



## 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

Telephone: 0116 2890045 Fax: 0116 2824785

Email: [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk)

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

15<sup>th</sup> March 2023

Dear Councillor,

You are summoned to attend the **Meeting of the Braunstone Town Council** to be held in the Council Chamber at Braunstone Civic Centre on **Thursday 23<sup>rd</sup> March 2023** commencing at **8.00pm** for the transaction of the business set out below.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/86760915664?pwd=R1ROOXY0ZDBwdlROQ1QzVkIVZmZkdz09>

Meeting ID: 867 6091 5664

Passcode: 129085

Yours sincerely,

Darren Tilley  
Chief Executive & Town Clerk

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

## **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 Session**  
Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes**  
To confirm the accuracy of the Minutes of the Meeting of Braunstone Town Council held on 26<sup>th</sup> January 2023 to be signed by the Chairperson (**Enclosed**).
5. **Announcements**  
To receive announcements/reports (if any):
  - a) Town Mayor,
  - b) Leader of the Council,
  - c) Chief Executive and Town Clerk.
6. **Questions from Councillors**  
To answer questions from Councillors where notice has been given in accordance with Standing Order 4.11 (if any).
7. **Reports of Standing Committees**  
To receive reports and minutes of Standing Committees (**Enclosed**):

a) Community Development Committee	02/02/2023	p7622
b) Planning & Environment Committee	16/02/2023	p7628
c) Policy & Resources Committee	09/03/2023	p7644
8. **Motions on Notice**  
To receive and consider motions moved on notice in accordance with Standing Order 4.13 (if any).
9. **Sealing of Documents**  
To authorise the sealing of the following document:
10. **County and District Councillor Reports**  
To receive reports from the Town's elected representatives on:
  - a) Leicestershire County Council
  - b) Blaby District Council

*Next Scheduled Meeting: Annual Council – 8pm, Thursday 18<sup>th</sup> May 2023.*



**NOTE:**

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

*EQUALITIES ACT 2010*

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

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

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

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF THE COUNCIL MEETING**

**26<sup>th</sup> January 2023 at 8.00PM**

**PRESENT:** Councillor Satindra Sangha (Town Mayor), Councillors Shabbir Aslam, Ajmer Basra, Nick Brown, Sam Fox-Kennedy, Amanda Hack, Sohan Johal, Paul Kennedy, Leanne Lee, Rebecca Lunn-Scoppie, Phil Moitt, Darshan Singh, Christiane Startin-Lorent, Marion Waterton and Robert Waterton.

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

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

**COUNCILLOR SATINDRA SANGHA, TOWN MAYOR, IN THE CHAIR**

**6088 Apologies**

Apologies for absence were received from Councillors Anthea Ambrose, Parminder Basra, Callistus Fonjong, Sam Maxwell, Dipen Nathwani and Tracey Shepherd.

**6089 Disclosures of Interest**

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

**6090 Public Session**

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

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

**6091 Minutes**

The Minutes of the meeting of Braunstone Town Council held on 17<sup>th</sup> November 2022 were circulated (item 4 on the agenda).

It was proposed by the Town Mayor and seconded by Councillor Nick Brown and was

**RESOLVED** that the Minutes of the Meeting of Braunstone Town Council held on 17<sup>th</sup> November 2022 be approved and signed by the Chairperson as a correct record; subject to minute 6087 County and District Councillor Reports; a) Leicestershire County Council; paragraph 3 reading “£50 million deficit”

## **6092 Business Plan 2023/2024**

The Council considered Strategic Aims and Delivery Objectives, along with Service Objectives, in order to determine whether they were relevant to address current and emerging issues faced by the Council and the community (item 5 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack and was

### **RESOLVED**

1. that the Council's Mission Statement remain unchanged;
2. that the progress with the 2022/2023 Delivery Objectives, including recommendations for 2023/2024, as set out in the report, be received, noted and endorsed;
3. that the proposals to amend the Council's Service Objectives, as set out in the report, be noted and endorsed; and
4. that the proposed Business Plan for 2023/2024, attached at Appendix 1 of the report, be approved and adopted.

### *Reasons for Decision*

1. *The Mission Statement sets out the Council's vision to provide high quality services and support the needs of the community, recognising that this would be within available resources.*
2. *To note progress with the implementation of the 2022/2023 Delivery Objectives so far and set out proposals for 2023/2024.*
3. *To ensure that the Council's objectives were relevant and reflected changing issues within the community.*
4. *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.*

## **6093 Capital Plan 2023/2024**

The Council considered priorities and projects for 2023/2024 Capital Plan (item 6 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack and was

### **RESOLVED**

1. that the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
2. that the projects due for completion (section b) be removed, assuming their completion prior to the end of the plan period, otherwise to be included on the 2023/2024 Capital Plan (Appendix 1);

3. that the Current Projects (section c) be rolled forward, as amended, on to the 2023/2024 Capital Plan (Appendix 1);
4. that the Proposed New Projects (section d) be added to the 2023/2024 Capital Plan (Appendix 1);
5. that the Projects proposed for Deletion (section e) be removed from the rolling programme of Capital Projects; and
6. that, subject to 2 above, the Proposed Capital Plan for 2023/2024 be approved, as set out at Appendix 1 of the report, including the timescales for delivery, estimated costs and potential funding sources.

#### *Reasons for Decision*

1. *To confirm that the projects had been completed and there was no further work outstanding.*
2. *To ensure the plan was updated accordingly reflecting progress with its delivery.*
3. *To confirm that the projects were outstanding and were still required.*
4. *To recognise the need to undertake investment and improvement as identified.*
5. *To recognise that, following review, these projects were no longer required.*
6. *To provide a realistic and deliverable plan for investment in and improvement to the Council's infrastructure.*

#### **6094 Budget (including Fees and Charges) and Precept for 2023/2024 and future estimates**

Council considered the budget and precept for 2023/2024, including fees and charges, and proposed estimates for future years (item 7 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack and was

#### **RESOLVED**

1. that a budget of £1,000 be included as a one-off in 2023/2024 budget for Grants for community events to mark the King's Coronation;
2. that the following budgets be created from 2023/2024:
  - (a) £3,000 be included for *Thorpe Astley Summer Event*, and
  - (b) £1,000 be included for *Social Inclusion Initiatives*;
3. that the following budgets be deleted from 2023/2024:
  - (a) *Citizens' Advice Bureau SLA* budget; and
  - (b) both the income and expenditure headings for *Consumer Products – Waste & Garden Bags*; and
4. that the Christmas Decorations budget, be retained and renamed "*Seasonal Decorations*" from 2023/24 and that £500 be transferred from the Braunstone Civic Centre budget to the Library budget;
5. that no percentage increase be applied to Community Centres, sports pitches and miscellaneous fees and charges;
6. that £3,000 be earmarked in the reserves in 2023/24 to balance the funding gap between income and expenditure budgets;

7. that the Estimates for 2023/2024, as attached at Appendix 1 of the report, be approved as the Council's Budget for 2023/2024; and
8. that a Net Precept Requirement for £776,035 for the financial year 2023/2024 be submitted to Blaby District Council.

*Reasons for Decision*

1. *To ensure appropriate financial support to enable King's Coronation celebratory events to be organised and to ensure their success.*
2. *To create new budgets to:*
  - (a) *provide the resources for a summer annual event at Thorpe Astley Park, and*
  - (b) *ensure that important events and social inclusion activities run by local volunteers supported by the Town Council had sufficient funds to remain viable.*
3. *To remove budgets no longer required:*
  - (a) *Citizens Advice services continue to be delivered remotely via the telephone, email or online and there didn't appear to be any prospect that branch services would resume, and*
  - (b) *the Waste & Garden Bags service had been withdrawn by Blaby District Council.*
4. *To cover the cost of hiring equipment, such as a cherry picker, needed to put up and dismantle the Christmas lights and to cover any other festivals.*
5. *It was difficult to predict whether the current squeeze on household incomes, which was likely to continue in the 2023/24 financial year, would have an impact on the Council's facilities income and, if so, in what way.*
6. *To allocate funding to cover costs, which may result in efficiency savings during the year or, failing that, covering the one-off costs in 2023/2024.*
7. *To meet the Town Council's operating budgets for 2023/2024 along with funding for the Capital Plan and service pressures as identified in the report on Medium Term Priorities and Financial Planning.*
8. *The precept requirement for the year being the difference between expenditure and income, calculated in accordance with Section 50 of the Local Government Finance Act 1992.*

**6095 Announcements**

a) Town Mayor

The Town Mayor reported that she had attended several events over the last few months including:

- Christmas Craft Fair at Braunstone Civic Centre on 19<sup>th</sup> November between 11am and 3pm;
- Christmas Movie Night at Thorpe Astley Community Centre on 2<sup>nd</sup> December at 5:30pm;
- Pantomime at Braunstone Civic Centre on 4<sup>th</sup> December at 4pm;
- Christmas Carol Service at Blaby Council Offices on 7<sup>th</sup> December at 6:30pm; and

- Harvest Church Carol Service at Braunstone Civic Centre on 11<sup>th</sup> December at 6:30pm.

Forthcoming events included a Barn Dance on 18<sup>th</sup> March and a Quiz Night on 24<sup>th</sup> March 2023. The Town Mayor would also be arranging events to further raise funds for her chosen charity.

b) Leader of the Council

Councillor Nick Brown advised that refurbishment work to Braunstone Civic Centre, including work to the toilets, kitchens and installation of a Changing Places Toilet, had now commenced.

Later in the Spring work would start on the installation of solar panels on the Town Council properties, installation of Electric Charging Points at the community centres and an Air Source Heat Pump at Thorpe Astley Community Centre.

c) Chief Executive and Town Clerk

No announcements were made.

**6096 Questions from Councillors**

No questions had been submitted.

**6097 Reports of Standing Committees: Community Development Committee – 1<sup>st</sup> December 2022**

Council received the Report of the meeting of the Community Development Committee held on the 1<sup>st</sup> December 2022 (p7579-7588).

Page 7581, Minute 60 – Community Safety and Neighbourhood Policing Update

Councillor Amanda Hack queried if the Police would be attending the next Community Development meeting on 2<sup>nd</sup> February. It was confirmed that the Police had been invited and would attend if duties allowed.

It was moved by Councillor Nick Brown and was

**RESOLVED** that the Report be adopted.

**6098 Reports of Standing Committees: Planning & Environment Committee – 8<sup>th</sup> December 2022**

Council received the Report of the meeting of the Planning & Environment Committee held on 8<sup>th</sup> December 2022 (p7589 – p7602).



Councillor Robert Waterton commented on the amended plans submitted for the erection of Local Centre 1 on Tay Road, New Lubbesthorpe, and raised concerns regarding the following:

- a) Forest House Health Centre proposal to move some services to the new GP Surgery at New Lubbesthorpe when the GP practice was on the first floor, which could present accessibility issues.
- b) Site of proposed GP surgery had now been moved to a different area adjacent to the established Primary school. Concern was raised that this would increase traffic in a small area with the school, proposed Care Home, GP Surgery and local shops being located in one area and only one entrance available to access all the services.

It was moved by Councillor Robert Waterton and was

**RESOLVED** that the Report be adopted.

**6099 Reports of Standing Committees: Policy & Resources Committee – 12<sup>th</sup> January 2023**

Council received the Report of the meeting of Policy & Resources Committee held on 12<sup>th</sup> January 2023 (p7603– p7613).

Page 7607, Minute 69 – Shakespeare Park – Improvement and Development

Councillor Nick Brown advised that the main Project at Shakespeare Park being the pavilion and tennis courts, had now been completed with an underspend on the budget by £26,057. Funding for the refurbishment of the playground adjacent to the tennis courts and pavilion was being sought and an application to the National Lottery for funding had now reached the second stage.

It was moved by Councillor Nick Brown and was

**RESOLVED** that the report be adopted.

**6100 Motions on Notice**

No Motions on Notice had been submitted.

**6101 Sealing of Documents**

Council considered sealing a Copyright Assignment Agreement for two books:

- a) “Braunstone’s Humble Past” and
  - b) “When Life was Transformed in Braunstone and the Role of the Parish Council in the 1920s/30s”.
- (item 12a on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack and was

## **RESOLVED**

1. that, in accordance with Standing Order 4.24, the Council's common seal be applied to the Copyright Assignment Agreement relating to "Braunstone's Humble Past"; and "When life was Transformed in Braunstone and the Role of the Parish Council in the 1920s/1930s"; attached as Appendix 1 to the report; and
2. that the Town Mayor be asked to send a formal letter of thanks to Jack Haselgrove for his generous offer to assign the copyright of his two books on the history of Braunstone to the Town Council.

### *Reasons for Decision*

1. *To implement the wishes of the author to assign all rights of copyright and ownership to Braunstone Town Council, together with authority to apply any income from sales towards the operation of Braunstone Town Community Library.*
2. *To acknowledge Jack's hard work and dedication both researching and bringing to Life the history of Braunstone, the life of its people and the changes they have experienced over the centuries.*

## **6102 County and District Councillor Reports**

### a) Leicestershire County Council

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

1. Highways and Transport Overview and Scrutiny Committee had received a proposed Highway Design Guide for consultation, including:
  - What permitted developments were allowed on highways including service boxes;
  - Engineering on highways for active travel for pedestrians including pedestrian crossings etc;
  - Highway responses to unadopted roads – highways have no responsibility for unadopted roads and therefore do not include them in highway plans; and
  - Concern at development plans for parking space including double garages that were not big enough to fit two vehicles in.
2. Budget proposals were currently being worked on but the County Council were having to cut back on many services.
3. Councillor Hack was pleased to announce that some of the projects in her Highways Fund Scheme were now taking place including two County Council footpaths across the Kingsway green that have now be improved. Fencing at the entrance to Braunstone Town by Fosse Park roundabout had now also been repaired and painted.

Councillor Robert Waterton queried if there would be communication between Leicestershire County Council and Blaby District Council regarding planning applications and parking spaces and garage size.

Councillor Christiane Startin-Lorent raised concern regarding the issue of vehicles parking on pavements resulting in pedestrians having to work on the highway to get by. Planning applications do not include suitable parking and with current car sizes, garages dimensions are not big enough to accommodate them.

Councillor Amanda Hack suggested that many recent developments had included narrow roads resulting in vehicles having to park partially on pavements to allow access; which needed to be addressed.

b) Blaby District Council

Councillor Nick Brown, as District Councillor for Millfield Ward, reported on the Budget proposals for 2023/2024, which had been considered at Budget Scrutiny Committee. A more generous funding settlement had been received by Blaby District Council than expected so there were no significant cuts proposed. However, with the New Homes Bonus reducing in future years this could have a financial impact in future years.

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.

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 2<sup>nd</sup> FEBRUARY 2023 AT 7.30pm**

**PRESENT:** Councillor Anthea Ambrose (Chair) and Councillors Ajmer Basra, Nick Brown, Sam Fox-Kennedy, Amanda Hack, Sam Maxwell, Dipen Nathwani, Christiane Startin-Lorent and Marion Waterton.

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

There were no members of the public present.

**73. Apologies**

Apologies for absence were received from Councillors Paul Kennedy and Tracey Shepherd.

**74. Disclosures of Interest**

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

**75. Public Participation**

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

There were no members of the public present.

**76. Minutes of the Meeting held 1<sup>st</sup> December 2022**

The Minutes of the Meeting held on 1<sup>st</sup> December 2022 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 1<sup>st</sup> December 2022 be approved and signed by the Chairperson as a correct record.

**77. Town Mayor's Report**

The Committee received a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (item 5 on the agenda).

It was noted that the Town Mayor would be attending the Ratby Band Barn Dance on 18<sup>th</sup> March 2023 and the St Crispin's Quiz on the 24<sup>th</sup> March 2023. The Town Mayor had organised a sponsored walk event and was encouraging the community to walk 10,000 steps in 30 days between February and April 2023. Sponsor forms were available from the community centres and online.

The Town Mayor was proposing hosting a fundraising event as part of the annual Awards of Merit event at the end of the Mayoral year. It is proposed to hold a Curry Night at Braunstone Civic Centre with tickets being available to buy for the event. Award recipients and Programme of Event groups receiving net proceeds from their events would not be required to purchase tickets.

**RESOLVED** that the update be noted.

*Reason for Decision*

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

**78. Community Safety and Neighbourhood Policing Update**

The Chair welcomed PCSO Duane Wright to the meeting who presented an update from the Local Neighbourhood Police Beat team on local community safety and policing initiatives. PCSO Duane Wright circulated crime statistics for January 2023 along with priorities and personnel changes (filed with the minutes).

It was noted that the current four priorities for the police were Anti-social Behaviour, Road Safety, Noise Disturbance and Criminal Damage.

It was noted that the issue with youths and anti-social behaviour in the vicinity of the Civic Centre had now largely disappeared.

Proactive work was due to start throughout February with Blaby District Council Environmental Health department regarding graffiti around Braunstone Town and Thorpe Astley. Property owners whose property had graffiti on would be contacted and asked to remove it.

Updates were received on two serious incidents in Thorpe Astley and Mossdale Meadows involving knives.

The police had been involved in covert road speed monitoring in the Town and suggested that the speed data collected by the Town Council be forwarded to the police as extra supporting data.

Parking on pavements was discussed and was noted that the police would become involved if cars were parked on pavements and causing an

obstruction to pedestrians. The police have powers to talk to owner of these vehicles and ask them to remove the car from the pavement, issue a ticket or tow the vehicle away.

Members expressed concern that some incidents reported to the Police were not being recorded or logged. It was noted that comments and complaints could be sent to the Police via their website.

It was noted that a meeting had been arranged on 7<sup>th</sup> February 2023 with the Chair of Community Development and two new police officers joining the beat team to discuss ongoing issues in the Town.

## **RESOLVED**

1. that the update be noted; and
2. that speed sign data be forward to the Local Community Beat Team.

### *Reasons for Decisions*

1. *To ensure that current community safety and policing updates were received; and*
2. *To assist the Police with identifying where speeding was a concern in order to consider enforcements.*

## **79. Speed Sign Data**

The Committee considered the latest speed sign data from Braunstone Lane and Withers Way (item 7 on the agenda).

**RESOLVED** that the speed activation signs be installed on Murby Way and Kingsway towards Narborough Road South.

### *Reason for decision*

*To ensure that any concerns of speeding on roads within the Town would be monitored and data collected.*

## **80. Thorpe Astley By the Sea**

The Committee received a report to approve initial arrangements for the Thorpe Astley By The Sea 2023.

It was noted that the planned date for the event was Saturday 1<sup>st</sup> July 2023.

## **RESOLVED**

1. that the proposed fees for the pitch hire for the Thorpe Astley Gala be approved;
2. that the net proceeds from the event be used towards the cost of the event; and

3. that the activities arranged and proposed to date, be approved.

*Reasons for Decisions*

1. *To confirm the costs for external organisations to hire a pitch at the event.*
2. *To ensure that sufficient funding would be available to support the event.*
3. *To ensure that suitable activities would be arranged and in place for the event.*

**81. Summer Fete**

The Committee considered the pitch charges and attractions for the Summer Fete 2023 (item 9 on the agenda).

**RESOLVED**

1. that the pitch fees for the Summer Fete be:
  - a) Community Stall £12.50 per 4m pitch
  - b) Private/Commercial Stall £20 per 4m pitch
  - c) Food/large attraction Stall £40 per 4m pitch;
2. that the proposal to pass 75% of net proceeds from the event to the Town Mayor's charity and 25% towards the cost of the event be approved;
3. that the activities arranged and proposed to date be approved;
4. that the summer fete would be an ideal opportunity to promote the new Walking & Cycling route from Thorpe Astley; and
5. that food outlets offering alternative food for residents with allergen concerns be encouraged to attend the event.

*Reasons for decisions*

1. *To confirm the costs for external organisations to hire a pitch at the event.*
2. *To ensure that the Town Mayor has an opportunity to raise funds for their charity but to also ensure that sufficient funding is available to support the event.*
3. *To ensure that suitable activities would be arranged and in place for the event.*
4. *To use the event to raise the profile of the route and how it connects the community.*
5. *To cater for all needs.*

**82. Outside Body Report**

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

### **83. Summary of Grant Applications**

The Committee received a list of grants paid to date and applied for from external sources, along with acknowledgements for Town Council Grants (item 11 on the agenda).

It was noted that an application was due to be submitted to Blaby District Council in the sum of £500 for the installation of two defibrillators.

The application to the National Lottery for the Shakespeare Park playground project had now been approved to move to the next stage of the application process and that the grant amount requested had now been increased to £40,000.

**RESOLVED** that the report be noted.

*Reason for Decision*

*To monitor progress with supporting community groups with identifying sources of funding and with the award of grants under the Council's Community Grants scheme.*

### **84. Community Grant Applications**

The Committee considered a Community Grant Application which had been received (item 12 on the agenda).

**RESOLVED** that the following grant application be approved

a) Braunstone Parent & Toddler Group - £315.

*Reason for Decision*

*The grant application met the scheme criteria.*

### **85. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 31<sup>st</sup> December 2022.

**RESOLVED** that the report be noted.

*Reason for Decision*

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



## 86. Approval of Accounts

The Committee considered payments from 23<sup>rd</sup> November 2022 until 24<sup>th</sup> January 2023.

**RESOLVED** that the list of Approved Expenditure Transactions, for the period 23<sup>rd</sup> November 2022 until 24<sup>th</sup> January 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 9.25pm

**NOTE:**

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

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

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

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

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled for 30<sup>th</sup> March 2023.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF PLANNING & ENVIRONMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 16<sup>th</sup> FEBRUARY 2023**

**PRESENT:** Councillor Robert Waterton (Chair) and Councillors Anthea Ambrose, Sohan Johal, Leanne Lee, Becca Lunn Scoppie, Phil Moitt, Darshan Singh, Christiane Startin-Lorent and Marion Waterton.

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

A member of the public observed the meeting through Zoom Video Conferencing.

**60. Apologies**

An apology for absence was received from Councillor Parminder Basra.

**61. Disclosures of Interest**

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

**62. Public Participation**

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

There was one member of the public observing the meeting through Zoom Video Conferencing.

**63. Minutes of the Meeting held 8<sup>th</sup> December 2022**

The Minutes of the Meeting held on 8<sup>th</sup> December 2022 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 8<sup>th</sup> December 2022 be approved and signed by the Chairperson as a correct record.

**64. 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:** 22/1148/HH
- Description:** Two storey side extension and single storey rear extension
- Location:** 1 Larch Grove Braunstone Town Leicestershire LE3 3FG (Winstanley Ward)
- Response:** *Braunstone Town Council does not object to the application; subject to:*
- a) *confirmation that the total number of bedrooms would be three; and*
  - b) *the existing provision of on-site parking (including the garage space and access) being retained and surfaced with a hardbound permeable material, and permanently available for use.*
- Reasons:**
- a) *There were no proposed first floor plans with the application; however, it was assumed, due to size and scale, that one additional bedroom would be added.*
  - b) *To avoid additional parking on a narrow highway and on the footway close to a road junction; and to provide a suitable surface for parking while avoiding flooding and surfaced water run-off.*
- 2. Application No:** 22/1058/HH
- Description:** Single storey front and side extensions and installation of boundary fencing and gates
- Location:** 85 Turnbull Drive Braunstone Town Leicestershire LE3 2JW (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council does not object to the application; subject to the replacement wooden fence panels being no higher than the matching existing concrete panel.*

**Reason:** *The proposals were on a similar footprint to the existing attached structure & canopy and neighbouring properties had porch extensions; however, it was important to retain the visual appearance of the street scene at this corner location in terms of the replacement boundary fencing.*

**3. Application No:** 22/1162/FUL

**Description:** Installation of 2 new 4.8 x 5.5m roller shutter doors, HGV 40 concrete ramp for level access and 2 x Black Bull steel hoop guards to both sides of proposed openings.

**Location:** Unit B Tiber Way Meridian Business Park Braunstone Town (Thorpe Astley Ward)

**Response:** *Braunstone Town Council recommends that the application not be determined until the applicant submitted a statement setting out the justification for losing 7 on-site parking spaces and provided evidence that there would be no adverse impact/displaced parking onto the highway.*

**Reasons:** *There was insufficient on-site parking at many of the units at Meridian Business Park and significant amounts of highway parking, often obstructing the footway and views at junctions; causing highway safety concerns, particularly for pedestrians. Any additional highway parking at this location potentially would have a detrimental impact upon highway safety.*

**4. Application No:** 22/0827/RM

**Description:** Reserved matters application for the erection of Local Centre 1 to include commercial units (units 1-3 use class E(a), unit 4 use class E(a) and E(b) and unit 5 use class E(b)), medical centre (use class E(e), potential medical centre expansion or offices (use class E(e) and E(g(i))), 66 bed residential care home (use class C2) together with cash point to unit 1 and car parking (details of access, appearance, landscaping, layout and scale)

**Location:** Tay Road New Lubbesthorpe Enderby Leicestershire

**Response:** *Braunstone Town Council has the following comments, which need to be addressed, and recommends that the plans and documents be modified accordingly and re-submitted for consideration:*

- a) *the trip generation figures in the transport surveys need to be reviewed and clarified; since the number of journeys by particular modes of transport did not appear to relate to the type and scale of the proposed development;*
- b) *the proposed location of the Health Centre solely on the first floor of the commercial units presented accessibility concerns both in terms of stair and lift access for elderly and disabled users and over intensification of this area of the site;*
- c) *the design of the car park to the rear of the commercial units needed to properly facilitate deliveries and collections; the number of parking spaces would also need to be reviewed (in relation to (a) above) since the proposed provision seemed insufficient for both the commercial units and the Health Centre;*
- d) *the site and buildings should include sustainability measures such as solar PV panels, low carbon heating, rainwater storage and electric vehicle charging points;*
- e) *Cycle hoops should be included at the front of the commercial units along Tay Road and the Cycle hoops proposed for the car park should include a cycle shelter;*
- f) *the area for deliveries (currently a layby adjacent to the access road) would conflict with other users and uses of the car park and footways;*
- g) *the road junction with Tay Road needed to be redesigned given the addition to the site of the Health Facility; options could include a signal controlled junction, a second access (either to provide a one way system or separate access for deliveries), or separate access to the Care Home; and*
- h) *pedestrian walking routes and additional pedestrian crossing points needed to be included in the public car park.*

**Reasons:**

*The Town Council was interested in ensuring the site was sustainable, usable and also accessible to local residents to avoid unnecessary vehicle journeys out of Lubbesthorpe and any adverse impact on the climate and air quality.*

- a) *The daily trip generation figures included a significant number of journeys by "Train" (GP Surgery 23, Care Home 2, Mixed Use 105) and "passenger in a car or van" (GP 114, Care Home 11, Mixed Use 640).*
- b) *Many patients with mobility issues would struggle to access a first floor health facility; the*

*proposed access to the facility was among the rear accesses to the commercial units, where deliveries and collections would be undertaken; raising concerns about the suitability of the access both from a health & safety perspective and an accessibility perspective. An alternative could be that half the unit on both floors be reserved for the Health Centre and some of the other commercial units be located on the first floor above the grocery store.*

- c) Large delivery vehicles would not be able to use the parking spaces. There was no turning area for refuse and delivery vehicles, these vehicles were expected to do a three point turn at the junction at the top of the car park, presenting safety concerns. Parking provision of 63 spaces for a grocery store, four other retail units plus a health facility accommodating 6 GPs, 4 nurses, 5 consulting rooms and potential expansion was unlikely to satisfactorily provide for employee, patient and customer parking.*
- d) To ensure the site and buildings have a low carbon impact and to mitigate the effects of climate change.*
- e) Commercial Unit customers using cycles were unlikely to travel to the rear to lock up their cycles, in practice they would lock them to street furniture at the front. However, employees at the site would need a shelter facility to lock up their cycles while at work.*
- f) The delivery layby was disconnected from the retail unit and other local centre units by the public areas and footways. The service area for the commercial units was also the front access to the Health Centre resulting in a conflict of use and users and raising health and safety concerns.*
- g) While it was understood that the junction with Tay Road had been approved as part of the wider Lubbesthorpe Transport Assessment; the services at the site had subsequently been increased as a result of planning application 22/0057/NMAT. Therefore, the design of the junction needed to be reviewed and potentially remodelled to ensure the safety of vehicles (including cyclists) entering and leaving the site, along with those on Tay Road and to ensure pedestrian safety, including safe crossing across the entrance and Tay Road.*
- h) It was unclear how pedestrians who had parked their vehicles on the northern side of the public car park would safely access the facilities on*

*site, there appeared to be a lack of connecting footways and safe crossing points.*

**5. Application No:** 22/1159/FUL

**Description:** Retention of partial change of use from dwellinghouse (Class C3) to Hairdressers (Class E)

**Location:** 87 Woodland Road Braunstone Town Leicestershire LE3 3EB (Winstanley Ward)

**Response:** *Braunstone Town Council does not object to the change of use of the outbuilding, subject to the following conditions:*

- a) the hours of operation being in strict accordance with those set out in the section "Hours of Opening" on the application form, strictly no operation on Sundays and Bank Holidays, and the hours of operation set out not being varied without the explicit consent of the local planning authority;*
- b) the number of people on site being limited to one worker/owner and one customer (with dependants and carers exempt) at any time, who must have prior booked;*
- c) any advertising or signage to the front of the dwelling being submitted for consideration and approval by the local planning authority;*
- d) parking for two vehicles being provided within the front curtilage of the dwelling; which should be of a hardbound permeable material;*
- e) details of the materials, chemicals and products being used and the trade waste arrangements, including storage and collection, being submitted and approved by the local planning authority; and*
- f) neighbouring properties being fully informed of the proposals.*

**Reasons:**

*The outbuilding was an existing building on a large plot and neighbouring properties were also large plots; therefore, the impact on the amenity enjoyed by the occupants of the neighbouring residential properties was likely to be limited; however, conditions would provide a balance:*

- a) to avoid noise and comings and goings during hours when residents were more likely to be at home and/or sleeping;*
- b) to reduce noise and avoid over intensification of the use of the site, keeping the number of workers and customers to one at a time, while recognising there would be reasonable specific exceptions;*

- c) *to ensure that advertising/signage was in keeping with the visual amenity of the residential street and did not obstruct the highway (including the footway) or present any highway safety concerns;*
- d) *there was limited highway parking availability for both the dwelling and customers due to road junctions and access to neighbouring properties, additional parking could result in obstruction on the highway (including the footway); suitable alternative parking needed to be permanent and avoid surface water run off;*
- e) *to avoid any hazardous or odorous chemicals, materials or products which could be detrimental to local residential amenity; in addition, it was noted in the application that waste storage and collection was described as existing, it was unclear whether separate arrangements for business waste had already been made, or whether the applicant mistakenly believes that the domestic service could be used; and*
- f) *the proposed change was likely to bring a level of activity to the street that would be greater than at present.*

<b>6. Application No.</b>	22/1192/OUT
<b>Description:</b>	Outline planning application for a self-build/custom build dwelling (all matters reserved) (revised scheme to 22/0759/OUT)
<b>Location:</b>	198 Braunstone Lane Braunstone Town Leicestershire LE3 3AS (Winstanley Ward).
<b>Response:</b>	<p><i>Braunstone Town Council objects to the proposed application due to the following considerations:</i></p> <ul style="list-style-type: none"> <li><i>(a) overdevelopment of the site due to consideration of scale and mass;</i></li> <li><i>(b) out of keeping with the character and appearance of the area;</i></li> <li><i>(c) cramped living conditions and unsatisfactory layout;</i></li> <li><i>(d) insufficient amenity space for both the new and existing dwelling; and</i></li> <li><i>(e) insufficient on-site parking provision.</i></li> </ul>
<b>Reasons:</b>	<ul style="list-style-type: none"> <li><i>(a) The proposed dwelling's size on a plot with little depth would result in it being built in close proximity to both 1 Shakespeare Drive and 198 Braunstone Lane resulting in cramped living conditions.</i></li> <li><i>(b) The proposed bungalow would be built on a street with semi-detached two storey character dwellings and the front of the proposed property</i></li> </ul>



would have a curvature, which did not feature in the design of neighbouring properties, adding a discordant element to the street scene.

- (c) The combined living and kitchen area, which contained the front door, was poorly designed, would be impractical and cramped in nature, resulting in poor quality living conditions.
- (d) The proposed dwelling would be built on part of the existing amenity space for 198 Braunstone Lane and the creation of the new dwelling would result in cramped living conditions for both dwellings which would have little useable amenity space. The outdoor private amenity space would be small due to onsite parking and would lack privacy due to the depth of the site, its proximity to the highway and to No.1 Shakespeare Drive.
- (e) The proposed onsite parking provision for the proposed new dwelling appeared tight and inaccessible and risked obstruction to the footway. Any additional parking on Shakespeare Drive close to the junction with Braunstone Lane and the existing bus stop was likely to cause highway safety issues.

### Licensing Applications

7. **Name:** M + B Jackets  
**Description:** Street Trading Consent (renewal application)  
**Location:** Meridian East Near Tiber Way (Thorpe Astley Ward)  
**Response:** *Braunstone Town Council does not object to the renewal of this street trading application, subject to any conditions applied to the original consent being applied to the renewal consent.*

Observation for the applicant's consideration: *it may be safer and more practical for the outlet to be located on a side street rather than the main road.*

- Reason:** *The Town Council was not aware of any public safety, health or environmental issues in relation to this trader; however, it was important that any conditions currently applied continued to be applied in order to meet these objectives.*

## 65. 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:** 22/1228/VAR  
**Description:** Variation of condition 3 (age restrictions) attached to planning permission 21/0931/FUL to include children up to the age of 18 years.  
**Location:** 132 Narborough Road South Braunstone Town Leicestershire (Ravenhurst & Fosse Ward)  
**Response:** *Braunstone Town Council does not object to the variation of condition 3.*  
**Reason:** *Braunstone Town Council supported the principle of accommodating children who were in care in the community, rather than in an institutional setting.*
  
2. **Application No:** 22/1217/HH  
**Description:** Single storey rear extension and garage conversion  
**Location:** 157 Kingsway Braunstone Town Leicestershire LE3 2PN (Ravenhurst & Fosse Ward)  
**Response:** *Braunstone Town Council:*
  - a) *does not object to the rear single storey extension; and*
  - b) *objects to the garage conversion.*  
**Reasons:**
  - a) *The property was located on a large plot, there was an existing extension on a similar footprint and a slightly larger single storey rear extension was unlikely to have an adverse impact on neighbouring properties.*
  - b) *The property appeared to have been extended and it was assumed that the property contained at least four bedrooms. In accordance with the Local Highways Design guidance, on-site parking for at least three vehicles should be provided to avoid additional parking on a narrow highway, including the footway, or on the informal open space.*

## 66. Additional Planning 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:

- 3. Application No:** 22/1230/HH
- Description:** Conversion of garage to habitable accommodation
- Location:** 2 Heawood Way Thorpe Astley Braunstone Town Leicestershire (Thorpe Astley Ward)
- Response:** *Braunstone Town Council does not object to the application, subject to:*
- a) *on-site parking being provided for a minimum of three vehicles;*
  - b) *the on-site parking being surfaced with a hardbound permeable material; and*
  - c) *the on-site parking being permanently available for parking.*
- Reasons:**
- a) *To avoid additional parking on the highway close to a road junction, creating safety concerns, or on the shared access, potentially causing obstruction.*
  - b) *To ensure the surface was suitable for purpose and to avoid surface water run-off.*
  - c) *To ensure the property would have sufficient on-site parking availability for its size.*
- 4. Application No:** 19/0164/OUT
- Description:** Outline application for a commercial development consisting of the erection of x4 warehouse buildings with ancillary offices and gatehouses (Use Class B8) and x1 training and education centre (Use Class D1) including associated access off Leicester Lane
- Location:** Land To The West Of St Johns (B4114) Enderby Leicestershire LE19 2AB

**Response:**

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

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

**Reasons:**

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

- a) *To ensure that any adverse impact upon the amenity enjoyed by local residents and upon the local environment would be mitigated and controlled.*
- b) *To mitigate the adverse impact on the capacity of the local highway network, reduction in air quality and the impact on the amenity enjoyed by residents in the surrounding residential areas.*
- c) *To ensure that the development provided for a mix of uses, provided transport infrastructure improvements, highway improvements, included*

*sustainable transport measures, protected the environment, heritage, biodiversity and landscape and addressed surface water run off mitigating potential flooding.*

d) *To mitigate the adverse impact on the capacity of the local highway network and reduction in air quality.*

5. **Application No:** 22/1236/HH
- Description:** Single and 1.5 storey extension to existing bungalow (and demolition of existing conservatory)
- Location:** 26A Colbert Drive Braunstone Town Leicestershire LE3 2JB (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council does not object to the application, subject to:*
- a) *on-site parking being provided for a minimum of three vehicles;*
  - b) *the on-site parking being surfaced with a hardbound permeable material; and*
  - c) *the on-site parking being permanently available for parking.*
- Reason:**
- a) *To avoid additional parking on the highway close to a road junction, creating safety concerns and/or potentially causing obstruction.*
  - b) *To ensure the surface was suitable for purpose and to avoid surface water run-off.*
  - c) *To ensure the property would have sufficient on-site parking availability for its size.*

## 67. **Planning Decisions**

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

**RESOLVED** that Councillor Anthea Ambrose contact the Planning Case Officer for more information behind the planning decision 22/1141/HH, Single storey side and rear extension (revised scheme of 22/0539/HH), at 32 Charlecote Avenue.

*Reason for Decision*

*To understand why the side extension was approved when there appeared to be insufficient alternative on-site parking.*

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

The Committee received feedback concerning accessing Planning Officer Delegated Decisions (item 9a on the agenda). The Chief Executive & Town Clerk reported that Blaby District Council had confirmed that the Planning

Officer Delegated Decisions were not published on the District Council's website and that specific Planning Officer Delegated Decisions would be made available on request.

**69. Members' Highway Fund**

The Committee received an update on progress with initiatives to be funded by the Members' Highway Funds:

- a) Braunstone Town – Installation on three planters at two Gateways (item 10a on the Agenda); and
- b) Thorpe Astley (item 10b on the Agenda).

**RESOLVED** that County Councillors be asked to submit a list of projects approved under the Members' Highways Fund for Braunstone Town and Thorpe Astley.

*Reason for Decision*

*To confirm the small scale highways and environmental improvements projects which had been approved for Braunstone Town and Thorpe Astley.*

**70. Air Quality Monitoring Annual Status Report 2022 – Response to Questions**

The Committee received the response from Blaby District Council to the queries raised by the Committee in respect of the Air Quality Monitoring Annual Status Report 2022 (item 11 on the agenda).

**RESOLVED** that the following response be sent to Blaby District Council:

- a) in respect of parking around Lubbesthorpe School; as offered, please refer to the Planning Enforcement Team and Leicestershire County Council on-street parking enforcement;
- b) an Air Quality Grants project working with Fosse Park on promoting sustainable transport would be welcome and supported by Braunstone Town Council;
- c) request behaviour change work with schools in Braunstone Town and businesses on Meridian Business Park, particularly, Royal Mail, be considered;
- d) would it be possible to look at the Internal Communications resource?
- e) Suggest that the colour coding of the NO<sub>2</sub> levels follow those recommended by the World Health Organisation;
- f) request that Withers Way was monitored again.

*Reasons for Decision*

- a) *To ensure that there was compliance in respect of parking outside a school.*
- b) *To improve air quality and encourage sustainable travel.*
- c) *To support local engagement with the community, organisations and schools.*
- d) *To understand the Council's work in this area and assist where possible.*
- e) *To report based on scientific evidence of safe and unsafe levels of NO<sub>2</sub>.*

- f) *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.*

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

The Committee received an update on the timescales and process to consider whether to extend the Braunstone Village Conservation Area to the South of Braunstone Lane.

The Chief Executive & Town Clerk advised that Blaby District Council were awaiting a detailed project proposal and costings from Leicester City Council for overseeing the review. The aim was to ensure that the proposed conservation area extension would be integrated into the City Council's review of the existing Conservation Area. It was noted that Leicester City Council had delayed the review of the existing Braunstone Village Conservation Area and revised timescales were awaited.

In the meantime, Blaby District Council were exploring whether they had capacity to review the draft Character Appraisal for the Conservation Area extension from a planning policy perspective, with a view to avoiding any delays once the City Council commenced its review.

### **RESOLVED**

1. that the update be received and noted; and
2. that progress be reviewed at the next scheduled meeting of the Committee and if there was no further progress, the Committee determine its next steps.

### *Reasons for Decision*

1. *To note that consideration of the proposals would be as an extension to the existing Braunstone Village Conservation Area.*
2. *To ensure that the proposals would be progressed and not unduly delayed.*

## **72. Lubbesthorpe Impacts Group**

The Committee received an update on progress concerning matters relating to the Lubbesthorpe development and received feedback on the recent meeting of the Lubbesthorpe Impacts Group, which had been held on 13th January 2023.

Councillor Robert Waterton updated the Committee on the following matters in respect of the Lubbesthorpe development:

- a) on 18th December 2022 there were 861 occupations; average increase per month was 26; the total for phase 1 is 1265;
- b) as a result of the pace of occupations trigger points still had to be met for many of the proposed Section 106 improvements;
- c) the Chair would be writing to County Councillors to ask them to be actively involved in pursuing the Section 106 highways improvements in their Division and when they were likely to be scheduled; and

- d) responses had been submitted by the surrounding parishes to the Local Centre 1 proposals, with concerns expressed by the Town Council about the proposed Health Centre/GP Surgery being located upstairs above the shops.

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

*Reason for Decision*

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

**73. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 31<sup>st</sup> December 2022 (item 14 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with the income and expenditure against the budget for 2022/2023.*

**74. Approval of Accounts**

The Committee received payments from 30<sup>th</sup> November 2022 until 7<sup>th</sup> February 2023 (item 15 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 30<sup>th</sup> November 2022 until 7<sup>th</sup> February 2022 be approved.

*Reason for Decision*

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

**75. Houses in Multiple Occupation**

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

The Committee received an update on known and potential Houses in Multiple Occupation in Braunstone Town and Thorpe Astley (item 16 on the agenda).

**RESOLVED**

1. that the report be noted;
2. that Blaby District Council be asked to review the HMO Public Register with a view to integrating Licensing Approvals and Planning Approvals into the



- total number of households and persons shown in the table, where the number was more than six persons; and
3. that a report be submitted to the meeting of the Committee, scheduled for February 2024, providing an update on known and potential Houses in Multiple Occupation in Braunstone Town and Thorpe Astley and setting out feedback and any issues which had been identified.

#### *Reasons for Decisions*

1. *To monitor the growth in Houses in Multiple Occupation in order to protect amenity and ensure provision was in the most appropriate location and to an appropriate standard.*
2. *While it was understood that the License process was separate to the planning process; where there was Licensing approval for seven or more persons but no planning approval, the average person would be misled by the Register into thinking the property had approval to accommodate more than six people.*
3. *To monitor the expansion of Houses in Multiple Occupation, to ensure that such properties were properly regulated and to ensure that communities were not adversely affected.*

The meeting closed at 9.10pm.

**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 on 16<sup>th</sup> February 2023.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 9<sup>th</sup> MARCH 2023 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), and Councillors Anthea Ambrose, Shabbir Aslam, Sam Fox-Kennedy (substituting for Councillor Amanda Hack), Paul Kennedy (substituting for Councillor Sam Maxwell), Tracey Shepherd and Robert Waterton.

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

Councillor Christiane Startin-Lorent observed the meeting remotely through Zoom Video Conferencing.

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

**80. Apologies**

Apologies for absence were received from Councillors Amanda Hack, Sohan Johal, Leanne Lee and Sam Maxwell.

**81. Disclosures of Interest**

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

**82. Public Participation**

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

There were no members of the public at the meeting.

**83. Minutes**

The Minutes of the meeting held on 12<sup>th</sup> January 2023 (item 4 on the agenda) were circulated.

**RESOLVED** that the Minutes of the meeting held on 12<sup>th</sup> January 2023 be approved and signed by the Chairperson as a correct record.

#### **84. Civic Centre Facilities Improvements**

The Committee received an update on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café Kitchen (item 5 on the agenda).

#### **RESOLVED**

1. that the progress and Next Stages of the refurbishment, as detailed in the relevant section of the report, be received and noted;
2. that the Modifications, as detailed in the relevant section of the report, be endorsed; and
3. that delegated authority be given to the Chief Executive & Town Clerk to liaise with the contractor to make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations.

#### *Reasons for Decision*

1. *The works were progressing, with building work due to be complete by Easter and specialist fittings to be installed by the end of April/beginning of May.*
2. *Structural Assessments of the joist strength meant that the alternative solution to rainwater harvesting could not be financed by this project; however, the option to retrofit would be provided. Minor changes to the Changing Places specification had been made to keep costs within budget; however, these were not considered to have a detrimental impact.*
3. *To allow for practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*

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

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

The Chief Executive & Town Clerk updated the Committee as follows:

- a) work at Mossdale Meadows was progressing with the contractor commencing work on the section of pathway adjacent to the play area; and
- b) Meridian Leisure was due to commence work on site on 24th April 2023.

#### **RESOLVED**

1. that progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed; and

2. that delegated authority be given to the Chief Executive & Town Clerk to approve any minor modifications to the design and layout for Mossdale Meadows for practical reasons, which would not impact on the essential elements of the improvement works.

*Reasons for Decision*

1. *The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.*
2. *To enable modifications to be made to deliver the scheme at Mossdale Meadows avoiding delays to the timescales.*

**86. Shakespeare Park – Improvement and Development**

The Committee received an update on project timescales and financing for phase 3 to improve the play facilities; along with an update on arrangements for future management of the pavilion and site (item 7 on the agenda).

**RESOLVED**

1. that progress with *Phase 3 – Playground Improvements*, including the funding update, as set out in the relevant section of the report and in Table 1, be noted;
2. that Policy & Resources Committee, scheduled for 27<sup>th</sup> April 2023, determine where the remaining balance of the earmarked reserves for phases 1 and 2 of the Shakespeare Park Improvement Project, be utilised;
3. that progress with the *Future Management Arrangements*, as set out in the relevant section of the report, be noted and endorsed; and
4. that the revised timescales for the remaining stages of the project, attached at Appendix 1, be approved; subject to closure of the play area being avoided during the school summer holidays.

*Reasons for Decision*

1. *To progress plans to improve play facilities in a Ward which had high rankings of multiple deprivation across a range of domains.*
2. *To note that the first and second phases of the project had been delivered efficiently and effectively and to schedule determination of how the remaining earmarked reserves would be spent once the funding position for Phase 3 was known.*
3. *To ensure that the Pavilion facility would be operated in the interests of the community and provide for an increase in sport participation.*
4. *To provide a guide for the progression of the remaining stages of the project, which could be amended accordingly as appropriate. It was noted that the Playground improvements could take around 4 to 6 weeks and it was important to avoid the closure period for the works wholly coinciding with the school summer holiday period.*

**87. Revision to Library Opening Hours**

The Committee considered proposals to slightly amend the Library Opening Times (item 8 on the agenda).

A summary of the consultation results regarding the proposed change of hours was circulated (filed with these minutes).

**RESOLVED**

1. that the opening hours for the Braunstone Town Community Library be amended to close at 6pm on Monday evenings and remain open until 1pm on Wednesday lunchtime;
2. that delegated authority be given to the Chief Executive & Town Clerk to determine the implementation date for the revised opening hours (set out in 1 above); and
3. that the revised Library opening hours be reviewed six months after implementation.

*Reasons for Decision*

1. *To take into account that very few users came to the library after 6pm on Monday evenings but the library was very busy with the Coffee Morning on Wednesday mornings.*
2. *To enable the proposed changes to be considered and approved by Leicestershire County Council and for sufficient notice to be given to customers and users.*
3. *To review the position and receive feedback from customers and users on whether the opening times met their needs.*

**88. Pitch Allocations 2023/2024**

The Committee considered pitch capacity and set the fees and process for allocations for the 2023/2024 season (item 9 on the agenda).

**RESOLVED**

1. that one Senior pitch at Mossdale Meadows be designated a large junior pitch to accommodate the older junior teams;
2. that the pitch type and capacity as set out in Table 1 of the Pitch Capacity section of the report be approved;
3. that the pitch fees be confirmed and the availability of pitches be advertised, as set out at Appendix 1, with a closing date for applications on Monday 17<sup>th</sup> April 2023; and
4. that delegated authority be given to the Chief Executive & Town Clerk to extend the bespoke interim arrangements in respect of Bowls and Football pitches at Shakespeare Park, should this be required prior to the 10 year pitch licences being finalised and issued.

*Reasons for Decision*

1. To ensure that suitable pitches would be available for all junior age teams.
2. To ensure a balance between quality of playing surface, the needs of local clubs for provision and the needs of park users.
3. To allow suitable time for applications while acknowledging clubs need the certainty by April of a home playing ground in order to participate in the league.
4. To ensure that arrangements remain in place for Shakespeare Park Bowls Club and Braunstone Athletic Football Club in respect of their usage of Shakespeare Park while arrangements were finalised for a longer term 10 year agreement alongside the establishment of the Management Association for the new Sports Pavilion.

**89. Open Spaces & Parks Winter Works Programme – Progress Report**

The Committee received a progress report on the Winter Works Programme for 2022/2023 (item 10 on the agenda).

**RESOLVED** that the progress of the Winter Works Programme 2022/2023 be received and noted.

*Reasons for Decision*

*To ensure that the winter works tasks were on schedule to be completed before the end of the winter works period.*

**90. Pitches Policy & Procedure**

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

**RESOLVED** that the revised Pitches Policy & Procedure, including the Football Pitches Terms & Conditions, attached at Annex 1 of the report, be approved and implemented with immediate effect and apply to the forthcoming season.

*Reason for Decision*

*To set out the relationship between Pitch provision and the provision of Open Spaces and Parks in the Town.*

**91. Sustainable Procurement Objectives**

The Committee considered a Statement of Sustainable Procurement Objectives and a plan for its implementation (item 12 on the agenda).

## **RESOLVED**

1. that the Sustainable Procurement Objectives, attached at Appendix 2 of the report, be approved; subject to the last sentence of the penultimate paragraph reading “*The Council will select suppliers based on the information available, this will be proportionate to the size and scale of the contract*”; and
2. that the Sustainable Procurement Objectives be implemented as set out in the *Timescales and Implementation* section of the report.

### *Reasons for Decision*

1. *To provide a reference for procurement and purchasing so that the no occasion would be missed to guide procurement expenditures towards efficient low-carbon choices in products, services and public works.*
2. *To allow industry standards and practices to develop, to enable effective judgement and implementation of the objectives by the Council, and to give suppliers notice.*

## **92. Policy Reviews**

The Committee considered revisions to the schedule of Policy Reviews (item 13 on the agenda).

## **RESOLVED**

1. that the *Proposed Schedule of Policy Reviews*, as set out in the report, be approved; and
2. that the Council's Policies be reviewed at least on a 4 year cycle or sooner if required by legislative changes.

### *Reasons for Decision*

1. *To ensure policy reviews would be carried out in a timely fashion while not hindering the delivery of the Council's projects and services.*
2. *To provide for review if required by legislative changes and ensure that policies would be reviewed in a Council Term.*

## **93. NJC Pay Agreement 2022/2023 – additional Annual Leave**

The Committee considered whether to adopt an additional day paid annual leave from 1<sup>st</sup> April 2023 as part of the NJC Pay Agreement (item 14 on the agenda).

**RESOLVED** that the first sentence of the first paragraph of Section 11, Holiday Entitlement, of Braunstone Town Council's Employment Contract be amended on 1st April 2023 to read “*Full time staff are entitled to 25 days paid leave per annum, increasing to 30 days after five years continuous employment, plus 8 Bank Holidays (Spring Bank Holiday, Good Friday, Easter*

Monday, May Day, August Bank Holiday, Christmas Day, Boxing Day and New Year's Day)".

*Reason for Decision*

*To apply the NJC pay agreement for 2022/2023 in full to employees of Braunstone Town Council; given the local government employers and trade unions agreed the additional day of annual leave as part of the overall settlement.*

**94. Outside Bodies Report**

The Committee received reports and feedback from recent meetings of Outside Bodies as follows:

- a) Leicestershire & Rutland Association of Local Councils (item 15a on the agenda); and
- b) Blaby District Parish Councils Group and Blaby District Parish Liaison (circulated as item 15b and filed with these minutes).

**RESOLVED** that the reports of and to recent meetings of Outside Bodies (detailed at items 15a and 15b circulated and filed with these minutes) be received and noted.

*Reason for Decision*

*To keep up to date with the discussions and work of LRALC and the local liaison groups and to provide an opportunity to raise any relevant issues.*

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

The Committee received a summary of the Council's Cash and Reserves for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> December 2022 (item 16 on the agenda).

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

*Reason for Decision*

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

**96. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 31<sup>st</sup> January 2023 (item 17 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with income and expenditure against the budget for 2022/2023.*



**97. Approval of Accounts**

The Committee considered payments from 1<sup>st</sup> January 2023 until 28<sup>th</sup> February 2023 (item 18 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 1<sup>st</sup> January 2023 until 28<sup>th</sup> February 2023 be approved.

*Reason for Decision*

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

**98. Procurement of Items identified in the Climate Audit**

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

The Committee received an update on the procurement process and financing for the installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (item 19 on the agenda).

The Chief Executive & Town Clerk updated the Committee as follows:

- a) The Structural Engineer's report had been received and both the preferred and second place suppliers' proposals for the installation of Solar PV Panels had been assessed. The report concluded that the roof structures were suitable; however, the load of the panels should be transferred to the structure (i.e. beams, trusses and purlins) and sealed rather than fixing to the roof cladding, which would not be suitable.
- b) The highest ranked contractor for the installation of Electric Vehicle Charging Points had confirmed that the charging power of the units was 22kw.
- c) The Council had not been successful with its grant application to the Public Sector Decarbonisation Scheme. The scheme had been oversubscribed and applications submitted ahead of the Councils had been awarded the available funding. A technical assessment of the Council's application would still be undertaken and feedback given in order to assist the Council with future applications and to provide data to Government policy makers on the potential decarbonisation required within the public sector.

**RESOLVED**

1. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to:
  - (a) further examine the provisionally selected tenders, including clarification and obtaining omitted/missing information and

- reassessing the tenders where appropriate,
  - (b) select a preferred contractor for the installation of *Solar PV Panels and associated Battery Storage* and for the installation of *Electric Vehicle Charging points*,
  - (c) determine the detailed arrangements, timings and work schedules,
  - (d) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations, and
  - (e) award contracts and commission works; and
2. that the *Next Steps and Timescales*, as set out in the report, and at Appendix 2, be approved.

*Reasons for Decision*

1. *To ensure that tenders were properly assessed in order to determine which offered the best value in terms of cost/savings/income, quality, deliverability and achievement of the Council's Carbon reduction commitment. To allow detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*
2. *To provide an outline plan for the procurement and assessment process and for delivering the installations.*

**99. Shakespeare Park – Proposed Management and Pitch Arrangements**

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

The Committee considered updated legal agreements for the Management Association to run the Sports Pavilion and licence agreements for the Shakespeare Park sports pitches (item 20 on the agenda).

**RESOLVED**

1. that the draft Licence agreement between the Council and the Shakespeare Park Sports Pavilion Management Association, attached at Appendix 1 of the report, be endorsed;
2. that the draft Pitch Licence for the Bowling Green at Shakespeare Park, attached at Appendix 2 of the report, be endorsed;
3. that the draft Pitch Licence for the Football Pitches at Shakespeare Park, attached at Appendix 3 of the report, be endorsed;
4. that, in respect of recommendations 1, 2 and 3 above, further legal and VAT advice be sought and consultation and engagement take place with the members of the informal Management Committee, Shakespeare Park Bowls Club and Braunstone Athletic Football Club, to progress;
5. that the draft Association Constitution for the Shakespeare Park Sports Pavilion Management Association, attached at Appendix 4 of the report, be supported;

6. that the Next Steps, as set out in the report, be endorsed; and
7. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the members of the Shakespeare Park Improvement Project Sub-Committee:
  - (a) to make modifications to the draft documents approved in 1, 2 and 3 above following consultation, legal and VAT advice;
  - (b) to make amendments to the draft Association Constitution approved in 5 above following consultation responses from the members of the Informal Management Committee, from Braunstone Athletic Football Club and from Shakespeare Park Bowls Club;
  - (c) to finalise the licences and Association Constitution and approve them; and
  - (d) issue the approved licences for agreement by the relevant organisation.

#### *Reasons for Decision*

1. *To ensure that the long term management arrangements of the Pavilion would be sustainable and that there would be certainty of longer term tenure in order to expand sporting and community provision and maximise revenue opportunities.*
2. *To provide certainty of longer term tenure to the Shakespeare Park Bowls Club recognising its legal status as an association, in order to assist it with expanding sporting provision.*
3. *To provide certainty of longer term tenure to Braunstone Athletic Football Club recognising its legal status as an association, in order to assist it with expanding sporting provision.*
4. *To enable detailed legal work to be undertaken and to enable input from the Sports Clubs.*
5. *To ensure that the Management Association was properly established and responsibilities and necessary processes were clearly set out.*
6. *To set an outline plan of the stages in order to focus on delivering the proposals.*
7. *To enable detailed arrangements to be put in place to progress the proposals as well as manage the facility; and for practical and detailed modifications to be made to the final legal documents where necessary.*

#### **100. Mosssdale Meadows Culvert**

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

The Committee received tenders, financing options, and next steps for rebuilding Mosssdale Meadows Culvert (item 21 on the agenda).

#### **RESOLVED**

1. that contractors 1 and 3, who submitted a tender for the works on the culvert and vehicular bridge over Lubbesthorpe Brook at Mosssdale

- Meadows be shortlisted;
2. that contractors 2 and 4, who submitted a tender for the works on the culvert and vehicular bridge over Lubbesthorpe Brook at Mossdale Meadows and who had also submitted tenders for the larger scheme previously proposed, be rejected;
  3. that the two contractors (1 and 3) shortlisted in 1 above, who had not submitted tenders for the original proposal be contacted to ascertain if they would be interested in providing a quotation to undertake works on the bank as well as culvert and bridge at Lubbesthorpe Brook, Mossdale Meadows; and
  4. that any new quotations received for the larger scheme works be considered at the next meeting of the Committee in April 2023.

#### *Reasons for Decision*

1. *The tenders received represented good value for the proposed works.*
2. *These contractors submitted the highest tender amounts in both the current and previous tender rounds.*
3. *To receive quotations for the proposals for Mossdale Meadows culvert, vehicular bridge and bank works from the two contractors who did not apply in the first tender round, in order to assess and compare these against the Council's financial options.*
4. *To ensure that the work could commence and be completed before the Autumn/Winter 2023.*

The meeting closed at 9.15pm.

#### NOTE:

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

#### EQUALITIES ACT 2010

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

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

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

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

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 27<sup>th</sup> April 2023.*