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Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 8 November 2022
Location 3FJ	Council Chamber, Council Offices, Whitwick Road, Coalville, LE67
Officer to contact	Democratic Services (01530 454512)

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring interests you should make clear the nature of that interest and whether it is a disclosable pecuniary interest, registerable interest or other interest.	
3. PUBLIC QUESTION AND ANSWER SESSION	
4. MINUTES	
To confirm the minutes of the meeting held on 20 September 2022.	3 - 10
5. MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY	
The report of the Democratic Services Officer. Presented by the Community Services Portfolio Holder.	11 - 22
6. AWARD OF CONTRACT TO PURCHASE FLEET VEHICLES	
The report of the Head of Community Services. Presented by the Community Services Portfolio Holder.	23 - 40

Circulation:

Councillor R Blunt (Chairman)
Councillor R Ashman (Deputy Chairman)
Councillor R D Bayliss
Councillor T Gillard
Councillor K Merrie MBE
Councillor N J Rushton
Councillor A C Woodman

MINUTES of a meeting of the CABINET held in the Council Chamber, Council Offices, Whitwick Road, Coalville, LE67 3FJ on TUESDAY, 20 SEPTEMBER 2022

Present: Councillor R Blunt (Chairman)

Councillors R Ashman, R D Bayliss, T Gillard, K Merrie MBE, N J Rushton and A C Woodman

In Attendance: Councillors T Eynon, J Geary, M D Hay, R Johnson, J Legrys, S Sheahan and M B Wyatt

Officers: Mr J Arnold, Miss E Warhurst, Mrs A Crouch, Mrs C Hammond, Ms R Haynes, Mr K Bassett, Ms K Connell, Stevens and Mr P Wheatley

28. APOLOGIES FOR ABSENCE

There were no apologies for absence.

29. DECLARATION OF INTERESTS

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

Councillor T Gillard declared a pecuniary interest in Item 5 “Hermitage Leisure Centre Building – Future Direction” as a member of Whitwick Parish Council and confirmed he would leave the room for this item.

30. PUBLIC QUESTION AND ANSWER SESSION

Question from Parish Councillor Susan Colledge to Councillor R Bayliss

The demolition of the Hermitage Leisure Centre will cause the release of captured carbon. The figure is worked out using the EC3 captured carbon calculator. Current environmental recommendation is to repurpose rather than demolish any building possible.

Has this figure been factored into your calculations on your zero carbon target?

Response from Councillor R Bayliss

The EC3 calculator is an incredibly useful tool for considering the carbon footprint for a building which is about to be constructed. It includes a consideration of the embedded carbon that might be released when the building is eventually demolished and recycled at the end of its life. To provide any useful data the model requires knowledge of the embedded carbon value of the materials that are to be used in constructing the building. The embedded carbon in materials being a function of how they are produced.

Unfortunately, the model does not work for existing buildings. It is impossible to know what the embedded carbon value is of materials that were produced and incorporated into a building more than 30 years ago. For example, how was the steelwork within the building frame produced, was it new or recycled steel, locally produced or shipped from overseas, how was the foundry powered- coal or gas?

We will never be able to calculate a figure for the embedded carbon within the former Hermitage Leisure Centre. What we will do however is ensure that as much of the building as possible is recycled post demolition and we will also be able to calculate how much carbon is saved by no longer having to heat, light and secure the premises.

Supplementary Question from Parish Councillor Susan Colledge to Councillor R Bayliss

As there are many instances of captured carbon being worked out for old buildings, could the officers work it out as a best guess?

Response from Councillor R Bayliss

Councillor Bayliss acknowledged that he would be unable to answer on behalf of officers, however suggested that it would be financially impractical to bring the HLC building up to a C standard. Councillor R Bayliss assured Parish Councillor S Colledge that a response would be sought from officers and would be provided at a later date.

Question from Parish Councillor Peter Moulton to Councillor R Bayliss.

As Parish Councillor P Moulton had been delayed, Councillor Wyatt posed the question, and Parish Councillor P Moulton posed the supplementary question upon his arrival.

The option of community ownership would deliver most of the aspirational 'vision' included within the original consultancy report.

As a forward thinking council, this would be a great step forward in the provision of infrastructure for the use of the whole area, in particular the vulnerable groups in our society who do not engage with the current mainstream sports and activities on offer. As the option of community ownership will deliver most of that vision, why is it not being considered?

Response from Councillor R Bayliss

The vision document sets out plans for whole of the Hermitage Recreation Grounds.

The decision before Cabinet tonight relates only to that part of the Hermitage Recreation Grounds upon which Hermitage Leisure Centre sits and which Community Services have stated is no longer required by that service.

There is another Council department which has a need for the land upon which the Hermitage Leisure Centre buildings sit and it is in accordance with council policy to make the land available to that department for the delivery of alternative services, where those services are a priority for the Council.

Subject to Cabinet consideration of the vision document at a later date, it is intended that Hermitage Recreation Ground (excluding the Hermitage Leisure Centre land) will remain with Community Services for the delivery of the vision. It is perfectly reasonable to believe that community involvement in the operation of facilities on the area of Hermitage Recreation Grounds retained with Community Services is possible and can be explored further as the vision is developed into detailed proposals.

Supplementary question from Parish Councillor Peter Moulton to Councillor R Bayliss.

How much did the original report from the consultancy which led to the proposal of 'the vision' cost?

Response from Councillor R Bayliss

The vision report cost £35,750

31. MINUTES

Consideration was given to the minutes of the meeting held on 19 July 2022.

It was moved by Councillor T Gillard, seconded by Councillor K Merrie and

RESOLVED THAT:

The minutes of the meeting held on the 19 July 2022 be approved and signed by the Chair as a correct record.

32. HERMITAGE LEISURE CENTRE BUILDING - FUTURE DIRECTION

Having declared an interest in the item Councillor T Gillard left the meeting for the consideration of the item.

The Property and Customer Services Portfolio Holder advised that although he had received correspondence which pertained to this agenda item and had sat on both Community and Corporate Scrutiny Committees, he would consider the matter with an open mind. He then presented the report to members.

Members were advised that Hermitage Leisure Centre closed in February 2022 following the opening of the New Whitwick and Coalville Leisure Centre. The former Leisure Centre buildings had been mothballed since closure, but it continued to cost the Council £17,500 per month on essential utilities, security and vacant business rates.

Surveys commissioned show that whilst there was a backlog of maintenance issues throughout the whole building (roof, glazing, structural framework and heating systems) the former pool, health suite and squash courts were in worse condition than the sports hall and that to carry out repairs would cost the authority £2.1m with the resultant asset being worth £1.2m.

Whitwick parish council and Coalville CAN had made a strong plea that NWLDC should continue to make the Hermitage Leisure Centre buildings available to the local community, with the whole building retained although they had indicated that retention of the sports hall alone may meet their aspirations.

The former Leisure centre building was subject to an Asset Of Community Value registration lodged by Whitwick Parish Council and the status would be considered as a Material Consideration whenever a planning application to redevelop was made and determined.

Councillor M Hay addressed the meeting and proposed that part of the building be retained in order to be used by community groups and he reiterated that there had been opposition to proposals of using the site for affordable, social housing. Councillor M Hay felt that instead of demolishing the HLC buildings and developing housing, the retention of the HLC buildings would be an achievable way for community groups to obtain a building.

Councillor R Bayliss responded that he was obliged to follow officers' advice in terms of the cost of the exercise and asserted that it would be only a selective section of the community who would not want the site to be used for housing. It was also noted that it was felt there had been insufficient representation from people who would wish to reside in Whitwick but for whom there had been no opportunity to do so due to lack of housing.

The Chair thanked Councillor M Hay for highlighting both the pros and cons of retaining the existing buildings and wished to affirm his own support for groups such as Coalville

CAN and what they had been seeking to do, however it was also acknowledged that there was a need for more affordable social housing.

Councillor A Woodman noted that he had toured the current buildings and reminded the meeting that the new premises had been built because the old site had too many issues. To repair these issues would have resulted in unfeasibly high costs to bring it to a useable standard. Given the costs required to keep the building mothballed, Councillor A Woodman opined that it would be better to invest in the recreation ground and to demolish the old buildings.

Members commented that the County Councillor and local ward members had not been contacted at all with regard to this matter and had only received positive comments in relation to the development of the site. It was also noted that Coalville CAN only spoke for a minority of constituents in Whitwick.

Councillor R Ashman informed the meeting that a similar scenario had arisen in his own ward and that the leisure centre in that ward had cost the local Parish Council heavily in terms of time and money. It was noted that the management of this site had eventually been outsourced by necessity. He iterated that to retain the buildings of the old HLC would be a huge responsibility and that he believed the recommendations would be the preferable option.

It was moved by Councillor R Bayliss, seconded by Councillor A Woodman and

RESOLVED THAT:

The report including the options regarding the future of the former Hermitage Leisure Centre building (HLC) be considered by Cabinet.

- 2) The diverse comments and views expressed by the Community Scrutiny Committee summarised in section 8 of the report and contained in full in appendix 7, be noted.
- 3) The demolition of the HLC buildings for the reasons set out in the report, and delegated responsibility for any arrangements required to facilitate the demolition to the Head of Property and Economic Development be agreed.
- 4) It be agreed that the Council will retain the freehold title of the land occupied by the former HLC buildings and car parking, to be used for the delivery of other council services, in accordance with the Council's Corporate Disposals Policy.
- 5) The appropriation of the land occupied by the former HLC and car parking from the general fund to the Housing Revenue Account (HRA) as described in the report (Annex 6 indicatively sets out the area of land to be appropriated (subject to due process and finalisation)) be agreed, provided that it:
 - A) Does not compromise the leisure covenant on the site;
 - B) Complies with Policy En5 of the Local Plan (namely does not encroach on the area of separation); and c) retains within the general fund, an area of car parking for local residents.
- 6) Responsibility for the appropriation process be delegated to the Strategic Director with responsibility for property in consultation with the S151 officer and appropriate Portfolio Holders.
- 7) Cabinet will at future dates, receive business cases for the proposed improvements to the Hermitage Recreation Ground. The final proposals in these business cases will be in

line with the direction of travel outlined in Section 3.26 of this report but refined to take on board the community engagement results and the release of funds to the general fund through the appropriation of the HLC site be noted.

Reason for Decision:

A decision on the future of the Hermitage Leisure Centre buildings is required in order to comply with the Corporate Disposals Policy. The proposed course of action will enable the asset to be used by another council service to delivery council priorities. The decision does not compromise future consideration of a strategy for investment in the Hermitage Recreation Ground.

33. INTERIM POSITION STATEMENT IN RESPECT OF FIRST HOMES - CONSULTATION DRAFT

Councillor T Gillard resumed his attendance for the remainder of the meeting.

The Planning and Infrastructure Portfolio Holder presented the report to members, outlining the benefit of the features of the First Homes scheme and highlighting the interim policy statement in respect of eligibility criteria.

Members felt that this would be a welcome initiative, which would enable people to buy their first home.

It was moved by Councillor K Merrie, seconded by Councillor R Bayliss and

RESOLVED THAT:

- (i) Consultation be carried out on the interim policy statement in respect of first homes as set out at Appendix B of the report .
- (ii) The outcome of the consultation be reported to a future meeting of Cabinet for consideration.

Reason for Decision:

To outline the benefit of the features of the First Homes scheme and to establish an interim policy statement in respect of eligibility criteria

34. DRAFT AIR QUALITY SUPPLEMENTARY PLANNING DOCUMENT

The Planning and Infrastructure Portfolio Holder presented the report to members, outlining the need to recognise the importance of air quality when considering proposed developments.

Councillor A Woodman informed the meeting that the authority's most recent plan had been approved by DEFRA which already placed the authority ahead of expectations at this stage.

It was moved by Councillor K Merrie, seconded by Councillor A Woodman and

RESOLVED THAT:

It be recommended to the Local Plan Committee that the Draft Air Quality Supplementary Planning Document, as set out in Appendix A be approved for public consultation

Reason for Decision:

To present a draft Air Quality Supplementary Planning Document which it is recommended should be subject to consultation

35. AWARD OF HOUSING MATERIALS SERVICES CONTRACT

The Property and Customer Services Portfolio Holder presented the report to members and described the proposal to award a five year contract for the provision of building materials from a single supplier. The list of 10 potential suppliers were as detailed in the report. It was noted that the current contract expires on 1 April 2023.

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

RESOLVED THAT:

Authority be delegated to the Strategic Director to award the Housing Materials Services Contract in consultation with the S151 Officer and Portfolio Holder.

Reason for Decision:

The level of expenditure on the proposed contract exceeds the authority level in the Scheme of Delegation.

36. COVID-19 ADDITIONAL RELIEF FUND (CARF) POLICY 2021/22

The Corporate Portfolio Holder presented the report to members. He outlined the relief fund for businesses which the Government had announced in 2021 and which would be available for businesses which had been ineligible in the past. It was noted that whilst the Government had set out the main criteria, local authorities had been invited to formulate their own policy in how the money would be distributed to small, local businesses.

It was moved by Councillor N Rushton, seconded by Councillor T Gillard and

RESOLVED THAT:

- 1) The Council's CARF Policy and operation as set out in the report and accompanying full policy terms and conditions in Appendix 1 be agreed.
- 2) Authority be delegated to the Council's S151 Officer to make any subsequent changes to the relief award percentages and to award/apply reliefs to business rate accounts.

Reason for Decision:

To comply with the Constitution.

37. ANNUAL REVIEW OF CORPORATE GOVERNANCE POLICIES

The Corporate Portfolio Holder presented the report to members, informing members that the review had been considered at a meeting of Audit and Governance and no amendments had been made.

It was moved by Councillor N Rushton, seconded by Councillor K Merrie and

RESOLVED THAT:

- 1) The comments from the Audit and Governance Committee made at its meeting on the 27 July 2022 be noted.
- 2) The corporate Governance Policies listed in Paragraph 2 be approved.

Reason for Decision:

To ensure that the Council has an up to date suite of governance policies in place reflecting the law and best practice.

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

The Corporate Portfolio Holder presented the report to members, advising of debts which had exceeded £10,000 and sought approval to write them off in the best interests of financial management. It was highlighted that should it become feasible to pursue these debts at a later date, then appropriate action would be taken to do so.

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

RESOLVED THAT:

Non-Domestic rates write offs that are over £10,000 be approved.

Reason for Decision: To comply with proper accounting practices.

39. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor T Gillard, seconded by Councillor N Rushton and

RESOLVED THAT:

In pursuance of Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act and that the public interest in maintaining this exemption outweighs the public interest in disclosing the information.

Reason for decision: To enable the consideration of exempt information.

40. FINANCE SYSTEM

The Corporate Portfolio Holder presented the report to members and emphasised the importance of having an up to date financial system.

The Portfolio Holder requested a change to the recommendations, as captured below in B) to add the clause that he be consulted before the contract is awarded

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

RESOLVED THAT:

- A) The additional spend of £300,000 on the Finance System Project be approved .
- B) A contract of up to £100,450 to Embridge Consulting Ltd be awarded subject to approval by the Corporate Portfolio Holder once the final amount has been agreed.

Reason for Decision:

The level of expenditure on the proposed contract extension exceeds the authority level in the scheme of delegation and to ensure the contract is compliant.

41. AWARD OF INSURANCE CONTRACT

The Corporate Portfolio Holder presented the report to members, which outlined the need to award a one year contract to the current suppliers, Zurich Municipal Insurance PLC. It was suggested that it could be beneficial to collaborate with another authority in order to undertake a procurement exercise to consider alternative insurance provision.

It was moved by Councillor N Rushton, seconded by Councillor T Gillard and

RESOLVED THAT:

Authority be delegated to the Strategic Director in conjunction with the S151 Officer and Portfolio Holder, to award a one year insurance contract to Zurich Municipal.

Reason for Decision:

The level of expenditure on the proposed contract extension exceeds the authority level in the scheme of delegation and to ensure the contract is compliant

The meeting commenced at 17:00

The Chairman closed the meeting at 17:50

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 8 NOVEMBER 2022



Title of Report	MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY	
Presented by	Councillor Andrew Woodman Community Services Portfolio Holder	
Background Papers	Agenda for Coalville Special Expenses Working Party on Tuesday, 14th June, 2022, 6.30 pm - North West Leicestershire District Council (nwleics.gov.uk) Agenda for Coalville Special Expenses Working Party on Tuesday, 11 October 2022	Public Report: Yes Key Decision: Yes
Financial Implications	As set out in the reports to the CSEWP on 14 June and 11 October 2022.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Legal advice was provided during the drafting of all reports to the CSEWP on 14 June and 11 October 2022.	
	Signed off by the Deputy Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no staffing or corporate implications arising from the report.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To share the minutes of the Coalville Special Expenses Working Party from 14 June and 11 October 2022.	
Reason for Decision	So that the decisions of the Coalville Special Expenses Working Party can be considered.	
Recommendations	THAT CABINET 1. NOTES THE MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY AT APPENDIX 2; 2. AGREES TO SUSPEND THE DELIVERY OF COALVILLE BY THE SEA FOR 2022/23 AND THE BUDGET BE RE-DIRECTED TO OFFSET THE QUEEN'S JUBILEE EXPENDITURE AND	

	<p>INVESTMENT IN CHRISTMAS IN COALVILLE EVENT;</p> <p>3. AGREES TO SPEND UP TO £7,000 FROM COALVILLE SPECIAL EXPENSES BALANCES TO SUPPORT THE PURCHASE OF REPLACEMENT CHRISTMAS LIGHTS;</p> <p>4. AGREES TO CANCEL THE FIREWORKS DISPLAY AT THE CHRISTMAS IN COALVILLE EVENT FOR 2022/23; AND</p> <p>5. AGREES TO SPEND £6,000 FROM COALVILLE SPECIAL EXPENSES BALANCES TO COVER THE INCREASED COSTS IN RELATION TO THE CHRISTMAS TREE CONTRACT.</p>
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1.0 BACKGROUND

- 1.1 The Coalville Special Expenses Working Party consists of all ward members from the Coalville Special Expenses Area and meets as often as is required to meet business demands, which is usually bi-monthly.
- 1.2 As the Working Party reports directly to Cabinet, all recommendations made are to be sent to the first available Cabinet meeting for final approval.

2.0 TERMS OF REFERENCE

- 2.1 To consider budget and financial issues which either solely or predominantly affect the Coalville Special Expenses Area and to make recommendations to Cabinet.
- 2.2 To receive reports and examine possible project options on which recommendations will be made to Cabinet.

3.0 RECOMMENDATIONS TO CABINET FROM THE MEETING ON 14 JUNE 2022

- 3.1 Following the Cabinet meeting on Tuesday, 19 July, it was noted that the approval of the recommendations by the group to Cabinet that were made at the June Coalville Special Expenses Working Party had not been sought. The recommendations are detailed below.

3.1.1 The following recommendations were made and require approval:

- 1) Due to the overspend and under achievement of income for the Queen's Jubilee event, and the continuing rise of cost due to inflation
 - a) The delivery of Coalville by the Sea be suspended this year, and
 - b) That the budget be redirected to offset the Queen's Jubilee expenditure and investment in the Christmas in Coalville event (which officers anticipate being challenging to deliver against the allocated budget).

- 2) Due to the disposal and recycling of old Christmas lights stock this year, members consider allocating up to £7,000 from balances to support the purchase of replacement lights to complement the current scheme.

4.0 RECOMMENDATIONS TO CABINET FROM THE MEETING ON 11 OCTOBER 2022

4.1 Coalville Special Expenses Finance Update

4.1.1 There were no recommendations made.

4.2 Events Update

4.2.1 It was recommended that there be no firework display at the Christmas in Coalville Event this year.

4.2.2 It was also recommended that a further £6,000 is required to cover the increased costs associated with the new Christmas Decoration contract for 2022/2023 and for future years.

4.2.3 As the budget has not yet been approved for future years, Cabinet is requested to allocate £6,000 from balances to cover the additional costs in 2022/23 and future years will be included within the 2023/24 budget reports.

4.3 Capital Projects Update

4.3.1 It was recommended that the budget allocated to the replacement of play equipment at St Faiths play area be brought forward from 2025/26 to 2022/23.

4.3.2 As this would require Council approval, it has been agreed to delay replacing the play equipment until 2023/24 and the budget will be included within the 2023/24 budget reports.

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> • Supporting Coalville to be a more vibrant, family-friendly town • Developing a clean and green district • Our communities are safe, healthy and connected
Policy Considerations:	Taken into consideration in drafting of reports to CSEWP.
Safeguarding:	Taken into consideration in drafting of reports to CSEWP.
Equalities/Diversity:	Taken into consideration in drafting of reports to CSEWP.
Customer Impact:	The reports and proposals presented to CSEWP all have positive impacts on a variety of customers.
Economic and Social Impact:	The reports and proposals presented to CSEWP will have positive economic and social impacts.

Environment and Climate Change:	Updates within the Capital Projects Update report will have positive environmental and climate change impacts.
Consultation/Community Engagement:	Coalville Special Expenses Working Party – 14 June 2022 and 11 October 2022.
Risks:	None identified.
Officer Contact	<p>Paul Sanders Head of Community Services Paul.Sanders@nwleicestershire.gov.uk</p> <p>Paul Wheatley Head of Economic Regeneration Paul.wheatley@nwleicestershire.gov.uk</p>

APPENDIX 1

MINUTES of a meeting of the COALVILLE SPECIAL EXPENSES WORKING PARTY held in the Council Chamber, Council Offices, Coalville on TUESDAY, 14 JUNE 2022

Present: Councillor D Everitt (Chairman)

Councillors M French, E G C Allman, A S Black, J Geary, J Legrys, J Windram and M B Wyatt

Officers: Mrs A Crouch, Mrs C Hammond, Mr J Knight, Mrs W May, Mr P Sanders and Mr P Wheatley

1. ELECTION OF CHAIR

The Head of Community Services opened the meeting and sought nominations for the position of Chair for the 2022/2023 civic year.

It was moved by Councillor J Legrys, seconded by Councillor M B Wyatt and

RESOLVED THAT

Councillor D Everitt be appointed as Chairman for the 2022/23 civic year.

2. ELECTION OF DEPUTY CHAIR

The Chair sought nominations for the position of Deputy Chair for the 2022/23 civic year.

It was moved by Councillor A Black, seconded by Councillor J Geary and

RESOLVED THAT

Councillor M B Wyatt be appointed as Deputy Chair for the 2022/23 civic year.

3. APOLOGIES FOR ABSENCE

There were no apologies for absence.

4. DECLARATIONS OF INTEREST

Councillor J Geary declared registerable interests in all items as a director of the Springboard Centre, founder member of Mantle Community Arts, and supporter of Coalville Town Football Club should any reference to them arise at the meeting.

Councillor J Legrys declared registerable interests in all items as a volunteer at Hermitage FM, should reference be made to Coalville town.

Councillor M Wyatt declared registerable interests in all items should reference be made to Coalville town, as the owner of two town centre businesses.

5. MINUTES OF THE PREVIOUS MEETING

Consideration was given to the minutes of the meeting held on 27 April 2022.

It was moved by Councillor J Geary, seconded by Councillor A Black and

RESOLVED THAT

The minutes of the meeting held on 27 April 2022 be confirmed as an accurate record of the proceedings.

6. EVENTS UPDATE

The Cultural Services Team Manager presented the report updating members on the work that had been carried out so far to progress the events planned for the year, which included the recent Queen's Platinum Jubilee celebrations. Members' attention was drawn to the additional paper that had been circulated which provided an update on the event and it was noted that due to the weather, there had been an impact on the expected income, as some attractions were unable to attend due to safety concerns and an unexpected additional charge had been requested by the insurers, which was an un-anticipated impact on the budget.

In relation to Christmas lights, it was noted that the council had submitted a successful insurance claim against the vandalism to the lights the previous year.

In addition to the recommendations in the report, members were asked to consider the following:-

1. Due to the overspend and under achievement of income for the Queen's Jubilee event, and the continuing rise of cost due to inflation
 - a) Suspending the delivery of Coalville by the Sea this year, and
 - b) To redirect that budget to offset the Queen's Jubilee expenditure and investment in the Christmas in Coalville event, which was anticipated to be challenging to deliver against the allocated budget.
2. Due to the disposal and recycling of old Christmas lights stock this year that members consider allocating up to £7000 from balances to support the purchase of replacement lights to complement the current scheme.

A member requested that the figures in relation to the projected income for the Cinema in the Park be revisited as it was felt that the event would be bringing in more than predicted and that any additional income could be used towards other events.

Members expressed their delight to the events and parks teams for the work that had been put into the Queen's Jubilee Celebrations and that, as always, the weather could not be predicted, but the event was well attended despite the rain and feedback on the event received was very good. Special thanks were given to the volunteers of the Friends of Coalville Park for the work that they had put in to tidy the park and decorate with extra flags prior to the event.

Members agreed with the proposed additional recommendations as outlined by the Cultural Services Manager. It was noted that the money for the Christmas Lights would be to replace and complement the current stock.

In response to a question, members were advised that the additional £2.5k requested by the insurance company was totally unexpected and the explanation given was that any event that expected a capacity over 500 people in attendance at any one time required the extra cover.

The Finance Team Manager advised members that the Council was due to go out to tender on insurance prior to the Christmas Events and she would ensure that the additional charge re the number of people would be included in the tender. However, at the time it was difficult to say if there would be any impact to the budget.

A member requested that a review be carried out on the fees and charges for stall holders at the events, to see if it would be possible to increase the income. It was agreed that a review would be carried out and reported back to members at a future meeting. It was noted that due to the nature of the weekend several of the stall holders, who would normally attend had not been able to do so as they were attending other Jubilee events.

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

RESOLVED THAT:-

- 1) The progress update on the 2022 / 23 events and budget allocation be noted.
- 2) The update for the Christmas lights 2022 / 23 be noted.
- 3) The update for 2022 / 23 Coalville Special Expenses Community Grant Scheme be noted

RECOMMENDED TO CABINET THAT:-

- 1) Due to the overspend and under achievement of income for the Queen's Jubilee event, and the continuing rise of cost due to inflation
 - a) The delivery of Coalville by the Sea be suspended this year, and
 - b) The budget be redirected to offset the Queen's Jubilee expenditure and investment in the Christmas in Coalville event (which officers anticipate to be challenging to deliver against the allocated budget).
- 2) Due to the disposal and recycling of old Christmas lights stock this year, members consider allocating up to £7,000 from balances to support the purchase of replacement lights to complement the current scheme.

7. CAPITAL PROJECTS UPDATE

The Leisure Services Team Manager presented the report to members updating on the progress of the current projects.

A member felt that, in relation to Scotlands Bowls Pavilion, due to the rise in inflation, the figures for the installation of solar panels be revisited and the bid for funding from the Bardon Community Grant be increased accordingly, and that in relation to tree planting, the council should submit a request to the Bardon Community Grant for £5k for additional trees that could be planted around the Coalville area.

The Leisure Services Team Manager advised that in relation to the bowls pavilion, he would pass the request on to the property team, who were overseeing the works to see if was feasible, and that if members were all agreeable and were able to advise on potential locations for them, he would facilitate the work around submitting a bid for funding towards additional trees for planting.

In response to a question about Sharpley Avenue Play Area, the Leisure Services Team Manager advised the work would be progressed once the new Parks and Open Spaces Development Officer was in place, but work to understand the Anti-social behaviour at the site would take place and ensure it was incorporated as part of the consultation process.

The Leisure Services Team Manager provided an update on the bench installation in Thringstone and he hoped that it would be installed by the next meeting.

In relation to London Road Cemetery, a member noted that no planning application had been submitted for the work on the wall and wanted an update on the start date of the work and the proposed design.

The Head of Economic Regeneration advised that due to added complications around tree roots undermining the wall, just building a new wall would not erase the issue. He noted that some trees would need to be removed to avoid any future issues and that when the team was in a position to move forward, the planning application would be submitted and an update would be provided to the working group.

A discussion then took place around the removal of the trees if they were still healthy and rather than taking down a healthy tree, considering an alternative fencing option to a brick wall. It was noted that as the new complications had come to light, it was felt that the options for the cemetery wall needed to be revisited. It was therefore agreed that more research needed to be carried out on the trees and what, if any, other damage, such as the to the highway, the trees could cause and a report be brought back to a future meeting with the outcome of the surveys.

A member thanked officers for circulating the survey to residents in relation to the Claremont Drive play area.

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

RESOLVED THAT:-

- 1) The progress update on the 2022/23 Capital Projects be noted
- 2) A report be brought back to a future meeting of the working party on alternative options in relation to the London Road Cemetery wall following surveys on the trees within the boundary.

8. FUTURE WORK PLAN

Consideration was given to the work plan and it was noted that the reports in relation to review of the fees and charges for stall holders at events and the tree survey for London Road Cemetery would be added to plan, to be considered at future meetings.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.41 pm

APPENDIX 2

MINUTES of a meeting of the COALVILLE SPECIAL EXPENSES WORKING PARTY held in the Council Chamber, Council Offices, Coalville on TUESDAY, 11 OCTOBER 2022

Present: Councillor D Everitt (Chairman)

Councillors M B Wyatt, E G C Allman, A J Bridgen, A S Black, J Geary, J Legrys and J Windram

In Attendance: Mr G Hammons (Observer)

Officers: Mrs A Crouch, Mr J Knight, Mrs W May, Mrs C Hammond and Ms R Haynes

9. APOLOGIES FOR ABSENCE

Apologies were received from Councillor M French.

10. DECLARATIONS OF INTEREST

Councillor M Wyatt declared a registerable interest in all items, as an owner of two businesses in Coalville.

11. MINUTES OF THE PREVIOUS MEETING

Consideration was given to the minutes of the meeting held on 14 June 2022.

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

RESOLVED THAT

The minutes of the meeting held on 14 June 2022 be confirmed as an accurate record of the proceedings.

12. COALVILLE SPECIAL EXPENSES FINANCE UPDATE

The Finance Team Manager presented the report, updating members on the budget but confirming that they would not yet be in a position to finalise the outturn for 2021/22.

Members thanked officers for a thorough explanation of the budget and reaffirmed their understanding that there would need to be cuts made in the coming year.

It was queried exactly what the Coalville Special Expenses Committee would be required to pay for and additionally what benefit residents of the special expenses area would receive from this expenditure. Officers responded that this information would be prepared in time for the following meeting.

A member suggested that fireworks should be cut from this year's planned events in order to save money, which was reportedly a strategy that other authorities had adopted. It was also suggested that the events budget be reduced and other expenditure, such as that used for parks and memorials be further scrutinised in a bid to cut costs.

It was further suggested by members that large events, such as the King's Coronation, be combined with the authority's regular annual events, for example Party in the Park, in order to continue to deliver a memorable event on these occasions but also to combine costs incurred.

Councillor E Allman extended an invitation to other party members to attend the finance sub-group meetings and confirmed that their input would be welcomed.

It was moved by Councillor J Geary, seconded by Councillor E Allman and

RESOLVED THAT

1. The 2021/22 Draft Outturn figures and Coalville Special Expense balances as at 31 March 2022 be noted.
2. The 2022/23 Quarter 1 budget monitoring figures and forecasted outturn for 2022/23 be noted.
3. The 2023/24 budget process be noted.

13. EVENTS UPDATE

The Cultural Services Team Manager presented the report

Members were updated on the 2022/23 Christmas lights and it was confirmed that a contract had been procured to store, remove and test the lights. It was also noted that two Christmas trees had been ordered this year.

Members were informed that the 26 November 2022 would be the date on which the Christmas in Coalville event is scheduled to take place. It was hoped that Belvoir Shopping Centre, Marlborough Square and Needham's Walk car park would be the venues for these events, although final confirmation had not yet been received. Events would include a festive trail and also the shop windows competition, which had been very successful in preceding years.

Officers informed the meeting that the Cinema in the Park event had been incredibly successful, with expenditure less than anticipated and had also attracted more than the expected income. The feedback for this event was overwhelmingly positive and members thanked and congratulated officers for the success of it.

Officers drew member's attention to the financial requirements, as budget costs for the Coalville Christmas Decoration Programme had increased by £6,000 for the upcoming year. Members questioned whether this would be for the upcoming year alone or if it would also be seen in other, proceeding years. Officers advised that this would be a regular yearly increase and was due to overall price increases and the fact that some stock may fail and require replacement, among other factors.

It was noted that the Coronation of King Charles III on the 6 May would have some impact on costs and members were advised to consider this when considering the 2023/24 budget.

Members queried whether the real trees in Memorial Square and Marlborough Square are covered by the Christmas lights contract. Officers confirmed that the lights on the trees are covered by the contract and the trees are procured from an additional provider (a tree specialist).

A member enquired whether it would be possible to utilise the clock tower area for Christmas Events and also voiced their support for the suggestion that fireworks should be dropped from the programme of events, stating concerns around costs, the impact on wildlife and on local residents.

A member queried how much of the budget could be saved by opting to not use fireworks and were advised that the cheapest quotation for fireworks had been £1,650 for a 4 to 5 minute display with music and a snow canon.

Members suggested that instead of a fireworks display, a laser lights show and stage flares be used on stage at the opening event, officers advised that this could be problematic as there would be too many restrictions around safety and proximity to audience, and that it would be unlikely that a laser show would be possible this year.

Officers sought to clarify whether members wished to retain the fireworks or would prefer that this be dropped from the programme. Councillor J Legrys formally proposed that the authority did not use fireworks on this occasion. Councillor J Geary seconded this proposal and therefore a motion was carried, with 6 against and 1 for, to remove the fireworks. It was requested that a Cabinet decision be obtained in support of this motion at the upcoming meeting on 8 November.

A member recommended that should laser shows be adopted in favour of fireworks in future years, the authority would need to contact East Midlands Airport to ensure that this would not interfere with flight paths.

By affirmation of the meeting it was

RESOLVED THAT

1. The progress update on 2022/2023 events and budget allocation be noted,
2. The update for Christmas lights 2022/2023 and the requirement to allocate a further £6,000 to ensure the delivery of the Coalville Christmas Decoration Programme be noted.
3. A Cabinet decision be obtained in support of the motion not to use fireworks at this year's events.

14. CAPITAL PROJECTS UPDATE

The Leisure Services Team Manager presented the report to members providing an update on the progress of current projects.

It was confirmed that Coalville in Bloom had now been delivered for this year and that the budget next year would be £5,000 as opposed to the £7,500 which had been available this year. Officers agreed with member suggestions that them seeking external funding in order to attempt to bridge some of this shortfall would be an excellent idea.

An update was received on the Thringstone Bowls Pavilion and it was noted that the cost of the repairs to the roof would be £8,500 which had been a budget saving, coming in at less than the anticipated cost.

It was confirmed that play equipment would be replaced at Claremont Drive, Cropston Drive and Sharpley Avenue play areas as all are well used sites. It was noted that the play area at St Faith's was less well used and that the wooden play equipment had deteriorated more quickly than had been anticipated. Therefore replacements for the wooden equipment had been budgeted for with works expected to take place in 2025/26. However it was noted that consultation would be undertaken with regards to possible other uses for this area. A member enquired whether it would be preferable to grass over the St Faith's play area, as this is not well used, which would offer a financial saving and officers confirmed that this would be an option.

A member asked if officers would be applying to the Bardon Aggregate Fund in order to help cover the costs of improving Cropston Drive play area. It was agreed that this would be a potential source of income and that officers would look into this possibility.

Members were assured that the wall at London Road cemetery would continue to be monitored and did not at the current time pose any danger, however that options were being considered for a potential replacement. Members were also assured that the intention would be to retain the trees on the condition that they would not cause damage. It was noted that a report regarding the trees would be produced and brought to the next meeting of the Coalville Special Expenses committee.

Officers also informed members that grant schemes would be looked at in order to offer help in the current cost of living crisis.

With regard to proposed 5 year plans for the district's sports pavilions, in particular the Scotlands Sports Pavilion, a member enquired whether proposals for a new zero carbon building would be put forward or if elements would just be replaced as and when necessary. Officers responded that a number of pavilions are in need of repair and that although the budget is restrictive, it would need to be considered whether the council are looking to fix things which may be degenerating or if it would be preferable to invest in new buildings with longer lives.

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

RESOLVED THAT

1. The progress update on the 2022/23 Capital Projects be noted.
2. The budget allocated to the replacement of play equipment at St Faith's Play area be brought forward from 2025/26 to 2022/23 be recommended to Cabinet.

15. FUTURE WORK PLAN

The Democratic Services Officer presented the report, and it was agreed that the Capital Projects update be removed from the December 2022 meeting. It was noted that the Christmas Events update would be included in the December 2022 meeting and that the London Road cemetery would be discussed further.

A member suggested a meeting with the Police Chief be arranged and it was agreed that an ideal time for this would be in the hour immediately prior to the December 2022 meeting. Officers agreed that they would attempt to facilitate this.

It was moved by Councillor John Legrys, seconded by Councillor A Black and

RESOLVED THAT

The Future Work Plan be noted.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.40 pm

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 8 NOVEMBER 2022



Title of Report	AWARD OF CONTRACT TO PURCHASE FLEET VEHICLES	
Presented by	Andrew Woodman Community Services Portfolio Holder	
Background Papers	Fleet Management Strategy Agenda for Corporate Scrutiny Committee on Wednesday, 1 September, 2021, 6.30 pm - North West Leicestershire District Council (nwleics.gov.uk) Agenda for Cabinet on Tuesday, 21 September, 2021, 5.00 pm - North West Leicestershire District Council (nwleics.gov.uk) Please refer to Appendix One (confidential paper)	Public Report: Yes (apart from Appendix One which is confidential) Key Decision: Yes
Financial Implications		
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Advice has been provided by the legal team. The report is satisfactory.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications		
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To seek Cabinet approval to award preferred supplier fleet contracts following a recent tender exercise.	
Reason for Decision	To comply with the Council's contracts procedure rules. The award of a contract valued at more than £250,000 in total is a financial key decision requiring Cabinet approval. To comply with EU Contract Procedure Rules (which the UK is still subject to).	

Recommendations	<p>THAT CABINET:</p> <ol style="list-style-type: none"> 1) AWARDS THREE YEAR PREFERRED SUPPLIER CONTRACTS AT THE VALUE OF UP TO £2.5 MILLION TO: <ul style="list-style-type: none"> • PEUGEOT MOTOR CO PLC FOR ELECTRIC CARS • PEUGEOT MOTOR CO PLC & MODUS UK LTD FOR ELECTRIC VANS • MODUS UK LTD FOR CHASSIS CABS FOR THE PROVISION TO SUPPLY FLEET 2) APPROVES THE ORDER TO BE PLACED FOR YEAR ONE AT £555,124 3) DELEGATES AUTHORITY TO THE STRATEGIC DIRECTOR IN CONSULTATION WITH THE HEAD OF FINANCE AND THE PORTFOLIO HOLDER FOR COMMUNITY SERVICES TO ENTER INTO INDIVIDUAL CALL OFF CONTRACTS UP TO THE TOTAL VALUE APPROVED IN THE FLEET CAPITAL PROGRAMME
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1.0 BACKGROUND

- 1.1 The Council committed to produce a fleet management strategy report to demonstrate how its fleet can transition to a zero carbon/low carbon solution by 2030.
- 1.2 The fleet management strategy was presented to Corporate Scrutiny on 1 September 2021 and approved by Cabinet on 21 September 2021. Funding was approved as part of the capital programme in February 2022.
- 1.3 The previous reports focused on the first three years of fleet replacement, given the quickly changing technology, and considered vehicles, fuels and infrastructure.
- 1.4 This Cabinet report specifically focuses on the procurement contract for electric cars, electric vans and chassis cabs (electric or fuelled by Hydrotreated Vegetable Oil (HVO)). Any additional fleet funding requests will be submitted as part of the capital programme for February 2023.
- 1.5 The transition to electric vehicles will deliver emissions savings, contributing to the Council's zero carbon roadmap journey and will be reported to Corporate Scrutiny Committee and Cabinet.

2.0 PROCUREMENT PROCESS

- 2.1 In conjunction with Praxis Procurement, the Council's procurement provider, the initial procurement approach was via a public sector framework, however, there was no engagement from suppliers given the current market conditions.

- 2.2 A procurement invitation to tender process was subsequently undertaken, certified and supported by Praxis Procurement to ensure it was compliant with Council procurement processes. This process launched on 29 August 2021 and closed on 30 September 2022.
- 2.3 The tender exercise provided preferred suppliers for different vehicle categories over three years. Pricing framework is based on agreed discounts on base vehicle prices, the standard approach in the fleet sector.
- 2.4 Nine bidders submitted on-time tenders of which four fully met the compliance criteria and were evaluated against the specifications in the tender documents. The tender was split into three distinct lots:
- Lot 1 – Panel Van
 - Lot 2 – Chassis Cab
 - Lot 3 – Passenger Vehicle
- 2.5 The tender scoring process identified the preferred suppliers for each vehicle category. Further information is detailed in Appendix one.
- 2.6 Whilst there is still flexibility to procure vehicles from other suppliers by completing a new procurement exercise, this preferred supplier approach will simplify the fleet replacement process and provides best value for money.
- 2.7 This procurement process is dependent on vehicle availability in the marketplace. Lead times are varied due to current supply chain challenges. Indications are that there is currently up to twelve months lead time and as such there is no forecasted spend in this financial year.

3.0 RECOMMENDATION

- 3.1 Awarding a preferred supplier over three years, allows terms and conditions to be fixed and removes the requirement to go to tender for new vehicle acquisition, which will be advantageous to the Council, at a time of global economic uncertainty and disruptions to supply chains.
- 3.2 Appendix one, a confidential document submitted to support this report, details the scoring matrix.
- 3.3 If Cabinet decides to award the contracts as proposed, the Council and the bidders will enter a standstill period of ten days. This is a pause between the point when the contract award decision is notified to bidders, and the final contract conclusion, during which time the unsuccessful suppliers can challenge the decision. The standstill period is a legal requirement. If no challenges are received, a contract will be entered into with the successful bidders.
- 3.4 Peugeot Motor Co PLC and Modus UK Ltd submitted the highest scoring tenders for both quality and pricing. The contract value over the three years is forecast to be £2.5 million consisting of electric panels vans, both diesel and electric chassis cabs, and electric cars.

3.5 A summary of the fleet replacement plan (based on order date) is set out below:

Lot	Team						2022/23	2023/24	2024/25
	Environmental Protection	Grounds Maintenance	Fleet	Housing	Pool Car	Waste Services	Quantity	Quantity	Quantity
1 - Panel van	x	x	x	x		x	9	37	5
2 - Chassis cab		x					4	4	2
3 - Passenger vehicle	x				x		5		
Total							18	41	7

4.0 FINANCIAL IMPLICATIONS

- 4.1 Due to the value of the contract and the life of the assets (seven years), this expenditure meets the definition of capital expenditure and is included in the overall fleet capital programme.
- 4.2 The financial implications of the procurement are detailed in Appendix one.
- 4.3 The capital programme that was approved by Council in February 2022 included £1.6 million for fleet replacement associated with this procurement. The total value covered by this procurement contract is £2.5 million. The additional cost of £0.9 million will be considered as part of the capital programme planning process for 2023/24 and only if approved by Council in February 2023 will it be spent. The capital financing impact of the approved monies are reflected in the Council's revenue budget over the medium term.
- 4.4 The maintenance cost implications of the vehicles are being worked through but as the fleet transitions from Hydrotreated Vegetable Oil (HVO) to electric, it is expected that cost savings will be made and these will be factored into future budget plans.

Policies and other considerations, as appropriate	
Council Priorities:	Developing a clean and green district
Policy Considerations:	North West Leicestershire District Council Constitution – 4.7 Contract Procedure Rules 20190234-NWLDC Zero Carbon Roadmap-04-Main Report-Rev K - final.pdf (nwleics.gov.uk)
Safeguarding:	None
Equalities/Diversity:	None

Customer Impact:	None
Economic and Social Impact:	None
Environment and Climate Change:	Fleet replacement comprises a key element of NWLDC Zero Carbon Roadmap and ambition.
Consultation/Community/Tenant Engagement:	Staff across a range of services have been engaged in the procurement exercise, and particularly the specification of vehicles.
Risks:	Risks will be managed as part of the contract monitoring carried out by officers.
Officer Contact	Paul Sanders, Head of Community Services paul.sanders@nwleicestershire.gov.uk

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

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