



LOUGHBOROUGH AREA COMMITTEE

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To: Councillors Bradshaw, Campsall (Vice-Chair), Cooper, Draycott, Forrest, Hachem, Hamilton (Chair), C. Harris, K. Harris, Hayes, Huddleston, Jukes, Mercer, Miah, Morgan, Parsons, Parton, Smidowicz, Smith and Tillotson (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Loughborough Area Committee to be held in Committee Room 2 - Council Offices on Tuesday, 15th January 2019 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

7th January 2019

AGENDA

1. APOLOGIES
2. MINUTES OF PREVIOUS MEETING 3 - 8
To approve the minutes of the previous meeting.
3. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

4. QUESTIONS UNDER COMMITTEE PROCEDURE 12.8

No questions were submitted

5. DRAFT LOUGHBOROUGH SPECIAL EXPENSES 2019/20

9 - 14

To consider the budget proposals approved by the Cabinet, for consultation regarding the Loughborough Special Expenses for the 2019/20 financial year.

6. FUTURE COMMITTEE DATES

For information, further meetings of the Committee in the 2018/19 Council year are scheduled as follows:

19th March 2019 – to consider open spaces, built facilities and play & pitch strategies

LOUGHBOROUGH AREA COMMITTEE 18TH SEPTEMBER 2018

PRESENT: The Chair (Councillor Hamilton)
The Vice Chair (Councillor Campsall)
Councillors Bradshaw, Draycott, Hayes,
Huddleston, Smidowicz, Tillotson, K. Harris,
Jukes, Mercer, Miah, Morgan, Parton and Smith

Strategic Director of Neighbourhoods and
Community Wellbeing
Head of Cleansing and Open Spaces
Head of Leisure and Culture
Business Relations and Economic Growth Officer
Democratic Services Manager

APOLOGIES: Councillor Forrest, Hachem, C. Harris and
Parsons

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

8. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Committee held on 20th June 2018 were confirmed as a correct record and signed.

9. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

The following disclosures were made:

Councillor Miah in respect of item 4.2 declared a personal interest as a County Councillor.

Councillor Parton in respect of item 5 declared a personal interest as a County Councillor.

10. QUESTIONS UNDER COMMITTEE PROCEDURE 12.8

The following questions on notice, submitted under Committee Procedure 12.8 were considered by the Committee.

4.1 Public Toilets in Loughborough Town Centre

Question submitted by John Barton, resident:

Can we please have free-of-charge public toilets in Loughborough Town Centre, as we used to have before 2010?

Background to this question: At the last committee meeting, you discussed the state of Loughborough markets. You lamented the number of empty stalls, and the number of empty shops around the town. You talked about a decorative 'gateway' to the market, but you failed to talk about the one issue that is stopping people spending more time in Loughborough town centre, and stopping it from being a pleasant shopping venue, namely the exceedingly irritating charges on the public toilets.

The following response had been published prior to the meeting:

The Council continues to maintain 10 toilets across the Borough, with three in Loughborough town centre, at a total cost of £78,100. There are also toilets provided in some of our Parks and Open Spaces, the toilet in Queens Park is included within the town centre toilets. With reduced funding from central government, across all services, Councils are being encouraged to achieve full cost recovery of services. The 20p charge commenced in 2010, and has not increased since that point in time. A Council led consultation at the time asked the public whether they should close or charge, the public voted in favour of the nominal charge. With 175,260 users each year, the toilets generate approximately £35,000 income which goes towards the maintenance of the toilets and employment of staff to clean and secure them.

In making the statement, Mr Barton reiterated that he considered the public toilets should be made free again in order to make Loughborough Town Centre a more welcoming place to visit. He also stated that the income only covered approximately half of the cost of providing the facilities.

The Strategic Director for Neighbourhoods and Community Wellbeing reminded Members' that the Committee only has a consultative role in relation to matters of policy and strategic direction which relate to or affect the Loughborough town area.

The Committee thanked Mr Barton for submitting the question, and following discussion it was put forward that the charging policy for the three toilets in Loughborough town centre be considered as part of the 2018/19 budgetary process for the Loughborough Special Expenses.

4.2 Floral Hanging Baskets in Loughborough Town Centre

Question submitted by John Barton, resident:

Why is Loughborough spending so much money on floral hanging baskets if it cannot even afford free public toilets? These hanging baskets are so large and numerous that they are a road safety hazard. When crossing Jubilee Way in a Westerly direction at its junction with Baxter Gate, and at the central reservation looking Southward along the North-bound carriageway, the hanging baskets obscure the view of traffic for pedestrians.

The following response had been published prior to the meeting:

Loughborough in Bloom is important to many residents, visitors and local businesses. It brings colour and vibrancy to the town. There is strong community support for the programme. And the current programme is supported by the Council, Loughborough University, local Businesses and around 35 community groups.

The majority of the hanging baskets in the town are funded by local businesses through their Business Improvement District levy.

The planting boxes around Jubilee Way are funded through sponsorship by Serco. They have been installed with the approval of Leicestershire County Council, acting in their capacity as the Highways Authority, and they are satisfied that the presence of the boxes and plants does not add any additional risks for pedestrians or drivers.

In making the statement, Mr Barton explained that in his opinion the hanging baskets on Jubilee Way were obscuring the view of the traffic, and that an inspection should take place. He also reiterated that the monies spent on floral baskets would be better spent on other services and facilities.

The Strategic Director for Neighbourhoods and Community Wellbeing reminded Members' that the Committee only has a consultative role in relation to matters of policy and strategic direction which relate to or affect the Loughborough town area.

The Committee thanked Mr Barton for his question and highlighting his concerns. The Strategic Director for Neighbourhoods and Community Wellbeing re-stated that the majority of the hanging baskets in the town are funded by local businesses through their Business Improvement District levy.

11. LOUGHBOROUGH BURIAL PROVISION

A report of the Head of Cleansing and Open Spaces providing information about further site appraisals undertaken at Council owned land regarding the potential development of a new cemetery site as per the recommendation of Cabinet, was submitted (item 6 on the agenda filed with these minutes).

It was noted that the public consultation was due to end on 23rd September 2018, and a report would be submitted to Cabinet on 18th October 2018 setting out the responses to the consultation. At the date of the meeting 650 responses had been received.

The following summarises comments and observations made by individual Members of the Committee:

- Cemeteries are traditionally located on the outskirts of towns rather than in the middle of residential developments. Considered inappropriate to place a cemetery in an existing residential area due to the impact on residents and for access reasons. This comment applies to both Allendale Road and Shelthorpe Golf Course options.

- To an extent both Allendale Road and Shelthorpe Golf Course were allocated as recreational use and considered inappropriate to switch to another type of use.
- Capacity of the sites indicates in a generation the Allendale Road site will be at capacity unlike the other two sites
- Preferable that burial provision is near to the crematorium meaning Allendale Road and the Nanapantan sites are the better options.
- Upward trend for cremations as opposed to burials. Nationally there is a 65% cremation rate. This is caveated by the fact that in the UK there is an ageing population so the number of burials is increasing.
- Preference for the Nanpantan site due to the higher capacity of that site and favour a burial site as opposed to a housing development near to the Outwoods woodland and open space.
- The Allendale Road housing development had open space provision as part of the planning process. To re-designate for burial provision will impact householders. The Open Spaces Strategy indicates a deficiency in open spaces in the Borough so the Allendale Road option is not preferable. On talking to residents, the Nanpantan site is the preferred option.
- None of the options are preferable. Cabinet should look at buying land on the edge of town for burial provision. The opportunity to address the shortfall in provision was at the planning stage for the land now known as Trinity Gardens.
- Disappointed that the consultation period commenced in the summer holidays. Preferable that it started in September.

RESOLVED

That the above mentioned comments and observations of the Committee be incorporated into the Loughborough burial provision public consultation to end on 23rd September, 2018.

Reasons

To ensure that members of the Committee are kept up to date on significant matters relating to the town of Loughborough, and a collective response from the Committee is submitted as part of the public consultation process.

12. LOUGHBOROUGH MARKET REVIEW AND THE TENDER FOR THE FESTIVE LIGHTING

A report of the Head of Leisure and Culture providing information and updates on the Loughborough market review, including branding proposals and the tender for the Loughborough festive lighting, was submitted (item 6 on the agenda filed with these minutes).

Overall the Committee were very positive about the future proposals for the Loughborough Market, the brand identity and the festive lighting for the town centre.

RESOLVED

That the Committee notes the report.

Reason

To ensure that Members of the Committee are kept up to date on significant matters relating to the town of Loughborough.

13. LOUGHBOROUGH TOWN CENTRE MASTER PLAN 2018

A report of the Head of Planning and Regeneration appraising the Committee on progress made in the delivery of the refreshed Loughborough Town Centre Masterplan, was submitted (item 7 on the agenda filed with these minutes).

The Business Relations and Economic Growth Officer assisted with consideration of the item and provided the following responses to issues raised:

- (i) The refreshed Masterplan was approved by Cabinet on 12th April 2018 and is regarded as a 'living' document.
- (ii) Ideas for improving the Nottingham Road area and other initiatives to improve the town centre can be put forward as representations to the stakeholder reference group for consideration. Examples referenced included gateways to the town, air quality, cycle linkages and viability of a bus station.
- (iii) Car parking remains a key concern and was identified in the consultation. Information was sought on the number car spaces lost and it was agreed that this information would be circulated to the Committee.
- (iv) Membership of the Town Team as set out in appendix A, schedule 1 was approved by the Cabinet.
- (v) Information about the spend to date on the Masterplan to be supplied separately to the Committee.

RESOLVED

That the report be noted.

Reason

To ensure that members of the Committee are kept fully informed of interventions to support the long term vitality and viability of Loughborough Town Centre.

14. FUTURE COMMITTEE DATES

The Strategic Director for Neighbourhoods and Community Wellbeing advised that future meetings of the Committee were scheduled as following:

- 15th January 2019
- 19th March 2019

It was noted that the January meeting would consider the budget proposals regarding the Loughborough Special Expenses for the 2019/20 financial year along with a report back on the outcomes of the cemetery proposals.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 5th November 2018 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Loughborough Area Committee.

LOUGHBOROUGH AREA COMMITTEE – 15TH JANUARY 2019

Report of the Head of Finance and Property Services

Part A

ITEM 5 DRAFT LOUGHBOROUGH SPECIAL EXPENSES 2019/20

Purpose of the Report

To enable the views of the Committee to be sought on the draft Loughborough Special Expenses for 2019/20.

Recommendation

That the Committee considers the draft Loughborough Special Expenses for 2019/20 set out in the Appendix to this report.

Reason

To enable the views of the Committee to be sought on the draft Loughborough Special Expenses for 2019/20 in accordance with its terms of reference.

Policy Justification and Previous Decisions

The Council's Budgets are fundamental to the delivery of all services. Draft General Fund, HRA and Loughborough Special Expenses Budgets were approved for consultation by the Cabinet on 13th December 2018.

One of this Committee's functions, set out in its terms of reference, is to carry out a consultative role in relation to budgetary and financial issues which either solely or predominantly affect the Loughborough town area.

Implementation Timetable including Future Decisions and Scrutiny

It is planned that the proposals on the Council's General Fund, HRA and Loughborough Special Expenses Budgets and Council Tax will be submitted to the Cabinet on 14th February 2019 for recommendation to Council on 25th February 2019.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no direct financial implications arising from this report.

Risk Management

There are no specific risks associated with this report.

Background Papers: None

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Part B

Loughborough Special Levy

1. The appendix to this report shows the current estimated position of the Loughborough Special Expense Budget and Levy for 2019/20, including relevant pressures and savings. There is no proposed increase to the Loughborough Special Levy and the Council Tax Support Grant is set at £6k, a reduction of £21k in line with the other parishes and towns.
2. There are no fundamental changes to the type or quantum of expenditure proposed within the Loughborough Special Expense Budget and Levy for 2019/20. Detailed explanations of principal differences between the 2018/19 and 2019/20 budgets are provided in Appendix 1.

Comment on the notional reserve

3. To allow smoothing of potentially volatile over and underspending within the Loughborough Special Expense budgets and ensure that council tax precepts can be managed within government 'capping' rules a 'notional' reserve' has been created in respect of Loughborough Special Expenses. This is *not* a specific fund that can be identified within the overall accounts of the Council but rather a reflection of the amount that may be owed to or from Loughborough Special Expense taxpayers from or to taxpayers of the wider Borough.
4. At 31 March 2020 it is estimated that the notional reserve will be a credit balance of some £30k (ie. an amount owed to Loughborough taxpayers). However, based on current levels of expenditure and precept it is highly likely that this position will reverse in the following year.
5. This is a somewhat technical matter but in summary, and in contrast to some previous years, it is not suggested that any additional spending be undertaken within the Loughborough Special Expenses with a view to equalising this reserve.

Appendix 1

Draft Loughborough Special Expense Budget and Levy 2019/20

Appendix 1

| LOUGHBOROUGH SPECIAL EXPENSES | | | | | | |
|-------------------------------|---|-----------|----------------------------|-------------------------------|-------------------------------|------|
| 2018/19 | | 2019/20 | | | 2018/19 to 2019/20 difference | Note |
| Loughborough Special | Service | Total | District / Capital Charges | Loughborough Special Expenses | | |
| £ | | £ | £ | £ | £ | |
| 68,600 | Loughborough CCTV | 314,400 | 246,600 | 67,800 | -800 | 1 |
| 79,600 | Community Grants - General / Fearon Hall / Gorse Covert | 81,800 | 0 | 81,800 | 2,200 | 2 |
| 45,100 | Marios Tinetti Centre / Altogether Place / Community Hubs | 44,900 | 0 | 44,900 | -200 | 3 |
| 9,100 | Charnwood Water Toilets | 9,600 | 0 | 9,600 | 500 | 4 |
| 33,500 | Voluntary & Community Sector Dev Officer post (75% LSX) | 34,500 | 0 | 34,500 | 1,000 | 5 |
| 5,700 | Biggin Street Toilet - Friday Opening | 4,400 | 0 | 4,400 | -1,300 | 6 |
| 119,000 | Contribution towards Loughborough Open Spaces Grounds Maintenance | 120,000 | 0 | 120,000 | 1,000 | 7 |
| -5,900 | November Fair | -5,100 | 0 | -5,100 | 800 | 8 |
| | <u>Parks:</u> | | | | | |
| 428,200 | Loughborough - including Loughborough in Bloom | 491,600 | 86,900 | 404,700 | -23,500 | 9 |
| 69,000 | Gorse Covert and Booth Wood | 68,200 | 0 | 68,200 | -800 | 10 |
| | <u>Sports Grounds:</u> | | | | | |
| 114,100 | Derby Road | 125,700 | 13,000 | 112,700 | -1,400 | 11 |
| 46,700 | Lodge Farm | 43,700 | 0 | 43,700 | -3,000 | 12 |
| 63,100 | Nanpantan | 129,500 | 56,600 | 72,900 | 9,800 | 13 |
| 21,200 | Park Road | 25,000 | 4,800 | 20,200 | -1,000 | 14 |
| 23,500 | Shelthorpe Golf Course | 21,500 | 100 | 21,400 | -2,100 | 15 |
| 19,000 | Loughborough Cemetery | 45,100 | 0 | 45,100 | 26,100 | 16 |
| 56,800 | Allotments - Loughborough | 52,000 | 0 | 52,000 | -4,800 | 17 |
| 12,700 | Carillon Tower | 37,600 | 22,000 | 15,600 | 2,900 | 18 |
| 49,300 | Festive Decorations and Illuminations | 69,800 | 18,600 | 51,200 | 1,900 | 19 |
| 92,400 | Town Centre Management | 112,400 | 9,900 | 102,500 | 10,100 | 20 |
| 1,350,700 | | 1,826,600 | 458,500 | 1,368,100 | 17,400 | |
| -130,014 | Adjustments from Year 2016/17 | | | | | |
| 0 | Adjustments from Year 2017/18 | -88,417 | 55,825 | -144,242 | | |
| 1,220,686 | AMENDED SUB TOTAL | 1,738,183 | 514,325 | 1,223,858 | | |
| -26,601 | Council Tax Support Grant | | | -5,892 | | |
| 1,194,085 | AMENDED TOTAL | | | 1,217,966 | | |
| Divided by | | | | Divided by | | |
| 15,927.50 | Council Tax Base | | | 16,246.05 | | |
| <u>74.97</u> | Special Council Tax | | | <u>74.97</u> | | |

| Loughborough Special Expense Notes | | | |
|---|--|--|--|
| 1 | Employee costs have increased by £6,700, this is due to a 2% pay award and additional pension/NI contributions. Support Service recharges have reduced by £9,000 overall, this is mainly due to reduced Insurance Premium and Phone recharges. 23% of these costs are charged to the Loughborough Special Rate. | | |
| 2 | The 2019/20 budget includes a £20K ongoing service pressure for Loughborough Community Grants. The £2,200 increase is due to Fearon Hall, Gorse Covert & the Loughborough Grant budgets being increased by 1% plus inflation, as approved by Cabinet on the 18th January 2018 (min 79) for both 2018/19 & 2019/20. | | |
| 3 | no comment required | | |
| 4 | The Metered Water budget has increased by £400, making it more in line with previous year actuals and anticipated future usage. | | |
| 5 | Increased costs are due to a 2% pay award and additional pension/NI contributions for the Voluntary and Community Sector Development post M298, 75% of which is funded by Loughborough Special Expenses. | | |
| 6 | An ongoing service pressure for £4,400 has been included in the 2019/20 budgets for the continuation of this service. The employee costs include the 2019/20 pay award and additional pension/NI contributions, part offset by estimated income for this extra day. The overall reduced costs year on year are due to a more effective way of providing the service. | | |
| 7 | This minimal increase is due to inflation. Future years funding via the Loughborough Special Rate is to be reviewed each subsequent year, as approved by Cabinet 16/02/17 (min 88). | | |
| 8 | The Traffic Management and Site Preparation and Clearance budgets have increased by £500 due to inflation. Site Rental income has been increased by 2% inflation £1,700, however this is offset by £1,600 reduced contributions from services who submitted their temporary traffic regulation orders under the fairs global order, this is due to changes in the way Leicestershire Highways operate, event organisers are no longer expected to post official notices. Support Service Recharges have increased £500, this is mainly due to more time being spent in this area by the Markets and Fairs Team | | |
| 9 | The budget for Tree Maintenance work has reduced by £2,000, this is part of the £40K ongoing service pressure approved as part of the 2016/17 budget process (Cabinet 18/02/16 min 106), tree maintenance work elsewhere has been increased accordingly due to work being carried out as needed previous years. Both the Environmental Services and Management of Open Spaces budgets have increased by inflation £1,300 & £1,400 respectively. The Band Concert budget has reduced by £500, making it more in line with previous years actuals. Support Service recharges have reduced £23,600 overall, this is mainly due to less time being spent in this area by the Cleansing, Management of Open Spaces and Policy & Green Spaces Development Teams and the Head of Waste, Engineering and Green Spaces. More time will be spent on other areas funded by both the Loughborough Special Expenses such as Nanpantan Sports Ground and the Cemetery, investigating options for the future provision of the service and non Loughborough Special areas like the continued site development at the Outwoods. | | |
| 10 | The budget for Tree Maintenance work has increased by £500, this is part of the £40K ongoing service pressure previously explained for Parks Loughborough. The Management of Open Spaces budget has increased by inflation £500. Support Service Recharges have reduced by £1,800, this is mainly due to less time being spent in this area by the Cleansing Team. | | |
| 11 | Employee costs have increased by £1,300, this is due to the agreed pay award and additional pension/NI contributions. The budget for Tree Maintenance work has reduced by £800, this is part of the £40K ongoing service pressure previously explained for Parks Loughborough. The Electricity budget has reduced by £1,100, making it more in-line with anticipated future usage. Both the Environmental Services and Management of Open Spaces budgets have increased by inflation, £700 in total. Support Service recharges have reduced £1,800 overall, this is mainly due to slightly less time being spent in this area by the Management of Open Spaces team. | | |
| 12 | The Electricity budget has been reduced by £3K to £1,200, making it more inline with anticipated future usage, which is expected to be on average £100 per month. | | |
| 13 | The Building Repair and Maintenance budget has increased by £1,600, making it more in-line with previous year spend and anticipated ongoing costs. The budget for Tree Maintenance work has reduced by £800, this is part of the £40K ongoing service pressure previously explained for Parks Loughborough. The Electricity budget has increased by £1,200, making it more in-line with anticipated future usage and increased charges. Rental income has increased by £900 as per the lease agreements. Support Service Recharges have increased £8,700, this is mainly due to more time being spent in this area by the Cleansing Team on site preparation. | | |

| | |
|----|--|
| 14 | The Metered Water budget has reduced by £500, making it more in line with anticipated future usage. Support Service Recharges have reduced by £600 overall, this is mainly due to slightly less time being spent in this area by the Policy and Green Spaces Development Team. |
| 15 | Both the Environmental Services and Management of Open Spaces Contracts have increased by inflation, £500 in total. Offset by increased Golf income £700, this is part of the Management of Open Spaces contract whereby CBC receive a guaranteed income amount, pre-set by Idverde and increased by inflation each year. Support Service Recharges have reduced by £1,800 this is mainly due to a lower Insurance Premium Recharge, this recharge is partly based on the cost of claims over the previous 3 years and there have been none for the Golf Course since 2015/16. |
| 16 | An inflation increase of £1,600 has been included for the cemetery service provided by North West Leicester District Council. The budget for Tree Maintenance work has reduced by £1,500, this is part of the £40K ongoing service pressure previously explained for Parks Loughborough. The Metered Water budget has also reduce by £800, making it more in-line with previous year actuals and anticipated future usage. A £5,500 budget has been included for Consultant Fees, to enable the required survey work to be carried out on the cemetery extension land at Nanpantan, as approved by Cabinet 18th October 2018 min 45. The Management of Open Space budget has increased by inflation £400. Support Service recharges have increased by £21,000 this is mainly due to more time being spent in this areas by both the Cleansing and Policy and Green Spaces Development teams and the Head of Waste, Engineering and Green Spaces on developing the future provision of the service. |
| 17 | The budget for Tree Maintenance work has reduced by £600, this is part of the £40K ongoing service pressure previously explained for Parks Loughborough. The Metered Water budget has also reduced by £1K. These are offset by reduced rental income of £1,600, making it more in line with previous year actuals and ongoing achievable expectations. Support Service Recharges have reduced by £4,900 this is mainly due to less time being spent in this area by the Cleansing Team. |
| 18 | The Electricity budget has increased £600 making it more in-line with anticipated future usage. Support Service Recharges have increased £5,100 this is mainly due to more time being spent in this area by the Head of Leisure and Culture. 50% of the total cost of the Carillon is charged to the Loughborough Special Rate |
| 19 | The Equipment Purchase, Repair & Maintenance budget has been reduced by £10K, which has been transferred to a new Town Centre Dressing budget to more accurately describe how this budget is spent, this will be reviewed during the next few years. Support Service Recharges have increased £1,900 this is mainly due to more time being spent in this area by the Head of Leisure and Culture, as project manager for the new festive lights and street dressing. |
| 20 | The Income expected from Street Trading Consents has increased by £4,500, the £1,500 additional income predicted for 2018/19 has already been exceeded, this further increase makes next years budget more in-line with expected ongoing achievable income. Loughborough BID are also expected to contribute approximately £3,000 to support specific events. Support Service Recharges have increased £17,500, this is mainly due to more time being spent in this area by the Head of Leisure & Culture and the Markets and Fairs team in the delivery of the market review which includes town centre dressing and major events. |