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Hinckley & Bosworth
Borough Council

Bill Cullen MBA (ISM), BA(Hons) MRTPI
Chief Executive

Date: 03 April 2018

To: Members of the Executive

Mr MA Hall (Chairman)
Mr K Morrell (Vice-Chairman)
Mr RG Allen
Mrs MA Cook

Mr C Ladkin
Mr M Nickerson
Mrs MJ Surtees
Mr P Wallace

Copy to all other Members of the Council

(other recipients for information)

Dear Councillor,

There will be a meeting of the **EXECUTIVE** in the Meeting Room, Bagworth Community Centre on **WEDNESDAY, 11 APRIL 2018 at 6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Following the meeting there will be an open session for public questions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Owen'.

Rebecca Owen
Democratic Services Officer

EXECUTIVE - 11 APRIL 2018

A G E N D A

1. APOLOGIES

2. MINUTES (Pages 1 - 4)

To confirm the minutes of the meeting held on 13 February 2018.

3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES

To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting.

4. DECLARATIONS OF INTEREST

To receive verbally from Members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**

5. QUESTIONS

To hear any questions in accordance with Council Procedure Rule 12.

6. ISSUES ARISING FROM OVERVIEW & SCRUTINY

(If any)

7. CAR PARKS ACTION PLAN (HINCKLEY TOWN CENTRE) (Pages 5 - 12)

Report seeking adoption and implementation of the car parks action plan.

8. ATKINS BUSINESS CENTRE OFFICES (Pages 13 - 16)

Report seeking approval of a supplementary budget for investing in the proposed refurbishment of the second floor of the Atkins Business Centre.

9. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

EXECUTIVE

13 FEBRUARY 2018 AT 6.30 PM

PRESENT: Mr MA Hall - Chairman
Mr K Morrell – Vice-Chairman
Mr RG Allen, Mr C Ladkin, Mr M Nickerson, Mrs MJ Surtees and Mr P Wallace

Members in attendance: Councillors Mrs J Kirby and Mrs J Richards

Officers in attendance: Bill Cullen, Rebecca Owen, Sharon Stacey and Jo Wykes

337 APOLOGIES

Apologies for absence were submitted on behalf of Councillor Cook.

338 MINUTES

It was moved by Councillor Surtees, seconded by Councillor Nickerson and

RESOLVED – the minutes of the meeting held on 18 October 2017 be confirmed and signed by the chairman.

339 DECLARATIONS OF INTEREST

No interests were declared at this stage.

340 HOUSING ALLOCATIONS POLICY REVIEW

The Executive was informed of proposed changes to the council's Housing Allocations Policy, designed to ensure that people with the most housing need and with a local preference were given preference to join the housing register.

A member expressed concern about those tenants on low incomes and in response it was stated that they would usually be in receipt of housing or other benefits but that this policy would help to identify issues at an earlier stage to enable officers to support tenants with budget management or to refer them to the Citizens Advice Bureau for debt management support.

Some discussion ensued on the difference in the way benefits were paid and overpayments were recouped under the universal credit system. It was noted that a report on universal credit would be taken to the Scrutiny Commission in March for members' information.

In relation to the proposed inclusion in the policy of those in "priority" and "high" banding groups having eight weeks to express a choice in their bidding, a member asked what would happen if we didn't have a suitable property available within that period. In response it was noted that the timescale could be extended if the reason for not bidding or accepting a property was due to no suitable properties being available.

It was moved by Councillor Allen, seconded by Councillor Ladkin and

RESOLVED –

- (i) The proposed changes be noted and the proposed Allocations Policy be approved for consultation;
- (ii) Authority be delegated to the Director (Community Services) and Executive member for Housing and Community Safety to make any amendments to the policy arising from the consultation and to agree an implementation date.

341 COUNCIL HOUSE VOIDS EXPENDITURE

Members received a report which sought approval for a supplementary voids budget due to the pressure on the existing budget. It was noted that the pressure was mostly due to the number of high value voids. It was

RESOLVED –

- (i) The increase in demand on the voids budget be noted;
- (ii) A supplementary budget of £45,000 be approved to ensure sufficient funds are available to continue bringing empty properties up to a lettable standard for the remainder of the financial year.

342 WHEELED BIN AND CONTAINER POLICY

Members were informed of minor amendments to the council's Wheeled Bin and Container policy. It was explained that matters including the removal of dry recycling credit payments by the disposal authority and the current recycling market conditions had been taken into account.

It was noted that the move to co-mingled dry recycling would take place on 1 April, which would remove the need for the inner caddy. The new recycling rounds and how these would be implemented were also highlighted. The communication strategy and arrangements for informing residents of the changes to the rounds were explained to help minimise any potential problems arising from the new service being introduced.

RESOLVED – the revised Wheeled Bin and Container policy be approved.

343 VENUES FOR FUTURE MEETINGS

Further to the request of the Executive to hold meetings throughout the borough, proposed venues were discussed. It was

RESOLVED –

- (i) For the remainder of 2018, Executive meetings be held as follows:
 - 11 April 2018 – Bagworth Community Centre
 - 6 June 2018 – Desford Church Centre
 - 1 August 2018 – Barlestone tbc
 - 26 September 2018 – Sheepy Magna Memorial Hall
 - 21 November 2018 – Hinckley Hub.
- (ii) A session for public questions be held at the close of the formal meeting on each of the above dates.

(The Meeting closed at 6.48 pm)

CHAIRMAN

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Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION 28 MARCH 2018
EXECUTIVE 11 APRIL 2018

WARDS AFFECTED: Hinckley, although all residents of the Borough can use the car parks

CAR PARKS ACTION PLAN (HINCKLEY TOWN CENTRE)

Report of Director (Environment and Planning)

1. PURPOSE OF REPORT

- 1.1 To advise the Executive of the car parks action plan.
- 1.2 To recommend adoption and implementation of the action plan.

2. RECOMMENDATION

- 2.1 That the action plan be adopted and implemented.

3. BACKGROUND TO THE REPORT

- 3.1 HBBC commissioned an independent assessment of car parks in Hinckley Town Centre which was finalised in January 2017. The key findings of this study were:-
 - Poor vehicular signage to car parks.
 - Poor pedestrian signage to and from car parks.
 - An imbalance in parking demand with some car parks being very busy and others are under utilised.
 - Sufficient car parking spaces to meet forecast demand until 2026.
 - An additional 123 spaces will be needed by 2036 to meet forecast demand.
- 3.2 An action plan has been developed from the study – see Appendix 1. The action plan identifies 5 key aims and the key actions are summarised below:-
- 3.3 Aim 1: Improve signage / vehicle circulation.
 - Leicestershire County Council have to date been unsuccessful in securing funding for variable message signs and parking zones to provide real time parking information to drivers. HBBC will work with LCC to improve directional signage to car parks.
 - New pedestrian signage to and from car parks.

3.4 Aim 2: Increase capacity for short stay parking.

- Change Trinity East to short stay only (currently combined short and long stay)*
- Introduce 1 and 2 hour tariffs on all long stay car parks*
- Increase charge for all day parking on short stay and Castle car parks (to discourage use of shoppers car parks for long stay)*
- Introduce a 3 hour maximum stay on Church Walk and Saint Mary's car park*.
- Seek co-operation amongst businesses to unused private parking spaces at weekends.

The outcome from changes will be the following provision by HBBC:

	Current number of spaces	New number of spaces	Change
Short stay	367	414	+47
Long stay	244	0	-244
Combined short / long	199	464	+265
Total	901	878	-23

Reduction in spaces is due to allocation of part of Castle car park to the occupier of the former COOP.

3.5 Aim 3: Increase capacity.

- Investigate options to meet 2026 and 2036 forecast demands (123 spaces) and develop comprehensive plan to meet future needs.
- Ensure planning applications/ redevelopments provide sufficient car parking to meet the capacity forecast in the study.

3.6 Aim 4: increased use of car parks by residents at underutilised times.

- New reserved bay permits for New Street car park*.
- New permit 3.30pm – 10am Monday to Friday on short stay car parks (25 available)*.
- New permit 3.30pm – 8.00am daily plus all day Saturday on long stay car parks (25 available)*.

3.7 Aim 5: Improved management of car parks.

- Qualitative audits and action plan (to be funded through capital programme from 2018).
- Investigate vehicle charging points as funding arises.
- Introduce cashless payment methods* (contactless and chip and pin for pay and display) and direct debit for permits.
- Increase promotion of car parks including web based information and alternative methods of travel.
- Investigate secure storage for bicycles and locking for motor cycles.

3.8 All the actions marked with a * require a variation to the Parking Places Order which requires a decision by Council. A separate report has been agreed at Council 22 February 2018 requesting authorisation to advertise a proposed variation to the order for a 4 week consultation period, and to delegate authority to the Director (Planning and Environment) and the Executive Lead for Town Centres to vary the order following consideration of any responses received.

3.9 At the time of undertaking this study and writing this report LCC are considering the introduction of on street parking charges but no proposals have been developed. This has not been taken into account in this report as these proposals are not clear.

4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

4.1 This report is to be taken in open session.

5. FINANCIAL IMPLICATIONS [CS]

5.1 The costs of implementing the action plan can be met within the capital and revenue budgets for 2018/19.

Key areas of expenditure are signage (est, £5,000), and pay and display machines (£6,000 per machine including electronic payment methods). Electronic transactions will also incur a cost of approximately 7 pence each. However it should be possible to reduce cash collection costs to off set some of this cost but exact impacts cannot be calculated until demand for electronic payments is known.

Additional capital may be required in 2019/10 once the quality audits of the car parks identify improvements needed.

Estimated income from residents' permits is £2415 pa.

Estimated incomes from changes to pay and display tariffs are included within the parking places order report agreed at Council 22 February 2018. The net increase in income is estimated to be £89,000 pa and includes wider increases in charges than are detailed within this report.

6. LEGAL IMPLICATIONS [AR]

6.1 The Council has the statutory power to make off-street parking places and control those places under section 32, 35 and Schedule 9 of the Road Traffic Regulation Act 1984. The procedure for making an Order is set out in The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

6.2 The 1996 Regulations contain the detailed procedure for making an order, which includes consultation with statutory bodies on the proposal, advertising requirements and the duty to consider objections prior to making an Order.

6.3 Although it is unusual a Public Inquiry can be held to deal with objections.

6.4 The Order ensures that all previous orders are varied (as applicable) from the date of making, for clarity and certainty.

7. CORPORATE PLAN IMPLICATIONS

7.1 This action plan supports the following Corporate Plan aims:

- Places: ensure the transport and community infrastructure can support growth.
- Prosperity: support the regeneration of our town and village centres.

8. CONSULTATION

- 8.1 Two stakeholder workshops were held as part of the car parks study. Attendees included local businesses, other car parks providers, representatives from LCC and HBBC. Responses from these workshops informed the study and the action plan.
- 8.2 A joint working group was established in 2015 to assess car parks provision in Hinckley. This group consists of representatives from HBBC, the Hinckley BID the Chamber of Trade and the Crescent. This study was agreed by the group, and the action plan is supported by the group. The action plan was also shared by the BID manager with the Town Centre Partnership at its meeting on 6/3/17 and no adverse feedback was received.
- 8.3 Councillors from De-Montfort and Castle wards have had the opportunity to discuss the changes to the residents' parking permits and the action plan. As a result secure bicycle parking has been added to the action plan and slight amendments made to the residents parking permits. These members requested that local consultation be held regarding the residents permits. All existing residents parking permit holders will be written to and invited to comment once the parking places order changes are advertised.
- 8.4 Changes to the Parking places order are currently open to public consultation. Responses received will be fully considered before the making of the variation to the order.
- 8.5 The Scrutiny Commission considered the report at its meeting on 28 March. Some members expressed concern about the proposed charge increases, in particular in relation to the permits for New Street car park. It was agreed that the report be noted.

9. RISK IMPLICATIONS

- 9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.
- 9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Failure to deliver sufficient car parks to meet demand / over delivery of car parks relative to demand	Repeat car parks study in 2025.	Caroline Roffey
	Annual monitoring of occupancy of car parking spaces with further amendments to the parking order as necessary to balance supply and demand.	Caroline Roffey
	Ensure car parking provision considered within all town centre regeneration	Malcolm Evans / Stephen

	opportunities. Development of plan by 2020 to deliver additional parking required between 2026-2036.	Meynell Malcolm Evans / Caroline Roffey
Changes from other parking providers impacting on supply or demand for parking	Ensure full consideration of car parking decisions where planning applications impact on car parking availability. Ensure partners fully consider impacts on car parks demand when they identify changes. Consider early review of study where major changes are implemented.	Head of Planning Caroline Roffey Caroline Roffey
Introduction of on street parking charges by LCC increasing demand for off street parking and / or increasing demand on residential streets	Monitor impacts of any changes by LCC and if necessary change car parks operation to mitigate impact.	Caroline Roffey
Loss of revenue arising from increased cost of new payment methods	Full consideration of demand and costs of electronic payments once pilot on 3 car park machines is implemented, and before extension to other car parks.	Caroline Roffey

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

- 10.1 No changes are proposed to the provision of free car parking for blue badge holders.
- 10.2 The action plan includes a qualitative audit of HBBC car parks which will seek to identify access issues. Proposals for improvements will be developed and implemented as part of the capital programme for 2018/19 onwards.
- 10.3 The increased number of permits available for residents should assist residents living near the town centre.

11. CORPORATE IMPLICATIONS

11.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers: Appendix 1: HBBC car parks action plan

Car parking assessment of Hinckley town centre January 2017
available at [https://www.hinckley-
bosworth.gov.uk/downloads/file/5576/assessment_of_parking](https://www.hinckley-bosworth.gov.uk/downloads/file/5576/assessment_of_parking)

Contact Officer: Caroline Roffey x5782
Executive Member: Councillor C Ladkin

APPENDIX 1: CAR PARKING ACTION PLAN 2018 - 2021 21.2.18

AIM 1: IMPROVE SIGNAGE TO IMPROVE TRAFFIC CIRCULATION / FLOW

NO	ACTION	WHO	TIMESCALE
1.1	Improve vehicle signage to car parks.	LCC HBBC	2018
1.2	Improve pedestrian signage to and from car parks	HBBC	2018

AIM 2: INCREASE CAPACITY FOR SHORT STAY VISITS (SHORT/MEDIUM TERM)

NO	ACTION	WHO	TIMESCALE
2.1	Change Trinity Lane East to short stay only	HBBC	April 2018
2.2	Introduce 1 and 2 hour tariffs on all long stay car parks	HBBC	April 2018
2.3	Increase charge for all day parking on short stay and Castle car parks (to discourage use of shoppers car parks for long stays)	HBBC	April 2018
2.4	Introduce maximum stay of 3 hours on Church Walk and St Mary's car parks (including disabled bays)	HBBC	April 2018
2.5	Seek cooperation amongst businesses to utilise unused private parking spaces at weekends	BID / HBBC	Ongoing

NB Outcome from changes. Reduction in number of spaces at Castle car park due to occupation of store / part of car park by retailer.

	Current number of spaces	New number of spaces	Change
Short stay	367	414	+47
Long stay	244	0	-244
Combined short / long	199	464	+265
Total	901	878	-23

AIM 3: INCREASE CAPACITY (LONG TERM AIM 2036)

NO	ACTION	WHO	TIMESCALE
3.1	Investigate options to meet capacity forecasts for 2026 and 2036 (123 spaces) (decking etc.) and develop comprehensive parking plan to meet future needs.	HBBC	Ongoing - 2020 for plan
3.2	Ensure planning applications / redevelopments provide sufficient car parking to meet the capacity forecast in this study.	HBBC planning	Ongoing

AIM 4: Increased use of car parks by residents at under utilised times

NO	ACTION	WHO	TIMESCALE
4.1	Introduction of new reserved bay residents permits for New Street (£120pa)	HBBC	April 2018
4.2	Introduce revised residents permits 3.30pm – 10am daily on SS car parks and 3.30pm – 8.00am daily and all day Saturday on LS car parks (limited to 25 of each permit).	HBBC	April 2018

AIM 5: IMPROVED MANAGEMENT OF CAR PARKS

NO	ACTION	WHO	TIMESCALE
5.1	Qualitative audit of all car parks to include lighting, pedestrian / disabled access, motorbike spaces, signage, surfacing, traffic flow etc. Forward plan of improvements	HBBC	Audits June 2018, Implementation from April 2019
5.2	Introduce electric vehicle charging points as funding arises	HBBC	Ongoing
5.3	Introduce new payment methods as machines are replaced (contactless / chip and pin).	HBBC	Commence 2018
5.4	Increased promotion of car parks including web based information and alternative methods of travel	LCC, HBBC and BID	Ongoing
5.5	Investigate secure storage of bicycles and secure locking for motor cycles	LCC / HBBC	Ongoing



Hinckley & Bosworth
Borough Council

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

EXECUTIVE 11 APRIL 2018

WARDS AFFECTED: HINCKLEY DE MONTFORT

ATKINS BUSINESS CENTRE OFFICES

Report of the Director (Corporate Services)

1. PURPOSE OF REPORT

1.1 To inform the Executive of the proposed refurbishment of the Atkins Business Centre and advise on the associated costs.

2. RECOMMENDATION

2.1 That Executive approves a supplementary budget of £49,000 for investing in the proposed second floor refurbishment as outlined in the business case below (Funded from the Building Maintenance reserve)

2.2 That Executive approves a revenue income budget of £32,000 for 2018/19 and £38,400 from 2019/20 onwards for rental income from the schemes.

2.3 That Executive notes the relocation of the reception and Hansom Cab into the area formerly let as a café.

3. BACKGROUND TO THE REPORT

3.1 A company (and anchor tenant) that has been occupying a large office on the 2nd floor of the building has given notice to leave. It has been decided to split the area occupied by them in to three smaller units, this presents less risk when voids occur due to the smaller rental loss incurred at any one time. The Business Centre also has an agreed Heads of Terms to let one of the units and expressions of interest from other Business Centre tenants for the remaining accommodation. High demand exists from new small businesses looking for smaller offices within the Atkins Building to replace any existing tenants choosing to relocate into the new accommodation.

3.2 Following the loss of Café Espanol from the building another project being evaluated is to relocate the existing reception area currently located in the centre of the building to the gallery room. Since Café Espanol vacated it has proven difficult to attract a new café operator without significant and expensive alterations to the building. Use of the gallery has also been affected due to a large reduction in footfall since the café left. It is proposed that a new management office is created along with a new reception desk, a new waiting area and a meeting pod for Business Centre tenants to meet clients. These works will also include the relocation of the Hansom Cab as

focal point in the gallery. The Cab will be displayed in a prominent location and have a history story wall for gallery visitors to view.

3.3 Relocating the reception area will free up space currently used as the reception. A further two offices can be created to fill the space; again these should prove easy lets, particularly with their easy access and central location within the building.

3.4 The above works are also part of a wider project of updating and light refurbishment of the Atkins Business Centre. These works include redecorating communal areas and meeting rooms, they will also include a more prominent use of the Atkins logo to promote it as brand. Other works include a review of the Atkins conferencing business. Income has been steadily increasing year on year, a recent investment in new IT equipment will be supported by a further investment in new furniture along with a review of the existing meeting rooms within the building to increase their utilisation and income.

4. FINANCIAL IMPLICATIONS (IB)

Capital Cost - Creation of New Office Spaces

4.1 The creation of the three new office units on the 2nd floor of the building a new budget will be required. The cost is estimated at £49,000. The total annual rental value of the proposed new units based on the square foot costs currently being achieved is approximately £32,000. There is firm interest in one of the spaces and an interest has also been received for the other two units. Assuming quick lets are achieved, the return on the investment will be recouped in less than 24 months. It is proposed that HBBC's In-House housing maintenance service carry out the capital works. A market tested competitive quote has already been received.

4.2 The cost can be funded from the building maintenance reserve which will have a balance of £588,120 at the end of 31/3/2018.

4.3 The Executive will also be requested to approve a revenue income budget of £32,000 for 2018/19 and £38,400 from 2019/20 onwards.

5. LEGAL IMPLICATIONS

5.1 No legal implications have been sought at this time

6. CORPORATE PLAN IMPLICATIONS

6.1 Our Vision - A PLACE OF OPPORTUNITY Our corporate plan for 2017 to 2021 seeks to deliver our vision in creating great places to live, work and relax in. To have great places to go and shop, visit and be entertained and to provide opportunities to help our communities stay safe, healthy and active. It also seeks to promote places to invest in to improve the range and quality of local job opportunities

7. CONSULTATION

7.1 No consultation has been necessary in the production of this report.

8. RISK IMPLICATIONS

8.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

8.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

8.3 No significant risks have been identified specific with this report other than the general business risk of running a managed office space centre. The actions recommended in this report will reduce the risk of being exposed to one tenant leaving a large void space within the building and provide a close link with the reception facility and Gallery

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

9.1 No implications have been raised at this time.

10. CORPORATE IMPLICATIONS

10.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers: None

Contact Officer: Marc Lee
Facilities Manager, extension 5810

Executive Member: Councillor M Surtees

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