



# BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*

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## PLANNING APPLICATIONS

### PUBLIC INSPECTION OF PLANS AND PARTICIPATION

1. The Planning Applications can be inspected at the offices of Blaby District Council to whom representations should be made and they are also available Blaby District Council's website at [www.blaby.gov.uk](http://www.blaby.gov.uk) under Planning Application Search
2. A list of the applications to be considered by the Town Council's Planning & Environment Committee are listed on the Town Council's website [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)
3. The applications will be considered by the Braunstone Town Council's Planning and Environment Committee, which may make its own observations and forward them to the relevant Planning Authority.
4. Braunstone Town Council and Blaby District Council have introduced procedures to enable applicants, objectors and supporters to speak on applications brought before their relevant Committees.

10<sup>th</sup> April 2024

**To:** *Councillor Robert Waterton (Chair), Councillor Sam Maxwell (Vice-Chair) and Councillors Anthea Ambrose, Richard Forrest, Leanne Lee, Satindra Sangha, Gary Sanders, Darshan Singh, Imran Uddin, Marion Waterton and Mark Widdop.*

Dear Councillor

You are summoned to attend a meeting of the **PLANNING & ENVIRONMENT COMMITTEE** to be held in the **Ravenhurst Room** at Braunstone Civic Centre on **Thursday 18<sup>th</sup> April 2024** commencing at **7.30pm**, for the transaction of the business as 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/81006281620?pwd=zVES4hWuj6lyNm2iYQeF5XBqE6kYaE.1>

Meeting ID: 810 0628 1620

Passcode: 557766

Yours sincerely,

Chief Executive & Town Clerk

## **AGENDA**

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 Participation**  
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 of the Meeting held 15<sup>th</sup> February 2024**  
To confirm the accuracy of the Minutes of the Meeting held on 15<sup>th</sup> February 2024 to be signed by the Chairperson (**Enclosed**).
5. **Planning and Licensing Applications dealt with under Delegated Authority**  
To receive and note responses to planning and licensing applications taken under Delegated Authority (**Enclosed**).
6. **Planning and Licensing Applications**  
To agree observations on planning and licensing applications received (**Enclosed**).
7. **Additional Planning and Licensing Applications**  
To agree observations on planning and licensing applications received since the publication of the agenda (if any).
8. **Planning Decisions**  
To receive and note planning decisions made by Blaby District Council (**Enclosed**).
  - a) Planning Decisions
  - b) Land Adjacent 30 Pinfold
9. **Feedback on Planning Application Decisions**  
To receive feedback concerning planning application decisions by Blaby District Council where the Committee has queried the decision.

A member of the Committee for Millfield Ward was asked to pursue the following planning decisions with the relevant Planning Case Officer at Blaby District Council:

- 23/1006/HH; two storey side extension and two single storey rear extension including demolition of existing outbuilding (revised scheme to 22/1006/HH) at 31 Headley Road; and
- 23/1024/HH; two storey side extension, first floor side and rear extension; at 132 Kingsway.

**10. Braunstone Village Conservation Area Proposals**

To receive an update on the process to consider whether there is a case to designate an area of Braunstone Village to the South of Braunstone Lane as a Conservation Area, including revised timescales for the review (Enclosed).

**11. Charges – Dog Waste Bags**

To consider an increase to the charges for dog waste bags and a framework for increasing the price to cover costs (**Enclosed**).

**12. Dog Bin – Waste Collection Review**

To note the outcome of a review of providers for Dog Bin Waste Collections (**Enclosed**).

**13. Lubbesthorpe Impacts Group**

To receive an update on progress concerning matters relating to the Lubbesthorpe development and to report on the recent meeting of the Lubbesthorpe impacts Group.

**14. Financial Comparisons**

To receive Financial Comparisons for the period of 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 (**Enclosed**).

**15. Approval of Accounts**

To consider payments from 6<sup>th</sup> February 2024 until 31<sup>st</sup> March 2024 (**Enclosed**).

*Next Scheduled Meeting: TBC.*



**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 PLANNING & ENVIRONMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 15<sup>th</sup> FEBRUARY 2024**

**PRESENT:** Councillor Robert Waterton (Chair) and Councillors Anthea Ambrose, Gary Sanders, and Marion Waterton.

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

There were two members of the public present at the meeting.

**63. Apologies**

Apologies for absence were received from Councillors Richard Forrest, Sam Maxwell, Satindra Sangha, Darshan Singh, Imran Uddin and Mark Widdop.

**64. Disclosures of Interest**

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

**65. 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 two members of the public present, both of whom were interested in progress with the Braunstone Village Conservation Area (item 10 on the agenda). Questions concerned the process, including when the public would be involved and would have access to papers, and the potential scenarios.

**66. Minutes of the Meeting held 14<sup>th</sup> December 2023**

The Minutes of the Meeting held on 14<sup>th</sup> December 2023 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 14<sup>th</sup> December 2023 be approved and signed by the Chairperson as a correct record.

**67. 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:** 23/1041/FUL

**Description:** Single storey rear extension and new pitched roof Change of Use of the ground floor from Use Class E (g) Offices to Use Class E (e) Provision of Medical Services and Offices to allow occupation for an eye clinic.

**Location:** 6 Dominus Way Meridian Business Park Braunstone Town Leicestershire (Thorpe Astley Ward)

**Response:** *Braunstone Town Council does not object to the proposed change of use of the ground floor from Class E(g), Offices, to Class E(e), provision of medical services and offices.*

**Reason:** *The location contained a variety of commercial uses and sufficient on-site parking was provided for the proposed use as set out in the covering letter.*
- 2. Application No:** 23/1024/HH

**Description:** Two storey side extension, first floor side and rear extension (P&E Committee submitted response 18<sup>th</sup> December 2023)

Amendments received 20<sup>th</sup> December 2023

**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).*

- To protect the amenity enjoyed by the occupants of the neighbouring property in terms of privacy and noise.*

**3. Application No:** 23/0991/HH

**Description:** External wall cladding to front, rear and side of existing dwelling

**Location:** 9 Monica Road Braunstone Town Leicestershire LE3 2PR (Millfield Ward)

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

**Reason:** *While neighbouring properties were similar, there was a variety of feature designs and other neighbouring properties had render and external wall cladding; therefore, the proposals were unlikely to have an adverse impact on the character and visual appearance of the street scene.*

**4. Application No:** 24/0003/FUL

**Description:** Change of use from Dwelling (C3) to Children's Care Home (C2): for two children aged between 5 and 17

**Location:** 46 Darien Way Thorpe Astley Braunstone Town Leicester (Thorpe Astley Ward)

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

- no more than two children aged between 5 and 17 (inclusive) at any one time;*
- prior to first use, on-site parking on the front curtilage of the property being provided for at least three vehicles, which must be hard bound and either permeable or with appropriate drainage; and*
- the garage not being converted or put to any alternative use that would prevent it being available as a garage for the parking of a motor vehicle.*

- Reasons:**
- 1. To avoid undue noise, disturbance and cramped living conditions.*
  - 2. To provide parking for two on-site staff along with parking for deliveries or visitors.*
  - 3. To ensure that an adequate level of off street car parking would be available and retained to serve the property and its use.*

**5. Application No:** 23/0189/HH

**Description:** First floor side extension and single storey rear extension

**Location:** 286 Braunstone Lane Braunstone Town  
Leicestershire LE3 2GA (Ravenhurst Ward)

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

- 1. the materials to be used in the construction matching those of the existing dwelling; and*
- 2. on-site parking, within the curtilage of the property, being provided for at least three vehicles and being permanently available by use.*

**Reasons:**

- 1. To retain the character and appearance of the property and the street scene.*
- 2. To avoid additional parking on the highway, including the footway, which was a busy route and, due to the width of the road and the footway and with the bends in the carriageway, would result in compromising the safety of highway users.*

**6. Application No:** 24/0036/FUL

**Description:** Change of use from restaurant (coffee shop) to hot food takeaway (Sui Generis) and café/restaurant

**Location:** 9 Sun Way Braunstone Town Leicestershire LE3 3DS  
(St Mary's Ward)

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

- a) before the change of use commences, a litter bin shall be provided on the forecourt of the property and shall be serviced, maintained and retained by the occupier of the premises; and*
- b) no additional external fans, ventilation or extraction equipment to be installed without the prior agreement of the local planning authority.*

**Reasons:** *Expanding the use from restaurant (coffee shop) to hot food takeaway (Sui Generis) and café/restaurant, supported the sustainability of the business and the neighbourhood parade and therefore supported the objectives of Development Management Policy 6; however, it was important to:*

- a) maintain the cleanliness of the area in the interests of the amenity of the neighbourhood parade and the nearby domestic dwellings; and*
- b) protect the amenity enjoyed by neighbouring properties in terms of noise, vibration and disturbance.*

**7. Application No:** 24/0053/FUL

**Description:** Installation of two rapid electric vehicle charging stations

**Location:** McDonalds Restaurant Meridian East Business Park Braunstone Town (Thorpe Astley Ward)

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

**Reason:** *The provision of electric vehicle charging points expanded the network of chargers and therefore, supported the use of electric vehicles.*

**8. Application No:** 24/0063/HH

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

**Location:** 136 Edward Avenue Braunstone Town Leicestershire (Millfield Ward)

**Response:** *Braunstone Town Council does not object to the application; subject to at least three off street parking spaces being provided within the curtilage of the property.*

**Reason:** *The property was on a established plot and the proposed extensions covered part of the existing outbuilding footprint and were single storey. However, the number of bedrooms at the property would be increased to four and it was important to avoid additional parking on a narrow highway (including the footway) close to a road junction, which could present safety issues.*



**9. Application No:** 24/0029/HH

**Description:** Proposed single storey side extension, front porch, removal of hedgerow and erection of 1.9m high timber fencing

**Location:** 36 Rosamund Avenue Braunstone Town Leicestershire (Ravenhurst Ward)

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

**Reason:** *The proposed extension was adjacent to a highway rather than a neighbouring property and was single storey. Sufficient on-site parking was available for the number of bedrooms.*

**10. Application No:** 24/0054/HH

**Description:** Two storey and single storey extension to the side and rear, external rendering and single storey outbuilding

**Location:** 18 Stonehurst Road Braunstone Town Leicestershire (Ravenhurst Road)

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

- 1. before the proposed extension was brought into use; the three on-site parking spaces, shown in the plans must be available for use;*
- 2. the on-site parking spaces provided must have a hard bound, permeable surface or have adequate drainage; which must be maintained and permanently available for use as parking;*
- 3. the windows in the side elevation of the proposed extension must be of opaque glass and top opening only and must remain so in perpetuity; and*
- 4. no additional windows, openings or vents in the side elevation of the extension without the explicit consent of the local planning authority.*

- Reasons:**
- 1. To ensure sufficient on-site parking was available, avoiding additional parking on a narrow highway at a bend, which could present safety issues.*
  - 2. To ensure the surface was suitable for permanent use for parking and to reduce water run-off onto the highway during periods of heavy rain.*
  - 3. To protect the amenity enjoyed by the occupants of the neighbouring property in terms of privacy.*

4. *To protect the amenity enjoyed by the occupants of the neighbouring property in terms of privacy and noise.*

### Licensing Applications

There were no licensing applications to consider.

### **68. 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.

In respect of the application on land to the West of St Johns (B4114), Enderby, Councillor Robert Waterton advised that he was a member of the Planning Committee at Blaby District Council and that application 19/0164/OUT had been turned down by the Committee. In respect of application 23/1006/OUT, this was likely to be considered by the Planning Committee at Blaby District Council. Councillor Waterton advised that he would be considering the presentation, officer advise and points of discussion in the meeting when determining how to vote. Similarly at Blaby District Council's Planning Committee, Councillor Waterton stated that he would have an open mind and would be considering the officer report, presentation and advice, along with the points of discussion in the meeting, when determining how to vote.

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

**1. Application No:** 23/1066/OUT

**Description:** Outline application for a commercial development consisting of the erection of x4 warehouse buildings with ancillary officer and gatehouses (Use Class B8) and 3x general industrial buildings (Use Class B2) including associated access off Leicester Lane (revised application following refusal 19/0164/OUT)

**Location:** Land to the West of St Johns (B4114) Enderby Leicestershire LE19 2AB

**Response:** *Braunstone Town Council recommends that any approval be subject to the following conditions:*

- a) *a connecting cycle / footpath be provided by the developer, adjacent and parallel to the northbound carriageway of St Johns (B4114) which connects the cycle/footpath by Barr Close, to the development via the 2019 proposed route of the vehicular access from St Johns (now removed), to the entrance of the Park & Ride, with associated improvements to the crossing points, and*

*connecting to the cycle/footpath by Leicester Lane;*

- b) prior to commencement of any work, a detailed construction plan must to be submitted and approved by the Local Planning Authority setting out the method of construction and including details of a construction traffic route, an environmental and noise impact assessment, mitigating measures and measures to protect wildlife habitats, trees and water courses;*
- c) no construction work to be undertaken on the site until the proposed new road (application 19/0179/FUL & 19/0180/RM) and junction improvements (application 19/0178/FUL) had been approved, constructed and completed and confirmation received from the Local Highways Authority that the junction and new road met the relevant standards for a “B” road set out in the Leicestershire Highway Design Guide;*
- d) no construction work to be undertaken until an application had been submitted to and discharged by the Local Planning Authority setting out how the development would meet the requirements a – n set out in the Site Allocations Policy SA3 of the Blaby District Local Plan (Delivery) Development Plan Document, adopted February 2019; and*
- e) the proposed units on the site must not be operational until the improvements to the junction on Leicester Lane, the cycle/footpath on St Johns (including site access and crossings) and the site road layout, as set out in the submitted plans, had been approved, constructed and completed, with confirmation received from the Local Highways Authority that these met the relevant standards set out in the Leicestershire Highway Design Guide.*

**Reasons:**

*The site had been identified as new allocation for Employment in the Blaby District Local Plan (Delivery) Development Plan Document, adopted February 2019.*

- a) To provide infrastructure to encourage walking and cycling to the site, avoiding obstructions and having to cross the main road multiple times. The enhancement adjacent to the site would connect two existing sections providing a link to Fosse Park/Grove Park and Enderby (albeit cyclists would have to cross the road at the crossing point by Barr Close). This would provide a balanced contribution to enhancing sustainable transport infrastructure and connections in line with growth.*
- b) To ensure that any adverse impact upon the amenity enjoyed by local residents and upon the*

*local environment would be mitigated and controlled.*

- c) To mitigate the adverse impact on the capacity of the local highway network, reduction in air quality and the impact on the amenity enjoyed by residents in the surrounding residential areas.*
- d) To ensure that the development provided for a mix of uses, provided transport infrastructure improvements, highway improvements, included sustainable transport measures, protected the environment, heritage, biodiversity and landscape and addressed surface water run off mitigating potential flooding.*
- e) To mitigate the adverse impact on the capacity of the local highway network and reduction in air quality.*

**2. Application No:** 24/0060/HH

**Description:** Part garage conversion (extension)

**Location:** 5 Tillett Road Braunstone Town Leicestershire (Thorpe Astley Ward)

**Response:** *Braunstone Town Council does not object to the application; subject to the provision of on-site parking for at least three vehicles within the curtilage of the property, which should be hardbound and contain drainage/or be of a permeable material, and such parking permanently remaining available for use.*

**Reason:** *A four-bedroom dwelling should have parking provision for 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 highway due to the narrow road and the need to access residential properties; additional highway parking could cause obstruction and present highway safety issues.*

## **69. Additional Planning and Licensing Applications**

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

## **70. Planning Decisions**

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

**RESOLVED** that a member of the Committee for Millfield Ward be asked to pursue the following planning decisions with the relevant Planning Case Officer at Blaby District Council:

- 23/1006/HH; two storey side extension and two single storey rear extension including demolition of existing outbuilding (revised scheme to 22/1006/HH) at 31 Headley Road; and
- 23/1024/HH; two storey side extension, first floor side and rear extension; at 132 Kingsway.

*Reason for Decision*

*To understand why the Parking Standards in the Leicestershire Local Highway Design Guide had not been applied in these cases and whether Leicestershire County Council had been made aware of the Town Council's comments in relation to its local knowledge and the potential impact on highway safety.*

#### **71. Feedback on Planning Application Decisions**

The Committee noted that there was no feedback outstanding concerning planning application decisions by Blaby District Council where the Committee had queried the decision.

#### **72. Braunstone Village Conservation Area Extension**

The Committee received an update on the process to consider whether there would be a case to designate an area of Braunstone Village to the South of Braunstone Lane as a Conservation Area (item 10 on the agenda).

The Chief Executive & Town Clerk undertook to clarify whether Blaby District Council, scheduled for 16th April 2024, would receive a report concerning the proposed conservation area regardless of whether there was a recommendation to approve a consultation.

#### **RESOLVED**

1. that the approach to the *Review Process*, as set out in the report, be endorsed;
2. that an additional meeting of the Committee be scheduled for Thursday 11th April 2024 to consider the published report and recommendations being submitted to a meeting of Blaby District Council on 16th April 2024 on whether to undertake a public consultation;
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 and/or reschedule meetings of Planning & Environment Committee 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 consider and comment on whether the evidence presented supported the recommendations to either proceed or not proceed to the statutory public consultation stage of the process.*
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.*

**73. Care Homes**

The Committee received an update on number and location of Care Homes in former domestic dwellings in Braunstone Town and Thorpe Astley (item 11 on the agenda).

**RESOLVED**

1. that the report be noted; and
2. that a report be submitted to the meeting of the Committee, scheduled for February 2025, providing an update on the number and location of approved Care Homes in former domestic dwellings in Braunstone Town and Thorpe Astley.

*Reasons for Decision*

1. *To note the number and location of change of use applications from a domestic dwelling to a residential care home since 2016.*
2. *To monitor the expansion of residential care homes in residential areas in order to protect amenity and ensure provision was in the most appropriate location and to an appropriate standard.*

**74. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2023 to 31<sup>st</sup> January 2024 (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.*

**75. Approval of Accounts**

The Committee received payments from 6th December 2023 until 6th February 2024 (item 13 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 6th December 2023 until 6th February 2024 be approved.

*Reason for Decision*

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

**76. Houses in Multiple Occupation**

**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 – Personal Information and Information provided in confidence.*

The Committee received a report providing an update on known and potential Houses in Multiple Occupation in Braunstone Town and Thorpe Astley; and setting out feedback and issues which had been identified (item 14 on the agenda).

**RESOLVED**

1. that the report be noted;
2. that an article be placed in the Council pages of the Braunstone Life inviting residents to notify the Council if they suspected any Houses in Multiple Occupation in their neighbourhood;
3. that Blaby District Council's Licensing Department be approached concerning the status of the existing suspected Houses in Multiple Occupation (identified in red at Appendix 2 of the confidential report); and
4. that a report be submitted to the meeting of the Committee, scheduled for February 2025, providing an update on known and potential Houses in Multiple Occupation in Braunstone Town and Thorpe Astley and setting out feedback and any issues which had been identified.

*Reasons for Decision*

1. *To monitor the growth in Houses in Multiple Occupation in order to protect amenity and ensure provision was in the most appropriate location and to an appropriate standard.*
2. *To ensure that all properties operating as Houses in Multiple Occupation were registered and complied with the regulations, including the safety*

*standards.*

3. *To determine whether the properties suspected of operating as a House in Multiple Occupation were being investigated or whether it had been confirmed that the properties were not operating as a House in Multiple Occupation.*
4. *To monitor the expansion of Houses in Multiple Occupation, to ensure that such properties were properly regulated and to ensure that communities were not adversely affected.*

The meeting closed at 9.05pm.

**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 18<sup>th</sup> April 2024.*



## BRAUNSTONE TOWN COUNCIL

### PLANNING & ENVIRONMENT COMMITTEE – 18<sup>th</sup> APRIL 2024

#### Item 5 – Planning and Licensing Applications dealt with under Delegated Authority

##### Purpose

To receive and note responses to planning and licensing applications taken under Delegated Authority.

##### Planning Applications

- 1. Application No:** 24/0099/FUL
- Description:** Change of use of dwelling (Use Class C3) to a Children’s Residential Home (Use Class C2) for the care of up to 3 children
- Location:** 136 Narborough Road South Braunstone Town Leicestershire (Ravenhurst Ward)
- Response:** *Braunstone Town Council does not object to:*
1. *the proposed single storey rear extension; nor*
  2. *the proposed change of use, subject to:*
    - a) *no more than 3 children (i.e. up to the age of 18 years old) without the prior approval of the local planning authority;*
    - b) *the onsite car parking arrangements, for at least two vehicles, as set out in the submitted plans being provided prior to occupation and permanently available for use;*
    - c) *the onsite car parking (in b above) being surfaced with a hard bound material, either permeable or with drainage and permanently maintained; and*
    - d) *the installation of sound proofing measures, subject to the approval of the Environmental Health Authority, on the party wall with no. 134.*
- Reasons:**
1. *The property was on a large established plot and a single storey rear extension was unlikely to have an adverse impact on the amenity enjoyed by the neighbouring properties.*

2. *The proposal would support vulnerable children in a community setting; however, it was important:*
- a) *to ensure that the number of children cared for was appropriate to the size of the dwelling and its amenities;*
  - b) *to avoid parking on the narrow highway (including the footpath) close to a road junction, which could present safety issues for highway users (including pedestrians);*
  - c) *to ensure the parking area was suitable for parking while avoiding surface water run-off; and*
  - d) *to protect the amenity enjoyed by the occupants of the neighbouring property in terms of noise and disturbance.*

- 2. Application No:** 24/0102/FUL
- Description:** Change of use from dwelling house (use class C3) to residential home for care of up to 2 children (use Class C2)
- Location:** 10 Millfield Crescent Braunstone Town Leicestershire (Millfield Ward)
- Response:** *Braunstone Town Council objects to the application due to insufficient private outdoor amenity space for the proposed use.*
- Reasons:** *The property does not contain any private and secure outdoor amenity space. To enclose the small space on the front would require fencing and this would be detrimental to the character and appearance of the street scene. Given the proposal was to care for two vulnerable children, the dwelling and curtilage was considered to be unfit for purpose.*
- 3. Application No:** 24/0067/HH
- Description:** Single storey side and rear extension
- Location:** 10 Gwencole Avenue Braunstone Town Leicestershire (Ravenhurst Ward)
- Response:** *Braunstone Town Council does not object to the application; subject to:*
- a) *retention of the existing on-site parking for at least two vehicles, which must be able to park within the curtilage of the property; and*

b) *no side windows in the side elevation of the proposed extension without the explicit consent of the local planning authority.*

**Reasons:**

- a) *To avoid additional parking on the highway, close to a road junction and the overhanging of vehicles which would obstruct the footway.*
- b) *To protect the amenity enjoyed by the neighbouring property in terms of noise and privacy.*

**4. Application No:**

24/0168/FUL

**Description:**

Erection of EV chargers & canopy, jet wash bays, sub station enclosure, LV panel, meter cabinet, plant room and associated forecourt works

**Location:**

Osiers Travellers Check Lubbesthorpe Way  
Braunstone Town Leicester (Thorpe Astley Ward)

**Response:**

*Braunstone Town Council does not object to the proposals; subject to the retention and protection of trees as set out in the Tree Survey submitted with the application; and in particular compliance during construction with sections:*

- *5 – Arboricultural Impact Assessment,*
- *6 – Tree Protection;*
- *7 – Special Measures for working within a Root Protection Area;*
- *8 – Arboricultural Method Statement.*

**Reason:**

*To support the provision of Electric Vehicle Charging Points; while avoiding an adverse impact on the local environment ensuring that trees important to bio-diversity and nature would be retained.*

**5. Application No:**

24/0171/HH

**Description:**

Conversion of garage to provide adapted living accommodation/ground floor bedroom.

**Location:**

14 Farmway Braunstone Town Leicester  
Leicestershire (Millfield Ward)

**Response:**

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

- a) *retention of the existing on-site parking for three vehicles; and*
- b) *no side windows, openings or ventilation in the side elevation of the property, adjacent to No.12,*

*without the explicit consent of the local planning authority.*

**Reasons:**

- a) To avoid additional parking on a narrow highway.*
- b) To protect the amenity enjoyed by the neighbouring property in terms of noise and privacy.*

Licensing Applications

There are no licensing applications.

## **BRAUNSTONE TOWN COUNCIL**

### **PLANNING & ENVIRONMENT COMMITTEE – 18<sup>th</sup> APRIL 2024**

#### **Item 6 – Planning and Licensing Applications**

##### Purpose

To agree observations on planning and licensing applications received.

##### Planning Applications

- 1. Application No:** 24/0102/FUL

**Description:** Change of use from dwellinghouse (use class C3) to residential home for care of up to 2 children (use class C2), provision of new hardstanding & vehicular access from Millfield Crescent.

Revised parking plan with new vehicular access & soft landscaping plan

**Location:** 10 Millfield Crescent Braunstone Town Leicestershire (Millfield Ward)
- 2. Application No:** 24/0221/HH

**Description:** Front porch and extension to the existing garage

**Location:** 25 Percy Street Braunstone Town Leicestershire (Ravenhurst Ward)
- 3. Application No:** 24/0089/FUL

**Description:** Installation of external oxidiser to north side of existing industrial unit

**Location:** Clifton Packaging Group Plc Meridian West Braunstone Town Leicester (Thorpe Astley Ward)

##### Licensing Applications

There are no licensing applications.

**BRAUNSTONE TOWN COUNCIL**

**PLANNING & ENVIRONMENT COMMITTEE – 18<sup>th</sup> APRIL 2024**

**Item 8a – Planning Decisions**

To receive and note planning decisions made by Blaby District Council.

<b>Application Number</b>	<b>Description</b>	<b>Location</b>	<b>Braunstone Town Council Response</b>	<b>Decision by Planning Authority</b>
23/0991/HH	Retention of external wall cladding to front, rear and side of existing dwelling	9 Monica Road Braunstone Town Leicestershire LE3 2PR (Millfield Ward)	Braunstone Town Council does not object to the proposal.	Approved; subject to <ul style="list-style-type: none"><li>• Built in strict accordance with approved plans; and</li><li>• All external materials used matching those as stated on the application unless otherwise agreed in writing.</li></ul>
23/1089/HH	First floor side extension and single storey rear extension	286 Braunstone Lane Braunstone Town Leicestershire LE3 3AT (Ravenhurst Ward)	Braunstone Town Council does not object to the application; subject to: <ol style="list-style-type: none"><li>1. the materials to be used in the construction matching those of the existing dwelling; and</li><li>2. on-site parking, within the curtilage of the property, being provided for at least three vehicles and being permanently available by use.</li></ol>	Approved; subject to <ul style="list-style-type: none"><li>• Built in strict accordance with approved plans;</li><li>• All external materials used matching the existing;</li><li>• the existing car parking facilities as shown in Drwg. No 4040-02 Rev A – Proposed Floor Plans, Elevations and Block Plan (including parking provision) shall remain permanently available for car parking.</li></ul>

Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
23/1078/VAR	Variation of condition 2 (approved drawings) and condition 3 (materials) attached to previous planning permission reference 23/0431/HH	3 Edward Avenue Braunstone Town Leicestershire LE3 2PB (Millfield Ward)	Not Applicable	Approved; subject to <ul style="list-style-type: none"> <li>• Built in strict accordance with approved plans; and</li> <li>• Built in accordance with the materials detailed on the planning application with the exception of the window openings which shall be black unless alternative materials are agreed.</li> </ul>
24/0003/FUL	Change of use from Dwelling (C3) to Children's Care Home (C2): for two children aged between 5 and 17.	46 Darien Way Thorpe Astley Braunstone Town Leicestershire (Thorpe Astley Ward)	Braunstone Town Council does not object to the change of use; subject to: <ol style="list-style-type: none"> <li>1. no more than two children aged between 5 and 17 (inclusive) at any one time;</li> <li>2. prior to first use, on-site parking on the front curtilage of the property being provided for at least three vehicles, which must be hard bound and either permeable or with appropriate drainage; and</li> <li>3. the garage not being converted or put to any alternative use that would prevent it being available as a garage for the parking of a motor vehicle.</li> </ol>	Approved; subject to <ul style="list-style-type: none"> <li>• Built in strict accordance with approved plans;</li> <li>• limited to the residential care of no more than two children between the ages of 5 and 17 (inclusive) at any one time;</li> <li>• limited to a maximum of 2 members of staff working at any one time;</li> <li>• limited to a Children's Home only and for no other use falling within Class C2; and</li> <li>• Vehicle parking details shown on drawing 'Block/Site Plan' are to be retained and made available for parking in perpetuity.</li> </ul>

Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
24/0053/FUL	Installation of two rapid electric vehicle charging stations	Mcdonalds Restaurant Meridian East Meridian Business Park Braunstone Park (Thorpe Astley Ward)	Braunstone Town Council does not object to the application.  The provision of electric vehicle charging points expanded the network of chargers and therefore, supported the use of electric vehicles.	Approved; subject to <ul style="list-style-type: none"> <li>• Built in strict accordance with approved plans; and</li> <li>• when the development is no longer needed as a charging point for electric vehicles, that the development is removed as soon as reasonably practicable; and the land reinstated to its condition before that development was carried out.</li> </ul>
24/0029/HH	Single storey side extension and front porch	36 Rosamund Avenue Braunstone Town Leicester (Ravenhurst Ward)	Braunstone Town Council does not object to the application.  The proposed extension was adjacent to a highway rather than a neighbouring property and was single storey. Sufficient on-site parking was available for the number of bedrooms.	Approved; subject to <ul style="list-style-type: none"> <li>• Built in strict accordance with approved plans;</li> <li>• external materials matching those stated on the application form unless otherwise agreed in writing; and</li> <li>• the existing car parking facilities as shown in Drwg No.PH23069/01/07 Rev P02 – Parking Provision, shall permanently remain available for car parking.</li> </ul>



Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
23/0908/FUL	Erection of 1 semi-detached dwelling including alterations and extensions to No. 30 Pinfold	Land adjacent 30 Pinfold Braunstone Town Leicestershire LE3 2UW (Millfield Ward)	<p>Braunstone Town Council does not object to the proposals; subject to:</p> <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>3. the surface of the on-site parking being hardbound permeable material with appropriate drainage; and</li> <li>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.</li> </ol>	See Appendix b – full decision notice

Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
24/0063/HH	Single storey side and rear extension and front porch	136 Edward Avenue Braunstone Town Leicestershire (Millfield Ward)	Braunstone Town Council does not object to the application; subject to at least three off street parking spaces being provided within the curtilage of the property.	Approved; subject to <ul style="list-style-type: none"> <li>• Built in strict accordance with approved plans;</li> <li>• external materials used matching those used in the existing building unless otherwise agreed in writing by the DPA; and</li> <li>• the car parking facilities as shown in Drwg No. VD 23670 shall be provided prior to first occupation of the extension and shall permanently remain available for car parking.</li> </ul>
24/0060/HH	Conversion of garage to form habitable accommodation (retention)	5 Tillett Road Braunstone Town Leicestershire (Thorpe Astley Ward)	Braunstone Town Council does not object to the application; subject to the provision of on-site parking for at least three vehicles within the curtilage of the property, which should be hardbound and contain drainage/or be of a permeable material, and such parking permanently remaining available for use.	Approved; subject to <ul style="list-style-type: none"> <li>• Built in strict accordance with approved plans;</li> <li>• constructed using the materials specified on the 'Planning Application' forms, unless alternative materials are agreed in writing; and</li> <li>• The existing drive on the site frontage shall permanently remain available for two car parking spaces.</li> </ul>

Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
24/0171/HH	Conversion of garage to provide adapted living accommodation/ground floor bedroom	14 Farmway Braunstone Town Leicestershire (Millfield Ward)	Braunstone Town Council does not object to the application; subject to: a) retention of the existing on-site parking for three vehicles; and b) no side windows, openings or ventilation in the side elevation of the property, adjacent to No.12, without the explicit consent of the local planning authority.	Approved; subject to <ul style="list-style-type: none"> <li>• Built in strict accordance with approved plans;</li> <li>• carried out in accordance with the materials specified on the planning application form unless otherwise agreed in writing;</li> <li>• Prior to first occupation, the on-site frontage car parking space shown on the approved plan shall be provided, maintained and made available for such use in perpetuity; and</li> <li>• The occupation of the proposed garage conversion shall be ancillary to the residential occupation of the main dwelling. It shall not be occupied as a separate living unit and should not be sold, let or otherwise disposed of.</li> </ul>

APPROVAL



Council Offices, Desford Road, Narborough, Leicester, LE19 2EP

## NOTICE OF DECISION ON PLANNING APPLICATION

### TOWN AND COUNTRY PLANNING ACT 1990

#### PLANNING PERMISSION

#### Name and Address of Applicant

Mr W Thornton  
42 Woodlands Avenue  
Groby  
Leicester  
Leicestershire  
LE6 0BQ

#### Name and Address of Agent

Mr John Hackman  
The Drawing Room (Architects) Ltd  
Chartered Architects  
130 Moat Street  
Wigston  
Leicester  
LE18 2GE

#### Part -1 Particulars of Application

Date of Application 6 November 2023 Application No. **23/0908/FUL**

#### Particulars and Location of Development

Erection of 1 semi-detached dwelling including alterations and extensions to No. 30 Pinfold

Land Adjacent 30 Pinfold Braunstone Town Leicestershire LE3 2UW

#### Part -2 Particulars of Decision


In pursuance of its powers under the Town and Country Planning Act 1990, the Blaby District Council **GRANTS** planning permission for the carrying out of the development referred to in PART -1 hereto in accordance with the application and plans submitted, subject to the following conditions;

Conditions attached to the planning permission and reasons for those conditions are :-

#### CONDITIONS

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

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- 2 The Development hereby approved shall be built in strict accordance with the following approved plans;

Proposed Details - drawing reference 4021-02 rev f received 1 February 2024  
Existing details including site location plan – drawing reference 4021-01

- 3 The external elevations of the proposed dwelling shall be constructed in facing bricks to match those of the existing building of No. 30 Pinfold.
- 4 The development hereby permitted shall not be occupied until such time as the parking facilities have been implemented in accordance with The Drawing Room (Architects) drawing number 4021-02 rev f. Thereafter the onsite parking provision shall be kept available for such use in perpetuity.
- 5 No part of the development hereby permitted shall be occupied until such time as the access arrangements shown on The Drawing Room (Architects) drawing number 4021-02 rev f have been implemented in full.
- 6 The development hereby permitted shall not be occupied until such time as the access drives have been surfaced with tarmacadam, or similar hard bound material (not loose aggregate) for a distance of at least 5 metres behind the highway boundary and, once provided, shall be so maintained in perpetuity.
- 7 Notwithstanding the provisions of Part 2 of Schedule 2, Article 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking and re-enacting that Order) no gates, barriers, bollards, chains or other such obstructions shall be erected to the vehicular accesses.
- 8 Notwithstanding the submitted details, within one month of the commencement of works on site, a plan showing a detailed soft and hard landscaping scheme shall be submitted to and agreed in writing by the District Planning Authority. This scheme shall include details of:
- a) any existing trees, shrubs, hedges, water bodies to be retained and measures of protection in the course of the development;
  - (b) new tree and shrub planting. Including plant type, size, quantities and locations;
  - (c) other surface treatments;
  - (d) fencing and boundary treatments
  - (e) any changes in levels or contours;




- 9 The approved landscaping scheme shall be carried out within one year of completion of the development and any trees, hedges, shrubs or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the District Planning Authority gives written consent to any variation.
- 10 Prior to the commencement of any development, a scheme for the provision and implementation of foul water drainage shall be submitted to and approved in writing by the District Planning Authority.
- 11 Prior to the commencement of any development, a scheme for the provision and implementation of surface water drainage should be submitted to and approved by the District Planning Authority.
- 12 Notwithstanding the provisions of Article 3, Schedule 2, Part 1, Classes A and E of the Town and Country Planning (General Permitted Development) Order 2015, (or any subsequent re-enactment with or without modification), no further extensions, additions or boundary fencing to the proposed dwelling or the existing dwelling at No. 30 Pinfold, or the erection of any outbuildings within either curtilage shall be constructed without the prior permission of the District Planning Authority granted on an application submitted in that regard.
- 13 No development (including any potential works of demolition) shall commence until a Demolition and Construction Method Statement has been submitted to, and approved in writing, by the District Planning Authority. The approved Statement shall be adhered to throughout the land development period. The statement shall provide for:
  - a) Measures to control the emissions of dust and dirt during demolition and construction, with particular emphasis in tracking onto the highway,
  - b) Measures to control the emissions of noise during demolition and construction referring to appropriate standards and
  - c) Hours of construction and deliveries.
- 14 Before the development hereby permitted is commenced, an appropriate land contamination survey shall be carried out by a competent person, referring to relevant standards. The resultant report shall be submitted to and agreed in writing by the District Planning Authority. Any remedial or mitigation works recommended by the report shall be completed prior to the occupation of the development, and verification of this submitted to the District Planning Authority



**REASONS**

- 1 To prevent the unnecessary accumulation of unimplemented permissions, to encourage early implementation and to enable the District Planning Authority to review the consent if a further application is made.
- 2 For the avoidance of doubt.
- 3 To ensure that the District Planning Authority can exercise proper control over the materials used and the appearance of the building when completed, in the interest of visual amenity.
- 4 To ensure that adequate off-street parking provision is made to reduce the possibility of the proposed development leading to on-street parking problems locally in the interests of highway safety and in accordance with the National Planning Policy Framework (2023)
- 5 To ensure a safe and suitable form of access to the site in the interests of general highway safety and in accordance with the National Planning Policy Framework (2023).
- 6 To reduce the possibility of deleterious material being deposited in the highway (loose stones etc.) in the interests of highway safety and in accordance with the National Planning Policy Framework (2023).
- 7 To enable a vehicle to stand clear of the highway in order to protect the free and safe passage of traffic including pedestrians in the public highway in accordance with the National Planning Policy Framework (2023).
- 8 To ensure that the District Planning Authority can exercise proper control over the visual appearance of the area and in the interests of the character and appearance of the area.
- 9 In the interests of visual amenity.
- 10 To ensure that the development is provided with a satisfactory means of drainage.
- 11 To ensure that the development is provided with a satisfactory means of drainage.
- 12 To prevent overdevelopment of the site and in the interests of the character and appearance of the area.
- 13 In the interests of the surrounding area given the site is in close proximity to residential properties.

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- 14 To ensure the safety of the site as the site lies within 250 metres of a former landfill site where there is potential for migrating landfill gas. In addition this will ensure any land contamination resulting from previous uses of the land are addressed.

**NOTES TO APPLICANT**

1. Lofts and roof spaces are often used by bats, owls and nesting birds for roosting and nesting. Nesting birds and bats, their roosts and their access to these roosts are protected by Law under the Wildlife and Countryside Act 1981 (with amendments).

When work is to be carried out on a built structure it is recommended that the structure is visited and inspected for the presence of bats and birds by a trained operative before development is commenced.

Should bats, owls or nesting birds be discovered in the structure concerned in the application, Natural England must be informed immediately and no works permitted until any necessary mitigation measures have been put in place.

2. You are advised that you are responsible for the safe development and secure occupancy of the proposed development in respect of the potential risk from migrating landfill gas.
3. All works within the limits of the Highway with regard to the access shall be carried out to the satisfaction of the Southern Area Manager - (telephone 0116 305 2202).
4. This grant of planning permission does not authorise any development outside the application site including any foundation, footings, fascias, eaves, soffits, verges or guttering.
5. The development hereby permitted must be carried out in complete accordance with the approved plans. If changes are made to the approved scheme, whether INTERNALLY or EXTERNALLY, the development will not be in accordance with this grant of planning permission, it therefore would not benefit from planning permission and may result in enforcement action.
6. When Central Government introduced changes to the fees to be submitted in respect of planning applications, it also introduced a fee to be paid for the discharge of conditions attached to the permission. The fee is payable in respect of each request to discharge conditions, not for individual conditions. I would suggest that if there are a number of conditions which need to be discharged, they are grouped into one request.





You should keep the decision of the Council in respect of discharged conditions as a fee is now also paid for each request confirming that conditions have been discharged.

7. The granting of this planning permission does not in any way indemnify against statutory nuisance action being taken should substantiated complaints within the remit of part III of the Environmental Protection Act 1990 be received. For further information please contact the Blaby District Council Environmental Health Services.

**SUMMARY OF REASONS FOR RECOMMENDATION AND RELEVANT DEVELOPMENT PLAN POLICIES**

- 1 The District Planning Authority has reached its decision taking into account the advice contained within paragraph 38 of the National Planning Policy Framework and, where possible, has worked proactively with the applicants to seek solutions to problems arising in relation to dealing with the planning application.

Mr W Thornton

Date: 8 March 2024  
My Ref: Development Monitoring  
Contact: Planning Enforcement Team  
Tel No: 0116 272 7521  
Email: [planning.enforcement@blaby.gov.uk](mailto:planning.enforcement@blaby.gov.uk)

Dear Sir/Madam

### **Development Monitoring**

The enclosed planning permission has been granted and is subject to all the planning conditions attached to and forming part of the planning permission. Failure to comply with these conditions will be a breach of planning control which may result in your development being unauthorised and subject to enforcement and/or legal action.

Therefore you should ensure that you notify the Planning Enforcement Section at least 4 weeks prior to commencement of the development to ensure that all pre-commencement conditions have been discharged and complied with. Please contact me using the details at the top of this communication.

It should also be noted that the site will be monitored to ensure:-

- (a) compliance with all conditions attached to the planning permission and;
- (b) the development is carried out in accordance with the approved plans.

I look forward to your co-operation with this matter however, if you require any further information or assistance please do not hesitate to contact me.

Yours faithfully

Planning Enforcement Team

## **BRAUNSTONE TOWN COUNCIL**

### **PLANNING & ENVIRONMENT COMMITTEE – 18<sup>th</sup> APRIL 2024**

#### **Item 10 – Braunstone Village Conservation Area Proposals**

##### Purpose

To receive an update on the process to consider whether there is a case to designate an area of Braunstone Village to the South of Braunstone Lane as a Conservation Area, including revised timescales for the review.

##### Background

On 15th February 2024, the Committee received an update on the timescales and process for evaluating whether there is a case to designate the area of Braunstone Village to the south of Braunstone Lane/Main Street as a Conservation Area, which would be complementary to the existing Braunstone Conservation Area in protecting and enhancing the special character and appearance of Braunstone Village (minute 72).

The following outline programme was reported:

<b>Dates (15 February)</b>	<b>Stage</b>
February 2024	1. Evidence Gathering
March 2024	2. Internal Checking
16 <sup>th</sup> April 2024	Blaby District Council considers undertaking consultation
April / May 2024	3. Public Consultation
June 2024	4. Assessing Consultation Responses
16 <sup>th</sup> July 2024	5. Blaby District Council considers Adoption proposal

##### Review Process

###### *Stage 1 – Evidence Gathering*

Leicester City Council's conservation team are providing all technical support to facilitate the evidence gathering and appraisal process. The team have the technical knowledge to undertake the work in relation to the process and legislation.

The evidence gathering, which also involved reviewing 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), to inform the process is complete.

The draft documents, which consists of a Character Appraisal and a Management Plan, were received by Blaby District Council, as the planning authority, and provided to Braunstone Town Council on 19th February 2024 ahead of the Internal Checking process.

### *Stage 2 – Internal Checking*

The Internal Checking process involved Blaby District Council's Planning Policy Team and Development Management Team, as well as Braunstone Town Council's Chief Executive & Town Clerk. Discussions were held with the officer from Leicester City Council's Conservation Team to check the evidence and work to ensure that it is legally defensible and robust in planning terms. Discussions were held about how any Conservation Area will be managed and the evidence for further restrictions on permitted development rights if these are included.

The Internal Checking process is now complete and the next stage is for Blaby District Council's full Council to consider a recommendation to consult on the draft proposals.

### *Stage 3 – Public Consultation*

The Blaby District Council meeting originally scheduled for 16th April was cancelled due to a lack of items. The Town Council has been advised that the proposed Conservation Area consultation report will be considered by the next available District Council meeting, which is the Annual Meeting on Tuesday 21st May.

The report and supporting documentation will be published five clear working days prior to this meeting, i.e. Monday 13th May. Consequently, the meeting of the Town Council's Planning & Environment Committee scheduled for 11th April was also cancelled and the Committee will need to rearrange the meeting to an appropriate date in May, ahead of Blaby's full Council meeting, to consider and comment on the proposal to consult.

The next scheduled meeting of Planning & Environment Committee is on Thursday 6<sup>th</sup> June 2024. Therefore, it is recommended that an additional meeting of the Committee is scheduled for Thursday 16th May 2024 at 6pm (prior to Community Development Committee at 7.30pm) to consider the published report and recommendations due to be considered by Blaby District Council on 21st May 2024.

The public consultation, if approved, will be a statutory consultation carried out by Blaby District Council and supported by Braunstone Town Council. The Town Council will support the consultation process using its communications channels, premises and the Citizens' Advisory Panel.

The Chief Executive & Town Clerk has spoken to the officer dealing with the conservation area proposal and offered the Town Council's assistance in supporting and preparing for the consultation ahead of the May meeting, in order that wheels can be put in motion as soon as possible after a decision.

The public consultation is expected to be open for six to eight weeks during May and June 2024. Potentially the meeting of the Committee on Thursday 6th June will potentially consider and respond to the public consultation

The next meeting of Citizens' Advisory Panel is scheduled for Thursday 23<sup>rd</sup> May. Therefore, it is likely that an additional meeting of the Panel will need to be arranged during the consultation period to consider and respond to the public consultation.

#### Stage 4 – Assessing Consultation Responses

Following the consultation period, the results will be assessed by officers. This part of the process can take four to eight weeks depending on the number, depth and complexity of the consultation responses.

If there is a case to designate a conservation area then the proposed Character Appraisal and associated policy documents will be updated accordingly.

#### Stage 5 – Adoption

Since the number, depth and complexity of the consultation responses is not known at this stage, it is not possible to determine whether final proposals would be ready for consideration by Blaby District Council on 16<sup>th</sup> July or whether consideration would be at the meeting scheduled for 24<sup>th</sup> September.

Either way, a recommendation, based on the evidence gathered, the appraisal, and the consultation results, will be made to Blaby District Council.

Similarly, it is recommended that a meeting of Planning & Environment Committee be scheduled prior to the District Council meeting to consider the proposals and recommendations. A date will be proposed to Committee once timescales are known.

Blaby District Council will determine whether or not to designate the Town/District side of Braunstone Village as a Conservation Area, and if so the area for designation.

#### Outline Work Programme

The following revised outline timetable has been produced, assuming that the full length of time is needed to assess consultation responses:

<b>Revised Timescales</b>	<b>Stage</b>
February 2024	1. Evidence Gathering - completed
March 2024	2. Internal Checking - completed
21 <sup>st</sup> May 2024	Blaby District Council considers undertaking consultation
May / June 2024	3. Public Consultation
July 2024	4. Assessing Consultation Responses
24 <sup>th</sup> September 2024	5. Blaby District Council considers Adoption proposal

Braunstone Town Council will be involved at certain key stages in the process.

#### Recommendations

1. That the approach to the *Review Process*, as set out in the report, be endorsed;
2. that an additional meeting of the Committee be scheduled for Thursday 16<sup>th</sup> May 2024 at 6pm to consider the published report and recommendations being submitted to a meeting of Blaby District Council on 21<sup>st</sup> May 2024 on whether to undertake a public consultation;
3. that the *Outline Work Programme*, as set out in the report, and assuming that the full length of time would be needed to assess consultation responses, 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 and/or reschedule meetings of Planning & Environment Committee 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

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 consider and comment on whether the evidence presented supported the recommendations to either proceed or not proceed to the statutory public consultation stage of the process.
3. To confirm the stages of the review, along with the anticipated dates upon which the detailed milestones and work would be programmed, assuming that the full length of time would be needed to assess consultation responses.
4. To progress the review process and work programme avoiding any further delay.

## **BRAUNSTONE TOWN COUNCIL**

### **PLANNING & ENVIRONMENT COMMITTEE – 18<sup>th</sup> APRIL 2024**

#### **Item 11 – Charges – Dog Waste Bags**

##### Purpose

To consider an increase to the charges for dog waste bags and a framework for increasing the price to cover costs.

##### Background

Policy & Resources Committee on 11<sup>th</sup> January 2024 (minute 72) and Council on 25<sup>th</sup> January 2024 (Council minute 6190), considered the budget and precept for 2024/2025, including fees and charges and set out proposed estimates for future years.

To avoid a huge jump in prices in subsequent years and given the pressure on the precept for 2024/2025; it was resolved “that an approximate 5% (actual cash figures to be rounded) increase be applied to Community Centres, sports pitches and miscellaneous fees and charges from 2024/2025 and that a detailed report be submitted to the next meeting of Policy & Resources Committee (scheduled for 7th March 2024) for consideration and approval”.

##### Dog Waste Bags

The Town Council purchases for resale from its Service Desks Dog Waste bags.

On 20th June 2019, the Committee resolved to reduce plastic waste and purchase bio-degradable bags (Minute 22, Resolution & Reason 2, 2019 – 2021).

On 12<sup>th</sup> August 2021, the Committee resolved that the fee charged for 100 bio-degradable dog waste bags be increased from £1.00 to £1.20 (including VAT) to cover the purchase, costing £0.97 per 100 and 20% VAT (minute 31, 2021/2022).

The Council recently purchased 50,000 dog waste bags for £658.50, which is equivalent to £1.32 per 100. With 20% VAT, 26p, the Council would need to charge £1.58 to cover its costs. However, since the current price is £1.20 per 100 bags, the Council is now incurring a loss of 38p per 100 bags.

To cover the purchase cost, it is recommended that the price for 100 dog waste bags is increased to the next 5p, i.e. £1.60.

There is a potential that the purchase price may increase again, therefore, it is recommended that delegated authority is given to increase the sale price to ensure costs are covered.

## Recommendations

1. That the price charged for 100 bio-degradable dog waste bags be increased to the next 5p above the purchase cost plus 20% VAT (currently the purchase cost plus 20% VAT was £1.58 per 100; therefore, the price charged to the customer would be £1.60 including VAT); and
2. that delegated authority be given to the Chief Executive & Town Clerk to determine the implementation date and to vary the future price charged to customers, as set out in resolution 1 above.

## Reasons

1. To provide alternative bio-degradable dog waste bags, ensuring that the Council provided access to products which were more environmentally friendly, while ensuring that purchase costs were covered by the resale price.
2. To set a specific date for timely implementation, allowing time for systems and publicity to be updated, and to ensure that future purchase costs were covered by the resale price.



## **BRAUNSTONE TOWN COUNCIL**

### **PLANNING & ENVIRONMENT COMMITTEE – 18<sup>th</sup> APRIL 2024**

#### **Item 12 – Dog Bin – Waste Collection Review**

##### Purpose

To note the outcome of a review of providers for Dog Bin Waste Collections.

##### Background

At the meeting of the Planning & Environment committee held on 14<sup>th</sup> December 2023, members resolved that a bench mark review of the Dog Waste Bin contract be undertaken to ensure that the Council had a competitive contract for emptying dog waste bins.

The Town Council currently had a rolling contract with Target Hygiene for emptying 48 dog waste bins in Braunstone Town and Thorpe Astley which was amended 27<sup>th</sup> September 2023 to include a new bin installed at Thorpe Astley. All 48 bins are emptied on a weekly basis. The contract with Target Hygiene commenced in February 2019 and there had been very few issues over the five years of the contract. Any issues that had arisen were quickly resolved by the contractor.

The Town Council was currently paying £4.50 per bin which resulted in a quarterly payment to the contractor of £2808.00 plus VAT.

In the LRALC Round Robin report January 2024 that was circulated to local town and parish councils, a request was included from the Town Council for information on dog waste companies that other councils used to empty dog bins and what charges were made, in order for comparative costs for the service to be considered. No responses had been received.

Investigations were also made into other waste service contractors that included dog waste bin emptying. Very few waste contractors carried out this service and of the few that did, only one offered bin emptying that covered Leicestershire apart from the Town Council's current supplier.

The other contractor offered dog waste bin emptying for £5.35 plus VAT per bin, that equated to £3,338.40 per quarter.

##### Recommendation

That the current contractor for dog waste bin emptying be retained.

##### Reason

The only alternative waste contractor offering a dog waste bin emptying service to cover Leicestershire was more expensive than the current contractor being used by the Town Council.

# Financial Budget Comparison

## for 8. Planning & Environment

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve	Actual Net	Balance
<b>8. Planning &amp; Environment</b>					
<b>Income</b>					
807	Projects	£0.00	£0.00	£0.00	£0.00
890	Consumer Products (Sales)				
890/1	General	£0.00	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,150.00	£0.00	£962.00	-£188.00
890	Total	£1,150.00	£0.00	£962.00	-£188.00
<b>Total Income</b>		£1,150.00	£0.00	£962.00	-£188.00
<b>Expenditure</b>					
8070	Projects				
8070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
8070	Total	£0.00	£0.00	£0.00	£0.00
8190	Professional Fees	£250.00	£0.00	£0.00	£250.00
8440	Waste Services (Dog Bins)	£9,538.00	£0.00	£10,924.83	-£1,386.83
8460	Furniture	£2,600.00	£0.00	£3,160.32	-£560.32
8900	Consumer Products (Purchase for resale)				
8900/1	Poop Scoops	£1,100.00	£0.00	£658.50	£441.50
8900	Total	£1,100.00	£0.00	£658.50	£441.50
<b>Total Expenditure</b>		£13,488.00	£0.00	£14,743.65	-£1,255.65

# Financial Budget Comparison

## for 8. Planning & Environment

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

**2023/2024**

**Reserve**

**Actual Net**

**Balance**

# Paid Expenditure Transactions

paid between 06/02/24 and 31/03/24, for the 8. Planning Environment

**Start of year 01/04/23**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS240311T ARGET6863	18/03/24	19750		£16.20	£2.70	£13.50	8. PE	Target Pest Control & Hygiene	Collection 1 Dog Waste Bins - Hillcott Green 8440
<b>Total</b>				£16.20	£2.70	£13.50			