



# BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

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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.

6<sup>th</sup> December 2023

**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 14<sup>th</sup> December 2023** 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/82585419740?pwd=5lufN01WHdoqdl6dbOOv20B5lDl89g.1>

Meeting ID: 825 8541 9740

Passcode: 709324

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 26<sup>th</sup> October 2023**  
To confirm the accuracy of the Minutes of the Meeting held on 26<sup>th</sup> October 2023 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**).
9. **Feedback on Planning Application Decisions**  
To receive feedback concerning planning application decisions by Blaby District Council where the Committee has queried the decision; as follows:
  - a) Cllr Mark Widdop – contact the Planning Case Officer for more information behind the planning decision 23/0236/HH, Single storey front extension, at 57 St Mary's Avenue; and
  - b) Cllr Gary Sanders – contact the Planning Case Officer for more information behind the planning decision 23/0224/HH, Single storey front extension, at 45 Bolus Road.

10. **Braunstone Village Conservation Area Extension**  
To receive 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 (**Enclosed**).
11. **Gateway Signs to Braunstone Town**  
To receive an update on proposals to replace some of the Gateway signs to Braunstone Town (**Enclosed**).
12. **Draft Climate Change & Environmental Action Plan**  
To consider a proposed action plan to deliver the Climate Change and Environmental Strategy's Objectives (**Enclosed**).
13. **Planning & Environment Priorities and Objectives**  
To consider the Planning & Environment Priorities and Objectives and determine whether they were relevant to address current and emerging issues faced by the Council and the community (**Enclosed**).
14. **Financial Comparisons**  
To receive Financial Comparisons for the period of 1<sup>st</sup> April 2023 to 30<sup>th</sup> November 2023 (**Enclosed**).
15. **Capital Plan and Budget Estimates 2024/2025**  
To consider a Statement of Expenditure for 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023, a list of capital projects for 2024/2025 and beyond and a proposed budget for 2024/2025 for recommendation to Policy & Resources Committee (**Enclosed**).
16. **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.
17. **Approval of Accounts**  
To consider payments from 18<sup>th</sup> October 2023 until 5<sup>th</sup> December 2023 (**Enclosed**).

*Next Scheduled Meeting: 15<sup>th</sup> February 2024.*

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 26<sup>th</sup> OCTOBER 2023**

**PRESENT:** Councillor Robert Waterton (Chair), Councillor Sam Maxwell (Vice-Chair) and Councillors Anthea Ambrose, Richard Forrest, Leanne Lee, Gary Sanders, Darshan Singh and Marion Waterton.

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

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

**28. Apologies**

Apologies for absence were received from Councillors Satindra Sangha, Mark Widdop and Imran Uddin.

**29. Disclosures of Interest**

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

**30. 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.

**31. Minutes of the Meeting held 24<sup>th</sup> August 2023**

The Minutes of the Meeting held on 24<sup>th</sup> August 2023 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 24<sup>th</sup> August 2023 be approved and signed by the Chairperson as a correct record.

**32. 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:** 23/0403/FUL
- Description:** Alterations to detached garage to provide ancillary accommodation to existing hotel/boarding/guest house
- Location:** 518 Braunstone Lane Braunstone Town Leicestershire LE3 3DH (Ravenhurst Ward)
- Response:** *Braunstone Town Council objects; due to the proposed development:*
- a) *being significantly out of keeping with the character and appearance of the scene;*
  - b) *having an unsatisfactory relationship with nearby uses that would be significantly detrimental to the amenities enjoyed by the occupiers of the proposed and existing dwelling.*
- Reasons:**
- a) *The proposed dwelling would be a converted single storey garage; the design of which would be out of keeping with the bay fronted traditional styled surrounding properties.*
  - b) *Both the neighbouring properties and the properties opposite were two storey houses and would have an overbearing effect on the proposed single storey one-roomed property. The lack of curtilage around the proposed property mean the properties would be in close proximity and with no opportunity to landscape, there could be an adverse impact on the existing and proposed dwelling in terms of disturbance, noise, and privacy.*
2. **Application No:** 23/0716/FUL
- Description:** Installation of sectional shutter door to south side elevation of ancillary office building
- Location:** Clifton Packaging Meridian West Thorpe Astley Braunstone Town Leicestershire (Thorpe Astley Ward)
- Response:** *Braunstone Town Council does not object to the proposed installation of a shutter door; subject to:*
- a) *vehicular access details, which must be located off the existing goods vehicles entrance (not*

*directly onto the highway) being submitted and approved by the Local Planning Authority prior to any work commencing; and*

*b) the ancillary office building remaining ancillary to the existing unit and not separately sold, let or otherwise disposed of.*

**Reason:**

*a) To ensure that delivery vehicles could safely access the area, including the new shutter door entrance, while maintaining pedestrian safety, the safety of other users and ensuring that there would be no adverse impact on highway safety.*

*b) To avoid over intensification of the use of the site, which could impact on safe pedestrian and vehicular access and create potential conflicts of use.*

**3. Application No:** 23/0771/HH

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

**Location:** 44 Farmway Braunstone Town Leicestershire (Millfield Ward)

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

*a) no side windows, openings or mechanical vents in the side elevation of the side extension, without the prior permission of the local planning authority;*

*b) the existing parking, including the proposed garage space, remaining available for parking in perpetuity.*

**Reasons:**

*a) To avoid an adverse impact on the neighbouring property in terms of privacy and noise.*

*b) To avoid additional parking on the highway, which is narrow and has limited parking available due to the number of accesses to the front curtilages.*

**4. Application No:** 23/0715/HH

**Description:** Application of tender to front, side and first floor rear elevations

**Location:** 29 Turnbull Drive Braunstone Town Leicestershire LE3 2JT (Millfield Ward)

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

**Reason:** *While most of the houses in the street were not rendered, other than the bays, a couple of houses were already fully rendered. In addition, the features of many of the neighbouring properties had been changed with front and side extensions. Therefore, on balance it was considered that there would not be an adverse impact on the street scene nor the upon the character or appearance of the area.*

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

**Description:** Amended Plans Received: External alterations to store and alterations to car park and associated alterations

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

**Response:** *Braunstone Town Council does not object to the proposals, as amended by the plans published between 15<sup>th</sup> and 19<sup>th</sup> September 2023; subject to the approval superseding the previous planning application, 18/1041/FUL, approved in April 2019.*

**Reasons:** *The revised proposals retained the footpath to the front (south) elevation linking Thorpe Astley footpaths to the store. Proposals for a zebra crossing, EV Charging Points, cycle shelter and a heat pump were welcomed as both safety and sustainability improvements.*

**6. Application No:** 23/0787/FUL

**Description:** Proposed 2-storey extension to provide residential dwelling. Proposed single storey extension to provide new retail unit. Demolition of existing lean-to (Original Application and Amended Plan).

**Location:** 2 Ayston Road Braunstone Town Leicestershire LE3 2GA (Ravenhurst Ward)



**Response:** To both the original application and the amended plan: *Braunstone Town Council requests that further information be submitted by the applicant, prior to determination, as follows:*

- *Parking and Access Plan – detailing on-site parking arrangements for both the existing and proposed residential units and retail units (both workers and customers), including access arrangements from the highway.*

**Reasons:** *Braunstone Town Council supported provision of different types of appropriate residential units and retail units to enhance the sustainability of the neighbourhood shopping area. However, there was limited parking provision in the area and the highway and footway suffered from overparking causing obstruction and safety concerns for highway users, including pedestrians. In addition, the additional units would be close to a road junction.*

7. **Application No:** 23/0783/HH

**Description:** First Floor Extension to Front Elevation

**Location:** 8 Beechcroft Avenue Braunstone Town  
Leicestershire LE3 2GB (Ravenhurst Ward)

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

- a) onsite parking (including the Garage space) being retained in perpetuity for at least three vehicles; and*
- b) no windows in the side elevation of the proposed first floor extension without the prior consent of the local planning authority.*

**Reasons:**

- a) To avoid overparking on a narrow highway, which could cause obstruction, including for pedestrians.*
- b) To protect the amenity enjoyed by the occupants of the neighbouring property, no. 6, in terms of privacy and noise.*

8. **Application No:** 23/0792/HH

**Description:** Single storey rear extension, new porch and car port

**Location:** 53 Woodland Drive Braunstone Town Leicestershire  
LE3 3EB (St. Mary's Ward)

- Response:** *Braunstone Town Council:*
- 1. does not object to the Single storey rear extension;*
  - 2. does not object to a new porch; subject to the proposed porch not protruding forward of the main dwelling further than the existing concrete rain cover or that of the front porches on the opposite side of the street (whichever is the largest); and*
  - 3. objects to the proposed new (front) car port.*

- Reasons:**
- 1. The property was in an established location on a large landscaped plot; therefore, there was unlikely to be a significant impact upon neighbouring properties.*
  - 2. To ensure that the porch would be in keeping with the character and appearance of the street scene.*
  - 3. The proposed car port would protrude forward of the existing building line adding a discordant element to the street scene, which was of similar design and appearance. Any such development permitted could result in further applications from other neighbouring properties, such sporadic development would degrade the symmetry, character and appearance of the area over time.*

#### Licensing Applications

There were no licensing applications to consider.

### **33. 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:** 23/0799/FUL

**Description:** Porch extension  
Three-meter Rear Extension: Additionally, we propose extending the rear of the property by approximately three meters to create more living space, improving the overall functionality of the home.

**Location:** 52 Edward Avenue Braunstone Town Leicestershire (Millfield Ward)

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

**Reason:** *The proposal for the front porch appeared to make it wider rather than deeper, which was unlikely to adversely impact on parking on the front curtilage and there were similar porch designs among the neighbouring properties. The rear extension was single storey, partly on an existing footprint, on a large plot; neighbouring properties had similar rear extensions. Therefore, there was unlikely to be an adverse impact on the amenity enjoyed by the neighbouring properties.*

**2. Application No:** 23/0824/FUL

**Description:** Alterations to car park and construction of 12 EV charging spaces to include EV charging posts together with electrical infrastructure, sub-station, lighting, HP/LV cabinets, enclosure, additional 15 car parking spaces, access and associated works.

**Location:** Hilton Hotel Junction 21 Approach Braunstone Town Leicestershire (Millfield Ward)

**Response:** *Braunstone Town Council does not object to the application; however, it wishes to make the following comment to the applicant: it seems a pity that the garden area with the fountain and landscaping would be removed for parking when there appeared to be a large grassed area around it where extended parking could be located or a new garden created.*

**Reason:** *The proposal provided for electric vehicle charging points and additional on-site parking, which would reduce the likelihood of parking on the entrance highway. It was observed that there were areas of the site, which weren't landscaped, that the applicant could consider for additional parking rather than removing a garden and the surrounding landscaping.*

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

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

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

**3. Application No:** 23/0792/HH

**Description:** Amended plans received removing car port from scheme (DWG NO 53TW /2023 2/3 Rev A - Proposed Floor Plans and Elevations and DWG NO 53TW /2023 3/3 Rev A - Site Plan and Location Plan).

**Location:** 53 Woodland Drive Braunstone Town Leicestershire (St. Mary's Ward)

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

- 1. does not object to the Single storey rear extension; and*
- 2. does not object to a new porch; subject to the proposed porch not protruding forward of the main dwelling further than the existing concrete rain cover or that of the front porches on the opposite side of the street (whichever is the largest).*

**Reasons:**

- 1. The property was in an established location on a large landscaped plot; therefore, there was unlikely to be a significant impact upon neighbouring properties.*
- 2. To ensure that the porch would be in keeping with the character and appearance of the street scene.*

### **35. Planning Decisions**

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

In respect of application 23/0428/FUL, 396 Braunstone Lane, a copy of the Highway Site Plan, which was referred to in the decision, was shown to the Committee. The Highways Site Plan confirmed two on-site parking spaces for the new dwelling.

**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.*

### 36. 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) Councillor Robert Waterton raised concerns with the Group Manager for Planning at Blaby District Council concerning ensuring consistency of approach when applying conditions relating to off-road parking. Two planning applications, which would result in the properties concerned having four bedrooms, had been determined:
- Application 22/1006/HH; 31 Headley Road, had been approved with 2 on-site parking spaces; while
  - Application 23/00871/HH; 8 Cranberry Close, had been rejected for not providing 3 on-site parking spaces but 2 and therefore not complying with the Parking Policy.

Councillor Waterton stated that the National Planning Policy Framework stated that the impact on highway safety had to be severe in order to be considered material and in the case of 31 Headley Road, the Highways Authority had advised that the impact would not be severe.

Furthermore, in respect of application 23/0427/HH; single storey side and rear extensions, at 3 Crowhurst Drive, the Town Council had objected to the proposal due to insufficient parking and the local planning authority had given approval. In this case the Highways Authority had assessed that the impact on highway safety would not be severe. In addition, had the applicant chooses to demolish the garage and put up a single storey side extension within the permitted development limits, then there would similarly be a loss of parking provision.

- b) Councillor Mark Widdop had given his apologies but had advised that he was still waiting for a response from the Planning Case Officer for more information behind the planning decision 23/0236/HH, Single storey front extension, at 57 St. Mary's Avenue.
- c) Councillor Gary Sanders advised that he was still waiting for a response from the Planning Case Officer for more information behind the planning decision 23/0224/HH, Single storey front extension, at 45 Bolus Road.

**RESOLVED** that the feedback provided be noted in respect of (a) above; and that in respect of (b) and (c) above, feedback be provided at the next meeting of the Committee, scheduled for 14<sup>th</sup> December 2023.

*Reason for Decision*

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

**37. 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** that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Chair and Vice-Chair of Planning & Environment Committee, to approve revised milestones and timescales; subject to consideration by the Planning & Environment Committee at the next scheduled meeting.

*Reason for Decision*

*To progress the proposals for the extension to the Braunstone Village Conservation Area, avoiding any further delay.*

**38. Neighbourhood Planning**

The Committee reviewed the position concerning whether the Town should be designated as a Neighbourhood for the purposes of undertaking a Neighbourhood Plan (item 11 on the agenda).

In November each year, Planning & Environment Committee undertake a review of the position concerning whether Braunstone Town and Thorpe Astley should be designated as a Neighbourhood for the purposes of undertaking a Neighbourhood Plan.

**RESOLVED** that Braunstone Town Council does not undertake a Neighbourhood Plan or any of the Neighbourhood Planning Tools at the present time.

*Reason for Decision*

*Successful Neighbourhood Planning required the leadership and involvement of the Town Council and Town Councillors and an indication of a wider community desire to undertake neighbourhood planning. While there was some evidence of support, this was not sufficiently widespread to justify the resources to facilitate the process, including engaging the community and making the necessary applications and applying for funding. Key areas such as Open Spaces and Neighbourhood Shopping Areas are protected by existing policies. Areas of historic or special character, such as Braunstone Village, could be protected and enhanced by designating as a conservation area.*

**39. Signage to Braunstone Town from Citizen's Advisory Panel**

The Committee received a suggestion, made by residents attending Citizens' Advisory Panel on 31st August 2023, that directional signage to Braunstone Town approaching Fosse Park island from the M1 and M69 needed to be improved; and to determine the Town Council's response (item 12 on the agenda).

## RESOLVED

1. that Leicestershire County Council be contacted to request that directional signage to Braunstone Town (exit Narborough Road South, West Service Road) be improved on the approach to Fosse Park island from the M1 and M69; and
2. that the County Councillor for the Division be asked to support and pursue the principle.

### *Reasons for Decision*

1. *To address the point that the “Welcome to Braunstone Town” sign on the slip road off Fosse Park island was too far back for drivers approaching from the M1 and M69 to see before passing the junction; and, that to address this, additional signage or markings should be installed.*
2. *To seek the support of the local county councillor given the matter falls within the remit of the local highways’ authority.*

#### **40. Request from County Councillor to replace Gateway Signs to Braunstone Town**

The Committee considered a request from the County Councillor for Braunstone Division for the County Council to fund and replace some of the Gateway signs to Braunstone Town (item 13 on the agenda).

## RESOLVED

1. that the principle of replacing “Welcome to Braunstone Town” gateway signs under the County Council Members’ Highway Fund be approved;
2. that the signs should accommodate the wording “Welcome to” if permitted by the Highways Authority; and that option 2, full colour crest, attached at Appendix 1, be approved;
3. that where a gateway sign was replaced at the same location as the start of the 30mph speed limit, then the speed limit be incorporated into the sign in a similar way to the gateway on the Narborough Road South West Service Road at Fosse Park;
4. that the preferred priority order for replacement of the “Welcome to Braunstone Town” gateway signs, located in the Leicestershire County Council Braunstone Division, be expressed as follows:
  - a) Braunstone Lane after Narborough Road South junction,
  - b) A5460, Narborough Road South main road, southbound after Braunstone Lane junction,
  - c) Braunstone Lane: A47, Hinckley Road, junction,
  - d) Braunstone Lane: Braunstone Avenue/Shakespeare Drive junction,
  - e) Narborough Road South East Service Road entering from Fosse Park,
  - f) A563, Lubbethorpe Way, southbound after Braunstone Lane bridge, and
  - g) 2 signs at Narborough Road South West Service Road entry from Fosse Park roundabout; and

5. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Chair and Vice-Chair of Planning & Environment Committee to:
  - a) agree with Leicestershire County Council, including the County Councillor for Braunstone Division, the “Welcome to Braunstone Town” gateway signs that should be replaced and in which order,
  - b) to determine whether to retain any removed signs or dispose of them,
  - c) to approve the necessary legal agreements, licences and detailed terms and conditions, and
  - d) to adopt the newly installed gateway signs.

*Reasons for Decision*

1. *To improve the visual amenity of gateways to Braunstone Town.*
2. *The existing signs included the wording “Welcome to”. The full colour Parish Crest was the official crest of the Parish, would be easier to distinguish by people who were colour blind, and should be used to welcome travellers to the Town. Whereas the green logo was the corporate colours of Braunstone Town Council.*
3. *To incorporate the speed limit into the wider message about entering a residential area and driving safely.*
4. *To give priority to the replacement of the residential gateway signs originally installed in 1995 in locations with the highest traffic/footfall.*
5. *To ensure that the new signs could be installed avoiding any delays, while ensuring the detailed arrangements and legal terms would be fully considered.*

**41. Air Quality Monitoring Annual Status Report 2023**

The Committee received the Blaby District Air Quality Monitoring Annual Status Report for consideration (item 14 on the agenda).

There were no issues for further clarification identified from the 2023 Report; however, the Committee reviewed Blaby District Council’s responses to the Committee’s questions concerning the 2022 Report and felt some of these should be followed up.

**RESOLVED** that Blaby District Council be asked to provide an update on the following items which had been raised by the Committee concerning the 2022 Air Quality Monitoring Annual Status Report and the responses given:

- a) Had the film been produced and if not, when was it scheduled to be produced?
- b) The Communications Plan had been confirmed as an internal resource; was there material partners could use to assist with key messages?
- c) request that behaviour change work be arranged with schools in Braunstone Town?
- d) request that Withers Way be monitored again?

*Reasons for Decision*

- a) *Actions to Improve Air Quality included a Short Film, which may be produced early in 2023.*



- b) *To support actions to reduce transport emissions and improve air quality.*
- c) *To support local engagement with the community through schools.*
- d) *The traffic build up in the area at rush hour was significant compared to prior to and during Covid-19 and therefore monitoring would identify if the pollution levels were significant.*

**42. Motion on Notice from Council: Woodland off Brockenhurst Drive, Braunstone Town**

The Committee considered a Motion on Notice referred from Council on 21<sup>st</sup> September 2023 relating to the protection of woodland off Brockenhurst Drive, Braunstone Town (item 15 on the agenda).

The Chief Executive & Town Clerk updated the Committee on the status of the trees on the site. Notification had been received from Blaby District Council on 24<sup>th</sup> October 2023 that a 6 month Tree Preservation Order had been made for the whole site. The effect would be that no one is allowed to cut down, lop or top trees without permission. During this period, the District Council would be determining whether the order should be given permanent status. The Town Council had been given until 21<sup>st</sup> November 2023 to submit comments.

**RESOLVED**

1. that Blaby District Council be:
  - a) asked to consider, as part of its review of the Local Plan, the Woodland off Brockenhurst Drive along with the area of undeveloped land which spans from Kingsway North to Fosse Park, and includes Mossdale Meadows, Merrileys and the Osiers, for designation as either “Green Wedge” or an “Area of Separation” in the new Local Plan, and
  - b) notified that the 6 month Tree Preservation Order that had been made on 24<sup>th</sup> October 2023 for the Woodland site off Brockenhurst Drive was supported and that the established/mature trees on the site should be considered for a permanent Tree Preservation Order;
2. that the local County Councillor for Braunstone Division be asked to seek support from the relevant County Council Services for the natural environment, nature and biodiversity, for the proposals in 1 above; and
3. that Braunstone Town Council reinforce the proposals in 1 above when further consulted by the local planning authority at the next stages of the Local Plan Review.

*Reasons for Decisions*

1. *The woodland off Brockenhurst Drive and the area of undeveloped land surrounding it was a significant wildlife corridor in a suburban landscape and needed to be protected to preserve species and wildlife habitats, landscape and geology and to improve bio-diversity.*
2. *To obtain the professional support of the relevant County Council services for nature and the environment to protect the area now and in the future.*
3. *To ensure that Braunstone Town Council, having identified the importance of the site and the surrounding landscape, pursue its protection when consulted on the review of relevant policies.*

**43. Lubbesthorpe Impacts Group**

The Chair advised the Committee that the next scheduled meeting of the Lubbesthorpe Impacts Group would be on Wednesday 15<sup>th</sup> November 2023.

**44. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2023 to 17<sup>th</sup> October 2023 (item 17 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 2022/2023.*

**45. Approval of Accounts**

The Committee received payments from 16<sup>th</sup> August 2023 until 17<sup>th</sup> October 2023 (item 18 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 16<sup>th</sup> August 2023 until 17<sup>th</sup> October 2023 be approved.

*Reason for Decision*

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

The meeting closed at 9.10pm.

**NOTE:**

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & 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 14<sup>th</sup> December 2023.*

## BRAUNSTONE TOWN COUNCIL

### PLANNING & ENVIRONMENT COMMITTEE – 14<sup>th</sup> DECEMBER 2023

#### 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:** 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.*

**Reason:** *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.*
- Reason:** *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.*

**Reason:**  
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 are no licensing applications.

## BRAUNSTONE TOWN COUNCIL

### PLANNING & ENVIRONMENT COMMITTEE – 14<sup>th</sup> DECEMBER 2023

#### Item 6 – Planning and Licensing Applications

##### Purpose

To agree observations on planning and licensing applications received.

##### Planning Applications

- 1. Application No:** 23/0908/FUL  
**Description:** Erection of 1 semi detached dwelling including alterations and extensions to No.30 Pinfold  
**Location:** Land Adjacent 30 Pinfold Braunstone Town Leicestershire LE3 2PD (Millfield Ward)
- 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 Ward)
- 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)
- 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)
- 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)

##### Licensing Applications

There are no licensing applications.

**BRAUNSTONE TOWN COUNCIL**

**PLANNING & ENVIRONMENT COMMITTEE – 14<sup>th</sup> DECEMBER 2023**

**Item 8 – 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>
23/0716/FUL	Installation of sectional shutter door to south side elevation of ancillary office building	Clifton Packaging Meridian West Braunstone Town Leicestershire	Braunstone Town Council does not object to the proposed installation of a shutter door; subject to: a) vehicular access details, which must be located off the existing goods vehicles entrance (not directly onto the highway) being submitted and approved by the Local Planning Authority prior to any work commencing; and b) the ancillary office building remaining ancillary to the existing unit and not separately sold, let or otherwise disposed of.	Approved; subject to <ul style="list-style-type: none"><li>• Built in strict accordance with approved plans; and</li><li>• Should be constructed using the materials specified on the planning application unless other materials are agreed in writing by the DPA.</li></ul>



Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
23/0771/HH	Single storey side and rear extension and associated alterations	44 Farmway Braunstone Town Leicestershire LE3 2XA	Braunstone Town Council does not object to the proposals; subject to: a) no side windows, openings or mechanical vents in the side elevation of the side extension, without the prior permission of the local planning authority; b) the existing parking, including the proposed garage space, remaining available for parking in perpetuity.	Approved; subject to <ul style="list-style-type: none"> <li>• Built in strict accordance with approved plans; and</li> <li>• All external materials used in the proposed development shall match those used in the existing building unless otherwise agreed in writing by the District Planning Authority.</li> </ul>
23/0123/FUL	Installation of boundary fencing with sliding gate for vehicle entrance and pedestrian controlled access door and replacement ground floor window with roller shutter door for new delivery entrance	Watches of Switzerland Millfield House 5 Ervington Court Meridian Business Park Braunstone Town Leicestershire LE19 1WP	Braunstone Town Council: 1. objects to the installation of boundary fence, including sliding gate, on the grounds that it would be out of keeping with the character and appearance of the street scene and be of unsatisfactory design and external appearance; and 2. does not object to the replacement of a window on ground floor with door for new delivery entrance.	Approved; subject to <ul style="list-style-type: none"> <li>• Built in strict accordance with approved plans;</li> <li>• The security fencing &amp; associated access gates hereby permitted shall be constructed and finished in the colour green using the materials specified on the planning application, unless alternative colour/materials are agreed in writing by the DPA;</li> <li>• Prior to the commencement of works on site, a plan</li> </ul>

Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
				<p>showing a detailed soft landscaping scheme shall be submitted and agreed in writing with the DPA;</p> <ul style="list-style-type: none"> <li>• The approved landscaping scheme shall be carried out within one year of completion of the development and any trees, hedges, shrubs or plants which may die or are removed shall be replaced in the next planting season; and</li> <li>• All existing trees, shrubs or hedges to be retained on site shall, whilst the development is being carried out, be protected by suitable fences at a distance equivalent to not less than the spread of the branches from the trunk or such distance to be agreed by the DPA in writing. No materials shall be stored, rubbish dumped, fires lit or buildings erected within these fences. Within the areas so fenced off the</li> </ul>

Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
				existing ground level shall be neither raised or lowered. If any trenches or services are required in the fenced off areas, they shall be excavated and back filled by hand and any tree roots encountered with a diameter of 5cm or more shall be left unsevered.
23/0444/TEL	Application to determine if prior approval is required for the installation of 15.0m Phase 8 Monopole and associated ancillary works and cabinets	Lubbesthorpe Way Thorpe Astley Braunstone Town Leicestershire	Braunstone Town Council does not object to the application for prior approval for the installation of the equipment on the verge (i.e. off the highway, footway and cycleway), subject to: a) provision for a hardstanding area off the highway (including off the footpath/cycleway) to provide an area for maintenance vehicles and maintenance work to be undertaken on the installation; and b) the drainage, including the rate of the water flow through the ditch being unaffected/retained.	Refusal;  The Applicant has failed to demonstrate that a safe and suitable vehicular access would be provided to the site and has not demonstrated that the proposed development would not have an unacceptable impact on highway safety. This specifically related to the lack of submission of a RRRAP (Road Restraint Risk Assessment Process), Road Safety Audit and concern for site access relating to maintenance vehicles attending to the telecommunication pole and its associated infrastructure.

Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
23/0782/HH	Retention of single storey rear extension	12 Chiselhurst Avenue Braunstone Town Leicester LE3 2UF	Not applicable	Approved; subject to <ul style="list-style-type: none"> <li>• Built in strict accordance with approved plans;</li> <li>• All external materials used in the development shall match those on the existing building unless otherwise agreed in writing by the DPA.</li> </ul>
23/0792/HH	Single storey rear extension and new porch	53 Woodland Drive Braunstone Town Leicestershire LE3 3EB	Braunstone Town Council: <ol style="list-style-type: none"> <li>1. does not object to the Single storey rear extension;</li> <li>2. does not object to a new porch; subject to the proposed porch not protruding forward of the main dwelling further than the existing concrete rain cover or that of the front porches on the opposite side of the street (whichever is the largest); and</li> <li>3. objects to the proposed new (front) car port.</li> </ol>	Approved; subject to <ul style="list-style-type: none"> <li>• Built in strict accordance with approved plans; and</li> <li>• The development hereby permitted shall be constructed using the materials specified on the Planning Application form unless alternative materials are agreed in writing by the DPA.</li> </ul>

Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
23/0636/FUL	Part retrospective application for the construction of enclosure with paladin fencing at rear to provide new plant/machinery compound, external alterations to create new shop frontage, hardstanding and the reorientation of car parking arrangements and the relocation of one lighting column	Aldi Meridian Way Braunstone Town Leicestershire	<p>Braunstone Town Council does not object to the proposals, as amended by the plans published between 15th and 19th September 2023; subject to the approval superseding the previous planning application, 18/1041/FUL, approved in April 2019.</p> <p>The revised proposals retained the footpath to the front (south) elevation linking Thorpe Astley footpaths to the store. Proposals for a zebra crossing, EV Charging Points, cycle shelter and a heat pump were welcomed as both safety and sustainability improvements.</p>	<p>Approved; subject to</p> <ul style="list-style-type: none"> <li>• Built in strict accordance with approved plans;</li> <li>• The development shall be carried out using the materials and finishes specified within the approved plans;</li> <li>• Within one month from the date of the permission, elevation plans showing the location and details of four woodcrete bat boxes, shall be submitted to and approved in writing. All works are to proceed strictly in accordance with the approved scheme and thereafter, the bat boxes shall be retained in situ in perpetuity;</li> <li>• Following completion of the works, photographs of the bat boxes in situ as detailed within the report entitled Bat Walkover Report, shall be submitted to and approved in writing and thereafter, the bat boxes shall be retained in situ in perpetuity;</li> </ul>

Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
				<ul style="list-style-type: none"> <li>• The development hereby approved shall be carried out in accordance with the recommendations set out within report entitled Bat Walkover Report in perpetuity.</li> <li>• The lighting shall be implemented (including the installation of back lighting shields) in strict accordance with the drawing entitled Lighting Lux Contours and shall thereafter be retained in accordance with the approved details in perpetuity;</li> <li>• Prior to the installation of any additional external lighting, details of such shall be submitted to and agreed by the DPA in consultation with Leicestershire County Council's Ecologist.</li> <li>• Prior to the installation of any additional external plant machinery equipment, details of such shall be submitted to and agreed by the DPA in consultation with</li> </ul>

Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
				<p>LCC's Ecologist; and</p> <ul style="list-style-type: none"> <li>The parking and turning facilities provided for the development hereby permitted shall be implemented in accordance with the drawing "Proposed Site Plan" and shall thereafter be kept available for such uses in perpetuity.</li> </ul>
23/0234/FUL	Erection of Use Class B2/B8/Class E unit with associated access and parking	Land to the West of Autoglass Ltd Meridian North Braunstone Town Leicestershire	<p>Braunstone Town Council objects to the application due to the proposals:</p> <ul style="list-style-type: none"> <li>a) resulting in over-development of the site due to scale and massing;</li> <li>b) being poorly designed and resulting in a cramped site layout;</li> <li>c) providing an additional highway access wedged between two existing site access points; and</li> <li>d) potentially compromising the development of the wider area.</li> </ul> <p>a) The total floor space of the unit would be large</p>	<p>Approved;</p> <ul style="list-style-type: none"> <li><i>Please see Appendix A</i></li> </ul>

Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
			<p>compared to the site as a whole; 1957 square metres on half a hectare of land.</p> <p>b) The irregular shape of the plot meant that the unit and associated parking and access would be cramped; there would be significant conflicts between lorry, delivery, staff and visitor parking and pedestrian movements on the site, presenting safety concerns. There was a potential for back up onto the highway if several vehicles arrived/left and needed to manoeuvre at the same time.</p> <p>c) The neighbouring sites were of a significant size and operated with a significant amount of comings and goings; the provision of a new access wedged between both these access points close to a bend would present significant safety concerns for highway users, including pedestrians, and users of the three sites.</p>	



Application Number	Description	Location	Braunstone Town Council Response	Decision by Planning Authority
			<p>d) Land north of Meridian North and South of Centurion Way around the Watergate Lane area has been left undeveloped. In the past various proposals utilising land in this area have been put forward to provide a direct link road from the M1 southbound onto the M69. Land on the other side of the M1 to the M69 was also being left undeveloped as part of the outline approval for New Lubbethorpe. Additional development in this area could prevent proposals to improve the motorway network in the future, thereby limiting economic growth and development in the area.</p>	



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 Mark Hackett  
Euro Property Investments Limited  
20 Brickfield Road  
Birmingham  
B25 8HE

**Name and Address of Agent**

Miss Annabelle Parkinson  
Carter Jonas  
2 Snow Hill  
Birmingham  
B4 6GA

**Part -1 Particulars of Application**

Date of Application 3 May 2023

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

**Particulars and Location of Development**

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

Land To The West Of Autoglass Ltd Meridian North Braunstone Town Leicestershire

**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.
- 2 The development hereby approved shall be built in strict accordance with the following approved plans:

Location Plan - SGP Architects + Masterplanners drawing number 21-272-SGP-STE-ZZ-DR-A-131000 revision P2 (received 20.03.2023)

Site Plan - SGP Architects + Masterplanners drawing number 21-272-SGP-STE-ZZ-DR-A-131001 revision P14 (received 21.07.2023)

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Office GA Plans - SGP Architects + Masterplanners drawing number 21-272-SGP-B01-ZZ-DR-A-131101 revision P4 (received 20.03.2023)  
Warehouse Layout - SGP Architects + Masterplanners drawing number 21-272-SGP-B01-ZZ-DR-A-131100 revision P6 (received 20.03.2023)  
Warehouse Elevations - SGP Architects + Masterplanners drawing number 21-272-SGP-B01-ZZ-DR-A- 131300 revision P8 (received 26.05.2023)  
Roof Plan - SGP Architects + Masterplanners drawing number 21-272-SGP-B01-ZZ-DR-A- 131103 revision P5 (received 26.05.2023)  
Soft Landscape Proposals - FPCR Environment and Design drawing number 10989-FPCR-XX-XX-DR-L-0001 issue P07 (received 26.05.2023)  
Hard Landscaping - SGP Architects + Masterplanners drawing number 21-272-SGP-STE-ZZ-DR-A- 131012 revision P6 (received 26.05.2023)  
Swept Path Analysis FTA Design Articulated Vehicle - Connect Consultants drawing number 23042 - TR001 revision C (received 26.05.2023)  
Swept Path Analysis FTA Design Articulated Vehicle - Connect Consultants drawing number 23042 - TR002 revision E (received 26.05.2023)  
Swept Path Analysis FTA Design 7.5 Tonne Rigid Vehicle - Connect Consultants drawing number 23042 - TR003 revision B (received 26.05.2023)  
Swept Path Analysis FTA Design Articulated Vehicle - Connect Consultants drawing number 23042 - TR004 (received 26.05.2023)  
Proposed Sections - SGP Architects + Masterplanners drawing number 21-272-SGP-B01-ZZ-DR-A-131200 revision P5 (received 20.03.2023)

- 3 The development hereby permitted shall be constructed using the materials specified on the approved drawings, unless alternative materials are agreed in writing by the District Planning Authority.
- 4 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 planting 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.
- 5 No development approved by this planning permission shall take place until such time as a surface water drainage scheme has been submitted to, and approved in writing by the District Planning Authority. The development must be carried out in accordance with these approved details and completed prior to first occupation.
- 6 No development approved by this planning permission shall take place until such time as details in relation to the management of surface water on site during construction of the development has been submitted to, and approved in writing by the District Planning Authority. The construction of the development must be carried out in accordance with these approved details.

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- 7 No occupation of the development approved by this planning permission shall take place until such time as details in relation to the long-term maintenance of the surface water drainage system within the development have been submitted to and approved in writing by the District Planning Authority. The surface water drainage system shall then be maintained in accordance with these approved details.
- 8 The finished floor levels of the building hereby approved shall be constructed at a minimum of 300mm above existing ground levels and thereafter retained.
- 9 No demolition/development shall take place/commence until the necessary programme of archaeological work has been completed. The programme will commence with an initial phase of trial trenching to inform a final archaeological mitigation scheme. Each stage will be completed in accordance with a Written Scheme of Investigation (WSI), which has been submitted to and approved by the local planning authority in writing. For land that is included within the WSI, no demolition/development shall take place other than in accordance with the agreed mitigation WSI, which shall include the statement of significance and research objectives, and
  - The programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works
  - The programme for post-investigation assessment and subsequent analysis, publication & dissemination and deposition of resulting material. This part of the condition shall not be discharged until these elements have been fulfilled in accordance with the programme set out in the WSI.
- 10 Prior to their first installation details of the boundary fencing and entrance gates shall be submitted to and agreed in writing by the District Planning Authority and the development shall proceed in accordance with the approved details.
- 11 The building hereby permitted shall not be first occupied until such time as details of the bin store have been submitted to and agreed in writing by the District Planning Authority and subsequently provided in accordance with the approved details.
- 12 No development shall commence on site including any site clearance/preparation works, until a Construction Method Statement has been submitted to the District Planning Authority for approval in writing. Details shall provide the following, which shall be adhered to throughout the construction period:
  - a) the parking of vehicles of site operatives and visitors;
  - b) loading/unloading and storage of plant, materials, oils, fuels, and chemicals;
  - c) wheel washing facilities and road cleaning arrangements;
  - d) measures to control the emission of dust during construction;
  - e) hours of construction work, including deliveries.



- 13 The building hereby permitted shall not be first occupied until such time as secure cycle parking has been provided in accordance with details that have first been submitted to and agreed in writing by the District Planning Authority. Thereafter the onsite cycle parking provision shall be kept available for such use.
- 14 No part of the development hereby permitted shall be first occupied until such time as the access arrangements shown on SGP Architects + Masterplanners drawing number 21-272-SGP-STE-ZZ-DR-A-131001 Revision P14 have been implemented in full.
- 15 No part of the development hereby permitted shall be first occupied until such time as 2.0 metre by 2.0 metre pedestrian visibility splays have been provided on the highway boundary on both sides of the access with nothing within those splays higher than 0.6 metres above the level of the adjacent footway/verge/highway and, once provided, shall be so maintained.
- 16 No part of the development hereby permitted shall be first occupied until such time as vehicular visibility splays of 2.4 metres by 43.0 metres have been provided at the site access. These shall thereafter be permanently maintained with nothing within those splays higher than 0.6 metres above the level of the adjacent footway/verge/highway.
- 17 The development hereby permitted shall not be first occupied until such time as off street car and HGV parking provision with turning facilities has been provided, hard surfaced and marked out in accordance with SGP Architects + Masterplanners drawing number 21-272-SGP-STE-ZZ-DR-A-131001 Revision P14. Thereafter the onsite parking and turning provision shall be kept available for such uses.
- 18 Other than those details shown on the approved plans, no mezzanine floors or additional first floor accommodation/floorspace shall be created within the building.
- 19 No external work, fabrication or assembly works shall take place outside of the unit hereby approved at any time.
- 20 No storage of goods, equipment or materials shall take place outside the building at any time except within containers or areas which shall be screened in accordance with details to be previously submitted to and agreed in writing by the District Planning Authority.
- 21 No external plant or machinery (including roof and wall mounted flues and vents) shall be installed without the details first being submitted to and agreed in writing by the District Planning Authority on a planning application submitted in that regard.
- 22 Any proposals (either at this time or at any time in the future) for the provision of CCTV shall first be submitted to and agreed in writing by the District Planning Authority.

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- 23 Prior to the installation of any external lighting, a lighting scheme/strategy prepared by a competent ecologist shall be submitted to and agreed in writing by the District Planning Authority. Thereafter the lighting shall be provided and maintained in accordance with the approved details.
- 24 Prior to the commencement of any works a Reasonable Avoidance Measure Method Statement (RAMMS) shall be prepared to inform on protection and mitigation on protected species during works including the removal of vegetation under the supervision of an Ecological Clerk of Works. This shall be submitted to and agreed in writing District Planning Authority and thereafter the works and mitigation shall be undertaken in accordance with the approved details.
- 25 No vegetation or trees shall be removed on site within the bird breeding season (March to August inclusive) without a prior check for breeding birds (undertaken within a 24 hours period preceding works) to be undertaken by a competent ecologist. Any active nests identified must not be moved until fledglings have dispersed.
- 26 The development hereby permitted shall not be first occupied until such time as a Landscape Ecological Management Plan (LEMP) demonstrating how the proposed Biodiversity Net Gain (detailed within the submitted Biodiversity Metric 3.1) and on site biodiversity enhancement measures (detailed within the submitted Preliminary Ecology Appraisal) will be achieved has been submitted to and agreed in writing by the District Planning Authority. The measures shall thereafter be completed within one year of first occupation and monitored in accordance with the approved details.
- 27 The unit hereby approved shall be restricted to uses and activities falling within Classes E(g) iii, E(g) ii, B2 and B8 with ancillary offices only of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended by the Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020), or any subsequent re-enactment with or without modification.

## **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.


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- 4 In the interests of visual amenity.
- 5 To prevent flooding by ensuring the satisfactory storage and disposal of surface water from the site.
- 6 To prevent an increase in flood risk, maintain the existing surface water runoff quality, and to prevent damage to the final surface water management systems through the entire development construction phase.
- 7 To establish a suitable maintenance regime that may be monitored over time; that will ensure the long-term performance, both in terms of flood risk and water quality, of the surface water drainage system (including sustainable drainage systems) within the proposed development.
- 8 To mitigate the risk of surface water flooding of the development.
- 9 To ensure satisfactory archaeological investigation, recording, dissemination and archiving.
- 10 In the interests of the overall appearance of the development.
- 11 To ensure adequate refuse storage and in the interests of the overall appearance of the development.
- 12 To reduce the possibility of deleterious material (mud, stones etc.) being deposited in the highway and becoming a hazard for road users, to ensure that construction traffic does not use unsatisfactory roads and lead to on-street parking problems in the area and to minimise detrimental effects to neighbouring businesses, the amenities of the area in general, detriment to the natural environment through the risks of pollution and dangers to highway safety, during the construction phase.
- 13 To promote travel by sustainable modes in accordance with the National Planning Policy Framework (2023).
- 14 To ensure that vehicles entering and leaving the site may pass each other clear of the highway, in a slow and controlled manner, in the interests of general highway safety and in accordance with the National Planning Policy Framework (2023).
- 15 In the interests of pedestrian safety and in accordance with the National Planning Policy Framework (2023).
- 16 To afford adequate visibility at the access to cater for the expected volume of traffic joining the existing highway network, in the interests of general highway safety, and in accordance with the National Planning Policy Framework (2023).

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- 17 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 and to enable vehicles to enter and leave the site in a forward direction in the interests of highway safety and in accordance with the National Planning Policy Framework (2023).
- 18 To ensure sufficient off-street parking provision is available to serve this development.
- 19 To safeguard the appearance of, and parking provision for, the development and to ensure that any external activity does not become a source of nuisance for nearby uses.
- 20 To safeguard the appearance of and parking provision for the development.
- 21 To prevent any possible adverse impacts from any external plant and machinery that may be required to be installed by the proposed and future occupiers of the unit hereby approved.
- 22 In the interests of the overall appearance of the development.
- 23 To ensure that the level of illumination is kept to the minimum necessary in the interests of the natural environment and protected species, notably foraging and community bats.
- 24 To ensure that suitable precautions are undertaken in the interests of protected species.
- 25 To ensure protection for nesting birds during the breeding season.
- 26 To ensure Biodiversity Net Gain and on site biodiversity enhancements are achieved in accordance with the National Planning Policy Framework (2023).
- 27 For the avoidance of doubt and to reflect the changes made under the Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 and to ensure that the District Planning Authority can retain control over any alternative uses for the site.



**NOTES TO APPLICANT**

1. Planning Permission does not give you approval to work on the public highway. Therefore, prior to carrying out any works on the public highway you must ensure all necessary licences/permits/agreements are in place. For further information, please telephone 0116 305 0001. It is an offence under Section 148 and Section 151 of the Highways Act 1980 to deposit mud on the public highway and therefore you should take every effort to prevent this occurring.
2. This grant of planning permission does not authorise any development outside the application site including any foundation, footings, fascias, eaves, soffits, verges or guttering.
3. 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.
4. 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.

5. Severn Trent Water advise that although our statutory sewer records do not show any public sewers within the area you have specified, there may be sewers that have been recently adopted under, The Transfer Of Sewer Regulations 2011. Public sewers have statutory protection and may not be built close to, directly over or be diverted without consent and you are advised to contact Severn Trent Water to discuss your proposals. Severn Trent will seek to assist you obtaining a solution which protects both the public sewer and the building.

**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.

Date: 1 December 2023  
23/0234/FUL

  
Proper Officer of the Council

Mr Mark Hackett

Date: 1 December 2023  
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 – 14<sup>th</sup> DECEMBER 2023**

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

##### Purpose

To receive 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.

##### Background

On 9th September 2021, the Committee received a report from the Braunstone Town Heritage Warden concerning the merits of designating as a conservation area, the area of Braunstone Village to the south of Braunstone Lane to coincide with the already designated conservation area within the Leicester City boundary and resolved to make representations to Blaby District Council in support of the proposal (Minute 42, 2021/2022).

On 4th November 2021, the Committee received a draft Character Appraisal of Braunstone Village prepared by the Heritage Warden and determined that a public consultation should be undertaken on the proposals (Minute 56, 2021/2022).

Between December 2021 and January 2022, a residents' survey was held to ascertain whether there would be general support for a conservation area. Citizens Advisory Panel were consulted and a survey was delivered to properties in Braunstone Village on both sides, the survey was also sent to partners and included in the December 2021 Braunstone Life.

The Committee received the survey results on 10<sup>th</sup> March 2022 (Minute 87, 2021/2022). 38 responses were received (all in favour); 2 felt the proposed boundary should be different and 1 felt the proposed Character Appraisal didn't fully recognise the special character of the area.

On 5th May 2022, the Committee received and approved a proposed timetable for the next stages of the process to consider (Minute 102, 2021/2022). Unfortunately, the approved programme did not commence, due to capacity issues at the District Planning Authority and at Leicestershire County Council's conservation team.

As a result on 25th August 2022, to move the appraisal process forward, the Committee resolved to suggest to Blaby District Council that Leicester City Council be approached to undertake the appraisal review alongside their review of the existing conservation area within their administrative boundary (Minute 25, 2022/2023).

In December 2022, it was confirmed that Leicester City Council could support the project. In addition to providing expertise this would also ensure that both Conservation Area reviews were aligned.

In February 2022, Leicester City Council advised they had delayed the review of the existing Braunstone Village Conservation Area due to other pressing matters.

In April 2023 Leicester City Council advised they were planning a review of the Braunstone Village Conservation Area in the Summer of 2023. The City Council were planning to incorporate the Braunstone Town/Blaby District proposal to extend the conservation area to the South of Braunstone Lane in the consultation.

### Review Process

An “Inception Meeting” was held on Wednesday 8<sup>th</sup> November 2023, which was attended by the Town Clerk, representatives of both the Planning Policy and Development Services teams at Blaby District Council, and representatives from Leicester City Council’s conservation team, who manage the existing Braunstone Conservation Area.

The purpose of the meeting was to discuss the scope, 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.

The City Council conservation team will provide all technical support to facilitate the evidence gathering and appraisal process. The team will use existing evidence and work, including the appraisal undertaken by the Town’s Heritage Warden in 2021. The team will also be able to assess the responses to the initial survey undertaken by the Town Council in December 2021/January 2022. Everyone around the table agreed that this work was not wasted and that it has helped begin the process of considering the Conservation Area designation.

Ultimately the evidence and work will need to be legally defensible and robust in planning terms. Any Conservation Area will need to be managed and there must be robust evidence for further restrictions on permitted development rights if these are included. These restrictions must be relevant and essential to protect the special character and avoid undue burdens on residents. Leicester City Council’s conservation team have the technical knowledge to carry this out including in relation to the process and legislation.

Once the above work has been carried out, should there be evidence to support a designation, a draft appraisal will be developed for public consultation. The consultation 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.

Following the consultation period, the results will be assessed. A recommendation, based on the evidence gathered, the appraisal, and the consultation results, will then be made to Blaby District Council who 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 outline timetable has been produced:

- Four to six weeks for production of draft documents – February / March 2024;
- Two to four weeks for internal checking – March / April 2024;
- Six to eight weeks suggested for public consultation – April / May 2024;
- Four to six weeks suggested for assessing consultation responses and revising documents for final approval – June / July 2024; and
- Meeting to consider designation – July 2024.

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

Blaby District Council will determine the consultation responses and the proposed character appraisal and boundary through its own constitutional processes, which will include determining whether to make a recommendation to its Council to designate a conservation area.

## Recommendations

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

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.

## **BRAUNSTONE TOWN COUNCIL**

### **PLANNING & ENVIRONMENT COMMITTEE – 14<sup>th</sup> December 2023**

#### **Item 11 – Gateway Signs to Braunstone Town**

##### Purpose

To receive an update on proposals to replace some of the Gateway signs to Braunstone Town.

##### Background

On 26<sup>th</sup> October 2023, the Committee considered a request from the County Councillor for Braunstone Division for Leicestershire County Council to fund and replace some of the Gateway signs to Braunstone Town utilising the Members Highways Fund (minute 40).

The Committee decided the following:

1. To improve the visual amenity of gateways to Braunstone Town; the principle of replacing “Welcome to Braunstone Town” gateway signs under the County Council Members’ Highway Fund be approved.
2. The existing signs included the wording “Welcome to”. The full colour Parish Crest was the official crest of the Parish, would be easier to distinguish by people who were colour blind, and should be used to welcome travellers to the Town. Whereas the green logo was the corporate colours of Braunstone Town Council. Therefore, the signs should accommodate the wording “Welcome to” if permitted by the Highways Authority; and that option 2, full colour crest, be approved.
3. To incorporate the speed limit into the wider message about entering a residential area and driving safely; where a gateway sign was replaced at the same location as the start of the 30mph speed limit, then the speed limit be incorporated into the sign in a similar way to the gateway on the Narborough Road South West Service Road at Fosse Park.
4. To give priority to the replacement of the residential gateway signs originally installed in 1995 in locations with the highest traffic/footfall; the preferred priority order for replacement of the “Welcome to Braunstone Town” gateway signs, located in the Leicestershire County Council Braunstone Division, be expressed as follows:
  - a) Braunstone Lane after Narborough Road South junction,
  - b) A5460, Narborough Road South main road, southbound after Braunstone Lane junction,
  - c) Braunstone Lane: A47, Hinckley Road, junction,
  - d) Braunstone Lane: Braunstone Avenue/Shakespeare Drive junction,
  - e) Narborough Road South East Service Road entering from Fosse Park,
  - f) A563, Lubbesthorpe Way, southbound after Braunstone Lane bridge, and
  - g) 2 signs at Narborough Road South West Service Road entry from Fosse Park roundabout
5. To ensure that the new signs could be installed avoiding any delays, while ensuring the detailed arrangements and legal terms would be fully considered;

delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Chair and Vice-Chair of Planning & Environment Committee to:

- a) agree with Leicestershire County Council, including the County Councillor for Braunstone Division, the “Welcome to Braunstone Town” gateway signs that should be replaced and in which order,
- b) to determine whether to retain any removed signs or dispose of them,
- c) to approve the necessary legal agreements, licences and detailed terms and conditions, and
- d) to adopt the newly installed gateway signs.

### Replacing Gateway Signs

The County Councillor and County Council are proposing to replace six gateway signs, at the following locations in the Braunstone Division (as set out in a – f of resolution 4 of the Committee’s decision):

1. Braunstone Lane after Narborough Road South junction (outside Working Men’s Club);
2. A5460, Narborough Road South main road, southbound after Braunstone Lane junction (outside Brandon Hire);
3. Braunstone Lane: A47, Hinckley Road, junction (Braunstone Crossroads);
4. Braunstone Lane: Braunstone Avenue/Shakespeare Drive junction;
5. Narborough Road South East Service Road entering from Fosse Park (near Asda); and
6. A563, Lubbethorpe Way, southbound after Braunstone Lane bridge.

Details of the proposals and the locations are set out at Appendix 1.

Concerning 30mph speed roundels requested by the Committee. There is no mention in the proposal of including the 30mph on the proposed new sign on Braunstone Lane at the Narborough Road South junction. This is a location at which a 30mph speed limit comes into force.

Also, for the Braunstone Lane A47, Hinckley Road junction, the document states they cannot incorporate 30mph speed roundel due to there not being enough verge space available; however, a new sign will be installed replacing the existing one. It is unclear why there isn’t enough space. The 30mph roundel is located above the signs at the Narborough Road South west service road gateway. On these the word Braunstone takes up the entire width. On the existing sign at Braunstone cross roads, the word Braunstone also takes up the entire width. On the proposed new sign, the logo is fitted to the left of the word Braunstone.

Therefore, clarification is being sought from the County Councillor and County Council to explain why the roundel cannot be accommodated on the sign above the wording at both ends of Braunstone Lane, in the same way as at Narborough Road South west service road.

In terms of retaining the removed signs. If all the original signs are to be replaced, there appears to be no value in retaining any of the removed signs. The original thinking was that if two or three signs were to be replaced and these were in a relatively good condition compared to the remaining, then the Town Council could retain them as stock signs to replace if the remaining deteriorated or were damaged. The only

original sign that would remain would be the one on Lubbethorpe Way from Fosse Park. This is unlikely to be a priority sign to replace if it deteriorated or was damaged.

### Recommendations

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

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 Lubbethorpe 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 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.



Braunstone Town Gateway Signage Scheme



**Proposed new Sign**

**New Sign – 6 Locations**



Braunstone Lane after Narborough Road South junction – **New Sign**



Narborough Road South East Service Road entering from Fosse Park - **New Sign**



**Braunstone Lane: Braunstone Avenue/Shakespeare Drive junction - New Sign**



**Braunstone Lane: A47, Hinckley Road junction (can not incorporate 30mph speed roundel due to not enough verge space available however new sign will be installed replacing the existing one)**





A563, Lubbethorpe Way, southbound after Braunstone Lane bridge - **New Sign**



A5460, Narborough Road South main road, southbound after Braunstone Lane junction - **New Sign**



**Narborough Road South - West Service Road ( Existing gateway signs are in good condition and there is no need to replace them)**

## **BRAUNSTONE TOWN COUNCIL**

### **PLANNING AND ENVIRONMENT COMMITTEE – 14<sup>TH</sup> DECEMBER 2023**

#### **Item 12 – Draft Climate Change & Environmental Action Plan**

##### Purpose

To consider a proposed action plan to deliver the Climate Change and Environmental Strategy's Objectives.

##### Background

On 23rd September 2021, the Town Council adopted a Climate Change and Environmental Strategy. Underpinning the Strategy is the need to take action and Chapters 7 and 8 set out details of the annual action planning and monitoring process, including the need to set appropriate timescales for review, depending upon the size and scale of the actions to be delivered.

The Strategy requires that Policy & Resources Committee will seek the input of the Council's Community Development Committee, Planning & Environment Committee and Citizens' Advisory Panel, particularly in respect of

- (a) Supporting the Local Community
  - (b) Protecting and Enhancing Green Spaces.
- (extract attached at Appendix 1).

##### Review of the Action Plan

Due to timescales and the need to deliver some large Capital Projects, the first Climate Change & Environmental Action Plan, attached at Appendix 2, covered a period of 22 months. This Action Plan was developed following a Carbon Audit of the Council's activities and included 9 of the 11 recommendations of the Carbon Audit. The intention is to review the Action Plan on an annual basis and an update on delivery of the projects is included in the *Timescales for Delivery* column.

##### Timescales

Following consideration by the Standing Committees and the Citizens' Advisory Panel, Policy & Resources Committee on 11<sup>th</sup> January 2023 will review and update the Action Plan and adopt it for the next financial year (April 2024 to March 2025).

Once the final action plan is agreed, recommendations can be made to Council to update the Capital Plan accordingly.

### Action Requested

With reference to the Chapters at Appendix 1, and the current Climate Change and Environmental Action Plan, attached at Appendix 2; the Committee are invited to identify whether there are specific actions which should be considered for inclusion as part of the annual review of the Climate Change and Environmental Action Plan.

#### **4. SUPPORTING THE LOCAL COMMUNITY**

**OBJECTIVE: Promote and encourage awareness and action on climate change, environmental protection and recycling by local residents, businesses and community organisations.**

Braunstone Town Council actively supports the objective of Blaby District Council and Leicestershire County Council for the Town, District and County to become carbon neutral no later than 2050.

Being "carbon neutral" means that the carbon dioxide emitted by all the activities in the community, be they individual, domestic, commercial, industrial or transport related, are removed by some other means.

The Council will seek to provide leadership at a local level, including in partnership with the principal Councils (including the City Council) and other organisations, to support our community to respond to the climate change agenda; this includes:

- (a) raising awareness of and promoting "local"; be it local businesses and retail or local producers;
- (b) raising awareness of existing cycling and walking routes around the Town, particularly to community facilities, leisure facilities, employment locations, schools and neighbourhood parades;
- (c) supporting and facilitating initiatives to improve cycling and walking routes in order to provide sustainable transport connections between the various communities, facilities and services in our Town and also between the Town and the City Centre, Fosse Park, railway stations, bus stations and other surrounding retail and employment areas;
- (d) support and promote initiatives to improve air quality, recognising the importance of also preventing a deterioration in air quality in the context of the new developments at Lubbesthorpe and in and around the Motorway Retail and Employment Area;
- (e) supporting and promoting initiatives which help residents make sustainable life style choices; such as using low or zero carbon energy and transport,
- (f) support and promote efforts by the principal Councils for the Town to reduce its waste and recycle more; and
- (g) provide opportunities for residents to recycle more of their waste when visiting the Town's parks & open spaces and community facilities and work with the District Council to increase provision across the Town.

The long term aim will be for Braunstone Town to reach "net-zero". "Net-zero" means that all activities in the Town emit no carbon dioxide into the atmosphere.

In the medium term the Town Council will need to assess where and how its residents access services, employment and education. The Town Council will need to work with the District and County Council's, as well as with the City Council, to either ensure this can be accessed by sustainable transport or alternatively can be provided for in the community.



## **6. PROTECTING AND ENHANCING GREEN SPACES**

**OBJECTIVE: To protect and enhance the town's Green spaces, promote and encourage tree planting, and seek to increase and enrich biodiversity.**

The Town Council is responsible for most of the Town's Parks and Open Spaces. These urban green spaces not only provide for sport, recreation and play but also for an enriched natural environment protecting the Town from and mitigating the effects of climate change and air pollution.

The Council will:

- (a) help fight pollution and climate change by planting trees on our parks;
- (b) produce an Environment and Biodiversity Strategy for our Parks and Open Spaces, which will set out the Council's approach to tree planting and maintenance, along with the Council's commitment to enhancing and enriching biodiversity;
- (c) reuse more of the waste generated from the maintenance of our parks and open spaces (e.g. tree and hedge clippings and grass cuttings) to enhance the biodiversity and environmental aspects of our parks and open spaces;
- (d) where we cannot reuse the waste ourselves, develop arrangements where the waste could be reused by others, composted or recycled;
- (e) identify measures for the management of our land and assets, which reduce the likelihood of flooding and provide for a rolling programme of water course maintenance as part of the annual winter works programme;
- (f) encourage the involvement of local residents, particularly young people and schools, in projects and initiatives to enhance the natural environment; and
- (g) source materials, including play equipment, which is durable and long lasting, made from sustainable sources and compliments the natural environment.

In the medium term the Council will consider reviewing access to and provision of green space across the Town. In the long term the Council, in partnership with the District and County Councils, will need to develop plans to enhance the built environment across the Town, including tree planting, protecting hedgerows and encouraging wild flower and biodiversity.



## BRAUNSTONE TOWN COUNCIL CLIMATE CHANGE & ENVIRONMENTAL ACTION PLAN JUNE 2022 – MARCH 2024

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Install solar PV identified in the Carbon Audit.	1. Reduction in Carbon footprint of approx.18%; 2. significant savings with energy costs set to rise significantly.	1. Reduction of Carbon Footprint; 2. savings reinvested in other carbon reduction actions and/or services.	Significant financial resources to purchase and install (potentially over £100k)  Consider working with partners.	1. Older roofs may need reinforcing; 2. Legal arrangements for the library building are complex.	1. Structural surveys of roof condition; 2. remedial action if necessary; 3. tender exercise; 4. obtaining finance.	April 2022 to March 2023.  <b>Delivered at Community Centres August to October 2023</b>	High
Insulate roof at Mosssdale Meadows Changing Rooms/Depot	1. Capital Plan item; 2. Prevent energy wastage.	Reduce costs	Estimated below £10k	Roof not good quality and may need replacing or upgrading	1. Roof condition survey; 2. Obtain quotes	2023/2024  <b>Outstanding recommend 2024 - 2026</b>	Medium
Install smart meters	For ongoing analysis of the buildings' energy performance.	Provide consumption figures for reviewing the Carbon Audit in 2024.	None	None	Arrange with supplier	October 2022  <b>Library Complete. Recommend October 2024</b>	High

<b>Nature of Action to be delivered</b>	<b>Reason for inclusion</b>	<b>Benefits (Council and Community)</b>	<b>Resources Required</b>	<b>Potential Barriers to Delivery</b>	<b>Delivery Actions</b>	<b>Timescales for Delivery</b>	<b>Priority Level</b>
Upgrade the electric heating at Mosssdale Meadows Changing Rooms/Depot	Maximise heating efficiency	Reduce costs	Estimated below £10k	Capital Plan item for refurbishment of changing facilities.	1. Assess deliverability with wider improvements; 2. Obtain quotes.	2023/2024  <b>Outstanding recommend 2024 - 2026</b>	Medium
Install LED lighting at Mosssdale Meadows Changing Rooms/Depot	Energy efficiency and Carbon reduction	Reduction in carbon footprint and reinvestment of savings	Estimated below £5k	Capital Plan item for refurbishment of changing facilities.	1. Assess deliverability with wider improvements; 2. Obtain quotes.	2023/2024  <b>Outstanding recommend 2024 - 2026</b>	Medium
Encourage walking, cycling, and working from home	Reduced pollution and carbon emissions	1. Reduction in carbon; 2. Healthy living; 3. Work/home life balance	Dependent on individual actions	Limited impact on carbon footprint due to numbers and occasions	1. Improvements to Cycling facilities Capital Plan item 2. Strategy delivery objectives 4(b) & 4(c) 3. Develop Working at home policy & procedure 4. Join Bike to work scheme	2022/2023  <b>Item for Capital Plan Review</b>  <b>Ongoing</b>  <b>Scheduled for 2024</b>  <b>Completed</b>	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Encourage walking, cycling, and working from home <i>Continued</i>					5. Produce / provide information guides and maps for cycling and walking routes	2023/2024  <b>Recommend 2025/2026</b>	Low
Purchase renewable electricity	To help decarbonise buildings and transport	Community Leadership	Unit rate may be slightly higher	Limited global impact due to supply issues	Swop supplier at contract renewal	2024/2025  <b>Completed</b>	Low
Install a hybrid air source heat pump at Thorpe Astley Community Centre	Decarbonise Community Centre heating; 10% reduction of total Council emissions.	1. Reduction of Carbon Footprint; 2. savings reinvested in other carbon reduction actions and/or services.	Significant financial resources to purchase and install (potentially £50k to £100k)	Finance	1. heat loss calculation 2. tender exercise 3. obtaining finance	April 2022 – March 2023  <b>Completed August 2023</b>	High

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Replace parks diesel pick-up trucks with electric or hybrid	Reduced pollution and carbon emissions	<ol style="list-style-type: none"> <li>1. reduced pollution on parks &amp; open spaces;</li> <li>2. fuel cost savings</li> </ol>	Vehicles leased so no up front cost, although maybe slightly higher lease cost	<ol style="list-style-type: none"> <li>1. Leases in place</li> <li>2. Limited market availability</li> </ol>	<ol style="list-style-type: none"> <li>1. Review operational working arrangements</li> <li>2. Review availability at renewal;</li> <li>3. if limited consider shorter lease period.</li> </ol>	2024/2025  <b>Recommend 2028/2029</b>	Medium
Installation of Electric Vehicle Charging points at community facilities and parks depot	To provide fast charging for service users, hirers and staff who use an electric vehicle.	<ol style="list-style-type: none"> <li>1. Electric vehicle becomes an option;</li> <li>2. modest Income generation</li> </ol>	Approximately £50k  Consider working with partners.	Installation works could be significant at some locations.	<ol style="list-style-type: none"> <li>1. Tender exercise</li> <li>2. Identifying finance</li> </ol>	June 2022 – March 2023  <b>Delivered at Community Centres May to July 2023</b>	High
Continue to reduce our waste and recycle more	To reduce overall carbon footprint and pressure on landfill.	Provides residents, users and staff with opportunities to recycle and therefore reduce waste.	Cost of new bins	<ol style="list-style-type: none"> <li>1. capacity and finance to upgrade receptacles;</li> <li>2. encouraging use and correct use.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review receptacles in rooms, offices and kitchens and make more high profile</li> </ol>	Rolling programme from 2022 to 2024  <b>Due to complete</b>	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Continue to reduce our waste and recycle more <i>Continued</i>					2. provide recycling receptacles on parks 3. Work with District Council and others to increase opportunities for residents to reuse and recycle more items	2023/2024 <b>Due to complete 2026</b>  <b>Recommend Ongoing to 2028</b>	
Commission a study of the Council's Parks & Open Spaces in order to develop a Management Plan to deliver the objectives in the Environment & Biodiversity Strategy	To assess opportunities for the expansion of tree provision, and their nature and biodiversity potential, including wildlife and woodland corridors	1. To help fight pollution and climate change. 2. To stop the loss of habitats and to protect and enhance both nature and biodiversity.	Cost of commissioning the study and developing an action plan.	Large study of 32 hectares of land, which is split into several parcels and includes varied use – may need to focus in on specific areas.	1. Identify areas for study 2. Commission study 3. Include an Audit of Wildlife Corridors to produce a map of Wildlife Corridors 4. Develop Management Plan	August 2022 to July 2023  <b>Study scheduled for Spring 2024</b>  <b>Recommend 2024/2025</b>	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Commission a study of the Council's Parks & Open Spaces <i>Continued</i>					5. Consider objective to install Bird Boxes on newly planted trees with. Children from the area painting the boxes as an activity.	<b>Recommend 2024 onwards</b>	
Develop and implement sustainable Procurement objectives	No occasion should be missed to guide procurement expenditures towards efficient low-carbon choices in products, services and public works	Supporting sustainable supplies and suppliers for the long term benefit of both the Council and the Community	None specific, however, implementation of sustainable Procurement objectives in the short to medium term may increase the overall cost of procurement.	None to the Objectives; however, implementation could be difficult where there is limited choice.	1. Initially prioritise implementation for new contracts and suppliers. 2. Roll out to all contractors and suppliers	January 2023 – March 2023 <b>Delivered</b>  2023/2024 <b>Scheduled 2024/2025</b>	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Develop Sustainable Planning Policies	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.	The Community and residents benefit from carbon and energy efficient properties.	Committee and Officer time developing policies and liaising with the Planning authority to ensure they could be delivered through the development control process.	National Planning Policy Framework, legislation and the District Local Plan may not provide for or may limit sustainable conditions being considered as part of the planning process.	<ol style="list-style-type: none"> <li>1. Consider potential sustainable planning policies</li> <li>2. Check deliverability</li> <li>3. Feed into local plan review and development control consultations</li> </ol>	2023  <b>Recommend 2024</b>	Medium

*Approved by Policy & Resources Committee, 28th April 2022; updated 16th June 2022.*



## BRAUNSTONE TOWN COUNCIL

### PLANNING & ENVIRONMENT COMMITTEE – 14<sup>th</sup> DECEMBER 2023

#### Item 13 – Planning & Environment Priorities and Objectives

##### Purpose

To consider the Planning & Environment Priorities and Objectives and determine whether they were relevant to address current and emerging issues faced by the Council and the community.

##### Town Council Mission

The Council's Mission Statement sets out its vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

##### **Mission Statement - We exist:**

1. *to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town;*
2. *to provide a focus for civic pride;*
3. *to listen, identify and respond to agreed local needs; and*
4. *to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.*

*"Spectemur. Agendo" translates "Let us be Judged by Our Actions"*

##### Strategic Aims and Delivery Objectives

In 2021, the Council refocussed its 10 priorities into 4 Strategic Aims for the medium term. Each Strategic Aim has Delivery Objectives for the financial year, which the Council reviews annually as part of the annual review of the Council's Business Plan, Capital Plan and the annual setting of the budget and Council Tax precept.

Some of the 2023/2024 Delivery Objectives under Strategic Aim 4, "Respond to Climate Change and champion sustainable development", in part fall within the remit of the Planning & Environment Committee and are set out below with an update on progress, along with proposed amendments and new Delivery Objectives for 2024/2025:

#### 4. Respond to Climate Change and champion sustainable development

**Aim:** To embed climate and environmental awareness in our decision making and actions and play our part in supporting the community to do the same.

<b>Delivery Objectives</b>		
<b>Ref</b>	<b>Objective</b>	<b>Progress/Notes/Recommendation</b>
(a)	Deliver actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030.	Delivered installation of solar panels, heat pump and EVCPs. Action Plan is being reviewed for 2024/25 and will be ongoing to 2030. <b>Roll onto 2024/25.</b>
(c)	Support and facilitate initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian.	GCW Phase 2 delivered for Mossdale, Meridian Leisure, Kingsway and Aylestone Meadows. Thorpe Astley scheduled for Spring 2024. <b>Roll onto 2024/25</b> for completion and for further projects and initiatives.
(d)	Work to ensure that development meets present needs, minimises air pollution and car journeys, while protecting the needs of future generations.	Ongoing <b>Roll onto 2024/25.</b>

For information, the other three Strategic Aims are:

1. Protect and Enhance our Parks and Open Spaces: *To invest in and maintain high quality urban green spaces for sport, recreation and play, while enriching the natural environment.*
2. Provide Vibrant Community Facilities: *To provide vibrant, accessible and cost effective community facilities, which continue to be used by and respond to the needs of our community.*
3. Support and Connect the Local Community: *To both nurture and enhance the Town's community life and connect our communities to reduce isolation and build community cohesion.*

#### Committee/Service Objectives

In addition, the Council has key objectives relating to its Committees and Service Areas, which are reviewed on an annual basis.

The Planning and Environment Objectives are as follows:

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the needs of future generations.

2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
4. To inform and consult local residents about major planning proposals, Development Plans and other planning initiatives by central and local government.
5. To work with others to minimise the impact from:
  - (a) traffic; and
  - (b) air and light pollution.
6. To promote responsible dog ownership and waste disposal.
7. To provide and maintain street seats and notice boards at key locations.
8. To monitor the New Lubbesthorpe development and to respond to any implications of that development for the environment of the Town.

The Service Objectives continue to be relevant and therefore, there are no recommended changes.

### Reviewing Delivery and Service Objectives

Following adoption by Council in November of the Medium Term Priorities and Financial Planning, each Standing Committee reviews its Delivery and Service Objectives, alongside recommending its budget, for the forthcoming year, with a view to Council adopting any changes in January when it sets the budget and precept.

### Extension to Braunstone Village Conservation Area

A major area of the Committee's work, in pursuance of Objectives 1 – 4 above, is the Council's role in supporting a review of the Braunstone Village Conservation Area with a view to considering the merits of its extension to the Town (south) side of Braunstone Lane.

While Blaby District Council will be commissioning the review of the Character Appraisal; the Town Council will have an input into the evidence assessment and a role in promoting and engaging local residents in the process.

Given the estimated timescales for review, this piece of work will be a significant part of the Committee's work in the first part of 2024 and into the summer of 2024.

### Notice Board Renewal

On 10th December 2020, the Committee resolved to request that an item be added to the Capital Plan from 2021/22 until 2025/26 *"To provide new, improved and enhanced notice boards at key locations over 5 years"*. Council approved this request on 28th January 2021 (Council Minute 5896). Due to resource pressures and other significant priorities, on 6th January 2022, the Committee agreed that during 2022/23 the rolling programme focused on reviewing notice boards on the Council's own land; rather than on the public highway, which would involve obtaining licenses and orders from the County Council (minute 73, 2021/22). While there remains other areas of the Council's estate where notice boards can be renewed, the process for structures

licenses on the highway has been streamlined and therefore, from 2024/2025, it would be reasonable for the Committee to consider priorities for Notice Board renewal across the parish, irrespective of whether the boards are located on Town Council or Highways land.

### Recommendations

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

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.

# Financial Budget Comparison

**ITEM 14**

## for 8. Planning & Environment

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/2024</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>
<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	£704.60	-£445.40
890	Total	£1,150.00	£0.00	£704.60	-£445.40
<b>Total Income</b>		<b>£1,150.00</b>	<b>£0.00</b>	<b>£704.60</b>	<b>-£445.40</b>
<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	£8,103.33	£1,434.67
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>		<b>£13,488.00</b>	<b>£0.00</b>	<b>£11,922.15</b>	<b>£1,565.85</b>

# Financial Budget Comparison

## for 8. Planning & Environment

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.

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

**2023/2024**

**Reserve**

**Actual Net**

**Balance**

## **BRAUNSTONE TOWN COUNCIL**

### **PLANNING & ENVIRONMENT COMMITTEE – 14<sup>th</sup> DECEMBER 2023**

#### **Item 15 - Capital Plan and Budget Estimates 2024/2025**

##### Purpose

To consider 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 for recommendation to Policy & Resources Committee.

##### Background

Policy and Resources Committee on 2nd November 2023 and Council on 16th November 2023 approved the Council's Medium-Term Priorities and Financial Planning, which sets the framework for planning the budget estimates and setting of the precept.

As part of this process each Committee recommends to Policy and Resources Committee a proposed budget. To assist the Committee, the budget outturn for last financial year, 2022/2023, is attached at Appendix 1. The Financial Comparisons for the current financial year, 2023/2024, is enclosed at the previous item on the agenda. A proposed budget for Planning & Environment's Service Area for the next financial year, 2024/2025, is attached at Appendix 2.

##### Budget Estimates 2023/2024

The Management & Administration apportionment (both the percentage and amount) is set by Policy & Resources Committee. For illustrative purposes the apportionment shown in Appendix 2 is based on the assumptions set out in the Medium Term Priorities and Financial Planning assessment.

##### *Waste Services*

Last year, due to rising treatment and transport costs, market pressures, and an increase in waste fees, the budget was increased to £9,538 per annum.

The quarterly figure for bin emptying is now £2,808 making the annual figure £11,232. Therefore, it is recommended that the 2024/25 budget be increased to £11,401 taking into account both current costs and inflation at 10%.

##### *Street Furniture*

The Capital Plan item "To provide new, improved and enhanced notice boards at key locations over 5 years", which is also provided for in the Planning & Environment objectives (7), will need funding over the 5 year period (2021/22 until 2025/26).

On 5th May 2022, the Committee approved in principle a request for the Town Council to adopt and maintain three planters, which are proposed at two gateway locations to Braunstone Town off Narborough Road South (minute 103 2021/2022). Planting and maintenance costs were estimated at £500 per annum, particularly as the planters are new. This figure can be reviewed in future years if necessary.

Therefore, it is recommended that the revenue budget is increased by £1,376, based on the predicted outturn figure for 2023/24 and allowing for inflation of 10% along with £500 for gateway planter maintenance.

### *Consumer Products*

The Town Council purchases for resale consumer products in pursuance of Planning & Environment Objective 6; “To promote responsible dog ownership and waste disposal”. The aim is to break even or make a small profit.

However, Poop Scoops have been changed to biodegradable bags, which are more expensive and due to rises in costs, the amount the Council is now paying exceeds what is charged to the customer. It is recommended that charges rise to the rounded 10p above the cost in order to cover costs (currently the charge is £1.20 but the cost is £1.35, therefore, the charge to the customer would rise to £1.40). If prices rise during 2024/2025 then the charges to the customer will rise accordingly. If prices decrease then the current price will be maintained. Planning & Environment Committee can review charges next year based on costs during 2024 and determine whether it wishes to increase prices in order to make a small profit. The proposed 2024/25 income and expenditure budgets have been adjusted to reflect this.

### Summary of Proposals

Taking into account the proposed budget increases, excluding the Management & Administration recharges (which will be considered by Policy & Resources Committee in January 2024), the net requirement will increase from £12,338 in 2023/2024 to £15,627 in 2024/2025 (28.53%).

### Capital Plan

The current Capital Plan, approved by Council on 26th January 2023, updated by Council on 29th June 2023, includes the following items relating to the Planning and Environment service area:

- Gateway signage to the Town on the new road from Lubbesthorpe; and
- Provide new, improved and enhanced notice boards at key locations.

It is proposed to retain these items on the Capital Plan with the clarification that the rolling programme for improved and enhanced notice boards should no longer focus purely on the notice boards on the Council’s own land. The proposed amendment is highlighted in red in the notes column of the table below.



General Projects		
Location	Project	Notes
Gateway signage to the Town on the new road from Lubbesthorpe	The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and could explore incorporating speed reminders and/or safety messages.	Estimated: £3k <i>Annual Budgets</i>
Provide new, improved and enhanced notice boards at key locations	Over the past few years, many notice boards have fallen into disrepair and have been removed. Some existing notice boards are in need of refurbishment and replacement. Some notice boards are located where there isn't a high level of footfall, while some key locations do not have notice boards.	Rolling programme over 5 years. <del>Focus on Notice Boards on Council land in 2022/2023</del> <i>Annual Budgets</i>

### Recommendations

That it be recommended to Policy & Resources Committee that it be recommended to Council:

1. that the *Waste Services* budget be increased from £9,538 per annum to £11,401 per annum;
2. that the *Street Furniture* revenue budget be increased from £2,600 to £3,976;
3. 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);
4. that for *Consumer Products – Poop Scoops*, income be aligned to the expenditure (i.e. reduced by £50 to £1,100);
5. that the draft Estimates for the Planning and Environment Committee, as attached at Appendix 2, be included in the Budget Estimates for 2024/2025;
6. 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

1. To ensure that sufficient funds would be available to cover any increase in waste fees for emptying dog waste bins.
2. 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.
3. To ensure the Council covered its costs.
4. To reflect current and previous year income and expenditure.
5. To ensure appropriate resources for Planning and Environment Services.
6. 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.

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Variance</b>
<b>8. Planning &amp; Environment</b>						
<b>Income</b>						
807	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
890	Consumer Products (Sales)					
890/1	General	£0.00	£0.00	£0.00	£0.00	0.00%
890/2	Poop Scoops	£1,700.00	£0.00	£998.13	-£701.87	-70.32%
890/3	Waste & Garden Bags	£560.00	£0.00	£0.00	-£560.00	100.00%
890	Total	£2,260.00	£0.00	£998.13	-£1,261.87	-126.42%
<b>Total Income</b>		£2,260.00	£0.00	£998.13	-£1,261.87	£1,150.00
<b>Expenditure</b>						
8070	Projects					
8070/1	Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
8070	Total	£0.00	£0.00	£0.00	£0.00	0.00%
8190	Professional Fees	£250.00	£500.00	£0.00	£750.00	100.00%
8440	Waste Services (Dog Bins)	£7,570.00	£0.00	£8,554.00	-£984.00	-11.50%
8460	Furniture	£2,500.00	£0.00	£2,794.32	-£294.32	-10.53%
8900	Consumer Products (Purchase for resale)					
8900/1	Poop Scoops	£1,600.00	£0.00	£1,236.00	£364.00	29.45%
8900/2	Waste & Garden Bags	£420.00	£0.00	£0.00	£420.00	100.00%
8900	Total	£2,020.00	£0.00	£1,236.00	£784.00	63.43%
<b>Total Expenditure</b>		£12,340.00	£500.00	£12,584.32	£255.68	£13,488.00

**BRAUNSTONE TOWN COUNCIL  
PLANNING & ENVIRONMENT COMMITTEE  
DRAFT ESTIMATES 2024/2025**

KEY	EXPENDITURE	
	<b>Management &amp; Administration Apportioned to services as follows:-</b>	
	5.10%	<b>31,462.18</b>
1.(s222)	Professional Fees	250.00
12	Projects	0
8.(ss5&6)	<b>Waste Services</b>	<b>11,401.00</b>
2.(ss2&3)	<b>Street Furniture</b>	<b>3,976.00</b>
8.(ss5&6)	<b>Consumer Products (Purchase for resale) Poop Scoops</b>	<b>1,100.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>48,189.18</b>
KEY	INCOME	
	<b>Consumer Products (Sales) Poop Scoops</b>	<b>1,100.00</b>
	Projects	
	<b>TOTAL INCOME</b>	<b>1,100.00</b>
	<b>NET REQUIREMENT</b>	<b>47,089.18</b>

**Waste Services: increased by £1,863 due to an increase in price and 10% inflation.**  
**Poop Scoops: Income reduced to match costs; increase in prices has meant that the Council has recently made a loss. For 2024/2025 aim should be to cover costs.**  
**Street Furniture: £1,376 increase based on outturn and 10% inflation, plus £500 for planters.**

KEY TO ACTS (followed by Section Number in Brackets)

1. Local Government Act 1972
2. Parish Councils Act 1957
8. Litter Act 1983
12. The Climate Change and Sustainable Energy Act 2006

# Paid Expenditure Transactions

paid between 18/10/23 and 05/12/23, 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
BACS230103T ARGET5261	27/11/23	19373		£3,369.60	£561.60	£2,808.00	8. PE	Target Pest Control & Hygiene	Collection 48 Dog Waste Bins - weekly & Service charge for Feminine Hygiene Oct/Nov/Dec 8440
<b>Total</b>				£3,369.60	£561.60	£2,808.00			