



## BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*  
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13<sup>th</sup> September 2023

Dear Councillor,

You are summoned to attend the **Meeting of the Braunstone Town Council** to be held in the Council Chamber at Braunstone Civic Centre on **Thursday 21<sup>st</sup> September 2023** commencing at **8.00pm** for the transaction of the business set out below.

Alternatively, members of the public may observe this meeting, and make contributions under the Public Session item, using Zoom video and web conferencing software (details below).

Join Zoom Meeting

<https://us06web.zoom.us/j/86078202689?pwd=N25ZTEh4L2RiUHcrOWg4SUJmVkkYQT09>

Meeting ID: 860 7820 2689

Passcode: 018590

Yours sincerely,

Darren Tilley  
Chief Executive & Town Clerk

To: The Town Mayor and Members of Braunstone Town Council.

## **A G E N D A**

1. **Apologies**  
To receive apologies for absence.
2. **Disclosures of Interest**  
To receive disclosures of Interest in respect of items on this agenda:
  - a) Disclosable Pecuniary Interests,
  - b) Other Interests (Non-Pecuniary).
3. **Public Session**  
Members of the public may submit a petition and/or make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes**  
To confirm the accuracy of the Minutes of the Meeting of Braunstone Town Council held on 29<sup>th</sup> June 2023 to be signed by the Chairperson (**Enclosed**).
5. **Announcements**  
To receive announcements/reports (if any):
  - a) Town Mayor,
  - b) Leader of the Council,
  - c) Chief Executive and Town Clerk.
6. **County and District Councillor Reports**  
To receive reports from the Town's elected representatives on:
  - a) Leicestershire County Council
  - b) Blaby District Council
7. **Questions from Councillors**  
To answer questions from Councillors where notice has been given in accordance with Standing Order 4.12 (If any).
8. **Reports of Standing Committees**  
To receive reports and minutes of Standing Committees (**Enclosed**):

a) Community & Development Committee	06/07/2023	p7750
b) Planning & Environment Committee	24/08/2023	p7759
c) Employing Committee	31/08/2023	p7775
d) Policy & Resources Committee	07/09/2023	p7778
9. **Motions on Notice**  
To receive and consider motions moved on notice in accordance with Standing Order 4.14, as follows:
  - a) Woodland off Brockenhurst Drive, Braunstone Town (**Enclosed**).

**10. Sealing of Documents**

To authorise the sealing of documents (if any).

*Next Scheduled Meeting: 8pm, Thursday 16<sup>th</sup> November 2023.*

*Deadline for submission of Questions on Notice and Motions on Notice:  
12noon, Tuesday 7<sup>th</sup> November 2023.*



**NOTE:**

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.  
EQUALITIES ACT 2010*

*Braunstone Town Council has a duty in carrying out its functions to have due regard to:-*

- eliminate unlawful discrimination, harassment and victimisation;*
- advance equality of opportunity between different groups; and;*
- foster good relations between different groups*

*To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF THE COUNCIL MEETING**

**29<sup>th</sup> June 2023 at 8.00PM**

**PRESENT:** Councillor Tracey Shepherd (Town Mayor), Councillor Paul Kennedy (Deputy Town Mayor), Councillors Anthea Ambrose, Sevim Aslan, Nick Brown, Alex Dewinter, Andrew Evans, Richard Forrest, Sam Fox-Kennedy, Rebecca Lunn-Scoppie, Sam Maxwell, Darshan Singh, Christiane Startin-Lorent, Marion Waterton, Robert Waterton and Mark Widdop.

**Officers in Attendance:** Darren Tilley, Chief Executive & Town Clerk and Pauline Snow, Deputy Chief Executive and Community Services Manager.

There were no members of the public present at the meeting.

**COUNCILLOR TRACEY SHEPHERD, TOWN MAYOR, IN THE CHAIR**

**6138 Apologies**

Apologies for absence were received from Councillors Shabbir Aslam, Leanne Lee, Gary Sanders, Satindra Sangha and Imran Uddin.

**6139 Disclosures of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by Members.

**6140 Public Session**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of submitting a petition, making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public present at the meeting.

**6141 Minutes**

The Minutes of the Annual Meeting of Braunstone Town Council held on 18<sup>th</sup> May 2023 were circulated (item 4 on the agenda).

It was proposed by the Town Mayor and seconded by the Deputy Town Mayor and was

**RESOLVED** that the Minutes of the Annual Meeting of Braunstone Town Council held on 18<sup>th</sup> May 2023 be approved and signed by the Chairperson as a correct record.

**6142 Internal Audit Report 2022/2023 and Internal Audit Arrangements 2023/2024**

The Council received the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31<sup>st</sup> March 2023 and to appoint an Internal Auditor for 2023/2024 (item 5 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

**RESOLVED**

1. that the observations of the Internal Audit (attached at Appendix 1 of the report) and confirmation of compliance with the internal control objectives (attached at Appendix 2 of the report) be received and noted;
2. that the recommendation for improvement, along with the proposed response, as set out in the Internal Audit Improvement Action Plan (attached at Appendix 3 of the report), be adopted; and
3. that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31<sup>st</sup> March 2024.

*Reasons for Decision*

1. *The Internal Auditor, having tested all the aspects of the Council's internal controls, was satisfied that in all significant respects the internal control objectives were achieved throughout the financial year to a standard adequate to meet the Council's needs.*
2. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
3. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

**6143 Annual Governance Statement 2022/2023**

The Council received the statement which enabled it to ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31<sup>st</sup> March 2023 and to authorise the completion and submission of the Annual Governance Statement 2022/2023 accordingly (item 6 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

**RESOLVED** that the systems of internal control and management of risk, as set out in the report and in the updated Corporate Risk Register at Appendix 1, be approved and confirmed as sound; and that Section 1, Annual Governance Statement 2022/23, of the Annual Governance and Accountability Return

2022/2023, attached at Appendix 2 of the report, be completed, signed and submitted accordingly.

*Reason for Decision*

*Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and also the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2023, there were sound systems of internal control and management of risk.*

**6144 Accounting Statements 2022/2023**

The Council received the End of Year Accounts for the financial year ended 31<sup>st</sup> March 2023 and agreed to adopt and submit the Accounting Statements 2022/2023 accordingly (item 7 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

**RESOLVED** that Section 2, Accounting statements 2022/2023, of the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2023, attached at Appendix 9 of the report be completed, signed and submitted accordingly.

*Reason for Decision*

*The Corporate Government Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.*

**6145 Amendments to Capital Plan 2023/2024**

The Council considered the proposed amendments to the 2023/2024 Capital Plan to incorporate works to the Car Park at Mosssdale Meadows as part of wider works to improve drainage and prevent flooding at Mosssdale Meadows (item 8 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

**RESOLVED** that the following items be approved for inclusion in the short to medium term Capital Plan 2023/2024:

- i. Drainage work to the entrance of Mosssdale Meadows car park to drain water from the car park into the brook as the car park entrance was prone to frequent flooding which was raised during the Walking & Cycling route

- construction; and
- ii. Resurfacing of Mossdale Meadows car park with tarmac; currently the car park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain;

as highlighted at Appendix 1.

#### *Reason for Decision*

*To recognise that problems with flooding at various locations on Mossdale Meadows had been reported on several occasions and it made sense to include these items on the Capital Plan so they could be included and funded as part of the same Capital works as two other Mossdale Meadows Capital Plan Schemes: replace vehicle and pedestrian culvert bridges and "Improve drainage on Lubbesthorpe Bridleway".*

### **6146 Announcements**

#### a) Town Mayor

The Town Mayor announced that she had attended the following events in her first six weeks:

- "on 19th May, I was welcomed to The Friday Social Group and had a good chat with those in attendance";
  - "on 20th May, was the Vaisakhi celebrations at Braunstone Civic Centre";
  - "on 24th May, I attended the Coffee & Chat Session at Library and was able to chat with our hard-working volunteers";
  - "on 19th June, I visited the DWP Help Desk at Blaby District Council's offices";
  - "on 22nd June, with the Chair of the District I formally opened the new link for pedestrians and cyclists between Mossdale Meadows and Meridian Leisure; and we had people attend on their bikes and pass through while we were there – which was great to see";
  - "on 27th June, I hosted the first launch of a Chatty Café in Braunstone Town, at Gilly's Sandwich Shop and I would like to thank Carl and his staff for embracing this initiative and providing a warm welcome; I look forward to further Chatty Café's opening soon".
- 
- "I would like to thank the Deputy Mayor for hosting the flag raising ceremony at the Civic Memorial Garden to mark the week running up to Armed Forces Day".

The Town Mayor announced forthcoming events including:

- "Thorpe Astley On the Beach on 1st July at Thorpe Astley Park and Community Centre; I will be hosting a Chatty Café in the Centre on the day, please come and support the event and help if you can"; and

- “Summer Fete on 5<sup>th</sup> August at Mossdale Meadows, again I will be hosting a Chatty Café, this time in a gazebo, and hope that members may be able to help at the event”.

b) Leader of the Council

Councillor Nick Brown reported on the following items:

Climate Initiatives

1. “Electric Vehicle Charging Points now fully installed; contract with service provider signed and approved prices submitted; a meeting was due shortly to finalise all the arrangements for the Charging Points to be switched on and available for use. Bays marked at Civic Centre. Bay marking at Thorpe Astley and signage at both sites due to be installed in August”.
2. “Air Source Heat Pump: Installation was due mid to late July 2023”.
3. “Solar PV Panels: The company have done their own structural assessment of the Civic Centre roofs. Currently waiting for confirmation that assessment says they are suitable. Estimated timescales for installation was now September 2023”.

Cycle Path

1. “The Town Council had signed up with an electricity supplier for the lighting/CCTV on Mossdale; arrangements were being made for the installation of the meter in the timescales reported to Committee therefore lighting would be turned on by the end of July and CCTV installed beginning of August 2023. The Leader thanked the Chief Executive & Town Clerk for his hard work on progressing the project”.
2. “Aylestone Meadows scheduled for October: the designs were now done and now waiting for next available opportunity when the contractor could undertake the work”.
3. “Kingsway path improvements were scheduled to be completed before the end of the year. Blaby District Council were happy with the designs for their part; County Council need a Section 8 order and, again awaiting for the next available slots for the contractor to undertake the work in the autumn”.
4. “Meridian Way: the designs remain to be finalised, approved and signed off by County. There then needs to be a trial of the road narrowing. The County Council had confirmed that the exact kerb line and width had to be trialled to assess the full impact on motorists, cyclists and pedestrians which can only take place once the designs are finalised and approved. Work on this section is now estimated to be Spring 2024”.

Civic Centre

1. “Some minor snagging remains outstanding”.
2. “Issues with some of the equipment ordered for the Café Kitchen which were currently being addressed. Fridge/Freezer has a long lead in time so alternatives being explored. Items were being ordered



from different suppliers due to the risks associated with the liquidity of the original supplier”.

3. “A meeting with JAAAK, the bar contractor, had been arranged for 30<sup>th</sup> June to discuss their proposals for delivering the Café Service”.
4. “Plaque for Changing Places Toilet now ordered”.

#### Shakespeare Park Playground

1. “All funders are happy with the alternative play equipment”.
2. “Currently chasing the discharge of the Planning Condition followed by a lead in time of a couple of months for the equipment to be ordered and works therefore will be in September 2023”.

#### c) Chief Executive and Town Clerk

The Chief Executive & Town Clerk confirmed that an outstanding Declaration of Acceptance of Office from the annual meeting held in May 2023 had now been duly signed and witnessed.

It was noted that a member of the library staff would be completing 50 years’ service in the library services on 5<sup>th</sup> July. The Town Mayor had been invited to present a bouquet to the staff member on 5<sup>th</sup> July and congratulate her on an outstanding service record and commitment to library services for the community.

### **6147 County and District Councillor Reports**

#### a) Leicestershire County Council

Councillor Amanda Hack, as County Councillor for Braunstone Division, reported on the following matters:

##### *Walking and Cycling Route*

Councillor Hack confirmed that Leicester City Council were the lead authority on the Walking & Cycling Route project and County Council were awaiting responses from the City Council before work could proceed at Meridian Way. Dropped kerbs in the area would be undertaken at the same time as the cycle path work once this commences.

##### *Town Mayor*

Councillor Hack congratulated Tracey Shepherd, Town Mayor on the launch of the first Chatty Café in Braunstone Town.

##### *Leicestershire County Council*

It was noted that the County Council was struggling financially and were the lowest funded County Council in the country.

A decision had been made to cut the Shire Grant Scheme from 2024 which would have a huge impact on local community groups and projects.

The Scrutiny Panel had been reviewing complaints received and it was noted that there had been a 20% increase in complaints received in 2022/2023 particularly in Special Educational Needs services and education.

The Environment & Transport Scrutiny panel were currently undertaking a Flood Strategy Consultation including Braunstone Town. It was noted that Amy Street in Braunstone Town had been affected by recent flooding issues.

It was reported that work was currently being undertaken to recycle waste collected from gullies and drains on the highways. Work was also being undertaken with contractors to clear road work signs left in place after work had been completed.

Work was continuing to clear a large backlog in health screening following the Covid pandemic for breast, cervical and bowel cancer.

Concern was raised regarding the state of school buildings in the county with a report showing that 77 school buildings in Leicestershire were categorised as a risk to life and limb. Money had been made available for 38 educational buildings for urgent repairs.

Councillor Christiane Startin-Lorent raised concern at the end of the Shire Grant scheme and queried if any other funding may be available from the County Council.

Councillor Bob Waterton queried if anything else could be done to support residents once the Fosse Health Clinic closed and residents were transferred to the new Health Centre at New Lubbesthorpe.

Councillor Amanda Hack advised that Leicestershire County Council had exhausted all routes to prevent the closure of the Fosse Health Centre. Talks regarding transport options for Braunstone Town residents to access the new health centre in New Lubbesthorpe would not commence until the Fosse Health Centre was officially closed.

b) Blaby District Council

Councillor Nick Brown, as District Councillor for Ravenhurst and Fosse Ward, reported on the following matters:

Councillor Nick Brown advised that the GMB union had organised industrial action by refuse collectors that would affect Braunstone Town, Leicester Forest East, Glenfield, New Lubbesthorpe and Kirby Muxloe on three consecutive Wednesdays.

Councillor Brown expressed concern over voter I.D. requirements for the recent local elections where many residents had been turned away from voting as they did not have the required I.D. with them. There was no way of noting the extent of the problem as no records were available on the numbers that were turned away or returned with the required identification information. Many of these residents may not have access to the internet in order to access alternative identification required for voting.

Councillor Bob Waterton advised that a new housing development had received approval north of Kirby Muxloe which would have a huge impact on traffic to and from the A47.

Councillor Sam Maxwell asked whether Planning & Environment committee had wished to defer comment on the planning application until more information from Leicestershire County Council highways was obtained regarding the impact on traffic from the new development.

In response councillor Bob Waterton advised that a presentation regarding the new development had been organised but Leicestershire County Council highways representatives did not attend in order to discuss the impact on traffic to and from the A47.

**6148 Questions from Councillors**

No questions had been submitted.

**6149 Reports of Standing Committees: Community Development Committee – 25<sup>th</sup> May 2023**

Council received the Report of the meeting of the Community Development Committee held on the 25<sup>th</sup> May 2023 (p7706-7711).

**Page 7707, Minute 6 – Community Safety and Neighbourhood Policing**

Councillor Anthea Ambrose reported that herself and County Councillor, Amanda Hack had recently met with the Police Crime Commissioner and highlighted concerns raised by the Town Council regarding the high turnover of police beat officers in Braunstone Town and Thorpe Astley and the lack of a Police sergeant in the beat area for some time. This was having a negative impact on the relationship between the Town Council, residents and the police due to lack of continuity.

It was noted that recruitment of more police officers was underway but all new officers were deployed in different areas then moved on in order to gain experience in different services and situations. It was therefore likely that the ongoing movement of officers from one beat to another would continue for some time.

Concern had also been raised regarding a number of serious knife crime incidents in the Town along with speeding and parking issues that did not appear to have been logged or followed up by the police.

A meeting was due to be arranged between Councillor Ambrose, the Police and the Town Council officers for an update on the current crime and operational arrangements for the beat.

Councillor Christiane Startin-Lorent commented that she had encountered difficulty logging crime or issues when contacting the Police.

Councillor Anthea Ambrose had discussed with the Police Crime Commissioner what specialist training officer had received in dealing with crime and issues relating to mental health.

Councillor Sam Fox-Kennedy commented on an incident of arson on Woodland Drive.

It was moved by Councillor Anthea Ambrose and was

**RESOLVED** that the Report be adopted.

**6150 Reports of Standing Committees: Planning & Environment Committee – 8<sup>th</sup> June 2023**

Council received the Report of the meeting of the Planning & Environment Committee held on 8<sup>th</sup> June 2023 (p7712 – p7724).

**Page 7722, item 10 – Braunstone Village Conservation Area Extension**

Councillor Bob Waterton advised that Leicester City Council were now progressing with the proposal to incorporate the conservation areas from both sides of Braunstone Lane and was due to undertake a consultation in September.

Blaby District Council was also supportive of the proposals.

Councillor Alex DeWinter confirmed that two local residents had secured a judicial review of the proposed building of houses on Avon Road that would be considered in August 2023.

It was moved by Councillor Robert Waterton and was

**RESOLVED** that the Report be adopted.

**6151 Reports of Standing Committees: Corporate Governance Sub-Committee – 15<sup>th</sup> June 2023**

Council received the Report of the meeting of Corporate Governance Sub-Committee held on 15<sup>th</sup> June 2023 (p7725– p7728).

It was moved by Councillor Nick Brown and was

**RESOLVED** that the Report be adopted.

**6152 Reports of Standing Committee: Policy & Resources Committee – 15<sup>th</sup> June 2023**

Council received the Report of the meeting of Policy & Resources Committee held on 9<sup>th</sup> March 2023 (p7729– p7739).

It was moved by Councillor Nick Brown and was

**RESOLVED** that the report be adopted.

**6153 Motions on Notice**

No Motions on Notice had been submitted.

**6154 Sealing of Documents**

There were no documents for sealing.

The meeting closed at 9.15pm.

**NOTE:**

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 6<sup>th</sup> JULY 2023 AT 7.30pm**

**PRESENT:** Councillor Anthea Ambrose (Chair), Councillor Becca Lunn Scoppie (Vice-chair) and Councillors Sevim Aslan, Nick Brown, Andy Evans, Sam Fox-Kennedy, Paul Kennedy, Christiane Startin-Lorent and Mark Widdop.

**Officers in attendance:** Darren Tilley, Chief Executive & Town Clerk and Pauline Snow, Deputy Chief Executive & Community Services Manager.

There were no members of the public present.

**16. Apologies**

Apologies for absence were received from Councillors Richard Forrest and Marion Waterton.

**17. Disclosures of Interest**

A disclosure of Non-Pecuniary Interest was made by Councillor Anthea Ambrose in agenda item 14(b), Community Grant Applications, Braunstone Town Horticultural Arts & Crafts Show as Councillor Ambrose was an associate of the Chairperson.

**18. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public present.

**19. Minutes of the Meeting held 25<sup>th</sup> May 2023**

The Minutes of the Meeting held on 25<sup>th</sup> May 2023 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 25<sup>th</sup> May 2023 be approved and signed by the Chairperson as a correct record.

## **20. Town Mayor's Report**

The Committee received a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (item 5 on the agenda).  
**RESOLVED** that the update on the Town Mayor's Engagements be noted;

*Reason for Decision*

*To monitor and review the effectiveness of the Town Council's community engagement activities.*

## **21. Community Safety and Neighbourhood Policing Update**

The Chair welcomed PC Jon Marvell to the meeting to receive an update from the local neighbourhood police team on local community safety and policing issues. A copy of the latest crime figures and the Braunstone Town & Thorpe Astley Police Newsletter was circulated for members perusal (filed with the Minutes).

PC Marvell advised that he had recently joined the Braunstone Town & Thorpe Astley Beat Team and was still getting to know the area and the particular crime patterns. He confirmed he had not noted anything of concern with regards to crime in the area.

It was noted that, nationally, burglaries had been increasing and Leicestershire had the biggest increase last year of 39%. It was queried if this had been evident in the Braunstone Town & Thorpe Astley Beat area. PC Marvell confirmed that the incidents of burglaries had increased but often this could be attributed to one particular person or gang targeting the area. Once apprehended, the numbers of burglaries declined significantly.

Councillor Christiane Startin-Lorent expressed concern about the numbers of violence against the person and asked if a breakdown of figures could be provided on the severity of the incidents that had taken place.

Councillor Sam Fox-Kennedy expressed concern regarding a recent incident of arson on Woodland Drive regarding a burnt-out vehicle. PC Marvell advised that he had attended the incident but due to the severity of the damage no identification of the vehicle was able to be retrieved.

Councillor Nick Brown commented on the newly opened Cycling and Walking route through Meridian Leisure and Mossdale Meadows and highlighted the need to monitor and prevent anti-social behaviour and use of the path by motorised vehicles.

It was noted that a meeting had recently been held with the Police, Meridian Leisure management and Town Council officers to discuss the path way and partnership working to monitor, record and share any issues that arose.

It was confirmed that the lighting and CCTV cameras were currently being installed on the Cycling and Walking route on Mossdale Meadows and the power supply would be connected before the end of July 2023.

## **RESOLVED**

1. that the update be noted; and
2. that a breakdown of the crimes for “Violence against the Person” be requested.

### *Reasons for Decisions*

1. *To ensure that current community safety and policing updates were received.*
2. *To understand the severity of the incidents and identify patterns.*

## **22. Library – Community engagement/involvement and social inclusion**

The Committee received an update on initiatives to develop community involvement in Braunstone Town Library and provide for social inclusion (item 7 on the agenda).

It was noted that the library was now a vibrant and busy community hub and all the activities and groups were continuing very successfully.

A Family Craft session had been arranged through the Family Learning Team at Leicestershire County Council to take place on 3<sup>rd</sup> August in the library. The annual library Summer Reading Challenge started on 1<sup>st</sup> July 2023 and would continue throughout the school summer holidays, run by the library staff.

Following the change in opening hours of the library on Mondays and Wednesdays, it was confirmed that no issues had arisen and the new hours were working well.

The organisation that was running the Relaxation and Mindfulness workshops being held in the library on Tuesday mornings had successfully applied for a grant from the Town Council's Community and Social Inclusion Grant Scheme and the committee were asked to consider offering the use of the library to the workshops for a further 10 weeks.

The Buzzing Roots community organisation was proposing to run Family Craft and Nature workshops once a month on Saturdays in the library from September 2023. The workshops would be particularly aimed at families that do not currently access the library. The committee was asked to consider offering the use of the library to the group once a month on Saturdays from September 2023.

It was proposed that consideration be made to the criteria and principles for



offering use of the library to groups and organisations and align these with the current principles that guide the free use of rooms at the Town Council's other venues. It was proposed that considerations on the criteria and principles be prepared for the next meeting in October 2023.

## **RESOLVED**

1. that the Relaxation and Yoga Workshops be offered use of the Library on Tuesdays for a further 10 weeks;
2. that Buzzing Roots be offered the use of the Library, once a month on Saturdays from September 2023 in order to run Crafts and Nature Workshops; and
3. that draft criteria and principles for considering free use of the Library space for community activities be prepared for consideration at the next meeting in October alongside principles for ensuring that sessions remained available for ordinary library users.

### *Reasons for Decisions*

1. *To ensure continuity of support for vulnerable residents in the Town.*
2. *To encourage and support new activities to reach those residents that were not currently accessing the Library and its services.*
3. *To ensure that fair consideration was made to all requests to use the Town Council's venues and facilities, while ensuring that those who wanted to use the library for study and research were able to do so.*

## **23. Summer Fete 2023**

The Committee received a progress report on arrangements for the Summer Fete 2023.

It was noted that all preparations for the summer fete on 5<sup>th</sup> August 2023 were now in place.

Requests for volunteer help with setting up and dismantling on the day of the fete had been forwarded to all Councillors. The Town Mayor would also be looking for support to help run her Chatty Café at the fete.

**RESOLVED** that the update be received and noted.

### *Reason for Decision*

*To ensure that suitable community activities were organised for local residents.*

## **24. Thorpe Astley on the Beach**

The Committee reflected on the event and determined whether it should be held in 2024 and if so in what form.

It was noted that the Thorpe Astley On the Beach event was held on Saturday 1<sup>st</sup> July and was very well attended by the community. Feedback from residents had been very positive and it proved to be a very popular event.

Earl Shilton Town Council had kindly lent the Town Council one of their sand pit frames for this year, which was due to be returned after the Thorpe Astley On the Beach event. At the meeting held on 30<sup>th</sup> March 2023 the Committee had agreed that a donation of £50 be made to Earl Shilton Town Council's Chairmans's charity, for the use of their sand pit frame.

Earl Shilton Town Council had since contacted the Town Council to advise that they had now purchased new sandpits for their events and had kindly offered to let the Town Council keep the sand pit frame that had been borrowed.

Members considered whether the Thorpe Astley on the Beach event should be organised for 2024 and in what format. The offer to keep the sand pit frame from Earl Shilton Town Council was also considered.

#### **RESOLVED**

1. that the Thorpe Astley on the Beach event be organised for 2024 in the same format;
2. that the event take place before the school summer holidays either late June or first two weeks in July; and that delegated authority be given to the Chief Executive & Town Clerk to agree a suitable date;
3. that the offer from Earl Shilton Town Council to keep the sand pit frame be accepted; and
4. that the £50 donation, already agreed for the Earl Shilton Town Council's Chairman's charity, be increased to £200.

#### *Reasons for Decisions*

1. *To ensure that suitable events and activities were arranged at Thorpe Astley.*
2. *To maximise the number of residents attending the event avoiding the more popular holiday season; and to avoid delays with setting a date.*
3. *To ensure that the relevant equipment was available to the Town Council to reorganise the event and recycle suitable equipment before purchasing from new.*
4. *To forward a contribution to the Earl Shilton's Town Council Chairman's charity to thank them for the offer to keep the sand pit frame.*

#### **25. New Year's Eve Event Applications**

The Committee considered the criteria in order to invite applications for use of the Council's facilities for fundraising events on New Year's Eve (item 10 on the agenda).

It was noted that no groups had applied to use either the Millfield Hall and Council Chamber at the Civic Centre or main hall at Thorpe Astley Community Centre for New Year's Eve event in 2022.

Members discussed the current criteria that groups were requested to donate a minimum of 25% of net income to the Town Mayor's charity for the free use of the room. It was proposed that the minimum donation be decreased to 20% in order to support and encourage local community groups to organise New Year events at the Town Council's venues.

## **RESOLVED**

1. that free use of the Millfield Hall and Council Chamber at Braunstone Civic Centre and Main Hall at Thorpe Astley Community Centre on New Year's Eve, 31<sup>st</sup> December 2023, be advertised to local groups on the basis that money raised would be donated to charity;
2. that the minimum donation from the net proceeds of any event to be donated to the Town Mayor's charity, be set at 20%; and
3. that the Chief Executive & Town Clerk be given delegated authority to consider applications received and offer the use of the facilities at Braunstone Civic Centre and Thorpe Astley Community Centre on the basis that applications meet the criteria.

### *Reasons for Decisions*

1. *To ensure a fair and transparent process for free use of rooms for New Year's Eve fundraising events.*
2. *To encourage and support local community groups to organise events for New Year's Eve.*
3. *To ensure that any applications are considered in a timely manner in order to advise groups of the decision in order for them to commence preparations for their event if their application is successful.*

## **26. Outside Body Report**

The Committee noted that there was no further update on the activities at Braunstone West Social Centre.

## **27. School Governing Body Reports**

No School Governing Body Reports had been submitted.

## **28. Summary of Grant Applications**

The Committee received a list of grants paid to date and applied for from external sources, along with acknowledgements for Town Council Grants (Item 13 on the agenda).

**RESOLVED** that the outcome column indicates whether payment had been made or whether there were matters outstanding.

*Reason for Decision*

*To enable the Committee to review where grants had been awarded in principle but where outstanding matters remained.*

**29. Community Grant Applications**

The Committee considered Community Grant Applications which had been received (Item 14 on the agenda).

Members considered the grant applications received and noted that several of the applications had been submitted for consideration with missing documents. In order for the committee to make informed and transparent decisions on all grant applications received, it was proposed that, in future, no grant applications would be submitted to the committee for consideration until all the required information and required documentation, as per the grant criteria's, had been received.

**RESOLVED**

1. that the following grant applications be approved

- |   |      |
|---|------|
| a) Asian Elderly Group  | £300 |
| Subject to receiving a bank statement in the name of the group            |      |
| b) Braunstone Town Horticultural Arts & Crafts Show                       | £300 |
| c) Namaste Exercise Group   | £300 |
| d) Braunstone Athletic Football Club                                      | £500 |
| Subject to receipt of the annual accounts and bank statement of the group |      |
| e) Shakespeare Park Sports Pavilion Association                           | £500 |
| Subject to a bank account being set up in the name of the organisation    |      |

2. that future grant applications not be submitted to the Committee for consideration until all required documents and information, as set out in grant criteria, had been received.

*Reasons for Decisions*

- 1. The grant applications met the scheme criteria. In the case of Namaste Exercise Group a sum of £300 was agreed as it was noted that the group currently held sufficient funds to meet their contribution to the project.*
- 2. To ensure that the Committee was able to make informed and transparent decisions on all grant applications.*

**30. Individual Grant Applications**

The Committee considered an application for a Grant for Individuals which has been received (item 15 on the agenda).

**RESOLVED** that the following grant application be approved subject to receipt of a written report on the project from the previous application in 2022 and receipt of three personal bank statements.

Becky Cook

£300

*Reason for Decision*

*The grant application met the scheme criteria.*

**31. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2023 to 27<sup>th</sup> June 2023.

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues identified with income and expenditure to date.*

**32. Approval of Accounts**

The Committee considered payments from 17<sup>th</sup> May 2023 until 27<sup>th</sup> June 2023.

**RESOLVED** that the list of Approved Expenditure Transactions, for the periods 17<sup>th</sup> May 2023 until 27<sup>th</sup> June 2023, be approved.

*Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*

The Meeting closed at 9.10pm

**NOTE:**

**CRIME & DISORDER ACT 1998 (SECTION 17)** – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.  
**EQUALITIES ACT 2010**

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled for 5<sup>th</sup> October 2023.*

DRAFT

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF PLANNING & ENVIRONMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 24<sup>th</sup> AUGUST 2023**

**PRESENT:** Councillor Gary Sanders (in the Chair for the meeting) and Councillors Anthea Ambrose, Nick Brown (substituting for Councillor Robert Waterton), Richard Forrest, Becca Lunn-Scoppie (substituting for Councillor Sam Maxwell), Darshan Singh, Imran Uddin and Mark Widdop.

**Officers in attendance:** Darren Tilley, Chief Executive & Town Clerk.

There were no members of the public present at the meeting.

**14. Election of Chair for the Meeting**

In the absence of both the Chair and Vice-Chair, both of whom had sent their apologies for the meeting, the Chief Executive & Town Clerk invited Councillors to nominate a Chair for the meeting.

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and

**RESOLVED** that Councillor Gary Sanders be elected Chair for the meeting.

Councillor Gary Sanders duly took the Chair.

**15. Apologies**

Apologies for absence were received from Councillors Leanne Lee, Sam Maxwell, Marion Waterton and Robert Waterton.

**16. Disclosures of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by Members.

**17. Public Participation**

In accordance with Standing Order 3.6, members of the public may submit a petition and/or attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public present.

**18. Minutes of the Meeting held 8<sup>th</sup> June 2023**

The Minutes of the Meeting held on 8<sup>th</sup> June 2023 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 8<sup>th</sup> June 2023 be approved and signed by the Chairperson as a correct record.

**19. Planning and Licensing Applications dealt with under Delegated Authority**

The Committee received and noted responses to planning and licensing applications taken under Delegated Authority (item 5 on the agenda).

**RESOLVED** that the action taken by the Chief Executive & Town Clerk under delegated authority in forwarding the following observations to Blaby District Council be noted:

Planning Applications

**1. Application No:** 23/0234/FUL

**Description:** Erection of Use Class B2/B8/Class E unit with associated access and parking.

The following amendments have been made to this application:

1. Technical reports submitted for Ecology Appraisal, Biodiversity Metric, Habitat Condition Assessment, Energy & Sustainability Statement and Biodiversity Net Gain Assessment.
2. Updated parking provision including updated Swept Path Analysis, Flood Risk Assessment, Drainage Layout and Transport Statement.
3. Proposal amended to incorporate 10.8m PV array consisting of 6 no. solar PV panels.

**Location:** Land to the West of Autoglass Ltd Meridian North Braunstone Town Leicestershire

**Response:** *Braunstone Town Council objects to the application due to the proposals:*

- a) *resulting in over-development of the site due to scale and massing;*
- b) *being poorly designed and resulting in a cramped site layout;*
- c) *providing an additional highway access wedged between two existing site access points; and*
- d) *potentially compromising the development of the wider area.*



**Reasons:**

- a) *The total floor space of the unit would be large compared to the site as a whole; 1957 square metres on half a hectare of land.*
- b) *The irregular shape of the plot meant that the unit and associated parking and access would be cramped; there would be significant conflicts between lorry, delivery, staff and visitor parking and pedestrian movements on the site, presenting safety concerns. There was a potential for back up onto the highway if several vehicles arrived/left and needed to manoeuvre at the same time.*
- c) *The neighbouring sites were of a significant size and operated with a significant amount of comings and goings; the provision of a new access wedged between both these access points close to a bend would present significant safety concerns for highway users, including pedestrians, and users of the three sites.*
- d) *Land north of Meridian North and South of Centurion Way around the Watergate Lane area has been left undeveloped. In the past various proposals utilising land in this area have been put forward to provide a direct link road from the M1 southbound onto the M69. Land on the other side of the M1 to the M69 was also being left undeveloped as part of the outline approval for New Lubbethorpe. Additional development in this area could prevent proposals to improve the motorway network in the future, thereby limiting economic growth and development in the area.*

2. **Application No:** 23/0403/FUL

**Description:** Change of use from detached garage to new dwelling

**Location:** 518 Braunstone Lane Braunstone Town  
Leicestershire (St. Mary's Ward)

**Response:** *Braunstone Town Council objects; due to the proposed development:*

- a) *being significantly out of keeping with the character and appearance of the street scene;*
- b) *having an unsatisfactory relationship with nearby uses that would be significantly detrimental to the amenities enjoyed by the occupiers of the proposed and existing dwellings; and*
- c) *being of unsatisfactory design.*

**Reasons:**

- a) *The proposed dwelling would be a converted single storey garage; the design of which would*

*be out of keeping with the bay fronted traditional styled surrounding properties.*

- b) Both the neighbouring properties and the properties opposite were two storey houses and would have an overbearing effect on the proposed single storey one-roomed property. The lack of curtilage around the proposed property meant the properties would be in close proximity and with no opportunity to landscape, there could be an adverse impact on the existing and proposed dwelling in terms of disturbance, noise, and privacy.*
- c) The property would not contain any functional private outdoor amenity space and the size of the property would make living conditions both cramped in nature with little natural light. As a result the accommodation would be unfit for permanent habitation.*

**3. Application No:** 23/0431/HH

**Description:** Single storey rear and side extension

**Location:** 3 Edward Avenue Braunstone Town Leicestershire LE3 3FU (Millfield Ward)

**Response:** *Braunstone Town Council does not object to the proposals; subject to:*

- a) on-site parking for three vehicles being maintained on the curtilage of the property in perpetuity; and*
- b) the ground floor side window in the south eastern elevation remaining of opaque glass and no additional windows in the ground floor south eastern side elevation without the explicit consent of the local planning authority.*

**Reasons:**

- a) To avoid additional parking on the highway (including the footway) close to a junction, presenting safety concerns to highway users (including pedestrians).*
- b) The existing window overlooked the neighbouring property, albeit an outbuilding. The occupier of the neighbouring property could demolish the outbuilding or create a similar extension. An unobscured window and any additional windows located here would have an adverse impact on the amenity enjoyed by the occupants of both properties in terms of noise and privacy.*

**4. Application No:** 23/0514/FUL

**Description:** Change of use from C3 (Dwellinghouses) to C2 (Residential Institutions) to allow use as a Children's Home

**Location:** 1 Little Masons Close Thorpe Astley Braunstone Town Leicestershire (Thorpe Astley Ward)

**Response:** *Braunstone Town Council does not object to the application to change the use of this dwelling house into a children's home; subject to:*

- a) One child only aged between 12 and 18 years old inclusive at any one time being accommodated at the property without explicit consent being sought from and granted by the local planning authority;*
- b) On-site parking for at least two vehicles (including the Garage space) being retained for parking at all times; and*
- c) Strict accordance with the arrangements for visitors (professional and non-professional), as set out in the submitted planning statement.*

**Reasons:** *The scheme would create support for a child in a residential rather than institutional setting; however,*

- a) any expansion may result in undue noise and disturbance;*
- b) to avoid additional on street parking close to a junction, which could present highway safety concerns; and*
- c) to protect the amenity enjoyed by the residents of the neighbouring properties, particularly in terms of noise and disturbance.*

**5. Application No:** 23/0582/HH

**Description:** Single storey side and rear extensions with associated alterations

**Location:** 114 Braunstone Lane Braunstone Town Leicestershire LE3 2RU (Ravenhurst Ward)

**Response:** *Braunstone Town Council does not object to the proposals; subject to at least the current number of on-site parking spaces (including the Garage space) being retained for parking at all times.*

**Reasons:** *To avoid additional on street parking close to a junction, which could present highway safety concerns.*

**6. Application No:** 23/0428/FUL

**Description:** Erection of one dwelling and detached garage with associated access

**Location:** 396 Braunstone Lane Braunstone Town Leicestershire LE3 3DF (St Mary's Ward)

**Response:** *Braunstone Town Council does not object to the application; subject to:*

- a) the internal layout of the proposed dwelling, including the size of the rooms, meeting the relevant standards for the type of accommodation;*
- b) two on-site parking spaces for the new dwelling being of hard standing and remaining available for parking in perpetuity; and*
- c) replacement on-site parking for 396 Braunstone Lane, being of hard standing permeable material being provided within the new curtilage of the property.*

**Reasons:** *The curtilage of the existing property was of sufficient size;*

- a) it was important to provide affordable homes while ensuring the accommodation was suitable for habitation;*
- b) to avoid additional parking on the highway (including the footway) close to a junction, which could present highway safety issues; and*
- c) to ensure suitable alternative parking was provided for the existing dwelling, which could be used all year round while avoiding excessive surface water run off.*

**7. Application No:** 23/0427/HH

**Description:** Single storey side and rear extensions

**Location:** 3 Crowhurst Drive Braunstone Town Leicestershire LE3 2UJ (Millfield Ward)

**Response:** *Braunstone Town Council objects to the current proposal on the grounds that there was insufficient provision for on-site parking.*

**Reason:** *The property was situated on a reasonable sized plot and a single storey extension was unlikely to have any adverse impact on the amenity of the neighbouring properties. However, the proposal removed the existing Garage space and did not provide for alternative parking within the curtilage of the property. The proposal shows only one on-site parking space, which was too small for a larger vehicle. The proposal risked additional highway parking close to a road junction, which may have an adverse impact on the safety of users of the highway (including the footway).*

**8. Application No:** 23/0588/HH

**Description:** Single Storey Side Extension

**Location:** 25 Woodcote Road Braunstone Town Leicestershire LE3 2WE (Millfield Ward)

**Response:** *Braunstone Town Council does not object to the proposals.*

**Reasons:** *The proposed extension was single storey, on a similar footprint to the existing garage, set back from the road on a reasonable sized plot; therefore, there was unlikely to be an adverse impact on the amenity enjoyed by neighbouring properties. There was sufficient alternative on-site parking available.*

**9. Application No:** 23/0580/HH

**Description:** Single storey side and rear extension and associated alterations

**Location:** 29 Una Avenue Braunstone Town Leicestershire LE3 2GS (Ravenhurst Ward)

**Response:** *Braunstone Town Council does not object to the proposals, subject to the following:*

- a) on-site parking provision for at least two vehicles on a hard standing porous surface; which must remain permanently available for use; and*
- b) no side windows, openings or ventilation in the side elevation of the extension without the explicit consent of the local planning authority.*

**Reasons:** *a) It was assumed the property was a three bedroomed property; in accordance with Leicestershire Highway Guidance, on-site parking for at least two vehicles should be provided to avoid additional highway parking close to a junction, which could present safety*

- issues for highway users. The surface needed to be permanent and allow drainage to avoid additional surface water run off onto the highway.*
- b) *To avoid an adverse impact on the amenity enjoyed by the neighbouring property in terms of privacy and noise.*

**10. Application No:** 23/0444/TEL

**Description:** Amendments to original planning application to determine if prior approval is required for the installation of 15.0m Phase 8 Monopole and associated ancillary works and cabinets

**Location:** Lubbesthorpe Way Thorpe Astley Braunstone Town Leicestershire

**Response:** *Braunstone Town Council does object to the application for prior approval for the installation of the equipment on the verge (i.e. off the highway, footway and cycleway), subject to:*

- a) *provision for a hardstanding area off the highway (including off the footpath/cycleway) to provide an area for maintenance vehicles and maintenance work to be undertaken on the installation; and*
- b) *the drainage, including the rate of the water flow through the ditch being unaffected/retained.*

**Reasons:** *The siting of the installation generally was considered acceptable and would not adversely impact on the visual amenity of the street scene. However,*

- a) *the busy dual carriageway would make it difficult for maintenance vehicles to park on the carriageway; any parking on the footpath/cycleway would hinder the safe passage of pedestrians and cyclists raising safety concerns; and*
- b) *to avoid blockages in the ditch and build-up of water during heavy downpours.*

#### Licensing Applications

There were no licensing applications to consider.

#### **20. Planning Applications and Licensing Applications**

The Committee received details of a planning applications to be considered by Blaby District Council (item 6 on the agenda). The Committee noted that there were no licensing applications.

**RESOLVED** that the following responses be forwarded to Blaby District Council:

**1. Application No:** 23/0636/FUL

**Description:** External alterations to store and alterations to car park and associated alterations

**Location:** Aldi Meridian Way Braunstone Town Leicestershire (Thorpe Astley Ward)

**Response:** *Braunstone Town Council:*

1. *objects to the following element of the proposals:*
  - a) *the replacement of paving and landscaping with parking spaces adjacent to the front (south) elevation; and*
  - b) *as a result of (a) above, the provision of demarked pedestrian route through car park linking Thorpe Astley footpaths and store; and*
2. *does not object to the rest of the plans; subject to the approval superseding the previous planning application, 18/1041/FUL, approved in April 2019.*

**Reasons:**

1. *The proposals resulted in the removal of the existing separate footway and its replacement with car parking and a painted route for pedestrians between the parking spaces and the vehicular route. The proposal presented safety concerns for pedestrians and therefore this element should either be scrapped (reducing the net increase in car parking spaces from 9 to 5), or the existing separate footway retained while including the proposed 8 spaces and the vehicular route made one way.*
2. *The proposals for a zebra crossing, EV Charging Points, cycle shelter and a heat pump were welcomed as both safety and sustainability improvements.*

**2. Application No:** 23/0599/FUL

**Description:** Change of use from Class D1 use to Class E use (research and development)

**Location:** Unit 9 Centre Court Meridian Business Park Braunstone Town Leicestershire (Thorpe Astley Ward)

**Response:** *Braunstone Town Council does not object to the change of use.*

**Reason:** *The proposed use was considered acceptable for the Meridian Employment site. There were no proposed changes to the building nor the number of on-site parking spaces.*

**3. Application No:** 23/0606/FUL

**Description:** Retrospective insertion of two (2) rear windows to unit 7 and the proposed insertion of four (4) rear windows to Unit 8 and the internal subdivision of Unit 8 to create two units

**Location:** Unit 7 and 8 Centre Court Meridian Business Park Braunstone Town (Thorpe Astley Ward)

**Response:** *Braunstone Town Council does not object to the retrospective insertion of 2 rear windows to Unit 7 and 4 rear windows to Unit 8 and the internal subdivision of Unit 8 to create two units; subject to confirmation how the existing parking would be shared or divided between the two separate units.*

**Reasons:** *The insertion of windows to the rear (south) elevation were unlikely to have an adverse impact on the adjacent commercial buildings. The total number of parking spaces remained unchanged and, therefore, the parking spaces could be either shared or subdivided pro-rata to the size of the subdivided units.*

**4. Application No:** 23/0631/HH

**Description:** First floor side and rear extension, associated alterations and retention of outbuilding in rear garden

**Location:** 58 Turnbull Drive Braunstone Lane Leicestershire LE3 2JU (Millfield Ward)

**Response:** *Braunstone Town Council does not object to the application, subject to:*

- a) *on-site parking for at least three vehicles;*
- b) *no windows, openings, or ventilation in the side elevation of the proposed extension without the prior approval of the local planning authority; and*
- c) *the outbuilding in the rear garden being used for domestic purposes in connection with the main dwelling and not separately, sold, let or otherwise disposed of.*



**Reasons:** *The proposed extension and the outbuilding were located on a large well established plot; however,*

- a) the number of bedrooms at the property would be increased and it was important to avoid additional parking on the highway, which may result in safety concerns;*
- b) to avoid an adverse impact on the amenity enjoyed by the occupants of the neighbouring property, no. 56, in terms of noise and privacy; and*
- c) to avoid an adverse impact on the amenity enjoyed by the neighbouring properties in terms of noise, privacy and/or tandem development.*

**5. Application No:** 22/1074/FUL

**Description:** Construction of new cosmetic repair unit (revised plans)

**Location:** Former Works Hazel Drive Braunstone Town Leicestershire (Millfield Ward)

**Response:** *Braunstone Town Council does not object to the application; subject to the following being submitted to the local planning authority for approval:*

- a) details of the landscaping and boundary treatments;*
- b) details of signage and CCTV;*
- c) a statement setting out how construction would be carried out on the site, including measures to mitigate noise and dust; and*
- d) details of the proposed activities on site, hours of operation, and chemicals and materials to be used.*

**Reasons:** *The proposal was generally considered acceptable and would not adversely impact on the visual amenity of the street scene; however, it was important to:*

- a) protect the character and appearance of the area;*
- b) ensure that signage and CCTV would be in keeping with the visual amenity of the area;*
- c) avoid nuisance to nearby residents and businesses and avoid flooding, surface water run-off and dirt being transferred to the highway and water course;*
- d) protect the amenity enjoyed by the neighbouring properties in terms of noise and activity and protect the local environment and water courses from pollution.*

## 21. Additional Planning and Licensing Applications

The Committee received details of additional planning applications to be considered by Blaby District Council (item 7 on the agenda). The Committee noted that there were no licensing applications.

**RESOLVED** that the following responses be forwarded to Blaby District Council:

6. **Application No:** 23/0561/HH
- Description:** Conversion of car port to bedroom and erection of new car port
- Location:** 80 Woodland Drive Braunstone Town Leicestershire (St. Mary's Ward)
- Response:** *Braunstone Town Council does not object to the application, subject to:*
- a) *on-site parking, including the car port, for at least three vehicles; and*
  - b) *no windows, openings, or ventilation in the side elevation of the proposed bedroom extension without the prior approval of the local planning authority.*
- Reasons:** *The proposed extension was located on a large well established plot; however,*
- a) *the number of bedrooms at the property would be increased and it was important to avoid additional parking on the highway, which may result in safety concerns; and*
  - b) *to avoid an adverse impact on the amenity enjoyed by the occupants of the neighbouring property in terms of noise and privacy.*
7. **Application No:** 23/0671/HH
- Description:** Proposed two storey side extension and single storey rear extension
- Location:** 31 Crowhurst Drive Braunstone Town Leicestershire LE3 2UJ (Millfield Ward)
- Response:** *Braunstone Town Council does not object to the application, subject to:*
- a) *on-site parking, including the garage space, for at least three vehicles; and*
  - b) *no windows, openings, or ventilation in the side elevation of the proposed bedroom extension without the prior approval of the local planning authority.*

**Reasons:**

*The proposed extension was located on a large well established plot; however,*

- a) *the number of bedrooms at the property would be increased and it was important to avoid additional parking on the highway, close to a bend and a junction, which may result in safety concerns; and*
- b) *to avoid an adverse impact on the amenity enjoyed by the occupants of the neighbouring property in terms of noise and privacy.*

**22. Planning Decisions**

The Committee received and noted planning decisions made by Blaby District Council (item 8 on the agenda).

It was noted that the Chair, Councillor Robert Waterton, had offered to pursue decision 23/0427/HH, single storey side and rear extensions, at 3 Crowhurst Drive, since the Town Council has objected to the proposal due to insufficient parking and the local planning authority had given approval.

**RESOLVED** that the planning decisions made by Blaby District Council be received and noted.

*Reason for Decision*

*To keep a watching brief on the decisions and to review the impact of Town Council comments upon the decision making process.*

**23. Feedback on Planning Application Decisions**

The Committee received feedback concerning planning application decisions by Blaby District Council where the Committee had queried the decision as follows:

- a) The Planning Authority had determined two planning applications, which would result in the properties concerned having four bedrooms, differently:
  - Application 22/1006/HH; 31 Headley Road, had been approved with 2 on-site parking spaces; while
  - Application 23/00871/HH; 8 Cranberry Close, had been rejected for not providing 3 on-site parking spaces but 2 and therefore not complying with the Parking Policy.

The Chief Executive & Town Clerk reported that Councillor Robert Waterton had raised his concerns about inconsistencies with the Director at Blaby District Council. He would be meeting with a senior Planning Officer shortly to discuss the matter further and would feedback at a future meeting.

- b) Councillor Mark Widdop – contacted the Planning Case Officer for more information behind the planning decision 23/0236/HH, Single storey front

extension, at 57 St. Mary's Avenue. Councillor Widdop was waiting for a response and would chase this and report at a future meeting.

- c) Councillor Gary Sanders – contacted the Planning Case Officer for more information behind the planning decision 23/0224/HH, Single storey front extension, at 45 Bolus Road. Councillor Sanders was waiting for a response and would chase this and report at a future meeting.

**RESOLVED** that further feedback be provided at the next meeting of the Committee, scheduled for 26<sup>th</sup> October 2023.

*Reason for Decision*

*To ensure consistency of approach when applying conditions relating to off-road parking.*

## **24. Notice Board Renewal**

The Committee considered the proposals for the 2<sup>nd</sup> year of the 5-year rolling programme of Notice Board renewal (item 10 on the agenda).

**RESOLVED**

1. that the updated Action Plan, as set out in the relevant section of the report, be approved;
2. that the recommendations for the replacement of two notice boards at the sites of Withers Way and Mossdale Meadows be approved; and
3. that the same type and design of notice board purchased last year (as shown at Appendix 1) be ordered for the new two new locations.

*Reasons for Decision*

1. *To note the work carried out on the Action Plan 2022/2023.*
2. *To provide a plan for new/replacement notice boards to be installed in a timely manner and sited in the most appropriate positions to allow residents to be informed of upcoming events and council business.*
3. *To ensure that appropriate notice boards would be purchased, presenting a corporate image across the Town and providing value for money.*

## **25. Lubbesthorpe Impacts Group**

The Committee received an update on progress concerning matters relating to the Lubbesthorpe development and a report on the recent meeting of the Lubbesthorpe Impacts Group.

Councillor Robert Waterton had provided a written report, as follows:

The Group met on Wednesday 16<sup>th</sup> August 2023.

## Updates from Blaby District Council

- a) Occupancies: the latest published figure was 949 as at 30<sup>th</sup> June 2023. A request had been made for a more recent number;
- b) The Annual Monitoring Report for 2022 had still not been issued; and
- c) New Novus bus routes – Members were concerned that these did not serve Kirby Muxloe or Leicester Forest East and that they would certainly not help patients of the Forest Medical Group who would lose the surgery on Braunstone Crossroads.

## S106. Highways issues

Considerable confusion surrounded the overlap of the allocation of Section 106 funds, for road improvements, to Lubbesthorpe and to the planned 885 houses on Hinckley Road (between existing Kirby Muxloe and the Desford crossroads). This had implications for neighbouring parishes, which might find themselves, at least initially, with increased traffic and no mitigation. This situation was compounded by (a) lack of clarification that action would be taken when Lubbesthorpe reaches certain ‘triggers’ and (b) Leicestershire County Council’s decision not to carry out work until Section 106 monies had been paid. Lubbesthorpe Impact Group would try to obtain more information on this complex matter.

## Health care provision

Local Centre 1, on Tay Road, Lubbesthorpe, was approved by Blaby District Council Planning Committee on 29<sup>th</sup> June 2023. This was despite concerns raised by Parish Councils (Braunstone, Enderby, Leicester Forest East and Lubbesthorpe). In particular there would be no mitigation measures outside the site to deal with the flows of vehicles, pedestrians and cyclists in and out of the Centre (which is close to the Primary School). This, together with barely adequate parking provision, placed a further burden on those who managed to drive to the proposed Health Centre once Forest House was closed.

Date of next meeting: 15<sup>th</sup> November 2023.

Councillor Anthea Ambrose added that the Group would be looking at its membership again and was keen to get Lubbesthorpe Parish involved in its work. Therefore, the Group would be writing to Lubbesthorpe Parish Council to invite it to appoint members.

**RESOLVED** that the update be received and noted.

*Reason for Decision*

*To receive details of current and ongoing matters discussed relating to the new Lubbesthorpe development and its impact.*

## **26. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2023 to 15<sup>th</sup> August 2023 (item 12 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with the income and expenditure against the budget for 2023/2024.*

**27. Approval of Accounts**

The Committee received payments from 31<sup>st</sup> May 2023 until 15<sup>th</sup> August 2023 (item 13 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 31<sup>st</sup> May 2023 until 15<sup>th</sup> August 2023 be approved.

*Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*

The meeting closed at 8.25pm.

**NOTE:**

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

**EQUALITIES ACT 2010**

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled 26<sup>th</sup> October 2023.*

**BRAUNSTONE TOWN COUNCIL**  
**MINUTES OF EMPLOYING COMMITTEE**  
**HELD AT BRAUNSTONE CIVIC CENTRE**

**31<sup>st</sup> AUGUST 2023 at 5.30pm**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillor Sam Maxwell.

**Officer in attendance:** Darren Tilley (Chief Executive & Town Clerk).

There were no members of the public present at the meeting.

**1. Apologies**

No apologies for absence were received.

**2. Disclosure of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by members.

**3. Public Participation**

In accordance with Standing order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

**4. Minutes of the Meeting held 7<sup>th</sup> July 2022**

The Minutes of the Meeting held on 7<sup>th</sup> July 2022 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 7<sup>th</sup> July 2022 be approved and signed by the Chairperson as a correct record.

**5. Annual Report 2023 and Capital Plan 2023/2024**

The Committee received the Annual Report of the Town Council setting out achievements during 2022/2023 and priorities for 2023/2024, alongside the approved Capital Plan for 2023/2024 and beyond (item 5 on the agenda).

**RESOLVED** that the achievements and priorities be received and noted.

*Reason for Decision*

*To provide a focus for undertaking the Chief Executive & Town Clerk's Employee Development and Appraisal Review.*

**6. Employee Development/Appraisal Review of the Chief Executive & Town Clerk**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Personal Information.*

The Committee considered the:

- a) Chief Executive & Town Clerk's Employee Development/Appraisal Review 2022;
- b) Job Description and Person Specification for the Chief Executive & Town Clerk; and
- c) Personal Performance & Development Appraisal Form for 2022, including the self-assessment by the Chief Executive & Town Clerk (item 6 on the agenda).

The Committee then undertook the Personal Performance & Development Appraisal Review of the Chief Executive & Town Clerk.

**RESOLVED**

1. that the Employee Development/Appraisal 2023 review of the Chief Executive & Town Clerk be approved, as set out at item 6c (confidential item filed with the minutes); and
2. that the following actions be approved for the coming year:
  - a) complete Shakespeare Park Playground refurbishment,
  - b) support existing Clubs at Shakespeare to grow while supporting new activities,
  - c) commence the process for dealing with flooding and the brook at Mossdale,
  - d) commence the process for refurbishing and enhancing Impey Close Play Area and surrounding open space,
  - e) support the operator to make the Bar and new Café a success,
  - f) continue to deliver the actions in the Climate Change & Environmental Action Plan in order to keep up momentum to achieve our 2030 Carbon Neutral target,
  - g) get in place Management Plans to enhance the biodiversity of our parks,
  - h) continue to support and facilitate the cycling and walking route improvements, including identifying potential and funding for connecting routes around the Town,
  - i) delivery of Culvert works and transfer of Thorpe Astley Park,
  - j) transfer of new parkland adjacent to M1 bridge to Lubbesthorpe, and
  - k) enhance the Council's profile and publicity.



*Reasons for Decision*

- 1. To ensure that the support and resources, including training, was provided to enable the Chief Executive & Town Clerk to deliver the Council's Strategic Objectives and Priorities.*
- 2. To ensure effective delivery of initiatives and projects given the limits on resources.*

The meeting closed at 6.50pm.

NOTE:

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.  
EQUALITIES ACT 2010*

*Braunstone Town Council has a duty in carrying out its functions to have due regard to:-*

- eliminate unlawful discrimination, harassment and victimisation;*
- advance equality of opportunity between different groups; and;*
- foster good relations between different groups*

*To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.*

*These minutes are a draft and are subject to consideration for approval at the next meeting.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 7<sup>th</sup> SEPTEMBER 2023 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillors Shabbir Aslam, Andy Evans, Becca Lunn Scoppie, Sam Maxwell, Christiane Startin-Lorent, Imran Uddin and Robert Waterton.

**Officers in Attendance:** Darren Tilley, Chief Executive & Town Clerk.

There were no members of the public present at the meeting.

**21. Apologies**

An apology for absence was received from Councillor Leanne Lee.

**22. Disclosures of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by members.

**23. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

**24. Minutes**

The Minutes of the meeting held on 15<sup>th</sup> June 2023 (item 4 on the agenda) were circulated.

**RESOLVED** that the Minutes of the meeting held on 15<sup>th</sup> June 2023 be approved and signed by the Chairperson as a correct record; subject to the Reason for Decision under Minute 12, "Thorpe Astley Park Culvert", reading *"To ensure that the Town Council's desire to complete the transfer of Thorpe Astley Park, a significant asset that should be owned by the Town Council, should proceed without further delays and additional cost"*.

## 25. **Shakespeare Park – Improvement & Development**

The Committee received an update on project timescales and financing for phase 3 to improve the play facilities; determined use of earmarked reserves; and received an update on arrangements for future management of the pavilion and site (item 5 on the agenda).

### **RESOLVED**

1. that the balance of £10,737 in the “Shakespeare Park Pavilion & Site Capital Works” earmarked reserve be returned to General Fund balances;
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council to:
  - a) determine the detailed arrangements, timings and work schedules for the playground improvements, and
  - b) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations;
3. that progress with the *Future Management Arrangements*, as set out in the relevant section of the report, be noted and endorsed; and
4. that the revised *Timescales*, set out in the relevant section of the report, be approved.

### *Reasons for Decision*

1. *The funding was in place for the final phase of the Shakespeare Park refurbishment, therefore the remaining balance from the phase 1 (Shakespeare Park Pavilion & Site Capital Works) underspend no longer needed to be earmarked.*
2. *To make detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary, while avoiding further delays.*
3. *To ensure that the Pavilion facility would be operated in the interests of the community and provide for an increase in sport participation.*
4. *To provide a guide for the progression of the remaining stages of the project, which could be amended accordingly as appropriate.*

## 26. **Improvements to Walking and Cycling Routes**

The Committee received an update on the delivery of proposals for improvements to the connections between walking and cycling routes (item 6 on the agenda).

### **RESOLVED**

1. that progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix

- 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed;
2. that the proposed destination signage post locations, attached at Appendix 3 of the report, be endorsed; and
3. that the proposed final and interim destinations, as amended by the Chief Executive & Town Clerk (highlighted red), attached at Appendix 4, be supported.

#### *Reasons for Decision*

1. *The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.*
2. *Given the route utilised various highways, footways and parks, it was important to provide adequate signage.*
3. *To ensure that the destinations used on the signs catered for by both longer distance and local pedestrians and cyclists.*

#### **27. Civic Centre Facilities Improvements**

The Committee received a completion report on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café kitchen (item 7 on the agenda).

#### **RESOLVED**

1. that progress with the refurbishment, *Changing Places Toilet* and *Café Kitchen*, as detailed in the relevant sections of the report, be received and noted;
2. that the Operator, JAAAK Limited, restore their monthly service payments to £1,700 either when the Café Service commences or by 1<sup>st</sup> October 2023, whichever is the earliest; and
3. that, in addition to the legislative, contractual and service requirements, the operator of the Café Service meet the following:
  - a) all persons preparing food must have the required training and provide evidence of this;
  - b) all persons preparing food must attend a suitable Allergens course and provide evidence of this;
  - c) suitable cover arrangements should be in place to ensure that the minimum service period, as set out in Clause 3, "Minimum Service Periods", in the Specification of the Operational Service Level Agreement, were always met; and
  - d) all statutory records and checks should be undertaken and available to the Council's Representative(s) at all times; and
4. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to determine any formal request made by JAAAK Limited to sub-contract the operation of the Café Service.

### *Reasons for Decision*

1. *The building works and toilet installations were now complete, with the Changing Places toilet registered and the Café Kitchen confirmed as fit for purpose and functional.*
2. *To recognise that suitable kitchen facilities had now been provided and to allow reasonable time for the Operator to arrange for the Café service to commence.*
3. *To recognise that the Civic Community Lounge was a Council Service operated on its behalf by a private contractor and that reasonable steps should be taken to ensure regulatory compliance, while recognising the day to day operation was outsourced.*
4. *To avoid undue delays with approvals and to enable the Café service to commence.*

## **28. Update on Climate Initiatives**

The Committee received an update on Climate Initiative Projects: installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (item 8 on the agenda).

The Committee also received a Supplementary Report, detailing changes to the specification for the Solar PV Panel installations; and providing an update on the installation of the air source heat pump and use of the Electric Vehicle Charging Points (filed with these minutes).

### **RESOLVED**

1. that the update on the *Solar PV Panels and associated Battery Storage, Electric Vehicle Charging points (EVCPs), and Air Source Heat Pump*, as set out in the respective sections of the report, and Supplementary Report, be received and noted;
2. that Chief Executive & Town Clerk challenge the updated figures for the Solar PV Panels (as set out in Table 1 of the Supplementary Report) with the contractor; and
3. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to:
  - a) liaise with the selected contractors for the installation of *Solar PV Panels* and for the installation of an *Air Source Heat Pump*,
  - b) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations,
  - c) determine the detailed arrangements, timings and work schedules, and
  - d) select a utility provider and set up an electricity smart export tariff.

### *Reasons for Decision*

1. *To deliver the Council's Climate Change & Environmental Objectives, reduce the Council's Carbon footprint, make savings and generate*

- revenue.
2. *The comparison of impact of the Solar PV installation modifications (as set out in Table 1 of the Supplementary Report); for example:*
    - a) *at Thorpe Astley Community Centre the number of Solar PV Panels had been reduced (albeit by a small amount) but the predicted Annual Bill Savings had increased; and*
    - b) *at the Library the number of Solar PV Panels had been reduced by 15% yet the savings had reduced by 76%.*
  3. *To allow detailed arrangements for the work and commissioning to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*

## **29. Improvements to Impey Close Play Area and Open Space**

The Committee considered outline proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; potential funding options and timescales for the project (item 9 on the agenda).

Citizens' Advisory Panel had received the outline proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space at its meeting on 31<sup>st</sup> August 2023.

A member of the Panel suggested that lighting could be installed in the area as the path was not lit. The Committee, however, noted that this was likely to add considerable cost to the project. Overall, the Citizens' Advisory Panel agreed that the proposals for the alternative equipment and revised layout of the play area be supported.

### **RESOLVED**

1. that the *Outline Proposals*, set out in the relevant sections of the report, be endorsed;
2. that the *Consultation Process*, set out in the relevant section of the report, be approved;
3. that the *Funding* options be noted and further investigations into outline costs and potential funding sources be undertaken;
4. that the *Timescales/Next Stages*, set out in the relevant section of the report, be approved;
5. that the tender documents be prepared for suitable contractors to provide and install appropriate play equipment at Impey Close play area;
6. that tender documents be prepared for suitable contractors to repair the path from Darien Way to Sculpture (top section down towards Brook) and consider installation of drainage and extend tarmac path from end of path from Impey Close to path from Darien Way to Sculpture; and
7. that quotations be obtained for installation of a suitable bench.

### *Reasons for Decision*

1. *To provide a concept and vision for proposals to refurbish Impey Close*

- playground and adjacent open space.*
2. *To engage residents with the plans and seek their views on options.*
  3. *To ascertain financial viability.*
  4. *To confirm milestones for the delivery of the project.*
  5. *To invite appropriate contractors to provide plans and quotations for the proposed work to improve the playground at Impey Close.*
  6. *To invite appropriate contractors to provide plans and quotations for repair and refurbishment of footpaths from Darien Way to the Sculpture and for the installation of appropriate drainage works.*
  7. *To invite appropriate contractors to provide quotations for the supply and installation of a bench adjacent to the sculpture at the end of the footpath from Darien Way.*

**30. Thorpe Astley Park Culvert**

The Committee received an update on works to replace the culvert and pedestrian bridge over Lubbesthorpe Brook at Thorpe Astley Park (item 10 on the agenda).

**RESOLVED**

1. that the update report on progress with Thorpe Astley Culvert be noted; and
2. that the agreed plans for the new culvert and bridge be obtained from Persimmon and circulated to Councillors.

*Reasons for Decision*

1. *To ensure that the Town Council's desire to complete the transfer of Thorpe Astley Park, a significant asset that should be owned by the Town Council, without further delays and additional cost.*
2. *While the original plans had been seen by the Town Council, these may have been revisited and modified. Upon completion, both the Park and culvert structure would be transferred to the Town Council's ownership.*

**31. Health & Safety Policy**

The Committee considered, following consultation, a revised and updated Health & Safety Policy for adoption (item 11 on the agenda).

**RESOLVED**

1. that the revised Health & Safety Policy Statement, attached at Annex 1 of the report, be approved and implemented on Monday 11th September 2023; and
2. that delegated authority be given to the Chief Executive & Town Clerk to update Appendix 2 and Appendix 3 of the Health & Safety Policy Statement accordingly.

### *Reasons for Decision*

1. To adopt a policy compliant with statutory guidance and good practice issued by the Health & Safety Executive and the Council's Insurers; and to ensure that the policy statement reflected the nature and scale of activities undertaken by the Town Council.
2. To ensure that the list of Council operational risk assessments, the service areas to which they apply and the date they were last reviewed, along with key contacts, would be kept updated.

### **32. Review of Data Protection Policy**

The Committee considered proposed amendments to the Council's Data Protection Policy and approved these for consultation (item 12 on the agenda).

#### **RESOLVED**

1. that the proposed revisions to the Data Protection Policy, attached at Appendix 1 of the report, be approved for consultation with residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor, as detailed in the *Timescales and Implementation* section of the report; and
2. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 2nd November 2023, for consideration and approval.

### *Reasons for Decision*

1. To ensure that residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor could input into the proposed changes to the Data Protection Policy to ensure that it would be practical and fit for purpose.
2. To ensure that the Policy reflected the nature and scale of activities undertaken by the Town Council.

### **33. Outside Bodies Report**

The Committee received reports from members of Outside Bodies:

#### **a) Leicestershire & Rutland Association of Local Councils**

Councillor Robert Waterton advised that there was nothing to report; the Annual General Meeting was scheduled for November.

#### **b) Shakespeare Park Sports Pavilion Managements Association**

Councillor Sam Maxwell stated no meetings had taken place. A meeting had been scheduled at short notice and then cancelled at short notice. Councillor Maxwell added that there needed to be some structure to the



meetings in terms of a schedule of dates and agendas provided in advance.

**RESOLVED** that the Outside Bodies reports be received and noted.

*Reason for Decision*

*To keep up to date with the discussions and work of both Leicestershire & Rutland Association of Local Councils and Shakespeare Park Sports Pavilion Managements Association.*

**34. Blaby District Parish Councils Group**

The Committee received feedback from the Blaby District Parish Council's Group and the Blaby District Council Parish Liaison Group and considered issues for future discussion.

Councillor Robert Waterton advised that the Blaby District Parish Council's Group may have met on Wednesday 6<sup>th</sup> September 2023, Councillor Waterton was unable to attend, but that the Group was struggling to continue with only a handful of parishes supporting it.

The next meeting of the Blaby District Council Parish Liaison Group was scheduled for 12<sup>th</sup> September 2023.

**RESOLVED** that the report be received and noted.

*Reason for Decision*

*To keep up to date with the discussions and work of these liaison groups and to provide input into the discussion.*

**35. External Audit 2022/2023**

The Committee noted that the External Audit was completed on 14<sup>th</sup> August 2023 and confirmed that for the year ended 31<sup>st</sup> March 2023, the Town Council's Annual Governance and Accountability Return was in accordance with the Proper practices and that relevant legislation and regulatory requirements had been met (item 15 on the agenda).

**RESOLVED**

1. that it be noted that the External Audit 2022/2023 was completed on 14<sup>th</sup> August 2023 and that no matters were raised concerning the Town Council's accounts and governance arrangements for the year ended 31<sup>st</sup> March 2023; and
2. that the comments of the External Auditor in respect of the Reserves be received and considered as part of the Council's annual review of its Medium Term Financial Planning.

*Reasons for Decision*

1. An unqualified opinion was given by the External Auditor, Moore East Midlands, on the Council's Annual Governance and Accountability Return 2022/2023.
2. The Council had noted that its reserves were getting lower and had identified this as a potential risk to the Town Council's ability to maintain its current level of operations and services; therefore, the position with the reserves would be fully reviewed in the Medium Term Priorities and Financial Strategy.

**36. End of Quarter Financial Position – Cashbook and Reserves**

The Committee received a summary of the Council's Cash and Reserves for the period 1st April 2023 to 30<sup>th</sup> June 2023 (item 16 on the agenda).

**RESOLVED** that the end of quarter financial position be noted.

*Reason for Decision*

*There were no issues of concern with management of the Council's Finances.*

**37. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2023 to 29<sup>th</sup> August 2023 (item 17 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with income and expenditure against the budget for 2023/2024.*

**38. Approval of Accounts**

The Committee considered payments from 7<sup>th</sup> June 2023 until 29<sup>th</sup> August 2023 (item 18 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 7<sup>th</sup> June 2023 until 29<sup>th</sup> August 2023 be approved.

*Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*

**39. Biodiversity Study of the Council's Parks & Open Spaces**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interest.*

The Committee considered quotations received for a Parks & Open Spaces Biodiversity Study (item 19 on the agenda).

**RESOLVED** that Contractor 4, as detailed in the Table in the report, be asked to undertake a Biodiversity study of all the Town Council's Parks and Open Spaces, in order for a Biodiversity Management Plan to be developed.

*Reason for Decision*

*To ensure that a professional assessment of the Biodiversity of the Council's Parks and Open Spaces would be undertaken and contractor 4 provided the required level of expertise.*

**40. Renewal of Parks Tractor Lease**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interest.*

The Committee considered specification, lease arrangements and tenders for the renewal of the Parks Tractor Lease in 2024 (item 20 on the agenda).

**RESOLVED**

1. that subject to the date in clause 7 of the Conditions of Contract being updated, the tender document and lease arrangements for the renewal of the Parks Tractor Lease from 2024 for a period of 5 years, attached at Appendix 1, be approved; and
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to make minor amendments to the documentation and make the final decision on which tender and contract was accepted.

*Reasons for Decision*

1. *To ensure that the tractor and hedge cutter equipment met the specifications required for the parks and open spaces service and would be adequate. A five-year lease was adequate given the equipment would not be extensively used to the point that a replacement would be required by the fourth year.*

2. *To ensure that the documents were accurate. To ensure that all considerations with regard to specification and costs had been met and to appoint a contractor without undue delay.*

The meeting closed at 9.35pm.

**NOTE:**

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

**EQUALITIES ACT 2010**

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 2<sup>nd</sup> November 2023.*

## **BRAUNSTONE TOWN COUNCIL**

**21st SEPTEMBER 2023**

### **Item 9 – Motions on Notice**

#### **Purpose**

To receive and consider motions moved on notice in accordance with Standing Order 4.14, as set out below:

a) **Woodland off Brockenhurst Drive, Braunstone Town**

*Motion submitted by Councillor Nick Brown.*

**Motion:** This Council notes:

1. That 4.6 acres of amenity woodland situated between the western end of Brockenhurst Drive and Lubbesthorpe Way , known locally as the 'Ransom Field' , has been placed up for sale and advertised under the heading of 'Commercial Development'.
2. That on Blaby District Council's constraints map, the eastern part of the site is located within flood zone 3 which means it is land at the highest risk of flooding. The land to the south of the site is a local wildlife site.
3. The land to the north of the site is Mossdale Meadows park and is owned by Braunstone Town Council.
4. That this is now one of the few remaining wildlife habitats within the parish of Braunstone Town and local public concern of over the proposed sale and potential loss of such habitat should any development occur of the site.
5. The Town Council's stated aims to protect and enhance natural habitats and biodiversity as set out in its Environment and Biodiversity Strategy adopted in April 2022.
6. The site is part of an area of undeveloped land which spans from Kingsway North to Fosse Park. This is a significant wildlife corridor in what is otherwise a suburban landscape.

Therefore, the Council asks that Planning & Environment Committee:

1. Supports adoption of policies and actions to protect the said site from development.
2. Support the inclusion of the site as designated as a natural wildlife site and to be designated as such within the new Blaby District Local Development Plan.
3. Writes to Blaby District Council and Leicestershire County Council to request them to support the above aims.

Also, the Council asks that Policy & Resources Committee:

4. Write to the landowners or their agents to request consideration of transfer of the land to public ownership.

## **MOTIONS MOVED ON NOTICE**

- a) In accordance with these Standing Orders no motion may be moved at a meeting unless it is included in the agenda and the mover had given written notice of its wording to the Council's Chief Executive & Town Clerk no later than 12noon seven working days prior to the day of the meeting.
- b) The Chief Executive & Town Clerk may, before including a motion in the agenda received in accordance with Standing Order 4.14a above, correct obvious grammatical or typographical errors in the wording of the motion.
- c) If the Chief Executive & Town Clerk considers the wording of a motion is not clear in the meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Chief Executive & Town Clerk in clear and certain language at least 5 clear days before the meeting.
- d) If the wording or nature of a proposed motion is considered unlawful or improper, the Chief Executive & Town Clerk shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Members who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e) Having consulted the Chairman or Members, the decision of the Chief Executive & Town Clerk as to whether or not to include the motion in the agenda shall be final.
- f) Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all Members.
- g) Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Chief Executive & Town Clerk giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all Members.
- h) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i) If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chairperson, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.