Agreement sets out the requirements for the planning, management and delivery of food law enforcement services. The Council is required to document and implement a Food Safety Service Delivery Plan in accordance with a specified standard. In addition a documented performance review of the plan is required to be carried out at least once a year. The Service Plan, together with the performance review has to be submitted for approval by a Member forum, Portfolio Holder or senior officer to ensure local transparency and accountability.

- 1.3 The Food Safety function is delivered by the Environmental Health team. The Environmental Health Food Safety Service Delivery Plan 2014/15 is attached at appendix 1.

2.0 LINKS TO COUNCIL PRIORITIES AND OUTCOMES

- 2.1 The work of the food safety service links to two of the Council priorities, Business & Jobs and Homes & Communities.

Business & Jobs: The work of the service enables businesses to be more efficient through the provision of regulatory support.

Homes & Communities: The work of the service helps ensure our residents and visitors have safe and healthy places to work, eat and enjoy.

3.0 MAIN FOCUS OF THE 2014/15 PLAN

The focus of work will be in the following areas:

- A programme of frequent food safety inspections/coaching visits targeting 30 non-compliant food establishments (Paragraph 4.1.2 of Service Plan);
- A programme of food safety interventions consisting of inspection, auditing and sampling. Priority will be given to high risk establishments. (Paragraph 4.1.1 of Service Plan);
- An Earned Recognition initiative for mobile food vendors that attend various events, markets and fairs across the Leicester and Leicestershire Enterprise Partnership (LLEP) area. Events in North West Leicestershire, will include Fake Festival Ashby, Download Festival Castle Donington and Strawberry Fields Festival Heather. Those mobile food vendors that are broadly compliant with hygiene law and have a Food Hygiene Risk Rating score of 3 or above will not receive any intervention unless the registering authority requests that an intervention is made, thereby recognising the hygiene standards achieved. This will reduce the regulatory burden on compliant business, a key objective of the Government. (Paragraph 4.1.3 of Service Plan);
- Investigation of food and food premises complaints (paragraph 4.2), and all outbreaks and incidents of food related illnesses (Paragraph 4.6);
- To promote the National Food Hygiene Rating Scheme for food establishments within the District, following its introduction in February 2011 (Paragraph 4.10);
- To present the Food Hygiene Award 2015 to those food business achieving excellence in food hygiene standards. (Paragraph 4.11 of Service Plan);
- The provision of information and advice on food safety to businesses and customers (Paragraph 4.4);
- A coordinated food, water and environmental sampling programme (Paragraph 4.5);

- To operate the inspection facility at East Midlands Airport (Paragraph 4.8). All products of animal origin and certain foods not of animal origin arriving at East Midlands Airport from a country outside of the European Union will be inspected.

4.0 PERFORMANCE INDICATORS AND TARGETS

4.1 The food industry is regulated by a range of legislation that aims to keep our food safe. Our work with food businesses is focussed on helping them comply with food safety legislation and offering support and advice. This is seen as a critical area of our work by central government and the compliance levels of food establishments in our area are monitored and used as a measure of how our work impacts on business safety.

4.2 The following 3 targets have been set:

- To increase the number of food establishments rated 3 or higher from 663 to 670.
- Less than 8 of the 30 food establishments included within the 'High Risk Intervention' Programme to remain non compliant with food hygiene law
- To respond to 93% of service requests in line with service standards

5.0 SUCCESSES AND ACHIEVEMENTS IN 2013/14

Key performance outputs in 2013/14 included:

- 100% (62) of programmed inspections / audits at high risk food establishment were carried out
- 97% (326 of 337) of programmed food inspections were carried out
- 100% (21 of 21) high risk establishments selected to receive an enhanced level of intervention saw their hygiene standards improve significantly

5.1 A planned programme of interventions – 100% high risk inspections achieved

Resource was targeted at the most high risk establishments with 100% of high risk and 97% of medium risk interventions being achieved.

5.2 High Risk Enhanced Intervention Project – 100% success rate

A programme of frequent visits were made to 30 food establishments all of which were failing to comply with food hygiene law and were considered to be high risk. Frequent visits were made to each of the establishments. 9 of the 30 establishments ceased trading throughout the year. On 31st March 2014, of the 21 remaining establishments all 21 were deemed to be broadly compliant with food hygiene law.

The intervention approach used (frequent verification visits followed by a programme full or partial inspection) proved to be extremely effective in moving a food establishment from non compliant to broadly compliant and in maintaining compliance. A similar project will be implemented during 2014/15 focussing on a further set of 30 non compliant establishments.

5.3 Outcome – Significant improvement in standards of hygiene and safety

As a result of the work undertaken by the Service, standards of hygiene and safety at food establishments within North West Leicestershire improved.

All relevant food establishments are rated using the National Food Hygiene Rating Scheme. The number of establishments achieving a rating of 3 (Generally satisfactory) or higher (Good, Very Good) increased from 620 (89%) to 663 (92%) during 2013/14. This success was achieved largely as a result of following an informal, educative approach to securing compliance.

The number of establishments still requiring improvement reduced from 75 to 56 during 2013/14. Where a business fails to respond to an informal approach, enforcement action is taken. A takeaway business was found guilty of 9 hygiene offences with the Court imposing a total fine of £4,500. The Council was awarded full costs amounting to £2,188.

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**FOOD SAFETY
ENVIRONMENTAL HEALTH
SERVICE DELIVERY PLAN 2014-15**



As Required By the Food Standards Agency

FOOD SAFETY SERVICE DELIVERY PLAN 2014-2015

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FOOD SAFETY SERVICE DELIVERY PLAN 2014-2015

1. INTRODUCTION

This service plan has been produced in accordance with the Framework Agreement on Local Authority Official Feed and Food Controls.

This plan provides the basis on which the authority will be monitored and audited by the Food Standards Agency.

This plan should be read in conjunction with the Environmental Health Business Plan 2014/15.

2. AIM AND OBJECTIVES OF SERVICE

2.1 Aim

To protect public health in North West Leicestershire and ensure that the food imported, prepared, stored, sold and consumed in the district is safe to eat, through enforcement and education.

2.2 Objectives

- To undertake quality programmed interventions of food establishments (in land and point of entry) in line with their risk rating and intervention policy.
- To undertake an alternative enforcement strategy in low risk premises.
- To investigate all reports of food poisoning in line with service standards and take appropriate action.
- To investigate all service requests in line with service standards and inform complainants of outcomes and the reason for the outcomes.
- To undertake a programme of food sampling to demonstrate the importance of good hygiene and to check food safety systems are working.
- To maintain an accurate database.
- To undertake a programme of education aimed at the public and businesses.
- To undertake surveillance, inspection and sampling of imported foods.

2.3 Strategic Aims

The work of the food safety team makes an important contribution to the Council's priorities 'Business and Jobs' and 'Homes and Communities'.

2.4 Performance Indicators

Indicator	Actual End 13/14	Annual Target 14/15
% of service requests responded to within service standards	93%	93%
Number of non-compliant food establishments included within scope of project remaining 'non-compliant' at end of year	0 of 30	7 of 30
Number of food establishments rated 3 or higher using the national food hygiene rating scheme	663 (92%)	670

2.5 **Service Standards**

All service users can expect and will receive an efficient and professional response.

Officers will identify themselves by name in all dealings with service users.

Officers will carry identification cards and authorisations at all time.

Service users will be informed of the name and telephone number of the officer who is responsible for their need.

All service requests will be responded to; however, anonymous requests may not be dealt with.

The following initial response times to service requests can be expected by service users:-

Immediate

Vermin in food premises.

Food poisoning outbreak.

Case of suspected food poisoning.

Mouldy food complaint.

Situations likely to result in an imminent risk to health.

Within 24 hours

Collection of a food complaint.

Inspection of imported food at East Midlands Airport

Within 3 days

Food Hygiene Rating Scheme – appeal application

Food Hygiene Rating Scheme – Re-score visit application

Food Hygiene Rating Scheme – Right to Reply request

All other food hygiene related complaints.

Within 5 days

Confirmed cases of all other food related illness or communicable disease.

Following a food hygiene intervention food business operators will receive a letter within 14 days. The letter will contain details of how to make representations to the Environmental Health Safety Team Leader or Environmental Health Team Manager.

All enforcement action will be taken in accordance with the Council's Enforcement Policy.

3. BACKGROUND

3.1 Profile of the Authority

North West Leicestershire District Council services an estimated population of 90,300 covering an area of 27,933 hectares. It is a predominately rural district with 2 main urban areas, Coalville and Ashby de la Zouch.

3.2 Organisational Structure

3.2.1 Democratic Structure

The Council is composed of 38 Councillors elected every four years. All Councillors meet together as the full Council. Meetings of the Council are normally open to the public. Councillors decide the Council's overall policies and set the budget each year. The Council will appoint a Leader, a Policy Development Group, regulatory bodies, an Audit and Governance Committee and other statutory, advisory and consultative bodies.

The Cabinet is responsible for most day-to-day decisions and comprises the Leader and his appointed Portfolio Holders. The Cabinet has to make decisions which are in line with the Council's budget and policy framework.

The Policy Development Group may make recommendations which advise the Cabinet and the Council on its policies, budget and service delivery as well as monitoring the decisions of the Cabinet.

3.2.2 Food Safety Team Structure

The Food Safety Team sits within the Environmental Health Team which forms part of the Legal and Support Services. The team is managed by the Environmental Health Team Manager. In addition the following staff contribute to the food safety service:

Environmental Health Safety Team Leader
3 Environmental Health Officers
1 Environmental Health Technician
1 Environmental Health Technical Assistant (full time)

The Environmental Health Team structure chart is attached at Appendix 2

In addition there is 1 Technical Administrator and 1 Senior Technical Administrator who assist with the administration work of the Food Safety Team.

The team submits any samples for microbiological analysis to the Good Hope Hospital, Birmingham and all other samples for analysis to the County Public Analyst (Staffordshire Scientific Services).

Eville & Jones Ltd provide the Official Veterinary Surgeon at the border inspection post at East Midlands Airport. The Lead Official Veterinary Surgeon (OVS) is Rafael Pedregosa.

3.3 Description and Scope of Service

Proactive	Reactive
Programmed inspections Programmed surveillance visits Food sampling (including imported foods) Water sampling Primary/Home Authority Agreements Flight manifest checks (imported food) Food Hygiene training	Food hygiene complaints Food complaints Food poisoning investigations/outbreaks Food alerts Advice / Coaching Food Import enquiries New Business enquiries / Business Support Inspections of products of animal origin at the border inspection post.

3.4 Demands on the Service

The food safety service is based at the Council Offices situated in Coalville. The hours of opening are 8.45 – 5.00 Monday, Tuesday, Wednesday, Friday and 9.30am – 5.00 Thursday. Officers from the Food Team work outside normal office hours as the need arises.

The border inspection post situated at East Midlands Airport is manned on a reactive basis, as and when the service is required. The OVS is programmed to be sited at the inspection post 1 day a week.

3.4.1 There are 902 food establishments known to the team in the district. These comprise of:

36	Manufacturers
24	Distribution
205	Retailers
637	Caterers

Of these there are 2 meat products and 4 dairy products manufacturers which have been approved as required by EC Regulation 853/2004.

The service has a formal home authority agreement with Cotts Beverages Ltd.

3.4.2 East Midlands Airport is within the district. The border inspection post at East Midlands Airport (EMA) is managed by the Environmental Health Team. The officers of the food safety team are responsible for inspecting all fishery products from a third country entering the EU via the border inspection post at EMA. The OVS inspects all other products of animal origin entering the UK via the border inspection post. The officers of the food safety team are responsible for checking all 'high risk' foods not of animal origin from a third country entering the EU via the designated point of entry at EMA.

3.4.3 All food establishments are categorised according to their intervention frequency in accordance with the Statutory Food Law Code of Practice.

At 1 April 2014 the profile of premises within the district was:

Category	Number	Intervention Frequency
A (high risk)	5	At least every 6 months
B (high risk)	44	At least every 12 months
C (medium risk)	340	At least every 18 months
D (medium risk)	127	At least every 2 years
E (low risk)	347	A programme of alternative enforcement strategies at least every 3 years
Unrated	39	
Unrated - Importers, warehousing (non-food)	13	Every 3 months (questionnaire)

Note: Category E premises must be subject to an alternative enforcement strategy or intervention, at least once during any three year period.

All transit sheds and importers not currently importing foodstuff will be contacted every 3 months.

The number of businesses owned by ethnic minorities whose first language is not English has no significant impact on the service.

3.5 Enforcement Policy

The Regulators' Code, replacing the Regulators' Compliance Code was published on 25 July 2013 and took effect on 6 April 2014. Officers within the Food Team take into account the principles of good enforcement set out in the Code. The Council's general enforcement policy and specific food control enforcement policy has been revised taking into account the content of the new Regulators' Code.

4. SERVICE DELIVERY 2014/2015

4.1 Food Establishment Interventions

4.1.1 Programmed Interventions

Council Policy: "that all food establishment interventions will be carried out in accordance with the Statutory Food Law Code of Practice and internal procedure: PN1.0 Food Interventions. Interventions will take place unannounced wherever possible."

The complete intervention programme for 2014/2015 is as follows:

Risk Category	Total Programmed 2014/2015	Carried forward from 2013/14 programme	Total
A	10 (5 premises)	0	10
B	44	0	44
C	246	5	251
D	34	5	39
E	92	31	123
Unrated	39	0	39
Importers (non food)	52 (13 premises)	0	52
Total	517	41	558

Priority will be given to establishments within risk category A, B, unrated and non broadly compliant* C and D. Where resources permit the remainder of the programme will be completed.

It is estimated that 30% of establishments will receive one or more revisits. In addition to the above programme, all new food establishments will receive an initial inspection.

*NOTE: A 'broadly complaint' establishment is one that has an intervention rating score of not more than 10 points under each of the following parts of Annex 5, Part 2: level of (Current) Compliance, hygiene and level of (Current) Compliance – Structure and Part 3: Confidence in Management.

Intervention Policy

Category	Planned Intervention
A (non compliant)	Full/Partial inspection/audit
B (non compliant)	Full/Partial inspection/audit
C (non compliant)	Full/Partial inspection/audit
D (non compliant)	Full/Partial inspection/audit monitoring / verification / official sampling or education/advice/ coaching
A (compliant)	Full/Partial inspection/audit
B (compliant)	Full/Partial inspection/audit
C (compliant)	Full/Partial inspection/audit Or
D (compliant)	Monitoring / verification / official sampling Full/Partial inspection/audit monitoring / verification / official sampling or education/advice/ coaching
E (compliant)	Self assessment questionnaire
Unrated	Full/Partial inspection/audit
Non food ETSF / Importers	Telephone questionnaire Liaison with UKBF

4.1.2 High Risk Intervention Programme

30 non compliant food establishments rated as either 0, 1 or 2 under the Food Hygiene Rating Scheme will be selected. Each establishment will receive frequent interventions which may include full and partial inspections, coaching sessions, seminar food safety management, mentoring from a compliant business and verification visits. Interventions will continue until such time that the Inspector considers the food establishment to be 'broadly compliant' with food hygiene law. At this point interventions will cease. Each establishment will then receive a full or partial inspection to determine if they have maintained their broadly compliant standard.

The success of the project will be evaluated by the number of establishments that remain not broadly compliant with food hygiene law on 31st March 2015.

4.1.3 Better Business for All - Earned Recognition Scheme

The service will follow an earned recognition scheme when targeting resource to food hygiene controls at the Download Music Festival, Strawberry Fields Festival and Fake Festival. Those mobile food vendors that have a Food Hygiene Risk Rating score of 3 or above on the national food hygiene rating scheme will not receive an intervention unless the registering authority requests that an intervention is made. The objective of this approach is to reduce unnecessary regulatory burden on compliant businesses.

4.1.4 Inspection of aircraft

Aircraft are included within the definition of premises. The Food Law Code of Practice states that primary consideration should be given to the origin of the food on board, including water and other drinks, and the transport to, and loading of, the aircraft. An audit of the sampling programme for the water on board aircraft will be undertaken.

4.1.5 Specialised Processes

The manufacture of meat and dairy products (including on-farm pasteurisation), in-flight catering, the inspection of third country imports of products of animal origin, the production of carbonated drinks and the production of crisps and snacks are all specialist areas of work undertaken within North West Leicestershire. The current post holders within the Food Safety Team hold adequate expertise within these specialist areas of work. When devising the departmental training needs, maintaining adequate knowledge in these areas of work is a priority.

Donington Park is situated within North West Leicestershire. A number of international sporting and musical events are held at the Park. Officer time will be spent assisting with the planning of large events such as the Download music festival, British Superbikes and World Superbikes motor racing events. This work will include the partial inspection of a proportion of food establishments trading at these events. Where water provision is installed at temporary campsites, sampling of the water will be undertaken.

A street trading consent scheme operates within North West Leicestershire. All mobile food establishments and static units trading within the District hold a 'consent' under the scheme.

4.2 Food Complaints

Council Policy: **“that all food complaints received are investigated in accordance with the Statutory Food Law Code of Practice and internal procedure note PN7.0: Food Complaints.”**

Based on previous years figures it is estimated that the team will receive in the range of 20 food complaints.

4.2.1 Food Hygiene Service Requests

Council Policy: **“that the Food Safety Team undertake unprogrammed visits as a result of a complaint about the standards of hygiene at a food establishment, a new establishment opening, new management taking over or due to a request by another agency”** e.g. Defra, Ofsted.

This will include most service requests received by the food team regarding standards of hygiene e.g. including complaints about:-

- cleanliness in premises
- drainage defects
- pest problems
- service requests for inspections by other statutory bodies, e.g. Ofsted, Animal Health
- service requests for guidance from new owners of food establishments

These interventions do not form part of the programmed interventions.

Based on previous years figures it is estimated that the number of service requests received relating to standards of hygiene will be in the range of 70 to 90.

4.3 Primary Authority Principle and Home Authority Principle

Council Policy: **“to have regard to the Home Authority and Primary Authority Principles and internal procedure note PN7.1: Home/Originating Authority Complaints”**. The team acts as Home Authority for one manufacturer.

Council Policy: **“to have regard to the information (inspection plans and approved advice) provided on the LBRO website before undertaking an intervention at an establishment with a Primary Authority.”**

The Council do not currently act as Primary Authority for any establishments.

Based on previous years figures it is estimated that the team will receive in the range of 5 - 10 home/originating authority complaints from other local authorities.

4.4 Support and Advice to Business (including import enquiries)

Council Policy: **“to provide advice to both established and new food establishments”**.

The Leicester and Leicestershire Better Business for All Partnership was established in 2011. The overriding objective of the Partnership is to improve engagement with local businesses and provide them with advice and guidance to assist in reducing the burden of regulation on business.

In 2014/15 the following food safety support is available to businesses:

Coaching - If requested by a Food Business Operator a free one to one coaching session will be undertaken to assist them in complying with the law.

High Risk Intervention Project – verification visits will be made to support businesses to become compliant. It is hoped that by increasing the level of support and advice to businesses, the number of businesses ‘broadly compliant’ with food hygiene legislation will increase.

Food safety advice is available on the Council’s website. Advice is also available on the food standards agency website.

Any business requesting advice and guidance in other areas of regulation will be signposted to the Better Business For All advice line or website.

4.5 **Sampling Programme**

4.5.1 **Food Sampling**

Council Policy: **“to take part in the Leicestershire Food Sampling Programme.”**
The food items which form part of this programme are selected by the Leicestershire Food Best Practice Group based on known or potential problem areas. All samples are taken in accordance with the Statutory Food Law Code of Practice. The programme is detailed at Appendix 1.

In addition to the sampling programme food samples may be submitted for examination as part of a programmed intervention, complaint, infectious disease investigation or imported food surveillance.

Sampling will form an important part of the intervention programme during 2014/15. Using sampling as an Official Control intervention is highlighted in the Statutory Food Law Code of Practice. Some samples may be sent to the Public Analyst for analysis. The authority is charged for this service.

The number of samples that can be submitted for examination free of charge is allocated by the Public Health Laboratory Service (PHLS).

4.5.2 **Water Sampling (Commercial Premises & Aircraft)**

Council Policy: **“that routine sampling of mains water is not undertaken.”**

However, sampling of mains water may take place as a result of a complaint or concern.

Council Policy: “to audit the sampling and monitoring programme in place to ensure the quality of water on-board aircraft at East Midlands Airport.

4.5.3 **Private Water Supplies**

The district has the following private water supplies and distribution systems in its area:

	Large	Small	Single domestic
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Private Water Supplies	2	4	10
Distribution Systems	4		

The Authority has a statutory duty to risk assess private water supplies within its district and then conduct a sampling program based upon the risk assessment.

Sampling Programme 2014/15

2 large supplies will be sampled twice during the year

4 Small supplies will be sampled once during the year

Single domestic supplies will not routinely be sampled but sampling can be carried out on request

Private Distribution Systems will be sampled based on the outcome of the risk assessment

4.6 Infectious Disease Control

Council Policy: **“to investigate all food borne diseases.”**

The team receives notifications from Public Health England relating to residents/visitors within the district suffering from a notifiable infectious disease. The team may also receive informal notifications of suspected food poisoning from members of the public. Non food related infectious diseases are investigated based on advice from the Consultant for Communicable Disease Control (CCDC).

Based on previous year’s figures it is estimated that the team will receive in the range of 110-120 formal or informal notifications of food related infectious diseases.

4.7 National Food Safety Incidents

Council Policy: **“to deal with food alerts in accordance with the Statutory Food Law Code of Practice.**

The Food Standards Agency issues a ‘Product Withdrawal Information Notice’ or a ‘Product Recall Information Notice’ to let local authorities and consumers know about problems associated with food. In some cases, a ‘Food Alert for Action’ is issued. This provides local authorities with details of specific action to be taken.

The team receives food alerts via EHC net messaging system and the FSA Enforcement mailbox. Food Alerts: Alerts ‘For Action’ are referred for the urgent attention of the Environmental Health Team Manager or Environmental Health Safety Team Leader.

Based on previous year’s figures the section is likely to receive less than 10 alerts for action.

4.8 Imported Foods at Point of entry

4.8.1 Border Inspection Post (BIP)

The service manages and operates the border inspection post at East Midlands Airport (EMA). The BIP is subject to audits by Animal Health, an Agency of DEFRA. These currently take place quarterly.

All products of animal origin arriving at EMA from a country outside the EU have to be inspected at the border inspection post. Officers from the Food Safety Team have responsibility for inspecting all fishery products and an Official Veterinary Surgeon (OVS) has been appointed by the authority to inspect all other products of animal origin.

4.8.2 **Catch certificates (Fish and Fishery Products)**

On 1st January 2010 an EU regulation came into force to combat illegal, unreported and unregulated fisheries. The regulation requires a catch certificate for all imports and landings of fish and fish products into the EU by third countries. The service issue catch certificates for fish and fishery products entering the EU via East Midlands Airport.

4.8.3 **Designated Point of Entry (DPE) – High risk foods not of animal origin**

In February 2014 the Food Standards Agency granted a temporary DPE/DPI status to East Midlands airport for a period of six months from Monday 3 February 2014 to Saturday 2 August 2014 for all ambient stable products listed within Commission Regulation (EU) No 996/2012, No 91/2013 and No 1152/2009. Officers of the food safety team will respond to all foodstuffs pre-notified.

Surveillance

A risk based programme of surveillance will be carried out in 2014/15. This will involve officers carrying out checks of flight manifests and visits to transit sheds. Sampling of foodstuffs found may be undertaken.

Each of the importers / ETSF and transit shed operators that do not currently handle foodstuffs will be contacted every 3 months.

Due to the flight schedule the monitoring of 'live' manifests has to be undertaken outside normal office hours. In addition some manifests checked will not be 'live'. They will be viewed after the freight has left the airport. The checking of such manifests provides a useful auditing tool.

4.8.4 **Management of Port Health**

In 2008 a multi-agency East Midlands Airport Port Health Group was established. Membership of this group includes Public Health England, North West Leicestershire DC, Leicestershire and Rutland Primary Care Trust, East Midlands Airport and UK Border Agency.

Council Policy: **“To contribute to the delivery of the multi-agency Port Health Group at East Midlands Airport.”**

A representative from the Environmental Health will attend meetings of this group.

4.9 **Other non-official control interventions**

Council Policy: **“to raise the awareness of the public to the potential causes of food poisoning.”** Throughout the year articles will be published in the local press and on the Council web pages regarding food safety matters.

Food Poisoning in the Home

Food Safety Week will take place during 16-22 June and this year we will be saying to consumers 'Don't wash your chicken'. During the campaign we will share a number of tips about what consumers can do to protect themselves and family from food poisoning in their home, particularly when handling raw chicken. This will include information about the bacteria campylobacter.

Effective hand washing

To raise the awareness of the importance of hand washing in preventing the spread of disease the hand washing machine with ultra violet light will be offered to schools and child nurseries around the district and Well Being clinics.

Well Being Clinics

Food safety advice and information will be made available to public attending Well Being clinics. The national food hygiene rating scheme will be promoted.

4.10 Food Hygiene Rating Scheme

North West Leicestershire District Council operates the national Food Hygiene Rating Scheme (FHRS). The scheme provides consumers with information regarding the hygiene standards identified in food establishments at the time of the last intervention.

The data is managed by the Environmental Health Safety Team Leader on an ongoing basis and a data upload carried out a minimum of every 13 days.

The profile of the scheme will be maintained through the issue of press releases with compliance standards at businesses being recognised by issuing certificates.

4.11 Food Hygiene Award 2015

North West Leicestershire District Council operates an annual Food Hygiene Award. The Award was launched in 2012. The Award informs consumers of those food establishments that have achieved 'excellence' in food hygiene standards. The criteria for achieving the award is based on scores awarded under the Food Hygiene Rating Scheme.

4.12 Licensing/Consents

The team is consulted prior to the issue of premises licences (new and variations) under the Licensing Act 2003. All take-away premises and food mobiles trading between 11.00 p.m. and 5.00 a.m. require licensing under the Act. The Safety Team will respond to any new applications and variation applications received and make representations if there are public safety or public nuisance concerns.

Officer time will be spent assisting with the planning of large events such as the Download Music Festival, Zoo Project Festival and the Strawberry Fields Festival.

The team is consulted prior to the issue of a consent under the Street Trading Scheme. All mobile food establishments and static units trading within the District hold a 'consent' under the scheme.

4.13 Liaison with Other Organisations and Internal Communication

A member of the Environmental Health Service is represented on the following groups/meetings:

External/Multi-agency Groups:

Leicestershire and Rutland CIEH Food Best Practice Group
Association of Port Health Authorities Liaison Groups (Border Inspection Post, Airports, Environmental Health & Hygiene)
East Midlands Airport multi-agency Port Health Group
Leicestershire CIEH Environmental Health Managers Group
Public Health England Liaison Group
Idox Uniform User Group
Download event planning meetings
Donington Park event planning meetings
Strawberry Fields event planning meetings
Zoo Project event planning meetings
Regulatory Services Partnership
Better Business For All Partnership – Task & Finish Groups
UK Border Force liaison meetings
East Midlands airport – Cargo Development

Internal Groups:

Safety Team Meeting
Monthly 121's/Performance meetings
NWLDC Idox user group
Business CAT

5. RESOURCES

5.1 Financial Allocation

The budget for the provision of the food safety service is £201,552. The general expenses incurred by the service such as training, salaries and administrative costs are budgeted for as part of the budget for Environmental Health.

5.2 Staffing Allocation

It is the Council's policy to authorise officers appropriately in accordance with their qualifications and experience having regard to the Statutory Food Law Code of Practice. All officers have been authorised in accordance with the internal procedure PN 5.0: Authorisation of Officers.

The nominated lead officer for food safety is the Environmental Health Safety Team Leader.

5.2.1 The details of the staffing levels in the section are as follows:

Environmental Health Team Manager – The post holder is an Environmental Health Officer with responsibility for the food hygiene, health and safety, Port Health, Pest Control, Animal Welfare and licensing functions of the Council. The post holder is fully authorised under the Food Safety and Hygiene (England) Regulations 2013. Food related work = 0.7 FTE (Non operational)

Environmental Health Team Leader – The post holder supervises the operational work of the Team, and undertakes food safety work. The post holder is lead officer for food safety and is fully authorised under the Food Safety and Hygiene (England) Regulations 2013. Food related work = 0.7 FTE (Imported foods= 0.05FTE)

Environmental Health Officer – The post holder undertakes food safety work and also carries out duties under the Health and Safety at Work etc. Act 1974. The post holder is fully authorised under the Food Safety and Hygiene (England) Regulations 2013. Food related work = 0.7 FTE (Imported foods= 0.05FTE)

Environmental Health Officer (Part time) – The post holder undertakes food safety work and also carries out duties under the Health and Safety at Work etc. Act 1974. The post holder is lead officer for imported food, is fully authorised under the Food Safety and Hygiene (England) Regulations 2013 and authorised to undertake inspections at the border inspection post. Food related work = 0.45 FTE (Imported foods= 0.1FTE)

Environmental Health Officer (Part time) – The post holder undertakes food safety work and also carries out duties under the Health and Safety at Work etc. Act 1974. The post holder is fully authorised under the Food Safety and Hygiene (England) Regulations 2013. Food related work = 0.7 FTE (Imported foods= 0.05FTE)

Environmental Health Officer – The post holder undertakes food safety work and also carries out duties under the Health and Safety at Work etc. Act 1974. The post holder is fully authorised under the Food Safety and Hygiene (England) Regulations 2013. Food related work = 0.6 FTE (Imported foods= 0.05FTE)

Environmental Health Technician – The postholder undertakes food safety work and also carries out limited duties supporting an appointed inspector under the Health and Safety at Work etc. Act 1974. The postholders food safety enforcement powers are restricted by authorisation. Food related work = 0.9 FTE (Imported foods= 0.05FTE)

Environmental Health Technical Assistant - The post holder is currently seconded to the Licensing team. The post remains vacant with inspections being undertaken by an Inspector employed on a consultancy basis. = 0.9FTE (Imported foods= 0.05FTE)

There is 1 Technical Administrator and 1 Part time Senior Technical Administrator providing support to the food safety section. Food related work = 0.1 FTE and 0.1 FTE

5.3 **Staff Development/Training**

The Environmental Health Team has embraced the principles of the Best Employee Experience (B.E.E) Project. The individual Appraisal Policy is a key element of North West Leicestershire District Council's aim to support its employees by providing them with the development and learning required. Additional training requirements will be identified during the appraisal process and will form a training plan for the team. Officers from the team will be given training which will take into account any changes in legislation or guidance as and when required.

NOTE: Each Food Officer is required by the Statutory Food Law Code of Practice to do a minimum of 10 hours core training.

6. **QUALITY ASSESSMENT / INTERNAL MONITORING**

6.1 A performance management system is in place within the Environmental Health Team in order to assess the quality of the service provided and the performance against agreed standards and how this information is communicated.

The system involves:

- The Environmental Health Team Manager (EHTM) and Environmental Health Team Leader (EHTL) monitoring the team performance against the SDP on a monthly basis.
- 1 Accompanied inspection and 1 Reality check will be carried out for each Authorised Officer each year by the Environmental Health Team Leader.
- Additional detailed checks to assess the adequacy of the post inspection paperwork will be carried out by the EHTL on a monthly basis and the check will be on a minimum of two inspections each month.
- Every year the EHTM will check 1 inspection carried out by the EHTL.
- All statutory notices will be checked by the EHTL or in their absence the EHTM before service.
- The EHTL will check the notice log on a monthly basis to ensure all outstanding notices have been checked off.
- Monitoring of service requests will be carried out by EHTL. A minimum of 1 service request will be checked every month.
- The EHTM will receive all completed customer satisfaction forms and will reply to any questionnaires requesting a response. Any adverse comments will be reacted to appropriately.
- The EHTM will receive a review of the questionnaires each quarter.
- The EHTL will check the sampling log every quarter to ensure its completeness and accuracy and to ensure that appropriate follow action has been taken.

When undertaking the above checks will be made to ensure the Code of Practice and internal procedures are being complied with.

Internal procedures have been and will continue to be developed in consultation with the Leicester & Leicestershire Food Best Practice Group to ensure consistency across the County.

7. COMMUNICATION

7.1 Communication within the Team

- 7.1.1 Every month the EHTM meets with the Head of Legal and Support Services.
- 7.1.2 Every month the EHTM meets with the EHTL to discuss any issues and the previous month's performance. In addition on-going issues are discussed as and when they arise.
- 7.1.3 Each month the EHTL meets with the officers individually to discuss performance.
- 7.1.4 Each month officers are given a summary of their previous month's performance.

7.1.5 Each month there is a team meeting where specific issues are discussed with the Food Team.

8. REVIEW 2013/2014

8.1 Review against the Service Plan

The figures detailed below relate to data retrieved from the premises database on April 1st 2014.

8.1.1 Programmed Inspections

The number of premises and their risk ratings is changeable throughout the year. The number of inspections not carried out by the end of March 2014 is used to determine the percentage of those inspections completed.

97% of the planned inspection programme was achieved

100% of high risk interventions were achieved (Category A and B)

97% of medium risk interventions were achieved (Category C and D)

75% of low risk interventions were achieved (Category E)

Risk Category	Total Due 2013/14	Carried forward from 2012/13	Total No. of Due Interventions	Remaining at end of year	% of due interventions achieved
A	14	0	14	0	100
B	48	0	48	0	100
C	217	4	221	5	98
D	47	7	54	5	91
TOTAL	326	11	337	10	97%

Low risk food establishments – Risk Category E

Food establishments that are considered to be low risk to consumers are categorised as risk category E. Low risk establishments do not form a part of the inspection programme. However a programme of alternative enforcement strategies must be in place with each establishment receiving an intervention at least once during any three year period.

Each of the 123 establishments categorised as low risk were sent a self assessment questionnaire requiring them to assess their compliance with food hygiene law. 92 of the 123 establishments completed and returned their questionnaire. Compliance levels and standards at each of these premises was assessed using the completed questionnaire.

8.1.2 High Risk Intervention Programme

A programme of frequent visits were made to 30 food establishments all of which were failing to comply with food hygiene law and were considered to be high risk. Frequent visits were made to each of the establishments. 9 of the 30 establishments ceased trading throughout the year. On 31st March 2014, all 21 of the remaining targeted establishments were broadly compliant with food hygiene law.

The enhanced advice and assistance provided to the non-compliant businesses has enabled them to become compliant and to sustain at least a satisfactory standard of hygiene, which helps the businesses and protects the public.

8.1.3 Food Hygiene Service Requests

	2010/11	2011/12	2012/13	2013/14
Food Hygiene Service Requests including drainage	40	42	40	37
Regarding problems with pests and rubbish	10	6	3	7
Unprogrammed visits requested by another agency	17	6	12	1
Total	67	54	55	45

8.1.4 Food Complaints

	2010/11	2011/12	2012/13	2013/14
Foreign bodies in food	16	17	5	11
Mouldy foods	3	1	3	3
Chemical issues	2	2	1	1
Labelling of food	2	3	1	2
Total	23	23	10	17

8.1.5 Home Authority Principle

	2010/11	2011/12	2012/13	2013/14
Food Complaints – Home / Originating Authority	5	0	4	3

8.1.6 Advice to Businesses

The Safety Team and Customer Contact Centre gave advice over the telephone to customers. Detailed figures for this work are not recorded.

	2010/11	2011/12	2012/13	2013/14
Advice Visits resulting in research/visit	59	60	70	61

8.1.7 Sampling

	2010/11	2011/12	2012/13	2013/14
Food Samples - Total	50	32	26	55
Food Samples - % unsatisfactory (number)	10%	12.5% (4)	19% (5)	5% (3)
Environmental Samples - Total	66	24	48	16
Environmental Samples - % unsatisfactory (number)	32%	21% (5)	38% (18)	44% (7)
Private Water Supply Samples - Total	4	5	8	17
Private Water Supply Samples - % unsatisfactory	25% (1)	40% (2)	50% (4)	65% (11)
Private Water Distribution System Samples - Total	-	-	29	41
Private Water Distribution System -	-	-	38% (11)	7% (3)

% unsatisfactory				
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8.1.8 Infectious Disease

	2010/11	2011/12	2012/13	2013/14
Reported suspected food poisoning cases	5	7	31	13
Infectious Disease notifications	108	101	104	96
Most common disease and number	Campylo bacter - 66	Campylo bacter - 82	Campylo bacter - 70	Campylo bater - 76

8.1.9 Responding to National & Serious Localised Food Safety Incidents

If there is a problem with a food product that means it should not be sold, then it might be withdrawn (taken off the shelves) or 'recalled' (when customers are asked to return the product). If the problem presents a serious risk to public health the Food Standards Agency issues a 'Food Alert For Action' requiring all local authorities to take direct action. The Environmental Health – Food Safety Team responds to all alerts for action.

The 8 alerts for direct action related to foods produced at unhygienic or illegal premises and microbiological or chemical contamination.

	2010/11	2011/12	2012/13	2013/14
Product Withdrawal and Product Recall Information Notices	-	-	30	36
Food Alerts For Action	-	-	8	8
Food Alerts - Total	44	52	38	44

8.1.10 Border Inspection Post

Year	Enquiries received	Catch Certificates Issued	Total consignments	Fish (EHO)	Other products (OVS)	Total Rejected	% Rejected
2005/06	N/A	N/A	86	28	58	18	21
2006/07	107	N/A	149	76	73	21	14
2007/08	112	N/A	129	41	88	53	41
2008/09	147	N/A	172	31	141	107	62
2009/10	126	N/A	161	20	141	83	52
2010/11	184	255	154	13	141	62	40
2011/12	113	246	84	15	69	33	39
2012/13	65	251	67	6	61	22	33
2013/14	41	258	68	8	60	9	13

8.1.11 Imported Foods of Non- Animal Origin

In Autumn of 2013 an application to be designated as a Designated Point of Entry (DPE) was submitted by East Midlands airport to the Food Standards Agency. In support of the application a review of operational procedure notes relating to imported food activity was undertaken.

In February 2014 the Food Standards Agency granted a temporary DPE/DPI status to East Midlands for a period of six months from Monday 3 February 2014 to

Saturday 2 August 2014 for all ambient stable products listed within Commission Regulation (EU) No 996/2012, No 91/2013 and No 1152/2009.

In January 2014 all transit shed operators, freight forwarders, ETSF and carriers listed on either the East Midlands airport or Food Standards Agency websites were contacted and asked questions to identify if they handled imported foods. This information was used to risk assess the business and identify a list of businesses suitable for a visit from an EHO.

In February 2014 an EHO visited those businesses thought to be handling imported foodstuffs. A inspection was carried out and a risk rating of the premises undertaken. These premises will form a part of the inspection programme in 2014/15. Each of the premises contacted that confirmed they do not handle foodstuffs will be contacted every 3 months for surveillance purposes. Any premises identified as handling imported foodstuffs will receive an inspection.

8.1.12 Surveillance of flight manifests

A risk based programme of surveillance was carried out in 2013/14 to identify any foodstuffs subject to import controls. 20 flight manifests were checked, focussing on flights direct from or transiting through 3rd Countries with a focus on the USA and Asia.

38 food consignments were identified. None of the foodstuffs were subject to import controls.

8.1.13 Licensing

The food team were involved in dealing with new premises licence or applications for variations under the Licensing Act 2003.

	2010/11	2011/12	2012/13	2013/14
Total (New/Variation applications)	20	13	30 (15/15)	16 (9/7)

In addition the food team carried out inspections of food establishments trading at large scale outdoor events at Donington Park such as Download Music Festival.

8.1.14 Liaison with Other Organisations

During 2013/14 the following liaison took place:-

Leicestershire & Rutland CIEH Food Best Practice Group / Technical Sub-Committee: Quarterly meetings. The Environmental Health Team Leader attended the quarterly meetings

East Midlands Airport Multi-agency Port health Meeting: The Environmental Health Team Manager attended the meeting

Leicestershire CIEH Environmental Health Managers Group: The Environmental Health Team Manager attended the quarterly meetings.

Leicestershire Regulatory Services Partnership: The Environmental Health Team Manager attended the quarterly meetings.

Health Protection Agency Liaison Group: The Environmental Health Team Leader attended all of the scheduled meetings.

East Midlands Airport – Cargo Development

Internal:

North West Leicestershire Business CAT: Monthly meetings. The Environmental Health Team Manager attended these meetings.

CAPS User Group: The Systems Support Officer attended this group.

8.1.15 Education & Awareness Initiatives (Other Non-Official Controls Interventions)

Food Safety Week

Food Safety Week took place on 10-16 June. The theme was food safety tips in the home. To support the national initiative the Environmental Health team ran a competition at schools using 'spot the hazard' and colouring competitions. Activity packs and free swim passes were made available as prizes. In addition food safety information was displayed at Hood Park Leisure Centre.

Effective hand washing

A Ultra violet hand washing machine was loaned to 3 organisations. Positive feedback was received.

Well Families Clinics

Environmental Health have attended Well Families Clinics within the district where hygiene ratings of food establishments within the district were made available to interested visitors.

National Food Hygiene Rating Scheme

The food hygiene rating scheme was promoted using reusable carrier bags which were handed out by the Community Focus team at Community events.

Coaching Food Business Operators

Following receipt of grant funding from the Foods Standards Agency coaching visits were made to 29 businesses. Take away premises with a history of non-compliance with food hygiene law were targeted. Feedback from these businesses were generally positive. It is hoped that this coaching will assist the businesses in becoming compliant with the law.

8.2 Staffing Allocation

The Environmental Health Technical Assistant (Part time) post was vacant for the whole of the year as a result of the post holder being promoted to the EH Technician post. This post has now been deleted from the establishment.

The Environmental Health Technical Assistant post was vacant between April and January when the post holder began a secondment in the licensing team. The post was filled on a part time basis during February and March.

8.3 Training Undertaken by Staff

Sous-vide (method of cooking food)
Food allergy
UK Food Surveillance System
Official Fish Inspector (online training)
Foods not animal origin & TRACES
Speciality Cheesemaking

8.4 Enforcement Actions Taken

288	Warning letters were sent to Business Operators
0	Hygiene Improvement Notices were served
9	Rejection Notices for offences under The Trade and Related Animal Product Regulations
5	Regulation 32 Notices under Official Feed and Food Controls (England) Regulations
0	Conviction for offences under food hygiene legislation

8.5 Performance Outcomes

As a result of the work undertaken by the Service, standards of hygiene and safety at food establishments within North West Leicestershire improved.

All relevant food establishments are rated using the National Food Hygiene Rating Scheme.

The number of establishments achieving a rating of 3 (Generally satisfactory) or higher (Good, Very Good) increased from 620 (89%) to 663 (92%) during 2013/14.

The number of establishments still requiring improvement reduced from 75 to 56 during 2013/14.

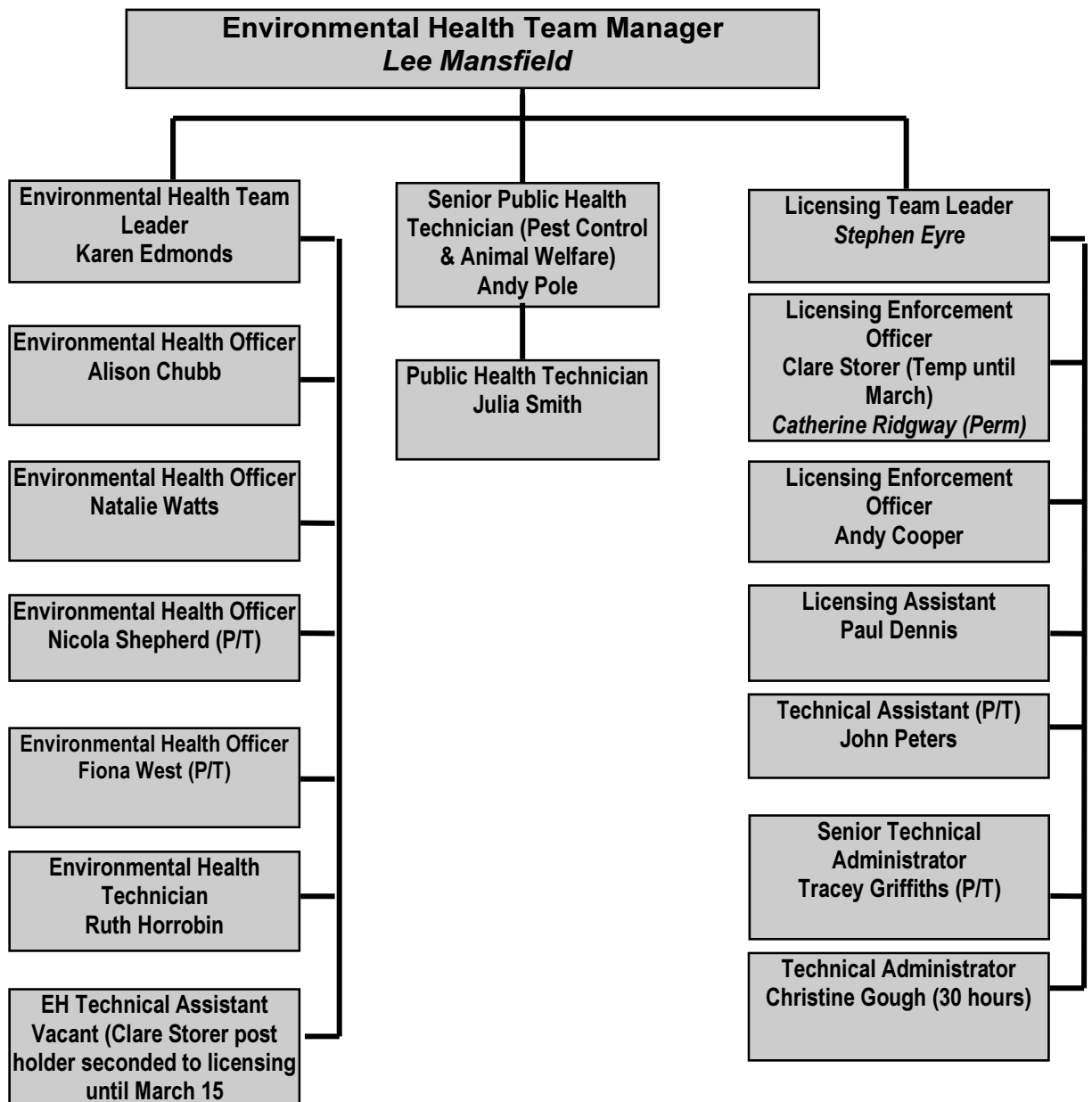
8.6 Issues for 2014/15

- To further develop the interventions policy with the aim of increasing the number of interventions at non compliant establishments and reducing inspections at broadly compliant establishments
- Building on the success of previous years, to implement an 'earned recognition scheme' focussed on reducing the regulatory burden on mobile food vendors at public events by ceasing to inspect traders who are broadly compliant with hygiene law and have been rated as 3 or above on the Food Hygiene Rating Scheme
- Building on the successes of the previous programmes, to undertake an enhanced intervention programme targeting 30 non compliant food establishments
- East Midlands airport was granted a temporary (Until 8 August 2014) designation as a 'Designated Point of Entry' by the Food Standards Agency. The volume and nature of foodstuffs imported through the airport will be closely monitored.
- The Regulators' Code was introduced in April 2014. The food law enforcement policy is currently under review taking account of changes introduced by the new Regulator's Code.

Leicestershire Food Sampling Programme 2014-2015

Year	2014-15											
National Surveys												
Months of sampling:	A	M	J	J	A	S	O	N	D	J	F	M
Swabbing of unusual serving plates – slate & wood												
Cross Regional Surveys												
Hygiene screening - Dish cloths, surfaces, chopping board, re-useable plastic containers												
Soft fruits – RTE (including imported fruits)												
Beef burgers 'Gourmet style restaurants (raw and cooked)												

ENVIRONMENTAL HEALTH TEAM STRUCTURE



All posts are full time and permanent unless stated otherwise

April 2014

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 24 JUNE 2014

Title of report	EAST MIDLANDS AIRPORT SUSTAINABLE DEVELOPMENT PLAN (MASTER PLAN) CONSULTATION
Key Decision	a) Financial No b) Community Yes
Contacts	Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Regeneration and Planning 01530 454782 david.hughes@nwleicestershire.gov.uk
Purpose of report	To formulate the Council's response to the draft Master Plan
Reason for Decision	To agree the Council's position
Council Priorities	Homes and Communities Business and Jobs Green Footprints Challenge
Implications:	
Financial/Staff	None at this stage, although there may be resource implications at the Local Plan stage
Link to relevant CAT	None
Risk Management	Failure by the Council to respond to the current consultation would potentially result in local concerns not being considered
Equalities Impact Assessment	None
Human Rights	None
Transformational Government	Not applicable

Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	None
Background papers	<p>East Midlands Airport Sustainable Development Plan (Master Plan) which can be viewed at www.eastmidlandsairport.com/developmentplan</p> <p>The Aviation Framework which can be viewed at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/153776/aviation-policy-framework.pdf</p> <p>The North West Leicestershire Local Plan (2002) which can be viewed at www.nwleics.gov.uk/pages/local_plan</p> <p>East Midlands Airport – Noise Action Plan (2010) which can be viewed at http://www.eastmidlandsairport.com/emaweb.nsf/Content/Reportingandresourcesources</p> <p>Diseworth and Long Whatton Catchment Study – Final Report (January 2014) which can be viewed at www.leics.gov.uk/index/environment/sustainability/flood_management/floodingpublisheddocuments.htm</p>
Recommendation	<p>THAT THE COUNCIL ADVISES EAST MIDLANDS AIRPORT THAT:</p> <p>(I) THE COMMITMENT TO REVIEW THE MASTER PLAN EVERY 5 YEARS IS WELCOMED;</p> <p>(II) THE VISION SHOULD BE AMENDED TO REFLECT THE NEED TO BALANCE ECONOMIC CONSIDERATIONS AGAINST OTHER IMPACTS, PARTICULARLY ENVIRONMENTAL.</p> <p>(III) IT SUPPORTS THE TARGETS FOR BOTH SINGLE OCCUPANCY CAR USAGE AND PASSENGER ACCESS BY PUBLIC TRANSPORT;</p> <p>(IV) PROGRESS TOWARDS THESE TARGETS SHOULD BE MONITORED AS PART OF THE AIRPORT'S ANNUAL MONITORING REPORT;</p> <p>(V) IT CONSIDERS THAT THE LIST OF PRIORITY</p>

	<p>NEW BUS SERVICES SHOULD BE RECONSIDERED;</p> <p>(VI) REQUESTS THAT FURTHER CONSIDERATION BE GIVEN BY THE AIRPORT TO PROVIDING A FIRMER COMMITMENT TO THE PROVISION OF ADDITIONAL BUS SERVICES TO SERVE THE AIRPORT;</p> <p>(VII) THE FUTURE LAND USE PLAN NEEDS TO BE MADE CLEARER;</p> <p>(VIII) ADDITIONAL EVIDENCE IS REQUIRED TO SUPPORT THE FORECASTS OF 10 MILLION PASSENGERS AND 700,000 TONNES OF CARGO BY 2040 OTHERWISE THE DEPARTMENT OF TRANSPORT FORECAST SHOULD BE USED TO PROVIDE THE BASIS FOR THE MASTER PLAN;</p> <p>(IX) IN THE EVENT THAT THE DEPARTMENT OF TRANSPORT FORECASTS ARE USED THEN THE NEED FOR ADDITIONAL FACILITIES BE REASSESSED ACCORDINGLY;</p> <p>(X) IT WOULD BE HELPFUL IF INTERIM FORECASTS FOR THE PERIOD UP TO 2040 WERE INCLUDED IN THE MASTER PLAN</p> <p>(XI) FUTURE ANNUAL MONITORING REPORTS SHOULD ASSESS PROGRESS AGAINST BOTH THE DEPARTMENT OF TRANSPORT FORECASTS AND THE AIRPORTS FORECASTS;</p> <p>(XII) THE OPTION TO EXTEND THE RUNWAY PERMISSION IS NOT AVAILABLE AND SO THE CONSENT SHOULD EITHER BE IMPLEMENTED OR ALLOWED TO LAPSE WITH SUBMISSION OF A NEW APPLICATION TO EXTEND THE RUNWAY WHEN REQUIRED;</p> <p>(XIII) IT WELCOMES THE CLARITY IN THE MASTER PLAN THAT A SECOND RUNWAY IS NOT LIKELY TO BE NEEDED BY 2040;</p> <p>(XIV) IT NOTES THE PROPOSALS IN RESPECT OF THE PEGASUS BUSINESS PARK, THE PROVISION OF A NEW CARGO AREA AT THE EASTERN END OF THE RUNWAY AND ADDITIONAL CAR PARKING SOUTH OF ARGOSY ROAD AND WILL GIVE CONSIDERATION TO THESE AS PART OF PREPARING THE COUNCIL'S NEW LOCAL PLAN;</p> <p>(XV) IT NOTES THE SUGGESTION FOR POSSIBLE ADDITIONAL EMPLOYMENT LAND SOUTH OF THE A453 AND WILL GIVE CONSIDERATION TO THIS AS PART OF PREPARING THE COUNCIL'S NEW LOCAL PLAN;</p>
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	<p>(XVI) THE DESIGN OF ANY SCHEME FOR WATER STORAGE CAPACITY GIVES FULL CONSIDERATION TO THE POTENTIAL IMPACT UPON PROPERTIES AND SETTLEMENTS DOWNSTREAM OF THE AIRPORT</p> <p>(XVII) IT NOTES AND WELCOMES THE COMMITMENT IN THE MASTER PLAN TO 'LIMIT AND REDUCE WHERE POSSIBLE THE NUMBER OF PEOPLE AFFECTED BY NOISE';</p> <p>(XVIII) FURTHER INFORMATION SHOULD BE PROVIDED TO SUPPORT THE IDENTIFICATION OF A NOISE ENVELOPE BASED ON NOISE CONTOURS RATHER THAN ANY OF THE OTHER ALTERNATIVES REFERRED TO IN THE AVIATION FRAMEWORK;</p> <p>(XIX) IT CONSIDERS THAT A SEPARATE CONSULTATION SHOULD BE UNDERTAKEN IN RESPECT OF THE NOISE ACTION PLAN SO THAT STAKEHOLDERS CAN BETTER UNDERSTAND THE LIKELY IMPLICATIONS OF THE PROVISIONS OF THE MASTER PLAN IN RESPECT OF NOISE.</p> <p>(XX) IT WELCOMES THE INCLUSION OF A SPECIFIC SECTION SETTING OUT HOW THE AIRPORT WILL WORK WITH LOCAL COMMUNITIES ;AND</p> <p>(XXI) IT WELCOMES THE RANGE OF COMMUNITY INITIATIVES IDENTIFIED.</p>
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1.0 INTRODUCTION

- 1.1 In 2006 East Midlands Airport (EMA) prepared a Master Plan to set out how the Airport Company envisaged that the airport would develop up to 2030. A new Master Plan (titled a Sustainable Development Plan) which covers the period up to 2040 has now been published for consultation. This report considers the Master Plan and how the Council should respond to the consultation.
- 1.2 The Master Plan was published for consultation in March for a period up to 23 May 2014. In view of the fact that there was not a suitable Cabinet meeting date prior to this closing date the airport has agreed that the Council can submit its comments after the closing date.

2.0 POLICY CONTEXT

National

- 2.1 The need to produce a Master Plan for the airport was initially introduced as part of the then Government's 'Future of Air Transport White Paper' in 2003. In March 2013 the Coalition Government published an 'Aviation Policy Framework'. This reaffirms the Government's view that airports should continue to prepare Master Plans and that these should be updated every 5 years, preferably to coincide with the periods covered by Noise

Action Plans and Surface Access Strategies. It also reconfirms that Master Plans do not have any statutory basis, but that their primary objective “ *is to provide a clear statement of intent on the part of an airport operator to enable future development of the airport to be given due consideration in local planning processes*”.

2.2 The Aviation Framework includes an annex (Annex B) which sets out guidance on Master Plans. It suggests that the following areas as a minimum will need to be addressed in any Master Plan:

- forecasts;
- infrastructure proposals;
- safeguarding and land/property take;
- impact on people and the natural environment; and
- proposals to minimise and mitigate impacts.

Local Plan

2.3 The North West Leicestershire Local Plan was adopted in 2002. It includes a number of specific policies in respect of EMA (Policies T18, T19 and T20). These policies:

- Define the Airport limit;
- Define an area for built development within this overall limit;
- Provide for development for operational purposes, subject to assessment of impacts and application of appropriate mitigation measures;
- Identify and protect the designated Public Safety Zones;
- Specify consultation zones; and
- Protect employment land at Pegasus Business Park.

2.4 As Members will be aware a new Local Plan is in the early stages of being prepared. All existing policies will need to be reviewed and so the existing Local Plan policies could change in the near future.

2.5 The Aviation Framework states that “*the primary objective of master plans is to provide a clear statement of intent on the part of an airport operator to enable future development of the airport to be given due consideration in local planning processes*”. Therefore, in preparing the new Local Plan it will be necessary to have regard to the provisions of the Master Plan, although this does not automatically mean that its provisions should be included.

3.0 THE MASTER PLAN

3.1 The Master Plan itself comprises of four separate sections:

- Economy and surface access;
- Land use
- Environment and
- Community

3.2 Each of these sections is considered separately below in the order in which they appear in the Master Plan. Each section is summarised and then a number of key aspects are

considered in more detail. These considerations are mirrored in the recommendations which are set out above in full for clarity.

- 3.3 In terms of the Noise Action Plan (NAP) (referred to in The Aviation Framework) this is a requirement under Section 18 of the Environmental Noise (England) Regulations 2006 (as amended). These regulations transposed the EU Environmental Noise Directive (2002/49/EC), known as END, into UK legislation. The current NAP dates from 2010. It is understood that the NAP is in the process of being reviewed in parallel with the preparation of the Master Plan and responses to the current consultation will be used to inform the revised NAP. However, no draft NAP is available for consultation.

General

- 3.4 The Master Plan is referred to as a Sustainable Development Plan and has as its vision the following:
To develop the airport as a business that contributes to the competitiveness of the region, promotes inward investment, provides high quality jobs and meets the travel needs of local people.
- 3.5 There is a commitment to review the Master Plan every 5 years in line with the Aviation Framework.

Comment

- 3.6 The commitment to review the Master Plan every 5 years is welcomed.
- 3.7 In terms of the vision it is disappointing that no reference is included to the need to manage the environmental impact of activities at the airport but that instead it focuses exclusively upon the economic benefits of the airport. If the Master Plan is to be a truly sustainable plan then this needs to be reflected in the vision. The forward to the Executive Summary does state that *"We will manage our environmental impact and we know we must continue to work closely openly and honestly with our stakeholders and the communities that live around us"*.
- 3.8 It is considered that the vision should be amended to reflect this commitment.

Economy and Surface Access

- 3.9 This section considers the economic impact of the airport and sets out a surface access plan to show how accessibility to the airport will be managed so as to minimise impact upon the road network, to manage and reduce emissions from transport associated with the airport whilst ensuring that the airport remains accessible for passengers, employers and employees. The later section on Land Use also includes some matters which relate to surface access which is somewhat confusing. It would be helpful if this could be addressed in the final version of the Master Plan.

Summary

- It is estimated that there are some 6,700 jobs on the airport site, of which 45% are passenger related and 36% cargo related.

- 1 in 47 of the working population of North West Leicestershire work at EMA.
- It is estimated that the airport generates some £239million of annual Gross Value Added (i.e. the contribution to the economy of each individual producer, industry or sector in the United Kingdom) in the region.
- The important role played by express delivery services at the airport coupled with the importance of night time flights availability at the airport are highlighted.
- Target to achieve a Single Occupancy Car usage of 65% and 15% passenger access by public transport based on 10 million passengers, subject to continued improvements in public transport provision.
- A 'wish list' of key bus route improvements which would benefit the airport (including improved connections to Coalville and Ashby) subject to growth and commercial viability of such services.
- Rail connection to airport not viable as shown by 2008 study.
- Commitment provided to working with the Highways Agency and other highway authorities to address congestion issues and to ensure excellent access to the airport remains available and to working with rail operators and Network Rail to encourage usage by airport users of the East Midlands Parkway.

Comments

Economic importance of the airport

- 3.10 The importance of the airport to the regional and local economy is clearly very significant. However, as already noted (paragraph 3.7) these positive benefits have to be balanced against other considerations, including impact upon the environment (locally and further afield) and local communities.

Surface access

- 3.11 The targets in the 2006 Master Plan were to reduce employee single occupancy car use to 70% by 2016 and to increase passenger access by public transport to 10% by 2016. Notwithstanding the fact that both passenger and cargo forecasts in the 2006 Master Plan have not been realised (as outlined later in the section on Land Use), the new Master Plan notes that in 2012 employee single car occupancy was down to 71% and passenger access by public transport was at 9%, virtually at the levels being sought in the 2006 Master Plan.
- 3.12 These results show significant progress towards meeting the 2006 Master Plan and are to be welcomed. The airport company has taken a lead on trying to increase public transport accessibility to the airport, initially by subsidising new bus services from Derby, Leicester and Nottingham (in total some £2.9 million has been directly funded by the airport). These are now fully fledged commercial services known as Skylink.
- 3.13 In terms of the new targets for single occupancy car usage and passenger access by public transport, these are both seeking a 6% improvement by 2040 from their position in 2012.
- 3.14 It could be argued that a 6% improvement is not that significant. However, it is recognised that there are particular difficulties at East Midlands Airport, including its geographical location relative to the three cities of Leicester, Nottingham and Derby, the predominance

of leisure-based travel with its dispersed catchment area, and the lack of direct rail access. Furthermore, in terms of employee access it has to be recognised that there is a large number of companies that operate at the airport, many of whom operate shift patterns which make car sharing and/or use of non-car modes difficult to achieve, particularly early in the morning or late at night.

- 3.15 In these circumstances it is considered that the targets proposed in the Master Plan are challenging. As noted in the Master Plan this matter will need to be monitored and reassessed as part of the next review in 5 years time. If it appears at that time that the targets are going to be met then more challenging targets can be established. Conversely if they are not being met consideration can be given as to what additional steps may be required.
- 3.16 In terms of the potential for new bus services it is disappointing to note that out of a list of the 6 priority improvements identified improved connections to Coalville and Ashby de la Zouch are ranked third and fifth respectively. The top priority is increased frequency of existing services to Leicester, Derby, Nottingham and Long Eaton. This is at odds with the statement in the Master Plan that *“At the top of the list of priorities are towns like Coalville (who currently only have a day-time service) and Ilkeston”*.
- 3.17 Both Coalville and Ashby de la Zouch, as the two largest settlements in the district, would benefit from improved connectivity to the airport and so would provide more employment opportunities for local residents. The airport should be asked to reconsider its approach on this matter.
- 3.18 No specific financial commitment is provided from the airport towards the support for new services. Instead the airport is seeking to work with the promoters of new developments in the vicinity of the airport (for example the East Midlands Distribution Centre, the potential Strategic Rail Fright Interchange) which have the potential for new services on the back of these developments.
- 3.19 Whilst working in partnership is understandable it does raises questions as to whether the targets are likely to be met and hence whether a more proactive approach would be better. The airport should be asked to reconsider its approach on this matter.

Land Use

- 3.20 This section covers forecasts of future predicted growth, airport capacity and the implications of the predicted growth in respect of the need for new or expanded facilities and new development needs.

Summary

- Passenger throughput of 10 million passengers per annum in the period 2030 – 2040 and a cargo throughput of 700,000 tonnes by 2040. The forecasts are to be reviewed periodically.
- Based on these forecasts the number of Air Transport Movements (ATM) (i.e. aircraft landings or take offs) would increase as follows:

	2013	2040
Passenger movements	35,939	70,000

Cargo movements	23,805	42,600
Total	59,744	112,600

- It is suggested that the future split between day and night time movements will be similar to today. Based on the figure of 112,600 air transport movements this could see 36,595 night time flights compared to 19,452 in 2013.
- In terms of runway capacity, the Master Plan identifies that the current runway is capable of accommodating 34-36 runway movements per hour which is estimated as being sufficient capacity to accommodate the predicted number of passengers and cargo as at 2040. Therefore, there is not anticipated to be a need for a second runway before 2040. However, EMA will look to work with the District Council to extend the life of the current consent to extend the runway by 190 metres (Application number 00/00867/FUL) when economic conditions are more favourable.
- It is proposed to create additional Rapid Access/Exit Taxiways to help increase runway capacity, whilst a contingency plan will be developed to protect the operation of the airport when runway maintenance is required.
- To accommodate the predicted growth to 2040 it will be necessary to provide additional apron capacity in each of the three zones across the airport (Central Passenger Apron, Cargo West and Cargo East)
- To accommodate the predicted growth in passenger numbers it will be necessary to increase the amount of terminal floorspace from 32,000 to 75,000 square metres. This would take place on land to the south and to the west of the existing terminal and also to the east of Arrivals. It is likely that this would be done over two levels so as to segregate arrivals and departures and to reduce the overall footprint of the terminal.
- This additional terminal floor space would be developed on land currently used for passenger car parking which will be relocated elsewhere on the airport site.
- Relocation of the Fire Station to the north of the runway;
- Development of cargo facilities through the extension of the DHL Hub and the creation of a new facility between Pegasus Business Park and the runway at the east end of the site with cargo and flight support on the western most part of the Pegasus Business Park;
- Continued development of the Pegasus Business Park site with an emphasis upon those uses which require an airport location;
- The need for additional operational land beyond the existing boundaries to be kept under review, but the possibility of additional employment on land south of A453 next to Moto service area to be pursued through the Local Plan process.;
- Additional storm-water storage capacity either by extending existing balancing ponds and through additional facilities on EMA owned land south of the A453 and
- Doubling the amount of car parking which could include a multi storey car park in the central area near the terminal.

Comments

General

- 3.21 A 'Future Land Use Plan' is included in the Master Plan which aims to show the proposed disposition of different uses across the airport. The quality of the plan is quite poor and

difficult to read. It is considered that the inclusion of a better quality of plan is required to more clearly illustrate the airports proposals in respect of future land uses.

Forecasts

- 3.22 For information the forecasts in the 2006 Master Plan were:
- Passengers - 6.93 million by 2010 and 9.2 million by 2016
 - Cargo - 723,000 tonnes by 2010 and 1.2 million tonnes
- 3.23 The actual volume of passenger traffic grew to 5.8 million in 2008 whilst cargo traffic reached 313,000 in 2011. Notwithstanding the fact that the previous forecasts have not been realised the annual rate of growth was 5.1% for passengers between 2000 and 2012. The worldwide recession is highlighted as a reason for these projections not being met.
- 3.24 The Master Plan forecast of 10 million passengers by 2040 is higher than predictions published by the Department for Transport (2013) (8.20 million passengers by 2040). This is because EMA believes that the Department Of Transport model is flawed and that greater growth from its core local catchment (Leicestershire, Derbyshire and Nottinghamshire) is possible, primarily due to the fact that low cost airlines provide services to destinations not offered by competitor airports. A growth to 10 million passengers would represent an annual growth rate of 3.4% over the period 2013 to 2040 which is less than that achieved for 2002 to 2012.
- 3.25 No significant evidence has been produced as part of the Master Plan to demonstrate that a figure of 10 million passengers by 2040 is realistic. It is considered that if the figure of 10 million passengers is to form the basis for the Master Plan that such evidence should be provided, otherwise the Department of Transport forecasts should be used instead. It would also be helpful if the assessment of the need for new and/or expanded facilities (as summarised above) were assessed in the context of the Department of Transport forecasts as well as the EMA forecasts.
- 3.26 Forecasting of future passenger and cargo numbers is fraught with inherent difficulties. Therefore, the forecasts should be treated with some caution and so the fact that the forecasts are to be reviewed periodically is to be welcomed. It is considered that future annual monitoring reports published by the airport should report on progress against both the Department of Transport projections and those of the Master Plan. In this respect it would be helpful if the Master Plan included interim figures (e.g. 2020, 2030) to make it easier to assess progress.
- 3.27 The issue of noise associated with night time flights is considered elsewhere in this report. However, it is apparent that on the basis of the forecasts included in the Master Plan that there will be a significant increase in the number of night time flights which has the potential for a subsequent increase in night time noise.

Need for additional runway capacity

- 3.28 The consent to extend the runway was granted on 18th February 2011 and expires on 17th February 2016. The permission also covered other works but was principally concerned with an extension of the runway at the western end.

- 3.29 The suggestion that EMA will seek to extend the life of the current consent is noted. However, changes introduced in 2008 prohibit the extension of time on planning permissions. This was partially amended in 2010 when the Government introduced measures to enable the extension of planning permissions granted on or before 1 October 2009 (subsequently extended to 1 October 2010) to provide more flexibility for developers to address issues arising from the economic downturn. As noted the runway permission was granted in February 2011 which is outside of these timescales. Therefore, the option to extend the timescale for implementing the runway permission is not available. It will be necessary to either commence the existing permission or to let it lapse and submit a new application when an extension is required.
- 3.30 The suggestion that second runway will not be needed prior to 2040 is noted and welcomed. As the Department of Transport forecasts assume a lower number of passengers by 2040 this will remain the case which ever forecasts are used.

Passenger Terminal

- 3.31 The need to extend the passenger terminal and apron areas is directly linked to the forecasts for both passengers and cargo. The Master Plan notes that the existing terminal is only able to accommodate 6 million passengers so an extension would be required under both the Department of Transport forecasts and the EMA forecast. However, it is not clear as to what the extent of need would be in the context of the Department of Transport. Should the airport decided to use the Department of Transport forecasts as suggested above at paragraph 3.25 this will need to be addressed.
- 3.32 The approach outlined in the Master Plan would, in terms of land use, represent a continuation of the existing approach in the current Master Plan. The adopted Local Plan (Policy T18) seeks to restrict any new buildings to the existing terminal complex (as well as land at an area referred to as Gimbro Farm which is now occupied by DHL). Therefore, the suggested approach is consistent with the principles of the adopted Local Plan.
- 3.33 It should be noted that any proposal to extend the terminal will require planning permission, it is not permitted development. Any such application would need to be treated on its merits.

Cargo Facilities and Pegasus Business Park

- 3.34 The provision of additional cargo facilities at the DHL complex would be consistent with the provisions of the adopted Local Plan as outlined above in paragraph 3.32.
- 3.35 It is proposed to reduce the extent of the Pegasus Business Park by allowing the north eastern corner which adjoins the A435 to be used for the provision of cargo facilities. In addition, it is proposed to create additional car parking on a narrow strip between the A453 and existing cargo sheds at Argosy Road. An area of land east of the Regus office and up to the A453 would remain within the area of the business park (see Appendix 1).
- 3.36 The principal of some development on these areas has already been accepted by virtue of Policy J4 in the adopted Local Plan. However, this is in the form of a business park with a high quality environment. The cargo facilities would also encroach on to an area north of Pegasus Business Park contrary to the provision of Policy T18.

- 3.37 Therefore, the provision of new cargo facilities at the eastern end of the runway between the existing Pegasus Business Park and the runway and the provision of car parking south of Argosy Road would not be consistent with the existing Local Plan policy.
- 3.38 However, as noted in paragraph 2.5 of this report the provisions of the Master Plan will need to be considered as part of the new Local Plan. It is suggested, therefore, that at this stage the Council reserve its position on this matter and that EMA be advised that the Council will give due regard to this matter in preparing the new Local Plan.

Land south of the A453

- 3.39 The suggestion in the Master plan that land south of the A453 be viewed as possible additional land is noted. For members information the area concerned is identified at Appendix 2 of this report.
- 3.40 The A453 currently provides a clear limit to the Airport in relation to the attractive countryside and the village of Diseworth to the south and development here would conflict with the provisions of the adopted Local Plan.
- 3.41 However, as with the issue of additional cargo facilities at Pegasus Business Park this would need to be considered as part of the new Local Plan.

Additional water storage capacity

- 3.42 There have been a number of instances of flooding along the Diseworth and Long Whatton brooks. Leicestershire County Council commissioned a study in 2013 to establish the cause of these events. In particular, the study looked at contribution that runoff from the airport may have on flood risk within the catchment.
- 3.43 The study concluded that "*The airport does not appear to have been a factor in the flooding of Diseworth in the 2012 flood event*". Notwithstanding this, the study went on to recommend that "*EMA should look to minimise discharges to watercourses during significant storm events on the catchment by diverting flows into the winter reservoirs to act as storage basins. When utilising the storage capacity of the basins in this way, the option of pumping additional flows to the River Trent should be considered as part of the measure*".
- 3.44 In the event that additional water storage capacity is required it will be essential that EMA ensures that the design of any scheme gives full consideration to the potential impact upon properties and settlements downstream of the airport.

Other developments

- 3.45 The potential need for additional developments such as apron space, additional car parking and a new fire station are noted. These are largely linked to the volume of passengers and cargo that uses the airport and will depend upon the progress made towards meeting the forecasts. It is likely that such developments will fall within the definition of permitted development and so will not be a matter to be determined by the district council as local planning authority.

Environment

- 3.46 This section details the key performance indicators which the airport will use to monitor its environmental performance, how it will seek to reduce its greenhouse emissions and how it will deal with issues such as air quality and noise, management of water and waste and its approach to landscape and ecology.

Summary

- EMA remains committed to improve its environmental performance (currently have ISO 14001) and identifies a number of key performance indicators (Appendix 3).
- All environmental policies will be reviewed annually via the airport's senior management team.
- Seek to reduce energy demand by 10% over the next 5 years.
- EMA remains committed to meeting all of its energy needs from renewable sources or where this is not possible the resulting emissions will be off-set.
- Commitment to continuing to improve air quality including the continued operation of the existing air quality monitoring station.
- A long-term aim relating to noise is to *'limit, and reduce where possible, the number of people affected by noise as a result of the airport's operation and development'*. It is proposed to identify a Noise Envelope (an area within which noise levels will not be any higher than a set level) and this will be based on the 55 decibel night time noise contour.
- A wide range of measures to be undertaken to minimise the impact of noise on local communities, including seeking to ensure that 100% of all night time flights meet the requirements for Chapter 4 aircraft, to review the width of Noise Preferential Routes and to better understand the impact reduced engine taxiing and how the development of predefined training circuits could reduce impacts.
- The noise monitoring system will be upgraded by 2015.
- Water saving measures to be incorporated in to new buildings where appropriate, drainage systems to be effectively managed to ensure compliance with environmental permits, improvements to water quality monitoring systems, adequate attenuation run of to be provided to all new developments and will undertake a review of drainage capacity.
- Minimise adverse impacts on nature conservation, landscape, archaeological resources and cultural heritage and, where possible, create new features and enhance the ecological and landscape value of the area.

Comments

- 3.47 The commitment of the airport to improve its environmental performance is welcomed although it should be appreciated that this only relates to those aspect under the airports control.
- 3.48 Significant strides have been made since the 2006 Master Plan on reducing greenhouse gas emissions (ground operations became carbon neutral in 2012). Examples of initiatives undertaken include the installation of ground source heat pumps which reduce carbon emissions from heating and cooling the extended passenger terminal 'Pier', a 26 hectare willow coppice has been planted which will provide renewable fuel for a biomass boiler

and two full sized wind turbines have been installed generating 5% of the electricity used by the airport.

- 3.49 Notwithstanding these improvements and the various commitments outlined above, it remains the case that the airport still has some significant environmental impacts, including noise and air quality. It is also the case that whilst the airports own ground operations are carbon neutral a significant amount of greenhouse gas emissions still occur as a result of the aircraft which use the airport.

Noise

- 3.50 Of all the environmental impacts associated with the airport that of noise is and always will be, as is recognised in the Master Plan, an issue for some people, particularly those who live nearest to the airport.
- 3.51 A particular concern in respect of East Midlands Airport is that there are no restrictions in place in respect of the number of night time flights that can operate from the airport. Data in Appendix 3B of the airport's 2010 Noise Action Plan identifies that the number of people within the 50-54 decibel night time noise category was 4,100 with higher numbers only recorded at Heathrow, Manchester and Birmingham. Furthermore, as noted above, there are no controls over the number of night time flights which if the forecasts for growth are correct will increase from 19,500 in 2013 to 36,600 in 2040, an increase of 87%.
- 3.52 The District Council as local planning authority can seek to impose some controls when determining planning applications. However, any controls which it is proposed to include must be directly and reasonably related in kind and scale to the development proposed. This means that such controls can seek to deal with additional problems that result from a development but not to resolve existing issues.
- 3.53 The District Council has previously sought support from Government for designation of the airport in accordance with Section 78 of the Civil Aviation Act 1982. Such a designation would enable controls to be put in place that limit the number of night time flights. However, the Government declined to designate the airport.
- 3.54 Therefore, at this time it appears that there is little prospect of the airport being designated and so the Council will have to continue to use its powers where appropriate and continue to press for reducing the impact from night time flights wherever it can, for example via the Airport Consultative Committee.
- 3.55 The long term aim in respect of noise is similar to the approach taken by the Aviation Framework. The only difference is that the Aviation Framework refers to limiting and reducing the number of people '*significantly affected by aircraft noise*', whereas the Master Plan refers to people '*affected by noise as a result of the airports operations*' (i.e. it includes more than just noise from aircraft). It could be argued that the Master Plan takes a slightly more hard line approach than the Aviation Framework which is to be welcomed.
- 3.56 The proposed approach to dealing with noise is different to that previously taken. The 2003 Air Transport White Paper had an aim to '*bear down on noise*' and this was reflected in the 2006 Master Plan. The '*softened*' stance now taken in the Aviation Framework and subsequently the new Master Plan is regrettable.

- 3.57 There is limited data included in the Master Plan regarding noise levels at the airport compared to the 2006 Master Plan which included a significant amount of information. Such information is now contained in the Noise Action Plan (NAP). As already noted the current NAP (2010) is being reviewed in parallel to the consultation on the Master Plan but no draft NAP has been produced for consultation. Instead it is understood that the intention is to use feedback from the consultation on the Master Plan to feed in to the review of the NAP. This is somewhat confusing and does mean that there is limited information available at this time.
- 3.58 The suggestion in the Master Plan, to identify a noise envelope based on the 55 decibel night time contour takes forward a proposal in the 2010 NAP. The Aviation Framework supports the concept of Noise Envelopes and guidance issued by the Government suggests that there are a number of ways in which this could be done, including the use of noise contours (as is proposed in the Master Plan). Other approaches might include limiting inputs (e.g. limiting the number of arrivals and departures at an airport) or restricting noise impact (e.g. identifying and limiting the number of people likely to be adversely affected by noise). It is not clear as to why the preferred approach has been adopted instead of one of the alternative methods outlined above. It would be helpful if the Master Plan could address this for clarity and transparency.
- 3.59 The lack of detailed information in the Master Plan on noise makes it difficult to judge what the possible impacts are likely to be as a result of the predicted growth in Air Traffic Movements (ATM) as outlined in paragraph 3.20 Whilst aircraft are likely to get quieter through time, thereby reducing the maximum noise levels recorded, the fact that there will be such a significant increase in the number of flights could result in an increase in the continuous sound level recorded during the night time period. The airport should give consideration to undertaking separate consultation on its revised Noise Action Plan in order that stakeholders can better understand the implications of the forecasts and proposals contained in the Master Plan.

Community

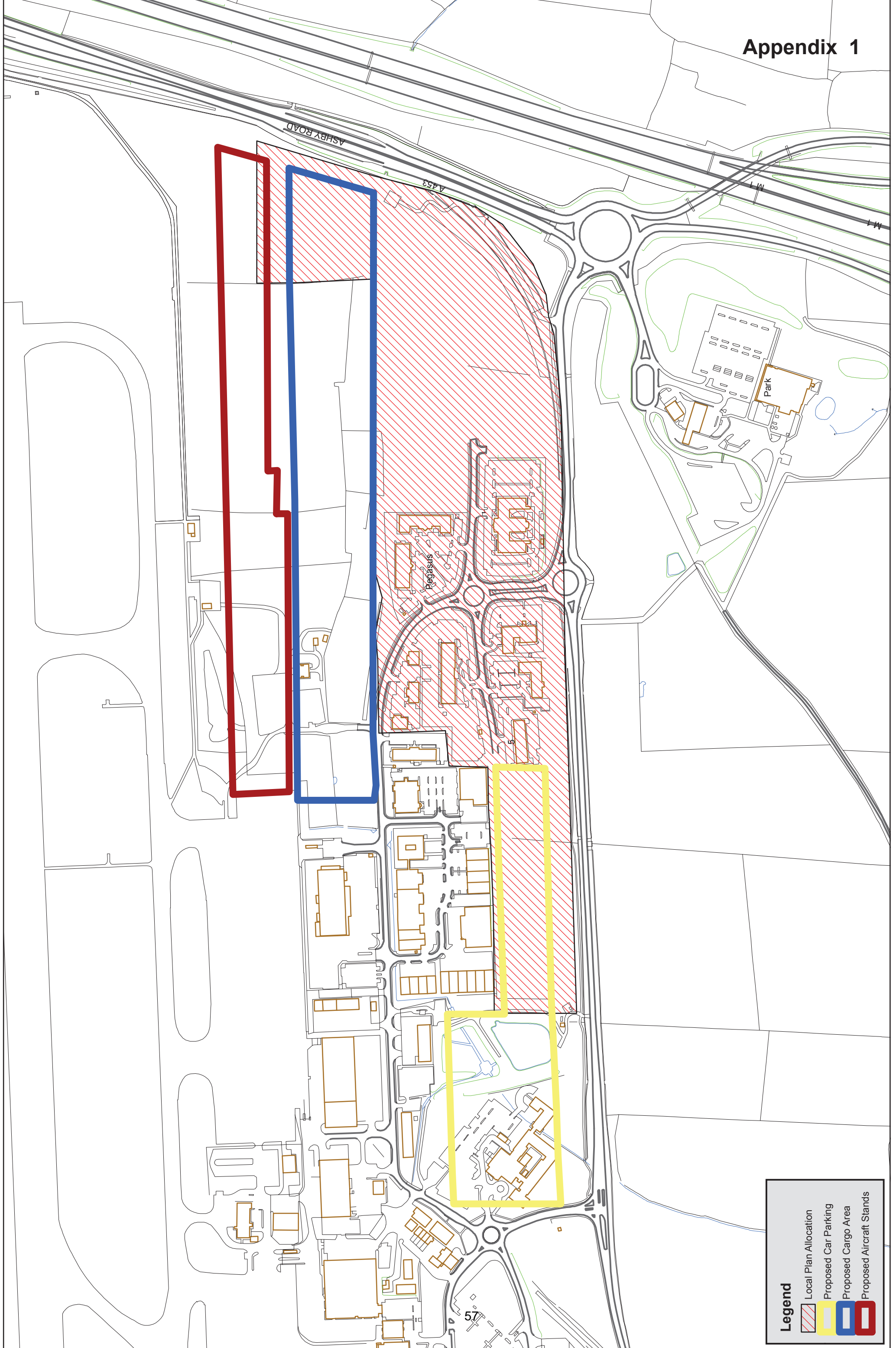
- 3.60 This section details how the airport will engage with the local community.

Summary

- 3.61 A variety of activities proposed to ensure that the local community is engaged with the airport. These include:
- Holding outreach events in local communities to provide an opportunity for people to raise concerns or queries;
 - Undertaking an annual community survey and publishing a community newsletter three times a year;
 - Continuing to hold an Independent consultative committee and meet with parish councils
 - Continuing to offer sound insulation grants and roof damage repair scheme;
 - Respond to complaints within 10 working days;
 - Continue to provide a minimum of £50,000 to a community fund;
 - Continue a programme of work experience for students and aim to extend the Airport Academy to 19 year olds.

Comments

- 3.62 By its nature the operation of a major airport such as East Midlands Airport is a complex matter which will inevitably encounter problems, some of which will impact on local communities. The 2006 Master Plan did not include a separate section on how the airport would engage with local communities. The inclusion of this section and the various initiatives outlined in it is therefore very welcome.
- 3.63 The Council's Community Focus team have good working relationships with the Customer Relations team at the airport and have also directed a number of local community groups to seek and receive help via the community fund. The continued commitment by the airport to this fund is welcomed.



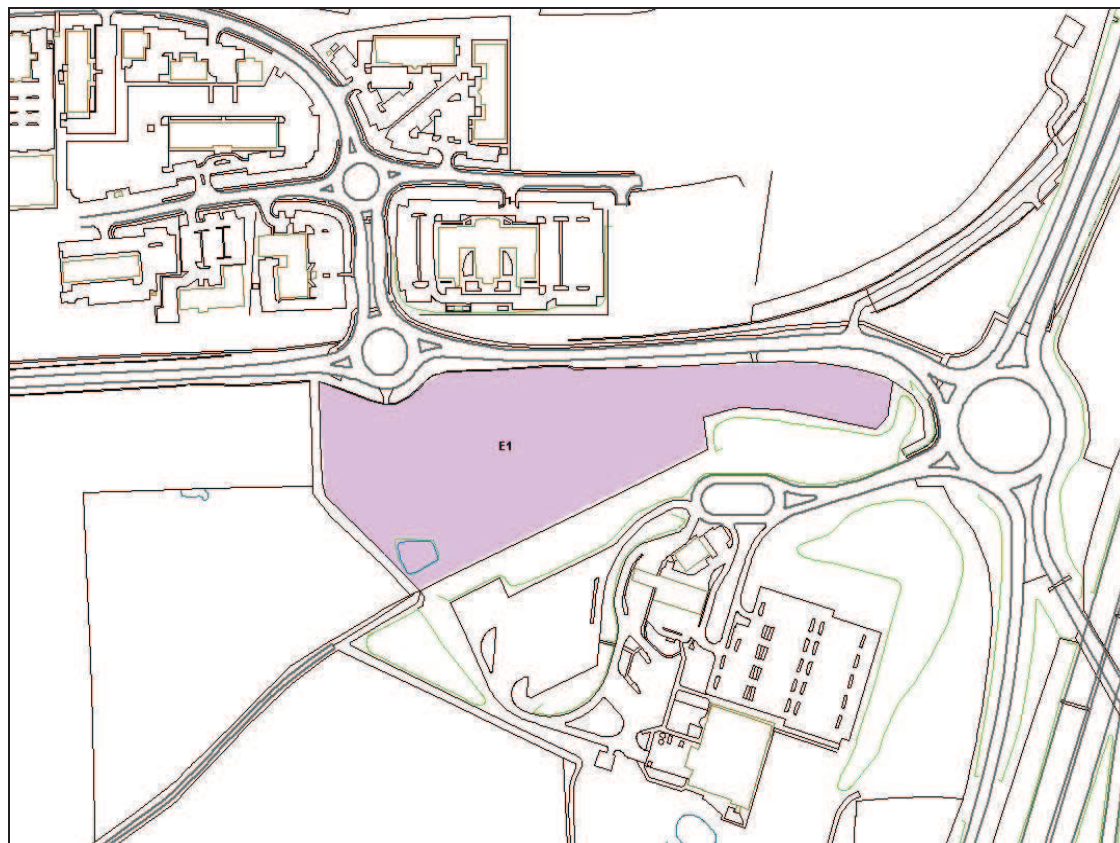
Legend

- Local Plan Allocation
- Proposed Car Parking
- Proposed Cargo Area
- Proposed Aircraft Stands



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Land south of A453, west of junction 23a M1



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KEY PERFORMANCE INDICATORS

Climate change

Key Performance Indicator: to reduce greenhouse gas emissions by increasing efficiency and obtaining energy from renewable sources.

Building upon our work to date, the priority over the course of this plan will be to drive further efficiency improvements by continuously reducing our energy demand. We believe that generating and purchasing renewable electricity can make an important contribution to reducing our CO₂ emissions and we will seek to increase the generation of energy from renewable sources on-site, where it is practical to do so.

Waste

Key Performance Indicator: By 2015 the airport will achieve 100% waste diversion from landfill.

We will manage our waste along the principles of the waste hierarchy (Reduce waste generation, Re-use, Recycle, Recovery, Disposal), work with our business partners to minimise the production of waste where possible and promote the re-use and recycling of waste materials.

Local Air Quality

Key Performance Indicator: The airport will not breach any local air quality limit.

Air pollution can pose a risk to human health and National Air Quality Standards have been set for a range of pollutants. We currently monitor particulate matter (PM₁₀), nitrogen dioxide and benzene. Sources of air pollutants include aircraft operations whilst on the ground, operational equipment and vehicles, energy generation and airport related road traffic. We will:

- develop a Surface Access Strategy that promotes a modal change away from the private car to less environmentally damaging forms of travel;
- adopt operational practices that seek to minimise the polluting emissions from airport operations;
- undertake regular monitoring for key pollutants, within the wider context of the Air Quality Strategy for England and Wales to contribute to the control of local air quality; and
- make the results of air quality monitoring publicly available

Landscape and Ecology

Key Performance Indicator: The area of land under active ecological and landscape management and enhancement will not be reduced.

The airport is a significant landowner. Any development that takes place requires mitigation and compensation measures to be undertaken either in advance, during or immediately following development. We will further develop our landscape and ecology strategy so that within the constraints imposed by the normal operation of the airport, we will promote the development of rich and varied habitats, to integrate the airport within its rural setting and to promote access to the airport site.

Water Quality

Key Performance Indicator: All surface water discharge samples will remain within consented limits.

Discharge of pollution into rivers and streams can have potentially harmful consequences to fish and the general river habitat. We have a number of consents that limit the quality of runoff that we can release to the watercourse. We will adopt rigorous programmes of monitoring and control to ensure that all drainage discharges are controlled in accordance with regulatory consents. In addition, we will seek to minimise the load placed on the environment by ensuring the sensitive storage and use of chemicals

Noise

Key Performance Indicator: The night noise contour (55LAeq) will not exceed an area of 16 sq. km. By committing to a noise contour area, we seek to establish an enduring noise envelope within which the most serious noise impacts will be contained. This will allow people to plan accordingly and by providing noise mitigation to those within the noise envelope, we will seek to provide support and mitigation to those who are most impacted by aircraft noise.

Whilst actual noise levels can be recorded, their potential to be intrusive and cause disturbance cannot easily be quantified. However the equivalent continuous sound level (LAeq) is the most common index of aircraft noise exposure. It is a measure of the equivalent continuous sound level, in this case averaged over an eight hour night from 23:00 to 07:00. This is used to create a contour area within which a certain sound level is exceeded. When laid over a map of the area surrounding the airport, we can measure the area and the population affected.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 24 JUNE 2014

Title of Report	STRATEGIC RAIL FREIGHT INTERCHANGE (SRFI) UPDATE
Key Decision	a) Financial No b) Community Yes
Contacts	Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Regeneration and Planning 01530 454782 david.hughes@nwleicestershire.gov.uk
Purpose of report	To update Cabinet on the application for the East Midlands Gateway development proposal north of East Midlands Airport
Reason for Decision	For update and information no decision required.
Council Priorities	Business and Jobs
Implications:	This report informs Cabinet of the applicants progress in consulting on the East Midlands Gateway – a Strategic Rail Freight Interchange proposal within the district
Financial/Staff	The Council will be consulted on an application and there will be a cost in preparing the Council's response
Link to relevant CAT	Business CAT
Risk Management	Risk assessments will be completed as appropriate
Equalities Impact Assessment	None discernible
Human Rights	None discernible
Transformational Government	None
Comments of Head of Paid Service	The report is satisfactory

Comments of Section 151 Officer	The report is satisfactory
Comments of Deputy Monitoring Officer	The report is satisfactory
Consultees	Any response to the eventual application will be prepared in partnership with Leicestershire County Council who will also be a consultee
Background papers	None.
Recommendations	<p>CABINET NOTES:</p> <ol style="list-style-type: none"> 1. THE COMMENCEMENT OF THE CONSULTATION BY ROXHILL ON THE EAST MIDLANDS GATEWAY STRATEGIC RAIL FREIGHT INTERCHANGE PROPOSAL. 2. THE ANTICIPATED IMPACTS OF THE PROPOSED DEVELOPMENT THAT THE COUNCIL NEEDS TO ASSESS IN MAKING REPRESENTATIONS TO THE PLANNING INSPECTORATE 3. THE PROPOSED PROGRAMME FOR THE DETERMINATION OF THE PROPOSAL BY THE PLANNING INSPECTORATE

1.0 BACKGROUND TO EAST MIDLANDS GATEWAY PROPOSAL

- 1.1 The East Midlands Gateway (Roxhill) project is classified as a Nationally Significant Infrastructure Project under the Planning Act 2008, and therefore is required to be the subject of an application for development consent to be submitted to the Planning Inspectorate. The Planning Act 2008 establishes the legal framework for the preparation , and determination of nationally significant proposals and applications. A final decision whether to grant development consent will be made by the Secretary of State for Transport.
- 1.2 In December 2013 the Cabinet agreed to support in principle, subject to detailed appraisal, the Roxhill proposal for the development of a Strategic Rail Freight Interchange within the district on land to the North of East Midlands Airport now referred to as the East Midland Gateway. Clearly Cabinet has reserved its formal position on the Roxhill proposals until all of the details of the scheme are known. However, given the substantial potential for job creation and the likely local, regional and national benefit of such a proposal, Cabinet agreed that 'in principle' support for the Roxhill scheme was offered and encouraged the applicants to submit their application to the Planning Inspectorate at the earliest opportunity to allow the detailed examination of the scheme to take place.
- 1.3 In December 2013 it was envisaged that the Roxhill proposal would be subject to public consultation in January 2014 with a likely submission to the Planning Inspectorate in March/April 2014. This consultation programme has been extended with the exercise now

completing on the 27 June 2014. This report updates Cabinet of the process and revised programme.

2.0 THE PROPOSAL AND POTENTIAL IMPACTS ON THE DISTRICT

2.1 The site consists of land to the north of East Midlands Airport, east of Castle Donington. It is located south of the villages of Lockington and Hemington, and immediately west of the M1 junction 24. The proposals comprise:

- An inter modal freight terminal accommodating up to 16 trains per day and trains up to 775m long and including container storage and HGV parking;
- up to 557,414 sq m of rail served warehousing and ancillary buildings;
- a new rail line connecting the terminal to the Castle Donington branch freight only line;
- new road infrastructure and works to the existing road infrastructure, including a Kegworth bypass and substantial improvements to Junction 24 of the M1;
- strategic landscaping and open space, including public rights of way and new publicly accessible open areas; and
- a bus interchange.

2.2 The key benefits that the project that is likely to provide are:

- Approximately 6 million sq.ft. of rail connected warehousing floorspace;
- Around 7,000 jobs involving a wide range of technical, managerial, administrative and operational posts with a commitment by the developer to work with the Council and the Leicestershire and Leicester Enterprise Partnership;
- Up to 900 construction jobs;
- A new dedicated rail access, from the Nottingham – Birmingham freight only line;
- A full inter modal freight facility;
- Improved strategic highway arrangements, with a newly configured Junction 24 of the M1, and additional capacity at Junction 24a;
- New local access arrangements to Lockington and Hemington, including the closure of the junction of Church Street with the A50 (delivering local road safety benefits);
- Provision of public transport connectivity to the East Midlands Gateway site, including enabling the extension or enhancement of existing bus services to link communities such as Coalville;
- Significant landscaping and earthworks which would result in the buildings being substantially screened from the west (Castle Donington), and north (Lockington-Hemington); and
- The provision of a new by-pass to the south of Kegworth

2.3 Once the planning application is submitted, the Council, will be invited to prepare a Local Impact Assessment of the proposals and to submit that assessment to the Planning Inspectorate for their consideration. This impact assessment will essentially form the Council's detailed and formal view on the application. This Local Impact Assessment will be prepared by Officers and reported to Cabinet for consideration before it is submitted to the Planning Inspectorate for scrutiny. The Local Impact Assessment will focus upon the following areas;

- Landscape
- Wildlife
- Archaeology

- Noise
- Traffic
- Access and Rights of Way
- Economy
- Developer Contributions (as a means of mitigation)

It is anticipated that any background evidence required to inform the Local Impact Assessment will be undertaken jointly with Leicestershire County Council who will also need, in due course, to inform the Planning Inspectorate of their formal view of the application.

3.0 PROGRAMME FOR THE DETERMINATION OF THE APPLICATION

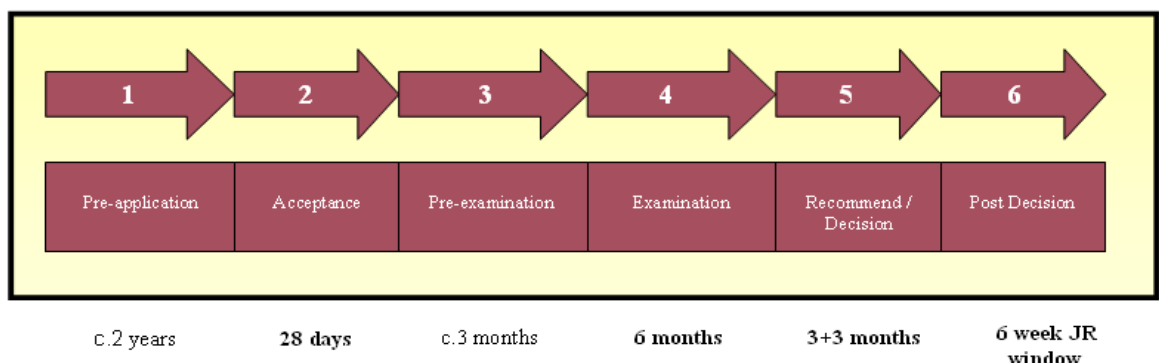
3.1 The Applicant has undertaken a consultation process to understand the issues and concerns of all the interested parties. The applicant commenced the formal exercise on the 23 May 2014. The consultation is being carried out pursuant to Section 42 of the Act and notice of the proposed application is to be publicised under the requirements of Section 48 of the Act.

3.2 The proposal has been advertised in the local press and consultation materials are available both on-line and in community locations. The Act allows a period of 28 days for this consultation which closes on the 27 June 2014. Responses and representations will be made public by Roxhill and will be reported to a future Cabinet meeting.

3.3 Now Roxhill has completed the consultation exercise they can proceed to submit the application to the Planning Inspectorate for Acceptance (stage 2 below). When the application has been accepted by the Planning Inspectorate there will be a three month pre-examination period (Stage 3 below) during which time the Council will prepare a Local Impact Assessment and agree areas of common ground to submit to the Planning Inspectorate. The Assessment will be reported to a future Cabinet meeting for approval prior to submission to the Planning Inspectorate. The examination will take up to six months and during the examination the Councils Local Impact Assessment will be taken into account. The current programme for the statutory stages is set out below and anticipates an examination between November 2014 and April 2015 with a decision being published sometime after July 2015. This programme however is dependent upon how long it will take to complete stages 1-3.

3.4

Application



Times in **bold** are statutory

Current Programme July 14 Aug –Oct 14 Nov 14-Apr 15 July 15 onwards

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 24 JUNE 2014

Title of report	LEICESTER AND LEICESTERSHIRE JOINT STRATEGIC PLANNING SUPPORT
Key Decision	a) Financial Yes b) Community No
Contacts	Councillor Richard Blunt 01530 454510 richard.blunt@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk
Purpose of report	To seek Cabinet's authority to contract for the provision of the services of the Leicester and Leicestershire Joint Strategic Planning Manager, to be provided on behalf of and joint funded by all the Leicestershire District Councils, the City Council, the County Council and the Leicester and Leicestershire Enterprise Partnership.
Reason for Decision	As the value of the contract exceeds delegated threshold, Cabinet are asked to award the services contract for the Leicester and Leicestershire Joint Strategic Planning Manager
Council Priorities	Value for Money Business and Jobs Homes and Communities Green Footprints Challenge
Implications:	
Financial/Staff	The financial implications of the decision are addressed in the body of the report.
Link to relevant CAT	Business CAT Footprints CAT
Risk Management	This support will provide greater resilience to each of the authorities with respect to their respective local plans and planning documents, to ensure that there is a coordinated approach pursuant to the Duty to Cooperate in the Localism Act 2011.

Equalities Impact Assessment	Not applicable
Human Rights	None
Transformational Government	Partnership working with the Leicester and Leicestershire Enterprise Partnership (LLEP), Leicestershire District Councils, the County and City Councils to secure sustainable growth of development goals for the whole of Leicestershire
Comments of Head of Paid Service	As report author, the report is satisfactory
Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	The Leicester and Leicestershire Housing Planning and Infrastructure Group
Background papers	None
Recommendations	<p>THAT CABINET:</p> <p>(1) NOTES THE WORK OF THE CHIEF EXECUTIVE TO DATE IN RELATION TO JOINT WORKING BETWEEN LEICESTER CITY COUNCIL AND THE LEICESTERSHIRE AUTHORITIES;</p> <p>(2) DELEGATES TO THE CHIEF EXECUTIVE AUTHORITY TO CONTRACT FOR THE SERVICES OF THE LEICESTER AND LEICESTERSHIRE JOINT STRATEGIC PLANNING MANAGER FUNCTION; AND</p> <p>(3) WAIVES CONTRACT PROCEDURE RULE 5.16 SO THAT THE CHIEF EXECUTIVE MAY SEEK QUOTES FOR THE PROVISION OF SERVICES IN RELATION TO THE LEICESTER AND LEICESTERSHIRE JOINT STRATEGIC PLANNING MANAGER FUNCTION.</p>

1.0 BACKGROUND

- 1.1 Under section 110 of the Localism Act 2011, local authorities and other public sector bodies are under a duty to engage with each other to maximise the effectiveness of their Local Plans on strategic issues.

- 1.2 The Leicestershire authorities have already collaborated in relation to a number of studies in relation to their Local Plans, including a strategic housing market assessment and strategic logistics sector market assessment.

2.0 JOINT STRATEGIC PLANNING MANAGER

- 2.1 To support this ongoing collaboration, there is a large amount of work involved in coordinating the joint approach between the authorities. As such, the Chief Executive (as chair of the LLEP's Housing, Planning and Infrastructure Group (HPIG)) is leading the engagement of an individual or organisation to offer the services of a Joint Strategic Planning Manager function (JSPM) to all the Leicestershire authorities.

- 2.2 The services to be provided by the JSPM are set out at Appendix 1.

- 2.3 Leicester City Council, Leicestershire County Council, the Leicestershire Districts and the Leicester and Leicestershire Enterprise Partnership have agreed to divide the costs of the JSPM in ten equal parts. Subject to Cabinet approval, shortly following this meeting of Cabinet, this Authority will advertise for the right individual or organisation to provide these services.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The JSPM function is required for a period of 2 years. Interim arrangements will be in place for 6 months, while sourcing the fixed term provision of the function.

- 3.2 The JSPM will be engaged on a fixed contract lasting up to 18 months, under a budget of up to £105,000. The costs of this will be divided between the 10 bodies represented on the Housing, Planning and Infrastructure Group (HPIG). This funding will be secured under a formal contract to be entered into with all such bodies. The cost to this Authority for the fixed term provision is estimated at £10,500.

- 3.3 During the recruitment to this function, interim arrangements will be in place up to the value of £35,000. This cost will also be divided equally between the 10 bodies on HPIG.

- 3.4 In conclusion, the total cost to this Authority for 2 years' provision of the JSPM function will be £14,000, which will come from existing budgets.

4.0 ENGAGEMENT ROUTE

- 4.1 To ensure that the Authority effectively tests the market, to ensure the most robust person can be sourced to deliver this crucial role, it is proposed to advertise for a new post, whilst also seeking to procure a consultant to deliver the services of the Joint Strategic Planning Manager. The Chief Executive will then appoint or contract with the person she determines to be the best provider of the services, in conjunction with representatives at HPIG.

- 4.2 Accordingly, the value of this engagement on a consultancy basis would make this a Band D (Large) contract under Contract Procedure Rule 5.16. Cabinet are asked to waive this provision pursuant to Contract Procedure Rule 3.2. It is proposed that the lesser regime for Band C (Medium) contracts be followed, to ensure a robust competitive process is followed to secure value for money for this and the other Leicester and Leicestershire authorities.

Leicester and Leicestershire Joint Strategic Planning Manager Function – Interim

Job Title:	Leicester/Leicestershire Joint Strategic Planning Manager
Hours:	Full-time – 36.25 hours
Salary:	To be evaluated – estimated £70,000 per annum (inclusive of on-costs)

The post holder will be taking the lead on the development of a cross-authority, high level spatial strategy for Leicester & Leicestershire, taking into consideration the existing development strategy for the county and emerging issues. You will be working across 9 Authorities; Blaby District Council, Charnwood Borough Council, Harborough District Council, Hinckley & Bosworth Borough Council, Leicester City Council, Leicestershire County Council, North West Leicestershire District Council, Melton Borough Council and Oadby & Wigston Borough Council. You will be working closely with other relevant stakeholders to ensure that issues are understood and, where possible, addresses through the strategy.

As Leicester / Leicestershire Joint Strategic Planning Manager you will be responsible for developing a work programme which reflects the agreed scope, timescale and coverage of the strategy whilst leading on the co-ordination and production of existing and new evidence to support the development.

You will report to and advise the Housing, Planning and Infrastructure Group. You will also be required to engage with senior officers, member groups and stakeholders as required ensuring that relevant requirements are addressed.

The ideal candidate must have an excellent understanding of the principle of policy and strategy development; an understanding of how local government operates in particular looking at the roles of officers, elected members, and relevant stakeholders and partners; previous experience of strategy and policy development in the public or private sector; good experience of project and programme management within a complex environment and experience of working in a multi-agency environment.

The successful candidate will hold a professional qualification in town and country planning, or a related discipline. We are also looking for someone who is an RTPI member.

We are looking for a self-starter, who can work under pressure to deliver results; who has an ability to analyse and disseminate complex information in a clear and concise manner and an excellent negotiator who has well-developed diplomacy skills with the ability to work with a range of partners.

The office base for this role is Coalville, where you will report on a daily basis to the Chief Executive of North West Leicestershire District Council, however there will be a need to travel within the County to areas where public transport may not be accessible.

This is a fixed term role which is initially expected to last for 18 months, secondment opportunities will be considered.

Leicester & Leicestershire Joint Strategic Planning Manager

Overall Purpose of the role

- Reports to:** Leicester and Leicestershire local authorities, through senior officer and member groups. Day to day management through Chief Executive, North West Leicestershire District Council.
- Salary:** Job to be evaluated – estimated £70,000 (on-costs)
- Terms:** Full-time. Initially an 18-month fixed term contract.
- Deals with:** This post holder will work closely with the Leicester and Leicestershire local authorities, the Local Enterprise Partnership, government agencies and other relevant stakeholders.
- Location:** Coalville, with some need to travel within the county.

Tasks:

1. To lead on the development of a cross-authority, high-level spatial strategy for Leicester and Leicestershire, having regard to the existing development strategy for the county and emerging issues, including each district's Local Plan reviews, the LEP's economic vision and national planning policy. This will involve working closely with and through the local authorities and other relevant stakeholders.
2. To develop a work programme reflecting the agreed scope, coverage and timescales for production of the strategy.
3. To lead on co-ordination and production of existing and new evidence to support the development of the spatial strategy, including liaison with each of the districts in relation to their Local Plan reviews, the Local Enterprise Partnership on the high-level economic vision for the wider area and the related implication for commercial development, additional housing and strategic infrastructure requirements.
4. To engage with other stakeholders to ensure that relevant strategic infrastructure requirements for Leicester and Leicestershire are addressed adequately in the formulation of the strategy and to ensure deliverability issues are assessed – including in relation to transport, housing, waste and energy. This may include co-ordinating a team of seconded staff from the partnership or authorities such as the LLEP and/or planning authorities.
5. To liaise with local authorities and other stakeholders in the wider LEP area and neighbouring areas, to ensure that cross-boundary issues are understood and, where possible, addressed through the strategy.
6. To report to and advise local authority chief officers and senior officer and member groups as required.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 24 JUNE 2014

Title of report	DESIGNATION OF COALVILLE CONSERVATION AREA
Key Decision	a) Financial No b) Community No
Contacts	Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Regeneration and Planning 01530 454782 david.hughes@nwleicestershire.gov.uk
Purpose of report	To designate Coalville as a Conservation Area and to adopt the attached Conservation Area Appraisal and Management Plan for consultation and adoption.
Reason for Decision	1) To discharge the duty placed upon the Council by S69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. 2) To recognise that Coalville has a special architectural or historic interest (as described within the Character Appraisal) which is worthy of protection under the planning system and to create a mechanism to provide that protection.
Council Priorities	Business and Jobs Homes and Communities
Implications:	Conservation Area designation does create some additional controls over property and land within the boundaries; these are set out in more detail in the main report. Designation can result in additional workload for the Council, mostly for the Development Management team.
Financial/Staff	Can be managed within existing resources.

Link to relevant CAT	None
Risk Management	Risk assessments will be completed as part of the work, if necessary.
Equalities Impact Assessment	An Equalities Impact Assessment has already been completed for the conservation service.
Human Rights	None discernible.
Transformational Government	No specific implications.
Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	English Heritage Heritage Lottery Fund Members Planning Forum and Local Ward Members Coalville Historic Society Coalville Town Team
Background papers	§ Planning (Listed Buildings and Conservation Areas) Act 1990, which can be found at http://www.opsi.gov.uk/acts/acts1990/pdf/ukpga_19900009_en.pdf
Recommendations	<p>THAT CABINET IS ASKED TO :</p> <ol style="list-style-type: none"> 1. APPROVE IN PRINCIPLE THE DESIGNATION OF A CONSERVATION AREA IN COALVILLE TOWN CENTRE WITH POWERS UNDER SECTION 69 OF PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990; 2. AGREE THE MANAGEMENT PLAN AND BOUNDARY IN APPENDIX 1 AS THE BASIS FOR A 21 DAY CONSULTATION; 3. DELEGATE THE FINAL DESIGNATION, IN CONSIDERATION OF THE CONSULTATION TO THE DIRECTOR OF SERVICES IN CONSULTATION WITH THE REGENERATION AND PLANNING PORTFOLIO

	<p>HOLDER.</p> <p>4. AGREE TO THE PREPARATION OF A BID TO THE HERITAGE LOTTERY FUND FOR “TOWNSCAPE HERITAGE FUNDING”.</p>
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1.0 BACKGROUND TO CONSERVATION AREAS

- 1.1 Conservation Areas are created under, and regulated by, the Planning (Listed Buildings and Conservation Areas) Act 1990 ('The Act').
- 1.2 The Act defines Conservation Areas as “areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”.
- 1.3 Section 69(2) of The Act places a continuing duty on Local Planning Authorities to “from time to time to review the past exercise of functions under this section and to determine whether any parts or any further parts of their area should be designated as conservation areas; and, if they so determine, they shall designate those parts accordingly.”
- 1.4 There is no prescribed process for designation, and no statutory requirement for consultation prior to the designation of the Conservation Area by the District Council. However in order to engage with the wider community and key stakeholders in the Town a consultation exercise will be held to explain the reasons and benefits of the designation.
- 1.5 Following designation, however, under s70 of the Act the Local Planning Authority is required to formulate and publish proposals for the preservation and enhancement of the Conservation Areas; submit those proposals under this section for consideration to a public meeting in the area to which they relate; and have regard to any views concerning the proposals expressed by persons attending the meeting.
- 1.6 New designations are a local land charge and must be notified to the Secretary of State and English Heritage. A notice has to be published in the London Gazette and at least one local newspaper.
- 1.7 There are currently 22 Conservation Areas in the District. Ashby de la Zouch and Castle Donington were the first to be designated in 1972. Donington le Heath is the most recent, designated in 2010. These designations have resulted in the retention of many significant, but unlisted, historic buildings.

2.0 IMPLICATIONS OF DESIGNATION AND PROCESS

- 2.1 Conservation Area designation introduces a general control over the demolition of unlisted buildings and provides a basis for planning policies whose objective is to conserve all aspects of character or appearance, including landscape and public spaces, that define an area’s special interest.

- 2.2 A greater emphasis is placed on matters of design when considering planning applications: the Council is required to “pay special attention to the desirability of preserving or enhancing the character or appearance of that area” when considering planning applications within Conservation Areas.
- 2.3 ‘Conservation’ is not the same as ‘Preservation’: the latter seeks to maintain the heritage without change. ‘Conservation’ is the process of managing change to a significant place in ways that will best sustain its heritage values. Therefore, Conservation Area designation does not preclude development: it seeks to ensure new development enhances the historic environment.
- 2.4 The Council has expressed its aspirations for good design, and the Council’s Design Ambassadors champion good quality design within the District, regardless of Conservation Area designations. The Council’s high standards have recently been recognised and praised by the Planning Minister.
- 2.5 Planning applications for development which would affect the character or appearance of the Conservation Area must be given publicity, and any representations received be taken into account in determining the application. Specific additional powers from designation include:
- There is some control over demolition. Planning Permission is required for the demolition of all, or substantially all, of a building exceeding 115 cubic metres in a Conservation Area.
 - There are some restrictions on the Permitted Development Rights enjoyed by householders. Conservation Area status also allows the removal of more Permitted Development Rights through the making of an Article 4(2) Direction. Trees acquire a degree of protection: six weeks’ notice to the Council has to be given of an intention to do works to a tree in a Conservation Area. This does not apply to trees already covered by a Tree Preservation Order.
 - Specific statutory duties are imposed on telecommunications operators.
 - The right to display certain types of illuminated advertisements without express consent is excluded.
- 2.6 Designation of a Conservation Area also empowers the Authority to offer grants and loans and enhances its opportunities to bid for grant and investment support. One of the main funds that the authority would be able to bid to is the Heritage Lottery “Townscape Heritage programme”. The designation would therefore assist the Authority with its ongoing commitment to regenerate Coalville Town Centre.
- 2.7 A Conservation Area Appraisal has been prepared to assist, initially in assessing whether Coalville has the required “special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. Following this exercise, it has been concluded that the area does have a distinct character which distinguishes it from other parts of the District and which is worthy of special efforts to preserve or enhance.

- 2.8 The special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance can be summarised as follows:

“Coalville represents a significant example of Victorian industrialisation. The town was established in the mid-1820s with its origins attributed to mine engineer William Stenson who developed Coalville’s first mine into previously unexploited coal measures. Stenson is also credited for arranging for one of the world’s earliest railways to be built to carry the coal. These endeavours sparked the evolution of the Victorian town of Coalville on an area of land comprised of the four distant corners of the adjoining parishes of Whitwick, Hugglescote, Snibston and Swannington. These were separated by two ancient road tracks: Long Lane (or more descriptively Ditching Lane), gave its name initially to Stenson’s mine and to the emerging settlement.

As Coalville prospered in the early 20th century commercial and cultural confidence encouraged further development of the Belvoir Road artery with contemporary buildings including the Co Operative premises at 75-81, the Lloyds Bank at the corner of Marlborough Square and the Rex Cinema. In the same period the iconic War Memorial was erected at the site of the market, a structure which dominates views from the town’s major thoroughfares and is afforded listed status as befits its architectural and cultural significance. The Council Offices at London Road were a further manifestation of civic pride in this period.

In contrast to the town’s original industrial premises, the principal elements of Coalville’s historic commercial centre remain largely intact, albeit with some notable losses and modern intrusions. Both High Street/Hotel Street and Belvoir Road maintain their linear retail form, the principal loss being the railway station and adjoining buildings along the north side of High Street. The Belvoir Centre involved the demolition of short ranges of historic buildings along High Street and Belvoir Road but has otherwise been remarkably kind to the historic fabric of the town centre, to which it has, to some extent, been economically complementary.”

- 2.9 This summary is expanded in more detail in the Appraisal, which is attached to this report in Appendix 1. The document also includes a Management Plan which is, in effect, the proposals for the preservation and enhancement of the area. The weight the Council can give to this document is much enhanced if it has been subject to public consultation. Consideration of the consultation responses and final approval of the document after the consultation can be delegated to the Director of Services in consultation with the Portfolio Holder.

3.0 HERITAGE LED REGENERATION IN COALVILLE

- 3.1 Heritage led regeneration can be defined as the improvement of disadvantaged places through the delivery of a heritage focused project. Heritage led regeneration schemes have been proven to deliver real economic, physical and social benefits. Restoring historic buildings is a sustainable way to develop urban areas – this conserves natural resources and maintains a physical continuity with the historic past. In addition, heritage led regeneration can help to foster local pride of place, strengthening the sense of community and identity. Quality restoration schemes, public realm enhancement and new development will contribute to long-term sustainability rather than quick-fix solutions.

- 3.2 The Heritage Lottery Fund's "Townscape Heritage programme" is for schemes which help communities improve the built historic environment of Conservation Areas in need of investment. The aim is to regenerate economically disadvantaged historic areas for the benefit of local residents, workers and visitors. Funding can be provided for works that include:
- Carrying out structural and external repairs to buildings
 - Repairing or reinstating elements of architectural detail, such as shop fronts
 - Work to bring vacant buildings back into use
 - Improvements to the public realm
 - Good-quality and sympathetic development in gap sites
- 3.3 Townscape Heritage Scheme grants range from £100,000 to £2million. Match funding from the Authority depends upon the amount of any successful award and could be between 5-10%.
- 3.4 The Heritage Lottery Fund's Development Manager visited Coalville on 6 May to discuss the potential for a Townscape Heritage Scheme and was very supportive of the principle of a bid from the Authority but reiterated that such a scheme can only be progressed through the designation of a Conservation Area in Coalville.
- 3.5 The timescales for developing a HLF Townscape bid are set out in the table below. If the bid is successful, staff requirements for the development and implementation phases of the Scheme would be financed under the grant. A report will be brought back to Cabinet when the results of the first round submission are known and details of any match funding that might be required to secure any lottery award.

June 2014	Designate a Conservation Area in Coalville
July 2014	21 day Public Consultation on Conservation Area Appraisal and Management Plan
August 2014	HLF Townscape Heritage Scheme first-round submission
January 2015	HLF Townscape Heritage Scheme first-round decision
Feb - June 2015	HLF Townscape Heritage Scheme development phase preparation
September 2015	HLF Townscape Heritage Scheme development phase decision
October 2015 - 2018	HLF Townscape Heritage Scheme implementation

4.0 CONSULTATIONS

- 4.1 The Regional Director of English Heritage, Anthony Streeten, has voiced his support for the designation of a Conservation Area in Coalville. To that end, he arranged for a Principal English Heritage Advisor to visit Coalville on 23 April who reiterated the Agency's support for the designation.
- 4.2 The designation has been discussed with Members of the Planning Forum and local ward councillors who are supportive of the principle of designation.

- 4.3 The proposed Conservation Area and Appraisal have been endorsed by Leicestershire County Council's Historic & Natural Environment Team Leader and Principal Planning Archaeologist.
- 4.4 Local historian Denis Baker has reviewed the proposed Conservation Area Appraisal and is supportive of the designation. The Town Team are also broadly supportive of the designation if it levers in grant investment.
- 4.5 A consultation exercise will now be broadened to the wider community and stakeholders in the Town Centre. Interpretative information will be prepared to support this consultation and events will be held in a variety of locations during the 21 day consultation period.

5.0 RESOURCE IMPLICATIONS

- 5.1 At this stage the Cabinet approval is not being sought for any additional funding towards the designation of the Conservation Area and the preparation of a first round Heritage Lottery Bid. Existing resources in the Service will be used to fund the designation, consultation and bid preparation.
- 5.2 In the event that a round 1 bid is successful a report will be brought back to Cabinet, in January 2015, seeking resources for the cost of progressing a round 2 bid and approval to any match funding that might be required. If the total grant request is less than £1million, the local authority must contribute at least 5% of the costs of the development phase and 5% of the costs of the delivery phase. If the total grant request is £1million or more, the local authority must contribute at least 10% of the costs of the development phase and 10% of the costs of the delivery phase. In the event that the bid is successful match funding of between £50-200k is likely to be sought. It is anticipated therefore that the January 2015 Cabinet report would detail the match funding required and this could be approved in February when the Cabinet approves the 2015/16 Budget and Capital Programmes.

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Coalville Conservation Area

**Character Appraisal
and
Management Plan
May 2014**



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1. Introduction

This appraisal has been prepared in accordance with guidance produced by English Heritage (2012). Its purpose is to examine the historical development of the Coalville Conservation Area and to describe its present form and appearance in order to assess its special architectural and historic interest, particularly for the consideration of planning applications to ensure that any new development preserves or enhances the character or appearance of the Conservation Area.

Under the heritage guidance of the National Planning Policy Framework, 'heritage assets' are defined as 'a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing)'. While architectural quality and interest are important criteria for asset status, cultural, social and economic considerations may also qualify buildings for inclusion. To some extent the survival of acknowledged heritage assets will influence and even dictate the extent of a conservation area and the following assessment is made with this in mind. Under the National Planning Policy Framework conservation areas are 'designated heritage assets' and as such there is a national presumption in favour of their protection.

1.1 Summary of Special Interest

Coalville represents a significant example of Victorian industrialisation. The town was established in the mid-1820s with its origins attributed to mine engineer William Stenson who developed Coalville's first mine into previously unexploited coal measures. Stenson is also credited for arranging for one of the world's earliest railways to be built to carry the coal. These endeavours sparked the evolution of the Victorian town of Coalville on an area of land comprised of the four distant corners of the adjoining parishes of Whitwick, Hugglescote, Snibston and Swannington. These were separated by two ancient road tracks: Long Lane (or more descriptively Ditching Lane), gave its name initially to Stenson's mine and to the emerging settlement.

In contrast to the town's original industrial premises, the principal elements of Coalville's historic commercial centre remain largely intact, albeit with some notable losses and modern intrusions. Both High Street/Hotel Street and Belvoir

Road maintain their linear retail form, the principal loss being the railway station and adjoining buildings along the north side of High Street. The Belvoir Centre involved the demolition of short ranges of historic buildings along High Street and Belvoir Road but has otherwise been remarkably kind to the historic fabric of the town centre, to which it has, to some extent, been economically complementary. Beyond the core commercial streets Mantle Lane, the railway overbridge and blue brick retaining walls, Midland Railway signal box and former premises of Stableford Wagon Works remain the most tangible structures of railway heritage. The evidence of the coal mining industry is manifested in the Scheduled Monument and museum at the erstwhile Snibston Pit, a short distance to the west of the Conservation Area.

1.2 Location and Setting

Coalville is situated in North West Leicestershire, just south of the A511. It is within easy reach of the region's three cities Leicester, Derby and Nottingham through strong road connections afforded by the M1 and A42. In 1974 Coalville became the seat of North West Leicestershire District Council.

Coalville is surrounded by Swannington and New Swannington to the north-west and north respectively; Whitwick to the north-east; Bardon to the south-east; Hugglescote and Donington le Heath to the south and Ravenstone to the west. The population of this 'Greater Coalville' area is over 33,000.

2. The Origins and Historic Development of the Area¹

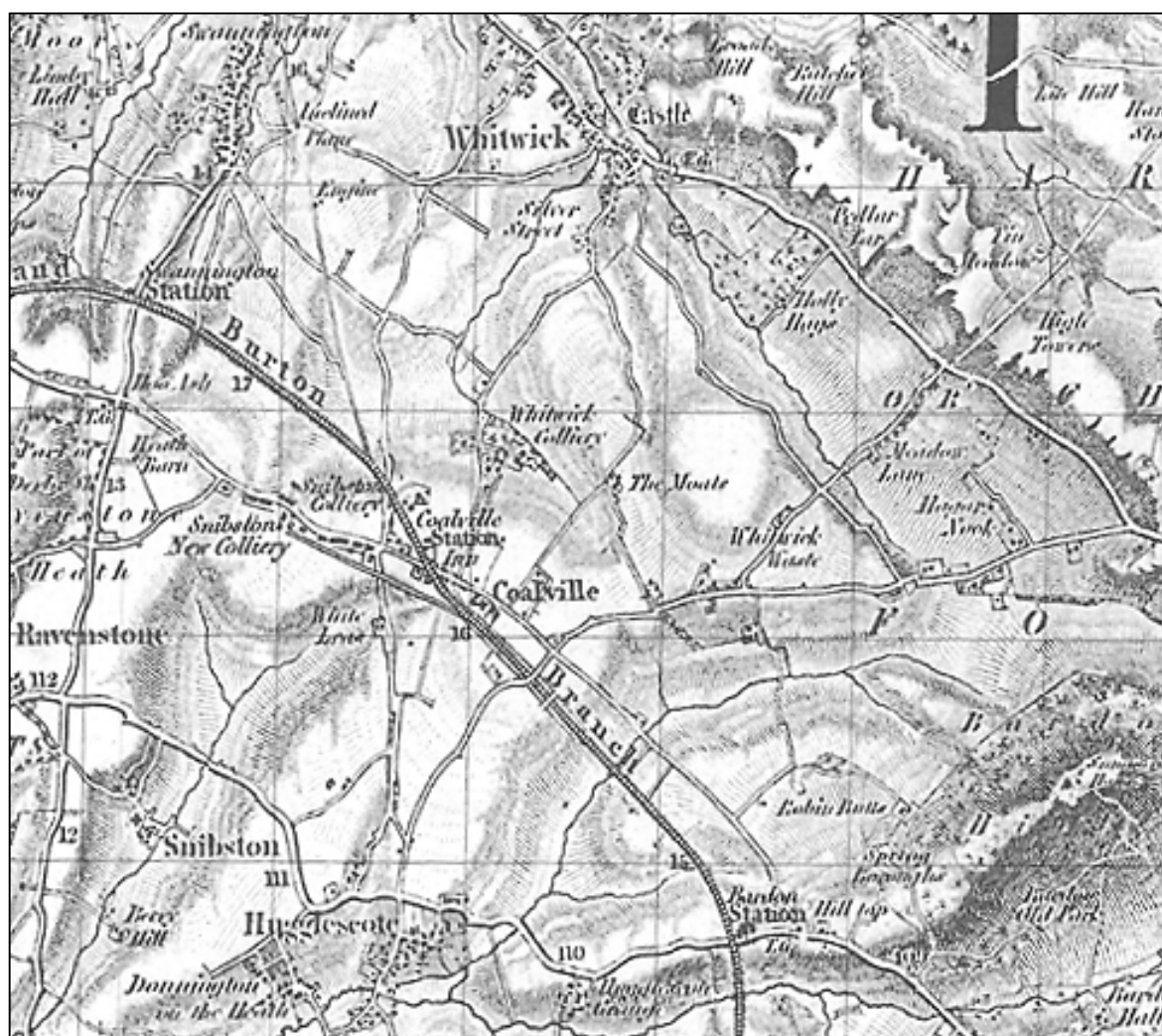
The original pits, Snibston and Whitwick, sunk in conjunction with the construction of the Leicester and Swannington Railway in the 1830's, comprised separate nuclei of the new town, with housing and ancillary facilities around them, but the historic commercial core of Coalville grew along the roads linking the pits and around the railway station, taking the epithets High Street and Hotel Street (a direct reference to premises developed with the coming of the railway). The earliest of these premises were originally cottages, but were soon converted to shops and other businesses at ground floor, with accommodation above. As the town developed, purpose built commercial properties appeared, including banks and public houses. In the hinterlands of this core, other industries developed

¹ This section is a summary of Denis Baker's *Coalville: The first seventy-five years* (1983).

complementing the main economic activities, including brick yards, railway wagon manufacture and elastic web manufacture.

2.1 William Stenson

Coalville as it stands today is essentially the product of the development of the coal mining and railway industries dating from the first half of the 19th century. No significant settlement existed on the site of the present town prior to these industries: the area was open countryside, with a few farm buildings and a track called Long Lane. The only earlier commercial property was the 'Red House', now adjoining the Memorial Square, which marked the road junction of thoroughfares linking the settlements of Hugglescote, Whitwick and Swannington, now at the edges of Coalville.



Map 1: 1st edition 1" Ordnance Survey map, 1835

William Stenson, a native of Coleorton, sank Whitwick Colliery on a relative's farm land in the 1820s. In doing so, Stenson ignored an old miner's dictum of the day, "No coal below stone", and sank his shaft through a layer of 'Greenstone' or 'Whinstone' to the coal below. This effectively opened up the 'concealed coalfield.' Stenson needed to get his coal to the market in Leicester and he visited Northumberland and Durham in 1828 to observe transport developments there including the Stockton – Darlington Railway. Upon his return he surveyed a line from Leicester to Swannington which he proposed should be built. Stenson's planned route was reviewed by George Stephenson and his son, Robert, who approved it with a few amendments. In June 1829, the plans for a railway or tramroad from West Bridge in Leicester to Swannington with branches to North Bridge Leicester, Bagworth, Ibstock and Long Lane Collieries were approved and an Act of Parliament was gained on 29th May 1830.

Robert Stephenson was appointed Engineer to the railway, which was built between 1830 and 1833. He persuaded his father to buy the Snibston Estate in 1831 and he sank his first colliery (Snibston No 1) on the opposite side of the road to Whitwick Colliery. Snibston No 2 Colliery followed in 1833 and a second Act of Parliament was obtained in June of that year allowing expansion of the railway, including a branch to the new colliery.

2.2 Growth of Coalville

In 1838 William Stenson built his new house, Coalville House, on the site of current Council Offices car park. The community was growing around the two pits and the railway, and the name 'Coalville' was fully adopted by 1848. The town started to develop facilities including the 1835 Baptist Chapel which stood where the Council Offices are now, the Church of England, built in 1840, and Stephenson's church and school for the 'Dissenters'- the building at the rear of the present Ebenezer Baptist Chapel. In 1820 the population was circa 100, but this rose to 1,200 by 1841. Rows of new houses were constructed to accommodate the mine workers, for example: Snibston Rows, Hotel Street and High Street. The front rooms were often converted into shops with a wide variety of merchandise. White's Directory of 1846 shows 14 providers of food and drink and four for clothing. By 1846 there were seven pubs in town: Snibstone New Inn, the Engine, the Bluebell, the Fox and Goose, the Railway, the Red House, and the Queen. Whitwick Colliery Company set up a brick and tile factory in 1828 and in 1835 a

steam flour mill was built on the opposite side of the railway line to the Railway Hotel.

George Smith managed the tile and brick factory, and went on to become an important figure in improving working conditions in the brick and tile yards. He wrote a book in 1871 called "The Cry of the Children from the Brickyards of England", which eventually led to The Factories Act (Brick and Tile Yards) Extension Bill in 1871 "providing for the regulation of the labour of young persons and women in Brick and Tile Yards".

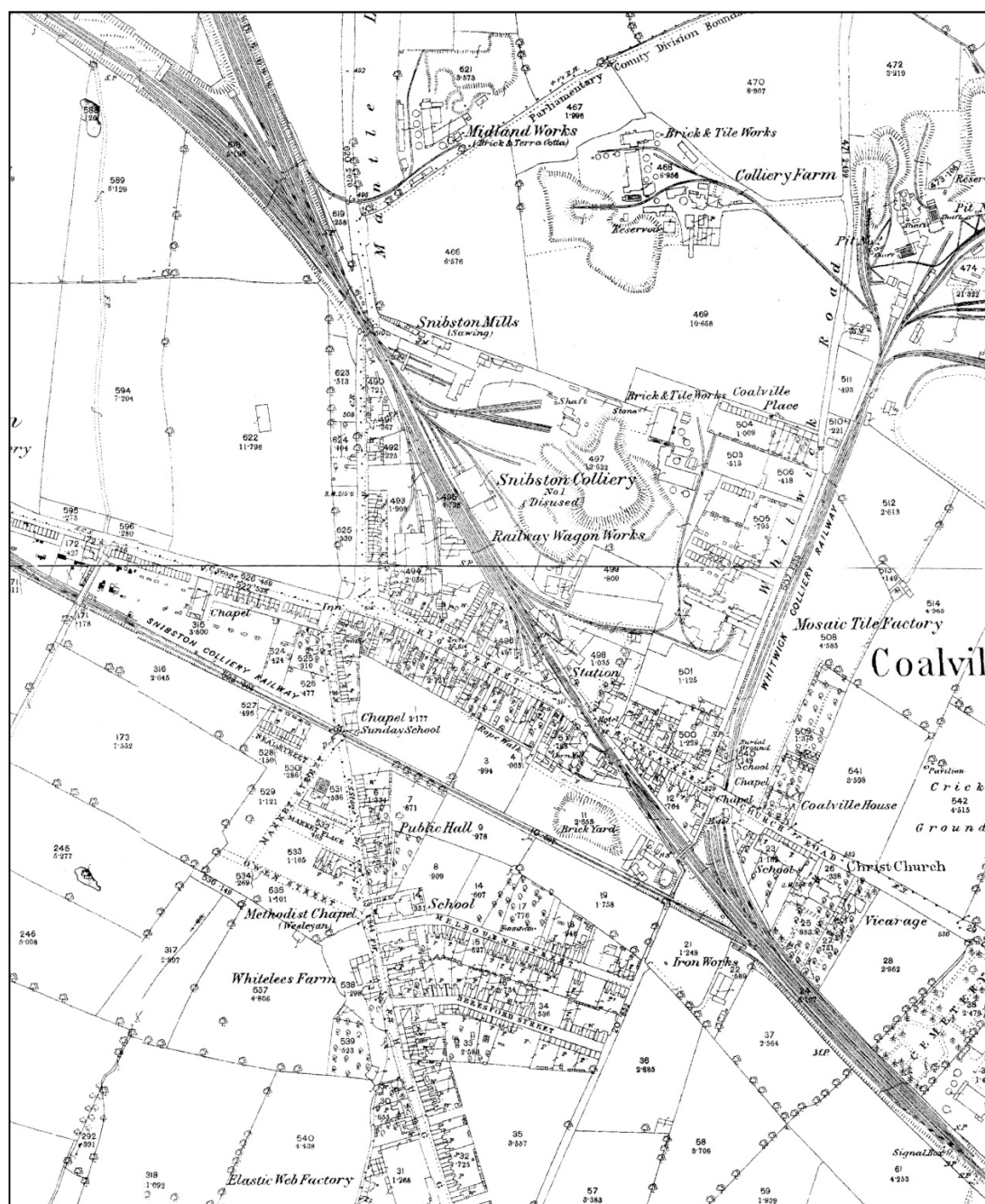
The Midland Railway took over the Leicester to Swannington Railway in 1846. Coalville's first station was built in 1848, but a new station was built on the same site in 1894. In 1851 a footbridge was built over the level crossing adjacent to the Railway Hotel. This was prompted by the increase in traffic in the town, and the congestion caused by closing the crossing gates. This was followed by the installation of a ground level signal box in 1856, which was elevated above the bridge in 1907.

Infilling of the town centre began in the 1860s when William Stenson's Estates were sold. The 1871 Census reported that the increase in population (which rose from 1,540 in 1861 to 2,081 in 1871) was due to the sale of large quantities of land in small building allotments and the erection of buildings for colliers. This development was largely along Hugglescote Lane and Berresford and Melbourne Streets. In 1884 a few houses were built in Neal Street (now Margaret Street) and plans were in hand for the construction of Owen Street and Market Street (now Jackson Street), some shops having been built in the Market Place (now Marlborough Square).

The population increase was also fuelled by the growth of the brick and tile industry and other commercial enterprises. In 1876 William, John and Albert Wootton set up Wootton Brothers Ltd, a small foundry to make castings for the pits. By the 1890s they were designing one of the earliest machines to make brick in England, and also made stone crushing machinery and steam engines. In 1865 J.W. Stableford set up an engineering works and brick manufactory alongside railway on Mantle Lane. The company enlarged in 1884, made carriages and wagons and employed about a thousand men and boys by 1900.

Women were prohibited from working in brick and tile manufacture, and so found employment in other industries, for example: in 1872 T. & J. Jones set up a factory on Hugglescote Lane, manufacturing elastic web; Walter Brown set up Boot and Shoe factory in 1877, and several hosiery factories had been established by 1906.

Governance was split over four parishes until 1892, and in 1894 the Urban District of Coalville was established. In the early years of the 20th century, Coalville was a boom town with good rail connections and a diverse industrial base.



Map 2: Ordnance Survey map, 1883

2.3 Coalville in the 20th century

The commercial heart of Coalville created in the 19th century was essentially linear, comprising High Street/Hotel Street, running east-west and Belvoir Road, with its Jackson Street offshoot, running south, the two meeting at the Market Place. As the town prospered in the early 20th century commercial and cultural confidence encouraged further development of the Belvoir Road artery with contemporary buildings including the Co Operative premises at 75-81, the Lloyds Bank at the corner of Marlborough Square and the Rex Cinema. In the same period the iconic War Memorial was erected at the site of the market, a structure which dominates views from the town's major thoroughfares and is accorded listed status as befits its architectural and cultural significance. The Council Offices at London Road were a further manifestation of civic pride in this period.



Map 3: 1903 Ordnance Survey map



Image 1 and Image 2: Aerial views of Coalville in the 1920s





Image 3 and Image 4: Aerial views of Coalville in the 1920s and 1930s





Map 4: 1929 Ordnance Survey map

The mid-20th century saw the decline of the historic industrial backbone of the town with both mining and railway industries effectively abandoned. However the development of new modern replacement industries compensated and engendered sufficient economic confidence to sustain the development of the Belvoir Shopping Centre which radically changed the historic form of the town's commercial heart. Despite its introduction, the older retail streets survived and only changing cultural trends, particularly affecting entertainment and social life, and very recent difficult economic circumstances, have put some of the town's key historic buildings at risk.

3. Character of Spaces within the Conservation Area

The boundary of the proposed Conservation Area includes the principal historic retail streets of the commercial centre. The priority in establishing the protection and enhancement of existing historic assets must lie in the commercial heart of the town which defines the identity of Coalville and presents the parts most vulnerable to damaging change.

3.1 Character Area: High Street/Hotel Street

High Street and Hotel Street are the earliest commercial components of the town centre. The principal building stock comprises two lines of mid-19th century terraced houses converted to shops along the south side of the street, separated by the level crossing and the entrance to the Belvoir Centre.

The Hotel Street block is two storeys of brick construction with pitched roofs. There is some survival of chimney stacks and original shopfronts but many original features have been lost. Buildings of particular interest include no. 32, originally a chapel, now converted to a shop (the inscription 'CAVE ADULLAM' is just visible on the wall behind the shopfront addition), and no 2a, which has a distinctive wedge form responding to the adjacent railway line and crossing.



Image 5: 32 Hotel Street

At the west end of Hotel Street, standing in splendid isolation above the railway crossing, is the former Railway Hotel, a Grade II listed building, dated 1833 and originally the first railway station for the Leicester-Swannington line, now a day nursery. Over the junction of Whitwick Road and Hotel Street, and marking the crest of the former Whitwick Colliery railway bridge below London Road, is the Council Offices building, Stenson House, designed by H. Langman and completed in 1934, a fine interwar neo-classical style edifice.



Image 6: South side of Hotel Street



Image 7: Stenson House, London Road



Image 8: Rail Crossing between Hotel Street and High Street

On **High Street**, west of the rail crossing, heritage assets are confined to the **south side** of the street. These comprise: nos. 14 to 52, a terrace of two-storey mid-19th century houses converted to shops. Few of these have many original features, the loss of chimney stacks being particularly striking. No. 52 has retained original moulded panels between its first floor windows but overall the architectural quality of this terrace is disappointing. However the street is uplifted at its **east end** by the Coalville Constitutional Club, red brick, two-storey, of 1897 with stone and terracotta detailing, and the Stamford and Warrington Hotel, stripped classical style with a faience front facade. These buildings are separated from the rest of High Street by modern buildings and the entrance to the Belvoir Centre. At its **west end** are no. 10, a tall three-storey red brick shop of late 19th century with first floor fascia and three transverse gables over timber bays, and nos. 2-8, the erstwhile Royal Oak Inn and Greyhound Inn, latterly conjoined as 'The Pick and Shovel' but now closed. These buildings predate 1850 and turn the corner into Belvoir Road, complementing the small scale of the Snibstone New Inn on the opposite corner. They typify the original domestic scale of Coalville's historic centre at its most focal point, opposite the War Memorial and the former market place, now Memorial Square.

The only historic building surviving on the **north side** of High Street is 'The Red House', a three-storey hostelry of high significance as predating the foundation of the town itself, and built at the junction of historic routes linking Hugglescote, Swannington and Whitwick. It finds itself located incongruously between the 1926 War Memorial and the modern library but has always maintained a 'stand alone' presence which is not diminished by its current surroundings.

3.2 Character Area: Memorial Square and Mantle Lane

Memorial Square, formed on the site of the market with the construction of the impressive Grade II listed War Memorial Clock Tower in 1926, marks the junction of Coalville's principal shopping streets and is a major public space, albeit compromised by traffic along its west side. It can be considered the single visual focal point of the town and links the High Street and Belvoir Road character areas of the wider Conservation Area, the tower being clearly visible along both thoroughfares. It is also within viewing range of the town's principal industrial heritage asset, Snibston Colliery No. 2 Mine, and provides a foil to the surviving artefacts of railway heritage as viewed northwards along Mantle Lane.



Image 9: Memorial Clock Tower

Mantle Lane's historic buildings include the cottages known as Stableford Row on the east side of the square, built to house workers in the railway wagon workshops, the remaining building of the Stableford Wagon Works adjacent, of substantial brick construction with northlight (transverse ridged) roofing, the blue brick walled underpass and steel rail overbridge above Mantle Lane and the erstwhile Midland Railway signal box north of the bridge. All these contribute to the railway heritage of Coalville. In addition, the public toilets (dated 1928) and the 1930 Co-op Bakery building contribute the Coalville's 20th century heritage. The Bakery is a large three storey stone and brick building, built by the Coalville and District Working Mens' Co-operative Society to provide bread and confectionery to the local district.



Image 10: Mantle Lane and the Midland Railway signal box



Image 11: Public toilets and Co-op Bakery

3.3 Character Area: Belvoir Road and Marlborough Square

Belvoir Road is the southern arm of the town's commercial core and differs from High Street in being a more varied mix of building styles and ages, with a number of individual good quality architectural compositions mixed with more ordinary commercial premises, many of which date from the early 20th century. Some more recent infill redevelopment has displaced older premises but generally the historic character has been preserved.

Running south from Memorial Square nos. 1 to 13 on the east side of Belvoir Road continue the domestic scale of the Royal Oak pub round from High Street in a series of mid-19th century shops converted from cottages. This terrace was truncated by the Belvoir Centre and the remaining buildings are in generally poor condition with modern alterations. On the west side of the street is a series of later purpose built commercial premises, crowned by the Snibstone New Inn of 1836 which occupies the corner of Ashby Road. Attached to this is Deputies' Row (1-9 Ashby Road), a terrace of houses built for the colliery's mine supervisory staff and converted to shops. The range running south from the New Inn is interspersed with poor modern development but is 'book ended' with a tall three-storey early 20th century shop immediately adjoining the Snibston Colliery railway crossing. The crossing features original track set in the road, metal gates and gate posts and forms the end of the museum line from the colliery complex. It is a tangible reminder of the town's mining and railway heritage and the formation of the line east of the crossing (now a footway) marks the edge of the Belvoir Centre.

South of the crossing **Jackson Street** (originally Market Street) forks to the west and original buildings in the apex with Belvoir Road have been replaced by reasonably sympathetic modern premises. However the **west side** of Jackson Street carries a series of late 19th century domestic scale shops and commercial premises, serving contemporaneous houses on Margaret Street. Intermixed with these and facing Marlborough Square are two former cinemas: the Rex, dating from 1938 in a distinctive Art Deco style, now a shop, and the Regal of Egyptian Art Deco style, opened in 1933, now a bingo hall. Between the two, a polite pair of late Victorian houses (22-24) and the Marlborough Club maintain their red brickwork, chimney stacks and bay windows.



Image 12: The former Rex Cinema

Marlborough Square was originally the site of the town's cattle market (the Newmarket) but residential development at its edges obliged its relocation to High Street before the turn of the century and the east end of the square became a focus for prestigious commercial development at the junction with Belvoir Road. Surviving heritage assets include nos. 4-6 at the southern corner of Belvoir Road, a range of two-storey shops and offices, but with many original features missing, no. 8, a similar but less elaborate range adjacent, both from late 19th century, and the 1901 Lloyds Bank building on the opposite corner, of distinctive Arts and Crafts style, now the Monkey Walk public house. At the south west corner of the square is the 1902 Primitive Methodist Church, red brick with stone dressings, a building of cultural significance in an area latterly dominated by more hedonistic establishments.

Moving back to **Belvoir Road**, south from the level crossing, the **east side** contains a series of heritage assets with little modern infill. The Nat West Bank at no. 47 is a nicely finished stand alone Arts and Crafts building, but beyond, nos.

49-59 a terrace of late 19th century brick shops from houses with gabled fronts has been poorly treated, nos. 53-59 having lost their first floor windows to opaque cladding and the whole rendered.



Image 13: 37-43 (odds inclusive) Belvoir Road

The Engine pub at no. 61 (formerly The Engineer) is a mid-19th century brick structure, remodelled, rendered and extended at the turn of the century but keeping its historic proportions and is well maintained. It has an historic link to the adjacent Emporium nightclub (no. 67), once the Coalville Public Hall (1876) and later converted to the Coalville Electric Theatre (1910) then The Grand (1920), at which point all its windows facing the street were removed and the current blank gable end was created, to the overall detriment of its appearance and the wider street scene. The club also incorporates an adjoining three-storey house/shop, the frontage rendered and fenestration lost, again to the detriment of the street scene. Nos. 69-73 were a neat row of two-storey shops featuring half-timbered transverse gables, grafted onto mid-19th century houses in the early 20th century, but modern alterations to fenestration and Shop fronts have seriously degraded their facade and historic integrity. At nos. 75-81, the three-storey Co Operative store is an expression of interwar social and economic confidence in the town, being the organisation's fourth town centre premises, opened in 1916. Despite alterations to

its ground floor and a modern addition at its southern end, the building maintains a significant presence in the street scene with its brick and faience triple gabled frontage. South of this and marking the limit of the Conservation Area is the ornately embellished Wesleyan Methodist Chapel of 1881, now the Marlene Reid Community Centre, constructed to serve the housing developed on both sides of Belvoir Road in the mid-19th century.



Image 14: Co Operative store, Belvoir Road



Image 15: Marlene Reid Centre, Belvoir Road

On the **west side** of Belvoir Road, heritage assets **north of Marlborough Square** include the 3 storey Regent Buildings of Art Deco style with three bays of metal framed windows interspersed with metal panels, and an adjacent two-storey Edwardian shop with a half-timbered gabled frontage over original first floor bays with timber sash windows. **South of Marlborough Square**, nos. 1-3 Marlborough Square (but fronting Belvoir Road) are polite two-storey red brick shops, late 19th century, with curved first floor window heads, but missing their chimney stacks. Finally, on the south side of Owen Street junction, are nos. 22-26, a range of late 19th century purpose built shops in red brick with Dutch gabled dormers but missing all original windows, attached to which is a similar but older building at no. 28. Adjoining no. 22, a two-storey red brick office/house with ornate doorway carries round the corner into Owen Street.

4. Key Views

Key views, both within, and beyond the boundaries of the Conservation Area, focus principally upon the Clock Tower, which can be seen from each of the main roads leading into the town centre. The sheer height of the structure ensures that it dominates views from each of these important axes.

More immediate views of significance include that of Snibston No 2 mine, as seen from Memorial Square along Ashby Road, and along the old railway line from Belvoir Road. The collection of railway structures, as viewed looking northwards from the Square, also constitute a significant view.

5. Local Details – Traditional Finishes

Nikolaus Pevsner considered the local brick, composed of tough Carboniferous clays and shales from the area, to be 'hideously insensitive and frighteningly durable' (1992, p. 57). Despite Pevsner's distaste, the buildings in Coalville are characterised principally by this red brick, and their embellishment with fine terracotta detailing. This is most apparent on late Victorian domestic properties.

Stone (usually Bromsgrove Sandstone and Millstone Grit) is commonly found finishing door and window openings, and is used to articulate shopfront pilasters, cornices and pediments. Roofs are finished with either Welsh slate or plain tiles.

Surviving traditional windows are composed of timber, and some early 20th century windows are composed of metal.

6. Heritage Assets

6.1 Grade II listed buildings, with list descriptions:

Railway Hotel, listed in 1983. Hotel, c.1833, rendered and painted cream and brown. Slate roof, rendered end stacks. 3 storeys, 3 window range, quoins. Central entrance, plain stone doorcase with cornice moulding above (painted), 20th century double doors. Lamp on bracket above. Sash windows with glazing bars to the upper parts, in shouldered and elbowed architraves. 2 rectangular bay window projections to ground floor, possibly later. Gabled wing and stabling to rear. Originally served as the station for Stephenson's Leicester-Swannington railway, the stabling at the rear was used by carriers for the Midland Railway who acquired the railway in 1848.

Memorial Clock Tower, listed in 2010. The memorial clock tower at Coalville, built in 1925. The memorial clock tower is an imposing, proud and architecturally distinctive tribute to The Fallen of the First and Second World Wars. It is an important reminder of nationally and internationally significant events. Its special historic interest is enhanced by the memorial stone erected specifically to mark the end of the Second World War.

6.2 Non-Designated Heritage Assets

The following buildings are considered to make a Positive Contribution to the character and appearance of the Conservation Area:

Hotel Street: nos. 2A-32 evens included.

London Road: Stenson House (Council Offices), The Leicester Inn.

High Street: The Red House, nos. 2-16 evens inclusive, Coalville Constitutional Club, Stamford and Warrington Hotel.

Memorial Square/Mantle Lane: nos. 2-30 evens inclusive (Stableford Row), Stableford Wagon Works, public convenience fronting Wolsey Road, blue brick retaining walls to Mantle Lane rail overbridge, Midland Railway signal box at Mantle Lane.

Ashby Road: nos. 1-9 odds inclusive (Deputies' Row).

Belvoir Road: Snibstone New Inn, nos. 2-6 evens inclusive, nos. 12, 12a, 12b, 18, Regent Buildings, The Monkey Walk, 1-3 Marlborough Square, 22-28 evens inclusive. Nos. 1-7 odds inclusive, nos. 37-43 odds inclusive, Snibston Colliery railway crossing gates, no. 47, no. 61 (The Engine public house), nos. 69-73 odds inclusive, 75-81 (Co Operative store), Marlene Reid Centre.

Jackson Street: nos. 2-6A evens, 8-12 evens, no. 18, no. 20 (former Rex Cinema), nos. 22/24, 26 (Marlborough Club), no. 28 (former Regal Cinema).

Margaret Street: no. 1.

Marlborough Square: Methodist Church, no. 6.

7. Contribution made by trees

The majority of trees within the Conservation Area are in public ownership. Those which are the responsibility of the District Council and trees on the public highway would be exempt from the need for formal notification to the Local Planning Authority of works affecting them (as outlined in the Management Plan). They include trees at the Council Offices, the Bridges open space, High Street open space, Needham's Walk, and the High Street, Memorial Square and Marlborough Square highway trees.

Mature trees in private ownership to the rear of 47-51 Belvoir Road are worthy of protection and contribute significantly to the amenity of the area. Trees at The Red House and those to the east of the Constitutional Club also contribute significantly to the amenity of the area and are worthy of protection.

Trees in the grounds of the Coalville Children's Centre, High Street and in front of Coalville Library make a significant contribution to the street scene, and at present both are under Leicestershire County Council management.

8. Problems, pressures and capacity for change

As the retail offer increased around the edge of Coalville, along with car usage, the town began to struggle as a result of decreasing footfall and increased congestion. The town's original High Street still features many independent businesses; however increased levels of traffic have resulted in an unpleasant shopping environment. The lack of street parking provision makes it harder for people to do 'quick' visits to the town centre which would have significant benefit to High Street traders.

The rebuilding of the northern side of High Street and the creation of a stand-alone library building has not only weakened the enclosure of the street but created a High Street with a 'one sided' retail offer. Over the years, more space has been afforded to the car, with spaces such as Memorial Square becoming dominated by traffic despite efforts to part pedestrianise the space.

Memorial Square was once a bustling market place which hosted a wide variety of activities including concerts by the town's brass bands, an open air market, and other events which celebrated the town's civic pride. Unfortunately, the square has suffered as a result of the loss of the town's industries and has also struggled with properly regulating increased traffic flows into town. The pedestrianisation of one side of the square has been useful in creating a safe shelter for people on foot, however it has not been properly designed for people who wish to use the space for leisure. The square lacks proper enclosure and has no active frontages or uses on the north and west sides.

In the current economic climate, and with the associated decline of high streets in general, Coalville is suffering from high shop vacancy rates. The lack of economic vitality in previous decades has resulted in the loss of architectural features, such as traditional shop fronts and windows, only to be replaced with cheaper and less sensitive alternatives. However, Coalville retains enough of its historic and architectural quality to form the basis for heritage-led regeneration.

8.1 Regeneration Strategy

The **Regeneration Strategy** developed by the Prince's Foundation in 2008 sets out a number of ambitious proposals, some of which would impact directly upon the proposed Conservation Area to its advantage. In particular, redevelopment of poor modern buildings along the north of High Street, along Ashby Road west of Memorial Square and on the west and north sides of the Square with buildings of a scale and form more sympathetic to the historic town would have a major uplifting effect upon the setting of the Conservation Area and could encourage the retention and repair of the older parts. However, there is no doubt that this is a very long term vision and that in present economic circumstances smaller scale enhancements are likely to be more realistically achievable.

A key aspect of Coalville's historic building stock is the degree to which **modern alterations** have degraded its historic integrity. Many buildings have lost their original windows, doors, shop fronts, chimneys and roof claddings and had their external facades rendered or painted. Many of these are buildings which fall into the category of making a neutral contribution to the character of the Conservation Area, as identified in the index below. Reinstatement of such features on a building by building basis would improve the appearance and quality of the area, and in other towns such a strategy has been shown to support the economic and social regeneration of affected areas. Reinstatement works of this nature will therefore be actively encouraged by the Council and advice made freely available on the appropriate details of such works to property owners and occupiers. Should any form of grant assistance become available from external sources in future, this is an area to which it could be directed.

Other opportunities for enhancement would be upgrading public spaces as more attractive communal and social venues, in particular Memorial Square and Marlborough Square. Despite its focal centrality in the town, **Memorial Square** has a rather bleak windswept feel about it and deserves better as a point for the celebration of memory. Soft landscaping and improved paving and seating, relating better to the venues on the edge of the space, could enhance this critical location in the Conservation Area.

Marlborough Square has a more intimate sense of enclosure and is well placed in relation to social venues but is dominated by traffic and parking. Rationalisation of vehicle use and provision of greater space for pedestrians with appropriate hard and soft landscaping and seating could procure an urban space of high quality, as was originally intended when it served as a foil to new commercial enterprises.

8.2 Buildings which make a Neutral Contribution

The following buildings make a neutral contribution to the Conservation Area:

High Street: nos. 18-52 evens inclusive, Coalville Cane Centre

Belvoir Road: nos. 16/16A, no. 20, nos. 9-13 odds inclusive, nos. 49-51 (Emporium).

Jackson Street: nos. 34-42 evens inclusive.

Marlborough Square: nos. 4-5, Marlborough Centre, shops on north side between Monkey Walk and Jackson Street.

8.3 Buildings which make a Negative Contribution

High Street: nos. 54-56, Coalville Library, Family Centre.

Memorial Square: Post Office, Health Centre, offices at corner of Market Street and Wolsey Road.

Belvoir Road: nos. 8-10, no. 14, nos. 53-59 odds inclusive, 81 (extension to Co Operative).

9. Coalville Conservation Area - Management Plan

9.1 Introduction

The proposed management plan is a tool for managing change in the Conservation Area to the effect that the character of the area is not weakened or destroyed by new development in the context of applications for planning permission within and at the edges of the designated area.

Local Authorities are required by SS72 of the Planning (Listed Building and Conservation Areas) Act 1990 to pay special attention to the desirability of preserving or enhancing the character or appearance of conservation areas when drawing up plans or considering development proposals both within the designated area and outside it if they would affect the setting or views into or out of it.

A wide range of minor works are permitted to commercial, residential and other properties without the need for formal planning permission. These are known as 'Permitted Development' (PD) rights and are granted by the Secretary of State nationally through the Town and Country Planning (General Permitted Development) Order. In conservation areas these rights are restricted where development might be visible from the public realm.

9.2 Development Management

All applications for planning permission relating to buildings and sites within and adjoining the conservation area will be considered in respect of their impact upon the character and appearance of the conservation area. There will be a presumption against proposals which fail to preserve or enhance the character of the area unless it can be shown that there are significant benefits which would justify damage to the historic character of the area.

In this respect, applications for the demolition of buildings which are identified in the appraisal as making a positive contribution to the appearance and character of the area will normally be rejected.

Applications for the demolition of buildings identified as making a neutral contribution to the character of the area will be considered only where the quality

and nature of replacement buildings is appropriate to the character of the area and will enhance the character and appearance of the area.

Applications for the demolition of buildings identified as making a negative contribution to the area will be encouraged, provided the quality and nature of the replacement is appropriate to and will enhance the character of the area.

Applications for planning permission entailing alterations to buildings will be considered with regard to their impact in the wider conservation area. Alterations which will be detrimental to the historic character and appearance of the building and conservation area will be rejected. Such changes might include extensions, partial demolition, changes to shop fronts, signage, windows and wall and roof claddings.

Applications for planning permission outside the conservation area but affecting its setting will be rejected if they are harmful to the setting of the area, unless it can be shown that there are significant benefits which would justify damage to that setting.

Planning Permission is required to demolish a building or structure in a conservation area with some exemptions set out in paragraph 31 of Circular 1/01.

9.2.1 Archaeology

Where demolition of historically significant structures is considered acceptable, provision for their prior survey may be deemed appropriate in accordance with National Planning Policy Framework, which notes:

141. Local planning authorities should make information about the significance of the historic environment gathered as part of plan-making or development management publicly accessible. They should also require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible. However, the ability to record evidence of our past should not be a factor in deciding whether such loss should be permitted.

Similarly, development within the Conservation Area, which may impact upon significant buried archaeological remains contributing to the historical significance of the town, may warrant the completion of a suitable programme of archaeological investigation and recording. Of note in this latter context is evidence of Coalville's mining, railway and industrial heritage.

9.2.2 Trees

The Town and Country Planning Act 1990 makes special provision for trees in conservation areas which are not the subject of a Tree Preservation Order. Under section 211 anyone proposing to cut down or carry out work on a tree in a conservation area is required to give the Local Planning Authority 6 weeks' prior notice (a 'section 211 notice'). The purpose of this requirement is to give the Local Planning Authority an opportunity to consider whether a Tree Preservation Order (TPO) should be made in respect of the tree.

There are however exemptions from the requirement to give a section 211 notice. You do not have to give the Local Planning Authority six weeks' notice:

- For cutting down or carrying out work on trees if required to implement a full planning permission;
- If a fruit tree is cultivated in the course of a business;
- Work is undertaken on behalf of statutory undertakers and some other bodies;
- For work carried out by, or on behalf of, the Local Planning Authority (i.e. the Council as a whole and not just its planning department);
- For work on a tree with a diameter not exceeding 75 millimetres (or 100 millimetres if cutting down trees to improve the growth of other trees, i.e. thinning operations);
- If trees are causing an actionable nuisance.

9.2.3 Advertisements

Certain categories of advertisement which have 'deemed consent' under the Advertisement Regulations are restricted within conservation areas. These include illuminated advertisements on business premises and advertisements on hoardings around development sites. In addition balloons with advertisements are not exempt from the need for advertisement consent in conservation areas.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 24 JUNE 2014

Title of report	FORMER TENANT RENT ARREARS, CURRENT TENANT RENT ARREARS, COUNCIL TAX, NON DOMESTIC RATES AND SUNDRY DEBTOR WRITE-OFFS
Key Decision	a) Financial No b) Community No
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Head of Finance 01530 454520 ray.bowmer@nwleicestershire.gov.uk
Purpose of report	To agree write-offs over £10,000 and receive details of debts written off under delegated powers.
Reason for Decision	To comply with proper accounting practices.
Council Priorities	Value for Money
Implications:	
Financial/Staff	There is no additional financial effect as all the debts are met from the Authority's bad debt provision.
Link to relevant CAT	None
Risk Management	Regular reviews of debts for write off moderates the risk that External Audit will "qualify" the Council's accounts on the basis they do not reflect the true level of recoverable income. It is also part of an effective arrears management strategy.
Equalities Impact Assessment	Not applicable.
Human Rights	None discernable.
Transformational Government	Not applicable.
Comments of Head of Paid Service	The report is satisfactory

Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	None.
Background papers	All papers used in compiling the report contain exempt information under paragraph 3 of Part 1 to Schedule 12A Local Government Act 1972
Recommendations	THAT CABINET APPROVES THE WRITE OFFS OVER £10,000 DETAILED IN THIS REPORT. THAT CABINET NOTES THE AMOUNTS WRITTEN OFF UNDER DELEGATED POWERS.

1.0 DOUBTFUL DEBT PROVISIONS

1.1 Provision is made in the accounts as follows:

	As at 1 April 2014	Write offs to date (Under delegated powers)	Amounts written off over £10,000 approved by Members	Balance Available
Council Tax	£1,475,791.00	£40,479.85	£0.00	£1,435,311.15
Non Domestic Rates	£840,710.00	£4,893.70	£0.00	£835,816.30
Housing Rents	£381,230.18	£5,837.81	£0.00	£375,392.37
Sundry Debtors/Housing Benefit Overpayments	£1,143,083.25	£982.11	£0.00	£1,142,101.14

2.0 FORMER TENANT RENT ARREARS

2.1 There are currently no Former Tenant Rent Arrears over £10,000 for which we seek approval.

2.2 The amounts written off under delegated powers, in accordance with the thresholds outlined in the write off policy are as follows: 29 cases under £1,000 which amount to £5,627.02. Of these, 10 are uneconomical to pursue (£607.44) and, two are where the tenant is deceased and there is no estate (£552.51). There were 17 cases which qualified for a bereavement allowance following the death of the tenant (£4,467.07).

3.0 CURRENT TENANT RENT ARREARS

3.1 There is one amount of £210.79 due to a debt relief order that was written off under delegated powers, in accordance with the thresholds outlined in the write off policy

4.0 COUNCIL TAX

- 4.1 There are currently no Council Tax debts over £10,000 for which we seek approval for write off.
- 4.2 The amounts written off under delegated powers, in accordance with the thresholds outlined in the write off policy, are as follows: Eight cases under £100 which amount to £302.00. All of these are uneconomical to collect. There are 46 cases between £100 and £1,000, which amount to £21,374.04. Of these, one has a Debt Relief Order (£148.80), 34 have absconded (£14,756.03), four are deceased with no assets (£2,122.44), four are insolvent (£2,935.66), one has insufficient recovery data (£496.48) and two are uneconomical to collect (£914.63). There are 10 cases between £1,000 and £10,000 which amount to £18,803.81. Of these, one has a Debt Relief Order (£3,585.42), six have absconded (£11,831.34), one is deceased with no assets (£1,466.39) and two are insolvent (£1,920.66).
- 4.3 The full list of reasons for writing off debt includes:
- Bankruptcy or a Debt Relief Order is in place
 - Deceased – No assets in the estate.
 - Debtor Absconded / No Trace
 - Company in liquidation/dissolved or ceased trading with no assets
 - Severe Hardship and/or Serious health Issues
 - Statute barred i.e. we cannot legally pursue the debt as there has been six years since the debt fell due and no action has been taken to collect the debt.
 - Uneconomical to collect i.e. it is not financially viable to take further action for e.g. due to the low level of the debt, they have gone abroad etc.
- 4.4 Writing off debts is only considered where all appropriate recovery and enforcement measures have been taken, or, where the council are legally prohibited from pursuing the debt.
- 4.5 Each year the council produces a recovery timetable which details the dates on which the statutory Reminders, Final Notices and Summonses are to be despatched. The letters issued are designed to maximise collection by prompting tax payers to pay their missed instalments in a timely manner, thereby avoiding further enforcement action taking place. A leaflet is included with the reminders to explain what happens next should payment not be made.
- 4.6 For all outstanding debt, the council takes the recovery action outlined in the bullet points below:
- If payment is not received by the instalment due date shown on the bill, a reminder notice is issued.
 - If payment is received within seven days the tax payer may continue with their original instalment plan. If they default again within the year, then one further reminder notice is issued. If they do not pay, the following steps are taken.
 - If payment is not received by the date on the reminder notice, a court Summons is issued. The Summons advises them of the date and time that the Council will attend a Magistrates Court hearing to apply for the award of a Liability Order against them.
 - Once a Liability Order is obtained, the Council has a number of enforcement options open to them in order to secure payment of the debt.

4.7 Liability Order Action

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

1. Apply to the debtor's employer for an Attachment of Earnings.
2. Apply to the DWP for a deduction from the debtor's benefits
3. Instruct an external enforcement company (bailiffs) to collect the debt on the council's behalf.
4. If the bailiff company are unsuccessful, the Council could commence committal proceedings against the debtor.
5. If the debtor owns their own home a Charging Order could be made against the property.
6. If the debt is over £750, bankruptcy proceedings could be commenced against the debtor.

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

5.0 NON DOMESTIC RATES (NNDR)

- 5.1 There is currently one Non Domestic Rate debt over £10,000 for £95,312.73 for which we seek approval for write off. The company has gone into liquidation and we cannot legally take any further recovery action for this debt.
- 5.2 The amounts written off under delegated powers in accordance with the policy thresholds are as follows: There are no cases under £100 or between £100 and £1,000. There is one case between £1,000 and £10,000 which amounts to £4,893.70 which is insolvent.
- 5.3 As with the recovery of Council Tax, for Business Rates, writing off debt is only ever considered as a last resort. Often companies, sole traders or partnerships become insolvent and the Council is prohibited from taking any further action as all of their outstanding debts are included within the Administration, Liquidation or personal bankruptcy.
- 5.4 The Council follows the same recovery process for Business Rates as for Council Tax. However, once the Council has obtained a Liability Order there are only a limited number of enforcement actions that can legally be pursued. In most cases, where a payment arrangement or contact cannot be made, the Council refers the case to external bailiffs. If they are unsuccessful, the Council then has three further options to consider before putting the debt for write off. These options are:
 - Committal (For sole traders and partnerships only)
 - Security for Unpaid Rate (this is the equivalent of a Charging Order on a property but this can only be done with the ratepayers agreement)
 - Insolvency Proceedings

6.0 SUNDRY DEBTORS (INCLUDES HOUSING BENEFIT OVERPAYMENTS)

6.1 There are currently no Sundry Debtor cases over £10,000 for which we seek approval for write off.

6.2 The amounts written off under delegated powers in accordance with the thresholds outlined in the write off policy are as follows: There are two housing benefit overpayment cases under £100 which amount to £92.81. Both of these are uneconomical to collect. There are 3 housing benefit overpayment cases that are between £100 and £1000 amounting to £889.30. Of these, one is deceased (£165.52), one is insolvent (£300.00) and one is uneconomical to collect (£423.78).

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

- An invoice is issued giving 14 days to make payment, or to contact the council.
- If payment is not received a first Reminder is issued, followed by a second reminder two to three weeks later.
- If payment is not received a 'CIS' (DWP database) check is carried out to assess if an attachment of benefit is appropriate. If benefit cannot be attached the account is sent to an external bailiffs collection team with no cost to the Council. However, they have no powers to enforce the debt at this stage only to collect it.
- If the cases are returned, each case is checked and a decision is made as to whether it is appropriate to start legal proceedings in the County Court.
- If judgement is obtained in the County Court, the following enforcement options are available to consider:-
 1. Attachments of Earnings (deduction of customer's wages, at source by employer)
 2. Warrants of Execution (the use of County Court Bailiff, or High Court Sheriff)
 3. Third Party Debt Orders (Utilises the customer's bank account to extract payment)
 4. Charging Order (the debt is secured on the customer's house)
 5. Insolvency (petition for bankruptcy)

7.0 BENCHMARKING

7.1 At the end of 2013/14 we undertook a benchmarking exercise with other Leicestershire and Rutland Authorities. We compared the 2013/14 Council Tax and Non Domestic Rates 'in year' collection rates against the 2012/13 out-turn. This analysis is shown in table 3 below.

Table 3 (*see note below)

2012/13 v 2013/14 Outturn - Benchmarking Analysis for Leicestershire and Rutland

Council	CTax Collection 2012/13	CTax Collection 2013/14	NNDR Collection 2012/13	NNDR Collection 2013/14
North West Leicestershire DC	97.76%	97.42%	99.20%	97.80%
Hinckley & Bosworth BC	98.16%	98.00%	97.74%	98.04%
Harborough DC	98.53%	98.57%	98.35%	99.10%
Melton BC	97.96%	97.80%	98.01%	98.90%
Oadby & Wigston BC	98.80%	98.50%	98.20%	98.30%
Blaby DC	97.05%	97.45%	96.78%	99.13%
Charnwood BC	97.92%	97.73%	98.76%	98.14%
Leicester CC	95.97%	94.81%	97.43%	96.99%
Rutland CC	98.96%	98.80%	98.74%	98.80%

***Please note:** When comparing the data in table 3, account must be taken of the significant variance in the levels of staffing resource at each Local Authority, the number of dwellings, the number of rating assessments, the demographics of each area and the level of affluence/deprivation which all contribute towards the performance figures.

Also, in 2013/14 each council replaced the former fully funded Council Tax Benefit Scheme with a Local Council Tax Support Scheme (LCTS), with 10% less Government funding to pay for it. As 100% support was no longer available, in 2013/14, each council had a higher level of debt to collect from people on low incomes. Many of the people affected had not had to pay council tax before. Hence the drop in the council tax collection rates for the councils with higher levels of deprivation.

In addition to the introduction of the LCTS, the abolition of two council tax empty property exemptions, replaced by local discounts, also created more debt and had a negative impact on the 2013/14 collection rates.

7.2 The Partnership has recently undergone a full service review. Part of the remit of the Institute of Revenues, Rating and Valuation (IRRV) review team was to look at the performance of the Partnership in comparison to similar Shared Services. In the future the Partnership intends to join a new Shared Service benchmarking group, to be established by the IRRV, which will provide more detailed 'like for like' comparable performance data. Benchmarking information will be included in future write off reports once the data becomes available.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 24 JUNE 2014

Title of report	REVIEW OF PENSIONS DISCRETIONS
Key Decision	a) Financial No b) Community No
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Deputy Chief Executive 01530 454555 steve.bambrick@nwleicestershire.gov.uk Human Resources Manager 01530 454518 mike.murphy@nwleicestershire.gov.uk
Purpose of report	To review the Council discretions in relation to the Local Government Pensions Scheme. (LGPS) in the light of changes to the National Scheme Regulations.
Reason for Decision	There is a legal requirement to review the policies that the Council has in place in relation to the exercise of discretionary functions under the Local Government Pension Scheme Administration Regulations by the end of June 2014.
Council Priorities	Value for Money
Implications:	The Council is required to determine its approach to the exercise of various discretionary functions as prescribed in the LGPS. In formulating its policy on Pension provisions, the Council is required by the Regulations to (1) "have regard to the extent to which the exercise of the discretionary powers (in accordance with the policy), unless properly limited, could lead to a serious loss of confidence in the public service; and (2) "be satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs."
Financial/Staff	The decision made by Cabinet will impact on the future financial retirement arrangements of employees and former employees who are, or have previously been, members of the Leicestershire LGPS
Risk Management	No risks.
Equalities Impact Assessment	Has been completed, held with Background papers.

Human Rights	No issues.
Transformational Government	Not Applicable.
Comments of the Deputy Head of Paid Service	As author, the report is satisfactory.
Comments of Section 151 Officer	The report is satisfactory.
Comments of Monitoring Officer	The report is satisfactory.
Consultees	All of the Council's recognised Trade Unions have been given the opportunity to respond to a consultation on the proposals. Any responses will be reported to the Cabinet meeting as required.
Background papers	None
Recommendations	<p>1. THAT CABINET ACCEPTS THE RECOMMENDATIONS OF THE REVIEWED PENSION POLICIES AS SET OUT IN APPENDIX 1 OF THIS REPORT.</p> <p>2. THAT CABINET ENDORSES THE DECISION DELEGATION ARRANGEMENTS AS DETAILED IN PARAGRAPH 2.2 OF THIS REPORT.</p>

1.0 BACKGROUND

- 1.1 The Council is required to determine its approach to a number of defined pension provisions in the Local Government Pensions scheme. Some of the pension's discretions can assist both the Council and employees in a variety of situations in redundancy / efficiency situations or as a lead in to retirement. In formulating its policies on Pension provisions, the Council is required to (1) "have regard to the extent to which the exercise of the discretionary powers (in accordance with the policy), unless properly limited, could lead to a serious loss of confidence in the public service; and (2) "be satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs".
- 1.2 A number of the discretions, if adopted, could lead to significant pension capital costs being incurred by the Council (depending on the age and service of the employee). The proposed discretions have been written to minimise the possibility of the Council facing substantial pension capital costs in the future, but to allow those discretions where there may be a "win-win" situation for the employee and the Council. There is a requirement for the Council to exercise its discretion on a case-by-case basis, not just by the implementation of a blanket policy, so it is suggested that this should be linked to demonstrable financial or operational benefit.
- 1.3 Significant changes made to the Local Government Pension Scheme from April 2014 mean that it now necessary to review the discretionary aspects of the scheme that are the responsibility of this Council as the Employing body. The Scheme is no longer a final salary pension scheme as a result of the changes – it has become a "Career Average

Revalued Earnings” scheme. There are protections included in the Regulations for members who have pre April 1 2014 final salary rights.

2.0 COUNCIL PAY POLICY CONSIDERATIONS

2.1 Members may recall that the Council was required to produce, under the Localism Act, a Pay Policy Statement. The latest version of this was considered and agreed by Council on 25 March 2014. There is no requirement to amend the Council’s Pay Policy statement as a result of the proposed changes because, if adopted, these discretions will apply to all employees (and in some cases former employees) irrespective of their seniority within the workforce. It is relevant to note the link between the Pay Policy Statement and the changes proposed in this report.

2.2 It is suggested that the delegation arrangements for decisions in relation to the pensions discretions in this report should remain as determined previously by Cabinet, namely that:-

“In line with the current constitutional authority the process of dealing with an application under one of the pension discretions rests with the Head of Paid Service. This function may be delegated by the Head of Paid Service to another officer. Where the Head of Paid Service considers that she is unable to deal with a particular application, for example due to a previous involvement in the case or absence/unavailability, she has decided that she will delegate responsibility for determining the application to the Deputy Chief Executive or one of the statutory officers. All applications will be considered with appropriate Human Resources advice.”

2.3 The Pension Discretions outlined in this report replace any previous discretionary policies agreed by the Council.

APPENDIX 1.

1. LGPS Benefits Regulations - Regulation 31: Power of employer to award additional Pension.

Explanation	Recommended Council Policy	Comments
An employer may resolve to award a member additional pension of not more than £6,500 (figure as at 1 April 2014) a year within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency.	The Council is not prepared to grant any discretionary enhancement under this regulation unless there is a clear financial or operational benefit to the Council.	There is no suggested change to the Council's current policy. However, the amount of pension that can be awarded as an additional pension has increased with the 2013 Regulations from £5,000 to £6,500

2 LGPS Benefits Regulations - Regulation 16 (2) (e) and 16 (4) (d): Funding of additional Pensions contributions (shared cost)

Explanation	Recommended Council Policy	Comments
<p>An active member in the main section of the scheme may enter into an arrangement to pay additional pension contributions (APC's) by regular contributions or a lump sum.</p> <p>Such costs may be funded in whole or in part by the member's scheme employer.</p> <p>The Employer will need to determine a policy on whether it will make a contribution towards the purchase of extra pension.</p> <p>This does not relate to cases where a member has a period of authorised unpaid leave of absence and elects within 30 days of return to work to pay a shared cost APC to cover the amount of pension "lost" during that period of absence. In these cases the employer must contribute 2/3 rds of the cost (Regulation 15 (5) of the LGPS Regulations 2013.</p>	<p>The Council will not fund additional pension unless there is a clear financial or operational benefit to the Council.</p>	<p>This is a new discretion.</p> <p>If this discretion was agreed there would be additional employer costs, so this approach would be consistent with the decision in Regulation 31 above to not award additional pension.</p>

3. LGPS Regulations – Regulation 30 (b) Flexible Retirement

Explanation	Recommended Council Policy	Comments
<p>An active member who has attained the age of 55 or over who reduces working hours or grade of employment may, with the Scheme Employers consent, elect to receive immediate payment of all or part of the retirement pension to which that member would be entitled in respect of that employment if that member were not an employee in Local Government service on the date of the reduction in hours or grade, adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.</p> <p>As an employer there is a requirement to determine the conditions under which a flexible retirement might be approved.</p>	<p>The Council has agreed to release pension where there is no cost and there is a clear financial or operational benefit to the Council. The Council will not waive any reduction in benefits. Employees will normally reduce their hours by a minimum of 40% and/or reduce their grade.</p>	<p>This discretion was previously adopted by the Council, and the recommendation is no change to the current discretion.</p> <p>This policy was adopted in 2012 and has already proved to be a useful option in retaining employees with valuable skills in the lead up to full retirement while achieving salary savings.</p>

4. LGPS Regulations 2013 - Regulation (paragraph 1 (1) (c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) regulations 2014:Switching on rule of 85.

Explanation	Recommended Council Policy	Comments
<p>A member who has not attained normal pension age but who has attained the age of 55 or over, may elect to receive immediate payment of a retirement pension in relation to an employment if that member is not an employee in local government service in that employment, reduced by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.</p> <p>In these circumstances (other than flexible retirement) the 85 year rule does not automatically apply to members who would otherwise be subject to it who choose to voluntarily draw their benefits on or after age 55 and before 60.</p> <p>The employer has the discretion to “switch on” the 85 year rule for such member.</p> <p>If the employer does agree to switch back on the rule of 85, the cost of any strain on the fund resulting from the payment of benefits before age 60 would have to be met by the employer.</p>	<p>The Council will not apply either discretion unless there is a clear financial or operational benefit to the Council (e.g. as an alternative to a redundancy situation).</p>	<p>This is a new discretion. The capital costs associated with the “switching on” the 85 year rule could be significant, but there may be situations where the Council might wish to do this if there was a supporting business case. This might be used as a mechanism to encourage members to retire early to help achieve a balanced age profile or to enable career succession, or to avoid possible redundancies at a later stage in the event of challenging financial conditions.</p>

5 LGPS Regulations 2013 – Regulation (paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014.

Explanation	Recommended Council Policy	Comments
<p>An employer has the discretion, under a number of retirement scenarios, to waive actuarial reductions on compassionate grounds.</p> <p>The cost of the pension capitalisation will fall on the Council in such situations.</p> <p>This may be on “compassionate grounds” as an example, which is not defined in the regulations.</p>	<p>The Council will not apply either discretion unless there are exceptional circumstances and there is a clear financial or operational benefit to the Council.</p>	<p>These are new, more general requirements.</p> <p>Each case will be considered on its merits taking into account the financial costs/benefits associated with any application.</p> <p>This might apply in cases of an ex-employee requesting payment of the pension after age 55 or in cases of flexible retirement, for example.</p>

There are a number of other discretions which Scheme Employers may exercise under the LGPS Regulations 2013 where there is no requirement to have a written policy. However, in the interests of transparency and equal treatment, it is recommended that members should endorse a consistent approach to the discretions as detailed below:-

I. LGPS Regulations 2013 – Regulation 17 - Shared Cost Additional Voluntary Contribution Facility

Explanation	Recommended Council Policy	Comments
<p>This discretion allows the Employer to maintain and contribute to an employee's Additional Voluntary Contribution Scheme.</p>	<p>The Council has not adopted this discretion.</p> <p>This will not have any effect on the existing AVC facility available where the employee only is able to make such contributions.</p>	<p>This discretion was previously adopted by the Council, and the recommendation is no change to the current discretion.</p>

2. LGPS Regulations 2013 - Regulation 100 (6) – election to transfer within 12 months

Explanation	Recommended Council Policy	Comments
<p>This discretion allows the Employer extend the 12 month limit a member has in which to elect to transfer other pension rights into the LGPS. This has to be with the agreement of the Administering Authority</p>	<p>The Council will not normally allow an extension of the 12 month limit</p> <p>Extenuating circumstances may apply and this would include</p> <ul style="list-style-type: none"> • Where evidence exists that an election was made within 12 months but his was not received by the administering authority. • Where evidence exists that the member was not aware of the 12 month limit due to maladministration 	<p>Accepting an option after 12 months can result in additional costs to the employer (e.g. when an employee opts to transfer in prior to a large salary rise / promotion / regrading if the member has any pre 1 April 2014 membership).</p>

3. LGPS Regulations 2013 - Regulation 22 (7) and (8) – election to aggregate within 12 months of commencement

Explanation	Recommended Council Policy	Comments
<p>This discretion allows the Employer to extend the 12 month time limit a member has within which they must elect not to have deferred benefits aggregated with their new LGPS employment</p>	<p>The Council will not normally extend this 12 month time limit</p> <p>Extenuating circumstances may apply and this would include</p> <ul style="list-style-type: none"> • Where evidence exists that an election was made within 12 months but this was not received by the administering authority • Where evidence exists that the member was not aware of the 12 month limit due to maladministration 	<p>Extending the time limit may lead to additional costs to the employer, so it is recommended that this should only be permitted in the suggested extenuating circumstances.</p>

4. LGPS Regulations 2013 - Regulation 9 – allocation of contribution band

Explanation	Recommended Council Policy	Comments
<p>This discretion allows the Employer to determine which contribution band is allocated on joining the scheme and at each April. It also determines the circumstances when an employee's band may be reviewed.</p>	<ul style="list-style-type: none"> • Base pay on actual pay in April plus previous years overtime • Run an exercise half yearly as a check and re-band up or down where necessary • Re-band on all <u>contractual</u> changes, but not ad hoc hours changes and re-band upon a pay award. 	<p>Under the CARE scheme, the Council is required to determine its approach to banding to ensure a consistent approach, as this will affect the contribution rates and future pension entitlement for members.</p>

5. LGPS Regulations 2013 - Regulation 21 – assumed pensionable pay

Explanation	Recommended Council Policy	Comment
<p>This discretion allows the Employer to determine whether to include in the calculation of assumed pensionable pay the amount of any "regular lump sum payment".</p> <p>This is in cases where an employee's pay needs to be calculated where their pay has been reduced due to certain absences in order that they are not unduly advantaged or disadvantaged.</p>	<ul style="list-style-type: none"> • To determine in individual cases where necessary to establish in a fair, equitable and justifiable way what the members likely pay would have been but for the absence, and in cases where this pay is to be used for future enhancements whether that level of pay would have been received every year to normal retirement age. 	<p>No further comments.</p>

6. The Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006

Provisions provide local government employers with the powers to consider making a one off lump sum payment to an employee which must not exceed 104 week's pay.

Regulation 5: Power to increase statutory redundancy payments

Explanation	Recommended Council Policy	Comments
The Employer may decide to calculate a redundancy payment entitlement as if there had been no limit on the amount of a week's pay used in the calculation.	The Council uses the actual weekly pay of the employee when calculating redundancy pay and there is no limit.	This is the current policy, no changes are recommended.

7. The Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006

Regulation 6: Discretionary Compensation.

Explanation	Recommended Council Policy	Comments
A "one off" lump sum compensation payment may be awarded to an employee up to a maximum value of 104 weeks pay, inclusive of any redundancy payment made.	Redundancy weeks payable determined according to statutory redundancy scheme multiplied by a factor of X 1.5.	The redundancy multiplier factor aspect of the Councils policy is unchanged. However the option of converting compensation payments into additional pensionable service has been removed, so this is no longer an option for redundant employees. (This was previously included in the Council's discretions, but it should be noted that this has never been used).

End

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 24 JUNE 2014

Report Title	2013/14 QUARTER 4 PERFORMANCE MANAGEMENT REPORT
Key Decision	a) Financial - No b) Community - No
Contacts	Councillor Richard Blunt 01530 564510 richard.blunt@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk
Purpose of report	The report provides members of the Cabinet with information on the performance and progress made against the Council Delivery Plan actions and performance indicators for Quarter 4 (January - March).
Reason for Decision	The report is provided for members to effectively monitor the organisation's performance.
Council Priorities	The report addresses performance against each of the Council's four priorities for 2013/14
Implications	
Financial/Staff	The report contains summary performance data on staff management & financial information.
Link to relevant CAT	The report links to the work of all Corporate Action Teams.
Risk Management	Risk management is applicable to all areas of the Council's statutory duties and service provision. Any relevant risks relating to actions set out in the Council Delivery Plan are managed through the Corporate Risk Register.
Equalities Impact Assessment	Equality Impact Assessments undertaken in line with the Corporate timetable during 2013/14.
Human Rights	No direct implications.

Transformational Government	No direct implications
Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	The report is satisfactory
Comments of Deputy Monitoring Officer	The report is satisfactory
Consultees	Corporate Leadership Team
Background papers	(1) Council Delivery Plan 2013/14 - http://www.nwleics.gov.uk/pages/council_delivery_plan_2013_14
Recommendations	THAT CABINET RECEIVES AND COMMENTS ON THE QUARTER 4 PERFORMANCE REPORT (JANUARY – MARCH 2014).

PERFORMANCE SUMMARY FOR QUARTER 4

1 Introduction

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

2 Performance summary of key frontline services

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

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

The detailed evidence and statistics of the Council's performance for Quarter 4 is included in Appendix 1

2.1 Leisure Centres

The commercial focus on fitness memberships continue to be successful with the membership levels at an all time high of 2,840 as at 31 March 2014 increased from 2,607 in the previous year. The associated income targets have also exceeded target by over £22,000 and increased by over £55,000 from 2012/13 actuals. These income figures have been achieved with no price increases as the service continues to provide value for money for residents and remains competitive with neighbouring authority facilities.

The focus on commercial events has also been maintained with return visits from Robot Wars, Antique Fairs, Tool Auctions, Boat shows, darts events, boxing and mixed martial arts events and new comedy nights. We held 39 commercial events across HLC and HPLC as compared to 31 in 2012/13.

The leisure centres have also continued to invest in the facilities with internal redecoration schedules being completed at both sites and the outdoor pool being prepared for it's opening on Saturday 24 May 2014.

2.2 Housing Services

As predicted at the end of Q3, the 2013/14 target number of tenants' homes to be made decent was achieved and indeed exceeded by 74 homes. Improvements were completed to 1634 homes against a target of 1560. A total of 2118 tenants homes have been improved to the decent homes standard in the first two years of the three year programme. Tenant satisfaction has remained high for this quarter at 97.5% which exceeds its target of 95%.

The number of new affordable homes delivered exceeded the target of 120 by 37, with 157 delivered across the district by the end of Q4. It is important to note that these additional homes delivered in 2013/14 may reduce the capacity available in 2014/15, and target setting will need to take this into account.

The level of vacant Council properties continues to be higher than projected, with an associated increase in void rent loss as previously reported. The number of vacant properties is now being reduced as a result of re prioritising the work of the repairs team and introducing more effective management arrangements for the transfer of properties between the various contractors involved in completing works whilst properties are empty.

2.3 Revenues & Benefits

Processing times for Benefits continue to be within target. The proportion of Council Tax collected (97.55%) is slightly below target (97.8%) and 0.34% less than performance achieved during 2012/13. This small reduction follows the implementation of the new Council Tax Support Scheme and has been managed through communication with customers and improved recovery procedures.

National Non Domestic Rate collection is slightly lower than 2012/13, which was a particularly good year. There were a small number of high value accounts outstanding at the end of the financial year adversely affecting this performance indicator.

The recommendations of an external review of the Revenues and Benefits Partnership were received by the Joint Committee in April 2014 which also agreed priorities for implementing them.

2.4 Refuse & Recycling

The service has met its recycling target of 48% of household waste and this has been reflected in recycling income from sale of materials exceeding its target by £65,000.

The salary cost has also continued to fall with a £31,000 reduction in salary expenditure through a mix of factors including reducing the number of vehicles collecting green waste during winter months, increasing the pool of casual staff for sickness and holiday cover driving down the cost of agency staff and also a reduction in sickness levels.

Trade waste contracts continue to increase with 78 new contracts being secured during 2013/14, this was achieved through a focus on service reliability, clear and competitive pricing. The final net number of trade businesses for 2013/14 now stands at 703. Some existing contracts were lost during the year, either through business liquidation, ceased trading etc and we did not lose any contracts to other service providers. Income also increased by £29,275 from upselling additional containers

The new waste management software procurement was completed and is now being installed which will lead to an improved and more efficient customer service and the materials sorting technology project was approved and it will now be progressed through an Official Journal of European Union (OJEU) procurement process.

2.5 Development Control

The volume of planning applications remains high, particularly with the recovery of the housing market. This volume has resulted in record fee levels of nearly £1 million from planning applications in 2013/14. Quarter 4 performances for dealing with major applications, within agreed time limits, was above 90%. For 2013-14, performance in dealing with majors within the statutory time limit was significantly above target at 83.00% against the national target of 65%.

On the 3rd April the Planning Minister Nick Boles MP endorsed a new house building industry standard – Building For Life 12 – at an event at Nottingham Trent University. North West Leicestershire District Council were specifically thanked for our role in developing and testing the industry standard and two schemes in the District received design awards under the new standard.

2.6 Environmental Health

As a result of the work undertaken by the Service, standards of hygiene and safety at food establishments within North West Leicestershire improved. All relevant food establishments are rated using the National Food Hygiene Rating Scheme. The number of establishments achieving a rating of 3 (Generally satisfactory) or higher (Good, Very Good) increased from 620 (89%) to 663 (92%) during 2013/14. The number of establishments still requiring improvement reduced from 75 to 56 during 2013/14.

82 licensed taxi vehicles have been 'stopped' and examined 'on the spot' by the licensing team. 63 of the 82 examined (77%) were found to be at the Councils depot pass standard. Follow up action was taken relating to the remaining 19 vehicles.

3 Council Delivery Plan

Appendix 2 sets out a high level exception report for the remainder of the Council Delivery Plan and further information on key front line services. This provides commentary against actions and performance indicators that were not on target during Quarter 4.

3.1 Business & Jobs Priority

Two Business Place Events were held in Quarter 4 in Bardon and Donington. Advice was presented on a variety of issues ranging from business grant assistance, training initiatives, travel planning and improved broadband connectivity. Over 40 businesses attended the events and favourable responses were received for the support given and for holding future events.

Additional Growing Places Funding has been awarded by the Leicestershire Enterprise Partnership to Donington Race Track, bringing the total investment to £3.95m. The additional award has been used to provide a new marketing suite at the Formula E development at the Western Paddock which opened to the 10 Formula E teams at the beginning of May 2014. This additional funding has enabled Formula E marketing and promotion teams to be located to Donington with 13 additional jobs.

A very well received redundancy support session for Arla and Logoplaste was coordinated with 22 support agencies attending including training providers, employers (Kerry Foods, KP Snacks, Salad Works) and Job Centre Plus. 124 Arla and Logoplaste employees attended and received advice about future training and employment opportunities following the closure of the dairy in Ashby. Arla were very complimentary about the support from the Council and its partners and have indicated that a very large proportion of the 370 workforce have now found alternative employment.

3.2 Progress against remaining CDP priorities.

As part of the Council's initiative to increase customer independence and enhance the customer experience, website improvements are in progress. This will make it easier for customers to find information and self-serve, and provide a better web experience for users of smart phones and tablet computers.

Our new website is expected to be launched to the public in early summer 2014. Development of the Customer Gateway is also on track and it will be implemented in Customer Services in April 2014 to allow the first phase of self-service options to be tested internally before being added to the website for customer use in May 2014.

A new waste management system has been procured and will be rolled out during 2014/15 which will make it quicker and easier for customers to request services such as replacement bins or bulky waste collections, either on the phone or via the website, as well as reducing operating costs by helping us manage assisted collections, missed bins and other planning processes more efficiently.

4 Financial management update

The General Fund outturn is projected to be £1.2m under budget. This is because of a combination of increased income locally (Planning Fees £400k and Recycling Income £65k) and savings from internal efficiencies (Salaries - £370k, lower Homelessness costs - £80k and reduced need for contingency funds - £200k). The Revenue Budget report received by Cabinet on 11 February 2014 explained that resources from the underspending would be allocated to projects which will enable the building of much-needed affordable homes, create new jobs and improve town centres and local

communities. More details will be provided when the Provisional Outturn report is presented to Cabinet in July.

The outturn position could still change significantly particularly as local authorities now share the benefit of additional business rates with Central Government. Any reductions in business rates including closures and rating appeals are also shared locally. There are significant difficulties in projecting the final level of business rates income because the Council participated in county-wide pooling arrangements in 2013/14. The projected outturn currently assumes no increase or decrease in business rates income for 2013/14 and the level of income will be finalised as part of the closure of accounts process.

The forecast surplus on the Housing Revenue Account is £156k less than originally budgeted, mostly as a result of reduced rental income because of an increase in empty properties and increased sales through 'Right to Buy'.

The expected General Fund Capital Programme out-turn is £1.936m, £33k lower than the revised budget. This variance is mainly due to refuse vehicles being purchased at lower price than budgeted.

The Housing Revenue Account capital budget is expected to show an underspending of around £1.5m on a revised budget of £15.738m. The reasons for this include variances due to savings achieved on the Decent Homes Programme costs and the slippage of some capital works into 2014/15. Further details will be provided as part of the Provisional Outturn 2013/14 report to Cabinet on 29 July 2014.

5 Sickness absence management update

The end of year sickness rate of 7.36 days is comfortably below the sickness target of 7.5 days for 2013/14 and significantly below the 2012/13 rate of 8.86 days lost per full-time-equivalent. Overall across all services, there was a reduction of 17% in the number of days lost when compared to 2012/13, this is equivalent to 720 days which in monetary terms is the equivalent of £57,447 (on the basis of the median average salary).

Regular absence monitoring by Human Resources working with line managers and proactive management and interventions in long-term cases has assisted in meeting the target. .

6 Supporting evidence and statistics - Appendix 1

Appendix 1 sets out the following items:

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

Status definitions used in Appendix 1



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



Performance under control (milestones)



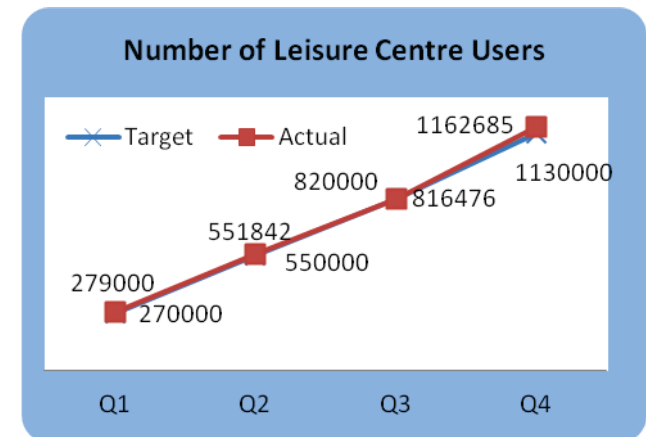
Performance failing (milestones) or performance below target (PIs)

2 PERFORMANCE DASHBOARD – LEISURE CENTRES

Progress against milestones			Progress against Performance Indicators		
5 😊 Green	2 😊 Amber	0 😞 Red	3 😊 Green	1 😞 Red	

Budgeted Cost to provide service	£822,910	Total FTE's	62.12	Complaints received	20
Forecasted cost to provide service	£727,946	Total days lost to sickness	56.83	Compliments received	11

- Quarter 4 is traditionally one of the busiest due to the new year boom of fitness based resolutions. However, it can also be an unpredictable Quarter due to weather related factors of snow, ice and flooding.
- It is pleasing to report very strong performance figures based on targets being exceeded for usage and membership income. In particular, membership usage, attendances and income are at their highest ever levels.
- Membership income exceeded target by £22,000 and by over £55,000 from 2012/13 actuals with members up from 2,607 in 2012 to 2,840 in 2013.
- GP referrals completing their course missed the quarterly target due to health professionals referring less during the quarter than the same period of 2012/13, however, the annual target was achieved as this scheme continues to be recognised as best practice within the County by Public health colleagues.
- Club active 8 scheme offering free use of leisure centres for schools continues to develop with 31 schools now participating and children participating more often.



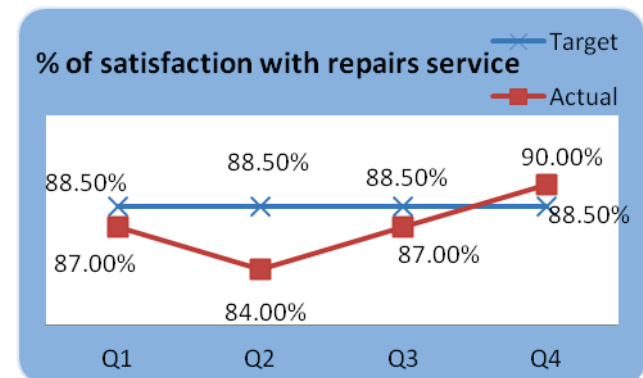
Performance Indicators	Q4 Target	Q4 Actual	Status
Number of Leisure Centre users	1,130,000	1,162,685	😊
The amount of membership income at Hermitage and Hood Park LC's	£823,000	£845,056	😊
Number of GP Referrals completing a course (see appendix 2)	130	118	😞
Number of children redeeming points through the Club Activ8 Scheme	3,500	3,693	😊

2 PERFORMANCE DASHBOARD – HOUSING

Progress against milestones			Progress against Performance Indicators		
5 😊 Green	0 😞 Amber	0 😞 Red	5 😊 Green	4 😞 Red	

Budgeted Cost to provide service	£430,080	Total FTE's	95	Complaints received	44
Forecasted cost to provide service	£425,090	Total days lost to sickness	205.9	Compliments received	14

- Key housing management targets for the level of rent arrears and the average length of time a property is vacant were both delivered, with strong performance exceeding the targets for both areas. The rent arrears performance is particularly positive given the increases in arrears we had been projecting as a result of Welfare Reform. Whilst many of those affected by welfare reform have seen their rent arrears increase, reductions in other tenants arrears levels has produced an overall reduction.



- Satisfaction with the allocations and letting process fell below target in Q4. Although this is based on a small sample of 14 we will examine this area in more detail and are contacting all the tenants who were dissatisfied, to see how we can improve the service as a result of their experiences.

Performance Indicators	Q4 Target	Q4 Actual	Status
Number of additional affordable homes delivered across the District	120	157	😊
Number of additional Council homes meeting the Decent Homes standard	1560	1634	😊
Percentage of rent loss through vacant dwellings (see appendix 2)	1.72%	2.04%	😞
Percentage of new tenants satisfied with the allocation and letting process (see appendix 2)	87.50%	75.00%	😞
% of dwellings vacant but unavailable (see appendix 2)	3.00%	3.08%	😞
% of Emergency repairs completed on time - within 24 hours	97.50%	99.23%	😊
% total responsive repairs completed within target satisfaction	88.50%	90.00%	😊
% total repairs completed within target (see appendix 2)	98%	96.59%	😞
All new customers to have a support plan within 6 weeks of tenancy start date	100%	100%	😊

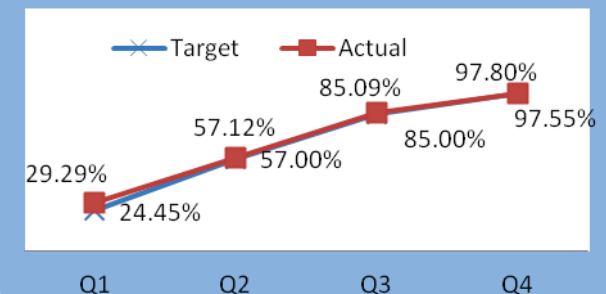
2 PERFORMANCE DASHBOARD – REVENUES & BENEFITS

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

Budgeted Cost to provide service	£350,990	Total FTE's	27.51	Complaints received	6
Forecasted cost to provide service	£322,120	Total days lost to sickness	13.4	Compliments received	1

- Processing times for Benefits continue to be within target for the year and have improved on 2012/13 with the exception of the “Right Time” combined performance measure which appears slightly worse due to changes in the way the information is collected.
- The proportion of Council Tax collected (97.42%) is slightly below target (97.8%) and 0.34% less than performance achieved during 2012/13. This small reduction follows the implementation of the new Council Tax Support Scheme and has been managed through communication with customers and improved recovery procedures. Changes to the scheme for 2014/15 were approved by Council in February 2014 including capping eligibility at 85%, down from 91.5% in the first year of the scheme.
- National Non Domestic Rate collection at 97.78% is slightly lower than 2012/13, which was a particularly good year with achievement of 99%. There were a small number of high value accounts outstanding at the end of the financial year adversely affecting this performance indicator.
- The Capita “Efficiency Version” went live in January and the ‘Connect’ Self Serve module is being developed linking it to the “ICE project”.
- The recommendations of an external review of the Revenues and Benefits Partnership were received by the Joint Committee in April which also agreed priorities for their implementation. The Committee approved the recruitment of an interim Head of Partnership pending recruitment to a permanent position. A number of the recommendations will need to be subject to more detailed business cases before they can be implemented.

% of Council Tax collected



Performance Indicators	Q4 Target	Q4 Actual	Status
Average number of days to process new claims and change events	15	10.79	😊
Time taken to process new Housing Benefit/Council Tax Benefit claims	18.40	18.39	😊
Time taken to process Housing Benefit/Council Tax Benefit change events	12	8.40	😊
Proportion of Council Tax collected (see appendix 2)	97.80%	97.55%	😞
Proportion of national non-domestic rates (NNDR) collected (see appendix 2)	99.00%	98.22%	😞
HB overpayments recovered (All Debt)	25%	39.45%	😊
Fraud Sanctions gained	24	37	😊
Arrear Reduction	<1.7m	1.43m	😊

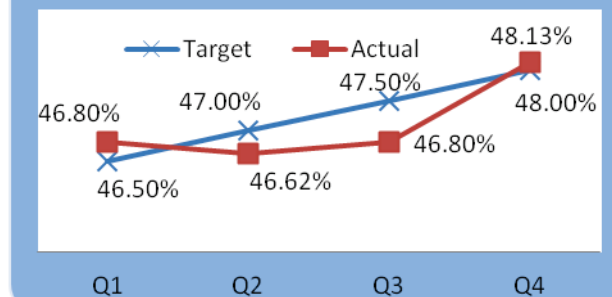
2 PERFORMANCE DASHBOARD – REFUSE & RECYCLING




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

Budgeted Cost to provide service	£1,640,890	Total FTE's	74	Complaints received	4
Forecasted cost to provide service	£1,400,444	Total days lost to sickness	126.33	Compliments received	4

- It is pleasing to note a reduction in kgs of waste sent to landfill per household from 516 to 514 and our percentage of household waste recycled meeting target.
- Continued resident participation in recycling has helped to exceed recycling income by over £65,000 in 2013/14 and further promotional campaigns are planned for 2014/15. The cost of the service continues to be driven as further efficiencies are made including short term winter reduction in vehicles collecting green waste and cardboard, the use of casual staff as opposed to agency staff and reductions in sickness levels.
- Monitoring of litter levels around the district undertaken throughout the year demonstrate that performance levels remain very high (95%) and allows hotspot areas to be identified and targeted quickly.

% of Household waste recycled



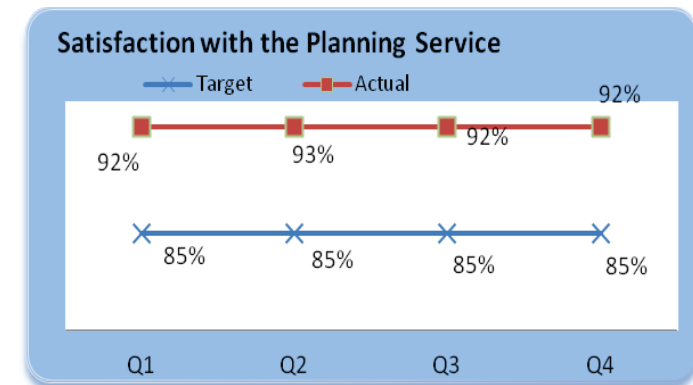
Performance Indicators	Q4 Target	Q4 Actual	Status
Kgs of waste sent to landfill per household per year	516	514	
Proportion of household waste recycled	48%	48.13%	
% of district free from litter and detritus	95%	95%	

2 PERFORMANCE DASHBOARD - DEVELOPMENT CONTROL

Progress against milestones			Progress against Performance Indicators								
3	😊	Green	2	😐	Amber	3	😊	Green	1	😞	Red

Budgeted Cost to provide service	£581,910	Total FTE's	10.7	Complaints received	2
Forecasted cost to provide service	£203,280	Total days lost to sickness	7.72	Compliments received	3

- Dealing with Major applications within statutory agreed time limits improved to above 90% and the cumulative figure for Quarters 1-4 is 83% which remains above the locally agreed target of 65%.
- The percentage of minor applications dealt with in 8 weeks improved again from Quarter 3 to 63% which is only 2% below target due to staffing levels and the volume of major applications.
- In relation to other applications dealt within 8 weeks performance improved once again in this Quarter despite the team continuing to carry vacancies. Cumulatively, to the end of Quarter 4, performance in this PI is now 80.26% which is just above the target of 80%.
- To address the high volume of planning applications temporary cover has been brought in to deal with minor applications. The team are now only carrying one Planning Officer vacancy which it is anticipated to fill in May 2014.



Performance Indicators	Q4 Target	Q4 Actual	Status
Percentage of customers very satisfied or satisfied with the Planning Service	85%	92.20%	😊
Percentage of major planning applications processed within period agreed with applicant	85%	90.90%	😊
Percentage of planning applications determined within 8 weeks for minor applications (see appendix 2)	65%	62.74%	😞
Percentage of planning applications determined within 8 weeks for other applications	80%	80.26%	😊



2 PERFORMANCE DASHBOARD - ENVIRONMENTAL HEALTH

Progress against milestones			Progress against Performance Indicators		
3  Green	1  Amber	0  Red	2  Green	0  Red	

Budgeted Cost to provide service	£352,520	Total FTE's	14.22	Complaints received	0
Forecasted cost to provide service	£291,600	Total days lost to sickness	3	Compliments received	2

- The Safety team has continued to provide an intensive programme of checks at 30 of the highest risk food businesses to ensure that food sold is safe to eat. Throughout the year 9 of the 30 businesses ceased trading. As a result of advice, support and enforcement related work all 21 of the remaining targeted businesses became broadly compliant with food hygiene law. 100% of the 62 planned inspections at high risk businesses were completed. 227 (97%) of the 337 planned food inspections were carried out.
- A statement of licensing policy explains how the Council will carry out its role under the Licensing Act 2003. Following a consultation exercise a report and draft policy was taken to Licensing Committee on 26 February. A draft policy was then taken to and approved by Council on 25 March. The revised policy was introduced on 26 March.
- The licensing team completed a programme of taxi enforcement checks to ensure that the fleet of taxi licensed by the Council are safe. During Q4 97 vehicles were routinely examined at the Council garage. 68 of the 97 vehicles passed the initial test. All 29 vehicles that failed the initial test passed their first retest. During Q4 14 vehicles received an 'on the spot' inspection. 13 were found to be at the pass standard. The licence of the failing vehicle was surrendered shortly after failing its test. A joint enforcement initiative with the police was undertaken at East Midlands airport on 27th January. 19 vehicles licensed by other authorities were checked and 11 were found to have no defects. All defects were notified to the licensing authorities

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Performance Indicators	Q4 Target	Q4 Actual	Status
Number of food establishments within the high risk project (30) deemed to be broadly non compliant with food hygiene law on 31st March 2014.	10	0	
Number of licensed vehicles checked during 'on the spot' programme	80	82	

3 COUNCIL DELIVERY PLAN - BUSINESS & JOBS PRIORITY

Progress against milestones			Progress against Performance Indicators		
6  Green	1  Amber	0  Red	3  Green	0  Red	

- A successful place event for local businesses held at Castle Donington in March was attended by 10 local businesses. The event was supported by the Police, Job Centre Plus, LLEP and LCC and businesses were provided with information about Regional Growth Funding, financial support available for recruitment and sustainable transport opportunities. As a result of the meeting Laser Optical Engineering has requested support from NWLDC and the LLEP for their major manufacturing expansion plans.
- Hermitage FM relocated from Hotel Street to Memorial Square supported by funding secured and administered by Business Focus. A vacant office (two cottages owned by East Midlands Housing Association) has been brought back into use and Memorial Square public space is enlivened with a vibrant and active frontage. The project has created a meeting space for community groups, a tourist information point and a space for artists. The Business Focus team also assisted General Aerospace to move from home working in Coalville to serviced offices in Ashby.
- A very well received redundancy support session for Arla and Logoplaste was coordinated with 22 support agencies attending including training providers, employers (Kerry Foods, KP Snacks, Salad Works) and Job Centre Plus. 124 Arla and Logoplaste employees attended and received advice about future training.

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Performance Indicators	Q4 Target	Q4 Actual	Status
Number of local businesses and enterprises supported through advice and signposting (cumulative)	120	151	
Number of businesses assisted to relocate to improved premises within the District (cumulative)	3	19	
Number of local businesses assisted to lever in grant aid and private investment (cumulative)	12	141	
New traders attracted to Coalville Market	4	12	
Number of local residents assisted with employment advice and support	150	442	
Number of new inward investment businesses attracted to the District	3	4	

4 PROGRESS AGAINST REMAINING CDP PRIORITIES

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

- A balanced budget for 2014/15 was approved by Council on 25 February 2014. The budget included over £300k of efficiency savings.
- A new waste management system has been procured and will be rolled out during 2014/15 which will make it quicker and easier for customers to request services such as replacement bins or bulky waste collections, either on the phone or via the website. This will help reduce operating costs and allow us to manage collections, missed bins and other planning processes more efficiently.
- Development of the Customer Gateway is also on track and it will be implemented in Customer Services in April 2014 to allow the first phase of self-service options to be tested internally before being added to the website for customer use in May 2014.
- The Community Safety Strategy refresh has been completed and scheduled for Cabinet. Evidence based funding applications were submitted to the Office of the Police and Crime Commissioner and have been successful ensuring partnership funds that can be apportioned to deliver the Safer North West Partnership priorities to tackle violent crime and abuse, tackle acquisitive crime and respond effectively to anti social behaviour.

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Performance Indicators	Q4 Target	Q4 Actual	Status
Proportion of customers satisfied with the quality of face to face contact with Customer Services (see appendix 2)	98%	92%	
Proportion of customers satisfied with the quality of telephone contact to Customer Services	94%	98%	
Average call waiting time in Customer Services	<3:30	1:49	
Average call handling time in Customer Services (see appendix 2)	<3:19	3:42	
Average no. of working days to resolve stage 1 complaints (see appendix 2)	10 days	11 days	
Proportion of customers satisfied with the complaints process (see appendix 2)	75%	67%	
Quality of call response by Control Centre	99%	100%	
Corporate Sickness Absence Target (Days lost per Full-time-equivalent)	7.5	7.36	

5 FINANCE UPDATE

This section sets out the projected financial position of the Council for the year ending 31st March 2014. The Council set its Revenue Budget at £10.490m on 26th February 2013.

General Fund – Summary of Net Expenditure	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
AMOUNT TO BE MET FROM GOVERNMENT GRANT AND COUNCIL TAX (Budget Requirement).	10,490	9,286	-1,204

Special Expenses – Summary of Net Expenditure	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
AMOUNT TO BE MET FROM GOVERNMENT GRANT AND COUNCIL TAX (Budget Requirement).	755	730	-25

HRA SUMMARY	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
Net cost of service (Total rent income less total expenditure)	(1,474)	(1,318)	156

Capital Expenditure	General Fund £ 000	Special Expenses £ 000	HRA £ 000
Approved Budget for the Year	1,779	188	15,865
C/F from 2012/13	323	99	1,593
Approved projects in year	305	10	0
Slippage Identified in Year	(438)	(202)	(1,720)
Total Budget for 2013/14	1,969	95	15,738
Likely outturn for 2013/14 (provisional)	1,936	95	14,238

Comments on General Fund Variances

- Across the Council it is projected salaries will be under spent by £370k
- Planning and Development control fees are projected to be £400k above budget
- Recycling income is forecasted to be £65k above budget
- Contingency Reserve is expected to be £200k under spent
- Homelessness prevention expenditure to be £80k under spent compared to budget

Comments on Special Expenses Variances

- Increased burial and monument fees £12k
- Salary savings of £9k

Comments on HRA Variances

- Reduced rent income of £250k due to increased void levels (185k) and 39 fewer rentable properties than budgeted which equated to (65k) compared to budget assumptions. There is also a small £13k reduction in service charges for the same reason.
- There is also an under spend of £60k on Council Tax on void properties.

Comments on Capital Budget

General Fund

- The original approved budget of £1.779m has been revised to £1,969m. This is due to the addition of new approved projects and carried forward projects from 2012/13 (£628k) and slippage of a number of projects to 2014/15 (438k). The expected out-turn is £1.936m, which is £33k lower than revised budget. This variance is mainly due to refuse vehicles being purchased at lower price than budgeted.

Housing Revenue Account

- The Housing Revenue Account capital budget was set at £15.865m. The revised budget was set at £15.738m by Cabinet in February 2014. This was mainly due to carrying forward capital items from 2012/13 totalling £1.593m and slippage of £1.720m into 2012/13. The outturn is expected to be around £1.5m lower due to reduced Decent Homes Improvement programme costs and slippage into 2014/15.

6 MANAGEMENT OF ABSENCE

Quarter 1	Chief Exec & HR	Community Services	Finance	Housing Services	Legal & Sup Services	Reg & Planning	All Directorates
Sickness days lost	0 – Long 2 - Short	165.80 – Long 148.07 - Short	56.00 – Long 35.39 - Short	231.70 – Long 44.52 - Short	149.06 – Long 50.44 - Short	0 – Long 18.80 - Short	602.56 – Long 299.22 - Short
Total days lost in qtr	2 0	313.87	91.39	276.22	199.50	18.80	901.78
Number of FTE's	14.52	206.53	60.66	95.68	71.86	27.56	476.81
Cumulative no of days lost per FTE	0.14 days	1.52 days	1.51 days	2.89 days	2.78 days	0.68 days	1.89 days

Quarter 2	Chief Exec & HR	Community Services	Finance	Housing Services	Legal & Sup Services	Reg & Planning	All Directorates
Sickness days lost	0 – Long 2.40 - Short	174.10 – Long 121.40 - Short	21.20 – Long 22.00 - Short	211.00 – Long 70.20 - Short	31.00 – Long 41.09 - Short	37.00 – Long 19.00 - Short	474.28 – Long 274.91 - Short
Total days lost in qtr	2 .40	295.50	43.20	281.20	72.90	56.00	749.19
Number of FTE's	14.52	205.18	57.76	94.20	71.25	27.25	470.16
Cumulative no of days lost per FTE	0.17 days	2.97 days	2.33 days	5.92 days	3.82 days	3.77 days	3.51 days

Quarter 3	Chief Exec & HR	Community Services	Finance	Housing Services	Legal & Sup Services	Reg & Planning	All Directorates
Sickness days lost	0 – Long 4.50 - Short	302.2 – Long 126.3 - Short	83.7 – Long 19.9 - Short	160.0 – Long 93.3 - Short	68.5 – Long 78.3 - Short	5.00 – Long 18.9 - Short	619.38 – Long 341.16 – Short
Total days lost in qtr	4.50	428.50	103.6	253.3	146.8	23.9	960.50
Number of FTE's	15.02	198.72	60.77	94.60	68.18	26.15	463.44
Cumulative no of days lost per FTE	0.46 days	5.22 days	3.92 days	8.58 days	6.15 days	0.91 days	5.63 days

Quarter 4	Chief Exec & HR	Community Services	Finance	Housing Services	Legal & Sup Services	Reg & Planning	All Directorates
Sickness days lost	0.00 - Long 0.00 - Short	283.1 - Long 138.7 - Short	64.1 - Long 4.3 - Short	107.5 - Long 98.4 - Short	23.2 - Long 40.1 - Short	13 - Long 12 - Short	490.86 - Long 293.33 - Short
Total days lost in qtr	0.00	421.8	68.4	205.9	63.2	25	784.19
Number of FTE's	15.02	198.60	60.27	95.00	66.59	26.06	461.54
Cumulative no of days lost per FTE	0.46	7.35	5.09	10.70	7.25	4.75	7.36 days

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**COUNCIL DELIVERY PLAN & KEY FRONT LINE SERVICES – ACTIONS AND PERFORMANCE INDICATORS
BY EXCEPTION ONLY FOR QUARTER 4 CABINET PERFORMANCE REPORT**

Key



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



Performance under control (milestones)





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


COUNCIL DELIVERY PLAN & KEY FRONT LINE SERVICES – ACTIONS

Leisure Services Actions				
Action	Responsible Officer	Action milestones for 2013/14		
		Q4 Milestone	Q4 Progress	Status
Reduce health inequalities within priority neighbourhoods and targeted groups by promoting and delivering opportunities for participation in sport and physical activity	Head of Community Services	In partnership with Positive Futures, deliver a series of family cycle rides utilising the new and improved cycle ways in Coalville.	Unfortunately, this initiative wasn't delivered in Q4. There was limited take up due to the winter weather and the intention was to use the rides as a training platform for the newly qualified Cycle Leaders, and this training has been postponed. Consequently, the rides will now be delivered from June throughout the summer as part of the Skyride programme	☹️
		Offer opportunities for adult participants to undertake ride leader training.	Due to a lack of British Cycle training staff, we were unable to deliver a ride leader training course in Q4, although one will be delivered on 26 April. The focus of this course is getting local staff to undertake the training in order to help promote cycling at their workplace, with specific interest from staff at Kennametal Stellram, NWLDC and East Midlands Airport. General public will also have the opportunity to undertake the training and to join the existing group of 29 ride leaders (trained in Q1 of 2013/14) in running the British Cycling Sky Ride Local rides this year and in helping deliver other council led rides.	☹️

Development Control Actions


Action	Responsible Officer	Action milestones for 2013/14		
		Q4 Milestone	Q4 Progress	Status
Planning and Development Team will review and refresh the Agents Forum which will help improve the working relationship with agents	Head of Regeneration & Planning	Schedule and deliver Planning and Building Control Agents Forum	The Planning and Building Control Forum did not take place in Quarter 4. A decision was taken to wait until the beginning of 2014/15 when a Forum would be of more use to discuss a number of changes to the General Planning Permitted Development Order and permitted development rights which are coming into force	
Planning and Development Team will continue to deliver Planning related training to the Parish and Town Councils	Head of Regeneration & Planning	Undertake rolling programme of bespoke Parish training delivery across a range of formats to include training at Parish offices and centralised training	No Parish Council training took place in Q4 but plans are in place for training for 2014/15	

Environmental Health Actions

Action	Responsible Officer	Action milestones for 2013/14		
		Q4 Milestone	Q4 Progress	Status
Change the perception that Regulatory Services are a barrier to growth by supporting and contributing to the work undertaken by the Leicester and Leicestershire Regulatory Services Partnership	Head of Legal & Support Services	Draft policy to be submitted for approval	The current Environmental Directorate, Health & Safety Enforcement and Food Enforcement Service enforcement policies have been reviewed following the publication of the Regulators' Code. The timeline for the approval of the policies has been delayed to allow for the development of a Leicester and Leicestershire Enforcement Policy Statement and service standards to be developed by the Leicester & Leicestershire Regulatory Services Partnership. A consultation process will commence in April.	


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Business & Jobs Actions



Action	Responsible Officer	Action milestones for 2013/14		
		Q4 Milestone	Q4 Progress	Status
To provide advice and guidance to local businesses and assist existing and new businesses to relocate within the District	Head of Regeneration & Planning	Publish Q4 Business Newsletter	Newsletter drafted and awaiting further contents for the newsletter before being published.	

COUNCIL DELIVERY PLAN & KEY FRONT LINE SERVICES – PERFORMANCE INDICATORS



Performance Indicators – Leisure Services

Performance Indicators	Q4 Target	Q4 Actual	Status	Commentary
Number of GP Referrals completing a course	130	118		Whilst the target for Q4 has not been achieved, the target for the year has. The scheme has improved since transferring to the leisure centres, and relationships with both GP's and the Clinical Commissioning Group continue to develop positively. Within the County, NWLDC's scheme is recognised as best practice as it continues to deliver against targets set by Public Health in terms of retaining clients throughout the 12 weeks of the course.



Performance Indicators – Housing

Performance Indicators	Q4 Target	Q4 Actual	Status	Commentary
% of rent loss through vacant dwellings	1.72%	2.04%		During 2013/14 there has been 38 more properties that have become empty in comparison with the 2012/13 period. A total of 362 tenancies were terminated during 2013/14. Also, the number of properties currently empty and in the voids process continues to increase as these properties are having work completed in a longer period which adds to the increase in the level of rent loss which is currently behind target by £46,811. However, properties continue to benefit from having identified Decent Homes work undertaken while the property is empty and the programme for carrying out works on properties identified as High Cost Voids is now underway. Close monitoring of void performance continues to be undertaken on a weekly basis
Percentage of new tenants satisfied with the allocation and letting process	87.50%	75.00%		Cumulatively 82% of new tenants are satisfied with the allocations and lettings process. For Q4 75% (9 households) being satisfied or very satisfied. Of the remaining 25%, 8.33% (1 household) stated they were neither satisfied or dissatisfied and 16.67% (2 households) stated they were very dissatisfied. Those tenants who


Performance Indicators – Housing

Performance Indicators	Q4 Target	Q4 Actual	Status	Commentary
				were dissatisfied with the service will be contacted to establish the reasons and learn from this.
% of dwellings vacant but unavailable	3.00%	3.08%		The cumulative performance of Q4 shows an improvement of 0.06% when compared with Q3. However, cumulative performance has not been met by 0.08% or 39 properties. Work is in progress for the identified high cost voids and it is anticipated these properties will be let in Q1 2014/15.
% total repairs completed within target	98.00%	96.59%		Below target performance in Q4 following a business decision to concentrate resources on the increased demand for void property works and bring them back into debit.





Performance Indicators – Revenues & Benefits

Performance Indicators	Q4 Target	Q4 Actual	Status	Commentary
Proportion of national non-domestic rates (NNDR) collected	99.00%	98.22%		The NNDR collection rate has been impacted by specific ratepayers not paying their rates as they fell due or their charge being increased due to late valuation changes. The amount uncollected due to these specific cases amounts to £515,412.20. If they had paid, the collection rate would have been 99.26% and above target. Proactive steps are being taken to collect these outstanding amounts.
Proportion of Council Tax collected	97.80%	97.55%		The outturn is 0.25% less than the 12/13 outturn. This is mainly due to the introduction of the Local Council Tax Support scheme and the changes to local Council tax discounts. There has been more debt to collect from those on low incomes/in difficult financial circumstances. Overall this is a good result as a 0.5% decrease had been forecast by all of the Leicestershire Authorities. The Partnership performed better than this. Targets need to be revised in 14/15 to reflect the changes to the Local Council Tax Support scheme.

Performance Indicators – Development Control

Performance Indicators	Q4 Target	Q4 Actual	Status	Commentary
Percentage of planning applications determined within 8 weeks for minor applications	65.00%	62.74%		Performance slightly improved again from Quarters 3 and now only just below target and still due to the reasons reported in Quarters 1, 2 and 3 and continued vacancies. Only one post now remains vacant which is due to be filled on 22 nd May 2014.

Performance Indicators not on track for other CDP priorities

Performance Indicators	Q4 Target	Q4 Actual	Status	Commentary
Proportion of customers satisfied with the quality of face to face contact with Customer Services	98%	92%		During Q4, 3 different methods of face to face customer satisfaction monitoring were carried out, postal, in person and via the Standpoint console located in reception. Combined outturn from all 3 was 92%.
Average no. of working days to resolve stage 1 complaints	10 days	11 days		Target for the quarter not met and is due to a number of complaints that needed in depth investigation and referrals to 3rd party for information to assist with the investigation. Average for the whole year was 9 days which is below the 10 day target.
Proportion of customers satisfied with the complaints process	75%	65%		Whilst performance for the quarter was not achieved, cumulatively, the target of 75% for the year was achieved with a performance of 75%.
Average call handling time in customer services	<3:19	3.42		Average call handling time target not met and is due to an increase in call volumes during the quarter i.e. Council tax billing reminders etc.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 24 JUNE 2014

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

Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	Members of the Coalville Special Expenses Working Party.
Background papers	Agenda and associated documents of the meeting held on 15 April 2014; http://prod-modgov:9070/ieListDocuments.aspx?CId=131&MId=157&Ver=4
Recommendations	TO APPROVE THE RECOMMENDATIONS MADE BY THE COALVILLE SPECIAL EXPENSES WORKING PARTY AS DETAILED WITHIN THE MINUTES AND SUMMARISED AT 3.0

1.0 INTRODUCTION

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

2.0 TERMS OF REFERENCE

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

3.0 RECOMMENDATIONS TO CABINET

- 3.1 The Coalville Special Expense Party met on 15 April 2014 (see Appendix 1 for minutes) and made the following recommendations for Cabinet consideration.

- 3.2 Recommendation - The offer of free car parking in Coalville Town Centre be extended to include the Food and Drink Festival on 22 November.

- 3.2.1 Officers are currently working with Coalville Town Team to join together the Town Teams Food and Drink Festival with the Councils Christmas Lights Switch On event. It is proposed to hold this event on Saturday 22 November 2014. This is a week earlier than usual for the Coalville Lights Switch On and as such the annual offer of free Saturday car parking in Coalville and Ashby in the run up to Christmas would not normally start this early. The Council normally offers four or five free weeks of Saturday car parking at an approximate cost of £1,500 - £2,000 per town per Saturday. Ashby Town Centre Christmas Event is currently proposed for

Saturday 29 November 2014. It is usual for the Council to offer Free Saturday Car Parking for both towns starting and finishing on the same Saturdays.

- 3.2.2 Recommendation - The event in Coalville Park reverts to its original name of Picnic in the Park.

The Councils annual Community event was changed from Picnic In The Park in 2012 when the event was moved from annually to bi-annually, this was also timely as it allowed the event name to be aligned with the Olympics and the Queens Diamond Jubilee as Coalville 2012. In 2013 the event became solely funded by the Coalville Special Expenses and was re-instated to an annual event, it was named Coalville 2013. However, it is felt that residents still refer to the event as Picnic in the Park. The 2014 event will take place on Sunday 29 June and Portfolio Holder agreement was sought and given for this years event name due to the need to commence publicity and promotion.

3.3 Period 11 Actuals and Forecasted Out-turn.

- 3.3.1 Recommendation - The reallocated funds from the Remembrance Day Service be held in a contingency fund to be added to the events budget if needed.

- 3.3.2 Recommendation - The current balances be held in reserve until appropriate projects arise.

- 3.3.2.1 There is a projected end of year balance in reserves of £81,000, it is considered prudent to hold at least 5% of the £422,000 annual expenditure in reserves and historically Coalville Special Expenses have retained 10% (approx £40,000). Any balances above this figure are considered for investment into one-off revenue or capital projects.

3.4 Request to Rename Coalville Park

- 3.4.1 Recommendation - The request to rename Coalville Park be rejected.

- 3.4.1.1 The Council received a letter to rename Coalville Park to commemorate the anniversary of the start of World War 1. The Portfolio Holder for Community Services asked for the views of the Coalville Special Expense Area members.

- 3.4.2 Recommendation - A list of prominent potential locations for a memorial in Coalville be created by officers.

- 3.4.2.1 Members recommended that instead of renaming Coalville Park a memorial stone be considered for Coalville and Officers identify potential locations for consideration.

- 3.4.3 Recommendation - A commemorative peace garden be installed within Coalville Park.

- 3.4.3.1 Members also recommended that a peace garden be considered within Coalville Park as an area of reflection for residents to visit.

APPENDIX 1

MINUTES of a meeting of the COALVILLE SPECIAL EXPENSES WORKING PARTY held in the Board Room, Council Offices, Coalville on TUESDAY, 15 APRIL 2014

Present: Councillor N Clarke (Chairman)

Councillors R Adams, P Clayfield, J Geary, R Johnson, J Legrys, M Specht and M B Wyatt

In Attendance: Councillors

Officers: Mr L Brewster, Mr J Knight, Mr G Lewis and Mr J Richardson

27. UPDATE FROM GLYN RENNOCKS (COALVILLE TOWN FC)

Mr G Rennocks thanked the Working Party for having invited him to the meeting. He stated that the football club had a great working relationship with the District Council and expressed hope that this would continue in the future.

He relayed that the football club had been particularly successful on the pitch over the last few years and that, consequently, facilities off the pitch had fallen below their new league's standards. Mr Rennocks outlined that the club were in contention to be promoted again this season and stated that this would necessitate further improvements to the facilities, such as the installation of extra seating and turnstiles. It was stressed that if promotion was achieved then the improvements must be completed by the end of March 2015.

Mr Rennocks stated that the club were committed to Owen Street Recreation Ground and were close to signing a new 12 year lease. He went on to explain that the new lease will allow the club to apply for funding to improve facilities to the necessary league standards.

It was stated that the unfortunate demise of the cricket club had enabled the club's junior sides to relocate to Owen Street. As such, the facilities at the ground were now being used 7 days a week by the various sections of the club. It was stated that the existing changing rooms were unsuitable, particularly given the fact that the facilities were being used by the ladies and girls teams.

Mr Rennocks thanked the District Council for their contribution of £115,000 towards the changing room improvements. He stated that the budget for the project was currently expected to be £280,000, which comprised of the funding from the District Council and £25,000 from the football club itself. This funding would then be matched by the Football Stadia Improvement Fund in order to reach the necessary total. It was stressed that the plans had been specifically designed so that they could be developed further in the future if circumstances required it.

Councillor M B Wyatt expressed concerns regarding the funding of the project. He enquired how much was currently held in the club's tote and asked whether it was intended to utilise this money for the project. Mr Rennocks responded that the tote was run by the supporters club and not directly by the club itself. He stated that the fund currently totalled around £15,000 and that a proportion of the total would be put towards the improvements. Mr Rennocks also stated that he would contribute personally to the project if required.

Councillor J Geary enquired how many individuals regularly used the facilities. Mr Rennocks stated that the combined total of the senior team, junior teams and ladies team would be in excess of 150 regular playing users.

Councillor J Legrys complimented Mr Rennocks and the other directors of the club for all their work. He congratulated them on having improved the image of the town as a whole and stated that the club's success had been a great morale boost for the town.

Councillor M Specht asked if it was intended to put the contract for the work out to tender. Mr Rennocks responded that it would not be possible to get firm quotes for the work until the plans had been finalised.

Councillor N Clarke thanked Mr Rennocks for having provided the Working Party with an update. He stated that the Working Party wished the club all the best in the future, both on and off the pitch.

28. APOLOGIES FOR ABSENCE

Apologies were received from Councillor L Spence.

29. DECLARATION OF INTERESTS

Councillor M B Wyatt declared a disclosable pecuniary interest in Item 5 – Capital Projects Update, as a member of Broom Leys Allotment Society, and left the meeting for the consideration of that project. He also declared a disclosable non pecuniary interest in any reference to Coalville, as a business owner in the Town Centre.

Councillors J Geary and R Johnson declared a disclosable non pecuniary interest in Item 5 – Capital Projects Update, as regular supporters of Coalville Town FC.

Councillor J Legrys also declared a disclosable non pecuniary interest in Item 6 – 2014/15 Events Update due to his involvement with Hermitage FM.

Except where stated otherwise, the above named Members remained in the meeting.

30. MINUTES OF THE PREVIOUS MEETING

Consideration was given to the minutes of the meeting held on 17 December 2013.

Councillor J Legrys queried whether there had been any progress in regard to the artwork at Phoenix Green Bridge that he had raised at the previous meeting. The Cultural Services Team Manager confirmed discussions with Mantle Community Arts were ongoing and that opportunities for further funding were being investigated.

The Head of Community Services updated Members in respect of the Whitwick Pit Disaster Memorial. He stated that discussions would continue with the management company to ensure that the plaque was maintained.

RESOLVED THAT:

the minutes of the meeting held on 17 December 2013 be approved.

31. CAPITAL PROJECTS UPDATE

The Leisure Services Team Manager presented the report to Members.

He provided the Working Party with an update on each of the ongoing projects.

Coalville Park Improvements

It was confirmed that all works had been completed. There was a remaining balance of £820 and consideration was being given to any additional equipment enhancements that could be made to the Park.

Councillor J Legrys stated that he felt there was insufficient play equipment aimed at very young children and suggested that the money be put towards rectifying this. The Leisure Services Team Manager stated that, given the small remaining balance, it would be unlikely that new equipment would be installed and the focus would instead be on enhancing what was already in place.

Owen Street Recreation Ground

The electricity upgrade works had been completed. Further works were being considered in order to upgrade the fittings on the floodlight columns and an initial quote had indicated a cost of £60,000. It was confirmed that clarification was being sought to see if the necessary lux improvements could be completed at a cheaper cost.

The proposed long term lease had been issued to the football club for their consideration. As a short term measure, a one year lease had been signed so that league requirements were satisfied for next season.

The new long term lease would allow the club to apply to the Football Stadia Improvement Fund for match funding for a new changing room pavilion. The club had developed an initial design that included an additional turnstile, external toilets, an external catering outlet and the flexibility to segregate home and away fans. The design had been shared with the Football Stadia Improvement Fund and amendments were currently being made following their advice.

It was reiterated that £115,000 had been committed to the project from the District Council and the additional amount required to reach 50% of the cost would be funded by the football club.

Councillor M B Wyatt raised concerns regarding the funding that was being provided by the District Council. He stated that steps should be taken to ensure that the contract goes to tender and stressed that if this was not the case that he would have grave concerns over providing the funding. The Head of Community Services stated that he was confident that the process would require a tender but stated that he would seek clarification in order to confirm this.

Thringstone Miners Social Centre

Provisional costs and plans had been obtained for the training pitch which had shown that an artificial surface would be cost prohibitive. It was confirmed that discussions with the County Council regarding the footpath extinguishment were ongoing and that a survey had been commissioned to assess whether it would be viable.

Cropston Drive BMX Track and Wheeled Sports Facility

It was confirmed that work on the BMX track had commenced and that it was anticipated that this element would be completed in May. Confirmed costs from the two contractors for the wheeled sports facility were expected imminently. These would then be evaluated for best value before the final proposals were discussed and consulted upon. It was anticipated that the works would commence in June.

Broomleys Allotments

Having declared an interest in this item Councillor M B Wyatt left the meeting.

The project had now been fully completed and the final balance was in the process of being calculated.

Councillor J Geary asked if it would be possible for members of the Working Party to visit the allotments in order to see the finalised project prior to the next meeting of the Working Party on 15 July 2014. The Head of Community Services stated that he would try to arrange such a visit.

Councillor M B Wyatt returned to the meeting.

Urban Forest Park

An independent assessor had been engaged to evaluate any implications with potential gas emissions that may be created through drainage and path works. Recommendations were that any contractors should be made aware of the membrane prior to commencing work and that it should be left in an undamaged state. Proposals would now be developed and approved by the assessor prior to Ward Members being consulted before the work commenced in early summer.

Councillor J Legrys stated that he still had concerns regarding gas emissions and warned that it was important to be extremely cautious with the membrane at the site. The Leisure Services Team Manager stated that emissions were tested twice a year, in line with the legal requirement, and that no problems had come to light as a result. He reassured Members that anything detrimental highlighted in the assessor's report regarding potential works would lead to a reevaluation of the project.

Melrose Road Play Area

The additional flooring had now been installed and, as such, the project had now been completed.

RESOLVED THAT:

the progress on Capital Projects be noted.

32. 2014/15 EVENTS UPDATE

The Cultural Services Team Manager presented the report to Members.

He provided Members with an update on each event.

St Georges Day Flags

The District Council would not be erecting the usual number of flags around Coalville this year. Most of the existing flags and poles and a number of wall brackets had needed to be replaced and there would be significant costs in doing this. It was confirmed that the annual £800 cost of erection and dismantling would be reallocated to support the existing Town Centre events programme. However, there would still be flags displayed on each side of the Clock Tower, at the market and at the Council Offices.

Councillor M B Wyatt sought clarification that the £800 saving would be redirected to the Christmas events. The Head of Community Services confirmed that this was already the case.

Picnic in the Park

It had been confirmed that the event would take place on 29 June and that it would revert to its original name so that it would be easily recognisable to local residents.

The annual Motorfest, organised by the Coalville Town Team, would take place the preceding day on 28 June and joint marketing opportunities had been investigated in order to promote an exciting weekend of events for local residents. It had been decided to market the two events as Coalville's Big Weekend.

Councillor M Specht stated that in previous years food stallholders had ran out of stock relatively early in the day. He enquired if there was anything that could be done to encourage stallholders to stock accordingly. The Head of Community Services confirmed that stallholders would be made aware of previous years' attendances. He also stated that a wider variety of stallholders would be encouraged to attend this year's event.

Coalville By The Sea

A similar event to last year had been organised for 8 August, which would include games, arts and crafts, puppet shows, music and sandpits. The event would be held on the open grassed area in Needhams Walk.

Christmas Events

It had been agreed by the Events Task and Finish Group and the Coalville Town Team representatives to combine the 2014 Christmas event with the Town Team's Food and Drink Festival. Consultation on the 2015 activities will be conducted at this year's event.

Councillor M B Wyatt asked whether consideration had been given to providing free car parking in the town over the weekend of the Food and Drink Festival. The Head of Community Services stated that traditionally free car parking had been provided over every weekend in December. Last year this had been extended to 5 weekends due to the way in which the dates fell i.e. 29 November for the switch on event. He explained that the decision over free car parking would be discussed with the Portfolio Holder for Community Services.

Councillor M B Wyatt stated that he favoured extending the free car parking to 6 weekends in order to provide free parking at the Food and Drink Festival. This could be at the expense of the final weekend in December, if 6 free weekends was deemed too many.

Councillor J Geary stated that he agreed with Councillor M B Wyatt. He suggested that it would be a nice gesture to the Coalville Town Team to offer free parking on the day of the Food and Drink Christmas Event.

Coalville Christmas Decorations

It was confirmed that no additional lighting equipment had been planned for 2014/15 and that, consequently, this year's budget would be £12,500 which included testing, minor repairs, energy consumption, storage and erection and dismantling of the decorations.

RECOMMENDED THAT:

a) the offer of free car parking in Coalville Town Centre be extended to include the Food and Drink Festival on 22 November.

b) the event in Coalville Park reverts to its original name of Picnic in the Park.

33. PERIOD 11 ACTUALS AND FORECASTED OUTTURN FIGURES

The Head Community Services presented the report to Members.

He confirmed that the accounts for the last financial year were currently being finalised. The indications were that there would be a significant contribution to balances, principally due to an increase in burial and monument income and a reduction in staffing costs at parks and recreation grounds.

The 2014/15 budget had been agreed at Cabinet on 25 February. He explained that as a consequence of the decision to continue to finance the Remembrance Day Service from the General Fund, there was now £2,000 available to be reallocated.

The consensus of Members was to place the surplus funds in a contingency fund to be added to the events budget if needed.

The Head of Community Services welcomed suggestions from Members with regard to projects that the current balances could be spent on.

Councillor J Geary stated that the funds should not be used for the sake of it and should therefore be kept until appropriate projects arose.

Councillor J Legrys stated that there were a number of schemes in the town that the money could be spent on, such as a community project to renovate the Mantle Lane Bridge. He stated that the area was a key approach into the town and suggested that renovation of the site would be beneficial to the town as a whole.

Councillor J Geary agreed that the Mantle Lane Bridge was currently an eyesore to the town. He stated that there was a particular issue with pigeon faeces at the site and suggested that the owners are engaged to see what could be done.

The Head of Community Services stated that the owners had installed wire spikes and meshed netting at the site to discourage pigeons from roosting beneath the bridge. He

added that the owners had been approached to consider a community art project at the site but that there had been no response as yet.

RECOMMENDED THAT:

a) the reallocated funds from the Remembrance Day Service be held in a contingency fund to be added to the events budget if needed.

b) the current balances be held in reserve until appropriate projects arose.

34. REQUEST TO RENAME COALVILLE PARK

The Head of Community Services presented the report to Members.

A request had been received from a local resident that had asked for consideration to be given to renaming Coalville Park to commemorate the centenary of the First World War. It was explained that the Portfolio Holder for Community Services had requested that this matter be considered by the Working Party with a recommendation then being made to Cabinet.

Councillor R Adams explained that he opposed the park being renamed. He stated that he agreed that it was important that the anniversary was recognised but disagreed that this was the most appropriate way in which to do so.

Councillor M Specht suggested that Coalville Park had an area specifically designated for those that contributed to the war effort to be remembered in. However, he agreed that the cost of the park being renamed was unnecessary in the current austere times.

Councillor J Legrys stated that he had had several conversations with local residents and not one had been in favour of the park being renamed. However, he agreed that there was a need for the anniversary to be commemorated. He stated that the poplar trees alongside the Council Offices and in Coalville Park that were planted as a memorial to the war were not expected to survive much longer. As such, he suggested that it would be a nice gesture to allocate funding to replace these trees.

Councillor J Geary stated that he had given considerable thought to the proposal. He agreed that there was a need to recognise both those that died and contributed to the war. He proposed that a monument be placed outside Stenson House to commemorate the anniversary.

Councillor J Legrys agreed that a monument outside Stenson House would be appropriate as the area had been the civic centre of the town for many decades. He added that the site was ideal as it was located on the route that was used during the Remembrance Day Service.

Councillor R Adams suggested that a peace garden be created so that residents could have a space to reflect on the war and remember those who had contributed. The Head of Community Services stated that there was currently a sensory garden within Coalville Park that could be amended so as to incorporate a peace garden.

RECOMMENDED THAT:

- a) the request to rename Coalville Park be rejected.
- b) a list of prominent potential locations for a memorial in Coalville be created by officers.
- c) a commemorative peace garden be installed within Coalville Park.

35. DATES OF FUTURE MEETINGS

Members noted the dates of the future meetings.

The next meeting will be on Tuesday, 15 July 2014, subject to confirmation at the upcoming Annual Council.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.57 pm

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Agenda Item 15.

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