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HINCKLEY & BOSWORTH BOROUGH COUNCIL

Hinckley & Bosworth Borough Council

AGENDA FOR THE MEETING OF THE COUNCIL

TO BE HELD ON

TUESDAY, 26 APRIL 2022

AT 6.30 PM

Hinckley Hub • Rugby Road • Hinckley • Leicestershire • LE10 0FR
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Thank you

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

Date: 14 April 2022

Hinckley & Bosworth Borough Council

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 **TUESDAY, 26 APRIL 2022** at **6.30 pm**

Yours faithfully

Miss RK Owen
Democratic Services Manager

A G E N D A

1. **Apologies**

2. **Minutes of the previous meeting (Pages 1 - 6)**

   To confirm the minutes of the meetings held on 22 & 24 February 2022.

3. **Additional urgent business by reason of special circumstances**

   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. Items will be considered at the end of the agenda.

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. **Mayor's Communications**

   To receive such communications as the Mayor may decide to lay before the Council.

6. **Questions**

To deal with questions under Council Procedure Rule number 14.

7. **Petitions**

To deal with petitions submitted in accordance with Council Procedure Rule 15.

8. **Leader of the Council's Position Statement**

To receive the Leader of the Council's Position Statement.

9. **Minutes of the Scrutiny Commission (Pages 7 - 10)**

To receive for information only the minutes of the Scrutiny Commission meeting held on 31 March 2022.

10. **Council Housing Asset Management Strategy (Pages 11 - 48)**

To present the five year council housing asset management strategy.

This report was considered by the Scrutiny Commission at its meeting on 31 March. The minutes of that meeting are attached at item 9.

11. **Urgent works at Bradgate Stables (Pages 49 - 54)**

To consider a strategy to address issues with the building at Bradgate Stables, including the use of enforcement powers.

12. **Off Street Parking Places Order (Pages 55 - 62)**

To seek agreement to vary the off street parking places Order 2014 following updated regulations.

13. **Motions received in accordance with Council Procedure Rule 17**

(a) Motion from Councillor P Williams, seconded by Councillor Webber-Jones

This Council notes that the UK is the only country in Europe to still use the first past the post (FPTP) system for general elections aside from Belarus.

Created in the 1800s when the electoral choice was between the aristocratic Tories and Whigs and women were denied the right to vote, FPTP is structurally undemocratic. It means millions of votes do not matter, millions of votes are wasted, both “safe seats” and tactical voting are commonplace, and seats won in Westminster often bear little relationship to votes cast. In short, it is an archaic rigged system. How can Britain of the 2020s move forward when, in some constituencies, the same party has won every election since those constituencies were created in 1832?

There is an alternative voting system. It is called proportional representation (PR). More than 80 nations around the world already elect their legislatures this way, including in Scotland, in Wales and in the Republic of Ireland. Why? Because it is far fairer and proportional.

Council therefore resolves to write to Rt Hon Michael Gove MP, Secretary of State for Levelling Up, Housing and Communities to call for an end to first past the post, to end minority rule, and we support the introduction of a form of proportional representation for parliamentary general elections in which all votes count equally and seats match votes.

(b) Motion from Councillor Pendlebury, seconded by Councillor Sheppard-Bools

Hinckley and Bosworth Borough Council notes that March is Cerebral Palsy awareness month.

Hinckley & Bosworth Borough Council notes that tens of thousands of people living with Cerebral Palsy across England, including in this borough, do not enjoy a common standard of access to services because of a postcode lottery.

Hinckley & Bosworth Borough Council notes that access to vital support services for children living with Cerebral Palsy and their families is imperative to transforming their life chances.

Hinckley & Bosworth Borough Council notes the recommendations of the Commons Education Select Committee's report on SEND for including Cerebral Palsy specifically within that framework and commits to working with relevant bodies, including Ofsted and the Care Quality Commission to further this aim in this local authority.

Hinckley & Bosworth Borough Council calls on the Department for Health and Social Care, Department for Education and the Department for Levelling Up, Housing & Communities to make funding available to Hinckley & Bosworth Borough Council for the upskilling of both the clinical and educational workforce in the needs of those living with Cerebral Palsy.

Hinckley & Bosworth Borough Council notes the role of third sector and independent providers in delivering support to Cerebral Palsy services and resolves to do everything in its power to support them by:

1. Promoting the work of Action Cerebral Palsy and third sector and independent providers delivering Cerebral Palsy support services for Hinckley & Bosworth on the council's website and social media.

2. Promoting the work of Action Cerebral Palsy and third sector and independent providers delivering Cerebral Palsy support services in Hinckley & Bosworth Borough Council's publications.

3. Committing to offer Hinckley & Bosworth Borough Council's employees training on Cerebral Palsy awareness from Action Cerebral Palsy.

4. Encouraging health and education workers in the Hinckley &

Bosworth area to take up training in this area offered by Action Cerebral Palsy.

5. Writing to the MPs for the borough area asking them to raise the issue of provision of support services for children living with Cerebral Palsy and to meet with Action Cerebral Palsy.

(c) Motion from Councillor M Mullaney, seconded by Councillor Sheppard-Bools

Hinckley & Bosworth Borough Council notes that:

- Education has been severely disrupted throughout the Covid-19 pandemic which has led to many students missing crucial periods of learning.

- Current government support and guidance is insufficient to prevent further disruption in schools and colleges. Apart form an allocation of 1,000 units for special schools, the government has provided just 8,000 air filtration units for the whole of England, despite there being over 300,000 classrooms.

- Schools and colleges are particularly struggling with staffing pressures due to increased absence and a lack of availability of supply teachers. This shortage has been caused by structural issues, including low pay and excessive workloads that have pushed many people out of the profession.

- The current cost of living crisis is going to place additional financial pressures on schools, colleges, teachers and those supporting education in Hinckley & Bosworth which could lead to schools and colleges having to resort to additional cost-cutting measures and more teachers and those supporting education opting to leave the workforce.

Hinckley & Bosworth Borough Council resolves to:

- Lobby the government for the introduction of additional measures to ensure that schools and colleges can be kept safe for pupils and staff, including the provision of air filtration units for all classrooms that require them.

- Lobby the government to deliver a fully funded 8% pay increase for all teaching staff in schools and colleges in line with rising cost of living crisis and the commitment to a £30k a year starting salary for teachers in schools, and for this to be matched in the college sector.

- Make the case for the removal of practices that place unnecessary workload pressures on teaching staff.

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

22 February 2022 AT 6.30 pm

PRESENT: CLLR E HOLLICK - MAYOR
CLLR DT GLENVILLE – DEPUTY MAYOR

Cllr RG Allen, Cllr DC Bill MBE, Cllr SL Bray, Cllr MB Cartwright, Cllr JMT Collett, Cllr MA Cook, Cllr MJ Crooks, Cllr WJ Crooks, Cllr DJ Findlay, Cllr REH Flemming, Cllr A Furlong, Cllr SM Gibbens, Cllr L Hodgkins, Cllr C Ladkin, Cllr MR Lay, Cllr KWP Lynch, Cllr K Morrell, Cllr LJ Mullaney, Cllr MT Mullaney, Cllr K Nichols, Cllr A Pendlebury, Cllr RB Roberts, Cllr MC Sheppard-Bools, Cllr H Smith, Cllr BR Walker, Cllr R Webber-Jones and Cllr P Williams

Officers in attendance: Mollie Brooks-Crowley, Bill Cullen, Julie Kenny, Rebecca Owen, Sharon Stacey and Ashley Wilson

334. **Apologies**

Apologies for absence were submitted on behalf of Councillors C Allen, Boothby, Cope, O'Shea and H Williams. Councillor Cartwright had sent apologies for anticipated late arrival.

335. **Minutes of the previous meeting**

It was moved by Councillor Bray, seconded by Councillor J Crooks and

RESOLVED – the minutes of the meeting held on 25 January be approved and signed by the Mayor.

336. **Declarations of interest**

No interests were declared at this juncture.

337. **Mayor's Communications**

The Mayor informed members of recent events that he had attended.

338. **Leader of the Council's Position Statement**

In presenting his position statement, the Leader referred to the Climate Change Strategy, the 2022 events calendar, the Crescent and the Rural Conference, about which he asked that members be sent a reminder.

In relation to climate change, a member asked that the authority provides advice and support to parishes and villages to install electric vehicle charging points.

339. **Minutes of the Scrutiny Commission**

The chairman of the Scrutiny Commission presented the minutes for information.

340. **Pay policy statement**

Members received the HBBC pay policy statement for 2022/23. Officers were thanked for their work on the report. It was moved by Councillor Bray, seconded by Councillor Lynch and

RESOLVED – the HBBC pay policy statement for 2022/23 be approved.

341. **Budget reports**

Consideration was given to the general fund budget 2022/23, the housing revenue account budget 2022/23, fees & charges 2022/23, capital programme & capital strategy and treasury management & prudential indicators. It was noted that the decision on the calculation of council tax 2022/23 would be deferred to the Extraordinary meeting of Council on 24 February. The finance team was thanked for its work on the budget.

During discussion, the following requests were made:

- A report to the Scrutiny Commission on the costs of providing the garden waste service, given the subscriptions did not cover the costs
- Regular updates to the Scrutiny Commission in relation to the council's wholly owned company, on which members welcomed the progress made
- Future budget reports fully explore and explain the climate change implications.

Councillor Cartwright entered the meeting at 7.43pm.

It was moved by Councillor Lynch and seconded by Councillor Bray that the budget reports be approved.

(a) General fund budget 2022/23

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, voting on this motion was recorded.

Councillors Bill, Bray, Cartwright, J Crooks, W Crooks, Findlay, Flemming, Gibbens, Glenville, Hodgkins, Hollick, Lynch, L Mullaney, M Mullaney, Nichols, Pendlebury, Sheppard-Bools, Walker, Webber-Jones and P Williams voted FOR the motion (20);

Councillors R Allen, Collett, Cook, Ladkin, Morrell, Roberts and Smith voted AGAINST the motion (7);

Councillors Furlong and Lay abstained from voting.

The motion was therefore declared CARRIED and it was

RESOLVED –

(i) The general fund budget for 2021/22 and 2022/23 be approved;

(ii) The special expenses area budget for 2021/22 and 2022/23 be approved;

(iii) The proposed one-off movement in the 2021/22 budget be approved;

(iv) The proposed movement in general fund reserves and balances for 2021/22 and 2022/23 be approved;

(v) The 2022/23 garden waste charge of £35 be approved;

(vi) An investment of up to £100,000 in the council's wholly owned company to assess new opportunities for income growth be approved.

(b) Calculation of council tax for 2022/23

This item was deferred to the Extraordinary meeting to be held on 24 February 2022.

(c) Housing revenue account budget 2022-23

RESOLVED –

(i) The rent policy for 2022/23 be approved;

(ii) The revised housing revenue and housing repairs account budgets for 2021/22 be approved;

(iii) The housing revenue and housing repairs account budgets for 2022/23 be approved;

(iv) The proposed movement in reserves be approved.

(d) Fees and charges 2022/23

RESOLVED – the fees and charges for 2022/23 be approved.

(e) Capital programme 2021-22 to 2024-25 and capital strategy

RESOLVED –

(i) The capital strategy be approved;

(ii) The capital programme for 2021/22 to 2024/25 be approved;

(iii) The growth bids and savings detailed in the report be approved.

(f) Treasury management strategy and prudential indicators 2021/22 to 2024/25

RESOLVED –

(i) The prudential indicators and limits for 2021/22 to 2024/25, including the authorised limit prudential indicator, be approved;

(ii) The minimum revenue provision (MRP) statement be approved;

(iii) The treasury management report appended to the report be approved.

342. **Corporate Plan 2022 - 2025**

Members received the corporate plan 2022 – 2025. It was moved by Councillor Bray, seconded by Councillor Bill and unanimously

RESOLVED – the refreshed corporate plan 2022 to 2025 be approved.

343. **Code of conduct review**

The draft Member Code of Conduct was presented to Council. In response to a member's question, it was hoped that parish councils would adopt the same Code of Conduct but reiterated that the decision was for each town or parish council to make.

It was moved by Councillor Bray, seconded by Councillor Webber-Jones and unanimously

RESOLVED – the Code of Conduct as amended for local use be adopted to take effect from 1 April 2022.

344. **Community Governance Review**

Consideration was given to the terms of reference for the proposed Community Governance Review. It was moved by Councillor Bray, seconded by Councillor Cartwright and unanimously

RESOLVED – the Community Governance Review and associated terms of reference be approved for publication and consultation.

(The Meeting closed at 8.30 pm)

MAYOR

EXTRAORDINARY MEETING OF
HINCKLEY AND BOSWORTH BOROUGH COUNCIL

24 February 2022 AT 6.30 pm

PRESENT: CLLR DT GLENVILLE – DEPUTY MAYOR IN THE CHAIR

Cllr RG Allen, Cllr SL Bray, Cllr MJ Crooks, Cllr WJ Crooks, Cllr L Hodgkins, Cllr C Ladkin, Cllr MR Lay, Cllr KWP Lynch, Cllr K Morrell, Cllr BR Walker and Cllr HG Williams

Officers in attendance: Ilyas Bham, Julie Kenny and Rebecca Owen

345. **Apologies**

Apologies for absence were submitted on behalf of Councillors C Allen, Bill, Boothby, Cartwright, Collett, Cook, Cope, Findlay, Flemming, Furlong, Gibbens, Hollick, L Mullaney, M Mullaney, Nichols, Pendlebury, Sheppard-Bools, Smith, Webber-Jones and P Williams.

346. **Declarations of interest**

No interests were declared.

At this juncture, the Leader of Council expressed his concern about the situation in Ukraine and reported that he had asked officers to support any refugee scheme that may arise and to obtain a Ukrainian flag to show our support for Ukraine.

347. **Calculation of council tax for 2022/23**

Members received a report which sought to set the council tax for 2022/23.

It was moved by Councillor Lynch and seconded by Councillor Bray that the recommendations within the report be approved.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, voting on this motion was recorded. This vote was taken as follows:

Councillors Allen, Bray, J Crooks, W Crooks, Hodgkins, Ladkin, Lynch, Morrell and Walker voted FOR the motion (9);

Councillors Glenville, Lay and Williams abstained from voting.

Councillors O'Shea and Roberts were present in an observational capacity but did not vote.

The motion was therefore declared CARRIED and it was

RESOLVED – the following be approved for 2022/23 in accordance with the Local Government Finance Act 1992:

(i) £55,941,460, being the aggregate of the amounts which Council estimates for the items set out in section 31A(2) of the Act (gross expenditure on general fund services, special district expenses and parish precepts);

(ii) £48,007,901, being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act (gross income including external financing and the use of reserves);

(iii) £7,933,559, being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above calculated by the Council, in accordance with Section 31A(4) of the Act as its council tax requirement for the year (amount to be funded from council tax, including special expenses and parish precepts);

(iv) £144.87, being the amount calculated by the Council, in accordance with section 31(B) of the Act as the basic amount of its council tax for the year (average local council tax, not including parish precepts);

(v) A band D council tax for borough wide services, excluding special expenses and parish council precepts, of £125.50;

(vi) An average band D council tax relating to borough wide services and an average of special expenses and parish council services of £203.37;

(vii) Appendix B of the report, being the council tax for the HBBC district divided by the tax base, including amounts for the Leicestershire County Council, the Office of the Police and Crime Commissioner for Leicestershire, and Leicester, Leicestershire and Rutland Combined Fire Authority and for each area and valuation (council tax band charges for each parish and special expenses area).

(The Meeting closed at 6.35 pm)

MAYOR

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

31 MARCH 2022 AT 6.30 PM

PRESENT: Cllr MR Lay - Chairman
Cllr C Ladkin and Cllr P Williams – Vice-Chairman
Cllr RG Allen (for Cllr JMT Collett), Cllr MA Cook (for Cllr K Morrell), Cllr MJ Crooks, Cllr A Pendlebury, Cllr MC Sheppard-Bools and Cllr R Webber-Jones

Also in attendance: Councillor HG Williams

Officers in attendance: Matthew Bowers, Valerie Bunting, Julie Kenny, Rebecca Owen, Caroline Roffey, Paul Scragg, Madeline Shellard and Sharon Stacey

371. **Apologies and substitutions**

Apologies for absence were submitted on behalf of Councillors Collett, Gibbens & Morrell, with the following substitutions authorised in accordance with council procedure rule 10:

Councillor R Allen for Councillor Collett
Councillor Cook for Councillor Morrell.

372. **Minutes**

It was moved by Councillor P Williams, seconded by Councillor Pendlebury and

RESOLVED – the minutes of the previous meetings be approved as a correct record.

373. **Declarations of interest**

Councillors Crooks, Sheppard-Bools and P Williams declared personal interests in agenda item 6 (Parish & Hinckley Community Initiative Funds – allocation of grants) as parish councillors.

374. **Parish & Hinckley Community Initiative Fund - allocation of grants 2022-23**

Members received a report which recommended allocation of the Parish & Community Initiative Fund and the Hinckley Community Initiative Fund for 2022/23.

Members expressed concern about the outstanding funding for the projects that had not being completed during 2021/22 being taken from the 2022/23 budget rather than the allocated funding being carried forward from the 2021/22 budget. In response, it was explained that there was funding which was not recommended for allocation in 2022/23 which would cover the funding of the outstanding 2021/22 projects and the budget for future years would not be

affected. Members, however, felt that this would set a precedent and requested that the funding be carried forward from 2021/22 to 2022/23.

Officers agreed to discuss the accounting process with the Head of Finance and circulate a note to members but highlighted that carry forwards were not approved until Council in July so this way of managing the budgets would be more expedient.

A member thanked officers for their support for parish councils in this process.

The reason for a lower amount of allocations was queried. In response it was noted that there were a similar number of applications to previous years, but that some of the amounts applied for were lower. It was reported that parish councils had been contacted to invite applications in particular for climate change projects and officers had spoken at the parish forum, but no such applications had been received.

375. **Affordable housing delivery - annual update**

The Scrutiny Commission was informed of the delivery of affordable housing in the borough. Members welcomed the report and were pleased that the minimum numbers in the core strategy had been met.

Discussion ensued on the opportunities for the council to acquire some of the properties coming forward and ongoing discussions with registered providers about taking on some of the properties. It was noted that around 100 properties had been acquired since 2017 and officers kept abreast of such opportunities.

With regard to types of properties, it was noted that the Housing Strategy & Enabling Officer worked closely with the housing allocations team to ensure affordable housing coming forward met the requirement in terms of property type. It was noted that developers weren't keen on building bungalows on S106 sites so these were in shorter supply.

376. **Council Housing Asset Management Strategy**

Consideration was given to the housing asset management strategy. It was noted that this would sit alongside the investment strategy which would be brought to a future meeting. During discussion, reference was made to:

- The cost of getting housing to the EPC C rating, particularly in relation to insulation
- Installation of electric vehicle charging points
- External cladding of properties, which whilst not attractive, was the best way of insulating some houses without cavity walls
- The costs of running and maintaining air source heat pumps and delays in obtaining replacement parts, meaning that residents were without heating and hot water for longer periods of time
- The possibility of installing solar panels on council properties
- The hope that the decent homes standard would soon be extended to the private rented sector.

In relation to energy efficiency, it was hoped that the decarbonisation fund would be available later in 2022 and officers would ensure they were ready to take advantage of funding opportunities when they became available. A member asked whether rent increases would be considered to cover costs of energy saving measures which would lower costs to residents in the longer term. In response, it was stated that rent increases were not planned and residents were provided with support where necessary. It was noted that a report would be brought to the Scrutiny Commission on the cost of living crisis and its impact on residents which would look at areas where the council could help.

377. **Scrutiny Commission Work Programme**

The draft work programme was presented to the commission following consultation with members and senior officers. It was noted that scheduled meetings would follow a theme. During discussion, the following points were raised:

- The item raised at a previous meeting which was listed as 'SUDs and management companies' should be expanded to cover transfer of assets, management of open spaces and how parish councils could get involved, with SUDs as a separate entry. It was noted that a lot of work was underway nationally in relation to transfer of assets
- There were outstanding reports agreed as part of motions to Council that needed to be scheduled including a report on drainage problems at Ashby Road cemetery
- The work undertaken on Young People's Voice would be scheduled for a future meeting
- The need for a briefing on legislation relating to removal of hedges and trees along verges.

378. **Minutes of Finance & Performance Scrutiny**

The minutes of the Finance & Performance Scrutiny were noted.

(The Meeting closed at 7.48 pm)

CHAIRMAN

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Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Scrutiny Commission	31 March 2022
Council	26 April 2022
Wards affected:	All Wards

Council Housing Asset Management Strategy

Report of Director (Community Services)

1. Purpose of report

1.1 To present the Council Housing Service's five year Council Housing Asset Management strategy.

2. Recommendation

2.1 That members endorse the strategy and subsequent approach to Council housing asset management.

2.2 That members note the action plan.

3. Background to the report

3.1 The Council Housing Asset Management Strategy outlines the approach to the management of physical assets over the next 5 years, including dwellings, sheltered housing schemes and housing land. This strategy also seeks to respond to emerging challenges particularly around future investment requirements; most notably decarbonisation, energy efficiency and thermal insulation standards together with impending changes to the Decent Homes Standard. By applying robust asset management practices and principles we will ensure that our housing stock meets current and future needs, including developing our ability to respond to strategic planning investment requirements.

The Council Housing Asset Management Strategy informs the HRA Business Plan, which is the plan through which we understand the finances needed to run the council house service, maintain and improve existing stock and

support new build and acquisition aspirations. Further work is taking place on the HRA Business plan and from this a HRA Investment Strategy will be written which will bring together the priorities around the current stock and the new build and acquisition potential.

3.2 Housing assets

The strategy provides a comprehensive review and assessment of all dwelling stock. Current stock comprises 3229 properties which are widely dispersed through the borough with particular concentration of stock in Barwell, Earl Shilton and Hinckley. Housing stock is relatively old with the majority being built between 1940 and 1985. We have a not insignificant number of non-traditional or specialist stock types, and it is worth noting these as future investments requirements may be higher as measures to improve energy efficiencies for these properties may be more difficult and costly. Demand for our stock remains high and we have seen an increase each year over the last 3 years in people applying to the housing register.

Most of our stock is two and three bedroom houses and approximately 24 properties are sold each year through the right to buy process. In recent years we have expanded our stock through acquisition or through our own developments. Our aspiration is to continue to grow our housing supply in order to meet affordable housing need.

We have 11 sheltered housing schemes across the borough providing accommodations for the over 60s or those who are over 55 with a medical need. Of particular note is the recent redevelopment of Ambion Court in Market Bosworth which is now complete and provides 24 units of contemporary, high quality affordable accommodation to the over 60s.

We undertake around 12,500 responsive repairs annually and most of these are completed by our in- house repairs team.

3.3 Compliance

The strategy recognises that we have very good if not excellent compliance in relation to four key areas; gas serving and maintenance, asbestos management, legionella testing and cyclical electrical testing. In addition we have made good progress in relation to mitigating risks from fire across our stock and we will have completed all high priority risk assessment works by 2022.

3.4 Investment Strategy

We have delivered investment programmes in relation to heating and electrical upgrades, kitchen and bathroom replacements, reroofing and external cyclical maintenance programmes and we will continue to invest in these areas over the next 5 years allocating £24.3 million to these specific capital investment programmes. Currently our total planned investment until 2030 is £43.2 million and we recognise that more investment will be needed

to ensure that we are able to meet all key decarbonisation and energy efficiency requirements.

The Council Housing Asset Management strategy emphasises an increased focus on work that will assist decarbonisation, improve the energy efficiency of our stock and ultimately ensure that our tenants are not at increased risk of fuel poverty. A key objective for the council housing service is to decarbonise its heating systems by moving to low carbon alternatives. We will keep this strategy under review to ensure that we can respond effectively to new technologies to achieve this aim as they are developed.

Aids and adaptations are another key area of significant investment over the next 5 years totalling £1.77 million which is an annual investment of £355,000. As part of the Council Housing Asset Management strategy we will develop an asset register to capture work that is carried out to ensure that we are making the best use of our stock and meeting individual needs in doing so.

3.5 Decarbonisation

The Governments Clean Growth Strategy sets out a requirement for all social housing providers to attain the minimum rating of Energy Performance Certificate (EPC) C for rented properties by 2035 or 2030 for those households identified as fuel poor. Ensuring that all our stock is compliant with EPC C by 2030 or before is a key target for us and one that we are already striving to meet. Our data suggests that 47% or our stock already meets this minimum requirement and we are committed to ensuring that we have an ongoing EPC certification process in place and that we actively progressing identified measures to increase the EPC rating at the earliest opportunity.

Through this strategy we have identified our worst performing assets in terms of energy efficiency and we have commenced a programme of work to ensure we are able to progress measures to improve energy performance accordingly. A fabric first approach which involves maximising the performance of the components and materials that make up the building fabric itself will be our continued approach. This approach is already evidenced by the recent improvement works we have implemented to some of our solid wall properties through external insulation cladding and other thermal insulation improvement mechanisms.

According to BEIS the Department for Business, Energy and Industrial strategy cost assumptions for energy efficiency modelling indicates that thermal insulation and other energy efficiency measures such as thermal cladding, loft insulation and replacement window cost in the region of £14k per property. These costs are based on a typical small semi or mid terraced property. If we assume this level of investment is required for all our properties currently known to be below band EPC C, this equates to an additional investment requirement of £13.25 million.

We have recently been successful in obtaining grant funding from the Local Authority Delivery scheme (LAD2) and we will use these funds to provide

energy improvement works to 48 council properties. A key priority within this strategy is to ensure we are able to take advantage of future government funding streams to meet the costs of decarbonisation and energy efficiencies. In order to do so we recognise that we need to invest in our staff to ensure they have the requisite training to achieve accreditation in retrofit assessments, a key stipulation within many of the government`s decarbonisation funding streams.

3.6 Risks

The strategy identifies a number of key risks for the council. Perhaps most significantly these risks include insufficient headroom within the housing revenue account to meet energy efficiency or decarbonisation targets and the human consequence that will result if our tenants are then subsequently more at risk of fuel poverty. The full extent of the risks outlined within this strategy are future outlined within the risk register of this report.

3.7 Active asset management

The strategy proposes that the housing service adopt a technique called Active Council Housing Asset Management to enable a more strategic and targeted approach to stock investment or divestment. As such, the Housing Service have already developed an evaluation tool to inform future decision making. The premise behind this approach is that decisions in relation to investment in respect to poorly performing assets such as those with high void costs or poor energy efficiency ratings can be taken in the broader context of other factors such as housing demand, anti-social behaviour or community safety impacts. In this way the Housing Service can implement a methodology that will enable a more strategic and comprehensive approach to be taken in relation to investment and disposal and potentially an approach that will enable the council to consider regeneration options in a more informed way in the future.

3.8 The Council Housing Asset Management action plan

The Council Housing Asset Management action plan outlines key commitments and priorities over the next five years. Perhaps the most significant priority for the Housing Service is to align the Housing Revenue Account Business plan with energy efficiency and decarbonisation requirements following further individual assessments of each dwelling through the EPC process. This will enable us to ensure that decarbonisation and energy efficiency requirements are not only financially viable but are also programmed into our business plan so that we continue to raise the standard of our council homes and estates, reduce the number of people living in fuel poverty and ensure continued compliance with the decent homes standard or any revisions to this standard that are anticipated to be set out by government in the future. Work has commenced to understand the financial impact to meeting this requirement.

4. Exemptions in accordance with the Access to Information procedure rules

4.1 Open session.

5. Financial implications (IB)

5.1 Information from this strategy will be used to inform the next HRA Business Plan which will be presented to members in due course.

6. Legal implications (MR)

6.1 None

7. Corporate Plan implications

7.1 The Council Housing Asset Management Strategy aligns with the following corporate objectives;

People: Helping people to stay healthy, active and protected from harm
Places: Creating clean and attractive places to live and work

8. Consultation

8.1 None

9. Risk implications

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

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

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

Management of significant (Net Red) risks		
Risk description	Mitigating actions	Owner
• Failure to invest in the stock will mean that over the lifetime of the strategy and beyond, there is a greater risk of properties of not meeting the Decent Homes Standard	Ensure investment strategy is sufficient to maintain stock and meet legislative requirements	Head of Housing
• Failure to achieve Decent Homes Standard carries a high risk of reputational loss, potential compliance action by tenants, and regulatory intervention by the Regulator of Social Housing	As above	
• Future updating of stock condition data leading to incorrect or inappropriate stock investment decisions	Ongoing programme to update stock condition information	Housing Repairs Manager
• There may be insufficient headroom in the HRA business plan to fund future planned investments which currently do not fully address thermal installation and decarbonisation costs	HRA business plan to be reprofiled to determine the affordability of investment requirements	Head of Housing /Section 151 officer
• Future failures to manage health and safety compliance may put residents, staff and contractors at risk	Ongoing work to ensure compliance re key areas	Housing Repairs Manager
• Future failures to meet statutory standards can carry penalties and will damage the organisation's reputation, and potentially exposed the organisation to legal action	As above	
• An incorrect scope or poor quality of stock investment will have a key influence on customer satisfaction	Annual review	Housing Repairs Manager
• Poor value for money in asset management will have a major impact on the HRA business plan as stock investment works represent a large proportion of business plan spend	Tendering processes to ensure value for money in place for capital programmes	Head of Housing

• Failure to improve stock thermal efficiency will increase the risk of fuel poverty amongst tenants. Internal and external factors impact on expenditure to make it the element of our landlord operations most vulnerable to increased costs.	Fabric first approach to be implemented and determination regarding investment levels required to meet agreed targets.	Head of Housing

10. Knowing your community – equality and rural implications

10.1 Implementation of the Council Housing Asset Management strategy will enable property improvements for all our council housing residents, across the borough. By implementing energy improvement measures some of our most vulnerable households will be less at risk of becoming fuel poor.

11. Climate implications

11.1 The strategy outlines the Housing Services commitment to meet decarbonisation measures and improve energy efficiency within all our housing stock. This aligns to the council's wider net zero decarbonisation declaration.

12. Corporate implications

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

- Community safety implications
- Environmental implications
- ICT implications
- Asset management implications
- Procurement implications
- Human resources implications
- Planning implications
- Data protection implications
- Voluntary sector

Background papers: None

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Executive member: Cllr M Mullaney

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Hinckley & Bosworth Borough Council

Council Housing Asset Management Strategy - January 2022

Contents

Council Housing Asset Management Strategy - January 2022 1
Executive summary 1
1 Introduction 3
1.1 Alignment and coordination of the asset management strategy to corporate objectives 4
1.2 Housing demand 5
2 Stock profile, localities, archetypes etc, and condition 7
2.1 Stock distribution 7
2.2 Age profile of the stock 8
2.3 Main archetypes 9
2.4 Sizes of the dwelling stock 10
2.5 Non-traditional and specialist stock 10
3 Stock condition 12
4 Future investment requirements 14
4.1 Decarbonisation and energy performance of the stock 18
4.2 Risk management 19
4.3 Adapted properties 20
4.4 Compliance 20
4.5 Older persons' accommodation 21
4.7 Non-housing assets 23
5 Active asset management 24
6 Resident involvement 25
7 Key targets – our action plan 26
Glossary and references 28

Executive summary

The Council Housing Asset Management Strategy is aligned and linked to the Corporate Plan, other Council key strategies and key corporate objectives including the Housing Revenue Account Business Plan.

The dwelling stock of 3229 properties is widely dispersed throughout the Borough with particular concentrations of stock in Barwell, Burbage, Earl Shilton and Hinckley.

Council housing stock is relatively old with around 64% of stock being built between 1940 and 1985 and around 20% of stock being built between 1920 and 1940.

Demand for council housing remains high and is increasing annually. On average c.1950 households have made an application for council housing annually since 2015. More recently, in 2020/21 and in 2021/22 to date, increased levels of demand for council housing have been demonstrated.

The council stock includes 134 dwellings of non-traditional construction, these were predominantly built in the immediate post-Second World War period. These non-traditional properties are largely of steel framed and pre-cast reinforced concrete (PRC) construction types.

Two and three bedroom houses provide the majority of the Council's dwelling stock portfolio (c.46%) whilst bungalows and flats collectively represent around 42% of the stock.

There continues to be a steady loss of properties through the right-to-buy, averaging around 24 properties being sold annually since 2011/12.

Despite this loss of stock, we will continue to add to the supply of our housing stock to ensure that we are able to meet local housing need, via a range of development opportunities. Recent additions to the stock total 66 dwellings in Market Bosworth, Groby and Hinckley.

Around 220 properties become void annually, representing an annual stock turnover of around 7%. These void properties are predominantly brought up to lettable standard and where necessary, Decent Homes Standard, by the in-house repairs team.

This level of void turnover, at around 7% as a a portion of overall housing stock numbers, is in line with national averages for local authority turnover rates for void properties

Approximately 12,500 responsive repairs (largely funded through the revenue stream) are carried out annually to the dwelling stock. The majority of these works are also delivered by our in-house repairs team.

The Council provides 11 sheltered housing accommodation schemes, but many are now more than 30 years old. The oldest sheltered housing property was built in 1965 and is now approaching 60 years old.

We will continue to invest in elderly person's accommodation and sheltered housing schemes with a strong focus on providing high-quality affordable homes for elderly persons within our communities.

A wide range of information about the council housing stock, including stock condition and other information is held on the 'Promaster' stock condition data base.

Councils are required to maintain their dwelling stock to the government's Decent Homes Standard. The stock condition data base is used to assist in ensuring that investment works are prioritised and directed towards those properties requiring works to ensure they are maintained to this and to other statutory requirements.

Council housing stock is currently 87% compliant with the government's Decent Homes Standard. An ongoing investment programme is on track to ensure 100% compliancy with the Decent Homes Standard by March 2023.

As part of this drive to decency, historic investment programmes have been delivered, concentrating on kitchen and bathroom replacements, reroofing, heating and electrical upgrades and an external cyclical maintenance programme.

Investment in these key areas continues and is planned to continue for the next five years and beyond. Capital investment of £24.3 million is planned over the next five years, averaging c.£5 million annually. The HRA business plan has a total planned investment value from 2021 to 2030 of £43.2 million.

Through the lifetime of the Council Housing Asset Management strategy there will be an increased focus on works that will assist decarbonisation and improve the energy efficiency of the stock.

Much of the investment work already delivered and works programmed to be delivered over the next five years will improve the energy efficiency of homes for tenants and reduce usage of fossil-based fuel by the tenants in heating their homes.

The government has set a target for social housing providers to attain the minimum rating of Energy Performance Certificate (EPC) C for rented properties by 2035. Already, 47% of our stock is at EPC band C or better. A further 47% of our stock is at band D EPC, enabling us to concentrate on these properties to significantly improve the overall energy performance of a large proportion of stock relatively quickly.

An EPC modelling exercise will be developed further, enabling us to adopt a 'fabric first' approach in continuing to improve the energy efficiency of the dwelling stock and contribute towards further decarbonisation.

A specialist adapted properties register will be developed to strengthen links between the assets register, the allocations policy and the developing NPV approach to active asset management.

1 Introduction

This is the five year Council Housing Asset Management strategy (AMS) for Hinckley and Bosworth effective from January 2022.

The Council has invested significant financial resources in its social housing rented dwelling stock over recent years and this strategy sets out its approach to develop and maintain the condition of the dwelling stock within the context of the Decent Homes Standard. This strategy also seeks to respond to emerging challenges particularly around future investment requirements, most notably decarbonisation, energy efficiency and thermal insulation standards, together with impending changes to the Decent Homes Standard. Ultimately our ambition is to increase the supply of good quality and sustainable council housing and ensure that existing stock is maintained to the highest standard.

The Council also needs a strategy to support pursuit of its objectives within the current wider housing policy of the Council taking into account its financial circumstances and viability of the HRA.

The strategy sets out the vision and aims for management of the Council's housing revenue account assets which include dwellings, sheltered housing schemes, garage sites and housing land.

This strategy will enable a consistent and clear methodology to be established in the assessment of its activities and future investment and divestment decisions. These will cover stock condition, future financial and wider socio-economic viability, supply and demand, environmental and wider social factors.

The strategy reflects current established best practice for social landlords to have a detailed understanding of their assets, at a detailed granular level. The strategy also sets out a framework for how to make best use of these assets in pursuit of housing and wider corporate objectives. This is termed as 'active asset management' to reflect a much more proactive and interventionist approach to investment activities in the dwelling stock portfolio.

The strategy supports this strategic approach of active asset management and demonstrates how the Council will use this to deliver a range of objectives including the provision of good quality homes for tenants and customers, the provision of sustainable homes, increasing dwellings with good energy efficiency. This is all supported by an underlying principle of obtaining good value for money from assets in both capital and revenue sourcing funds in future investment in the dwelling stock.

The strategy sets out clear council housing asset management objectives linked to the Council's corporate objectives and designed to improve services, deliver value for money and increase resident satisfaction.

As well as establishing principles to inform investment decisions, the strategy also sets out the strategic mechanisms which will support effective decision making and effective delivery. Prior to this strategy being developed we had significantly improved our strategic and operational approach to council housing asset management.

We have:

- Delivered an ongoing investment programme in the stock of c. £5million annually
- Improving our knowledge and understanding of stock condition with improved stock condition data
- Developing improved IT interfaces between housing systems
- Commenced work on developing an NPV evaluation of asset performance
- Provided projections of future investment requirements to improve forward planning
- Employed consultants to advise on redevelopment and regeneration opportunities.

1.1 Alignment and coordination of the asset management strategy to corporate objectives

Asset management is the management of physical assets to meet service and financial objectives. By applying robust asset management practices and principles Hinckley and Bosworth Council will ensure that its housing stock meets current and future needs, including reviewing and changing the portfolio to meet strategic objectives and planning for investment in repair and improvements.

Defining the context of asset management also requires the development of a more strategic understanding of assets and in particular developing modelling techniques to understanding 'the asset'. In particular principles including the return on assets (ROA) and the expected active approach to asset management will need to be developed further over the lifetime of this asset management strategy

This Council Housing Asset Management Strategy (AMS) has been established to complement Hinckley and Bosworth's HRA business plan and wider corporate objectives.

From a high-level strategic perspective, the Council's corporate objectives include two clear headings directly related and aligned to this strategy:

- People: Helping people to stay healthy, active and protected from harm
- Places: Creating clean and attractive places to live and work.

In addition, the Housing Strategy 2018-2023 includes a number of key areas to which this Council Housing Asset Management Strategy is further aligned:

- Ensuring that homes are safe and free from category 1 hazards
- Raise the standard of council homes and estates
- Reduce the number of people living in fuel poverty
- Deliver a housing investment programme ensuring stock will meet and maintain Decent Home Standard.

These strategic objectives set out a continuous thread in the approach to developing the key outputs of this Council Housing Asset Management strategy.

It should be noted that the strategic objectives and priorities set out in this strategy include a range of objectives that will impact significantly on the HRA business plan particularly in relation to any financial headroom within the business plan.

Importantly, as the objectives are achieved and the performance of stock improves, tenants' and residents' experience of the housing service provided will see significant beneficial changes.

In the longer term the Council Housing Asset Management Strategy will also seek to develop approaches to replace or improve uneconomic or obsolete housing stock and related assets, provided investments and provide good value for money and long-term sustainability. Good progress has been made in developing techniques to enable the assessment of financial performance information on all properties, with the development of a net present value (NPV) assessment tool. This NPV methodology will enable us to further develop an active asset management approach to stock investment decisions going forward.

1.2 Housing demand

This Council Housing Asset Management Strategy relates to the Council's portfolio of rented social housing which by its very definition addresses affordable housing need and demand within the Borough.

Hinckley and Bosworth Borough Council covers an area of 297 square kilometres and has a population of just over 105,000. There are four key urban settlements; Hinckley, Burbage, Barwell and Earl Shilton. Most of the affordable homes are located within these settlements. In 2019, the Council commissioned an in-depth housing needs study which addressed a number of key issues around housing needs. An important element of this study was in relation to affordable housing. The study identified that there was a strong continuous need for affordable rented housing within the Borough.

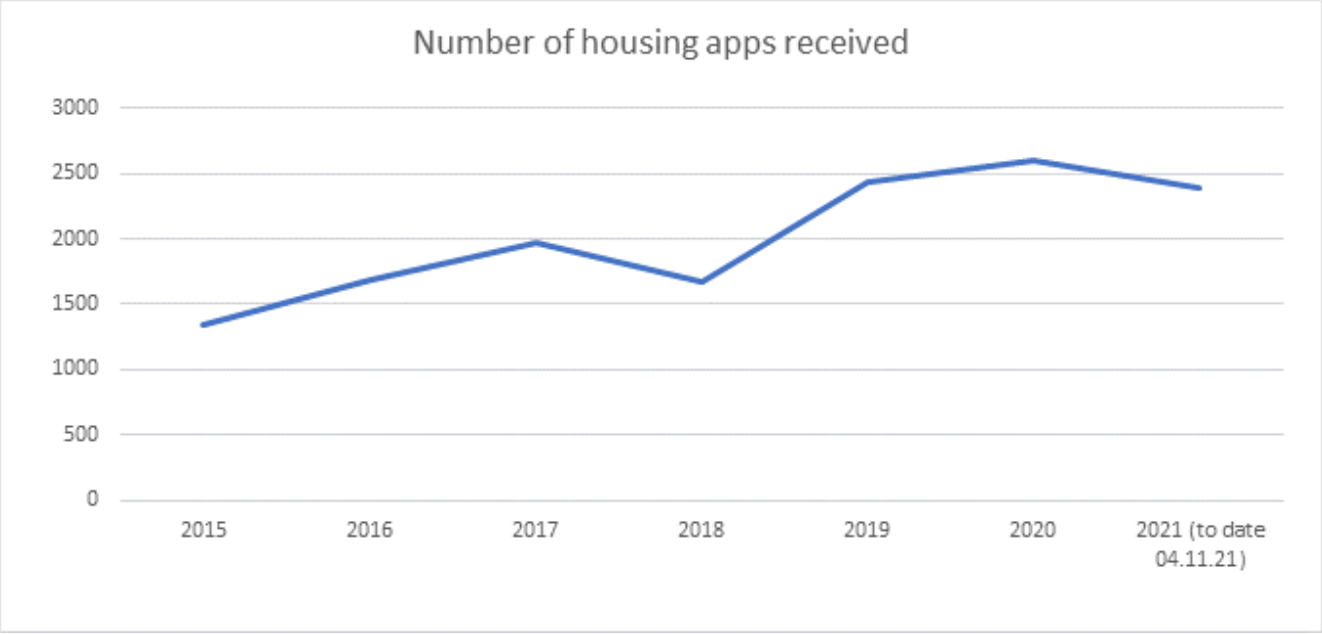
Hinckley and Bosworth is not an area where Homes England support the delivery of social housing in new build schemes. It is therefore important that council housing charging social rents is maintained to a high standard to support households who would struggle to afford higher rental levels.

Table 1 and Graph 1 below illustrates the number of people trying to access Hinckley and Bosworth Borough Council's Housing Register over recent years.

The table demonstrates that there is significant demand for rented social housing in the Borough. Demand has increased particularly since 2018 due to the continued effects of the coronavirus pandemic, which include a reduction in the availability of privately rented accommodation, combined with other factors such as changes to residents' personal circumstances.

Year	Number of housing applications received
2015	1344
2016	1692
2017	1970
2018	1678
2019	2428
2020	2604
2021 (to date 04.11.21)	2388

Table 1 – Housing demand data



Graph 1 – Housing demand data

Council housing stock turnover

Analysis of the stock turnover shows that during the years 2019 and 2020 there were 390 void properties in total. Of these voids, over a third resulted through death. Current stock turnover rates sit at around 7% which is in line with national averages.

The level of demand for all council homes is high and there is particular demand for one bedroom flats and two and three bedroom houses. The allocations policy prioritises those most in need of housing, but waiting times can still be lengthy and as table 1 above illustrates, increased housing demand continues to prolong the delay for many home seekers.

2 Stock profile, localities, archetypes etc, and condition

The Council's housing stock of 3229 properties is dispersed throughout Hinckley and Bosworth and comprises homes built between 1800 and 2018.

2.1 Stock distribution

Stock distribution and dispersal is as shown in table 2 below:

Parish/locality	Stock numbers	Parish/locality	Stock numbers
Bagworth	30	Newbold Verdon	185
Barlestone	60	Odstone	1
Barton in the Beans	4	Osbaston	23
Barwell	340	Peckleton	1
Burbage	556	Ratby	146
Congerstone	2	Ratcliffe Culey	1
Desford	97	Shackerstone	1
Earl Shilton	453	Sheepy Magna	18
Fenny Drayton	1	Sibson	1
Groby	84	Stanton under Bardon	31
Higham on the Hill	30	Stapleton	5
Hinckley	818	Stoke Golding	26
Kirkby Mallory	1	Thornton	77
Market Bosworth	77	Twycross	27
Markfield	101	Witherley	16
Nailstone	16	**Total**	**3229**

Table 2 – Stock distribution and dispersal

Table A shows that the dwelling stock is concentrated in a relatively small number of localities principally Barwell, Burbage, Earl Shilton and Hinckley.

It should be noted that rural housing has been disproportionately affected by the right-to-buy and many of the remaining properties within the housing stock portfolio are exempt from the right-to-buy, particularly older persons accommodation.

2.2 Age profile of the stock

The age profile of the stock is in the table 3 below and chart 1.

Construction date	Stock numbers	Percentage of stock
Pre 1900	3	0.10%
1900 - 1914	15	0.46%
1920 - 1939	624	19.32%
1940 - 1965	1186	36.73%
1966 - 1985	1140	35.30%
1986 - 1990	167	5.17%
1991 - 2016	6	0.19%
2017 - 2021	88	2.73%
Total	**3229**	**100%**

Table 3 – Council social housing stock by construction date

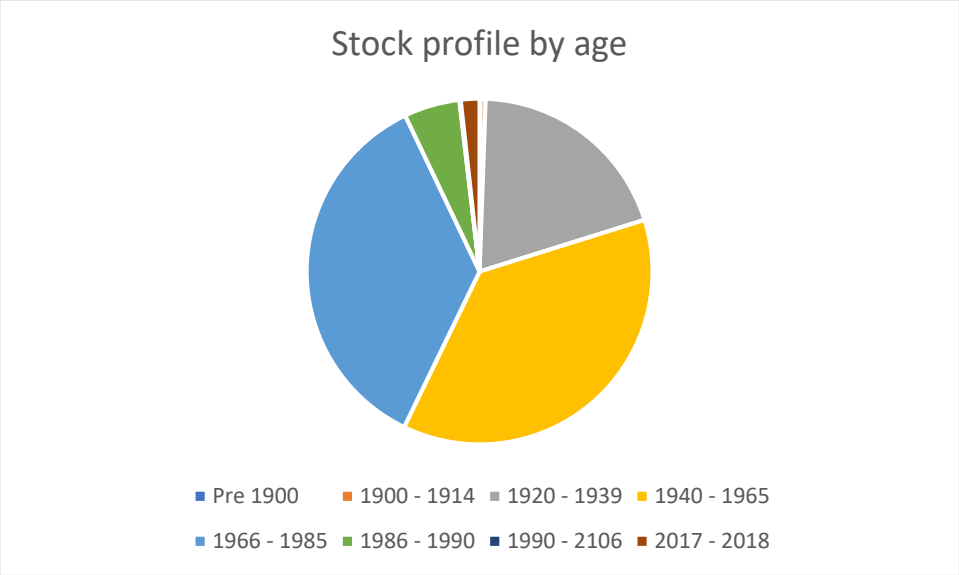


Chart 1 – Council social housing stock by construction date

Table 2 and chart 1 above show that the vast majority of stock. c.64% was built between 1940 and 1985. However, a relatively significant proportion of the stock, approaching 20%, has an inter-wars construction date.

This inter-wars stock is particularly problematic and increasingly will absorb significant proportions of future investment in the dwelling stock portfolio over the lifetime of this strategy and up to 2030. This is because much, if not all, of this stock is of solid wall construction and will require significant investment to achieve future energy efficiency standards. This is explained and explored in more detail later in this strategy.

2.3 Main archetypes

Despite the Council having experienced significant losses of houses through right to buy over a number of years, houses still provide the majority of the Council's dwelling stock portfolio. An analysis of the dwelling stock by principle property archetype is in the table 4 below and chart 2.

Property type	Numbers	Percentage of overall dwelling stock
Bungalow	602	18.64%
Flats	735	22.76%
Houses	1494	46.27%
Sheltered flats	247	7.65%
Sheltered bungalows	107	3.31%
Homeless accommodation	44	1.36%
Total	**3229**	**100%**

Table 4 – Council social housing stock by property type

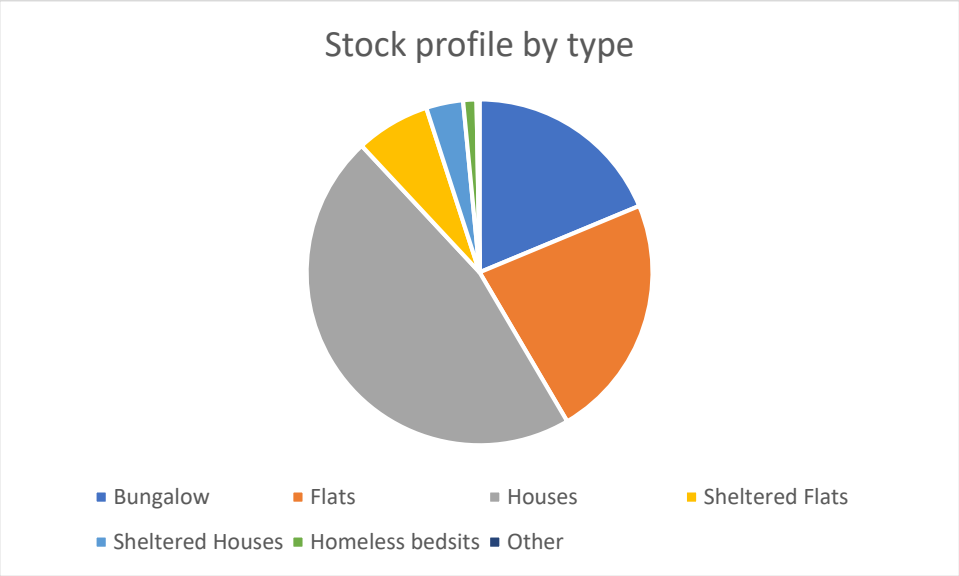


Chart 2 – Council social housing stock by property type

Table 4 and chart 2 above show that the largest proportion of the stock are houses, comprising approximately 47% of the overall dwelling stock portfolio. General needs flats comprise approximately 23% of the stock.

Bungalows and sheltered bungalows comprise approximately 22% of the stock.

Overall, sheltered accommodation (bungalows and flats) comprises around 10.5% of the stock.

2.4 Sizes of the dwelling stock

No of bedrooms	Stock number	Bungalows	Flats	Houses
1	911	283	911*	2
2	1128	418	400	310
3	1172	7	1	1165
4	16	1	0	15
5	2	0	0	2
	3229			

Table 5 – Council social housing stock by property type (*includes homeless accommodation)

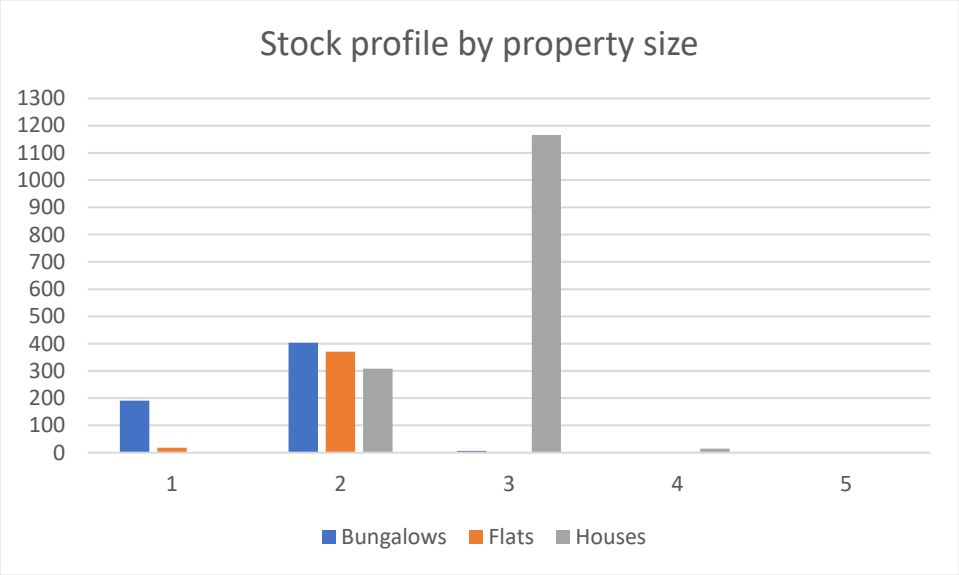


Chart 3 – Council social housing stock by property type

Table 5 and chart 3 show that the largest proportion of stock comprises two and three bedroom houses which cumulatively comprise 50% of the stock. There are also relatively large numbers of one and two bedroomed flats and two bedroom bungalows.

2.5 Non-traditional and specialist stock

Within the dwelling stock portfolio, there is a relatively significant number of non-traditional house types/dwelling types. There are in total, 134 properties constructed using non-traditional construction techniques.

There are also, three very old, pre-1900 properties with thatched roofs within the dwelling stock, which are extremely atypical of traditional council , social housing stock.

The majority of non-traditional dwelling types are predominantly BISF, Hawthorn-Leslie and Wates properties.

BISF and Hawthorn-Leslie are very similar in construction being of steel frame. These properties have been modernised extensively particularly with the addition of an external brick skin and cavity insulation, as a consequence of these works, energy efficiency and thermal insulation of the properties was improved significantly. This work was undertaken in the 1980s-1990s and as a result of this investment and modernisation works, there are no significant stock investment/asset management issues with the steel framed properties outstanding.

There are a relatively small number of Wates properties within the dwelling stock portfolio. These are PRC (pre-cast reinforced concrete) houses, a relatively common construction method used for the construction of council housing in the post-Second World War period.

A detailed analysis of non-traditional properties by volumes and construction period is shown below in table 6:

Non-traditional property type	No of properties	Build period
Non-trad BISF	57	1947
Non-trad Hawthorne Leslie	13	1966/67
Non-trad Wates	61	1953/56
Non-trad thatched	3	c.1800
Total	**134**	

Table 6 – Analysis of non-traditional properties

3 Stock condition

The principal requirement for social landlords is that properties meet the Decent Homes Standard, together with a range of statutory requirements under, inter alia:

- Housing Acts 1985- 2004 ,
- Environmental Protection Act 1990,
- Landlord and Tenant Act 1985,
- Defective Premises Act 1972 and most recently,
- The Homes (Fitness for Human Habitation) Act 2018.

There are also a range of regulatory requirements from the English Housing Regulator focusing particularly on compliance and health and safety issues.

A 'decent home', as described by government, is one that is safe, wind and weather tight, warm and has modern facilities. In order for a social landlord to achieve this aim any individual dwelling must meet all four of the following criteria**:**

- It meets the current statutory minimum standard for housing
- It is a reasonable state of repair
- It has reasonably modern facilities and services
- It provides a reasonable degree of thermal comfort.

More detailed information is included in the Decent Homes Standard.

The current Decent Home Standard is due for change and update. An improved and updated Decent Homes Standard (DHS) is proposed in the recent Social Housing White Paper and is due for consultation in more detail shortly. This updated DHS is almost certainly due to take place during the lifetime of this Council Housing Asset Management strategy and the impact of this is likely to have additional financial burden on the HRA business plan.

The Council maintains a good record of its stock condition data on the 'Promaster' stock condition database to manage the dwelling stock asset base.

The stock condition database is populated with data from a stock condition survey commissioned in 2016 which has been updated in an opportunistic and periodic manner. Further review of stock data was commissioned in 2020 and work continues to ensure that comprehensive asset information is held and reviewed on an ongoing basis.

Good systems are in place to ensure that stock condition data is updated as works to properties are completed. As yearly planned programmes of work are completed, the asset management software is automatically updated via an interface with the housing management system in order to provide an accurate renewal date of key components. This stock condition updating feature is one that many social landlords struggle to achieve, but a feature that has been in place in Hinckley and Bosworth for a number of years.

Further confidence in stock data is ensured via the decent homes report produced on the 1st April each year. This affords an opportunity to further scrutinise and rectify any information that is considered to be inaccurate.

These and other measures ensure that we have a robust up-to-date stock condition data to help plan our future investment priorities.

Local authorities and housing associations are required to bring their properties up to, and maintain properties to the Decent Homes Standard. Significant investment works have been carried out over recent years with this aim and objective. Good progress in tackling non-decent properties has been made since 2018/19 with work being undertaken to large tranches of the housing stock.

Table 7 below shows numbers of significant, predominantly capital funded, components being replaced or properties where works have been delivered:

Key components replaced 2018/2020	Number of properties
Kitchen replacements	210
Bathroom replacements	120
Re-roofing	242
Door replacements	56
Boiler replacements	696
Electrical rewires/updating	198
External painting/cyclical maintenance	849

Table 7 – Table showing no of properties with key components replaced during 2018-20

This work continues, with council stock now being over 87% decent at 1st April 2021. Work is in programme, and we are 'on track' to ensure that the Council meets the Decent Homes Standard for all its properties by March 2023. It should be noted that there will be some overall fluctuations in decency levels periodically measured as a proportion of stock as properties fall out of decency.

4 Future investment requirements

Developing a clear evaluation and analysis of future investment requirements for the housing stock is predicated upon having robust and up-to-date stock condition data and information in place. In section 3 above, we have demonstrated that good systems and processes to keep stock data is up-to-date is in place.

As part of the development of this Council Housing Asset Management strategy, where we detail future key investment requirements, we have extracted Key data and information from the stock condition survey.

In line with the five year period of the strategy, future investment requirements over this period have been extracted from the stock condition database. For information purposes, and to obtain a contextual background of investment requirements beyond this five year timescale, we have also included investment requirements for a further five year investment requirements, ie ten years in total.

Due to the importance of decarbonisation and the requirements to achieve a minimum band C EPC Energy efficiency performance between 2030 and 2035 more work is under way to evaluate the financial impact on the HRA of these important developing areas of future stock investment.

The implications of the wider decarbonisation and energy efficiency requirements are explored in more detail in section 4 of this strategy.

Future investment requirements in terms of key components requiring to be replaced, annually, are shown in table 8 below.

Year	Boiler replacements	Bathroom replacements	Central heating systems	Composite doors	Kitchen replacements	Roof finish and structure	Windows
2021	145	66	114	12	126	39	29
2022	119	2	133	4	10	44	19
2023	88	5	67	2	25	103	1
2024	86	2	183	5	141	11	1
2025	99	1	73	53	221	7	
2026	97	109	128	24	161	72	117
2027	97	2	82	8	112	30	2
2028	128	7	118	21	51	22	2
2029	227		183	47	37	13	52
2030	223	34	162	29	88	23	42
2031	197	112	37	181	233	9	363

Total	**1506**	**340**	**1280**	**386**	**1205**	**373**	**628**

Table 8 – Numbers of properties requiring key component replacement up to 2031

For further information, the average number of dwellings requiring these key components to be replaced over the five year term of this Council Housing Asset Management strategy is shown in table 8 below. The ten year average investment requirement in terms of average numbers of dwellings requiring these complete key components is also shown in table 9 below. This demonstrates that broadly, the level of investment in each key component area remains relatively consistent on an annual basis.

This gives us a high degree of confidence that the 'smoothing exercise' carried out within the stock condition survey database has been successful in minimising 'peaks and troughs' in the investment profile - certainly up to 2031.

	Boiler replace-ments	**Bathroom replace-ments**	**Central heating systems**	**Composite doors**	**Kitchen replace ments**	**Roof finish and structure**	**Windows**
5 year average	109	34	105	24	112	48	25
10 year average	134	36	109	37	110	37	53

Table 9 – Average numbers of properties requiring key Component replacement up to 2031

Current data indicates a future investment need of £115m over 30 years for all stock investment requirements covering all major components with placements. This represents our individual investment requirements per property of a little below £36,000. This is of course over a 30 year period and is based on the current stock condition data and does not include significant investment requirements that will be needed for improving the energy efficiency of our stock and decarbonisation costs as described later in this strategy

In more detail, in the immediate five year period of the strategy, stock condition data indicates that investment requirements of £24.35 million are needed as indicated in more detail below in table 9. Major component replacements have been identified in detail, e.g. Bathroom replacements, replacement kitchens, re- roofing etc. Other relatively minor works in comparison key component replacements have been described as in table 9 below as 'other works'. These 'other works' comprise approximately 16% of the overall annual investment works for each of the five years of the Council Housing Asset Management strategy. These 'other works' comprise works such as environmental improvements,, legionella compliance works, minor aids and adaptations etc.

Year	Bathroom	Heating and distribution	Door replacement	Rewires inc. voids	Kitchen	Reroofing	Windows	FRA	Insulation works	Capital voids	Asbestos removal	Aids and adaptations	Other works	Year	Total investment
2021	£136,840	£944,457	£44,194	£608,450	£676,381	£562,856	£66,481	£249,600	£0	£624,000	£203,750	£355,393	£871,000	2021	£5,343,402
2022	£136,840	£777,542	£44,194	£511,950	£676,381	£586,681	£66,481	£150,000	£292,200	£624,000	£203,750	£355,393	£851,000	2022	£5,276,411
2023	£136,840	£320,205	£44,194	£445,275	£676,381	£625,396	£58,076	£156,000	£0	£624,000	£203,750	£355,393	£851,000	2023	£4,496,509
2024	£136,840	£585,875	£44,194	£508,275	£652,800	£178,685	£58,076	£29,000	£0	£624,000	£203,750	£355,393	£851,000	2024	£4,227,888
2025	£136,840	£366,206	£58,715	£426,132	£897,600	£178,685	£58,076	£207,500	£642,500	£624,000	£203,750	£355,393	£851,000	2025	£5,006,397
Totals	**£684,200**	**£2,994,285**	**£235,491**	**£2,500,082**	**£3,579,542**	**£2,132,302**	**£307,191**	**£792,100**	**£934,700**	**£3,120,000**	**£1,018,750**	**£1,776,965**	**£4,275,000**	**Totals**	**£24,350,608**

Table 10 – Five year investment profile up to 2025

These investment works and their associated spend profile is showing in more detail in a chart 4 below:

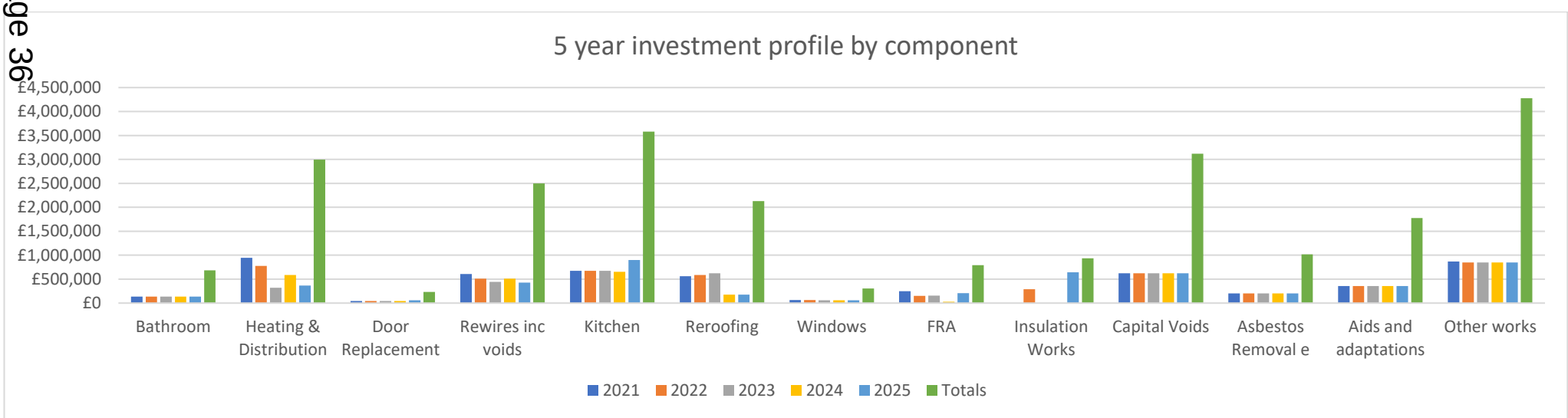


Chart 4 – Five-year investment profile showing key areas of expenditure by year and cumulatively

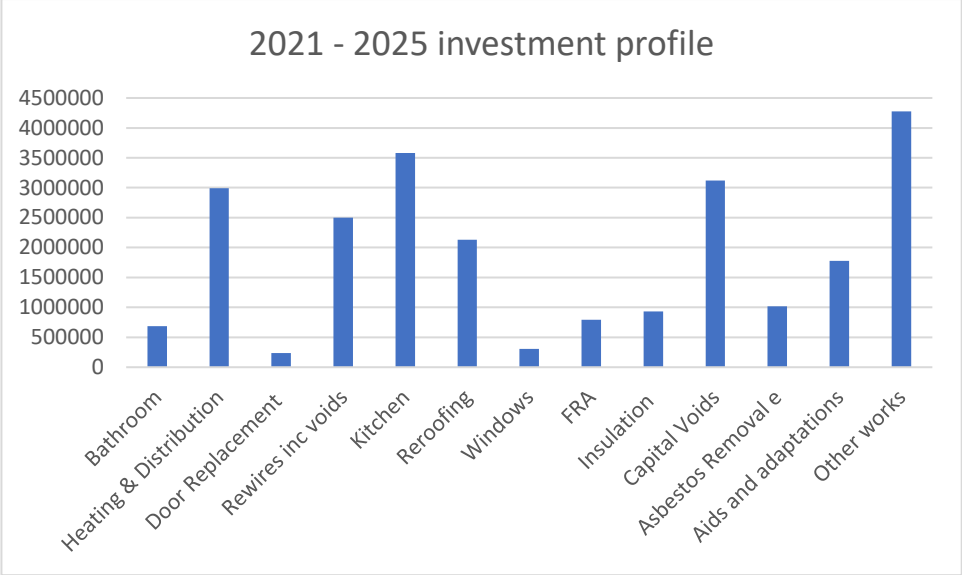


Chart 5 – Five-year investment profile showing key areas of expenditure cumulatively

Table 10 and charts 4 and 5 show that the highest levels of expenditure by key component type relate to kitchens, capital void works, heating installations and rewiring. This is demonstrated in more detail in chart 5.

Of particular note is the relatively low investment and expenditure in thermal insulation improvement works which is referred to later in more detail in section 4.1 of this report.

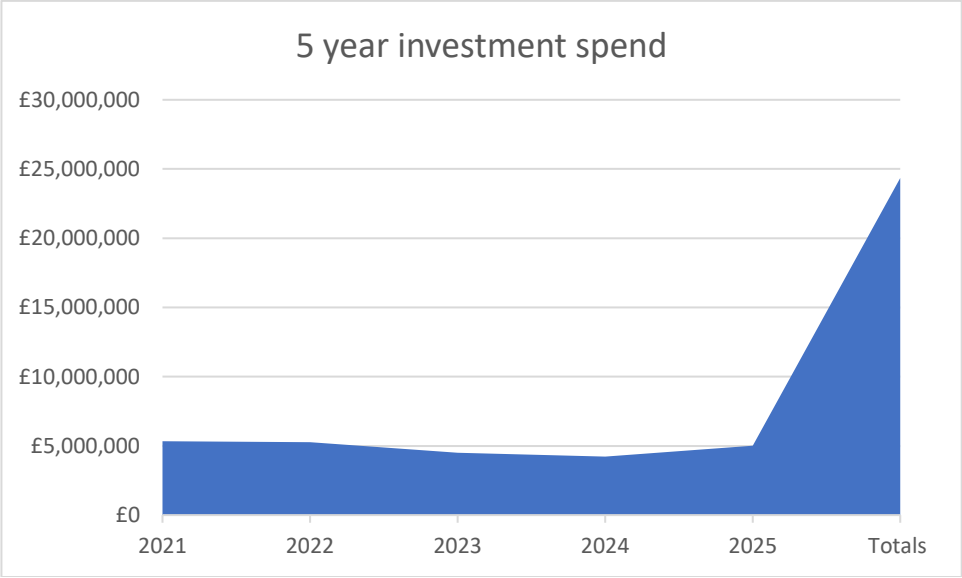


Chart 6 – Stock improvement – annual and cumulative five-year investment expenditure

Chart 6 shows the expenditure profile. Investment purposes as currently extracted from the stock condition database.

4.1 Decarbonisation and energy performance of the stock

The need to improve the energy efficiency of our dwellings stock over the period of this Council Housing Asset Management strategy and beyond will form an important continuing investment theme for the council as we seek to improve energy efficiency and reduce fossil fuel consumption by tenants in our housing stock.

Through the Clean Growth Strategy, the UK government has set a target for social housing providers to attain the minimum rating of Energy Performance Certificate (EPC) C for rented properties by 2035 (2030 for 'fuel poor' households). This is an important milestone towards the longer term, and much more ambitious and challenging aspiration, to make all homes 'net-zero-carbon' by 2050.

Over recent years, as part of the Decent Homes programme Hinckley and Bosworth has carried out a range of works to directly improve the overall energy performance of the stock. We have been investing in more efficient heating systems, improving thermal insulation, installing more energy efficient windows and external doors. This work continues.

We build on this approach as part of our strategy to continue to improve the overall condition of the dwelling stock, and maintain compliance with Decent Home Standards including any changes that may be introduced to the standard by legislative change.

Through the lifetime of the strategy, and beyond, there will be a shift in focus towards decarbonisation and improved energy efficiency of the stock.

We will adopt a 'fabric first' approach in the management of our housing stock, to ensure that we are able to meet the highest possible levels of energy efficiencies in the fabric of the buildings, to ensure that our tenants become progressively less reliant on fossil based heating systems. As a consequence, they will be less likely to be impacted by fuel poverty.

Over the next five years we will focus on implementing upgrades across our housing stock to ensure that we are on track to ensure that all our properties have an EPC rating of C or more by 2035.

Our most up-to-date energy efficiency data and information indicates that around 47% of our stock is already at EPC band C or better. A further 47% of our stock is band D whilst a relatively small proportion of stock, around 6%, is below band D.

We have recently undertaken a review to identify our worst performing assets in terms of energy efficiency, and we will focus on ensuring that these properties are brought up to a better standard in terms of energy efficiency.

As we continue this review, we anticipate that solid wall properties will form a significant proportion of the least energy efficient properties portfolio.

As part of the Decent Homes programme we already have a good experience of providing external insulated cladding (thermal wraps) and other thermal insulation improvements mechanisms to solid wall properties. We will build on this experience and knowledge and

anticipate that as our review develops that our immediate priority will be to undertake thermal wraps to these properties to improve the efficiency of these buildings.

We will develop an EPC modelling exercise that will enable specific targeting of resources to meet EPC requirements by 2030 and other legislative requirements.

In the longer term, the HRA Business plan will be reprofiled to consider the full extent of all financial implications of introducing energy efficiency measures over the course of the business plan. Recent research, the *'Cost assumptions for BEIS's* (*Building Energy Efficiency Research) energy efficiency modelling',* indicates that a thermal insulation and energy efficiency package involving thermal cladding, upgrading roof void or loft insulation and replacement windows for a typical small semi-detached property or mid terraced property would cost around £14,000 per dwelling.

On the basis of our current knowledge of solid wall properties this alone equates to a required investment of c.£9.5million by 2030. If we assume this level of investment is required for all properties currently known to be below band C, this equates to an additional investment of £13.25 million.

The existing HRA business plan has a total investment value from 2021 to 2030 of £43.2 million with only £3.9 million included as currently modelled for thermal insulation. Please refer to the glossary on page 26 for more information on this.

4.2 Risk management

A detailed risk assessment needs to be developed as a supplementary document to this Council Housing Asset Management strategy. For the purposes of this strategy potential key risk areas are:

- Failure to invest in the stock will mean that over the lifetime of the strategy and beyond, there is a greater risk of properties of not meeting the Decent Homes Standard
- Failure to achieve Decent Homes Standard carries a high risk of reputational loss, potential compliance action by tenants, and regulatory intervention by the Regulator of Social Housing
- Future updating of stock condition data leading to incorrect or inappropriate stock investment decisions
- There may be insufficient headroom in the HRA business plan to fund future planned investments which currently do not fully address thermal installation and decarbonisation costs
- Future failures to manage health and safety compliance may put residents, staff and contractors at risk
- Future failures to meet statutory standards can carry penalties and will damage the organisation's reputation, and potentially exposed the organisation to legal action
- An incorrect scope or poor quality of stock investment will have a key influence on customer satisfaction

- Poor value for money in asset management will have a major impact on the HRA business plan as stock investment works represent a large proportion of business plan spend
- Failure to improve stock thermal efficiency will increase the risk of fuel poverty amongst tenants. Internal and external factors impact on expenditure to make it the element of our landlord operations most vulnerable to increased costs.

A regular process to identify and assess risks (strategic and delivery) will be developed internally and actions agreed to manage risks in order to minimise impact.

4.3 Adapted properties

Reference to table 10 indicates that there is a continued works of aids and adaptations to the dwelling stock.

Over the five year period of this strategy, a total of £1.77 million will be spent on aids and adaptations, averaging approximately £355,000 annually for disabled aids and adaptations.

There is, at present, no specific adapted properties register, though information is held on the 'Promaster' database. The development of an adapted properties register is therefore incorporated in the action plan of this strategy.

We will create an asset register for aids and adaptations which will have strong links into both our allocations policy and our developing approach to asset performance evaluation.

4.4 Compliance

Overall, good compliance is reported in four key areas:

- Gas servicing and maintenance
- Asbestos management surveys
- Legionella testing
- Cyclical electrical testing.

Over the period 2018 to 2021, high levels of compliance in gas safety and legionella testing have been achieved.

There has been greater focus planed on undertaking asbestos surveys over recent years. We are currently (2021) reporting 97% compliance and have increased this significantly since 2018.

We have prioritised our electrical testing programme significantly since 2018 and have 99.75% compliance in 2021.

In addition good progress has been made with fire risk assessment works with completion of all high priority fire risk assessment works identified due to be completed by 2022. Over the five year term of this asset management strategy approximately £800,000 is planned to be spent on fire risk improvement works, averaging approximately £158,000 annually with particularly significant planned expenditure of a £0.25M in 2021/22.

Work is also underway to formalise our strategy to manage asbestos within our stock.

4.5 Older persons' accommodation

The Council provides 354 sheltered properties across 11 sites.

Schemes are located across the borough including many rural areas as shown in Table 10 below:

Scheme	Location	Build date	TOTAL NUMBER & MAKE UP OF PROPERTY TYPES
Ambion Court	Market Bosworth	2021	24 x I bed apartments
Armada Court	Hinckley	1989	71 x 1 & 2 Bed apartments
Barlestone Scheme	Barlestone	1981	26 properties consisting of: 9 x 2 bed bungalows 10 x 1 bed bungalows 4 x 2 bed apartments 3 x 1 bed apartments
Castle Court	Burbage	1977	35 apartments consisting of: 16 x 1 bed apartments 19 x studio apartments
Centurion Court	Ratby	1985	24 apartments consisting of: 4 x 1 bed apartments 20 x studio apartments
Clarendon House	Hinckley	1965	12 x 1 bed apartments
Herford Way	Burbage	1975	52 x 1 bed bungalows
Mayflower Court	Markfield	1978	24 apartments consisting of: 20 x studio apartments 3 x 1 bed apartments 1 x 2 bed apartments
Meadow Road	Barwell	1971	27 x 1 bed bungalows
Royal Court	Hinckley	1979	35 properties consisting of: 3 x 1 bed bunglows 8 x 2 bed apartments 11 x 1 bed apartments 13 studio apartments
Tom Eatough Court	Earl Shilton	1989	24 x 1 bed apartments
TOTAL			**354 properties**

Table 10 – Sheltered housing profile

The ages and property types are as shown above in table 10:

Table 10 shows that all sheltered housing scheme dwellings, with the exception of Ambion Court, are more than 30 years old. The oldest sheltered housing property was built in 1965 and is now approaching 60 years.

General investment requirements such as the range of component replacements identified in section 4 of this report are incorporated into the general stock investment requirements.

More detailed analysis on future investment for our sheltered housing schemes will be undertaken in due course and this will include consideration of both energy performance and decarbonisation requirements, alongside financial implications.

The strategy will be informed by an understanding of local need and provision for sheltered and supported housing accommodation. Particular regard will need to be made to individual and group/scheme asset performance using the options appraisal methodology currently under development.

Our ambition is to provide contemporary and flexible accommodation to meet the needs of our tenants. We will continue to invest in elderly person's accommodation with a strong focus on providing high-quality affordable homes for elderly persons within our communities.

All schemes are managed by a team of support staff and residents have access to support by a 24-hour on-call support centre. Residents have access to a range of managed communal facilities including car parking and gardens, lounges, laundries. CCTV and monitored fire alarms and secure door entries are installed at the majority of sites.

Ambion Court

An excellent example of this continued investment in elderly persons accommodation is provided by Ambion Court which we have recently developed on the site of a former sheltered scheme.

Ambion Court is located in Southfield Way, Market Bosworth, and provides 24 high quality one bedroom apartments. There is a scheme manager on site supported by a 24-hour on-call support centre. Each apartment features its own individual courtyard or balcony. There are communal facilities within the scheme including laundry facilities, car parking and a communal lounge and kitchen.

Dwellings have a high level of security by design and have secure entrances and secure communal gardens.

Growing our housing supply

In addition to the remodelling of Ambion Court in Market Bosworth the council has delivered new housing over recent years including a bungalow scheme at Groby, 30

properties at Bennett Close in Hinckley and a further 11 properties at Middlefield Lane in Hinckley.

Our developing strategy is to continue to increase the supply of our housing stock to ensure that we are able to meet local housing need.

4.7 Non-housing assets

Work has commenced to ensure that non housing council housing assets are included within our overall Council Housing Asset Management strategy. A comprehensive review of our garage sites has recently been undertaken and our focus over the life of this strategy will be to ensure that our housing estates continue to be well manage and that investment opportunities are considered where appropriate.

5 Active asset management

This strategy recognises the need to introduce a more rigorous and structured assessment of the performance of our stock. Many social landlords have developed this approach to assist them in decision-making processes around investment and to enable them to adopt intervention mechanisms for underperforming assets. A more strategic and targeted approach to stock investment therefore needs to be developed.

We are working towards the development of a stock assessment and evaluation process. This methodology will enable us to evaluate the financial performance of all our stock, alongside other measures of broader neighbourhood sustainability linked to your social housing objectives.

We will use this options appraisal methodology for understanding and identifying the best and worst performing housing assets. The options appraisal methodology will use updated stock condition data supported by wider financial and housing management information such as individual property historic and projected responsive repair costs, future investment requirements to bring and maintain properties to the Decent Homes Standard, void costs, rent loss etc. We will also build into the evaluation model a range of the socio-economic factors to ensure that future investment decisions take into account wider stock sustainability issues and align with housing need.

A key output from this will be an assessment of the performance of all the housing stock including net present values (NPV). Further evaluation of this methodology will be taken as part of this strategy. NPV analysis will enable us to identify stock that is performing poorly, on either a financial or broader socio-economic sustainability basis and alternative options may then then be explored in line with strategic planning.

6 Resident involvement

HBBC puts customers at the centre of service development and supports a range of tenant meetings and focus groups that ensure customers have the opportunity to comment on services, either in person, or digitally. Incentives and targeting help to ensure that involvement is more representative than has previously been the case.

At least three formal meetings are held annually with residents and include subjects relating to repairs, maintenance and building safety.

We are committed to ensuring that resident involvement and feedback it embedded across all our services.

Transactional surveys are conducted to establish customer satisfaction and obtain feedback and insights at the point of service delivery. A perception survey on customer satisfaction is undertaken every two years to inform service priorities from the customer perspective.

The relaunch of tenant scrutiny is being strengthened and supported through the involvement of Councillors. This will help to ensure tenants are empowered to review performance data and comment on decisions that affect the service in line with regulatory requirements.

Resident involvement is underpinned by the ongoing collection of profiling and performance data and benchmarking is undertaken to compare performance with other landlords.

7 Key targets – our action plan

Key targets	Target date
Develop a strategy for achieving EPC band C by 2030	January 2024
Review the stock condition database and develop a consistent approach to archetypes and other property descriptors.	January 2023
Develop a methodology for obtaining a much clearer understanding of SAP/EPC rating of the stock particularly for those properties where no data currently exists.	December 2022
Review the HRA business plan and develop a clear understanding of the headroom for future investment (particularly decarbonisation/energy efficiency).	April 2022
Clarify investment cycles for key components particularly gas boiler replacements.	September 2022
Develop an asbestos management policy and strategy.	December 2022
Develop an adapted properties register of current and future properties that have been adapted for disabled persons.	March 2023
Renew an adaption policy to ensure that works are progressed as expediently as possible in line with legislative requirements	March 2023
Develop a wider options appraisal methodology to identify underperforming dwellings.	September 2022
Consider the development of a net present value (NPV) assessment of stock.	September 2022
Develop an energy efficiency and stock improvement strategy to focus on reducing the number of properties that fall below band C and increasing the percentage of homes in band A and B.	January 2024
Maximise opportunities for claiming grants and financial support as part of the wider energy efficiency and decarbonisation programme.	September 2022

Key targets	Target date
Develop an internal skill base for retrofit projects including PAS 2035.	December 2022
Carry out an in-depth options appraisal of the sheltered housing portfolio and develop a sheltered housing investment strategy.	January 2024
Ensure that all non-housing assets such as garages, communal areas, and communal rooms in sheltered housing schemes etc are fully identified and that associated condition information is incorporated into the stock condition database.	January 2023

Glossary and references

Hinckley and Bosworth HRA Business Plan

Hinckley and Bosworth Stock Condition Survey

Decent Homes Standard

Hinckley and Bosworth Hostel Options Review

Hinckley and Bosworth Hostel Housing Needs Study

What does it cost to retrofit homes? Publication by Department for Business, Energy and Industrial Strategy

Hinckley and Bosworth Housing Strategy

Hinckley and Bosworth Corporate Plan

Review into Stock Condition Data by HQN (housing stock condition health check)

Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Council	26 April 2022
Wards affected:	Groby

Undertaking of Urgent Works (via enforcement) at Bradgate Stables

Report of Director (Environment & Planning)

1. Purpose of report

1.1 To inform Council of the condition of Bradgate Stables and to seek agreement of a course of action and strategy to address the issues with the building, including the use of enforcement powers.

2. Recommendation

2.1 Agree with the course of action and strategy for Bradgate Stables presented within the report including the use of enforcement powers. In particular:

- Approval is sought for the presentation of an Urgent Works Schedule and Specification to the owner giving notice that the Council intends to carry out the specified urgent works.
- Approval is sought for the serving of the Urgent Works Notice upon the owner should no clear commitment to the works being undertaken voluntarily be provided. Council agrees to delegate approval of serving the notice to a Relevant Officer.
- Approval is sought for the appointment of the required professional services to complete the urgent works in default, with the appointment delegated to a Relevant Officer upon expiry of a seven day period from the serving of the Urgent Works Notice and following no clear commitment to the works being undertaken voluntarily being provided.
- The grant offer from Historic England to underwrite 80% of the costs for the completion of the Urgent Works be formally accepted.

3. Background to the report

3.1 Bradgate Stables is located within Groby Ward and lies to the north of the A50 between Bradgate Hill and Markfield. The Stables were built in 1856 for the 7th Earl of Stamford, Master of the Quorn Hunt 1856-63. It is a grade II* listed building placing it within the top 6% of most historically and architecturally important buildings in the country.

3.2 The Stables are in disuse and are not occupied. The site and surrounding land were acquired by the current owners in 2004. The Stables are in a considerable state of disrepair and continue to be identified by Historic England as being “at risk”. There have been years of inaction by the owners to address the condition of the Stables voluntarily and works are urgently required for their preservation.

3.3 In accordance with the objectives of the Council’s Heritage Strategy to address heritage at risk and as endorsed by the Executive on 11 August 2021 the Council embarked on the first stages of the Urgent Works process (under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990). This consisted of appointing a conservation accredited structural engineer and associated sub-contractors to survey the Stable complex and to prepare a Schedule of Urgent Works for their preservation. Historic England have granted aided 80% of the costs of this stage of the urgent works process.

4. Suggested course of action for Bradgate Stables

4.1 The Council are now in receipt of the Schedule of Urgent Works and associated specification. The required urgent works consist of vegetation clearance around the perimeter and within the stable complex to allow for access and inspection, erection of scaffolding for support and access to masonry walls, wall repairs, and specialist conservation work to preserve key architectural features on the stable tower. There is the possibility that the vegetation clearance may reveal the requirement of further works which could be delivered as a second phase. The works are specified to hold good for one year and are the minimum necessary for its preservation. An appointed Quantity Surveyor has costed the undertaking of the urgent works to be in the region of £290,000.

4.2 Due to the identified and likely presence of various protected species within the Stable complex and its vicinity further survey and supervision is required by a protected species surveyor. This places a time constraint on undertaking the urgent works to specific windows of opportunity, with a surveyor needing to be on site as soon as possible to commence great crested newt surveys and specifics surveys (for reptiles) having to be undertaken by **the end of May** to allow for any subsequent vegetation clearance, otherwise the works are unlikely to be able to completed this calendar year. There is therefore a need to progress the procurement of a surveyor as soon as possible either by the owner or the Council.

4.3 The next stage of the statutory urgent works process is to present the Schedule of Urgent Works and specification to the owner giving notice that the Council intend to carry out the urgent works within a specified time period, which is normally 14 days. This will provide the owner with a further opportunity to confirm their intention to undertake the urgent works voluntarily. If the owner agrees to undertake the works the Council should scrutinise the appointment of their contractor and work programme to ensure the works will be completed satisfactorily. Appointed Officers have rights of entry to monitor the works. **It is recommended that Council approve the presentation of the Urgent Works Schedule and Specification to the owner giving notice that the Council intend to carry out the urgent works.**

4.4 Should the specified time period for which the owner can confirm they intend to undertake the works voluntarily pass without any confirmation or a clear commitment to the works then the Council should serve an Urgent Works Notice. The Notice confirms that the Council will undertake the urgent works in default from a date no sooner than 7 days of the notice, which would provide the owner with one final chance to confirm they are seeking to undertake the work voluntarily. **It is recommended that Council approve the serving of the Urgent Works Notice upon the owner should no clear commitment to the works being undertaken voluntarily be provided. Council shall agree to delegate approval of serving the notice to a Relevant Officer.**

4.5 To continue the urgent works process the Council need to prepare for the works having to be undertaken by them in default. The works shall need to be commissioned and undertaken promptly. The current commission of the structural engineer includes for a tendering exercise where the engineer will recommend to the Council an appropriate contractor who is available and experienced to undertake the works, taking into account the critical timescales when the works can be undertaken over the upcoming months. The tendering process would also confirm the costs of the works. **It is recommended that Council approve the appointment of the required professional services to complete the urgent works in default, with the appointment delegated to a Relevant Officer upon expiry of the 7 day period from the serving of the Urgent Works Notice and following no clear commitment to the works being undertaken voluntarily being provided.**

4.6 Section 55 of the Planning (Listed Buildings and Conservation Areas) Act 1990 allows for a local authority to serve notice upon the owner to recover the costs of the works. Historic England have formally offered a grant of 80% of the costs to the Council of undertaking the works in default – this offer is on the expectation that the Council attempts to recover the costs from the owner and subsequently reimburse Historic England. The grant offer is 80% of costs up to £300,000 to allow for flexibility. **It is recommended that Council formally accept the offer of a grant from Historic England to underwrite 80% of the costs for the completion of the Urgent Works.**

4.7 Counsel opinion has been provided on aspects of the recommended course of action and strategy. Additional Counsel advice shall be provided upon the

content of the Urgent Works Notice and Schedule of Works in advance of its consideration by Council to ensure it is compliant with Section 54 of the Act.

5. Continued strategy for Bradgate Stables

5.1 The strategy of implementing the urgent works is to act as a stopgap rather than be a substitute for finding a long-term solution for the building. The Stable owners have been given every opportunity to address the perilous condition of the building voluntary without action, but a final attempt can be made to determine if they will undertake the required works voluntarily now the Council are in receipt of the Schedule of Works. To this end it is recommended that in tandem with the formal urgent works process attempts are made to contact the owner to advise of the required works and make them aware of key timescales for the appointment of required contractors, in particular the protected species surveyor.

5.2 Further dialogue should also be sought with the owner regarding long-term options including offering Council and Historic England support towards the completion of a Feasibility Study for the Stables. The condition of the Stables and site constraints do present challenges, so it is currently not possible to determine if there is a satisfactory long-term solution for the building for all parties, but without following the suggested course of action to secure its immediate preservation discussion regarding its long-term future as a listed building of more than special interest could be irrelevant.

6. Exemptions in accordance with the Access to Information procedure rules

6.1 The report is to be taken in open session.

7. Financial implications [CS]

7.1 The costs to the Council for the works if required will be £290,000. However, 80% of this can be provided by Historic England grant towards completion of the works (the “services”). This leaves a net cost of £58,000 for the Council to fund. Supplementary capital estimates will need to be agreed for the £290,000 costs and £232,000 income. Due to the level of the budget, Council approval will be required.

Officers will take reasonable steps to claim money back from the owner. If funds are claimed back, Historic England will be reimbursed their element of the grant.

7.2 An assessment of any future potential liability arising from the works and how this is managed will be required.

8. Legal implications [MR]

8.1 Set out comprehensively in the report.

9. Corporate Plan implications

9.1 Places – creating clean and attractive places to live and work (using our enforcement powers to preserve the historic environment).

10. Consultation

10.1 None.

11. Risk implications

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

11.2 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.

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

Management of significant (Net Red) risks		
Risk description	Mitigating actions	Owner
None		

12. Knowing your community – equality and rural implications

12.1 The planning service takes account of equality and rural issues as part of all the decisions taken.

13. Climate implications

13.1 Any proposed urgent works and longer-term repairs to Bradgate Stables are likely to require the specification of natural, sustainable and traditional materials including the use of lime based products rather than man-made materials.

14. Corporate implications

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

- Community safety implications - none directly as a result of this report
- Environmental implications - the suggested urgent works will have a positive impact upon the historic environment
- ICT implications- none directly as a result of this report
- Asset management implications - none directly as a result of this report

- Procurement implications - advice has been sought from the Procurement Officer and Section 151 Officer regarding the tendering and procurement of the professional services required for the undertaking of the urgent works
- Human resources implications - none directly as a result of this report
- Planning implications – the resource requirements to implement the suggested strategy for Bradgate Stables are set out within this report
- Data protection implications - none directly as a result of this report
- Voluntary sector - none directly as a result of this report

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Background papers: None

Contact officer: Paul Grundy, ext. 5671 (Senior Planning Officer – Conservation)

Executive member: Councillor D Bill

06/16

Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Council	26 April 2022
Wards affected:	Primarily Hinckley but HBBC has car parks across the Borough

Administrative change to the Off Street Parking Places Order

Report of Director Environment & Planning

1. Purpose of report

1.1 To seek Council's agreement to vary the Off Street Parking Places Order 2014. The variation is required to be in place by May to provide continuity of parking enforcement services.

2. Recommendation

2.1 That Council approve the proposed variation to the Off Street Parking Places Order 2014 which updates the civil enforcement regulations.

2.2 That Council delegate implementation of the variation and the authority to make any necessary additional adjustments to the wording of the variation order to give effect to the provisions of the regulations and to seal the necessary variation order to the Director Environment and Planning and the Director of Corporate Services and the Executive lead for Car Parks.

3. Background to the report

3.1 The regulations controlling civil enforcement of parking are currently being updated by Parliament and are due to come into force from 31 May 2022. In terms of parking enforcement by HBBC this is purely an administrative change. All references to the 2007 regulations need to be replaced with 2022 regulations as set out below:-

Existing regulations:
The Civil Enforcement of Parking Contraventions (England) General Regulations 2007
The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

To be replaced with:
The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022.

3.2 A variation to the current parking order is required to ensure the Council can still issue parking contravention notices (PCN's / parking fines) in compliance with the new regulations. Civil enforcement is an important tool in ensuring revenues collected from car parking are protected and car parks are used correctly for the benefit of our town centres.

3.3 A public notice / notice of making needs to be placed in the Hinckley Times. Advice received is that no other consultation or public notices are required as this is purely an administrative change.

3.4 The variation is shown in appendix 1.

4. Exemptions in accordance with the Access to Information procedure rules

4.1 Open session

5. Financial implications (IB)

5.1 Failure to update the order would mean parking fines could not be issued for the car parks. As a consequence, pay and display revenues could reduce. The scale of this cannot be forecast and would depend on how widely such an omission was shared in the local media / on social media.

5.2 Updating the order requires a public notice to be published. These costs will be covered from existing budgets.

6. Legal implications (MR)

6.1 Guidance was expected by 31 March but has not yet been received. However, the consensus amongst local councils and from the British Parking Association is that consultation is not required as the amendments are of an administrative nature

The approval of the proposals by Council in April will enable the appropriate notices to be given, in time to bring the variation into force from 31 May.

7. Corporate Plan implications

7.1 Place: Car parks contribute to the vibrant and viable town centres. They also generate significant revenue needed to deliver the front line services in town centres.

8. Consultation

8.1 Given this is purely an administrative change no consultation is required.

9. Risk implications

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

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

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

Management of significant (Net Red) risks		
Risk description	Mitigating actions	Owner
Failure to update the order correctly– parking fines could not be issued, car park revenues could fall, reputational damage if fines had to be refunded	Ensure order updated to reflect 2022 regulations.	Caroline Roffey

10. Knowing your community – equality and rural implications

10.1 This change is administrative and therefore no changes will be introduced which will affect communities, rural areas or equalities issues.

11. Climate implications

11.1 This change is administrative and will therefore not impact positively or negatively on the carbon emissions generated.

12. Corporate implications

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

- Community safety implications
- Environmental implications
- ICT implications

- Asset management implications
- Procurement implications
- Human resources implications
- Planning implications
- Data protection implications
- Voluntary sector

Background papers:	Appendix 1: Variation to the Parking Places Order 2022
Contact officer:	Caroline Roffey, Head of Street Scene Services (X5782)
Executive member:	Councillor S Bray

APPENDIX 1

HINCKLEY & BOSWORTH BOROUGH COUNCIL THE DISTRICT OF HINCKLEY & BOSWORTH (OFF-STREET PARKING PLACES) (VARIATION) (NO.4) ORDER 2022

Hinckley & Bosworth Borough Council (the "Council") in exercise of its powers under Section 32 and 35 of the Road Traffic Regulation Act 1984 (as amended) (hereinafter referred to as "the Act of 1984") Schedule 9 to the Act of 1984, the Traffic Management Act 2004 (hereinafter referred to as "the Act of 2004") and all other enabling powers and with the consent of Leicestershire County Council in accordance with Section 39 of the Act of 1984 and the Act of 2004

Part 1: Preliminary

1. **Title**
   This Order may be cited as the District of Hinckley & Bosworth (Off-Street Parking Places) (Variation) (No.4) Order 2022.

2. **Commencement and Effect**
   This Order shall come into operation on 31 May 2022.

   Save as varied by this Order the District of Hinckley & Bosworth (Off Street Parking Places) Order 2014 (the "2014 Order") and the Hinckley & Bosworth (Off-Street Parking Places) (Variation) Order 2016 ("the 2016 Order") and the Hinckley & Bosworth Borough Council (Off Street Parking Places) (Variation No.2) 2016 ("the 2016 Order No.2") and the Hinckley & Bosworth Borough Council (Off Street Parking Places) (Variation) Order 2018 ("the 2018 Order") will continue to apply.

3. With effect from 31 May 2022 the 2014 order and the 2016 Order and the 2016 Order No.2 and the 2018 Order shall have effect with the following variations:

Part 2 Amendments

1. Reference in any of the above orders or variation orders to;

   a) The Civil Enforcement of Parking Contraventions (England) General Regulations 2007, and
   b) The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007, and
   c) The Civil Enforcement of Parking Contraventions (Approved Devices) (England) Order 2007,

   shall be deleted and replaced by reference to The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) England) Regulations 2022, which said regulations shall apply from the date of the date of coming into force of this variation order

2. References in any of the above orders or variation orders to the Civil Enforcement of Road Traffic Contraventions (England) Representations and Appeals Regulations 2007 shall be deleted and replaced by reference to The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) Regulations 2022 which said regulations shall apply form the date of the coming into force of this variation order.

3. Paragraph 25 of the 2014 order shall be deleted and replaced with the following wording;

Penalty Charge for Use of Car Parks

25. (1) If a motor vehicle is left in a parking place in contravention of or non compliance with this Order a penalty charge or discounted penalty charge shall be payable by the driver of the motor vehicle.

(2) The penalty charge or discounted penalty charge shall be in the sum of the following amounts:-

(a) The penalty charges for higher level contraventions and all other contraventions as set out and defined in Part 1 of Schedule 3 of the Civic Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 (as amended or superseded from time to time) shall apply to such contraventions subject to payment being received within 28 days beginning with the date of issue of the penalty charge notice.

(c) The discounted penalty charge – a fifty percent reduction of the penalty charge subject to payment being received within 14 days beginning with the date of issue of the penalty charge notice.

(d) If no payment is made within 28 days of the serving of the penalty charge notice the Council will issue a Notice to Owner advising of the unpaid charge

(e) If no payment is made within 28 days of the serving of the Notice to Owner the Council may issue a charge certificate in accordance with the provisions of Paragraph 1(4) of Part 1 of Schedule 3 of the Civic Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022(as amended or superseded from time to time) this will result in the penalty charge being increased to the amount set out in the above Regulations (as amended from time to time)

(3) Service of a penalty charge notice, notice to owner or charge certificate by post is deemed effective on the second working day after the day of posting.

(4) Where a penalty charge has been incurred a civil enforcement officer may attach to the vehicle in a conspicuous position or hand to the driver a penalty charge notice which shall comply with the requirements of regulation 9 and Schedule 2 of The Civil Enforcement of Parking Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 (as amended or superseded from time to time).

(5) Where a penalty charge has been incurred, a penalty charge notice may be issued by post by the enforcement authority if the owner of the motor vehicle drives the motor vehicle away before the civil enforcement officer has issued a penalty charge notice or the civil enforcement officer has been prevented from issuing a penalty charge notice, such a penalty charge notice shall comply with the requirements of Schedule 2 to The Civil Enforcement of Parking Contraventions (Approved Devices, Charging Guidelines and General Provisions (England) Regulations 2022 (as amended or superseded from time to time).

(6) Payment of the penalty charge shall either be by electronic transfer, cheque, postal order or cash in person which shall be delivered or sent by post so as to reach the relevant Office of the Council as stated on the penalty charge notice not later than 4.30pm, by the date specified on the penalty charge notice but should the said Office of the Council be closed on the said date specified the period for receiving payment may be extended until 4.30pm, on the next full working day.

(7) The particulars given in the penalty charge notice attached to the motor vehicle in accordance with this Article shall be treated as evidence in any proceedings relating to failure to pay such penalty charge.

GIVEN under THE COMMON SEAL of THE BOROUGH COUNCIL OF HINCKLEY & BOSWORTH on the day of 2022.

THE COMMON SEAL of THE BOROUGH COUNCIL OF HINCKLEY & BOSWORTH Was hereunto affixed this in the presence of:

Authorised Officer

06/16

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