



**LOUGHBOROUGH AREA COMMITTEE**

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

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

To: Councillors Ashcroft, Bradshaw, Campsall, Cory-Lowsley, S. Forrest, Goode, A. Gray, B. Gray, Hamilton (Chair), Jadeja, Jones, Maynard, Miah, Monk, Smidowicz, N. Taylor, Tillotson (Vice-Chair) and Worrall (For attention)

All other members of the Council  
(For information)

You are requested to attend the meeting of the Loughborough Area Committee to be held in the Preston Room, Woodgate Chambers, Woodgate, Loughborough on Wednesday, 6th December 2023 at 6.00 pm for the following business.

Chief Executive

Southfields  
Loughborough

27th November 2023

**AGENDA**

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

For information, disclosable pecuniary interests and registrable interests relate to entries that are included, or should be included, on a councillor's register of interests. Non-registrable interests relate to any other matters.

4. QUESTIONS UNDER COMMITTEE PROCEDURE 12.8

No questions were submitted.

5. LOUGHBOROUGH SPECIAL EXPENSES DRAFT BUDGET 2023/24 9 - 14

A report of the Head of Finance to advise the Loughborough Area Committee of the draft Loughborough Special Expenses budget for 2024/25.

6. WORK PROGRAMME 15 - 16

A report of the Head of Contracts (Leisure, Waste and Environment) to enable the Committee to consider its work programme.

## LOUGHBOROUGH AREA COMMITTEE 14TH JUNE 2023

### PRESENT:

Councillors Ashcroft, Campsall, Cory-Lowsley,  
S. Forrest, Goode, A. Gray, B. Gray, Hamilton,  
Jadeja, Miah, Monk, Smidowicz, N. Taylor,  
Tillotson and Worrall

Head of Contracts, Leisure, Waste and  
Environment  
Head of Planning and Growth  
Head of Economic Development and  
Regeneration  
Head of Finance  
Democratic Services Officer (SW)

APOLOGIES: Councillors Bradshaw, Jones and Maynard

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

### 1. APPOINTMENT OF CHAIR

**RESOLVED** that Councillor Hamilton be appointed as Chair of the Committee for the 2023/24 Council year.

### 2. APPOINTMENT OF VICE-CHAIR

**RESOLVED** that Councillor Tillotson be appointed as Vice-chair of the Committee for the 2023/24 Council year.

*Following the appointment of Vice-Chair, the appointed Chair, Councillor Hamilton, took over the meeting.*

### 3. APOLOGIES

Apologies for absence were received from Councillors Bradshaw, Jones and Maynard.

### 4. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Committee held on 7th December 2022 were confirmed as a correct record and signed.

5. DISCLOSURES OF PECUNIARY INTERESTS AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

The following disclosures were made:

Councillor Goode – a pecuniary interest in item 8 on the agenda (Loughborough Area Committee – Annual Update Report 2023) as a Director of Love Loughborough and as a Director of a CIC which is involved in a funding application from Charnwood Borough Council.

Councillor Goode - a pecuniary interest in item 8 on the agenda (Loughborough Area Committee – Annual Update Report 2023) as her husband works on the Loughborough University Science Park.

Councillor Miah – a registrable interest in item 8 on the agenda (Loughborough Area Committee – Annual Update Report 2023) as a Director of the Loughborough BID.

Councillor Tillotson – a registrable interest in item 8 on the agenda (Loughborough Area Committee – Annual Update Report 2023) as a Director of the Loughborough BID.

*Post meeting note: It was highlighted following the meeting Councillors Miah and Tillotson were members of the Loughborough Town Deal Board, not Directors of the Loughborough BID as stated at the meeting.*

6. DECLARATIONS OF THE PARTY WHIP

No disclosures were made.

7. QUESTIONS UNDER COMMITTEE PROCEDURE 12.8

No questions were submitted.

8. LOUGHBOROUGH AREA COMMITTEE - ANNUAL UPDATE REPORT 2023

A report of the Heads of Contracts (Leisure, Waste and Environment), Economic Development and Regeneration, Planning and Growth and Finance, providing information and updates on significant matters relating to the town of Loughborough, was submitted (item 8 on the agenda filed with these minutes).

The Heads of Contracts (Leisure, Waste and Environment), Economic Development and Regeneration, Planning and Growth and Finance attended the meeting and assisted with the consideration of this item. The following summarises the discussion:

- i. The works on the Bedford Square Gateway Project had been completed in August 2022 and the project had entered the defects and snagging stage. The Contractors, the Borough Council and Leicestershire County Council were in the process of identifying and resolving any remaining issues. A programme of works to address the defects and snags was being prepared and Contractors

would be required to revisit the site to undertake any remaining works. These works would be undertaken with as little disruption to local businesses as possible. Following a Road Safety Audit, there would be a formal handover in which Leicestershire County Council Highways would adopt the scheme.

- ii. Ward Councillors were able to email the Head of Planning and Growth or the Regeneration and Economic Development Project Officer with any issues reported by residents.
- iii. The Carillon Court had been receiving an income from the Council for the CCTV cameras installed in the area. The contractor had not extended the arrangement and the relevant Head of Service was looking at ways to mitigate the loss of income associated with this. It was stated that the Council continued to service and operate the cameras at the Carillon Court.

*Post meeting note: Following the meeting, it was confirmed that Charnwood Borough Council no longer operated or monitored the CCTV systems at Carillon Court, and that responsibility was with the owners of the building.*

- iv. The toilets at Charnwood Water had been continually repaired following consistent vandalism and it was not considered to be a viable option to reopen the toilets. The council was considering either repurposing or demolishing the building. The disabled toilets were used by a model boating club that held a lease at Charnwood Water. Any council decisions made regarding the facilities at Charnwood Water would have to consider the requirements of this group.
- v. The Council was in regular liaison with HSBC regarding the refurbishment of the fire-damaged building. The fenced-off area of Market Place would soon be reduced and a compound area for workers would be set up at the rear of the building. There would continue to be a fenced off area for a significant amount of time and it was anticipated that this would impact the Loughborough Fair. Preparation for the Fair was underway and officers had been liaising with Leicestershire Fire and Rescue Service and other emergency services, in the planning process. Council officers were looking at potential adjusted layouts for the Fair and it was likely that the area around the Granby Street car park would be utilised more for additional space. It was possible that the Fair would be slightly smaller scale than usual, as it was inevitable that the fenced-off area of Market Place would have an impact.
- vi. Crowd control was always carefully considered during the planning phase of the Loughborough Fair. The Council included emergency services in the planning process and would ensure there was appropriate access routes for emergency vehicles if required. There would also be stewards stationed around the area and CCTV monitoring throughout the event.
- vii. The Council used bench-marking against other towns to set the market trading fees. It was recognised that a balance in applying fees was important, so that fees were affordable, but covered the costs incurred by the Council.

- viii. The Living Loughborough Project was utilising money from the Loughborough Town Deal fund. It was anticipated that Loughborough Town Deal projects, such as Living Loughborough, would improve the town centre area, and the area around the market, improving the overall environment and potentially attracting more market traders into the area.
- ix. Enquiries had been made about using the fencing around the Town Hall area to promote events and activities. The Council's Communications team used various channels to promote events and activities, including social media, the Council's website and the 'Discover Charnwood' website. There would be further opportunities for promotion through the Living Loughborough project.
- x. There were a number of bike stands around the town for residents to use. There was also a number of businesses in the town that provides bike storage, bookable through an app, for a small charge.
- xi. Information on the CCTV monitoring of the number of e-bikes in Loughborough was not known at the meeting as the Head of Community Safety and Regulatory was not present at the meeting. The Head of Contracts (Leisure, Waste and Environment) agreed to liaise with the relevant Head of Service to provide a response.
- xii. There had been no signage installed at Nanpantan Cemetery regarding parking and access. The Head of Contracts (Leisure, Waste and Environment) stated that he would look into this issue.

## **RESOLVED**

1. That the information be noted.
2. That the Head of Community Service and Regulatory provide a response regarding the CCTV monitoring of the number of e-bikes in Loughborough.
3. That the Head of Contracts (Leisure, Waste and Environment) would look at the signage requirements at the Nanpantan Cemtrety.

### Reason

1. To ensure that members of the Committee are kept up to date on significant matters relating to the town of Loughborough.
2. To ensure members are informed about whether the number of e-bikes in Loughborough was monitored using CCTV.
3. To ensure that appropriate signage was installed if required.

*Post meeting note: It was confirmed that the Council did not use CCTV to monitor the use of e-bikes in Loughborough.*

9. WORK PROGRAMME

A report of the Head of Contracts (Leisure, Waste and Environment) to enable the Committee to review its own work programme, was submitted (item 9 on the agenda filed with these minutes).

**RESOLVED** that the information be noted.

Reason

To ensure the committee is updated on their work programme.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 4th September 2023 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Loughborough Area Committee.





## LOUGHBOROUGH AREA COMMITTEE 6TH DECEMBER 2023

### Report of the Head of Finance

#### Part A

#### LOUGHBOROUGH SPECIAL EXPENSES DRAFT BUDGET 2024/25

##### Purpose of Report

To advise Loughborough Area Committee of the draft Loughborough Special Expenses budget for 2024/25.

##### Recommendation

That the Loughborough Area Committee note the draft Loughborough Special Expenses budget for 2024/25 set out in Appendix 1 to this report.

##### Reason

To enable the views of the Committee to be sought on the draft Loughborough Special Expenses for 2024/25 in accordance with its terms of reference, prior to the final Cabinet budget report on the 8th February 2024 and Council 26th February 2024.

##### Policy Justification and Previous Decisions

At the Budget Scrutiny meeting on 12th December 2023, it will be recommended that the Loughborough Special expenses Budget and Levy 2024/25 be endorsed for the consultation period from 15th December 2023 to 16th January 2023.

The Council's Budgets are fundamental to the delivery of all services. The Draft General Fund, HRA and Loughborough Special Expenses budgets will be recommended for consultation by the Cabinet on 14th December 2023.

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

##### Report Implications

The following implications have been identified for this report.

It is planned that the proposals on the Council's General Fund, HRA and Loughborough Special Expenses budgets and Council Tax will be submitted to the Cabinet on the 8th February 2024 for recommendation to Council on 26th February 2024.

### *Financial Implications*

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

### *Risk Management*

There are no specific risks associated with this decision.

Appendices: Appendix 1 Draft Loughborough Special Expenses budget and levy 2024/25  
Appendix 2 – Analysis of budget

Background Papers: None

Officers to Contact: Neil Whittall  
Acting Head of Finance  
(01509) 632515  
[Neil.whittall@charnwood.gov.uk](mailto:Neil.whittall@charnwood.gov.uk)

## Part B

### Loughborough Special Levy

Appendix 1 shows the Loughborough Special Expense Budget and Levy for 2024/25. There is a proposed increase of 1.99% increase on the Loughborough Special Rate from £81.11 in 2023/24 to £82.72 in 2024/25 per Band D Property.

The current administrations manifesto was to restrict council tax increases to a maximum of 3% for the 2024/25 budget relating to the main Charnwood Borough Council precept. This should enable the Loughborough Special Rate to be increased at 1.99% and remain within government-imposed restrictions re council tax increases. The 1.99% increase is in line with the councils Medium Term Financial Strategy.

The total Loughborough Special Expenses budget for 2023/24 was £1,367,400. This has increased by £121,900 to a total of £1,489,300 for 2024/25.

Appendix 2 shows a summary of the movement between years. An explanation highlights of the total difference can be summarized as:

- **Net increase in employee costs £30.4k.** £13.9k CCTV increase in Cameras, £2.2k increase re Voluntary & Community Sector Dev Officer post (75% LSX), £1.5k increase re Recital fees payable to the carillonneur £9k Loughborough cemetery unlocking and locking fees, £3.8k increase to employee costs.
- **Net increase in operating costs £18.8k** – £10k saving on Loughborough in Bloom as part of 2024/25 Options for Change exercise plus £31k cost at Loughborough cemetery for essential memorial testing. £2.2k reduction in other operating costs
- **Net increase in NNDR (business rates) £2.4k-** set nationally by central government.
- **Increase in Management of Open Spaces (MOS) and Environmental Services contract £63.6k.** This is due to the MOS contract price being rebased as part of the new 10-year extension agreement with Idverde as approved by Cabinet on the 13<sup>th</sup> April 2023 min 81.
- **Net increase in Support Services £25.1k**
- **Net increase in income £18.4k**
  - *New income £48.3k* – mainly additional cemetery income £40k + £5k implementation of Tennis charges at Park Road, Premises rental income £1.3k at Derby Road, £2k Bowls and Tennis charges income at Nanpantan sports ground
  - *Loss of income £29.2k* – because of the rebasing of the MOS contract, there has been a reduction to guaranteed income.



**LOUGHBOROUGH SPECIAL EXPENSES**

Appendix

2023/24		2024/25		
Loughborough Special Expenses £	Service	Loughborough Special Expenses £	2023/24 to 2024/25 Difference £	% Variance
96,800	Loughborough CCTV	119,100	22,300	18.7%
65,500	Community Grants - General / Fearon Hall / Gorse Covert	65,500	0	0.0%
38,000	Marios Tinenti Centre / Altogether Place / Community Hubs	39,000	1,000	2.6%
6,700	Charnwood Water Toilets	6,600	(100)	-1.5%
39,700	Voluntary & Community Sector Dev Officer post (75% LSX)	41,900	2,200	5.3%
126,200	Contribution towards Lough Open Spaces Grounds Maintenance	138,300	12,100	8.7%
(9,400)	November Fair	(14,200)	(4,800)	33.8%
	<u>Parks:</u>			
352,700	Loughborough - including Loughborough in Bloom	371,800	19,100	5.1%
72,200	Gorse Covert and Booth Wood	78,300	6,100	7.8%
	<u>Sports Grounds:</u>			
117,500	Derby Road	130,800	13,300	10.2%
44,800	Lodge Farm	49,900	5,100	10.2%
96,600	Nanpantan	104,800	8,200	7.8%
18,600	Park Road	15,400	(3,200)	-20.8%
24,800	Shelthorpe Golf Course	49,100	24,300	49.5%
56,800	Loughborough Cemetery	71,400	14,600	20.4%
50,400	Allotments - Loughborough	57,900	7,500	13.0%
9,200	Carillon Tower	10,500	1,300	12.4%
55,300	Festive Decorations and Illuminations	51,200	(4,100)	-8.0%
105,000	Town Centre Management	102,000	(3,000)	-2.9%
1,367,400		1,489,300	121,900	8.2%
	Adjustments from Year 2022/23	(78,891)		
-275	Adjustments from Year 2021/22			
1,367,125	<b>AMENDED SUB TOTAL</b>	1,410,409		
Divided by 16,855.20	Council Tax Base	Divided by 17,050.40		
<u>81.11</u>	Special Council Tax	<u>82.72</u>		

**Analysis of Budget Movement**

**Appendix 2**

Service	2023/24 £	Employees £	Operating Costs £	NNDR £	MOS Contract £	Enviromental Services Contract £	Support Services £	Income £	2024/25 £
Loughborough CCTV	96,800	13,900	(1,100)				8,800	700	119,100
Community Grants - General / Fearon Hall / Gorse Covert	65,500								65,500
Marios Tinenti Centre / Altogether Place / Community Hubs	38,000			1,000					39,000
Charnwood Water Toilets	6,700		(100)						6,600
Voluntary & Community Sector Dev Officer post (75% LSX)	39,700	2,200							41,900
Contribution towards Lough Open Spaces Grounds Maintenance	126,200				12,100				138,300
November Fair	(9,400)						(4,800)		(14,200)
<u>Parks:</u>	-								-
<i>Loughborough - including Loughborough in Bloom</i>	352,700		(10,000)		15,800	6,000	7,300		371,800
<i>Gorse Covert and Booth Wood</i>	72,200				5,600		500		78,300
<u>Sports Grounds:</u>	-								-
<i>Derby Road</i>	117,500				6,300	1,200	1,800	4,000	130,800
<i>Lodge Farm</i>	44,800				1,800	300	1,300	1,700	49,900
<i>Nanpantan</i>	96,600			(200)	2,400	700	4,300	1,000	104,800
<i>Park Road</i>	18,600				400	500	900	(5,000)	15,400
<i>Shelthorpe Golf Course</i>	24,800			(600)	3,700	700	1,300	19,200	49,100
Loughborough Cemetery	56,800	9,000	31,000	2,200	4,800		7,600	(40,000)	71,400
Allotments - Loughborough	50,400				1,100		6,400		57,900
Carillon Tower	9,200	1,500	(1,000)				800		10,500
Festive Decorations and Illuminations	55,300						(4,100)		51,200
Town Centre Management	105,000	3,800			200		(7,000)		102,000
	<b>1,367,400</b>	<b>30,400</b>	<b>18,800</b>	<b>2,400</b>	<b>54,200</b>	<b>9,400</b>	<b>25,100</b>	<b>(18,400)</b>	<b>1,489,300</b>

## LOUGHBOROUGH AREA COMMITTEE – 6TH DECEMBER 2023

### Report of the Head of Contracts (Leisure, Waste and Environment)

#### WORK PROGRAMME

##### Purpose of Report

To enable the Committee to review its own work programme.

##### Work Programme

The Commission's current work programme is attached at Appendix 1. Currently the work programme consists of two annual items; The Annual report (June) and the Loughborough Special Expenses report (December).

The Loughborough Area Committee are permitted to commission reports from officers only if required to assist with business being undertaken in its consultative role.

Appendices: Appendix 1 – Work Programme

Background Papers: None

Officer to Contact: Sally Watson  
Democratic Services Officer  
(01509) 634969  
sally.watson@charnwood.gov.uk

Responsible Body	Meeting Date	Issue	Scope of Item	Invitees / Officers	Notes
Loughborough Area Committee	June 2024 (Annual item)	Loughborough Annual Update Report	A report providing information and updates on significant matters relating to the town of Loughborough	Relevant Lead Officers	
Loughborough Area Committee	December 2024 (Annual item)	Loughborough Special Expenses	A report to advise the Loughborough Area Committee of the draft Loughborough Special Expenses budget for 2024/25.	Relevant Lead Officers	