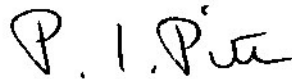


**Date: 18 February 2009**

Dear Sir/Madam

I hereby summon you to attend a meeting of the **HINCKLEY & BOSWORTH BOROUGH COUNCIL** in the Council Chamber at these offices on **THURSDAY, 26 FEBRUARY 2009 at 6.30 pm.**

Yours faithfully

A handwritten signature in black ink, appearing to read 'P. I. Pitt'.

Pat Pitt (Mrs)  
Corporate Governance Officer

### **AGENDA**

1. Apologies
2. To confirm the minutes of the meeting held on 20 January 2009. Attached marked 'C54'.
3. To be advised of any additional items of business which the Mayor decides by reason of special circumstances shall be taken as matters of urgency at this meeting.
4. 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. To receive such communications as the Mayor may decide to lay before the Council.
6. To receive petitions presented in accordance with Council Procedure Rule number 10.11.

7. To deal with questions under Council Procedure Rule number 11.1.
8. Position Statement. The Leader of the Council will give a presentation.
9. To receive for information only the minutes of the Scrutiny Commission meeting held on 8 January 2009 attached marked C55.
10. To consider the following reports:-
  - (a) General Fund Revenue Budget 2009/10. To be sent when available marked C56.
  - (b) Calculation of Council Tax for 2009/10. To be sent when available marked C57.
  - (c) Capital Programme 2008/09 – 2011/12. Attached marked C58. (Pages 1-20)
  - (d) Housing Revenue Account Estimates 2009/10. Attached marked C59. (Pages 21-24)
  - (e) Orton on the Hill and Osbaston Conservation Area Statements and Management Plans. Attached marked C60. (Pages 25-50)
  - (f) Approval of Virement. Attached marked C61. (Pages 51-53)
11. To consider an amendment to the scheme of delegation within the Constitution to allow the further delegation of the determination of certain applications for hackney carriage and private hire licences from the full Licensing Committee to a Licensing Sub Committee comprising 3 members (to be appointed on an alphabetical/rotational basis by the Principal Licensing Officer).

To: All Members of the **HINCKLEY & BOSWORTH BOROUGH COUNCIL**  
(other recipients for information).

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

20 JANUARY 2009 AT 6.30 P.M.

PRESENT: MR. J.G. BANNISTER - MAYOR  
MR. K. NICHOLS - DEPUTY MAYOR

Mrs. M. Aldridge, Mr. P.R. Batty, Mr. P.S. Bessant, Mr. D.C. Bill, Mr. C.W. Boothby, Mr. J.C. Bown, Mr. S.L. Bray, Mrs. R. Camamile, Mr. M.B. Cartwright, Mr. D.S. Cope, Mr. W.J. Crooks, Mrs. S. Francks, Mr. D.M. Gould, Mrs. A. Hall, Mr. P.A.S. Hall, Mr. D.W. Inman, Mr. C.G. Joyce, Mr. C. Ladkin, Mr. M. R. Lay, Mr. R. Mayne, Dr. J.R. Moore, Ms. W.A. Moore, Mr. K. Morrell, Mr. J. Richards, Mr. A. J. Smith, Mrs. S. Sprason, Mr. B.E. Sutton, Mr. R. Ward and Mr. D.O. Wright.

Also in attendance: Mr. R. Birch, Standards Committee Chairman.

Officers in attendance: Mr. S.J. Atkinson, Mr. B. Cullen, Mrs. T. Darke, Miss L. Horton, Mr. S. Kohli, Mr. R. Palmer, Mrs. P.I. Pitt, Mr. T.M. Prowse and Mrs S. Stacey.

372 PRAYER

The Reverend Canon B. Davis offered prayer.

373 APOLOGIES

Apologies for absence were submitted on behalf of Mr. K.W.P. Lynch, Mr. L.J.P. O'Shea and Ms. B.M. Witherford.

At this juncture, in view of the large number of people present, the Mayor drew everyone's attention to the evacuation procedure in the event of an emergency.

374 MINUTES (C49)

On the motion of Mr. Bray, seconded by Mrs. Aldridge it was

RESOLVED - the minutes of the meeting held on 15 December 2008 be confirmed and signed by the Mayor.

375 ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES

The Mayor indicated, and as outlined to Members on tonight's supplementary agenda, he had agreed to take as a matter of urgency an item relating to the proposed increases in Home Care Charges.

376 DECLARATIONS OF INTEREST/DISCLOSURES

The Monitoring Officer briefly reminded Members of their responsibilities under the Code of Conduct relating to personal and prejudicial interests. In

response to a Member's query, the Monitoring Officer gave advice on pre-determination and bias and predisposition, which as common law duties to assist bias in decision making, were outside of the Code of Conduct.

As Members of Leicestershire County Council, Mr. Bill, Mrs. Camamile and Mr. Wright each declared a personal interest in the late item (Increase in Home Care Charges).

### 377 MAYOR'S COMMUNICATIONS

Following his recent visit to Herford in Germany, the Mayor passed on to Members the good wishes of the Mayor of Herford to this Council and the people of Hinckley and Bosworth. It was hoped that the close links formed between the two Boroughs could be maintained.

### 378 PETITIONS

On behalf of residents in his ward, Mr. Bray presented a petition calling on the County Council to provide additional winter gritting. It was hoped that this issue would be included on the agenda for a future Highways Forum Meeting.

### 379 QUESTIONS

The following questions and replies were received in accordance with Council Procedural Rule 11.1:-

#### (a) Questions raised by Mrs. S. Sprason and addressed to Mr. S. L. Bray

"The Executive at Hinckley and Bosworth Borough Council has allocated in its Core Strategy 12,355 houses - 885 of these by increasing the settlement boundaries in rural areas. This is significantly in excess of the 11,700 identified in the East Midlands Regional Plan. Therefore, will the lead member explain:

- (i) Why the Executive is proposing in its Core Strategy 655 more houses than needed when the Administration must surely acknowledge that there will be a significant number of 'windfall' development dwellings in addition to the 11,700 (or indeed 12,355) figure?
- (ii) Why Members have been misled on the numbers in the site allocation discussion document? The Lead Member for Housing told us on the 15th December 2008 that the site density would be 30 units per hectare. Using this figure it would actually mean a minimum of 1450 units in rural areas and not as he stated the 885 units.
- (iii) Why is the Core Strategy not consistent with the Hinckley and Bosworth Community Plan's priorities 7, 12 and 13 as the Lead Member reported it would be on the 30 September 2008 to this Council?"

#### Responses from Mr. S. L. Bray

- (i) "The overprovision of some 642 dwellings is supported by the Government office. It will ensure flexibility in meeting the requirement of future housing provision within the Borough which is likely to rise in

the period up to 2026 and is in line with PPS12. The allocation will allow the opportunity to maximise regeneration benefits. However, in line with the motion which will be debated later tonight, this Administration will be prepared to work with all other Members in a constructive and positive way to review, and ultimately reduce, the housing numbers before the Core Strategy is subjected to public examination."

- (ii) "I am sure that the point Councillor Mrs. Sprason raises will be covered in the forthcoming debate and I wish to make no further comment at this point."
- (iii) "The Core Strategy is considered to be consistent with priorities 7, 12 and 13 of the Community Plan. The Core Strategy was developed alongside the Community Plan and joint consultation has taken place to inform the objectives of both documents. The question raised does not indicate why the author feels the Core Strategy to be inconsistent. There are clear spatial objectives embedded in the Core Strategy (pages 18-19) that relate to the priorities raised in the Community Plan."

(b) Question raised by Mr. R. Ward and addressed to Mr. S. L. Bray

"Does the administration acknowledge that this Council has made a huge error of judgement in endorsing the proposal to develop an Open Window composting facility in an inappropriate location close to residential properties near the village of Fenny Drayton?"

Response from Mr. S. L. Bray

"No. It is Leicestershire County Council who must endorse or otherwise this particular application as the decision making authority. Hinckley and Bosworth Borough Council is a consultee and has submitted its comments for the County to consider alongside all other comments that it may have received in respect of this application."

In response to a supplementary question from Mr. Ward Mr. Bray indicated that he would ask Officers to look into the issue of the European policy on bio-mass and respond to Mr. Ward.

(c) Question raised by Mrs. R. Camamile and addressed to Mr. D. C. Bill

"The East Midlands Regional Assembly, which as the Leader of the Council as a member of the Assembly should be aware is actually a partnership body that brings together representatives from the public, private, voluntary and community sectors rather than an overtly political entity, is considering all the implications of the economic and migration downturn.

In view of such considerations the Assembly's Conservative Group is seeking an urgent review by the Government of the housing allocation numbers.

Will Hinckley and Bosworth Borough Council support this approach by actively and constructively engaging in this process?"

Response from Mr. D. C. Bill

"As a founder member of the Regional Assembly, I need no lectures on its functions. My only regret is that it has become increasingly dominated by one party and that this Authority will soon cease to have much of a say.

During my time on the Assembly, I have always spoken up for this Authority. Back in November, I was increasingly concerned about the over-allocation of houses in this area and put the attached question to the Assembly. I reproduce the information supplied as this should be of interest to all of us. Appended - marked item 2.1.1.

As far as constructively engaging is concerned, I believe we have made our commitment clear in this process. If this commitment is not clear, please listen to Councillor Bray in his presentation."

(d) Question raised by Mr. R. Ward and addressed to Mr. D. C. Bill

"Following this Authority's discussions with the CAB and other organisations concerning the impact of the economic downturn in the Borough and its direct effects upon local residents, will the Leader of the Council make a commitment to build on this initiative and work to provide as much real help as possible for local people at this very difficult time?"

Response from Mr. D. C. Bill

"It is clear that we share the same concerns which we all recognise. I hope the information that I intend to present in the report to follow will address this situation."

(e) Question raised by Mrs. J. Richards and addressed to Mr. D. C. Bill

"There is concern amongst councillors across the chamber in respect of the growing trend in this Authority for Senior Officers to dictate to elected members what issues of Council policy they should and should not discuss with the residents of this Borough.

Whilst members understand the need for confidentiality in cases of commercial sensitivity and individual personnel matters the same cannot be said in relation to issues that directly affect the wellbeing and quality of life of the people of Hinckley and Bosworth.

In these important matters the Council has an obligation to ensure residents are thoroughly informed about the relevant issues and Councillors have a duty to ensure that the public's views are fully represented and their interests safeguarded.

Therefore, with the principles of openness and democratic accountability as primary considerations, will the Leader of the Council undertake a review of these issues of the utmost significance?"

Response from Mr. D. C. Bill

"As Councillor Richards is relatively new to the work of a local Council, she is perhaps unaware of the relationships which must exist between Members

and Senior Officers in an effective Council. Senior Officers are required to provide advice and guidance to the Executive and to the council as a whole on the basis of legislation, statutory guidance, known good practice and professional experience. That they do that in this Council, and to the highest level, is beyond doubt and has been endorsed recently by the Audit Commission CPA report, which commented extensively on the "excellent" and effective performance of the Council in its dealings with the public. I am sure that Councillor Richards is fully acquainted with the content of that report.

The current situation is no exception, as Councillor Richards is well aware, in that the views of the public will be sought by consultation, once they have been properly debated by Members in this Chamber; thus fully meeting our obligations to openness and democratic accountability. Indeed, reference has been made very recently to the need for Members to be informed and allowed to debate issues before or at least at the same time as they are considered by the public. It has always been the intention, supported by Officers, on the LDF to consult the public at the appropriate time and to consult them all simultaneously, to meet our obligation of fairness. That is what will happen after the debate this evening.

I accept issues of openness and accountability are of the utmost importance, but I am satisfied that an appropriate and robust relationship exists, which ensures that these principles and obligations are consistently met. In consequence, I do not accept any need for these arrangements to be reviewed.

In response to a supplementary question from Mrs. Richards Mr. Bill agreed that more openness was necessary, thereby ensuring that correct information was circulated which would alleviate residents' concerns.

#### 380 POSITION STATEMENT BY THE LEADER OF THE COUNCIL

In his presentation of this, the Leader referred to:-

- The need for Members to consider preferred options in relation to Site Allocations and Generic Development Control Policies.
- The current financial situation and the maintaining of Council services.
- Consultation in connection with the review of local NHS services.
- The acceptance by the Executive of funding from the PCT for physical activities and from 'Sports Unlimited'.
- The Government's requirement to increase housing rents and the Government's 'negative subsidy' arrangement.

Additionally, the Leader referred to intended representations at the forthcoming Regional Assembly Meeting regarding housing allocation numbers and on joint on-going representations to secure the best value for money so far as concessionary fares were concerned.

#### 381 SCRUTINY COMMISSION MEETINGS - 16 OCTOBER AND 27 NOVEMBER 2008 (C50 AND C51)

In presenting the minutes of the October meeting Mr. Lay referred to:-

- The Commission's investigation into the Housing Repairs and Maintenance Capital and Revenue Budgets.
- Review of out of hours health care.

Then, in his presentation of the minutes of the 27 November meeting, Mr. Lay highlighted:-

- Continuing discussions on implementing flexible working initiatives.
- Further consideration of on-going work on the anti-poverty strategy.

382 MOTION IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 13

It was moved by Mr. Bray, seconded by Mr. Bill that

"This Council believes it is being asked to provide an unreasonable amount of both housing and travellers' sites by the Government and by the regional planning bodies.

It is very disappointed that previous representations made by this Council's Executive have been ignored by the Government and Regional Assembly.

It resolves that whilst it is having to comply with legislation, it instructs its officers to continue to make strong representations to secure an overall reduction of both housing and traveller allocations in this Borough".

Although generally supportive of this motion, concerns were raised as to the degree of representation made by this Council to the Regional Assembly and that discussions and consultations on housing and traveller allocations could have commenced earlier. Following an assurance from Mr. Bray that strong representation would be submitted by the Council at the Regional Spatial Strategy Examination in public stage, it was agreed that the motion be supported and that Officers continue to make strong representations to secure an overall reduction in both housing and traveller allocations in this Borough.

Mr. Joyce left the meeting at 7.17 p.m., returning at 7.20 p.m.

383 CALENDAR OF MEETINGS MAY 2009 - MAY 2010 (C52)

Members were reminded that the wrong schedule of meetings had been included with the Agenda and that a revised version had been later circulated.

Mr. Gould left the meeting at 7.25 p.m., returning at 7.28 p.m.

It was then moved by Mr. Bill, seconded by Mr. Nichols and

RESOLVED - the schedule of meetings for May 2009 to May 2010 attached to the Report of the Head of Corporate and Scrutiny Services be approved.

384 LOCAL DEVELOPMENT FRAMEWORK (LDF): SITE ALLOCATIONS AND GENERIC DEVELOPMENT CONTROL POLICIES DEVELOPMENT PLAN DOCUMENT - PREFERRED OPTIONS CONSULTATION (C53)

Circulated at the meeting was supplementary information containing new options suggested for consultation on Gypsies and Travellers sites within the overall Site Allocations document.



Prior to presentation of the report by the Executive Member for Leisure, Culture and Regeneration, the Chief Executive briefly clarified the position for those present, namely that although an important strand of the LDF, this was not the final stage. A decision was sought tonight on a set of provisional options for consultation with the public and the proposed eight week consultation period was in excess of the statutory minimum requirement. There would be a further opportunity for the Council to consider this document following representations arising from the consultation process and the final submission to the Secretary of State in late 2009 would be fully informed by this process.

Messrs Bown and Smith left the meeting at 7.27 p.m.

The positive elements of the document, e.g. the planned housing growth, identification of land for employment and open space was emphasised and Officers were commended on the production of this document, based on statutory guidance and put together for Members' consideration. Suggestions from Members for alternative sites were welcome but these needed to meet the sustainability test and meet local circumstances.

Messrs Bown and Smith returned to the meeting at 7.30 p.m.

In his presentation of the report the Executive Member for Leisure, Culture and Regeneration moved two amendments as set out below. These were seconded by Mr. Cartwright

- (i) the period of consultation be for a period of 8 weeks from 9 February to 6 April 2009 (inclusive) and
- (ii) the list of options for consultation on preferred sites for Gypsies and Travellers be those set out in the supplementary information now presented to Members.

For clarification, the Chief Executive stated there would need to be a vote on the above amendments, following which separate votes would be taken on gypsy/traveller sites and housing allocations. Consultation would be on the new set of options, if now agreed, and would be with all interested parties. Public engagement would be particularly and positively encouraged.

Mrs. Hall left the meeting at 7.55 p.m., returning at 7.59 p.m.

An amendment was moved by Mr. Boothby and seconded by Mrs. Aldridge that Thornton be removed from the list of preferred options for gypsy and traveller sites. Advice followed from the Chief Executive that if a site was removed from the list of options, an alternative would need to be put forward.

A brief discussion followed with regard to housing allocations. Although generally supportive of proposals, concerns were raised as to the use of Section 106 Developer Contributions in Villages. The Open Space Strategy specified that monies needed to be spent on developments within 400 metres of developments to which Section 106 contributions relate. Members expressed the view that monies on open space provision should be on schemes within a village boundary and that villagers should not be disadvantaged. The Community Chest existed to provide financial assistance to Parish Councils towards village improvement and the Green Space Team was available to give advice and to work with Parish Councils.

Reference was made to the number of new dwellings proposed for Burbage and whether the 295 figure was a minimum number, i.e. in accordance with the density proposed for a site. The Development Services and Policy Manager referred to the provisions of Planning Policy Statement 3 and the evolving Supplementary Planning Guidance agreed last year.

For clarification, the Chief Executive reminded Members that they would be called upon to support the amendment proposed by Mr. Bray and seconded by Mr. Cartwright that the consultation period be extended from 6 weeks (i.e. from 9 February to 6 April 2009). Then Members would be asked to vote on the amendment proposed by Mr. Boothby and seconded by Mrs. Aldridge that the site at Thornton be removed from the preferred options. In accordance with Members' wishes, there would be separate votes on the general options (i.e. housing and employment sites) and on the gypsy/traveller sites.

Members were fully supportive of the extension of the consultation period and by a show of hands, 18 Members voted in favour of the general options (i.e. excluding gypsy and travellers) and 12 voted against.

Mr. Batty and Mrs. Richards left the room at 9.28 p.m.

Voting then took place on the amendment calling for Thornton to be removed from the list of options. This failed to receive Member support.

Finally voting, again by a show of hands, took place on the preferred options for consultation on gypsies and travellers sites, with 19 Members voting for the options detailed in the supplementary information circulated tonight, 6 voting against and with 2 Members abstaining.

The time now being 9.30 p.m. and, as governed by Article 9 of the Constitution, it was moved by Mrs. Hall, seconded by Mr. Lay, that this meeting be extended.

On the motion of Mr. Bray, seconded by Mr. Cartwright, the following was agreed:-

- (i) the supplementary information presented by the Executive Member for Leisure, Culture and Regeneration relating to preferred gypsy and traveller sites be incorporated within the revised consultation document.
- (ii) the undertaking of an 8 week period of consultation from 9 February to 6 April (inclusive); on the Site Allocations and Generic Development Control Policies DPD; preferred options and sustainability appraisal.
- (iii) that the results of the consultation be reported to a future Council meeting, together with any amendments proposed to the Site Allocations and Generic Development Control Policies DPD for approval prior to a future period of consultation in advance of submission to the Secretary of State, and
- (iv) that the Director of Community and Planning Services write to the appropriate Government Department expressing this Council's strongly and long-held concern over the number of sites that it is required to allocate for gypsies and travellers and the guidance issued by Central Government regarding their location.

385 PROPOSED INCREASES IN HOME CARE CHARGES

The Mayor, having agreed to take this as a matter of urgency at this meeting, details were included in tonight's supplementary agenda.

Mrs. Camamile left the meeting at 9.35 p.m.

Members generally being of the view that increases in such charges could not be justified in the present climate, it was moved by Mr. Wright, seconded by Mr. Bray and

RESOLVED - the Chief Executive be instructed to write to Leicestershire County Council protesting strongly against the proposals to increase home care charges, urging them to scrap such significant increases and seeking an explanation from the Cabinet Lead for Adult Social Care as to his reasons for such proposals, which were causing such anxiety to older and more vulnerable residents.

(the meeting closed at 9.35 p.m.)

**HINCKLEY & BOSWORTH BOROUGH COUNCIL**

**SCRUTINY COMMISSION**

**8 JANUARY 2009 AT 6.30 PM**

**PRESENT:** Mr MR Lay - Chairman  
Mrs R Camamile - Joint Vice-Chairman  
Mr P Hall - Joint Vice-Chairman

Mr DM Gould, Mrs A Hall, Mr DW Inman, Mr CG Joyce, Mr C Ladkin, Mr R Mayne, Dr JR Moore, Mr K Morrell, Mr K Nichols and Mrs S Sprason.

Officers in attendance: Mr S Atkinson, Mr D Bunker, Mrs T Darke, Miss L Horton, Mr S Kohli, Miss R Owen and Mr TM Prowse.

346 **APOLOGIES AND SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Mr Batty, Mr Bessant and Mrs Witherford with the substitution of Mr Mayne for Mrs Witherford authorised in accordance with Council Procedure Rule 4.3.

347 **MINUTES (SC54)**

On the motion of Mr Nichols, seconded by Mrs Hall, it was

**RESOLVED** – the minutes of the meeting held on 27 November 2008 be confirmed and signed by the Chairman.

Dr Moore arrived at 6.31pm.

During confirmation of the minutes, Mr Ladkin said he had asked a question at the previous meeting, to which officers said they would respond by email, but he had received no response. He repeated the question as follows, and was promised a response within three working days:

“Given the movement of the economy into recession since the appointment of the Tin Hat Partnership as developers of the Bus Station Site, what is the current position with regard to the financial viability of this consortium?”

348 **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

349 CONCESSIONARY TRAVEL (SC55)

The Scrutiny Commission received a report which had been referred by the Finance & Audit Services Select Committee in December 2008 on the position regarding Concessionary Travel for the year 2008/09.

It was reported that the original estimates received from the County Council in autumn 2007 indicated that the cost of the new concessions would be in the range of £400,000 to £500,000. The budget for 2007/08 which funded the previous local scheme was £612,000. This budget was retained in order to provide some headroom against the higher estimate of £500,000. This estimate from the County Council changed in October 2008 to just over £760,000 and then in November 2008 to just under £880,000. Members were informed that revised estimates had been prepared for the remainder of this financial year and a provisional estimate of £900,000 for 2009/10.

Members were informed that the reasons for this increase had been challenged on several occasions but no explanations were forthcoming. It was explained that one factor may be the increase in bus passes issued in the Borough which had risen from 2,600 in February 2006 to 16,000 in September 2008. It was also felt that the increase in the County Council's charges for the scheme was not an equal percentage throughout all districts. It could not therefore be claimed that the increase was due to rising fuel costs as the increase for Hinckley and Bosworth was disproportionate to the rest of the Leicestershire Districts.

Members enquired about the possibility of undertaking an independent review of scheme, and in response officers stated that other districts had expressed an interest in a joint review.

It was felt that the current situation was unacceptable as the districts were funding the scheme but were receiving no risk assurance, and that more work should be done to achieve some assurances and pressure should be exerted upon the County Council to present the districts with an explanation about how the current situation arose.

It was proposed by Mr Lay, seconded by Mr Nichols and

RESOLVED –

- (i) A letter be written to Leicestershire County Council requesting an explanation and setting out the next steps should a response not be received;
- (ii) Should a satisfactory response not be received from the County Council, an independent review of the Concessionary Travel scheme be undertaken and the possibility of a joint district review be explored.

Mr and Mrs Hall left the meeting at 7.13pm.

### 350 ANTI POVERTY STRATEGY – INTERIM REPORT (SC56)

Members received a report which provided a further update on the work commissioned on behalf of the Scrutiny Commission to inform and scope an anti poverty strategy for Hinckley and Bosworth.

It was reported that a stakeholder meeting had been held and although this had not been well attended we were now in a position to draft the strategy which would go out to consultation when endorsed by the Commission. It was noted that the final report of Ci Research and a draft strategy would be brought to the next meeting of the Scrutiny Commission.

It was suggested that anti-poverty strategies produced by other countries should be looked at as they had some useful ideas. In response to a Members' request, it was confirmed that Ci Research had looked at other strategies, authorities and initiatives in the course of their work.

Mr Joyce left the meeting at 7.20pm.

Members welcomed the report and asked that these comments be taken into consideration when drafting the strategy.

#### RESOLVED –

- (i) the report be noted and endorsed;
- (ii) the final report by Ci Research and draft anti poverty strategy be brought to the next meeting of the Scrutiny Commission.

Mr Joyce returned at 7.23pm.

### 351 CPA RESULT

Members were referred to the report which was presented to Council on 15 December and which gave the result of the Comprehensive Performance Assessment. Attention was drawn in particular to comments in the report about the Overview and Scrutiny function of the authority, which were all positive.

RESOLVED – the comments be noted and previous and current Members of the Scrutiny Commission and scrutiny support officers be thanked.

### 352 DEVELOPER CONTRIBUTIONS (SC57)

The Scrutiny Commission was informed of the position in respect of the Section 106 contributions that had not been spent within the five year period and therefore may be clawed back, and those that were between four and five years.

It was reported that work was being undertaken with Parish Councils to try to use the £11,000 available, and a database was accessible to Parishes to

allow them to see the money available. It was noted that there were controls in place to ensure parishes intended to spend the money appropriately.

RESOLVED – the report be noted.

353 OVERVIEW AND SCRUTINY WORK PROGRAMME 2008/09 (SC58)

Members gave consideration to the Overview and Scrutiny Work Programme for 2008/09.

RESOLVED – the Work Programme be agreed.

354 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (SC59)

Members received the Forward Plan of Executive and Council decisions. Concern was expressed with regard to the Climate Change Strategy as a decision was due to be made by Council on 24 February, but the Scrutiny Environment Group was not due to meet again until March and would not have finished looking at the strategy until then. It was requested that the timetable be examined and amended if necessary.

It was noted that the Medium Term Financial Strategy would come to the Scrutiny Commission in April and the Transport Framework Assessment SPD had also been deferred to that meeting.

RESOLVED – the Forward Plan and comments above be noted.

355 MINUTES OF SELECT COMMITTEES

Minutes of the following meetings were received:

- (i) Barwell & Earl Shilton Scrutiny Working Group, 6 October 2008 (SC60);
- (ii) Finance & Audit Services Select Committee, 3 November 2008 (SC61);
- (iii) Council Services Select Committee, 13 November 2008 (SC62);
- (iv) Scrutiny Environment Group, 9 December 2008 (SC63).

(The meeting closed at 7.49 pm)

**COUNCIL - 26 FEBRUARY 2009**

**REPORT OF DIRECTOR OF FINANCE**

**RE: GENERAL FUND REVENUE BUDGET 2009/10**

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**1.0 PURPOSE OF REPORT**

To consider and approve the General Fund Revenue Budget for 2009/10 and the Revised Budget for 2008/09. The General Fund Revenue Budgets have been prepared taking into account the Capital and HRA budgets. The Capital and HRA budgets are presented as separate reports but should be read in conjunction with this report.

**2.0 RECOMMENDATIONS**

- 2.1 The General Fund service expenditure shown in Table 1 (page 2) be approved.
- 2.2 The Special Expenses area expenditure shown in Table 2 (page 3) be approved.
- 2.3 The total General Fund service expenditure for the Council shown in Table 3 (page 4) be approved.
- 2.4 The proposed movement of General Fund Reserves as set out in Table 5 (page 12/13) be approved.

**3.0 BACKGROUND TO THE REPORT**

3.1 The General Fund Revenue Budget for 2009/10 has been drawn up in accordance with the principles set out in the Budget Strategy endorsed by Finance & Audit Services Select Committee on 29 September 2008 and approved by the Executive on 24 October 2008 and in accordance with the Medium Term Financial Strategy. The key objectives can be summarised as follows:-

- i) To align expenditure on services to the Council's Corporate Performance Plan.
- ii) To identify corporate-wide pressures for 2009/10 (and future years) and to provide accordingly for such expenditure. These corporate pressures are set out in section 3.8.
- iii) To maintain acceptable levels of General Fund balances and reserves. To make provisions for know future funding and expenditure pressures as identified in the MTFS.



- iv) To maintain an acceptable level of balances in the Special Expenses area. Details are provided in paragraph 3.3.2. of this report.
- v) To keep the overall average Band D Council Tax (including Special Expense areas) to below 5%. The General Fund budget presented in this report achieves this. Details are provided in section 6 of this report.

### 3.2 Budget Summary

The revised original budget for 2008/09 and the original budget for 2009/10 are set out in Table 1 below. (Please note that for 2008/09 a formal revised budget has not been prepared)

Table 1 - General Fund Revenue Budget (excluding Special Expenses Area)

	<b>Original Estimate 2008/09 £</b>	<b>Revised Original Estimate 2008/09 £</b>	<b>Original Estimate 2009/10 £</b>
Central Services	3,225,590	3,309,040	2,932,770
Leisure and Environment	7,030,630	6,884,400	7,332,280
Housing (General Fund)	1,326,570	1,283,610	1,183,480
Planning	2,068,070	2,664,000	2,030,710
Support Services	207,900	220,660	108,050
Direct Service Organisations	(165,360)	117,130	236,980
Salary Savings		(127,000)	
LABGI		(180,460)	
Other Savings		(130,000)	
<b>Total service expenditure</b>	<b>13,693,400</b>	<b>14,041,380</b>	<b>13,824,270</b>
<i>Less:</i>			
<i>Special Expenses Area</i>	<i>(597,430)</i>	<i>(584,010)</i>	<i>(582,910)</i>
<i>Capital Accounting Adjustment</i>	<i>(1,860,360)</i>	<i>(1,993,450)</i>	<i>(2,011,170)</i>
<i>Net external interest received</i>	<i>(710,540)</i>	<i>(573,410)</i>	<i>(135,790)</i>
<i>FRS17 Adjustment</i>	<i>(172,500)</i>	<i>(172,500)</i>	<i>(34,030)</i>
<i>Area Based Grant</i>			<i>(22,500)</i>
<i>Transfer to/(from) balances</i>	<i>147,920</i>	<i>(49,420)</i>	<i>(268,490)</i>
<i>Transfer to reserves</i>	<i>25,000</i>	<i>25,000</i>	<i>55,170</i>
<i>Transfer from reserves</i>	<i>(345,900)</i>	<i>(514,000)</i>	<i>(276,000)</i>
<i>Transfer to/(from) pensions reserves</i>	<i>155,490</i>	<i>155,490</i>	<i>155,490</i>
<b>HBBC Budget Requirement</b>	<b>10,335,080</b>	<b>10,335,080</b>	<b>10,704,040</b>

### 3.3 Special Expense Area

3.3.1 This represents the cost of parks, cemeteries and poop scoop schemes in the non-parished area of Hinckley. Whilst the cost will only fall on the residents of this area, the net expenditure is built into the service totals of Table 1 and must be included in the Council's overall budget requirement for capping purposes.

The proposed budget for the Special Expenses area have been compiled in accordance with the approved General Fund Strategy.

Table 2 - Special Expenses Budget

	<b>Original Estimate 2008/09 £</b>	<b>Revised Estimate 2008/09 £</b>	<b>Original Estimate 2009/10 £</b>
Expenditure	597,450	584,010	582,910
<i>Transfer to balances</i>	0	13,440	18,520
Net Expenditure	597,450	597,450	601,430

3.3.2 Balances in the Special Expenses Area at 31<sup>st</sup> March 2010 are estimated as follows:

	£
Estimated Surplus at 1 <sup>st</sup> April 2009	55,540
Transfer to Balances	18,520
	_____
Estimated surplus at 31 <sup>st</sup> March 2010	74,060
	_____

A separate report was presented to the Special Expenses Area Committee on 23 February 2009 and the Committee supported the recommendations contained in this report.

### 3.4 Total Council Budget for 2009/10

The total overall budget for 2009/10 in the direct control of the Council is therefore:

Table 4 - Total Council Budget 2009/10

	<b>Original Estimate 2008/09</b>	<b>Revised Estimate 2008/09</b>	<b>Original Estimate 2009/10</b>
HBBC Budget Requirement (Table 1)	10,335,080	10,335,080	10,704,040
Special Expenses Budget Requirement (Table 2)	597,450	597,450	601,430
<b>Total Council Controlled Budget Requirement</b>	<b>10,932,510</b>	<b>10,932,510</b>	<b>11,305,470</b>

### 3.5 Revised Original Budget 2008/09

3.5.1 At Council on 26 February 2008, the total service expenditure totals and the Authority's net budget requirement for the 2008/09 year were approved. As part of setting the budget for the forthcoming 2009/10 year, a revised budget for the current 2008/09 has not been prepared as the original budget for 2008/09 has been revised during the year to take account of Supplementary Budgets and Virements that have been approved during the year. To date it has been agreed that an amount of £49,420 will be taken from General Fund Balances and £514,000 taken from Earmarked Reserves to meet these increases in budget. At its meeting on 24 June 2008 the Council agreed that £539,890 of the 2007/08 underspend should be carried forward to 2008/09 to allow for the completion of projects that were budgeted for in 2007/08 but not completed in that year. This was to be financed as follows

	£
General Fund Balances	230,120
Reserves not applied in 2007/08	133,450
Special Expenses Balances	3,270
Grant Income received in 2007/08 but expenditure Not incurred in 2007/08	173,050

These adjustments have been built into the figures in table 1

### 3.6 Budget 2009/10

The 2009/10 General Fund revenue budget has been prepared following a robust budget process. This process is outlined below:-

#### 3.6.1 **Budget Strategy**

The budget strategy for 2009/10 was approved by Executive in October 2008 having been presented to the Finance and Audit Select Committee on 29 September 2008. In brief, the strategy was as follows:-

Each service areas “base budget” for the year 2009/10 to be based on the 2008/09 original budget after adjusting for capital accounting and external interest received. Supplies and Services budgets were to be based on the 2007/08 Outturn. Non-recurring items were deducted from the base and recurring growth bids approved in 2008/09 were included. The “target” for 2009/10 budget is the “base budget” plus inflationary increases, taking into account pay and price increases (see paragraph 3.6.4 below). Each service manager reviewed the budgets for deliverable savings and where commitments or discretionary growths increased the budget above the target then these have been evaluated separately by the Strategic Leadership Board (SLB), Finance & Audit Select Committee and Executive members.

### **3.6.2 Consultation, Prioritisation and Resource Allocation**

The Council consulted with the people of Hinckley & Bosworth Borough Council by conducting surveys through the Citizen’s Panel. The purpose of the Survey was to obtain the views of people living in the Borough as to whether they considered the top five and bottom five priorities that they identified in 2006 remained the same and also asked the panel to identify areas where they would like to see more or less money being spent.

As in the previous year, Executive members and members of the two opposition groups have prioritised existing services contained in the 2008/09 budget. This prioritisation exercise was carried out in September 2008 and took into consideration the outcomes of the Citizen’s Panel Survey. Managers have been tasked with examining the budgets under their control and to identify potential reductions in Expenditure or additional sources of Income in order to close the gap in the budgets.

### **3.6.3 Links with Strategic and Service Objectives**

Clarity about priorities has allowed the Council to shift resources to support these priorities.

Clarity of priorities has also enabled prioritisation of the projects included in the Capital Programme. Although the Capital Programme is the subject of a separate report, it is important to note that there are links between Capital and Revenue (e.g. interest from capital receipts, interest on borrowing, staffing costs etc). Therefore, the Revenue Budgets have been prepared in conjunction with the Capital Budgets and not in isolation.

Business Delivery Plans have been prepared to support the Council’s priority objectives. These Plans give a guide to how the Council will deliver the priorities and further clarify the resources needed to support them. This enables the service planning process to feed into

the budget process and provides a mechanism for considering and approving changes and enhancements to service levels. The Business Delivery Plans for 2009/10 will be presented to Executive for approval in April 2009.

#### 3.6.4 **Pay and Price Increases**

In order to drive efficiency savings within the cost of supplies and services, a rate of -2% has been applied to the 2008/09 original budget. As the average Retail Price Index for 2008/09 and 2009/10 is anticipated to be around 2%, the application of -2% represents an effective saving on running costs of around 4%. In addition, it is envisaged that further efficiencies will be gained through the implementation of a more effective procurement strategy which is presently being developed by the Council's Procurement Manager.

For contracts, an inflation rate of 2% has been used, unless otherwise specified within the terms of the specific contract.

At just over £11.5m (including HRA : £1.5m) for 2009/10 the salaries and wages budget is a significant part of the total budget. For pay costs the 2009/10 estimates include an increase from 2008/09 levels of 2.5% for salaries and wages, reduced by 3.5% to allow for savings on vacancies.

Turnover of staff usually results in increased costs with advertising and use of temporary staff to cover key operational roles but inevitable delays in appointment arising from the Council's normal recruitment process will result in savings. In previous years a net saving close to 2% had been included in the salaries and wages estimate. On further consideration the net saving over the last three years has been closer to 3.5% and therefore a 3.5% saving has been applied for 2009/10, which is the same as that provided in 2008/09. In addition, a strategy of deleting vacancies will increase this saving, as there will be a slightly smaller number to fill.

As usual, a full breakdown of the salary and wages figures by service areas will be supplied to members when final tax and spending decisions have been made.

The other significant change in the payroll budget is the increase in the employer's contributions for superannuation payments. The provision included in the 2009/10 budget and the implications for future years is dealt with in detail in paragraph 3.8.v. below.

### 3.7 Service Growths

Because of the significant budgetary pressures (some of which were identified in the MTFs) no Service Growths have been included in the budget for 2009/10. Savings identified by Managers are set out in Appendix A

### 3.8 Corporate Issues

In addition to service pressures, there are a number of corporate issues which have been addressed through the budget setting process and included in the base budget. These are fully detailed in the MTF5 (which will be revised and presented to Council in April) and the Budget Strategy. A summary of these items is provided below.

#### **i) Concessionary Travel**

Since April 2008 the Council has been providing travel concessions to eligible persons based on the national statutory scheme of free off-peak travel anywhere in England together with some enhancements including half fare travel at peak times within Leicestershire and to specified destinations outside the County and half fare travel on certain other modes of transport. 2008 also saw a change in the way the reimbursement to Public Transport Operators is calculated. Previously this was based on a fixed sum reimbursement to put the operator back in the position they would have been in if the Concessionary Travel Scheme was not operating. Now the reimbursement is based on the actual number of journeys undertaken multiplied by an average fare and a reimbursement rate of 51.4p. Two significant movements have resulted in significant increases in costs in 2008/09 and 2009/10. These are

- Increases in fares during the first part of 2008/09 resulting from operators increases in costs, mainly fuel and insurance
- Increase in the number of journeys undertaken by Concession Holders.

The new demand led reimbursement method makes it more difficult to monitor and control the budget as the major variables in the calculation are not controlled by HBBC.

The estimated impact is £172,000 over the original estimate in 2008/09 and £288,000 in 2009/10. Additional Government Grant of £4,230 will be received in 2009/10.

#### **ii) Income Reductions**

A significant proportion of the Council's Expenditure is financed from Income from Fees and Charges.

During the 2008/09 the Council has seen a significant reduction in the income it has received from the following areas due to the decline in the economy and in particular due to the very tight credit conditions experienced during 2008.

- Planning Application Fees
- Building Control Fees

- Local Search Fees (Land Charges)

The impact of this is estimated to be £257,000 in 2008/09.

These reductions are expected to continue into 2009/10 and the budget has been reduced by £200,000 from the 2008/09 Original.

**iii) Interest Rate**

The Base Rate is currently 1% (February 2008 5.25%). It is anticipated that the rate will reduce further in the first half of 2009/10 but increase again in the second half of the year. HBBC has a positive cash flow i.e. its investments exceed its long-term and temporary loans. For the purpose of forecasts it is considered prudent to apply an average base rate of 1% for 2009/10. Reductions in interest rates have a significant impact on the Council's budget as its investment income has been significantly reduced. The impact of the net reduction in income is £137,130 in 2008/09 and £574,750 in 2009/10

**iv) Benefit Payments**

With a total budget for Council Tax Benefit and Housing Benefit of just under £15m a 1% variation can lead to an overspend (or underspend) of around £150,000. It was therefore considered prudent when agreeing the MTFs to set aside some funding as a contingency against an adverse variance. This reserve currently has a balance of £126,000. Because of the financial pressures no further contribution will be made to the Reserve in 2009/10

**iv) Local Development Framework (LDF)**

The Local Development Framework consists of a series of statutory documents which set out the Council's spatial planning strategy for the local planning authority area. The requirement to produce this documentation is provided by the Planning and Compulsory Purchase Act 2004. This Act changes the approach to providing adopted policies used essentially to assess planning applications submitted to the Authority. Work on the LDF will be ongoing and is laid out in the Local Development Scheme (published September 2004). An estimate of expenditure required to produce these documents has now been provided. Qualifying expenditure will be funded from the Local Plan Reserve.

It is anticipated that the frame work will be submitted to the Secretary of State in the spring of 2009 and will be subject to a Public Enquiry in the first half of 2009. At the moment it is uncertain which year the costs will fall in but it is likely that most will fall in 2009/10. The costs will be substantial and once established will be met from the Local Plan Reserve.

**v) Pension Fund Contributions**

The Leicestershire Pension Fund was revalued as at 31 March 2007 in accordance with Statutory Requirements and the Council is required to make an additional employers contribution in 2008/09 of £36,000 in respect of General Fund Services to meet the contribution rates required by the Actuary to ensure the long-term solvency of the Fund. This is over and above the additional contribution of £85,000 required to meet the contribution rates set by the Actuary in the 2004 valuation. However it should be noted that with the increase in 2008/09 contributions the Council is now meeting the contribution rates set by the Actuary in the 2007 valuation and there will now be no increase in the contribution rate of 16.4% until 2011/12. Contributions will however increase to take account of pay awards and other salary increases.

**vi) Local Elections**

The next Local Elections are scheduled to take place in 2011. It has been the practice of this Council to meet the cost of these elections in the year they take place. It is estimated that the cost of the next election will be of the order of £80,000 to £100,000. To increase the budget by this amount in one year will have a detrimental effect on the Council Tax and budget in that year so, it is proposed that an Elections Reserve be created and an annual contribution of £25,000 be made commencing in 2008/09.

**3.9 Gershon Efficiency Savings**

The following savings, as detailed in the MTFs, have been included in the 2009/10 budget.

3.9.1 The application of a -2% increase in the supplies and services budget for 2009/10 will equate to a real cashable saving of 4% or around £125,000.

3.9.2. Further savings of £929,000 have been built into the Budget and are detailed in Appendix A

3.9.3 The delivery of this budget is therefore partially reliant on achieving these savings. Monitoring procedures will be put in place to ensure that the above targets are achieved or exceeded.

**3.10 Local Authority Business Growth Incentive Scheme (LABGI)**

LABGI is a scheme that recycles some of the impact of the growth of Business Rates in an area to the authorities within the area and is intended to encourage authorities to grant Planning permission to Commercial premises by allowing them to keep a proportion of the additional business rate income generated. A scheme ran from 2005/06 to 2007/08 but in the Comprehensive Spending Review for 2007 Central Government stated that the scheme as it stood would be discontinued and a much reduced scheme would be put in place for 2008/09 onwards. No funds were put aside in 2008/09 to fund the scheme and



£50m and £100m identified for 2009/10 and 2010/11 respectively. As yet the method of distribution has not been confirmed by the Government and therefore no provision for income from this source has been included in the Budget for 2009/10.

It should be noted that in 2007/08 CLG held back £100m of the available LABGI funding to cover the impact of any adverse decision from Judicial Reviews brought by authorities into the formula used in the previous scheme. The amount allocated to this Council is £180,460 and this will be received in 2008/09 and has been included in the figures in Table 1.

#### **4.0 THE FINANCE SETTLEMENT**

4.1 The Council's budgets are highly sensitive to changes in the finance settlement. The outcome of the Spending Review 2007 will have a significant impact on the financial position of the Council for 2009/10. In summary the Finance Settlement for 2009/10 provides for £183,506 of growth or 2.6% in cash terms. Considerable amount of work has already taken place to identify further savings (beyond those already delivered under CSR04) for 2009/10. More work will be required during the period of this Strategy to identify areas for income/revenue generation and invest to save projects in order to meet the funding gap in 2009/10 and 2010/11.

#### **5.0 CONTRIBUTION FROM THE COLLECTION FUND**

The latest estimates of the Collection Fund Balance at 31 March 2008 shows that there is likely to be a small surplus on the fund amounting to £30,170. This amount is available to be placed in the Pensions Contributions Reserve to meet any significant increases in Employers Pension Contributions that may arise from future triennial valuations of the Pension Fund.

The policy is that any surplus on the Collection Fund in the future is used to support either the capital programme or minimise the impact of the triennial revaluation of the Pension Fund.

However, as stated in paragraph 3.8(v), the Council is now making contributions at the rates set by the Actuary in the 2007 valuation. Therefore there will no be increase in the rate until 2011/12 but given the present economic climate it is likely that the results of the 2010 valuation will require a significant increase in contributions so it would seem to be prudent to put some resources aside to meet future increases. Therefore the Collection Fund Surplus of £30,169 has been transferred to the Earmarked Reserve

#### **6.0 COUNCIL TAX**

6.1 As Members are fully aware, the considerations of Council Tax income for this Council continue to be difficult and conflicting. On the one hand, the Council is faced with a period of extremely tight Central Government Finance Settlements (see paragraph 4) at the same time as it faces increased demands for its

services coupled with increased costs. On the other hand the Council continues to be restricted in terms of continued expectations of the community and threat of capping, by its own legacy of low Council Tax levels. HBBC has the **10<sup>th</sup> lowest Council Tax level** nationally and therefore continues to work from a low base to provide value for money services to the residents of the Borough.

Following the announcement of the Comprehensive Spending Review 2007 (CSR07) in December 2007, John Healey, Minister of Local Government, stated that “it would be unwise for any authority to assume that the capping principles set in previous years will be repeated. The onus is on all authorities to demonstrate leadership and deliver top quality services for their citizens. Authorities should be capable of innovating, managing change, and improving efficiency without having a disproportionate impact on their council tax payers.....” The government expects the average council tax increase in England to be substantially below 5%. These principles will apply in 2009/10.

The Council is therefore restricted by the amount that Council Tax can be increased and thus if service expenditure rises Council Tax cannot necessarily be increased to match it. Instead, alternative financing needs to be obtained or reductions in other areas of service made. As stated previously some savings have been made (Appendix A) but a further target level of savings will be required during the 2009/10 financial year.

## **7.0 USE OF GENERAL FUND RESERVES AND BALANCES**

7.1 The Council has the following policies:

- Maintain general balances at a minimum 10% of Hinckley & Bosworth Borough Council's budget requirement (a minimum of around £1.1m for 2008/09 and 2009/10).
- All actual service underspends for 2008/09 be transferred to general fund balances and not earmarked reserves. Where there is a specific critical need for an earmarked reserve a report will be prepared for Cabinet approval by the Director of Finance
- There is no direct contribution from revenue to capital.
- Any notional profit earned by the Direct Service Organisations will be transferred to general fund balances.

7.2. General Fund Balances

The projected movement of the General Fund Balances is as follows

Table 4

	<u>£'000</u>
Balances at 1 April 2008	1,633
Amount Taken From Balances 2008/09	36
Balances at 31 March 2009	1,597
Amount Taken From Balances 2009/10	250
Balances at 31 March 2010	1,347

7.3 Table 5 provides a summary of general fund reserves together with estimated movements during the year.

Table 5

**Reserve Movements 2008/09 Revised and 2009/10 Original**

Specific Reserve	Balance as at 1/4/08	Movements in year		Balance as at 31/3/09	Movements in year		Balance as at 31/3/10
		In	Out		In	Out	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Commutation & Feasibility Reserve	<b>628</b>		-180	<b>448</b>		-200	<b>248</b>
Benefits Reserve	<b>126</b>			<b>126</b>			<b>126</b>
Local Plans	<b>303</b>			<b>303</b>			<b>303</b>
Local Area Network	<b>3</b>		-3	<b>0</b>			<b>0</b>
Historic Buildings	<b>12</b>			<b>12</b>			<b>12</b>
Land Charges	<b>17</b>			<b>17</b>			<b>17</b>
Disaster Recovery	<b>118</b>			<b>118</b>			<b>118</b>
Building Control	<b>52</b>		-67	<b>-15</b>			<b>-15</b>
Job Evaluation	<b>90</b>		-90	<b>0</b>			<b>0</b>
ICT Reserve	<b>251</b>		-10	<b>241</b>			<b>241</b>
Grounds Maintenance Health & Safety	<b>23</b>		-4	<b>19</b>			<b>19</b>
Project Management/ Masterplan	<b>343</b>			<b>343</b>			<b>343</b>
Shared Services Reserve	<b>120</b>		-46	<b>74</b>			<b>74</b>
Pensions Contributions	<b>37</b>			<b>37</b>	30		<b>67</b>
Waste Management	<b>370</b>		-60	<b>310</b>			<b>310</b>
Development Control Fee Income	<b>76</b>			<b>76</b>		-76	<b>0</b>
Elections	<b>0</b>	25		<b>25</b>	25		<b>50</b>
Planning Delivery Grant	<b>218</b>		-33	<b>185</b>			<b>185</b>

Flexible Working	110			110			110
IFRS Capacity Support	20			20			20
Web Development	60			60			60
FOI training	3			3			3
LSP ANPR	5		-5	0			0
New Performance Improvement	10			10			10
TEN Maintenance & Training	5		-5	0			0
Corporate Services (1)	6			6			6
Corporate Services (2)	1		-1	0			0
Home Energy Efficiency Training	11			11			11
Finance Capacity Fund	20			20			20
Priority Improvement Fund	70			70			70
Workforce Strategy	3			3			3
Homeless Prevention	10		-10	0			0
<b>Total GF Earmarked Reserves</b>	<b>3,121</b>	25	514	<b>2,632</b>	55	-276	<b>2,381</b>

The use of reserve during 2008/09 and for 2009/10 are attributable to the following:

### **2008/2009**

#### **Commutation and Feasibility Reserve £180,000**

To meet part of cost of MRP in 2009/10

#### **Job Evaluation - £90,000**

To meet part of cost of the regradings arising out of the Job evaluation exercise which was implemented in 2006.

#### **Building Control Reserve - £67,000**

To transfer deficit on fee earning account to reserve

#### **Local Area network - £3,000**

This work has now been completed and this amount will be used to finance miscellaneous ICT spends.

**ICT Reserve - £10,000**

To finance small improvements to the ICT infrastructure

**Shared Services Reserve - £46,000**

To meet costs of additional Drugs and Alcohol worker, additional part time markets assistant for 2009/10 and costs involved in work of South Leicestershire Waste Management Partnership.

**Waste Management Reserve - £60,000**

To fund Supplementary Budget approved by Council in respect of Fuel price increases in 2008/09

**Grounds Maintenance Health & Safety - £4,000**

To fund purchase of equipment identified in Grounds Maintenance H&S review

**Planning Delivery Grant - £33,000**

To fund HBBC contribution to Masterplan Implementation scheme part funded by LSEP.

**LSP ANPR - £5,000**

To fund contribution to LSP re purchase of Automatic Number Plate Recognition equipment

**TEN Maintenance & Training - £5,000**

To fund update of TEN system and associated training

**Corporate Services (2) - £1,000**

To fund support to Town Centre Management required by vacancy for Town Centre Manager

**Homeless Prevention - £10,000**

To fund additional Homeless Prevention Measures.

**2009/10**

**Commutation and Feasibility Reserve £200,000**

To meet part of cost of MRP in 2009/10

## **Development Control Fee Income - £76,000**

To meet reduced income on Development Control Fees resulting from the Economic situation

### **8.0 FINANCIAL IMPLICATIONS (SK)**

As contained in the report.

### **9.0 LEGAL IMPLICATIONS**

As contained in the report.

### **10.0 CORPORATE PLAN IMPLICATIONS**

None.

### **11.0 CONSULTATION**

Citizens Panel, Executive Members, Members of Opposition Groups.

### **12.0 RISK IMPLICATIONS**

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

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.

The following significant risks associated with this report/decision were identified from this assessment:

<b>Management of Significant (Net Red) Risks</b>		
<b>Risk Description</b>	<b>Mitigating Actions</b>	<b>Owner</b>
Too low an increase in Council Tax reducing the potential room for necessary baseline in future years.	To make considered decisions taking account of the financial needs of the Authority and weighing this against social and economic factors.	SLB/Executive.
Too high an increase (within "capping" limits, would harm the Council's reputation for caring for its residents in more constrained times.	To make considered decisions taking account of the financial needs of the Authority and weighing this against social and economic factors.	SLB/Executive.

### **13.0 RURAL IMPLICATIONS**

None.

### **14.0 CORPORATE IMPLICATIONS**

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

- Community Safety Implications
- Environmental Implications
- ICT Implications
- Asset Management Implications
- Human Resources Implications

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Executive Member : Councillor K.W.P. Lynch

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## Savings for 2009/10 and future years

## Appendix A

Directorate	Area	Section		2009/10	Salary	Salary	Other	2009/10	2010/11	ongoing
				£'000	Savings	Savings	Non			
				Vacancies	Reductio	Staff				
Bus Dev & Streetscene Serv	Bus Dev & Streetscene Service	Groundcare	Grounds Maintenance Manager	40	40		2009/10 only	40		
Bus Dev & Streetscene Serv	Bus Dev & Streetscene Service	Waste Management	Asst. Waste Minimisation Officer	12	12		2009/10 only	12		
Com & Plann	Com Services Environment	Drainage	Drainage Officer vacancy	16	16		On-going	16	16	16
Com & Plann	Com Services Housing	Community Housing	General Fund Housing B&B (per SS)	37			37 On-going	37	37	37
Com & Plann	Dev Services & Policy	Building Control	Snr Building Control Surveyor vacancy	20	20		On-going	20	20	20
Com & Plann	Dev Services & Policy	Building Control	Building Control - 1 Post (TD) 42+5 (TD)	47		47	On-going	47	47	47
Com & Plann	Dev Services & Policy	Land Charges	Senior Land Charges Officer vacancy	22	22		On-going	22	22	22
Com & Plann	Dev Services & Policy	Planning Policy	Planning Officer vacancy	15	15		On-going	15	15	15
Com & Plann	Dev Services & Policy	Planning Policy	Planning Officer Post funded via Growth Point (TD)	31		31	2009/10 only (with poss 10/11)	31		
Com & Plann	Dev Services & Policy	Planning Policy	PDG - Unallocated Amount (total £76K-Split 50% 2008/09 and 2009/10) (TD)	38			38 2009/10 and 2010/11	38	38	
Com & Plann	EH Commercial	Commercial	Health & Environmental Officer-Student	27	27		2009/10 only	27		
Com & Plann	EH Commercial	Commercial	Health & Improvement Officer	12	12		2009/10 only	12		
Deputy CE	Corp & Scrutiny Services	Admin	Admin review in Corporate Services with target savings of 1.5 fte(LH)	25		25	On-going	25	25	25
Deputy CE	Corp & Scrutiny Services	Communications	Marketing Officer vacancy	27	27		On-going	27	27	27
Deputy CE	Corp & Scrutiny Services	Corp & Scrutiny Services	Supplies and Services in Corporate Services - 10% (LH)	25.5			25.5 £10,500(2009/10 only) £15K On-goin	25.5	15	15
Deputy CE	Corp & Scrutiny Services	Corp & Scrutiny Services	Income Generation- Target Income in Corporate Services(LH)	20			20 On-going	20	20	20
Deputy CE	Corp & Scrutiny Services	Health & Safety	Health and Safety - 0.5 fte saving (LH)	20		20	On-going	20	20	20
Deputy CE	Cultural Services	Arts	Arts and Tourism (SJ)	15		15	On-Going	15	15	15
Deputy CE	Cultural Services	Children & Young People	Transfer of Simon Jones's salary to Hinckley Club for Young People (per SJ)	25			25 2009/10 only	25		
Deputy CE	Cultural Services	Leisure	Leisure Promotion (SJ)-Staff	23		23	£18K for 2009/10 & 10/11, £5K on-gc	23	23	5
Deputy CE	Cultural Services	Sports	Sports Development (SJ)	24			24 £24k for 2009/10 & 10/11, £14k on-g	24	24	14
Deputy CE	Green Space		Green Space - Various	40			40 On-going	40	40	40
Finance	Accountancy	Accounts	CIPFA Trainee vacancy	17	17		On-going	17	17	17
Finance	Estates and Assets	Estates and Assets	Savings in Asset Mmanagement due to corresponding capital budget (per ME)	62			62 2009/10 only	62		
Finance	Estates and Assets	Estates and Assets	Capitalisation of salary cost for ME to Atkins project (per SK/ME) 30%	15			15 209/10 & 2010/11	15	15	
Finance	ICT	ICT Services	ICT Savings - From "other office expenses"	26			26 On-going	26	26	26
Finance	ICT	ICT Services	Additional income from Qadby and Wigston re ICT (per PL)	35			35 On-going	35	35	35
Finance	ICT	ICT Services	Additional ICT savings (as per PL) re flexible working revenue costs	20			20 2009/10 and 2010/11	20	20	
Finance	Procurement	Procurement	Procurement	11.5			11.5 2009/10 only	11.5		
Finance	Revenues & Benefits	Cashiers	Cashier part time vacancy	15	15		On-going	15	15	15
Finance	Revenues & Benefits	Head of Revs & Bens	Capitalisation of salaries for BI to flexible working for two years (per BI)	13			13 2009/10 and 2010/11	13	13	
Various			Reduction in training budgets (as per COB analysis)	39			39 On-going	39	39	39
Various			Other savings below £10k	114	8	10	96	114	101	69
				929	231	171	527	929	685	539



**COUNCIL 26<sup>th</sup> FEBRUARY 2009**

**REPORT OF DIRECTOR OF FINANCE**

**RE: CALCULATION OF COUNCIL TAX FOR 2009/10**

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1 **PURPOSE OF REPORT**

In the earlier report (C56), Council has been asked to endorse the 2009/10 General Fund Revenue Budget. Council is now also asked to formally approve the Council Tax for the financial year 2009/10.

2 **RECOMMENDATIONS**

In accordance with Sections 32 to 36 of the Local Government Finance Act 1992 (as amended) it is recommended that for 2009/10:

The Council's budget requirement, as set out in the General Fund Revenue Budget 2009/10 (Report C56), excluding Special Expenses and Parish Councils be £10,704,040.

The Council's budget requirement as set out in the General Fund Revenue Budget 2009/10 (Report C56), including Special Expenses, be £11,305,470.

The Council's total net budget requirement including Special Expenses and Parish Councils be £12,706,596

The contribution from Revenue Support Grant and Non Domestic Rates be £7,225,340.

A surplus of £30,169 on the Collection Fund will be recovered in 2009/10

The Council Tax for Borough wide services, excluding Special Expenses and Parish Council precepts, for Band D be £93.78.

The Council Tax for Borough wide services and an average of Special Expenses Services for Band D be £110.13

The basic amount of Council Tax, being the tax relating to Borough wide services and an average of Special Expenses and Parish Council services for Band D, be £148.24

The Council Tax for Borough wide services together with the relevant Special Expenses or Parish Council services for each area and valuation band be approved (Attached as Appendix A).

The total Council Tax, including amounts for the County Council, Police Authority, and Fire Authority and for each area and valuation band be approved (Attached as Appendix B).

The calculation of the estimated surplus on the Collection Fund be delegated to the Director of Finance. The surplus will be transferred in accordance with Council's Policy to the Pension Reserve.

### 3 BACKGROUND TO REPORT

The General Fund Revenue Budget for 2009/10 has been drawn up in accordance with the principles set out in the Budget Strategy agreed by Executive in October 2008 and in accordance with the Medium Term Financial Strategy to be approved at this meeting. The key objectives are summarised in the General Fund Revenue Budget 2009/10 (Report C56).

The full "Budget Book" has been issued earlier this week. Members are requested to raise any specific questions directly with the Director of Finance, Accountancy Manager, or the relevant service manager.

In addition to the Borough wide element, the Borough Council, as billing authority, has to collect Council Tax elements on behalf of the County Council, the Police Authority, the Combined Fire Authority, Parish Councils and the Special Expenses Area. These other bodies issue precepts to the Borough Council specifying the amounts to be collected. These amounts are then paid over during the year in accordance with statutory timescales.

### 4 COUNCIL TAX 2009/10

The approved budgets for this Council result in an average increase in Council Tax including the Special Expenses area, of 2.9%.

Leicestershire County Council, Leicestershire Police Authority and Leicester, Leicestershire and Rutland Combined Fire Authority have approved their budgets for 2009/10 and their corresponding precepts to the Borough Council.

The County Council element of the Council Tax has increased by 2.9% compared with 2008/09, the Police element has increased by 3.0% and the Fire Authority element has increased by 4.0%.

The resulting Council Tax amount for each valuation band is as follows:

Valuation Band	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Leicestershire County Council	691.38	806.61	921.84	1,037.07	1,267.54	1,498.00	1,728.46	2,074.15
Leicestershire Police Authority	110.14	128.50	146.85	165.21	201.92	238.64	275.35	330.42
Combined Fire Authority	34.55	40.31	46.06	51.82	63.34	74.85	86.37	103.64

The 2009/10 Council Tax relating to Special Expenses items of expenditure for Band D is £59.82, an increase of 0% over 2008/09.

The average 2009/10 Council Tax relating to Parish Council items of expenditure for Band D is £52.44, an increase of 1.9% over 2008/09.

The average total amount of Council Tax due at Band D will be £1,402.87 for 2009/10, an increase of 2.9% over 2008/09.

The actual percentage increase for each taxpayer will vary depending on the area in which they live.

In summary, the average band D Council tax is made up as follows:

<b>Precepting Authority</b>	<b>2009/10 Tax</b>	<b>2008/09 Tax</b>	<b>Increase</b>
Leicestershire County Council	£1,037.07	£1,007.85	2.9%
Combined Fire Authority	£51.82	£49.83	4.0%
Leicestershire Police Authority	£165.21	£160.40	3.0%
Hinckley & Bosworth Borough Council Including Special Expenses	£110.13	£107.03	2.9%
Parish Councils	£38.11	£37.39	1.9%
<b>Total Council Tax</b>	<b>£1,402.34</b>	<b>£1,362.50</b>	<b>2.9%</b>

5 FINANCIAL IMPLICATIONS (DB)

The Council Tax amounts above, when applied to the approved Council Tax Base, will provide sufficient income to meet the estimated Borough wide and Special Expenses area spending and Parish, County, Police and Fire precepts.

6 LEGAL IMPLICATIONS (LH)

These are contained within the body of the report.

7 CORPORATE PLAN IMPLICATIONS

None arising directly from this report

8 CONSULTATION

As part of the budget setting process for HBBC expenditure the following groups were consulted: -

Citizens Panel  
Cabinet Members  
Members of Opposition Groups

9 RISK IMPLICATIONS

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

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.

10 RURAL IMPLICATIONS

Precepts for parishes will fund expenditure on their services. Rural communities also benefit from services provided by other precepting authorities.

## 11 CORPORATE IMPLICATIONS

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

- Community Safety Implications
- Environmental Implications
- ICT Implications
- Asset Management implications
- Human Resources Implications

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Background Papers: DCLG notification of contributions.  
Notification of Leicestershire County Council precept.  
Notification of Leicestershire Police Authority precept.  
Notification of Leicester, Leicestershire and Rutland Combined  
Fire Authority precept.  
Notification of Parish Council precepts.

Contact Officer: Sanjiv Kohli Ext 5607

Executive Member Cllr. K.W.P. Lynch

10C26feb09

**COUNCIL - 26TH FEBRUARY 2009**

**REPORT OF DIRECTOR OF FINANCE**

**RE: CAPITAL PROGRAMME 2008/2009 TO 2011/12**

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**1.0 PURPOSE OF REPORT**

1.1 To consider the Capital Programme for the years 2008/09 to 2011/12.

**2.0 RECOMMENDATION**

2.1 The report is endorsed.

**3.0 BACKGROUND**

3.1 This report briefs members on the Programme that will be presented to Council for approval on the 26<sup>th</sup> February 2009. The programme has been endorsed for approval by Finance and Audit Services Select Committee (FASC) on the 22<sup>nd</sup> of December. Changes made after 22<sup>nd</sup> December will be presented to FASC for endorsement on 16<sup>th</sup> February 2009 and the Executive on 18<sup>th</sup> February 2009.

The Projects in the programme have been submitted by Project Officers to reflect the outcomes from an external assessment of the capital programme. Additionally, projects have been assessed for compliance with the Borough Council's priorities in accordance with the Corporate Performance Plan.

3.2 An Officers Capital Forum monitors progress of the programme and shares ideas and best practise. Project budgets have been rephased based on the latest information available to project officers.

**4.0 PROGRAMME TO 2011/12**

4.1 Based on the current economic climate and the deferment of the sale of the Leisure Centre, assumptions regarding future capital receipts and borrowing have changed. This has resulted in a net reduction of resources of £7.35m (£2.95m from the reduction in borrowing in future years and a £4.4m reduction from changes in capital receipts and section 106 assumptions).

4.2 The major revisions based on the approved programme to 2010/11 are as follows: -

- Deferment of Phase 2 of Langdale Recreation Project (Pavilion Improvements) until the Brodick Road Site has been sold and section 106 monies from the development have been received. (LE8)

- Deferring the Burbage Common green spaces project by one year (to help ease the pressures arising from the current economic climate). (LE11)
- Creation of a new grant contribution project (£1.2m), to help enable Hinckley Club for Young People build the new Community and Leisure Facility. (LE27)
- Purchase of a new recycling vehicle dedicated for hard to reach properties that currently cannot be accommodated within the existing kerbside recycling service. (LE33)
- The Goddard Conversion Project (P17) has now been aligned with the latest cost estimates and profiled accordingly. It is hoped that a joint planning application for the Atkins site will be submitted in late February.
- The Bollard Improvements Project and Upper Castle Street Projects (projects P24 and P30) have been revised in line with requests from LCC. This is an LCC led scheme and they have requested that we make a net payment to the scheme rather than HBBC receiving a contribution for P24. There is no net impact on the budget as a result of this change.
- Increasing the Asset Management Enhancements budget by £350,000 in 2009/10 to allow for key capital works to take place at the Leisure Centre. (CS01)
- Deletion of the Council Offices Refurbishment budget.
- Creation of the Flexible Working Project. (CS27)
- Deferring the Leisure Centre Project until further feasibility works are undertaken. (CS29)
- Reinstatement of the Greenfields (Sunnyside) industrial units project (pending a funding decision from the LSEP). (CS53)
- Additional GOEM support for Private Sector Decent Homes in 2009/10. This allocation will support projects which will raise standards of housing within the private sector housing stock.
- Reduction within the HRA capital programme in 2008/09 based on the accelerated works in the previous financial year.

#### 4.3 The programme has been compiled on the following basis:

- Housing Revenue capital projects are financed by the revenue contribution from the Major Repairs Reserve and by prudential code borrowing
- Additional contributions of £3.796m are based on the following assumptions: -

### **Capital Receipt Sales**

- Land at Stoke Road
- Land at Brodick Road
- Other Miscellaneous Sales

#### **Other Contributions**

- Contributions from Reserves
- Contributions from External Sources

4.4 The attachments are as follows:

Page 5	General Summary with estimated resources.
Page 6 to 14	Individual project costs in Sections 1 to 3 and Housing.
Page 15 to 20	Appendix A – brief description of projects

#### **5.0 FINANCIAL IMPLICATIONS (IB)**

- 5.1 The capital expenditure and resources available for use are presented in the schedules attached to this report.
- 5.2 Capital expenditure has revenue consequences, as it is either necessary to borrow or to reduce investments of cash to meet contract payments.
- 5.3 Capital Resourcing and Borrowing implications will be reflected within the Medium Term Financial Strategy and the Prudential Code (Treasury Management) report.

#### **6.0 LEGAL IMPLICATIONS (AB)**

- 6.1 Contained within the body of the report.

#### **7.0 CORPORATE PLAN IMPLICATIONS**

- 7.1 The report provides a refresh of the Council's rolling Capital Programme. Any item included in the programme has to contribute to the achievement of the Council's vision, as set out in the Corporate Performance Plan.

#### **8.0 CONSULTATION**

- 8.1 Expenditure proposals contained within this report have been submitted after officer and member consultation. Appropriate consultation with relevant stakeholders takes place before commencement of individual projects.

#### **9.0 RISK MANAGEMENT**

- 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.

<b>Management of Significant (Net Red) Risks</b>		
<b>Risk Description</b>	<b>Mitigating actions</b>	<b>Owner</b>
<p>If the schemes were not implemented this would impact on Service Delivery. It would also mean an inability to meet corporate plan objectives and have an impact on the reputation of the Council.</p> <p>The risk of external funding not being granted. This would result in additional borrowing cost in the short term if funding is delayed or long term if funding is withdrawn.</p>	<p>Projects are to be managed through an officer capital forum group and reported to SLB on a quarterly basis. Monthly financial monitoring statements are provided to project officers and the programme will now be reviewed twice a year.</p> <p>Six monthly review of capital programme would mean that it is easier to switch resources.</p>	<p>Individual Project Officers.</p> <p>Project Officer / Accountancy section</p>

## **10.0 RURAL IMPLICATIONS**

10.1 The programme contains schemes, which will assist in rural development. Rural issues will be considered separately for each project.

## **11.0 CORPORATE IMPLICATIONS**

11.1 The Council has an agreed corporate approach to project management. This approach has been developed in collaboration with the Leicestershire and Rutland Improvement Partnership. The corporate approach to project management ensures that a consistent and coherent approach is applied across the Council (and across the county).

**Background Papers:** Capital Estimates 2008/09 2011/12

**Contact Officer:** Ilyas Bham ext. 5924

**Portfolio Holder:** Cllr Keith Lynch

7C26feb09



**CAPITAL ESTIMATES 2008-2009 to 2011-2012 SUMMARY**

	<b>TOTAL COST</b>	<b>ESTIMATE 2008-09</b>	<b>ESTIMATE 2009-10</b>	<b>ESTIMATE 2010-11</b>	<b>ESTIMATE 2011-12</b>
	£	£	£	£	
SECTION 1 (Leisure and Environment)	3,608,044	1,349,544	904,630	926,870	427,000
SECTION 2 (Planning)	2,738,164	547,714	1,415,451	671,399	103,600
SECTION 3 (Central Services)	5,183,309	884,809	1,910,500	1,659,000	729,000
Housing (General Fund)	1,638,312	416,262	297,350	462,350	462,350
Sub-Total General Fund	13,167,829	3,198,329	4,527,931	3,719,619	1,721,950
Housing Revenue Account	10,383,253	2,513,315	2,697,856	2,594,226	2,577,856
	<b>23,551,082</b>	<b>5,711,644</b>	<b>7,225,787</b>	<b>6,313,845</b>	<b>4,299,806</b>
POTENTIAL REGENERATION	6,972,163	1,700,713	2,412,581	1,913,269	945,600
NON REGENERATION	16,578,919	4,010,931	4,813,206	4,400,576	3,354,206
<b>HBBC TOTAL</b>	<b>23,551,082</b>	<b>5,711,644</b>	<b>7,225,787</b>	<b>6,313,845</b>	<b>4,299,806</b>
Resources : HRA Major Repairs Allowance	8,144,904	2,036,226	2,036,226	2,036,226	2,036,226
Resources : HRA Contribution	-	-	-	-	0
Resources : Capital Receipt (GF)	217,500	31,500	186,000	-	0
Resources : Capital Receipt (HRA)	718,768	229,358	489,410	-	0
Usable Capital Receipts Reserve	1,139,837	477,337	412,500	-	250,000
Supported Borrowing GF	426,400	106,600	106,600	106,600	106,600
Unsupported Borrowing GF	445,260	-	168,880	-	276,380
Unsupported Borrowing HRA	1,674,000	558,000	558,000	558,000	0
Additional Contributions	3,812,250	571,910	855,590	1,699,750	685,000
	16,578,919	4,010,931	4,813,206	4,400,576	3,354,206

# Description of Projects

## SECTION 1: Leisure and Environment

- LE1 Parish & Communities Initiatives Fund:** A grant scheme for applications from Parishes and Community organisations towards capital projects, which address deficits in the provision of leisure or cultural facilities. This will improve leisure facilities for local people, significantly add to the need for a Fair Deal for Rural Communities and improve local pride.
- LE2 Markfield Sports Centre:** Work in partnership with the established Management Committee to seek external funding to develop and upgrade the facilities at the Centre, including enlargement of the hall and internal refurbishment.
- LE4 Parks Major Works (incl. project officer):** Programme of works to refurbish / replace hard landscape features such as fencing, pathways, CCTV, walls, benches, bins in parks. This will remove the degradation that is both aesthetically intolerable and could lead to health and safety / insurance implications.
- LE5 Swallows Green:** Provide play equipment for infant and juniors and multi-games area for use by young people.
- LE6 Richmond Park Play Area:** Develop facilities for children and young people. For example, new children's play area and multi-games area.
- LE8 Langdale Rec:** Install new play area offering a range of equipment for children and young people.
- LE9 Hollycroft Park:** Historic park in need of restoration to original glory. Basic infrastructure is decaying and in need of investment. The park is of high value as an outdoor venue for the arts and community events. However, facilities including tennis courts, bowling green, pitch and putt course, bandstand, water feature, pathways and horticultural features are all in need of improvement.
- LE10 Ashby Rd Cemetery Extension:** There is a need for new burial land at Hinckley Cemetery.
- LE11 Burbage Common:** Visitor facilities at site need improvement to respond to needs of local people.
- LE13 Memorial Safety Programme:** Repair memorials of heritage and amenity value.
- LE15 Clarendon Park (Leisure Services project):** Provide multi-games area and other facilities for teenagers and young people as well as developing the site as a centre for football excellence.

- LE18 Wykin Park:** Develop as a Community (neighbourhood) Park with a range of new facilities and improvements for all age groups. To include, for example, new children's play area, multi-games area and landscaping.
- LE19 St. Marys Church Yard Wall:** St Mary's wall condemned as a dangerous structure by HBBC Building Control Officers. Continue with five-year repair programme with arboriculture works.
- LE20 Recycling Development:** Purchase of Recycling Receptacles to increase Borough recycling. Recently the collection of cardboard has been added to that of garden waste.
- LE24 Market Redevelopment:** Overhaul of Market Infrastructure. This will include news stalls, awnings, lighting, new market waste disposal facilities and electronic income management.
- LE25 Cemeteries Booking System:** Purchase new system to enable electronic bookings including memorial inspection data capture and search facilities for the deceased.
- LE26 Churchyard Repairs:** Repairs to retaining walls, pathways, fences, railings etc within closed churchyards. Project submitted after structures were identified as being in need of repair and as the result of surveys by a structural engineer.
- LE27 Hinckley Club for Young People:** Grant towards bespoke new youth club facility targeting children and young people from one of the priority neighbourhoods.
- LE28 Queens Park:** Refurbishment of Park to provide a neighbourhood / community park for this part of Hinckley. To include children's play area, facilities for young people, landscaping, paths, signage etc.
- LE30 Recycling Containers for Kitchen Waste:** Provision of recycling containers for households, and bring-sites at supermarket car parks and other agreed open spaces.
- LE31 St Johns Church & Community Centre (Grant):** Grant Assistance towards the Development of Church and Community Centre
- LE32 Sweepers' Street Cleaning:** These machines are mechanical pedestrian sweepers specifically designed to improve the removal of detritus and animal fouling from pedestrian and hard to reach areas such as jitties and footpath links.
- LE33 Waste Management Vehicle:** Funding will purchase a new Recycling Vehicle dedicated to serve hard to reach properties such as apartments and single occupier type developments that currently cannot be accommodated on the current kerbside recycling service.

## **SECTION 2: Planning**

- P1 Borough Improvements:** The budget for this series of smaller scale environmental improvements across the Borough has been retained. Some projects stand alone. Others are contributions towards larger schemes.
- P9 Car Park Resurfacing:** This is required to ensure proper management of Council assets and to improve the town centre.
- P15 Market Bosworth & Regent St Christmas Lights Infrastructure:** Upgrade Christmas Lights infrastructure to meet with LCC and Health & Safety standards.
- P16 Atkins Site Purchase & Site Preparation:** Scheme to Purchase and prepare site for regeneration.
- P17 Goddard Building Conversion:** Conversion of Goddard Building into an Innovation Centre.
- P20 Land Drainage/Watercourses Safety Works:** Works to reduce the risk of flooding under the Land Drainage Act 1991 e.g. Mill Street Barwell and at council balancing lagoons and watercourses. e.g. Brookside Park.
- P23 Bus Shelter Enhancements:** Essential health and safety, maintenance and improvement works to be carried out on existing bus shelters in the District.
- P24 Bollard at Castle St:** A bollard to restrict access to Upper Castle St, which is compliant with a County Council scheme for footpath improvements.
- P25 Sustainable Energy Projects:** This project will support community engagement in relation to sustainable energy in the borough. It will be used to 1) Support a Leicestershire based loan scheme available to homeowners to assist insulation of homes. 2) Funding to support the existing Energy Vision Loan Scheme run in conjunction with Care & Repair (West Leicestershire) Ltd.
- P27 Concordia Theatre Improvement Grant:** Grant for improvement of access and refurbishment of meeting area.
- P30 Upper Castle Street Improvements:** Contribution towards a £230k LCC scheme. The project will improve the visual appearance and physical state of Upper Castle Street. It will encourage the use of underutilised space above shops and private sector investment in the area.

### **SECTION 3: Central Services**

- CS1 Asset Management Enhancement Schemes:** These schemes have evolved to tackle accumulated repairs and necessary improvements to provide substance to the Borough Council's Asset Management Plan. It is to ensure that the council's property portfolio is maintained to the required standards in order to provide and run efficient professional services.
- CS4 Depot Health and Safety and Welfare Enhancements:** The carrying out of essential works at the Depot in order to meet legal health and safety requirements.
- CS7 CCTV – Equipment Replacement:** Capital provision for the replacement of the monitoring equipment and mobile cameras followed by phase 1 of the replacement of the static cameras.
- CS8 Transformational Government (ICT):** These projects are elements of the Council's strategy to comply with the Government's policy on the widening of electronic access to government.
- CS10 Web 2008-09:** Further development work on HBBC web site.
- CS12 General Renewals:** Operational, ad hoc, and small scale technological renewals not covered by specific capital projects.
- CS13 Rolling Server Review:** To expand and support corporate server elements.
- CS14 Financial Systems:** The replacement of the existing financial package with one that supports e-commerce. The current package provides functionality relating to the General Ledger, Accounts Payable (Creditors), Accounts Receivable (Debtors) and Purchase Order Processing. The replacement package will provide the same functionality but allow many of the transactions to be dealt with electronically.
- CS15 Customer Services Project:** To create a Contact Centre and CRM system capable of realising defined service resolution targets, and which delivers a more effective service through the use of technology and re-engineering of current processes.
- CS24 Members IT:** Development of IT services for Members. Requirements will be addressed once member feedback has been received.
- CS27 Flexible Working Project:** The implementation of more flexible ways of working in order to achieve service improvements and efficiencies and to achieve a better work/life balance for individuals which will lead to retention of staff and reduced absenteeism.
- CS28 ICT Upgrades:** To upgrade ICT infrastructure following a period of under-investment. Upgrade includes Active Directory, Email, Citrix, Backup and Storage.
- CS29 Leisure Centre:** To either provide a new leisure centre for the area or a complete refurbishment of the existing building.

- CS30 GIS Upgrade:** Creation of an intranet and internet based GIS system. The intranet system will allow all employees to access the wealth of GIS data currently available. This will include Mosaic social profiling data to aid decision-making. The purchase of this is also included within the project. The Internet GIS system will allow the public to search for services and report issues, including plotting incidents on a map to aid swifter response.
- CS31 HR/Payroll:** Procurement of integrated HR and Payroll system meeting the corporate aim of investment in people.
- CS32 Train Station Cycle Racks:** Installation of cycle racks at Hinckley train station.
- CS33 Greenfields Development:** The development will encompass 35,000 square feet of industrial accommodation, which will include sustainable features such as timber cladding and grey water harvesting.

## **HOUSING GENERAL FUND**

- H1 Renovation Grants:** Means tested grants to improve properties in line with the Government's statutory & 'decent homes' standard up to the value of 20k. They are available to owners who have owned and lived in their property for more than 3 years and are on means tested benefits in low value properties.
- H2 Home Repair Grants:** Means tested grants to improve properties in line with the Government's statutory & 'decent homes' standard up to the value of 5k. They are available to owners who have owned and lived in their property for more than 3 years and are on means tested benefits in low value properties.
- H3 Care and Repair Improvement Agency:** This capital programme will fund our Home Improvement Agency, a not for profit, locally based organisation that assists vulnerable homeowners or private sector tenants who are older, disabled or on low income to repair, improve, maintain or adapt their home.
- H4 Disabled Facilities Grants:** The Government requires that disabled facilities grants are offered in certain prescribed circumstances, namely the adaptation of dwellings for people with a disability.
- H5 Decent Homes Project:** Specific Funding received for achieving private sector Decent Homes standard.

## **HOUSING REVENUE ACCOUNT CAPITAL PROJECTS**

The Housing Revenue Account capital projects on Council dwellings are designed to provide and sustain good quality public sector housing that meets the tenants' needs. The HRA element aims to meet and sustain the Decent Homes standard and to provide affordable housing, as a continuation of HBBC's landlord function and responsibilities.

**COUNCIL - 26 FEBRUARY 2009**

**REPORT OF DIRECTOR OF FINANCE**

**RE : HOUSING REVENUE ACCOUNT ESTIMATES 2009/10**

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1. **PURPOSE OF REPORT**

1.1 The purpose of this report is to provide the proposed budget for 2009/10, in respect of the Housing Revenue Account (HRA) and to recommend the level of rent increases to apply in 2009/10. This report should be read in conjunction with the Capital Budget reports.

2. **RECOMMENDATIONS**

2.1 That dwelling rent increases for 2009/10 are set in accordance with the process prescribed by the government for rent restructuring, averaging 7.0%, and that the budgets presented in Appendices "A", "B", and "C" are approved.

2.2 An increase of 0.9% is applied to all private sector charges for "Lifeline Rental" "Central Control Connection" and "Solo Rental".

2.3 The Budget for 2009/10 be approved.

3. **BACKGROUND TO REPORT**

3.1 The budgets covered by this report relate to your responsibilities as the landlord of around 3405 dwellings. The Housing Revenue Account is the account which groups the subsidiary activities of :

- ◆ **Supervision & Management (General)**, e.g. lettings, waiting list, rent collection, tenant consultation
- ◆ **Supervision & Management (Special)** e.g. sheltered schemes, hostel, roads, paths, fences and grounds, which are not part of an individual property
- ◆ **Housing Repairs & Maintenance**, which has a separate account and deals with the maintenance of individual properties.

3.2 The rent calculation for 2009/10 continues the government's rent restructuring model, which the Borough Council applied for the first time in 2004/05. The impact of the restructuring model will produce different percentage increases for individual properties. However, the average increase is 7%.

3.3 The supporting people legislation means that the responsibility for charging tenants, where necessary, falls on Leicestershire County Council, who transmit a share of supporting people grant to the Borough Council. There are private householders, who pay for "Piper" or "Solo" rental or "Central Control" connection and, for those customers, it is recommended that charges should increase by 0.9%. This is based on December 2008 RPI.

3.4 Government support for council dwellings is provided by a Major Repairs Allowance element of subsidy. This is paid into a reserve, which is used to finance repairs and improvements to maintain the present standard of the dwelling stock.

3.5 The working balance (including the Repairs Account) decreases in 2008/09 to £1,159,600 and in 2009/10 increases to £1,191,390. An ongoing reassessment of programmed and capital repairs to reduce responsive variations continues to help to reduce the net expenditure and maintain the working balance above the level of £600,000 which is currently considered to be the target prudent minimum.



3.6 The following notes explain the major variances in the provisional budgets for 2009/10 compared with the approved budgets for 2008/09:

1. Appendix A: Dwelling Rents

The increase (£674,240) reflects the recommended rent increase.

2. Appendix A: Transfer from Major Repairs Reserve & Item 8 Debit

The changes reflect the depreciation provision arising from the March 2008 revaluation of the Housing Revenue Account assets (£251,280). The increase must be shown in the Item 8 debit, but is reversed by the transfer from the Major Repairs Reserve (£156,210), so that tenants only have to meet a sum equivalent to the Major Repairs Allowance (£2,091,380).

3. Appendix A and Appendix C: Contribution to Housing Repairs Account

The increase in this amount (£100,000) reflects the amount required to maintain a credit balance on the Housing Repairs Account.

4. Appendix A: Capital Charges: Debt Management

The reduction in this amount (£530) reflects the revised staff time allocations to this function.

5. Appendix A: Negative HRA Subsidy

The HRA subsidy calculation is largely predetermined by the HRA subsidy determination issued each year by central government. The increase in 2009/10 is £257,960

6. Appendix A and Appendix C: Interest Receivable

The reductions in the income on these headings (£22,930 and £10,820) reflect changes in the estimated level of balances and the impact of reduced interest rates.

7. Appendix A and Appendix C: FRS17 Pension Adjustment

The reductions in this credit (£18,040 and £5,920) reflect reductions in the relevant charges included in Employee Costs. There is no net effect on overall expenditure.

8. Appendix B Supervision and Management (General) Premises Related Expenditure

This decrease (£20,150) reflects lower insurance premiums resulting from the collaborative Insurance Tender process that has come into effect from 1 January 2009.

9. Appendix B: Supervision & Management (General) – Supplies and Services

The decrease (£18,040) reflects a number of small savings in budgets to reflect the 2009/10 Budget Strategy of basing 2009/10 Supplies and Services budgets on 2007/08 actuals.

10. Appendix B: Supervision & Management (General) – Central Administrative Charges

The increase in 2008/09 reflects a charge for Senior Management time engaged in the Inspace Contract and the movement in 2009/10 reflects changes in the allocation of staff time on the Housing Revenue Account.

11. Appendix B: Supervision & Management (Special) – Premises Related Expenditure

The additional costs (£23,900) relate to contractual price reviews and increased energy costs.

4. FINANCIAL IMPLICATIONS

As contained in the report.

5. LEGAL IMPLICATIONS

As contained in the report.

6. CORPORATE PLAN IMPLICATIONS

The proposed budgets will allocate resources to enable the council to achieve its objectives for its own housing stock.

7. CONSULTATION

Relevant council officers have been consulted in the preparation of the budgets.

8. RISK IMPLICATIONS

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

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.

The following significant risks associated with this report/decision were identified from this assessment:

9. RURAL IMPLICATIONS

The budget will allow management and maintenance of properties throughout the Borough in accordance with the HRA Business Plan.

<b>Management of Significant (Net Red) Risks</b>		
Risk Description	Mitigating actions	Owner
Failure to achieve projected income levels	Regular monitoring and corrective action.	Director of Community and Planning Services

10. CORPORATE IMPLICATIONS

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

- Community Safety Implications
- Environmental Implications
- ICT Implications
- Asset Management Implications
- Human Resources Implications

Background Papers : Housing Revenue Account Subsidy Determinations 2009-2010

Contact Officer : David Bunker ext 5609

4C26feb09

**COUNCIL – 26<sup>th</sup> FEBRUARY 2009**

**REPORT OF THE DIRECTOR OF COMMUNITY AND PLANNING SERVICES**  
**RE: ORTON ON THE HILL AND OSBASTON CONSERVATION AREA STATEMENTS**  
**& MANAGEMENT PLANS**

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**1. PURPOSE OF REPORT**

- 1.1 To seek Members' approval to adopt the Conservation Area Statements and Management Plans for the conservation areas in the villages of Orton on the Hill and Osbaston.
- 1.2 To meet government targets, three further Conservation Area Statements and Management Plans should be adopted by 31 March 2009. This report seeks Members' approval to delegate the adoption of these documents to the Planning Committee to be held on 10<sup>th</sup> March 2009.

**2. RECOMMENDATIONS**

- (i) That Council adopts the Conservation Area Statements and Management Plans for the villages of Orton on the Hill and Osbaston as Planning Guidance.
- (ii) That Council delegates the approval of the Conservation Area Statements and Management Plans for the conservation areas at Druid Street in Hinckley, Shackerstone and Newbold Verdon to the Planning Committee to be held on 10<sup>th</sup> March 2009

**3. BACKGROUND TO THE REPORT**

- 3.1 The conservation area in Orton was declared in August 1997 and Osbaston in October 1992. Conservation Area leaflets were produced at that time which set out the extent of the Conservation Areas, and gave brief information about the impact of designation on property owners in the area. The information provided in the leaflets is similar to that provided for all Conservation Areas in the Borough.
- 3.2 As reported to the Planning Committee on 2<sup>nd</sup> February 2007, it is intended to review all Conservation Areas in the Borough and issue a Conservation Area Statement and Management Plan for each area. The statement will assess the significance of the designated area and analyse how that significance is vulnerable to change. Its aim is to preserve and enhance the character of the area and to provide a basis for making sustainable decisions about its future through the development of management proposals. The documents will provide a description of the historical development of the settlement, set out the important features of the conservation area which should be protected and indicate the planning guidance and policies which apply to new development in the area.
- 3.3 The benefits of a comprehensive appraisal of a conservation area are that it will provide a sound basis for development control decisions, for protecting local heritage, for developing initiatives to improve the area and as an educational and informative document for the local community.
- 3.4 The Management Plan for the Conservation Area will take the form of a mid to long term strategy for preserving and enhancing the conservation area. It will address the issues and make recommendations for action arising from the

statement and identify any further detailed work needed for their implementation. It will also set out specific enhancement schemes for the public realm and aim to secure the repair of important heritage features and buildings in the area. The plan will also include a photographic survey, which will be used as a mechanism for monitoring future change in the designated area.

3.5.1 The Conservation Statement and Management Plan for both Orton and Osbaston has recently been completed by officers of the Council. A public meeting was held at the church in Orton and The Hall in Osbaston which were very well attended by local residents and Parish and the Borough Councillors.

3.5.2 Both Conservation Statements and Management Plans were considered by Planning Committee on 10 February who commended them to Council for approval. Copies of all the documents have been placed on the Council's Web site and are available in the Members Room.

#### 4.0 **FINANCIAL IMPLICATIONS** (IB)

None arising directly from this report.

#### 5.0 **LEGAL IMPLICATIONS** (MR)

5.1 Under section 71 Planning (Listed Buildings and Conservation Areas) Act 1990 there is a duty on a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of their conservation areas, to submit these for consideration to a public meeting in the area to which they relate, and to have regard to any views concerning the proposals expressed by persons attending the meeting.

#### 6.0 **COMMUNITY PLAN IMPLICATIONS**

6.1 The new Conservation Area Statements will further protect the Borough's Heritage. (chapter 5 of the Community Plan).

#### 7.0 **CORPORATE PLAN IMPLICATIONS**

7.1 The preparation of the Conservation Area Statements and Management Plans both meet Strategic Objective 7 of the Corporate Plan.

#### 8.0 **CONSULTATION**

8.1 At Orton, an exhibition was held at St Edith's Church on 14<sup>th</sup> January 2009. The display included the study findings and future management recommendations illustrated by photographs, drawings and maps.

8.2 The exhibition generated a lot of public interest and 39 people attended. The displays also gave the opportunity to provide additional information about the purpose of Conservation Area designation, the impact of the additional controls over land and property, and guidance regarding the type of development that is acceptable.

8.3 At Osbaston a public exhibition was held in the entrance hall at Osbaston Hall on Wednesday 21st January. The exhibition was attended by 42 residents, the Borough Councillor and a Parish Councillor, all of whom fully supported the conservation proposals.

8.4 The consultation proposals have also been placed on the Council's web site.

8.5 The responses of the public are noted in appendix A and B.

9.0. **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.

<b>Management of Significant (Net Red) Risks</b>		
<b>Risk Description</b>	<b>Mitigating Actions</b>	<b>Owner</b>
Not achieving performance targets	Maintaining programme of Appraisals	Richard Palmer

9.3 The key risks of not endorsing and implementing the Conservation Area Statement and Management Plan are not meeting government performance targets, the Council not being recognised for the good achievements of its Conservation Service and not protecting our local heritage.

10. **RURAL IMPLICATIONS**

10.1 The villages of Orton and Osbaston are both within the rural area of the Borough.

11. **CORPORATE IMPLICATIONS**

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

Community Safety Implications - None  
Environmental implications – Included in the report.  
ICT Implications – None  
Asset Management Implications - None  
Human Resources Implications – None  
Planning Implications – Contained within the report

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Background Papers: Conservation Area Appraisal, Appraisal Plan, Long Term Strategy Management Plan, Public Comments on Orton and Osbaston Conservation Areas.

Contact Officer: Barry Whirrity, ext 5619

Portfolio Holder: Councillor Stuart Bray

5C26feb09

## Orton on the Hill

# Conservation Area Appraisal

Orton on the Hill was a well established village long before it was mentioned in the Domesday Book as Wortone. The first Orton Hall is thought to have been built around 1115 and at some period is thought to have belonged to the Knights Templar. The Manor, consisting of the Hall, the church, the village and much of the surrounding land was given to Merivale Abbey in 1148. The Cistercian monks organised the land into a number of granges which included Le Grange, now Lea Grange, Pinwall, Newhouse and Moor, now Moorbarne. Today they are outlying farms encircling Orton.

Following the Dissolution of the Monasteries, Orton passed into the ownership of the Bradshaw's for about 100 years. Around 1650, the Steeles, later to become the Steele-Perkins, purchased Orton Hall and became the Lords of the Manor for the next 250 years. In 1786, the medieval Hall was demolished by Samuel Steele Perkins and rebuilt in the new fashionable Georgian style. The Hall was eventually sold by the family in 1918 and the estate was broken up. Although the hall remained a private house for 40 years, it was demolished in the late 1960's.

## **Setting**

The village location is defined by a group of relatively isolated woodland trees set in open countryside at the top of a high ridge orientated east-west. It is approached by narrow straight roads from Sheepy to the south and Twycross and Atherstone along the ridge. This unique setting permits magnificent views all around but particularly across the Warwickshire plain to the north-west. With this exception and the large open field of Orton Park on the north east side, the field system adjoining Orton is characterised by small

fields and continuous hedgerows. These features extend into the village to reinforce its rural character.

## **Gateways**

From any distance or approach, the village conservation area appears to be set in woodland. Mature trees are grouped at the entrances to the settlement and also form a stand around the site of the former Orton Hall. Only the Conservation Area entrance along Main Street differs because of the impact of modern infill development which produces an urban feel.

## **Character Statement**

The village is divided into two distinct areas, each with its own character. The older part of the village, includes the medieval church of St Edith, a Grade I listed building, and the area around The Green and Pipe Lane. This is characterised by a relatively unplanned organic pattern of buildings which are separated from each other by distance, green spaces and continuous hedges.

The second area lies along Main Street and comprises continuous frontage development of differing scales and from different periods.

## **Appearance**

Until the demolition of The Hall, the area around The Green was the traditional centre of the village. This important space lies between the site of The Hall, the Vicarage and St Edith's church. Some distance away to the south-east, in an arc with the Hall as its focus, are the principle village farms. These included Home Farm, Lower Farm, Peggs Farm, Shaw Farm and Church Farm. In recent times, following the loss of the Hall, the spaces between farms, particularly along Main Street, have been infilled with new dwellings to the detriment of the traditional character of the settlement. Main Street has been particularly badly affected



because of the modern unsympathetic nature of this development.

Generally along Pipe Lane and around the village green, the dispersed nature of the farms has been retained. It is important to the character of the conservation area that the large green spaces between these groups of buildings are retained. The farm clusters themselves follow the traditional pattern of attached buildings along the sides of a yard with the house being sited closest to the road.

### **The farmsteads**

The principle building at Church Farm is a thatched medieval timber framed structure with a small brick extension from the Victorian period. The original courtyard form of the farm has been lost and only a reconstructed southern wing and the farmhouse remain. Until the turn of the last century this farm stood alone on the edge of a road linking the village green to the Warton Road junction. The land to the north west of the church has been infilled by inappropriate modern development.

Hall Farm, lies a short distance to the south and is directly accessed from the village green. This farmhouse in addition to medieval timber framing also includes eyebrow windows which are common in the wider area. The original form of the farmyard has been retained with buildings forming three sides.

Peggs Farm, at the western end of Pipe Lane is also part timber framed indicating its medieval origins. This farm is defined by the farmhouse and a return wing on its western side.

Lower Farm, which also fronts the road, to the east along Pipe Lane, has also a part timber framed building. The yard layout is similar to Peggs Farm, but the yard is more clearly defined by agricultural buildings to the east and south.

Two further farms, Moore's Farm and Home Farm, are located to the east of the junction of Main Street and Sheepy Lane. Both have retained many of their former farm buildings although several have been converted into dwellings.

Moore's Farm lies tight to the road intersection with brick buildings forming an easily identifiable yard enclosure. Access into the yard was through an opening between the farm house and a large brick barn. The farm house is a key building in the Conservation Area. It reinforces the settlements agricultural origins when approaching from the south, but it has suffered from inappropriate changes to its appearance.

Home Farm is the last of the village farms and lies adjacent to Moore's Farm but separated from it by a narrow passage. This building has retained its clay tiled roof, and flat brick frontage on a low brick plinth. Its fine traditional details include brick chimneys, simple casement windows with segmental brick arched lintels, keystones and projecting brick sills. Its outbuildings include two fine brick barns also on the road side and defining the southern edge of the yard, a dovecote.

During the Victorian period the village school, the schoolhouse and the Rectory were added to the settlement's stock of buildings. Both the school, constructed 1834 on Pipe Lane and the nearby schoolhouse are gabled single storey brick structures with dentil eaves. The schoolhouse itself has been extended and rendered in the recent past but both retain their clay tiled roofs.

The Rectory (now called The Gables) is an impressive building standing behind fine Victorian gates in its own grounds on the south side of The Green. It is a two and a half storey building with three prominent gables, chimneys and Georgian style windows although it has been subsequently rendered. Its gardens include several fine mature trees.

### **Building Style, Scale and Detail**

Buildings in the conservation area fall into three distinct categories.

- Simple vernacular buildings often incorporating medieval timber framing and brick extensions. These are low buildings and are comparatively shallow, often being only one room deep. They have steeply pitched continuous gabled roofs of plain clay tiles punctured by brick chimneys. Windows at first floor are tucked under the eaves and are smaller than those at ground floor which normally have projecting brick sills. Their external appearance is varied and reflects the changes which have occurred over their lifetime. These may include a mixture of brick and stone plinths of differing heights, irregular pattern of openings, different sized openings and large areas of blank walls. However the modern restoration techniques of smooth render, standard plastic windows, large rear extensions and front porches will change this appearance.
- Victorian estate buildings with red brick and mottled pink bricks and plain clay tiles give these buildings continuity throughout the conservation area. There are only a few examples of alternative external finishes which include painted brick and render (Moore's Farm and the School house). Thatch and natural slate are not characteristic roofing materials in the settlement although there are isolated examples such as Church Farm. These Victorian buildings are two rooms deep with higher clay tiled gabled roofs again broken by ridge top chimneys. Decorative brickwork includes dentil eaves courses, segmental arched lintels with keystones and projecting brick sills. Window openings are regularly spaced and hold three full height opening casements that are deeper at ground floor.
- Post Second World War properties, principally bungalows are set in large plots. They have shallow pitched hipped roofs

with concrete roof tiles, large picture windows and integral double garages set well back from the edge of the road.

### **Boundary Treatments**

With the exception of the area around the church, boundary treatments are generally low hedges or occasional wooden picket fences which reinforce the village's rural appearance. At the centre of the conservation area, along the east side of The Green are the remains of the high brick wall of the gardens to the former Hall partly overgrown with ivy. These contrast with boundaries of the churchyard and the modern properties nearby defined by low dry stone walls reinforced with shrub and tree planting which serve to screen the properties.

### **Surface treatments**

Traditional gravel surfaces have been retained around the village green, and elsewhere road and path surfacing, although modern, in most areas is undefined along its edges. Where modern street lights, concrete kerbs and pavements have been introduced, particularly along Main Street, they have urbanised the street scene to the detriment of the village character.

### **Contribution of Spaces and Natural Elements**

The dispersed nature of Orton has provided many large areas of green space and opportunities for deciduous forest type trees to be retained. Wide verges and triangles of grass at road junctions also enhance its rural appearance. Only occasionally have leylandii hedges and trees had an unfortunate visual impact.

## **FACTORS HAVING A NEGATIVE INFLUENCE ON THE CHARACTER OF THE CONSERVATION AREA**

### **Buildings of Poor Visual Quality**

At the eastern entrance to the conservation area, a mixed group of traditional and modern development detracts from the prevailing scale, form and design of buildings in the Conservation Area. Although these buildings reflect their period of construction or have been recently improved, they display qualities and features which are out of character with traditional forms in the conservation area. Elsewhere, with some exceptions, where modern buildings have been introduced, they are generally sited away from the public space at the rear of plots which reduces their impact.

#### Potential development area

This area would accommodate some development if closely related to the existing group of historic buildings. The area could include the existing bungalow to the east utilising the existing vehicular access.

#### **Enhancement**

The enhancement of the character and appearance of the Conservation Area can be defined as the reinforcement of the qualities that provided the special interest and which warranted designation. It may be through the sympathetic development of sites identified in the detailed analysis of the area as opportunity or neutral sites; it may involve physical proposals or the application of sensitive, detailed development control over extensions and alterations. Areas which warrant special attention for enhancement are marked on the Conservation Area plan.

### **GENERAL CONSERVATION AREA GUIDANCE, PLANNING CONTROLS AND POLICIES**

To maintain the distinctive character and appearance of the Orton Conservation Area it will be necessary to:

- Retain listed buildings and buildings of local interest.

- Ensure new development contributes positively to the character or appearance of the conservation area in terms of siting, scale, design and materials used.
- Ensure house extensions comply with the Borough Council's Supplementary Planning Guidance.
- Resist development proposals in key areas, which have been identified on the map.
- Ensure the consistent application of positive, sensitive and detailed development control over proposals to alter former farm buildings, yards and jittys
- Ensure important views of the church and out into the countryside are protected.

**Special attention is given to the desirability of preserving or enhancing the appearance of the Conservation Area. Planning Applications in Conservation Areas are separately advertised. The principal effects of the designation of a Conservation Area are summarised as follows:**

- Consent is required for the total or substantial demolition of any building exceeding 115 cu metres.
- Applications for Outline Planning permission are not normally acceptable. Full planning applications are likely to be required.

Planning permission is required for:

1. The external cladding of any building with stone, artificial stone, pebble dash, render, timber, plastic or tiles.
2. Extensions beyond a wall forming a side elevation of the original dwelling
3. Extensions of more than one storey which extend beyond the rear wall of the original dwelling.

4. The enlargement of a dwelling consisting of an addition or alteration to its roof forming the principal or side elevation of a dwelling.
5. A satellite dish on chimney, wall or roof fronting a highway.
6. Solar PV or solar thermal equipment on a wall or roof slope forming the principal or side elevation of a dwelling
7. Stand alone solar equipment
8. Installation, alteration or replacement of a chimney, flue or soil vent pipe on a wall or roof slope which fronts a highway and forms either the principal or side elevation of a dwelling.

Anyone proposing works to a tree in a Conservation Area must give six weeks prior written notice to the local planning authority.

These requirements do not cover all aspects of control in Conservation Areas and you are advised to contact the Local Planning Authority for further advice.

## **Appendix A**

### **Public comments on the Orton on the Hill Conservation Area Exhibition**

There was general support for the aims and objectives of the conservation area appraisal to help retain the village's rural character, open spaces, hedgerows and trees.

- 1) However, concern was expressed over the designation of land off Pipe Lane as a potential development site. Concern over the land's designation centred on the following:
  - Residents questioned the need for more dwellings to be built in the area around The Green and Pipe Lane which if allowed would be out of scale with the character of the village and tend to urbanise the conservation area.
  - Concern over flooding on Pipe Lane that already experiences problems due to Orton being built on clay and having no mains sewerage system.
  - Problems with the generation of more traffic and noise on Pipe Lane which is a narrow rural road.
  - The steep sloping nature of the land which would result in any development being visually prominent and have an overbearing effect on adjacent existing properties.

The main reason for designating the land as a potential development site was to seek residents views on the proposal. The Planning Inspector who presided over the Public Local Inquiry into the Hinckley & Bosworth Local Plan made the observation that dwellings in Orton tended to be sited on generous plots with no development in depth. On this basis, he concluded that the site could accommodate a small number of dwellings. The land is also the subject of a planning application for the erection of 9 dwellings which is currently awaiting validation.

The land lies within the settlement boundary. Development should be along the lands frontage to Pipe Lane based on the Local Plan's Settlement Area Policies, to include the adjacent bungalow which is of poor design and out of character with traditional buildings on Pipe Lane. It should also be borne in mind that when the Planning Inspector made his comments in 1997, the Orton on the Hill Conservation Area had not been designated at the time.

- 2) Some residents felt that if some further development was to be allowed, it should be small single storey dwellings suitable for older residents already residing in the village, possibly needing to downsize into smaller accommodation. Other residents were not keen on having pseudo farm style dwellings being built.
- 3) There was good support for part of the paddock fronting Sheepy Lane being kept as a green buffer in order to maintain the lane's rural character, excellent views to the parish church and The Gables and help protect existing hedgerows.
- 4) Comments were made suggesting that steps should be taken to avoid a "chocolate box picture village, to retain the charm of a slightly neglected or time forgot feel."

Jan 2009



## Orton on the Hill Conservation Area

### Management Plan Long Term Strategy

PROPOSED MEASURE	ISSUE ADDRESSED	ACTION REQUIRED
<p>New development and extensions, should be constructed in natural materials appropriate to the area &amp; should have regard to the scale, siting and detailing of existing surrounding development. New dormers and rooflights should be restricted to the rear of properties away from public view.</p>	<p>The negative effect on the character of the Conservation Area through the use of inappropriate materials</p> <p>Development within the Conservation Area should be of a high standard of design and should preserve or enhance the traditional character of the area.</p>	<p>The Council will seek to ensure that new development makes a positive contribution to the character of a Conservation Area through the development control process and enforcement powers, in accordance with its statutory obligations.</p>
<p>Ensure that any works to the highway respect the Conservation Area.</p>	<p>The use of inappropriate construction materials, design and location of street signage and the design of street lighting can have a detrimental effect on the character and appearance of the Conservation Area. The negative effect that concrete kerbs, modern block paving, concrete, and tarmacadam have on the Conservation Area</p>	<p>The Council will liaise with the Highway Authority and private owners to ensure that any works within the Conservation Area will not have an adverse impact on its character. Traditional surfacing materials and existing grass verges should be retained. Where possible concrete kerbs should be replaced with granite kerbs. Kerbs should not be introduced where introduced where roads are edged with grass verges.</p>
<p>Important building and boundary features such as chimneys, stone and brick garden walls, fences, hedges, and railings, should be retained.</p>	<p>The protection of traditional features is considered to be important to the character of Conservation Area.</p>	<p>The Council will encourage the retention and replacement of such features when considering proposals for development within Conservation Areas.*</p>
<p>Important individual trees, groups of trees, and open areas should be retained.</p>	<p>Special protection is afforded to trees in the Conservation Area which are not the subject of a Tree Preservation Order.</p>	<p>Consideration will be given to the contribution that trees, open spaces and other soft landscaping make to the character and appearance of the Conservation Area when dealing with development proposals. The Council will encourage all property owners to</p>


















		suitably manage landscaping and trees
Removal of overhead wires within or adjacent to Conservation Area.	Overhead wires, supporting poles & associated equipment have a detrimental impact on the character and appearance of the Conservation Area.	The Council will encourage agencies to undertake schemes to ensure that overhead cables and associated equipment are replaced by underground schemes.
The use of traditional roofing materials on new buildings, extensions and existing properties where they are situated in sensitive locations.	The negative effect on the Conservation Area by the use of inappropriate roofing materials	The Council, through the development process, will ensure new development will utilise traditional roofing materials. Where existing properties situated in sensitive locations have inappropriate roof materials, the Council will endeavour to offer financial contributions to encourage owners to re-roof their properties in traditional materials.*

\* The Environmental Improvement Scheme will be used to offer grants to repair boundary walls and replace concrete roof coverings with natural slate or clay tiles over the next 5 years.

Jan-09

# CONSULTATION DRAFT

**Key:**

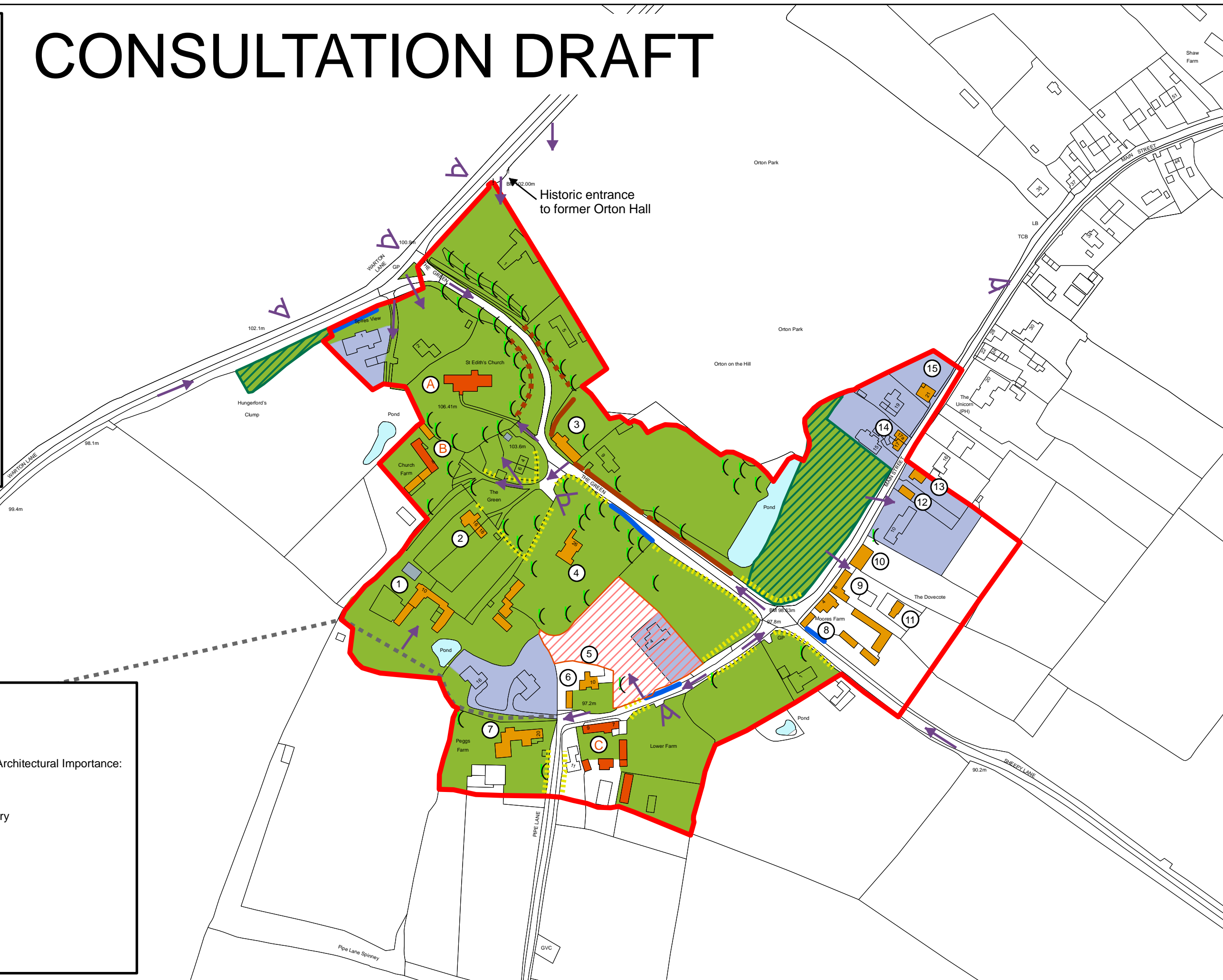
-  Conservation Area Boundary
  -  Listed Buildings
  -  Important Historic Buildings
  -  Key Spaces
  -  Boundary Improvements
  -  Important Hedgerow
  -  Spinney
  -  Historic Brick Wall
  -  Stone Walls
  -  Important Footpaths
  -  Important Trees
  -  Ponds/Lakes
  -  Weak Areas/Buildings
  -  Vistas to be protected
  -  Views to be protected
  -  Potential Development Area
-  NOT TO SCALE

**Listed Building Index:**

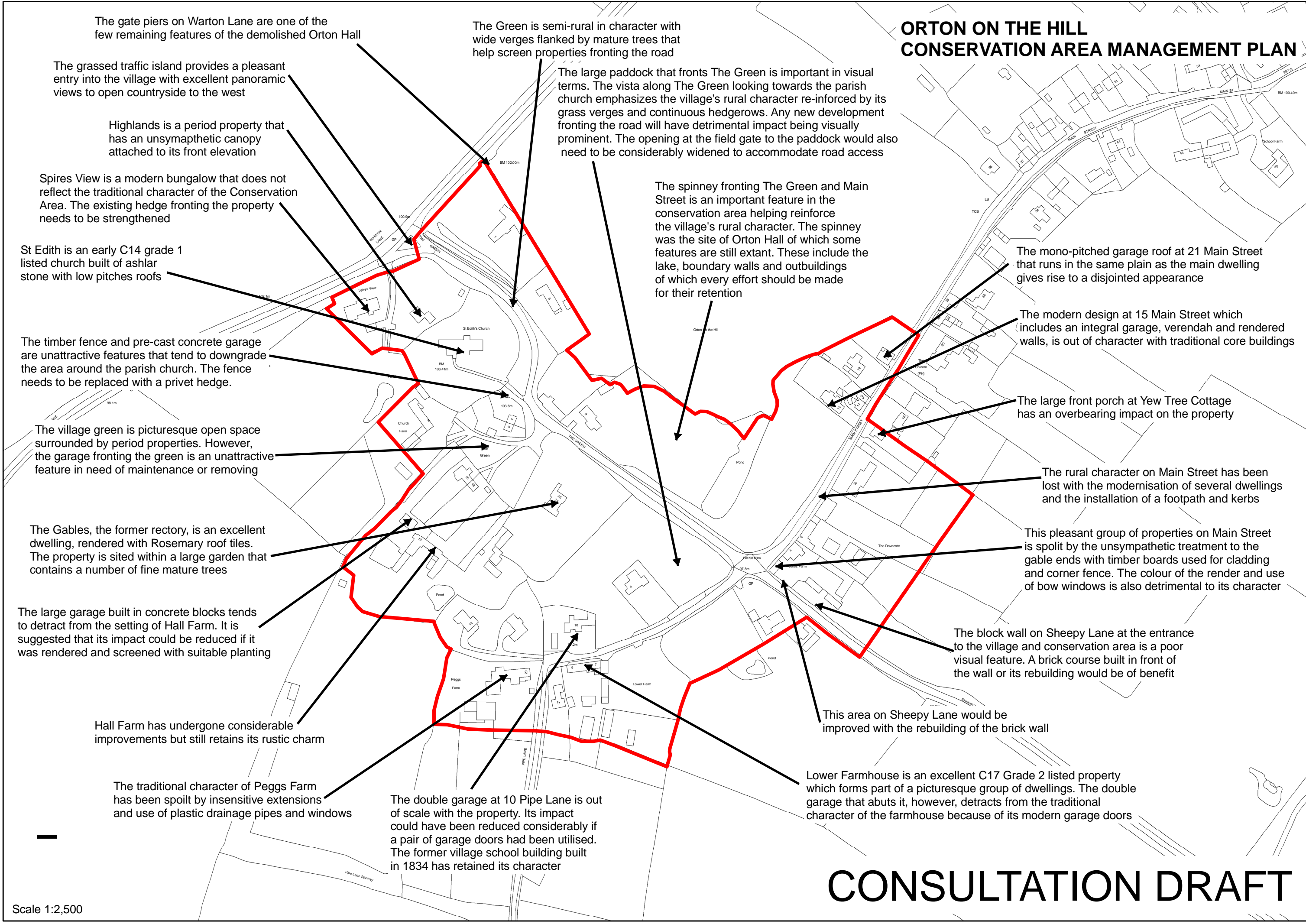
- A St Ediths Church
- B Church Farm
- C Lower Farm

**Unlisted Buildings of Local Historic or Architectural Importance:**

- 1 Hall Farm
- 2 16/18 The Green
- 3 Former outbuilding to the Hall
- 4 The Gables, formerly the Old Rectory
- 5 Former Schoolmasters House
- 6 Former school
- 7 Peggs Farm
- 8 Moores Farm
- 9 Home Farm
- 10 Former barn of Home Farm
- 11 Dovecote of Home Farm
- 12 Crown Cottage, 12 Main Street
- 13 Yew Tree Cottage, 14 Main Street
- 14 Ivy Cottages, 17/17A Main Street
- 15 The Cottage, 21 Main Street



# ORTON ON THE HILL CONSERVATION AREA MANAGEMENT PLAN



The gate piers on Warton Lane are one of the few remaining features of the demolished Orton Hall

The grassed traffic island provides a pleasant entry into the village with excellent panoramic views to open countryside to the west

Highlands is a period property that has an unsympathetic canopy attached to its front elevation

Spire View is a modern bungalow that does not reflect the traditional character of the Conservation Area. The existing hedge fronting the property needs to be strengthened

St Edith is an early C14 grade 1 listed church built of ashlar stone with low pitches roofs

The timber fence and pre-cast concrete garage are unattractive features that tend to downgrade the area around the parish church. The fence needs to be replaced with a privet hedge.

The village green is picturesque open space surrounded by period properties. However, the garage fronting the green is an unattractive feature in need of maintenance or removing

The Gables, the former rectory, is an excellent dwelling, rendered with Rosemary roof tiles. The property is sited within a large garden that contains a number of fine mature trees

The large garage built in concrete blocks tends to detract from the setting of Hall Farm. It is suggested that its impact could be reduced if it was rendered and screened with suitable planting

Hall Farm has undergone considerable improvements but still retains its rustic charm

The traditional character of Peggs Farm has been spoilt by insensitive extensions and use of plastic drainage pipes and windows

The double garage at 10 Pipe Lane is out of scale with the property. Its impact could have been reduced considerably if a pair of garage doors had been utilised. The former village school building built in 1834 has retained its character

The Green is semi-rural in character with wide verges flanked by mature trees that help screen properties fronting the road

The large paddock that fronts The Green is important in visual terms. The vista along The Green looking towards the parish church emphasizes the village's rural character re-inforced by its grass verges and continuous hedgerows. Any new development fronting the road will have detrimental impact being visually prominent. The opening at the field gate to the paddock would also need to be considerably widened to accommodate road access

The spinney fronting The Green and Main Street is an important feature in the conservation area helping reinforce the village's rural character. The spinney was the site of Orton Hall of which some features are still extant. These include the lake, boundary walls and outbuildings of which every effort should be made for their retention

The mono-pitched garage roof at 21 Main Street that runs in the same plain as the main dwelling gives rise to a disjointed appearance

The modern design at 15 Main Street which includes an integral garage, verendah and rendered walls, is out of character with traditional core buildings

The large front porch at Yew Tree Cottage has an overbearing impact on the property

The rural character on Main Street has been lost with the modernisation of several dwellings and the installation of a footpath and kerbs

This pleasant group of properties on Main Street is spoilt by the unsympathetic treatment to the gable ends with timber boards used for cladding and corner fence. The colour of the render and use of bow windows is also detrimental to its character

The block wall on Sheepy Lane at the entrance to the village and conservation area is a poor visual feature. A brick course built in front of the wall or its rebuilding would be of benefit

This area on Sheepy Lane would be improved with the rebuilding of the brick wall

Lower Farmhouse is an excellent C17 Grade 2 listed property which forms part of a picturesque group of dwellings. The double garage that abuts it, however, detracts from the traditional character of the farmhouse because of its modern garage doors

Scale 1:2,500

# CONSULTATION DRAFT

## **Osbaston**

### **Conservation Area Appraisal**

The village name of Osbaston suggests a pre Norman Conquest ownership of the tun or settlement by Osburn. However the written history of Osbaston begins with a mention in the Domesday Book of 1086 where it is referred to as Sbermestun and was held by Edric and Edged. During the eleventh century a Norman called Roger held the manor under Ralph de Mortimer. Its later owners included the Wichard family, the Suttons and the Blounts. It is the family of Sir Thomas Pope Blount that is thought to be responsible for the demolition of the medieval manor house and its rebuilding in the Tudor style. The remnants of this Tudor house are incorporated into the Hall that exists today. However the present building that exists today is the work of Wrightson Mundy of Markeaton, Derby who acquired the manor through marriage at the end of the 17<sup>th</sup> century. In 1766 it was sold and passed through several families until 1827 when it was bought by the Copes who remained there until the death of Sir Thomas George Cope in 1966 when it was bought by Jonathon Guinness and subsequently by the De Lisle family.

#### **Setting**

The settlement is defined by a stand of fine trees set in rolling countryside. These generally follow the meandering route of the brook as it crosses Osbaston Lane and Hall Lane. The village is a small linear settlement with buildings set in groups dispersed along both lanes. The surrounding countryside has seen little change and is undulating and generally under pasture which provides an open aspect over farmland. Only the noise and pollution from the nearby Ashby Road to the west disturbs the tranquillity of the settlement.

## **Gateways**

Hall Lane is a narrow single lane track which enters the village from the west passing Osbaston Hall, a fine Georgian House set in open parkland. To the south it is lined with tall mature trees which frame the roadside in a tunnel effect. It continues slowly winding its way towards the junction with Osbaston Lane. This is the heart of the village and is enclosed by the buildings of Home Farm, White Boar and Bloomfield Barns with the village notice board and the red cast iron post box at its centre. Osbaston Lane from the south and Goatham Lane from the northeast, although slightly sunken, are more open to the countryside and the sky which gives a brighter appearance to the buildings.

## **Character Statement**

The village was developed to serve Osbaston Hall. It is characterised by groups of agricultural related buildings widely separated by areas of countryside. These groups are generally in harmony with similar scales, height and styles of brickwork, roofs and windows. Its charm lies in its barns, farmyards, narrow lanes, overgrown verges and woods

## **Appearance**

The Hall

The most important building in the settlement is the Hall which has been listed Grade II\*. It consists of the principle building, the stable block now partly converted into a dwelling and a small pavilion. These are set behind high brick walls in fine landscaped grounds which include two lakes and a walled garden. Although not visible to the public eye except at a distance, the well groomed appearance of the grounds present a sharply contrasting image to the picturesque informality of the rest of the village with its uncut verges, creeping ivy, the bent iron railings and the unmanaged woodland along the winding, undulating roads. The grounds extend beyond the road and include The Rookery, a

wilderness of trees within which lies a Victorian brick icehouse and a pumping station. An overgrown gate and stone steps once provided the access to a formal pathway through the wood.

### **The farmsteads**

There are two principle estate farms on Hall Lane. These are Hall Farm and Home Farm. During recent times, these farms have been sold by the estate. These farm houses and their associated agricultural buildings have been split into separate ownerships. Hall Farm in particular has suffered from residential conversion and split ownership. The farmhouse itself has lost chimneys, a gable parapet and the original farm access from Hall Lane which has been truncated by the addition of a modern attached property. Its main barn has also been converted into a separate dwelling and the farm yard has been subdivided. The farm buildings stand close to the Lane and are characterised by steeply pitched roofs, gable walls and flat frontages. Windows at ground floor have segmental arched lintels and those at first floor sit tightly under their eaves.

Home Farm sits at the intersection of the two lanes and remains in one ownership. Although presenting a subdued public image, it has retained a genuinely agricultural appearance. The buildings consist of two attached dwellings, two and two and a half stories in height with plain elevations broken only by the comparatively recent single storey bays. A small garden with a brick wall divides the properties from the lane. To the rear the yard is cobbled and open bounded by a fine brick two storey barn and two ranges of single storey out buildings. Opposite this farm, on the north side of Osbaston Lane, is a range of barns forming a further courtyard. These have all been converted into dwellings and through inappropriate changes; some have lost their rural character.

### **The estate workers cottages**

These small workers cottages are located generally in pairs, some distance from the Hall along the south side of Goatham Lane. They are sited close to and parallel with the edge of the road. Their original form was gabled with steeply pitched roofs and ridge top chimneys. Their elevations were flat and plain with shallow segmental arched or eyebrow windows and door openings. The original unity in design, however, has been eroded and their simple plans are now very complicated. A varied range of extensions, some of which are quite unsympathetic have been added to these modest cottages to meet the spatial demands of their recent owner-occupiers.

### **Building Style, Scale and Detail**

Recent Changes: Over time however, the estate buildings have been gentrified and now all are owner occupied. Although this has generated a lot of private investment in the area, unlike other similar villages, it has had a major detrimental impact on the conservation area. The gardens intended as allotments have been extended and now are domestic gardens with manicured lawns and alien forms of planting. A considerable number of former agricultural buildings have been converted into dwellings and some farmhouses now have altered window frames and external doors. Future changes to buildings in the conservation area should reflect the traditional scale, features, details and materials.

The plan form of traditional dwellings is rectangular with plain flat elevations. The use of bays, bow windows or projecting gables is out of character with the settlement. Existing roofs are steeply pitched and covered with natural clay tiles or where appropriate, welsh slates. Ridges are parallel to the street. Chimneys are important on none agricultural buildings and their loss should be avoided. Ground floor openings have segmental brick arch lintels and projecting canted brick sills, whereas first floor openings are tight to the eaves. Single casement openings on street elevations



should be avoided. Existing timber windows use full height casements and the introduction of top lights is out of character. Doors similarly should be of timber planked design.

The space between buildings is important to the character of the settlement and any further erosion of this space is unacceptable. Extensions are normally acceptable on the rear but not where they affect the street scene.

Where former agricultural buildings have been converted no further openings will be acceptable on elevations which do not face into the original farm yard in order to protect the agricultural appearance of the buildings. Brick chimneys and conservatories are also out of character.

### **Boundary Treatment**

The central part of the village on Hall Lane is dominated by the high brick wall and iron gates of The Hall and its garden which restrict views of the Hall to distant vistas. Elsewhere grass verges framed by field hedging, post and rail or agricultural fencing defines the edges of roads. Other properties being generally sited close to the road have none or very limited front gardens with openings for vehicular access being defined by small granite sets.

### **Contribution of Spaces and Natural Elements.**

The dispersed nature of Osbaston has provided many large areas of green space and opportunities for deciduous forest trees and spinney's to be retained. Wide verges also enhance its rural appearance. Only occasionally have leylandii hedges and trees and specimen planting had an unfortunate impact on the indigenous vegetation which contributes to a great extent to the character of the hamlet.

## **FACTORS HAVING A NEGATIVE INFLUENCE ON THE CHARACTER OF THE CONSERVATION AREA**

### **Buildings of Poor Visual Quality**

Planning restrictions have prevented new development within the settlement. However unsympathetic barn conversions and a varied range of extensions, some of which are quite unsympathetic have been added to modest cottages to meet the spatial demands of their recent owner-occupiers. This has had a detrimental impact on the character of the village in particular along the northern end of Goatham Lane. These modern extensions which have in some cases doubled the size of the original cottage detract from their prevailing scale, form and design and reduce the space and views between them. The introduction of double garages on the street frontage, particularly if incorporating a large metal door, is also unfortunate.

### **Enhancement**

The enhancement of the character and appearance of the Conservation Area can be defined as the reinforcement of the qualities providing the special interest, which warranted designation. It may involve physical proposals or the application of sensitive, detailed development control over extensions and alterations. Areas which warrant special attention for enhancement are marked on the Conservation Area plan.

## **GENERAL CONSERVATION AREA GUIDANCE, PLANNING CONTROLS AND POLICIES**

To maintain the distinctive character and appearance of the Osbaston Conservation Area it will be necessary to:

- Retain listed buildings and buildings of local interest.
- Ensure new development contributes positively to the character or appearance of the conservation area in terms of siting, scale, design and materials used.

- Ensure house extensions comply with the Borough Council's Supplementary Planning Guidance.
- Resist development proposals in key areas, which have been identified on the map.
- Ensure the consistent application of positive, sensitive and detailed development control over proposals to alter former farm buildings, yards and estate cottages.
- Ensure important views of the Hall and out into the countryside are protected.

Special attention is given to the desirability of preserving or enhancing the appearance of the Conservation Area. Planning Applications in Conservation Areas are separately advertised. The principal effects of the designation of a Conservation Area are summarised as follows:

- Consent is required for the total or substantial demolition of any building exceeding 115 cu metres.
- Applications for Outline Planning permission are not normally acceptable. Full planning applications are likely to be required.

Planning permission is required for:

1. The external cladding of any building with stone, artificial stone, pebble dash, render, timber, plastic or tiles.
2. Extensions beyond a wall forming a side elevation of the original dwelling
3. Extensions of more than one storey which extend beyond the rear wall of the original dwelling.

4. The enlargement of a dwelling consisting of an addition or alteration to its roof forming the principal or side elevation of a dwelling.
5. A satellite dish on chimney, wall or roof fronting a highway.
6. Solar PV or solar thermal equipment on a wall or roof slope forming the principal or side elevation of a dwelling
7. Stand alone solar equipment
8. Installation, alteration or replacement of a chimney, flue or soil vent pipe on a wall or roof slope which fronts a highway and forms either the principal or side elevation of a dwelling.

Anyone proposing works to a tree in a Conservation Area must give six weeks prior written notice to the local planning authority.

These requirements do not cover all aspects of control in Conservation Areas and you are advised to contact the Local Planning Authority for further advice.

## **Appendix B**

### **Public Comments at the Osbaston Conservation Area Exhibition**

Mr De-Lisle was thanked for kindly letting the exhibition be held in his reception hall at Osbaston Hall .

The exhibition was well attended by local residents who resided in the Conservation Area. Residents were generally appreciative of the measures the Borough Council was putting forward to help preserve and enhance the conservation area.

The following individual issues were raised at the exhibition:

- One resident felt that there should be more consistency in the processing of planning applications that focused on quality and sympathetic buildings. The preparation and approval of the Osbaston Conservation Area Management Plan will help to ensure that any future development in the conservation area will have regard to its character and traditional building materials.
- It was pointed out that the dutch barn at Home Farm has no historical significance. It was built in the 1960's as a grain store and vehicle housing built with breeze blocks and corrugated iron. The dutch barn is a large imposing building which although in urgent need of maintenance adds to Osbastons rustic charm. It is hoped that the structure can be renovated and kept in agricultural use

## Osbaston Conservation Area Management Plan Long Term Strategy

PROPOSED MEASURE	ISSUE ADDRESSED	ACTION REQUIRED
New development and extensions, should be constructed in natural materials appropriate to the area & should have regard to the scale, siting and detailing of existing surrounding development. New dormers and rooflights should be restricted to the rear of properties away from public view.	The negative effect on the character of the Conservation Area through the use of inappropriate materials. Development within the Conservation Area should be of a high standard of design and should preserve or enhance the traditional character of the area.	The Council will seek to ensure that new development makes a positive contribution to the character of a Conservation Area through the development control process and enforcement powers, in accordance with its statutory obligations.
Ensure that any works to the highway respect the Conservation Area.	The use of inappropriate construction materials, design and location of signage and the design of street lighting and furniture can have a detrimental effect on the character & appearance of the Conservation Area. The negative effect that concrete kerbs, modern block paving, concrete, and tarmacadam have on the Conservation Area	The Council will liaise with the Highway Authority and private owners to ensure that any works within the Conservation Area will not have an adverse impact on its character. Traditional surfacing materials and existing grass verges should be retained. Where possible concrete kerbs should be replaced with granite kerbs. Kerbs should not be introduced where roads are edged with grass verges.
Important building and boundary features such as chimneys, stone garden walls, fences, hedges, and railings, should be retained.	The protection of traditional features is considered to be important to the character of Conservation Area	The Council will encourage the retention and replacement of such features when considering proposals for development within Conservation Areas.*
Important individual trees, groups of trees, and open areas should be retained.	Special protection is afforded to trees in the Conservation Area which are not the subject of a Tree Order.	Consideration will be given to the contribution that trees, open spaces & other soft landscaping make to the character and appearance of the Conservation Area when dealing with development proposals. The Council will encourage all property owners to suitably manage landscaping and trees
Removal of overhead wires within or and adjacent to Conservation Area.	Overhead wires, supporting poles & associated equipment have a detrimental impact on the character and appearance of the Conservation Area.	The Council will encourage agencies to undertake schemes to ensure that overhead cables and associated equipment are replaced by underground schemes.
The use of traditional roofing materials on new buildings, extensions and existing properties where they are situated in sensitive locations.	The negative effect on the Conservation Area by the use of inappropriate roofing materials	The Council, through the development control process, will ensure new development will utilise traditional roofing materials. Where existing properties situated in sensitive locations have inappropriate roof materials, the Council will endeavour to offer financial contributions to encourage owners to re-roof their properties in traditional materials.*
Every effort should be made to retain historic features associated with the Hall such as the Ice House and pump housing, walled garden and the greenhouse	The potential loss of these features would have a detrimental impact on the interpretation of the historical development of the estate.	Features should be sensitively repaired using traditional materials and methods of construction.

\* The Environmental Improvement Scheme will be used to offer grants to repair boundary walls and replace concrete roof coverings with natural slate or clay tiles over the next 5 years.

# OSBASTON CONSERVATION AREA MANAGEMENT PLAN

The C18 Grade 2 listed Osbaston Hall, its grounds and former estate buildings broadly comprise the conservation area. The Hall and its outbuildings are sited in parkland containing numerous specimen trees, lakes and ornamental entrance gates

The walled garden at Osbaston Hall is an important historical feature bounded by a high brick wall and enclosing interesting features such as a sunken Victorian greenhouse which is in need of urgent restoration. Every effort should be made to retain these important features which are listed

Every effort should be made to retain this derelict traditional barn at Home Farm. A tree growing adjacent to the building needs removing as it is starting to damage the structure

The large barn to the rear of Home Farm is an important building that forms part of Osbaston's heritage. Every effort needs to be made to keep these buildings and retain their traditional character

Home Farm is a typical Leicestershire farm complex with attached agricultural buildings around a yard. The buildings generally remain unaltered but appear to be in need of some financial investment

The properties on this part of Gotham Lane were once small agricultural dwellings associated with Osbaston Hall and had large gaps between properties. The dwellings, however, have been considerably improved and extended and they have lost their traditional features. It is important therefore, that the remaining gaps between dwellings are retained

Hall Lane (formerly known as Watery Lane) provides a pleasant entry into the conservation area giving rise to excellent distant views to Osbaston Hall. An important feature of the lane is its rural character with grass verges and no defined edge to the carriageway

Agricultural post and rail iron fencing is still evident on Hall Lane running along the boundary of The Rookery and Moss Cottage. Every effort should be made to retain this type of traditional fencing and where possible install it in sensitive locations

The C18 Grade 2 listed stable block and grooms quarters built with stone dressings and plain tiled roof is an excellent building fronting Hall Lane

The water pump sited in The Rookery is an interesting feature that was built in 1890 to pump water to the fountain located in the inner courtyard at the Hall

Investigations to re-instate the pond and vista that once traversed The Rookery as shown on the 1904 Ordnance Survey Plan could be undertaken. This will however, require the felling of several mature trees

The C18 ice house sited in The Rookery is in good condition internally but requires some restoration to its entrance. There is potential to open up this feature to the public but a metal grill will need to be provided to its inner opening for safety reasons

Hall Barn has been successfully converted from a barn into a dwelling and still retains some of its original features with ventilation openings still evident in its side walls

The imposing barn fronting Gotham Lane is in need of maintenance

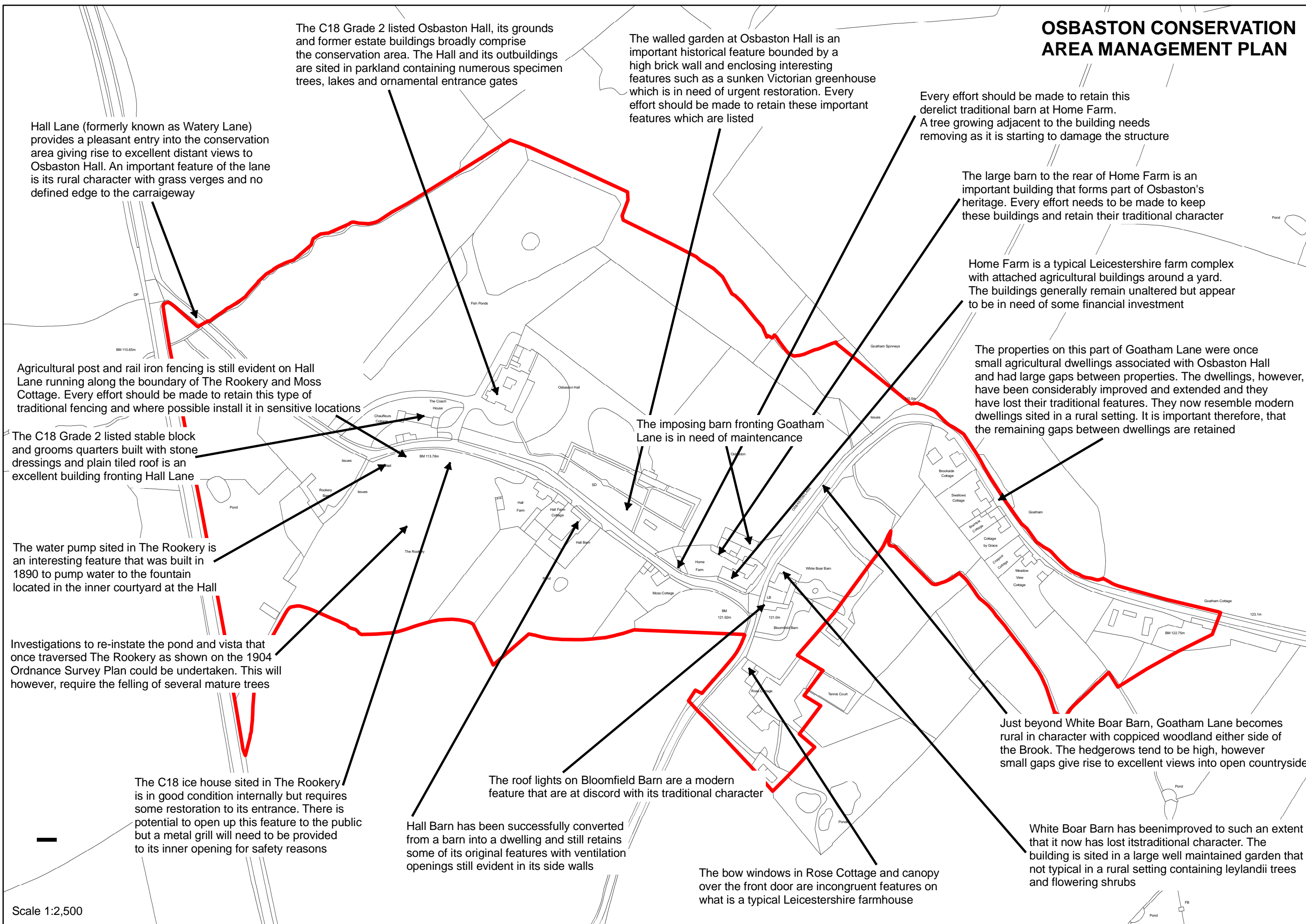
The roof lights on Bloomfield Barn are a modern feature that are at discord with its traditional character

The bow windows in Rose Cottage and canopy over the front door are incongruent features on what is a typical Leicestershire farmhouse

Just beyond White Boar Barn, Gotham Lane becomes rural in character with coppiced woodland either side of the Brook. The hedgerows tend to be high, however small gaps give rise to excellent views into open countryside

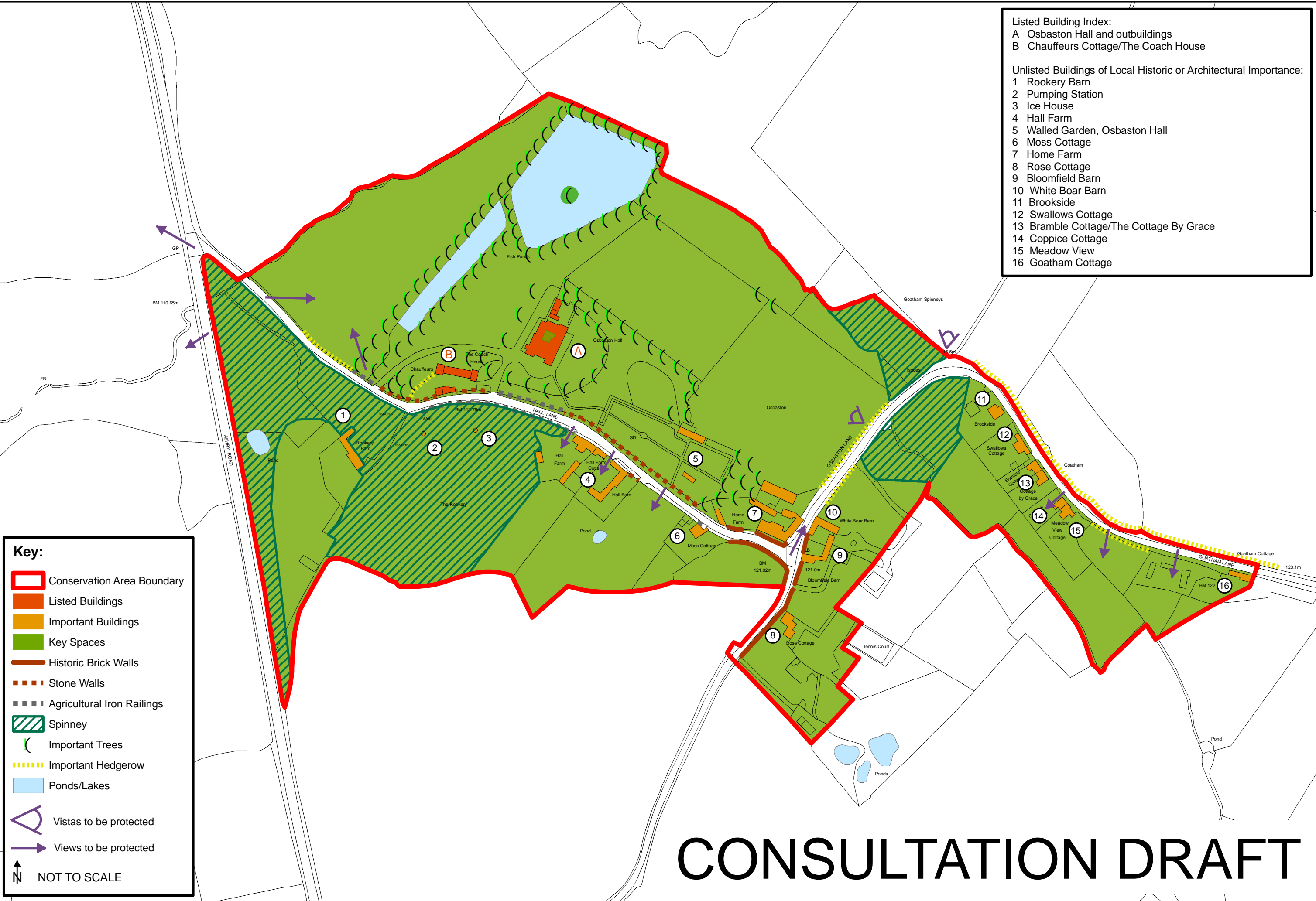
White Boar Barn has been improved to such an extent that it now has lost its traditional character. The building is sited in a large well maintained garden that is not typical in a rural setting containing leylandii trees and flowering shrubs

Scale 1:2,500



# Osbaston Conservation Area

- Listed Building Index:  
 A Osbaston Hall and outbuildings  
 B Chauffeurs Cottage/The Coach House
- Unlisted Buildings of Local Historic or Architectural Importance:  
 1 Rookery Barn  
 2 Pumping Station  
 3 Ice House  
 4 Hall Farm  
 5 Walled Garden, Osbaston Hall  
 6 Moss Cottage  
 7 Home Farm  
 8 Rose Cottage  
 9 Bloomfield Barn  
 10 White Boar Barn  
 11 Brookside  
 12 Swallows Cottage  
 13 Bramble Cottage/The Cottage By Grace  
 14 Coppice Cottage  
 15 Meadow View  
 16 Gotham Cottage



**Key:**

- Conservation Area Boundary
- Listed Buildings
- Important Buildings
- Key Spaces
- Historic Brick Walls
- Stone Walls
- Agricultural Iron Railings
- Spinney
- { Important Trees
- Important Hedgerow
- Ponds/Lakes
- △ Vistas to be protected
- Views to be protected

↑ NOT TO SCALE

# CONSULTATION DRAFT



**COUNCIL – 26 FEBRUARY 2009**

**REPORT OF HEAD OF BUSINESS DEVELOPMENT & STREET SCENE SERVICES**  
**RE: APPROVAL OF VIREMENT**

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1. **PURPOSE OF REPORT**

To seek Members' approval for a virement in accordance with the Council's Financial Procedure Rules

2. **RECOMMENDATION**

That Council agree a:

1. Virement of £94,000 from existing budgets
2. Supplementary estimate of £3,000 for sponsorship income

3. **BACKGROUND TO THE REPORT**

3.1 At its meeting on 9 September 2008 the Council agreed the direction of the service for the future. The direction included the introduction of a kerbside mixed plastic and all cardboard service throughout the borough. This service has been requested for a number of years by residents and was identified as a priority improvement. The new services have now been introduced and the commencement of the service has been an operational success.

3.2 This report requests a virement from existing budgets to pay for the plastic sacks that have been delivered to residents for the collection of materials. The total amount of the 3million plastic sacks (a years supply for each household) is £117,000. This is to be paid for as follows:

	£
<u>Contractor</u>	
Wages	40,000
Fuel	20,000
<u>Client</u>	
Bring Sites	34,000
Improvement Fund (one off – agreed 9/9/08)	20,000
<u>Income</u>	
Casepak Sponsorship	3,000
Total	<u>117,000</u>

3.3 The service for next year will be met from the 2009/10 original budget. The cost of the service in 2009/10 is estimated to be £117,000 if plastic bags are provided. Labour, vehicle hire costs and fuel will be absorbed within the original budget for

2009/10. The £60,000 growth item suggested (but not formally requested) to Council at its meeting 9 September 2008 will not be required.

#### 4. **FINANCIAL IMPLICATIONS (HF)**

The Improvement Fund Allocation referred to in 3.2 above has already received approval as a Supplementary Estimate at the Council meeting on 9 September 2008. Members are asked to approve a Supplementary Estimate for £3,000 sponsorship income and the virement of £94,000 from existing budgets to pay for the plastic sacks.

There is no increase in budget arising from the proposals in this report.

#### 5. **LEGAL IMPLICATIONS (AB)**

None.

#### 6. **CORPORATE PLAN IMPLICATIONS**

##### 6.1 The introduction of a kerbside mixed plastic and all cardboard service throughout the borough significantly contributes towards:

Council's Strategic Aim:

- Cleaner & greener neighbourhoods;

Corporate Plan Strategic Outcome:

- An attractive, 'green' borough that minimises its impact on the environment

Corporate Plan Strategic Target

- To recycle 50% of household waste by 2010 and 58% in the period to 2017 (This is also a LAA2 Target)

Council Values:

- Learn from the best to develop our people and provide excellent services
- Work with our communities to deliver value for money service and customer focused services

#### 7. **CONSULTATION**

##### 7.1 Consultations in 2006, 2007 and 2008 have identified the recycling service to be one of the top two priorities for the Council. In addition, recycling of mixed plastics has been requested as a top service improvement during these consultations.

## 8. **RISK IMPLICATIONS**

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

The following significant risks associated with this report / decisions were identified from this assessment:

<b>Management of significant (Net Red) Risks</b>		
<b>Risk Description</b>	<b>Mitigating actions</b>	<b>Owner</b>
Increase in costs lead to unsustainable budget expenditure	Review of service is planned for September 2009	MB

## 9. **RURAL IMPLICATIONS**

The introduction of a kerbside mixed plastic and all cardboard service throughout the borough has significantly increased access to recycling services and facilities in rural areas.

## 10. **CORPORATE IMPLICATIONS**

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

- Community Safety implications – None
- Environmental implications – Significant, CO<sub>2</sub> emissions and waste produced will be reduced
- ICT implications – None
- Asset Management implications – None
- Human Resources implications – Service has been introduced with the full support of the employees. As a result working patterns and procedures have been revised.
- Voluntary Sector – None

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Background papers: Council report – Street Scene Services – Value for Money & Service Development agreed on 9 September 2008

Contact Officer: Michael Brymer

Executive Member: Councillor Sandra Francks

**COUNCIL - 26 FEBRUARY 2009**

**REPORT OF CHIEF EXECUTIVE**  
**RE: REVISED VOLUNTARY AND COMMUNITY SECTOR INFRASTRUCTURE**

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1. **PURPOSE OF REPORT**

- \* To inform Members of the revised countywide voluntary and community sector infrastructure arrangements, effective from 1 April 2009, and their potential implications for local and countywide activity.
- \* To seek agreement on the proposed funding and relationship management arrangements to support this new infrastructure.

2. **RECOMMENDATION**

That Members support and agree the proposed funding arrangements as detailed in **Appendix C** and the Relationship Protocols detailed in **Appendix D**.

3. **BACKGROUND TO REPORT**

In 2008 a review was undertaken of the Voluntary and Community Sector (VCS) Infrastructure and how these services are provided in Leicester and Leicestershire. This was undertaken on behalf of local authorities and infrastructure providers in the sub-region. Infrastructure services have been provided by a combination of district and countywide organisations, primarily through Voluntary Actions, Volunteer Centres and CVS Community Partnerships; inevitably leading to some differentiation of provision across the County.

'Infrastructure' for VCS can be explained as the organisations that are in place to support the development of front line VCS service delivery organisations. Services provided by these infrastructure organisations have included: recruiting volunteers, helping new community groups to get established, advising on fundraising and financial management issues, the provision of specialist HR and service (e.g. for Adult and Children's Services) advice and brokering effective joint working between the VCS and the wider public sector.

Subsequently, options of how the sector might be developed in the future to better meet the needs of the area were drawn up and assessed. It should be noted that the latter stage of this work was undertaken by a working group with representatives from all infrastructure organisations in the County, along with County and City Councils, representative of District and Borough Councils and from the Health sector.

## **Introduction of a new Single Countywide Infrastructure Organisation**

Drawing on this, the model proposed is to bring all support services together, to provide a single Countywide Infrastructure Organisation (CIO), with the frontline services currently provided by the seven Voluntary Actions and three Volunteer Centres to be delivered locally through 'Community Hubs' (with an acceptance that the current Voluntary Actions will become these new Community Hubs). This is the "hybrid" model, which the County Council Cabinet has supported, after representations made at LeicesterShire Together (the County LSP).

It is intended that the new infrastructure will provide consistent levels of support and high quality services across Leicestershire, provided in a more cost effective way, with no duplication, and greater clarity for everyone about where to go for what advice. Importantly, it is recognised that a move to a CIO and Community Hubs model has the great potential to enable Community Hubs to be more focused and effective in providing direct services locally and contributing to District priorities.

In early 2008 extensive consultation was undertaken to establish the broad outcomes expected from a new CIO. Importantly, alongside this the Districts collated views on behalf of Councils and the VCS, on what they saw as the role of a Community Hub. Principally this proposed that the Community Hub should be the centre of local support to the VCS in each of the District Council areas, and should retain local accountability and independence.

A specification was developed, incorporating this joint definition of a "community hub", and an invitation to bid to provide the new service, was issued in July 2008. A copy of the specification is attached at **Appendix A**.

Voluntary Action Leicester (VAL) have been awarded the contract, and since then have been working with Voluntary Actions/Volunteer Centres and the District Council representatives to agree roles and responsibilities with the new structure, effective from 1 April 2009.

Within these discussions the Districts have led on seeking to establish a common understanding between Voluntary Actions, local authorities and VAL on the role of the Community Hubs, seeking to ensure that it reflects the views previously collated. The paper agreed as a result of those discussions is attached at **Appendix B**. Members will see that it places an emphasis on the role of CIO to work in collaboration with Community Hubs, in the provision of enhanced services provided locally. Importantly, Community Hubs will remain independent charities in their own right.

## **Funding arrangements**

Running in parallel with discussions seeking agreement on the role of the Community Hubs, has been the fundamental issue of establishing clarity regarding funding arrangements. The basis of funding arrangements is that existing and new contributions from LCC, PCT, Police and the Districts are pooled to support the delivery of the CIO and Community Hubs; with the allocation of funding to Community Hubs being shared equally amongst the seven Hubs, with a smaller amount being allocated to each of the three Volunteer centres. This was a consensus view previously reached by the

Voluntary Actions and Volunteer Centres. However, there were concerns expressed by some Districts (notably by Melton and Charnwood) about the need for “equity” in any funding arrangements, especially in any “pooling”, to reflect the different levels of current funding from the Districts.

It has now been confirmed that LCC will provide additional funding in order to ensure £70k (inclusive of the Districts’ contributions) per annum to each Voluntary Action and £10k to each Volunteer Centre as core funding, on an ongoing basis, to support a full cost recovery position. **Appendix C** sets out the funding allocation for 2009/10. Members should be aware that these arrangements are wholly dependent upon all seven Districts pooling their existing contributions and a roundtable discussion involving representatives from the Voluntary Actions, Volunteer Centres, VAL, the County Council and Districts took place on 12 February at which agreement was reached on this arrangement, subject to the following commitments:

- \* That this is the first step in maintaining longer term viability and that the new CIO will work with the Community Hubs and Volunteer Centres to support action to secure and maintain viability, including small amounts of one-off funding in the first year only; Formatted: Bullets and Numbering
  
- \* That by the end of the first year of operation of the new arrangements (2009/10) all parties, particularly Districts, to have secured greater equity of core funding (per capita) in the medium term for the Community Hubs, as a more solid foundation for the continuing levels and pooling of funding from the Districts; Formatted: Bullets and Numbering
  
- \* That the CIO commits to supporting the development of local services in response to identified priority need, but that the responsibility for the provision of those services will rest with the relevant Community Hub/Volunteer Centre; Formatted: Bullets and Numbering
  
- \* That the CIO will work with all potential funders to secure additional funding for service maintenance, sector growth/development and necessary infrastructure, including funding from the LAA and from the Stronger Communities Board. Formatted: Bullets and Numbering
  
- \* That the Districts will work with the County Council to ensure that the SLA funding to the new Community Hubs will be via a single body (the County Council) and that this will be paid by mid March 2009. Formatted: Bullets and Numbering
  
- \* That in the first year of operation of the new arrangements a complementary relationship be developed between the CIO and Community Hubs/Volunteer Centres to identify and take advantage of service needs and related funding opportunities, as a basis for a stronger longer term relationship. Formatted: Bullets and Numbering
  
- \* These commitments were agreed and confirmed at the meeting by all parties, as being the most appropriate consensus basis for support for the new arrangements and enabling them to begin from 1 April 2009 with some confidence of effective and successful outcomes for all concerned, particularly for those who will experience the services of the sector at District level.

## **Relationships and Performance Management Arrangements**

The agreed Community Hubs paper sets out some basic reporting arrangements and relationships at this local level, placing responsibility on Community Hubs, in collaboration with CIO staff, to report to Districts on a quarterly basis regarding local provision and performance. Clearly, this should facilitate a two way process to ensure local priorities are being delivered via the Community Hubs; thus addressing one of the fundamental commitments set out above.

There will be direct reporting arrangements from CIO to the Districts on its broader service provision and performance. VAL is currently developing a performance framework which will provide details of outcomes and performance measures which can be expected from the CIO.

Given these new arrangements, a range of relationships will need to be established: CIO with Community Hubs, CIO with Districts and Districts with Community Hubs. It will be important to ensure there is clarity on relationships and reporting arrangements, and particularly for Community Hubs not to feel caught up in the middle. These arrangements are still in development, but fundamentally they will need to ensure that there is a process in place to facilitate a countrywide approach to issues, whilst ensuring the facility for local issues to be addressed locally and with a high level of independence.

Furthermore, Districts and Community Hubs will need to be clear about working arrangements with Countywide organisations at a local and strategic level.

Therefore, to assist the transition to these new arrangements, it is recommended that all partners formally agree and operate the relationship protocols attached at **Appendix D**. The provision of a countywide forum will promote and facilitate the resolution of problems, as well as the development of opportunities, which will present themselves as suitable for a collective decision; whilst separate arrangements at District level will enable the resolution of issues (and the development of opportunities) at a local level, which would not necessarily (or even helpfully) involve parties outside the locality.

### **4. FINANCIAL IMPLICATIONS**

The Council currently has a budgeted contribution for 2009/10 to Voluntary Action Hinckley of £27,390. This contribution could be used in part, or in total, as our contribution to the Community Hub. There are no other budgeted amounts available.

### **5. LEGAL IMPLICATIONS (AB)**

None at present although once the new arrangements to establish the relationships and reporting arrangements are in place, service level agreements should be drawn up to formalise the protocols laid out in **Appendix D**.

### **6. CORPORATE PLAN IMPLICATIONS**

The revised arrangements will assist the Council in achieving its corporate aims, particularly in enhancing 'strong and distinctive' communities.

7. **CONSULTATION**

Relevant officers of all District Councils in Leicestershire and those in the County Council have been fully involved, as have the Chief Officers in all the Voluntary Actions/Volunteer Centres and Voluntary Action Leicestershire, the new Countywide Information Organisation from April 2009.

8. **RISK IMPLICATIONS**

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

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.

The following significant risks associated with this report/decision were identified from this assessment:

<b>Risk Description</b>	<b>Mitigating Action</b>	<b>Owner</b>
Not to agree would potentially reduce the central support and advice necessary for effective local operation and impair local voluntary services	Agree the proposal and ensure the proposed commitments of all parties are met	Chief Executive

9. **RURAL IMPLICATIONS**

The Voluntary Sector covers all the Borough, but has a particular priority in rural areas, which these arrangements would reinforce.

10. **CORPORATE IMPLICATIONS**

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

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications

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Background papers: Attached as appendices to the report  
Contact Officer: Steve Atkinson, Chief Executive, ext 5606  
Executive Leader: Cllr Keith Lynch



### To All Voluntary and Community Groups in Leicestershire

#### Consultation on broad outcomes required from a Leicestershire Voluntary and Community Sector Infrastructure organisation

The Voluntary and Community sector infrastructure support services are to be restructured in Leicestershire and we would welcome your views on the attached draft specification of the broad outcomes a new countywide voluntary and community sector infrastructure organisation would be expected to deliver in Leicestershire.

#### Background

Leicestershire County Council (LCC) and Leicestershire Together (LT) partners are working to improve the way front line voluntary and community organisations receive support services from voluntary and community sector (VCS) infrastructure organisations and represent the sector in wide range of partnerships.

#### What is infrastructure support?

Infrastructure support includes a range of activities such as:

- advice on employment issues; IT, funding to help local groups, recruiting volunteers for groups who work with volunteers;
- Providing policy advice and training on issues like equality and diversity and new local or Government initiatives that affect groups providing services to communities;
- Co-ordinating specialist groups, networks and forums to share best practice and information and help Funders like LCC and LT partners;
- Developing and influencing policy and service proposals by leading on areas such as stronger communities and working with public agencies on matters that affect a wide range of groups and communities of interest;
- Representing the VCS in discussions on priority setting and service delivery arrangements affecting Leicestershire communities including through the Local Area Agreement and Sustainable Community Strategy
- Maintaining and enhancing the VCS role in delivery of services by being part of the commissioning and tendering processes for services and seeking external funding.

#### Current Position

At present, these services are provided by a number of different organisations called Voluntary Actions, Volunteer Centres and CVS Community Partnerships. Some of these organisations also provide frontline services in addition.

Leicestershire County Council and Leicestershire Together want to bring all the support services together to be provided by a single Countywide Infrastructure Organisation (CIO) that will be based in the county and accessible to most people. At the same time, the frontline services provided by existing organisations will continue to be provided through 'community hubs'<sup>1</sup>.

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<sup>1</sup> Community Hubs – role to be developed

Below we have set out outcomes that a countywide VCS infrastructure will be expected to deliver. We would welcome your comments on the outcomes by ..... Using the attached feedback form.

If you require further information on this consultation, please contact Anjana Bhatt on 0116 3056946 or email on [abh@leics.gov.uk](mailto:abh@leics.gov.uk).

Yours sincerely

Andy Robinson  
Assistant Chief Executive (Community Planning)

## **Outcomes for a Countywide Infrastructure Organisation**

A countywide VCS infrastructure organisation (CIO) is expected to achieve the following broad outcomes:

### **Outcome 1 – Voluntary and Community Sector Co-ordination, Engagement and Representation**

The voices of the diverse frontline voluntary and community groups will be heard by all appropriate strategic bodies and partnerships including the Local Area Agreement through identified representatives.

There will be a range of communication strategies for Leicestershire Together partners to engage effectively with the VCS to enable them to influence future strategies, policies and practices at county, district or sub-regionally as required by the funding partners.

Sub-outcomes:

- 1) There is effective (two-way) communication channels that enable a dialogue between the VCS and Leicestershire Together partners.
- 2) There is a mandate from the diverse frontline VCS across Leicestershire that the CIO acts as their strategic representative organisation
- 3) Diverse frontline VCS are represented and enabled to participate in the planning and policy formulation through effective consultation and evidence as required by funding partners and partnerships.
- 4) A fair, agreed and transparent system of VCS representation is established and co-ordinated in order to communicate the diverse ‘voices’ of VCS in multi-agency partnerships.
- 5) VCS representatives have facilitation and support through training and development to effectively participate in a range of partnerships including Leicestershire Together, theme partnerships and cross cutting partnerships.
- 6) An integrated database of frontline VCS groups by type of interest and service provided in the sub-region is established and maintained from which information will be available on request.
- 7) The value and work of the voluntary and community sector and its potential positive impact on sustainable service delivery is promoted with key stakeholders
- 8) Community cohesion agendas for Leicestershire are supported particularly in relation to new communities at a local level through development of social capital and good community relations across and between communities are promoted
- 9) Support, professional advice and good practice guidance is provided on a range of specialist services to the diverse frontline VCS as required by funding partners.
- 10) The Leicestershire Compact and associated local compacts and their codes of good practice are implemented
- 11) There is flexibility in meeting the changing requirements from funding partners

## **Outcome 2 – Capacity Building and Support to VCS**

The diverse frontline voluntary and community organisations are supported to work more effectively and efficiently by developing their capacity, quality and reach to deliver public services in partnership with Community Hubs and local communities

A range of high quality and accessible support mechanisms will be available for the diverse frontline groups in Leicestershire. These will be focused on improving sustainability, raising quality, and becoming outcome focussed.

Sub-outcomes:

- 1) Gaps in existing VCS service coverage in terms of areas of interest, community needs and locality are identified through work with local community hubs and communities. New services are developed to meet identified needs in partnership with local partners and Leicestershire Together
- 2) A wide range of support services<sup>2</sup> including training to new and existing groups are developed and provided to enable the diverse frontline VCS to become 'fit for purpose', self sustaining and able to influence and participate in public service delivery.
- 3) Frontline VCS groups receive specific advice and support to enable them to develop and implement strategies to strengthen their internal structures.
- 4) Diverse frontline VCS groups have access to consistent, quality and integrated services at times and in ways that suit them.
- 5) Frontline VCS groups are supported to develop outcome-based performance measures. There is evidence that people using the services have been involved in shaping these services and the services achieve appropriate quality standards. Performance reporting and improvement planning is undertaken within the single performance system for the County .
- 6) Changes in legislation, local and national policy and best practice that impact on people using services, including volunteers, are identified, developed and communicated to all relevant stakeholders
- 7) Efficiencies are identified and delivered in line with public sector efficiency targets including through working across the VCS

## **Outcome 3 – Volunteering**

The Volunteering England six core functions for volunteering are implemented and volunteering is integrated as appropriate with other services. An accessible volunteering infrastructure is developed that meets local needs and increases the number of people volunteering. The volunteering strategy and infrastructure supports the Leicestershire Sustainable Community Strategy and Local Area Agreement outcomes.

Sub-outcomes:

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<sup>2</sup> Such as: Human Resource advice; ICT support; governance advice; funding advice including income generation; business planning; commissioning and procurement including developing outcome focused approaches; leadership and management development; equality and diversity; changes in legislation, policy and practice; communications and marketing

- 1) The six core functions of a volunteer centre are delivered and accreditation by Volunteering England as a volunteer centre is achieved.
- 2) A wide range of contact options for potential and existing volunteers to access volunteering opportunities including using new technologies and other resources is established.
- 3) Potential volunteers across all sectors including specialist sectors are provided with support, advice, guidance and learning to match their motivations to volunteer with appropriate volunteering opportunities.
- 4) Interest in volunteering is stimulated through promoting positive messages about the diverse nature and conditions of volunteering
- 5) Good practice is promoted to all volunteer-involving organisations to provide volunteer-specific training, access to accredited learning and appropriate resources. Volunteers are encouraged to understand client needs/ conditions in order to promote an ethos of independence, focusing on preventive support rather creating dependency.
- 6) When specific community need is identified, capacity building teams work with volunteering teams to develop new support groups through targeted volunteering to meet some of the gaps in provision.
- 7) Standardised outcome based performance measures are developed with volunteering organisations that evidence/ reflect that the objectives of people using the services are being met and evidence equality of service delivery in relation to need, ethnicity and diversity.

### What defines the voluntary and community sector (VCS)?

**Voluntary organisations** are formally structured, not-for-profit; independent and not part of government; managed by unpaid, voluntary management committees or boards of trustees; have paid employees and volunteers; may be registered charities and/or companies limited by guarantee and/or friendly societies.

**Community organisations** are local community and self-help groups; more informal; often made up entirely of volunteers; any staff are likely to be part-time; independent; without regular income or funding. Community groups are often at the hub of community action and are formed in response to a local need.

**Volunteering** is an important expression of citizenship and essential to democracy. It is the commitment of time and energy for the benefit of society and the community, and can take many forms. It is undertaken freely and by choice, without concern for financial gain.

**Social Enterprises** are businesses that trade in the market in order to fulfil social aims. They bring people and communities together for economic development and social gain.

**Umbrella organisations** also sometimes referred to as infrastructure organisations - are an important force in the VCS. The VCS has developed organically; it has not been centrally planned. Umbrella organisations attempt to link the different levels and type of voluntary sector activity. They fulfil four main functions; development, services to other organisations, liaison and representation. However it is also acknowledged that not all Umbrella organisations perform all of these functions (Deakin Commission 1996).

**Trustees and Management Committees** are the group of people legally responsible for the control and management of a charity, which includes members of a charitable associations management committee and directors of charitable companies. Certain specific statutory responsibilities arise from being a trustee.

The VCS covers a wide range of interest areas including health and social care, faith, ethnic and community, welfare, self help, toddler, housing, leisure, sports, culture, environmental groups and other special interest groups.

## Appendix B

# A Further Paper on the Development of Community Hubs – January 2009

### Purpose

The purpose of the paper is to propose how the principles and roles set out in the Districts agreed paper (Summer 2008) on Community Hubs will be effectively delivered by the new Countywide Infrastructure Organisation (CIO) and existing Voluntary Actions after April 2009. This paper aims to improve understanding of the relative roles of the CIO and each District based Voluntary Action, and will inform the development of performance measures and contracts.

### Principles

In their submission to the Infrastructure Review, the District Councils outlined the following principles that were widely supported by the Voluntary and Community Sector. This section looks at those principles and suggests how they are to be adhered to in the future.

<b>Principle</b>	<b>Principle secured by...</b>
Local accountability and independence	<ol style="list-style-type: none"> <li>1. The CIO will have a membership covering all of the County and City, and be governed by Trustees elected by that membership</li> <li>2. The existing, District based, Voluntary Actions are continuing as independent and locally accountable Community Hubs</li> <li>3. The CIO will provide monitoring and performance information <b>on it's broader activities</b> directly to District Councils on a quarterly basis – demonstrating the support and outcomes delivered in each District</li> </ol>
Local service delivery which reflects and responds to local needs	<ol style="list-style-type: none"> <li>1. The Community Hubs will be providing <b>services to the public</b> on a local level – responding to local needs.</li> <li>2. There will be access to the CIO services in every District via the Community Hub – staffed by CIO staff.</li> <li>3. <b>Informed by Community Hubs</b> CIO staff will 'outreach' direct to groups, volunteers and networks in each District – providing <b>targeted</b> services at the grassroots where required.</li> <li>4. <b>In collaboration with Community Hubs</b>, CIO District Development Officers will develop and maintain a picture of the local needs in each District.</li> <li>5. CIO Districts Manager <b>informed by Community Hubs will be</b> tasked with strategically developing district services based on VCS needs and stakeholder requirements.</li> </ol>
The ability to influence wider strategy beyond a District focus	<ol style="list-style-type: none"> <li>1. The CIO will, alongside the Community Hub, support a local VCS forum to collectively identify needs and respond as a District to wider issues.</li> <li>2. The CIO Districts manager will be responsible for sharing best practice across Districts, and ensuring the Districts VCS voices are heard at the County level.</li> <li>3. The CIO policy team will ensure local voices are heard at county, sub-regional, regional and national levels</li> <li>4. The CIO countywide database will enable effective targeting of local groups for involvement in wider strategy and policy.</li> </ol>
<b>Principle</b>	<b>Principle secured by...</b>
Commitment to sustainable funding by all	<ol style="list-style-type: none"> <li>1. The County Council has reserved a level of funding for the Community Hubs as part of the tender process.</li> <li>2. The Leader of the County Council has extended this funding to <b>an</b></li> </ol>

funders for the Community Hubs	<p><b>additional £70,000 core funding</b> p.a. for the Voluntary Actions with £10,000 <b>core funding</b> p.a. for the independent Volunteer Centres <b>on an ongoing basis</b></p> <p>3. VAL as the CIO is committed to supporting the Community Hubs in securing sustainable funding and developing excellence.</p> <p>4. It is hoped that the current discussions will result in ongoing funding support from each District</p>
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There were two further principles identified:

- Commitment to keeping those existing elements which have delivered greatest/lasting impact and provided a consistently high standard of service.
- The acknowledged benefits and scales of economy that arise out of a lean central support via a single countywide infrastructure organisation (CIO) that is driven by being responsive to local demands

These principles are being followed in the development of the CIO service, and the development of the future role for the Community Hubs. The mechanisms being used are:

- Consultation with a wide range of stakeholders by the CIO.
- Involvement of transferring staff in new service development.
- Discussions with District Councils about the future role of Community Hubs, and of the CIO.
- Invitation to a Trustees event for all existing Trustees of existing providers.
- Early development of a Countywide database of community/voluntary groups.
- Discussions between the CIO and Community Hubs about handovers
- Assessment of performance information and service mapping to identify and keep those services in demand and delivered at a high standard.

## **Summary**

In summary the principles and roles (see Appendix 1) as set out in the District Councils paper are being delivered on in the move to a CIO and Community Hubs. District Councils can be reassured that their local needs will be met in this re-shaping of the voluntary sector infrastructure in Leicestershire. As a result of these changes the Districts can confidently expect:

- A more focussed local Community Hub to effectively provide services and contribute to the District priorities.
- **Informed by Community Hubs, targeted** direct support to local groups and volunteers in each district by the CIO
- Clear linkage between District priorities and the Countywide issues

**Kevan Liles**



**Appendix 1 – Detailed analysis of Proposed Roles for the Community Hubs**

The District Councils paper considered that...

“A CIO can be at its most effective when working with Community Hubs. Neither a CIO nor Community Hubs should be considered without reference to the other. Community Hubs need to be sustainable. This means a mixture of adequate funding, based on full-cost recovery, and self-generated income.”

The paper also concluded that Community Hubs could look different in each District but any infrastructure services delivered by the hubs needed to be of a consistently high quality. It went on to describe the Hubs as the centre of local support to the VCS in each District Council area and suggested the existing Voluntary Actions/independent Volunteer Centres should remain/become Community Hubs.

The District Council Paper set out a number of suggested roles for Community Hubs. These roles are shown in the table below. The Community Hubs will deliver many of them after 1<sup>st</sup> April 2009, some will be done jointly with the CIO, and some will be the CIO responsibility.

Proposed roles as defined by the District's paper	How these roles are now proposed to be delivered from 1 <sup>st</sup> April 2009
Work with others locally and sub-regionally, as appropriate to <b>ensure the development of a strong and vibrant local voluntary and community sector</b> that is fit for purpose	<ul style="list-style-type: none"> <li>• <b>Working with the Community Hubs</b>, CIO will map the needs and potential of the local voluntary sector</li> <li>• <b>Informed by the Community Hubs</b>, CIO will deliver support direct to local groups</li> <li>• <b>Access points will be made available via the Community Hubs</b></li> <li>• The CIO will provide information on the 'state of the sector' in each District, and performance information to each <b>Community Hub</b> on CIO service delivery. <b>Community Hubs will provide quarterly reports to Districts.</b></li> </ul>
Provide <b>local co-ordination of the VCS voice</b> for District based organisations and active promotion of local place to voluntary sector organisations	<ul style="list-style-type: none"> <li>• <b>Community Hubs will co-ordinate the VCS forums, with the support of CIO district development staff</b></li> <li>• <b>Community Hubs will feed into key strategic partnerships locally e.g. District LSP, CSP, LPG</b></li> <li>• <b>Community Hubs will inform CIO</b> Districts Manager and specialist Policy Staff of local issues, to support information flow between Districts and to/from County-wide policy discussions.</li> </ul>

Proposed roles as defined by the District's paper	How these roles are now proposed to be delivered from 1 <sup>st</sup> April 2009
Be the <b>first port of call for local volunteering</b> for both potential volunteers and organisations with volunteer placements	<ul style="list-style-type: none"> <li>• <b>Community Hubs will</b> host access points for volunteering in each District – signposting callers to the appropriate support.</li> <li>• <b>Community Hubs will</b> recruit and involve volunteers to support their own work in the District</li> <li>• The primary <b>support</b> role of CIO will be to collate, improve and promote volunteering opportunities and manage the brokerage of volunteering in Districts and County-wide</li> <li>• The CIO will develop strategies to increase volunteering in Districts (according to local priorities) and county-wide.</li> <li>• <i>The CIO will provide information on volunteering in each District, and performance information to each District on CIO service delivery.</i></li> </ul>
Provide <b>start-up and developmental advice</b> for community/voluntary organisations	<ul style="list-style-type: none"> <li>• The Community Hubs – in their community development role – will identify start-ups and provide initial advice.</li> <li>• <b>Locally access points will be made available via Community Hubs for CIO services for groups</b></li> <li>• <b>Informed by the Community Hubs</b>, CIO will deliver <b>targeted</b> group support services, including start up and developmental support to local groups in the Districts.</li> <li>• The CIO will provide information on support given to groups in each District and performance, to each <b>Community Hub</b> on CIO service delivery. <b>Community Hubs will provide quarterly reports on VCS activity to Districts.</b></li> </ul>
Be the <b>voluntary sector voice on local strategic groups</b> - LSP/CDRP, local improvement partnerships etc	<ul style="list-style-type: none"> <li>• The Community Hubs will be the key local organisations to provide a voluntary sector voice into local partnerships.</li> <li>• The District VCS forums (supported as indicated above) will provide backing to this representative role and hold to account their representative. <b>Taken out 'and will ultimately select'</b></li> <li>• The CIO's District Development officers and Districts manager will support the Community Hubs in this role.</li> </ul>
Be the voluntary sector voice in the development and implementation of <b>neighbourhood activity</b>	<ul style="list-style-type: none"> <li>• The Community Hubs will be the key local organisations to support neighbourhood working, this role supplemented by Stronger Communities funding where available.</li> </ul>
Be the <b>lead organisation for community led projects</b> (including providing separately funded direct services)	<ul style="list-style-type: none"> <li>• The Community Hubs will be a key local service deliverer for County and District public services.</li> <li>• The CIO will support the Community Hubs and other VCS service deliverers to deliver effective public services, and to compete for additional contracts</li> </ul>

Proposed roles as defined by the District's paper	How these roles are now proposed to be delivered from 1 <sup>st</sup> April 2009
<p><b>Identify emerging local issues</b> and facilitate development of appropriate service responses with partners</p>	<ul style="list-style-type: none"> <li>• The Community Hubs – in their community development role – will identify local issues.</li> <li>• The District VCS forums (as supported above) will also identify local issues and feed them in to partnership discussions.</li> <li>• The CIO districts staff will develop a picture of the needs of the VCS in each district. (min. annual needs report) <b><i>informed by the Community Hubs</i></b></li> <li>• The CIO group support and policy teams <b><i>in collaboration with the Community Hubs</i></b>, will support the development of service responses.</li> </ul>
<p>Identify and realise <b>local funding opportunities</b> in order to build social capital, particularly in areas of need</p>	<ul style="list-style-type: none"> <li>• The Community Hubs – in their community development role – will identify need and <b><i>where necessary</i></b> signpost groups to CIO advice.</li> <li>• The Community Hubs will host access points for the CIO services for groups.</li> <li>• <b><i>Informed by Community Hubs</i></b> CIO will deliver <b><i>targeted</i></b> group support services including fundraising support to local groups in Districts.</li> <li>• The CIO will provide information on support given to groups in each District and performance, to each Community Hub on CIO service delivery. Community Hubs will provide quarterly reports on VCS activity to Districts.</li> </ul>
<p>Contribute towards the <b>resolution of difficult problems</b> in local communities by making things happen locally <b><i>through a partnership approach</i></b></p>	<ul style="list-style-type: none"> <li>• The Community Hubs will be the key local organisations to support neighbourhood working, <b><i>and inform and work with key local partnerships as appropriate to resolve local issues. Take out 'this role supplemented by Stronger Communities funding and additional District Council funding where available'</i></b></li> </ul>
<p>The focus for <b>disseminating and collating views</b> across the VCS in each District</p>	<ul style="list-style-type: none"> <li>• <b><i>Community Hubs will provide a focus for the local voice, through the co-ordination of VCS Forums, with the support of CIO staff</i></b></li> <li>• <b><i>Take out this bullet point: Together the CIO and Community Hub will develop and support District VCS forums (Through the CIO's district development staff, and the Community Hubs funding)</i></b></li> </ul>
<p>A potential <b>provider of local resources</b> to groups and organisations (meeting space, office support/space etc)</p>	<ul style="list-style-type: none"> <li>• The Community Hubs will host access points for CIO services in each District – signposting callers to the appropriate support.</li> <li>• The Community Hubs will <b><i>assist in providing</i></b> access to facilities for local groups</li> </ul>
<p>A <b>local involver of volunteers and beacon</b> of best practice</p>	<p>This will be a continuing role of the Community Hubs under the new contract. The community hubs will be recruiting volunteers for their own service delivery and will be supported by the CIO as local beacons of best practice.</p>

**Voluntary and Community Sector Infrastructure Review  
Single Countywide Infrastructure Organisation and Community Hubs**

**Funding Arrangements 2009/10**

<b>CURRENT CONTRIBUTIONS</b>	<b>£k</b>	<b>COSTS</b>	<b>£k</b>
Leicestershire CC	877	CIO	989
Police (assumed)	50	Community Hubs x 7 (assumption includes District funding continues at current level with topping up from LCC to get to £70K per VA)	490
		Volunteer Centres x 3	30
PCT	206		
Districts (assumed)	186		
<b>Total:</b>	<b>1319</b>	<b>Total:</b>	<b>1509</b>

The extra cost of 186 to be underwritten by LCC  
Above figures based on all Districts pooling contributions

**Revised Voluntary and Community Sector Infrastructure**

**Relationship Protocols**

- Countywide strategic issues/policy development to be informed by Districts and Community Hubs (representation at county forum to be determined by Districts/Community Hubs), alongside countywide partners/funding partners
- Provision for Districts and Community Hubs to be consulted on all countywide forum decisions
- Provision for local issues/priorities to be resolved/agreed locally between Districts, Community Hubs and CIO - ensuring local independence and accountability is maintained
- Arrangements and decisions at both countywide level and at a local level adhere to the overall principles and commitments laid down in the county wide and local compact agreements
- Establishment of a countywide monitoring group (with representatives from partners at each level) to review overall performance and delivery of service provision of CIO and Community Hubs, and to ensure the above protocols are adhered to.