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Hinckley & Bosworth
Borough Council

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

Date: 11 July 2023

To: Members of the Executive

Cllr SL Bray (Chair)
Cllr MC Bools (Vice-Chair)
Cllr MB Cartwright
Cllr WJ Crooks

Cllr L Hodgkins
Cllr KWP Lynch
Cllr MT Mullaney

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **EXECUTIVE** in the De Montfort Suite, Hinckley Hub on **WEDNESDAY, 19 JULY 2023 at 6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

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

Rebecca Owen
Democratic Services Manager

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- *There are two escape routes from the Council Chamber – at the side and rear. Leave via the door closest to you.*
- Proceed to **Willowbank Road car park**, accessed from Rugby Road then Willowbank Road.
- **Do not** use the lifts.
- **Do not** stop to collect belongings.

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Use of mobile phones

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Thank you

EXECUTIVE - 19 JULY 2023

A G E N D A

1. **APOLOGIES**

2. **MINUTES (Pages 1 - 2)**

To confirm the minutes of the meeting held on 29 March 2023.

3. **ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES**

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

4. **DECLARATIONS OF INTEREST**

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

5. **QUESTIONS**

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

6. **ISSUES ARISING FROM OVERVIEW & SCRUTINY**

(If any)

7. **BRADGATE STABLES OPTIONS APPRAISAL (Pages 3 - 6)**

To inform the Executive of the requirement for an increased budget to allow for the commissioning of an options appraisal for Bradgate Stables

8. **NEW BIG BIN SERVICE (Pages 7 - 12)**

To advise Executive of new waste collection service for residents

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

10. **MATTER FROM WHICH THE PUBLIC MAY BE EXCLUDED**

To consider the passing of a resolution under Section 100A(4) of the Local Government Act 1972 excluding the public from the undermentioned item of business on the ground that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 10 of Schedule 12A of that Act.

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HINCKLEY AND BOSWORTH BOROUGH COUNCIL

EXECUTIVE

29 MARCH 2023 AT 6.30 PM

PRESENT: Cllr SL Bray - Chairman
Cllr DC Bill MBE – Vice-Chairman
Cllr MB Cartwright, Cllr WJ Crooks, Cllr KWP Lynch and Cllr MT Mullaney

Officers in attendance: Bill Cullen, Rebecca Valentine-Wilkinson and Paul Grundy

340. **Apologies**

Apologies for absence were submitted on behalf of Councillor Nicholls.

341. **Minutes**

It was moved by Councillor Cartwright, seconded by Councillor Crooks and

RESOLVED – the minutes of the meeting held on 1 February 2023 be confirmed and signed by the chairman.

342. **Declarations of interest**

No interests were declared at this stage.

343. **Issues arising from Overview and Scrutiny**

The chair gave his thanks to Councillor Lay for chairing his last scrutiny commission meeting having chaired this committee since it was constituted in 2003.

344. **Support funding for implementation of Hinckley Wayfinding Strategy**

Members received a report which requested funding for implementation of the Hinckley Wayfinding strategy from the Hinckley Area Committee budget.

It was also reported that agreement had been made to include signage for the new hospital and diagnostic centre as part of this implementation.

It was moved by Councillor D C Bill, seconded by Councillor Cartwright and

RESOLVED –

- (i) The report be noted;
- (ii) The spend of £49,000 from the Hinckley Area Committee budget be approved to support the implementation of the Hinckley Wayfinding strategy.

(The Meeting closed at 6.34 pm)

CHAIRMAN



Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Executive 19 July 2023

Wards affected: Groby

Bradgate Stables Options Appraisal – budget increase request

Report of Director (Community Services)

1. Purpose of report

- 1.1 To inform the Executive of the requirement for an increased budget to allow for the commissioning of an Options Appraisal for Bradgate Stables.

2. Recommendation

The Executive:

- 2.1 Approve the request for an additional expenditure budget of £27,750 and an income budget of £22,200 for the Options Appraisal for Bradgate Stables.
- 2.2 Note that the additional £27,750 expenditure budget, 80% will be funded via additional grant from Historic England leaving a net additional cost of £5,550 to the Council.

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 Stables are in a considerable state of disrepair and continue to be identified by Historic England as being “at risk”. The site and surrounding land were acquired by the current owners Hanson Quarry Products Europe Ltd in 2004. There have

been years of inaction by Hanson to address the condition of the Stables voluntarily and works are urgently required for their preservation.

- 3.3 Following the service of an Urgent Works Notice by the Council Hanson have committed to undertaking works urgently necessary for the preservation of the Stables. Implementation of planned works is to be closely monitored by Officers. Council agreed a budget of £300,000 for the costs of undertaking the works in default using our own contractors should they not be completed voluntarily. The Council have accepted a grant from Historic England of 80% of the costs of the works, and an application for all costs to be recovered from Hanson can be made should the works ever have to be undertaken in default.

4. An Options Appraisal for Bradgate Stables

- 4.1 Alongside seeking to preserve Bradgate Stables in the immediate term there is an agreed need to determine the longer-term future of the site via the completion of an Options Appraisal. The Appraisal is to be an independent study of all practicable uses and development opportunities of Bradgate Stables which could be acceptable to key stakeholders, with it determining if there is a sustainable long-term solution for Bradgate Stables and ultimately the possibility of the removal of the building from the Historic England At Risk register.
- 4.2 A budget of £40,000 based on estimated costs was secured for completion of an Options Appraisal during the FY 2023/24 with the Council leading on the commission of the Appraisal. The Council have accepted further financial support from Historic England via a grant for 80% of the costs of the Appraisal leaving a net cost of £8,000 to the Council.
- 4.3 An Invitation to Quote document seeking the services of a suitably qualified and experienced professional team to undertake an Options Appraisal of Bradgate Stables has been circulated to specialist consultants within the field with submissions closing on 26 May 2023. A small number of high-quality submissions were received which has demonstrated that the market rate for an objective Appraisal of the required quality and scope considerably exceeds the £40,000 budget.
- 4.4 A phased approach to the Appraisal has been proposed with costs being more definitive for services in phase 1, which consists of a high-level approach to determine the strengths and weaknesses and viability of various options for long-term uses of the Stables. Dependent on the outputs on this phase and liaison with key stakeholders, including Hanson, one or more of the options would be developed in more detail and considered as the optimum viable use for the stables as phase 2. There is the possibility that phase 2 of the work may be taken on by others depending on the use, with the Council possibly not needing to provide financial support towards this.
- 4.5 It is requested that to ensure the Options Appraisal can be commissioned at a reflection of the market rate for specialist input that the existing £40,000 budget be increased to £67,750. Such a budget would allow for the

appointment of a specialist consultant to complete phase 1 of the Appraisal to a very high standard, and then allow for the remaining budget to contribute towards the delivery of phase 2 once it has been determined if this phase is required, and if so its form and extent. Given their investment to date and continued support at the time of writing this report Historic England have confirmed in writing they can offer to the Council a top-up grant to cover an estimated budget cost of £67,750, so with a grant at 80% this would equate to £54,200 leaving a net cost of £13,550 to the Council, this being an increase of £5,550 from the existing agreed budget for the Appraisal and the increase for which approval of the Executive is sought.

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

5.1 The report is to be taken in open session.

6. Financial implications [CS]

6.1 The cost of the options appraisal is increasing from the current budget of £40,000 to £67,750. Of the additional £27,750, 80% will be funded via additional grant from Historic England leaving a net additional cost of £5,550 to the Council.

6.2 Supplementary estimates will need to be approved for the additional £27,750 costs and £22,200 grant funding.

7. Legal implications [MR]

7.1 None

8. Corporate Plan implications

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

9. Consultation

9.1 None.

10. Risk implications

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

10.2 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.

10.3 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		

11. Knowing your community – equality and rural implications

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

12. Climate implications

12.1 Any proposed works and longer-term repairs to Bradgate Stables are likely to require the specification of natural, sustainable and traditional materials in accordance with the significance of the building.

13. Corporate implications

13.1 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 – any implementation of a long-term solution for the building 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 – none directly as a result of this report
- Human resources implications - none directly as a result of this report
- Planning implications – none directly as a result of this report
- Data protection implications - none directly as a result of this report
- Voluntary sector - none directly as a result of this report

Background papers: Bradgate Stables Options Appraisal – Invitation to Quote document

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

Executive member: Councillor B Crooks



Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

EXECUTIVE 19 July 2023
Wards affected: All

Income Generation Clean Neighbourhoods Service: New Big Bin Service

Report of Director Corporate and Street Scene Services

1. Purpose of report

1.1 To advise Executive of new waste collection service for residents.

2. Recommendation

2.1 Executive endorse recommendation to introduce new big bin service for a one-year trial period.

2.3 Executive agree the supplementary income and expenditure budgets of £46,725 set out in section 5.

3. Background to the report

NEW BIG BIN (CLEAR OUT) SERVICE

3.1 Following an operational review of the Clean Neighbourhoods Service, Officers recommend the introduction of a new waste collection service for residents to help residents dispose of their waste correctly and reduce fly tipping by offering a trusted alternative to rogue / unlicensed waste collectors. This service will complement the very successful bulky / large item collections and streamline the special collections services we currently operate.

3.2 This service is designed for residents who have too much waste for their bin (but not sufficient for a skip) and want an additional collection when having a clear out, moving house etc. Bins will be delivered to residents and collected 6 - 7 days later (alongside their normal black bin collections). Residents will need to store bins securely and present them on collection day. Only items currently collected within household waste collections can be used (no hardcore, no large volumes of wood etc), and waste types cannot be mixed

(garden waste needs to be collected in a separate bin). One off collections of other items will still be available as a special collection which is price on application depending on materials and volumes.

3.3 The initial service will consist of:-

- Standard: £60 - 1 x 1100l bulky bin (trade waste size), 2 x 204l dry recycling bins, 10 textile bags and 1 sack for small electrical items.
- Double service £100 – double quantities of bins from standard.
- Smaller bin: £50 for 660l bin including all the recycling options.
- Extra week: Additional weeks hire of bins £20 per week (£35 for double service).
- 25% discount for those in receipt of certain benefits (benefits used for bulky / large item collections)

It is proposed to trail the service for 12 months initially and if successful make the service permanent.

3.4 Future development options for the service are dependent on the success of the initial service but could include:

- Garden clearance bin £50 – garden waste only collection (no soil or hardcore – vegetation only)
- Business collection service: £TBC One off clear out collection for businesses - future service to be considered at later date. NB disposal costs may make this prohibitive currently £118 – £138 per tonne)
- We will also explore an additional sack for reuse / donation to a charity shop as a future addition to the service.

3.5 Operationally 1 box van will be needed, 1 additional grade 3 street cleaner (1 existing post to be used in addition) and 4 hours additional admin support. To minimise costs during this trail period Officers will seek to source a low-cost rental on a older box van, employ the additional post on a 12 month fixed term contract and temporarily increase other staff hours for admin support. Should the service prove successful (and income generated is sufficient) then permanent arrangements will be put in place at the end of the trial.

3.6 This additional vehicle and additional income team also provide capacity to provide additional support to waste management by assuming responsibility for all bulky waste collections (thus freeing resource for other operational pressures), and to generate additional income through increased bulky item collections.

3.7 To minimise impact on contact centre and administrative burden marketing for this service will direct residents to website / online booking systems. This approach was used for the free tree scheme and 98.5% of bookings were

successfully made online. The intention is to work with IT to replicate this type of booking system with telephone bookings only available for those who cannot book online.

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

4.1 This report can be taken in open session.

5. Financial implications [IB]

5.1 The estimated cost of the 12 month trial is: -

Salaries:	£29,525
Vehicle:	£ 13,200
Purchase of bins:	£ 3,500
Marketing / promotion:	£500
Total:	£46,725

The proposed fee will be £60.00 per bin. To cover these costs 779 bins must be collected to break even (16 per week over 48 weeks).

5.3 To ensure this service is financially viable a fee of £60.00 will be charged to generate £46,725 of income.

5.4 In line with financial procedure rules the Executive is asked to approve a supplementary income and expenditure budget of £46,725.

5.5 If the trial is successful and this new service become permanent, after allowing for inflation the costs will be around £54,000. This will have to be covered from additional income and will require Council approval in accordance with financial procedure rules.

5.6 The Street Scene team will continue to look at additional income streams. If the current proposal is successful, it is expected that a further £60,000 will be achieved over the following four financial years.

6. Legal implications (HI)

6.1 As a “waste collection authority” the Council has a duty to collect “household waste”, under section 45 of the Environmental Protection Act 1990, as amended (EPA 1990). Under the Act, the local authority may charge for the collection of specified types of household waste. Section 45(3) of the EPA 1990 provides that “no charge shall be made for the collection of household waste except in cases prescribed in regulations made by the Secretary of State.”

6.2 The Controlled Waste (England and Wales) Regulations 2012 (CWR 2012) defines waste into the category’s household waste, commercial waste and industrial waste. Paragraph 4 of Schedule 1 of the Regulation prescribes

household waste for which a collection charge may be made and specifies household waste which is to be treated as commercial waste only for the purposes of charging for disposal.

The schedule provides that a charge may be made for the collection of the following;

- a. Any article of waste which exceeds 25kg in weight; or
- b. Any article of waste which does not fit or cannot be fitted into—
 - a receptacle for household waste provided in accordance with section 46 of the Act; or
 - where no such receptacle is provided, a cylindrical container 750mm in diameter and 1m in length.

6.3 Bulky waste appears on the schedule of household wastes for which a charge may be made under the Controlled Waste (England and Wales) Regulations 2012, as does any waste that will not fit into a receptacle as specified by a section 46 EPA notice (surplus wastes). The duty to collect does not apply at all to wastes not presented in accordance with a section 46 notice (section 46(11)).

7. Corporate Plan implications

7.1 This new service will contribute to the Corporate Plan Place aim: keep our Borough clean, green and safe and it is hoped it will reduce fly tipping.

8. Consultation

8.1 None at this stage. We will seek feedback on the new service from customers as it develops.

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
Demand for service does not materialise meaning income does not cover costs	12-month trail with early review if necessary.	Lisa Rees

	Additional income potential from bulky collections reduced this risk.	
Failure to minimise costs or source box van for 12 months	Vehicle identified but not yet secured and 12 months contracts of employment See 3.7 Failure to secure suitable vehicle will mean service cannot be delivered	Lisa Rees
Limited space available at current depot (Jubilee)	As part of a wider package of changes for the Clean Neighbourhoods service this can be managed in the short term. The service will need to be operated to ensure bins are deployed fully at residents homes to minimise storage at the depot. In the longer term seek additional space at the depot as part of wider service changes / new food waste collections.	Lisa Rees

10. Knowing your community – equality and rural implications

- 10.1 This service will be available to all households in Hinckley and Bosworth.
- 10.2 During the trial period a 25% discount is proposed for those in receipt of certain means tested benefits (the same benefits as are used to claim the discount on bulky / large item collections). The service is significantly lower cost than getting a skip and is priced to be a reasonable cost compared to unlicensed waste collectors operating illegally.
- 10.3 For those with a disability or unable to move a large wheeled bin an assisted collection will be offered (same as for refuse collections whereby staff collect the bin from a pre-arranged location rather than the resident needing to move the bin themselves).

11. Climate implications

- 11.1 The new service will hopefully reduce fly tipping which is damaging and detrimental to our Borough.
- 11.2 The service has been designed to include the separate collection of recyclable items including waste electrical equipment and these items will then be recycled rather than disposed of in landfill or as energy from waste.

11.3 Operationally the intention is to collect most of these bins on general waste collection days. It is intended that empty bins will then be taken straight to the next booking and where possible to blend them with bulky / large item collections. If successful, this will minimise additional mileage / carbon emissions.

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:

Contact officer: Caroline Roffey, Head of Stret Scene Services x5782
Lisa Rees, Clean Neighbourhoods and Car Parks Manager

Executive member: Councillor L Hodgkins