



CABINET

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To: Councillors Bailey, Barkley (Deputy Leader), Bokor, Harper-Davies, Mercer, Morgan (Leader), Poland, Rattray, Rollings and Smidowicz (for attention)

All other members of the Council
(for information)

You are requested to attend the meeting of the Cabinet to be held in Committee Room 1, at the Council Offices, Southfields, Loughborough on Thursday, 9th December 2021 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

26th November 2021

AGENDA

1. APOLOGIES
2. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS
3. LEADER'S ANNOUNCEMENTS
4. MINUTES OF PREVIOUS MEETING

4 - 12

To approve the minutes of the previous meeting.

5. QUESTIONS UNDER CABINET PROCEDURE 10.7
- The deadline for questions is noon on Wednesday, 1st December 2021.
6. MOTION ON NOTICE - TOWARDS CARBON NEUTRALITY IN CHARNWOOD 13 - 17
- Motion referred by Council to Cabinet on 8th November 2021.
- A report of the Chief Executive.
7. DRAFT GENERAL FUND AND HRA 2022-23 BUDGETS 18 - 36
- A report of the Head of Financial Services.
- Key Decision*
8. DRAFT CAPITAL PLAN (2022-23 TO 2024-25) 37 - 51
- A report of the Head of Financial Services.
- Key Decision*
9. CAPITAL PLAN AMENDMENT REPORT 52 - 61
- A report of the Head of Financial Services.
- Key Decision*
10. AMENDMENTS TO ANNUAL PROCUREMENT PLAN 62 - 67
- A report of the Strategic Director; Commercial Development, Assets and Leisure.
- Key Decision*
11. MAKE THE WOODHOUSE PARISH AND THE REARSBY NEIGHBOURHOOD PLANS 68 - 77
- A report of the Head of Planning and Regeneration.
- Key Decision*
12. REGULATION 7 DIRECTION STORER ROAD CONSERVATION AREA, LOUGHBOROUGH - APPLICATION FOR RENEWAL 78 - 85
- A report of the Head of Planning and Regeneration.
- Key Decision*
13. LEICESTERSHIRE WASTE AND RECYCLING STRATEGY - APPROVAL OF DRAFT STRATEGY FOR PUBLIC CONSULTATION 86 - 95

A report of the Head of Cleansing and Open Spaces.

14. URGENT DECISION TAKEN - EXTENSION OF FREE PARKING 96 - 105

A report of the Chief Executive.

CABINET 18TH NOVEMBER 2021

PRESENT: The Leader (Councillor Morgan)
The Deputy Leader (Councillor Barkley)
Councillors Bailey, Bokor, Harper-Davies, Poland,
Ratray, Rollings and Smidowicz

Councillor Seaton

Chief Executive
Strategic Director; Environmental and Corporate
Services
Head of Strategic Support
Head of Strategic and Private Sector Housing
Neighbourhoods and Partnerships Manager
Organisational Development Manager
Democratic Services Officer (LS)

APOLOGIES: Councillor Mercer

The Leader stated that this meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 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.

46. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

The following disclosures were made:

- (i) by Councillor Morgan – a personal interest in item 6 on the agenda (Charnwood Grants) in respect of his wife's involvement with Loughborough Wellbeing Café. Councillor Morgan would leave the meeting during the consideration of the item.
- (ii) by Councillor Bokor – an interest in item 6 on the agenda (Charnwood Grants) in respect of her involvement with Charnwood Arts. Councillor Bokor would leave the meeting during consideration of the item.
- (iii) by Councillor Smidowicz – an interest in item 6 on the agenda (Charnwood Grants) in respect of her involvement with Charnwood Arts. Councillor Smidowicz would leave the meeting during consideration of the item.
- (iv) by Councillor Morgan – a personal interest in item 8 on the agenda (Insurance Contract) in respect of his wife's position as non-executive chair of the Association of British Insurers. He did not consider the interest required that he left the meeting.
- (v) by Councillor Morgan – a personal interest in item 9 on the agenda (Treasury Management Strategy, Annual Investment Strategy and MRP Policy – Mid Year Review) in respect of his wife's position as a non-executive director of

Santander UK. He did not consider the interest required that he left the meeting.

47. LEADER'S ANNOUNCEMENTS

No announcements were made.

48. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 14th October 2021 were confirmed as a correct record and signed.

49. QUESTIONS UNDER CABINET PROCEDURE 10.7

Mr M. Hunt – Bedford Square Gateway Project

- “1. The cost of the Bedford Square Gateway Project published on the webpage is £2.6 million which is being funded by the Council and a grant for £130,000 from the Leicester and Leicestershire Enterprise Partnership. Is this still the estimated final cost?
2. If there are further costs, how does the Council expect these to be funded?
3. With reference to the paving stones, there are concerns in the industry that some imports breach acceptable standards and this led to companies forming the Ethical Trade Initiative. Are the suppliers of the paving stone members of the Ethical Trade Initiative, and if not what assurances have been received that acceptable ethical standards are being met by the suppliers of the paving material?
4. What employment conditions does the authority require of its contractors, and are these formally verified?
5. The authority rightly developed a Climate Change Strategy to minimise the environmental impacts of its own activities and contribute to the improvement of the wider environment through local action. Has the authority measured or estimated the carbon emissions made by the purchase of imported stone in this project and how is this reconciled with the Climate Change Strategy?”

The Leader referred to the following response, which had been published prior to the meeting:

1. *Cabinet agreed a reduced scheme at its meeting in December 2020 costed at £2.6m. This is funded by the council's capital receipts and external funding of £183k from the LLEP Business Rates Pool and £390k from the Business Rate Retention Pilot. In October 2021 a decision was taken to deliver the balance of the scheme which is entirely funded by the £1.7m from the Town Deal.*
2. *The whole scheme cost has been calculated at £3.869m including contingency sums. If there are is any unforeseen expenditure beyond this contingency sum*

that cannot be met from other sources then these will need to be met by capital receipts.

3. *The suppliers, Hardscape, are members of the Ethical Trading Initiative.*
4. *Procurement of contractors have been undertaken using nationally recognised frameworks provided by Crown Commercial Services (CCS) and ESPO. Suppliers listed on these frameworks have all been pre-qualified by the framework provider on a range of criteria including financial stability, track record, experience and professional ability as well as compliance with statutory obligations including under the Equalities Act 2010, Health and Safety at Work Act 1974, Health and Safety Policy & Risk Assessments, safeguarding policy. Framework agreements also specify rates of pay for categories of employees, based on industry standard rates. In addition, the framework's terms and conditions are all pre-agreed by the framework provider to ensure that they are fair, transparent and in the best interest of their customers.*

The NEC4 contract used by the Council for the construction project also specifies:

- a) *The locations and working times that work can take place,*
- b) *Competency of named individuals to administer the contract from a contractor perspective and demonstrable experience relating to the work content.*

The construction project is also regulated by the Construction Design & Management Regulations (CDM) 2015, governed by the HSE. This ensures key regulations and standards are met and adhered to on the construction project, including those relating to a safe site and permits to work in specific conditions such as confined spaces with permits issued as required to suitably qualified personnel. The HSE regulations also apply in terms of working hours and specific gaps between shifts.

The Council's appointed NEC4 Project Manager has the ability to remove someone who is not competent from the contract, to approve or reject any replacements if they do not meet the required standard.

5. *The Climate Change Strategy was updated in December 2019 to include the Council's commitment to being a carbon neutral organisation by 2030 following the climate motion on notice in July 2019 (DD 184 19/20 refers). That commitment is to reducing carbon emissions in the council's own operations rather than to the public realm. Nevertheless, the scheme includes new planters in Devonshire Square and trees in Bedford Square and Devonshire Square which will assist in absorbing air pollution and in reducing the heat island effect in the area.*

The Council was advised on the selection of type and source of materials by its appointed highways and landscape design specialists in consultation with the supplier, involving a visit to the supplier's materials laboratory in Stratford Upon Avon. The factors influencing the type and source of materials selected included the material's cost balanced with the need to be fit for purpose in terms of the

use it was to be put to, including capable of bearing the weight of the fairground rides, providing a quality appearance in line with the project objectives, and its durability/lifespan to provide value for money. The source selected for the granite paving and kerbs was judged by the highways and landscape design specialists to be the only one capable of providing the required materials most suited for the purposes of this project. No suitable equivalent locally sourced materials were available.

Having declared interests, Councillors Bokor, Morgan and Smidowicz left the meeting during the consideration of the following item.

50. CHARNWOOD GRANTS

This item was chaired by Councillor Barkley.

Considered, a report of the Head of Neighbourhood Services setting out applications received for funding in round two of the Community Facilities and Community Grants schemes for 2021/22 (item 6 on the agenda filed with these minutes).

Councillor Seaton, Chair of the Scrutiny Commission, presented a report setting out the Commission's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Neighbourhoods and Partnerships Manager assisted with consideration of the report.

RESOLVED

1. that the following Community Grants be awarded:

- £4,500 to Passion towards the Passion Youth Project;
- £275 to Charnwood Safe, Well, Happy Partnership towards events, workshops and venue hire;
- £3,500 to Twenty Twenty towards the Love4Life project;
- £500 to Ulverscroft Camera Club towards the "Getting back Together" project;
- £2,500 to Age UK Leics towards Men and Women in Sheds;
- £2,000 to Molly's Gift towards a Saturday club for 5-11 year olds;
- £1,500 to Anand Mangal Group towards room hire and equipment;
- £2,000 to Shepshed Dolphin Swimming Group towards pool hire and instructor costs;
- £675 to Charnwood Drawing and Painting Club towards equipment and three workshop sessions;
- £1,200 to Shree Ram Krishna Community Project towards the exercise element of their Charnwood Dosti project;
- £500 to Sileby Tennis Club towards sports equipment and marketing;
- £750 to Birstall Theatre Company towards a production of Aladdin 2022;
- £700 to Charnwood Arts towards the community elements of the Just Be You project.

- £750 to Stonebow Washlands Group towards Stonebow Washlands enhancement project, to be funded through the Serco Environmental fund;
- £1,000 to Barrow in Bloom towards Bloom up Barrow in 2022, to be funded through the Serco Environmental fund;
- £3,000 to Loughborough Wellbeing Centre running costs, to be funded through the Contain Outbreak Management fund allocated to supporting VCS organisations supporting community recovery;
- Up to £2,000 to Leicester City in the Community towards pilot activities/sessions for the Urban Foxes project, to be funded through the Contain Outbreak Management fund to support health and physical activity;

2. that the following Community Grant applications be declined:

- Artspace Loughborough - £5,000 requested – applied for funding towards Into the Outwoods Sculpture Trail 2022;
- Wymeswold Playgroup - £2,827 requested – applied for funding towards Forest School setting;
- Loughborough Air Quality Protection Group - £876 requested – applied for funding towards a 3-year subscription to Community Dashboard;
- Rotary Club of Loughborough Beacon - £5,000 requested – applied for funding towards home starter boxes;
- Mountsorrel Methodist Church - £1,000 requested – applied for funding towards professional cleaning in 2021/22;
- Newtown Linford Tennis Club - £5,000 requested – applied for funding towards facility regeneration;
- Birstall and District Art Society - £2,000 requested – applied for funding towards running costs;
- Barrow upon Soar Methodist Church - £2,500 requested – applied for funding towards cleaning costs to support the community use of premises;
- Emmanuel Church Centre Garden - £1,375 requested – applied for funding towards upgrade and re-planting of flower beds and children’s green spaces;
- The Generator Loughborough CIC – £5,000 requested – applied for funding towards the running costs of the Loughborough Generator Project;
- Charnwood Christmas Toy Appeal - £1,500 requested – applied for funding towards the Christmas Toy Appeal 2021;
- Anstey Chess Club - £500 requested – applied for funding towards room hire;
- Syston and District Volunteer Centre - £3,000 requested – applied for funding towards the re-start of their mini-bus;
- Quorn Village CIC - £1,700 requested – applied for funding towards improving a footpath and bridleways in Quorn;

3. that the following Community Facilities Grants be awarded:

- Up to £3,200 to Gorse Covert Community Association towards the provision of an ambient toilet;

4. that the following Community Facilities Grant application be deferred to a future Round:

- The Generator Loughborough CIC - £20,000 requested – applied for funding towards building works for the Loughborough Generator Project;
5. that the following Community Facilities Grant applications be declined:
 - Girlguiding Birstall - £15,000 requested – applied for funding towards a new Ranger room;
 - Falcon Support Services - £5,000 requested – applied for funding towards window and kitchen floor refurbishment at “The Drop in” day centre;
 - The Bridge (East Midlands) - £10,000 requested – applied for funding towards a new office and drop-in centre at The Foundry, Loughborough;
 6. that approval is given to run a third round of Community Facilities Grants in February 2022;
 7. that the Head of Neighbourhood Services be given delegated authority to finalise the terms and conditions of the awarded Community Grants;
 8. that the report of the Scrutiny Commission be noted.

Reasons

1. To provide financial support to organisations which meet the criteria of the Community Grants scheme.
2. To decline to provide financial support to organisations which do not meet the criteria for the award of a grant under the Community Grant scheme.
3. To provide financial support to organisations which meet the criteria of the Community Facilities Grants scheme.
4. To enable further work to be undertaken with the applicant to see whether the application can be improved and strengthened.
5. To decline to provide financial support to organisations which do not meet the criteria for the award of a grant under the Community Facilities Grant scheme
6. To recognise the large gap between this Community Facilities Grant round and the next proposed round in June 2022 and the need to provide an additional Facilities Grants round for identified projects that were unable to meet this deadline.
7. To enable the grants awarded to be finalised and appropriate information to be supplied to the Council about the outcomes of the project.
8. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

Councillors Bokor, Morgan and Smidowicz returned to the meeting.

51. RESIDENTIAL MOBILE HOME SITE LICENCE CONDITIONS

Considered, a report of the Head of Strategic and Private Sector Housing setting out revised licence conditions for the licensing of permanent residential mobile home sites in Charnwood (item 7 on the agenda filed with these minutes).

Councillor Seaton, Chair of the Scrutiny Commission, presented a report setting out the Commission's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Scrutiny Commission was thanked for its pre-decision scrutiny of this matter and the previous item.

The Head of Strategic and Private Sector Housing assisted with consideration of the report.

RESOLVED

1. that the adoption of revised Licence Conditions for existing and new permanent residential mobile home site licences, set out in Appendix 1 to the report of the Head of Strategic and Private Sector Housing, be approved;
2. that delegated authority be provided to the Head of Strategic and Private Sector Housing to make amendments to the model standards for permanent residential mobile homes sites in consultation with the Cabinet Lead Member;
3. that the report of the Scrutiny Commission be noted.

Reasons

- 1.& 2. The introduction of revised Model Standards for permanent residential mobile home sites provides an opportunity to update the Council's existing Licence Conditions and to clarify the current responsibilities of site owners.
3. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

52. INSURANCE CONTRACT

Considered, a report of the Strategic Director; Environmental and Corporate Services seeking approval to commence a procurement process for the Council's insurance contract (item 8 on the agenda filed with these minutes).

The Organisational Development Manager assisted with consideration of the report.

RESOLVED

1. that a procurement process to obtain a new insurance contract for a five year period commencing on 1st June 2022 be undertaken utilising the YPO (Yorkshire

Purchasing Organisation) Insurance Placement Dynamic Purchasing System, Contract Reference: 00978;

2. that delegated authority is given to the Strategic Director; Environmental and Corporate Services to appoint a provider;
3. that delegated authority is given to the Strategic Director; Environmental and Corporate Services to appoint an insurance broker under the provisions of the framework outlined at resolution 1 above.

Reasons

1. To take advantage of the YPO Insurance Placement Dynamic Purchasing System, Contract Reference: 00978 and to enable competition from the widest range of potential insurance suppliers under the framework.
2. To enable the Strategic Director; Environmental and Corporate Services to evaluate the options available within the bids received and agree the detailed terms of each contract Lot awarded.
3. To ensure that competition is achieved from the widest range of potential insurance suppliers under the framework.

53. TREASURY MANAGEMENT STRATEGY, ANNUAL INVESTMENT STRATEGY AND MRP POLICY - MID YEAR REVIEW

Considered, a report of the Head of Financial Services to review the Treasury Management Strategy and the Annual Investment Strategy, plus the various Prudential Borrowing and Treasury Indicators for the first six months of 2021/22, for recommendation to Council (item 9 on the agenda filed with these minutes).

The Strategic Director; Environmental and Corporate Services assisted with consideration of the report.

RESOLVED that **it be recommended to Council** to note the mid-year review of the Treasury Management Strategy Statement, Prudential Borrowing and Treasury Indicators plus the Annual Investment Strategy, as set out in Part B of the report.

Reason

To ensure that the Council's governance and management procedures for Treasury Management reflect best practice and comply with the Revised CIPFA Treasury Management in the Public Services Code of Practice, Guidance Notes and Treasury Management Policy Statement, that funding of capital expenditure is taken within the totality of the Council's financial position, and that borrowing and investment is only carried out with proper regard to the Prudential Code for Capital Finance in Local Authorities.

NOTES:

1. The decisions in these minutes not in the form of recommendations to Council will come into effect at noon on 26th November 2021 unless called in under Scrutiny Committee Procedure Rule 11.7. Decisions in the form of recommendations to Council are not subject to call in.
2. No reference may be made to these minutes at the next available Ordinary Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on 26th November 2021.
3. These minutes are subject to confirmation as a correct record at the next meeting of the Cabinet.

CABINET – 9TH DECEMBER 2021

Report of the Chief Executive Lead Member: Councillor Rollings

Part A

ITEM 6 MOTION ON NOTICE: TOWARDS CARBON NEUTRALITY IN CHARNWOOD

Purpose of Report

To allow Cabinet to consider those elements of a motion on notice that was referred for further consideration at the full Council meeting on 8th November 2021 that relate to executive (ie. Cabinet) responsibilities.

Recommendation

That Cabinet determine what, if any, action to take in response to the following resolutions that were included within the motion on notice, taking into account the officer advice on the relevant implications as set out in Part B of this report:

- (a) Appoint a dedicated member of staff to oversee the progress of the council towards its goal of achieving carbon neutrality by 2025, ensure it is kept on track, and that any available external funding identified is applied for.
- (b) Ensure that the CBC Carbon Neutral Project Board is a democratic and politically balanced entity, comprising members from across the political spectrum. The climate crisis affects us all.
- (c) Introduce obligatory carbon literacy training for ALL officers.
- (d) Establish a Charnwood Climate Committee made up of knowledgeable representatives in the relevant fields of business & industry, research and academia and community, to look at ways businesses and residents in the borough of Charnwood can be supported and encouraged to reduce their carbon footprint.

Reason

To ensure that those elements of the motion on notice as referred by full Council that relate to executive responsibilities are given informed consideration.

Policy Justification and Previous Decisions

At the full Council meeting on 8th November 2021 the following motion on notice was referred so that the relevant elements could be further considered by Council and by Cabinet, as appropriate, with the benefit of officer advice on the associated implications:

This Council notes that :

This year marks the 26th COP summit, taking place 1-12 November 2021 in the UK. The spotlight is now firmly on the UK to provide a level of global leadership that raises ambition and turns promises into desperately needed action to tackle the climate crisis.

This Council believes that :

Local authorities have their part to play in showing this leadership, by acknowledging the urgent need for action on climate change, taking steps to reduce their own carbon footprint, and encouraging and supporting local businesses and residents to do the same.

This Council resolves to:

- 1) Appoint a dedicated member of staff to oversee the progress of the council towards its goal of achieving carbon neutrality by 2025, ensure it is kept on track, and that any available external funding identified is applied for.*
- 2) Ensure that the CBC Carbon Neutral Project Board is a democratic and politically balanced entity, comprising members from across the political spectrum. The climate crisis affects us all.*
- 3) Introduce obligatory Carbon Literacy training for ALL officers and councillors.*
- 4) Commit to a minimum annual budget for carbon neutral projects for the next five years at least, to ensure progress doesn't stall due to lack of financial commitment.*
- 5) Establish a Charnwood Climate Committee made up of knowledgeable representatives in the relevant fields of business & industry, research and academia and community, to look at ways businesses and residents in the borough of Charnwood can be supported and encouraged to reduce their carbon footprint.*

The Monitoring Officer has determined that the proposed resolutions 1), 2), and 5) relate to executive responsibilities, and are therefore for Cabinet to consider.

In relation to 3), Member training is a Council function, overseen by the Member Development Member Reference Group, and officer training is an executive function. The officer training element is therefore considered within this report.

Implementation Timetable including Future Decisions and Scrutiny

Any decisions made by Cabinet would come into effect at such times as they may determine to be appropriate, subject to call-in provisions.

The resolutions which relate to Council functions, ie. the part of 3) which relates to Member training, and 4), will be referred back to the next full Council meeting with officer advice on their implications.

Report Implications

The following implications have been identified for this report.

Financial Implications

As set out in Part B.

Risk Management

Any risks associated with the proposed resolutions are set out in Part B.

Key Decision: No

Background Papers: None

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Part B

Resolution (a): Appoint a dedicated member of staff to oversee the progress of the council towards its goal of achieving carbon neutrality by 2025, ensure it is kept on track, and that any available external funding identified is applied for.

1. The appointment of staff and the detailed requirements of the staffing establishment are an operational responsibility of the Chief Executive in his role as head of paid service.
2. The Council's target date for achieving carbon neutrality is 2030, not 2025.
3. The Council has a part time member of staff focused on sustainability and carbon neutrality, and there is a budget proposal to make this a full-time role. Officers from across the Council are also engaged in the activities to help achieve carbon neutrality and to tackle climate change.
4. The Council is already monitoring the progress of its Climate Change Strategy and Carbon Neutral plans and reports on this matter to Members. The Council will apply for external funding where appropriate. There are often significant resource, eligibility, and deliverability considerations to make when applying for external funding.

Resolution (b): Ensure that the CBC Carbon Neutral Project Board is a democratic and politically balanced entity, comprising members from across the political spectrum. The climate crisis affects us all.

5. The Carbon Neutral Project Board is an operational body and not a formally constituted committee. Therefore, and also because it is an executive (ie. Cabinet) responsibility, political balance requirements do not apply.
6. Cllr Needham as the Council's Climate Change Champion sits on the Project Board, as does the Lead Member. The Lead Member could invite other Councillors to sit on the Board if that was felt to be desirable. However, officers would be cautious about having too many elected members sitting on the Project Board because, as noted previously, it is an operational body.
7. The Project Board is in the process of widening its terms of reference to ensure other relevant issues such as bio-diversity are fully covered. This will link to the wider climate change strategy action plan, which is due to be considered at Scrutiny Commission.

Resolution (c): Introduce obligatory Carbon Literacy training for ALL officers.

8. Officer training is an operational responsibility of the Chief Executive in his role as head of paid service.
9. Cabinet could resolve to request the Chief Executive to consider providing carbon literacy training to all officers, subject to any costs being within the available officer training budget. However, it is unlikely that officers would support mandatory carbon literacy training for all staff because it would not be relevant to many of their roles and responsibilities.

10. The Chief Executive is supportive of appropriate training being provided to officers where it is relevant to their role, and also offering such training to other officers who may be interested. The LGA have recently produced a training offering that may be relevant and this can be further investigated to assess its suitability.
11. We do also provide officers with access to relevant information via our various communication channels, and the staff forum is very engaged in sustainability issues.

Resolution (d): Establish a Charnwood Climate Committee made up of knowledgeable representatives in the relevant fields of business & industry, research and academia and community, to look at ways businesses and residents in the borough of Charnwood can be supported and encouraged to reduce their carbon footprint.

12. Cabinet could consider establishing an informal advisory group along the lines suggested within the motion. It cannot be a formally constituted committee because that would need to consist of Councillors, and would be subject to political balance requirements.
13. However, Cabinet will need consider the following factors in determining whether to establish such an advisory group.
14. Democratic Services currently do not have spare capacity to clerk and support the additional meetings that would be required. Resources to support the group would therefore have to be identified, which could potentially result in budget pressures for additional staffing.
15. It is unclear from the motion how any recommendations which the advisory group may make would be dealt with, including any potential budgetary or resource implications. It is likely that any recommendations arising would need to be referred to Cabinet for due consideration, to be accompanied by officer advice on any financial and other implications.
16. The motion also does not specify whether any allowances or expenses would be paid to the external representatives. Although these may not amount to a significant value there is currently no budget to meet any such costs.
17. If Cabinet do agree to establish such a group then the issues set out above will need to be resolved, including agreeing some terms of reference for the group.
18. Alternatively, Cabinet may wish to work through our existing relevant networks and partnerships. The widening remit of the Carbon Neutral Project Board may also contribute.

CABINET – 9TH DECEMBER 2021

Report of the Head of Finance

Lead Member: Councillor Tom Barkley

Part A

ITEM 7 DRAFT 2022/23 GENERAL FUND AND HRA BUDGETS

Purposes of the Report

To advise members of the projected base budget position for 2022/23 including the savings and growth proposals put forward for the year and provide the basis for the budget consultation.

Recommendations

1. That the Cabinet endorses for consultation the draft General Fund and HRA Revenue Budgets for 2022/23 as set out in Tables 1 and 2 in the report.
2. That the Cabinet endorses for consultation including Loughborough Special Expense Budget and Levy for 2022/23 as set out in Appendix 3.

Reasons

- 1.&2. To provide the opportunity for consultation on the General Fund and HRA budgets for the 2022/23 financial year.

Policy Justification

The Council's Budgets are fundamental to the delivery of all services and underpins all Corporate Plan objectives.

Implementation Timetable including Future Decisions and Scrutiny

Cabinet is asked to endorse the Budget proposals contained in and appended to this report as a basis for consultation. These proposals will be subject to consultation over the period from 17th December 2021 to 15th January 2022. Both the Scrutiny Commission and the Budget Scrutiny Panel will have the opportunity to scrutinise this report before it is presented to Cabinet.

As set out in Part B, the nature of the 'Provisional Settlement' -which will determine the level of Government funding that the Council will receive – will be a major factor in the development and implementation of the final budget. Updates will be provided to Scrutiny on the Settlement as and when it is published by Government.

It may be noted that the Scrutiny Commission will also have the opportunity to scrutinise the final report to Cabinet on 10th February 2022. In addition, consultation will be undertaken with:

- Trade Unions;
- Local Businesses and Commercial Ratepayers;
- Key partners, including town and parish councils;
- Loughborough Area Committee, re the Loughborough special expenses budget

Proposals on the General Fund and HRA Budgets and Council Tax will return to Cabinet on 10th February 2022 for recommendation to Council on 21st February 2022.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no direct financial implications from approving this report for consultation. However, if the final report is approved then there will be financial implications for the Council, and these are set out in Part B of this report.

Risk Management

Risks identified in respect of the Draft Original Budget are tabulated below:

<i>Risk Identified</i>	<i>Likelihood</i>	<i>Impact</i>	<i>Overall Risk</i>	<i>Risk Management actions planned</i>
Failure to take account of the spending plans of the Council.	Unlikely (2)	Minor (1)	Very Low (2)	Robust budget planning and Budget Monitoring process are in place.
Further exceptional spending being required during the financial year.	Likely (3)	Major (3)	Moderate (9)	It is considered that the Working Balance reserve (and other revenue reserves) remain sufficient to manage normal and one-off events for 2022/23.

Equality and Diversity

There are no specific Equalities and Diversity issues affecting the recommendation in this report, although any such issues affecting particular service pressures and savings will be considered prior to proposals being implemented.

Key Decision: No

Background Papers: None

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Part B

Background and context

1. This draft budget has been prepared in accordance with the Council's standard reporting timetable, which allows the associated Cabinet report to be published prior to the Cabinet meeting of 9 December 2021. However, at the time of drafting, key information around the 'Provisional Settlement' – which provides the detail of the government funding that the Council will (almost certainly) receive – is not available. The earliest this information will be available is stated as 5 December (notwithstanding this being a Sunday), but in practice this is likely to be later.
2. It is true to say that, historically, the detail within the Provisional Settlement is rarely available prior to the draft budget being prepared. However, in previous years elements of government funding were either pre-determined or could be estimated with a reasonable degree of certainty; there is no such clarity for the 2022/23 Settlement.
3. The COVID-19 outbreak created a major global impact on health, wellbeing and economic prosperity since the virus was originally identified in China in the latter months of 2019. Within the United Kingdom, significant restrictions were placed on day to day life in March 2020 which resulted in a major contraction in economic activity alongside the increasing health and social care impacts of the virus. For the Council perspective COVID-19 resulted in new cost pressures and significant losses across virtually all of the Council's principal income streams.
4. At the point of drafting this report (November 2021) COVID-19 remains very much a factor with ongoing infections, hospitalisations and deaths, despite the success of the vaccine programme. The United Kingdom has however eliminated virtually all restrictions on day to day life and whilst future surges in infection rates may see a return to some restrictions, the country appears to be edging towards what may be regarded as the 'new normal'. The Council continues to provide pandemic support to our communities but this activity is winding down and expenditure patterns are becoming more reflective of 'business as usual' operations. However, impacts arising from COVID 19 continue to take up considerable officer time.
5. Some of the medium and longer term effects of COVID-19 that have yet to be fully understood relate to the Council's income streams, particularly in areas such as markets and car parking. In many cases income remains significantly below pre-pandemic levels but to what extent this reflects permanent changes in (for example) shopping habits remains to be seen. However, data is now emerging which may offer more insight in the area.

Views on the funding Settlement

6. The specific funding allocated to the Council will not, as noted above, be available until the Provisional Settlement is announced in early/mid-December. However, it is possible to speculate around potential funding following Spending Review 2021 (SR2021), set out by the Chancellor on 27 October 2021.

7. Probably the key message from SR2021 is that there will be some additional funding for the local government sector, amounting to around £1.6bn (excluding social care) in each of the years 2022/23, 2023/24 and 2024/25 inclusive. This increase - equivalent to 2.8% in cash terms and 0.6% in real terms over the three year period - is a more favourable situation than previously suggested, and announced on the back of better than expected economic projections for the wider economy (latest versus previous Office of Budgetary Responsibility projections of March 2021). There are therefore grounds for cautious optimism, but it should be noted that the distribution of this £1.6bn amongst the local government sector is also going to be critical in determining the outcome of the Council's individual Settlement.
8. The Medium Term Financial Strategy 2021-2024 (MTFS) set out the risk to the Council's funding, principally related to the phasing out of New Homes Bonus, due to reduce from £3m to just under £1m in 2022/23, and the one-off nature of the Lower Tier Services grant where £0.6m was received for 2021/22 but no future funding was mooted. In total the funding risk amounts to some £2.7m for 2022/23, and increases to £3.6m in 2023/24 as New Homes Bonus payments cease. Notwithstanding this risk, the MTFS assumes in future years that this funding will be reinstated or replaced, leaving total funding equivalent to that received for 2021/22 (excluding COVID-19 grants).
9. SR2021 has the following features and possible implications for the Council:
 - Council tax: it is likely that this will be capped (as in previous years) at the higher of 2%, or £5
 - The core Settlement Funding Assessment (SFA): SFA flows through to the Council via business rate retention (mainly) and Revenue Support Grant (potentially) – is likely to be above that of previous years
 - New Homes Bonus: there was no information on this stream of funding, although it is speculated that some form of incentivisation for housing development may continue
 - Lower Tier Services Grant (LTSG): although described as a one-off grant for 2021/22 informed speculation suggests that this will continue in some form to ensure that no authority suffers a reduction in 'core spending power' (a calculation that encompasses both grant funding and assumed maximisation of council tax finding)
 - Business rates reset and Fair Funding review: no announcements, may be 2025/26; subsequently statements by the Secretary of State indicate that the mooted 75% business rate retention scheme – a probable centre-piece of the previously envisaged Fair Funding review – is unlikely to happen as it does not fit with the 'Levelling Up' agenda
 - Multi-year settlement: SR2021 covers three years and it is therefore possible that a multi-year settlement may be offered
10. Overall, following SR2021, the risk of a 'scenario where Council funding falls off a cliff edge appears much reduced, and whilst the risk of funding falling short of

the MTFS assumptions exists, it is also plausible that additional funding over and above this amount may be received. Further, the prospect of a multi-year settlement would be very welcome and would allow the Council to plan the future mix of service offerings with knowledge of the funding envelope.

Overarching budgetary approach

11. This draft budget may fairly be regarded as ‘Part One’ of the budget setting process given that government funding, in particular, remains a major unknown. In compiling this draft budget, the heavily caveated funding assumptions from the latest version of the MTFS have been used but, as reflected in previous paragraphs, it is difficult to create a meaningful budget draft for 2022/23 without the Provisional Settlement information.
12. Also as noted previously, data is emerging around the key car parking income stream and new income and expenditure proposals are being developed in this area. The draft budget is based on MTFS figures for car parking and other income but it is envisaged that these may be amended in future budget iterations.

General Fund budget overview

13. This draft budget is informed by the updated MTFS – principally in respect of government funding assumptions which are carried forward into the draft budget – and the ongoing monitoring of financial performance in the current financial year (2021/22).
14. A further £1m of income generating or efficiency savings have been identified for 2022/23 in addition to £2.1m savings targeted in the 2021/22 final budget. This has been achieved in line with current budgetary strategy which is to seek efficiencies and look to judicious enhancement of income streams, whilst protecting front line services.
15. Inflation is now an emerging issue with both RPI and CPI increasing rapidly in the early autumn. This creates issues with major contract costs and is also feeding through into the pay negotiations (which are ongoing for 2021/22 and remain unaddressed at this time in respect of 2022/23). Principally as a result of this factor, net baseline (Service Expenditure) costs are approximately £0.7m above those envisaged in the MTFS.
16. Other factors, such as commercial property income, have offered positive variances against the MTFS projections. Taking all these factors into account the net budget shows, after savings, a deficit of £0.7m reflected within the tabular presentation as £0.2m use of reserves and a non-specific £0.5m of additional funding, savings or income still required (‘Savings to be determined’).
17. In respect of the above:
 - £0.2m use of reserves is considered reasonable in the context of the existing General Fund Working Balance (projected to be £4,9m at 1 April 2022)

- The £0.5m 'Savings to be determined' represents a gap to be closed; in practice this gap will vary dependent on the Provisional Settlement and in a positive scenario may reduce or disappear; alternatively additional savings will be found, or additional use of reserves may be considered, to close the gap
- The actions required will also need to take into account whether a multi-year settlement has been announced as this will influence the urgency of actions required; generally, increased certainty over future years funding would permit an increased use of reserves in the short term

18. Adjustments arising from the Provisional Settlement and the financial impact of additional savings or income generation will be reflected in the final version of this budget in due course.

Principal General Fund funding assumptions

19. Charnwood Borough Council still has one of the lowest council tax rates of all districts in the country. The budget assumes a council tax increase of £5 per Band D equivalent property being the assumed maximum increase that will be allowed by Government without a local referendum.
20. As set out in the paragraphs above, the funding assumption in this draft version of the budget assumes £2.7m of one-off funding to cover the prospective shortfall in New Homes Bonus and Lower Tier Services grants. Business rate retention (also derived from Settlement details) is assumed at the MTFs amount.

Detailed approach to developing the 2022/23 Budgets

21. The initial step was to establish a base budget has been established which reflects the current year budget for 2021/22 adjusted for salary and contract inflation. All one-off items that were included in the 2021/22 budget were removed.
22. As part of the medium-term process of addressing the Council's financial challenges Cabinet Members reviewed a set of 'Options for Change' developed by Officers with a view to identifying acceptable proposals and service efficiencies for inclusion within the draft budget at a Cabinet Member briefing.
23. Unavoidable pressures have been categorised as ongoing - £184k - and one-offs - £127k.
24. The Council's commercialism agenda, specifically the actual acquisitions of commercial property has allowed for a greater income contribution to the General Fund, a net income stream of £886k after allowing for MRP/Interest charge of £408k. A Commercialisation Reserve charge of £200k as a provision to cover any potential future losses, this Reserve totals £608k.
25. Option for change savings have been categorised into reductions in expenditure £577k and an increase of income £433k. Total ongoing savings of £1,010k, in addition to one-off Income saving of £81k.

Service savings and income generation initiatives

26. As noted previously, the service pressures and savings are set out at Appendix 1.

27. The majority of savings relate to efficiencies such as deletion of posts with vacant hours and reduction in budgets where historical underspends have been recorded. However, certain initiatives will result in changes to service provision as follows:
- Customer service and contact centre reduction in hours – saving £121k: analysis has shown that at the beginning and end of the day customer service and contact centre usage is very low; it is therefore proposed that the saving can be achieved by opening at 0900 rather than 0830 and closing at 1600 rather than 1700. The Council already operates out of hours services and these arrangements will ensure 24 hour coverage remains; and on-line service provision is unaffected
 - Shop mobility (and review of town centre services) – saving £34k: it is considered that the new lightweight generation of mobility scooters (which can be easily carried by car) are making the service obsolete; this is borne out by data which shows that the number of regular users is very limited
 - The Bridge – saving £40k: following discussions with the Bridge it is determined that certain elements of the funding relating to housing advice can be reduced
 - Strategic Partner grants – saving £15k: a review will take place with a view to reducing total Strategic Partner grants by 5%
 - Increase garden waste charges — additional income projected of £300k: this is based on increasing the Garden Waste charges by £9 per annum on current subscriptions rates from £41 (direct debit) and £46 (not direct debit) to £50 (direct debit) and £55 (not direct debit).

28. The summary draft General Fund budget for 2022/23 is set out in Table 1, below.

Table 1: Draft General Fund Budget Summary 2022/23

Actual 2020/21 £000		Original Budget 2021/22 £000	Draft Original Budget 2022/23 £000	Variance £000
19,426	General Fund Service Expenditure	19,026	19,164	(138)
0	Less MRP & Interest & Commercial Reserve	(1,262)	(929)	(333)
0	Service (Ongoing Savings)	(2,059)	(1,010)	(1,049)
0	Service (One Off Saving)	0	(81)	81
0	Savings to be determined	0	(500)	500
0	Service Pressures Ongoing	1,859	184	1,675
0	Service Pressures One Off	106	127	(21)
19,426	Net Service Expenditure	17,670	16,955	715
182	Revenue Contributions to Capital	0	0	0
0	MRP/Interest /Charge	1,262	729	533
240	Interest Paid	240	240	0
(342)	Less: Interest on Balances	(300)	(300)	0
19,506	Total Borough Expenditure	18,872	17,624	1,249
(292)	Contribution (from)/to Reinvestment Reserve	0	0	0
1,175	Contribution(from)/to Working Balance	(849)	(224)	(625)
143	Contribution (from)/to Collection Fund	2	(15)	17
453	Contribution(from)/ to Capital Plan Reserve	0	0	0
0	Contribution(from)/to Commericalisation Reserve	0	200	(200)
756	Contribution (from)/to Other Reserves	(106)	0	(106)
21,741	Precept Requirement	17,919	17,585	334
4,947	NNDR	4,547	4,465	82
7,288	Council Tax Receipts	7,640	8,055	(415)
1,271	Loughborough Special Levy	1,311	1,364	(53)
4,122	New Homes Bonus	3,000	988	2,012
0	Lower Tier Services Grant/Tranche 5 one off	1,419	2,728	(1,309)
3,962	General Government Grants (Covid)	0	0	0
(173)	Collection Fund Surplus/(Deficit)	2	(15)	17
21,417	Precept Income	17,919	17,585	334
£000	<u>REVENUE BALANCES</u>	£000	£000	£000
Actual 2020/21		Original Budget 2021/22	Draft Original Budget 2022/23	Variance
4,498	<u>Working Balance at 1 April</u>	1,820	4,969	(3,149)
1,318	Transfer from/(to) General Fund	(847)	(239)	(608)
0	Transfer from/(to) Reinvestment Reserve	0	(167)	167
1,224	Contribution to the LLEP Enterprise Zone	0	0	0
(1,224)	Business Rates Appeals Adjustment	1,561	0	1,561
5,816	Balance at 31 March	2,534	4,563	(2,029)
883	<u>Reinvestment Reserve Balance at 1 April</u>	357	333	24
(292)	Transfers from/(to) General Fund	0	167	(167)
591	Balance at 31 March	357	500	(143)
1,980	<u>Capital Plan Reserve Balance at 1 April</u>	1,819	1,763	56
453	Transfer from/(to) General Fund	0	0	0
2,433	Balance at 31 March	1,819	1,763	56
7,346	NDR Deficit COVID Reserve	0	0	0
1,158	<u>Other Revenue Reserve Balances at 1 April</u>	1,113	2,015	(902)
857	Transfers from/(to) General Fund	(106)	200	(306)
2,015	Balance at 31 March	1,007	2,215	(1,208)
18,201	TOTAL BALANCES	5,717	9,041	(1,208)

Additional notes on the General Fund Budget

19. The level of uncertainty in the above figures should be noted as the NNDR (business rates £4.465k) and New Homes Bonus (£988K), in addition the £2.728k has not yet been confirmed, this is the MTFS grant Settlement figure anticipated as compensation for the New Homes bonus reduction. As noted previously, this funding has downside risk and it will not be possible to obtain any clarity in this area until after local government funding allocations are announced (typically in mid-December).
20. As noted previously, it is proposed to increase Council Tax by the permitted £5 per band D property for the sixth year in a row. The Loughborough Special Levy will increase by 1.99%, with the Borough precept calculated to ensure that the overall increase remains within the £5 limit. This assumes that the capping limits are as intimated within SR2021.
21. The General Fund Service Expenditure for 2022/23 is £138k higher than that budgeted for in 2021/22, the major items being Salary inflation increases and Contractual inflation increases.
22. The base position includes provision for inflation at rates deemed appropriate to the major contracts, there is no general inflation provision and services are expected to manage within existing budgets. A 1.75% provision for salaries has been included in the budget to cover the 2021/22 pay award and £150k provision to cover Salary inflation for 2022/23.
23. The budget for investment income in 2022/23 has been set £300k the same level as 2021/22. This reflects the interest earned on investment income based on 2020/21 outturn. Short-term cash investments rates on return are low due to the adverse effect on the global economy and treasury management markets of COVID-19.
24. The budget has been balanced by using a contribution from working balance to fund the shortfall of £239k, and a contribution to Reinvestment Reserve £167k. This results in a working balance of £4.56m at the end of March 2023, which is above the minimum target of £2m for this reserve.

Loughborough Special Expenses Appendix 2

25. The budget position for Loughborough Special Expense and Levy for 2022/23. The proposed increase to the Loughborough Special Levy is 1.99% to a rate of £79.53 per Band D property (2021/22: £77.98). The following are the General Fund ongoing service savings and a one off pressure, of £27.8k as follows:
 - Thorpe Acre Hub- £9.8k saving
 - Gorse Covert/Fearon Hall - £2.5k saving
 - Cemetery Fee Increase - £10k saving
 - CCTV Salaries- £10k Saving
 - Carillion Income - £4.5k One off Pressure
26. It should be noted that variances within Loughborough Special Expenses (LSE) represent timing differences on the allocation of costs and income to the LSE

account, but these sit within the overall General Fund Working Balance. As stated in the previous paragraph, the budgeted saving for 2022/23 is notional and does not represent additional funding available to the LSE. Detailed explanations of the variances between the 2021/22 and 2022/23 budgets are provided in the notes at Appendix 2.

General Fund reserves and balances

Working balance

27. It is a requirement to ensure that the level of balances is appropriate for the Council's commitments and current level of expenditure. The recommended minimum working balance set by the Section 151 Officer is £2m, representing six weeks net expenditure, in line with good practice. The draft original budget balance on this fund at the end of March 2023 is projected at £4.56m, above this limit.

Section 25 of the Local Government Act 2003 - statement of the Section 151 officer

28. (DRAFT – wording to confirm in Final Budget report) In the light of the approach to developing the budget, the estimates and assumptions underpinning the calculations, and having regard to the Provisional Local Government Settlement, the section 151 officer considers that the projected working balance at 31 March 2023, being above the assessed minimum working balance of £2m is adequate in the context of the 2022/23 financial year

Reinvestment Reserve

29. This is used for three purposes, these being:
- For items that produce a payback to the Council;
 - To fund costs that lead to appreciable service improvements;
 - To fund one-off costs.
30. The Reinvestment reserve has a balance of £500 to be used for the above purpose. This may be topped up should this be operationally justified and financially feasible.

Capital Plan Reserve

31. This revenue reserve is earmarked to finance General Fund capital expenditure, although there are no restrictions on this reserve, and it can be used for revenue purposes. This reserve is forecast at £1.8m at 31 March 2023.

Other Earmarked Revenue Reserves

32. There are twelve other Earmarked Reserves which may be used in line with the purpose of the reserve fund or for general purposes.

Table 2 - Revenue Reserves (assuming the draft budget in Table 1 is adopted).

Reserve Balances	Estimated Balance at 1st April 2022	Used or Transferred to Other Reserves in 2022/23	Balance at 31 March 2023
	£'000	£'000	£'000
Working Balance	4,969	(406)	4,563
Reinvestment Reserve	333	167	500
Capital Plan Reserve	1,763	0	1,763
Commercialisation Reserve	408	200	608
Earmarked Reserves	1,607	0	1,607
Total Revenue Reserves	9,080	(39)	9,041

Housing Revenue Account (HRA)

33. The draft Original budget position for 2022/23 is a breakeven, after transferring £3.169m Revenue Contribution to HRA Capital There are no service pressures or savings in the draft budget.
34. Rents have been increased by CPI 3.1%+1% in accordance with national guidelines which is a 4.1% increase. The rent increase will be covered by Housing benefit and Universal Credit, subject to benefit eligibility. There are around 1458 tenants thought not to be in receipt of these benefits.

The 2021/22 Council's rent levels are lower at £74.73 per week (52 week rent year) than the business plan peer group (consisting of other local authorities) average of £83.14. The Council's operating surplus is also lower than that of the peer group.

35. It may be noted that no savings or pressures are associated with the HRA. A detailed exercise was performed to realign HRA budgets in the previous year and that exercise is considered still valid.

HRA balances (reserves)

Principal HRA reserve

36. The Section 151 Officer recommends a minimum level of working balances for the HRA of £110 per property. There are 5,489 properties anticipated at 31st March 2023 (anticipating 40 right to buy sales); working balances have been adjusted to reflect this projection at £604k.

HRA Financing Fund

37. The HRA Financing Fund was set up in order to set aside monies to cover future HRA expenditure. This includes the repayment of external debt principal of the £79m incurred when the self-financing regime came about in 2012. This costs the HRA approximately £2.7m in interest payments each year. The first of these loans is due for settlement during 2024/25. The anticipated balance of the HRA Financing Fund at 31 March 2023 is £9.7m.

Major Repairs Reserve

38. The Major Repairs Reserve is a statutory fund and can only be used to finance capital expenditure and debt repayment. The anticipated balance at 31 March 2023 is £3.2m.
39. The HRA draft Capital Programme for 2022/23 is £9.2m. This is fully funded from Depreciation £3.6m, HRA Revenue contribution to Capital (RCCO) £3.2m, and the HRA financing fund £2m, and £0.4m from 1-for-1 capital receipts (HRA Right to buy sales)
40. Total HRA balances as at 31 March 2023 are anticipated to be £13.5m.

Table 3: Draft HRA 2022/23 Budget

2020/21 Actual	Housing Revenue Account	2021/22 Original Budget	2022/23 Original Budget
£000		£000	£000
	Expenditure		
5,421	Supervision and Management	5,393	5,423
6,427	Repairs and Maintenance	6,752	6,803
261	Rents, Rates and Other Charges	225	291
175	Provision for Bad Debts & Other Charges	383	318
3,464	Depreciation	3,409	3,641
(14,077)	Net Revaluation non-current assets increase	0	0
18	Debt Management Expenses	10	9
1,689	Expenditure Sub-total	16,172	16,485
	Income		
(20,597)	Dwelling Rent Income	(21,100)	(21,366)
(412)	Shops, Land and Garages Rent	(355)	(351)
(52)	Warden Service Charges	(53)	(54)
(286)	Central Heating, Cleaning and Communal Charges	(309)	(303)
(143)	Leasehold Flat and Shop Service Charges	(143)	(143)
(28)	Hostel Service Charges	(24)	(25)
(9)	Council Tax Recharged	(10)	(10)
(21,527)	Income Sub-Total	(21,994)	(22,252)
(19,838)	Net (income)/Cost of service	(5,822)	(5,767)
(82)	Transfer from General Fund – Grounds Maintenance	(85)	(85)
2,701	Interest Payable	2,709	2,698
(45)	Investment Income and Mortgage Interest	(27)	(15)
(17,264)	Net Operating Expenditure/(Income)	(3,225)	(3,169)
0	Revenue Contribution to Capital	3,225	3,169
(96)	Pension Adjustment	0	0
(112)	Accumulated Absence Adjustment	0	0
14,077	Reversal of Gain on Revaluation	0	0
13,869	Appropriations	3,225	3,169
(3,395)	(Surplus)/Deficit for the year	0	0
HRA Balances:			
(610)	HRA Balance at beginning of year	(609)	(609)
(3,395)	(Surplus)/Deficit for the year	0	0
3,396	Transfer to/from Reserves	0	5
(609)	HRA Balance at end of year	(609)	(604)
(8,235)	HRA Financing Fund beginning of year	(11,631)	(11,631)
(3,396)	Transfer to/from Reserves	0	(5)
0	Revenue Contribution to Capital	0	1,954
(11,631)	HRA Financing Fund at end of year	(11,631)	(9,682)
(3,210)	Major Repairs Reserve at end of year	(3,210)	(3,210)
(15,450)	Overall HRA balances end of the year	(15,450)	(13,496)

Appendices

- Appendix 1 – General Fund Service Pressures and Savings 2022/23
- Appendix 2 – Loughborough Special Expense Budget and Levy 2022/23

£	Service	Details
£16,500	Neighbourhood Services	Efficiency savings - various
£11,900	Neighbourhood Services	Deletion of vacant hours – various posts, correction to establishment position and various expenditure budgets
£10,000	Neighbourhood Services	Reduction in CCTV casuals' budget – underspend for last 2 years
£22,900	Neighbourhood Services	Reduction in Neighbourhood Development Officer Vacant Hours 18.5hrs
£14,700	Neighbourhood Services	Reduction of 5% to Strategic Partner Grants budget
£2,500	Planning and Regeneration	Delete the Plans Committee Site Visit Bus Budget
£32,800	Customer Experience	Delete current vacant post within the service
£20,000	Customer Experience	Additional Lagan software budget no longer required
£4,000	Customer Experience	Efficiency saving - re postal contract
£85,200	Customer Experience	Reduce the Contact Centre opening hours
£35,700	Customer Experience	Reduce face to face Customer Service Centre opening hours in line with Contact Centre
£24,900	Strategic Support	Remove budget for internal Audit Contingency – not required since inception of shared service arrangements with NWL and Blaby DC
£32,400	Strategic Support	Delete vacant hrs within legal services – saving arising following organisational restructure
£5,000	Strategic Support	Reduce scope of Mayor making event
£2,300	Strategic Support	Reduce budget for Mayoral visits
£10,000	Improv Org & Development	Efficiency savings - various
£18,000	Improve Org & Development	Delete Vacant hours – various posts, correction to establishment position
£41,400	Finance	Restructure of Financial Services incorporating Commitment Accounting Systems
£45,000	Cleansing & Open Spaces	Changes to Garden Waste Processes (principally stationery savings)
£5,400	Leisure and Culture	Efficiency savings - various
£17,100	Leisure and Culture	Reduce the annual SLA Grant to Charnwood Arts by 50%
£33,800	Leisure and Culture	Shopmobility and review of Market and Town Centre Service
£45,000	Property Services	Delete Vacant Facilities Manager post
40,000	Strategic & Private Sector Housing	Reduction in Contribution to The Bridge Independent Housing Advisory Service to £75.1k
£576,500	Reductions in Expenditure	
£1,500	Regulatory Services	Food Hygiene Rating Scheme – Re-scoring charges.
£28,000	Property Services	Increased Commercial Income -Rent review
£30,000	Property Services	Additional Income Southfields Offices
£14,000	Cleansing & Open Spaces	New income from the Outwoods Visitor Centre/Café
£300,000	Cleansing & Open Spaces	Increase the Garden Waste charges
£50,000	Cleansing & Open Spaces	Increase Bulky Waste charges
£10,000	Cleansing & Open Spaces	Increase in Burial charges
£433,500	Increases in Income	
£1,010,000	Total Ongoing Savings	
80,600	Strategic & Private Sector Hsg	One Off Saving Mandatory HMO Licence Fee for new and renewals 2022/23

General Fund Service Pressures 2022/23

Appendix 1

2,300	Pressure	Ongoing	Local Resilience Forum contract cost increase.
10,000	Pressure	ongoing	The Public Conveniences service saving approved for 2021/22 £20k will not be made in full reduce to £10K
4,500	Pressure	ongoing	Economic Development Team leader increase in salary costs
31,100	Pressure	ongoing	Planning Increase in hours Planning Assistant Post by 22hrs & Increase in Senior Planning Officer 8 hours
19,800	Pressure	ongoing	Increase hours required to deliver carbon neutral strategy
41,900	Pressure	ongoing	S01 37 hrs New Systems Administrator Post Northgate System
32,300	Pressure	ongoing	Register of Electors New Burdens Grant no longer available
42,000	Pressure	Ongoing	Harborough Contact Centre Contract £42k, 5 Mths 2022/23 and £100k ongoing
183,900	Total Pressure	Ongoing	
51,600	Pressure	One off	Strategic Growth Plan Partnership Contribution with City/County & cost in 2023/2024 - £60,500)
64,000	Pressure	One-Off	Loughborough Markets income - reduction in line with the MTFS
7,000	Pressure	One-Off	Leisure centre utility rate contract adjustment
4,500	Pressure	One-Off	Carillon Tower will remain closed in 2022/23, no income expected. Re-opening April 2023/24
127,100	Total Pressure	One Off	

LOUGHBOROUGH SPECIAL EXPENSES				Appendix 2	
2021/22		2022/23			
Loughborough Special Expenses	Service	Loughborough Special Expenses	Variance (reduction) /Increase	% Variance	Ref
£		£	£		
78,900	Loughborough CCTV	74,300	(4,600)	-6.19%	1
66,800	Community Grants /General/Fearon Hall/Gorse Covert	64,300	(2,500)	-3.89%	2
45,800	Hubs	36,300	(9,500)	-26.17%	3
6,300	Charnwood Water Toilets	6,300	0	0.00%	4
35,700	Voluntary & Community Sector Dev Officer post (75% LSX)	36,600	900	2.46%	5
122,400	Contribution to Lough Open Spaces Grounds Maintenance	124,200	1,800	1.45%	6
(2,700)	November Fair	(5,800)	(3,100)	53.45%	7
	Parks:				
353,200	Loughborough - including Loughborough in Bloom	345,100	(8,100)	-2.35%	8
70,300	Gorse Covert and Booth Wood	70,700	400	0.57%	9
	Sports Grounds:				
115,600	Derby Road	117,400	1,800	1.53%	10
43,100	Lodge Farm	43,100	0	0.00%	11
75,400	Nanpantan	77,100	1,700	2.20%	12
19,100	Park Road	18,200	(900)	-4.95%	13
23,800	Shelthorpe Golf Course	23,000	(800)	-3.48%	14
47,700	Loughborough Cemetery	36,500	(11,200)	-30.68%	15
49,200	Allotments - Loughborough	47,800	(1,400)	-2.93%	16
16,600	Carillon Tower	11,600	(5,000)	-43.10%	17
55,800	Festive Decorations and Illuminations	55,100	(700)	-1.27%	18
112,600	Town Centre Management	99,600	(13,000)	-13.05%	19
1,335,600		1,281,400	(54,200)	-4.23%	
	Adjustments from Year 2020/21	82,600			
(24,335)	Adjustments from Year 2019/20				
1,311,265	AMENDED SUB TOTAL	1,364,000			
Divided by		Divided by			
16,815.40	Council Tax Base	17,150.76			
<u>77.98</u>	Special Council Tax (1.99% increase)	<u>79.53</u>			

Loughborough Special Expense Notes

- 1 An option for change saving of £10k to reduce the casual salaries has been included in the 2022/23 budgets. 24% of the total costs of CCTV have been charged to the Loughborough Special Rate compared to 25% in 2021/22. There has been an increase of 45 additional cameras in the Borough overall, 9 of these are on the Warwick Way Estate Loughborough, as part of the safer streets project.
- 2 An options for change saving to reduce the grant awards by 5% to both Fearon Hall and Gorse Covert as part of the strategic partner grant process have been included in the 2022/23 budgets, however this will be subject to approval by Cabinet in January 2022.
- 3 An option for change saving £6.5k with regard to Thorpe Acre Hut/Hub, which will now not be progressed and £3.3k saving on the Community hub co-ordinator payments have been included in the 2022/23 budgets.
- 4 no comment required
- 5 The increased costs are due to estimated pay award & additional pension/NI contributions for the Voluntary and Community Sector Development post M298, 75% of which is funded by Loughborough Special Expenses.
- 6 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).
- 7 The Environmental Services contract budget has increased by inflation £0.3k. Of reduced Support Services £3.5k, mainly due to less time being spent in this area of Leisure and Culture and the Admin team.
- 8 The metered water budget has increased £1.4k, this is based on previous year actuals increased by inflation. Both the Environmental Services contract and the Management of Open Spaces contract budgets including variations have increased by inflation £1.9k and £4.4k respectively. These are offset by reduced Support Services recharges £15.7k, mainly from the Policy and Green Spaces Development Team following a service review carried out summer 2021
- 9 no comment required
- 10 Both the Environmental Services contract and the Management of Open Spaces contract budgets have increased by inflation £0.4k and £0.9k respectively. Support Service recharges have also increased slightly overall by £0.3k
- 11 no comment required
- 12 The metered water budget has increased £1.2k, this is based on previous year actuals increased by inflation, this is part offset by a £1k reduction to the electricity budget, which is based on previous year underspends. Both the Environmental Services contract and the Management of Open Spaces contract budgets have increased by inflation £0.2k and £0.3k respectively. Support Service recharges have also increased £0.8k, this is mainly due to slightly more time being spent in this area by the Cleansing team.
- 13 Support Service recharges have reduced, mainly from the Policy and Green Spaces Development team following a service review
- 14 The metered water budget has increased £0.4k, this is based on previous year actuals increased by inflation. Both the Environmental Services contract and the Management of Open Spaces contract budgets have increased by inflation £0.2k and £0.5k respectively. These are part offset by increased income £0.6k from Golf Course fees, 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 £1.3k, this is mainly from the Policy and Green Spaces Development Team following a service review

- 15 The NNDR and the metered water budgets have increased by £0.9k and £0.3k respectively for inflation. The Management of Open Spaces contract budget has increased by inflation £0.6k. The provision of the cemetery service budget has been increased by £5k based on previous year actuals & increased ongoing costs mainly due to additional standby payments, this was funded by increasing the expected income due from the crematorium agreement with Dignity Funerals based on previous year and current income levels. An options for change saving of £10k has been included to increase the fees and charges budget, a review of the burial charges will be carried out February 2022. Support Service recharges have reduced £8.5k, this is mainly from the Policy and Green Spaces Development team following a service review.
- 16 Support Service recharges have reduced £1.6k, mainly from the Policy and Green Spaces Development team following a service review
- 17 the Carillon will not be open to the public in 2022/23, a pressure for the loss of income £4.5k has been included and the recharge for staffing the building by the museum staff has reduced by £9.5k for this reason. Support service recharges have reduced slightly, namely the insurance charge £2.1k, the premium for the building and terrorism has reduced. 50% of the total cost of the Carillon is charged to the Loughborough Special Rate
- 18 Support Service recharges have reduced, this is mainly due to slightly less time being spent in this area by the Head of Leisure and Culture
- 19 The employee budget has increased £1.7k due to estimated pay award & additional pension/NI contributions. The income budget has increased by £10.8k, taking it back to normal pre-covid19 levels, this was a one-off service pressure in 2021/22 to reduce the income budget to allow the number of street traders to improve following covid19 restrictions. Support Service recharges have reduced £3.9k, this is mainly due to less time being spent in this area by the Head of Leisure and Culture and the ICS team.

CABINET – 9TH DECEMBER 2021

Report of the Head of Financial Services

Lead Member: Councillor Tom Barkley

Part A

ITEM 8 DRAFT CAPITAL PLAN 2022/23 TO 2024/25

Purpose of Report

To consider the Draft Capital Plan 2022/23 to 2024/25 as well as possible sources of funding and to begin a period of consultation.

Recommendation

That Cabinet endorses for consultation the Draft Capital Plan for 2022/23 to 2024/25 for the recommended General Fund and HRA schemes in Appendix 1.

Reason

To enable consultation on the Draft Capital Plan, so that it can become the basis for capital spending by the Council.

Policy Justification

The Council's Capital Plan is an integral element of all policies.

Implementation Timetable including Future Decisions and Scrutiny

The final Capital Plan will be submitted to Cabinet on 10 February 2022 and it will then be considered by Council on 21 February 2022. Scrutiny Commission will have the opportunity to consider this draft report for pre-decision scrutiny on 8 December 2021 and the final report on February 2022. The Budget Scrutiny Panel will consider this report at its meeting on 8 December 2021.

Provided it is approved, the new Capital Plan will come into effect on 1 April 2022. Any changes to the Plan will then be considered by Cabinet, and Council if necessary, as part of the Capital Plan Amendment process. These reports are also available for scrutiny by the Scrutiny Commission and the Corporate Services Scrutiny Committee.

Cabinet is asked to endorse the draft Capital Plan contained in and appended to this report as a basis for consultation. These proposals will be subject to consultation over the period from 17 December 2021 to 15 January 2021.

Consultation will be with:

- Trades Unions
- Formal consultation with key partners, including members of Charnwood Together, Towns and Parishes
- Budget Scrutiny Panel

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no direct financial implications from approving this report for consultation. However, if the final report is approved then there will be financial implications for the Council and these are set out in Part B of this report. Overall, the Capital Plan will be fully funded through the use of revenue and capital resources.

Risk Management

There are no specific risks associated with the decision Cabinet is being asked to make. However, Part B of the report identifies risks associated with the eventual adoption of the new Capital Plan.

Equality and Diversity

There are no specific Equalities & Diversity issues affecting the recommendation in this report, though any such issues affecting particular schemes will be considered as part of those schemes' formal appraisal.

Sustainability

As with other items above, there are no direct sustainability issues affecting the recommendation, but any affecting specific schemes will be considered as part of the appraisal of those schemes.

Key Decision: Yes

Background Documents: None

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Part B

Background

1. The Council operates the Capital Plan on a three year basis to reflect the longer term nature of capital expenditure and in accordance with best practice. Additions to the Capital Plan are based on capital appraisals and cover areas such as enhancements of an existing asset, planned improvements to existing assets and scheme affordability. Schemes are categorised as either live, Committed or Third party schemes. Live schemes are project managed by Charnwood Borough Council, Committed schemes are scheme committed in principal but required further consideration in order to commence and Third Party schemes are fully funded by external resources. The current approved Capital Plan is included in Appendix 2 for information and some of these shemes will be carried forward as part of the Capital Outturn Report.
2. Following the appraisal process a New Draft Capital Plan for 2022/23 to 2024/25 was produced for the General Fund and HRA included in Appendix 1 .
3. It should be noted that only limited information is available at present for some schemes, and the costings for the new schemes are on 'best estimate' basis. Firm quotations or tender prices have not been obtained for many schemes at this stage.

New Draft Capital Plan 2022/23 to 2024/25

4. The tables below show a summary of the schemes, split between General Fund and Housing Revenue Account schemes, and the anticipated funding positions. The General Fund, Table 1 excludes schemes in the current approved Capital Plan and includes those schemes recommended for inclusion in the draft new three year Capital Plan. Table 2, shows all the Housing Revenue Account schemes and it should be noted that these schemes are fully funded.

Table 1

	2022/23	2023/24	2024/25	TOTAL
	£'000	£'000	£'000	£'000
<u>General Fund New 3 Year Plan</u>				
Gross Cost of Schemes	4,330	2,991	1,580	8,901
Total Cost	4,330	2,991	1,580	8,901
External Funding	3,570	1,558	1,127	6,255
CBC Capital Receipts	760	1,433	453	2,646
Total Funding	4,330	2,991	1,580	8,901

5. The Capital Plan distinguishes between various types of scheme:

- ‘Live’ schemes: schemes classified as ‘live’ are usually project managed by the Council and preliminary evaluation has been carried out such that the costs within the Capital Plan should be a reasonable estimate of scheme outturn
- ‘Provisional’ schemes: these are where the Council wishes to make a statement of intent that it intends to deliver a scheme but where the detailed timings and / or costings of that scheme remain uncertain. The scheme may still require further feasibility work or be subject to external funding bids. It is also worth noting that final costs can not be determined until the completion of a procurement process and market prices have been received.
- ‘Third Party’ schemes: third party schemes are schemes, usually associated with s106 agreements, where the scheme must be included within the Council’s Capital Plan for technical reasons but where the Council does not undertake project management and would not usually provide project funding (no such schemes are included within the new Capital Plan)

x. The New Capital Plan Schemes are set out in more detail in Appendix 1. Significant additions, all classified as ‘Committed’ within the new General Fund Plan include:

- Town Deal: a total of £3.54m has been identified for two elements of the Town Deal (Lanes & Links, and Living Loughborough); projects that will require significant Council management input where it is

assumed that the Council will have responsibility for project delivery; funding of up to £3.54m will be available through Town Deal funding but any additional costs would need to be sourced elsewhere

- Shepshed Bullring: £0.9m has been allocated within the new Capital Plan for this public realm project; given the risks inherent with this type of scheme preliminary work will be required to assess the adequacy of the current capital allocation with any required variations being addressed via the regular capital plan amendment reports
 - Building improvements: £1.48m has been allocated towards the upgrade of Council assets; this amount is estimated but underpinned by building condition surveys
6. Table 1 shows total proposed schemes of £8.9m requiring council capital receipts funding of £2.6m, and external funding of £6.3m. As at 31 March 2025 there will be approximately £6.1m capital receipts estimated in balances, therefore the draft three year Capital plan is affordable from current resources. This assumes that the estimates include no major capital receipts during the next three years of the plan as there are currently no disposals on the of Council assets. It should be noted that the costs shown above are estimates made by the relevant services and do not reflect firm quotes or tender prices.
 7. Anticipated External Funding is in respect of grants and capital contributions which are expected over the next three years. It should be noted that the grants are scheme specific and cannot be used to fund other schemes.
 8. There is £1.7m in the Capital Plan Reserve estimated as at 31 March 2022, this can be used for either Capital or Revenue one-off expenditure.

Table 2

	2022/23	2023/24	2024/25	TOTAL
	£'000	£'000	£'000	£'000
<u>Housing Revenue Account</u>				
Gross Cost HRA Schemes	9,214	7,530	6,519	23,263
Total Cost	9,214	7,530	6,519	23,263
RCCO	3,169	3,169	3,169	9,507
Capital Receipts	450	450	450	1,350
Major Repairs Reserve/HRA Finance Fund	5,595	3,911	2,900	12,406
Total Funding	9,214	7,530	6,519	23,263

9. Appendix 1 also shows all of the HRA schemes for the capital plan period including new schemes, existing schemes and changes to existing schemes.
10. The Major Repairs Reserve, or equivalent, effectively represents the amount set aside for depreciation each year and this becomes a cash amount that will be spent on capital works. The draft Housing Revenue Account report shows that in 2022/23 the depreciation budget is £3,641k and the RCCO budget is £3,169k. It can be reasonably assumed that these levels will continue for 2022/23 and 2024/25 so the plan is fully funded.
11. The level of capital expenditure will be set so as to ensure that the housing stock is kept in good repair and at a level that allows the Council to service the £79.19m borrowing that it undertook to pay the government in March 2012. As such the HRA Capital Plan will be adequately funded over the three years.

Capital Plan 2020 -2023

12. The Council's policy is to create a new Capital Plan every other year, for a three-year period. As a result, the 2022/23 financial year will include schemes from both the current (2020 – 2023) and proposed (2022 – 2025) Capital Plans. To get a full view of all current and proposed schemes Appendix 2, which lists schemes within the extant Capital Plan should be considered alongside the new proposals.
13. It may also be noted a regular Capital Plan amendment report is also being present at the 9 December Cabinet which offers additional information on the current Capital Plan.

Prudential Code

14. In order to comply with the Prudential Code capital expenditure must be affordable in the long term, and therefore sustainable, which requires that the decision making process must be prudent. The revenue impact of the capital expenditure must be contained within the forward plans of the authority which provides a level of Council Tax that the Council considers acceptable. Implementation of the proposed General Fund Capital Plan would result in net revenue savings and therefore is in line with the proposed Revenue Budget and the Medium Term Financial Strategy.
15. Consideration has been given to undertaking prudential borrowing in order to fund General Fund capital expenditure. However, this would incur additional revenue costs for both interest and repayments which the council would have to be able to fund as well as the savings programme which is required to continue to fund services in the light of reduced central government funding. In view of this and as set out in the current Medium Term Financial Strategy, the Council does not intend to undertake any such material borrowing in the medium term.

Risk Management

This Cabinet report recommends the Plan is put forward for consultation. However, should the Plan be adopted then risks identified are as follows.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Insufficient funding	Remote (1)	Major (4)	Low (4)	The funding of the Capital Plan is regularly monitored and any apparent shortfalls are brought to the attention of Cabinet with suggested solutions
General Risks associated with capital expenditure	Unlikely (2)	Serious (3)	Moderate (6)	The Capital Plan is controlled through Capital Monitoring & Senior Leader Team and Cabinet.

Appendices

Appendix 1 Proposed new Capital Plan schemes 2022 – 2025

APPENDIX 1

Proposed Three Year Capital Plan 2022/23 - 2024/25

Scheme Details	2022/23	2023/24	2024/25
	New & Current Plan £	New Original Plan £	New Original Plan £
SUMMARY OF CAPITAL PLAN			
<u>Live Schemes</u>			
Environmental and Corporate Services	150,000	75,000	75,000
Commercial Development, Asset and Leisure	610,000	750,000	120,000
Community, Planning and Housing - General Fund	0	1,216,000	1,316,000
Community, Planning and Housing - HRA	9,214,200	7,529,600	6,519,000
Sub-total Live Schemes	9,974,200	9,570,600	8,030,000
<u>Provisional Schemes</u>			
Environmental and Corporate Services	0	0	0
Commercial Development, Asset and Leisure	2,970,000	500,000	69,000
Community, Planning and Housing - General Fund	600,000	450,000	0
Community, Planning and Housing - HRA	0	0	0
Sub-total Provisional Schemes	3,570,000	950,000	69,000
GF Total	4,330,000	2,991,000	1,580,000
HRA Total	9,214,200	7,529,600	6,519,000
Grand Total	13,544,200	10,520,600	8,099,000
<u>Environmental and Corporate Services</u>			
<u>Live Schemes</u>			
AK Z085 Replacement Hardware Programme - Block Sum	0	45,000	45,000
AK Z354 Infrastructure Development - Block Sum	0	30,000	30,000
AK NEW Phone System - Migration to Teams	45,000	0	0
MB NEW Cemetery Ashes Plots	40,000	0	0
MB NEW Cemetery Gates	15,000	0	0
MB NEW Syston Riverside Walk	50,000	0	0
Sub-total Live Schemes	150,000	75,000	75,000
<u>Provisional Schemes</u>			
SJ Z818 Enterprise Zone	0	0	0
Sub-total Provisional Schemes	0	0	0
Environmental and Corporate Services - Total	150,000	75,000	75,000
<u>Commercial Development, Asset and Leisure</u>			
<u>Live Schemes</u>			
IB Z310 Planned Building Improvements	610,000	750,000	120,000
Sub-total Live Schemes	610,000	750,000	120,000
<u>Provisional Schemes</u>			
SW NEW Town Deal	2,970,000	500,000	69,000

JH	Z817	Regeneration	0	0	0
Sub-total Provisional Schemes			2,970,000	500,000	69,000
Commercial Development, Asset and Leisure - Total			3,580,000	1,250,000	189,000
Community, Planning and Housing - General Fund					
<u>Live Schemes</u>					
JR	Z388	CCTV		45,000	45,000
JR	Z348	Charnwood Community Facilities Grants		50,000	50,000
JR	Z427	Members Grants - Members Choice		13,000	13,000
AT	Z786	Car Parks Resurfacing and Improvements		0	150,000
AT	NEW	Leisure Centre barrier and entry control		50,000	0
RS	Z210	Disabled Facilities Grants - Block Sum		1,058,000	1,058,000
Sub-total Live Schemes			0	1,216,000	1,316,000
<u>Provisional Schemes</u>					
RB	Z787	Bedford Square Gateway	0	0	0
CC	Z796	Carbon Neutral Action Fund - Block Sum	0	0	0
RB	Z835	Shepshed Bull Ring	600,000	300,000	0
AT	NEW	DNO Connections and Electric Vehicle Charge Points for car parks	0	150,000	0
Sub-total Provisional Schemes			600,000	450,000	0
<u>Third Party Schemes</u>					
Community, Planning and Housing - General Fund - Total			600,000	1,666,000	1,316,000
Community, Planning and Housing - HRA					
<u>Live Schemes</u>					
PO	Z761	Major Adaptations	450,000	450,000	450,000
PO	Z301	Minor Adaptations	50,000	50,000	50,000
PO	Z302	Stairlifts	60,000	60,000	60,000
PO	Z762	Major Voids	280,000	280,000	280,000
<u>Compliance</u>					
PO	Z434	Asbestos Removal	150,000	100,000	60,000
PO	Z771	Communal Area Improvements	200,000	75,200	75,200
PO	Z742	Communal Area Electrical Upgrades	200,000	68,000	68,000
PO	Z772	Smoke/CO & Heat Detection	149,800	149,800	149,800
PO	Z773	Fire Safety Works	100,000	100,000	100,000
<u>Stock Maximisation</u>					
PO	Z375	Garages	25,000	370,000	0
<u>Decent Homes</u>					
PO	Z763	Kitchens	1,197,000	837,000	112,500
PO	Z764	Bathrooms	1,820,900	957,700	675,000
PO	Z765	Electrical Upgrades	212,500	505,300	505,300
PO	Z766	Window Replacement	22,400	44,800	223,800
PO	Z767	Heating	264,600	504,000	831,600
PO	Z743	Sheltered Housing Improvements	200,000	100,000	0
PO	Z768	Door Replacement	700,000	700,000	700,000
PO	Z769	Roofing Works & Insulation	650,000	250,000	250,000
PO	Z770	Major Structural Works	250,000	250,000	250,000
<u>General Capital Works</u>					
PO	Z776	Estate and External Works	205,000	200,000	200,000
PO	Z857	Housing Capital Technical Costs	312,000	312,000	312,000
PO	Z378	Door Entry Systems	200,000	27,000	27,000
AS	Z760	Acquisition of Affordable Housing to meet housing need	1,500,000	1,123,800	1,123,800
PO	Z775	Mobility Scooter Storage	15,000	15,000	15,000
Sub-total Live Schemes			9,214,200	7,529,600	6,519,000
Community, Planning and Housing - HRA - Total			9,214,200	7,529,600	6,519,000

APPENDIX 2
CURRENT CAPITAL PLAN 2020 - 2023 - REMAINING YEARS

	2021/22	2022/23	
Scheme Details	Current Budget £	Current Budget £	
<u>SUMMARY OF CAPITAL PLAN</u>			
<u>Live Schemes</u>			
Environmental and Corporate Services	2,308,800	326,200	
Commercial Development, Asset and Leisure	343,000	475,000	
Community, Planning and Housing - General Fund	2,667,200	1,244,000	
Community, Planning and Housing - HRA	9,619,900	7,723,800	
Sub-total Live Schemes	14,938,900	9,769,000	
<u>Provisional Schemes</u>			
Environmental and Corporate Services	15,000,000	0	
Commercial Development, Asset and Leisure	15,000,000	0	
Community, Planning and Housing - General Fund	3,831,400	1,715,000	
Community, Planning and Housing - HRA	0	0	
Sub-total Provisional Schemes	33,831,400	1,715,000	
<u>Third Party Schemes</u>			
Environmental and Corporate Services	379,400	53,600	
Commercial Development, Asset and Leisure	0	0	
Community, Planning and Housing - General Fund	804,300	0	
Community, Planning and Housing - HRA	0	0	
Sub-total Third Party Schemes	1,183,700	53,600	
GF Total	40,334,100	3,813,800	
HRA Total	9,619,900	7,723,800	
Grand Total	49,954,000	11,537,600	
<u>Environmental and Corporate Services</u>			
<u>Live Schemes</u>			
MB Z784	Loughborough Cemetery - New Burial Provision	1,170,200	0
MB Z754	The Outwoods Country Park - Visitor Centre and Café	114,200	0
MB Z831	Loughborough Playground Improvement Plan	50,000	50,000
MB Z828	Queens Park - Improvements to Childrens Play Provision & Adult Recreation Provision	100,000	105,000
MB Z802	Allotment Improvements	10,000	0
MB Z824	Shepshed POS Enhancement	104,100	0
MB Z805	Queens Park Aviary Improvements	20,000	0
MB Z806	Playing Pitch Strategy Action Plan	51,900	40,000
MB Z484	Closed Churchyard Wall	25,000	25,000
MB	Lodge Farm Public Open Space Enhancements	0	31,200
MB Z791	Shelthorpe Golf Course - Fencing	77,100	0
MB Z792	Community Tree Planting Programme	30,000	0
AK Z085	Replacement Hardware Programme - Block Sum	39,600	45,000

APPENDIX 2
CURRENT CAPITAL PLAN 2020 - 2023 - REMAINING YEARS

			2021/22	2022/23
Scheme Details			Current Budget	Current Budget
			£	£
AK	Z354	Infrastructure Development - Block Sum	36,000	30,000
		Hybrid Council Meeting - Camera and audio equipment - Virtual		
AK	Z822	Meetings	15,900	0
KB	Z423	Call Secure System - PCI Compliance	4,900	0
KB	Z812	Server Redesign	70,000	0
KB	Z813	Cloud Implementation	177,900	0
KB	Z814	Meeting Rooms - presentation screens	4,100	0
KB	Z816	Northgate - Single Use System	115,300	0
AW	Z811	Legal Case Management System	30,000	0
LT	Z810	Unit4 Agresso Upgrade	32,800	0
AK	Z793	ITrent Upgrade & New Flexi Time System	8,700	0
HG	Z823	Performance Management System	21,100	0
Sub-total Live Schemes			2,308,800	326,200
<u>Provisional Schemes</u>				
SJ	Z818	Enterprise Zone	15,000,000	0
Sub-total Provisional Schemes			15,000,000	0
<u>Third Party Schemes</u>				
JT	Z697	Bell Foundry Pocket Park - Phase 1 & 2	30,300	0
MB	Z699	Shelthorpe Public Open Space Enhancements	113,200	0
MB	Z830	Holt Drive PA Enhancements	11,000	0
MB		Radmoor Road Public Open Space Enhancements	0	53,600
MB	Z778	Syston Community Garden	22,300	0
MB	Z826	Wymeswold Parish Council - tarmac court with multi-use goal ends at the Washdyke	22,800	0
MB	Z847	Barrow Town Cricket Club - extend clubhouse facilities, creating additional changing and ancillary provision	20,000	0
MB	Z849	Barrow Town Council - new play area Mill Lane	89,100	0
MB	Z850	Sileby Parish Council - improvement and provision of additional youth/adult facilities at Sileby Memorial Park	70,700	0
Sub-total Third Party Schemes			379,400	53,600
Environmental and Corporate Services - Total			17,688,200	379,800
<u>Commercial Development, Asset and Leisure</u>				
<u>Live Schemes</u>				
SW	Z801	Lighting strategy to support the Masterplan lane strategy - feasibility study	10,000	0
NB	Z748	Loughborough Festive Lights and Street Dressing	4,800	0
SW	Z757	Town Hall Roof Upgrade	17,300	0
SW	Z797	Loughborough Town Hall - Lower Level Elevation Repairs & Feasibility Study	7,900	0

APPENDIX 2
CURRENT CAPITAL PLAN 2020 - 2023 - REMAINING YEARS

			2021/22	2022/23
Scheme Details			Current Budget	Current Budget
			£	£
SW	Z798	Town Hall - Victorial Room - Air Handling	50,000	0
SW	Z799	Town Hall - additional seating	0	225,000
IB	Z310	Planned Building Improvements	128,000	100,000
IB	Z821	Granby Street Culvert Repairs	75,000	0
JH	Z820	Southfields Offices - NHS Vaccination Centre	50,000	0
JH	Z832	Feasibility Work - New Council Offices	0	150,000
Sub-total Live Schemes			343,000	475,000
Provisional Schemes				
JH	Z817	Regeneration Projects	15,000,000	0
Sub-total Provisional Schemes			15,000,000	0
Commercial Development, Asset and Leisure - Total			15,343,000	475,000
Community, Planning and Housing - General Fund				
Live Schemes				
JR	Z388	CCTV	122,300	35,000
JR	Z348	Charnwood Community Facilities Grants	100,300	50,000
JR	Z427	Members Grants - Members Choice	13,000	26,000
AT	Z744	Beehive Lane Car Park Improvements and refurbishment scheme	149,400	0
AT	Z786	Car Parks Resurfacing and Improvements	32,800	0
IB	Z738	Carbon Management Schemes	7,500	0
RS	Z210	Disabled Facilities Grants - Block Sum	2,116,900	1,058,000
RS	Z346	Private Sector Housing Grants - Block Sum	125,000	75,000
Sub-total Live Schemes			2,667,200	1,244,000
Provisional Schemes				
RB	Z367	Bleach Yard	5,900	0
RB	Z787	Bedford Square Gateway	2,654,000	1,215,000
CC	Z796	Carbon Neutral Action Fund - Block Sum	598,800	500,000
RB	Z835	Shepshed Bull Ring	504,400	0
RB	Z396	Public Realm - Shepshed Town Centre	18,400	0
RS	Z141	Regional Housing Pot Grant	42,900	0
RS	Z363	Fuel Poverty Scheme	7,000	0
Sub-total Provisional Schemes			3,831,400	1,715,000
Third Party Schemes				
JR	Z488	Thorpe Acre Residents Association - contribution towards Community Hub building	25,900	0
JR	Z500	Birstall Cedars Academy all weather pitch	50,000	0

APPENDIX 2

CURRENT CAPITAL PLAN 2020 - 2023 - REMAINING YEARS

		2021/22	2022/23	
Scheme Details		Current Budget	Current Budget	
		£	£	
JR	Z795	Syston Town Council - redevelopment of sports pavilion at Memorial Park	40,500	0
JR	Z815	Rothley Parish Council - upgrade Rothley Centre	367,600	0
JR	Z825	Loughborough Police Station Centre - Front Enquiry Desk	236,700	0
JR	Z827	Leicestershire Police - Drone Equipment and Forensic Hub Upgrade	58,600	0
JR	Z848	Syston Town Council - Memorial Park - redevelopment of sports pavilion	25,000	0
Sub-total Third Party Schemes		804,300	0	
Community, Planning and Housing - General Fund - Total		7,302,900	2,959,000	
<u>Community, Planning and Housing - HRA</u>				
<u>Live Schemes</u>				
PO	Z761	Major Adaptations	580,000	450,000
PO	Z301	Minor Adaptations	50,000	50,000
PO	Z302	Stairlifts	80,000	80,000
PO	Z762	Major Voids	280,000	280,000
<u>Compliance</u>				
PO	Z434	Asbestos Removal	150,000	150,000
PO	Z771	Communal Area Improvements	200,000	200,000
PO	Z742	Communal Area Electrical Upgrades	200,000	200,000
PO	Z772	Smoke/CO & Heat Detection	30,000	30,000
PO	Z773	Fire Safety Works	100,000	100,000
<u>Stock Maximisation</u>				
PO	Z375	Garages	25,000	25,000
<u>Decent Homes</u>				
PO	Z763	Kitchens	805,500	598,500
PO	Z764	Bathrooms	787,800	1,186,600
PO	Z765	Electrical Upgrades	290,000	290,000
PO	Z766	Window Replacement	195,000	40,000
PO	Z767	Heating	331,200	411,700
PO	Z743	Sheltered Housing Improvements	200,000	200,000
PO	Z768	Door Replacement	360,000	300,000
PO	Z769	Roofing Works & Insulation	710,000	650,000
PO	Z770	Major Structural Works	250,000	250,000
<u>General Capital Works</u>				
PO	Z776	Estate and External Works	205,000	205,000
PO	Z857	Housing Capital Technical Costs	312,000	312,000
PO	Z378	Door Entry Systems	200,000	200,000
AS	Z760	Acquisition of Affordable Housing to meet housing need	3,263,400	1,500,000
PO	Z775	Mobility Scooter Storage	15,000	15,000
Sub-total Live Schemes		9,619,900	7,723,800	

APPENDIX 2**CURRENT CAPITAL PLAN 2020 - 2023 - REMAINING YEARS**

	2021/22	2022/23
Scheme Details	Current Budget £	Current Budget £
Community, Planning and Housing - HRA - Total	9,619,900	7,723,800

CABINET – 9TH DECEMBER 2021

Report of the Head of Financial Services Lead Member: Cllr Tom Barkley

Part A

ITEM 9 CAPITAL PLAN AMENDMENT REPORT

Purpose of the Report

This report requests Cabinet to consider and approve changes to the 2021-2023 Capital Plan and its financing.

Recommendations

1. That the current Capital Plan for 2021/22-2022/23, as amended by the changes shown in Appendix 1, in the budgeted sum of £61,491,600 be approved.
2. To vire £5.9k in 2021/22 from Meeting Rooms Presentation Screens to Hybrid Council Meeting – Camera and audio equipment for new equipment.
3. To increase budget for Northgate System – Single Use System by £15k in 2021/22 due to increased scheme costs to be funded from Revenue Contribution to Capital (RCCO) in 2021/22.
4. That Cabinet note the increase in the Bedford Square Gateway project budgets, in total by £1,843.4k, over 3 years, funded by Town Deal funding, other External Funding and capital receipts, in line with the Urgent Delegated Decision 182, 2021 on 15th October 2021.
5. To correct the Capital amendment report 16th Sept 2021, The Outwoods Country Park – Visitor Centre and Café to add back £50k in 2021/22, as this had already been taken out in the outturn report.
6. That a new capital scheme is added to the Capital Plan in 2021/22, Legal Case Management System for £30k, to be funded from capital receipts.
7. That the Regeneration Project scheme be reduced by £145.4k to release funding back into the Capital Plan Reserve as this is currently not required. Currently there is £15m Commitment for borrowing on this scheme.
8. To note additional decisions, taken by Officers, in relation to new S106 schemes added to the Capital programme also included in Appendix 1.
9. To note amendments to the Capital Programme since 16th September 2021 minute 29.

Reasons

1. To enable the current Capital Plan to be the basis for capital spending by the Council and so that schemes may proceed.
2. To enable the Hybrid Council Meeting Camera & Audio Equipment budget to be available in 2021/22.
3. To confirm that the Northgate – Single Use System scheme be increased which is funded by revenue contributions.
4. To reflect the Urgent Decision in respect of the Bedford Square Gateway scheme and subsequent reporting to Council at the meeting of 8th November 2021.
5. To confirm the Outwoods Country Park – Visitor Centre and Café be amended.
6. To enable the Legal Case Management scheme budget to be available in 2021/22.
7. To reduce the scheme budget in 2021/22, to replenish the Capital Plan Reserve, as the Regeneration budget is set at £15m Borrowing.
8. To note the new Capital Schemes as part of S106 Agreements implemented by Officer for 3rd Parties.
9. To note amendments to the Capital Programme since Cabinet 16th September 2021 minute 29.

Policy Justification and Previous Decisions

The Capital Plan is an integral element of all policies. The revised three-year Capital Plan was approved by Council on 9th November 2020. The Capital Outturn report including slippage was approved by Cabinet on the 1st July 2021 minute 14.

Implementation Timetable including Future Decisions and Scrutiny

This report will be available for scrutiny by the Scrutiny Commission on 6th December 2021.

Report Implications

The following implications have been identified for this report.

Financial Implications

The financial implications are covered in the body of this report.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

<i>Risk Identified</i>	<i>Likelihood</i>	<i>Impact</i>	<i>Overall Risk</i>	<i>Risk Management Actions Planned</i>
Insufficient funding	Remote (1)	Major (4)	Low (4)	The funding of the Capital Plan is regularly monitored and serious funding shortfalls would be brought to the attention of Cabinet with suggested solutions
Expenditure associated with commercial property, Town Deal projects, regeneration or forward funding of the Enterprise Zone	Unlikely (2)	Serious (3)	Moderate (6)	All such expenditure will require fulfillment of additional governance processes prior to approval
General risks associated with capital expenditure	Unlikely (2)	Serious (3)	Moderate (6)	The Capital Plan is controlled through regular monitoring via the Senior Leadership Team with periodic reports presented to Cabinet.

Key Decision:

Yes

Background Papers:

None

Officer to Contact:

Lesley Tansey
 Head of Finance
 01509 634848
Lesley.tansey@charnwood.gov.uk

Part B

Background – Capital Plan

1. The Capital plan amendment report provides a breakdown of the new/amended schemes for 2021/22 budgets, and detailed budgets are set out in Appendix 1 for 2021/22 to 2022/23.
2. The net effects of these changes on the 2021/22 Capital Plan are as follows:

2021/22 Capital Plan	£
Approved 2021/22 Capital Plan	49,171,200
Net new/amended schemes	782,800
Amended 2021/22 Capital Plan	49,954,000

Funded by:	£
General Fund:	
Grants, S106 Contributions and Revenue	4,888,400
Contributions from Capital Plan Reserve	199,900
Contributions from Capital Receipts	5,245,800
Internal or External Borrowing	30,000,000
Total General Fund	40,334,100
HRA:	
MRA or equivalent	8,314,500
Contributions from Capital Receipts	1,305,400
Total HRA	9,619,900
Total Funding for 2021/22	49,954,000

- 3 A full list of the decisions and amendments are listed in Appendix 1. A detailed explanation for the major changes are given in the table below.

4

New/Amended Schemes	£
Sileby Parish Council - improvement and provision of additional youth/adult facilities at Sileby Memorial Park	£70,700
Contribution towards the provision of youth/adult recreation facilities fully funded by S106 monies already received by the authority.	
Barrow Town Council - new play area Mill Lane	£89,100
Contribution towards the provision of children's play facilities, fully funded by S106 monies already received by the authority.	
Syston Town Council - Memorial Park - redevelopment of	£25,000

sports pavilion	
Contribution towards provision of recreation facilities, fully funded by S106 monies already received by the authority.	
Barrow Town Cricket Club - extend clubhouse facilities, creating additional changing and ancillary provision	£20,000
Contribution towards provision of youth/adult recreation facilities, fully funded by S106 monies already received by the authority.	
Hybrid Council Meeting - Camera and audio equipment - Virtual Meetings	£5,900
Virement from Meeting Rooms – Presentation Screens - to cover cost of equipment for the new Hybrid Meeting Rooms.	
Northgate - Single Use System	£15,000
Increase scheme costs funded by revenue contribution. (RCCO)	
Bedford Square Gateway	£1,843,400
Urgent DD 182,2021 on 15 th October 2021 to increase costs – 2021/22 £628,400 and 2022/23 £1,215,000	
The Outwoods Country Park - Visitor Centre and Café	£50,000
Capital Budget Amendment had already reduced as part of Capital Outturn report 1st July 2021	
Legal Case Management System	£30,000
New Legal system to replace existing system which is no longer fit for purpose and is causing IT compatibility problems.	
Regeneration Project	(£145,400)
Surplus budget to be added back to Capital Plan Reserve.	

4. The Capital Plan is fully funded as per the table in paragraph 2 of this report.

Appendices

Appendix 1 – Details of Capital Plan Amendments

Appendix 2 – Capital Plan 2021/22-2022/23

CAPITAL PLAN AMENDMENT REPORT 2021/22

Appendix 1

	2021/22	2022/23	2023/24
	£	£	£
Capital Plan Amendment Report - 16th September 20201- Minute 29	49,171,200	10,172,600	0
<u>Deligated Decision (DD086 2021) - 11th May 2021</u> Sileby Parish Council - improvement and provision of additional youth/adult facilities at Sileby Memorial Park - fully funded by S106	70,700		
<u>Deligated Decision (DD129 2021) - 19th July 2021</u> Barrow Town Council - new play area Mill Lane - fully funded by S106	89,100		
<u>Deligated Decision (DD146 2021) - 13th August 2021</u> Syston Town Council - Memorial Park - redevelopment of sports pavilion - fully funded by S106	25,000		
<u>Deligated Decision (DD156 2021) - 7th September 2021</u> Barrow Town Cricket Club - extend clubhouse facilities, creating additional changing and ancillary provision - fully funded by S106	20,000		
<u>Email - A Khan 14/9/21</u> Meeting Rooms - presentation screens Hybrid Council Meeting - Camera and audio equipment - Virtual Meetings	(5,900) 5,900		
<u>Email - K Barnshaw 16/9/21</u> Northgate - Single Use System - Revenue Contribution from Contact Centre (V023)	15,000		
<u>Cabinet 16th September 2021 - Minute 31</u> Feasibility Work - New Council Offices (Southfield Extension Car Park)		150,000	
<u>Urgent Deligated Decision (DD182 2021) - 15th October 2021</u> Bedford Square Gateway - increased costs	628,400	1,215,000	
<u>Email - M Bradford 29/4/21</u> The Outwoods Country Park - Visitor Centre and Café Budget already reduced as part of Capital Outturn report 1st July 2021	50,000		
<u>Email A Ward - 26/10/21</u> Legal Case Management System - New scheme	30,000		
<u>Email S Jackson 17/11/2021</u> Regeneration Project - Surplus budget to be added back to Capital Plan Reserve	(145,400)		
Update Report - Total	49,954,000	11,537,600	0
Total of 3 Year Capital Plan (2021/22 to 2023/24)			61,491,600

CAPITAL PLAN 2021/22

Appendix 2

Scheme Details	2021/22			2022/23	
	Current Budget £	Actual Spend 31/10/21 £	Balance £	Original Plan £	Current Budget £
SUMMARY OF CAPITAL PLAN					
<i>Live Schemes</i>					
Environmental and Corporate Services	2,308,800	987,406	1,321,394	390,000	326,200
Commercial Development, Asset and Leisure	343,000	102,123	240,877	500,000	475,000
Community, Planning and Housing - General Fund	2,667,200	189,981	2,461,156	1,224,000	1,244,000
Community, Planning and Housing - HRA	9,619,900	1,733,070	7,886,830	7,723,800	7,723,800
Sub-total Live Schemes	14,938,900	3,012,580	11,910,257	9,837,800	9,769,000
<i>Provisional Schemes</i>					
Environmental and Corporate Services	15,000,000	2,000,000	13,000,000	0	0
Commercial Development, Asset and Leisure	15,000,000	(4,516)	15,004,516	0	0
Community, Planning and Housing - General Fund	3,831,400	1,220,022	2,611,378	500,000	1,715,000
Community, Planning and Housing - HRA	0	0	0	0	0
Sub-total Provisional Schemes	33,831,400	3,215,506	30,615,894	500,000	1,715,000
<i>Third Party Schemes</i>					
Environmental and Corporate Services	379,400	23,364	356,036	113,000	53,600
Commercial Development, Asset and Leisure	0	0	0	0	0
Community, Planning and Housing - General Fund	804,300	195,676	608,624	0	0
Community, Planning and Housing - HRA	0	0	0	0	0
Sub-total Third Party Schemes	1,183,700	219,040	964,660	113,000	53,600
GF Total	40,334,100	4,714,056	35,603,981	2,727,000	3,813,800
HRA Total	9,619,900	1,733,070	7,886,830	7,723,800	7,723,800
Grand Total	49,954,000	6,447,126	43,490,811	10,450,800	11,537,600
Environmental and Corporate Services					
<i>Live Schemes</i>					
MB Z739 Green Spaces Programme	0	205	(205)	0	0
MB Z784 Loughborough Cemetery - New Burial Provision	1,170,200	720,864	449,336	0	0
MB Z753 The Outwoods Country Park - Septic tank system replacement	0	233	(233)	0	0
MB Z754 The Outwoods Country Park - Visitor Centre and Café	114,200	95,847	18,353	0	0
MB Z790 Environmental Services - Fleet Purchase	0	(15,744)	15,744	0	0
MB Z831 Loughborough Playground Improvement Plan	50,000	0	50,000	50,000	50,000
MB Z828 Queens Park - Improvements to Childrens Play Provision & Adult Recreation Provision	100,000	0	100,000	105,000	105,000
MB Z802 Allotment Improvements	10,000	0	10,000	0	0
MB Z803 Loughborough in Bloom - Biodiversity Improvements	0	0	0	0	0
MB Z804 Charnwood Water - Access Improvements	0	0	0	0	0
MB Z824 Shephed POS Enhancement	104,100	1,611	102,489	0	0
MB Moat Road - Multi Use Games Area & Play Improvements	0	0	0	0	0
MB Z805 Queens Park Aviary Improvements	20,000	0	20,000	0	0
MB Z806 Playing Pitch Strategy Action Plan	51,900	(5,866)	57,766	140,000	40,000
MB Z484 Closed Churchyard Wall	25,000	21,559	3,441	0	25,000
MB Z829 Lodge Farm - Multi Use Games Area	0	0	0	0	0
MB Lodge Farm Public Open Space Enhancements	0	0	0	0	31,200
MB Z807 Parish Green Masterplan	0	0	0	0	0
MB Z808 Park Road Access Resurfacing	0	663	(663)	0	0
MB Z809 Delivery of Open Space Strategy	0	0	0	20,000	0
MB Z791 Shelthorpe Golf Course - Fencing	77,100	0	77,100	0	0
MB Z792 Community Tree Planting Programme	30,000	0	30,000	0	0
AK Z085 Replacement Hardware Programme - Block Sum	39,600	36,742	2,858	45,000	45,000
AK Z354 Infrastructure Development - Block Sum	36,000	(1,503)	37,503	30,000	30,000
AK Z822 Hybrid Council Meeting - Camera and audio equipment - Virtual Meetings	15,900	11,983	3,917	0	0
KB Z423 Call Secure System - PCI Compliance	4,900	728	4,172	0	0
KB Z812 Server Redesign	70,000	0	70,000	0	0
KB Z813 Cloud Implementation	177,900	28,116	149,784	0	0

CAPITAL PLAN 2021/22

Appendix 2

Scheme Details			2021/22			2022/23	
			Current Budget £	Actual Spend 31/10/21 £	Balance £	Original Plan £	Current Budget £
KB	Z814	Meeting Rooms - presentation screens	4,100	4,063	37	0	0
KB	Z816	Northgate - Single Use System	115,300	65,938	49,362	0	0
AW	Z811	Legal Case Management System	30,000	0	30,000	0	0
LT	Z810	Unit4 Agresso Upgrade	32,800	0	32,800	0	0
AK	Z793	ITrent Upgrade & New Flexi Time System	8,700	16,231	(7,531)	0	0
HG	Z823	Performance Management System	21,100	5,736	15,364	0	0
Sub-total Live Schemes			2,308,800	987,406	1,321,394	390,000	326,200
<u>Provisional Schemes</u>							
SJ	Z818	Enterprise Zone	15,000,000	2,000,000	13,000,000	0	0
Sub-total Provisional Schemes			15,000,000	2,000,000	13,000,000	0	0
<u>Third Party Schemes</u>							
JT	Z697	Bell Foundry Pocket Park - Phase 1 & 2	30,300	555	29,745	0	0
JT	Z494	Public Art Provision - Loughborough & Shepshed	0	0	0	0	0
MB		Allendale Road - Public Open Space Improvements	0	0	0	0	0
MB		Farnham Road Public Open Space Improvements	0	0	0	113,000	0
MB	Z699	Shelthorpe Public Open Space Enhancements	113,200	0	113,200	0	0
MB	Z830	Holt Drive PA Enhancements	11,000	0	11,000	0	0
MB		Radmoor Road Public Open Space Enhancements	0	0	0	0	53,600
MB		Shepshed Public Open Space Enhancements	0	0	0	0	0
MB	Z778	Syston Community Garden	22,300	0	22,300	0	0
MB	Z826	Wymeswold Parish Council - tarmac court with multi-use goal ends at the Washdyke	22,800	22,809	(9)	0	0
MB	Z847	Barrow Town Cricket Club - extend clubhouse facilities, creating additional changing and ancillary provision	20,000	0	20,000	0	0
MB	Z849	Barrow Town Council - new play area Mill Lane	89,100	0	89,100	0	0
MB	Z850	Sileby Parish Council - improvement and provision of additional youth/adult facilities at Sileby Memorial Park	70,700	0	70,700	0	0
Sub-total Third Party Schemes			379,400	23,364	356,036	113,000	53,600
Environmental and Corporate Services - Total			17,688,200	3,010,770	14,677,430	503,000	379,800
<u>Commercial Development, Asset and Leisure</u>							
<u>Live Schemes</u>							
SW	Z801	Lighting strategy to support the Masterplan lane strategy - feasibility study	10,000	0	10,000	0	0
NB	Z748	Loughborough Festive Lights and Street Dressing	4,800	0	4,800	0	0
SW	Z757	Town Hall Roof Upgrade	17,300	55	17,245	0	0
SW	Z797	Loughborough Town Hall - Lower Level Elevation Repairs & Feasibility Study	7,900	5,905	1,995	0	0
SW	Z798	Town Hall - Victorial Room - Air Handling	50,000	0	50,000	0	0
SW	Z799	Town Hall - additional seating	0	0	0	0	225,000
IB	Z310	Planned Building Improvements	128,000	91,800	36,200	500,000	100,000
IB	Z821	Granby Street Culvert Repairs	75,000	8	74,992	0	0
DC	Z759	Woodgate Chambers - high level roof and windows improvements	0	0	0	0	0
JH	Z820	Southfields Offices - NHS Vaccination Centre	50,000	4,355	45,645	0	0
JH	Z832	Feasibility Work - New Council Offices	0	0	0	0	150,000
Sub-total Live Schemes			343,000	102,123	240,877	500,000	475,000
<u>Provisional Schemes</u>							
JH	Z676	Commercial Property Investment Portfolio	0	(1,521)	1,521	0	0
JH	Z817	Regeneration Projects	15,000,000	(2,995)	15,002,995	0	0
Sub-total Provisional Schemes			15,000,000	(4,516)	15,004,516	0	0
Commercial Development, Asset and Leisure - Total			15,343,000	97,607	15,245,393	500,000	475,000
<u>Community, Planning and Housing - General Fund</u>							
<u>Live Schemes</u>							
JR	Z388	CCTV	122,300	600	121,700	45,000	35,000

CAPITAL PLAN 2021/22

Appendix 2

Scheme Details			2021/22			2022/23	
			Current Budget £	Actual Spend 31/10/21 £	Balance £	Original Plan £	Current Budget £
JR	Z348	Charnwood Community Facilities Grants	100,300	0	100,300	20,000	50,000
JR	Z427	Members Grants - Members Choice	13,000	7,642	5,358	26,000	26,000
AT	Z744	Beehive Lane Car Park Improvements and refurbishment scheme	149,400	9,648	139,752	0	0
AT	Z781	Beehive Lane Car Park fire & safety evacuation systems	0	0	0	0	0
AT	Z786	Car Parks Resurfacing and Improvements	32,800	0	32,800	0	0
IB	Z738	Carbon Management Schemes	7,500	(1,857)	9,357	0	0
RS	Z210	Disabled Facilities Grants - Block Sum	2,116,900	164,019	1,952,881	1,058,000	1,058,000
RS	Z346	Private Sector Housing Grants - Block Sum	125,000	25,992	99,008	75,000	75,000
AS	Z424	Choice Based Lettings Software	0	(16,063)	16,063	0	0
Sub-total Live Schemes			2,667,200	189,981	2,461,156	1,224,000	1,244,000
Provisional Schemes							
RB	Z366	Loughborough University Science & Enterprise Park	0	0	0	0	0
RB	Z367	Bleach Yard	5,900	3,397	2,503	0	0
RB	Z787	Bedford Square Gateway	2,654,000	1,205,368	1,448,632	0	1,215,000
CC	Z796	Carbon Neutral Action Fund - Block Sum	598,800	3,700	595,100	500,000	500,000
RB	Z835	Shepshed Bull Ring	504,400	0	504,400	0	0
RB	Z396	Public Realm - Shepshed Town Centre	18,400	7,557	10,843	0	0
RS	Z141	Regional Housing Pot Grant	42,900	0	42,900	0	0
RS	Z363	Fuel Poverty Scheme	7,000	0	7,000	0	0
Sub-total Provisional Schemes			3,831,400	1,220,022	2,611,378	500,000	1,715,000
Third Party Schemes							
JR	Z488	Thorpe Acre Residents Association - contribution towards Community Hub building	25,900	0	25,900	0	0
JR	Z292	Hallam Fields Community Hall	0	0	0	0	0
JR	Z500	Birstall Cedars Academy all weather pitch	50,000	0	50,000	0	0
JR	Z794	Queniborough Parish Council - new community/scout hall	0	0	0	0	0
JR	Z795	Syston Town Council - redevelopment of sports pavilion at Memorial Park	40,500	0	40,500	0	0
JR	Z846	Queniborough Parish Council - play equipment - King George V Playing Field	0	0	0	0	0
JR	Z815	Rothley Parish Council - upgrade Rothley Centre	367,600	0	367,600	0	0
JR	Z819	Rothley Parish Council - additional play equipment Mountsorrel Lane & outdoor fitness equipment at Fowke Street	0	0	0	0	0
JR	Z825	Loughborough Police Station Centre - Front Enquiry Desk	236,700	137,045	99,655	0	0
JR	Z827	Leicestershire Police - Drone Equipment and Forensic Hub Upgrade	58,600	58,631	(31)	0	0
JR	Z848	Syston Town Council - Memorial Park - redevelopment of sports pavilion	25,000	0	25,000	0	0
Sub-total Third Party Schemes			804,300	195,676	608,624	0	0
Community, Planning and Housing - General Fund - Total			7,302,900	1,605,679	5,681,158	1,724,000	2,959,000
Community, Planning and Housing - HRA							
Live Schemes							
PO	Z761	Major Adaptations	580,000	(54,910)	634,910	450,000	450,000
PO	Z301	Minor Adaptations	50,000	3,714	46,286	50,000	50,000
PO	Z302	Stairlifts	80,000	57,630	22,370	80,000	80,000
PO	Z762	Major Voids	280,000	0	280,000	280,000	280,000
Compliance							
PO	Z434	Asbestos Removal	150,000	157,637	(7,637)	150,000	150,000
PO	Z771	Communal Area Improvements	200,000	19,403	180,597	200,000	200,000
PO	Z742	Communal Area Electrical Upgrades	200,000	0	200,000	200,000	200,000
PO	Z772	Smoke/CO & Heat Detection	30,000	12,274	17,726	30,000	30,000
PO	Z773	Fire Safety Works	100,000	34,617	65,383	100,000	100,000
PO	Z401	Fire Safety	0	0	0	0	0
PO	Z374	CO Monitors	0	378	(378)	0	0
Stock Maximisation							
PO	Z375	Garages	25,000	0	25,000	25,000	25,000
Decent Homes							

CAPITAL PLAN 2021/22

Appendix 2

Scheme Details			2021/22			2022/23	
			Current Budget £	Actual Spend 31/10/21 £	Balance £	Original Plan £	Current Budget £
PO	Z763	Kitchens	805,500	(24,007)	829,507	598,500	598,500
PO	Z764	Bathrooms	787,800	53,655	734,145	1,186,600	1,186,600
PO	Z765	Electrical Upgrades	290,000	207	289,793	290,000	290,000
PO	Z766	Window Replacement	195,000	4,030	190,970	40,000	40,000
PO	Z767	Heating	331,200	58,657	272,543	411,700	411,700
PO	Z743	Sheltered Housing Improvements	200,000	49,109	150,891	200,000	200,000
PO	Z768	Door Replacement	360,000	73,891	286,109	300,000	300,000
PO	Z769	Roofing Works & Insulation	710,000	72,296	637,704	650,000	650,000
PO	Z770	Major Structural Works	250,000	812	249,188	250,000	250,000
PO	Z369	Major Structural Works	0	5,153	(5,153)	0	0
<u>General Capital Works</u>							
PO	Z776	Estate and External Works	205,000	(151,423)	356,423	205,000	205,000
PO	Z857	Housing Capital Technical Costs	312,000	0	312,000	312,000	312,000
PO	Z378	Door Entry Systems	200,000	4,532	195,468	200,000	200,000
AS	Z760	Acquisition of Affordable Housing to meet housing need	3,263,400	1,355,415	1,907,985	1,500,000	1,500,000
AS	Z788	Barkby Road, Queniborough - acquisition of 27 dwellings	0	0	0	0	0
PO	Z775	Mobility Scooter Storage	15,000	0	15,000	15,000	15,000
PO	Z470	Job Management System	0	0	0	0	0
Sub-total Live Schemes			9,619,900	1,733,070	7,886,830	7,723,800	7,723,800
Community, Planning and Housing - HRA - Total			9,619,900	1,733,070	7,886,830	7,723,800	7,723,800

CABINET – 9TH DECEMBER 2021

Report of the Strategic Director – Commercial Development, Assets & Leisure Lead Member: Councillor Tom Barkley

Part A

ITEM 10 UPDATES TO THE ANNUAL PROCUREMENT PLAN 2021/22

Purpose of Report

This report sets out updates to the Annual Procurement Plan for Charnwood Borough Council for 2021/22. It is a requirement of the Council's Contracts Procedure Rules that this report is submitted for the consideration of the Cabinet at the beginning of each financial year with quarterly updates through the financial year.

Recommendations

1. That the contracts, over £25,000 and up to £75,000, listed in Appendix A be let in accordance with Contract Procedure Rules.
2. That the contracts, over £75,001 and up to £500,000, listed in Appendix B be let in accordance with Contract Procedure Rules.

Reasons

- 1 & 2. To allow contracts of the Council to be let in accordance with contract procedure rules.

Policy Justification and Previous Decisions

This links with the Council's strategic aim for a well-managed council.

Implementation Timetable including Future Decisions and Scrutiny

Contracts will be let in accordance with the timetables in appendices A and B.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no direct financial implications arising from this report as expenditure will be funded from existing budgets.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to follow the agreed Council Procedures and, as a consequence, not obtaining best value procurement	Unlikely (2)	Serious (3)	Moderate (6)	Wide circulation of 'reasons to meet the Rules' and provide advice to officers needing to use the Rules
Failure to follow UK procurement rules by not advertising the Find a Tender service (FTS) above a threshold.	Unlikely (2)	Serious (3)	Moderate (6)	Wide circulation of information relating to contract compliance, advice and service in placing requisite advert in FTS for officers in service areas.

Key Decision: Yes

Background Papers: None

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Part B

Background

1. The Contract Compliance Rules require the Contract Compliance Officer to submit a report at the beginning of the financial year showing details of contracts to be let above £25,000 and below £500,000. In approving the report, Cabinet will agree for each contract the form of tender evaluation arrangements, whether the tender specification needs to be approved by Cabinet and whether authority is delegated to the Contract Compliance Officer to agree exceptions and open negotiation procedures.
2. Having an Annual Plan does not allow sufficient flexibility for goods and services that are found to be required during the year. Therefore, to avoid individual reports being submitted for each contract, and to encourage services to adhere to the Contract Compliance Rules, update reports will be produced with contracts to be let in the second, third and fourth quarters of the year.

Procedure

3. Heads of Service have been contacted with a view to producing an update to the plan for 2021/22 and details of all contracts that Heads of Service have asked to be included are given in the Appendices attached to this report. The contracts have been divided into those contracts estimated to cost between £25,000 and £75,000 and those contracts between £75,001 and £500,000.
4. For contracts up to £75,000, it is recommended that, in line with Quotation and Tender procedures the relevant Head of Service should deal with these by requesting 3 written quotations. In cases where a quotation other than the lowest is accepted, authority has been given to the Contract Compliance Officer to authorise a waiver or exception to the Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix A to this report.
5. For contracts in excess of £75,000, a written specification must be prepared, and tendering completed in line with Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix B to the report.
6. Contracts above the £500,000 threshold need to be reported separately to Cabinet during the year before procurement begins.

Additions to the Plan

7. Additions to the Plan for contracts between £25,000 and £75,000 are listed in Appendix A.

7. Additions to the appendices for contracts between £75,001 and £500,000 are listed in Appendix B.

Appendices

Appendix A – Contracts between £25,000 and £75,000

Appendix B – Contracts between £75,001 and £500,000

APPENDIX A**Annual Procurement Plan 2021/2022 – Contracts Greater than £25,000, but less than £75,000**

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
1	Strategic Support	Legal Case Management System	Framework	Yes	1 st Jan 2022
2	Landlord Services	Adaptations Management	Tender	Yes	1 st Jan 2022

APPENDIX B**Annual Procurement Plan 2021/2022 – Contracts Greater than £75,001, but less than £500,000**

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender)	Delegation to Contract Compliance Officer	Procurement Start:
1	Landlord Services	Fire safety works	Full Tender	Yes	1 st Jan 2022
2	Landlord Services	Document management system	Full Tender	Yes	1 st Jan 2022
3	Landlord Services	Door repair and replacement	Full Tender	Yes	1 st Jan 2022
4	Landlord Services	Scaffolding	Full tender	Yes	1 st Jan 2022

CABINET – 9TH DECEMBER 2021

Report of the Head of Planning and Regeneration Services Lead Member: Councillor Bailey

Part A

ITEM 11 Make the Woodhouse Parish and Rearsby Neighbourhood Plans

Purpose of Report

This report seeks Cabinet approval for the Woodhouse Parish Neighbourhood Plan and the Rearsby Neighbourhood Plan be 'made' as part of the statutory development plan for their respective Neighbourhood Areas.

Recommendations

1. That the Woodhouse Parish Neighbourhood Plan is 'made' to confirm their status as part of the statutory development plan for Charnwood, in accordance with the provisions of Section 38(A) (4) of the Planning and Compulsory Purchase Act 2004.
2. That the Rearsby Neighbourhood Plan is 'made' to confirm their status as part of the statutory development plan for Charnwood, in accordance with the provisions of Section 38(A) (4) of the Planning and Compulsory Purchase Act 2004.
3. That any minor amendments to the Woodhouse Parish Neighbourhood Plan and the Rearsby Neighbourhood Plan can be made under delegated authority by the Head of Planning and Regeneration.

Reasons

1. To fulfil the legal duty to make the Woodhouse Parish Neighbourhood Plan part of the development plan for Charnwood.
2. To fulfil the legal duty to make the Rearsby Neighbourhood Plan part of the development plan for Charnwood.
3. To enable minor amendments such as typographical errors or factual corrections to be made efficiently.

Policy Justification and Previous Decisions

The Localism Act (2011) introduced new provisions to allow local communities to prepare neighbourhood development plans and establish them as part of the statutory development plan alongside the relevant local plan and mineral and waste plan. Further direction has been provided by the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG) with the Neighbourhood Planning (General) Regulations 2012 and subsequent amendments giving details on how neighbourhood plans are to be brought into effect.

The support to be provided by Charnwood Borough Council for the delivery of neighbourhood plans was set out by a Cabinet resolution on 14th March 2013 (Minute 121/13). The Charnwood Statement of Community Involvement (2021) sets out the Council's commitment to neighbourhood planning. The adopted Charnwood Local Plan 2011 to 2028 Core Strategy identifies opportunities which are available for communities to prepare neighbourhood plans and shape the future of development within their area. For example, by addressing specific, identified local housing or employment needs or by identifying land as Local Green Space.

Implementation Timetable including Future Decisions and Scrutiny

The PPG states that where a local planning authority has the responsibility for the neighbourhood planning process, it should make every effort to conclude each stage promptly. Timely decision taking is important particularly at the start and the end of the process and certain decisions must be taken within prescribed time periods as set out in the Neighbourhood Planning (General) (Amendment) Regulations 2015 and the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016, which amend the Neighbourhood Planning (General) Regulations 2012. The time limits that apply include:

- a) the designation of a neighbourhood area (as soon as possible);
- b) the decision whether to put a neighbourhood plan to referendum following receipt of the report of the independent examiner (5 weeks);
- c) the time period within which the referendum must be held, following the decision that the plan should be put to referendum (56 working days); and
- d) the time period to bring a neighbourhood plan into force after it has been approved in referendum (8 weeks).

The Woodhouse Parish Neighbourhood Plan and the Rearsby Neighbourhood Plan, Referendums were held on Thursday 28th October 2021. In order to meet the timescale provided for by d) above, the Regulations state the Plan should be 'made' within 8 weeks of the referendum; in this case by the 23rd December 2021. Neighbourhood plans that have been approved by referendum form part of the development plan in accordance with the Neighbourhood Planning Act 2017. The 'making' process effectively confirms the Council's agreement with this status.

Report Implications

The following implications have been identified for this report.

Financial Implications

The cost of producing neighbourhood plans falls mainly upon the neighbourhood planning group preparing the plan. The Borough Council provides support and advice to the groups through existing resources and the arrangements for the examination and referendum are made and facilitated by the Council, with the direct costs being met through funding drawn down from the Department for Levelling Up, Housing and Communities (DLUHC) (Formerly Ministry of Housing, Communities and Local Government (MHCLG)).

Neighbourhood area designation grants totalling £25,000 have been received for the first five neighbourhood areas designated. DLUHC caps support at a maximum level

of five applications for designation thus the Council will not be able to receive any further funding for neighbourhood area designations. Additional funding of £20,000 is also available from DLUHC upon successful completion of each neighbourhood plan examination. This can be used to pay for the examination and referendum costs and funding applications will be made in relation to the Woodhouse Parish Neighbourhood Plan and the Rearsby Neighbourhood Plan.

Neighbourhood plan referendums have previously cost the Council approximately £6,000 each. The exact cost of both referendums has not yet been calculated, but cost savings will have been made by holding the referendums on the same date. The cost of the examinations was £3,750 for the Rearsby Neighbourhood Plan and £7,237.80 for the Woodhouse Parish Neighbourhood Plan. These costs will be met by the DLUHC Neighbourhood Plans Grant. Officer support costs are met from existing salary budgets. There are likely to be additional financial implications for the Council arising from publicity and making the plans available for use as part of the development plan. The total costs for officer support, the referendums, publicity and publication of the plans are expected to be consistent with and not exceed the £20,000 grant funding that will be claimed for each plan.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
The neighbourhood development plans are not 'made' part of the statutory development plan for Charnwood, resulting in a breach of the legal duty to progress in accordance with the regulatory framework; the respective community's objectives not being delivered; impact on the determination of planning applications; and, leading to reputational damage to the Council.	Unlikely (2)	Serious (3)	Moderate (6)	The process to 'make' the neighbourhood plans will have been closely followed and the neighbourhood plan will be in conformity with the vision, objectives and strategic policies of the Charnwood Local Plan Core Strategy.
The Council's decision to make the neighbourhood development plans (or not) may be subject to	Unlikely (2)	Serious (3)	Moderate (6)	The plans preparation processes followed statutory requirements. The respective independent

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
external, third party challenge by Judicial Review.				examiners identified the plans have been prepared in accordance with Sections 38A and 38B of the Planning and Compulsory Purchase Act 2004 and the Neighbourhood Planning Regulations 2012 (as amended) and that, having regard to national policies and advice contained in guidance issued by the Secretary of State, it would be appropriate to make the Plans. Access to legal advice will be available throughout challenge period.

Equality and Diversity

The extensive consultation procedures provided for by the Planning and Compulsory Purchase Act 2004 help ensure that all groups within the community have participated in the preparation of the neighbourhood plans. The respective Examiner's Reports confirm the neighbourhood plans have had regard to fundamental rights and freedoms guaranteed under the European Convention on Human Rights and complies with the Human Rights Act 1998 and there is no substantive evidence to the contrary. There are no equality and human rights implications arising from the recommendations in this report.

Sustainability

The plans have been prepared in the context of achieving sustainable development as required by the National Planning Policy Framework. A Strategic Environmental Assessment/Habitats Regulation Assessment Screening Report has been undertaken for each and, having consulted with the three statutory consultees, has determined that it is unlikely that there will be any significant environmental effects arising from the respective Neighbourhood Plans.

Key Decision: Yes

Background Papers:

Woodhouse Parish Neighbourhood Plan Final Plan –
https://www.charnwood.gov.uk/files/documents/1_woodhouse_neighbourhood_plan_referendum_version/1.%20Woodhouse%20Neighbourhood%20Plan%20-%20Referendum%20Version.pdf

Woodhouse Parish Neighbourhood Plan Examiner Report –
https://www.charnwood.gov.uk/files/documents/2_examination_report_woodhouse_np/2.%20Examination%20Report%20-%20WoodhouseNP.pdf

https://www.charnwood.gov.uk/files/documents/declaration_of_results_woodhouse_parrish1/Declaration%20of%20results%20%28Woodhouse%20Parish%29.pdf

Rearsby Neighbourhood Plan Final Plan –
https://www.charnwood.gov.uk/files/documents/1_rearsby_neighbourhood_plan_referendum_version/1.%20Rearsby%20Neighbourhood%20Plan%20-%20Referendum%20Version.pdf

Rearsby Neighbourhood Plan Examiner Report –
https://www.charnwood.gov.uk/files/documents/2_examination_report_rearsby_np/2.%20Examination%20Report%20-%20Rearsby%20NP.pdf

https://www.charnwood.gov.uk/files/documents/declaration_of_results_rearsby1/Declaration%20of%20results%20%28Rearsby%29.pdf

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Part B

Context

1. The Localism Act (2011) has enabled local communities to shape their areas by allowing parish and town councils to prepare neighbourhood development plans. A detailed legislative framework for undertaking neighbourhood planning has been set out in the Neighbourhood Planning Regulations (2012) and subsequent amendments.
2. A neighbourhood plan can decide where and what type of development should happen in the area; promote more development than is set out in the local plan; or include more detailed policies which will take precedence over existing policies in the local plan, for example the introduction of specific design standards or protecting local green space. However, the neighbourhood plan cannot be used to prevent development included in the local plan or be in conflict with strategic policies in the local plan.
3. A neighbourhood plan, once approved by referendum, becomes part of the statutory development plan and will sit alongside the Charnwood Local Plan 2011 to 2028 Core Strategy and apply to the Neighbourhood Area it was prepared for. The final legislative procedure is for the local planning authority to “make” (adopt) a neighbourhood plan to effectively confirm its status. Applications for planning permission in areas with a neighbourhood plan will be determined in accordance with the whole development plan for Charnwood:
 - The saved policies of the Borough of Charnwood Local Plan (2004)
 - The Charnwood Core Strategy 2011-2028 (2015)
 - The Leicestershire Minerals and Waste Local Plan (2019) - prepared by the County Council
 - The Neighbourhood Plan for that area
4. A neighbourhood plan must:
 - Support sustainable development;
 - Generally conform to the strategic policies in the local plan;
 - Have regard to national planning policies;
 - Comply with the relevant legislation; and
 - Specify the period it will cover.
5. There are a number of legally prescribed stages which need to be undertaken when preparing a neighbourhood plan, set out in the Town and Country Planning Act 1990 (as amended) and the Planning and Compulsory Purchase Act 2004 (as amended). The plan should then be subject to examination by an independent examiner before proceeding to referendum, if that is the recommendation following the examination. After a successful referendum, if the local planning authority is satisfied that EU and human rights obligations have been met, the plan must be “made” within 8 weeks.

The Woodhouse Parish Neighbourhood Plan

6. The Woodhouse Parish Neighbourhood Plan has been produced by Woodhouse Parish Council and prepared by the Neighbourhood Plan Advisory Group. The Advisory Group is comprised of members of the local community and Parish Councillors. The Neighbourhood Plan contains the following policies which have been subject to consultation, independent examination and a public referendum:
- H1 – Residential Site Allocation
 - H3 – Limits to Development
 - H4 – Windfall Sites
 - H5 – Affordable Housing Provision
 - H6 – Design Standards
 - ENV1 – Protection of Local Green Spaces
 - ENV2 – Important Open Spaces
 - ENV3 – Protection of Sites of Natural Environmental Significance
 - ENV4 – Biodiversity, Woodland, Trees, Hedgerows and Habitat Connectivity
 - ENV5 – Protection of Sites of Historical Environmental Significance
 - ENV6 – Local Heritage Assets
 - ENV7 – Ridge and Furrow
 - ENV8 – Protection of Important Views
 - ENV9 – Flood Risk Resilience
 - ENV10 – Renewable Energy Generation Infrastructure
 - CF1 – Retention of Community Facilities and Amenities
 - CF2 – New and Improved Community Facilities
 - CF3 – Wellbeck Sixth Form College and Beaumanor Hall
 - BE1 – Support for Employment and Retail Use
 - BE2 – Support for New Businesses and Employment
 - BE3 – Shop Fronts and Signage
 - BE4 – Home Working
 - BE5 – Farm Diversification
 - BE6 – Tourism
 - BE7 – Broadband and Mobile Phone Infrastructure
 - T1 – Traffic Flow and Volume Management
 - T2 – Public Car Parking
 - T3 – Electric Vehicles
 - T4 – Footpaths, Bridleways and Cycle Routes
7. Key stages in the preparation of the Woodhouse Parish Neighbourhood Plan include:
- Neighbourhood Area Designated on 3rd May 2018
 - The Parish Council prepared the plan and informed by informal public consultation
 - Parish Council (Regulation 14) formal public consultation undertaken on November/December 2020
 - Borough Council (Regulation 16) formal public consultation undertaken on March/April 2021.
 - Independent examination report published 5th August 2021.
 - Approved by Referendum on 28th October 2021.
8. The examiner, Dr Louise Brooke-Smith, was appointed with the agreement of the Parish Council. Their role was to ensure the neighbourhood plan met the legal 'basic conditions' and other legal requirements and to recommend whether

the plan proceeded to public referendum. The examiner recommended that the plan proceeded to public referendum, subject to specified modifications being made to the plan, which were made with the agreement of the Parish Council.

9. The referendum held on 28th October 2021 asked the question “*Do you want Charnwood Borough Council to use the Neighbourhood Plan for Woodhouse Parish to help it decide planning applications in the neighbourhood area?*” Neighbourhood plans are required to gain a majority of 50% plus one in favour at a local referendum in order to be made by the local planning authority. The result was that the plan be approved as set out below:

No	19
Yes	324
Rejected Ballot	0
Turnout	21.6%

10. In accordance with the relevant legislation, following approval at referendum the Woodhouse Parish Neighbourhood Plan forms part of the development plan for the neighbourhood area, that being Woodhouse Parish. Section 38A of the Planning and Compulsory Purchase Act 2004, as amended, requires local planning authorities to make a neighbourhood plan as soon as reasonably practicable after the referendum is held. A time limit of 8 weeks being introduced by the Neighbourhood Planning (General) Regulations 2012 (as amended).
11. Under delegated authority (recommendation 3 of this decision) it is intended to make minor updates to the Woodhouse Neighbourhood Plan solely to update National Planning Policy Framework paragraph referencing to reflect its 2021 update. This will have no impact on the implementation of the Neighbourhood Plan and has been agreed with the Parish Council.

The Rearsby Neighbourhood Plan

12. The Rearsby Neighbourhood Plan has been produced for Rearsby Parish Council and prepared by the Neighbourhood Plan Sub-Group. The Sub-Group is comprised of members of the local community and Parish Councillors. The Neighbourhood Plan contains the following policies which have been subject to consultation, independent examination and a public referendum:
- R1 – Design
 - R2 – Local Separation
 - R3 – Promoting Effective Use of Land – Limits to Development
 - R4A – Housing Mix
 - R4B – Delivering Sufficient Homes – Exception-Site Development
 - R5 – Employment Opportunities
 - R6A – Local Green Spaces
 - R6B – Important Open Spaces
 - R6C – Community Amenities
 - R7 – Conserving and Enhancing the Natural Environment
 - R8 – Conserving and Enhancing the Historic Environment
 - R9 – Promoting Sustainable Transport

13. Key stages in the preparation of the Rearsby Neighbourhood Plan include:
- Neighbourhood Area Designated on 25th August 2015
 - The Parish Council prepared the plan and informed by informal public consultation
 - Parish Council (Regulation 14) formal public consultation undertaken on January/ February 2019
 - Borough Council (Regulation 16) formal public consultation undertaken on March/April 2021.
 - Independent examination report published 10th August 2021.
 - Approved by Referendum on 28th October 2021.
4. The examiner, Mr Andrew Matheson, was appointed with the agreement of the Parish Council. Their role was to ensure the neighbourhood plan met the legal 'basic conditions' and other legal requirements and to recommend whether the plan proceeded to public referendum. The examiner recommended that the plan proceeded to public referendum, subject to specified modifications being made to the plan, which were made with the agreement of the Parish Council.
5. The referendum held on 28th October 2021 asked the question "*Do you want Charnwood Borough Council to use the Neighbourhood Plan for Rearsby to help it decide planning applications in the neighbourhood area?*" Neighbourhood plans are required to gain a majority of 50% plus one in favour at a local referendum in order to be made by the local planning authority. The result was that the plan be approved as set out below:

No	18
Yes	277
Rejected Ballot	0
Turnout	32.4%

14. In accordance with the relevant legislation, following approval at referendum the Rearsby Neighbourhood Plan forms part of the development plan for the neighbourhood area, that being Rearsby Parish. Section 38A of the Planning and Compulsory Purchase Act 2004, as amended, requires local planning authorities to make a neighbourhood plan as soon as reasonably practicable after the referendum is held. A time limit of 8 weeks being introduced by the Neighbourhood Planning (General) Regulations 2012 (as amended).

Making a Neighbourhood Plan

15. If Cabinet decides to make each neighbourhood plan, the Council must publicise its decision to make the neighbourhood plans, state the reasons for making this decision ("the decision statement), and provide details of when and where this statement and the neighbourhood plans may be inspected. The Borough Council is required to send a copy of the decisions to the relevant parish council and any persons making written representations on the proposal.
16. The decision to make the neighbourhood plans will effectively confirm their status as development plan documents, which is already the case after approval at referendum in accordance with the Neighbourhood Planning Act 2017.

17. Given that the Woodhouse Parish Neighbourhood Plan and the Rearsby Neighbourhood Plan have been approved by referendum, the legislation requires the Council to 'make' the neighbourhood plan unless it consider that making the plan would breach or be otherwise incompatible with any EU obligation to any of the Convention rights (within the meaning of the Human Rights Act).

CABINET - 9TH DECEMBER 2021

Report of the Head of Planning and Regeneration Lead Member: Councillor Bailey

Part A

ITEM 12 Application for renewal of the Regulation 7 Direction in the Storer Road Conservation Area, Loughborough.

Purpose of Report

This report seeks approval to apply to the Secretary of State for a renewal of a Direction to be made under Regulation 7 of the Town and Country Planning Act (Control of Advertisements) (England) Regulations 2007, to control the display of estate agents' letting boards within the Storer Road Area as indicated on the attached map.

Recommendations

1. That the renewing of the Direction under Regulation 7 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, to control the display of 'To Let' advertisements in the Storer Road area of Loughborough, be approved in principle for submission to the Secretary of State for final approval.
2. That subject to the Secretary of State's approval the Strategic Director of Environmental and Corporate Services and the Strategic Director of Community, Planning and Housing be authorised to take all necessary steps in order for the Direction to take effect and to operate in the designated area, within the same approved policy guidelines and other terms of reference applied in the current Direction up for renewal.

Reasons

1. To provide a sound basis for the future management of the impact of estate agents letting boards on the area and preventing the visual clutter caused by the proliferation of estate agent letting boards for a further five years. It is clear that the Regulation 7 Direction has been effective in improving the visual amenity and character of the area since 2004.
2. To ensure that the benefits of the Direction are realised and to continue the positive impact on the ability of the Council and local landlords and agents in applying the voluntary code in the wider area.

Policy Justification and Previous Decisions

The Corporate Strategy 2020-24 seeks to protect the environment for future generations by using all powers available to tackle those who threaten it. We will collaborate with partners, in the public and private sector, in a variety of ways to bring improvements to our services and the borough of Charnwood.

The National Planning Policy Framework (NPPF) sets out guidance for the control of outdoor advertisements and the use of Area of Special Control Orders. Paragraph 136 of the National Planning Policy Framework 2021 supports this approach stating:

“The quality and character of places can suffer when advertisements are poorly sited and designed. A separate consent process within the planning system controls the display of advertisements, which should be operated in a way which is simple, efficient and effective. Advertisements should be subject to control only in the interests of amenity and public safety, taking into account cumulative impacts.”

Authorisation was given by Cabinet on 18 September 2003 for an application to be made to the Secretary of State to seek a Direction under Regulation 7 of the Town and Country Planning (Control of Advertisements) Regulations 1992 to remove deemed consent for letting boards for residential properties. A renewal of that authorisation was given in 2010 and 2015.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications arising from this report at this stage. Future expenditure costs relating to monitoring compliance will be met from existing revenue budgets.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
If the Direction order is not renewed, then agents within the town could revert back to the display of letting boards within the Storer Road Conservation Area	Remote (1)	Minor (1)	Very Low (1)	Ensure the renewal of the Order is in place and Officers uphold the Order and ensure this is communicated to Letting Agents.
If the formal Direction is not renewed then the ability for the local authority to retain commitment of local agents to the	Remote (1)	Minor (1)	Very Low (1)	Ensure the renewal of the Order is in place and Officers uphold the Order and ensure this is communicated to Letting Agents to retain the status quo.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
voluntary area of control would be threatened				

Sustainability

In applying for this Order, the Local Planning Authority has acted pro-actively to secure a sustainable form of development in line with the requirements of the National Planning Policy Framework (paragraphs 7 and 8) and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended).

Key Decision: Yes

Background Papers: Order granted by ODPM 19 July 2004 and renewal 10th February 2010 and further renewal October 2015.

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Part B

Background

The issue of letting boards was first raised with the Borough Council in 1999 by a local residents' group and ward Councillors elected at the time. There was great concern that there was an abuse of the legislation in respect of letting boards as some agents in the town were displaying letting boards indefinitely and were not removing them in accordance with Regulations concerning advertisements.

As a result, authorisation was given by Cabinet on 18 September 2003 for an application to be made to the Secretary of State to seek a Direction under Regulation 7 of the Town and Country Planning (Control of Advertisements) Regulations 1992 to remove deemed consent for letting boards for residential properties.

An application was made and on the 19th July 2004 the Secretary of State, in pursuance of the powers conferred on him by Regulation 7 of the Town and Country Planning (Control of Advertisements) Regulations 1992 agreed to a Direction Order that the display of advertisements specified in Class 3A of Schedule 3, Part 1 should not be undertaken in the Storer Road Conservation Area designated by the Council under Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990, without express consent granted under the Regulations. The Direction Order came into force on the 1st September 2004.

Since this Order came into force officers have also worked with the local community and estate/letting agents to achieve a voluntary code within an extended area of the town to prevent the display of letting boards. An area of the town adjacent to that of the formal area covered by the Direction Order was at the time being saturated with letting boards at particular times of the year.

The Order has a limited life and must be renewed after five years with a new application being made to the Secretary of State setting out the evidence and reasons for the application.

(A plan showing the area of the voluntary code and also the formal area is appended to this report) Appendix 1.

Potential to extend the Order area

It has been requested on more than one occasion, by a residents' group in the Nanpantan area, that officers consider an extension of the formal area to include the whole of Loughborough; however, despite the sporadic display of letting boards that have been displayed for extended periods of time by one particular Landlord it is considered the impact of these odd boards, whilst frustrating, do not warrant formal action in terms of an extension to the formal Order. Indeed, any application to do so may undermine the strength of the case for the renewal of the existing area.

The residents' group were asked to provide photographs of the issues they were experiencing to evidence the problem; however, only three photographs were received. Surveys over the summer 2021 and a recent spot survey prior to this report being submitted to Cabinet indicated two streets within Loughborough did have a number of Letting boards displayed by one particular landlord, namely Royland Road

and Outwoods Drive. However, the cumulative impact of these were not considered materially injurious to visual amenity and there are other means by which the Council can tackle the extended display of boards in these circumstances should it be considered necessary or that there is an abuse of process taking place.

Following consultation, a representative of the Nanpantan residents' group confirmed they understood the issues within their area relate to one Landlord and it was agreed the incidents do not warrant a formal blanket approach or to put the current Order at risk.

Consultation

The Agents and Landlords and interested parties within the town centre have been notified of the intention of the Council to seek to renew the Order, they have also been thanked for their cooperation in adhering to the voluntary code of practice within the area on the opposite side of Ashby Road, York Road and Granville Street. No comments have been received from the Agents and Landlords.

No comments have been received as a consequence of any of the formal consultations with resident's groups or Ward Councillors.

(A list of the Consultees is appended to this report) Appendix 2

In applying for this Order, the Local Planning Authority has therefore acted proactively to secure a sustainable form of development in line with the requirements of the National Planning Policy Framework (paragraphs 7 and 8 and 136) and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended).

Renewal of the Order

It is widely recognised that the presence of a Regulation 7 Order since 2004 has been a considerable success in meeting its original aim of enhancing the character and appearance of the area. Without the renewal of the formal Order, it is felt all areas in the town could be under threat. Landlords are aware that at any time they were to undertake the display of boards in other areas in the concentrations they were previously could result in a more restrictive formal approach for a wider area.

For many years now full compliance has been achieved in the formal area and the voluntary area and this has been achieved with the cooperation of local agents and landlords. Constant watchfulness of officers, ward councillors and resident's groups across town means the extension of the formal area is always under consideration; however, it is not felt at this time an extension to the formal area can be supported. Levels of advertisements across the town are nowhere near the peak of levels experienced before the Order was in place. Paragraph 136 of the National Planning Policy Framework 2021 supports this approach stating "advertisements should be subject to control only in the interests of amenity and public safety, taking into account cumulative impacts".

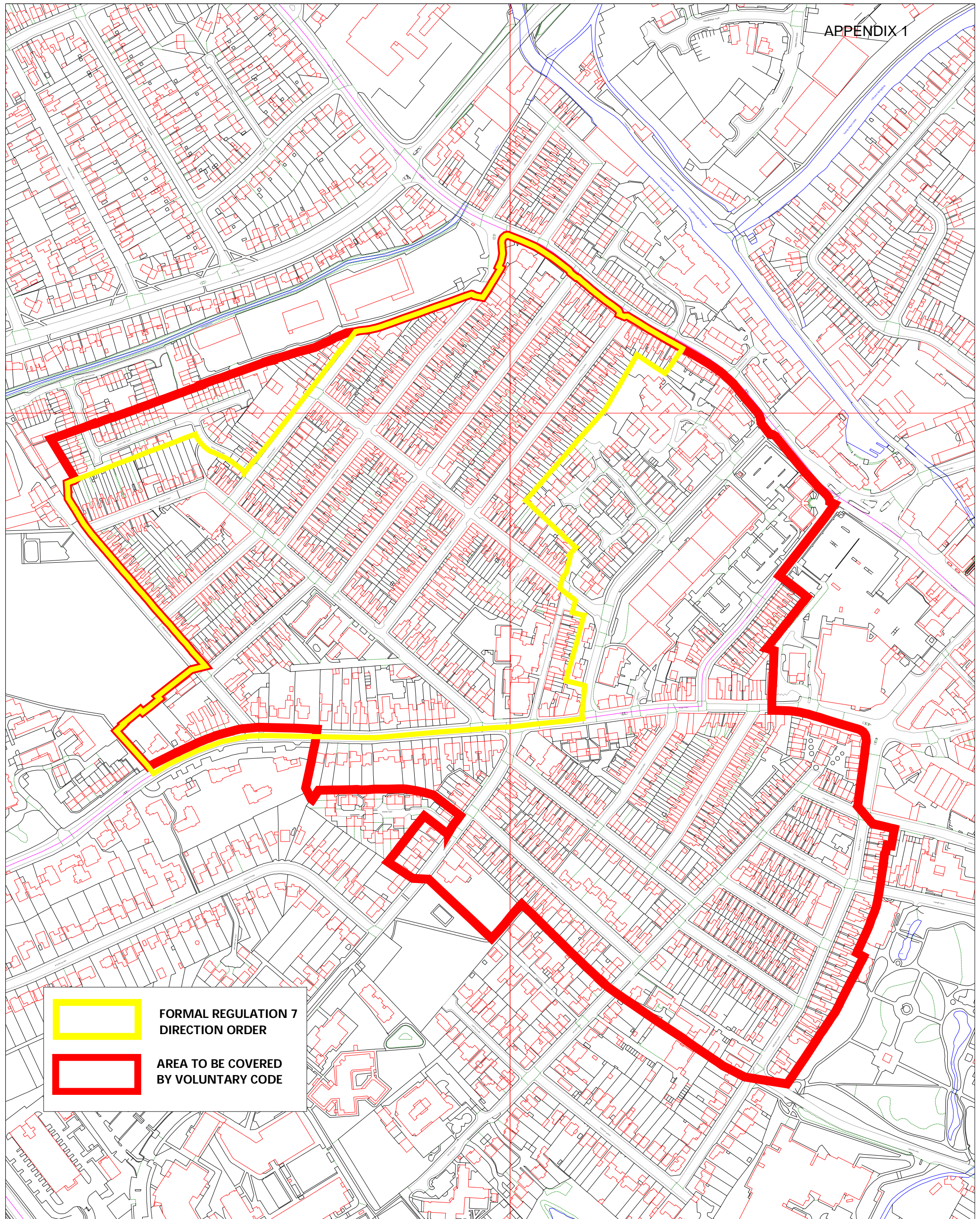
The Regulation 7 Order has now been in effect for over 16 years and has been successful in controlling the display of letting boards in the area of control. Officers are now seeking the renewal of this Order to continue to safeguard the amenity of the

area in the future and consider this action is justified and meets the necessary tests of the relevant legislation, planning policy and guidance.

The renewal of the Order granted in 2015 was for a limited period of five years and, if cabinet approve the recommendation, all necessary steps to secure a renewal will be taken to secure the benefits for a further five years.

Appendices

1. Plan of Formal and Voluntary area.
2. List of Consultees



	FORMAL REGULATION 7 DIRECTION ORDER
	AREA TO BE COVERED BY VOLUNTARY CODE

Charnwood Borough Council
Council Offices
Southfield Road
Loughborough
Leicestershire
LE11 2TX

www.charnwood.gov.uk



Scale: 1:3285
Date: 05-11-2021 Time: 10:47:43
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Consultations

Letting/Estate Agents

Loc8me

Nicholas Humphries

Bentons

Purple Bricks

Huntleys

Leaders

Your Move

Haart

Belvoir

Frank Innes

William H Brown

Ryan Hill

Newton Fallowell

Berkerley

Benwell Daykin

Royston Lund

Lotus Residential

Hartleys

Andrew Chell

Parr Homes

John German

Andrew Grainger

Hamlets

Bairstow Eves.

SARG - Nanpantan Residents Association - Councillors – Bailey, Bradshaw, Mercer, Parton, Goddard, Parsons, Smidowicz, Morgan, Bolton, Brennan, Forrest, Tillotson.

CABINET – 9TH DECEMBER 2021

Report of the Head of Cleansing and Open Spaces Lead Member: Councillor Leigh Harper-Davies

Part A

ITEM 13 Consultation on the Draft Leicestershire Resources and Waste Strategy

Purpose of Report

The purpose of this report is to agree the approach to the public consultation for the review of the Leicestershire Municipal Waste Management Strategy (LMWMS).

Recommendations

1. That the approach to the consultation is approved.
2. That delegated authority is given to the Lead Member for Community Support and Equalities to sign off of the documents that accompany the public consultation. These being the draft headline strategy, the draft options appraisal report and the draft environmental report.

Reasons

1. To ensure that the joint consultation can go ahead within the agreed timescales.
2. To ensure that the content of the consultation documents has been agreed.

Policy Justification and Previous Decisions

The LMWMS sets out how the Leicestershire Waste Partnership (LWP) intends to manage municipal waste. The Strategy was last updated in 2011. The 2011 LMWMS update covered the period up to 2020. Government guidance suggests that municipal waste management strategies should be completely reviewed every five years to ensure it remains current.

Under the Waste and Emissions Trading (WET) Act 2003 all two tier local authorities are required to have in place a Joint Municipal Waste Management Strategy for the management of their municipal waste.

Implementation Timetable including Future Decisions and Scrutiny

All partner authorities will consider the approach to the consultation in December 21/January 22 before the consultation is launched.

It is anticipated that the consultation process will be launched in January 2022.

A final report on the results of the consultation process will be presented to the Cabinet along with a request for adoption of the Strategy in Summer 2022.

Report Implications

The following implications have been identified for this report.

Financial Implications

The consultation exercise is being funded by a pre-existing Leicestershire Waste Partnership budget.

Equality and Diversity

An Equality and Human Rights Impact Assessment (EHRIA) Screening has been undertaken and concludes that the review of the LMWMS will be subject to a full EHRIA which will be included in the Cabinet report scheduled for summer 2022

Sustainability

An assessment of how a strategy meets the aims of sustainable development will be delivered through an approach known as Strategic Environmental Assessment (SEA).

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Some residents may have concerns around some of the collection options presented in the report.	Unlikely (2)	Minor (1)	Very Low (2)	Communications required to inform residents that the strategy does not commit the Council to a particular collection method.

Key Decision:

No

Background Papers:

None

Officers to contact:

Matt Bradford
Head of Cleansing and Open Spaces
01509 634695
matthew.bradford@charnwood.gov.uk

Part B

Background

1. The Leicestershire Waste Partnership (LWP) have commissioned Frith Resource Management (FRM) to undertake a full review of the Leicestershire Municipal Waste Management Strategy.
2. The national Resources and Waste Strategy (RWS) was released in December 2018. The RWS focuses on known problems with effective solutions that will reduce reliance on single use plastics, cut confusion over household recycling, tackle the problems of packaging and end food waste.
3. The RWS outlines how the Government aims to make the UK more resource efficient and to move towards a more circular economy which keeps resources in use for longer. The Strategy covers the period until 2050 and includes the Circular Economy Package (CEP) target of 65% recycling rate of municipal solid waste by 2035.
4. Legislation to enable the policy changes with the RWS are contained within the Environment Bill which received Royal Assent on 9 November 2021.
5. The review of the LMWMS has considered the potential forthcoming legislative changes and these are reflected accordingly.

Joint Waste Management Strategy Review Process

6. The purpose of a waste management strategy is to:
 - a. Identify the baseline position – where are we now.
 - b. Outline where we want to be, and when by.
 - c. Articulate how this will be achieved.
7. To achieve the above the following strategy review steps are being undertaken;

Strategy Review Steps	Outputs
Production of a detailed project plan	Project Plan
Project planning, gap analysis, data analysis	Baseline Report
Undertake full Equalities and Human Rights Impact Assessment	Equalities and Human Rights Impact Assessment
Agree objectives and options and options assessment criteria	Draft Options Appraisal Report and Draft Headline Strategy
Strategic Environmental Assessment (SEA)	Scoping Report and 5-week statutory consultation; Draft Environmental Report
Public Consultation	Public Consultation Report
Finalisation of Strategy	Final Headline Strategy
Action Plan	Final Action Plan

Proposed Public Consultation and Engagement Approach

8. It is proposed that a 12 week public consultation will be launched in early 2022. The planned approach to the consultation is outlined below:
 - a. An online questionnaire will be available through the LCC's 'have your say' webpage.
 - b. The consultation will be promoted by all authorities within the LWP.
 - c. Targeted engagement with key stakeholders via events wherever possible.
 - d. Will consider value of focus groups for more in-depth discussions.
 - e. Will seek views on the vision, objectives and pledges contained within Headline Strategy.
 - f. Will gain insight into waste prevention, reuse and recycling behaviours to inform future waste initiatives.
 - g. Will explore current sources of information to enable more targeted communications in the future.
 - h. Will be mindful of other consultations and ensure alignment.
9. The full suite of documents for public consultation exercise comprise of the following and are currently under review;
 - a. The draft Headline Strategy (the strategy) document.
 - b. The draft Environment Report (from the SEA process) .
 - c. The Options Appraisal – evidence behind service changes / pledges within the Headline Strategy.
 - d. Summary document.

Headline Strategy

10. The draft Headline Strategy (to be known as the 'Leicestershire Resources and Waste Strategy' – LR&WS) will form the basis of the consultation and accompanied by a series of consultation questions. The updated draft strategy reflects the global current thinking and describes the recycling and waste management services which will be delivered by the LWP from 2022 to 2050. The vision of the draft R&WS is;

"To work towards developing the circular economy and achieving net zero carbon by 2050 in Leicestershire. This means fully embracing the waste hierarchy by preventing waste and keeping resources in circulation for as long as possible through reuse, repair and recycling, to realise their maximum value whilst minimising environmental impacts"
11. This vision is supported by specific strategy objectives and a range of pledges that sit alongside national changes – setting a direction for long term management of material resources for the benefit of Leicestershire residents and communities.
12. The draft pledges are:

Strategy Pledge no. 1:

All Councils within the Partnership will review their purchasing activities and internal waste management services to seek to promote waste prevention, reuse and recycling to support the objectives of this strategy and lead by example.

Strategy Pledge no. 2:

The Partnership pledge to support and encourage waste prevention activity across LWP. This will include working with stakeholders, residents and communities to prevent unnecessary waste arising, for example through food waste reduction campaigns such as Love Food, Hate Waste.

Strategy Pledge no. 3:

The Partnership pledge to continue delivering reuse services and expand activities where practicable, working in partnership with other stakeholders and to signpost to places that advocate for waste prevention and reuse, in support of developing a circular economy. This includes a pledge to continue to improve the collection of items for reuse at HWRCs and explore the development of re-use shops at suitable sites.

Strategy Pledge no. 4:

Subject to confirmation of Government policy, legislation and the provision of funding to support it, the Partnership will implement and promote separate food waste collections to all households. This will be as soon as required and when contracts and circumstances dictate. The County Council will procure Anaerobic Digestion capacity to treat the collected food waste in a manner that contributes to effective carbon emissions reduction across the County and improves soil quality.

Strategy Pledge no. 5:

The Partnership will explore the use of alternative fuels for collection vehicles and the transportation of waste and resources to further reduce carbon emissions of the service and improve air quality.

Strategy Pledge no. 6:

The Partnership will continue to offer a garden waste collection system to Leicestershire residents and will follow Government guidelines as to the form of the collection and will be subject to legislation and total Government funding. The Partnership will continue to procure composting capacity to treat the collected garden waste in a manner that supports carbon reduction and improves soil quality.

Strategy Pledge no. 7:

The Partnership shall ensure that the full range of recyclables (as specified by Government and subject to funding) are collected from residents (and businesses where applicable) across Leicestershire by 2025, or as soon as possible when contracts and circumstances dictate.

Strategy Pledge no. 8:

The Partnership shall continue to explore the viability of adding extra materials to recycling collections (e.g. for batteries, small electric goods or clothing) aiming to keep Leicestershire performance above the national average.

Strategy Pledge no. 9:

The Partnership will put in place collection systems to contribute towards the achievement of the national 65% recycling target by 2035, this may include restricting residual waste capacity to encourage greater materials separation, carbon savings and resource recovery. Improvements in materials recovery at Household Waste Recycling Centres will also contribute towards the national target.

Strategy Pledge no. 10:

The Partnership will continue to allocate a communications budget sufficient to help promote good recycling behaviour and maximise resource recovery to support the circular economy and low carbon objectives of this strategy.

Strategy Pledge no. 11:

The County Council will reduce waste sent to landfill to less than 5% by 2025, well in advance of the 10% national target by 2030. The County Council will undertake future procurement processes for residual waste treatment (alternatives to landfill) in line with the vision and objectives of this Resources & Waste Management Strategy

Strategic Environmental Assessment (SEA)

13. An assessment of how a strategy meets the aims of sustainable development can be delivered through an approach known as Strategic Environmental Assessment (SEA). An SEA is a framework for ensuring that environmental and sustainability impacts are integrated into high level policy, planning and programme making.
14. The first stage of this SEA process was to scope out the key sustainability issues relevant to the LR&WS and the geographical area of Leicestershire. There were two workshops held where key sustainability issues were agreed along with sustainability objectives and assessment criteria. These elements were captured in a SEA scoping report.
15. The Statutory consultees (the Environment Agency, Natural England and Natural Heritage) were consulted on the SEA scoping report over a five week

period. Any comments received from these organisations were addressed and updated in the draft Environmental Report. The draft Environmental Report identifies, describes and evaluates the likely significant effects on the environment from the LR&WS. The public and the statutory consultee bodies must be consulted on the Environmental Report.

16. It is important to note the strategy is high level and therefore non site specific.

Options Appraisal

17. The national RWS included forthcoming changes that are anticipated to impact on local waste services, these are: mandatory weekly food waste collections; free garden waste collections; the introduction of a deposit return scheme for single use drinks containers; extended producer responsibility for packaging (this in essence is where the full cost of collection, recycling and disposing of packaging is met by producers of the packaging) and a move towards 'consistent' collections for all local authorities. The service implications of these policies have been included in the modelling.

18. The options modelled in the appraisal are as below;

Option	Description
Baseline	Current service
Option 1: Waste minimisation	Focus on waste awareness / education / waste reduction / recycling and prevention initiatives
Option 2: Reuse and repair	Focus on facilitating or promoting reuse / repair activities
Option 3: Revised Baseline with Consistent Collection measures, EPR & DRS	As Baseline, plus: <ul style="list-style-type: none"> • Recycling collection consistent with materials indicated in latest Government consultation on consistent recycling collections (plastic, glass, metal, paper and card) • 'Free' garden waste collection for all WCAs • Separate weekly food waste collection for all households • Extended Producer Responsibility and Deposit Return Scheme come into effect as set out in consultation • Sensitivity on recycling to include batteries, textiles, small Waste Electronic and Electrical Equipment (WEEE)
Option 4: Retained charged garden	As Option 3, except: <ul style="list-style-type: none"> • Garden waste collection is retained as a charged service for all districts

	that currently operate a subscription service
Option 5: Restricted residual waste (A and B)	As Option 3, plus: <ul style="list-style-type: none"> • A: Residual waste collected fortnightly in 140L wheeled bins <p>OR</p> <ul style="list-style-type: none"> • B: Residual waste collected three-weekly in 240L/180L wheeled bins
Option 6: Twin stream recycling, fibre out	Option 3, plus: <ul style="list-style-type: none"> • Fortnightly twin stream collection of dry recycling, paper and card in one box, plastics, glass and cans in wheeled bin
Option 7: Kerbside sort	Option 3, plus: <ul style="list-style-type: none"> • Fortnightly kerbside sort collection of dry recycling
Option 8: Three-stream recycling	Option 3, plus <ul style="list-style-type: none"> • Fortnightly three-stream collection of dry recycling: paper and card in box 1, glass in box 2, plastic and cans in box 3.

19. Options 1 and 2 (waste prevention and reuse) have been subject to a qualitative assessment and are activities that all councils should undertake and vary in their outputs and inputs. Good practice and initiatives that the Partnership could deliver are contained within the draft headline strategy.
20. The recycling collections were modelled using the Kerbside Analysis Tool (KAT) which gives comparative annualised costs for different systems. All options modelled incur an additional cost for the Partnership when considering total net costs. Service changes are required in order to contribute towards achieving the national recycling rate of 65% by 2035. Reaching these higher targets means more investment is required and the Government has stated a commitment to covering additional costs to local authorities for the new measures.
21. The collection options were also modelled using WRATE (The Waste and Resources Assessment Tool for the Environment) to determine the carbon impact as kg CO₂-eq savings.
22. As part of the process there have been a series of workshops held which allowed for input into the review. The criteria for the options to be measured against and their associated weighting were chosen at a workshop in June 2021 and attended by Officers and Councillors and are outlined in the table below;

Criteria	Weighting
Carbon	4.7
Recycling performance / reuse performance / waste prevention performance	4.3
Cost	4.3

Residual waste arisings	4.1
Educational / awareness raising	4.1
Compliance with National Policy	4
Public acceptability	3.9
Social value	3.5
Operational flexibility	3.4
Resource use	3.2

23. FRM have considered each option in turn and evaluated using criteria agreed by the Partnership. Public acceptability, operational flexibility, compliance to regulations and social value indicators are more qualitative judgements and are scored using a 1 – 5 scoring system. The score has then been applied to an agreed weighting for each option.

24. The overall results of this evaluation are presented below;

		<i>Business as Usual</i>	<i>Revised Baseline with Consistent Collection measures, EPR & DRS</i>	<i>As Option 3, with retained charged garden</i>	<i>As Option 3, plus restricted residual (140L WHB)</i>	<i>Option 3, plus restricted residual (3-weekly collection)</i>	<i>As Option 3, plus fortnightly twin stream collection of dry recycling</i>	<i>As Option 3, plus kerbside sort collection of dry recycling</i>	<i>As Option 3, plus three-stream recycling</i>
Criteria	Weighting	Baseline	Option 3	Option 4	Option 5A	Option 5B	Option 6	Option 7	Option 8
Carbon	4.7	3	3	3	5	5	1	1	1
Recycling performance	4.3	1	4	3	5	5	4	4	4
Cost	4.3	5	1	4	2	2	1	2	2
Residual waste arisings	4.1	1	4	4	5	5	4	4	4
Educational / Awareness Raising	4.1	1	4	3	4	4	3	4	4
Compliance with National Policy	4.0	2	3	2	3	2	4	5	5
Public Acceptability	3.9	3	5	4	2	1	4	3	3
Social Value	3.5	2	4	3	3	3	4	4	4
Operational Flexibility	3.4	4	5	5	5	2	3	2	4
Resource Use	3.2	2	3	3	5	5	3	3	3
Total Score (with weighting applied) Highest Number = Best Option		94.8	140.5	133.6	153.8	135.7	120.3	125.4	132.2

Key

1	2	3	4	5
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Worst performing

Best performing

25. All options result in an increase in kerbside recycling rate for the LWP. Option 5a scores highest overall for the assessment against the chosen criteria.
26. Any costs and savings and recycling figures estimated in the report should not be used to directly to justify specific costs of service changes. The figures are indicative and modelled in comparison to LWP estimated baseline costs, on an annualised basis.

Partnership Working and Associated Issues

27. The LR&WS is a joint strategy for the County Council and the seven Leicestershire district and borough councils, which collectively comprise the LWP.

CABINET – 9TH DECEMBER 2021

Report of the Chief Executive

ITEM 14 URGENT DECISION – EXTENSION OF FREE PARKING

Purpose of Report

This is a report on the action taken by the Chief Executive made under urgency provisions.

Action Requested

To note the action taken by the Chief Executive made under urgency provisions.

Policy Justification and Previous Decisions

Under section 8.3 of the constitution which relates to the delegation of Executive functions there is provision for the Chief Executive, Strategic Directors and Heads of Service to take such action as is required in the case of an emergency or urgency subject to:

- (i) consultation with the Leader (or, in the Leader's absence, the Deputy Leaders);
- (ii) consultation with the Chief Executive and relevant Strategic Directors in each case; and
- (iii) report on the action taken being made to the next meeting of the Cabinet.

The decision taken by the Chief Executive being reported to this meeting of Cabinet is:

- DD203 – Free Car Parking

The decision can be found in the Annex to this report.

Implementation Timetable including Future Decisions

As detailed within the report attached as an Annex.

Report Implications

As detailed within the report attached as an Annex.

Background Papers: None

Officer to Contact: Karen Widdowson
Democratic Services Manager
(01509) 634785
karen.widdowson@charnwood.gov.uk

Annex

Report of the decision taken by the Chief Executive.

Decision under Delegated Powers

Extension of free parking for Sundays, evenings and daytime up to 1 hour and free permits for town centre staff in Beehive Lane car park to support the town centre Bedford Square re-generation programme

Officers Requesting Decision

Karl Harrison, Car Parks & Civil Parking Enforcement Manager & Alan Twells, Head of Regulatory Services on behalf of the Bedford Square Gateway Project (BSGP) board.

Officer Making Decision

Rob Mitchell – Chief Executive

Recommendation

To extend the following free parking tariffs from 8 November 2021 to the end of January 2022 within Beehive Lane car park, as detailed below:

1. Monday to Saturday – Free Parking for up to 1 hour. All tariffs over the one hour period to remain unchanged and,
2. Sundays and evenings – Replace the 60p charge for Sundays and Evenings with 'Free' parking.

And to give authorisation for:

3. Continuation of the unlimited free staff parking for town centre shops and businesses affected by the on-going project works and road closures associated with the Bedford Square Gateway Project, from 8th November 2021 to end of January 2022.

All recommendations subject to a review prior to the end of January 2022.

Reason

The Bedford Square Gateway Project (BSGP) was initially planned to be complete in time for Loughborough Fair in November 2021. However, the planned project program has had to be extended up to the Summer of 2022. Disruptions to the town centre businesses are likely to continue until project completion

Initial authorisation for free parking for up to 1 hour, evenings and Sundays was given in a Delegated Decision in May 2021 (DD 102), for a period of up to 7 weeks. It was then further extended in an addendum to the delegated decision up to 7 November 2021 (start of the fair week).

The Bedford Square Gateway Project board have put forward a programme of works up to Summer 2022 which details further town centre disruptions including loss of on-street parking, road closures and diversions.

The extension of the free parking and introduction of town centre staff permits is to support on-going re-generation works in the town centre, which has had led to a loss of on-street parking and impacted town centre businesses especially during road closures.

A further delegated decision is required to extend the 'free' parking offer, and record the financial impacts on the parking account for 2021/22. It is not currently anticipated that the BSGP works will require further promotions in to next financial year 22/23.

As well as free parking for the public, the BSGP has requested free parking permits for staff associated with shops and businesses in the town centre. Initially this was limited to those businesses where private, on-site parking was impacted (i.e. Bleach Yard and Mills Yard). However, it was later recommended by the BSGP to extend the offer to other town centre businesses. The BSGP board can provide a scope for those businesses entitled to apply for the free parking and a list of applicants to date.

There have been 65 town centre staff permits issued which allow free parking 7 days a week at an equivalent cost of £6 per day (60p on Sundays). A delegated decision is required to authorise the free town centre staff permits and extend the offer to the end of January 2022, subject to a review at the end of this period.

Authority for the decision

The Head of Paid Services is delegated under the Council's Constitution, Section 8, Scheme of Delegation to Officers, Page 8 – 4 to 8 – 5

“9. To authorise urgent expenditure.

10. To deal with emergency issues or those that are urgent, including authority to make temporary changes to management arrangements for a period of up to 3 months and generally to give effect to anything that is required to be done in those circumstances that are not otherwise provided for in the delegation arrangements.”

Additionally, the Head of regulatory Services under The Council's Constitution, section 8, Scheme of Delegation to Officers Page: 8-27, Street Management, bullet point 7:

“To use car parking promotions as an operational tool to encourage users to park in Council town centre car parks when it is considered beneficial to the town and the Council.”

Decision and Date



Robert Mitchell (he, him, his)

Chief Executive

22/11/2021

Background

The Bedford Square Gateway Project is still underway in the town centre and as a result, there has been a full closure of the town centre to vehicles from Bedford Square for several weeks. Intermittent road closures and parking space reduction are scheduled to continue into next financial year. These are as detailed by the BSGP project manager:

The current state of the proposed road closures is as follows:

- Road closure: Ward's End/Devonshire Square - 15/11/21 to 03/12/21
- Road open: Ward's End/Devonshire Square - 04/12/21 to 03/01/2022
- Road closure: Ward's End/Devonshire Square - 04/01/22 to 25/02/22
- Road closure: Devonshire Square only - 26/02/22 to 11/04/22

As well as the loss of on-street parking spaces, Southfields Road Extension car park is also closed (It is being used as a site compound for the Bedford Square contractors). Southfield offices which would normally be open to the public at evenings and weekends is also being used by the NHS vaccination Hub.

There has been significant disruption to shops and businesses in the town centre just. The free parking initiative replaces some of the on-street parking that would have normally been available to the public and is a good promotion to encourage shoppers during the town centre disruption.

The initial Delegated Decision for free parking up to 1 hour, evening and Sundays was for 7 weeks from May 2021. An addendum to this DD extended the promotion up to the fair week. This was the date that town centre works were initially expected to finish. Also, roads and access to the town centre would normally be closed off the week of the fair anyway. The period between Loughborough Fair and Christmas is the busiest time of year for the car parks. There is usually a significant increase in the numbers using the car parks and therefore income at this time of year.

The cost of free parking given away for the period up to October 2021 equates to about £24k. This was estimated to be approximately £5k per month, however recent numbers show an increase in numbers and free parking given away. In September 2021, 'free' parking provided equated to **£6,700** which is probably a reflection of the car parks, getting busier and customers taking advantage of the free parking promotion.

Note that the free parking promotion is not without its operational difficulties and has resulted in some customer complaints. This is because the software is not designed for this type of free tariff. Many customers go to the pay station to be told parking is free. By the time they reach the exit barrier the free period (and an extra 10 minutes) has expired so drivers get stuck at the barrier.

Town centre permits were initially offered to businesses that lost their own private parking spaces during the road closures. In particular, Bleach Yard and Mills Yard. The 'free' parking permit offer was extended to other town centre shops and businesses as a 'compensation' gesture for the town centre disruption. There are now 66 permits issued and free parking given to businesses which currently equates to approximately £950 per week. This figure has risen as take up of the scheme has been encouraged.

Various parking options were presented to the Chief Executive, who consulted Councillor Jonathan Morgan, Leader of Charnwood Borough Council, with potential benefits and costs in the form of reputational risk and potential loss of income.

Options for free parking up to 1 hour, Sundays and Evenings and Town Centre permits for all day parking:

1. Return all tariffs to the standard tariff rate for all users and receive income during the busiest period of the year between November and December
2. Offer free parking promotions only when the roads are closed due to the BSGP
3. Continue to support free parking promotions while on-going disruption takes place to access and parking in the town centre during the Christmas period and the New Year i.e. to the end of January 2022, as provisionally agreed with the Chief Executive.
4. Continue to support 'free' parking promotions while on-going disruption takes place to access and parking in the town centre. BSGP works where disruption is likely are currently scheduled up to the end of February 2022.

Option 1 - would return the car park to normal tariffs. 'Free' parking promotions were originally advertised as a temporary offer in support of the town centre and because on-street spaces were being lost. The public do not necessarily expect to get free parking while the re-development takes place and had been set an expectation that the offer was short term.

During the fair week, customers understand that there are road closures and Granby Street car park is closed to accommodate rides and stalls. There is an expectation to park and pay in Beehive Lane car park. The period between Loughborough Fair and Christmas is historically the busiest period of the year for the car parks and brings in the most income. In previous years, when all the car parks were available the car parks have gone to full on several occasions.

The road closure schedule already minimise the traffic and parking disruption during the lead up to Christmas as no diversions are planned for the period 4th December 2021 to 3rd January 2022

Return to normal tariffs would reduce complaints associated with the drivers just going over the free parking period and getting stuck at the barrier and using the help line.

However, there is intermittent further disruption expected from the on-going Bedford Square Gateway Project (BSGP) including road and pavement works, road closures, and traffic diversions up to February 2022. It will be a difficult recovery year for the town centre shops and businesses. The continuation of the free parking for shoppers and visitors, and parking permits for staff will be an additional mitigation for disruption and could be a supportive gesture to the town's economic revival (if not the Council's budget recovery).

Options 2 - is a hybrid option of switching on and off the free promotion, to coincide with car park closures and road diversions. This would be confusing for users and would result in frustration for all involved. It would also be difficult to achieve operationally as it requires software changes to manage the car park tariffs. Several changes would likely rely on the car park software supplier's input. There would need to be a very detailed schedule to manage the tariff switches and supplier charges would apply.

The staff permits can be switched on and off a little easier to match road closures but the dis-continuity of service and expectation would cause complaints from the shops and businesses.

Option 3 – continue with the 'free' parking promotions and town centre staff permits during the Fair and Christmas 2021 and into the New year – i.e. the end of January 2022.

There are a further 2 weeks of road closures and diversions expected from mid-November up to the beginning of December 2021. However, during the important Christmas period, the BSGP board has scheduled the contractor works to minimise the disruption during December. The BSGP has stated there will be no road works or traffic diversions in the period between 4 December 2021 and 3rd January 2022. This means that access to Beehive and Granby Street car park should be fairly normal but there will be a loss of on-street parking and there is the on-going closure of Southfields Extension car park and Southfields offices car park is not available.

Customers may be more inclined to visit the town centre during Christmas and beyond with the support and promotion from the Council.

While only a short period of 2 weeks, there is still more disruption expected between November and Christmas which is likely to raise an expectation of supporting measures and or compensatory parking support. A further road closure is to be implemented in January and February 2022.

Option 4 – continue the free parking option until there is some continuity with the town centre works, disruption is minimised and the BSGP nears completion. This is expected to be February 2022 when road works will end (However, there will still be on-going BSGP works – Devonshire Square in particular).

Further road closures and diversions are scheduled for the beginning of January to the end of February 2022. While road works and diversions will be minimised during the crucial Christmas period the shop keepers and businesses will still perceive there to be a 'Start-Stop' approach to the town centre improvement works. Again, it is likely to raise an expectation of supporting measures and or compensatory parking support by the Council.

Operationally, there will be on-going problems at the barrier should 'free' parking continue but these are being managed by wardens and support from the CCTV team.

Further road closures and diversions are likely to have a significant impact on the shops and businesses so the continuation of staff parking would help compensate for the disruption.

Comments from HR

There are no significant impacts on staffing to consider.

Financial Implications

It is not possible to claim back the loss of income from the 'free' parking because the Bedford Square Regeneration Project is a CBC scheme. However, the temporary arrangement for 'free' parking will result in a direct loss of income from the Beehive Lane car park budget account. In addition to the 'normal' expected Beehive income loss, there will be an additional loss as many short stay parkers will migrate from Granby Street car Park to Beehive.

This loss of income is directly as a result of the BSGP and is in addition to the loss associated with the COVID recovery stated in the MTFS.

Free Parking for up to 1 hour, evenings and Sundays

The free 1 hour, evenings and Sundays are individually only 60p tariffs but there are a lot of shoppers and visitors coming back to the car park. The cost from 24 May to 17th October 2021 is approximately £24k.

The weekly equivalent cost of 'free' has increased as a result of the town centre road closures and diversions. This is probably because the diversion has put drivers off going to the Granby Street car park. Some but not all will migrate to Beehive Lane car park (others may not come to Loughborough or find alternative parking). Loss of income at Granby Street has not been included in this DD.

The higher end of the current weekly costs is running at £1,700 per week. This higher number is used to extrapolate figures up to the new year because further road closures are scheduled and it is the busiest part of the year.

Option 3 costs – up to Sun 30 Jan 2022:

- Total cost from 24 May to 17 Oct 2021 = £24,000
- Estimated 18 Oct to 30 Jan 2022 i.e. 15 weeks @ £1,700 = £25,500
- **Total up to 30 Jan 2022 = approx. £49,500**

Option 4 costs – up to Sun 26 Feb 2022:

- Total cost from 24 May to 17 Oct 2021 = £24,000
- Estimated 18 Oct to Sun 26 February 2022 i.e. 19 weeks @ £1,700 = £32,300
- **Total up to 26 Feb 2022 = approx. £56,000**

Town centre staff parking

The parking cost from Town centre staff permits from 6 Sept to 17 Oct 2021 is £4,700. There are approximately 160 staff permits uses a week which equates to £950 per week

Option 3 costs – up to Sun 30 Jan 2022:

- Total from 6 Sept – 17 Oct 2021 = £4,700
- Estimated 18 Oct to 30 Jan 2022 i.e. 15 weeks @ £950 = £14,250
- **Total up to 1 Jan 2022 = approx. £19,000**

Option 4 costs – up to Sun 26 Feb 2022:

- Total from 6 Sept – 17 Oct 2021 = £4,700
- Estimated 18 Oct to 1 Jan 2022 i.e. 19 weeks @ £950 = £18,050
- **Total up to 26 Feb 2022 = approx. £22,500**

OPTION 3 - TOTAL COST up to 30 Jan 2022 = £68,500

OPTION 4 - TOTAL COST up to 26 Feb 2022 = £78,000

Cost or loss of income will be monitored in the Agresso budgets for car parks. This free parking concession will be reported via the budget monitoring process.

Free parking promotions and staff permits are not expected to be offered after the end of February 2022. Therefore, no further service pressures are currently envisaged for financial year 2022/23

In addition to this cost to the Beehive account, Southfield Road Extension car park is closed for the remainder of the year (authorised in separate DD186 2021) as part of the BSGP. There is a £66k income budget and approx. £4k maintenance budget for this site.

A net cost of £62k will be reported for Southfields Road extension car park for 2021/22 with further service pressures predicted for 2022/23.

Risk Management

The financial implications are identified above. There is a risk that the longer the free parking goes on the greater the financial implications are to the Council but conversely, the greater the expectation from the Town Centre trade and members of public for it to remain in place.

The reasons for additional parking income losses needs to be recorded and re-iterated through budget monitoring processes and reporting to Members.

On top of the major town centre disruption, there would be a pressure to the Council if free on-street parking was taken away from the public and then a ‘free’ alternative parking concession was not offered. It will be made clear in comms that the free parking offer is to replace the lost parking spaces in the town centre, and support shops and businesses during the disruption

The longer the free parking goes on for the greater the expectation by public and businesses. Re-introducing parking charges may be contentious (never mind introducing tariff increases at a later date). However, a fixed date especially if it is in the new year should set expectations if it is communicated well.

If free parking permits are not offered to local businesses then a claim for alternative compensation may be made for loss of trade.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
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Further loss of income if the scheme is extended continually. (Approximately, £2,600 per week for both promotions)	3	2	6	Further authorisation required should the scheme be extended beyond the agreed options in 2022. Service pressures will be needed if the scheme goes into the new financial year 22/23
Poor financial performance recorded against the Street Management budget account	3	2	6	Car park budget monitoring reports record additional support measures for the Town centre regeneration scheme
On-going operational issues with the free parking especially during high footfall events e.g. Loughborough Fair. Complaints received as a result	4	1	4	<ol style="list-style-type: none"> 1. Make sure signage is up to date 2. Wardens / CCTV advised on response 3. Consider setting barriers to 'Free to Pass' at critical evening periods e.g. Loughborough Fair

Key Decision:

Yes / No

Background Papers: