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Joint Chief Executive
Rob Barlow

1 September 2020

TO: ALL MEMBERS OF THE CABINET

NOTICE OF MEETING OF THE CABINET

Dear Councillor

You are invited to attend a meeting of the Cabinet on
Wednesday, 9th September, 2020 at 6.00 pm

This will be a meeting held in line with The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) England & Wales) Regulations 2020.

This meeting will be held virtually via Zoom and streamed live
via: www.mybostonuk.com/youtube

ROB BARLOW
Joint Chief Executive

Membership:

Leader of the Council – Councillor Paul Skinner
Deputy Leader – Councillor Nigel Welton
Councillors Tracey Abbott, Richard Austin BEM, David Brown, Martin Griggs,
Jonathan Noble and Yvonne Stevens

A G E N D A

PART I - PRELIMINARIES

A MINUTES (Pages 1 - 6)

To sign and confirm the minutes of the meeting held on 24th June 2020

B APOLOGIES

To receive apologies for absence.

C DECLARATIONS OF INTERESTS

To receive declarations of interests in respect of any item on the agenda.

D QUESTIONS FROM MEMBERS OF THE PUBLIC

To answer any written questions received from members of the public no later than 5 p.m. two clear working days prior to the meeting – for this meeting the deadline is 5 p.m. on

PART II - AGENDA ITEMS

1 RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY (STANDING ITEM)*

2 RECOMMENDATIONS FROM THE BOSTON TOWN AREA COMMITTEE (BTAC) (STANDING ITEM) (Pages 7 - 8)

(The draft minute of the BTAC meeting of 5th August 2020 is attached, which contains recommendations relating to the Events budgets for 2020/21 and 2021/22.)

3 QUARTER 1 - PERFORMANCE, RISK AND FINANCE (Pages 9 - 56)

(A report by Paul Julian, Chief Finance Officer)

Portfolio Holders: Councillor Paul Skinner, Leader (Performance), Councillor Nigel Welton, Deputy Leader (Risk) and Councillor Jonathan Noble (Finance)

4 DRAFT CORPORATE STRATEGY / PRIORITIES FOR CONSULTATION (Pages 57 - 70)

(A report by James Gilbert, Assistant Director – Organisation and Corporate Services)

Portfolio Holder: Councillor Nigel Welton, Deputy Leader

5 BOSTON ALTERNATIVE ENERGY FACILITY (BAEF) PHASE 4 CONSULTATION SUBMISSION (Pages 71 - 112)

(A report by Christian Allen, Assistant Director – Regulation)

Portfolio Holder: Councillor Yvonne Stevens

6 PE21: THE NEXT STEPS

(A report by the Deputy Chief Executive – Strategy)

REPORT TO FOLLOW

7 EXCLUSION OF THE PUBLIC AND PRESS

To consider resolving - That under Section 100(A)(iv) of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) Order 2006, the public and press be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Order

8 FLEET MAINTENANCE ARRANGEMENTS AWARD OF CONTRACT (Pages 113 - 146)

(A report by Christian Allen, Assistant Director – Regulation)

Portfolio Holder: Councillor Yvonne Stevens

- * In accordance with the Constitution, recommendations of Overview and Scrutiny Committees referred to Cabinet (if any) shall be included at this point in the agenda (*unless they have been considered in the context of the Cabinet deliberations on a substantive item on the agenda*) within six weeks of the Overview and Scrutiny Committee completing its report / recommendations.

Call-In –any decision taken by the Cabinet concerning an item on this agenda can be 'called in' in accordance with the Constitution, within 5 working days of the decision notice being published. It is expected that the decision notice will be published on Friday 11th September 2020 Subject to this publication, the deadline for calling in a decision is **5 p.m. on Friday 18th September 2020.**

Alternative Versions - Should you wish to have the agenda or report in an alternative format such as larger text, Braille or a specific language, please contact Democratic Services on direct dial (01205) 314227

The person to contact about the agenda and documents for this meeting is Lorraine Bush, Democratic Services Manager, Municipal Buildings, Boston Tel. no: 01205 314224 e-mail lorraine.bush@boston.gov.uk

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BOSTON BOROUGH COUNCIL

NOTICE OF DECISIONS TAKEN BY CABINET ON 24 JUNE 2020

DATE OF PUBLICATION: FRIDAY, 26 JUNE 2020

DEADLINE FOR CALL-IN: FRIDAY, 3 JULY 2020

NOTES:

A COPY OF THE CABINET AGENDA HAS BEEN PREVIOUSLY CIRCULATED TO ALL MEMBERS OF THE COUNCIL. IF YOU REQUIRE ANY FURTHER INFORMATION ON ANY ISSUE PLEASE CONTACT, IN THE FIRST INSTANCE, THE PORTFOLIO HOLDER OR OFFICER NAMED IN THE RIGHT HAND COLUMN.

MEETING OF THE CABINET

24 June 2020

Present:

Councillor Paul Skinner, in the Chair

Councillors Nigel Welton, David Brown, Martin Griggs,

Martin Howard MSc. PCGM, Cert Ed, Chelcei Sharman and Yvonne Stevens

Officers –

Chief Executive, Deputy Chief Executive (Monitoring Officer), Chief Finance Officer and S151 Officer, Head of Regulatory Services, Head of Environmental Operations, Head of Place and Space, Associate Head of Service, Senior Democratic Services Officer and Democratic Services Officer

76 MINUTES

The minutes of the meetings of the Cabinet held on 20 May 2020 and 27 May 2020 were received and signed by the Chairman.

77 APOLOGIES

No apologies for absence were received.

78 DECLARATIONS OF INTERESTS

No declarations of interest were made by Members.

79 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

80 RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY (STANDING ITEM)*

There were no recommendations from the Overview and Scrutiny Committees.

81 RECOMMENDATIONS FROM THE BOSTON TOWN AREA COMMITTEE (BTAC) (STANDING ITEM)

There were no recommendations from the Boston Town Area Committee.

82 QUARTER 4 REPORT – PERFORMANCE, RISK AND FINANCE

<p>DECISION</p> <p>1. That the quarterly monitoring information for Quarter 4 be noted.</p> <p>2. That the specific finance recommendations in the report be agreed, summarised as follows:</p> <ul style="list-style-type: none"> • F1: The reserve movements detailed in Table 6 • F2: The updated capital programme detailed in Table 8 • F3: The supplementary estimate in respect of the Levy Account Surplus and Covid-19 Emergency Funding, as set out in Table 11 	<p>Portfolio Holders and Officer</p> <p>Cllrs Skinner, Welton & Howard</p> <p>SR/PJ</p>
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REASON FOR DECISION

Cabinet Members presented the headlines of the quarterly monitoring information on performance, risk and finance for Quarter 4 of 2019/20 (April 2019 to March 2020) in relation to their own portfolios.

With respect to performance, the areas of success and improvement were:

- Planning applications (Cllr Welton)
- Supporting business growth and promoting the Borough (Cllr Welton)
- Switchboard (Cllr Welton)
- Relatively small number of complaints, from which learning points will be taken (Cllr Welton)
- Benefit and Council Tax Support processing times (Cllr Howard)
- Collection rates for Council Tax and Business Rates close to target (Cllr Howard)
- Information requests (Cllr Howard)
- Gym memberships (Cllr Brown)
- Event income (Cllr Brown)
- Broadly compliant food businesses (Cllr Stevens)
- Car parking income (Cllr Sharman)
- Housing completions, empty properties and housing standards (Cllr Griggs)

Areas of concern/watching brief were:

- Swim sessions (Cllr Brown)
- Gym membership (Cllr Brown)
- Food inspections (Cllr Stevens)
- Household waste and recycling (Cllr Stevens)
- Fly tip response times (Cllr Stevens)
- Market income (Cllr Sharman), which would be considered during the Transformation Programme

The report also listed other items of note:

- Commercial waste growth in income and number of customers (Cllr Stevens)

Members stressed that the significant impact of the pandemic would be reflected in future quarters' reports.

Councillor Howard presented the quarterly risk information. The strategic risks had been reviewed for Quarter 4 and also to reflect the position as at June 2020, particularly with regard to the impact of Covid-19 and the proposed strategic alliance with East Lindsey DC. A new strategic risk had been identified in respect of the proposed alliance which would be evaluated and scored in Q1 of 2020/21. A summary of strategic risks was set out the report and full details were contained in Appendix B.

Councillor Howard then outlined the financial management information. The key headlines were set out in the report as follows:

- Revenue spending for the year was contained within the budget, with the variances set out in section three of the report.
- Over 80% of the Controlling Migration Fund grant money had been spent at the year end.
- Trading income was slightly below the budget, in part due to CoVid impacts
- Changes to reserves were set out in section 6, relating to capital funding reserve, housing reserve and property funds returns reserve.
- Treasury returns were above the budget, although the capital value of property funds had been affected by both CoVid and Brexit outcome uncertainties
- Spend for the year for the Capital Programme was set out in Table 8, with slippage of £865K into 2020/21 mainly relating to Disabled Facilities Grants and the Multi Use Games Area.
- Supplementary estimates the return of levy surplus monies from the Government, and the receipt of Section 31 grant to support initial losses incurred from CoVid-19.
- In respect of Business rates, a deficit was recorded for the year, and CoVid impacts

on the future rate base would reduce the amount the council retained from business ratepayers

- Council Tax Support (CTS) was in line with the budget, but CoVid will increase the caseload for CTS, and therefore the cost to the council, going forward.

Councillor Howard proposed that the recommendations contained in the report be approved, which were reserve movements; changes to the capital programme – slippage for Disabled Facility Grants and the Multi Use Games Area and supplementary estimates for the return of levy surplus monies and receipt of Covid-19 emergency funding.

OTHER OPTIONS OR ALTERNATIVES CONSIDERED

None.

RECORD OF ANY CONFLICT OF INTEREST

None.

RECORD OF ANY DISPENSATION GRANTED

None.

83 COVID 19 - BUDGET IMPACT UPDATE

DECISION 1. That the measures introduced by the Government that have affected the Council's financial position, and the support to businesses and residents, be noted; 2. That the current projected financial 2020/21 position be noted and that future reports be requested as the situation develops; 3. That the on-going lobbying exercises to ensure that the Government recompenses the Council appropriately be noted.	Portfolio Holder and Officer Cllr Howard PJ
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REASON FOR DECISION

Councillor Howard presented a report, providing an update on the measures introduced by

the Government since May 2020 in response to the Covid-19 pandemic, the Council's actions and the impact on the Council's finances.

The report stated that the last few months had seen unprecedented changes in the way the Council and the wider economy operated as a consequence of the global pandemic. Cabinet had received a report in May which outlined the situation at that time.

The Council had been helping support the Government response through the payment of Business Grants amounting to over £14m, business rate reliefs had been processed totalling £9m, as well as the additional award of Council Tax Support.

Since May the Government had made further announcements which impacted on the Council in terms of administering grants for businesses and those which directly impacted on the Council's budget and its actions to support the response to the pandemic, namely Discretionary Business Grant Fund and Re-opening of the High Streets.

The most significant pressure facing the Council during 2020/21 would be income losses across a range of discretionary services as well as through its investments. Using current assumptions it was projected that the budget for 2020/21 would be adversely impacted by approximately £1.75m.

Impact on service demands in the short and medium terms were anticipated to include:

- Likely increase in homelessness cases and demands
- Increased demands on the Housing Benefit Team
- Increase in those eligible for the Council Tax Support Scheme
- Probable longer term increases on the Council's pension fund contributions
- A likely increase in contributions required to the bad debt provision

In the longer term, there were concerns around the council tax base and business rate income. Future updates would include commentary on the rate of collection of Council Tax and Business Rates to enable a more accurate assessment of the impact of the pandemic to be made.

The Capital Programme would also be affected, key risks identified for future programmes included:

- Risk to external funding from Government Departments and external partners e.g. Homes England, developers
- Risk to anticipated housing growth
- Risk of increased costs due to time delays and inflationary costs
- Impact upon the economy in the longer term and the housing market affecting the viability of scheme that were currently at feasibility stages.

The Local Government Association (LGA) was continuing to lead national lobbying efforts on behalf of all local councils. Lincolnshire's council colleagues continued to collectively lobby the LGA, the District Council's Network (DCN) and the Society of District Council Treasurers (SDCT) to highlight the likely consequences for local councils if adequate financial support was not forthcoming from the Government. The Ministry for Housing, Communities and Local Government had introduced a monthly request for information on the financial impacts on councils, but Government was still considering its response.

Further financial support from Government would ensure that unbudgeted costs and reducing income levels did not have a longer term detrimental impact on the Council resulting in service reductions in subsequent years. Whilst the two tranches of funding had been welcomed, they were insufficient to cover the current year's costs and loss of income.

Update reports would continue to be presented to Members as the situation progressed.

OTHER OPTIONS OR ALTERNATIVES CONSIDERED

Not to provide a report.

RECORD OF ANY CONFLICT OF INTEREST

None.

RECORD OF ANY DISPENSATION GRANTED

None.

The meeting ended at pm

Signed by the Chief Executive



26 June 2020

These decisions will come into force (and may then be implemented) on the expiry of five clear working days after the date of this notice UNLESS the decisions are subjected to the Call-In procedure or are starred minutes requiring Full Council approval.

DRAFT MINUTE: BTAC MEETING 5 AUGUST 2020.

REVIEW OF 2020/21 EVENTS AND LOOKING FORWARD TO 2021/22 EVENTS PROGRAMME.

Options for 2021/22 Financial Year.

Members unanimously agreed option 1 proposing the increase in budget for £22,000, although some members did voice concern in respect of Cabinet rejecting the increase as it had done previously.

Support for the extended Christmas Event was unanimous from members, with all agreeing the four-day event would be a boost for the residents following the impacts and restrictions of the year due to the Pandemic. Committee acknowledged that the event could not be in line with that produced in 2019, but agreed that the benefit to businesses and residents of an event, could not be underestimated. The extension of the fire garden event in particular was felt to be positive having proved extremely popular at the 2019 event, although some members questioned the Letter to Santa event comparing it to a previous event of a similar nature, which had not been successful. The Town Centre Services Manager confirmed that the facilitator was different and referenced members to the illustrations of the quality of their product within the papers, advising them to check out the website for further reassurance of their product.

Further supported noted the necessity to continue to provide free community based events in line with issues resulting from the Pandemic which included restrictions in personal finances for many residents. With many people not having been able to take holidays, local free events for residents of all ages was even more important.

Questioning the possibility of additional security measures being required in order to permit the event to take place, the Town Services Manager advised members that they were confident the budget would cover any mitigation measures, should any arise.

RESOLVED:

1. That the following reallocations be approved within the existing 2020/21 events programme budget:
 - To increase the Christmas 2020 event budget from £14,500 to £22,000, to enable a 4 day Christmas event;
 - To reallocate £5,500 of existing budget to a Letters to Santa projection
2. To recommend to Cabinet to approve:
 - **The reallocation of £13,500 of the existing budget to an Illuminate Fire Garden for the Christmas 2020 event;**
 - **Option 1 within the planned programme of events for 2021/22 of an increase in budget of £22,000.**

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B O S T O N B O R O U G H C O U N C I L

REPORT TO:	CABINET
DATE:	9 SEPTEMBER 2020
SUBJECT:	QUARTER 1 REPORT – PERFORMANCE, RISK AND FINANCE
PORTFOLIO HOLDER:	COUNCILLOR SKINNER – LEADER (PERFORMANCE) COUNCILLOR WELTON – DEPUTY LEADER (RISK) COUNCILLOR NOBLE – FINANCE
REPORT AUTHOR:	CHIEF FINANCE OFFICER
EXEMPT REPORT?	NO

SUMMARY

This is the quarterly report covering performance, risk and finance monitoring information for Quarter 1 of 2020/21 (April to June 2020).

RECOMMENDATIONS

1. To note the quarterly monitoring information for Q1.
2. To agree the specific finance recommendations, summarised below:
 - F1: To approve the reserve movements detailed in Table 6
 - F2: To approve the updated capital programme as detailed in Table 8
 - F3: That the supplementary estimates in respect of Rough Sleeper Initiative and Verify Earnings & Pension be approved, as set out in table 11.
 - F4: That the supplementary estimates in respect of COVID-19 be approved, as set out in table 12.

REASONS FOR RECOMMENDATIONS

Members are accountable for the delivery of the Council's priorities and this monitoring information should be used as a tool to report on progress and highlight any key challenges forecast

ALTERNATIVES CONSIDERED

Alternative reporting arrangements

REPORT

Performance (Appendix A)

1. Areas of success / improvement

- Sickness absence (Cllr Skinner)
- Planning applications (Cllr Welton)
- Switchboard (Cllr Welton)
- Benefit and Council Tax Support processing times (Cllr Noble)
- Information requests (Cllr Noble)
- Broadly compliant food businesses (Cllr Stevens)
- Fly tip response times (Cllr Stevens)
- Number of non-local authority owned empty properties returned into occupation (Cllr Griggs)

2. Areas of concern / watching brief

- Impacted by Covid-19:
 - Supporting business growth and promoting the Borough (Cllr Welton)
 - Business rates and council tax collection rates (Cllr Noble)
 - Car parking income (Cllr Noble)
 - Swim sessions (Cllr Brown)
 - Gym memberships (Cllr Brown)
 - Commercial waste income (Cllr Stevens)
 - Market income (Cllr Abbott)
 - Housing completions and housing standards (Cllr Griggs)

3. Other items of note

- The Food Standards Agency suspended the food safety inspection programme towards the end of March 2020 in light of Covid-19. The Environmental Health team have been dealing with a high number of Covid related service requests – 1,659 in the quarter.
- Increase in fly tipping incidents

Risk (Appendix B)

4. Update on risks in Quarter 1

- 4.1 Each quarter we monitor our strategic risks – those risks which could impact most on the achievement of our corporate priorities as set out in the current Corporate Plan – Prosperity; People; Place; Public Service.
- 4.2 The strategic risks have been reviewed by CMT, particularly with regard to the impact of Covid-19 and the Strategic Alliance with East Lindsey District Council. These will be reviewed again in light of the new Corporate Plan and change in management structure in Q2.
- 4.3 Summary of strategic risks (full details in Appendix B)

Corporate Priority	Risk name	Risk owner	Risk score	Risk rating	Management assurance (RAG)
1: Prosperity	Flood risk	Michelle Sacks	8	Medium	Amber
	Growth and local economy	Michelle Sacks	12	High	Red
2: People	Housing	Andy Fisher	16	High	Red
	Welfare	Paul Julian	4	Medium	Green
	Health	Phil Perry	9	Medium	Green
3: Place	Town Centre	Phil Perry	12	High	Amber
4: Public Service	Population change	Andy Fisher	6	Medium	Green
	Budget	Paul Julian	12	High	Amber
	Capacity	Phil Drury	9	Medium	Green
	Transformation Programme	Paul Julian	6	Medium	Amber
	Brexit	Michelle Sacks	9	Medium	Green
Overall	Civil contingency risks	Andy Fisher	16	High	Amber
	Compliance	Michelle Sacks	6	Medium	Green
	Reputation	Phil Drury	6	Medium	Green
	Strategic Alliance	Michelle Sacks	8	Medium	Amber

4.4 Operational risks have been reviewed in Q1 as agreed, with exception reporting of high operational / project risks, and any changes to management assurance levels, set out below:

- Cremator maintenance and repair – day to day arrangements in place but overall risk remains high
- Financial risks – controls in place and overall strategic risk above
- Fraud risk – controls in place
- Housing Register – project underway to review options to replace IT system currently provided by a third party
- Loss / theft / corruption of data – controls in place; cyber security arrangements strengthened in light of increased risk
- Loss of key staff in People Services – management assurance changed from green to amber in light of temporary posts. This will be addressed as part of the strategic alliance review.

Financial management (Appendix C)

5. Finance headlines:

- Key financial events during Quarter 1 2020/21 (section 1)
- Revenue budget (section 2): table 1 details net spend for the year against budget by service area, table 2 by portfolio holder and table 3 by corporate priority.
- Variations to budget (section 3)
- Controlling Migration Fund (section 4, table 4)
- Trading income (section 5; table 5)
- Earmarked reserves (section 6; table 6) – recommendation for Cabinet to approve the reserve movements as detailed in the table
- Treasury management (section 7; table 7)
- Capital (section 8; table 8) – recommendation for Cabinet to approve the updated capital programme as detailed in the table
- Consultancy costs (section 9; table 9)
- Debt collection (section 10; table 10)
- Supplementary estimates (section 11; table 11) – recommendation for Cabinet to approve the supplementary estimates in respect of Rough Sleeper Initiative and Verify Earnings & Pension as set out in the table
- Supplementary estimates – COVID-19 (section 12; table 12) – recommendation for Cabinet to approve the supplementary estimates in respect of COVID-19 as set out in the table
- Insurance (section 13; table 13)
- Procurement exemptions (section 14) – none in Quarter 1
- Localisation of Business Rates and Council Tax Support Scheme (section 15; table 14)
- Other financial matters (section 16)

CONCLUSION

Overall, performance in Quarter 1 of 2020/21 was in line with targets but has been heavily impacted by Covid-19 lockdown as anticipated.

Strategic and operational risks continue to be managed in accordance with the Risk Management Framework.

FINANCIAL IMPLICATIONS

The financial implications are set out in the 'Finance' section of the report, with specific recommendations highlighted in the recommendations section at the beginning of this covering report

LEGAL & EQUALITY IMPLICATIONS

Local Government Act 1999

ANY OTHER IMPLICATIONS

The performance and risk implications are set out in the relevant sections of the report, with specific recommendations highlighted in the recommendations section at the beginning of this covering report

CONSULTATION

Consultation has been undertaken with CMT.

APPENDICES

Appendices are listed below and attached to the back of the report:-

APPENDIX A	Q1 performance
APPENDIX B	Q1 risks
APPENDIX C	Q1 finance

BACKGROUND PAPERS

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report

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Performance Q1 2020/21

Performance measures: directly within the Council's control; used to monitor how our services are performing against set targets

Trend measures: provide context and not directly within the Council's control; used to inform decision making and policy.

Key to abbreviations:

Performance: ★: Performance better than target; ●: Performance on target; ▲: Performance worse than target

CMT lead: AF: Andy Fisher; CA: Christian Allen; MS: Michelle Sacks; PD: Phil Drury; PJ: Paul Julian; PP: Phil Perry

Portfolio: DB: David Brown, Tourism, Arts & Culture; JN: Jonathan Noble, Finance & Commercial; MG: Martin Griggs, Housing and Communities; NW: Nigel Welton, Deputy Leader – Economic Development and Planning; PS: Paul Skinner, Leader; RA: Richard Austin, Heritage; TA: Tracey Abbott, Town Centre; YS: Yvonne Stevens, Environmental Services

Corporate Priority: 1: Prosperity; 2: People; 3: Place; 4: Public Service

Scrutiny: CC: Corporate and Community Committee; EP: Environment and Performance Committee

Portfolio: Leader – Cllr Paul Skinner

Leader: performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20 (full year)			2020/21 Q1		
					Actual	Target	Performance	Actual	Target	Performance
Sickness absence – overall (days)	PD	PS	4	CC	7.75	7.0	●	1.32	1.75	★
Sickness absence – long term (days)	PD	PS	4	CC	4.68	5.0	●	0.87	1.25	★
Sickness absence – short term (days)	PD	PS	4	CC	3.06	2.0	●	0.45	0.50	●

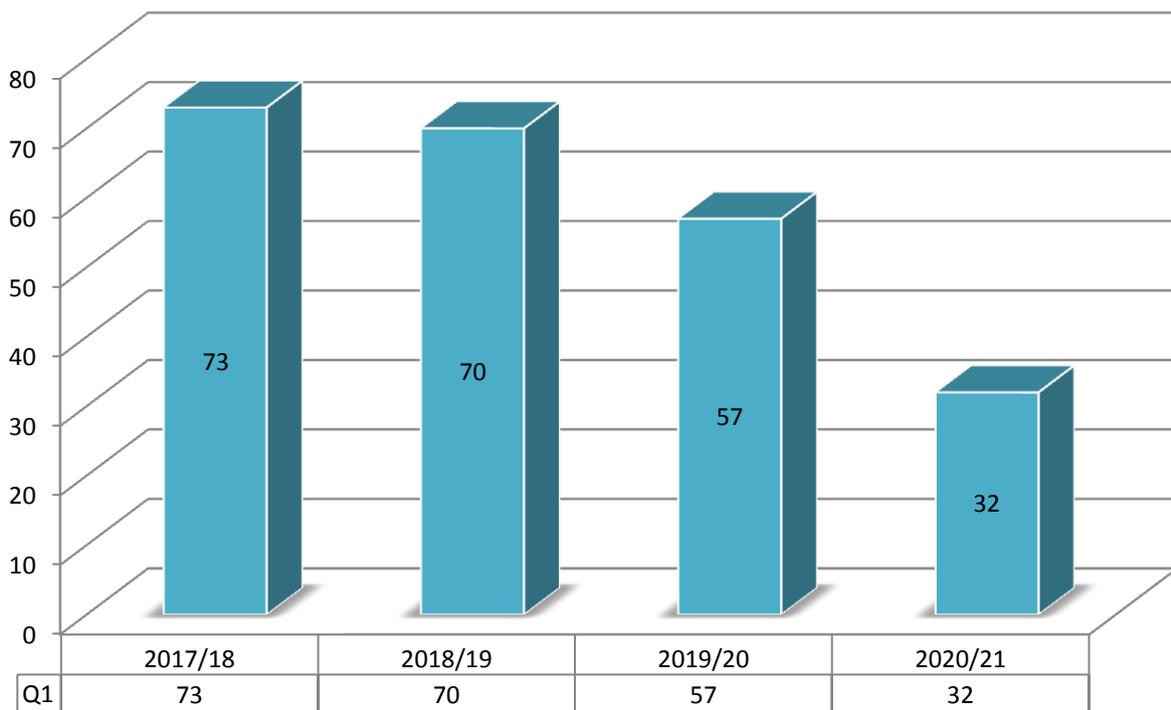
Leader: trend measures

Corporate Priority 3: Place

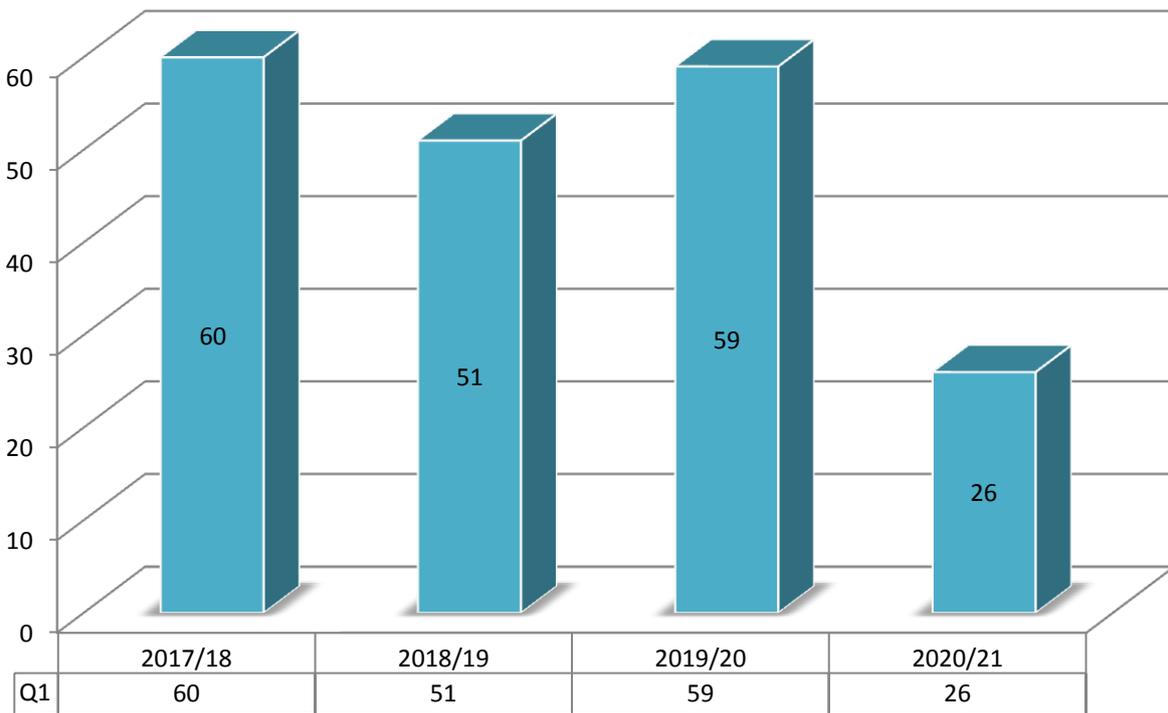
Trend measures	2017/18				2018/19				2019/20				2020/21
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Number of Stage 1 Antisocial Behaviour (ASB) letters	14	11	21	26	19	15	22	25	13	9	31	8	1
Number of Stage 2 Antisocial Behaviour (ASB) letters	7	7	5	7	3	6	1	6	5	5	23	47	2
Number of Acceptable Behaviour Agreements (ABAs)	1	5	6	0	1	0	0	0	6	0	7	3	0

Trend measures	2017/18				2018/19				2019/20				2020/21
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Number of Civil Injunctions secured	0	1	1	1	3	0	0	0	0	6	2	0	0
Number of Community Protection Notice Warnings issued	0	0	0	0	0	5	1	2	0	0	0	2	0
Number of Community Protection Notices (CPNs)	1	0	0	0	0	1	0	0	2	0	0	0	0
Number of Criminal Behaviour Orders issued (CBOs)	New measure								2	0	0	0	0

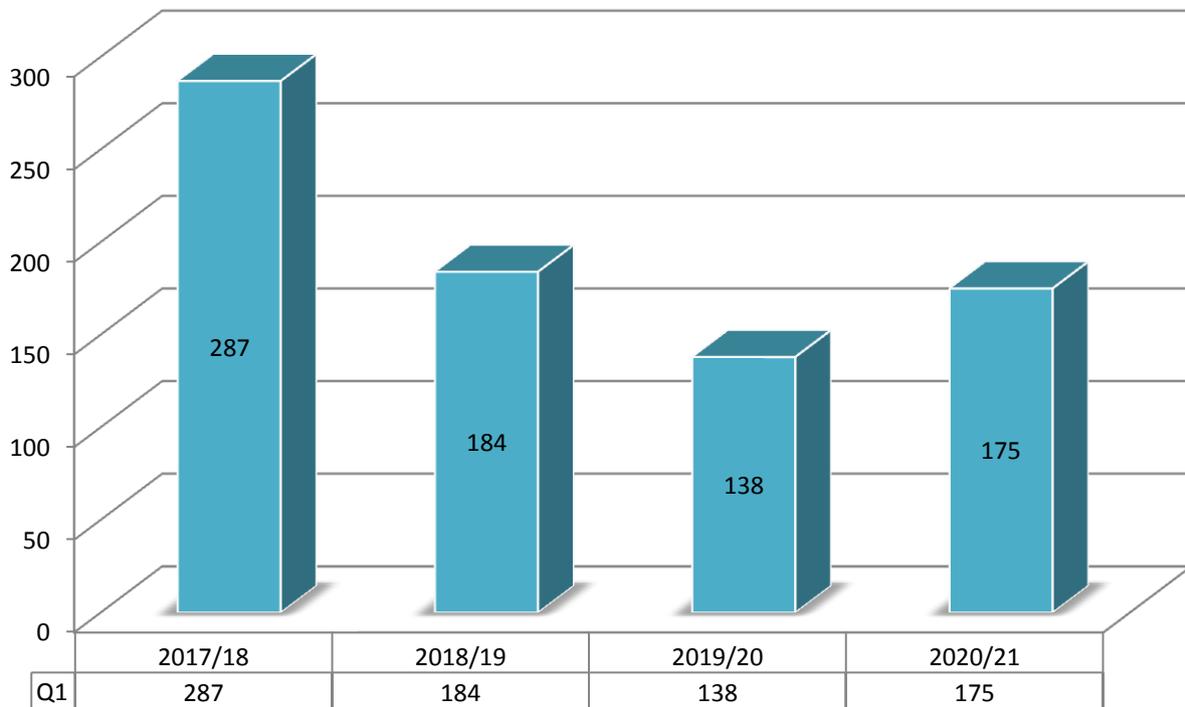
Number of CCTV directed/assisted arrests



Number of CCTV evidential packages



Number of CCTV incidents recorded



RIPA

The Regulation of Investigatory Powers Act 2000 (RIPA) regulates the powers of public bodies to carry out surveillance and investigation. There were no RIPA applications in Q1.

Compliments

Compliment	Service area
Thank you to team for support in sharing important local awareness campaign regarding New Victim Lincs website	Communications
You are an angel for replying on a Sunday thank you so much thank you.	Covid Comms
Thank you (to a member of the IT team) for solving multiple problems with locked documents and blocked emails. He is great.	IT
Well done to the IT team for the first online broadcast of a Cabinet meeting on 20th May	IT
Please give thanks to the Bin Workers & all other employees of the Council for their work at this time in ours and the world's history.	Whole Council
Thank you for all doing a great job during the Corona crisis.	Whole Council

Portfolio: Deputy Leader – Economic Development and Planning – Cllr Nigel Welton

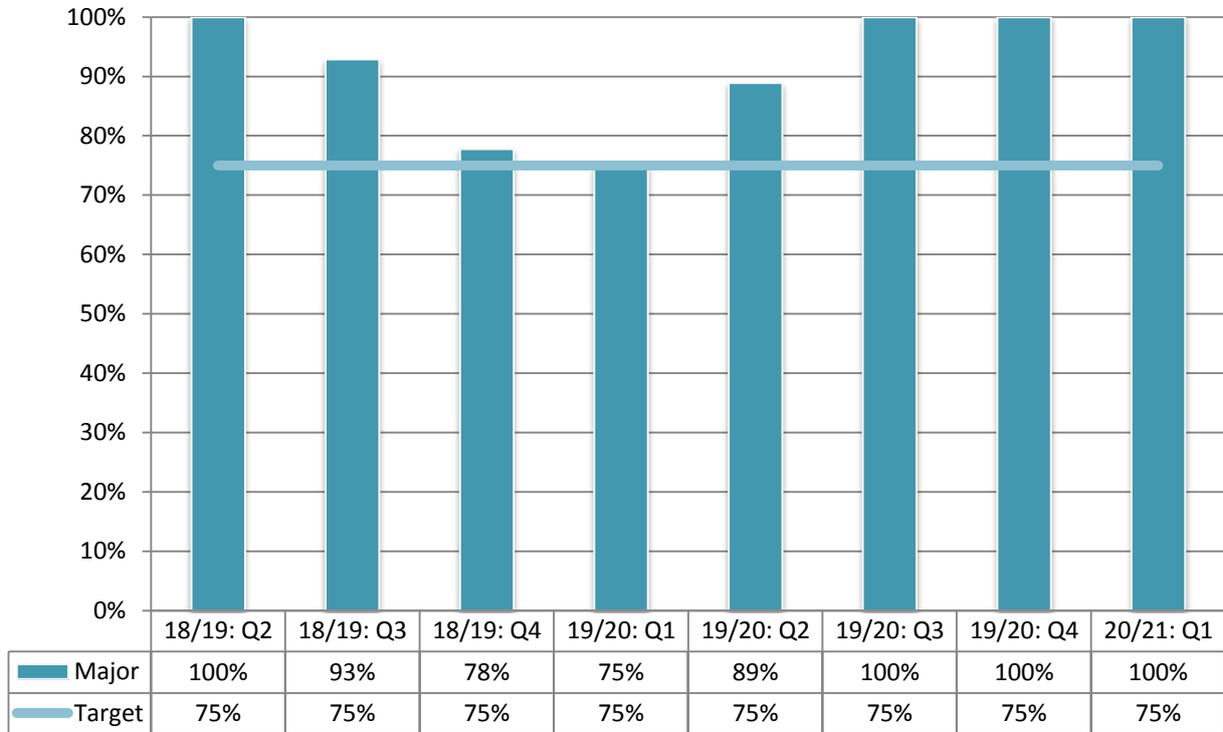
Deputy Leader: performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20 (full year)			2020/21 (Q1)		
					Actual	Target	Performance	Actual	Target	Performance
% of major planning applications determined on time	MS	NW	1	EP	91%	75%	★	92%	75%	★
Comment: The Government tracks planning performance over a cumulative 2-year period. Boston's performance as at Q1 is a cumulative total from July 2018 to June 2020. The Government's minimum standard for majors is 60% and for minors and others is 70%. The graphs over the page show performance quarter by quarter.										
% minor planning applications determined on time	MS	NW	1	EP	83%	65%	★	82%	65%	★
% of all other applications determined on time	MS	NW	1	EP	89%	80%	★	87%	80%	★
% of major appeals allowed against the number of major applications determined by the authority within the previous 2 years	MS	NW	1	EP	2.78%	10%	★	0%	10%	★
% of minor and other appeals allowed against the number of minor and other applications determined by the authority within the previous 2 years	MS	NW	1	EP	1.32%	10%	★	1.22%	20%	★
Number of businesses visited to support business growth	MS	NW	1	EP	79	50	★	8	12	▲
Comment: Due to the pandemic these visits either took place via "Teams/Zoom" or over the phone										
Number of initiatives to support skills, in partnership with the business community	MS	NW	1	EP	11	10	●	0	2	▲
Number of business events attended to promote the Borough	MS	NW	1	EP	8	4	★	0	1	▲
Switchboard - % of abandoned calls	PJ	NW	4	CC	5%	15%	★	4.40%	15%	★
Switchboard – average waiting time (in seconds)	PJ	NW	4	CC	42	60	★	30s	60s	★

* 'On time' – within statutory target determination period or such extended period as agreed in writing with the applicant/agent

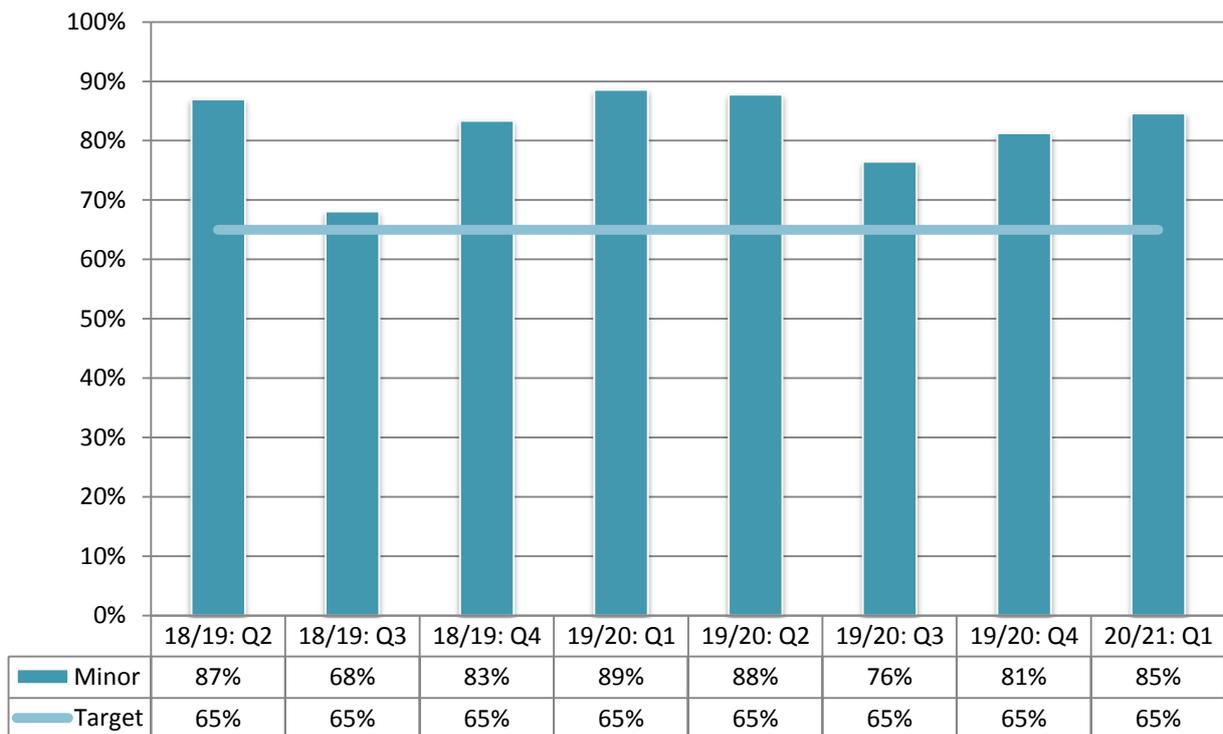
Deputy Leader: trend measures

Corporate Priority 1: Prosperity

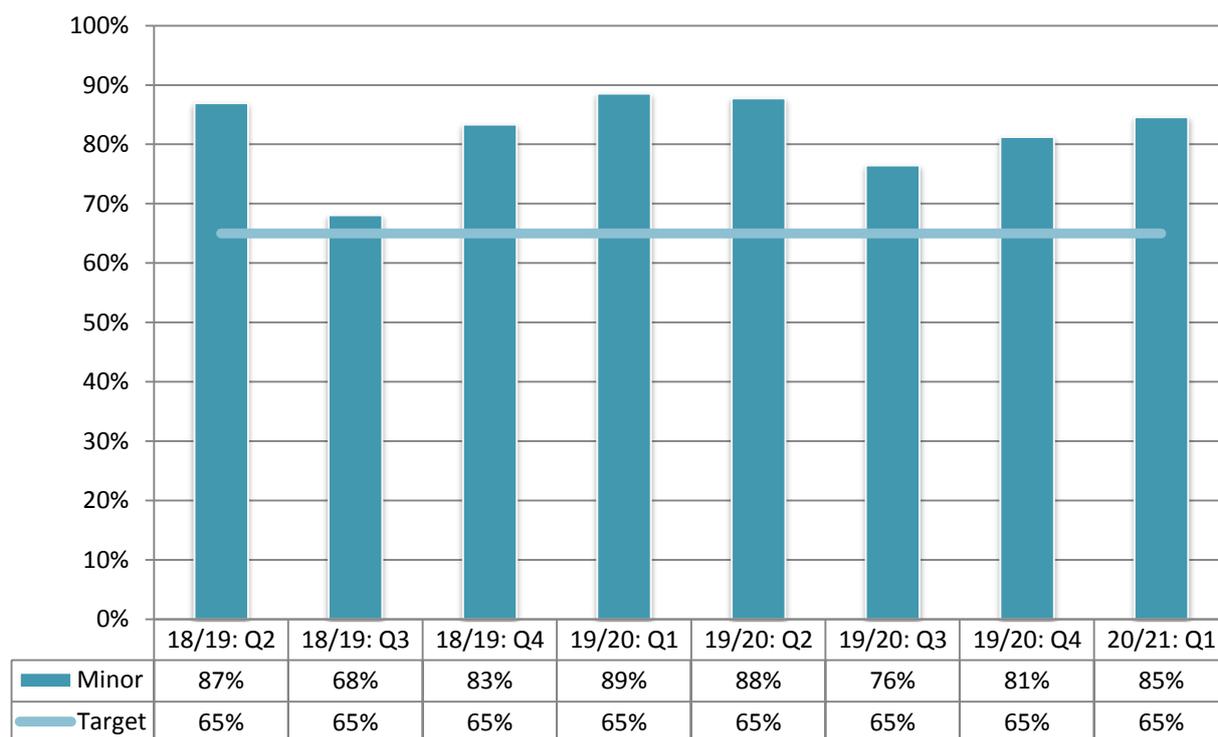
Major planning applications determined on time



Minor planning applications determined on time



Minor planning applications determined on time



Income from planning applications in Q1 was £85,725. Income in April and May was marginally down, June was substantially down. This is likely to be linked to Covid-19 lockdown.

34 planning applications were determined with time extensions in Q1 (41% of applications determined in the quarter).

Complaints

Complaint	Service area	Justified?	Outcome
Complaint about brown bin purchase and member of staff	Customer Services	Partly	Apology for clerical error which caused delay in delivery of brown bin. This has now been resolved. The member of staff acted professionally in the face of verbal threats by the customer. This element of the complaint was not upheld.
Complaint about Planning Permission B/19/0221	Planning	No	Having reviewed the case and having liaised with the Planning Enforcement Officer, we are satisfied that there is no basis for the complaint.
Ongoing complaint relating to National Grid Plc	Planning	No	Advised complainant to direct their ongoing concerns to the LGO as there is nothing more the Council can do.

Complaint monitoring – corporate view

14 complaints received in Q1

Average time taken to respond to a complaint: 12 working days

Range: 1 to 23 working days

All complaints were Stage 1 complaints (investigated by the service area). No complaints in Q1 were referred to Stage 2 to be investigated by another manager or more senior officer.

Councillor Complaints

Four complaints about Councillors were received in Q1 and are under investigation

Local Government Ombudsman (LGO)

There were no LGO investigations in Q1.

The LGO annual report for 2019/20 has been published and full details are available on their website: <https://www.lgo.org.uk/>

11 cases were referred to the Ombudsman – 4 were closed after initial enquiries, 3 were referred back for local resolution and 4 proceeded to full investigation. Of those, 2 were not upheld and 2 were upheld (both relating to Revenues & Benefits, which deals with over 5,000 cases every quarter as set out in detail elsewhere in this report).

The Council complied with all the recommendations made by the Ombudsman and both complaints are now resolved, as reported in previous quarterly reports at the time.

Compliments

Compliment	Service area
I recently responded positively to the East Lindsey stance over their lock-down method statement. Can I commend you and your members at Boston Borough Council for taking a similar, positive, approach. I am sure it will be appreciated in the long term by the Boston Business community. I remember Cllr Bedford speaking on Radio Lincs after the Boston United planning application saying that “Boston is open for business.” Your positive approach now will reinforce that process and also have a positive impact on your staff at the Council.	Planning
Thank you for your reply. Your help is much appreciated and could have not done without. All the information provided helped to determine that property has no restrictions on permitted development. Thank you very much. It has been a pleasure chatting with you.	Planning
What can I say? I so appreciated your advice and info during our telecon yesterday when I called, and now the info sent (at 07.00!!) is a fabulous beginning for my researches I can't thank you enough	Planning

Portfolio: Finance & Commercial – Cllr Jonathan Noble

Leader: performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20 (full year)			2020/21 (Q1)		
					Actual	Target	Performance	Actual	Target	Performance
Benefit processing time – new claims (days)	PJ	JN	2	CC	4.03	10	★	6.89	10	★
Benefit processing time – change in circumstances (days)	PJ	JN	2	CC	5.42	14	★	2.43	14	★
Council Tax Support processing – new claims (days)	PJ	JN	2	CC	4.91	10	★	6.68	10	★
Council Tax Support processing time – change in circumstances (days)	PJ	JN	2	CC	7.77	14	★	10.18	14	★
Business Rates collection (% collected)	PJ	JN	4	CC	97.79%	98.00%	●	29.98%	31.79%	▲
Council Tax collection (% collected)	PJ	JN	4	CC	95.88%	96.00%	●	26.48%	28.12%	▲
Comment: Collection rates have been impacted by the pandemic. The Government has recognised the issue by introducing reliefs for both Council Tax and Business Rates, and has also proposed that councils can smooth the collection fund deficit that will occur across three financial years.										
Average time taken to respond to information requests (working days)	MS	JN	4	CC	10	20	★	8	20	★
% of information requests responded to within statutory timescales	MS	JN	4	CC	New measure			94%	96%	●
Average time taken to respond to Subject Rights requests (calendar days)	MS	JN	4	CC	1 month	1 month	●	1 month	1 month	●
Car parking income against monthly profile*	PP	JN	3	EP	£885,940	£860,000	★	See comment below		
Car Parking permit income vs budget	PP	JN	3	EP	£99,744	£89,950	★	See comment below		

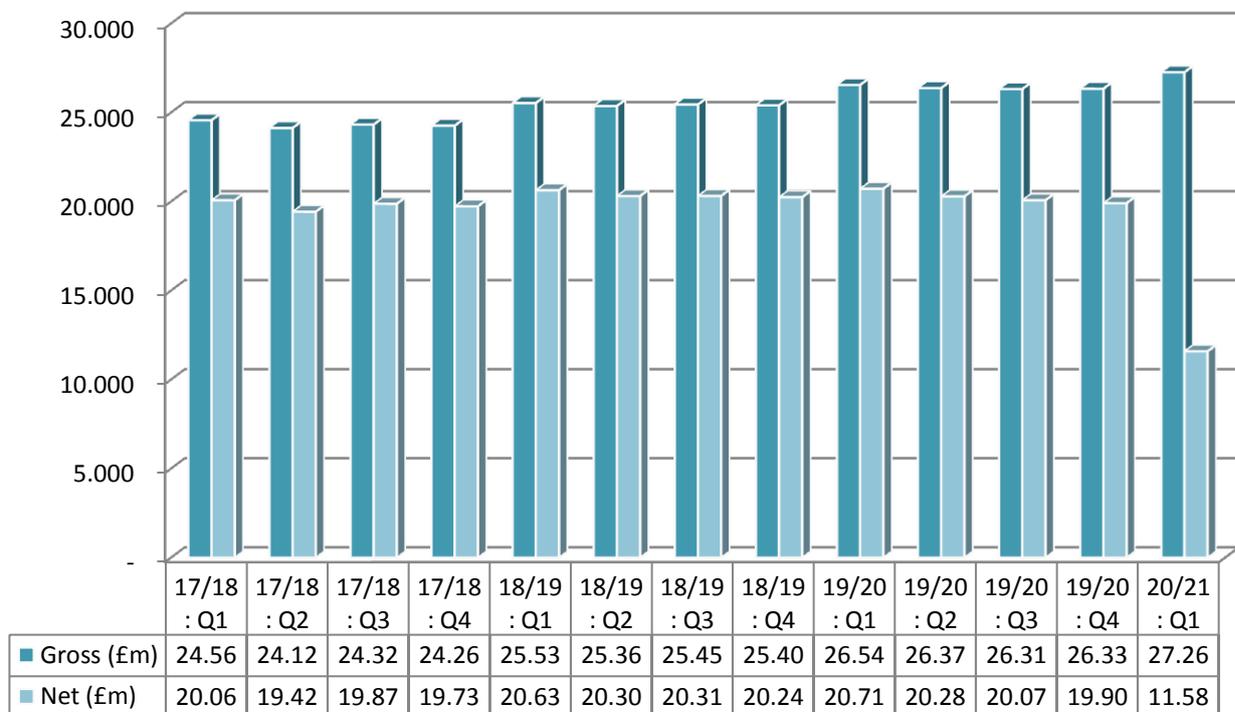
* This includes income from tickets purchased via the MiPermit app

Leader: performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20 (full year)			2020/21 (Q1)		
					Actual	Target	Performance	Actual	Target	Performance
Comment: Free parking was implemented from 27 March to 15 June due to Covid 19 lockdown (this included permit holders), and re-introduced again for 2.5 hour slots from 29 June 2020 to encourage shopping in the town.										

Finance & Governance: trend measures

Corporate Priority 1: Prosperity

Collectable business rates



Every non-domestic property has a rateable value (RV) which is determined by the Valuation Office Agency (VOA). The RV is broadly representative of the amount for which the premises could be let per annum.

The council multiplies the RV of an individual property, by a 'multiplier' (the national non-domestic multiplier) set by central government. It is set for the whole of England and is effective from the 1 April each year.

This gives the **gross rates payable** for each property before any entitlement to reliefs, exemptions or discounts are applied.

Depending on the individual circumstances of the ratepayer, there are a range of reliefs, discounts and exemptions that they may be entitled to in order to lower the amount of business rates payable. After these reliefs have been applied to a business rates account, the amount payable is referred to as the **net rates payable**.

Both the amount of gross and net rates payable fluctuate on a daily basis. Some examples that are likely to change the amount of gross and/or net rates payable are shown below: -

- Increases and decreases to the RV of a property
- New properties entering the rating list
- Properties being deleted from the rating list
- Changes to the structure of a property (merges/splits)
- Entitlement to discounts, reliefs and exemptions being applied to accounts
- Entitlement to discounts, reliefs and exemptions being removed from accounts

More detailed information can be found on our website

<https://www.mybostonuk.com/wp-content/uploads/2020/02/Business-rates-2020-21.pdf>

Corporate Priority 2: People

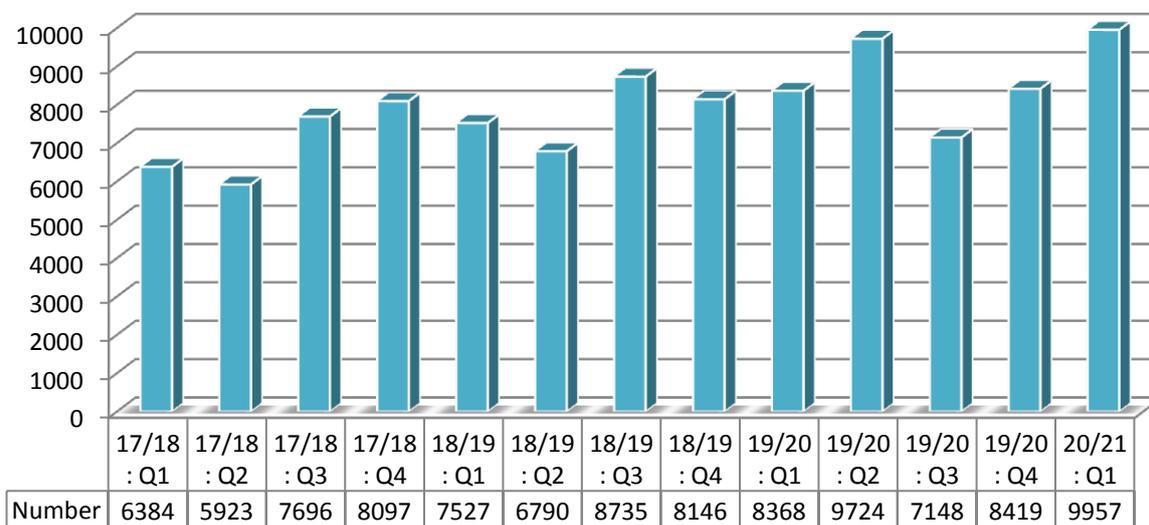
New trend measures as recommended by Corporate & Community Committee in July 2019

Trend measures	2019/20				2020/21
	Q1	Q2	Q3	Q4	Q1
Caseload – Housing Benefits	5430	5361	5324	5228	5148
Caseload – Council Tax Support	4836	4805	4797	4755	4634
New claims	428	432	448	429	518
Change of circumstances	4176	3502	2734	11999	6865

Comment: In April, there is a slight increase due to rent increases at LHP taking place.

Corporate Priority 4: Public Service

Number of online payments



Complaints

Complaint	Service area	Justified?	Outcome
Complaint about an incorrect payment and not being eligible for Business Support Grant	Business Support Grant	Yes	Complaint justified in respect of incorrect payment – now resolved. Head of Service spoke to the complainant to explain the Government guidance re eligibility.
Complaint about Business Support Grant	Business Support Grants	Partly	Customer referred to central Government website for more details on eligibility. Apology issued to customer that they found the information on our website unclear.
Complaint about a member of staff relating to Covid19 Business Support Grants	Business Support Grants	No	Advised customer that member of staff did not intend to cause offence when explaining that they were not eligible for the Council grant. Customer advised to look at options available on the central Government website for possible alternatives.

Compliments

Compliment	Service area
Great news - thank you for getting these paid out so quickly.	Business Grants
Just a quick line to thank you for the assistance with, and the quick turnaround of, the recent Grant Application – grant funds duly received!	Business Grants
Just to say thank you for your help in helping me gain the grant I received, it will make a big difference to my situation.	Business Grants
Thanks from Old Leake Community Centre for Grant	Business Grants
Thank you for your sincerity, I felt you listened and wanted to help.	Data Protection

Portfolio: Tourism, Arts & Culture – Cllr David Brown

Tourism, Arts, Culture and Heritage Portfolio: performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20 (full year)			2020/21 (Q1)		
					Actual	Target	Performance	Actual	Target	Performance
Swim sessions at GMLC	PP	DB	2	EP	144,732	167,000	▲	See comment below		
Gym memberships	PP	DB	2	EP	1,390	1,500	▲	See comment below		
Comment: Services suspended due to COVID-19										

Tourism, Arts, Culture and Heritage: trend measures

Corporate Priority 3: Place

Guildhall Door Count

Due to Covid-19 the Guildhall has remained closed throughout the duration of Quarter 1.

Portfolio: Environmental Services – Cllr Yvonne Stevens

Environmental Services Portfolio: performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20 (full year)			2020/21 (Q1)		
					Actual	Target	Performance	Actual	Target	Performance
% of broadly compliant food businesses	AF	YS	2	CC	97.86%	95%	★	98.02%	95%	★
% of food safety inspections completed against those required by the Food Law Code of Practice	AF	YS	2	CC	95.83%	100%	▲	See comment below		
Comment: The Food Standards Agency suspended the food safety inspection programme towards the end of March 2020 in light of Covid-19. The Environmental Health team have been dealing with a high number of Covid related service requests – 1,659 in the quarter.										
Household waste reused, recycled, composted	CA	YS	3	EP	41.01%	41.52%	●	To follow		
Residual household waste per household	CA	YS	3	EP	569kg	553kg	▲	To follow		
% of fly tip reports responded to within 2 working days	CA	YS	3	EP	69.30%	88%	▲	98.89%	88%	★
Comment: The lock down at HMP North Sea Camp meant the withdrawal of voluntary support normally available to the service. Instead, the service was delivered by staff re-deployed from their substantive role to fly tipping clearances. Since 1st April SHDC and SH Housing withdrew from the partnership and hence the service is now focused and dedicated to the Boston area										

Environmental Services: trend measures

Corporate Priority 2: People

Trend measures	2017/18				2018/19				2019/20				2020/21
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Number of taxi drivers suspended/revoked	3	38	39	39	0	0	0	1	2	0	4	0	3
Comment: suspended on medical grounds													
Number of vehicles suspended/revoked	8	18	23	29	5	10	11	24	5	16	11	6	3
Number of taxi driver/vehicle hearings	1	1	3	8	3	7	8	9	2	1	3	0	0
Number of premises licences revoked	0	1	5	2	0	1	2	2	2	0	1	2	0
Number of Licensing Act 2003 hearings	1	4	4	6	2	5	7	11	5	4	8	3	0
Comment: 2 hearings postponed due to Covid-19 (heard in Q2 by video conferencing)													

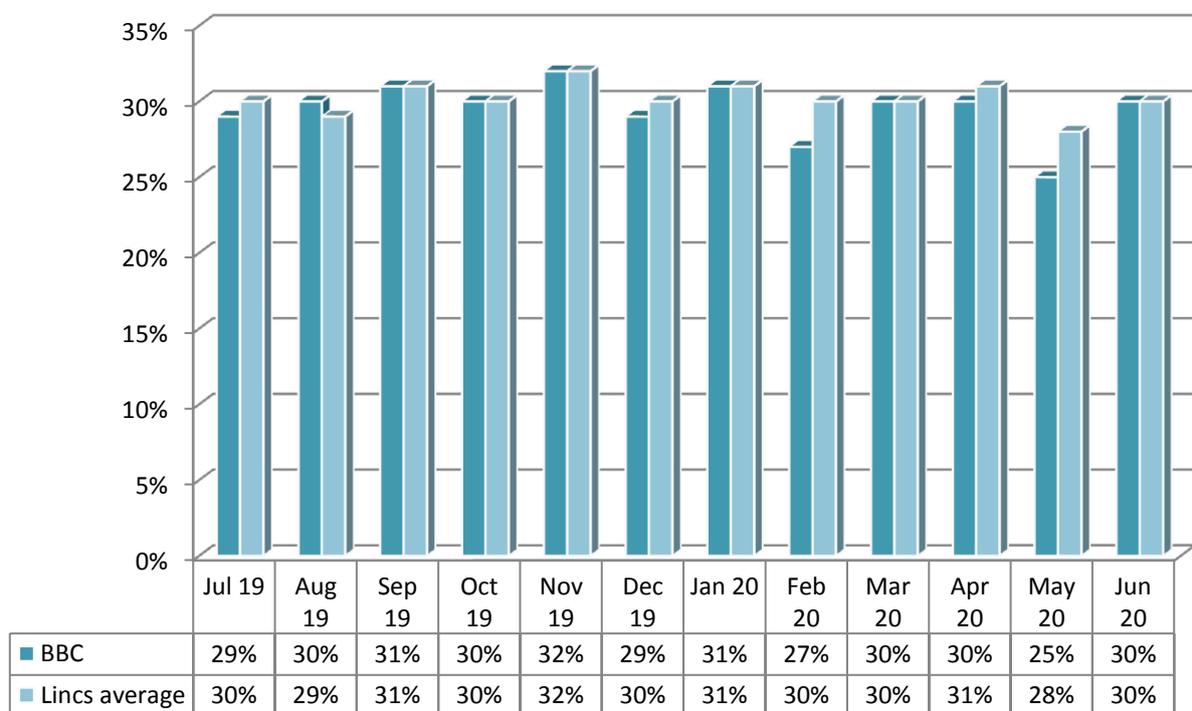
Corporate Priority 3: Place

Commercial waste:

Trend measures	2020/21
% growth in income in commercial waste service compared to previous year	-15%
Comment: Covid19 saw the forced closure of many businesses and hence the service dealt with a large number of requests seeking a suspension of their commercial waste collection service. Customers were not charged for the period of suspended service and hence income is reduced for the quarter. As businesses re-open, income is expected to recover quickly.	
% growth in number of commercial waste customers compared to previous year	+19%
Comment: Whilst many private commercial waste operators closed down and furloughed their staff during the pandemic, the Council's commercial waste service continued to operate an uninterrupted service and as a result picked up a significant number of new customers.	

Contamination:

Contamination in Domestic Recycling

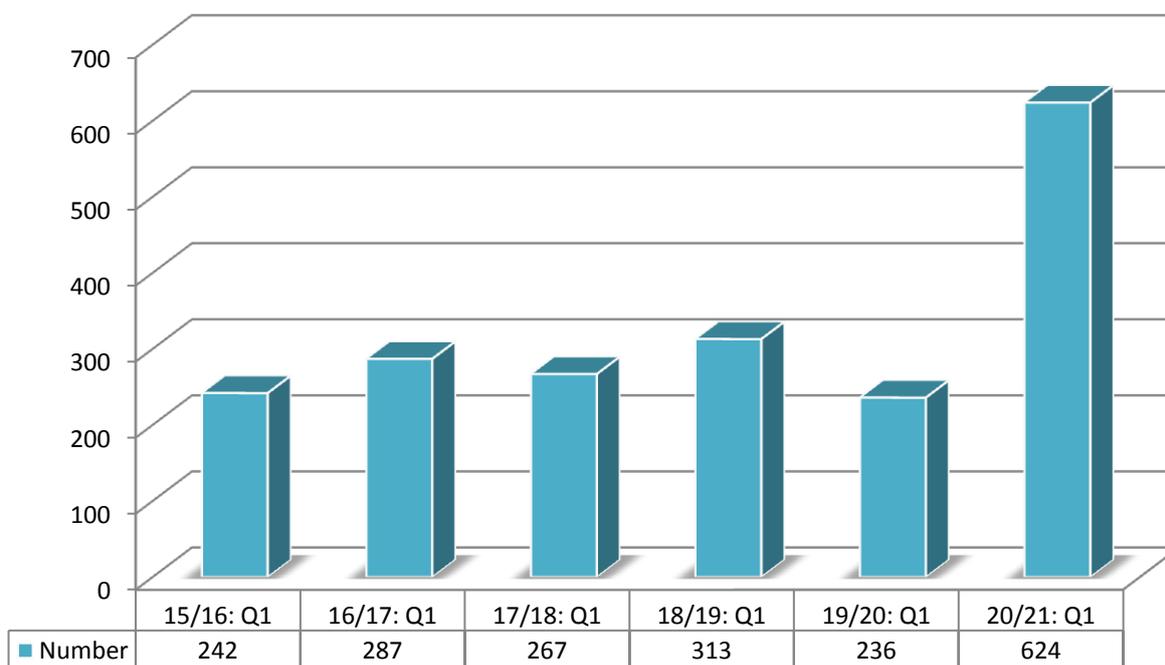


Fly tipping:

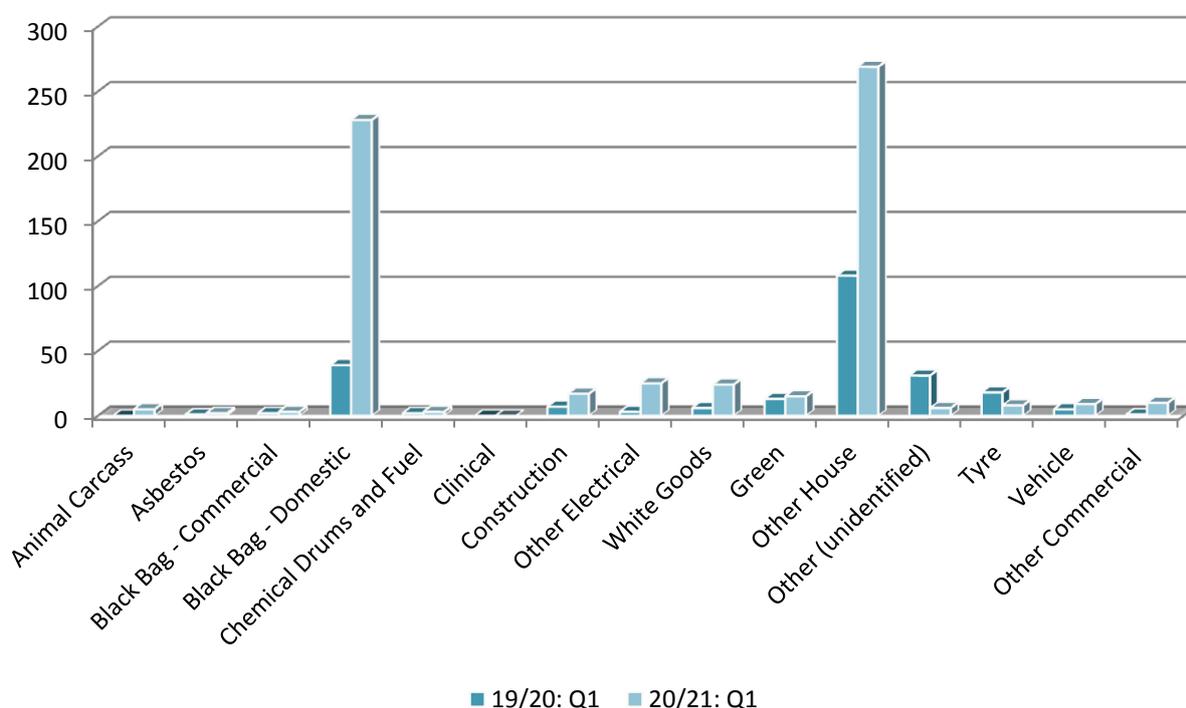
Actions that are currently underway to tackle the increase evident in fly tipping are;

- Overt surveillance contractor engaged to commence surveillance of fly tipping hotspots from August.
- LAS Enforcement capability focused on fly tipping offences since return from Furlough in July
- Social media messaging, using the SCRAP Flytipping campaign tools, coordinated across the county by comms colleagues
- Lincolnshire Waste Partnership have commissioned activity to analyse fly tipping data and have agreed establishment of a countywide, multi-disciplinary partnership group to develop multi agency interventions such as Operation Clean Sweep – days of action.
- Boston BC Scrutiny Committee to engage with LCC Head of Waste and Councillor Eddy Poll, Chair of the LWP, to investigate the impact of post pandemic HWRC policy on local fly tipping.

Number of fly tip incidents



Fly tip incidents by type

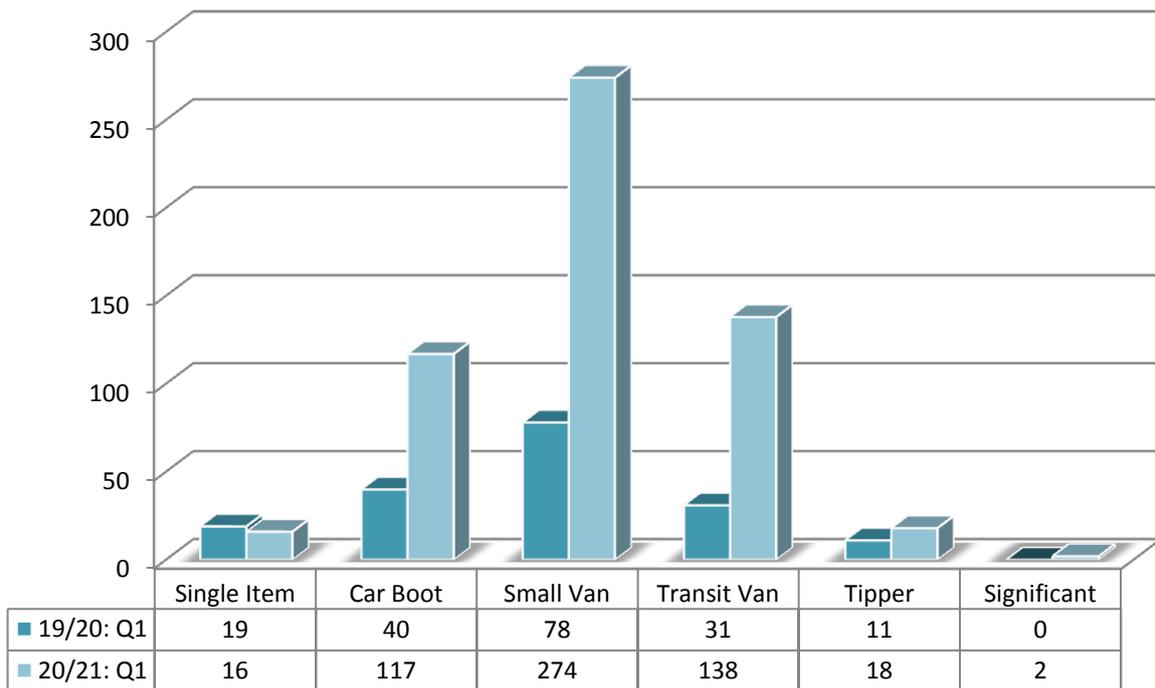


Breakdown of 'other household' items:

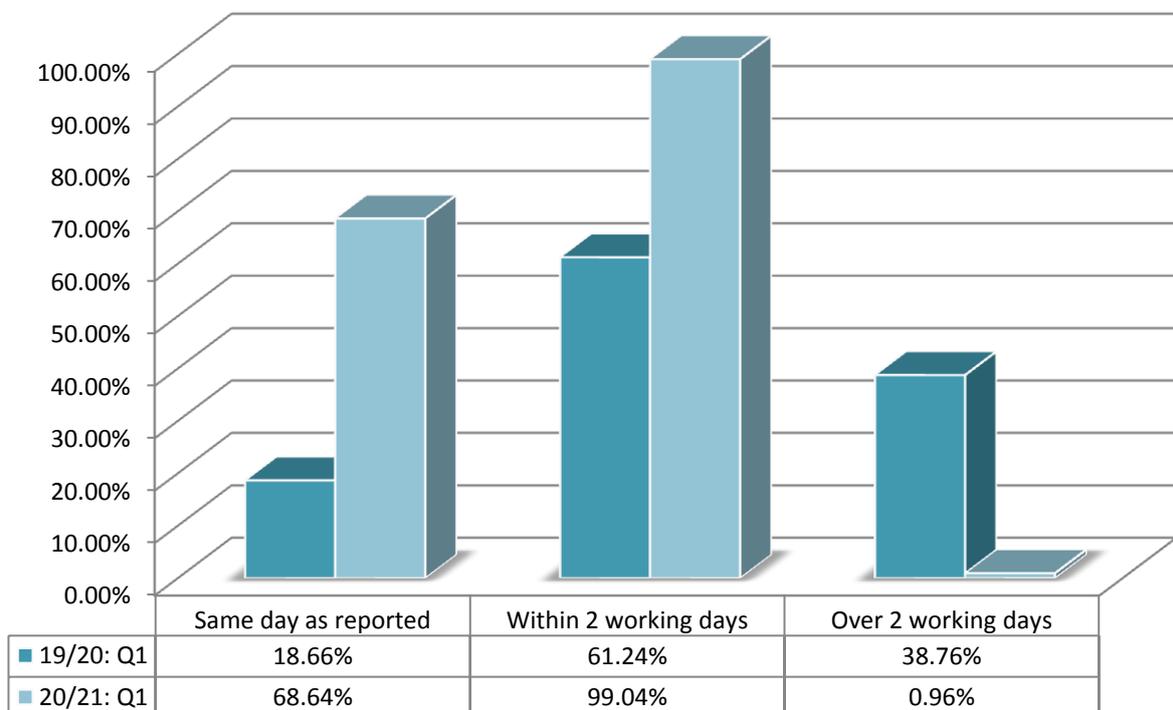
- Furniture: 172
- Textiles: 110
- Wood: 106
- Garden: 57
- Toys: 108
- Mattresses: 69

This does not correspond exactly to the number of 'other household' items overall because there may be multiple types of items in one 'other household' incident.

Fly tip incidents by volume



Collection of fly tips



Complaints

Complaint	Service area	Justified?	Outcome
Complaint regarding a member of staff and fine for environmental crime.	Environmental Crime	No	Customer advised that enquiries made were legal and necessary for investigation. Officer acted professionally at all times and in line with the officer code of conduct.
Complaint about delay in sending out garden waste sticker	Green waste	Yes	Apology for the delay due to a system error. A sticker was sent out to the customer immediately.
Complaint about non collection of garden waste bin	Green waste	No	Customer advised bin not collected due to grass clumps and referred to terms and conditions for reference
Complaint about non collection of general waste bags after being advised they would be collected following a missed bin collection.	Refuse and recycling	No	Bins and bags were collected as per policy. Customer advised policy does not allow more than four extra bags to be collected.
Complaint about staff member asleep in a parked vehicle.	Refuse and recycling	No	Officer was on a break as had been working since 530am.

Compliments

Compliment	Service area
I reported a fly tip yesterday Tuesday 21st April. Location was Cut End Road, Fishtoft. They came today (22nd) and cleared it. Thanks, a brilliant service.	Environmental Crime
Thank you for excellent advice, experience and responsiveness when dealing with environmental crime issues	Environmental Crime
Thank you to the Flyswat Team for quickly and efficiently removing bags of fly-tipped waste dumped adjacent to the litter bin next to the footbridge, junction of Hospital Lane and Willoughby Road	Environmental Crime
Re: Garden Waste Collection Service. Thank you for the email. It is fully understandable with the present situation the bins have always been emptied and we are very happy with the service. It is a very good service and hopefully we will be all back to some sort of normality soon. Stay safe all of you.	Green waste
Hi just to let you know we received our bin today thank you very much delivery person very pleasant thank you	Refuse and recycling
I'm writing to say how much I appreciate a little act of diligence today. Most people might not think this is a big deal, but it is to me. When our recycling bins were collected today, some of the rubbish spilled out of a couple bins just below the back of the dustbin lorry. After the group of bins was emptied, the lorry driver advanced a few feet and gave room for the bin collectors to gather the strewn rubbish and place it into the lorry. We take pride in the cleanliness of our cul-de-sac and our town, and this act of care and diligence was refreshing to witness. Thank you for your hard work to keep our neighbourhoods clean and tidy. Keep up the good work!	Refuse and recycling
Many thanks – much appreciated and great service with a very friendly crew who delivered and assembled the new bin and managed to drag the old one and contents into their truck to remove it for us.	Refuse and recycling
Thank you with your help throughout these times & have been treating the men on occasions with a biscuit for their fantastic work. Stay safe	Refuse and recycling
We would like to say a heartfelt thanks to all your operatives for an excellent service and most particularly at this very difficult time.	Refuse and recycling

Compliment	Service area
We very much appreciate the fact that they too have families to care for but still continue to fulfil their duties. Thank you to you all	
Your teams as always have been providing fantastic service be it brown, blue or green bins. Always cheerful polite and respectful. Thank them all in these difficult times they have done a great job. It's not the nicest of jobs but you wouldn't hear a complaint from them.	Refuse and recycling
I was out as a street ambassador yesterday and must say [member of staff] is doing a sterling job with his manual street cleaning	Street cleaning
Thank you for the swift response and removal of litter left by youths gathering on Shelton's Playing Field	Street cleaning

Portfolio: Town Centre – Cllr Tracey Abbott

Town Centre Portfolio: performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20 (full year)			2020/21 (Q1)		
					Actual	Target	Performance	Actual	Target	Performance
Market Income	PP	TA	3	EP	£117,806	£160,000	▲	See comment below		
Comment: Significant reduction in income as a result of COVID-19. There was only essential food related market stalls during Quarter 1.										

Complaints

Complaint	Service area	Justified?	Outcome
Complaint about the behaviour of a member of the parks and grounds team.	Parks and Open Spaces	No	Supervisor spoken to and employee code of conduct reviewed. No evidence of unprofessional behaviour.
Complaint to Matt Warman regarding cleanliness of Town Centre	Town Centre	No	Advised due to Covid19 services have been curtailed and staff redeployed to essential frontline services. Littering enforcement activity ceased due to contractor withdrawing staff due to pandemic. As lockdown measures ease service should start to return to some form of normality.

Compliment

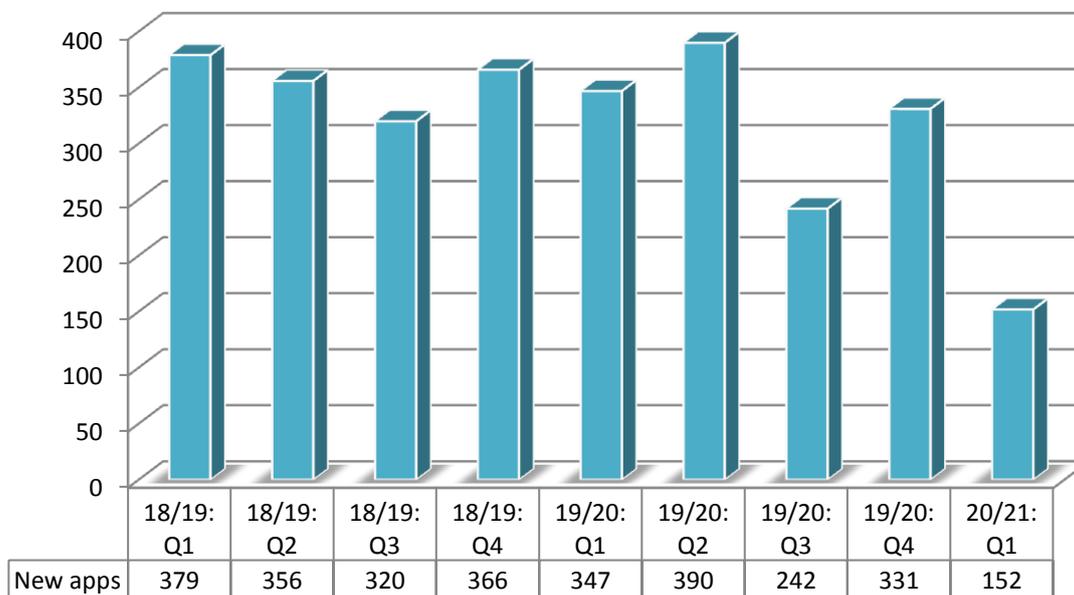
Compliment	Service area
Hello.. after visiting the playing field earlier today...to meet socially distanced a couple of work colleagues, we were approached by one of your staff... he kept social distanced and apologised for possibly interrupting our conversation... I / we believe he should be thanked by a member of the council for doing a sterling job, he is clearly very conscientious regarding his work.	Parks and Open Spaces

Portfolio: Housing and Communities – Cllr Martin Griggs

Housing and Communities Portfolio: performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20 (full year)			2020/21 (Q1)		
					Actual	Target	Performance	Actual	Target	Performance
Housing completions	AF	MG	2	CC	324	310	★	38	78	▲
Comment: Performance severely restricted due to Covid 19 and lockdown										
Number of affordable homes delivered (gross)	AF	MG	2	CC	97	97	●	0	0	●
Comment: Completions tend to occur later in the year										
Number of non-local authority owned empty properties returned into occupation	AF	MG	2	CC	89	60	★	17	10	★
Improved Housing Standards	AF	MG	2	CC	182	100	★	6	12	▲
Comment: Performance severely restricted due to Covid 19 and lockdown										

Housing and Communities: trend measures Corporate Priority 2: People

New housing register applications



Complaint

Complaint	Service area	Justified?	Outcome
Ongoing complaint about a housing issue	Housing	No	Customer advised that the council's position hasn't changed since previous complaint reviews. Customer reminded of options open to them to proceed. Customer advised to take their complaint to the LGO if they continue to be dissatisfied with our response.

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Ref	Risk category	Corporate Priority	Risk name	Description	Negative risk	Opportunity risk	Risk owner	Existing control measures in place	Residual (net) risk score						Risk control: Terminate; Tolerate; Transfer; Treat	Action/s (monitored in Alfresco)	If Treat, target risk score and explanation	Management assurance (RAG)	Link to risk appetite
									Likelihood		Impact		Total						
									1 to 4		1 to 4		1 to 16						
1.1	Economic	CP1	Flood risk	The risk of flooding may adversely impact on the Council's ability to achieve its corporate priority of prosperity	The risk of flooding and the impact this may have on investment in the area	The opportunity to establish flood defences and address misconceptions	MS	Strategic Flood Risk Assessment; Lincolnshire Flood Risk Strategy; working closely with the Environment Agency; Local Plan adopted; plans for the Boston Barrier (which will reduce risk of tidal flooding from 2% to 0.3%); Lincolnshire Resilience Forum	2	Possible	4	Critical impact	8	Medium risk	Tolerate; continue to work with partners to manage flood risk and its impact; the risk score will only reduce when the Boston Barrier is in place		N/A	Amber	Business Continuity - Averse/Cautious
1.2	Economic	CP1	Growth and local economy	Growth is vital to the future ability of the Council to achieve its corporate priority of prosperity	The risk of a lack of growth; the risk that the local economy stagnates	The opportunity to encourage more growth and stimulate the local economy	MS	Proactive approach to growth; economic development plan	3	Probable	3	Major impact	9	Medium risk	Treat	Implementation of the Economic Development Action Plan	Aim to reduce the likelihood of lack of growth to possible and to take a proactive approach to growth with the ED Plan and actions	Green	Projects & Major Change - Hungry
2.1	Social / people	CP2	Housing	Future housing availability will have an impact on the ability of the Council to achieve its corporate priority to support and protect vulnerable people; there is a negative risk of a lack of housing and an opportunity risk to encourage housing provision	The lack of housing delivery, across tenures, impacting on housing need, the economy, business confidence and the ability of the Council to achieve its corporate priority to support and protect vulnerable people and meet the wider housing needs of the community	The opportunity to support and encourage appropriate housing provision	AF	Development of a new Local Plan. Delivery of Housing Strategy actions. Developing Transformation Programme to focus on wider housing enabling and housing delivery	4	Almost certain	3	Major impact	12	High risk	Tolerate; continue to work with partners to drive the delivery of new housing	Monitoring of total housing delivery. Monitoring of affordable housing delivery.	N/A	Red	Projects & Major Change - Hungry
2.2	Social / people	CP2	Welfare	There is a risk that 'universal support - delivered locally' will impact on the ability of the Council to achieve its corporate priority to support and protect vulnerable people	The risk of 'universal support - delivered locally' adversely impacting on individuals and communities	The opportunity to assist individuals to manage their money better and to access employment opportunities	PJ	'Universal support - delivered locally' project work underway with partners to ensure support and training is in place for staff and local people	2	Possible	2	Minor impact	4	Medium risk	Tolerate; continue to work on the 'universal support - delivered locally' project with partners	Monitor impact of universal credit; this will need ongoing attention due to the protracted nature of rollout and potential length of time before impacts appear	N/A	Green	Projects & Major Change - Hungry
2.3	Social / people	CP2	Health	There is a risk that health issues will impact on the ability of the Council to achieve its corporate priority to support and protect people; long term health issues, deprivation, local perceptions, apathy, unsustainable health services	The risk of long term health issues, deprivation, apathy, unsustainable local health services	The opportunity to work with health partners to address long term health issues and deprivation, to raise awareness and promote good health, to support the sustainability of local health services	PP	Partnership working with health	3	Probable	2	Minor impact	6	Medium risk	Tolerate; continue to work with partners to deliver the Sustainable Health Strategy	Partnership work on the Sustainable Health Strategy	N/A	Green	Projects & Major Change - Hungry
3.1	Economic	CP3	Town centre	The future sustainability of the Town Centre in terms of retail, evening economy, housing, heritage, culture, leisure, events and car parking will have an impact on the ability of the Council to achieve its corporate prosperity and place priorities.	The risk that the town centre deteriorates	The opportunity to reshape a vibrant Town Centre, its economy and to develop its visitor economy	PP	Corporate Plan priorities; Local Plan & Conservation Area Management Plan; Heritage Strategy; Economic Development Plan	2	Possible	3	Major impact	6	Medium risk	Treat	PE21 project and Heritage Action Zone, LEP Pipeline & Stronger Towns bids; Lidl, Quadrant & other emerging development opportunities (gasification power plant etc.); Partnership Schemes in Conservation Areas & Townscape Heritage projects and the High Street Conservation Area Enforcement project; Mayflower 400/Visit England Discover England Fund promotional work; LCC Transport Strategy & development of green initiatives (electric car charging points); South East Lincs Local Plan adoption & developing Town Centre Policy - Boston	Aim to reduce the likelihood of the town centre deteriorating and to take all available opportunities to reshape a vibrant and sustainable town centre	Green	Projects & Major Change - Hungry
4.1	Social / people	CP4	Population change	There is a risk that population change will impact on the ability of the Council to achieve its corporate priority of public service	The risk of poor community relations and an inability to adapt to change; local perceptions	The opportunity to support and encourage good community relations and maximise the benefits of change; the younger generation are willing to integrate	AF	'Social Impact of Population Change' report actions; East Midlands Strategic Migration Partnership; All Party Parliamentary Group on Migration	2	Possible	3	Major impact	6	Medium risk	Tolerate		N/A	Green	Projects & Major Change - Hungry

Ref	Risk category	Corporate Priority	Risk name	Description	Negative risk	Opportunity risk	Risk owner	Existing control measures in place	Residual (net) risk score				Risk control: Terminate; Tolerate; Transfer; Treat	Action/s (monitored in Alfresco)	If Treat, target risk score and explanation	Management assurance (RAG)	Link to risk appetite		
									Likelihood		Impact							Total	
									1 to 4		1 to 4							1 to 16	
4.2	Financial	CP4	Budget	There is a risk around the long term balancing of the budget with economic and funding uncertainty impacting on the ability of the Council to achieve its corporate priority of public service	The risk of lack of money and lack of certainty going forward; lack of approval of potential transformation projects; impact of Internal Drainage Board (IDB) levy	The opportunity to maximise the efficiency of Council services and continue to improve value for money; transformation programme; fairer funding	PJ	Medium Term Financial Strategy; budgetary process; sound level of reserves; continued close monitoring; refresh of transformation programme; maintenance of the rateable value list; property fund	3	Probable	4	Critical impact	12	High risk	Tolerate; continue to have a robust budget setting and MTFP process in place; continue to drive the delivery of the refreshed transformation programme	Delivery of MTFP; quarterly reporting; implementation of the transformation programme; lobby government for funds; assess impacts of next spending review when available	N/A	Amber	Finance / Money - Creative & Aware
4.3	Managerial	CP4	Capacity	There is a risk that capacity will impact on the ability of the Council to achieve its corporate priority of public service	The risk of a lack of capacity, recruitment and retention; potential changes in leadership; fewer staff, increasing workload; potential local government changes could affect staff recruitment	The opportunity to maximise staff resources by targetting priority areas, working with partners and shared services, improving recruitment and retention, preparing for changes in leadership	KN	Recruitment and retention project completed; succession planning ongoing; HR policies and procedures; good management practice; member training and development; there is capacity in priority areas	2	Possible	3	Major impact	6	Medium risk	Tolerate; continue to train and develop staff and members and maximise resources by prioritising and shared services	Workforce planning; succession planning	N/A	Green	People - Averse / Cautious
4.4	Financial	CP4	Transformation Programme	There is a risk that the next phase of the transformation programme will impact on the ability of the Council to deliver public service	The risk of change; the risk of having a smaller workforce impacting on capacity; the risk of less control; the risk of financial uncertainty; the risk of working in partnership; the risk of distractions from achieving objectives	The opportunity to build resilience; the opportunity to change our risk appetite and take more measured risks to achieve greater impact; the opportunity to work in partnership with others to maximise resources	PJ	Transformation Programme; project management methodology; governance in place via Transformation Board and quarterly reporting	2	Possible	3	Major impact	6	Medium risk	Tolerate; continue to drive the delivery of the transformation programme	Delivery of the transformation programme	N/A	Amber	Projects & Major Change - Hungry
4.5	Financial	CP4	Brexit	The Brexit process has resulted in economic uncertainty and there may be other changes around migration, the local workforce, and the legal framework in which we operate that are also uncertain at this time	The uncertainty is a negative risk	There are also potential opportunities as a result of the Brexit process, however, these are also uncertain at this time	MS	Medium Term Financial Strategy; budgetary process; sound level of reserves; continued close monitoring	3	Probable	3	Major impact	9	Medium risk	Tolerate; continue to have robust financial plans and monitoring in place pending more clarity	Quarterly financial reporting	N/A	Green	Projects & Major Change - Hungry
4.6	Governance	Overall	Civil contingency risks	There are community risks which will impact on the ability of the Council to operate effectively	The risk of influenza type disease, east coast flooding, inland flooding, severe weather, fuel shortages, loss of critical infrastructure, animal disease, environmental pollution and industrial accidents, transport accidents	The opportunity to work with partners to assess, monitor and plan for these risks together	AF	Community Risk Register monitored by the Lincolnshire Resilience Forum (LRF)	2	Possible	4	Critical impact	8	Medium risk	Tolerate; continue to work with the LRF	Working in partnership with the Lincolnshire Resilience Forum	N/A	Green	Business Continuity - Averse/Cautious
4.7	Governance	Overall	Compliance	There is a risk that non-compliance with legal requirements / governance / internal controls will impact on the ability of the Council to operate effectively	The risk of non-compliance with the legislative framework (including the Localism Act) and appropriate governance and controls e.g. safeguarding; financial loss due to fines; reputational damage; cyber security risk	The opportunity to ensure the continued effectiveness of the Council	MS	Internal controls, policies and procedures in place; annual governance statement; internal audit; safeguarding policy and procedures; ongoing work to improve contract management and to update the contract register; Member training programme and corporate training programme in place; revised scheme of delegation; effective complaints management; cyber security monitoring and reporting	2	Possible	3	Major impact	6	Medium risk	Tolerate; continue to ensure compliance with legal requirements, governance and internal controls; improve contract register	Internal audit reporting; review of contract register; Member Code of Conduct	N/A	Green	Regulatory Standing & Legal Compliance - Creative & Aware
4.8	Governance	Overall	Reputation	There is a reputational risk to the Council which could impact on the ability of the Council to operate effectively	The risk of negative news stories affecting local people's views of the Council	The opportunity to communicate effectively about the work the Council is doing to serve the local community	KN	Internal and external communication, press releases, bulletins, website, social media; policy, protocol and training for speaking to the press	2	Possible	3	Major impact	6	Medium risk	Tolerate; continue to communicate effectively and work with the press to portray the Council accurately	Production of press releases and bulletins; use of social media; training; development of Visit Boston, Think Boston, My Boston	N/A	Green	Reputation / Public Confidence - Hungry

For reference, the category definitions are set out below:

LIKELIHOOD			
1 - HARDLY EVER	2 - POSSIBLE	3 - PROBABLE	4 - ALMOST CERTAIN
- Never happened	- Happened a few times in 10 yrs	- Numerous times in 10 yrs	- Often in last 10 yrs
- No more than once in ten years	- Happened in last 3 yrs	- Happened in last year	- More than once in last year
- Extremely unlikely to ever happen	- Could happen again in year	- Likely to happen again in year	- Expected to happen again in year

	IMPACT			
	SERVICE DELIVERY (Core business, Objectives, Targets)	FINANCE (Funding streams, Financial loss, Cost)	REPUTATION (Statutory duty, Publicity, Embarrassment)	PEOPLE (Loss of life, Physical injury, Emotional distress)
4 CRITICAL (Disastrous impact, Catastrophic failure)	Prolonged interruption to core service. Failure of key strategic project.	Severe costs incurred Financial loss >£160,000 Impact on whole Council Statutory intervention	National media interest seriously affecting public opinion	Loss of life Multiple casualties
3 MAJOR (Significant impact, Disruption to key services)	Key targets missed. Some services compromised	Significant costs incurred Financial loss <£160,000 Re-jig of budgets required Service budgets exceeded	Local media interest Comment from external inspection agencies Impact on public opinion	Serious injuries Traumatic experience Exposure to dangerous conditions
2 MINOR (Minor impact on non-core services)	Management action required to overcome short-term difficulties	Some costs incurred Financial loss <£25,000 Minor impact on budgets Handled by line manager	Limited local publicity Mainly within local government community Causes staff concern	Minor injuries or discomfort Feelings of unease.
1 NEGLIGIBLE (No noticeable impact)	Handled within normal day-to-day routines	Little loss anticipated Financial loss <£10,000	Little or no publicity Little staff comment	

Risk categories

- Contractual/Supplier
- Customer/Citizen
- Economic
- Environmental
- Financial
- Governance
- Legal
- Legislative & Regulatory
- Managerial & Professional
- Partnership
- Physical
- Political
- Procurement/Competitive
- Social/People
- Technological

Risk controls

- Terminate - rarely, we may be able to stop doing an activity altogether
- Tolerate - accept the risk and live with it, particularly if it is within the tolerance threshold or where the cost of mitigating action would outweigh the benefits
- Transfer - move all or part of the risk to a third party or through insurance; however, sometimes accountability still remains so caution is advised
- Treat - take action to control the likelihood and/or impact and set a target level of risk if appropriate i.e. If the action should reduce the overall risk score once implemented

Risk appetite

- Averse
- Cautious
- Creative & Aware
- Hungry

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Finance Q1 2020/21 – appendix C

1 The National Picture – key financial events during Quarter 1 2020/21

The main issues affecting the Council in the first quarter of 2020/21 were:

- COVID-19 lockdown continued throughout the quarter, thus many of the Council's incoming generating activities were closed
- Various new Government responses to the pandemic were introduced, that have financial implications for the Council
- Support delivered through the Business Grant Schemes, over £14m paid to local businesses.
- Bank base rate remained at 0.1% (since 19 March 2020); £100bn Quantitative Easing announced in June
- Strategic Alliance – the Council voted on the 25 June to agree the Strategic Alliance with East Lindsey DC

2 Revenue Budget

Table 1 – Net spend for the year against budget by Service Area:

Service Area	Net Budget 2020/21 £000	Projected Outturn 2020/21 £000	Variance (under spend)/ overspend £000	Summary of Main Variances
Chief Executive	654	662	8	Corporate Democratic Core
Deputy Chief Executive	958	1,163	205	Planning, Mayfair, Guildhall
Chief Finance Officer	1,789	1,765	(24)	Credit Control, I.T.
Head of Regulatory Services	2,029	2,250	221	Housing Enforcement, Land Charges, Licensing, Building Control
Head of Operations	742	813	71	Bereavement, Recycling, Commercial Waste
Head of Place and Space	147	1,222	1,075	Leisure, Parking, Markets
BTAC	703	703	-	
Net Service Expenditure	7,022	8,578	1,556	
Drainage Board Precepts	1,960	1,960	-	
Direct Revenue				
Financing of Capital	1,861	2,198	337	Note 8
Minimum Revenue Provision	15	15	-	
Investment Income	(100)	(68)	32	Note 7
Income Receivable from Property Funds	(977)	(894)	83	Note 7
Interest Payable	494	494	-	Note 7
Net Transfer from Earmarked Reserves	(926)	(1,444)	(518)	Note 6
Total Expenditure	9,349	10,839	1,490	
Financing				
Council Tax	(4,429)	(4,429)	-	
Business Rates	(2,354)	(2,354)	-	
Renewable Energy	(204)	(204)	-	
Non Ring Fenced Government Grant	(2,362)	(2,362)	-	
Covid-19 Support Grant	-	(750)	(750)	Note 3
Net Overspend	-	740	740	

Table 2 – Net spend for the year against budget by Portfolio Holder Area:

Portfolio Holder Area	Net Budget 2020/21 £000	Projected Outturn 2020/21 £000	Variance (under spend)/overspend £000	Summary of Main Variances
Housing, Property & Community	1,615	1,639	24	Housing Enforcement, Municipal Buildings.
Tourism, Arts, Culture & Heritage	384	965	581	Leisure, Mayfair, Guildhall.
Town Centre	(582)	(6)	576	Parking, Markets, Public Conveniences.
Environment	1,248	1,466	218	Licensing, Land Charges, Building Control, Bereavement, Commercial Waste, Recycling.
Economic Development & Planning	1,024	1,183	159	Planning.
Leader	1,721	1,734	13	CCTV, Democratic Core, I.T.
Finance & Governance	909	894	(15)	Credit Control, HB Admin.
BTAC	703	703	-	
Net Service Expenditure	7,022	8,578	1,556	
Drainage Board Precepts	1,960	1,960	-	
Direct Revenue Financing of Capital	1,861	2,198	337	Note 8
Minimum Revenue Provision	15	15	-	
Investment Income	(100)	(68)	32	Note 7
Income Receivable from Property Funds	(977)	(894)	83	Note 7
Interest Payable	494	494	-	Note 7
Net Transfer from Earmarked Reserves	(926)	(1,444)	(518)	
Total Expenditure	9,349	10,839	1,490	
Financing				
Council Tax	(4,429)	(4,429)	-	
Business Rates	(2,354)	(2,354)	-	
Renewable Energy	(204)	(204)	-	
Non Ring Fenced Government Grant	(2,362)	(2,362)	-	
Covid-19 Support Grant	-	(750)	(750)	Note 3
Net Overspend	-	740	740	

Table 3 – Net spend for the year against budget by Corporate Priority:

Priority	Net Budget 2020/21 £000	Projected Outturn 2020/21 £000	Variance (under)/overspend £000	Summary of Main Variances
Prosperity	916	1,722	806	Leisure, Planning, Markets, Mayfair, Guildhall.
People	1,515	1,737	222	Housing Enforcement, Land Charges, Licensing, Building Control, Public Conveniences.
Place	1,494	1,540	46	Commercial Waste, CCTV, Recycling.
Public Service	2,394	2,876	482	Parking, Bereavement, Municipal Buildings, Credit Control.
BTAC	703	703	-	
Net Service Expenditure	7,022	8,578	1,556	
Drainage Board Precepts	1,960	1,960	-	
Direct Revenue Financing of Capital	1,861	2,198	337	Note 8
Minimum Revenue Provision	15	15	-	
Investment Income	(100)	(68)	32	Note 7
Income Receivable from Property Funds	(977)	(894)	83	Note 7
Interest Payable	494	494	-	Note 7
Net Transfer from Earmarked Reserves	(926)	(1,444)	(518)	
Total Expenditure	9,349	10,839	1,490	
Financing				
Council Tax	(4,429)	(4,429)	-	
Business Rates	(2,354)	(2,354)	-	
Renewable Energy	(204)	(204)	-	
Non Ring Fenced Government Grant	(2,362)	(2,362)	-	
Covid-19 Support Grant	-	(750)	(750)	Note 3
Net Overspend	-	740	740	

3. Variations to budget

	Budget 2020/21 £'000	Variance 2020/21 £'000	Projected Outturn 2020/21 £'000	Comments
Total Service Expenditure	7,022			
Additional Costs				
Housing – Advice and Homelessness, grant award		221		Rough Sleeper initiative from Reserves – see Additional income off-set
Housing – Advice and Homelessness, grant award		193		Rough Sleeper initiative – see Additional income
Covid-19 Reopening Our High Street		63		see Additional Grant income
Covid-19 Rough Sleeper costs		14		see Additional Grant income
CCTV		14		
Housing Enforcement		27		
Bereavement		72		Cremator maintenance and emissions abatement
Other small variances		13		
		617		
Reduced Costs				
Mayfair		(28)		Event cancelled due to COVID-19 - costs saved
Municipal Buildings		(36)		Business rates less than budget
Credit Control		(20)		Postage/Recovery Costs
Other small variances		(9)		
		(93)		
Additional Income				
Housing – Advice and Homelessness, as above		(221)		Rough Sleeper initiative from Reserves – see Additional costs off-set
Housing – Advice and Homelessness, as above		(193)		Rough Sleeper initiative – see Additional costs
Covid-19 Reopening Our High Street grant funding		(63)		To off-set additional costs
Covid-19 Rough Sleeper costs – contingency grant claim		(14)		To off-set additional costs
Bereavement		(33)		Increased no. of cremations
		(524)		

Reduced Income				Projections below budget – COVID-19 impact
Building Control		42		Building Regulation Fees
Parking		500		
Leisure Pool		545		
Mayfair		50		Event cancelled
Markets		66		
Licensing incl Hackney Carriage Licences		52		
Land Charges		53		
Housing – Housing Enforcement		33		
Guildhall - Events		14		
Planning		159		
Commercial Waste		22		
Recycling		10		
Public Conveniences		10		
		1,556		
NET SERVICE EXPENDITURE			8,578	
Other Operating Income and Expenditure	3,253			
Direct Revenue Financing of Capital				Incl. Timing of Refuse vehicle replacements – as previously reported in 19-20. Note 8.
		337		
Income Receivable from Property Funds		83		
Investment Income		32		
			3,705	
Net Transfer (From)/To Earmarked Reserves	(926)	(518)	(1,444)	
TOTAL EXPENDITURE	9,349	1,490	10,839	
Financing	(9,349)			
Business Rates		-		
Non Ring Fenced Government Grant		-		
Covid-19 Support Grant to 30 June		(750)		
			(10,099)	

* Net Overspend	-	740	740	
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* The Government continues to review the way that costs and lost income are compensated to councils, and the next quarterly update will provide further information on the recently announced Support for Income Lost as a consequence of the pandemic. There will inevitably be changes to the projected cost increases and lost income as the year progresses, and these and the outcome of Government support will be presented to members as appropriate.

Regular returns on the impacts are being reported to Government to allow the national position to be aggregated.

Formal reporting on the residual costs of the pandemic and how they will be met will take place once details of the various support measures have been announced and the impact upon the Council's finances known. At this stage it is expected that this will consist of a mixture of grant support, deferral of the timing of collection fund losses and funding from reserves.

4 Controlling Migration Fund

Table 4 shows the total funding received on the project, which covers a 2-year period and the cumulative actual expenditure to 30 June 2020

Table 4 – Breakdown of Bid and Cumulative Spend to June 2020

Spend Category	Breakdown of Bid £'000	Spend to 30 Jun 2020 £000
A Passion for People Project	80	83
Community Leadership, Advice & Integration	467	466
Adding Value to Learning	114	114
Doing what's important for our community	726	506
Total	1,387	1,169

5 Trading Income

The Council has a number of demand led budget areas, which are reliant on receiving income for services provided. The COVID-19 pandemic, however has had a significant impact on the sales, fees and charges income, most notably Parking, Leisure and Planning. These areas are included in the following table:

Table 5 – Trading Income:

Income Area	Budget £000	Projected Outturn £000	Variance £000
Building Control	(183)	(141)	(42)
Planning	(561)	(402)	(159)
Land Charges	(91)	(38)	(53)
Licensing	(131)	(79)	(52)
Garden Waste	(574)	(564)	(10)
Bereavement	(859)	(892)	33
Commercial Waste	(285)	(263)	(22)
Parking	(1,019)	(519)	(500)
Markets	(130)	(64)	(66)
Leisure	(922)	(377)	(545)
Total	(4,755)	(3,339)	(1,416)

6 Earmarked Reserves

The following table shows the level of earmarked reserves held at the beginning of the year, movements in the year, and the projected position at 31 March 2021:

Table 6 – Earmarked Reserves

Reserve	Balance 1 April 2020	Previously Approved Movement	Proposed Movement	Projected Balance 31 March 2021
	£000	£000	£000	£000
Capital Funding	5,583	263	(307)	5,539
Transformation Reserve	1,111	20	-	1,131
Repairs and Renewals	704	(46)	(90)	568
ICT Reserve	359	(100)	-	259
Housing Reserve	1,280	(722)	(150)	408
Controlling Migration	47	(47)	-	-
Insurance Reserve	290	-	-	290
Property Funds Returns				
Mitigation Reserve	1,000	-	-	1,000
Funding Volatility Reserve	2,975	(261)	(4)	2,710
Total	13,349	(893)	(551)	11,905

Notes

- **Capital Funding Reserve** – the proposed movement in reserve reflects changes to in-year financing requirements associated with the revised capital programme, as set out in section 8.
- **Housing Reserve** – the proposed movement in reserve reflects slippage in 2019-20 in the capital programme relating to grant funding to Waterloo Housing.
- **Repairs and Renewals Reserve** – the proposed movement in reserve reflects changes to the in-year financing requirements associated with the revised capital programme, as set out in section 8.

Recommendation:

F1 To approve the reserve movements detailed in Table 6.

7 Treasury Management

At 30 June 2020, the Council held £21.130m in cash investments (£14.870m at 31 March) and £19.043m in property funds (£19.599m at 31 March). The reduction in Property Fund values has occurred due to the Covid-19 pandemic.

The Council budgeted to receive £1,077,000 in gross investment income in 2020/21 comprising £977,000 from Property Funds (including £209,000 of management fees), and £100,000 from cash investments.

At 30 June 2020, total gross investment income for the year is estimated to be £962,000 comprising £894,000 gross from Property Funds and £68,000 from cash investments. Property fund management fees for 2020/21 are estimated at £209,000.

In 2020/21 quarter 1, the Council achieved an average gross revenue return (before deduction of management fees) of 4.66% from the Property Fund purchases (3.57% after fees)

Treasury (cash) Investments achieved an average rate of 0.49%.

Table 7 - Property Funds as at 30 June 2020

Property Fund	Sum Invested	Fair Value 31 March 2020	Fair Value 30 June 2020	Gain /(Loss) in Q1 2020-21
	£000	£000	£000	£000
Black Rock	4,500	4,370	4,283	(87)
Schroders	4,250	4,190	4,141	(49)
Threadneedle	4,239	3,919	3,767	(152)
M&G	4,000	3,531	3,443	(88)
AEW	4,000	3,589	3,409	(180)
TOTAL	20,989	19,599	19,043	(556)

External Borrowing

At the start of the 2020/21 financial year, the Council's total long-term borrowing was £16.449m. Total annual interest payable on external borrowing is estimated at £494,000.

No additional borrowing was undertaken during the quarter ended 30 June 2020.

8 Capital

The following table shows the approved capital programme for 2020/21 as reported to Council on 2 March 2020 and subsequently slippage from 2019/20 as presented in the outturn report in June 2020, plus other known in-year changes together with actual spend to the end of quarter 1:

Table 8 –Capital Programme for 2020/21

Scheme	2020/21 Approved Program. Feb. 2020 £'000	2020/21 Program. with slippage £'000	In Year Changes £'000	Revised Program. £'000	Actuals to 30 June 2020 £'000
Scheme					
Disabled Facilities Grants*	280	1,050	-	1,050	(24)
Housing Strategy	-	150	-	150	-
Housing Scheme – Julian's Yard/Ingelow Avenue	-	25	-	25	-
Marginal Viability Fund**	-	448	-	448	343
Resurfacing and Footpath Improvements	11	34	-	34	-
Town Centre Heritage Scheme (PSICA 2)	200	600	381	981	-
Multi Use Games Area (CMF)	-	249	-	249	-
Information Technology Refresh	100	100	-	100	-
Upgrade to Bartec Collective Vehicle Replacement	-	-	-	-	(17)
Ford Transit Tipper Van	-	22	-	22	-
Grounds Tractor	-	60	(17)	43	43
Refuse Vehicles***	-	1,225	54	1,279	-
Road Sweepers x 2	240	240	11	251	-
Crematorium – Canopy for Floral tribute area	-	25	(25)	-	-
Crematorium – Provision of Parking and Resurfacing Works	-	65	(65)	-	-
Crematorium-Cremator replacement phase 1	-	-	209	209	73
Electric Vehicle Charging Points	-	19	-	19	-
	831	4,312	548	4,860	418

Capital Financing	2020/21 Approved Program. Feb. 2020 £'000	2020/21 Program. with slippage £'000	In Year Changes £'000	Revised Program. £'000	Actuals to 30 June 2020 £'000
External Grants and Contributions	463	2,312	350	2,662	319
Capital Reserve	251	1,670	167	1,837	99
I.T. Reserve	100	100	-	100	-
Repairs and Renewals Reserve	17	76	31	107	-
Housing Reserve	-	150	-	150	-
Funding Volatility Reserve	-	4	-	4	-
	831	4,312	548	4,860	418

***Disabled Facility Grants**

Total resources for Disabled Facility Grants, including approved Better Care Funding of £0.558m for 2020/21, is £1.050m.

At Quarter 1, the Council has commitments of £0.357m with a further £0.098m of adaptations out for pricing. There are a further 88 cases at various stages of progression, totaling £0.400m. Housing services are constantly seeking opportunities to increase the pace of spend.

****Marginal Viability Fund**

The £3.5m Housing Infrastructure Fund contract with Homes England was signed in July 2019 for the development of Boston United's new Community Stadium, a new major road junction, new businesses and 212 new homes. The drawdown of funds is now expected in three tranches, equating to one payment of £3.052m in Quarter 3, 2019/20 and a residual £0.448m anticipated in Q2 and Q3, 2020-21. A claim for £0.343m was made on 26/06/20 for the period 01/04/20 to 31/08/20.

*****Vehicle Replacements – Refuse Vehicles**

As previously reported in 2019-20 the timing of refuse vehicle fleet's replacement has been amended to 2020-21, to coincide with tendering for future vehicle maintenance arrangements. The delivery of the vehicles is expected to be complete by December 2020.

Recommendation:

F2 To approve the updated capital programme as detailed in Table 8

9 Consultancy costs

Where specialist work is required, the Council seeks support from third parties when necessary.

Table 9 – Consultants

Consultant	Q1 £000	Activity
Link Asset Services	2	Treasury services
Elysian Associates	1	VAT Consultancy Services
Heritage Trust of Lincolnshire	4	Archaeological services
Total	7	

10 Debt Collection

A review of debts is undertaken every month and monitoring is reported against targets. Debts approved for write off by the Chief Finance Officer under the approved delegation, after all appropriate and proportionate recovery actions had been undertaken, were £40,521 for Council Tax and £20,792 for Housing Benefit Overpayments.

An analysis of the Council's Sundry Debts held at 30 June 2020 is shown in the following table:

Table 10 – Sundry Debt analysis

Quarter 1	Not yet due	0-30 days	31-91 days	92-365 days	Over 365 days	Total
Amount £	284,776	60,965	228,586	28,615	30,060	633,002

11 Supplementary Estimates

Supplementary estimates reflect instances where the Council has received additional income in the quarter, notified since the formal budget was set and its use is for a specific purpose.

Table 11 – Supplementary Estimates

Supplementary Estimates requiring Cabinet approval	Amount £000
DCLG - Rough Sleeper Initiative (50% 20-21 funding, plus 19-20 shortfall)	313
To be added to in year budget	(313)
DWP – Verify Earnings & Pension	10
To be added to in year budget	(10)

Recommendation:

F3 That the supplementary estimates in respect of Rough Sleeper Initiative and Verify Earnings & Pension be approved, as set out in table 11.

12 Supplementary Estimates – COVID-19

The impact of the pandemic on income from sales, fees and charges and additional costs has seen the Government introduce a compensation scheme for councils for these unforeseen losses that are irrecoverable. Table 12 sets out the funds received during the quarter.

Table 12 – Supplementary Estimates – COVID-19 specific

Supplementary Estimates requiring Cabinet approval	Amount £000
DCLG - Covid-19 Emergency Funding – 2 nd Tranche (1 st Tranche 19-20)	703
To support additional costs arising from the pandemic	(703)
DCLG - Covid-19 – Contingency Grant Claim – Rough Sleeper Support	14
To support additional costs arising from the pandemic	(14)
DCLG - Covid-19 – Reopening Our High Streets	63
To support additional costs arising from the pandemic	(63)
DCLG – Covid-19 – Hardship Fund – Council Tax Support	538
Additional support to working age claimants, adjusted through the Collection Fund	(538)
DCLG – Business Support Grants	16,640
Eligible for payment out to local businesses	(16,640)
DCLG – Local Authority Discretionary Grants	128
Eligible for payment out to local businesses	(128)

Recommendation:

F4 That the supplementary estimates in respect of COVID-19 be approved, as set out in table 12.

13 Insurance

The number of insurance claims against the Council are relatively small and are in line with years'. Not all claims result in the Council making a settlement payment.

A summary of the number of claims received, comparing them to 2019/20, is given below:

Table 13 – Insurance claims received

Cover	Q1
Public Liability	0 (1)
Employer's Liability	0 (0)
Motor	1 (1)
Property	0 (0)
Total	1 (2)

(Previous year comparison in brackets)

14 Procurement Exemptions

Under the Council's Contract and Procurement Procedure Rules (specifically sections 3.1.2 (1) and (2) in this instance), exemptions over £25,000 need to be approved by the Cabinet.

There are no exemptions to be approved in quarter 1.

15 Localisation of Business Rates and Council Tax Support Scheme

Table 14 – Localisation of Business Rates

	Base Estimate Included in 2020/21 £	Projected Outturn 2020/21 £	Projected Deficit/ (Surplus) in 2020/21 £
Business Rates income for the year	20,043,811	10,890,216	(9,153,595)
Less: Lincolnshire County Council share (10%)	(2,004,381)	(1,089,021)	915,360
Less: Central Government share (50%)	(10,021,906)	(5,445,108)	4,576,798
Boston Borough Council's Share (40%)	8,017,524	4,356,087	(3,661,437)
Renewable Energy Schemes	203,753	203,753	-
Net Levy to Pool	(250,000)	(250,000)	-
Business Rates - Tariff adjustment	(5,140,710)	(5,140,710)	-
Levy Account Surplus Grant income	-	-	-
Business Rate Income credited to General Fund *	2,830,567	(830,870)	(3,661,437)

* The projected outturn for the year to 31 March 2021 shows an overall Collection Fund deficit in year of (£9,153,595) of which (£3,661,437) is Boston BC's share; however this is substantially off-set by the award of Section 31 monies from the Government, which goes directly into the General Fund. The Government has proposed any residual deficit in the Collection Fund is smoothed over the next three years and this will be included in the 2021/22 budget and Medium Term Financial Strategy (MTFS).

Business Rates Assurance

The lockdown measures introduced in response to the pandemic have meant that ongoing Assurance work was limited for the whole of quarter 1. The opportunity was therefore taken to divert resources towards supporting the team dealing with the administration of Business Support Grants, that the Government brought in and asked us to implement and pay quickly. Alongside this new priority, cases not requiring site visits have continued to be progressed. The results of these will be analysed and included in the next quarterly report.

Council Tax Support Scheme

2020/21 is the eighth year of the localised Council Tax Support (CTS) scheme. Following the statutory annual review during 2019/20, the decision was made to go forward into this year with a largely unchanged scheme, but allowing national up-ratings to be applied. This scheme continues to support the Government's Welfare Reform agenda to bring further reductions to the national benefits bill. The continuation of the scheme sustains the required protection of those of pension age, protects vulnerable customers and encourages people into employment. When approving the 2018/19 CTS scheme, it was proposed that a fundamental review of the scheme would not be undertaken until the roll out of Universal Credit had taken place, currently estimated at 2023. This should allow sufficient evidence to determine the on-going impacts.

Whilst Collection of Council tax remains steady and on track against forecasts, there is still some uncertainty of the overall ongoing impact of CTS. In recognition, we continue to remain prudent in setting the bad debt provision in this area.

The number recipients of CTS in 2020/21 continues to show a roughly even split between working age claimants and pensioners.

16 Other Financial Matters

Audit and Governance Committee

No Audit and Governance Committee meetings took place during the quarter, due to COVID-19 restrictions.

However, the 2019/20 pre-audit Financial Report was prepared during the quarter and sent to members of the Committee for their comments prior to audit by Mazars.

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B O S T O N B O R O U G H C O U N C I L

REPORT TO:	CABINET
DATE:	9 SEPTEMBER
SUBJECT:	DRAFT CORPORATE STRATEGY/PRIORITIES FOR CONSULTATION
PORTFOLIO HOLDER:	COUNCILLOR NIGEL WELTON, DEPUTY LEADER
REPORT AUTHOR:	JAMES GILBERT, ASSISTANT DIRECTOR – ORGANISATION AND CORPORATE SERVICES
EXEMPT REPORT?	NO

SUMMARY

The Cabinet has been working to develop a vision for Boston for their current term and beyond.

Appendix A to this report proposes a draft Corporate Strategy/priorities for consultation.

The draft Strategy was presented to Corporate and Community Scrutiny Committee on 27 August. The Committee put forward a number of recommendations and suggestions as attached at Appendix B. These have been included in the draft Strategy.

RECOMMENDATIONS

That Cabinet approves the draft Corporate Strategy to be published for consultation.

REASONS FOR RECOMMENDATIONS

The existing Corporate Strategy requires a refresh to ensure clear strategic priorities for the Council are in place.

ALTERNATIVES CONSIDERED

The Cabinet has considered a range of options for the priorities.

REPORT

1.0 The draft Corporate Strategy can be found at Appendix A.

It should be noted that some of the priorities are a longer-term vision and will not be completed by the end of 2024, however, key building blocks will be put into place to move towards these aspirations.

2.0 Corporate and Community Scrutiny Committee met to consider the draft Strategy on 27 August.

The Committee put forward a number of recommendations and suggestions as attached at Appendix B. These have been factored into the draft Strategy presented to Cabinet.

3.0 If approved by Cabinet, the draft Strategy will be published for public consultation. The consultation will be to seek final comments before the Strategy comes forward for formal adoption.

CONCLUSION

The draft Corporate Strategy sets out a high-level ambition for the term of the Council and beyond.

FINANCIAL IMPLICATIONS
The Council’s Medium-Term Financial Strategy will be aligned to reflect the agreed priorities of the Council.

LEGAL IMPLICATIONS
N/a

CLIMATE CHANGE IMPLICATIONS
The Strategy identifies a strategic priority focused on climate change.

EQUALITY AND SAFEGUARDING IMPLICATIONS
None

OTHER IMPLICATIONS

None

CONSULTATION

The draft Corporate Strategy will be consulted on if approved for consultation by Cabinet.

APPENDICES

Appendices are listed below and attached to the back of the report: -

APPENDIX A	Draft Corporate Strategy
APPENDIX B	Corporate and Community Scrutiny Committee recommendations

BACKGROUND PAPERS

Background papers used in the production of this report are listed below: -

Document title	Where the document can be viewed
LGA Corporate Peer Review	http://s4fzas59p.gb-02.live-paas.net/wp-content/uploads/2020/07/Boston-Borough-Council-Peer-Review.pdf

CHRONOLOGICAL HISTORY OF THIS REPORT

27 August 2020 - Corporate and Community Scrutiny Committee.

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DRAFT

Corporate Strategy

2020 to 2024

Proud of our Borough's history, ambitious for its future

Introduction

Welcome to Boston Borough Council's Corporate Strategy.

This Strategy sets out the Council's direction of travel over the coming four years; identifying where the Council will focus its efforts and resources to improve the Borough for our community.

This Strategy has been produced at a time when the Council and community are beginning the long process of recovering from Covid-19. However, we now have an opportunity to secure up to £25m of Government funding for regeneration in our Borough. In addition, we have entered into a strategic alliance with East Lindsey District Council that will enable us to save £5m over the next ten years, whilst also improving services to those we represent.

As a Council we are ambitious for the Borough of Boston. We will continue to deliver high quality services that our community needs in their everyday lives, whilst at the same time looking to the future with a view to addressing some of the key challenges the area faces.

Whilst this Strategy sets out what we aspire to achieve, it is recognised that we will need to be both flexible and adaptable as the environment around us continues to change.

We cannot do everything we want to on our own. We recognise that to achieve our goals and maximise the opportunities for Boston we will need to work with new and existing partners.

Our Strategy focuses on four priorities:

1. People
2. Future prosperity and growth
3. Environmental awareness and accountability
4. Delivering high quality services and maximising the use of technology to support residents.

We would like to thank everyone who has contributed to the development of this Strategy.

As a Council and community, we should all be immensely proud of Boston as a place to live, work and visit, and we all have a role to play in championing the Borough and everything it has to offer.

Councillor Paul Skinner, Leader of the Council

Rob Barlow, Chief Executive

About Boston

The Place

Boston is the historic town in the Lincolnshire Fens from where, almost 400 years ago, a group of citizens were central in the founding of the now famous city in America of Boston Massachusetts.

Boston's historical status and wealth led to the construction of its parish church on a grand scale. During the 12th and 13th centuries Boston was a thriving port, and by the 14th century Boston had become the fourth-richest provincial town in England. A reminder of those great times, the tower of St. Botolph's, affectionately known as the "Stump", remains one of the east of England's most enduring and imposing landmarks.

Boston has seen a rapid increase in its population in recent years with the growth mainly from incoming eastern European migrants. This has brought challenges in terms of rapid increase but also significant benefits in the provision of a workforce for local employers. ONS estimates the Borough of Boston population at 69,000. Approximately 50% of the Borough's residents live within the town of Boston, with the remaining 50% living in the surrounding rural communities.

Boston lies at the centre of some of the country's most fertile land. Because of this the economy of the Borough of Boston is dominated by agriculture and horticulture. Other businesses are largely ancillary to this; namely engineering, food processing/ manufacturing and logistics (with a few notable exceptions).

The town of Boston is the administrative centre and the main economic hub for both retail and commercial activity. Outside the town, the wider Borough consists of 18 distinct parishes, each looking to Boston for its main services.

The Borough of Boston's business base by VAT/PAYE activity and size is nearly 2,200 with 1,855 falling in the 0 to 10 employee band. However, it also has 15 businesses including Bakkavor, Freshtime, Turners Distribution, Mason Brothers Distribution, Pilgrim Foods that are within the 250+ employee band, all creating opportunities in sector-related supply-chain management. Other large employers include Boston College and the Pilgrim Hospital. There is a consistently low unemployment rate in Boston (lower than the national average).

As the main economic centre, Boston also has a fully operational international Port supplying the UK with coiled aluminium and steel for the automotive and construction industries as well as importing raw materials such as timber and paper.

The Borough has a well-established business base that has created a resilient place of work and a strong place to invest. The Borough is an affordable location for home ownership and is now delivering confidence within the construction sector as a place to develop, capturing further economic potential and accelerating growth.

Boston Borough Council

Boston Borough Council is one of seven district councils within the county of Lincolnshire, which currently is a two tier area of Local Government. The council has 30 elected members and operates the Leader and Cabinet executive model of governance.

The Council employs around 300 people.

A Strategic Alliance with East Lindsey District Council came into effect from 1 July, 2020. This Alliance sees both councils operate with a shared management team. Both councils continue to retain their own identity and to be accountable to their local communities, however sharing expertise, teams and resources will allow the councils to make significant savings. By coming together in this way, we will jointly save £15.4m over the next 10 years and be able to improve the delivery of services to local people.

The move will also provide both councils with a stronger voice when it comes to securing future Government growth funding and influencing how services are delivered locally in the future.

PRIORITY 1 – PEOPLE FOCUSED (OUR MAIN PRIORITY)

Boston – live, work and visit

Amazing Place to Live

We want Boston to be a place where people want to live, a place where they can thrive in their local communities, feel safe, secure, healthy and welcome.

We will:

- Help ensure our community continues to feel safe by maintaining our existing community safety funding/resources.
- Invest and support growth to meet local housing needs by co-funding affordable housing delivery.
- Provide affordable and accessible leisure opportunities for all.
- Work in partnership to deliver improved transport networks, both road and rail, particularly to Lincoln as well as other cities.
- Work in partnership to secure excellent broadband to all homes in the Borough.

Fantastic Place to Work

We want people to THINK BOSTON, think business.

We will:

- Make Boston a healthy and safe place to work.
- Promote growth and infrastructure including improved rail, road networks and waterways.
- Work with utility companies to ensure that local infrastructure is fit for purpose (i.e broadband, electricity supply and mobile phone networks)
- Promote Boston's economy, industry and opportunities.

Memorable place to visit

We want Boston to be a diverse and vibrant town to explore and discover, with a range of quality national and independent shops, wonderful dining experiences and a unique history and heritage. We want to build on this to further develop the visitor economy and position Boston as a leading visitor destination.

We will:

- Manage and enhance the heritage assets of Boston to increase tourism.
- Seek new opportunities to encourage visitors to Boston through culture, arts, events and sport.
- Increase the promotion of Boston as a visitor destination and improve its public spaces.
- Work with external agencies towards achieving water level management on the Haven through the town.

PRIORITY 2 – FUTURE PROSPERITY, REGENERATION AND INCLUSIVE GROWTH

As a regional sub-centre of the county, we want to grow Boston's economy to ensure it remains a thriving town where people choose to live, work and visit. In doing so it is important we understand the needs of our communities and achieve growth in a way that is inclusive.

This includes ensuring the Council is fit for purpose and maintains its robust financial governance, remains financially sustainable and continues its journey towards becoming truly commercial.

Sustainable Economic Growth

We will:

- Support existing business.
- Further develop our relationship with the port and increase international trade links.
- Ensure potential investors recognise Boston as a Borough open for investment.
- Signpost opportunities for funding, partnering, learning skills and business growth support.
- Promote skills and enterprise through partnerships with education providers and businesses.
- Use available evidence to inform the decisions we make about growth initiatives.

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Inward investment

We will:

- Promote and facilitate inward investment by working with strategic partners to make Boston a location of choice.
- Work with Boston Town Deal Board to prepare the Investment Plan and interventions and deliver the identified projects.
- Develop the bold investment plan and explore delivery models for the PE21 ambition.
- Equip the town centre to adapt to behavioural change and economic growth more generally, including developing the retail experience.
- Implement the Local Plan and undertake specific master planning and policy reviews to support delivery of growth within the Borough.

Promote Boston's potential

We will:

- Promote Boston regionally, nationally and internationally as a place to live, work and visit.
- To continue to develop existing commercial and other arrangements to further promote Boston internationally.
- Promote trade and tourism opportunities created by the multinational community of the area.
- Promote Boston as a visitor hub for the area.
- Develop our membership of the New Hanseatic League (*Die Hanse*), to promote tourism in Boston Borough and Lincolnshire in general.
- Build on the transatlantic relationship with Boston USA.

PRIORITY 3 – ENVIRONMENTAL AWARENESS AND ACCOUNTABILITY

The Council declared a climate change emergency in January 2020, committing to reduce the Council’s carbon footprint and become net zero carbon in advance of the timetable declared by UK Parliament. The Borough Council will play its role to ensure we begin to reverse the impact on climate change. We will encourage others to follow our example.

We will:

- Develop a Carbon Reduction Plan for the Council to achieve the target agreed.
- Ensure that every service and policy deliver on the climate change commitments of the Council to support positive environmental impact on the Borough.
- Be climate aware and spearhead the change in thinking about the impact that our actions have, not only on the local environment here in Boston but also on the entire planet.

PRIORITY 4 – DELIVERING HIGH QUALITY SERVICES AND MAXIMISING USE OF TECHNOLOGY TO SUPPORT RESIDENTS

There is continued pressure on funding to Local Government, whilst at the same time the demand is increasing for many of the services we deliver. Making use of the latest technology will increase the efficiency of our services so we can deliver more for our communities. There is also the opportunity to be more creative in the ways we generate income to fund our core services.

We will:

- Make better use of technology and data to reduce costs and improve performance and efficiency.
- Produce and deliver a Workforce Development Strategy that supports the delivery of the Corporate Strategy.
- Seek new and more creative ways to generate income to support the Council’s ambitions.

MEASURING SUCCESS

It is important that we tell you how we are doing. We monitor and manage our performance and report this to our scrutiny committees and Cabinet. This information is published on our website.

The priorities will also underpin the development of annual service plans and will cascade through this process to individual employee appraisals to support the delivery of this Strategy.

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CORPORATE AND COMMUNITY COMMITTEE MEETING 27 AUGUST 2020

SUBJECT: DRAFT CORPORATE STRATEGY/PRIORITIES FOR CONSULTATION

Brief minute of key recommendations and suggestions in respect of amendments to the document noted as follows:

- The document to be reviewed in respect of wording and punctuation.
- Change the reference to 'google' to something more generic as it needs to be a serious document.
- Broader borough geography has 18 parishes – the 'geography' does not have 18 parishes.
- The hospital is called Pilgrim Hospital....not the Pilgrim General Hospital.
- Page 25. Third paragraph from the bottom: change low employment to low unemployment.
- Electronic connectivity is not within the document and is a key area needing address across the borough.
- Boston is a regional sub-centre of the county – could that be emphasised within the document somewhere?
- There is no mention of the towns International Links. Could they be incorporated within the document?
- The Council must consult widely, through various channels, exposing the agreed draft to staff, businesses and residents.

Full minutes will be drafted and out for Chairman and Lead Officer approval, in time for tabling in support of the report at Cabinet, on the 9th September 2020.

K Rist.

Clerk for the meeting.

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B O S T O N B O R O U G H C O U N C I L

REPORT TO:	CABINET
DATE:	09 SEPTEMBER 2020
SUBJECT:	BOSTON ALTERNATIVE ENERGY FACILITY (BAEF) PHASE 4 CONSULTATION SUBMISSION
PORTFOLIO HOLDER:	COUNCILLOR YVONNE STEVENS - PORTFOLIO HOLDER ENVIRONMENT
REPORT AUTHOR:	ASSISTANT DIRECTOR REGULATION
EXEMPT REPORT?	NO

SUMMARY

The Council is a consultee in the planning process to determine if the proposed Boston Alternative Energy Facility is approved. As a National Significant Infrastructure Project, the application is determined by the Secretary of State following a Planning Inquiry headed up by a Planning Inspector.

The BAEF proposal is a significant in scale, state-of-the-art power-generation plant, which the developers present as leading the way in land-based renewable power in the UK. The facility will generate 102MW of renewable energy from the thermal processing of refuse derived fuel (RDF), of which 80MW will be exported to the National Grid.

This development creates the potential for significant economic development opportunities linked to the supply chain to support the plant and potential end users of the ancillary products produced during the thermal processing of waste. In addition, the proposals create opportunities for the Borough Council to work with the County Council through the Lincolnshire Waste Partnership to consider alternative ways to manage waste in the county. However, there are many planning and environmental health factors to consider first, having regard to the nature of the proposals.

In July 2019, Cabinet received a report concerning proposals for BAEF as Phase 3 of the statutory formal consultation on the development and the Preliminary Environmental Impact Report. Cabinet agreed a recommendation to delegate authority to the Deputy Chief Executive, in consultation with the Leader and Portfolio Holders for Economic Development, Planning and Environment, to finalise the consultation submission, taking into account the feedback recorded at E&P Committee meeting and Cabinet.

The submission that was agreed and submitted to BAEF is attached at Appendix 0.

Since the Phase 3 consultation was concluded in August last year, BAEF have made some fundamental design changes to the proposed project. We are informed that the

changes are due to several reasons; a project review and ongoing iterative design work, the feedback received during earlier consultations, and input from specialist bodies. Due to the nature of these changes, BAEF have determined that an additional round of public consultation (Phase 4) is appropriate.

This report sets out the details of the BAEF proposal as they stand for Phase 4 consultation, whilst the appendices set out in more detail the context behind the changes and highlight the differences between the Phase 3 proposal and the Phase 4 proposal. The current Phase 4 consultation is concerned only with the changes made to the proposal since the Phase 3 consultation concluded last year. This and all prior consultation rounds are a precursor to the formal submission of the proposal for consideration through the NSIP regime, at which stage the Council will be formally invited to provide comments to the Inspector and take part in the examination process.

The Facility remains an Energy from Waste (EfW) facility, although the technology used to convert waste to energy has switched from gasification to traditional EfW thermal technology. BAEF also report that the changes are anticipated to have only minor and net positive effects, resulting in an overall reduction in potential negative impacts from the development.

RECOMMENDATIONS

That Cabinet consider the report and resolve to;

Delegate to the Assistant Director Regulation, in consultation with the Leader and Portfolio Holders for Economic Development, Planning and Environment, to finalise the Council's submission in response to the Phase 4 consultation.

REASONS FOR RECOMMENDATIONS

The Borough Council continues to liaise with the agent of the applicant to seek further clarification and understanding of the proposals, whilst officers continue to work with the County Council and other stakeholders to consider the impact of the proposed development balanced with opportunity that the scheme would bring to the Borough.

ALTERNATIVES CONSIDERED

None.

REPORT

1.0 Introduction

1.1 The Boston Alternative Energy Facility is a state-of-the-art power generation plant that will generate 102 MW (gross) of renewable energy that will deliver approximately 80 MW (net) to the National Grid. The energy recovery plant has switched from

gasification to traditional energy from waste technology and the plant will contribute to the UK Government's target of generating energy from renewable sources. The facility is considered to be an Environmental Impact Assessment (EIA) development for the purposes of the 'The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017' (the EIA Regulations).

- 1.2 The energy recovery plant will process 1.2 million tonnes of refuse-derived fuel (RDF) as the feedstock (i.e. the fuel) to generate energy. This will generate power that is equivalent to the annual power demand of more than 206,000 homes (roughly 66% of the number of households in Lincolnshire). The RDF will be sourced from UK suppliers and will comprise of non recyclable household waste.
- 1.3 The proposed facility is a Nationally Significant Infrastructure Project (NSIP) because it will have a generation capacity over 50 MW of energy. This means it requires a Development Consent Order (DCO) under the Planning Act 2008. It is proposed that the DCO application will be submitted to the Planning Inspectorate (PINS) in quarter 4 of 2020. PINS determine the application on behalf of the Secretary of State and the Council will be invited to take part in, and make formal representations, as part of the examination of the scheme to be undertaken by the Inspectorate as part of the NSIP process.
- 1.4 The Boston Alternative Energy Facility is currently in the Phase 4; informal, non statutory, pre-application consultation phase, updating on changes to the project and inviting feedback. The final stage, in Quarter 4 of 2020, will be to review the feedback from pre-application consultation before submitting an application for a Development Consent Order (DCO) to the Planning Inspectorate.

2.0 The Proposed Development

- 2.1 The proposed facility is to be located at the Riverside Industrial Estate, Boston, Lincolnshire adjacent to the tidal River Witham (known as The Haven) and down river from the Port of Boston.
- 2.2 The facility is a power generation plant that will generate 102 MW (gross) of renewable energy that will deliver approximately 80 MW (net) to the National Grid. Approximately 20 MW of power produced will be utilised by the facility itself.
- 2.3 The RDF feedstock, used to generate renewable energy, will be transported to the facility by ship and will be sourced from 11 UK ports. No waste will be imported from outside the UK for processing at the site. The process for generating energy has been amended to traditional energy from waste (EfW) technology from the Phase 3 proposal which used 'gasification' as the renewable energy generating source.
- 2.4 The facility will comprise the following main elements:
 - **Delivery** - wharf and associated loading/un-loading infrastructure for RDF feedstock and aggregate transported by ship;
 - **Transfer** – unloading of bales directly onto a conveyor for transfer to bale shredding facility plus external storage for bales as a contingency for when

storage bunker is at capacity;

- **Shredding** – bales of RDF are split open in a sealed building under negative pressure, before transfer to a storage bunker;
- **Bunker** - loose RDF is held in a bunker with capacity of around four days supply, pending transfer to the thermal processing facility by grab crane;
- **Energy generation** – the RDF feedstock is converted to energy using a traditional thermal treatment process;
- **Carbon capture** – two carbon dioxide recovery plants recover carbon dioxide for re-use by a range of industries. Some retained on site for fire prevention purposes;
- **Energy Export** – around 80MW of power is exported to the National Grid via a grid connection and substation;
- **Aggregate** – ash and air pollution control residues from the thermal processing are transferred to a lightweight aggregate plant where it is processed and reused as aggregate in the construction industry;
- **Removal** – lightweight aggregate is removed from site via ship.

Associated site infrastructure, including site roads, pedestrian routes and footbridge, car parking, concrete batching facility, contractor accommodation, security gate, control room, visitor centre and site weighbridge.

3.0 Project Need

- 3.1 The need that exists for new power generating infrastructure, such as the proposed Boston Alternative Energy Facility is confirmed in National Policy Statements (NPS). These NPSs are used by the Secretary of State to make decisions on nationally significant energy infrastructure like this facility.
- 3.2 The relevant NPSs (EN-1 and EN-3) establish an urgent and substantial need for new energy generation infrastructure, with the desire for it to be renewable or low carbon to achieve climate change targets.
- 3.3 There were many reasons for choosing energy from waste thermal processing technology. It is a proven technology, with many examples similar in scale already operational in the UK and globally, and therefore a more attractive technology for investment. The plant will divert waste from landfill as well as processing UK derived waste currently sent overseas. There are also advantages from the recycling and re-use of collateral products such as carbon dioxide, heat, lightweight aggregate and metals from bottom ash.
- 3.4 The applicants are mindful of the current waste situation in respect of UK waste being treated overseas, the impact of the restriction of waste exports into far eastern countries and dwindling UK landfill capacity. These factors were key drivers for the

applicant to seek to capture exported or landfilled RDF, and to develop the cleanest, most efficient plant possible to produce renewable energy.

4.0 Site Selection

4.1 The facility is considered appropriate in the Lincolnshire County Council's Minerals and Waste Local Plan as well as having other local planning policy support. The site also forms part of the allocated employment land for Boston within the SELLP (Policy 7), with elements of the scheme falling within Riverside Industrial Estate (BO 006). Parts of the development would technically fall in areas designated as countryside, but which directly abut the settlement boundary and the boundary of the employment allocation.

4.2 Other reasons

- The location is directly adjacent to a navigable watercourse that provides a means of delivery of RDF and export of materials, which significantly reduces the impact on the local road infrastructure;
- There is sufficient footprint to accommodate the required plant and equipment for the facility;
- It is technically feasible to connect to the electricity distribution network on site;
- The site is not directly situated within any environmental designation. It is within a flood zone, however it benefits from flood defences; and
- It is located within an existing urban/industrialised environment, with an existing biomass gasification plant located next door.

5.0 Proposed Construction and Use of the Facility

5.1 The overall construction period will be approx. 48 months from 2022 to 2026 and it is expected that there will be between 250-300 construction jobs at peak construction and 80-100 jobs created once operational. Construction is expected to take place six days a week (Monday to Saturday) between the times of 8am to 8pm, with options to 7am to 7pm, with no work taking place on bank holidays or public holidays.

5.2 Details of construction phasing and proposed construction methods are being developed and form part of the Phase 4 consultation proposals.

5.3 Both the County Council and the Borough Council are proactively working with the developer's agent to seek out any further information that is pertinent to the Phase 4 consultation response.

6.0 The Wharf

6.1 The wharf will be built, replacing sections on the current flood defence bank and will comprise the quay wall, the main area of the wharf, which will also provide the flood defence line, and an area behind the wharf for associated infrastructure. The wharf

facility will include a berthing pocket to allow ships to safely dock at the wharf without restricting the navigable channel of The Haven. The birthing pocket will be constructed by dredging and excavating the mud flats and land edge using land based equipment.

- 6.2 Arriving vessels must navigate up The Haven to the proposed birth over high tide and leave over the next high tide. The river is not wide enough to turn a vessel at the proposed wharf. It is anticipated that vessels will be turned at the Port of Boston, either at the 'Knuckle' point-turning circle outside the Wet Dock or within the Wet Dock.
- 6.3 The wharf will comprise a docking facility with automated cranes for loading and off loading of shipping. The wharf will have two births for receiving RDF feedstock, and one birth for loading aggregate.

7.0 The RDF Storage and Preparation

- 7.1 The facility will receive up to approximately 1.2m tonnes of RDF per year, 0.3m tonnes less than the requirement of 1.5m tonnes of the previous scheme. RDF will be baled and sourced from ports around the UK. No waste will be imported to the site from outside of the UK.
- 7.2 Once the RDF feedstock has been offloaded from the vessels, it is loaded directly onto an enclosed conveyor for conveyance to the shredding and bunker area. There will be a temporary external storage area for holding a contingency stock of bales, should the storage bunker be full. These will be stock rotated to ensure a first in first out system is employed to minimise the potential for nuisance. The storage requirement for baled RDF is significantly less than that proposed under the previous scheme.
- 7.3 The RDF conveyance, shredding and storage bunker will be in a closed environment operated at negative pressure and using odour control measures to ensure no unacceptable odour is released to atmosphere.
- 7.4 The RDF bales will be shredded to remove the outer packaging and to ensure a consistent/blended feedstock is available for the energy from waste plant. From the shredders the RDF will be stored in a bunker prior to transfer, by grab crane, to the thermal processing facility.

8.0 The Thermal Processing Plant

- 8.1 A total of three thermal processing units will convert the RDF feedstock to energy.
- 8.2 The heat from the thermal processing of the waste will be used to create steam that will power 3 generators that will convert the energy to renewable electricity.
- 8.3 Cooled exhaust gas will pass through a pollution control system where chemicals are injected to capture any residual emissions. The residual air pollution residues (APC residues) will be collected and blended with ash from the thermal processing to make lightweight aggregate.

8.4 The cleaned gases will flow to one of three exhaust stacks, via a Continuous Emissions Monitoring System (CEMS) serving each of the thermal processing units.

8.5 After the energy in the steam turbine is released for electricity production, the cooled steam will be routed to the air-cooled condenser where it is cooled further and turned back into water.

9.0 The Lightweight Aggregate Plant (LWA)

9.1 The ash and APC residues from the thermal processing plant will be processed on site to produce a lightweight construction aggregate. This product will be exported by ship via a dedicated berth at the wharf.

10.0 Carbon Dioxide (CO₂) Recovery Plant

10.1 CO₂ will be recovered from process exhaust gases in two carbon capture processing units. The CO₂ is a valuable product arising from the process and is capable of being re-used by a range of industries as well as for fire prevention purposes on site.

11.0 Officer Comments and Supplementary Questions

11.1 There are several strands within the Borough Council that have already input professional comments to the Phase 4 consultation process. Notes from a meeting held with Borough Council Officers and BAEF on 19th May and with Borough Council and County Council Officers and BAEF on 31st July are attached at Appendix 2 and 3 respectively. It is anticipated that further feedback raised by Members at both Committee and Cabinet will be combined with Officer feedback as the basis of the Council's formal response to the Phase 4 consultation process.

11.2 Following the positive meetings Officers have held with BAEF, details of modifications to the traffic impact assessment, noise and pollution impact assessments, following design changes from Phase 3 to Phase 4, are being prepared by the applicant and will be shared with the Consultees as soon as they are available.

12.0 CONCLUSION

12.1 The Council has provided feedback on previous phases of public consultation which have been warmly welcomed by the agents acting on behalf of the applicant. Many of the amendments to the revised scheme before members today have been incorporated into the development proposals as a direct result of feedback provided by this Council. Significant changes include reductions in shipping movements, reduction in road transport movements, site layout and noise mitigation, siting of concrete batching facilities, addition of a public footbridge and a proposed visitors centre, both on site and in the town centre.

12.2 Phase 4 consultation enables the Council as a consultee to make further comment and seek clarity on outstanding issues to continue to influence the final proposal in a positive way for the benefit of the residents of Boston and the Borough as a whole.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from this report as the Council is a consultee at this stage of the process.

LEGAL IMPLICATIONS

As a statutory consultee, the Council provides comment and feedback to a planning process that will be determined by the Secretary of State in accordance with the provisions of the Planning Act 2008, as amended by the Localism Act 2011.

CLIMATE CHANGE IMPLICATIONS

The BAEF will contribute to the Government objectives to run on 50% renewable energy by 2030 and to maintain a path to the goal of net zero carbon emissions by 2050.

The plant will be constructed to meet the new more stringent environmental standards contained in the Best Available Techniques (BAT) Reference Document (BREF) for waste incineration 2019. The facility will have to comply with these standards which will be controlled through an environmental permit issued by the Environment Agency.

As well as emissions to air, the environmental permit also sets out standards and controls for the protection of the local environment and ecology such as (but not limited to) noise, light, dust and rainwater run-off.

The changes to the plant design, set out in the Phase 4 consultation are said to deliver a net environmental benefit overall due to the following;

- Net reduction in shipping movements due to an RDF requirement 300,000 tonnes per annum lower than the previous proposal
- Reduced static storage requirement for RDF feedstock area, by between 30 and 50% over the previous design, reducing potential nuisance from dust, odour and pests
- Reduced traffic movements during construction due to a reduced requirement for concrete overall, a concrete batching facility on site reducing movements of concrete tankers by road, delivery of aggregates by ship (to the wharf) rather than by road – reducing exhaust emissions, road traffic noise and congestion.
- During operation, vehicle movements are significantly reduced as there is no longer a requirement to segregate and remove c. 300,000 tonnes of materials (unsuitable for gasification) from site by HGV for recycling - reducing exhaust emissions, road traffic noise and congestion.
- Landscape, noise, light and road traffic impact assessments will all be reviewed and repeated to reflect the design changes proposed
- Twice as much carbon will be captured from emissions for re-use in various industries than previously proposed, thereby reducing harmful emissions to air.
- More cladding around buildings and more space on site will provide opportunities for improving site layout to reduce noise.

The list above is not exhaustive. Further information is provided in the report and relevant appendices.

EQUALITY AND SAFEGUARDING IMPLICATIONS

None as a result of this report

OTHER IMPLICATIONS

None as a result of this report

CONSULTATION

Officers have attended various meetings held pending launch of the Phase 4 public consultation arrangements. This included a meeting with Borough Council Officers on 19th May (notes attached at Appendix 2) and with Borough and County Council Officers on 31st July 2020 (notes attached at Appendix 3).

All elected Members were invited to attend a dedicated video conference on 5th August 2020 with public webinars provided on 11th and 20th August plus a telephone surgery with the applicants agent on 26th August.

The Phase 4 public consultation also has a dedicated email address, telephone line freepost and website address. All these details are included on the back page of the Project Newsletter (Issue 3) which can be found at Appendix 1 to this report

The Cabinet has responsibility for the Phase 4 consultation submission on behalf of the Council. The Environment and Performance Scrutiny Committee have considered the matter at their meeting of 8th September. Due to the timing of the Phase 4 consultation period and subsequent Committee/Cabinet meeting dates, we are seeking approval from Cabinet for the final submission to be prepared by the Assistant Director Regulation in consultation with the Leader and relevant Portfolio Holders as set out in the recommendations.

APPENDICES

Appendices are listed below and attached to the back of the report: -

APPENDIX 0	Boston Borough Council Public Consultation submission dated 6 th August 2019
APPENDIX 1	Newsletter Issue 3: Boston Alternative Energy Facility project Update – July 2020
APPENDIX 2	Notes from meeting between Boston Borough Council Officers and BAEF – 19 th May 2020
APPENDIX 3	Notes from meeting with Boston Borough and County Council Officers held with BAEF on 31 st July 2020

BACKGROUND PAPERS

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

CHRONOLOGICAL HISTORY OF THIS REPORT

A report on this item has been considered by the Environment and Performance Overview and Scrutiny Committee at its meeting on 08th September 2020.



B O S T O N

BOROUGH COUNCIL

Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR

6 August 2019

Our ref: MS/LS

Boston Alternative Energy Facility
25 Priestgate
Peterborough
PE1 1JL

Tel No: 01205 314292

Email: michelle.sacks@boston.gov.uk

Dear Sirs

BOSTON BOROUGH COUNCIL CONSULTATION IN RESPECT OF PHASE 3 FOR BOSTON ALTERNATIVE ENERGY FACILITY

We are pleased to set out below our detailed response to the proposals in respect of the above.

We are mindful there are several strands within the Borough Council who will have a professional view and in addition, both the Cabinet and the Environmental and Performance Scrutiny Committee have reviewed the draft proposals and have made comments.

We have set out below a summary of our departmental comments, which include elected member comments, with a concluding paragraph of outstanding questions, in addition to a summary of issues that have been sent directly to elected members. We believe many of the issues we have raised, such as impact of traffic on the wider area, require greater clarification before any application is submitted to the Secretary of State. We welcome ongoing dialogue to enable such issues to have this clarity and suggest that noting the size and scale of the proposed development there is an extension of time to the deadline of the 6 August 2019 consultation period. We propose an extension of up to six weeks to enable round table discussions comprising officers of both Lincolnshire County Council, Boston Borough and members of the BAEF project team. We are willing to host the meetings and propose that a single-issue topic be discussed in detail each week, commencing with highways and traffic impact. We believe this will ensure that we are better able to consider Joint Statements of Common Ground in readiness for any Inquiry.

The Borough Council is keen to work with the applicant to contribute at this early stage to ensure that in the event the Secretary of State determines to approve the application, all aspects have been robustly considered to ensure maximum economic benefit to the wider community whilst protecting the environment from traffic, noise and harm to the ecosystems surrounding the proposed site.

Waste Strategy

The Waste Strategy for Lincolnshire was adopted by the Lincolnshire Waste Partnership (LWP) in January 2019. This followed a period of extensive public consultation during the summer of 2018 and adoption by each individual partner member of the LWP through their democratic process. The Waste Strategy for Lincolnshire was adopted by Boston Borough Council on 28 November 2018.



LWP is made up of the Lincolnshire County Council, as waste disposal authority and the 7 district/borough councils as waste collection authorities}.

On the basis that the BAEF could process residual household waste from Lincolnshire, this proposal could support delivery of 4 out of 10 strategic objectives in the Waste Strategy for Lincolnshire:

Objective 4: To explore new opportunities of promoting waste minimisation and of using all waste as a resource in accordance with the waste hierarchy.

Objective 7: To seek to reduce our carbon footprint.

Objective 8: To make an objective assessment of what further waste processing/disposal capacity is required and, as necessary, secure appropriate capacity.

Objective 10: To consider appropriate innovative solution to the delivery of our waste management services.

The current disposal facility for residual municipal waste in Lincolnshire, an Energy from Waste (EFW) plant located in North Hykeham, Lincoln, is forecast to reach its operational capacity in the next 5 years. Lincolnshire County Council, who are responsible for the disposal/treatment of the county's municipal waste, have yet to publish a coherent strategy for dealing with the treatment of the county's residual waste once this capacity shortfall is met. Landfill is not an option within the geography of Lincolnshire and no longer presents a financially viable or environmentally acceptable method for disposal of municipal waste in the long term.

Whilst the Waste Strategy for Lincolnshire is driving action across the LWP to mitigate the impact of increasing residual waste volumes, population and household growth in the county, these actions are unlikely to be sufficient in themselves or delivered quickly enough to mitigate the forecast capacity short fall at the EfW in the longer term.

If the proposed BAEF could process residual household waste from the south east of the county (Boston, East Lindsey, South Holland and North Kesteven District Councils), it would offer a new disposal and treatment option for the county and would future proof the capacity of the EfW facility in Lincolnshire for many years to come. By diverting waste in the south of the county away from the EfW, development of additional waste processing infrastructure in the county can be substantially delayed or even eliminated.

BAEF could also meet several other strategic objectives by providing an innovative solution to municipal waste processing and treatment, using waste as a resource by converting it to energy and valuable commodities such as carbon dioxide and aggregate and could substantially reduce the carbon footprint of our current countywide waste management arrangements by eliminating road haulage of waste from the south of the county to Lincoln. There will also be a significant and positive impact on the county's recycling rate as recyclable material will be removed from the residual waste stream by screening, prior to being processed in the gasification facility. The recyclable content of the residual waste stream is forecast to be in the region of 20% hence its removal for recovery prior to processing will provide a significant boost to the countywide recycling objective as well as the national recycling targets contained in the HM Government: Our Waste, Our Resources: Strategy for England published in 2018.

Finally, the location of the Lincolnshire County Council owned and operated waste transfer station, on Nursery Road, Riverside Industrial Estate, Boston, Lincolnshire, PE21 7TN, is ideally situated adjacent to the proposed development site of the BAEF to offer the opportunity for the bulking, baling and direct transfer of municipal waste, collected from households in Boston, East Lindsey and South Holland districts, into the proposed BAEF site for treatment. This will serve to divert waste away from the EfW facility in Lincoln and will substantially reduce residual waste haulage costs and the countywide waste management carbon footprint. With regard to this proposal, please note comments under Traffic Management.

Development Management

The proposed Alternative Energy Facility by processing waste by a gasification process as described above would appear to be an acceptable and appropriate use for the site selected. Whether it is classed as B2 or Sui Generis use would be decision that is made later in the process. However, currently the proposal is considered acceptable in context with the Lincolnshire County Council Minerals and Waste Local Plan.

In terms of the South East Lincolnshire Local Plan a B2 use is appropriate given it is an allocated employment site. A Sui Generis use and the development in the Countryside would need to be justified on the basis “of other material consideration”.

The benefits that could accrue from the gasification process would mean less waste is directed to land fill sites or elsewhere. It does not need to burn coal or gas to help create the energy to produce the electricity. The residue from the combustion process is recycled into products that have an economic value at the end of the process.

The whole process from construction to end use would provide a facility that provided employment opportunities across the whole spectrum, including construction jobs and end user jobs, some of which may be specialised.

There appears to be a case for the need of such a facility and based on the planning history locally around this site this may be a suitable location given the delivery of material to the site would be by water and not by vehicles.

The energy produced would not only be a benefit across Boston but the whole East Midlands Region and nationally, given the electricity produce will be added to the National Grid.

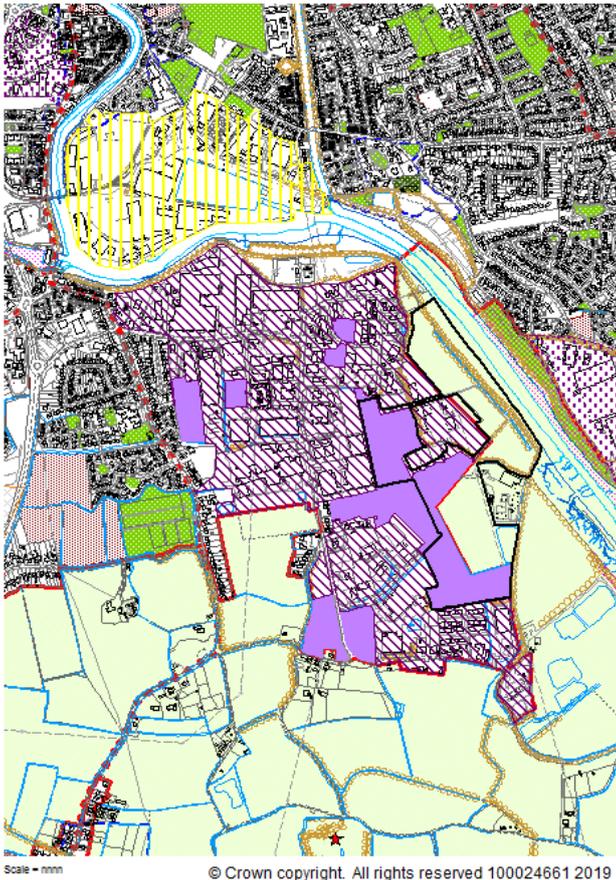
However, given the stage we are currently at, it is not possible to assess the project against the policies of the adopted Local Plan. There are no plans of the proposed structures to view and assess only simple written descriptions.

Planning Policy

Policy 7: “Improving South East Lincolnshire’s Employment Land Portfolio” of the South East Lincolnshire Local Plan allocates the Riverside industrial estate, shown below in purple or crosshatched, as B1, B2 and B8. The Boston Alternative Energy Facility site is shown with a black line and extends over land shown allocated for employment land and countryside.

The policy also allows new employment development outside the allocated employment site provided:

- a. the development does not conflict with neighbouring land uses;
- b. there is no significant adverse impact upon the character and appearance of the area;
- c. the design is responsive to the local context;
- d. there will be no significant adverse impact on the local highway network;
- e. there will be no significant adverse impact upon the viability of delivering any allocated employment site;
- f. proposals maximising opportunities for modal shift away from the private car are demonstrated;
and
- g. there is an identified need for the business location outside of identified employment areas on the Policies Map.



The Lincolnshire Minerals and Waste Local Plan - Core Strategy and Development Management Policies contains Policy W3: “Spatial Strategy for New Waste Facilities”. It supports proposals for new waste facilities in Boston, as well as other settlements in Lincolnshire. Policy W4: “Locational Criteria for New Waste Facilities in and around main urban areas” supports new waste facilities as set out in W3 provided that they would be located on:

- Previously developed and/or contaminated land; or

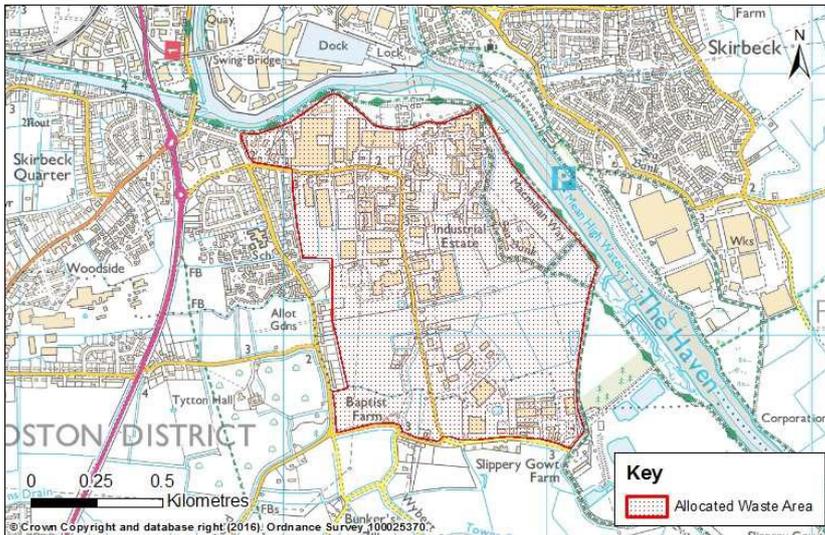
- Existing or planned industrial / employment land and buildings; or
- Land already in waste management use; or
- Sites allocated in the Site Locations Document; or
- In the case of biological treatment the land identified in W5. (This relates to proposals on sites that do not accord with W3)

The Lincolnshire County Council Minerals and Waste Local Plan Site Locations document allocates the Riverside Industrial Estate for:

Resource Recovery Park, Treatment Facility, Waste Transfer, Materials Recycling Facility, Household Waste Recycling Centre, Metal Recycling / End of Life Vehicles, Re-Use Facility, C&D Recycling and Energy Recovery.

The allocation extends over a larger area than the South East Lincolnshire Local Plan, as it is based on the superseded Boston Borough Local Plan 1999. The proposed plant is located on land within the Minerals and Waste Local Plan Riverside Industrial Estate allocation.

WA22-BO Riverside Industrial Estate



The proposal seeks to transport materials to and from the site by boat. The gasification process produces gas which will be used to generate electricity. The impact of boats and emissions from the process on the Wash will have to be assessed to ensure the Wash, which has International, European and National conservation designations, is not harmed and the characteristics for which it is designated are not undermined.

In summary:

- The uses listed in the South East Lincolnshire Local Plan are B1, B2 and B8. The uses listed in the Lincolnshire County Council Minerals and Waste Local Plan Site Locations document are B2, B8 and Sui Generis.
- The proposal is for an Alternative Energy Facility by processing waste by a gasification process. Energy Recovery in the form of “Gas from biological degradation of waste production, purification or refining place” is B2. A “Power Station” is Sui Generis.

- In the context of the Lincolnshire County Council Minerals and Waste Local Plan Site Locations document the proposed Alternative Energy Facility complies with one of the bullet points in W4, in that the land is allocated in the Site Locations document.
- In terms of the South East Lincolnshire Local plan a B2 use is appropriate on the allocated employment site. However, a Sui Generis use would need to be considered against “any other material Considerations”. Development on the Countryside, would need to be justified on the basis of the 7 criteria, a - g of Policy 7.
- The proposal must not undermine the Wash nature conservation designation.

Economic Development

The Council’s economic development function is to develop and drive growth and enterprise across the borough to transform the local economy into a sustainable destination of choice for investing, working, living and visiting.

In this context, the Boston Alternative Energy Facility (BAEF) will have a major strategic impact on the local economy, job creation, business and supply chain growth that influence the socio-economic factors on our local communities.

The impact of this development presents a significant economic opportunity for Boston and the wider economy and is much more than just building a power station. The construction and operation of BAEF will provide significant boost and add value to local businesses through the procurement process.

The size and scale of BAEF will also during the build provide a significant increase in local retail and hospitality spend as well as developing strong relationships with local schools, Boston College and University of Lincoln to deliver wide-ranging employment and skills, apprenticeship and traineeship opportunities in the energy sector and especially in Science, Technology, Engineering and Maths (STEM).

Aligned to the Local Industrial Strategy, the BAEF is a catalyst for wider economic growth supporting opportunities for businesses of all sizes to supply goods and services throughout the construction and operational phases. The development would create a sustainable opportunity to diversify parts of the business base away from ‘low skill - low wage’ economy to one that could improve productivity through the contribution of inward investment activity for high grade carbon dioxide (CO₂), aggregates for the construction sector and heat extraction.

Environmental Health

Boston is subject to air quality issues and there are two Air Quality Management Areas (AQMA) in place. Concerns have previously been raised about the proposal and how the impact of the proposed site use must not adversely affect the existing areas, with a request for regular monitoring.

The lack of information relating to the traffic management plan both for the construction period and clarity of site operations means that a detailed assessment cannot yet be assessed.

We have requested that all the options for traffic routes for construction traffic and operational service traffic are examined as part of the process. In addition we note the potential on the AQMA of pollution via shipping vehicles.

There is likely to be an impact on neighbouring communities on both sides of the River Haven in respect of potential noise pollution, light pollution, off loading/on loading of ships at night but until the detailed proposals are received, no detailed comment with regard to mitigation may be made.

Traffic Management

The issue of Traffic Management has been referenced above under two other sections, however, such is our concern about the impact of traffic, we feel this is an issue that must be further explored in some depth. We do not believe this application can progress to consideration by an Inspector on the basis that a Construction Management Plan will be produced at a later date, which will contain specific reference to traffic management. We believe our residents and existing businesses who operate in the locality of Marsh Lane require a much more detailed explanation, particularly noting the length of proposed construction.

As noted above, we feel the economic benefits that can be delivered to the wider area of Boston are significant and we will continue to engage with the BAEF project team to consider how these benefits may be exploited.

However, we are also mindful that the impact of negative publicity/reputation could damage later investment in the supply chain by virtue of not wanting to be associated with a “tainted” project.

By way of example:

- Local Residents - if the mitigation of traffic impact is not properly considered, as soon as construction traffic impacts on residential amenity becomes an issue, there is most likely to be a high profile social media commentary on the impact of the development. This is likely to be vocal and negative.
- Local Existing Business - there are existing businesses that could have a positive impact on the supply chain. Equally there are others that have high profile existing clients that visit the Marsh Lane site regularly. A negative impact from traffic over a four year period will have an impact on existing business and potentially create barriers to those businesses engaging with the potential opportunities the BAEF presents.
- Inward Investment - if there is a negative campaign or general negative news coverage, this will impact on the wider reputation of the Borough as a place in which to invest and also the BAEF as an opportunity to explore further.

Therefore, there is a significant commercial reason to ensure that traffic management, both for construction and for operation of the facility is fully understood and how to mitigate the impact of development is fully explored.

In addition, we noted above the potential to explore further waste import from other areas of the county, as a means of reducing the climate footprint of our current waste haulage arrangements (as above under Waste Strategy).

However, we cannot support these ideas unless there is a clear mitigation of that impact on our residents through a different route into the BAEF site to reduce the impact of traffic movements on residential amenity.

Third Party Representations

There have been several members of the public that have raised questions directly with our elected members. We have explained that all such interaction must be directed to the BAEF website.

However, we feel in the interests of transparency, and noting your approach to consultation and the way you have engaged, it is reasonable to include the issues raised in our consultation response. We have not commented on the specific points raised and remain neutral, we simply request that in your consideration, you do have due regard to these issues and their relevancy on the proposed scheme. The full correspondence received will be sent to the BAEF project team.

- Concern about noise, odour and pollution and how this will be monitored, the impact on air quality on crops with regard to the agricultural industry and will “scrubbers” be utilised for pollutants. In addition, what will happen to the type of waste that cannot be recycled, such as batteries. What consideration has been given to pollution of the river.
- A reliance on estimates and assumptions about the way the plant will operate.
- Concerns about impact on fishing, including; width of modern cargo ships meeting fishing boats in the river; cargo ships have a 3ft bow wave that can, and have, lifted a fishing boat then dumped it onto the mud bank, potentially causing a hazard were the boat to overturn; high mud banks each side of the river all the way to the cut end, a specialist dredging boat is required, Navigation of the river due to there being an S bend in the river; cargo boats turning at the knuckle/ getting stuck across the river.
- Concerns about the ability of the company to deliver the project.
- Concerns about the impact of inclement weather in the Wash impacting on viability of BAEF to operate to full capacity.
- Traffic impact, the extent of machinery and equipment to be transported to the site and whether new roads will be required. Will there be a requirement for night working and how will impact on residents and wildlife be mitigated.
- Local jobs for local people - how will the project use local expertise and technical knowledge; is there a proposed arrangement with Boston College to use apprentices; what consideration has been given to accommodation for workers.
- What vermin control has been considered for the site when operational.

Supplementary Questions and Observations Requiring a Response

There are many additional questions that are unclear from the information in the public domain and the Council as a statutory consultee would appreciate the response to these questions in order to be able to consider what level of support we may provide at a Public Inquiry.

- (i) The construction process is proposed to take up to four years, generate up to 300 construction jobs and give rise to construction work six days a week. However, there is no information as to how this traffic management will impact on local residents and business, in addition to the wider road network impact.

We believe there should be detailed consideration of an access road for the purpose of construction traffic to mitigate the impact of such heavy construction traffic on the community.

We believe that this provides an opportunity to work with our colleagues at the County Council in terms of how this might be upgraded to provide a permanent road to reduce ongoing impact of the use of the site once fully operational.

- (ii) We are mindful that Boston has two AQMAs in operation and we are concerned not to have received the detail in relation to traffic movements for both construction and operation that would enable the Council to fully assess the potential impact, including shipping traffic and how this may be mitigated. We require detailed traffic assessment information before the project progresses further to the next stage.
- (iii) We note the high level of advanced technology proposed within the site, which will likely give rise to noise and pollution impacts on local residents and businesses. However, without detailed proposals, we are unable to fully assess such impact and suggest areas of mitigation. We require further detail to enable such consideration.
- (iv) We are unable to fully assess the project against the policies of the adopted Local Plan as there are no plans of the proposed structures to view and assess only simple written descriptions. At this stage in the consultation process, we are disappointed we cannot provide more clarity and would like to delay the next stage of the process until such time as detailed plans are available for more detailed assessment.
- (v) We note one of the by-products will be aggregate. To lower the carbon footprint, by reducing haulage of this product, and provide additional employment opportunities and to further support the local economy, we suggest provision, at the design stage, to enable local distribution of aggregate products direct to local markets via road.
- (vi) We believe provision of facilities/proposals at the design stage, for the efficient and direct transference of baled waste from the Boston Waste Transfer Station, direct to the RDF receiving facility is worthy of consideration.
- (vii) We note the anticipated by-products and believe that the direct export of Heat / CO₂ / Electricity to encourage local business and residential development is an opportunity. In addition, by encouraging further employment opportunities, this will offset the deficit in the labour allocation designated for the area as falling within BAEF development footprint – by way of example the labour allocation for this area is approximately 800 jobs, but the proposed site will generate only approximately 100 jobs (after the initial construction).
- (viii) We would like to see the materials that are removed from the feedstock during the process as unsuitable for gasification, and recycled; are recorded and contribute to the county and national recycling targets.

- (ix) How will the material (approximately 20%) from bales that is not suitable for gasification, be separated and what impact will this have on noise and pollution.
- (x) We note that ferrous and non-ferrous metals will be removed, collected in separate skips and sent for processing off-site - what traffic movements are these expected to generate and what end use might these have.
- (xi) We note that the existing flood defences are to be replaced - does the new Quay improve existing flood defences and if so, how.
- (xii) What dialogue has there been with the Port as we are interested in the feasibility of boats turning at the knuckle noting the increased traffic proposed to transport the bales to the site and also at this stage, to take away aggregate.
- (xiii) We note the reference to the aggregate leaving by ship and a dedicated berth – how often will this ship leave and arrive in addition to bale shipping movements.
- (xiv) We have not seen sufficient detailed plans within the proposals to be able to fully assess whether there would be an impact on the ecology of the Haven and ecosystem around the application site, however we note you will be completing an Environmental Impact Assessment.
- (xv) We are mindful that renewable energy projects often provide a community fund to provide legacy projects within the community that mitigates the impact of the application site. We believe it would be helpful to the community to see this articulated in the documentation produced by the applicant to support the application.

Conclusion

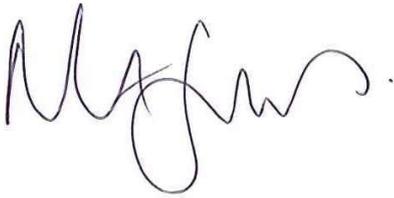
There are many positive benefits the scheme as proposed will bring to the Borough of Boston and the Council wishes to work closely with the applicant to ensure all issues are fully considered before the final plans are submitted to the Secretary of State to ensure the design of the site can fully capitalise on these options to further enhance job creation and supply chain opportunities.

However, the wider economic benefits must be balanced with the impact on the community, both residents and business together with the impact on wildlife and the River Haven ecology. Until such time as the detail surrounding plans and traffic, by way of two examples, are supplied, we cannot comment in any detail.

We would respectfully request that the 6 August 2019 deadline is extended to enable all statutory partners to fully engage and have regard to potential Statements of Common Ground in readiness for the Planning Inquiry. We feel it will cause delay later in the process if the plans are submitted without the applicant having had the opportunity to fully consider detailed observations which will most likely result in amendments to design and enhance the final proposal.

We look forward to hearing from you further with the points we have raised.

Yours sincerely

A handwritten signature in black ink, appearing to read "Michelle Sacks". The signature is fluid and cursive, with a large loop at the end.

Michelle Sacks
Deputy Chief Executive

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BOSTON ALTERNATIVE ENERGY FACILITY

PROJECT UPDATE – JULY 2020



Welcome to this update on the Boston Alternative Energy Facility.

THE SCHEME

The proposed Boston Alternative Energy Facility (the Facility) will be a state-of-the-art power-generation facility located south of Boston, Lincolnshire on the Riverside Industrial Estate, next to The Haven.

The Facility is classed as a Nationally Significant Infrastructure Project (NSIP) for which Alternative Use Boston Projects Limited (the Applicant) will submit an application to the Planning Inspectorate (PINS) for a Development Consent Order (DCO).

The Facility will generate 102 megawatts (MW) of renewable energy, of which 80MW will be exported to the National Grid, with the rest used for the running of the Facility. This energy will be generated by processing approximately one million tonnes of refuse derived fuel (RDF – derived from non-recyclable waste) per year. This will generate power that is equivalent to the annual power demand of more than 206,000 homes (roughly 66% of the number of households in Lincolnshire).

PROJECT UPDATE AND YOUR VIEWS

We last undertook public consultation (Phase 3) on the proposals in June and July 2019. Copies of the documents provided for that consultation, including the Preliminary Environmental Information Report (PEIR), are available on the project website: www.bostonaef.co.uk.

Since the Phase 3 consultation there have been changes proposed to the project. These are due to several reasons including; a project review and ongoing iterative design work, the feedback received during earlier consultations, and input from specialist bodies. Because of this we are undertaking an additional round of consultation (Phase 4), of which this newsletter forms part of.

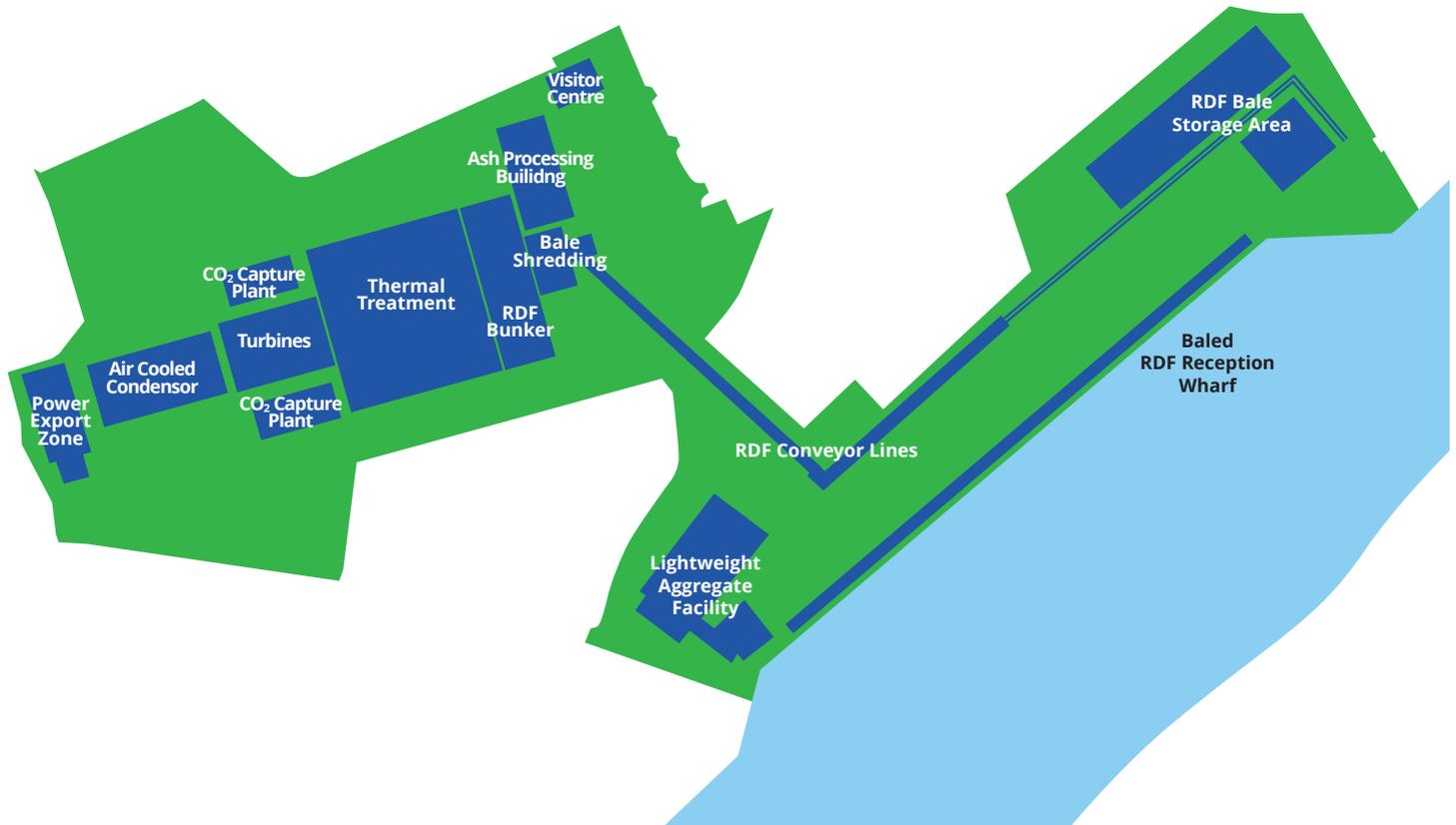
This newsletter provides an overview of the changes made since the previous consultation and provides preliminary information on the impact of those changes. The Phase 4 consultation only refers to the changes made to the proposal since the Phase 3 consultation.

The Facility remains an Energy from Waste (EfW) facility, although the technology used to treat the waste has now switched from gasification to traditional EfW technology. We have summarised this change and others later on in this document. The changes are anticipated to have minor effects, resulting in an overall reduction in potential negative impacts.

We welcome your feedback on these changes to help us as we begin to finalise our proposal before we submit the application for a DCO later this year. We also welcome any questions you might have on the changes to the proposed scheme. We detail how you can ask questions and share feedback at the end of this newsletter.

Following submission of the Application there will be a further opportunity for any person to make representations on the proposals and to engage during the Examination process.

Site Layout



CHANGES DURING CONSTRUCTION

Previous Proposal

CONCRETE TRANSPORTED BY ROAD

High volumes of concrete were needed to be supplied to the site in the early stages of construction to construct the six large silos (each were 48,000m³) for storing processed RDF.

This was to be transported by road. The predicted construction traffic comprised 26 separate weeks where the number of HGV movements would exceed 10 per hour (all within the first 18 months of construction), this included 15 weeks where the number exceeded 15 per hour and seven weeks exceeding 20 per hour. The peak was at 41 movements per hour at the beginning of the second year of construction.

Project Change

CONCRETE BATCHING PLANT ON SITE

The six concrete silos are no longer required because there is no need to process and store the RDF before the EfW thermal treatment process.

There will be a concrete batching plant on site. The raw materials for making concrete can be transported in larger quantities, thus **reducing vehicle movements**. The predicted construction traffic comprises only two separate weeks where the number of HGV movements exceeds 10 per hour, peaking at 15 movements per hour mid-way through year two of construction.

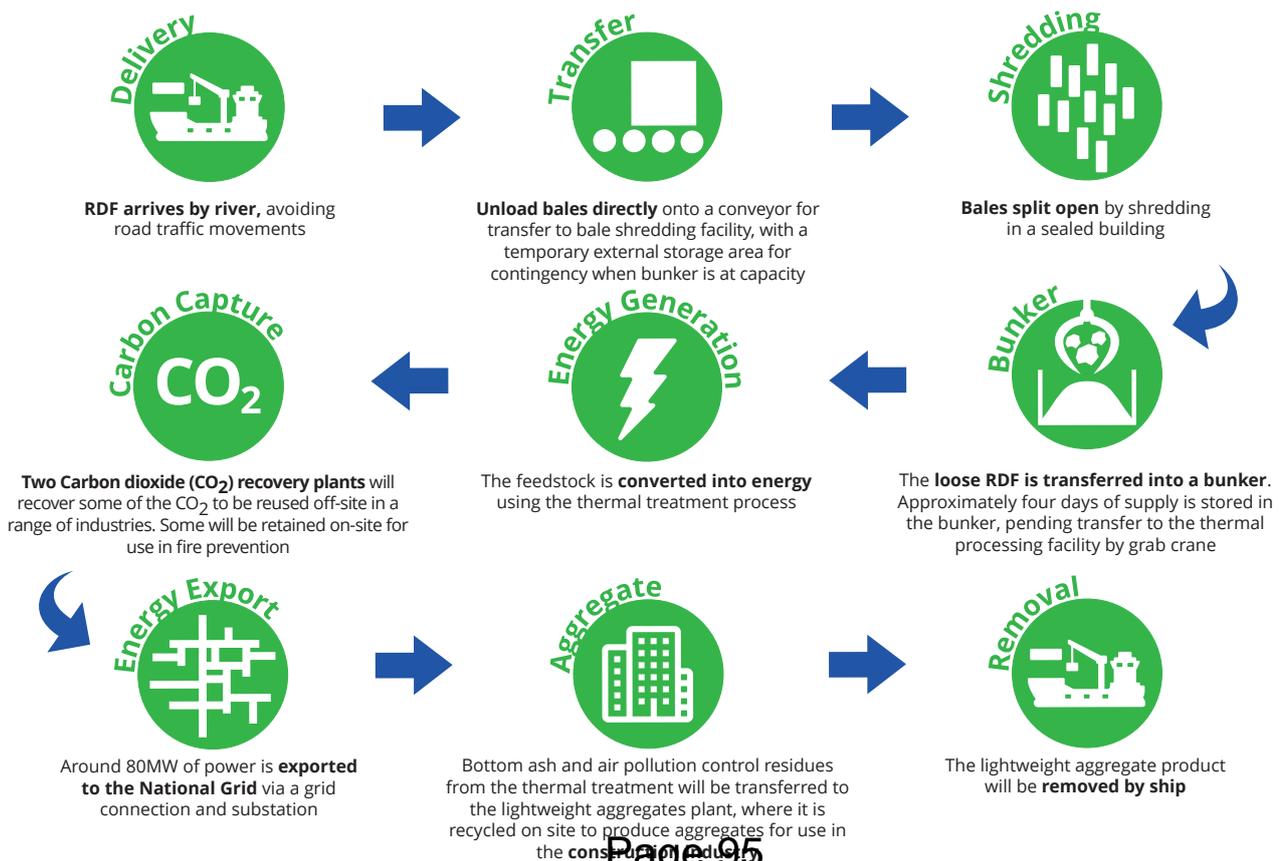
However, 40% of these movements in the peak week will be within the site boundary; 17% will be movements on local private roads next to the site within the industrial estate and 43% of movements outside the local area.

To reduce road transport movements, there will also be delivery of aggregate (for making concrete) via ship. To make this possible, **an early part of the wharf** at the site will be constructed to allow ships to deliver raw materials whilst the site is being constructed.

It is estimated that 132 shipments of aggregate would be required over the construction period.

CHANGES DURING OPERATION

The process is as follows:



SUPPLY OF FEEDSTOCK (RDF)



Previous Proposal

QUANTITY

A worst-case estimate required 1.5 million tonnes of RDF to be supplied to the Facility. This was required to allow for wide variations in the calorific value of the incoming RDF. Gasification facilities require input material to be within a very narrow specification range, hence the previous requirement to have a large RDF processing plant on site to process material to the required specification and remove material such as metals, glass and stone for off-site recycling or recovery.

SOURCE

Previously the RDF was to be largely sourced from facilities that process household and other municipal type waste to remove potential recyclate. The residual non-recyclable output from these facilities is processed into RDF.

All RDF was to be supplied in bales.

RDF SUPPLY FROM THREE PORTS

Previously the RDF was expected to be transported (by ship) from three UK ports, on the east coast.

Project Change

QUANTITY

A worst-case estimate requires 1.2 million tonnes of RDF to be supplied to the Facility. This reduction is possible because conventional EfW is less sensitive to wide variations in the calorific value of the incoming RDF. Therefore, the EfW facility does not need to have a large RDF processing plant on site.

The reduction will mean the number of RDF shipments to site could be reduced by up to 120 per year.

SOURCE

The RDF will still be sourced from residual waste from materials recycling facilities. The specification for the RDF remains unchanged.

All RDF will be received by ship in bales.

RDF SUPPLY FROM SEVERAL PORTS

The RDF supply is now expected to come from a wider range of UK ports (approximately 11 from across the UK – none of the waste received will be sourced from outside the UK).



Example EfW facility already constructed using the proposed technology provider

RDF HANDLING



Previous Proposal

BALES OFFLOADED FROM SHIPS ON TRAILERS AND TRANSPORTED TO A STORAGE AREA AT THE WHARF

There was one crane at each berth for offloading RDF bales.

Cranes were to offload bales and these were to be removed to the external bale storage area by trailer.

Approximately four days of supply (just over 12,000 tonnes) was anticipated to be temporarily stored at the wharf in an uncovered area of approximately one hectare.



Example EfW facility already constructed using the proposed EfW technology provider

RDF PROCESSING

Previous Proposal

LARGE RDF PROCESSING FACILITY

A large RDF processing facility (135m x 94m x 20m high) was required for separating out items that were not suitable for the gasification process but were potentially recyclable.

These recyclable items (approximately 300,000 tonnes per annum) were segregated into recyclable waste streams (ferrous and non-ferrous metal, glass, medium and high-density inert material, such as stones). These materials were to be transported off-site by HGV.

Processed RDF stored in six large 48,000m³ silos pending gasification.

Project Change

BALES WILL BE DIRECTLY OFFLOADED FROM SHIPS ONTO A CONVEYOR FOR TRANSFER TO A BUNKER.

Some contingency storage is required at the wharf, but a reduced area of external storage is required.

Two cranes per berth to **reduce the time taken** to offload the bales.

Automated cranes will be used for offloading the ships to reduce operator fatigue.

Bales will be **directly loaded** onto the conveyors for transfer to the bunker building.

- The RDF bunker has approximately four days of supply.
- A temporary external storage area will still be required at the wharf for contingency for when the bunker is full. This will contain approximately two days of supply thus reducing the number of bales stored outside (and the storage area) by around 50%.



Project Change

BALE SHREDDING FACILITY, NO PRE-PROCESSING

Bales will be conveyed to a small shredding facility (footprint 8m x 15m) to remove the bale wrap and reduce the particle size.

- No silos are required.
- There will be no segregation prior to thermal treatment.
- There is no requirement for HGV movements to remove segregated material off site.
- There is increased space on site by removing the RDF processing building, which delivers a simpler and more efficient layout and allows for safer construction.

KEY MESSAGES AND OUTCOMES



RDF SUPPLY

All RDF supplied will be from UK based sources; this has not changed. This reduces the amount of RDF to be exported to Europe or taken to landfill.

The amount of RDF required is less compared to gasification because the EfW system is not as sensitive to variations in the calorific value of the RDF. This means fewer ship movements are required each year.



RDF STORAGE AND ODOUR

The amount of RDF stored outside will be reduced to between 25% and 50% of the previous requirement.

The internal bunker storage is a fully enclosed building with the air over the shredded RDF continually extracted and fed into the thermal treatment process for use as combustion air. Therefore, all odours will be treated at a high temperature (850°C) and will not be released.



VEHICLE MOVEMENTS

During construction – a concrete batching plant on site and deliveries of aggregate via ship has reduced road vehicle movements.

During operation - vehicle movements are significantly reduced because there is no need to segregate material before the thermal process and take it off site.

THERMAL TREATMENT



Previous Proposal

GASIFICATION TECHNOLOGY

- Gasification technology was proposed.
- Three individual gasification units formed the total thermal treatment system ('a three line' system).
- Each line had a stack, but this was combined in one large stack approximately 5m in width with three cores within, estimated to be 70m in height.

Project Change

THERMAL TREATMENT (ENERGY FROM WASTE) TECHNOLOGY

- Thermal Treatment (Energy from Waste) technology (still three lines). See enclosed images for typical EfW facilities.
- Emissions for the EfW will have to comply with the same standards as for Gasification. New (more stringent) standards were issued in December 2019. The EfW facility will have to comply with these standards which will be controlled through an environmental permit issued by the Environment Agency.
- The reconfiguration has allowed for repositioning of the air cooled condenser (ACC) and turbine buildings to a central point which could **reduce noise impact** from the site.
- Three lines but one individual stack per line, these stacks will be the same height (currently estimated to be 70m) but narrower than the previous design.
- The EfW building is slightly taller (by approximately 4-6m).
- There will also be more cladding around the main EfW building which is likely to **reduce the noise impact**.
- A greater amount of ash (and therefore ash processing) will be ground and sent to the on-site Lightweight Aggregate (LWA) Facility. **Around 10% more aggregate would be produced and transported off-site via ship for use in the construction industry.**

CARBON CAPTURE



Previous Proposal

Project Change

ONE CARBON DIOXIDE CAPTURE UNIT

TWO CARBON DIOXIDE CAPTURE UNITS

KEY MESSAGES AND OUTCOMES



LANDSCAPE ASSESSMENT

There will be an updated Landscape and Visual Impact Assessment to account for the change in scheme design.



AIR QUALITY

The EfW will be required to comply with the same stringent industry standard limits on emissions as the gasification facility.

Twice as much carbon dioxide will be captured, thus lowering emissions.



VEHICLE MOVEMENTS

There will be a reduction in the number of HGV movements in operation compared to previously because the facility does not need to segregate metals and inert material from the RDF before thermal treatment.



POWER OUTPUT

Power output will remain the same.

A typical Thermal Treatment (Energy from Waste) facility



OTHER PROJECT CHANGES

PUBLIC FOOTPATH

A public footpath currently runs along the Roman Bank embankment running through the site. At present there is a gap within the embankment. Previously, the

plan was to route pedestrians down across the gap safely and back up the bank. Instead we are now proposing a footbridge over the gap in the bank.

UPDATED TIMESCALES

Boston timeline

- 1 SEPTEMBER 2018 – PHASE 1**
Informal, non-statutory, pre-application consultation introducing the project and seeking feedback
- 2 FEBRUARY 2019 – PHASE 2**
Informal, non-statutory, pre-application consultation updating on progress on the project, inviting further feedback
- 3 JUNE TO AUGUST 2019 – PHASE 3**
Formal, statutory consultation. The Preliminary Environmental Information Report (PEIR) was presented and further feedback was invited
- 4 JULY – AUGUST 2020 – PHASE 4**
Informal, non-statutory, pre-application consultation, updating on changes to the project and inviting feedback
- 5 Q3 – Q4 2020**
Review feedback from pre-application consultation before submitting an application for a Development Consent Order (DCO) to the Planning Inspectorate
- 6 AFTER THE APPLICATION IS ACCEPTED,** there will be a further opportunity for any person to register as an interested party and make representations on the proposals and to engage during the examination process. Following the examination, the Planning Inspectorate will report on the examination of the application, taking into consideration all relevant matters including representations from interested parties and make a recommendation to the Secretary of State for Business, Energy and Industrial Strategy about whether to grant or refuse the DCO
- 7 THE SECRETARY OF STATE FOR BUSINESS, ENERGY AND INDUSTRIAL STRATEGY** is responsible for making the final DCO decision

WE
ARE
HERE

As this is a complex decision-making process, it can take 16 months or more from acceptance of the DCO application to the final decision. Following approval, the Facility will take approximately four years to construct and commission.

The construction period will begin when the relevant pre-construction requirements have been completed. These will be identified in the decision made by the Secretary of State.

WEBINARS

Due to the Covid-19 pandemic, we're unable to hold public exhibitions as we have for previous phases of consultation. Instead we're hosting two webinars and for those without access to a computer we are offering a telephone surgery. As for phases 2 and 3 we have delivered this newsletter to all homes and businesses in the Boston Borough Council area. Details of when the webinars and telephone surgery are taking place are detailed below. Please book your place using the feedback mechanisms listed below.

WEBINARS

Each session will last between 1-2 hours, depending on the number of questions from the public. These are taking place on:

WEBINAR 1	WEBINAR 2
Tuesday	Thursday
11 August at 12pm	20 August at 12pm

TELEPHONE SURGERY

These are 15 minute slots where you can speak directly with a member of the project team. This is by appointment only. An additional session will be arranged if this date becomes fully booked.

WEDNESDAY 26 AUGUST

10am until 4.30pm

HOW TO CONTACT US

By email: consultation@bostonaef.co.uk

By telephone: 0800 0014 050

By Freepost:

Boston Alternative Energy Facility
RTLY-RLGH-GKSE
Freepost
25 Priestgate, Peterborough, PE1 1JL

To review further information about the Facility, please visit our project website:
www.bostonaef.co.uk



Minutes

**HaskoningDHV UK Ltd.
Industry & Buildings**

Present: Mike Gildersleeves, Michelle Sacks, Pauline Chapman (Boston Borough Council), Neil McBride (Lincolnshire County Council), Gary Bower (Royal HaskoningDHV, EIA Project Manager), Abbie Garry (Royal HaskoningDHV EIA Co-ordination) Bethan Griffiths (Athene Communications)

Apologies: [Click to enter "Apologies"](#)

From: Abbie Garry

Date: 19 May 2020

Location: Teleconference

Copy:

Our reference: PB6934-RHD-ZZ-XX-MI-Z-1055

Classification: Project related

Enclosures:

Subject: **Boston Alternative Energy Facility Update Meeting with the Boston Borough Council and Lincolnshire County Council**

No.	Details	Action
1	Project Update	

Following discussions, the client has decided to move away from gasification to Energy from Waste (EfW) as the gasification technology supplier made the decision to divest their business away from gasification. This has the benefit that there are more reference plants for EfW, as opposed to gasification plants. This is also beneficial from an investment perspective.

Construction

Previous Scheme Detail: concrete was needed for six large silos for storing processed RDF which were to be constructed by slip-form concrete. This requires a high number of vehicle movements during construction. This was a concern for some consultees.

Current Scheme Detail: There will be a concrete batching plant on site. The raw materials for making concrete can be transported in larger quantities, thus reducing vehicle movements. Furthermore, there will be aggregate delivery via ship during construction due to early construction of part of the wharf.

Outcome: Overall there will be a reduction in the volume of concrete necessary as silos are no longer required. There will be a reduction of construction vehicle movements associated with concrete supply.

The calculation of the reduction in traffic movements has not been completed but this can be sent when complete.

The overall construction timeline is the same as with the previous scheme detail, with a 4 year construction time period.

No. Details

Action

RDF Supply

Previous Scheme Detail: Main supplier was N&P however they changed their business priorities to 'subcoal' and SRF. Previously the RDF was coming from 3 UK ports.

Current Scheme Detail: The client has engaged with a company called Totus. These have a wider range of ports (11 UK ports) which will lead to a more widespread distribution of source material. Some suppliers will have different bale sizes which could impact on the number of bales per ship. Due to these different sizes there will be consideration of the number of bales per stockpile stored on site to maintain compliance with the 450m³ limit in EA Fire Prevention Plan guidance.

Previous Scheme Detail: Gasification technology had a very specific RDF specification required, hence 1.5 million tonnes of RDF was needed as worst case to cope with potential variation in calorific value and quality and to ensure that sufficient material was available following processing in the RDF Processing building (see below).

Current Scheme Detail: Conventional Energy from Waste (EfW) facilities can cope with wider variances in calorific value and RDF quality, hence the worst case can be reduced to 1.2 million tonnes of RDF.

Therefore, the worst case quantity is reduced by 300,000 tonnes, leading to approximately 120 less ships are required annually.

The RDF supply will still come from the UK only – not Europe or the Republic of Ireland.

NM asked if we are moving away from black bag waste and whether that would impact on taking supply from the transfer station at Slippery Gowt Lane, which currently transfers waste to the EfW at North Hykeham.

It is the view of the Project team that it is unlikely to impact this. The main source of RDF that Totus will supply is residual recycling material. The calorific value and specification of the local waste would have to be considered to identify whether any further processing would need to be assessed as would other factors that would need to be considered in any procurement decision by Lincolnshire County Council (as waste disposal authority) in this regard.

RDF handling (wharf)

Previous Scheme Detail: One crane at each berth. Cranes offloaded bales and these were removed to the external bale storage area by trailer. Approximately 4 days of supply was anticipated to be stored at the wharf in an area of approximately one hectare.

No.	Details	Action
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Current Scheme Detail:

- Two cranes per berth.
- Automated cranes offloading the ships and moving the bales from the stockpiles to the conveyors.
- Bales can be directly loaded onto the conveyors to be shredded and stored in the EfW bunker.
- Bunker has 4 days of supply.
- External storage area has approximately 1-2 days of supply and which means less storage area is required (between 25 and 50% of previous storage requirements).

Outcome: Reduction in the impacts associated with external storage of bales in a larger area. Increased efficiency in offloading the bales. Reduced health and safety and nuisance risks.

In addition the red line boundary (RLB) has been amended (by contracting the boundary) to exclude a main sewer line, as discussed with Anglian Water.

RDF Pre-Processing

Previous Scheme Detail: Large RDF processing facility involving eight shredding lines and automated segregation of ferrous metal, non-ferrous metal, fine inert material, hard plastic and medium to heavy density inert material. This was required due to the sensitivity of the gasification process. EfW does not require this level of pre-processing.

Current Scheme Detail:

- Increased space and less compact layout by removing this large building and the six 48,000 m³ silos required to store the processed RDF.
- Simplified layout works more efficiently and allows for construction flow to be optimised.
- No pre-processing or segregation, therefore no vehicle movements associated with removal of inert materials or metals off site from the RDF pre-thermal treatment.
- Has allowed for repositioning of the air cooled condenser (ACC) and turbine building to a central point to potentially reduce noise impact from the site.

Thermal Treatment

Previous Scheme Detail:

- Gasification technology, three line system.
- One combined stack with three cores within, one for each line – approximately 5m width.
- High level of screening and segregation of metals and inert materials

No. Details

Action

prior to processing etc.

Current Scheme Detail:

- Energy from Waste technology (still three lines).
- Three lines but one individual stack per line, these stacks will be the same height but narrower than the combined stack in the previous design.
- Plant is slightly taller (approximately 4-6m taller)
- There will also be more cladding around this facility which could reduce the noise impact.
- Greater amount of ash and ash processing – ash will be ground and sent to the Lightweight Aggregate (LWA) Facility as previously. Around 10% more aggregate would be produced.
- Metal will be screened from the ash and sent for offsite recycling (but there will be a reduction in the number of lorries compared to previously).

Outcome: There will be an updated Landscape and Visual Impact Assessment with the Zone of Theoretical Visibility checked.

Emissions for the EfW will be required to comply with the new BAT Waste Incineration document issued in December 2019 – this would be the same for gasification – there are no different standards. The emissions of the three separate stacks as opposed to one would be modelled but are unlikely to exceed previous scheme levels.

Other Changes

The red line boundary has been reduced at the southern end, however there is still space for laydown associated with construction of the facility. The operational boundary will likely be reduced to exclude some of this area. This will be represented by the construction and parameter plans produced for the DCO application.

The power output will be the same as previous, as the agreement with Western Power has not changed.

Previous Scheme Detail:

- One carbon dioxide capture unit.
- The Roman Bank (also known as ‘Sea Bank’) embankment running through the site and a public footpath follows the route. There is a gap in it currently and the previous plan was to route pedestrians down across the gap, which be across a road leading from the main gasification plant to the Lightweight Aggregates Plant and back up the bank (making sure to consider safe passage where this crosses the site road).

Current Scheme Detail:

- Adding another CO₂ capture unit, so two in total. The capacity for further CO₂ units in the future.
- Amended red line at the wharf storage area.

No.	Details	Action
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- Footbridge over the gap in the bank. As this bank has heritage significance this will be discussed with the Lincolnshire County Council heritage team.

MG suggested viewing platforms, improving access etc. Suggested including as part of consultation.

MG asked whether the bale conveyors were open. The conveyor is open near to the external bale storage at the site of the wharf, but then becomes enclosed for the majority of its length. It will have access points from the sides and top via hinged flaps.

Regarding job opportunities, post construction (during operation), there will be around the same number of jobs estimated (around 125). Although there is more automation there will still need to be operators for the cranes etc. With no automation it was estimated there would be around 130-140 jobs.

Heat will be a by-product of the lightweight aggregate facility however there is no opportunity for export of heat and this was not included previously. Instead the heat is used within the lightweight aggregates process.

2 Consultation

The current general arrangement of the site now represents the frozen scheme design and we are not anticipating changes of plant within the boundary. We are still waiting to confirm vehicle movements, parameters plans and elevations, then we can begin consultation.

We have had a preliminary discussion with the Planning Inspectorate. They were content that we didn't need to have a formal consultation process, however the Project team identified that there is a need to inform stakeholders.

For regulators and statutory stakeholders we will plan meetings, hold webinars and send information via email.

We will engage with the public but cannot hold public exhibitions.

We are proposing a 4 week consultation period where we notify members of the public. We propose to undertake a maildrop in the Boston Borough area with a summary of the proposed changes and an opportunity to provide comment with a 28 day consultation window and then a 2 week period where we will consider those comments.

We will also update the website.

As we have already undertaken formal consultation, we are not proposing to update the Statement of Community Consultation (SoCC), as this would significantly increase the timescales needed. BBC agreed in the approach to not

No.	Details	Action
	<p>changing the SoCC and requested that we inform them of when we are ready to go with consultation and provide them with a Briefing Note to outline the changes and proposed consultation strategy that can be distributed to Members.</p> <p>It was suggested that for public and parish councils engagement a webinar could be hosted using an appropriate platform (Facebook live or other social media platform). There is also more access to video calls now, so these could be used such as using Zoom etc which could incorporate a Q&A element.</p> <p>We will also set up calls and digital round table discussions with consultees we have previously been in contact with.</p> <p>We will not be able to produce plant design visuals as 3D images as part of the mail drops but we will update this for the LVIA work as part of the assessment process prior to submission.</p>	<p>Project team to inform BBC and LCC of the beginning of consultation</p> <p>Project team to provide Boston BC and Lincolnshire CC with a briefing note</p>
3	Timescales	
	<p>Aiming for early Q4 submission.</p> <p>It was noted that we should manage expectations by giving stakeholders an idea of timescales.</p>	
4	AOB	
	<p>Noted that there were action/ discussion points from the previous meeting which need highlighting. Pauline to review and highlight the key points.</p> <p>We will have another catch up meeting to discuss any outstanding points during the consultation period.</p> <p>NM asked if there would be contaminated material and metals in the feedstock from the MRF facilities.</p> <p>GB stated that there will be a reduction in the amount of metal captured because the majority of recyclate (including metal) would have been removed in the materials recycling facility before the RDF is supplied to the Boston facility, however there would still be some. There would be a screening of metals from the ash.</p> <p>Although there is less material being taken off site for recycling than previously, the material has already been subject to recycling and the current facility is considered a recovery facility (this is the same as for gasification).</p>	<p>PC to circulate previous action points</p>



Boston Alternative Energy Facility Project Team Meeting with Boston Borough Council and Lincolnshire County Council

31 July 2020

1. Welcome & Apologies

Present

Christian Allen, Head of Environmental Operations – Boston Borough Council (Chair)
Mike Gildersleeves, Growth Manager – Boston Borough Council
Michelle Sacks, Director of Group and Deputy Chief Executive – Boston Borough Council
Peter Udy, Planning Policy Office – Boston Borough Council
Nick Davis, Principal Environmental Health Office – Boston Borough Council
Neil McBride, Head of Planning - Lincolnshire County Council
Nicole Hilton, Assistant Director for Communities – Lincolnshire County Council
John Coates, Head of Waste - Lincolnshire County Council
Jon Sharpe, Principal Highways Office – Lincolnshire County Council
Emily Anderson, Trainee Planning Officer – Lincolnshire County Council
Gary Bower, EIA Project Manager - Royal HaskoningDHV (GB)
Kelly Linay, Director of Community Engagement - Athene Communications

Apologies

Pauline Chapman, Executive Assistant - Boston Borough Council
Clive Gibbon – Economic Development Manager – Boston Borough Council
Abbie Garry, EIA Coordinator - Royal HaskoningDHV
Mark Gilbert – Boston Borough Council

2. Notes of the last meeting dated 19 May 2020 / matters arising

No comments

3. Overview of the changes to the project by Gary Bower

There has been a lot of work going on in the background, getting the consultation ready and sorting some technical details. We now have a design freeze as of the end of June 2020. GB went through the presentation that documents the changes that have been made since the project pause. The main areas of change are around construction, supply of RDF, how we off-load and store the RDF and the change to thermal technology.

Construction – our main focus has been to reduce transport movements during the construction phase. This has been implemented by including a concrete batching plant on site and we plan to have early construction of part of the wharf, which means we'll be able to bring construction raw materials in by ship. Other aspects are largely unchanged. We are estimating 46-48 months construction, this includes the building and commissioning phase.

Supply – the original supplier wants to move to supply higher grade (calorific value) fuel, so we have identified a new supplier. The new supplier has a wider distribution network. Previously there were three ports, however, this new supplier has access to eleven ports all within the UK. The type of material is residual household waste that has been processed through Materials Recycling Facilities (MRFs) so there is no change to the specification of the supplied refuse derived fuel RDF.

Technology – moving from gasification to conventional thermal treatment by Energy from Waste (EfW). This technology is less sensitive to variances in RDF composition and calorific value so we can reduce the ‘worst case’ amount of supply.

Wharf – the bales were previously going to be off-loaded by mobile crane and placed onto a mobile trailer which would then remove the bales to an external storage area. Bales would be removed from the storage area on a first in first out basis and loaded onto a conveyor to be taken for processing. Under the revised proposal the bales will be loaded directly from the ship onto the conveyor and then transferred to a bale splitter and RDF bunker. This reduces double handling. The bunker will have four days’ supply, however, there may be the need for contingency storage in the outside storage area at the wharf. This will reduce the number of bales in storage at the wharf by 50%. This will reduce potential nuisance impacts. The number of cranes has increased to two cranes per berth.

Processing of RDF – the reduced sensitivity of the new technology means we now don’t need to pre-process the RDF before it goes into the Facility. We don’t need to have the ability to separate metals and glass. In the previous proposal we were taking out 300,000 tonnes of potential recyclate but now we don’t need to do this which means we are able to manage the layout of the site more effectively. This also has an effect in reducing the number of operational HGV movements that would be required to remove the 300,000 tonnes of separated material from the site.

Thermal changes – we have changed the scheme to have a more linear layout making the plant more efficient and safer to build. The previous layout had the stack from each of the three lines combined into one wide chimney which was 5 metres in diameter. The current proposal has a stack per line, which means they will be much thinner in diameter. The new technology provider’s plant is mainly enclosed. This will have some benefits in reducing noise and the revised layout allows the air-cooled condensers to be moved to a more central position and will be further away from residential receptors. With the new process there will be more ash at the back end. This is because there is no pre-processing and separation of material from the RDF before thermal treatment. There will be some screening of the ash. The ash will be ground down into residue and the sent to the on-site aggregate plant.

CO₂ capture - We are introducing two CO₂ capture units, which is doubling the capacity compared to the previous scheme.

Changes to the Red Line Boundary (RLB) – the RLB has been amended at the north of the site beyond the extent of the RDF bale contingency storage area so that it doesn’t include the line of the main sewer. This means that Anglian Water don’t need to come on the site to do any work to the sewer. The redline is also changed at the southern boundary of the site because the revised layout means that there is less space required. The revised redline boundary will run more closely to the area required for the power export substation.

We have now created more of an option for potential landscaping and screening of the site in the south-western corner and are investigating this further.

There is no change to the proposed 80MW power output or the turbine technology, nor any changes to the lightweight aggregate technology. However, more ash will be produced, therefore more aggregate will be produced.

Footbridge - We are looking to put a footbridge across a gap in the Roman Bank (Sea Bank) along the public footpaths so at no point do pedestrians have to access to the site. This is still being discussed.

Consultation - These changes are largely positive so will reduce the footprint of the site, and potentially reduce transport and reduce impacts. There are some potential negative issues e.g. moving from one wide stack to three individual stacks for the EfW is a change that needs to be assessed. The plant will also be slightly taller; changing from 38 to 44 metres high. This still needs to be assessed, however, most topics will remain unchanged.

We have spoken to the Planning Inspectorate (PINS) about the approach to consultation and we proposed an informal approach over a 28-day period. PINS were supportive, however, required that the project find ways of engaging with the public. As we cannot meet face to face we're using a newsletter and are hosting two webinars and a telephone surgery. We anticipate submission in November 2020, however, are mindful there could be some outcomes from the consultation that changes this but we don't anticipate any.

Questions / comment invited:

MG - is a resident who received the newsletter and it is very clear explaining the changes. He has spoken to friends who have also commented about how good it is.

CA - said his portfolio holder has received the newsletter and her invite to a stakeholder meeting.

ND – you speak about reducing transport but has that been quantified. GB – yes this is being worked on. Numbers are less and there are fewer instances of busy weeks.

ND – have you decided on traffic routes. We spoke in the early days about the Spirit of Endeavor roundabout and making sure the town is avoided. What alternatives have been looked at? GB - we have looked at traffic numbers based on where the movements will be. We looked inside the industrial estate and local roads within one mile and also those coming from wider. The Construction Traffic Management Plan (CTMP) will identify the optimum routes. ND – would prefer the traffic coming in from the south, rather than west or north. GB – we share that preference. Note that the Transport assessment will feed into the air quality and noise assessments.

NM – in terms of the info supporting the consultation, there isn't a lot behind it, where they can look at the details to say whether they think they're acceptable. When will this information be available, will it be at submission or will there be another round of consultation? GB – this round is solely about notifying the public and the PEIR represents the worst-case position. This is purely a consultation to inform that there is a change. BBC and LCC will see early sight of the EIA work. There is an interim period prior to submission where draft assessment findings can be shared with relevant stakeholders. This is likely to be in September. NM - will this be formal? GB – no, this is purely for comment, but it is useful to gather your input before we submit.

CA – as you have previously hosted exhibitions are you using the website to share wider information? GB – the newsletter is on the website and the links to the PEIR remain visible.

JS – learning from experience with other big projects in the area (for example Triton Knoll), the CTMP states that vehicles will display a prominent logo clearly identifying they're working as part of the project. Can this be incorporated in? GB – this is something that will be included. We will also recommend routes and tracking using a cab GPS system.

JS – it would be good to know where the source materials are from. He wasn't aware until recently that some of the road on the Riverside Industrial Estate were private roads.

MG - we need to consider the McMillan Way and the public footpath and the opportunities this creates in relation to tourism. Assume previous comments will be picked up e.g. the views from the RSPB nature reserve and the impact on 'the Stump' as a Grade I listed building. It would be good to have early site of the LVIA and heritage work. He can help set up early meetings. GB –The footpath will be improved as part of the project and a meeting with heritage stakeholders will be welcome.

ND – on the traffic movements, will part of the CTMP be to avoid peak traffic hours? GB - Yes

ND – are you using a turning circle in the Haven or the port. Has there been any further discussion? GB – the port wants to retain the right to choose. They will dictate by shipment. It will take approximately 10-15 minutes to turn at the knuckle and 30 minutes to turn the port. ND – there is a potential for using both so if there were problems then we could speak nicely to the port.

ND – there could be potential for complaints from a local company called DCI (manufacture recycled ink, inkjet cartridges and toner) about the dust from the concrete batching plant impacting their equipment. Can the concrete batching plant be moved elsewhere? Can it be switched with the construction area? GB – will see if it can be switched.

4. Revisit BAEF outstanding actions dated 22 May 2020

Traffic Movement – GB - this was a priority issue last year. Lots of design changes have reduced the traffic movements. GB – this chapter is likely to be available first (hopefully 3rd week of August) and it will be good to have a transport specific meeting. HGV information relating to waste vehicle movements at Slippery Gowt Transfer Station has been fed to the transport team giving an indication of movements. We now have a wider package of info for transport numbers. ND – how soon after the transport chapter will the air quality chapter be available? GB – this will follow about a week or so behind. The latest annual screen assessment has been sent to DEFRA **Action – ND to provide a copy to GB.**

MG – where has the project team got in their discussions in relation to the Southern access (the haul road)? He believes this has been discounted but says BBC is still looking at it via alternative schemes. Is there a strategy for people travelling to work on the site and will there be collection of workers from Boston town-centre car parks? There are also potential opportunities to improve cycling and the people strategy. GB - we moved away from a minibus collection from the town centre. Instead, there will be two contractor car parks. A minibus will be used to transport workers from the contractor car parks to specific points of work on site.

Waste Processing – GB - previous concerns were about the recyclables coming out of the facility. We carried out some investigative work at the time and Mick George agreed to take a large proportion of the segregated recyclable material from the RDF Processing facility. However, with the design change the amount of segregated material will be significantly reduced (from 300,000 tonnes to 5,000 tonnes) and can be dealt with locally.

ND – we are looking to review our minerals and waste local plan and wants to look at the capacity gap they have and examine if the Facility can be available to deal with Lincolnshire household waste, and municipal-like commercial and industrial instead of sending it abroad. They will bring this to the attention of the examiner at the examination waste stage. GB – are there any studies that can be shared? ND – This was last updated in 2015 and is public document so can be shared. **Action – ND to share info with GB.** The latest info will be available before we get to examination.

MG – confidence in the carbon capture – so this is a real positive. The agri-food sector is keen to see this

Consultation – CA – BBC is hosting GB at the scrutiny committee on 8 September. ND – LCC still need to identify at what stage they'll take it to committee. They're not sure they have the information yet to be able to do this. It may be a bit premature at this stage. The next stage is when the DCO starts properly. It will probably be at this stage as NSIPs usually go to the planning and regulation committee, but they'll have some internal discussions which the relevant committee is. GB – Our recent experience with PINS has identified that the pre-examination stage is stretching out to around 6 months. So there is plenty of opportunity pre-examination to get the points agreed and clarified. ND – LCC will provide a response but it will be caveated that they can't make a definitive view at this stage (i.e. before submission) as they don't have all the information. It is too premature to give a firm commitment to whether they support the Facility or not.

Design – GB – we spoke previously about how the wharf will evolve and we now have some outline information. GB to share after the meeting the high-level designs to give an ideal of the layout.

Action – GB to share high-level design of the wharf.

Air Quality / Noise Pollution / Light Pollution / Noise Assessment – ND - we need to wait to see the assessment now. It's not worth discussing anything further. Concerns have been raised previously so GB is aware. The good news is that the changes have make it likely to be less noisy, so hopefully this is a bonus but they need to see facts and figures. GB – we will the review noise and air quality assessment. We are guided by PINS' Scoping Opinion on the light assessment. ND – major area of concern is the unloading process as this is likely to be 24-hour process. Housing is across the river. Need to see the impacts. GB – we're conscious of this and it is useful to us to inform our work.

Fire Prevention Plan – GB - the client has a fire prevention advisor on his team. This will be a major document to inform the environmental permit for the site and we also propose to submit an outline fire prevention plan with the DCO application

Market Place Visitors Centre – CA – is it still the intention to have a visitor centre in the Market Place and on site? – GB – definitely on site. This hasn't been ruled out in the town and will be discussed nearer the time. MG – it would be a good tick box to have it in the town. Opportunities for engagement will be greatly increased. GB – particularly in the construction phase is advantageous, so we will look at this.

Heritage Impacts – GB – we had a meeting with heritage stakeholders, and they wanted confidence about what we don't know. We have done a lot of desktop work and they've appreciated this. They wanted to know about any potential hidden assets, so we're doing geophysical surveys of the area where the thermal treatment facility will be (which is landward of the original path of the River Witham before it was canalised in the early 19th century) MG – what public benefits can be squeezed out of this? CA- a visitor centre on site will be a good opportunity for this to identify any heritage significance.

Economic Developments – CA – discussed at end of last year to coordinate briefings or seminars with CO₂ users. MG – this happened and led to the change in the scheme. There is a demand locally. It would be good to build the links with the college, particularly in relation to apprenticeships.

Local Community Fund – GB – the client is positive about having a community led fund and this is on the horizon.

Apprenticeship Scheme – still a project commitment to this

Tourism – Haven Countryside Park – previous minutes stated it was managed by Boston Woods Trust – PU says this isn't the case and isn't correct. MG – BBC recently approved a piece of artwork near the Pilgrim Fathers Memorial Stone. Could the Project do anything similar? Would like to have this discussion at the appropriate time as to what can be done. PU – is the visitor centre just before construction? – GB – the main focus is afterwards. **Action – Boston Borough Council to confirm who is responsible for the management of Havenside Country Park and amend 1st paragraph of page 13 of the 'BAEF OUTSTANDING ACTIONS 22 05 2020.doc' accordingly and circulate an updated version**

5. Project Update

Covered earlier in the meeting

6. AOB

GB – we have met with the EA drainage board and Lead Local Flood Authority

JS – where does the power get connected into the grid? GB – we will build a substation on the southern edge of site that we will connect into the pylon. No underground cable route (e.g. to the substation at Bicker Fen) is required.

MG – can we talk about PPA arrangements in terms of the examination process? As things move forward we'd like to have that conversation. GB – we'll pick that up in the pre-examination stage.

NM – PPA was mentioned very early on. We'd like to have that discussion.

CA – MS has been trying to organise a meeting to meet with the landowner. GB – not aware of this. MG – this links to the southern access route conversation. **ACTION - GB to contact Alan and ask him to get in contact with Michelle.**

GB – We need to set up meetings to discuss transport data and then air quality and noise. MG – suggested a full day session CA -this would be good to tie in with the scrutiny panel.

ND – ideally it would be good to have a meeting about all three as they are so interlinked. GB – happy with this as an approach.

JC – how much heat is produced during the power generation? GB – we don't know the amount but the heat we do produce will be reused within the scheme and there is no plan to distribute heat externally.

CA - to circulate the minutes once they are ready.

7. Date of next meeting

TBC

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