

## **BRAUNSTONE TOWN COUNCIL**

**26th SEPTEMBER 2019**

### **Item 6 – Shakespeare Park Improvement & Development – Borrowing Application**

#### **Purpose**

To seek approval from the Secretary of State for Housing, Communities and Local Government to borrow up to £936,936 towards the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park.

#### **Background**

The Council's Capital Plan identifies the need for significant improvement works at Shakespeare Park, including the pavilion building, tennis courts and playground. The Pavilion was erected over 60 years ago and is primarily a wooden structure, it is damp, has no heating or air circulation and the clubroom is not large enough to accommodate players when all bowling rinks are in use. The clubroom is equally too small for use by the football club and has limited flexibility for alternative income generating uses. Both the playground and tennis courts have not been substantially refurbished in the last 20 years with no new play equipment having been installed at the site during that time.

The Council has developed a vision for delivering improvements to the pavilion and site in consultation with the sports clubs which currently use the site and the wider community and has been working on the delivery of the plan for four years. Details are included in the Business Plan, which is attached at Appendix 6. Significant progress has been made with a successful planning application and selection of a preferred contractor. However, there is a need for the Council to consider the need for borrowing to finance the delivery of the project especially in the event that outstanding grant applications are unsuccessful.

#### **Contract Award and Works**

A meeting and site visit was held on Monday 13th August 2018 with the preferred contractor. Practical arrangements were discussed concerning site safety and notifying local residents. The location of the site compound has been confirmed as being the tennis courts, which will result in the courts being closed during the site works and subsequent refurbishment of the tennis courts.

Once the works have commenced site meetings will be held with the contractor each month. These meetings will involve the Executive Officer & Town Clerk, Council Architect, Council Surveyor and any other professional employed to advise the Council on elements of the project as necessary and the appointed representatives of the contractor.

This meeting will discuss progress of the project and the monthly valuation

undertaken by the surveyor, according to the Bill of Quantities. On approval, 95% of the monies relating to each monthly valuation will be paid to the contractor, the rest is held until completion.

On completion of the work the surveyor will issue a Practical Completion Certificate. At that point ½ the amounts retained on the monthly payments is released and the rest is held for 12 months.

An inspection will be undertaken 12 months after completion to ensure that the contractor has addressed all defects, which have been identified. Assuming this is the case an end of defects period certificate is issued and the balance paid.

An illustration of potential payments to be made each month based on the anticipated programme of works is attached at Appendix 1.

### Anticipated Costs for the Project

Based on the awarding of the contract to the lowest tender, the anticipated cost for the pavilion and site works is £1,127,856, with architect's fees being 6% of the contract value and a reserve amount of 5%. All other known costs are fixed.

The playground and tennis court refurbishments are anticipated at £84,000, based on desktop research of equipment and installation costs, again with a reserve amount of 5%.

£3,000 has been identified for legal and professional advice relating to any lease arrangement for the management of the pavilion facility.

The following table sets out the breakdown of the costs for project:

<b>Item</b>	<b>Estimated Cost</b>
Rebuilding Pavilion, demolition of existing Pavilion, extension to the car park, installation of lighting and landscaping	£999,679
Architects Fees – Technical Design to completion ( <i>6% of the contract value</i> )	£59,981
Quantity Surveyor – Post-tender	£5,450
Mechanical & Engineering – Post Tender Duties	£4,239
Health & Safety	£4,800
Reserve (5% of cost)	£53,707
<b>Sub-Total</b>	<b>£1,127,856</b>
Refurbishment of Playground, installation of Sensory Play Equipment and changes to the entrance area	£50,000
Refurbishment of Tennis Courts, replacement surface and perimeter fencing	£30,000
Reserve (5% of cost)	£4,000
<b>Sub-Total</b>	<b>£84,000</b>
Legal Fees – Management Arrangements	£2,500
VAT Advice – Management Arrangements	£500
<b>TOTAL</b>	<b>£1,214,856</b>

## Grant Funding Update

### *Section 106 Funding*

An application for Section 106 funding for the Pavilion and Site Works was submitted on 16th November 2018. Section 106 funding of £17,213.35 (the total amount available) was approved on 13th December 2018 and is ring fenced for site works, such as Parking Bays, Paving, Kerbs & Edgings, Fencing & Gates, Landscaping and Street Furniture, which must serve the users of Shakespeare Park and be accessible to the general public at all times with no restrictions on access.

### *Sport England – Community Asset Fund*

On 11th March 2019, notification was received that Sport England's Community Asset Fund Review Panel had considered the Town Council's application for grant funding and had awarded the project £100,000. Formal confirmation, dated 27th March, has been received and includes the agreement, conditions and additional information required.

### *Football Foundation Football facilities grant scheme*

The County FA are in the process of completing a local football facility plan for each local authority area which will be the investment portfolio moving forward. It is anticipated that these will be approved over the next couple of months. At this point the Football Foundation will have a clearer picture as to the priority projects for each area.

However, the County FA have informed us of a directive that priority will be given to multiple pitch sites (i.e. those with 3 or more pitches) in order to confirm maximum outcomes against investments.

The Shakespeare Park site currently only offers two pitches, a mini and a junior pitch. However, the football club, which is based at Shakespeare Park, have proposals for marking the pitches in a way that will provide for three pitches on that site. The same club also use the senior pitch at Thorpe Astley Park and have expressed an interest in an additional (junior) pitch at Thorpe Astley.

Initial discussions have identified that the Council may be able to access funding up to £100,000 from the scheme; however, timescales for the full application process could potentially be between 6 and 12 months, with no guarantee of funding.

### *Vichai Srivaddhanaprabha Foundation*

The late Leicester City Football Club Chairman, Khun Vichai, would have turned 61 on 4th April 2019. Following his death in October, the Foxes Foundation was renamed the Vichai Srivaddhanaprabha Foundation in his memory and is due to make its first major donations.

The Vichai Srivaddhanaprabha Foundation has committed £610,000 in total for organisations and charities of all sizes and invited diverse applications since it seeks to support causes large and small.

The Town Council submitted an application to the fund on 28th February 2019 for £99,862 towards the Shakespeare Park Project.

The Council received a letter in June stating that the Club are currently considering the applications and the outcome would be known in July. However, to date, no further response has been received.

### Outline Plan to commence the Works

The reason for not having commenced the works to date is due to the availability of funding. It had been anticipated that the application for grant funding from Sport England would have been determined in July 2018. In fact the decision from Sport England, to award the Council £100,000 towards the project, was not made until March 2019.

Should both the £99,862 from the Vichai Srivaddhanaprabha Foundation and/or the £100,000 from the Football Foundation Football facilities grant scheme not materialise, given the limited external funding sources available, the Town Council's options for funding the scheme as currently proposed would be use of reserves and/or additional borrowing.

Once the Council has funding in place, at least two months' notice has to be given to the contractor of a start date, meaning that the earliest work is likely to commence is November. Contracts will be formally drawn up when the funding has been secured. The timetable for delivering the project, approved by Policy & Resources Committee on 22nd August 2019, is attached at Appendix 2.

### Borrowing Process

Local council borrowing is governed by schedule 1 to the Local Government Act 2003. Parish and town councils in England have to apply and receive approval from the Secretary of State for Housing, Communities and Local Government before taking up any borrowing. Councils can borrow for capital expenditure as defined in section 16 of the Local Government Act 2003.

There is no national limit on the total annual amount of borrowing available to local councils in England. However, the amount that an individual council will be allowed to borrow is normally limited to £500,000 in any one financial year. It is worth noting that the total borrowing of the Town Council is currently £266,519. The annual repayments in 2019/20, including interest, totals £60,796.54, for which provision exists within the Council's Revenue Budget.

Councils apply using an application form, available from the county associations affiliated to the National Association of Local Councils (NALC). The decision to borrow must be taken by the full council, and the date of the decision recorded on the application form.

When completed and signed, the original application form should be sent to the local county association who will check the details and forward it to the Ministry of Housing, Communities and Local Government.

The formal decision on each application rests solely with the Secretary of State. If the application is agreed, the Ministry of Housing, Communities and Local Government will send the council a borrowing approval letter. If the application is not agreed, the department will tell the council why.

The borrowing approval will set out a number of conditions that need to be fulfilled. It will specify how much the council can borrow, and the maximum term of the loan period.

Approvals are valid for 12 months from the date of issue. Councils can ask for this time limit to be extended.

Councils may borrow from any willing lender. In practice, most councils borrow from the Public Works Loan Board (PWLB) or from a bank. The PWLB will need to see the original borrowing approval before processing any application.

Councils must tell the Ministry of Housing, Communities and Local Government if their circumstances change after they have got approval for borrowing, for example if:

- they no longer need to borrow
- they need to delay the borrowing because their project has been delayed

### Borrowing Application

Policy & Resources Committee received a full report on the borrowing options, process and repayments in June 2018, August 2018 and August 2019.

Given there is an outcome from Sport England, and the length of time for an outcome from the Football Foundation may be another 6 to 12 months with no guarantee of funding, it is recommended that the Council should now seek borrowing approval.

A summary of the process, including the information required to support the application for borrowing approval, is attached at Appendix 3. Applications from parish and town councils are made through the County Association to the Ministry of Housing, Communities and Local Government. Information about the process and options for obtaining a Public Works Loan is attached at Appendix 4.

Attached at Appendix 5 is an illustration of a Public Works Loan for £936,936, which would be required to close the funding gap should the outstanding grant applications be unsuccessful.

The Council has allocated £21,306 in its annual budget for 2019/2020 for repayment of the loan based on a repayment period of no more than 40 years, the anticipated life span of the new pavilion.

The Business Plan for the project has always envisaged the Council borrowing £500,000. With a repayment period of no more than 40 years, the rate is currently 2.09%, the annual repayment is £18,506.22 and the total repayment is £740,248.80. This compares to a rate of 2.77% in August 2018, for which the annual repayment

was £20,756.50 and the total repayment was £830,260.80.

To enable the Council to fund the project, which has been identified in the Council's Priorities, Financial Strategy and Capital Plan and for which provision of £21,306 has already been made in the annual budget for 2019/2020, Policy and Resources Committee have recommended that the current funding gap be met by borrowing an additional £436,936, therefore the borrowing total would be £936,936.

Given the building works will span over two financial years, there is an option to borrow £500,000 in 2019/2020 and if the remaining amount did not materialise from the other funding sources, then up to an additional £436,936 in 2020/2021.

Should the Council opt to borrow a further £436,936, up to £936,936, based on the current interest rate of 2.09%, a further repayment of £16,172.08 would be required per annum. With £21,306 already allocated in the budget, a further £13,372 would need to be found, which would increase the overall budget from £604,817 to £618,189, the equivalent of a 2.2% increase on the precept, increasing band D by £2.74 per annum, 5p per week, and a typical band B by £2.13 per annum, 4p per week.

Total borrowing of £936,936, based on the current interest rate of 2.09%, would mean the total repayment is £1,387,132. The annual repayment is £34,678.30, the equivalent of 5.94% on the precept, £7.12 per annum, 14p per week, for a band D property and £5.54 per annum, 11p per week, for a typical band B property.

If the Council chose just to submit a borrowing application for £500,000, with the balance to be found from other funding sources, confirmation that this funding had been secured would need to be provided to the Ministry of Housing, Communities and Local Government. If the funding from other sources did not materialise, then the Town Council would need to submit a separate additional borrowing application.

Alternatively, the Town Council could submit a borrowing application for up to £936,936 and the Ministry of Housing, Communities and Local Government could do the approval in principle method where they would issue an approval letter for 12 months in Year 1 where the Council would draw down £500,000 and then in Year 2 if the remaining amount did not materialise from the other funding sources, then a second approval letter would be issued in year 2 for up to an additional £436,936.

The Ministry of Housing, Communities and Local Government recommend that with large applications, parish/town councils use the approval in principle method if the application is over £500,000 so as to ensure best financial management.

### Borrowing Requirements

Whether the Town Council submits an application for £500,000 and later submits an application for any additional amount to close the funding gap or whether it submits one application for up to £936,936, the full evidence requirement must be met as per the checklist attached at Appendix 3. Below is a summary of how the Town Council meets the evidence requirement:

1. *Resolution to borrow*

The Council reviews and updates its Capital Plan on an annual basis. Policy & Resources Committee receives a report at each of its scheduled meetings, the decisions and reasons being reported to the subsequent meeting of the Council. This report provides an overview of the justification and detailed arrangements for the project. Should the Council approve a borrowing application, the draft minutes will be signed by the Executive Officer & Town Clerk and the Town Mayor for submission. The draft minutes will be published online as normal to help keep residents informed.

2. *Budget*

This report and reports to Policy & Resources Committee in June & August 2018 and August 2019 set out the costs of the project and estimated income, including the cost of and financing of borrowing. The Council's Medium Term Financial Strategy, considered on an annual basis in November by the Council, sets out provision for financing the borrowing for the project. The Council approved its budget for 2019/2020 in January 2019, which included estimates for 2020/2021. The Estimated Repayment Costs table from the Public Works Loan Board, for the full loan of £936,936 recommended is attached to this report at Appendix 5.

3. *Report to Council / business case*

The Council reviews and updates its Capital Plan on an annual basis. Policy & Resources Committee receives a report at each of its scheduled meetings, the decisions and reasons being reported to the subsequent meeting of the Council. This report provides an overview of the justification and detailed arrangements for the project.

4. *Affordability*

The proposal is for the Council to take out fixed rate loans for a term of 40 years. The repayments will be fixed and paid twice a year, for which the Council will make provision within its revenue budget. There is no intention to allocate monies to fund the loan repayments from reserves, grants or any other revenue income. Provision for repayment of existing loans has already been made within the revenue budget. The Council has sufficient reserves to ensure it can meet loan repayments in the event of any unforeseen circumstances.

5. *Precept increase*

The details of the precept increase required to meet the repayment of the maximum borrowing which would be required has been included in this report, the reports to Policy & Resources Committee and the Citizens' Advisory Panel.

6. *Precept increase survey / public support*

A public consultation on the precept increase was held between November 2018 and 1st April 2019 and a total of 37 responses were received. 30 (81%) agreed it represented good value and 5 (14%) said it did not represent good value. 2 (5%) did not respond either way. The survey was available online, in hard copy and at meetings. The survey was notified online, on social media, posters on notice boards at Community Centres, Parks and around the town and in the Braunstone Life.

## 7. *General project consultation*

In 2012 and 2013, the Town's Citizens' Advisory Panel carried out a review of the Council's Open Spaces and Parks to identify priorities for improvements for Capital Projects should external funding arise. Details of the proposals were published in the Braunstone Life, along with details on how to respond to the consultation. Questions were included in the Town Council's Annual Survey, undertaken between June and August each year between 2015 and 2017, which was circulated to 300 random households in 2015 and was available on-line, from Community Centres and advertised in the Braunstone Life. Consultation information events were also held at Braunstone Civic Centre.

A Working Group of Town Councillors and representatives from the sports clubs was established to develop detailed proposals and regular updates were submitted to Policy & Resources Committee and Citizens' Advisory Panel.

Following detailed proposals being agreed by Policy & Resources Committee on 26th August 2016, a month long consultation was held on the proposals in September 2016 at Braunstone Civic Centre and on the Town Council's website. The consultation was notified online, on social media, posters on notice boards at Community Centres, Parks and around the town and in the Braunstone Life. A comments form was available to assist with responses and a drop-in information session was held between 5pm and 8pm on Tuesday 20<sup>th</sup> September 2016.

A further public consultation on the project, its justification and its financing was held between November 2018 and 1st April 2019. The survey was available online survey, in hard copy and at meetings. The survey was notified online, on social media, posters on notice boards at Community Centres, Parks and around the town and in the Braunstone Life.

Following Policy & Resources Committee's decisions and recommendation to Council to make a borrowing application of 22nd August 2019, Citizens' Advisory Panel on 5th September 2019 received an update on progress with improvement to the pavilion, sport, recreation and play facilities at Shakespeare Park.

The parking proposals were explored and were a positive improvement, especially given parking was no longer available at the former Shakespeare Pub site.

The Panel agreed:

1. it was important for Braunstone Town Council to invest in community sporting and recreation facilities for future generations;
2. the Shakespeare Park proposals be supported since it provided a sustainable site for sport and recreations facilities to support healthy living, wellbeing and community cohesion; and
3. in addition to external grants, Braunstone Town Council invest in the facility through borrowing, as detailed in the report, to ensure that the proposed redevelopment could go ahead.

*(Citizens' Advisory Panel Minute 8, 5th September 2019).*

## Reserves

The end of year accounts for 2018/2019 identifies the levels of reserves as:

- £177,658 General Reserve
- £56,375 Commuted Sums

£18,000 is earmarked to be transferred from Commuted Sums into the general fund during 2019/20.

In addition, £128,680 of commuted sums is currently being held by Blaby District Council pending the transfer of Thorpe Astley Park to the Town Council. The current year's budget identifies drawing £16,000 from this fund to cover maintenance costs in 2019/2020, which will leave a balance of £112,680. The transfer of Thorpe Astley Park is due to take place once the Culvert has been reconstructed to an acceptable standard.

Therefore, the Council has adequate funds available to meet any loan repayments in any unforeseen financial circumstances, while it ascertained its options.

## Available Funding

The following table sets out the current funding position for the project and is based on the assumption that the Town Council's application for borrowing up to £936,936 over two financial years is successful:

<b>Project</b>	<b>Funding Source</b>	<b>Funding Amount</b>
New Pavilion (including Demolition of existing Pavilion) and improvements to site layout	Public Works Loan (over 2 years)	£936,936
	Sport England – Community Asset Fund	£100,000
	Capital Budget (over 2 years)	£20,000
	Section 106 Funding	£17,213
	Reserves	£53,707
	<b>Sub Total</b>	<b>£1,127,856</b>
	<b>Requirement</b>	<b>£1,127,856</b>
	<b>Funding Deficit</b>	<b>£0</b>
Playground and Tennis Courts Improvements	Reserves	£40,000
	<b>Sub Total</b>	<b>£40,000</b>
	<b>Requirement</b>	<b>£84,000</b>
	<b>Funding Deficit</b>	<b>- £44,000</b>

## Alternative Options and Strategy

In the event that either or both the grant applications to the Vichai Srivaddhanaprabha Foundation and the Football Foundation Football facilities grant scheme are not successful, and the Council does not wish to fund the gap using reserves and/or additional borrowing, then the Council would need to reconsider the merits of the project or the size and scale of the project.

If the Council abandons the project it risks the sustainability of the Clubs using the site and misses the opportunities to grow sport participation in a Ward with high indices of multiple deprivation. In addition, it will still need to resolve the issue of a Clubhouse which is becoming increasingly costly to maintain and unfit for purpose.

Ultimately, the Council will need to fund improvements, a new Clubhouse or close the Clubhouse within the next 5 to 10 years.

More details of the need for the project, the risks of not going ahead with the project, and the opportunities to sustain the clubs and increase participation is set out in the updated Business Plan at Appendix 6.

Alternatively, the Council could delay the project until the funding gap has been found through grants or other sources of income. The risk with this approach is that partners and the public may lose enthusiasm for the project and the costs of the project may rise with the passage of time with no guarantee that additional funding sources to offset this will be found.

### Updated Business Plan and Timescales

The Business Plan sets out why the project is needed, what it will achieve, how it will be funded and managed, how it will be delivered and how the facilities will be operated. The document includes detail on all the key components of how the project, new facility and how ongoing programmes will be delivered, managed and sustained, including financial planning, operating explanations, and what outputs / outcomes will be achieved.

The Business Plan for the project has been updated as grant applications are approved and applications are made. Because the grant applications to the Football Foundation Facilities Fund and the Vichai Srivaddhanaprabha Foundation remain to be determined, these are included in the Business Plan.

The updated Business Plan is attached at Appendix 6.

Revised timescales, taking into account the decision of Policy & Resources Committee on 22nd August 2019 and the content and recommendations of this report, are attached at Appendix 2.

### Decision of Policy & Resources Committee

On 22nd August 2019, Policy & Resources Committee considered an outline plan, including alternative options and an alternative strategy, to award the contract and commence delivery of the site and pavilion improvement works (Policy & Resources Committee minute 19).

The Committee resolved:

1. that the funding position set out in the report, as updated at the meeting (see above), including the borrowing options, be noted and endorsed;
2. that the revised timescales for the project, attached at Appendix 2, including the signing of the contract to commence site and pavilion works, be approved and implemented;
3. that the updated Business Plan for the project, attached at Appendix 7, be approved;
4. that in the event that the current outstanding funding applications were unsuccessful or delayed, then the outline plan to commence and fund the works, as set out in the report and as updated at the meeting (see above), be

- implemented;
5. that delegated authority be given to the Executive Officer & Town Clerk, to liaise with the selected contractor, or where necessary the reserve contractors (as set out in minute 15 2018/2019) and the Council's Architect and Surveyor in order to:
    - (a) determine the detailed arrangements, timings, and work schedules,
    - (b) where necessary, to amend the contract structure, and
    - (c) where necessary, to amend the contract costs in accordance with the Building Cost Information Service Building Cost Indices,in order to award the contract in accordance with the timescales set out at Appendix 2;
  6. THAT IT BE RECOMMENDED TO COUNCIL that approval in principle be sought from the Secretary of State for Housing, Communities and Local Government to borrow up to £936,936 (£500,000 in 2019/2020 and up to an additional £436,936 in 2020/2021), towards the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park; and
  7. that further reports to the Committee set out:
    - (a) the current interest and repayment rates on Public Works loans, and
    - (b) proposed management and contract arrangements with the Clubs, including ensuring access to the facilities by the wider community.

The Reasons for the Committee's Decision were:

1. To enable appropriate funding options to be assessed and sought to ensure the long term financial stability and sustainability of the project.
2. To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire, moved to the delivery stage in the autumn of 2019.
3. To set out project deliverables, apply for funding from perspective funders and supporters; and to inform the community and sports clubs of the proposals and our future ambitions for the project.
4. To avoid delays to the project, which may increase the overall cost of delivering the project, with no guarantee of additional grant income.
5. To allow detailed arrangements for the work to be negotiated, enabling flexibility depending upon the available funding and minimising disruption to service users, while accepting there may be inflation costs to be added to the contract given the tenders were prepared in March 2018, and for contracts to be signed.
6. To enable the Council to fund the project, which had been identified in the Council's Priorities, Financial Strategy and Capital Plan and for which provision had and would be made to finance the borrowing from the Council's Revenue Budget.
7. To ensure that the cost of borrowing would be minimised. To maximise the investment in the facility for both the benefit of the clubs but also the wider community.

## Recommendations

1. That the detailed arrangements and justification for the Shakespeare Park Improvement Project, as set out in the report, including the Business Plan (attached at Appendix 6), be supported and endorsed;
2. that approval in principle be sought from the Secretary of State for Housing, Communities and Local Government to borrow up to £936,936 (£500,000 in 2019/2020 and up to an additional £436,936 in 2020/2021) over the borrowing term of no more than 40 years, with annual repayments estimated at £34,678.30, towards the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park;
3. that delegated authority be given to the Executive Officer & Town Clerk to prepare and submit the borrowing application in accordance with the requirements (as set out at Appendix 3 of the report) and to apply to the Public Works Loan Board to draw down the funds at the appropriate time in order to meet the costs of the project;
4. that it be noted that the Council had already made provision for £21,306 within its revenue budget towards meeting the loan repayments, as detailed in the report; and that it was intended to meet the remaining cost of funding the loan repayments by increasing the Council Tax Precept by 2.2%, which was the equivalent of an additional £2.74 per year on a band D property and £2.13 per year on a typical band B property; and
5. that £53,707 be earmarked in the Council's Reserves towards the project reserve for the Pavilion and Site Improvement Works at Shakespeare Park and £4,000 be earmarked in the Council's Reserves towards the project reserve for the refurbishment of the playground and tennis courts at Shakespeare Park.

## Reasons

1. The project would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire.
2. To enable the Council to fund the project, which had been identified in the Council's Priorities, Financial Strategy and Capital Plan and for which provision had and would be made to finance the borrowing from the Council's Revenue Budget.
3. To enable the detailed supporting evidence to be gathered and submitted with the Council's application without undue delay. To ensure best financial management to meet the Project's costs.
4. The Council had made provisions to fund the loan through its medium term financial planning process, which included a combination of savings and precept rises. If outstanding grant applications were unsuccessful, the additional element of the borrowing would need to be funded through small rises in the council tax precept. A precept rise consultation had been undertaken between November 2018 and 1st April 2019.
5. To ensure that finance was available to enable the delivery of the works, should unforeseen costs occur or in the event that costs increase due to elapsed time.

Braunstone Sports Pavilion

Cash Flow Chart

		Months											
		1	2	3	4	5	6	7	8	9	10	21	
Demolitions and Alterations	11,000.00	2,850.00								7,600.00	275.00	275.00	11,000.00
Substructure	95,564.08	11,400.00	33,250.00	46,135.88	0.00	0.00	0.00	0.00	0.00	0.00	2,389.10	2,389.10	95,564.08
Roof	60,380.35	0.00	0.00	33,250.00	24,111.33	0.00	0.00	0.00	0.00	0.00	1,509.51	1,509.51	60,380.35
External Walls	31,747.21	0.00	9,500.00	9,500.00	11,159.85	0.00	0.00	0.00	0.00	0.00	793.68	793.68	31,747.21
Windows and External Doors	46,832.91	0.00	0.00	19,000.00	19,000.00	6,491.26	0.00	0.00	0.00	0.00	1,170.82	1,170.82	46,832.91
Internal Walls and Partitions	16,659.56	0.00	0.00	0.00	12,825.00	3,001.58	0.00	0.00	0.00	0.00	416.49	416.49	16,659.56
Internal Doors	13,353.09	0.00	0.00	0.00	0.00	5,700.00	6,985.44	0.00	0.00	0.00	333.83	333.83	13,353.09
Wall finishes	5,495.59	0.00	0.00	0.00	0.00	0.00	2,850.00	2,370.81	0.00	0.00	137.39	137.39	5,495.59
Floor Finishes	22,986.15	0.00	0.00	0.00	0.00	0.00	0.00	19,000.00	2,836.84	0.00	574.65	574.65	22,986.15
Ceiling Finishes	7,000.12	0.00	0.00	0.00	0.00	0.00	2,375.00	2,375.00	1,900.11	0.00	175.00	175.00	7,000.12
Fittings and Furnishings	68,104.80	0.00	0.00	0.00	0.00	0.00	0.00	20,900.00	21,850.00	21,949.56	1,702.62	1,702.62	68,104.80
Services	286,537.48	0.00	0.00	0.00	0.00	0.00	0.00	95,000.00	95,000.00	82,210.61	7,163.44	7,163.44	286,537.48
Site Preparation	82,141.44	33,250.00	44,784.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,053.54	2,053.54	82,141.44
Access Road	19,594.16	0.00	0.00	0.00	0.00	0.00	14,250.00	1,900.00	2,464.45	0.00	489.85	489.85	19,594.16
Parking Bays	7,106.96	0.00	0.00	0.00	0.00	0.00	0.00	4,275.00	2,476.61	0.00	177.67	177.67	7,106.96
Paving	89,694.00	0.00	0.00	0.00	0.00	0.00	0.00	23,750.00	33,250.00	28,209.30	2,242.35	2,242.35	89,694.00
Kerbs and Edgings	7,290.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,850.00	4,075.57	182.25	182.25	7,290.07
Fencing And Gates	3,633.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,452.21	90.85	90.85	3,633.90
Landscaping	4,343.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,125.91	108.58	108.58	4,343.06
Street Furniture	2,598.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,468.10	64.95	64.95	2,598.00
Drainage	26,089.82	2,375.00	6,175.00	1,900.00	1,900.00	0.00	0.00	0.00	9,500.00	2,935.33	652.25	652.25	26,089.82
External Services	20,513.00	0.00	0.00	0.00	0.00	0.00	0.00	5,700.00	5,700.00	8,087.35	512.83	512.83	20,513.00
Preliminaries, Overheads and Profit	71,013.06	7,495.82	7,495.82	7,495.82	7,495.82	7,495.82	7,495.82	7,495.82	7,495.82	7,495.82	1,775.33	1,775.33	71,013.06
<b>TOTALS</b>	<b>999,678.81</b>	<b>57,370.82</b>	<b>101,205.19</b>	<b>117,281.70</b>	<b>76,492.01</b>	<b>22,688.67</b>	<b>33,956.26</b>	<b>182,766.63</b>	<b>185,323.84</b>	<b>172,609.75</b>	<b>24,991.97</b>	<b>24,991.97</b>	<b>999,678.81</b>

## **APPENDIX 2 – TIMESCALES**

The following is the proposed updated timescales for delivery of the project, taking into account the statements set out in the report:

September 2019	<ul style="list-style-type: none"> <li>• Outcome of Vichai Srivaddhanaprabha Foundation Grant Application</li> <li>• Outcome of Football Foundation Facilities Fund Application</li> <li>• Council determines a Borrowing application</li> </ul>
October 2019	<ul style="list-style-type: none"> <li>• Outcome of Borrowing application</li> <li>• Signing of Contract to commence site and pavilion works</li> <li>• Lead in Period</li> </ul>
November 2019	<ul style="list-style-type: none"> <li>• Exploring funding for Playground and Tennis Courts</li> <li>• Closure of Tennis Courts (for up to one year)</li> <li>• Commencement of site and pavilion building works</li> </ul>
December 2019	<ul style="list-style-type: none"> <li>• Invitation to Quote for Playground and Tennis Courts Works</li> </ul>
January 2020	<ul style="list-style-type: none"> <li>• Consultation on Playground and Tennis Courts options</li> <li>• Funding applications for Playground and Tennis Courts Works</li> </ul>
February 2020	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee determines quotes for playground and tennis courts works</li> </ul>
April 2020	<ul style="list-style-type: none"> <li>• Commencement of works on Playground</li> </ul>
May 2020	<ul style="list-style-type: none"> <li>• Completion of works on Playground</li> </ul>
July 2020	<ul style="list-style-type: none"> <li>• Pavilion becomes fully operational</li> <li>• Demolition of Old Pavilion begins</li> <li>• Works on Car Park and Car Park extension</li> </ul>
August 2020	<ul style="list-style-type: none"> <li>• Commencement of works on Tennis Courts</li> </ul>
October 2020	<ul style="list-style-type: none"> <li>• Completion of works on Tennis Courts</li> </ul>
November 2020	<ul style="list-style-type: none"> <li>• Site becomes fully operational</li> </ul>



## **Parish & Town Council Borrowing: Note for NALC Conference (31 October 2017)**

*[This note should be read alongside the  
Guide to Parish & Town Council Borrowing in England]*

### **What is parish and town council borrowing?**

- The Local Government Act 2003 enables parish councils in England to borrow capital monies to fund infrastructure projects.
- Projects have ranged from town hall repair work, to building new community buildings and investing in play areas.

### **What do I need to consider if my council would like to apply for a loan?**

- Most councils borrow from the Public Works Loan Board (PWLB), but can choose to borrow from other lenders.
- All applications to borrow must first be approved by the Secretary of State for the Department for Communities and Local Government (DCLG), to ensure you have appropriate public support and robust plans to pay off the loan.
- See overleaf for a list of the evidence DCLG requires to inform its decision as to whether to approve the loan application.
- Your NALC county association representative will also need to check and endorse your application.
- It is important that you are transparent and engage with the local residents on your proposal.

### **Where can I go for further information?**

- Contact your local NALC County Association representative in the first instance, who will be able to send you the official application form and guidance.
- Contact DCLG's Local Government Funding Policy Team:  
[Parish.Borrowing@communities.gsi.gov.uk](mailto:Parish.Borrowing@communities.gsi.gov.uk) or 0303 444 3132 (Shafi Khan)



## **What evidence do I need to provide to inform DCLG's approval decision?**

Complete the borrowing approval application form (available from your County Association rep) and make sure that you provide all the following supporting information:

### **1. Resolution to borrow**

- a. To evidence that council members are sighted on the project and application.
- b. You will need to provide a set of draft minutes, signed by Clerk and Chair.
- c. We recommend that the minutes be published online, to help keep residents informed

### **2. Budget**

- a. To understand the loan repayment provision within the context of the council's broader finance.
- b. An existing budget table and a draft for next year, if available
- c. The PWLB website can provide an Estimated Repayment Costs table for the amount of the loan you wish to apply for.

### **3. Report to Council / business case**

- a. To support why you require the funds.
- b. This can vary from a short summary report to multiple documents, depending on the amount you wish to apply for.

### **4. Affordability**

- a. To evidence how you will repay the loan during the term; a cash flow forecast table would be very useful to show your thinking.
- b. In addition to seeing the loan repayment provision in your budget, you should also highlight your reserves, any grants / income that will contribute towards loan repayments, and any existing loans

### **5. Precept increase**

- a. The details of any precept increase must be included on the application form, if applicable.
- b. A precept increase for the repayment of the loan must detail the percentage and monetary figures for the year.

### **6. Precept increase survey / public support**

- a. Could be through an online survey, on paper and/or following public presentations
- b. Must be clear and transparent, and demonstrate support for the project and how it will be funded

### **7. General project consultation**

- a. Regardless of precept increase there must be public support for the project or at the very least opportunities given to residents for their views / opinions / feedback on the project.



Ministry of Housing,  
Communities &  
Local Government

- b. Along with the results we must see all the consultation materials produced either on paper or online; public presentations, etc.



United Kingdom  
Debt Management  
Office

Public Works Loan Board

Eastcheap Court  
11 Philpot Lane  
London  
EC3M 8UD

T 020 7862 6610  
E [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk)  
[www.dmo.gov.uk](http://www.dmo.gov.uk)

## **LOANS TO PARISH, TOWN AND COMMUNITY COUNCILS**

### **1. Powers to Lend**

The Public Works Loan Board (PWLB) has the power to lend to parish and town councils in England, community and town councils in Wales and charter trustees. It is for the PWLB to decide whether to make a loan in respect of an application but it will normally lend if the terms and conditions described in this document are met.

### **2. Purposes for which loans may be made**

Loans may be made to finance capital payments for which a council has a formal borrowing approval. A council may also apply for a loan to replace short-term borrowings (including a bank overdraft) or revenue balances used temporarily for the purpose stated in the approval.

### **3. Borrowing Approval**

The PWLB will only lend once a borrowing approval has been obtained. The letters are issued by the Ministry of Housing, Communities and Local Government (MHCLG) - formerly DCLG, or, in the case of Welsh councils, the Welsh Government (WG). Borrowing approvals state, amongst other things, the purpose of a loan, the amount and the maximum period over which it can be taken.

The related borrowing may only be undertaken within the terms and time limit of the approval. It is not obligatory for the approval to be taken up in a single loan, and separate applications may be made in respect of a scheme where, for example, the expenditure is spread over several months, provided that the loans are covered by a valid approval.

The initial approach for a borrowing approval should be made to the local County Association of Local Councils. In the case of Welsh councils, the approach is direct to the Welsh Government.

Please contact the Board via phone or email if you require any guidance regarding the borrowing approval process.

### **4. Security for Loans**

Under the provisions of the Public Works Loan Acts of 1965 and 1967, loans from PWLB are secured by an automatic charge on the revenues of the council and not on the council's property.

## 5. Applications for Loans

Applications should be made by the Responsible Finance Officer (RFO) on Form LC1, copies of which may be obtained from the PWLB website. The completed form should be accompanied by the following documentation:

- i. Blank cancelled cheque or an original bank statement (bearing the details of the bank account to which the advance is to be made)
- ii. Completed direct debit mandate
- iii. PWLB are advised of all valid borrowing approval letters directly from DCLG or the Welsh Government so a copy of the letter is **not** required

The application should be sent to PWLB **one week** before a loan is required. In completing form LC1 the RFO will be required to supply the following details. Non-receipt of information will result in a delay to the advance.

- Borrowing approval number
- Purpose of loan
- Sum required (must be expressed in whole pounds)
- Type of loan required
- Half-yearly interest payment days (for fixed rate loans)
- Payment frequency (for variable rate loans)
- Method of repayment
- Period of repayment
- Preferred date of advance (optional)

On receiving an application PWLB will review and notify the RFO (via email) when all checks are completed. The notification will invite the RFO to telephone PWLB in line with the following timetable to agree the final terms of the loan including the rate of interest and the date for the advance.

RFO telephones to agree terms	Day of loan advance
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

Where a bank holiday intervenes the timetable moves back by the appropriate number of days. Thus, if a Monday is a non-working day and the advance is required to be made on the Tuesday, the agreement would need to be made the previous Thursday.

Following the loan agreement, a confirmation letter outlining the terms agreed will be sent to the council on the day of advance via email. Any original documentation (i.e. bank statements) will be returned via post except in the case of blank cancelled cheques which will be destroyed securely by PWLB.

## 6. Types of Loan

There are two types of loans available from the PWLB:

- (a) Fixed rate loans, on which the rate of interest is fixed for the life of the loan, and
- (b) Variable rate loans, on which the rate of interest is variable at one, three or six monthly intervals. Once chosen, the roll-over period remains unchanged for the life of the loan.

## 7. Method of Repayment

There are two repayment methods open to Parish, Town and Community Councils:

**Annuity:** half yearly payments where each payment is of a constant amount inclusive of principal and interest (available on fixed rate loans only)

**Equal Instalments of Principal (EIP):** half yearly payments where each payment consists of a constant instalment of principal plus a diminishing amount of interest, calculated on the balance of principal then outstanding

The minimum repayment period on either method is two years.

PWLB also offers Maturity loans at fixed or variable rates but only if the applicant has provided for a sinking fund to meet the repayment of the principal at the end of the term and can demonstrate it has the expertise to operate such a fund. Exceptionally, the PWLB will allow repayment of a loan by the Maturity method where the applicant expects a future receipt to repay the principal at term. Evidence will be required during the application process.

## 8. Interest Rates

The PWLB's interest rates are determined by HM Treasury in accordance with section 5 of the National Loans Act 1968. In practice, rates are set by the DMO on HM Treasury's behalf in accordance with agreed procedures and methodologies which are described in a DMO Technical Note.

In the case of fixed rate loans, a precise rate of interest is prescribed. In the case of variable rate loans the rate is fixed by reference to a formula. The rate of interest charged on a fixed rate loan or the formula for a variable rate loan will be that agreed by telephone two working days before the date of advance.

Fixed interest rates are set twice daily at 9:30am and 12:30pm with a separate rate calculated in 6 monthly bands for periods up to 50 years. Once a loan has been agreed, the rate of interest is fixed for the duration of the loan. Payments are at regular half-yearly intervals (e.g. 1 April and 1 October) but the borrower may choose the half-yearly days so long as the first date is no later than six months from the date of advance. Scheduled interest payments are calculated by applying half of the annual interest rate to the balance of the loan outstanding at the start of the half-year. If the date a loan is issued does not fall on one of the half-yearly days, the borrower pays an amount for the broken period from the date the loan is issued to the date of the first half-yearly payment.

Variable interest rates are set daily with separate rates for 1, 3 and 6 monthly roll-over periods, which are applicable to both EIP and Maturity loans. Borrowers choose the roll-over period of the loan at the time it is agreed. Interest payments are calculated by reference to the balance outstanding since the last loan payment and the number of days in the roll-over period.

Further information on interest rates, including a [Technical Note](#) on their calculation can be found on the PWLB website, [www.dmo.gov.uk](http://www.dmo.gov.uk).

## 9. Loan Repayment Periods

A council may choose the repayment period within the following limits, subject to the maximum repayment period specified in the borrowing approval.

		<b>Minimum period</b> (years)	<b>Maximum period</b> (years)
Fixed rate loans	Maturity	1	50
	Annuity or EIP	2	50
Variable rate loans	Maturity	1	10
	EIP	2	10

Although the borrowing approval will state the maximum period for the borrowing, a lesser period may be chosen, as generally a council should not borrow for longer than necessary.

## 10. Fees

Under the Public Works Loans (Fees) Regulations 1991, as amended, the fees payable by councils in respect of advances from PWLB are:

Fixed rate loans	35p for every £1,000 or part of £1,000
Variable rate loans	45p for every £1,000 or part of £1,000

The minimum fee payable is £25.

## 11. Advance of Loans

A loan when authorised will be transmitted electronically to the council's receiving bank account. The sum to be transmitted will be the amount of the loan less the fee. Interest will be charged from the date of advance.

## 12. Scheduled Repayment of Loans

Scheduled repayments due from parish, town and community councils are collected by direct debit. A direct debit instruction must be provided with the LC1 application form.

A council should ensure that its paying bank account has, on a scheduled repayment day, sufficient funds for the due amount. Repayment notices are issued via email 20 working days prior to each loan repayment. When a repayment date falls on a non-working day, the relevant payment will be made on the next working day. Payments notices are not invoices and scheduled repayments are due under the terms of the loan agreement irrespective.

Further information on payment by direct debit is available from the PWLB website.

PWLB reserves the right to charge interest on late payments, which will be at the Bank of England base rate for the day from the relevant payment date to the date on which PWLB's account is credited. The same terms apply to delayed premature repayments.

### 13. Premature (early) Repayments

Minor authorities should not borrow for longer than necessary. Repayment amounts are calculated on the assumption that the loan will run to maturity and normally a loan is repayable only by the regular payments due under the agreed terms. PWLB cannot renegotiate a loan and, while it will usually accept a premature repayment in whole or in part, in all instances the terms will not favour the borrower over the National Loans Fund. Breakage costs are charged equivalent to the net present value of the outstanding amount of the loan, in line with standard actuarial practice. This means a premium will be payable when the interest rate on the loan to be repaid is higher than the current 'premature repayment' rate for a loan repayable by the same method as, and over the same period as that remaining on, the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the equivalent 'premature repayment' rate, a discount will be allowed. PWLB reserves the right to charge interest to delayed premature repayments, which will be at the Bank of England base rate for the day from the relevant payment date to the date on which PWLB's account is credited. Please note that early repayments will not be accepted for loans that have been in existence for less than one year or have less than one year to maturity.

### 14. Refinancing

The Board will normally allow a minor authority to replace a fixed rate loan with another fixed rate loan, subject to the authority gaining a borrowing approval letter for the new borrowing. Similarly, the Board will permit a borrower to replace a fixed rate loan with a variable rate loan or *vice versa*. However, in all cases the terms for accepting early repayment will apply, so that, again, **the terms will not favour the borrower** over the National Loans Fund. Accordingly, the cost of paying off a high-rated loan will tend to offset the financial advantage of a lower rate on the replacement loan, which loan will be subject to the fee for a new advance. Councils considering refinancing debt should enquire further of the Board.

### 15. Premature (early) Repayments: Procedure

PWLB has discretion to accept a premature repayment:

- in whole, which means 'paying off', or redeeming, the loan in full; or
- in part ('paying down'), which reduces the debt while leaving an outstanding amount of principal remaining to be serviced.

#### Repayment in full ('paying off')

For reasons of timing, remittances for paying off a loan will normally be accepted only by bank transfer. Should a council wish to pay off a loan, the clerk or responsible financial officer would need to telephone the Board to make a formal agreement to repay, and then arrange for the council's bank to remit the sum by bank transfer. The Board follows a timetable of two working days. Accordingly, the call would need to be made two working days before the intended settlement date. On making the agreement the Board will determine the settlement costs. This will entail calculating a premium/discount on the outstanding balance of principal according to the appropriate rate in the 'premature repayment' set of rates prevailing at the time of the agreement. Interest accruing from the previous scheduled repayment date will be included in the settlement sum as necessary. Once the Board has quoted the amount required to pay off the debt, the council should arrange for payment to reach the Board on the agreed date by an automated direct credit transfer to the Board's bank account:

Sort Code      **60-70-80**

Account No.    **10013288**

Account Name **PUBLIC WORKS LOAN**

The Board will provide confirmation of the telephone agreement and will also provide confirmation once the funds are received. All confirmations will be sent via email to the responsible finance officer.

### **Partial repayment ('paying down')**

It is open to a council to make a partial early repayment ('pay down'). The payment will be applied to the outstanding balance net of any premium or discount and accrued interest, and the council notified once the funds are received of the effect on its outstanding balance of principal and future scheduled repayments. For reasons of timing PWLB cannot provide figures in advance for this effect, but it would be open to a council to make its own estimate.

### **16. Further Information**

Enquiries should be made to the contact points shown in the heading to this note. PWLB's website has a dedicated page on lending to [parish councils and drainage boards](#) which provides the following information:

- Links to related websites (e.g. Ministry of Housing, Communities and Local Government or the Welsh Government)
- Calculator for indicative interest rates and loan charges for new advances
- Application forms

In addition, the Board will give information about its own terms, conditions and procedures. It will provide, on request, an indication of the cost of paying off a debt at the rates in force on the day. A calculator of indicative costs for new fixed rate loans is available on the Board's website. Generally, however, it is for local authorities to take their own advice, including any necessary financial and legal advice.

## PWL B

## FIXED RATE LOANS - ESTIMATED REPAYMENT COSTS

## APPENDIX 5

Amount of Advance: 936,936.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	1.55	238,789.80	955,159.20	1.55	241,495.25	1,815.31	955,089.14
Over 2 not over 2½	1.54	191,737.98	958,689.90	1.54	194,601.61	1,442.88	958,579.22
Over 2½ not over 3	1.52	160,335.96	962,015.76	1.52	163,276.71	1,186.79	961,858.50
Over 3 not over 3½	1.51	137,920.61	965,444.27	1.51	140,921.87	1,010.55	965,231.47
Over 3½ not over 4	1.50	121,104.15	968,833.20	1.50	124,144.02	878.38	968,557.59
Over 4 not over 4½	1.49	108,020.25	972,182.25	1.49	111,084.17	775.57	971,836.87
Over 4½ not over 5	1.48	97,549.10	975,491.00	1.48	100,626.93	693.33	975,069.30
Over 5 not over 5½	1.47	88,978.10	978,759.10	1.47	92,062.48	626.04	978,254.88
Over 5½ not over 6	1.47	81,858.25	982,299.00	1.47	84,964.48	573.87	981,698.12
Over 6 not over 6½	1.46	75,808.45	985,509.85	1.46	78,911.63	526.13	984,813.43
Over 6½ not over 7	1.46	70,645.82	989,041.48	1.46	73,763.63	488.55	988,233.25
Over 7 not over 7½	1.45	66,146.27	992,194.05	1.45	69,255.19	452.85	991,278.29
Over 7½ not over 8	1.45	62,232.32	995,717.12	1.45	65,351.29	424.55	994,674.68
Over 8 not over 8½	1.45	58,779.32	999,248.44	1.45	61,906.67	399.58	998,071.07
Over 8½ not over 9	1.45	55,710.44	1,002,787.92	1.45	58,844.79	377.38	1,001,467.47
Over 9 not over 9½	1.45	52,965.03	1,006,335.57	1.45	56,105.21	357.52	1,004,863.86
Over 9½ not over 10	1.45	50,494.56	1,009,891.20	1.45	53,639.59	339.64	1,008,260.25
Over 10 not over 10½	1.45	48,259.77	1,013,455.17	1.45	51,408.79	323.47	1,011,656.65
Over 10½ not over 11	1.46	46,254.24	1,017,593.28	1.46	49,427.63	310.89	1,015,591.78
Over 11 not over 11½	1.46	44,399.98	1,021,199.54	1.46	47,575.98	297.38	1,019,011.59
Over 11½ not over 12	1.47	42,726.34	1,025,432.16	1.47	45,925.48	286.94	1,023,017.00
Over 12 not over 12½	1.47	41,163.25	1,029,081.25	1.47	44,363.92	275.46	1,026,460.23
Over 12½ not over 13	1.48	39,746.52	1,033,409.52	1.48	42,969.33	266.67	1,030,535.91
Over 13 not over 13½	1.49	38,437.02	1,037,799.54	1.49	41,681.51	258.52	1,034,658.42
Over 13½ not over 14	1.50	37,223.26	1,042,251.28	1.50	40,489.02	250.97	1,038,827.79
Over 14 not over 14½	1.51	36,095.36	1,046,765.44	1.50	39,335.16	242.31	1,042,341.30
Over 14½ not over 15	1.52	35,044.75	1,051,342.50	1.51	38,305.07	235.80	1,046,580.94
Over 15 not over 15½	1.53	34,063.96	1,055,982.76	1.52	37,344.46	229.70	1,050,867.42
Over 15½ not over 16	1.54	33,146.46	1,060,686.72	1.54	36,493.66	225.45	1,055,973.72
Over 16 not over 16½	1.55	32,286.50	1,065,454.50	1.55	35,653.25	220.04	1,060,377.32
Over 16½ not over 17	1.56	31,479.02	1,070,286.68	1.56	34,865.04	214.94	1,064,827.76
Over 17 not over 17½	1.58	30,745.76	1,076,101.60	1.57	34,124.55	210.14	1,069,325.06
Over 17½ not over 18	1.59	30,030.35	1,081,092.60	1.58	33,427.79	205.61	1,073,869.20
Over 18 not over 18½	1.60	29,355.38	1,086,149.06	1.59	32,771.24	201.31	1,078,460.18
Over 18½ not over 19	1.62	28,744.10	1,092,275.80	1.61	32,198.55	198.48	1,084,011.53
Over 19 not over 19½	1.63	28,140.88	1,097,494.32	1.62	31,613.18	194.59	1,088,719.63
Over 19½ not over 20	1.65	27,596.07	1,103,842.80	1.63	31,059.43	190.90	1,093,474.58

Period  (years)	Annuity			EIP			
	Rate	½ Yearly	Total	Rate	Initial ½ Yearly	Reduces by	Total
	%	Cost (£)	Cost (£)	%	Costs (£)	each ½ year (£)	Cost (£)
Over 20 not over 20½	1.66	27,054.29	1,109,225.89	1.65	30,581.82	188.53	1,099,260.16
Over 20½ not over 21	1.67	26,539.94	1,114,677.48	1.66	30,084.57	185.16	1,104,132.23
Over 21 not over 21½	1.69	26,077.89	1,121,349.27	1.68	29,659.47	183.03	1,110,081.77
Over 21½ not over 22	1.70	25,612.94	1,126,969.36	1.69	29,211.11	179.93	1,115,070.96
Over 22 not over 22½	1.72	25,197.14	1,133,871.30	1.70	28,784.76	176.98	1,120,106.99
Over 22½ not over 23	1.73	24,775.27	1,139,662.42	1.72	28,425.82	175.17	1,126,290.77
Over 23 not over 23½	1.75	24,399.95	1,146,797.65	1.73	28,039.30	172.44	1,131,443.91
Over 23½ not over 24	1.76	24,015.89	1,152,762.72	1.74	27,670.84	169.82	1,136,643.91
Over 24 not over 24½	1.78	23,676.23	1,160,135.27	1.76	27,366.18	168.27	1,143,061.92
Over 24½ not over 25	1.79	23,325.54	1,166,277.00	1.77	27,030.60	165.84	1,148,379.03
Over 25 not over 25½	1.81	23,017.47	1,173,890.97	1.78	26,710.02	163.50	1,153,742.99
Over 25½ not over 26	1.82	22,696.38	1,180,211.76	1.80	26,450.42	162.16	1,160,395.24
Over 26 not over 26½	1.83	22,388.82	1,186,607.46	1.81	26,157.31	159.99	1,165,876.31
Over 26½ not over 27	1.85	22,121.74	1,194,573.96	1.82	25,876.78	157.89	1,171,404.23
Over 27 not over 27½	1.86	21,839.15	1,201,153.25	1.83	25,608.16	155.87	1,176,979.00
Over 27½ not over 28	1.87	21,568.03	1,207,809.68	1.85	25,397.66	154.76	1,183,935.75
Over 28 not over 28½	1.89	21,335.73	1,216,136.61	1.86	25,150.98	152.87	1,189,627.64
Over 28½ not over 29	1.90	21,085.87	1,222,980.46	1.87	24,914.42	151.04	1,195,366.37
Over 29 not over 29½	1.91	20,845.81	1,229,902.79	1.88	24,687.47	149.27	1,201,151.95
Over 29½ not over 30	1.92	20,615.07	1,236,904.20	1.89	24,469.65	147.57	1,206,984.38
Over 30 not over 30½	1.93	20,393.20	1,243,985.20	1.90	24,260.50	145.92	1,212,863.65
Over 30½ not over 31	1.95	20,208.20	1,252,908.40	1.91	24,059.61	144.32	1,218,789.77
Over 31 not over 31½	1.96	20,002.92	1,260,183.96	1.93	23,913.43	143.51	1,226,261.84
Over 31½ not over 32	1.97	19,805.33	1,267,541.12	1.94	23,727.90	142.00	1,232,305.07
Over 32 not over 32½	1.98	19,615.08	1,274,980.20	1.95	23,549.53	140.54	1,238,395.16
Over 32½ not over 33	1.99	19,431.84	1,282,501.44	1.95	23,331.13	138.41	1,242,962.72
Over 33 not over 33½	2.00	19,255.31	1,290,105.77	1.96	23,166.09	137.04	1,249,123.08
Over 33½ not over 34	2.01	19,085.20	1,297,793.60	1.97	23,007.29	135.72	1,255,330.28
Over 34 not over 34½	2.02	18,921.25	1,305,566.25	1.98	22,854.45	134.43	1,261,584.32
Over 34½ not over 35	2.02	18,734.02	1,311,381.40	1.99	22,707.31	133.18	1,267,885.22
Over 35 not over 35½	2.03	18,581.51	1,319,287.21	2.00	22,565.64	131.96	1,274,232.96
Over 35½ not over 36	2.04	18,434.42	1,327,278.24	2.01	22,429.21	130.78	1,280,627.55
Over 36 not over 36½	2.05	18,292.55	1,335,356.15	2.02	22,297.79	129.63	1,287,068.98
Over 36½ not over 37	2.06	18,155.68	1,343,520.32	2.02	22,124.35	127.88	1,291,800.51
Over 37 not over 37½	2.06	17,994.00	1,349,550.00	2.03	22,002.38	126.80	1,298,312.22
Over 37½ not over 38	2.07	17,866.47	1,357,851.72	2.04	21,884.85	125.75	1,304,870.77
Over 38 not over 38½	2.08	17,743.39	1,366,241.03	2.04	21,724.75	124.11	1,309,649.14
Over 38½ not over 39	2.08	17,594.72	1,372,388.16	2.05	21,615.59	123.12	1,316,277.96
Over 39 not over 39½	2.09	17,479.97	1,380,917.63	2.06	21,510.39	122.16	1,322,953.63
Over 39½ not over 40	2.09	17,339.15	1,387,132.00	2.06	21,362.14	120.63	1,327,778.85
Over 40 not over 40½	2.10	17,232.13	1,395,802.53	2.07	21,264.40	119.72	1,334,524.79
Over 40½ not over 41	2.10	17,098.59	1,402,084.38	2.07	21,123.34	118.26	1,339,373.44
Over 41 not over 41½	2.11	16,998.77	1,410,897.91	2.08	21,032.52	117.40	1,346,189.64
Over 41½ not over 42	2.11	16,872.00	1,417,248.00	2.08	20,898.13	116.00	1,351,061.71
Over 42 not over 42½	2.11	16,748.40	1,423,614.00	2.09	20,813.76	115.19	1,357,948.19

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 42½ not over 43	2.12	16,658.41	1,432,623.26	2.09	20,685.59	113.85	1,362,843.68
Over 43 not over 43½	2.12	16,540.90	1,439,058.30	2.10	20,607.21	113.08	1,369,800.43
Over 43½ not over 44	2.12	16,426.24	1,445,509.12	2.10	20,484.83	111.79	1,374,719.35
Over 44 not over 44½	2.12	16,314.34	1,451,976.26	2.10	20,365.20	110.54	1,379,638.26
Over 44½ not over 45	2.12	16,205.10	1,458,459.00	2.11	20,295.07	109.83	1,386,688.70
Over 45 not over 45½	2.13	16,129.38	1,467,773.58	2.11	20,180.67	108.62	1,391,631.04
Over 45½ not over 46	2.13	16,025.28	1,474,325.76	2.11	20,068.76	107.44	1,396,573.38
Over 46 not over 46½	2.13	15,923.60	1,480,894.80	2.12	20,006.10	106.79	1,403,717.52
Over 46½ not over 47	2.13	15,824.25	1,487,479.50	2.12	19,898.93	105.65	1,408,683.28
Over 47 not over 47½	2.13	15,727.15	1,494,079.25	2.12	19,794.01	104.54	1,413,649.04
Over 47½ not over 48	2.13	15,632.25	1,500,696.00	2.12	19,691.27	103.45	1,418,614.80
Over 48 not over 48½	2.13	15,539.46	1,507,327.62	2.12	19,590.66	102.39	1,423,580.56
Over 48½ not over 49	2.13	15,448.74	1,513,976.52	2.13	19,538.94	101.82	1,430,865.24
Over 49 not over 49½	2.13	15,360.00	1,520,640.00	2.13	19,442.37	100.79	1,435,854.42
Over 49½ not over 50	2.13	15,273.20	1,527,320.00	2.13	19,347.73	99.78	1,440,843.60

**Note:** 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

# Shakespeare Park Improvement and Development Project

Shakespeare Park, Avon Road,  
Braunstone Town, Leicester

Business  
Plan  
August  
2019

*Sport  
Recreation  
Play  
Community  
Facilities*



**Braunstone Town Council**



**Braunstone Juniors Football Club**



**Shakespeare Park Bowls Club**

## Executive Summary

Braunstone Town Council, in partnership with Shakespeare Park Bowls Club and Braunstone Juniors Football Club, and with the support of Blaby District Council and local tennis and petanque representatives, has ambitious plans to improve the recreation, play and sporting facilities at Shakespeare Park, Avon Road, Braunstone Town, Leicester, which is owned by the Town Council.



*Clubhouse*

The current Clubhouse/Pavilion was erected in the 1950s and is primarily a wooden structure, although various additions, including the football changing rooms have been subsequently added and built using brick. The current building is damp, has no heating or air circulation and the clubroom is not large enough to accommodate players when all bowling rinks are in use. The clubroom is equally too small for use by the football club and has limited flexibility for alternative income generating uses.

Both the playground and tennis courts have not been substantially refurbished in the last 20 years with no new play equipment having been installed at the site during that time. Proposals to improve these facilities will be part funded by the Town Council and Section 106 contributions, with the balance being sought from grants and local donors.



*Playground*

The proposals involve relocating the pavilion to another part of the site, then demolishing the existing pavilion and using the land for additional car parking. This will provide for a new modern and fit for purpose brick built clubhouse / pavilion, which can be shared between bowls, football, tennis and petanque clubs and with the ability of the clubroom to be hired for various healthy living and recreational clubs/sessions.



*Tennis Courts*

Renovation of the playground equipment will include the installation of modern low maintenance mulch safety surfaces and new play equipment including the provision of new sensory play equipment, which enables children with special needs to enjoy the playground and park with their friends and siblings. Improvements to the tennis courts will include the surface, markings and perimeter netting in order for the courts to be attractive for a club and for tennis training. The Tennis Courts will continue to be

available for free use by residents outside the times used by a tennis club.

The Surveyor has estimated costs for the new pavilion, demolition of existing pavilion and improvements and refurbishment of the site and car park to be £987,863. Nine tenders have been received for the work, two of which are within £10,000 of this figure.

The proposed relocation and new pavilion will increase participation in sport since the new clubroom will be able to accommodate the use of all bowling rinks at the same time and will enable the extension of the car park for both bowls and football club usage. The current bowls clubhouse does not have a disabled toilet, which will be provided. Existing and new clubs will benefit from access to modern clubhouse facilities, which will include equipment storage, modern fit for purpose changing facilities, social and meeting space, including kitchen facilities. The building is designed to enable the hire of the clubroom and kitchen facilities for private hire and in particular for fitness classes and other healthy living and recreational use providing for an additional revenue income stream.

Key beneficiaries will be the Bowls Club, Junior Football Club (predominantly junior girls) and small local clubs (tennis, petanque, running, exercise and keep fit). Local residents will benefit from improved children's play facilities, which cater for those with special needs and also provide a learning experience for all children.

The project's success depends on the partnership between the local Council and the sports clubs, to explore all possible sporting and recreation facilities for the clubhouse/pavilion to maximise revenue opportunities and use by the wider community.

## **Organisation Summary**

### ***Braunstone Town Council***

The Town Council comprises of 21 Councillors who are elected every four years. Each year the Council elects from amongst its number the Town Mayor and the Deputy Town Mayor.

We provide a wide range of services to the citizens of Braunstone Town together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the District Council and other public bodies to provide and supplement public services within the town area.



The Town Council has a Business Plan, reviewed annually, setting out priorities for the year, alongside a Capital Plan.

The Town Council is the owner and manager of the Shakespeare Park site.

## ***Shakespeare Park Bowling Club***

Shakespeare Bowling club was formed in 1963, and has been meeting at the park ever since. The Club hold friendly afternoon fixtures with many of the local clubs throughout the season. The club also has teams in the Hinckley & District Triples League and the South Leicestershire Triples League



The Club provide lessons and courses and also hold community open days when residents can find out more and have a go.

The Bowling Club currently partly manage the existing pavilion and green and have valuable insight into the usage and potential of the site.

The Club currently have 40 playing members but only 8 social members.

## ***Braunstone Juniors Football Club***

Braunstone Juniors' vision is:

- to provide quality, safe opportunities for young people of all ages in our community to play football;
- to help develop personal skills and confidence;
- to introduce people to football regardless of age, ability, sex, religion and ethnic background;
- to improve the performance of players, coaches and volunteers within the club.

The Club have seven teams which play on the park (from under 7s to under 14s) and two teams which play at neighbouring Thorpe Astley Park. The club hold football tournaments, training sessions and family fun days.

The Club has Development Plan for the FA Charter Standard, which runs from 2016/17 – 2021/22 and includes objectives to retain and increase participation, develop players and coaches, and the playing and training facilities.



The football club are growing and bring knowledge of building a new successful club.

The club currently has 100 members.

## ***Other Clubs***

The Town Council has been working with Leicester Forest East Tennis Club and Leicestershire Petanque to ensure there is scope for improvements and expansion of these sports in the Town and in particular in the Winstanley Ward.

## Project Description

The proposals involve building a brand new single storey Pavilion to cater for the sports which use the Park (i.e. Bowling, Football and Tennis). The location of the new building is between the Bowling Green, Tennis Courts and Recreation Field (to the rear of Shakespeare Drive). The building will make more efficient use of the floor space by providing a single clubroom (approximately 15 x 8 metres), kitchen (approximately 6½ x 2 metres), two changing rooms (each approximately 6 x 5¾ metres, including showers and toilets) and two changing facilities for officials (approximately 4¼ x 2½ metres) and storage facilities for all sporting teams using the park (football store is approximately 7¼ x 3 metres and the bowls store is approximately 4¼ x 2¼ metres).

Once the new Pavilion is operational, the existing Pavilion, adjacent to the Tennis Courts and car park (to the rear of Avon Road) will be demolished and the Car Park extended. The surface will be replaced and parking spaces lined out. Provision will also be made for cycle rails to which cycles can be secured.

The existing Clubhouse will remain in use during construction of the new Pavilion in order for existing clubs to continue to operate.

It is proposed that during the improvements, new safety surfaces and new play equipment, including the provision of Sensory Play Equipment, will be installed at the Playground, which will be closed for the duration of the installation of the equipment (anticipated to be no more than 2 months). The perimeter fence of the tennis courts, safety surface and nets will also be renewed.

The current timescales are for work to commence in summer 2018 and to be completed by autumn 2019. Construction and delivery vehicles will be directed to and from Braunstone Lane via Shakespeare Drive, this is a small scale construction project and large amounts of vehicular movement are not anticipated. Works on the site will take place during the working week and during the day.

The new multi-purpose Pavilion located on a site providing lawn bowls, pétanque, football pitches and tennis courts provides for both sustaining current sport and recreation participation and encouraging growth in both participation and in the range of sporting activities.

## Why do we need the Project?



*Outside of changing rooms*

The current Sports Pavilion, which contains the Bowling Clubhouse and Football Changing Rooms, is in disrepair and no longer fit for use, the Clubhouse is predominantly constructed using wood. The football changing facilities do not provide separate referee changing facilities, nor internal access to toilet facilities.

There is no heating and windows don't open. There is no disabled access to the Bowling Clubhouse (identified as a deficiency in provision in the Blaby District Open Space Audit of 2015). To make changes to the existing Pavilion would be an inefficient use of resources since the main structure is at the end of its life.

The existing clubs are unable to expand since the Pavilion and site layout is an inefficient use of space. The Club Room and Kitchen are too small for the number of pitches on the bowling green and there are separate changing and toilet facilities for the Bowling Club and Football Club, the Bowling season being April to October and Football Season August to April. Since bowling and football don't take place every day, in the couple of months both clubs overlap there is the ability to schedule use of the new facility to avoid clashes.



*Small Club Room*

Both the Playground and Tennis Courts are well used by the local community, however, there has been no significant investment in the facilities on this site for 15 years. Surveys and assessments undertaken by the Town's Citizens' Advisory Panel identified the need for improvements to the facilities. Modern technologies produces long lasting, vandal proof, yet attractive play equipment and safety surfaces. Currently tree bark hides needles and broken glass, presenting dangers to young children, wet pour is shrinking presenting trip hazards and the tarmac tennis court surface is wearing thin, with cracks and holes appearing in the surface.



*Oakfield Park, Blaby*

Installing new safety surfaces at the Playground and Tennis Courts will not only improve safety, it will also reduce maintenance costs while improving the visual appearance. In addition, Braunstone Town only has traditional play equipment at its parks, and there is a variety of sensory play equipment. Such equipment was recently installed at Oakfield Park, Blaby and was well received by parents since it allows for play for all ages and abilities and in particular those physically unable to use traditional play equipment such as swings and slides, installing such equipment at an existing playground allows for the family and friends to enjoy play and recreation together. Prior to the installation of sensory play equipment in Blaby, the nearest park providing such equipment was in Market Harborough. Once tenders are received from play equipment providers, a consultation will be undertaken with local residents and playground users to ascertain their views on the type of equipment required.

In 2016, the population of the Winstanley Ward was estimated as 7,390, of which 1,894 (25.6%) are aged 19 or under and 808 (10.9%) are aged 65 or over.

According to the Indices of Multiple Deprivation, five out of 10 of the most deprived Lower Level Super Output Areas in Blaby District are in Braunstone Town. The rankings for England (1 being the most deprived and 32,482 being the least deprived); Woodland Drive ranked 55, Henley Crescent 71, Cleveley Avenue 103, Winstanley Community College area 109 and Narborough Road South 126. All top quartile on the Indices of Multiple Deprivation. Woodland Drive and Henley Crescent are in the top 20% in Leicestershire for overall deprivation. These two areas experience high rankings across a range of domains, including Income, Employment and Education deprivation.



*Shops on nearby Henley Crescent*

The Annual Report of the Leicestershire Director of Public Health 2017 identifies that throughout Leicestershire, over a fifth (22%) of residents were “inactive” and in Blaby District, this rose to over a quarter (27%) of all adults.

The National Childhood Measurement Programme data for Leicestershire shows in 2015/16, a fifth (21.3%) of children in Reception (4-5 years) and a third (31.3%) of children in Year 6 (10-11 years) were overweight or obese. The Annual Report 2017 of the Leicestershire Director of Public Health identifies Winstanley Ward (along with Sileby Ward) as having the worst in Leicestershire and have a worse statistical significance compared to England. The same report also identifies Winstanley Ward as one of four wards in Leicestershire that has a significantly higher teenage pregnancy than both England and Leicestershire averages.

The Blaby District Open Space Audit of 2015 identified the following deficiencies at Shakespeare Park:

- “Disabled improvements needed at Shakespeare Park BC” (page 157);
- “the courts in Shakespeare Park are rated ‘below average’ which will adversely affect their usage capacity” (page 125);



*Outside disabled toilet at rear of building*



*Sub standard surface at tennis courts*

and recommended the following improvements:

- disabled access improvements required at the Bowls Club (page 16);
- tennis court surface improvements (page 16);

"A member of the bowls club said, "the project development would significantly raise the image and the facilities available for the sport of Bowls within the, Braunstone Town & Thorpe Astley Community. And would be of great help in attracting additional members, enhancing the following:-

- Changing/Locker room area
- Improving Kitchen facilities
- Larger Club Room Dining area, (as the current room in the old pavilion restricted by fire regulations) for the number of people allowed to sit down.
- Allowing the Club to use 6 rinks instead of 4, which may help in attracting more members
- Lighting/Heating/ which would allow usage during winter months
- The CLUB could introduce Indoor Short Mat Bowls during the winter months again for the community
- A far more secure environment.
- Better Parking Facilities for Members and visiting clubs alike
- An area set aside for Petanque and French Boules".



*Bowling Green*

If the project was not delivered the existing building would fall into further disrepair, even with annual maintenance the building would become unusable in the next 5 to 10 years. This would leave three clubs with no facilities to use which will see these groups having to disband or move away from the area, further increasing inactivity and obesity and contributing to increasing levels of deprivation.

## **What will be achieved by the project, what will be the Impact?**

The new multi-purpose Pavilion located on a site providing lawn bowls, pétanque, football pitches and tennis courts provides for both sustaining current sport and recreation participation and encouraging growth in both participation and in the range of sporting activities:

1. New Clubhouse/Pavilion providing modern changing facilities which can cater for most sports and a larger clubroom and kitchen providing social facilities, expanding the offer of the clubs enabling membership numbers to be retained and increased, giving more local people an opportunity to become active and providing a wider offer to families as a whole. The Clubhouse can also accommodate new sports clubs who wish to use the site, for example a tennis club, therefore increasing sports participation and the number of sports the site has to offer.
2. Improved Site Layout, incorporating landscaping, additional parking and cycle rails allowing for increased use of the facility and reducing the negative effects of on street parking on the local residential area.
3. Improved play facilities – efficient modern play equipment, sensory equipment for children with special needs and play equipment which aids a child's learning

and development, to allow for the all children and siblings to enjoy play and learn.

4. Improved tennis court facilities – modern playing surface and relining of the courts to aid playing, along with improvements to the perimeter and court nets. A local tennis club and the District Council are interesting in delivering playing and coaching sessions from the Courts. Outside any formal use, the courts will be made available for use by individuals in the community.

With the hiring out the new pavilion and the opportunity to provide shared space for more sports clubs, the footfall will be increased and the site will provide sporting, recreation and play opportunities for all age groups and families. This will provide the opportunity to encourage people to take up new activities reducing the number of inactive residents and the levels of obesity and providing for improvements to health and wellbeing.



*Illustration of new pavilion from football pitch*

The Bowls Club will provide the older members of the community with an opportunity to take part in sporting and social activities, have a sense of belonging and feel part of the community, leading to a reduction in social isolation.

The Bowls Club currently have 40 playing members but only 8 social members, due to the lack of facilities available with the current pavilion. The Club have an active social side well supported by members and their respective spouses, but unfortunately this is at venues away from the current Pavilion due to the restricted facilities for evening events.



*Sheltered housing along Avon Road*

Therefore with the impending provision of a new Pavilion, the Club would be able to attract more members, players and social members from within the surrounding community, anticipated to be an additional 20 members and additional 30 social members in the first 5 years. The introduction of club social events; such as including indoor short mat bowls for the winter months /plus petanque/boules, is anticipated to double participation activity for members in the first 5 years.

The project will have an impact from completion allowing existing clubs to expand and become more sustainable. The football club have an approved FA Charter Football Development Plan, which identifies the need for a new clubhouse in order to sustain and grow the club. This Plan sets out the Football Club's aim to double the number of boys and girls playing teams over 3 seasons, including launching the Town's first adult ladies team. Informal activities at the new facilities will begin as soon as the facilities are opened. New sporting clubs will take longer to establish but this is considered relatively short term (2-5 years from completion of the on-site works).

Once construction has commenced, the partners will work on a Development Plan for the site to include activities and timescales for delivering each club's targets for increasing the number of active participants and participation levels.

Providing a new build, rather than renovation of the existing building, enables the building to meet the current energy efficiency standards in accordance with building regulations, for example, energy efficient lighting, heating and insulation. The design also enables solar panels to be added to the roof. This will also reduce the running costs of the building, ensuring that a higher proportion of the clubs funds can be directed into sport.

## Consultation / Market Research

In 2012 and 2013, Braunstone Town's Citizens' Advisory Panel, which is made up of residents from around the Town (and is open to join) along with some local ward members, carried out a review of the Council's Open Spaces and Parks to identify priorities for improvements for Capital Projects should external funding arise. This included site visits, identifying need, potential projects and scoring the projects to create a ranking.

Details of the proposals were published in Braunstone Life, which is circulated to each property in Braunstone Town, approximately 7,100 households, along with details on how to respond to the consultation. Questions were included in the Town Council's Annual Survey, undertaken between June and August each year between 2015 and 2017, which was circulated to 300 random households in 2015 and was available on-line, from our Centres and advertised in the Braunstone Life. Consultation information events were also held at Braunstone Civic Centre.

The Consultation identified the following:

1. Bowling Club Pavilion – Consider options for the long term future of the building and possible future wider community use, and replacement of building, and the existing club's involvement in sourcing funding opportunities for the replacement;
2. Consider alternatives to respond to problems of burst water pipes from the water tank currently sited on top of the football changing rooms (possible options, heating of tank or removal and installation of electric showers in the changing rooms);
3. Replacement to Perimeter Fencing of Tennis Courts;
4. Improvements to the entrance to the park area (access from the car park to the park)



*Consultation at Civic Centre*

As a result the project was included in their report, Proposals & Priorities for Improvements to Our Parks & Open Spaces, which was adopted by the Policy & Resources Committee on 11th April 2013.

The Project has subsequently been included in the Council's Capital Plan and has been included in the plan for 2017/2018 adopted by Council on 26th January 2017.

## Target Users / Customer

The sporting facility caters for all ages. The football team is started as a girls club from 7 to adult and have plans in the next few year to continue the grow with the first Braunstone Ladies Adult team as the oldest girls get to adulthood. The club are also fostering boys teams at junior level and expanding these as the boys grow older by expanding their age group teams. The Bowls Club have members of all ages but in particular provide sporting, leisure and social activity for retired residents. The potential for a tennis club has particular focus on the teenage, twenties and thirties age ranges, while being open to all. A petanque club offers continued sporting activity for senior sporting activity, while again being open to all.

Therefore, the site provides the Town with a comprehensive offer of physical activity, sport, leisure along with social and training activity associated with sport for all ages and the whole family.

## Proposed Facility Construction

The site layout plan is attached at Appendix 1 and the Pavilion elevations and floor plans are attached at Appendix 2.



*Clearance of site for new pavilion to undertake soil foundation tests*

The Pavilion uses a mix of materials in keeping with the character and amenity of a public park in a residential area. The Club Room elevation facing the bowling green will be timber cladding in order to incorporate a more contemporary style, while the elevation facing the park will be brick render to ensure robustness against vandalism while remaining attractive. The roof joists and materials provide for solar panels.

A mix of windows and bi-fold doors to provide for light and views across the pitches providing a sense of openness with glazing and sensitive

lighting rather than one which is appears unused and remote.

The site includes suds (sustainable urban drainage) in the form of a drainage pond and trees in the area between the Pavilion and the rear of the properties on Shakespeare drive and makes uses of landscaping rather than fencing or barriers to provide a sense of enclosure (in particular around the bowling green) this will be visually more pleasing and provides a sense of openness and inclusivity in an already leafy/park environment.

Capital costs associated with the Pavilion and site are set out at Appendix 3. Playground and tennis court improvements at Appendix 4.

## **Capital Cost Funding Matrix**

A funding matrix, setting out grant funding and financial contributions for each part of the project is set out at Appendix 5.

## **Proposed Facility Operating Costs**

Enclosed at Appendix 6 are the current costs of the existing pavilion facility and the projected costs for the new facility.

Since it is proposed to sub-let on a medium term lease to a Management Committee the operational management of the building, the staffing arrangements will be determined by the clubs, which currently is anticipated to be clubs volunteers.

The clubs themselves will continue to pay for their own sporting equipment. Equipment used in the facility, such as in the kitchen will be provided by the Management Committee using the income from the clubs and hire by third parties.

Utilities costs will be reduced per unit due to the creation of an energy efficient building. However, given it is anticipated that there will be a higher usage, the projected costs are higher and these will be met by income from the clubs and hires.

Maintenance will be undertaken by the leaseholder and these are expected to be minimal given it is a new build building, however, the leaseholder will be expected to hold a sink fund to ensure funds are available for the future maintenance of the building. The amount that the transfer into the sink fund each year will increase as the building increases in age. This approach will also enable the leaseholder to build up a sustainable revenue income to cover running costs and as the facility becomes used by more clubs and hirers, set aside money for the sinking fund.

The park, playground and tennis courts will continue to be managed by the Town Council.

## **Management Structure**

### ***Project Management***

Braunstone Town Council's Policy & Resources Committee is the responsible body for overseeing the vision and capital improvement project to the site. Every scheduled meeting of Policy & Resources Committee receives a progress report, considers any actions/decisions required for the next stage and reviews the project timescales. The Committee has established a sub-committee of three Councillors take decisions between meetings where this is required.

The three Councillors on the sub-committee are also part of the Working Group which has been established to deal with detailed progress of the project and the proposals. Represented on the Working Group are Town Councillors, relevant

Town Council officers, Braunstone Juniors Football Club and Shakespeare Park Bowls Club representatives. This group ensures the valued and essential input of the clubs currently using the site.

The Town Council's Executive Officer & Town Clerk is charged with ensuring that the project is managed, monitored and delivered on a day to day basis. This includes liaison with the District Planning Authority, the Architect, surveyor and other professionals appointed to advise and work on the project. The Deputy Executive Officer & Community Services Manager is managing funding opportunities and grant applications.

### ***Facility Management***

The park and site, including the playground, tennis courts and recreational field will continue to be managed directly by Braunstone Town Council.

Arrangements on how the Pavilion will be managed and operated will be the subject of consultation with the Clubs and following professional legal and financial (in particular VAT) advice. The following options are available

1. Direct Management by Braunstone Town Council and clubs hire the facilities for use on a first come first served basis.
2. Day to day management of the facility is passed to one of the clubs, e.g. Shakespeare Park Bowls Club, who pass funds to the Town Council, who underwrite the costs.
3. Medium – Long term lease to a club, e.g. Shakespeare Park Bowls Club, who pay all bills and routing upkeep and maintenance costs, including insurance. Any party, such as the Football Club, who apply for a pitch via the Town Council, will be able to use the facility, for which the Town Council will pass on part of the pitch allocation fees.
4. Medium – Long term lease to a Management Committee, made up of all regular users of the facility and including representation from the Town Council. The Management Committee will be responsible for all upkeep and management of the building and associated costs during the lease and will receive all monies due in income (including part of the fees payable by the football club for pitch allocations).

### **Operating Income and Expenditure Forecast**

Appendix 7 provides an estimated quarterly and yearly income and expenditure forecast for the new Pavilion as follows:

- Income Sources
- Areas of Expenditure
- Projected Surplus or Deficit

- Projected Cash Flow
- Sinking Fund

## Marketing Plan

Information will be provided prior to the commencement of the construction concerning the plans for the site and timescales. Regular updates on progress will be provided with opening dates. All this publicity will raise awareness of the park and the new facilities and what it will have to offer, including sports clubs and their activities.

Upon completion, an open day will be held to meet the clubs, find out what they have to offer and to sign up. This will be a family event with activities and an opportunity to have a go at the sports.



*Picture of a Town Council Open Day*

Publicity will also be available at Braunstone Civic Centre and through the partner clubs. Information will also be circulated to local schools. The Town Council will use all communication methods: Braunstone Life, website, social media, leaflets and posters.

Targeted publicity will be launched two months before completion and opening. The Town Mayor, partners and VIPs will open the facilities.

New activities and programme will be promoted by targeting existing relevant community groups and organisations.

Introductory packages will be promoted via the above means and through the sports clubs.

## Controls

In undertaking the project, the Town Council has employed specialist consultants:

- Architect,
- VAT,
- Surveyor
- Mechanical & Electrical consultants

Checks and vetting will be undertaken on contractors. There will be monthly contract meetings between the contractor and the Town Council and professional advisors. Insurance will be in place with the Town Council's insurance company to cover unforeseen circumstances and ensure the site is made safe.

Upon opening of the Pavilion Facility the Management Committee will be expected to have risk assessments in place and the Town Council will initially offer its risk assessments as templates for adaptation. Also the Management Committee will be required to fully insure the building, contents and hold public liability insurance.

The Town Council will manage the project and the open space in accordance with its existing risk management action plan and contingency plan.

## **Performance Monitoring / Sustainability**

The Clubs will gather the following information:

- Membership numbers
- Teams
- Games and Tournaments
- New Members from open days, activities, residents days
- participation numbers.

The Management Committee will gather details of:

- hirers of the Pavilion
- Clubs using the Pavilion and their sport
- Details of other activities / events on the site – Park, Bowling Green, Tennis Courts and playground

The Management Committee will produce an Annual Report and make it publically available. The information above will be collected as Performance Indicators and reported quarterly for the first five years and thereafter annually.

The quarterly performance indicators and the annual report will be submitted to Braunstone Town Council and the partner sports clubs on the management team and will be considered by those bodies in accordance with the governance arrangements.

Consultation will be undertaken by the management team on changes to the business plan and with its future plans and will include the Town Council and partner Sports Clubs and, where relevant, the local community, hirers and users.

Research, including audits of open space provision and sporting facilities and provision will be used as evidence for services provided at the park and further improvements. Such research will also be used to inform the business plan.

### **Contact:**

Executive Officer & Town Clerk, Braunstone Town Council, Braunstone Civic Centre, 209 Kingsway, Braunstone Town, Leicester, LE3 2PP.

Tel: 0116 289 9270    Email: [executiveofficer@braunstonetowncouncil.org.uk](mailto:executiveofficer@braunstonetowncouncil.org.uk)



# APPENDIX 1



**PROPOSED SITE PLAN - Landscaping proposal**

Proposed low groundcover planting (below 1m ultimate height)	Species	Supply Size	Pot Volume
Coloneaster 'Coral Beauty'	300-400mm	2L	500cc/s
Hebe pingulifolia 'Sutherlandii'	200-300mm	3L	450cc/s
Hebe helix 'Hibernica'	400-500mm	2L	500cc/s
Hypericum x mossianum	300-400mm	3L	500cc/s
Lonicera nitida 'May Green'	300-400mm	3L	500cc/s
Potentilla fruticosa 'Primrose Beauty'	200-300mm	3L	500cc/s
Prunus laurocerasus 'Cherry Brandy'	300-400mm	3L	600cc/s
Symphoricarpos x chenaultii 'Hancock'	400-600mm	3L	600cc/s
Vinca minor 'Alba'	200-300mm	2L	450cc/s

Proposed new pavilion	Tarmacod	Grass	Concrete kerbing	Permeable Charcoal block Pavers laid herringbone bond	Cycle parking provision	Tarmacod pavement	600 x 600 mm concrete paving slabs colour to be buff	Existing trees to be retained	Existing fencing retained	Existing gates access to be retained	New 2000mm palisade fence	New 2000mm close boarded timber fence	Existing trees to be retained	new feature trees (all trees to have a planting pit to protect the paving)
														<ul style="list-style-type: none"> <li>① Fagus Sylvatica 'Dawyck' (14-16 girth) approximate Root ball diameter 450mm</li> <li>② Pyrus Calleryana 'Charisdeer' (12-14 girth) approximate Root ball diameter 400mm</li> <li>③ Betula Pendula multistem (10-12 girth) approximate Root ball diameter 300mm</li> <li>④ Prunus Umbrata (10-12 girth) approximate Root ball diameter 300mm</li> <li>⑤ Acer Campestre 'Robur' (12-14 girth) approximate Root ball diameter 400mm</li> <li>⑥ Sorbus Aucuparia 'Shreebick' (12-14 girth) approximate Root ball diameter 400mm</li> <li>⑦ Prunus Amara (10-12cm girth) approximate Root ball diameter 300mm</li> </ul>

All trees to be planted in accordance with the Soft Landscape Specification. The tree planting schedule and landscape proposals must be referred to by the Structural Engineer during foundation design. No tree species, size or location should be altered without prior approval from the Landscape Architect.



Pétanque



CYCLE PARKING PROVISION, ECCLESTON ECONOMY CYCLE SHELTER (BXMV ECC)



PBM-2 Waste Stream Enclosure Zno 1100 lb tin store



MARSHALLS FERROCAST SHEFFIELD POLYURETHANE CYCLE STAND

**NOTE:**  
DRAWINGS TO BE READ IN CONJUNCTION WITH ALL OTHER CONSULTANTS DRAWINGS

- T1 210218 SG ISSUED FOR TENDER
- P7 12.07.17 SG Amends following conversation with PO:
- note regarding permeable paving updated
  - cycle provision updated
- P8 12.07.17 SG Amends following conversation with PO:
- note updated to ensure hedging to surround existing playground replaced with trees, to minimise any potential security issues
  - existing trees retained along field boundary with tennis court, new entrance relocated
  - club room facing material to be timber cladding, windows and french doors added
- P5 31.05.17 SG Amends following conversation with client:
- telescopic bollards added to entrance
  - hedging to surround existing playground replaced with trees, to minimise any potential security issues
  - existing trees retained along field boundary with tennis court, new entrance relocated
  - club room facing material to be timber cladding, windows and french doors added
- P4 22.05.17 SG Amends following conversation with PO:
- telescopic bollards added to entrance
  - hedging to surround existing playground
  - portion of hedging to new fencing along tennis court and rear area
  - SUDS area introduced to rear area
  - club room facing material to be timber cladding, new bi fold fronting onto pétanque area
  - render to bowling green elevation.
- P3 01.11.16 SG Storage area reconfigured, additional parking spaces added and cycles relocated as per clients comments
- P2 01.06.16 SG Storage area reconfigured, additional parking spaces added and cycles relocated as per clients comments
- P1 31.05.16 SG Additional parking spaces added, storage space added as per clients comments

Rev. Date. Drawn.

**hssp architects**

Pera Innovation Park, Nottingham Road  
Melton Mowbray, LE13 0PB

Telephone: 01664 563 288 Fax: 01664 503 360  
E-Mail: info@hssparchitects.co.uk Web: www.hssparchitects.co.uk

Proposed New Pavilion  
Shakespeare Road  
Braunstone  
For Braunstone Town Council

Title:  
TENDER - Proposed Site Plan

Scale: 1:200	Drawn: SG	Checked: NC	Date: May '16
Drawing No: 7209-05-010			Revision: 11

16 HSSP AT



**Pavilion and Site Capital construction costs**

<b>Project Items</b>	<b>Amount (£)</b>
Demolitions and Alterations	11,000.00
Substructure	95,564.08
Roof	60,380.35
External Walls	31,747.21
Windows and External Doors	46,832.91
Internal Walls and Partitions	16,659.56
Internal Doors	13,353.09
Wall finishes	5,495.59
Floor Finishes	22,986.15
Ceiling Finishes	7,000.12
Fittings and Furnishings	68,104.80
Services	286,537.48
Site Preparation	82,141.44
Access Road	19,594.16
Parking Bays	7,106.96
Paving	89,694.00
Kerbs and Edgings	7,290.07
Fencing And Gates	3,633.90
Landscaping	4,343.06
Street Furniture	2,598.00
Drainage	26,089.82
External Services	20,513.00
Preliminaries, Overheads and Profit	71,013.06
<b>Total Excl VAT</b>	<b>999,678.81</b>

**Updated:** August 2018, following selection of preferred contractor



**Braunstone Town Council**  
**Shakespeare Park - Improvement & Development**  
**Playground Improvements – Sensory Play Equipment**

A key element of the improvements to the Playground at Shakespeare Park is the installation of Sensory Play Equipment in the centre of the play area. Braunstone Town does not currently have any sensory play equipment at any of its parks.



Blaby Parish Council has installed sensory play equipment at Oakfield Park, Blaby.

*See to the left and below.*

*The equipment may vary depending upon the selection of a preferred supplier.*



Sensory Play equipment is suitable for all abilities and ages, creating an engaging, stimulating, and inclusive learning environment, encouraging communication, connection and interaction to unlock the individual's potential as they explore, discover and enjoy.

Where children are unable to use swings and slides, they can enjoy the sensory play equipment with their friends and family, enabling the whole family to enjoy a visit to the playground.

**Braunstone Town Council**  
**Shakespeare Park - Improvement & Development**  
**Improvements to the Tennis Courts**

In order to undertake improvement works to the site with minimum disruption to residents, a secure compound will be needed for the site construction vehicles and materials. The proposal is to close the Tennis Courts for approximately 12 months for this purpose.

Once the works on the New Pavilion (Clubhouse) are complete, the old Clubhouse demolished and the car park improved and extended, the secure compound will be closed and the Tennis Courts will be improved.

It is proposed to improve the surface, perimeter fencing and nets, similar to the Tennis Courts shown in the picture below.



The exact look will depend upon the chosen supplier.

Once operational the Tennis Courts will be available for Community use. The entrance will be from the car park similar to the current arrangement with a gate at the rear to the new Pavilion, which as a multi-use sports clubhouse will be able to accommodate any future Tennis Club who may be able to offer formal coaching sessions.

## **APPENDIX 5 – CAPITAL COST FUNDING MATRIX**

The funding matrix below sets out the grant funding and financial contributions for each part of the project.

<b>Project</b>	<b>Funding Source</b>	<b>Funding Amount</b>
New Pavilion (including Demolition of existing Pavilion) and improvements to site layout (including car park extension)	Public Works Loan	£737,074
	Sport England – Community Asset Fund	£100,000
	Football Foundation – Facilities Fund	£100,000
	Vichai Srivaddhanaprabha Foundation	£99,862
	Capital Budget (over 2 years)	£20,000
	Section 106 Funding	£17,213
	Reserves	£53,707
	<b>TOTAL</b>	<b>£1,127,856</b>
Playground and Tennis Courts Improvements	Council Reserves	£42,000
	Grant Funding	£42,000
	<b>TOTAL</b>	<b>£84,000</b>

***Updated: August 2019***

**APPENDIX 6**

**EXISTING PAVILION FACILITY COSTS**

<b>KEY</b>	<b>EXPENDITURE</b>	
	Staffing Costs	7,091.00
	Cleaning Materials	166.00
	Utility Bills	666.00
	Waste Services	222.00
	Laundry Services	111.00
	Building Repairs & Maintenance	1,933.00
	Equipment Repairs & Maintenance	1,556.00
	Equipment Purchase	222.00
	Miscellaneous	11.00
	<b>TOTAL EXPENDITURE</b>	<b>11,978.00</b>

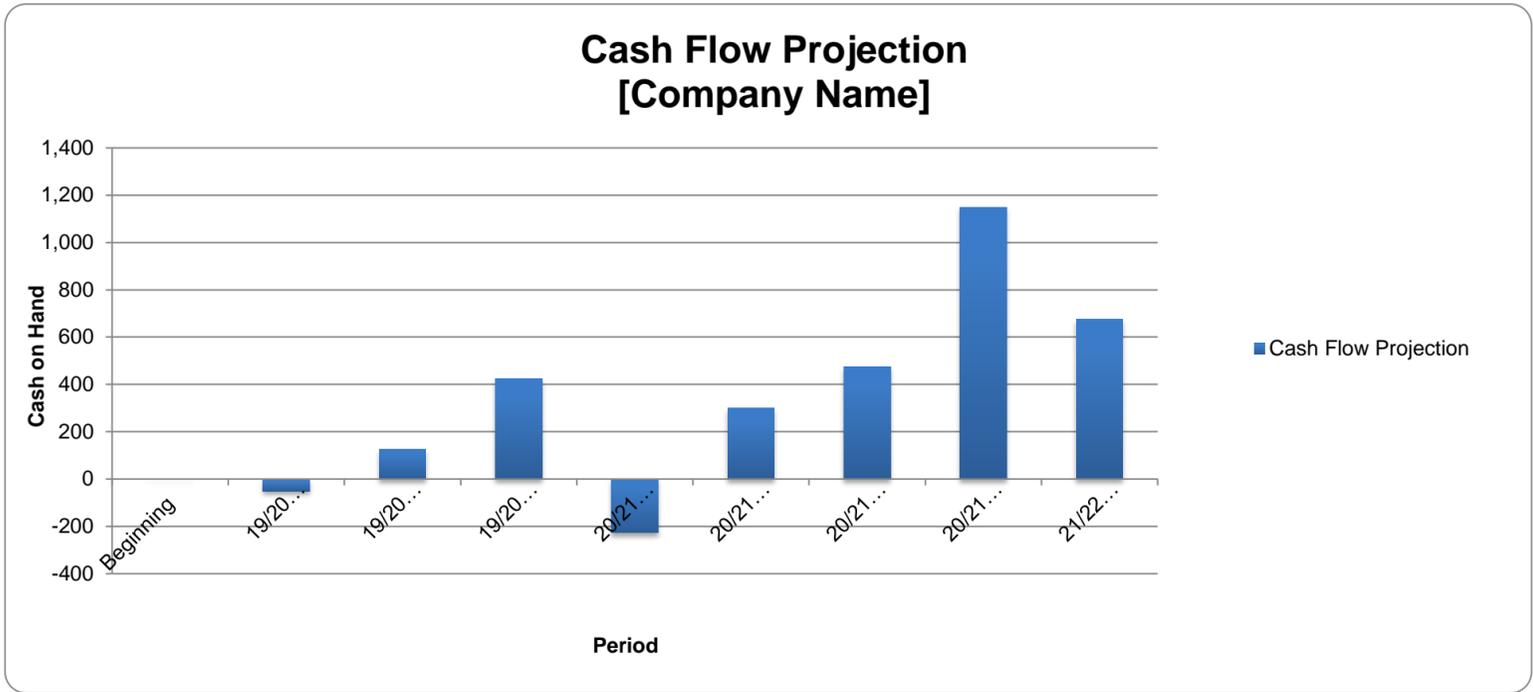
**PROJECTED PAVILION FACILITY COSTS**

<b>KEY</b>	<b>EXPENDITURE</b>	
	Cleaning Materials	200.00
	Utility Bills	800.00
	Waste Services	200.00
	Laundry Services	100.00
	Building Repairs & Maintenance	200.00
	Sinking Fund for Maintenance	1,000.00
	Equipment Repairs & Maintenance	500.00
	Equipment Purchase	250.00
	Miscellaneous	50.00
	<b>TOTAL EXPENDITURE</b>	<b>3,300.00</b>

## Appendix 7

### Shakespeare Park Sports Pavilion Braunstone Town

	Beginning	19/20 Q2	19/20 Q3	19/20 Q4	20/21 Q1	20/21 Q2	20/21 Q3	20/21 Q4	21/22 Q1	Total
<b>Cash on hand (beginning of year)</b>		0	-50	125	425	-225	300	475	1,150	
<b>RECEIPTS</b>										
Bowling Club		300	300	300	300	300	300	300	300	2,400
Football Club		300	300	300	300	300	300	300	300	2,400
Fund Raising & Grants		0	50	100	100	150	150	200	200	950
Room & Facility Hire		50	75	100	150	200	250	250	250	1,325
Other Income		0	0	0	50	50	100	100	150	450
<b>TOTAL RECEIPTS</b>		650	725	800	900	1,000	1,100	1,150	1,200	7,525
<b>Total budget available</b>	0	650	675	925	1,325	775	1,400	1,625	2,350	
<b>PAYMENTS</b>										
Utility Costs		200	200	200	200	220	220	220	220	1,680
Repairs & Maintenance		0	100	0	100	0	100	0	100	400
Equipment		375	125	125	125	125	375	125	125	1,500
Cleaning, Waste & Laundry		125	125	125	125	130	130	130	130	1,020
Other Expenditure		0	0	50	0	0	100	0	100	250
Sinking Fund		0	0	0	1,000	0	0	0	1,000	2,000
<b>TOTAL CASH PAID OUT</b>		700	550	500	1,550	475	925	475	1,675	6,850
<b>Cash on hand (end of period)</b>	0	-50	125	425	-225	300	475	1,150	675	



Cash balance alert minimum      \$      -