

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANNING & ENVIRONMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 14th DECEMBER 2023

PRESENT: Councillor Robert Waterton (Chair), Councillor Sam Maxwell (Vice-Chair) and Councillors Anthea Ambrose, Sam Fox-Kennedy (substituting for Councillor Imran Uddin), Gary Sanders, Darshan Singh, Marion Waterton and Mark Widdop.

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

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

46. Apologies

Apologies for absence were received from Councillors Leanne Lee and Imran Uddin.

47. Disclosures of Interest

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

48. 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.

49. Minutes of the Meeting held 26th October 2023

The Minutes of the Meeting held on 26th October 2023 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 26th October 2023 be approved and signed by the Chairperson as a correct record.

50. 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:** 23/0879/HH

Description: Single storey rear extension and new pitched roof

Location: 151 Kingsway Braunstone Town Leicestershire LE3 2PN (Millfield Ward)

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

Reasons: *Neighbouring properties had similar pitched roofs and rear extensions. Therefore, both were considered in keeping with the character and appearance of the area.*
- 2. Application No:** 23/0832/HH

Description: Retrospective first floor rear extension and proposed rear conservatory and front canopy.

Location: 42 Gwencole Crescent Braunstone Town Leicestershire LE3 2FH (Ravenhurst Ward)

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

Reason: *Properties in the area had similar porch canopies and rear extensions. The properties were on large well-established landscaped plots and therefore the impact on neighbouring properties was likely to be minimal.*
- 3. Application No:** 23/0909/HH

Description: Single storey side and rear extension

Location: 6 Ashurst Road Braunstone Town Leicestershire LE3 2UA (Millfield Ward)

Response: *Braunstone Town Council does not object to the proposals; subject to replacement on-site parking for the conversion of the existing garage.*

Reasons: *To avoid additional parking on a narrow highway, which includes a narrow footway, close to two junctions, which may cause highway safety issues.*

- 4. Application No:** 23/0942/HH
- Description:** Conversion of garage to provide habitable accommodation
- Location:** 2 Darwin Close Thorpe Astley Braunstone Town Leicestershire (Thorpe Astley Ward)
- Response:** *Braunstone Town Council does not object to the application; subject to the retention of the existing front curtilage parking.*
- Reason:** *Neighbouring properties had similar garage conversions, which were within the existing building; however, it was important to ensure that on-site parking was maintained given additional on street parking could cause obstruction and present safety issues.*
- 5. Application No:** 23/0943/FUL
- Description:** Single storey rear extension to existing shop/post office (use class E) (*Original Application*).
- Alterations to proposed elevations removing 7 existing AC units to be replaced with 4 on the proposed rear (*Amended Plan*).
- Location:** 10 Ayston Road Braunstone Town Leicestershire LE3 2GA (Ravenhurst Ward)
- Response:** *Braunstone Town Council does not object to the application; subject to details of the air conditioning systems to be used, including noise and vibrations levels, being submitted to and approved by the Local Planning Authority.*
- Reason:** *The rear curtilage of the property and neighbouring properties were large and well-established. There was an existing rear building and the proposal would extend the footprint slightly. However, it was important to avoid any adverse impact on the amenity enjoyed by the neighbouring properties in terms of noise and vibration from the proposed air conditioning units.*

- 6. Application No:** 23/0926/FUL
- Description:** Erection of one dwelling
- Location:** 18 Stonehurst Road Braunstone Town Leicestershire LE3 2QA (Ravenhurst Ward)
- Response:** *Braunstone Town Council objects to the application; since:*
- a) *it would be out of keeping with the character and appearance of the street scene;*
 - b) *there was insufficient on-site parking provision for the proposed new dwelling.*
- Reasons:**
- a) *The property would be a single dwelling, due to the curvature of the road it would be wedged into a small space between an existing single dwelling (part to be demolished) and a neighbouring semi-detached dwelling. The dwelling would also be slightly set back from the neighbouring dwellings, a gable end wall would face the street with front door entry to the side; and there was no other similar design feature in the street. These would add a discordant element to the street scene and would be contradictory to Development Management Plan Policy 1b.*
 - b) *The proposed new dwelling would contain two bedrooms and only one on-site parking space, which was contradictory to the Leicestershire Local Highway Guidance. The proposed dwelling was located on a corner on a narrow highway. The on-site parking on most of the neighbouring properties was on the front curtilage with direct access from the highway. Therefore, any additional parking on street was likely to cause obstruction and present safety concerns to highway users (including pedestrians).*

Licensing Applications

There were no licensing applications to consider.

51. 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:** 23/0908FUL
- Description:** Erection of 1 semi-detached dwelling including alterations and extensions to No. 30 Pinfold
- Location:** Land Adjacent 30 Pinfold Braunstone Town Leicestershire (Millfield Ward)
- Response:** *Braunstone Town Council does not object to the proposals; subject to:*
- 1. submission of a landscaping plan; planting of the approved plan within one year; and the replacement of any plants which are removed or die within 5 years in the following planting season;*
 - 2. prior to occupation, two off street car parking spaces should be provided for both the existing and proposed dwellings, be available for use, and retained in perpetuity;*
 - 3. the surface of the on-site parking being hardbound permeable material with appropriate drainage; and*
 - 4. no further extensions or additions or erection of outbuildings at the existing or proposed dwellings without the prior permission of the District Planning Authority.*
- Reasons:**
- 1. To offset the impact of the development on the environment and to protect the visual appearance of the area.*
 - 2. To avoid additional on-street parking close to a road junction, which could compromise the safety of highway users.*
 - 3. To ensure the surface would be suitable for vehicles while avoiding surface water run-off.*
 - 4. To avoid overdevelopment of the site in terms of scale and mass and to ensure that both properties had adequate outdoor amenity space.*
2. **Application No:** 23/1006/HH
- Description:** Two storey side extension and two and single storey rear extension including demolition of existing outbuilding (revised scheme to 22/1006/HH)
- Location:** 31 Headley Road Braunstone Town Leicestershire LE3 2PJ (Millfield Road)

Response: *Braunstone Town Council objects to the application due to insufficient on-site parking provision for the proposed size of the property.*

Reason: *A four-bedroom dwelling should have a parking provision of three off-road spaces to be in accordance with Part 3, Paragraph 3.151 of the Leicestershire Highway Design Guide. There was limited available parking on Headley Road and Francis Avenue due to the need to access residential properties. The vehicles parked at the property overhang the footway. There was a Pharmacy and GP Surgery close by, where pedestrians (some using the alleyway) would need to access. Additional parking on the highway, including obstruction of the footpath, close to a bend, junction and pedestrian walkway, would cause obstruction and present highway safety issues; impacting adversely on access by emergency vehicles and use by disabled people and parents with prams and buggies.*

3. Application No: 23/0853/HH

Description: Single storey side and rear extension (Amended scheme to 22/0479/HH)

Location: 147 Narborough Road South Braunstone Town Leicestershire LE3 2LH (Millfield Ward)

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

Reason: *The property was in an established location on a large landscaped plot; therefore, there was unlikely to be a significant impact upon neighbouring properties. The side extension appeared to be contained within the existing car port and was unlikely to have a major impact on the neighbouring property in terms of noise or privacy.*

4. Application No: 23/1024/HH

Description: Two storey side extension, first floor side and rear extension

Location: 132 Kingsway Braunstone Town Leicestershire LE3 2TU (Millfield Ward)

Response: *Braunstone Town Council does not object to the application; subject to:*
1. three off street car parking spaces being provided within the curtilage of the property, be available for use, and retained in perpetuity; and

2. *no windows, vents or openings in the side elevation of the extended property without the prior consent of the local planning authority.*

Reasons:

1. *To avoid additional parking on a narrow highway (including the footway) or any overhang onto the footway; both of which would impact on the safety of highway users (including users of the footway).*
2. *To protect the amenity enjoyed by the occupants of the neighbouring property in terms of privacy and noise.*

5. **Application No:** 23/1037/HH

Description: Retention of a single storey rear extension and single storey front extension (porch)

Location: 236 Braunstone Lane Braunstone Town
Leicestershire LE3 3AS (Ravenhurst Ward)

Response: *Braunstone Town Council does not object to the retention of the single-storey extension, understood to be a conservatory, or to the single-storey front extension.*

Reasons: *The property was in an established location on a large landscaped plot; therefore, there was unlikely to be a significant impact upon neighbouring properties. The design and appearance of the properties in the same row was characteristically similar, however, the detail of each was different; therefore, the porch was not likely to be out of keeping with the character and appearance of the street scene.*

52. **Additional Planning and Licensing Applications**

The Committee noted that no planning or licensing applications had been received since the publication of the agenda.

53. **Planning Decisions**

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

RESOLVED that the report 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.

54. 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) 23/0236/HH, Single storey front extension, 57 St. Mary's Avenue.

Councillor Mark Widdop had received a response from the Planning Case Officer as follows:

"Whilst I agreed that the porch projected beyond the forward projection of the building, as the report states this does not preclude development of this type. I was also mindful of the fallback position, whereby under permitted development rights, the applicant could construct a porch 3m.sq in footprint and the fact that the site was not in a conservation area or particularly sensitive area. Therefore, I would not in my opinion be able to substantiate a refusal on its impacts on the street scene".

The Officer had also sent a delegated report; however, the content was for another application.

Councillor Widdop added that he regularly walked in the area and could see there were substantial differences between the property types. There was a change in construction of the properties at that location. Therefore, he agreed that the development wouldn't look out of place or have an adverse impact on the street scene.

b) 23/0224/HH, Single storey front extension, at 45 Bolus Road.

Councillor Gary Sanders had received a response from the Planning Case Officer as follows:

"Whilst I agreed that the porch projected beyond the forward projection of the building, as the report states this does not preclude development of this type. I was also mindful of the fallback position, whereby under permitted development rights, the applicant could construct a porch 3m.sq in footprint without planning permission, furthermore the site is not in a conservation area or particularly sensitive area and did not impact upon the parking provision on the site. Therefore, I would not in my opinion be able to substantiate a refusal on its impacts on the street scene, parking or the overdevelopment of the site".

The Officer had also sent a delegated report, which was circulated (filed with these minutes).

RESOLVED that the responses and feedback provided be received and noted.

Reason for Decision

To understand the planning controls available for determining development on the front curtilage and the potential impact on the street scene.

55. Braunstone Village Conservation Area Extension

The Committee received an update on the arrangements and timescales for the process to consider whether to extend the Braunstone Village Conservation Area to the South of Braunstone Lane (item 10 on the agenda).

RESOLVED

1. that the approach to the *Review Process*, as set out in the report, be endorsed;
2. that existing evidence and work, including the appraisal undertaken by the Town's Heritage Warden in 2021, and the responses to the initial survey undertaken by the Town Council in December 2021/January 2022, be submitted as evidence for consideration as part of the Review Process;
3. that the *Outline Work Programme*, as set out in the report, be endorsed; and
4. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Chair of Planning & Environment Committee, to:
 - (a) approve specific dates and milestones, including consultations and review, within the framework set out in the *Outline Work Programme* section of the report,
 - (b) approve revised milestones and timescales, subject to consideration by the Planning & Environment Committee at the next scheduled meeting,
 - (c) to call additional meetings of Planning & Environment Committee and Citizens' Advisory Panel to facilitate the *Review Process* and *Outline Work Programme*,
 - (d) support the process using the Council's existing resources, including communications channels and premises, and
 - (e) engage residents, stakeholders, partners and professional advisers, as appropriate.

Reasons for Decision

1. *To progress the proposals for considering the area of Braunstone Village to the south of Main Street/Braunstone Lane for designation as a Conservation Area.*
2. *To ensure that existing evidence and work that had been undertaken was used to inform and shape the review.*
3. *To confirm the stages of the review, along with the anticipated dates upon which the detailed milestones and work would be programmed.*
4. *To progress the review process and work programme avoiding any further delay.*

56. Gateway Signs to Braunstone Town

The Committee received an update on proposals to replace some of the Gateway signs to Braunstone Town (item 11 on the agenda).

RESOLVED

1. That approval be given to Leicestershire County Council to replace the six “Welcome to Braunstone Town” gateway signs, at the locations identified and using the design, detailed at Appendix 1;
2. that permission be given to Leicestershire County Council to remove the existing signs at the six gateways, identified at Appendix 1, and dispose of them; and
3. that delegated authority be given to the Chief Executive & Town Clerk:
 - a) to approve amendments to the sign designs, including where 30mph roundel were incorporated for Braunstone Lane,
 - b) to approve the necessary legal agreements, licences and detailed terms and conditions, and
 - c) to adopt the newly installed gateway signs.

Reasons for Decision

1. *To improve the visual amenity of gateways to Braunstone Town.*
2. *There was limited value in retaining any of the removed signs given the only original sign that would remain would be the one on Lubbesthorpe Way from Fosse Park, which was unlikely to be a priority sign for replacement if it deteriorated or was damaged.*
3. *To incorporate the speed limit into the wider message about entering a residential area and driving safely (if space was needed to incorporate the speed limit, the crest could be dropped at these locations) and to ensure that the new signs could be installed avoiding any delays, while ensuring the detailed arrangements and legal terms would be fully considered.*

57. Draft Climate Change & Environmental Action Plan

The Committee considered a proposed action plan to deliver the Climate Change and Environmental Strategy’s Objectives (item 12 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE that the action to “Develop Sustainable Planning Policies” be scheduled for delivery in 2024.

Reason for Decision

To ensure that new development and changes to existing development include carbon reduction measures and measures to mitigate any adverse impact on the environment and air quality.

58. Planning & Environmental Action Plan

The Committee considered the Planning & Environment Priorities and Objectives and determined whether they were relevant to address current and emerging issues faced by the Council and the community (item 13 on the agenda).

RESOLVED

1. That the progress with the Planning & Environment Delivery Objectives (2023/2024), as set out in the report, be received and noted;
2. that Notice Board renewal in 2024/2025 focus on priority locations, whether these be on the Council's own land or on Highways land; and that a report be submitted to Committee early in the Council Year to determine a programme;

THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE
THAT IT BE RECOMMENDED TO COUNCIL

3. that the Planning & Environment Delivery Objectives set out in the report, as amended where appropriate, be included in the 2024/25 Business Plan; and
4. that the Planning & Environment Committee/Service Objectives, as set out in the report, be approved.

Reasons for Decision

1. *To note progress with the implementation of the 2023/24 Planning & Environment Delivery Objectives so far.*
2. *To prioritise Notice Board renewal based on need and footfall at locations.*
3. *To focus the Council's resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects given the limits on resources.*
4. *The Service Objectives continue to be relevant and reflect changing issues within the community.*

59. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2023 to 30th November 2023 (item 14 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.

60. Capital Plan and Budget Estimates 2024/2025

The Committee considered a Statement of Expenditure for 1st April 2022 to 31st March 2023, a list of capital projects for 2024/2025 and beyond and a proposed budget for 2024/2025 and beyond and a proposed budget for 2024/2025 for recommendation to Policy & Resources Committee (item 15 on the agenda).

RESOLVED

1. that a bench mark review of the Dog Bin Waste contract be undertaken during 2024;

THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE
THAT IT BE RECOMMENDED TO COUNCIL

2. that the *Waste Services* budget be increased from £9,538 per annum to £11,401 per annum;
3. that the *Street Furniture* revenue budget be increased from £2,600 to £3,976;
4. that *Consumer Products – Poop Scoops* charges rise to the rounded 10p above the cost (current charge £1.20, current purchase cost £1.35, therefore, the charge to the customer would rise to £1.40);
5. that for *Consumer Products – Poop Scoops*, income be aligned to the expenditure (i.e. reduced by £50 to £1,100);
6. that the draft Estimates for the Planning and Environment Committee, as attached at Appendix 2, be included in the Budget Estimates for 2024/2025;
7. that the Capital Plan items, as set out (and as amended) in the table in the *Capital Plan* section of the report, be rolled forward onto the 2024/25 Capital Plan.

Reasons for Decisions

1. *To ensure that the Council had a competitive contract for emptying its dog waste bins.*
2. *To ensure that sufficient funds would be available to cover any increase in waste fees for emptying dog waste bins.*
3. *To continue to fund the rolling programme of notice board improvements, taking into account rises in costs, along with providing funds for potential maintenance of gateway planters.*
4. *To ensure the Council covered its costs.*
5. *To reflect current and previous year income and expenditure.*
6. *To ensure appropriate resources for Planning and Environment Services.*
7. *The Town Council was responsible for the Town's place signs and notice boards, which would be a capital asset. The life span of a sign would be approximately 30-40 years and a notice board would be approximately 20-30 years.*

61. **Lubbesthorpe Impacts Group**

The Chair reported on the meeting of the Lubbesthorpe Impacts Group held on Wednesday 15th November 2023, as follows:

1. On 27th October 2023; there were 990 occupations. This compared to 949 on 30th June 2023 – an increase, therefore, of 41 in 3 months (approximately 14 occupations per month).

The Blaby District Council (BDC) website was not kept up to date very well but the Group felt it was reasonable to assume that the development must be approaching 1000 occupations. This number, according to BDC's Obligations Chart triggers certain actions including 'Enderby Traffic

Management', 'Highway Delivery Review' and a County Council Review of Primary School 2. Members were not aware that any of these had been undertaken and so this needed to be followed up.

2. Members discussed the growing infrastructure problems, particularly around the A47 and Meridian Way. This also raised the question of S106 contributions which had become complex due to the number of planning approvals in the area in addition to Lubbesthorpe. Clarification would, therefore, be sought.
3. The Group also considered:
 - a) recent BDC Planning Committee decisions,
 - b) the apparent delay in starting the work to provide the new Health Centre in Lubbesthorpe, and
 - c) the recent BDC Air Quality Monitoring Annual Report.
4. Members agreed that a further approach to Leicester Forest East and Lubbesthorpe Parish Councils should be made, encouraging them to join the Group.

Councillor Waterton advised that he had written to Leicester Forest East Parish Council and they had declined the invitation. Councillor Waterton would write to Lubbesthorpe Parish Council in the new year.

5. Date of next meeting: 21st February 2024.

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.

62. Approval of Accounts

The Committee received payments from 18th October 2023 until 5th December 2023 (item 17 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 18th October 2023 until 5th December 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 9.30pm.

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 15th February 2024.

SIGNED:

DATE: