

## LOUGHBOROUGH AREA COMMITTEE – 19TH JUNE 2019

### Report of the Heads of Finance & Property Services, Leisure & Culture, Neighbourhood Services and Cleansing & Open Spaces

#### Part A

#### ITEM 9 LOUGHBOROUGH ANNUAL UPDATE REPORT 2019

##### Purpose of Report

To provide information and updates on significant matters relating to the town of Loughborough.

##### Recommendation

That the report be noted.

##### Reason

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

##### Policy Justification and Previous Decisions

At its meeting on 22nd January 2018, Full Council approved the establishment of the Loughborough Area Committee and its terms of reference, to establish a more formal role for those Borough Councillors representing wards within Loughborough in key matters relating to the town.

As part of those terms of reference the Committee receives an annual review of significant matters relating to the Loughborough town area.

##### Report Implications

The following implications have been identified for this report.

##### *Financial Implications*

There are none.

##### *Risk Management*

There are no specific risks associated with this decision.

Background Papers:

None

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## Part B

### Outturn for the Loughborough Special Expense Area for 2018/19 (Head of Finance & Property Services)

1. The Loughborough Special Expense Outturn for 2018/19, as summarised in Appendix 1, shows Net Expenditure of £1,350k against an Original Budget of £1,351k producing a favourable variance of £1k (0.06% of the Original Budget).
2. The main underspends being:
  - a. **Parks Loughborough** (including Loughborough in Bloom) £38k, mainly as a result of lower recharges from the Cleansing and Management of Open Spaces Contract and the Policy and Fleet services, these areas spent more time on larger projects such as the development at the Outwoods and Cemetery and less time on Parks Loughborough in 2018/19.
  - b. **Derby Road Playing Fields** £20k, due to delayed Depot roof repairs and the electrical works budget not being needed £10k. There were also savings on the Electricity budget and lower recharges from Cleansing and Management of Open Spaces and Policy and Fleet services as per Parks Loughborough.
3. The main overspends being:
  - a. **Nanpantan Sports Ground** £31k, maintenance of the tennis courts £11k, water charges £11k and higher recharges from the Cleansing and Management of Open Spaces team due to more time spent liaising with the sport clubs regarding the development of the site.
  - b. **Loughborough Cemetery** £28k, mainly as a result of higher recharges from the Head of Waste, Engineering and Green Spaces and the Cleansing and Management of Open Spaces and Policy teams on the continued development of the site as per Parks Loughborough
  - c. **Carillon Tower** £16k, a major conservation project took place this year requiring essential survey work and there were also higher recharges mainly from the Head of Leisure & Culture. (50% of these costs are funded by the Loughborough Special Levy)
4. Other net underspends of £18k are detailed in Appendix 1. The overall total underspend of £1k will be carried forward within the Loughborough Special Expense Account and reflected in future year's Loughborough Special Levy.
5. Appendix 1 shows the 2018/19 original budget and outturn for each area of the budget. Explanations are given for all major variances.
6. Appendix 2 shows the 2017/18 original budget and outturn compared to 2018/19. The main variances between the two years are in the areas explained above.

## Update on the Loughborough Market Improvements (Head of Leisure & Culture)

### *Policy Context and Background*

7. The scheme for Loughborough Market Improvements directly links to the following Corporate Plan priorities: 'Promote the Borough to increase tourism and support initiatives to help our towns and villages to thrive', and 'Develop new and revitalised Town Centre Masterplans for Loughborough and Shepshed'.
8. The new Loughborough Town Centre Master Plan's remit is to ensure the future viability of the town centre and secure its role as Charnwood's primary destination for retail, leisure and culture in its executive summary advises: "The town should take full advantage of its assets including its history and heritage, the attractive market, the presence of Loughborough University and its walkable centre". It includes Objective 3 Town centre experience, events and promotion and: To support physical interventions with a series of short-term interventions to promote the town's brand, attract visitors and enliven the town centre.
9. There remains a widespread concern and evidence of economic decline among traditional High Streets and street markets. Some town centres and markets are already experiencing escalating vacancy rates which detract from the appeal of the destination to the point where their overall economic vitality and viability is irreversibly compromised. A succession of High Street multiple traders and markets are reporting difficult trading conditions with many ceasing trading with resulting job losses and injury to the character and function of High Streets.

### *The Scheme*

10. The scheme is now in its final stages and improvements made to the infrastructure and marketing of the Market has resulted in the annual Corporate Business Plan targets being exceeded. The number of market units let in 2018/19 was 16,601 against a target of 16,000 and the number of traders is currently at a 100 against a target of 92. The variation in type of trader/goods has also increased.
11. The entirety of the scheme can be distilled to the themes and actions to date are set out below:

*Marketing: Develop a brand identity for the retail market.*

In consultation with the market traders a 'working group' was formed and the traders worked with officers to develop a new brand for Loughborough market. This involved:

- Development of a colour palate that could link to street dressing and BLOOM.
- A Logo that would work well digitally as well as physical e.g. on banners and market stalls.
- Resulting products include, digital marketing assets, physical printed assets, signage and banners, stall canvas graphics/backdrops.

12. *Layout: Development of a new layout for the market*

A new market layout has been developed in consultation with the 'working group' and while some changes have been made e.g. the expansion into the A6 further and the purchase of new stalls and infrastructure to support the new layout and street food area further work is required before the scheme is fully executed

The final layout will allow for:

A more accessible layout

A license for the anchorage of stalls to allow greater wind tolerance

Further development of a dedicated street food area.

13. *Food quarter: Development of street food areas*

Following consultation with the 'market focus' group, 2 separate areas have been identified to accommodate food traders and a waiting list of traders wishing to trade has been established. While we have increased the number of food traders now operating further work on the market electrics is necessary before the scheme can be fully implemented.

New gazebos and side sheets promoting street food have been purchased to support street traders along Market Street and new food traders with their own vehicles have been positioned in Biggin Street and along the A6.

14. *Layout: Development of a new layout for the market*

As part of the broader market strategy, the opportunity to trade on the market has been pursued through the placement of adverts in trade magazines and the use of social media. A market involving University Students is also planned to take place in October. The encouragement of new entrepreneurs and new traders to the market is ongoing.

15. *NABMA Award: Develop a short-term marketing plan for the NABMA Award*

The market has taken part in the Annual 'Love your local market' scheme as well as benefiting from on street advertising campaigns run in partnership with the BID using the Tourist Information and Town centre information points.

16. *Street Dressing*

The new market banners have been installed with the new branding and are colour coordinated to work with this year's colours for BLOOM and the Summer Event Campaign. This coordinated working of partners and the use of colour in street dressing is a major target in the markets marketing plan.

17. *Why it is necessary:*

- The retail landscape continues to change at lightning speed.
- Retailers and traders that rely on products only in terms of their offer will become increasingly vulnerable to greater online convenience.

- It is expected that uniqueness and experience will become increasingly important to retail and trading success.
- the core age group of regular market customers and traders continues to rise.
- Millennials, soon to be the largest shopping demographic, are not wedded to town centres or markets.
- Changing the market to appeal to a new audience is essential for the long-term viability of the market.
- Improved access will help to keep the traditional market shopper continued access to the market.
- Improving customer experience in the Market Place and improving the visibility and access to retailers that surround the market is essential to the market and towns' future sustainability.

#### *Other Linked Projects - Update on the Town Centre Dressing and Festive Light Project*

18. This project aimed to replace the town centre festive lights and improve the infrastructure to support an all year long town centre dressing scheme that can be used to promote the market as well as key festivals and events. The tender exercise was completed successfully with LITE Ltd awarded the contract to supply the new lighting scheme for Loughborough.
19. The lights were delivered on time to allow the installer to commence installation from the 19th November. The light switch on event was very successful with 23,000 people recorded in the Town Centre during the event period. The lights switched on correctly and created a positive reaction from the people gathered.
20. During the display period 25th November to 6th January we unfortunately experienced some breakdowns. LITE Ltd was proactive in dealing with this matter as were Acorn our installer. The faults were due to the extreme weather, high winds with driving rain which resulted in water egress into some electrical connections. LITE provided new connectors to solve the problems encountered the overall reaction from the public was positive.
21. LITE took the lights away in January to make any repairs at their cost, which they suggest will resolve the matter for 2019. In addition, gold foil discs that were attached to the displays with bells detached in the very high wind conditions, the discs have been replaced with a more robust solution. The decorations have now been returned and LITE have extended the guarantee period in light of the initial problems.
22. New catenaries have now been successfully installed in the town centre some of which have been funded by the BID. The catenaries are designed to carry festive lighting in the winter months and bunting and street dressing in the Summer months. They will also mark the entrances to the market and carry market promotion in Spring to coincide with the National 'Love your local market campaign.
23. The town will be dressed for three different campaigns held in Summer, Winter and Spring. Partners, stakeholders and communities including the BID will come together to celebrate a wide range of events and activities benefiting and contributing to the town centre dressing.

## Carillon Tower War Memorial - Restoration Update (Head of Leisure and Culture)

### *Policy Context and Background*

25. The Council's Corporate Plan 2016 – 2020 was approved by the Council on 29th February 2016 (minute 84.1 refers). Under the theme of Creating a Strong and Lasting Economy it maintains a commitment to the environment, celebrating its significance to both our heritage and future economy. One of the key tasks is to: Promote the Borough to increase tourism and support initiatives to help our towns and villages thrive. The Carillon has long been recognised as a unique selling point for Loughborough and in April 2015 the Council installed new Welcome to Loughborough road signs on the highway approaches to the town using the image of the Carillon in its promotion.
26. At its meeting on 16th November 2017, the Cabinet considered a report from the Head of Leisure & Culture which sought approval for a restoration project to commence in advance of potential grant funding from the War Memorial Trust (WMT), informed from the findings of a Carillon Tower condition and specialist restoration survey.
27. At the Cabinet meeting a report from the Overview Scrutiny Group was also considered (item 7). The Group's recommendation was in favour of the project commencement concluding it would be appropriate for the Cabinet to approve the recommendation set out in the Cabinet report.
28. Funding was confirmed at Full Council on 6th November (minute 50.4) which resolved that a scheme for the restoration of the Carillon Tower be added to the Capital Plan and that funding of £282,000, funded from capital receipts, be allocated to the scheme. The capital funding was put in place to enable a programme of restoration works to be progressed ahead of a funding decision.
29. *Completion of the Carillon Conservation Project*

The project is completed apart from the snagging process. The work included:

- bronze memorial plaque cleaning
- repairs to the copper roof
- refurbishment of the Clavier and bell infrastructure
- repairs to and improvements of the wooden doors and framework in the bell chamber
- repairs to the window frames and glazing.

Painting and decorating was not included in the project; however the ground floor and staircase have now been repainted. The remaining rooms will be painted as part of the Museum refurbishment programme which will be supported through an HLF bid (see below).

### 30. *Funding*

The initial grant indicated that the WMT would pay 12% up to a maximum of £37,080. Further negotiation with the WMT has now secured the full £37,080. The project

report has been submitted which will result in the drawdown of this grant. The total budget including the commitments is £298,027 which is over the available budget of £289,500 by £8,528. The final net position is expected to be £260,947 once the WMT grant has been drawn down.

#### Carillon Tower Museum Development (Head of Leisure and Culture)

31. To enable the conservation work on the Carillon, the Carillon Museum, operated by the Carillon War Memorial Trust (CWMT) group, was cleared of all its exhibits. A new layout and cases are now required prior to the reopening of the Carillon Museum.
32. *Carillon War Memorial Trust steering group*

The Council is currently working closely and as a partner to support the Carillon War Memorial Trust steering group in the development and submission of a Heritage Lottery Funding bid (HLF). The bid will be used to make improvements to the Museum including how its exhibits are displayed and interpreted for visitors. The application is seeking a grant of circa £65,000; there is no financial commitment from the Council other than staff time to support the process.

33. *Carillon War Memorial Trust HLF Application*

An expression of interest has been submitted to the HLF who have advised that it would be in the Museum's and the people of Loughborough's interest to include the story of the Carillon Tower and the bells as well as its original museum remit. The use of audio-visual exhibits/technology will also be used to make the museum more accessible to those unable to climb the tower.

34. *Open days*

The Carillon traditionally opens for the summer in time for Easter but on this occasion, due to the plans to refurbish the War Memorial Museum, the Museum will remain closed apart from prearranged Open Days. On these Open Days visitors to the Museum will be able to find out more about the plans to improve and extend the remit of the Museum. They will also provide a valuable opportunity for the CWMT volunteers and Museum staff to engage the public in audience development work.

#### Delivery of other Corporate business plan targets for 2018/19 in receipt of Capital funding (Head of Leisure and Culture)

35. *Replacement of Town Hall Seating*

Monies to replace the town hall auditorium were successfully secured to improve and increase the levels of satisfaction and generate additional income for the Council. Both the income target and the level of satisfaction targets have been exceeded as set out in the table below.

Town Hall	Completed Green	<p>Improvements to increase auditorium to £678,300 from last year's target £645,400.</p> <p>Increase levels of satisfaction base line 93%.</p>	<p>Improvements completed:</p> <p>Income target of £678,300 exceeded by £285,574 delivering a result of £963,874</p> <p>Satisfaction levels overall 98.8 against a target of 93%</p> <p>Ease of booking 99.2%. Value for Money .97.5% Customer Service 99.6%</p>	<p>Annual target achieved and completed</p> <p>Income target of £678,300 exceeded by £285,574 delivering a result of £963,874</p> <p>Satisfaction levels overall 98.8% against a target of 93%. Target exceeded by %5.8%</p> <p>Ease of booking 99.2%. Value for Money .97.5% Customer Service 99.6%</p>
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### 36. *Refurbishment of Museum toilets*

Monies to replace the Museum toilets were secured following negative customer feedback on the condition of the toilets and a VAQUAS report that listed the toilets as a key issue in retaining its tourism quality award. The Museums toilet was successfully refurbished, and the results of the associated Corporate business plan targets are set out below.

Museum	Completed Green	Delivery of refurbished public toilets by February 2019.	On target to be completed by February 2019.	Annual target achieved and completed.  Public toilets refurbished
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Events Inc. – Town Hall and Museum	Completed Green	<p>Delivery of a targeted programme of events and activities with 70,000 total attendances at LTH.</p> <p>47,000 total attendances at the Museum.</p> <p>3 Major events that attract attendance of above 10,000.</p>	<p>Final figure 98,202, 28,202 over target, due to number of shows for season and self-produced hired events.</p> <p>The Museum has had a total of 47,293 visitors during the year against a target of 47,000 for the year.</p> <p>There were no events held during Quarter 4.</p>	<p>Annual target achieved and completed</p> <p>Town hall attendance 98,202 against a target of 70,000, the target was exceeded by 28,202</p> <p>Museum attendance 47,293 against a target of 47,000 the target was exceeded by 283</p> <p>Over 6 Major events attracted audiences of over 10,000 against a target of 3</p>
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## People Zone (Head of Neighbourhood Services)

37. Charnwood Borough Council, in collaboration with the Office of Police and Crime Commissioner (OPCC), implemented the People Zone in January 2019, following a consultation and development phase commencing in August 2018. The concept is centred upon a focused multiagency team working in partnership with local residents, with the intention of creating a safer and stronger community within a designated location. There are three People Zones – New Parks, Coalville and Loughborough.
38. The designated location for the Charnwood People Zone has been identified as the Bell Foundry Estate in the east of Loughborough. This location was chosen based upon extensive analysis of all available data sets, including Indices of Multiple Deprivation, Crime, ASB and statutory partners demand profile. Appendix 3 outlines how the People Zone will take a 3-tiered approach to Managing People, Protecting People as well as Developing People & Community.
39. Following extensive consultation with statutory, non-statutory and the local community, the Partnership has created an integrated neighbourhood management team that will deliver an action plan within the locality of the Bell Foundry Estate. The operating model that has been created has been built around two delivery groups, one focused upon the theme of 'People' the other theme being 'Place'. Each of the two groups have now met on 5 occasions since January 2019 and are making progress in terms of delivering outcomes under our strategic aim of delivering 'a Safer and Stronger' community within the estate.
40. The 'People' group, which is a 'closed' meeting, have identified a number of persistent and prolific offenders whose criminal behaviour is being tackled via a means of both criminal and civil powers. The group also has a focus on early identification of adults and youths at risk of exploitation and once identified, necessary referrals are made to safeguarding professionals. The aim of the People group is to work at creating a 'Safer' environment in keeping with our strategic goal.
41. The 'Place' group is an open meeting made up of multi-agency practitioners, local ward councillors and community members. The focus of this group is to create the 'Stronger' element of our strategic aim, with a view to enhancing the resilience of both individuals and groups within the Bell Foundry estate. In the meetings to date, there has been a focus on the identification of issues the community are concerned about, with discussions as to what actions are required to address those concerns. Early successes in this arena have include the re-sighting of a CCTV camera, preventative measures to address concerns re an increase in sex workers, collaborative work with local drug support services to address the issue of substance misuse within the estate.
42. A recurring theme from the Place group has been the significant impact of sustained drug misuse both on the community and individuals. To address this concern, the Partnership has implemented a Drugs Strategy (April 2109) and in partnership with local drug support services – The Falcon Centre and Exaireo, officers are working closely to ensure that enforcement action taken by partners such as the Police, is followed up with preventative workstreams aimed at supporting recovery and rehabilitation.

43. The OPCC has commissioned Loughborough University to develop an evaluation model of the People Zone and the proposed success criteria has currently been set under three themes: 'Safety', 'Skills & Resources for Resilience', 'Wellbeing'. The evaluators are benchmarking data sets under the three themes so that quantitative assessments can be made in due time. They are also creating a qualitative assessment in the guise of a Community Perception Survey so that the views of the local community are captured. This will be particularly important in terms of assessing community confidence.
44. Key actions implemented since the introduction of the People Zone include:
- Health awareness sessions delivered within the locality in partnership with Public Health
  - Increased hours allocated to the opening of the Marios Tinenti Centre to enhance community engagement
  - Multi-agency workshop to enhance practitioner skills in terms of effective neighbourhood management
  - Stakeholder network event highlighting referral pathway opportunities for service users
  - Multi-agency patch walk undertaken to assess community needs
  - Community social events (BBQ) aimed at increasing community resilience
  - Positive action taken against persistent offenders including premises closures following successful drug enforcement
  - Implementation of a Drugs Strategy in partnership with local drug support services
  - Creation of self support groups eg Fishing group, running and walking club promoting social inclusion

#### Operation Lionheart (Head of Neighbourhood Services)

45. One of the key issues within the People Zone has been the criminal exploitation of both vulnerable children and adults. In the main, this exploitation has been driven by the supply and possession of controlled drugs and there is clear evidence of both County Lines and Cuckooing taking place within the Bell Foundry Estate. A number of Organised Crime Groups and an Urban Street Gang have been involved in the supply of class A drugs within the People Zone, as well as Loughborough Town Centre and this has had a significant impact upon both individuals and the community as a whole.
46. Operation Lionheart commenced in April 2019 and extensive enforcement action has taken place by Leicestershire Police within both the People Zone and across Loughborough. This Operation has involved both covert and overt tactics and has been in the planning for several months. Phase 1 has primarily centred upon the identification of criminal activity linked to drug supply and extensive enforcement action being taken against identified criminals. The Operation has featured extensively in the local media and several key offenders have already pleaded guilty and received custodial sentences for their drug supply. To date Lionheart has executed in the region of 48 warrants under the Misuse of Drugs Act within the Borough, with a significant number being within Loughborough East and a total of approximately 59 individuals have been arrested.

47. Phase 2 of the Operation is centred upon enhancing community confidence within our Priority Neighbourhoods. The Council, the local Neighbourhood Policing Team, supported by other agencies are currently tasking and coordinating a response to ensure that positive action is taken against those committing the most harm in our communities. Action to date has included tenancy action such as: closure of premises involved in drugs supply, repossession proceedings taken against offenders, as well as action aimed at increasing the community's knowledge of what Lionheart has delivered.
48. Phase 2 will continue for several months and Leicestershire Police are very clear that Lionheart will continue to take enforcement action against identified criminals involved in the possession and supply of controlled drugs.

#### Loughborough Town Centre Civil Injunction (Head of Neighbourhood Services)

49. The Borough Council on behalf of the Community Safety Partnership successfully obtained a Civil Injunction for Loughborough Town Centre (December 2017) with the aim of addressing street related ASB, such as begging, drug misuse and any other persistent related ASB issues. The civil order has a twelve-month life span hence an extension was sought and successfully obtained in December 2018 to continue with the civil remedy.
50. To date a significant number of individuals engaged in begging have been served with the civil injunction. The Partnership approach is incremental and upon first service, the individual engaged in begging is offered the support of local agencies in an attempt to get them to desist from their activity. It is only once the individual refuses to engage with support services that positive action is undertaken. To date 3 individuals have persistently breached the injunction and have received custodial sentences accordingly.
51. A community consultation exercise took place within Loughborough Town Centre in August 2018 aimed at gauging the public's views on Town Centre issues. The results showed that the public overwhelmingly supported the Partnership in taking positive action against individuals engaged in street related ASB. In fact, 97% of those engaged (288 responses) stated their support for the Partnerships' continued use of the Civil Injunction. This community impact assessment was utilised as supporting evidence once the extension to the civil power was sought at the County Court (December 2018).
52. The current Civil Injunction will again be reviewed and an application to extend the Order will be made to the court in December 2019. Several requests have been made to BID members to ensure they report street related ASB and begging to either the Police or to Charnwood Borough Council. Unfortunately, despite a recent letter, drafted by the lead member for Community Safety to the BID, seeking their support in reporting incidents of begging, the Partnership has still only received one complaint in the past 6 months.
53. The Civil Injunction sits alongside the local Public Space Protection Order (PSPO) within Loughborough Town Centre. Each civil remedy is located within it's own designated location. The PSPO predates the Civil Injunction and is focused upon

addressing anti-social behaviour that is alcohol fuelled. This power is predominately utilised along the Ashby Road corridor to address student related ASB. The Civil Injunction is located within the town centre and is more focussed at addressing begging and drug misuse.

54. Finally, the Partnership will be back at Leicester County Court in June 2019, whereby further positive action will be undertaken against a persistent Town Centre beggar, who has refused all support. The court will also hear an evidential file against a further 8 persistent offenders whose names will be specifically added to the injunction, in order to address their behaviour.

### Loughborough Burial Provision (Head of Cleansing and Open Spaces)

#### *Background*

55. On 18th October 2018 the Cabinet considered a report of the Head of Cleansing and Open Spaces to further consider options for a new cemetery site for Loughborough. The Cabinet resolved as follows:

1. that land at Nanpantan be approved as the location of the site to be developed as a new cemetery subject to approval by the Environment Agency and Planning Permission being obtained;
2. that the revision of the capital programme for the cemetery development project, to allocate £60,000 of capital funding for 2018/19 to enable the commencement of pre-development surveys and assessments and £590,000 for construction/development to 2020/21, be approved;
3. that the report of the Overview Scrutiny Group be noted.

#### Reasons

1. To reflect the outcome of detailed independent site assessments carried out to the 3 shortlisted sites and to reflect the public consultation undertaken by the Council.
2. To ensure that sufficient resources are made available to deliver the project.
3. To acknowledge the work undertaken by and the views of the Overview Scrutiny Group.

#### *Planning Application*

56. Specialist consultants have been engaged to undertake all pre-planning investigations and reports which will be required to be submitted as part of a planning application for the proposed cemetery.
57. Based on the required works and current timetable, it is likely that the full application will be made towards the end of July 2019, pending any further evidence required to support the application.
58. Pre-application advice has been sought from the Environment Agency (the primary consultee for environmental risks), Leicestershire County Council Highways and Development Control. All pre-application comments from consultees received thus far have been constructive.

59. The following work items are currently being undertaken to support the planning application:

#### *Site Environmental Issues*

- Flux Modelling  
*Modelling of potential discharging of hazardous pollutants to surface water.*
- Borehole monitoring well installation
- Infiltration test - *To determine the infiltration rate of soils within the cemetery site and explore the subsurface conditions underneath the soil to measure the rate at which soil is able to absorb rainfall or irrigation*
- Flood Risk Assessment (FRA)
- SuDS policy and design - *Policy for the integration of SuDS within the cemetery design to comply with national planning policies.*
- Preliminary Ecological Appraisal (PEA) - *PEAs establish baseline conditions and evaluate the importance of any ecological features present (or those that could be present) within the specified site, as far as possible.*
- Species specific surveys - *Informed by the preliminary ecology appraisal, protected species surveys may be required e.g. great crested newt & badger.*
- Landscape Management and Maintenance Plan - *Sets out the long term aims and objectives for the site so that all stakeholders and relevant parties can understand how that the landscape components will be developed, established and maintained.*

#### *Policy Issues*

- Heritage Asset Assessment - *Desk-based heritage statement to characterise the nature, date and likely survival of known and potential heritage assets within the proposed development area (PDA) and to assess their significance. It also assesses the likely impact of the development on those heritage assets and their setting.*
- Planning and Need Statement - *Identifies the context and need for the proposed development (cemetery) and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies.*
- Environmental Impact Assessment (EIA) - *May be required to identify, describe and assess the direct and indirect effects of the development on residents, fauna and flora; soil, water, air, climate and the landscape; material assets and the cultural heritage; and the interaction between the factors.*
- Sustainability Statement - *To inform and explain how the site, its design and development enshrines the nature of the greenbelt with the use of sustainable materials and design ethics.*
- Sequential Test - *Responds to the requirements of Section 10 of National Planning Policy Framework (NPPF), in respect of flooding and the sequential*

*test and demonstrates that there are no alternative sequentially preferable sites within the defined area of search.*

- *Design and Access Statement - To inform and explain how the development's design takes the particular characteristics of the site and its wider setting into account. To be carefully considered after pre-application advice from CBC Planning Officers.*
- *Landscape and Visual Impact Assessment (LVIA) - Identifies and evaluate the potential change in the composition and structure of the existing landscape and the degree of visual change resulting from the development of the cemetery.*
- *Waste Policy Statement - General policy statement to ensure a high level of commitment to good environmental practices and the sustainable management of resources and waste*
- *Agricultural Land Classification (ALC) - To demonstrate that the development would not impact on high value classification (1-3a).*
- *Transport Statement - A Simplified Transport Assessment used where transport issues arising out of development proposals may not require a full Transport Assessment. an where the traffic impact is limited in both volume and area impact.*
- *Vehicular Access Plan - Detailed design setting out safe and appropriate vehicular access to and from the site.*

### *Landscape Design*

60. A draft landscape design has been produced for the site and is currently being reviewed by officers. The new cemetery will be carefully designed to ensure that all identified factors are addressed including new area of car parking; management of surface water issues and SUDS design; burial areas for different denominations; internal roadways and footpaths; appropriate tree planting to screen the site and incorporate the cemetery into the wider landscape.

### *Post-Planning Application*

61. Officers are currently investigating the most advantageous method for commissioning the construction of the cemetery site once planning permission has been obtained and a detailed plan of construction established.

### Appendices

Appendix 1: Loughborough Special Expense Outturn 2018/19

Appendix 2: Loughborough Special Expense 2017/18 vs 2018/19

Appendix 3: Bell Foundry Estate People Zone Action Plan

## Appendix 1

LOUGHBOROUGH SPECIAL EXPENSES 2018/19 Actual							
Service	Total £	Less District / Capital Charges £	Loughborough Special Expenses £	2018/19 Original Budget £	Unfavourable /(Favourable) Variance £	% Variance	Explanation of Variance
Loughborough CCTV	289,254	227,688	61,566	68,600	(7,034)	(10.25%)	Employee underspend £10.6K was due to the CCTV team leader covering considerably more shifts than anticipated due to the lack of available casual staff. A £7.9K underspend on Contractor Payments was due to better management of the new maintenance contractor. Support Service recharges were also underspent £11.9K, mainly due to both reduced insurance premiums and reduced recharges from the phone usage contract. 23% of this cost was funded by the Loughborough Special Rate in 2018/19.
Community Grants - General / Fearon Hall / Gorse Covert	78,965		78,965	79,600	(635)	(0.80)%	A slight underspend on the Loughborough Community Grant was partly due to one of the grant applicants requesting £220 less than awarded, the remaining was an underspend on the budget.
Marios Tinenti Centre and Altogether Place	38,951		38,951	45,100	(6,149)	(13.63%)	This underspend was due to the continued delay in progressing the lease negotiations regarding the development of the Thorpe Acre Community Hub, which is now expected to open in 2019.
Charnwood Water Toilets	6,403		6,403	9,100	(2,697)	(29.64%)	A £2K refund was received for Metered Water charges following a series of estimated readings which resulted in overpayments in previous financial years; this has now been corrected. There was also a slight underspend on the Maintenance of Open Spaces budget.
Voluntary & Community Sector Dev Officer post (75% LSX)	33,259		33,259	33,500	(241)	(0.72)%	no comment required
Biggin Street Toilet - Friday Opening	4,202		4,202	5,700	(1,498)	(26.29%)	The actual cost reflects operational expenses offset by income received. This underspend was due to a more effective way of providing the service, the 2019/20 budget has been reduced accordingly.
Contribution towards Loughborough Open Spaces Grounds Maintenance	118,998		118,998	119,000	(2)	0.00%	no comment required

Service	Explanation of Variance £	Variance District /Capital Charges £	Loughborough Special Expenses £	2018/19 Original Budget £	Unfavourable / (Favourable) Variance £	% Variance	
November Fair	(1,593)	(54)	(1,539)	(5,900)	4,361	(73.91%)	Employee costs were overspent £3.5K, due to staff vacancies; this resulted in overtime payments to provide staff cover during the fair. Other overspends on Safety Inspections, Security Charges, Site Preparation and Clearance £2.7K, due to external staffing of road closures in-line with safety recommendations, future year budgets will be amended accordingly, these overspends were part offset by £1.4K additional Site Rental Income.
<u>Parks:</u> Loughborough –( including Loughborough in Bloom)	486,246	95,688	390,558	428,200	(37,642)	(8.79)%	Maintenance of Trees budget was overspent £2.9K, due to additional requirements outlined in the tree survey recommendations, also overspends on Equipment Purchase and Repair £1.3K, due to the Beacon lighting event held in Queens Park and Metered Water charges £1.6K. These were offset by a number of underspends, the main one being £10,8K on Play Equipment, however £9K of this was transferred to Nanpantan Sports Ground budget during the year to fund the maintenance costs of the tennis courts. A community notice board was purchased at a cost of £3.3K which was fully funded by a contribution received from the Friends of Queens Park. Support Service recharges were underspent £30K, Cleansing, MOS Contract and Policy & Fleet teams spent less time on Parks Loughborough, and more time on a number of larger projects, such as the continued site development at the Outwoods and Cemetery.
Gorse Covert and Booth Wood	68,048	2,301	65,748	69,000	(3,252)	(4.71)%	Support Service recharges were underspent £2.7K, mainly due to Cleansing, MOS Contract and Policy & Fleet teams spending less time on Gorse Covert and Boothwood, and more time on larger projects, such as the continued site development at the Outwoods and Cemetery.
<b>Service</b>	<b>Actual £</b>	<b>Less District /Capital Charges £</b>	<b>Loughborough Special Expenses £</b>	<b>2018/19 Original Budget £</b>	<b>Unfavourable / (Favourable) Variance £</b>	<b>% Variance</b>	<b>Explanation of Variances</b>

					£		
Derby Road Sports Ground	(26,225)	(120,808)	94,583	114,100	(19,517)	(17.11)%	Building Repairs and Maintenance underspend £6.5K, due to a delay in carrying out the Depot roof repairs; will be carried out in 2019. £3K Electrical Works budget was not needed this year. Maintenance of Trees budget £1.4K was not needed this year, due to priorities at other sites based on the Tree survey recommendations, Electricity budget underspend £4.6K, due to a credit received for overpayments based on estimated readings, AMR meters have now been fitted to resolve this issue. Support Service recharges were underspent £4.2k due to Cleansing, MOS Contract, Policy & Fleet teams spending less time on Derby Road Playing Fields, and more time on larger projects, such as site development at the Outwoods and Cemetery.
Lodge Farm	42,270	1,429	40,841	46,700	(5,859)	(12.55)%	Building Repair and Maintenance budget was underspent £4.1K, due to a reduced number of general repairs being needed compared to previous years. There was also an underspend of £5.3K on the Electricity budget, due to a credit being received for overpayments made in previous years which were based on estimated readings, AMR meters have now been fitted to resolve this issue, these underspends were part offset by a £3.8K overspend on Support Service recharges, mainly due to additional being time spent by the Property Services team on overseeing the installation of a new ground drainage system at this site.
Nanpantan	156,207	61,868	94,339	63,100	31,239	49.51%	£11.4K was spent on the maintenance of the Nanpantan Sports Ground Tennis Courts; this was funded by a transfer from the Parks Loughborough Play Equipment budget and a £3K contribution from Charnwood Lawn Tennis Club. Building Repair and Maintenance budget was overspent by £5.6K, due to essential lighting and fence repairs. Metered and Unmeasured Water budgets overspend £11.2K, due to a series of under estimated invoices in 2017 and 2018 being corrected in January 2019, also an overspends on Maintenance of Trees £1.5K, Electricity £1.1K and Legionella Risk Assessment £1,3K, part offset by underspends on Electrical Works £1K, Repair of Equipment £0.8K and additional rental / sports income £1.7K. Support Service Recharges were overspent £5.7K, due to more time spent by the Cleansing team liaising with the sports clubs regarding the maintenance and development of the site.
<b>Service</b>	<b>Actual £</b>	<b>District /Capital</b>	<b>Loughborough Special Expenses</b>	<b>2018/19 Original Budget</b>	<b>Unfavoura ble /(Favourab</b>	<b>% Variance</b>	

		Charges £	£	£	le) Variance £		
Park Road	139,155	120,474	18,681	21,200	(2,519)	(11.88)%	Metered Water Charges were overspent £1.2K, mainly due to previous year invoices being paid based on a series of estimated readings which resulted in underpayments, this was corrected when an invoice based on actual readings was received in December 2018. Support Service Recharges were underspent £4K, mainly due to less time being spent on the Park Road Sports Ground by the Policy and Fleet team.
Shelthorpe Golf Course	28,414	1,037	27,377	23,500	3,877	16.50%	Building Repair and Maintenance budget was overspent by £3.8K, due to essential repair and redecoration works being carried out on the attendant's hut.
Loughborough Cemetery	48,769	1,649	47,120	19,000	28,120	148.00%	The contract with NWLDC for the provision of the Councils bereavement service was underspent by £3.5K, less out-of-hours work was required this year. Maintenance of Trees budget was not needed £1.9k due to priorities at other sites based on Tree survey recommendations, an underspend of £2.3K on the Metered Water charge, due to a credit being received for overpayments made in previous years which were based on estimated readings. NNDR was also £1.8K less than budget. £1.8K was spent on Consultant Fees for a number of surveys for the future provision of the service. Sub-Contractor costs were also overspent £5.2K; essential memorial testing was required in order to comply with health and safety legislation. Support Service recharges was overspent by £31K, due to an increased staff time at the Cemetery, (Head of Waste, Engineering and Green Spaces, Cleansing and Policy & Fleet teams).
Allotments - Loughborough	56,507	1,910	54,597	56,800	(2,203)	(3.88)%	A damaged tap cost £500 at the Lodge Farm allotment site. Support Service recharges were underspent by £2.7K, mainly due to less time being spent in this area by the Income Section and MOS Contract team
Carillon Tower	54,347	26,092	28,255	12,700	15,555	122.48%	Carillon Tower underwent a major conservation project this year, which resulted in £4.5K loss of income part offset by a £3.7K underspend on staffing costs due to the Tower being closed to the public all year. Essential project survey work was carried out at a cost of £21K, which was funded from savings from the Head of Leisure & Culture's budgets. Support Service Recharges were overspent £9.6K, as this was a major project additional time was spent in this area by the Head of Leisure and Culture and Audit & Risk team. Insurance Premiums were also slightly higher. 50% of these costs are funded by the Loughborough Special Levy.
<b>Service</b>	<b>Actual £</b>	<b>Less District /Capital</b>	<b>Loughborough Special Expenses £</b>	<b>2018/19 Original Budget £</b>	<b>Unfavoura ble /(Favourab</b>	<b>% Variance</b>	

		<b>Charges £</b>			<b>le) Variance £</b>		
Festive Decorations and Illuminations	65,337	9,312	56,025	49,300	6,725	13.64%	An overspend of £4.3K on the Installation and Dismantling of the Festive Decorations was due to the new festive lights being more complex, which required additional one-off infrastructure costs, resulting in additional agreed charges from the installation company. This was part offset by an underspend of £2.5K on the Purchase Repair and Maintenance of Equipment due to the capital investment in the new lighting scheme this financial year. Support Service Recharges were overspent by £5K, mainly due to additional time spent in this area by the Head of Leisure and Culture.
Town Centre Management	106,291	15,309	90,981	92,400	(1,419)	(1.54)%	Employee costs were underspent £4.5K, due to a number of vacancies. Further minor savings were also made on Hire/Purchase of Equipment £2.2K, Publicity £2.3K, Licenses £1.7K and Streets Alive and other events £2.8K, this is predominantly due to significant staffing changes during the year which resulted in slightly different emphasis on expenditure. The Street Trading Consents income exceeded the budget by £5.9K due to a more rigorous approach to attracting street traders to Loughborough. Support Service recharges were overspent £17.9K, this was due to more time being spent in this area by the Market and Fairs team and the Head of Leisure and Culture, partly due to staff vacancies and the management of the market review, festive lights and street dressing project.
<b>TOTAL</b>	<b>1,793,804</b>	<b>443,897</b>	<b>1,349,908</b>	<b>1,350,700</b>	<b>(792)</b>		

LOUGHBOROUGH SPECIAL EXPENSES				
2017/18		Service	2018/19	
Original Budget	Actual		Original Budget	Actual
£	£		£	£
61,200	61,515	Loughborough CCTV	68,600	61,566
77,300	76,137	Community Grants - General / Fearon Hall / Gorse Covert	79,600	78,965
44,900	37,910	Marios Tinenti Centre / Altogether Place / Community Hubs	45,100	38,951
9,200	9,428	Charnwood Water Toilets	9,100	6,403
32,600	32,394	Voluntary & Community Sector Dev Officer post (75% LSX)	33,500	33,259
4,000	3,517	Biggin Street Toilet - Friday Opening	5,700	4,202
7,500	7,500	Part Funding of Post Graduate Student for HMO Study (3years only)	0	0
35,000	30,352	Support for Loughborough Heritage Initiatives	0	0
117,900	117,917	Contribution towards Loughborough Open Spaces Grounds Maintenance	119,000	118,998
(9,400)	(3,181)	November Fair	(5,900)	(1,539)
		<u>Parks:</u>		
421,000	378,430	Loughborough - including Loughborough in Bloom	428,200	390,558
68,300	64,552	Gorse Covert and Booth Wood	69,000	65,748
		<u>Sports Grounds:</u>		
120,200	110,067	Derby Road	114,100	94,583
44,100	48,444	Lodge Farm	46,700	40,841
57,400	69,586	Nanpantan	63,100	94,339
21,100	18,021	Park Road	21,200	18,681
24,400	21,246	Shelthorpe Golf Course	23,500	27,377
7,400	64,477	Loughborough Cemetery	19,000	47,120
64,200	50,155	Allotments - Loughborough	56,800	54,597
13,100	15,899	Carillon Tower	12,700	28,255
50,700	39,938	Festive Decorations and Illuminations	49,300	56,025
92,100	90,537	Town Centre Management	92,400	90,981
<b>1,364,200</b>	<b>1,344,841</b>	<b>TOTAL</b>	<b>1,350,700</b>	<b>1,349,908</b>

## Appendix 3: Bell Foundry Estate People Zone

# Bell Foundry Estate – Action Plan

