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Chief Executive

Date: 02 November 2016

Hinckley & Bosworth
Borough Council

A Borough to be proud of

To: **Members of the Hinckley Area Committee**

Mrs J Kirby (Chairman)	Mrs GAW Cope
Mrs L Hodgkins (Vice-Chairman)	Mr KWP Lynch
Mr SL Bray	Mr K Nichols
Mr DC Bill MBE	Miss DM Taylor
Mr DS Cope	Ms BM Witherford

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **HINCKLEY AREA COMMITTEE** in the De Montfort Suite, Hinckley Hub on **THURSDAY, 10 NOVEMBER 2016 at 6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

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

Rebecca Owen
Democratic Services Officer

A G E N D A

1. APOLOGIES FOR ABSENCE

2. MINUTES OF THE PREVIOUS MEETING (Pages 1 - 4)

To confirm the minutes of the meeting held on 27 January 2016.

3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES

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

4. DECLARATIONS OF INTEREST

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

5. QUESTIONS

To hear any questions in accordance with Council Procedure Rule 10.

6. FINANCIAL OUTTURN 2015/16 (Pages 5 - 10)

To present the 2015/16 revenue and capital outturn for the Hinckley (special expenses) area.

7. GREEN SPACES UPDATE (Verbal Report)

Verbal update on progress against the green space delivery plan.

8. HINCKLEY EVENT ENHANCEMENT (Pages 11 - 14)

9. ROLE OF COMMITTEE (Pages 15 - 18)

Members will consider the role and remit of the committee and may wish to recommend changes to this. Two documents are attached – firstly a report setting out the remit of the committee when it was first created as the 'Special Expenses Area Committee', and the original terms of reference.

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

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

HINCKLEY AREA COMMITTEE

27 JANUARY 2016 AT 6.30 PM

PRESENT: Mrs J Kirby - Chairman
Mrs L Hodgkins – Vice-Chairman
Mr DC Bill MBE, Mr DS Cope, Mrs GAW Cope, Mr KWP Lynch, Mr K Nichols and
Ms BM Witherford

Officers in attendance: Ilyas Bham, Edwina Grant, Rebecca Owen, Ian Pinfold and
Caroline Roffey

376 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Bray and Taylor.

377 MINUTES OF THE PREVIOUS MEETING

It was moved by Councillor Hodgkins, seconded by Councillor Witherford and

RESOLVED – the minutes of the meeting held on 23 November be
confirmed and signed by the Chairman.

378 DECLARATIONS OF INTEREST

No interests were declared at this stage.

379 HINCKLEY & BOSWORTH VOLUNTARY & COMMUNITY SECTOR ARRANGEMENTS
- REQUEST FOR ONE OFF ADDITIONAL FUNDING

Members were asked to consider making a one-off contribution (proportionate to the number of direct beneficiaries within the Hinckley area) of £3,600 to sustain the borough's Voluntary & Community Sector (VCS) Infrastructure Organisation to the end of this financial year.

The Committee acknowledged the valuable work of the VCS and of the Council's Strategic Community Planning Officer, and was pleased that the Executive had agreed to support the funding request that had previously been requested of this committee of £15,000. Members were pleased to hear that the funding already granted had enabled Next Generation in its capacity as the VCS infrastructure organisation of Hinckley and Bosworth to continue, and had enabled them to put in place arrangements to secure an income stream, to ensure future sustainability.

In relation to the requested funding contribution from Hinckley Area Committee of £3,600, concern was expressed that all residents would already be paying a contribution to the VCS through the borough precept of the council tax via the general fund, and those living in the Hinckley special expenses area would then be paying again via the special expenses area precept, which would be unfair. It was moved by Councillor Lynch, seconded by Councillor Cope and

RESOLVED – the requested funding be refused.

380 HINCKLEY COMMUNITY INITIATIVE FUND

The committee gave consideration to a funding request from St Francis Community Centre for new seating. It was noted that there was money available from the Hinckley Community Initiative Fund 2015/16 following the withdrawal of West Leicestershire Mind's application, although £196 would need to be taken from reserves. Members were reminded that they had, at the previous meeting, agreed to discontinue the Hinckley Community Initiative Fund due to depleting reserves and lack of take up, therefore this would be the final bid for consideration.

It was moved by Councillor Nichols, seconded by Councillor Cope and

RESOLVED – the funding allocation of £980 from the Hinckley Community Initiative Fund be supported.

381 SUPPLEMENTARY BUDGET REQUEST - SEVERN TRENT WATER CHARGES

Members were informed that a surface water charge was being imposed by Severn Trent Water for works to the football pitches at Richmond Park. This charge had been appealed and considered by an independent adjudicator and, whilst adjusted slightly in our favour, payment was now required. The total sum was £28,198, £5,000 of which would be funded from savings on other charges in the same budget, leaving £23,198 to be funded from special expenses reserves.

Whilst acknowledging the need to make the payment, members wished to make the point that the charge was extortionate and it was suggested that Sport England or other relevant body be contacted to warn others of the possibility that, by taking correct action to address an issue in support of the community, they may be penalised by the water authorities. It was moved by Councillor Nichols, seconded by Councillor Bill and

RESOLVED –

- (i) The Deputy Chief Executive (Corporate Direction) and the Chief Executive be RECOMMENDED to approve a supplementary budget of £23,198 to be funded from the special expenses reserve;
- (ii) The Head of Streetscene Services, in consultation with the Cultural Services Manager, inform the relevant body of this experience.

382 HINCKLEY AREA COMMITTEE BUDGET 2016/17

Members received the revenue budget and council tax for 2016/17 for the special expenses area of Hinckley. During discussion, the following points were noted:

- The increase in parks costs
- The reduction in cemetery costs
- The increase in fees and charges
- The continuation of paying a contribution to car parking
- The suggested 71p increase in council tax for the special expenses area in line with the recommended increase in the borough council's precept
- The contribution to Neighbourhood Watch
- The loss of the New Homes Bonus to the special expenses budget.

In relation to the contribution to Hinckley town centre car parks, members were reminded that this was agreed a few years previously when the car park charges were reduced to encourage shoppers to Hinckley. A member recalled that the agreement was that the Hinckley Business Improvement District (BID) would contribute the same amount as this

committee and it was subsequently noted that the BID had not contributed. Whilst it was suggested that the contribution be withdrawn unless the BID matched it, it was agreed that, in light of the current review of car parking by a working group and the Parking Places Order being drafted for consideration by Council on 18 February, the matter be fully considered during the budget setting for 2017/18.

RESOLVED – the report be noted and a discussion on car parking be given consideration during 2017/18 budget setting.

383 GREEN SPACE DELIVERY PLAN UPDATE

Members were updated on the progress of projects detailed within the Green Space Delivery Plan 2014-18. During discussion, the following points were raised:

- Play & open space in De Montfort Ward: there may be the opportunity for a developer to provide this as part of the redevelopment of sites in this area
- Clarendon Park: Discussions were still taking place with a neighbouring business and factory in relation to water flowing into the park
- Langdale Road: It was hoped that the projects would be funded by S106 developer contributions
- Granville Road: the planned mini ball 'skills' court would have low fencing and mini goals for use with small balls
- Queens Park: It was suggested that an application could be made to the Environmental Improvement Programme for an additional two heritage lighting columns by Davenport Terrace
- Argents Mead: It was noted that, due to safeguarding concerns, the play area would now be sited outside the churchyard boundary rather than next to the leisure centre.

RESOLVED – the report be noted and projects be endorsed.

(The Meeting closed at 7.54 pm)

CHAIRMAN

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Hinckley & Bosworth
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FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

HINCKLEY AREA COMMITTEE – 10 NOVEMBER 2016

WARDS AFFECTED: ALL HINCKLEY AREA WARDS

HINCKLEY SPECIAL EXPENSES OUTTURN 2015/16

Report of Interim Head of Finance

1. PURPOSE OF REPORT

- 1.1 To present the 2015/2016 revenue and capital outturn for the Hinckley (Special Expenses) Area.

2. RECOMMENDATION

- 2.1 That the outturn for 2015/2016 for the Hinckley (Special Expenses) Area be noted.

3. BACKGROUND TO THE REPORT

- 3.1 The revenue and capital draft outturn position for the Hinckley (Special Expenses) Area for 2015/2016 are attached to this report as Appendices 1 and 2. These figures were included in the final outturn reports which were presented to Council.

Revenue Outturn

- 3.2 The draft revenue outturn for the Special Expenses Area is contained in Appendix 1 along with the approved original and revised estimates for 2015/2016. As at 31st March 2016, the Special Expense Area service budget was only marginally overspent by £4,845. This is primary due to a slight overspend in salary costs due to a 5 percent vacancy factor which is allowed for in the budget. This overspend was funded from reserves.

Capital Outturn

- 3.5 The draft capital outturn for the Special Expense Area is detailed in Appendix 2. The Capital budget for the Special Expense Area is £80,660 under budget. The primary reason is due to delays in projects for which a carry forward of budget was requested. This amounted to £91,203.

Balances and Reserves

- 3.3 The outturn position shows that balances where at £70,444 which is as budgeted.

	£
Balance at 1 st April 2015	70,444
Contribution to Balances	0
Balance at 31st March 2016	70,444

- 3.4 The Earmarked Reserve is set aside to meet the cost of Green Space projects and future one of revenue costs that cannot be met from existing budgets. The outturn position shows that as at the 31st March 2016 the reserves balance is £166,516 which is close to that budgeted for. The estimated position is summarised below:

	£
Balance at 1 st April 2015	300,702
Contribution for Revenue	72,182
Contribution for Capital	62,003
Balance at 31st March 2016	166,516

4. FINANCIAL IMPLICATIONS [IB]

- 4.1 Considered in the body of the report

5. LEGAL IMPLICATIONS (AR)

- 5.1 None

6. CORPORATE PLAN IMPLICATIONS

- 6.1 Expenditure incurred to achieve an attractive 'green' borough that minimises its impact on the environment

7. CONSULTATION

- 7.1 None.

8. RISK IMPLICATIONS

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

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:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
None	None	None

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

9.1 All expenditure and income relates to the urban area of Hinckley.

10. CORPORATE IMPLICATIONS

- 10.1 By submitting this report, the report author has taken the following into account:
- Community Safety implications
 - Environmental implications
 - ICT implications
 - Asset Management implications
 - Human Resources implications

Background papers: None

Contact Officer: Ilyas Bham, Accountancy Manager, 5924

Executive Member: Councillor Mike Hall

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Appendix 1

HINCKLEY AREA COMMITTEE CAPITAL PROJECTS 2015/16

	2015/16 ORIGINAL ESTIMATE £	2015/16 REVISED ESTIMATE £	2015/16 ACTUAL £
SPECIAL EXPENSES (HINCKLEY)			
Urban parks (bez)	434,850	458,048	463,437
Cemeteries (cba)	152,510	152,510	151,966
Hinckley Car Parks	25,000	25,000	25,000
Hinckley Town Centre Christmas Lights	2,000	2,000	2,000
Hinckley West Neighbourhood Watch	4,000	4,000	4,000
	618,360	641,558	646,403
Contribution to/(from) Reserves	(44,139)	(67,337)	(72,182)
Contribution to/(from) Balances	0	0	0
Net Expenditure	574,221	574,221	574,221
Contributions from S106 Reserves	0	0	0
Budget Requirement	574,221	574,221	574,221
<u>Balances</u>			
Balance B/Fwd	70,693	70,444	70,444
Cont to Balances	0	0	0
Use of Balances	0	0	0
Balance (Deficit) c/fwd	70,693	70,444	70,444
<u>Reserves</u>			
Balance B/Fwd	248,938	300,702	300,702
Cont to/(from) Reserves	(44,139)	(67,337)	(72,182)
Use of Reserves (capital)	(3,270)	(51,622)	(62,003)
Balance (Deficit) c/fwd	201,529	181,743	166,516

HINCKLEY AREA COMMITTEE CAPITAL PROJECTS 2015/16

	Budget £	Outturn £	Variance £		Comment
Non Delivery Plan					
Memorial Safety Programme	7,130	2,425	4,705		Fewer than expected memorial make safes
Gowrie Close	2,724	2,187	537	Complete	
Stoneygate Estate	15,374	15,264	110	Complete	
Queens Park	57,725	44,807	12,918	cfwd	Section 106 funding allocated to this project, was not received during last financial year, therefore project budget was carried forward.
Battling Brook	4,185	4,585	(400)	Complete	
	87,138	69,268	17,870		
Green Spaces Delivery Plan					
Preston Road	65,000	59,997	5,003	cfwd	Landscaping works could not be completed due to waterlogged ground, last winter.
Argents Mead Phase 1	110,000	50,338	59,662	cfwd	Works delayed due to concerns regarding original position of the play area. Project completed August 2016.
Richmond Park	5,000	5,000	0	Complete	
Granville Road Play Improvements	18,620	5,000	13,620	cfwd	Installation of new play equipment, unable to take place during winter months due to wet ground conditions. Project completed September 2016
Hinckley Community Initiative Fund	0	15,495	(15,495)	cfwd	Budgeted for in 2016/17. The 2016/17 budget has been reduced accordingly.
	198,620	135,830	62,790		
Hinckley Area Total	285,758	205,098	80,660		
Carry Forwards Requests	193,620	115,335	78,285		

Financing

	Budget £	Outturn £	Variance £
S106	234,136	143,095	91,041
SEA reserve	51,622	62,003	(10,381)
	285,758	205,098	80,660



Hinckley & Bosworth
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FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

HINCKLEY AREA COMMITTEE – 10 NOVEMBER 2016

WARDS AFFECTED: HINCKLEY CASTLE, HINCKLEY CLARENDON, HINCKLEY DE MONTFORT & HINCKLEY TRINITY

HINCKLEY EVENT ENHANCEMENT

Report of Deputy Chief Executive

1. PURPOSE OF REPORT

- 1.1 To request funding via the Hinckley Area Committee to enhance the number of events held in Hinckley Town Centre, leading to increased footfall and economic vitality.

2. RECOMMENDATION

- 2.1 That, the Hinckley Area Committee considers this request for support funding to uplift the Town Centre's 2017 events programme.

3. BACKGROUND TO THE REPORT

- 3.1 The Council working alongside a number of key stakeholders coordinates a package of events in Hinckley's Town Centre. The key purposes of holding these events are:
- To increase footfall, which in turn impacts positively on the economic prosperity of Hinckley.
 - To provide fun and engaging community participation leading to a sense of well being and underpins the spirit of a 'Borough to be Proud of'.
- 3.2 The Council is determined to take advantage of our new and exciting investments in retail and leisure facilities in Hinckley Town Centre to make it the first choice Market Town destination in our area. A wide and targeted programme of events will give pleasure and participation to both residents and visitors.
- 3.3 Although a diverse events programme is well established, there is an opportunity to enhance the number and quality of these events.
- 3.4 The rationale for this uplift is supported by the following:
- Major capital investment into the town i.e. Crescent & Leisure Centre

- Finalists in the Great British High Street competition, led by Department for Communities and local Government
- Strong evidence base that the current events programme increases footfall.

4. EVENTS ENHANCEMENT PROPSAL

- 4.1 To allocate £25,000 per annum from the Special Expenses to enhance the events programme as from 2017.
- 4.2 An Events Design and Coordination meeting which will plan out the 2017 events schedule is due to take place in December 2016. Officers will need to know at this point what is the overall budget allocation, allowing to effectively plan the programme.
- 4.3 Although the details and costings have yet to be confirmed, below is a list of possible new or enhancement events:
- More food & drink orientated events which supports local producers
 - Complementary events on market days
 - Children, young people and family focused
 - Celebrating Independent sector
 - Wonderful Hinckley theme
 - Historic Hinckley
 - A Schools Challenge to be held in Argents Mead
- 4.4 Officers are mindful that via the Special Expenses fund, Hinckley Area Committee already financially supports the following:
- ❖ Hinckley Car Parks
 - ❖ Hinckley Town Centre Christmas Lights
 - ❖ Hinckley West Neighbourhood Watch

5. FINANCIAL IMPLICATIONS (IB)

- 5.1 Currently there is £70,444 in balances. If an assumption is made this level of balance remains constant and this request is approved, current level of balances will be used up in 2.8 years.

Additionally, if an assumption is made that 10 per cent of the budget requirement is kept as a minimum balance, £61,200 should be kept in balances.

- 5.2 Therefore the only way to fund this request in the long term would be to identify savings from the current approved budget or part fund the request to around £9,000. This would mean the minimum level of balance of £61,200 can be maintained.

6. LEGAL IMPLICATIONS (JB)

- 6.1 None

7. CORPORATE PLAN IMPLICATIONS

- 7.1 This request supports three of the Council's key aims:
- Creating a vibrant place to work and live
 - Empowering communities
 - Supporting individuals

8. CONSULTATION

- 8.1 Feedback from participants whom attend our events wishing for more. Support from the Business Improvement District Team.

9. RISK IMPLICATIONS

- 9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.
- 9.3 No significant risks are associated with this report, however, a number of minor risks do exist based on missing the opportunity to enhance footfall.

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

- 10.1 Any new events would be accessible for all and would be promoted borough wide.

11. CORPORATE IMPLICATIONS

- 11.1 By submitting this report, the report author has taken the following into account:
- Community Safety implications – safe events
 - Environmental implications – adherence to relevant legislation
 - Human Resources implications – staffing capacity
 - Voluntary Sector – engagement with business sector

Background papers: None

Contact Officer: Simon D. Jones, Cultural Services Manager, 5699

Executive Member: Councillor C Ladkin

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SPECIAL EXPENSES AREA COMMITTEE 22nd JULY 2003

REPORT OF HEAD OF FINANCE

RE: DEFINITION OF SPECIAL EXPENSES AREA ITEMS

PURPOSE OF REPORT

To provide information on the current basis of classification of items as Special Expenses functions.

RECOMMENDATIONS

That members consider the classification of items as Special Expenses functions and recommend any amendments to Council.

BACKGROUND TO REPORT

1 Introduction

At its meeting on 12th June 2003, this Committee resolved that a report be presented to the next meeting of this Committee identifying functions classed as Borough or Special Expenses Area.

2 Basis of classification

The current classification was initially based on a joint Borough/Parishes report on financing of concurrent functions which was approved by the then Policy and Resources Committee on 3rd March 1977 (copy attached as Appendix 1).

Following a change in the legislation defining Special Expenses, the Council agreed the classification of Special Expenses following a report to the Policy and Resources Committee on 4th February 1993, which is attached as Appendix 2. Essentially it identifies functions which are carried out by the Borough Council in Hinckley and Barwell which are carried out by Parish Councils in the rest of the Borough and provides for the cost of these to be charged only to taxpayers in the relevant area. The functions included are Parks and Open Spaces, Cemeteries and "Poop Scoop" Schemes.

As a result of the recommendation of the then Special Expenses Area Working Party, Council agreed on 25th June 2002 that from 2003/04 the cost of Argents Mead, with the exception of the War Memorial, was to be removed from the Special Expenses Area and form part of the cost of the Council Offices.

A detailed list of the Special Expense functions are included as Appendix 3:

All other items are treated as Borough functions.

If members wish the definition of Special Expenses items to be amended recommendations will have to be made to Council.

FINANCIAL IMPLICATIONS

Financial implications are dependent on any recommendations which members decide to make. However, any amendments to the current definitions are likely to impact on both the Special Expenses and Borough elements of the Council Tax.

Background Papers: None

Contact Officer: Martin Donovan Ext 309

Portfolio Holder: Cllr M.O. Bevins

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REPORT OF HEAD OF LAW & ADMINISTRATION - PROPOSED TERMS OF REFERENCE

PURPOSE OF REPORT

To propose draft terms of reference for the Special Expenses Area Committee, for consideration by the Committee and determination by Council.

RECOMMENDATION

That the attached terms of reference be approved

BACKGROUND TO REPORT

The Council has agreed to constitute the Special Expenses Area Working Party as a committee, and has asked me to draw up terms of reference for your consideration and Council's approval. The terms of reference are drawn up around a principle that the Committee should be able to propose growth items (including any "negative" growth) for both capital and revenue budgets. This would include proposals for applying developer contributions, for any major works to parks, for community centres or indeed for any other significant changes to current service provision. Similarly any changes to the Scale of Fees and Charges for facilities wholly within the Special Expenses Area would be considered by the Committee.

Three further principles have been applied:

- the final decision on budget items or on the scale of charges is retained by full Council (or Cabinet where the current Scheme of Delegation allows);
- if Council (or Cabinet) want to delegate decision-making power on any specific issue to the Committee, they may do so as and when that issue arises;
- any item which affects the Special Expenses Area but also affects other areas should not be considered specifically by this Committee (this could be amended if the Committee so wishes, so that any item which affects other areas but is likely to have a disproportionate or more significant impact on the Special Expenses Area *could* be considered by this Committee).

FINANCIAL IMPLICATIONS

Unable to ascertain at this stage what the cost of supporting the Committee will be and how this will differ from current costs.

Background Papers: None

Contact Officer: Head of Law & Admin - ext 212

Portfolio Holder: N/A

PROPOSED TERMS OF REFERENCE FOR SPECIAL EXPENSES AREA COMMITTEE

1. To consider and make proposals on capital and revenue budget growth items falling exclusively within the Special Expenses Area, including items funded (in full or in part) by third parties
2. To consider and make proposals on the Scale of Fees and Charges insofar as it exclusively relates to the Special Expenses Area
3. To consider and make proposals on the management, maintenance, acquisition or disposal of assets falling exclusively within the Special Expenses Area
4. To deal with any business specifically delegated to the Committee from time to time by Council or Cabinet (including the power to determine items where so delegated)