



**LOUGHBOROUGH AREA COMMITTEE**

This meeting will be recorded and the sound recording subsequently made available via the Council's website: [charnwood.gov.uk/pages/committees](http://charnwood.gov.uk/pages/committees)

Please also note that under the Openness of Local Government Bodies Regulations 2014 that other people may film, record, tweet or blog from this meeting. The use of any images or sound recordings is not under the Council's control.

To: Councillors Bailey, Boldrin, Bolton, J. Bradshaw, Brennan, Campsall, Draycott, Forrest, Goddard, Hamilton, C. Harris, K. Harris, Mercer, Miah, Morgan, Parsons, Parton, Smidowicz, Tillotson and Ward (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 via virtual meeting – Zoom on Wednesday, 16th December 2020 at 6.00 pm for the following business.

Chief Executive

Southfields  
Loughborough

8th December 2020

**AGENDA**

1. APPOINTMENT OF CHAIR
2. APPOINTMENT OF VICE-CHAIR
3. APOLOGIES
4. MINUTES OF PREVIOUS MEETING

3 - 11

To approve the minutes of the previous meeting held on 6th January 2020.

5. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

6. QUESTIONS UNDER COMMITTEE PROCEDURE 12.8

No questions were submitted.

7. LOUGHBOROUGH SPECIAL EXPENSE DRAFT BUDGET 2021/22 12 - 17

A report of the Head of Finance to advise the Loughborough Area Committee of the draft Loughborough Special Expenses budget for 2021/22.

For information, further meetings of the group are scheduled as follows:

16th June 2021

15th December 2021

## LOUGHBOROUGH AREA COMMITTEE 6TH JANUARY 2020

PRESENT: The Chair (Councillor Hamilton)  
The Vice Chair (Councillor Tillotson)  
Councillors Bailey, Boldrin, Bolton, Brennan,  
Draycott, Forrest, Goddard, C. Harris, K. Harris,  
Mercer, Miah, Morgan, Parsons, Parton and  
Smidowicz

Head of Cleansing and Open Spaces  
Head of Neighbourhood Services  
Head of Leisure and Culture  
Head of Strategic Support  
Head of Finance and Property Services  
Head of Planning and Regeneration  
Group Leader Plans, Policies and Place-Making  
Team Leader Regeneration and Economic  
Development  
Democratic Services Officer (SW)

APOLOGIES: Councillor J. Bradshaw, Campsall and Ward

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.

At this point in the meeting the Chair announced that the Loughborough Half Marathon would take place on 29th March 2020 in aid of Living Without Abuse. More information can be found at [lwa.org.uk/events/Loughborough-half/take-part.asp](http://lwa.org.uk/events/Loughborough-half/take-part.asp).

### 15. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Committee held on 18th September 2019 were confirmed as a correct record and signed.

### 16. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

The following disclosures were made:

- i. Councillor Tillotson disclosed a personal interest in item 9 Allotment Security, as a family member was an allotment holder.
- ii. Councillor Parton disclosed a personal interest in item 7 Towns Funding, as a Member of Leicestershire County Council Towns Team.

- iii. Councillor Parton disclosed a personal interest in item 10 Bedford Square Gateway Project, as a Member of the working group.

17. QUESTIONS UNDER COMMITTEE PROCEDURE 12.8

No questions were submitted.

18. LOUGHBOROUGH SPECIAL EXPENSES DRAFT BUDGET 2020/21

A report of the Head of Finance and Property Services, to advise the Loughborough Area Committee on the draft Loughborough Special Expense Budget for 2020/21, was submitted (item 5 on the agenda filed with these minutes).

The Head of Finance and Property Services, the Head of Neighbourhood Services, the Head of Leisure and Culture and the Head of Strategic Support attended the meeting to provide assistance in consideration of this item and gave the following responses to questions raised:

- i. The £5k request from the Loughborough Special Rate to facilitate the Remembrance Day Parade in Loughborough was necessary as service responsibilities had changed. The events team within the Council would coordinate future Remembrance Day Parades due to staff knowledge and experience in this area of work. However, budget constraints meant that funding from the Loughborough Special Rate was required. The £5k would be used to support delivery costs and infrastructure, such as traffic management, barriers, medical support and health and safety measures.
- ii. The Loughborough Special Expenses Budget was drafted based on estimated Council Tax base predictions. However, the final Council Tax base figures, when available, could influence the overall Loughborough Special Budget. Any changes to the budget would be adjusted in the final report.
- iii. There was a process which enabled the Chair and Vice Chair of the Loughborough Area Committee to periodically review the Loughborough Special Expenses Budget and any potential overspends or underspends. Any Members also had an opportunity to consult relevant Cabinet Members on any matters of interest relating to this if they wished to do so. In addition, reference was made to the Loughborough Special Expenses Budget 2020/21 consultation which would end on 15th January 2020.
- iv. Budgeting Officers were able to use virements to move funds to compensate and balance budgets within the Loughborough Special Expenses in order to adhere to financial regulations.
- v. The Town Centre Management funding of £109k was a net figure that included staffing costs, delivery of the Christmas programme and various events that took place throughout the year.
- vi. The total income generated by Loughborough Fair was in excess of £90k, £88k of which was from pitch rent. There were significant financial outgoings in

relation to the operation of the fair, but this was managed to ensure the event remained efficient. There was interest in further cost and income breakdown.

## **RESOLVED**

1. That the Loughborough Area Committee noted the draft Loughborough Special Expense budget for 2020/21 set out in Appendix 1 to the report.
2. That the Head of Leisure and Culture provide a further breakdown of the costs and income associated with the Loughborough Fair.

## Reasons

1. To enable the views of the Committee to be sought on the draft Loughborough Special Expenses for 2020/21 in accordance with its terms of reference, prior to the final budget report on the 13th February 2020.
2. To provide Members with additional understanding of the expenditure and income associated with the Loughborough Fair.

## 19. LOUGHBOROUGH TOWN CENTRE MASTERPLAN 2018 - PROGRESS REPORT

A report of the Strategic Director for Housing, Planning and Regeneration, and Regulatory Services, to advise the Loughborough Area Committee of progress made in the delivery of the Loughborough Town Centre Masterplan, was submitted (item 6 on the agenda filed with these minutes).

The Head of Planning and Regeneration and the Team Leader for Regeneration and Economic Development assisted with consideration of the item and gave the following responses to questions raised:

- i. The Council had no control over the tenancy of private sector housing. If units within purpose built student accommodation or terraced homes previously accommodating students were empty and could not be let, it would be for the owner of that property to decide on the future of that building.
- ii. There had been an increase in the number of apartments designed for the general population housing market in Loughborough, in addition to that designed specifically for students. It was a matter for investors whether they were satisfied that developments would be occupied by their target customers.
- iii. Specific accommodation was Council Tax exempt, and this was thought to be a Central Government initiative.
- iv. There had been considerable improvement in the level of activity in Loughborough Town Centre and this was a consequence of the collective effort between the Council and various partners. The Council did not have the same level of funding available as larger neighbouring authorities, such as Leicester City, and its ability to make the same level of interventions was therefore much

less. Work to improve the Town Centre was continuing with prospective plans in place.

**RESOLVED** that the report was noted.

#### Reason

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

#### 20. TOWNS FUND

Councillor Keith Harris left the meeting at 7:10pm.

A report of the Strategic Director for Housing, Planning and Regeneration, and Regulatory Services, to inform the Loughborough Area Committee of the government's announcement of the establishment of a £3.6 billion Towns Fund to assist 101 towns across England, including Loughborough, in achieving their full economic potential, was submitted (item 7 on the agenda filed with these minutes).

The Head of Planning and Regeneration and the Team Leader for Regeneration and Economic Development assisted with the consideration with the item and gave the following responses to questions raised:

- i. The Loughborough Town Deal Board would be established by the end of January 2020. Board membership was prescribed by Government guidance. It was suggested that to avoid Board membership becoming too large, existing partnerships could be used, with representatives on the Board. This would provide an opportunity to work with a wider range of partners to gather intelligence as well as delegate activities needed to support the deal. The Board's first task would be to prepare an Investment Plan. This would include a vision for Loughborough, and consideration of potential challenges and ways to overcome these.
- ii. It was clarified that there were two separate projects being undertaken by Central Government. The Future High Streets pilot had commenced, although Loughborough would not be a participant in this. Instead, Loughborough had the opportunity to bid for funding from the Towns Fund through a Town Deal.
- iii. The 'My Town' campaign was live at a national level. The Council's Communications team were working to ensure the Council could utilise this in order to engage the community in the Town Deal. The Loughborough Town Deal Board would monitor public feedback through this channel.

#### **RESOLVED**

1. That the report was noted.
2. That following the approval of governance structures, the Team Leader for Regeneration and Economic Development consult the Group Leaders, and

independent Members where applicable, in order to receive nominations for the Member Reference Group.

### Reasons

1 and 2 to ensure that members of the Committee were kept fully informed of initiatives to attract investment to drive the economic growth of Loughborough.

#### 21. DRAFT CHARNWOOD LOCAL PLAN 2019-36

A report of the Head of Planning and Regeneration, to enable the members of the Committee to be consulted on the Draft Charnwood Local Plan 2019-36, was submitted (item 8 on the agenda filed with these minutes).

The Head of Planning and Regeneration and the Group Leader for Plans, Policy and Place Making assisted with consideration of the item and gave the following responses to questions raised:

- i. Once it had been adopted, the Local Plan 2019-36 would supersede the Housing Supplementary Planning Document (SPD) (2017).
- ii. The draft Local Plan continued the approach set out in the Housing SDP of using a threshold approach. In high concentration areas, the threshold would be considered as part of the balance of issues in the decision-making process.
- iii. The development west of Snells Nook Lane had been through a formal testing process. The planning application included an analysis of the possible impacts of the development at the Priory crossroads. The evidence had satisfied the highway authority, with the proposed schedule of infrastructure improvements planned to mitigate the impacts. The developers were not required to mitigate existing traffic problems, only those that arise as a consequence of their proposal.
- iv. Purpose built student accommodation blocks were not included within the calculations for thresholds on HMO applications. This was due to student accommodation blocks often being too large to entirely fit into the 100m radius used. The proximity of Halls of Residents and purpose-built student accommodation was taken into account in the decision-making process.
- v. There was currently no evidence to support the comprehensive restriction of HMOs in Loughborough. A saturation threshold was used to identify tipping points in communities, in which one section of a community had become dominant. Each applicant was considered individually to ensure an appropriate balance was maintained. Available evidence indicated that approximately 50% of HMOs were not occupied by students, providing an important part of the housing market for the town.
- vi. Both Cabinet and the Scrutiny Management Board had confirmed that recommendations of previous scrutiny panels set up to review the impact of

student accommodation in Loughborough had all been satisfactorily implemented.

- vii. A range of options, including the concentration and dispersal of new homes, were contemplated in the formulation of the draft Local Plan 2019-36, as well as the options of a new settlement in Cotes. Urban concentration and intensification was the preferred model, a decision based upon evidence and local priorities. The Sustainability Appraisal demonstrated the assessment of options and formed part of the consultation documentation.
- viii. The Council was not a major landowner and this was an issue with regards to the potential for building new local authority owned social housing for rent.

**RESOLVED** that the members of the Committee considered the Draft Charnwood Local Plan 2019-36 as it related to Loughborough and that Members provided their responses through the consultation process including;

- *The consideration of re-establishing reference to instances where the impacts of new HMOs in the area with an already high concentration might be considered acceptable, preferably with similar wording to that used previously in the supplementary planning documentation from 2017 (4.11).*
- *A high degree of transparency should be communicated to residents across Charnwood, and in particular in Nanpantan, where there would be considerable development planned. Further consultation would be desirable.*
- *The consideration of including purpose built student accommodation in the calculations for the threshold during the decision-making process on HMO applications.*
- *The consideration that there should be no more family homes in Loughborough converted into HMOs.*
- *The consideration of alternative locations for growth as there were existing infrastructure concerns within and around the Loughborough area, specifically heavy traffic, which could worsen with the additional developments proposed.*

#### Reason

To perform the Committee's function to be consulted on matters of policy and strategic direction which relate to or affect the Loughborough town area.

#### 22. ALLOTMENT SECURITY

A report of the Head of Cleansing and Open Spaces to consider issues around security at the Council's allotment sites was submitted (item 9 on the agenda filed with these minutes).

The Head of Cleansing and Open Spaces assisted with consideration of the item and gave the following responses to questions raised:

- i. The Council had planned to incorporate good quality combination padlocks for allotments in some areas. Codes would be changed periodically, and allotment holders would be informed of this.
- ii. The Council had previously attempted to establish an association of residents to oversee the operations of allotments, although there was limited interest in this scheme.

## **RESOLVED**

1. That the report was noted.
2. An update be provided by the Head of Cleansing and Open Spaces at the Loughborough Area Committee in September 2020 to outline improvements made to the allotment sites in terms of security, and the subsequent impact of this.

### Reasons

1. To ensure that members of the Committee were informed on issues around security at the Council's allotment sites and the procedures in place to help prevent further issues.
2. To provide Members with additional understanding of allotment security and how the work undertaken by the Council has impacted the issues faced by allotment holders.

## 23. BEDFORD SQUARE GATEWAY PROJECT

A report of the Strategic Director for Housing, Planning and Regeneration and Regulatory Services to appraise the Loughborough Area Committee of progress made towards the delivery of the Bedford Square Gateway public realm improvement project was submitted (item 10 on the agenda filed with these minutes).

The Head of Planning and Regeneration and the Team Leader for Regeneration and Economic Development assisted with consideration of the item.

**RESOLVED** that the report was noted.

### Reason

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

## 24. MEETING DATES

Further meetings of the Committee have been scheduled for:

Wednesday 18th March 2020

Wednesday 17th June 2020.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 20th January 2020 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 – 16TH DECEMBER 2020

### Report of the Head of Finance

#### Part A

#### ITEM 7 LOUGHBOROUGH SPECIAL EXPENSES DRAFT BUDGET 2021/22

##### Purpose of Report

To advise Loughborough Area Committee of the draft Loughborough Special Expense budget for 2021/22.

##### Recommendation

That the Loughborough Area Committee note the draft Loughborough Special Expense budget for 2021/22 set out in Appendix 1 to this report.

##### Reason

To enable the views of the Committee to be sought on the draft Loughborough Special Expenses for 2021/22 in accordance with its terms of reference, prior to the final Cabinet budget report on the 11th February 2021 and Council 22nd February 2021.

##### Policy Justification and Previous Decisions

At the Budget Scrutiny meeting on 1st December, it was recommended that the Loughborough Special expenses Budget and Levy 2021/22 be endorsed for the consultation period from 17th December 2020 to 15th January 2021.

The Council's Budgets are fundamental to the delivery of all services. The Draft General Fund, HRA and Loughborough Special Expenses Budgets were approved for consultation by the Cabinet on 16th December 2020.

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.

##### Report Implications

The following implications have been identified for this report.

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 the 11th February 2021 for recommendation to Council on 22nd February 2021.

### *Financial Implications*

There are no specific financial implications associated with this decision but could impact on the financial implications of other policies and decisions.

### *Risk Management*

There are no specific risks associated with this decision.

Appendices: Appendix 1 Draft Loughborough Special Expenses Budget and Levy 2021/22

Background Papers: None

Officers to Contact: Karen Widdowson  
Democratic Services Manager  
(01509) 634785  
[Karen.widdowson@charnwood.gov.uk](mailto:Karen.widdowson@charnwood.gov.uk)

Lesley Tansey  
Head of Finance  
(01509) 634828  
[Lesley.tansey@charnwood.gov.uk](mailto:Lesley.tansey@charnwood.gov.uk)

## **Part B**

### Loughborough Special Levy

1. Appendix 1 shows the Loughborough Special Expense Budget and Levy for 2021/22. There is a proposed increase of 1.99% increase on the Loughborough Special Rate from 76.46 in 2020/21 to 77.98 in 2021/22 per Band D Property.

There are service savings and pressures included within the Loughborough Expenses identified, the one-off pressures relate to Covid and will be reviewed in 2022/23.

- Loughborough Community Grant - £13.5k ongoing saving
- Biggin Street toilet amalgamation with Town Centre toilet - £4.6k ongoing saving
- Management of Open Spaces Contract - £1.3k ongoing saving (apportionment)
- Street Trading consent license - Loss of income £10.8k one off pressure.
- Carillion - Loss of income £3k one off pressure.

2. Detailed explanations of the differences between the 2020/21 and 202/22 budgets are also provided in Appendix 1.

LOUGHBOROUGH SPECIAL EXPENSES							
2020/21			2021/22				
Loughborough Special Expenses	Service	Total	District / Capital Charges	Loughborough Special Expenses	2020/21 to 2021/22 Difference	Note	
£		£	£	£	£		
68,400	Loughborough CCTV	337,400	258,500	78,900	10,500	1	
80,300	Community Grants - General / Fearon Hall / Gorse Covert	66,800	0	66,800	(13,500)	2	
45,700	Marios Tinenti Centre / Altogether Place / Community Hubs	45,800	0	45,800	100	3	
8,800	Charnwood Water Toilets	6,300	0	6,300	(2,500)	4	
35,300	Voluntary & Community Sector Dev Officer post (75% LSX)	36,300	0	36,300	1,000	5	
4,500	Biggin Street Toilet - Friday Opening	0	0	0	(4,500)	6	
121,000	Contribution towards Loughborough Open Spaces Grounds Maintenance	122,400	0	122,400	1,400	7	
(8,300)	November Fair	(2,700)	0	(2,700)	5,600	8	
	<u>Parks:</u>						
350,400	Loughborough - including Loughborough in Bloom	433,500	80,300	353,200	2,800	9	
69,800	Gorse Covert and Booth Wood	70,300	0	70,300	500	10	
	<u>Sports Grounds:</u>						
115,300	Derby Road	123,000	7,400	115,600	300	11	
43,200	Lodge Farm	48,800	5,700	43,100	(100)	12	
74,300	Nanpantan	108,400	33,000	75,400	1,100	13	
19,000	Park Road	22,100	3,000	19,100	100	14	
20,700	Shelthorpe Golf Course	23,800	0	23,800	3,100	15	
37,300	Loughborough Cemetery	47,700	0	47,700	10,400	16	
43,300	Allotments - Loughborough	49,200	0	49,200	5,900	17	
14,000	Carillon Tower	39,800	23,200	16,600	2,600	18	
48,400	Festive Decorations and Illuminations	69,100	13,300	55,800	7,400	19	
99,600	Town Centre Management	121,500	8,900	112,600	13,000	20	
1,291,000		1,769,500	433,300	1,336,200	45,200		
(20,158)	Adjustments from Year 2018/19	215,410	230,619	(15,209)			
1,270,842	AMENDED SUB TOTAL	1,984,910	663,919	1,320,991			
Divided by 16,621.00	Council Tax Base			Divided by 16,940.12			
<u>76.46</u>	Special Council Tax			<u>77.98</u>			

## Loughborough Special Expense Notes

- 1 25% of the total costs of CCTV have been charged to the Loughborough Special Rate for 2021/22, compared to 22% in 2020/21. The total number of cameras has reduced overall, but the number charged to the Loughborough Special Rate is unchanged. This additional 3% is the main reason for the increased charge.
- 2 The Loughborough Community Grant has been reduced by £13.5K for 2021/22 as part of the Service Review process, subject to approval by Cabinet
- 3 no comment required
- 4 There has been a change in the law & public conveniences are no longer charged NNDR, resulting in a saving of £2.3K.
- 5 Increased costs are due to an anticipated 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 Zero cost in 2021/22 due to the public convenience service review to amalgamate the Biggin Street toilets with the town centre toilets 2021/22, subject to approval by Cabinet
- 7 This increase is due to contract 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 Support Service Recharges have increased £5.4K, 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 this event which marks the 800th year of the Markets and Fairs Royal Charter.
- 9 The play equipment budget has increased by £1.3K to allow to cover health and safety measures and additional costs of replacement equipment. The Management of Open Spaces contract budget has increased by £1.9K for inflation, which has been offset by amendments to the MOS variations budget £1.7K and a further reduction of £1.3K for the removal of certain areas of land as part of the service review carried out for 2021/22, subject to approval by Cabinet. Support Services recharges have increased £2.4K, due to more time being spent in this area by the Head of Waste, Engineering and Green Spaces.
- 10 no comment required
- 11 no comment required
- 12 no comment required
- 13 Support Services recharges have increased £1.1K, mainly due to slightly more time being spent in this area by the Property Services team.
- 14 no comment required
- 15 Support Services recharges have increased £3.3K, mainly due to more time being spent in this area by the Policy and Green Spaces Development team on the introduction of disc golf.
- 16 An inflation increases of £0.9K has been included for the cemetery service provided by North West Leicester District Council. The Management of Open Spaces and the NNDR budgets have also increased for inflation £0.5K and £0.4K respectively. Increased Support Services recharges £8.5K, are mainly due to more time being spent in this area by the Policy and Green Spaces Development team and the Head of Waste, Engineering and Green Spaces on developing the future provision of this service.
- 17 Support Services recharges have increased £5.6K, mainly due to more time being spent in this area by the Policy and Green Spaces Development team.

- 18 The Electricity budget has reduced by £0.8k, the tower is not expected to fully open in 2021/22. The Heritage Lottery Fund grant application has been delayed to 2021/22 due to Covid19 (grant applications have been frozen), if successful the delivery of the museum upgrade will not be completed until late summer 2021 at the earliest. This directly impacts on visitor numbers & income generation, resulting in a £3K anticipated loss of income service pressure for 2021/22, subject to approval by Cabinet. Support Service Recharges have increased £2.9K, this is mainly due to more time being spent in this area by the Head of Leisure and Culture and the Museum team to support the trust in the re-opening of the Carillon Tower war memorial museum. 50% of the total cost of the Carillon is charged to the Loughborough Special Rate
- 19 Support Service Recharges have increased £7.5K, 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 this project within Government Covid19 secure guidelines
- 20 It is considered unlikely that the number of street traders will improve significantly to meet the income targets made in previous years, resulting in a one off £10.8K service pressure for 2021/22, subject to approval by Cabinet. This is as a direct consequence of Covid19 and anticipated reduced trader confidence and footfall in the town centre. Support Service Recharges have increased £2K, 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 town centre activity, dressing and major events within Government Covid19 secure guidelines.

