



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

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

28th September 2022

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 6th October 2022** 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/81470182751?pwd=a2RTT2h4Slp3Y2dvdJtbzhOQ1NRZz09>

Meeting ID: 814 7018 2751

Passcode: 675153

Yours sincerely,

Darren Tilley
Chief Executive & Town Clerk

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

A G E N D A

1. **Apologies**
To receive apologies for absence.
2. **Disclosures of Interest**
To receive disclosures of Interest in respect of items on this agenda:
 - a) Disclosable Pecuniary Interests,
 - b) Other Interests (Non-Pecuniary).
3. **Public Session**
Members of the public may 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 30th June 2022 to be signed by the Chairperson (**Enclosed**).
5. **Co-option to Vacancy on the Council**
To consider expressions of interest and to co-opt a member to fill the vacancy on the Council for the Thorpe Astley Ward (**Enclosed**).
 - a) Callistus Fonjong
 - b) Richard Forrest
6. **Civility and Respect Pledge**
To consider making a commitment to the “Civility & Respect Pledge” developed by the National Association of Local Councils and the Society of Local Council Clerks (**Enclosed**).
7. **Civic Centre Facilities Improvements – Borrowing Application**
To seek approval from the Secretary of State for Levelling up, Housing and Communities to borrow up to £114,297 towards the cost of refurbishing Braunstone Civic Centre toilets and Civic Community Lounge kitchen (**Enclosed**).
8. **Announcements**
To receive announcements/reports (if any):
 - a) Town Mayor,
 - b) Leader of the Council,
 - c) Chief Executive and Town Clerk.
9. **Questions from Councillors**
To answer questions from Councillors where notice has been given in accordance with Standing Order 4.11 (if any).

10. Reports of Standing Committees

To receive reports and minutes of Standing Committees (**Enclosed**):

- | | | |
|-------------------------------------|------------|-------|
| a) Employing Committee | 07/07/2022 | p7495 |
| b) Community Development Committee | 07/07/2022 | p7498 |
| c) Planning & Environment Committee | 25/08/2022 | p7504 |
| d) Policy & Resources Committee | 27/09/2022 | p7522 |

11. Motions on Notice

To receive and consider motions moved on notice in accordance with Standing Order 4.13 (if any).

12. Sealing of Documents

To authorise the sealing of documents (if any).

13. 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: 8pm, Thursday 17th November 2022.

*Deadline for submission of Questions on Notice and Motions on Notice:
12noon, Tuesday 8th November 2022.*



NOTE:

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

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

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

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

30th JUNE 2022 at 8.00PM

PRESENT: Councillor Tracey Shepherd (Deputy Town Mayor in the Chair) and Councillors Shabbir Aslam, Parminder Basra, Nick Brown, Amanda Hack, Sohan Johal, Leanne Lee, Rebecca Lunn-Scoppie, Phil Moitt, Dipen Nathwani, Darshan Singh, Marion Waterton and Robert Waterton.

Councillor Christiane Startin-Lorent observed the meeting online via Zoom video conferencing.

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

There was one member of the public present at the meeting.

COUNCILLOR TRACEY SHEPHERD, DEPUTY TOWN MAYOR, IN THE CHAIR

6038 Apologies

Apologies for absence were received from Councillors Anthea Ambrose, Ajmer Basra, Sam Fox-Kennedy, Paul Kennedy, Sam Maxwell and Satindra Sangha.

Councillor Christiane Startin-Lorent also sent apologies for not being able to attend the meeting in person.

6039 Disclosures of Interest

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

6040 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 was one member of the public present at the meeting.

6041 Minutes

The Minutes of the Annual Meeting of Braunstone Town Council held on 12th May 2022 were circulated (item 4 on the agenda).

It was proposed by the Deputy Town Mayor and seconded by Councillor Nick Brown that the Minutes of the Annual Meeting of Braunstone Town Council held

on 12th May 2022 be approved and signed by the Chairperson as a correct record.

An amendment was proposed by Councillor Robert Waterton to Minute 6019, Election of Town Mayor, that the paragraph following the resolution read "Councillor Satindra Sangha duly signed the formal Declaration of Acceptance of Office and was invested with the Chain of Office by her predecessor, Councillor Darshan Singh".

In accordance with Standing Order 4.17, the proposer and seconder of the original motion accepted the amendment and the motion, as amended, became the substantive motion and was:

RESOLVED that the Minutes of the Annual Meeting of Braunstone Town Council held on 12th May 2022 be approved and signed by the Chairperson as a correct record; subject to the paragraph following the resolution under Minute 6019, Election of Town Mayor, being amended to read "Councillor Satindra Sangha duly signed the formal Declaration of Acceptance of Office and was invested with the Chain of Office by her predecessor, Councillor Darshan Singh".

6042 Internal Audit Report 2021/2022 and Internal Audit Arrangements 2022/2023

The Council received the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2022 and considered appointment of the Internal Auditor for 2022/2023 (item 5 on the agenda).

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

RESOLVED

1. that the observations of the Internal Audit (attached at Appendix 1 of the report) and confirmation of compliance with the internal control objectives (attached at Appendix 2 of the report) be received and noted;
2. that the recommendations for improvement, along with the proposed response, as set out in the Internal Audit Improvement Action Plan (attached at Appendix 3 of the report), be adopted; and
3. that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2023.

Reasons for Decision

1. *The Internal Auditor, having tested all the aspects of the Council's internal controls, was satisfied that in all significant respects the internal control objectives were achieved throughout the financial year to a standard adequate to meet the Council's needs.*

2. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
3. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

6043 Annual Governance Statement 2021/2022

The Council received a report to ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2022 and to authorise the completion and submission of the Annual Governance Statement 2021/2022 accordingly (item 6 on the agenda).

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

RESOLVED that the systems of internal control and management of risk, as set out in the report and in the updated Corporate Risk Register at Appendix 1, be approved and confirmed as sound; and that Section 1, Annual Governance Statement 2021/22, of the Annual Governance and Accountability Return 2021/2022, attached at Appendix 2 of the report, be completed, signed and submitted accordingly.

Reason for Decision

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and also the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2022, there were sound systems of internal control and management of risk.

6044 Accounting Statements 2021/2022

The Council received the End of Year Accounts for the financial year ended 31st March 2022 in order to consider, adopt and submit the Accounting Statements 2021/2022 accordingly (item 7 on the agenda).

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

RESOLVED that Section 2, Accounting Statements 2021/22, of the Annual Governance and Accountability Return for the year ended 31st March 2022, attached at Appendix 9 of the report, be completed, signed and submitted accordingly.

Reason for Decision

The Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that

there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.

6045 Capital Plan Update

The Council considered updates to the Capital Plan following adoption of the Climate Change & Environmental Action Plan (item 8 on the agenda).

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

RESOLVED that the amended Capital Plan 2022/2023, as attached and highlighted at Appendix 1, be approved.

Reason for Decision

To ensure that the Council's Capital Plan was updated accordingly to reflect both the recommendations of the Carbon Audit and the delivery objectives in the Climate Change & Environmental Action Plan.

6046 Announcements

a) Town Mayor

The Town Mayor had sent her apologies due to sickness and testing positive for Covid-19. On behalf of the Council the Deputy Town Mayor wished the Town Mayor, Councillor Satindra Sangha, a speedy recovery.

The Deputy Town Mayor announced that the Town Mayor had been busy during her first seven weeks:

- on 21st May, the Town Mayor joined the 60th anniversary celebrations at Friar Lane & Braunstone Baptist Church;
- on 21st May, she attended the Vaisakhi celebrations at Braunstone Civic Centre;
- the Town Mayor attended the following events to mark the Queen's Platinum Jubilee:
 - 27th May at the Library Coffee morning,
 - 1st June at Kingsway Primary School,
 - 3rd June, Picnic at Thorpe Astley Park and Community Centre;
- on 19th June, the Town Mayor officially opened the new Shakespeare Park Pavilion and open day;
- on 20th June the flag was raised at the Civic Memorial Garden to mark the week running up to Armed Forces Day; and
- finally on 23rd June the Town Mayor attended the 60th anniversary celebrations at Winstanley School.

b) Leader of the Council

Councillor Nick Brown commented on the recent Shakespeare Park Open Day, which had been well attended. The Leader had received a lot of positive feedback, while acknowledging there were some finishing works which needed to be completed at the site. The Leader concluded that it had been a positive event for the Council and he thanked everyone involved in putting together the event.

c) Chief Executive and Town Clerk

No announcements were made.

6047 Questions from Councillors

No questions had been submitted.

6048 Reports of Standing Committees: Civic Centre Facilities Improvements Sub Committee – 19th May 2022

Council received the Report of the Civic Centre Facilities Improvements Sub-Committee meeting held on the 19th May 2022 (p7454-7456)

It was moved by Councillor Nick Brown and

RESOLVED that the Report be adopted.

6049 Reports of Standing Committees: Community and Development Committee – 19th May 2022

Council received the Report of the Community and Development Committee meeting held on 19th May 2022 (p7457 – p7463).

Page 7458 - 7459, Minute 7 – Speed Sign Data

Councillor Amanda Hack advised that as the County Councillor for the area she had followed up concerns relating to speeding on Braunstone Lane. She added that despite this, the number of accidents was low compared to Kingsway and Narborough Road South. However, as part of the Members' Highways Fund, she had requested some line repainting.

It was moved by Councillor Tracey Shepherd and

RESOLVED that the Report be adopted.

6050 Reports of Standing Committees: Planning & Environment Committee – 9th June 2022

Council received the Report of the meeting of Planning & Environment Committee held on 9th June 2022 (p7464– p7472).

It was moved by Councillor Robert Waterton and

RESOLVED that the report by adopted.

6051 Reports of Standing Committees: Corporate Governance Sub-Committee – 16th June 2022

Council received the Report of the meeting of Corporate Governance Sub-Committee held on 16th June 2022 (p7473-7476).

It was moved by Councillor Nick Brown and

RESOLVED that the report by adopted.

6052 Reports of Standing Committees: Policy & Resources Committee – 16th June 2022

Council received the Report of the meeting of Policy & Resources Committee held on 16th June 2022 (p7477– p7486).

It was moved by Councillor Nick Brown and

RESOLVED that the report by adopted.

6053 Motions on Notice

No Motions on Notice had been submitted.

6054 Sealing of Documents

There were no documents for sealing.

6055 County and District Councillor Reports

a) Leicestershire County Council

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

- a. Business Plan: detailed the County Council's investments;
- b. County Deals: the Government were offering Levelling Up funding to Counties which adopted County Deals, there were different levels but to achieve level 3, full devolution and funding, a directly elected Mayor would be required; there had been few conversations with the City Mayor but both the County Council Leader and City Mayor were due to meet with Government shortly;
- c. Support for Ukrainian Refugees: has been agreed as a month of free train/bus travel;

- d. Net Zero Consultations: the County Council was launching consultation on how to achieve net zero by 2045, however, the roadshows would be during the July fortnight and none were planned in Blaby District;
- e. Members' Highways Fund: Councillor Hack had proposals for an exit point for cyclists on Lubbethorpe Way heading south at the slip road for Meridian Way and for enhancements to a couple of gateways, which included installation of planters; Councillor Hack invited further suggestions from Councillors for highways improvements that could be delivered using the fund; and
- f. Financial Position: the County Council's financial position was critical particularly in care services due to inflation.

Councillor Robert Waterton asked for an update on progress following submission of the petition against the closure of Forest House Surgery to Health Scrutiny. In response Councillor Hack stated that the CCG was yet to formally feedback to Health Scrutiny.

b) Blaby District Council

Councillor Nick Brown, as District Councillor for Millfield Ward, reported on the following matters:

- a. Planning Call-in: changes were made to the process at the last Council meeting, restricting call-ins to ward members unless it was a single member ward and the member was unable to call-in the item (e.g. because that person was ill);
- b. Hinckley Rail Freight Exchange: £100,000 has been allocated for additional officer support to put together Blaby's response; main areas of concern was the impact on local villages and on traffic levels at M1 junction 21;
- c. Peer Review: published in April and there was an Improvement Plan, which included Scrutiny improvements; and
- d. Car Parking Strategy: scrutiny review lasted 2¾ hours mainly dealing with miscellaneous points.

Councillor Amanda Hack queried whether Blaby District Council was working closely with Hinckley & Bosworth Borough Council concerning the response to the Hinckley Rail Freight Exchange proposals. In addition, she suggested that the Car Parking Strategy ought to be an Active Travel Strategy.

In response, Councillor Brown stated that partnership working with the County Council concerning the Hinckley Rail Freight Exchange had been mentioned but nothing specific had been mentioned relating to Hinckley & Bosworth Borough Council. He assumed officers would be in close contact since the two authorities work closely together on a number of matters. The Car Parking Strategy related to managing the District Council's own car parks. Councillor Brown added that he had asked

questions at scrutiny on how the Strategy fitted into other Strategies such as Climate Change and Economic Development.

Councillor Robert Waterton asked whether there had been any other changes to the planning call-in process to enable smaller but controversial applications to be called in by a ward member.

In response, Councillor Brown stated the only change was to restrict who could call-in, there had been no other changes to the process.

The meeting closed at 8.45pm.

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

6th OCTOBER 2022

Item 5 – Co-option to Vacancy on the Council

Purpose

To consider expressions of interest and to co-opt a member to fill the vacancy on the Council for the Thorpe Astley Ward.

Town Councillor Vacancy

A Notice of vacancy in the Office of Town Councillor was published on 5th July 2022 for the Thorpe Astley Ward, due to the expiry of the membership of Alex DeWinter under Section 87(1) of the Local Government Act 1972. A request for an election was not received within the required 14 days.

Public elections will not be held until May 2023; therefore, for the interim period the vacancy can be filled by co-option, voted for by the incumbent members of Braunstone Town Council.

On 8th August 2022 the Town Council published a notice setting out its intention to co-opt to the vacancy. The deadline was initially 12th September 2022 for the scheduled meeting of Council on 22nd September 2022. Due to the death of HM Queen Elizabeth II on 8th September 2022, meeting schedules were rearranged and as a consequence Council was rescheduled to 6th October 2022 and the deadline for expressions of interest in being co-opted as a Town Councillor was extended to 9am on Monday 26th September 2022.

Qualification for holding the Office of Town Councillor

To qualify for co-option, the candidate must:

- be either a British, Commonwealth or European Union citizen;
- on the 'relevant date' (i.e. the day on which the candidate is co-opted) be 18 years of age or over; and
- not be debarred from standing as a Councillor.

additionally the candidate must meet one of the following four qualifications:

1. a local government elector in Braunstone Parish; or

have during the whole of the 12 months preceding the day of co-option:

2. occupied as owner or tenant any land or other premises in Braunstone Parish;
or
3. his/her principal or only place of work was in Braunstone Parish; or
4. resided in Braunstone Parish or within three miles of the boundary.

Applications Received

Any person interested in being co-opted as a Braunstone Town Councillor had to apply in writing to the Chief Executive & Town Clerk by 9am on Monday 26th September 2022 stating how they are qualified to serve as a Town Councillor.

Two applications have been received in the following order:

1. Callistus Fonjong, received 11th September 2022, attached as Appendix 1; and
2. Richard Forrest, received 21st September 2022, attached as Appendix 2.

The candidates have been invited to attend the Council meeting on Thursday 6th October 2022 to present their case to be co-opted as a Town Councillor and answer any questions.

Considering Applications

The Town Mayor will invite each of the candidates in turn, in the order their applications were submitted, to address Council for no more than 5 minutes each explaining how they intend to serve as a Town Councillor.

After each candidate has made their address, there will be an opportunity for Town Councillors to ask questions of clarification on the application and the address. The Town Mayor will ensure that Councillors questions and the applicant's response is brief and relevant.

During each address and the subsequent questions, other candidates will be asked to wait outside the room.

Arrangements for co-option

Given there are more applicants than vacancies, under Standing Order 4.9(f), the Town Mayor will call for a secret ballot to take place and Town Councillors will be issued with a ballot paper and asked to vote for no more than one candidate.

Once the votes are counted, the Town Mayor will declare the number of votes cast for each of the candidates. A formal motion must be put to Council, seconded and voted upon in order for the co-option to take place, which can take immediate effect.

Candidates are invited back into the room and informed of the result.

Should the Council approve co-option, the successful candidate having been co-opted will need to make a declaration of acceptance of office before Councillors and the Proper Officer, and sign the declaration of acceptance of office.

The new Councillor can then take up his seat among the members of the Council.

To
The Executive Officer
Braunstone Town Council

I am Callistus Fonjong. I am a Commonwealth citizen from Cameroon. I have a permanent residence in the UK. I have lived in Leicester since 2006. Seven of those years have been in Thorpe Astley. I hold a bachelor degree in business management and a master's degree in construction project management. I work as a construction site manager. I even contributed in the construction of New Lubbersthorpe, where and when I worked for Barratt Homes Development.

I have gone around Thorpe Astley picking up rubbish that have been littered along and around pavements or footpaths.

Looking at the demography of Thorpe Astley, coupled with my contributions to the welfare of Thorpe Astley's residents, my willingness and determination to make Thorpe Astley a safe place to live, I think it would be a good idea to have someone from my background to represent Thorpe Astley's residents..

I would suggest a cultural event every year in Thorpe Astley (if I become a Councillor).

I do hope you give my application due consideration.

Thanks

Regards
Callistus Fonjong

Hello Darren,

I would like to be considered for the post of Town Councillor for the Thorpe Astley Ward that you have advertised on your website.

I confirm that I am qualified for the post in that

- I am a British citizen;
- I am over (well over!) 18 years of age;
- I am not debarred from standing as a Councillor.
- I am a local government elector in Braunstone Parish;
- I am occupying as owner my house in Braunstone Parish;
- I am resident in Braunstone Parish;

Regarding my skills and experience:

I am a retired electronics and software engineer with technical skills. I am an active member of Wanlip Sailing Club, Leicester Hackspace and Holy Trinity church.

I am also a member of the Conservative Party, South Leicestershire Conservative Association and the Conservative Christian Fellowship. However I believe that politics doesn't apply at local level.

Indeed, I would suggest that a mix of political viewpoints is healthy.

My main interest is that I believe Thorpe Astley needs its own church and membership of the town council would help me to canvass support.

Yours sincerely,

Richard Forrest,

BRAUNSTONE TOWN COUNCIL

6th OCTOBER 2022

Item 6 – Civility & Respect Pledge

Purpose

To consider making a commitment to the “Civility & Respect Pledge” developed by the National Association of Local Councils and the Society of Local Council Clerks.

Background

The National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLLC) have been undertaking a Civility and Respect Project. Lack of civility and respect is problematic in some local councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

While Braunstone Town Council only had the one recent high profile incident, it is clear that all Councils are susceptible to bullying, harassment, and intimidation both from within and from the local community. Therefore, NALC and SLCC have developed a “Civility & Respect Pledge” as a way of Council’s demonstrating that they are committed to standing up to poor behaviour across and to demonstrate positive changes which support civil and respectful conduct.

A copy of the Civility & Respect Pledge is attached at Appendix 1.

By signing the pledge, the Town Council would be agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles, and it:

- has put in place a training programme for councillors and staff;
- has signed up to the Code of Conduct for councillors;
- has good governance arrangements in place including staff contracts and a dignity at work policy;
- will seek professional help at early stages should civility and respect issues arise;
- will commit to calling out bullying and harassment if and when it happens;
- will continue to learn from best practice in the sector and aspire to being a role model/champion council; and
- supports the continued lobbying for change in legislation to support civility and respect.

Committee Consideration

On 27th September 2022, Policy & Resources Committee considered the Council's commitment to "Civility & Respect", including the NALC/SLCC Civility & Respect Pledge.

The Committee resolved to recommend to Council that Braunstone Town Council formally sign the pledge to demonstrate its support to high standards of conduct and behaviour in public life (Policy & Resources Committee minute 29, resolution and reason 3).

In support of the "Civility & Respect" agenda, the Policy & Resources Committee has also approved a draft Dignity at Work Policy for consultation. The post consultation version of the Policy will be submitted to Policy & Resources Committee, proposed for 3rd November 2022, for consideration and approval.

Recommendation

That Braunstone Town Council sign up to the "Civility and Respect Pledge" developed by the National Association of Local Councils and the Society of Local Council Clerks, as attached at Appendix 1 of the report.

Reason

To demonstrate the Council's commitment to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles.

Civility and Respect Pledge suggested agenda item:**'To pass a resolution to sign up to the civility and respect pledge'**

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

BRAUNSTONE TOWN COUNCIL

6th OCTOBER 2022

Item 7 – Civic Centre Facilities Improvements – Borrowing Application

Purpose

To seek approval from the Secretary of State for Levelling up, Housing and Communities to borrow up to £114,297 towards the cost of refurbishing Braunstone Civic Centre toilets and Civic Community Lounge kitchen.

Background

The Council's Capital Plan identifies the need for significant improvement works at Braunstone Civic Centre as follows:

- (a) "Refurbishment of both sets of Toilets, including exploring the provision of a Changing Places Toilet"; and
- (b) "Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities".

The current toilets are nearly 40 years old. The refurbishment of the toilets provides an opportunity to ensure that the Civic Centre toilet facilities are fully accessible.

Provision of a kitchen facility to serve the Civic Community Lounge (Civic Centre Bar) will enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space.

The provision in its current form has been included in the Capital Plan since its adoption by Council on 26th January 2017 (Minute Reference 5499). Although refurbishment of the ladies toilet in Reception and both sets of toilets adjacent to the Bar dates back to 2015.

On 25th March 2022, tenders were invited from suitably experienced contractors to carry out refurbishment and improvement works at Braunstone Civic Centre, as follows:

- refurbish existing toilet facilities, including the existing disabled toilet;
- install a new Changing Places Toilet facility;
- installation of rainwater harvesting for the toilets;
- refurbish staff kitchen facility;
- relocate an existing toilet facility and refurbish;
- provide a new catering kitchen facility for the Civic Community Lounge (Bar/Café);
- provide a new cleaning store facility;
- provide new storage facilities; and
- installation of services, fixtures and fittings for the above.

The deadline for receipt of tenders was Thursday 5th May 2022.

On 16th June 2022, Policy & Resources Committee considered options for

progressing the project and its financing, the tenders received and appointment of a preferred contractor (Policy & Resources Committee minute 19 2022/2023).

The Committee agreed:

1. provisionally to borrow the money to finance and progress the project;
2. to provisionally accept the tender submitted by Contractor D, KM Beesley, at £181,973.00 to undertake the refurbishment works;
3. for officers to liaise with the architect and surveyor, along with the selected contractor to determine whether there would be options to deliver part of the proposed scheme, and determine the detailed arrangements, timings, and work schedules.

Business Case

Braunstone Civic Centre is the main community centre in Braunstone Town and was built in 1974. The toilets have not undergone any major refurbishment since and are in need of redesign and upgrading. The facilities are public toilets that are used by residents and visitors attending the centre for both public and private functions.

Our current toilets are very old and in disrepair. Fixtures and fittings are in disrepair and need modernisation. Then cubicle partitions are damaged and broken and the water system is not designed to be supportive of climate change. The lighting and aesthetic look of all the toilets and cubicles are very poor. The disabled toilet provision is very basic and cannot cater for the needs of those visitors that need greater provision and care when they need to use the facilities.

The proposal includes the complete refurbishment of two blocks of toilets within the Centre. This will entail the redesign of the existing blocks, firstly to accommodate the new small kitchen for a Café facility in one block and secondly to accommodate the Changing Places toilet in the second block. Both sets of toilets will need to be refitted including new flooring, walls, cubicles, sinks, fixtures and fittings.

Whilst upgrading the toilets there is an opportunity to install a Changing Places toilet to allow residents who have significant support needs to attend events and functions with their carer at the Centre.

The Changing Places toilet will include a hoist and frame, toilet, changing bench, height adjustable wash basin, privacy screen, shower, grab rails and fixtures and fittings.

The current area within the bar is not suitable to provide food to catering standards. Therefore the new small kitchen area will be specifically built and include cooker, fridge freezer, units, fixtures and fittings, flooring up to catering standards. The kitchen area will be used by the bar contractor to provide lunch time and evening food in the community lounge as well as prepare food for catering and weekly food nights within the Centre. This will allow a wider catering option for residents and visitors, encourage new hirers and visitors to use the centre.

By undertaking this project, the Council will be completely refurbishing and modernising four sets of toilets (2 male and 2 female blocks), improving the quality, provision, lighting and general appearance for hirers and visitors. An advanced

toilet facility will be provided for those with severe disabilities and caring needs. The new kitchen will provide the opportunity for our bar facility to be utilised all day every day as a community meeting place for all offering hot food, catering and events for the community to enjoy.

Finance

The preferred contractor's price is £181,973.

On 24th March 2022, the Town Council received the news that it had been successful in obtaining central government grant funding of £17,676 towards the cost of providing a Changing Places Toilet.

A pre-application for grant funding from the SUEZ Communities Trust has been approved, which previously awarded a grant towards the cost of the Millfield Hall new roof.

Following receipt of the tenders, the application to the SUEZ Communities Trust for £50,000, has been moved to the next stage. A decision will not be made until 30th November 2022.

£60,000 has been earmarked in the General Fund Reserve for Civic Centre Capital Plan Priority Projects.

This leaves a funding shortfall of £54,297. However, the minimum borrowing is £110,471. Therefore, if the Council chose not to allocate £60,000 of reserves to the project, the funding shortfall would be £114,297.

The Council had two loans which matured in May this year; therefore, this part of the annual repayments, total of £13,486, will be saved from next financial year, when the first repayments would be made (Appendix 1). Currently repayment of the £114,297 over 15 years is 5.55% at £11,090.86 per annum (see Appendix 2). The Council needs to adjust the financial plan to cover the repayments rather than reinvesting the £13,486 into capital projects and replenishing the reserves. However, the Council would be able to reallocate the £60,000 earmarked in the reserves to other projects. A revised 5 year financial plan is attached at Appendix 3 for consideration.

In the event that the £50,000 grant funding from the SUEZ Communities Trust is unsuccessful, then Policy & Resources Committee will need to explore alternative options for the project, which may include:

1. utilising reserves; however, due to financing the borrowing and rising costs, the reserve risks not be replenished squeezing the Council's finances and limiting flexibility to respond to any further unforeseen events;
2. hold off to see whether building costs go down; however, all assessments indicate that there will be at least 12 – 18 months of inflationary pressures, so this approach would be a risky strategy and potentially result in 2 to 3 year delay at least, by which time the Changing Places funding would have expired;
3. try and find the £50,000 through other funding sources; however, this equally could take time, it is unlikely the gap could be bridged through one other funding source and the potential delays risk uplifts on the project costs and

- the potential for approved funding sources to expire;
4. adjust the borrowing application; however, resources would need to be identified to fund the repayments and further delays risk additional costs due to further interest rate rises; or
 5. review the project with a view to delivering it in stages; however, this approach doesn't solve the need to source the funding and is potentially more costly in the medium to long term.

Delaying the delivery of the project risks losing grant funding and being subsumed by rising costs. In addition there is likely to be reputational damage. Given the current financial climate, the Council needs to consider spend from its reserves carefully.

The following table sets out the breakdown of the costs for project:

Item	Estimated Cost
Contract and Works (includes 5% contingency)	£181,973
Architects Fees	£2,350
Quantity Surveyor	£3,135
4% Reserve	£7,515
TOTAL	£194,973

The following table sets out anticipated funding for the project:

Funding Sources	Amount
Public Works Loan	£114,297
Department of Levelling Up, Housing & Communities	£17,676
SUEZ Communities Trust	£50,000
Capital Budget (over 2 years)	£13,000
TOTAL	£194,973

Reserves

The end of year accounts for 2021/2022 identifies the levels of reserves as:

- £117,766 General Reserves
- £168,551 Earmarked Reserves.

In addition, £70,920 of commuted sums is currently being held by Blaby District Council pending the transfer of Thorpe Astley Park to the Town Council. The current year's budget identifies drawing £21,500 from this fund to cover maintenance costs in 2022/2023, which will leave a balance of £49,420. The transfer of Thorpe Astley Park is due to take place once the Culvert has been reconstructed to an acceptable standard.

Therefore, in any unforeseen financial circumstances, the Council has the necessary funds available to meet its loan repayments while it ascertained its options.

Re-evaluating the Project

Both the Chief Executive & Town Clerk and the Resources & Facilities Manager met with the architect and surveyor to examine the preferred tender to see whether there were parts of the project which could be omitted, in order to reduce the cost.

There doesn't appear to be anything substantial in priced bill, which is obvious for

cutting back on given most of the building works elements are in hundreds and thousands. Approximately £10,000 of miscellaneous items were provisionally identified. However, in the event that the SUEZ grant funding was awarded, the Council would then only need to borrow £104,297, which is below the minimum borrowing amount of £110,470.

Therefore, in the event that the Council is not successful with the SUEZ grant funding, these provisional miscellaneous items could be explored further to ascertain whether a saving could be made.

Outline Plan to commence the Works

Once the Council has funding in place, one months' notice has to be given to the contractor of a start date, meaning that the earliest work is likely to commence is January 2023. Contracts will be formally drawn up when the funding has been secured.

Borrowing Process

Local council borrowing is governed by schedule 1 to the Local Government Act 2003. Parish and town councils in England have to apply and receive approval from the Secretary of State for Levelling Up, Housing and Communities before taking up any borrowing. Councils can borrow for capital expenditure as defined in section 16 of the Local Government Act 2003.

There is no national limit on the total annual amount of borrowing available to local councils in England. However, the amount that an individual council will be allowed to borrow is normally limited to £500,000 in any one financial year. It is worth noting that the total borrowing of the Town Council is currently £1,027,685.82. The annual repayments in 2022/23, including interest, totals £95,950.34, for which provision exists within the Council's Revenue Budget.

Councils apply using an application form, available from the county associations affiliated to the National Association of Local Councils (NALC). The decision to borrow must be taken by the full council, and the date of the decision recorded on the application form.

When completed and signed, the original application form should be sent to the local county association who will check the details and forward it to the Department of Levelling Up, Housing and Communities.

The formal decision on each application rests solely with the Secretary of State. If the application is agreed, the Department of Levelling Up, Housing and Communities will send the council a borrowing approval letter. If the application is not agreed, the department will tell the council why.

The borrowing approval will set out a number of conditions that need to be fulfilled. It will specify how much the council can borrow, and the maximum term of the loan period.

Approvals are valid for 12 months from the date of issue. Councils can ask for this

time limit to be extended.

Councils may borrow from any willing lender. In practice, most councils borrow from the Public Works Loan Board (PWLB) or from a bank. The PWLB will need to see the original borrowing approval before processing any application.

Councils must tell the Department of Levelling Up, Housing and Communities if their circumstances change after they have got approval for borrowing, for example if:

- they no longer need to borrow; or
- they need to delay the borrowing because their project has been delayed.

Borrowing Application

A summary of the process, including the information required to support the application for borrowing approval, is attached at Appendix 4. Applications from parish and town councils are made through the County Association to the Department of Levelling Up, Housing and Communities. Information about the process and options for obtaining a Public Works Loan is attached at Appendix 5.

Attached at Appendix 2 is an illustration of a Public Works Loan for £114,297.

To enable the Council to fund the project, which has been identified as a Priority Project in both the current year (2022/2023) Business Plan and Capital Plan, Policy and Resources Committee have recommended that the current funding gap be met by borrowing £114,297.

Total borrowing of £114,297, based on the current interest rate of 5.55% over 15 years, would mean the total repayment is £171,908. The annual repayment is £11,090.86.

For a borrowing application to be successful, the full evidence requirement must be met as per the checklist attached at Appendix 4. Below is a summary of how the Town Council meets the evidence requirement:

1. Resolution to borrow

The Council reviews and updates its Capital Plan on an annual basis. Policy & Resources Committee receives a report at each of its scheduled meetings, the decisions and reasons being reported to the subsequent meeting of the Council. This report provides an overview of the justification and detailed arrangements for the project. Should the Council approve a borrowing application, the draft minutes will be signed by the Chief Executive & Town Clerk and the Town Mayor for submission. The draft minutes will be published online as normal to help keep residents informed.

2. Budget

This report and reports to Policy & Resources Committee in June & September 2022 set out the costs of the project and estimated income, including the cost of and financing of borrowing. The Council's Medium Term Financial Strategy, considered on an annual basis in November by the Council, sets out provision

for financing the Council's borrowing. This assessment has been updated and is attached at Appendix 3 and shows how the Council can finance the proposed new loan using part of the budget used to finance repayments on two loans which matured in May 2022. The Estimated Repayment Costs table from the Public Works Loan Board, for a loan of £114,297, based on the current interest rate of 5.55% over 15 years is attached to this report at Appendix 2.

3. *Report to Council / business case*

The Council reviews and updates its Capital Plan on an annual basis. Policy & Resources Committee receives a report at each of its scheduled meetings, the decisions and reasons being reported to the subsequent meeting of the Council. This report provides a summary of the Business Case with an overview of the justification and benefits/potential arising from the proposed improvements.

4. *Affordability*

The proposal is for the Council to take out a fixed rate loan for a term of 15 years. The repayments will be fixed and paid twice a year, for which the Council will utilise provision within its revenue budget (as set out in the 5 year forecast at Appendix 3). There is no intention to allocate monies to fund the loan repayments from reserves, grants or any other revenue income. Provision for repayment of existing loans has already been made within the revenue budget. The Council has sufficient reserves to ensure it can meet loan repayments in the event of any unforeseen circumstances (see Reserves section of this report).

5. *Precept increase*

A precept increase is not required to meet the repayments since the annual repayments can be met within the money allocated in the 2022/2023 for the repayment of two existing loans, which matured in May 2022 (PW477930 and PW501336). Security against other inflationary pressures is provided by a further five loans maturing over the next 5 years. The total additional annual loan repayments savings over the following 5 years will be £23,542.

6. *Precept increase survey / public support*

Since the funds required to meet the loan repayment costs are already allocated in the budget, there is no impact on the precept as a result of this decision.

7. *General project consultation*

Following inclusion of the project on the Capital Plan in 2017; 73% of responses to the Council's 2017 Annual Survey supported improvements to our Community Centre facilities. In addition, a comment was made on the satisfaction levels of Braunstone Civic Centre that the "toilets could do with a bit of improvement". In 2018, responses to the survey included "A great idea. This had been needed to be done for years!" and "The toilets are grim and

need complete refurbishment”.

Regular updates have been provided in the Braunstone Life; a monthly newsletter distributed to each household. This year included identifying the project as a delivery objective in February, an update from the Leader of the Council in May and publication of our Annual Report in June.

The Town Council has a Citizen's Advice Panel where local residents are invited to attend quarterly meetings to discuss and consult on activities, projects and proposals from the Town Council.

The Panel considers the review of the Council's Capital Plan and Priorities and Objectives annually.

Details of the Capital Project were reported on 2nd September 2021. An item on the Project was included on the agenda for the meeting of the Panel on 2nd December 2021 and discussed the proposed work as follows:

“The Panel received proposals for the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen. The Town Council were proposing to undertake improvements to the Civic Centre facilities including refurbishment of existing toilets, inclusion of a Changing Places toilet and addition of the kitchen for the Community Lounge/bar to use in order to provide a café facility within the bar area”.

The Panel *“agreed that the following comments be considered:*

- 1. the loft hatch in the area to be used as a Changing Places toilet be re-sited to non-public areas;*
- 2. an emergency exit door directly to the outside be considered from the “canteen” area to provide an exit in emergency from both the Hall/Stage and the “canteen”;*
- 3. the door on the stage emergency exit to Reception be hung the opposite side to avoid impeding exit to the front door;*
- 4. water filters be considered for taps in the “canteen” area; and*
- 5. a swing door to the Bar/Café kitchen area, for emergency exit in the event of fire”.*

(Citizens' Advisory Panel Minute 7, 2nd December 2021).

Decision of Policy & Resources Committee

On 27th September 2022, Policy & Resources Committee considered a schedule of works, financing and appointment of a preferred contractor to undertake the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen (Policy & Resources Committee minute 19).

The Committee resolved:

1. That the *Finance* position, as set out in the relevant section of the report, including the preferred option to borrow the balance of funding, be approved;
2. that the current position with *Re-evaluating the Project*, be noted;
3. that the *Next Stages and Timescales* for the project, as set out in the relevant section of the report, be endorsed.

4. THAT IT BE RECOMMENDED TO COUNCIL that the following resolution be approved “to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £114,297 over the borrowing term of 15 years for the cost of the refurbishment of Braunstone Civic Centre toilets and Bar/Café kitchen; the annual loan repayments will come to around £10,905.04”; and
5. that delegated authority be given to the Chief Executive & Town Clerk, to put together a borrowing application, with supporting evidence, including a financial appraisal, for submission to Council.

The Reasons for the Committee’s Decision were:

1. To enable appropriate funding options to be assessed and sought to ensure the long term financial stability and sustainability of the project.
2. To enable options to be discussed with the architect and surveyor, in the event that grant applications were unsuccessful.
3. To provide a guide for the progression of the project, which could be amended accordingly as appropriate.
4. To enable the application assessment to be progressed and submitted for consideration by the Assessor on behalf of the Secretary of State for Levelling Up, Housing and Communities.
5. To enable the detailed supporting evidence to be gathered and submitted with the Council’s application without undue delay. To ensure best financial management to meet the Project’s costs.

Recommendations

1. That the adjusted 5 year Income / Expenditure Projections, attached at Appendix 3 of the report, be approved; and
2. that the following resolutions be approved:
 - a) “to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £114,297 over the borrowing term of 15 years for the cost of the refurbishment of Braunstone Civic Centre toilets and Bar/Café kitchen; the annual loan repayments will come to around £11,090.86”; and
 - b) “it is not intended to increase the council tax precept for the purpose of the loan repayments”; and
3. that delegated authority be given to the Chief Executive & Town Clerk, to put together and submit the borrowing application with supporting evidence.

Reasons

1. To adjust the financial plan to cover loan repayments rather than reinvesting the £13,486 into the capital projects budget and towards replenishing the reserves; avoiding any increase in the Council Tax Precept as a result.
2. To enable the Council to fund improvements to Braunstone Civic Centre’s toilet and kitchen facilities, which had been identified in the Council’s Business Plan and Capital Plan and for which funds were available in the Council’s annual revenue budget to finance the loan repayments.
3. To enable the detailed supporting evidence to be gathered and submitted with the Council’s application without undue delay.



United Kingdom
Debt Management
Office

T 020 7862 6610
E pwlb@dmo.gov.uk
www.dmo.gov.uk

PWLB lending facility

Loan Reference Number	Outstanding Principal Balance (£)	Principal Due (£)	Interest Due (and Late Interest Charges) (£)	Total Due (£)	Interest Rate (%)
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BRAUNSTONE TOWN COUNCIL (LEICS)

11/04/2022

LOAN REPAYMENT DUE - REPAYMENT DATE 09/05/2022

235384	427,463.86	3,240.78	5,621.15	8,861.93	2.630
292038	491,502.30	4,308.53	4,595.55	8,904.08	1.870
PW477930	7,672.31	7,672.31	316.48	7,988.79	8.250
PW480508	8,523.20	2,037.32	255.70	2,293.02	6.000
PW482623	30,482.89	4,023.60	800.18	4,823.78	5.250
PW485188	12,640.12	1,446.90	316.00	1,762.90	5.000
PW485557	22,912.74	2,290.07	601.46	2,891.53	5.250
PW487506	31,417.66	2,309.75	706.90	3,016.65	4.500
PW490422	23,800.00	1,400.00	535.50	1,935.50	4.500
PW501336	5,446.88	5,446.88	50.11	5,496.99	1.840
TOTAL:	1,061,861.96	34,176.14	13,799.03	47,975.17	

Your authority has elected to pay loan repayments by direct debit and therefore the sum of £47,975.17 will be debited from your nominated account on 09/05/2022 quoting reference BRAUNSTONE.

You need take no further action.

If you have any queries, please do not hesitate to contact the UK Debt Management Office.



**PWLB FIXED RATE LOANS
ESTIMATED REPAYMENT COSTS**

Amount of Advance: 114,297.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	5.38	30,521.37	122,085.48	5.37	31,643.12	767.22	121,969.19
Over 2 not over 2½	5.45	24,761.64	123,808.20	5.44	25,968.28	621.78	123,623.64
Over 2½ not over 3	5.49	20,920.96	125,525.76	5.49	22,186.95	522.91	125,278.08
Over 3 not over 3½	5.53	18,183.26	127,282.82	5.53	19,488.45	451.47	126,938.25
Over 3½ not over 4	5.56	16,131.58	129,052.64	5.56	17,464.58	397.18	128,595.55
Over 4 not over 4½	5.59	14,539.61	130,856.49	5.59	15,894.27	354.96	130,270.01
Over 4½ not over 5	5.61	13,266.09	132,660.90	5.60	14,630.02	320.03	131,898.74
Over 5 not over 5½	5.63	12,226.69	134,493.59	5.62	13,602.38	291.98	133,567.47
Over 5½ not over 6	5.64	11,359.48	136,313.76	5.63	12,742.21	268.12	135,210.49
Over 6 not over 6½	5.64	10,623.95	138,111.35	5.64	12,015.25	247.94	136,859.23
Over 6½ not over 7	5.64	9,994.55	139,923.70	5.64	11,387.25	230.23	138,470.82
Over 7 not over 7½	5.65	9,453.49	141,802.35	5.65	10,848.69	215.26	140,128.12
Over 7½ not over 8	5.64	8,974.53	143,592.48	5.65	10,372.45	201.81	141,742.57
Over 8 not over 8½	5.64	8,555.81	145,448.77	5.64	9,946.53	189.60	143,305.58
Over 8½ not over 9	5.64	8,184.43	147,319.74	5.64	9,573.01	179.07	144,917.17
Over 9 not over 9½	5.63	7,849.41	149,138.79	5.64	9,238.81	169.64	146,528.75
Over 9½ not over 10	5.62	7,548.23	150,964.60	5.63	8,932.31	160.87	148,080.34
Over 10 not over 10½	5.62	7,279.59	152,871.39	5.63	8,660.17	153.21	149,689.07
Over 10½ not over 11	5.61	7,032.47	154,714.34	5.62	8,407.06	145.99	151,232.08
Over 11 not over 11½	5.60	6,807.11	156,563.53	5.61	8,175.47	139.39	152,769.37
Over 11½ not over 12	5.59	6,600.78	158,418.72	5.60	7,962.69	133.35	154,300.95
Over 12 not over 12½	5.58	6,411.20	160,280.00	5.60	7,772.20	128.01	155,901.11
Over 12½ not over 13	5.57	6,236.42	162,146.92	5.59	7,590.64	122.87	157,424.12
Over 13 not over 13½	5.56	6,074.79	164,019.33	5.58	7,422.11	118.11	158,941.41
Over 13½ not over 14	5.56	5,928.57	165,999.96	5.57	7,265.21	113.68	160,452.99
Over 14 not over 14½	5.55	5,789.22	167,887.38	5.57	7,124.45	109.76	162,044.57
Over 14½ not over 15	5.55	5,663.03	169,890.90	5.56	6,987.36	105.92	163,547.58
Over 15 not over 15½	5.55	5,545.43	171,908.33	5.56	6,864.46	102.50	165,136.31
Over 15½ not over 16	5.55	5,435.59	173,938.88	5.55	6,743.52	99.12	166,630.74
Over 16 not over 16½	5.55	5,332.82	175,983.06	5.55	6,635.29	96.11	168,216.61
Over 16½ not over 17	5.55	5,236.48	178,040.32	5.55	6,533.42	93.29	169,802.48
Over 17 not over 17½	5.55	5,146.03	180,111.05	5.55	6,437.37	90.62	171,388.35
Over 17½ not over 18	5.56	5,064.81	182,333.16	5.55	6,346.66	88.10	172,974.22
Over 18 not over 18½	5.57	4,988.59	184,577.83	5.55	6,260.85	85.72	174,560.09
Over 18½ not over 19	5.58	4,916.97	186,844.86	5.55	6,179.56	83.47	176,145.96

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	5.59	4,849.60	189,134.40	5.55	6,102.43	81.33	177,731.84
Over 19½ not over 20	5.60	4,786.17	191,446.80	5.56	6,034.88	79.44	179,434.86
Over 20 not over 20½	5.61	4,726.39	193,781.99	5.56	5,965.19	77.50	181,023.59
Over 20½ not over 21	5.63	4,673.97	196,306.74	5.57	5,904.53	75.79	182,735.19
Over 21 not over 21½	5.64	4,620.75	198,692.25	5.57	5,841.24	74.03	184,326.77
Over 21½ not over 22	5.66	4,574.50	201,278.00	5.58	5,786.55	72.47	186,046.94
Over 22 not over 22½	5.67	4,526.99	203,714.55	5.59	5,734.53	70.99	187,772.83
Over 22½ not over 23	5.69	4,486.12	206,361.52	5.60	5,685.03	69.57	189,504.43
Over 23 not over 23½	5.70	4,443.60	208,849.20	5.61	5,637.88	68.21	191,241.74
Over 23½ not over 24	5.72	4,407.45	211,557.60	5.62	5,592.93	66.91	192,984.77
Over 24 not over 24½	5.74	4,373.47	214,300.03	5.63	5,550.05	65.66	194,733.51
Over 24½ not over 25	5.75	4,337.35	216,867.50	5.64	5,509.12	64.46	196,487.97
Over 25 not over 25½	5.77	4,307.30	219,672.30	5.65	5,470.01	63.31	198,248.15
Over 25½ not over 26	5.79	4,279.07	222,511.64	5.66	5,432.62	62.20	200,014.04
Over 26 not over 26½	5.80	4,248.30	225,159.90	5.68	5,402.58	61.25	201,939.94
Over 26½ not over 27	5.82	4,223.37	228,061.98	5.69	5,368.36	60.22	203,720.12
Over 27 not over 27½	5.83	4,195.68	230,762.40	5.70	5,335.59	59.23	205,506.01
Over 27½ not over 28	5.85	4,173.71	233,727.76	5.71	5,304.20	58.27	207,297.61
Over 28 not over 28½	5.86	4,148.79	236,481.03	5.72	5,274.10	57.35	209,094.93
Over 28½ not over 29	5.88	4,129.49	239,510.42	5.74	5,250.96	56.56	211,066.56
Over 29 not over 29½	5.89	4,107.05	242,315.95	5.75	5,223.28	55.70	212,878.16
Over 29½ not over 30	5.90	4,085.75	245,145.00	5.76	5,196.70	54.86	214,695.48
Over 30 not over 30½	5.91	4,065.53	247,997.33	5.77	5,171.19	54.06	216,518.52
Over 30½ not over 31	5.93	4,050.79	251,148.98	5.78	5,146.68	53.28	218,347.27
Over 31 not over 31½	5.94	4,032.61	254,054.43	5.79	5,123.14	52.52	220,181.74
Over 31½ not over 32	5.94	4,010.86	256,695.04	5.81	5,106.22	51.88	222,207.66
Over 32 not over 32½	5.95	3,994.48	259,641.20	5.82	5,084.46	51.17	224,056.41
Over 32½ not over 33	5.96	3,978.95	262,610.70	5.83	5,063.53	50.48	225,910.88
Over 33 not over 33½	5.97	3,964.23	265,603.41	5.84	5,043.40	49.81	227,771.06
Over 33½ not over 34	5.97	3,945.71	268,308.28	5.85	5,024.03	49.16	229,636.96
Over 34 not over 34½	5.98	3,932.48	271,341.12	5.86	5,005.38	48.53	231,508.57
Over 34½ not over 35	5.98	3,915.35	274,074.50	5.87	4,987.43	47.92	233,385.90
Over 35 not over 35½	5.99	3,903.49	277,147.79	5.88	4,970.15	47.33	235,268.94
Over 35½ not over 36	5.99	3,887.63	279,909.36	5.89	4,953.50	46.75	237,157.70
Over 36 not over 36½	5.99	3,872.35	282,681.55	5.89	4,931.76	46.11	238,840.73
Over 36½ not over 37	6.00	3,862.31	285,810.94	5.90	4,916.32	45.56	240,738.06
Over 37 not over 37½	6.00	3,848.15	288,611.25	5.91	4,901.44	45.03	242,641.10
Over 37½ not over 38	6.00	3,834.49	291,421.24	5.92	4,887.10	44.52	244,549.86
Over 38 not over 38½	6.00	3,821.33	294,242.41	5.93	4,873.28	44.01	246,464.34
Over 38½ not over 39	6.00	3,808.63	297,073.14	5.93	4,854.25	43.45	248,158.79
Over 39 not over 39½	6.00	3,796.39	299,914.81	5.94	4,841.42	42.97	250,081.84
Over 39½ not over 40	6.00	3,784.57	302,765.60	5.94	4,823.33	42.43	251,779.15
Over 40 not over 40½	6.00	3,773.17	305,626.77	5.95	4,811.41	41.98	253,710.77
Over 40½ not over 41	5.99	3,757.36	308,103.52	5.96	4,799.92	41.54	255,648.10
Over 41 not over 41½	5.99	3,746.72	310,977.76	5.96	4,783.12	41.04	257,351.13

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	5.99	3,736.45	313,861.80	5.96	4,766.73	40.55	259,054.15
Over 42 not over 42½	5.99	3,726.54	316,755.90	5.97	4,756.44	40.14	261,002.91
Over 42½ not over 43	5.98	3,712.09	319,239.74	5.97	4,740.80	39.67	262,708.80
Over 43 not over 43½	5.98	3,702.82	322,145.34	5.98	4,731.24	39.28	264,666.13
Over 43½ not over 44	5.98	3,693.87	325,060.56	5.98	4,716.31	38.84	266,374.87
Over 44 not over 44½	5.97	3,680.30	327,546.70	5.98	4,701.72	38.40	268,083.61
Over 44½ not over 45	5.97	3,671.92	330,472.80	5.99	4,693.16	38.04	270,052.38
Over 45 not over 45½	5.96	3,658.88	332,958.08	5.99	4,679.21	37.62	271,763.98
Over 45½ not over 46	5.96	3,651.04	335,895.68	5.99	4,665.55	37.21	273,475.57
Over 46 not over 46½	5.95	3,638.49	338,379.57	5.99	4,652.20	36.81	275,187.17
Over 46½ not over 47	5.95	3,631.15	341,328.10	5.99	4,639.12	36.42	276,898.77
Over 47 not over 47½	5.94	3,619.05	343,809.75	6.00	4,632.04	36.09	278,884.68
Over 47½ not over 48	5.94	3,612.16	346,767.36	6.00	4,619.50	35.72	280,599.14
Over 48 not over 48½	5.93	3,600.48	349,246.56	6.00	4,607.23	35.35	282,313.59
Over 48½ not over 49	5.93	3,594.02	352,213.96	6.00	4,595.21	34.99	284,028.05
Over 49 not over 49½	5.92	3,582.73	354,690.27	6.00	4,583.43	34.64	285,742.50
Over 49½ not over 50	5.91	3,571.62	357,162.00	6.00	4,571.88	34.29	287,456.96

Note: 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

APPENDIX 3 – REVISED 5 YEAR INCOME / EXPENDITURE PROJECTIONS

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Total Requirement	£636,258	£640,794	£630,709	£628,746	£617,949	£603,539
Plus Increase in costs	£18,022	£19,224	£18,921	£12,575	£12,359	£6,035
Less Savings / Income Generation	£0	£15,823	£16,298	£16,787	£17,290	£17,809
Less Payments for Matured Loans	£13,486	£13,486	£4,586	£6,586	£9,478	£2,892
Total including Savings	£640,794	£630,709	£628,746	£617,949	£603,539	£588,874
Additional Pension Provision	£50,616	£51,628	£52,661	£53,714	£54,788	£55,884
Additional Staffing Costs	£56,657	£65,384	£67,371	£73,112	£77,018	£80,001
Health / Social Care Levy	£2,440	£0	£0	£0	£0	£0
Additional Borrowing Repayments (Civic Centre Improvements)	£0	£11,091	£11,091	£11,091	£11,091	£11,091
Potential Borrowing Repayments (Climate Change Initiatives)	£0	£23,933	£23,933	£23,933	£23,933	£23,933
Non-Earmarked Reserves (Balance of Reserves)	-£2,500 £81,952	£0 £81,952	£2,309 £84,261	£18,000 £102,261	£25,000 £127,261	£32,000 £159,261
Contingency (Balance for Financial Year)	-£20,000 £0	-£20,000 £0	£0 £20,000	£5,000 £25,000	£10,000 £33,000	£20,000 £43,000
Capital Projects (Balance for Financial Year)	-£10,000 £15,700	-£10,260 £15,440	£0 £25,700	£15,000 £40,700	£25,000 £65,700	£30,000 £95,700
TOTAL REQUIREMENT	£718,007	£752,485	£786,111	£817,799	£830,370	£841,783
Less Council Tax Support Grant	£0	£0	£0	£0	£0	£0
Net Precept	£718,007	£752,485	£786,111	£817,799	£830,370	£841,783
Band D (scaled Tax Base)	4,888.95	£146.86	£153.92	£160.79	£167.27	£169.85
% Increase	5.29%	4.80%	4.47%	4.03%	1.54%	1.37%
Average % Increase	N/A	3.24%				
£5 Increase on Band D (% increase)	N/A	£151.86 3.40%	£156.86 3.29%	£161.86 3.19%	£166.86 3.09%	£171.86 3.00%
Receipt		£742,452	£766,897	£791,341	£815,786	£840,231



Parish & Town Council Borrowing: Note for NALC Conference (31 October 2017)

*[This note should be read alongside the
Guide to Parish & Town Council Borrowing in England]*

What is parish and town council borrowing?

- The Local Government Act 2003 enables parish councils in England to borrow capital monies to fund infrastructure projects.
- Projects have ranged from town hall repair work, to building new community buildings and investing in play areas.

What do I need to consider if my council would like to apply for a loan?

- Most councils borrow from the Public Works Loan Board (PWLB), but can choose to borrow from other lenders.
- All applications to borrow must first be approved by the Secretary of State for the Department for Communities and Local Government (DCLG), to ensure you have appropriate public support and robust plans to pay off the loan.
- See overleaf for a list of the evidence DCLG requires to inform its decision as to whether to approve the loan application.
- Your NALC county association representative will also need to check and endorse your application.
- It is important that you are transparent and engage with the local residents on your proposal.

Where can I go for further information?

- Contact your local NALC County Association representative in the first instance, who will be able to send you the official application form and guidance.
- Contact DCLG's Local Government Funding Policy Team:
Parish.Borrowing@communities.gsi.gov.uk or 0303 444 3132 (Shafi Khan)



What evidence do I need to provide to inform DCLG's approval decision?

Complete the borrowing approval application form (available from your County Association rep) and make sure that you provide all the following supporting information:

1. Resolution to borrow

- a. To evidence that council members are sighted on the project and application.
- b. You will need to provide a set of draft minutes, signed by Clerk and Chair.
- c. We recommend that the minutes be published online, to help keep residents informed

2. Budget

- a. To understand the loan repayment provision within the context of the council's broader finance.
- b. An existing budget table and a draft for next year, if available
- c. The PWLB website can provide an Estimated Repayment Costs table for the amount of the loan you wish to apply for.

3. Report to Council / business case

- a. To support why you require the funds.
- b. This can vary from a short summary report to multiple documents, depending on the amount you wish to apply for.

4. Affordability

- a. To evidence how you will repay the loan during the term; a cash flow forecast table would be very useful to show your thinking.
- b. In addition to seeing the loan repayment provision in your budget, you should also highlight your reserves, any grants / income that will contribute towards loan repayments, and any existing loans

5. Precept increase

- a. The details of any precept increase must be included on the application form, if applicable.
- b. A precept increase for the repayment of the loan must detail the percentage and monetary figures for the year.

6. Precept increase survey / public support

- a. Could be through an online survey, on paper and/or following public presentations
- b. Must be clear and transparent, and demonstrate support for the project and how it will be funded

7. General project consultation

- a. Regardless of precept increase there must be public support for the project or at the very least opportunities given to residents for their views / opinions / feedback on the project.



- b. Along with the results we must see all the consultation materials produced either on paper or online; public presentations, etc.



United Kingdom
Debt Management
Office

Public Works Loan Board

Eastcheap Court
11 Philpot Lane
London
EC3M 8UD

T 020 7862 6610
E pwlb@dmo.gov.uk
www.dmo.gov.uk

LOANS TO PARISH, TOWN AND COMMUNITY COUNCILS

1. Powers to Lend

The Public Works Loan Board (PWLB) has the power to lend to parish and town councils in England, community and town councils in Wales and charter trustees. It is for the PWLB to decide whether to make a loan in respect of an application but it will normally lend if the terms and conditions described in this document are met.

2. Purposes for which loans may be made

Loans may be made to finance capital payments for which a council has a formal borrowing approval. A council may also apply for a loan to replace short-term borrowings (including a bank overdraft) or revenue balances used temporarily for the purpose stated in the approval.

3. Borrowing Approval

The PWLB will only lend once a borrowing approval has been obtained. The letters are issued by the Ministry of Housing, Communities and Local Government (MHCLG) - formerly DCLG, or, in the case of Welsh councils, the Welsh Government (WG). Borrowing approvals state, amongst other things, the purpose of a loan, the amount and the maximum period over which it can be taken.

The related borrowing may only be undertaken within the terms and time limit of the approval. It is not obligatory for the approval to be taken up in a single loan, and separate applications may be made in respect of a scheme where, for example, the expenditure is spread over several months, provided that the loans are covered by a valid approval.

The initial approach for a borrowing approval should be made to the local County Association of Local Councils. In the case of Welsh councils, the approach is direct to the Welsh Government.

Please contact the Board via phone or email if you require any guidance regarding the borrowing approval process.

4. Security for Loans

Under the provisions of the Public Works Loan Acts of 1965 and 1967, loans from PWLB are secured by an automatic charge on the revenues of the council and not on the council's property.

5. Applications for Loans

Applications should be made by the Responsible Finance Officer (RFO) on Form LC1, copies of which may be obtained from the PWLB website. The completed form should be accompanied by the following documentation:

- i. Blank cancelled cheque or an original bank statement (bearing the details of the bank account to which the advance is to be made)
- ii. Completed direct debit mandate
- iii. PWLB are advised of all valid borrowing approval letters directly from DCLG or the Welsh Government so a copy of the letter is **not** required

The application should be sent to PWLB **one week** before a loan is required. In completing form LC1 the RFO will be required to supply the following details. Non-receipt of information will result in a delay to the advance.

- Borrowing approval number
- Purpose of loan
- Sum required (must be expressed in whole pounds)
- Type of loan required
- Half-yearly interest payment days (for fixed rate loans)
- Payment frequency (for variable rate loans)
- Method of repayment
- Period of repayment
- Preferred date of advance (optional)

On receiving an application PWLB will review and notify the RFO (via email) when all checks are completed. The notification will invite the RFO to telephone PWLB in line with the following timetable to agree the final terms of the loan including the rate of interest and the date for the advance.

RFO telephones to agree terms	Day of loan advance
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

Where a bank holiday intervenes the timetable moves back by the appropriate number of days. Thus, if a Monday is a non-working day and the advance is required to be made on the Tuesday, the agreement would need to be made the previous Thursday.

Following the loan agreement, a confirmation letter outlining the terms agreed will be sent to the council on the day of advance via email. Any original documentation (i.e. bank statements) will be returned via post except in the case of blank cancelled cheques which will be destroyed securely by PWLB.

6. Types of Loan

There are two types of loans available from the PWLB:

- (a) Fixed rate loans, on which the rate of interest is fixed for the life of the loan, and
- (b) Variable rate loans, on which the rate of interest is variable at one, three or six monthly intervals. Once chosen, the roll-over period remains unchanged for the life of the loan.

7. Method of Repayment

There are two repayment methods open to Parish, Town and Community Councils:

Annuity: half yearly payments where each payment is of a constant amount inclusive of principal and interest (available on fixed rate loans only)

Equal Instalments of Principal (EIP): half yearly payments where each payment consists of a constant instalment of principal plus a diminishing amount of interest, calculated on the balance of principal then outstanding

The minimum repayment period on either method is two years.

PWLB also offers Maturity loans at fixed or variable rates but only if the applicant has provided for a sinking fund to meet the repayment of the principal at the end of the term and can demonstrate it has the expertise to operate such a fund. Exceptionally, the PWLB will allow repayment of a loan by the Maturity method where the applicant expects a future receipt to repay the principal at term. Evidence will be required during the application process.

8. Interest Rates

The PWLB's interest rates are determined by HM Treasury in accordance with section 5 of the National Loans Act 1968. In practice, rates are set by the DMO on HM Treasury's behalf in accordance with agreed procedures and methodologies which are described in a DMO Technical Note.

In the case of fixed rate loans, a precise rate of interest is prescribed. In the case of variable rate loans the rate is fixed by reference to a formula. The rate of interest charged on a fixed rate loan or the formula for a variable rate loan will be that agreed by telephone two working days before the date of advance.

Fixed interest rates are set twice daily at 9:30am and 12:30pm with a separate rate calculated in 6 monthly bands for periods up to 50 years. Once a loan has been agreed, the rate of interest is fixed for the duration of the loan. Payments are at regular half-yearly intervals (e.g. 1 April and 1 October) but the borrower may choose the half-yearly days so long as the first date is no later than six months from the date of advance. Scheduled interest payments are calculated by applying half of the annual interest rate to the balance of the loan outstanding at the start of the half-year. If the date a loan is issued does not fall on one of the half-yearly days, the borrower pays an amount for the broken period from the date the loan is issued to the date of the first half-yearly payment.

Variable interest rates are set daily with separate rates for 1, 3 and 6 monthly roll-over periods, which are applicable to both EIP and Maturity loans. Borrowers choose the roll-over period of the loan at the time it is agreed. Interest payments are calculated by reference to the balance outstanding since the last loan payment and the number of days in the roll-over period.

Further information on interest rates, including a [Technical Note](#) on their calculation can be found on the PWLB website, www.dmo.gov.uk.

9. Loan Repayment Periods

A council may choose the repayment period within the following limits, subject to the maximum repayment period specified in the borrowing approval.

		Minimum period (years)	Maximum period (years)
Fixed rate loans	Maturity	1	50
	Annuity or EIP	2	50
Variable rate loans	Maturity	1	10
	EIP	2	10

Although the borrowing approval will state the maximum period for the borrowing, a lesser period may be chosen, as generally a council should not borrow for longer than necessary.

10. Fees

Under the Public Works Loans (Fees) Regulations 1991, as amended, the fees payable by councils in respect of advances from PWLB are:

Fixed rate loans	35p for every £1,000 or part of £1,000
Variable rate loans	45p for every £1,000 or part of £1,000

The minimum fee payable is £25.

11. Advance of Loans

A loan when authorised will be transmitted electronically to the council's receiving bank account. The sum to be transmitted will be the amount of the loan less the fee. Interest will be charged from the date of advance.

12. Scheduled Repayment of Loans

Scheduled repayments due from parish, town and community councils are collected by direct debit. A direct debit instruction must be provided with the LC1 application form.

A council should ensure that its paying bank account has, on a scheduled repayment day, sufficient funds for the due amount. Repayment notices are issued via email 20 working days prior to each loan repayment. When a repayment date falls on a non-working day, the relevant payment will be made on the next working day. Payments notices are not invoices and scheduled repayments are due under the terms of the loan agreement irrespective.

Further information on payment by direct debit is available from the PWLB website.

PWLB reserves the right to charge interest on late payments, which will be at the Bank of England base rate for the day from the relevant payment date to the date on which PWLB's account is credited. The same terms apply to delayed premature repayments.

13. Premature (early) Repayments

Minor authorities should not borrow for longer than necessary. Repayment amounts are calculated on the assumption that the loan will run to maturity and normally a loan is repayable only by the regular payments due under the agreed terms. PWLB cannot renegotiate a loan and, while it will usually accept a premature repayment in whole or in part, in all instances the terms will not favour the borrower over the National Loans Fund. Breakage costs are charged equivalent to the net present value of the outstanding amount of the loan, in line with standard actuarial practice. This means a premium will be payable when the interest rate on the loan to be repaid is higher than the current 'premature repayment' rate for a loan repayable by the same method as, and over the same period as that remaining on, the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the equivalent 'premature repayment' rate, a discount will be allowed. PWLB reserves the right to charge interest to delayed premature repayments, which will be at the Bank of England base rate for the day from the relevant payment date to the date on which PWLB's account is credited. Please note that early repayments will not be accepted for loans that have been in existence for less than one year or have less than one year to maturity.

14. Refinancing

The Board will normally allow a minor authority to replace a fixed rate loan with another fixed rate loan, subject to the authority gaining a borrowing approval letter for the new borrowing. Similarly, the Board will permit a borrower to replace a fixed rate loan with a variable rate loan or *vice versa*. However, in all cases the terms for accepting early repayment will apply, so that, again, **the terms will not favour the borrower** over the National Loans Fund. Accordingly, the cost of paying off a high-rated loan will tend to offset the financial advantage of a lower rate on the replacement loan, which loan will be subject to the fee for a new advance. Councils considering refinancing debt should enquire further of the Board.

15. Premature (early) Repayments: Procedure

PWLB has discretion to accept a premature repayment:

- in whole, which means 'paying off', or redeeming, the loan in full; or
- in part ('paying down'), which reduces the debt while leaving an outstanding amount of principal remaining to be serviced.

Repayment in full ('paying off')

For reasons of timing, remittances for paying off a loan will normally be accepted only by bank transfer. Should a council wish to pay off a loan, the clerk or responsible financial officer would need to telephone the Board to make a formal agreement to repay, and then arrange for the council's bank to remit the sum by bank transfer. The Board follows a timetable of two working days. Accordingly, the call would need to be made two working days before the intended settlement date. On making the agreement the Board will determine the settlement costs. This will entail calculating a premium/discount on the outstanding balance of principal according to the appropriate rate in the 'premature repayment' set of rates prevailing at the time of the agreement. Interest accruing from the previous scheduled repayment date will be included in the settlement sum as necessary. Once the Board has quoted the amount required to pay off the debt, the council should arrange for payment to reach the Board on the agreed date by an automated direct credit transfer to the Board's bank account:

Sort Code **60-70-80**

Account No. **10013288**

Account Name **PUBLIC WORKS LOAN**

The Board will provide confirmation of the telephone agreement and will also provide confirmation once the funds are received. All confirmations will be sent via email to the responsible finance officer.

Partial repayment ('paying down')

It is open to a council to make a partial early repayment ('pay down'). The payment will be applied to the outstanding balance net of any premium or discount and accrued interest, and the council notified once the funds are received of the effect on its outstanding balance of principal and future scheduled repayments. For reasons of timing PWLB cannot provide figures in advance for this effect, but it would be open to a council to make its own estimate.

16. Further Information

Enquiries should be made to the contact points shown in the heading to this note. PWLB's website has a dedicated page on lending to [parish councils and drainage boards](#) which provides the following information:

- Links to related websites (e.g. Ministry of Housing, Communities and Local Government or the Welsh Government)
- Calculator for indicative interest rates and loan charges for new advances
- Application forms

In addition, the Board will give information about its own terms, conditions and procedures. It will provide, on request, an indication of the cost of paying off a debt at the rates in force on the day. A calculator of indicative costs for new fixed rate loans is available on the Board's website. Generally, however, it is for local authorities to take their own advice, including any necessary financial and legal advice.

BRAUNSTONE TOWN COUNCIL

MINUTES OF EMPLOYING COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

7th JULY 2022 at 6.30pm

PRESENT: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillor Phil Moitt.

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

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

1. Apologies

No apologies for absence were received.

2. Disclosure of Interest

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

3. Public Participation

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

There were no members of the public at the meeting.

4. Minutes of the Meeting held 13th January 2022

The Minutes of the Meeting held on 13th January 2022 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 13th January 2022 be approved and signed by the Chairperson as a correct record.

5. Annual Report 2022 and Capital Plan 2022/2023

The Committee received the Annual Report of the Town Council setting out achievements during 2021/2022 and priorities for 2022/2023, alongside the approved Capital Plan for 2022/2023 and beyond (item 5 on the agenda).

RESOLVED that the achievements and priorities be received and noted.

Reason for Decision

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

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

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

The Committee considered the:

- a) Executive Officer & Town Clerk's Employee Development/Appraisal Review 2021;
- b) Job Description and Person Specification for the Chief Executive & Town Clerk; and
- c) Personal Performance & Development Appraisal Form for 2022, including the self-assessment by the Chief Executive & Town Clerk (item 6 on the agenda).

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

RESOLVED that the Employee Development/Appraisal 2022 review of the Chief Executive & Town Clerk be approved (confidential item filed with the minutes).

Reason for Decision

To ensure that the support and resources, including training, was provided to enable the Chief Executive & Town Clerk to deliver the Council's Strategic Objectives and Priorities.

7. Annual Leave and Working Hours Record April 2020 – March 2022

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

The Committee received the annual leave taken and working hours undertaken by employee 102 between April 2020 and March 2022 (item 7 on the agenda).

RESOLVED

1. that the annual leave taken during 2020/2021 and 2021/2022 as set out in the item enclosed with the agenda be received and noted;
2. that the position with working hours between April 2020 and March 2022, as set out in the letter enclosed with the agenda be received and noted; and
3. that pre-Covid arrangements for authorisation of leave and working hours be restored.

Reasons for Decision

1. *Full details had been recorded at the time; however, due to Covid-19 restrictions these were not authorised at the time. Full details had been provided to the Committee.*
2. *Due to the Covid-19 incident and workload pressures, there were some gaps in the record. The Committee was satisfied that there had been attendance at work due to the evidence of work, which had been undertaken during the period.*
3. *To ensure the work life balance of the employee and to evidence compliance with working time regulations.*

The meeting closed at 7.25pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 7th JULY 2022 AT 7.30pm

PRESENT: Councillor Anthea Ambrose (Chair), Councillor Tracey Shepherd (Vice-Chair) and Councillors Ajmer Basra, Nick Brown, Sam Fox-Kennedy, Amanda Hack, Paul Kennedy and Christiane Startin-Lorent.

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

19. Apologies

Apologies for absence were received from Councillors Sam Maxwell, Dipen Nathwani and Marion Waterton.

20. Disclosures of Interest

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

21. 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.

22. Minutes of the Meeting held 19th May 2022

The Minutes of the Meeting held on 19th May 2022 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 19th May 2022 be approved and signed by the Chairperson as a correct record.

23. 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).

Members were reminded that the annual summer fete would be taking

place on Saturday 6th August on Mossdale Meadows, 11am – 4pm and that volunteers were required to help with setting up in the morning and dismantling in the evening.

RESOLVED that the update be noted

Reason for Decision

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

24. Community Safety and Neighbourhood Policing Update

The Chair welcomed PC Stuart Clough to the meeting. The Committee received an update on local community safety and policing initiatives. The latest Police crime reports were circulated to members at the meeting (filed with these minutes).

Members raised concerns regarding the ongoing issue with motorbikes using public footpaths. The Police were limited in what action could be taken due to levels of resources. Intelligence gathering from the public would help to identify offenders. Barriers on footpaths to deter the motorbikes was not an option as these barriers also restricted access to bicycles, mobility scooters and pushchair. Work was ongoing to reduce and apprehend the offenders.

Concern was also raised regarding recent aggravated burglaries in the Town. The police were currently running operations to apprehend offenders, including uniformed and plain clothes officers patrolling areas at night by car, bike and foot. Seven arrests had recently been made and the coming months would hopefully show a decline in burglaries.

Theft from cars was reported as an ongoing issue and residents were urged to ensure that valuables are not left in cars and to check vehicles were locked.

It was reported that there was a planned intake of new Police officers over the summer months but it would be some time before they would be fully trained to a sufficient level to be able to undertake duties independently.

It was confirmed that Sergeant Nick Davis had now retired and a new beat sergeant would be in post later in the year.

RESOLVED that the update be noted.

Reason for Decision

To ensure that current community safety and policing updates were received.

25. Speed Sign Data

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

It was noted that Item 7a, Withers Way, covered the period 30th May 2022 to 11th June 2022.

Accident data had been received from Leicestershire County Council for the stretch of Braunstone Lane between the police station and Bidford Road. The data indicated that there had been 5 accidents in the previous 5 years which included 1 cyclist, 1 pedestrian and 3 car on car. This appeared to confirm that speeding at this location of Braunstone Lane was not resulting in accidents causing death or serious injury.

RESOLVED

1. that the speed signs be replaced on Braunstone Lane and Withers Way in the same area but facing the other direction of traffic; and
2. that further analysis of the data be undertaken to understand the recording of 94 vehicles traveling at less than 15 mph along Withers Way at 3am.

Reasons for decision

1. *To ensure that any concerns of speeding on roads within the Town would be monitored and data collected.*
2. *The significant number of slow moving vehicles during the early hours on Withers Way compared to other speeds and to the rest of the day could not on the face of it be explained within the overall pattern of vehicular movements.*

26. Outside Body Reports

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

27. School Governing Body Reports

The Committee received a report from a member of a School Governing Bodies (item 9 on the agenda).

RESOLVED that the report be received and noted.

Reason for Decision

To ensure all members of the community have the opportunity to access the work of the school governors in the area.

28. Library – Community engagement/involvement and social inclusion

The Committee received the notes taken from the recent Library Consultation Group Meeting on the 23rd June 2022 (item 10 on the agenda).

It was noted that two volunteers had agreed to set up a craft and chatter group in the library and invite local residents to bring their crafts to the library for a chatter and coffee with other residents.

The Summer Reading Challenge in the library would take place over the summer holidays and local schools had been contacted about the scheme.

Discussions had also been held with Ravenhurst school to invite classes to come along to the library. This would be taking place in the Autumn term. Other local schools would be contacted and invited after the summer holiday. Winstanley School would also be contacted to see if any of the pupils undertaking the Duke of Edinburgh Aware would be interested in volunteer work in the library to assist with their award.

Discussions had also been held with the Facilities Manager and Senior Library Officer to establish a book and jigsaw loan facility at Thorpe Astley. A suitable area for this had been agreed and would be in place within a couple of weeks.

Members queried what options were available to provide an outreach service for the Library at Thorpe Astley Community Centre.

RESOLVED

1. that the proposed community events to take place in the library, as detailed in the report, be approved; and
2. that discussions be held with the County Council on what options were available to provide an outreach service for the Library at Thorpe Astley Community Centre.

Reasons for Decision

1. *To promote the wider use of the library as a community hub and provide activities and events for the community to participate in.*
2. *To make it easier for residents, who would otherwise have to travel to the Library at the Civic Centre, to access some library services from the Community Centre at Thorpe Astley.*

29. New Year's Eve Events

The Committee considered a criteria in order to invite applications for use of the Council's facilities for fundraising events on New Year's Eve (item 11 on the agenda).

RESOLVED

1. that free use of the Millfield Hall and Council Chamber at Braunstone Civic Centre and Main Hall at Thorpe Astley Community Centre on New Year's Eve, 31st December 2022, be advertised to local groups on the basis that money raised would be donated to charity, with at least 25% of the proceeds being donated to the Town Mayor's Charity; and
2. that the Chief Executive & Town Clerk be given delegated authority to consider applications received and offer the use of the facilities at Braunstone Civic Centre and Thorpe Astley Community Centre on the basis that applications meet the criteria

Reasons for Decision

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

30. 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 12 on the agenda).

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.

31. Community Grant Applications

The Committee considered Community Grant Applications which had been received (item 13 on the agenda).

RESOLVED that the following grant applications be approved

- | | | |
|---|---|------|
| a) Asian Elderly Group | - | £200 |
| b) Braunstone Town Horticultural Art & Craft Show | - | £300 |

Reason for Decision

The grant applications met the scheme criteria.

32. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2022 to 28th June 2022.

RESOLVED that the report be noted.

Reason for Decision

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

33. Approval of Accounts

The Committee considered payments from 11th May 2022 until 28th June 2022.

RESOLVED

1. that the list of Approved Expenditure Transactions for the period 11th May 2022 until 28th June 2022 be approved; and
2. that payment transaction 17269 for £720 and payment transaction 17314 for £605, both to Funtime Bounce, be checked to ensure the description of the purchase had been recorded correctly.

Reasons for Decision

1. *To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*
2. *Two separate payments for different amounts had been made to the same supplier, Funtime Bounce, with the same description, Electric Go Karts.*

The Meeting closed at 8.40pm

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 6th October 2022.

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANNING & ENVIRONMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 25th AUGUST 2022

PRESENT: Councillor Robert Waterton (Chair) and Councillors Amanda Hack (substituting for Councillor Leanne Lee), Sohan Johal, Becca Lunn Scoppie, Darshan Singh, Christiane Startin-Lorent and Marion Waterton.

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

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

15. Apologies

Apologies for absence were received from Councillors Anthea Ambrose, Parminder Basra and Leanne Lee.

16. Disclosures of Interest

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

17. Public Participation

In accordance with Standing Order 3.6, members of the public may 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 in attendance.

18. Minutes of the Meeting held 9th June 2022

The Minutes of the Meeting held on 9th June 2022 were circulated (item 4 on the agenda).

It was noted that typographical errors on page 7470 under minute 9, Feedback on Planning Application Decisions, had been corrected.

RESOLVED that the Minutes of the meeting held on 9th June 2022 be approved and signed by the Chairperson as a correct record.

19. Leicestershire County Council Members' Highways Fund 2022/2023 – Potential Schemes

The Committee received the County Council Members' Highways Fund proposals and discussed potential small scale highways and environmental

improvements in Braunstone and Thorpe Astley, which could be funded from the County Council Members' Highways Fund (item 5 on the agenda).

In accordance with Minute 103, resolution 4, 2021/2022, County Councillors Mrs Amanda Hack (Braunstone Division) and Mrs Louise Richardson (Enderby & Lubbesthorpe Division) had been invited to attend the meeting to discuss proposals. Mrs Amanda Hack was in attendance. Mrs Louise Richardson had submitted her apologies due to an urgent unforeseen matter which had arisen at last minute.

County Councillor Mrs Amanda Hack circulated a list of schemes, which had been submitted so far for Braunstone Division in 2021/2022 and 2022/2023 (filed with these minutes). Councillor Hack added that across the County 441 schemes were outstanding from 2021/2022, 71 schemes requested had been delivered. Therefore, the funding allocated in 2021/2022 had been accrued. The deadline for schemes to be submitted in 2022/2023 was the end of October 2022.

RESOLVED that the following be requested for consideration by the relevant County Councillor for inclusion in the 2022/2023 Members' Highways Fund:

- a) Vehicle Activated Signs (VAS) and line painting (e.g. slow markings) on roads where there was speeding; for example, Meridian Way and Braunstone Lane;
- b) traffic calming measures on Murby Way; for example, a road build out;
- c) 20 minute waiting time on Meridian East outside Royal Mail (in the section without double yellow lines);
- d) consideration of bollards on Centurion Way around the entrances to BPW and Royal Mail to prevent pavement/verge parking; and
- e) consideration of "No Parking on the Pavement" signs at locations where pavement obstruction was a problem and it would be dangerous to walk on the road.

Reasons for Decision

To identify priorities for small scale highways and environmental improvements in Braunstone Town and Thorpe Astley:

- a) to take measures to reduce speeding and improve highway safety, particularly for pedestrians and cyclists;*
- b) to reduce speeding in a residential area around open space and where pedestrians cross the road;*
- c) to ensure this section could be used for short stay parking for Royal Mail and the post boxes, as originally intended;*
- d) to avoid obstruction of the footpath; and*
- e) to enable pedestrians, particularly those in wheel chairs and those with prams and push chairs to walk safely.*

20. 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 6 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:** 22/0123/FUL
- Description:** Erection of 1 semi-detached dwelling and detached garage (accessed off Watergate Lane) including alterations to No. 2 Pinfold
- Location:** Land Adjacent 2 Pinfold Braunstone Town Leicestershire LE3 2UW (Millfield Ward)
- Response:** *Braunstone Town Council objects to the proposal on the following grounds:*
- a) *out of keeping with the character and appearance of the area;*
 - b) *poorly designed access arrangements to the proposed off road parking for the new dwelling; and*
 - c) *significantly detrimental to the amenities enjoyed by existing and new occupiers due to considerations of privacy, light, noise and overbearing effect.*
- Reasons:**
- a) *Development on this corner plot next to a junction would add a discordant element to the street scene since the visual effect would no longer mirror the opposite side of the junction and also due to the gradient changes on both Pinfold and Watergate Lane.*
 - b) *The off road parking for two vehicles at the proposed new property would be tight and there would be no direct access for the second vehicle; this could result in additional manoeuvring on the highway, or additional parking on the highway, close to a road junction resulting in highway safety issues.*
 - c) *The additional property on this corner location would result in cramped living conditions for the occupants of the new property and the existing property, 2 Pinfold. In addition, there would be an adverse impact on the occupants of both properties in terms of noise and overbearing effect.*
2. **Application No:** 22/0237/HH
- Description:** Alterations to roof of garage extension to move guttering bounding the footpath to the rear.

Location: 21 Attenborough Close Thorpe Astley Braunstone Town (Thorpe Astley Ward)

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

Reason: *The conversion of the existing garage space could be accommodated with a replacement garage on the site, with no immediate neighbours there was unlikely to be any adverse impact.*

3. Application No: 22/0539/HH

Description: Two story side and part rear extension

Location: 32 Charlecote Avenue, Braunstone Town Leicestershire (Ravenhurst & Fosse Ward)

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

- (a) on-site parking, as shown in the proposed plans, being provided and permanently available for use;*
- (b) the proposed on-site parking being surfaced with a hardbound permeable material and/or drainage provided;*
- (c) provision of a dropped kerb, and surfaced access from the Highway being installed prior to the extension coming into use; and*
- (d) no windows, openings or extraction equipment in the side elevation of the extension without the explicit consent of the local planning authority.*

Reasons:

- (a) To avoid additional parking on a narrow highway close to a junction, which could present highway safety issues.*
- (b) To reduce flooding and surface water run-off.*
- (c) To provide for an official access, which would be identified by users of the highway.*
- (d) To protect the amenity enjoyed by the neighbouring property in terms of noise and protect both properties in terms of fire safety.*

4. Application No. 22/0479/HH

Description: Single Storey side and rear extension

Location: 147 Narborough Road South, Braunstone Town, Leicestershire LE3 2LH (Ravenhurst & Fosse Ward)

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

- (a) *on-site parking in the car port and on the front curtilage being retained as indicated by the plans; and*
- (b) *no windows, openings or extraction equipment in the side elevation of the extension without the explicit consent of the local planning authority.*

Reasons:

- (a) *To avoid additional parking on a narrow highway, which could present highway safety issues.*
- (b) *To protect the amenity enjoyed by the neighbouring property in terms of noise.*

5. Application No: 22/053/FUL

Description:

Erection of new 2.5 storey, three bedroom dwelling house to land at rear of 54 Arden Avenue

Location:

54 Arden Avenue Braunstone Town Leicestershire LE3 2SF (Ravenhurst & Fosse Ward)

Response:

Braunstone Town Council objects to this application due to the proposed development resulting in:

- (a) *overdevelopment of the site due to consideration of scale and mass;*
- (b) *insufficient amenity space for both the new and existing dwelling; and*
- (c) *insufficient on-site parking provision for the existing dwelling.*

Reasons:

- (a) *The proposed dwelling's size on a plot with little depth would result in it being built in close proximity to both 54 Arden Avenue and 3 Braunstone Close resulting in cramped living conditions.*
- (b) *The proposed dwelling was built on the existing amenity space for 54 Arden Avenue and the creation of the new dwelling would result in cramped living conditions for both dwellings which would have little useable amenity space.*
- (c) *The proposal would result in parking for 54 Arden Avenue being on the highway, close to a junction presenting highway safety concerns.*

6. Application No. 22/0625/FUL

Description:

Change of use from C3 (dwelling) to C2 (residential institution) children's home to accommodate a maximum of 3 children under the age 16 years old and the inclusion of bin store and cycle shelter.

Location: 54 Narborough Road South Braunstone Town
Leicestershire LE3 2FN (Ravenhurst & Fosse)

Response: *Braunstone Town Council objects to the change of use application due to insufficient arrangements for staff and visitor parking and for deliveries.*

Reason: *While Braunstone Town Council supported the principle of accommodating children who were in care in the community, rather than in an institutional setting; the cramped nature of the site would result in staff, visitor and delivery parking on the highway, close to a road junction, which presented highway safety concerns. The applicant in their Planning Statement acknowledges there would be additional parking compared to a residential property by referring to the two spaces to the rear and then adding that parking is available in front of the property and on Cyril Street.*

7. Application No: 21/1504/FUL

Description: Retention of temporary building and siting of 3 containers (Use class B1(c) light industrial)

Location: Unit 5 Vitruvius Way Meridian Business Park
Braunstone Town (Thorpe Astley Ward)

Response: *Braunstone Town Council does not object to the proposal in principle; however, recommends that the application should not be determined until the following additional information has been provided:*

- a) the proposed usage and operation of the site and new building,*
- b) hours of operation and shifts,*
- c) details of the total numbers of employees, contractors, visitors, deliveries and collections on site at any one time, and*
- d) site vehicular movements.*

Reason: *The proposed temporary building would reduce the on-site parking from 21 spaces to 8 spaces. It was noted from the application that the total number of employees would reduce from 12 to 3. To avoid additional on-street parking, which could present highway safety issues for highway users, including pedestrians, it was important to understand the total number of people who would be using the site at any one time, along with details of proposed vehicular movements on the site.*

- 8. Application No:** 22/0620/FUL
- Description:** Installation of 1x Air Source Heat Pump and associated fencing
- Location:** Main Building Winstanley Community College Kingsway North Braunstone Town (Winstanley Ward)
- Response:** *Braunstone Town Council does not object to the application; subject to the noise and vibration levels not being perceptible within the residential properties on Kingsway North.*
- Reason:** *To support sustainable heat generation, while continuing to maintain the amenity enjoyed by residents living in the vicinity.*
- 9. Application No:** 22/0534/CLP
- Description:** Outbuilding to the rear
- Location:** 38 Francis Avenue Braunstone Town (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council does not object to the proposal of an outbuilding to the rear; subject to the following conditions:*
- a) existing on-site parking on the front curtilage of the property for a minimum of two vehicles being provided and permanently retained for use;*
 - b) the proposed outbuilding being ancillary to the domestic use of the dwelling and not sold, let or separately disposed of; and*
 - c) the existing rear amenity space being retained as a single amenity space and not separated by a barrier, hedgerow or fencing that would prevent access from one part to the other or enable one part to be sold, let or separately disposed of.*
- Reasons:**
- a) To avoid on-street parking close to a bend, presenting highway safety issues.*
 - b) To avoid noise and disturbance impacting on the amenity enjoyed by the neighbouring properties.*
 - c) To ensure the Outbuilding and rear amenity space was ancillary to the domestic use of the dwelling.*

- 10. Application No:** 22/0704/TEL
- Description:** Application to determine if Prior Approval is required for the installation of one 15m telecommunication monopole, 3 equipment cabinets and associated ancillary works
- Location:** Turnbull Drive Braunstone Town Leicester LE3 2JW (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council wish to submit the following observations:*
- a) *the operator be asked to consider relocating the monopole (and potentially the 3 equipment cabinets) centrally between the eastern and western sides of Kingsway (as opposed to the proposed location, which is closer to the eastern side); and*
 - b) *the monopole and 3 equipment cabinets being wholly located on the grass verge and not obscuring or intruding onto the highway (including the footway).*
- Reason:**
- a) *To reduce the visual impact on the streetscene and the informal open space; the central informal open space on Kingsway has mature trees at this location, which were mainly to towards the western side of Kingsway. The proposed location of the telecommunication equipment was on the eastern side and therefore could be viewed from a greater distance from both directions on the eastern side of the Kingsway than would be the case if the equipment was centrally located to the Kingsway due to gradients and the existing mature trees.*
 - b) *The footway was narrow at this point and any intrusion on to the footway would present difficulties for pedestrians, particularly those in wheelchairs and those with children.*
- 11. Application No:** 22/0737/FUL
- Description:** New pedestrian/cycle path and removal of existing fence located to the rear of the VUE cinema at Meridian Leisure Park to connect to Mossdale Meadows
- Location:** Meridian Leisure Park Braunstone Town Leicestershire LE19 1JZ (Ravenhurst & Fosse Ward)

Response:

Braunstone Town Council does not object to the application; subject to the following conditions being applied:

- a) details of the materials to be used for the construction of the footway being submitted to and approved by the local planning and highways authorities;*
- b) details of the enhancements to CCTV, safety signage and lighting, both on Meridian Leisure and Mossdale Meadows being submitted to and approved by the local planning authority;*
- c) no access being provided across the boundary between Meridian Leisure and Mossdale Meadows until:
 - I. the footway through Mossdale Meadows to Kingsway had been widened to 3 metres and had been completed for use; and, the lighting, CCTV and safety signage, as approved by the local planning authority, had been installed and in the case of the lighting and CCTV was operational; and*
 - II. the improvements to the footway at Meridian Leisure, as detailed in the Planning Statement of June 2020, had been completed for use and the safety signage installed;**
- d) once the new access between Meridian Leisure and Mossdale Meadows was open, the landowner must:
 - I. retain the access for use and not obstruct it at any time with any gate or barrier which would prevent its use by pedestrians or cyclists;*
 - II. the access must not be closed other than for health & safety reasons to enable essential maintenance to take place on the pathway; and*
 - III. permit the passage of pedestrians and cyclists both to and through the site.**

Reasons:

The proposed link between Mossdale Meadows and Meridian Leisure would enable access using sustainable transport between Lubbesthorpe, Thorpe Astley and both Meridian Leisure and Business Park to Braunstone, Great Central Way and Leicester, it would enable residents of both Braunstone Town and Thorpe Astley to access local services and facilities, a local leisure facility and employment estate, without having to use a car, however, it was important:

- a) to ensure the new pathway would be suitably constructed and fit for purpose;*

- b) to protect the safety of the users of the new route and to prevent its use by motorcycles and scooters;
- c) to ensure that suitable infrastructure and safety measures were in place to provide for new pedestrian footfall and cyclist movement; and
- d) to retain the route as a permanent through route for both pedestrians and cyclists, which local residents and members of the public would be able to use irrespective of whether Meridian Leisure was open for business and irrespective of whether the users were visiting Meridian Leisure or passing through.

12. Application No: 22/0625/FUL

Description: Amendment to application (reference application 6, above): Submission of amended parking plan

Location: 54 Narborough Road South Braunstone Town Leicestershire LE3 2FN (Ravenhurst & Fosse Ward)

Response: *Braunstone Town Council does not object to the application; subject to the parking, as set out in the amended parking plan, being:*

- a) *provided prior to the occupation of the property as a children's home and thereafter being permanently available for use,*
- b) *surfaced with a hard bound material, and*
- c) *not obstructed by a barrier, bollard or chain.*

Reason: *Braunstone Town Council supported the principle of accommodating children who were in care in the community, rather than in an institutional setting; however, it was important to ensure that the off-road parking was suitable, accessible and permanently available to avoid staff, visitor and delivery parking on the highway, close to a road junction, which would present highway safety concerns.*

13. Application No. 22/0407/HH

Description: Single story rear extension and conversion of side garage including raising of existing roof (amended). The following amendments have been made to this application: 1 Rear extension increased to 8.2m. Pitched roof of rear extension changed to flat roof with roof lanterns. Pitched roof applied to side garage including replacement of side window.

- Location:** 50 Kirkland Road Braunstone Town, Leicestershire (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council:*
- a) *does not object to the single storey rear extension (as amended); and*
 - b) *objects to the conversion of side garage including raising of existing roof; due to insufficient alternative on-site parking and design.*
- Reasons:**
- a) *The proposals were single storey at the rear of the property, which was on large plot; therefore, there was unlikely to be any adverse impact on the amenity enjoyed by the neighbouring properties.*
 - b) *The proposals would create a fourth bedroom with insufficient on-site parking for three vehicles, due to limited space on the front curtilage; any additional parking on Kirkland Drive, which already had a significant amount of on-street parking (including on the footway), could present safety issues to users of the highway (including users of the footway). The raising of the roof above an existing sloped porch roof, would be out of keeping with the visual amenity of the street scene.*

Licensing Applications

There were no licensing applications.

21. Planning Applications and Licensing Applications

The Committee received details of a 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:

1. **Application No:** 22/0703/HHPD
- Description:** The erection of a single storey rear extension which would extend beyond the rear wall of the original dwellinghouse by 6.0m, for which the maximum height would be 3.95m and the height to the eaves would be 2.50m.
- Location:** 64 Turnbull Drive Braunstone Town Leicestershire LE3 2JU (Ravenhurst & Fosse Ward)

Response: *Braunstone Town Council does not object to the application; subject to the approval of the erection of the proposed single storey rear extension:*

- a) extending no more than 6 metres beyond the original rear wall of the dwellinghouse; and*
- b) resulting in no changes being made to the single storey side and rear extension approved by the local planning authority on 27th April 2020 (20/0542/HH), without the consent of the local planning authority.*

Reasons:

- a) There appeared to be an existing rear extension; beyond the original rear wall of the dwellinghouse. In order to avoid overdevelopment of the site and ensure the appropriate planning approval would be in place; the proposed extension must incorporate the existing rear extension.*
- b) It was unclear whether the development approved under 20/0542/HH had commenced or been completed. However, the plans indicated there would be some overlap of floorspace with this application and it was important to ensure that this would be properly assessed to determine whether there would be a material change to approval 20/0542/HH.*

2. Application No: 22/0731/HH

Description: Conversion of integral garage to habitable room

Location: 17 Tressell Way Braunstone Town Leicestershire LE3 3RA (Thorpe Astley & Fosse Ward)

Response: *Braunstone Town Council does not object to the proposed conversion of the integral garage; subject to replacement on-site parking being provided (i.e. for a total of 3 vehicles), surfaced with a hardbound permeable material, and permanently available for use.*

Reason: *The proposed conversion provided for an additional bedroom at the property and it was important to avoid additional parking on a narrow highway close to road junctions; and to provide a suitable for surface for parking while avoiding flooding and surface water run-off.*

3. Application No: 22/0658/HH

Description: Side extension and loft conversion with dormer window to rear

Location: 91 Kingsway North Braunstone Town Leicestershire LE3 3BE (Winstanley Ward)

Response: *Braunstone Town Council:*

1. *does not object to the side extension; subject to:*
 - a) *permanent on-site parking for at least 3 vehicles,*
 - b) *no windows in the side elevation of the side extension without the explicit consent of the local planning authority; and*
2. *objects to the proposed dormer window to the rear.*

Reasons:

1. *The property was located on a large plot; however:*
 - a) *over-parking on the highway should be prevented; due to the proximity of schools overparking could present safety concerns,*
 - b) *the amenity enjoyed by the occupants of the neighbouring property, at 89, in terms of privacy, should be protected.*
2. *The proposed rear dormer window would provide for a vantage point providing views over the neighbouring properties private amenity spaces, having an adverse impact on the privacy enjoyed by the occupants of these properties.*

4. **Application No:** 22/0749/FUL

Description: Conversion and extension of existing workshop/garage to form detached dwelling with associated garden, access and parking

Location: 31 Edenhurst Avenue Braunstone Town Leicestershire LE3 2PA (Ravenhurst & Fosse Ward)

Response: *Braunstone Town Council objects to the proposal on the following grounds:*

- a) *out of keeping with the character and appearance of the area;*
- b) *lack of private amenity space for the proposed new dwelling and overdevelopment of the site due to footprint, scale and massing; and*
- c) *significantly detrimental to the amenities enjoyed by existing and new occupiers due to considerations of privacy, light, noise and overbearing effect.*

Reasons:

- a) *Development on this corner plot would add a discordant element to the street scene with housing cluttered around one corner with garages on the opposite side of the road.*

- b) *The new property would be squeezed into the curtilage of an existing semi-detached property at right angles where the land had little depth; resulting in insufficient and odd shaped outdoor private amenity space.*
- c) *The additional property on this corner location would result in cramped living conditions for the occupants of the new property. In addition, there would be an adverse impact on the occupants of the new property and both neighbouring existing properties in terms of noise and overbearing effect.*

5. Application No: 22/0759/OUT

Description: Outline application for one two storey detached dwelling (with all matters reserved)

Location: 198 Braunstone Lane Braunstone Town Leicestershire (Winstanley Ward)

Response: *Braunstone Town Council objects to the proposal on the following grounds:*

- a) *insufficient provision for on-site parking;*
- b) *lack of private amenity space for the proposed new dwelling and overdevelopment of the site due to footprint, scale and massing; and*
- c) *significantly detrimental to the amenities enjoyed by existing and new occupiers due to considerations of privacy, light, noise and overbearing effect.*

Reasons:

- a) *The proposed onsite parking provision for the proposed new dwelling appeared tight and inaccessible and risked obstruction to the footway. There was no indication of whether there would be sufficient onsite parking for the existing dwelling with the removal of the garage. 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.*
- b) *The outdoor private amenity space would be small due to onsite parking and would lack privacy due to its proximity to the highway and No.1 Shakespeare Drive.*
- c) *The additional property adjacent to an extended 198 Braunstone Lane and 1 Shakespeare Drive would result in cramped living conditions for the occupants of the new property. In addition, there would be an adverse impact on the occupants of the new property and both neighbouring existing*

properties in terms of privacy, noise and overbearing effect.

22. Additional Planning and Licensing Applications

The Committee received details of a planning application received since the publication of the agenda (item 8 on the agenda). The Committee noted that there were no additional licensing applications.

RESOLVED that the following response be forwarded to Blaby District Council:

6. Application No: 22/0765/HH

Description: Demolition of existing store & WC outbuilding. Erection of ground floor extension to form kitchen/dining room and shower/utility room.

Location: 348 Braunstone Lane Braunstone Town
Leicestershire (Winstanley Ward)

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

Reason: *The proposals were single storey at the rear of the property, which was on large plot; therefore, there was unlikely to be any adverse impact on the amenity enjoyed by the neighbouring properties. There would be no increase in the number of bedrooms or any change to the on-site parking arrangements; therefore, there would be no impact on highway safety on Braunstone Lane.*

23. Planning Decisions

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

RESOLVED that Councillor Robert Waterton contact the Planning Case Officer for more information behind the conditions applied to Planning Decision 22/0297/HH, Demolition of existing extension and erection of single storey rear extension, at 58 Amy Street.

Reason for Decision

To understand why conditions had not been applied to ensure that the extension would be built in accordance with the submitted Flood Risk Assessment and to ensure it was only used in connection with the existing domestic use of the property.

24. 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) *21/1298/HH, Single storey side extension, at 1A Amy Street; in order to understand why a condition had not been applied to ensure that the extension would be built in accordance with the submitted Flood Risk Assessment:* the planning officer advised that the case officer no longer works for the Council; adding that the application file contained no information to answer the question. The officer responding stated that if she had dealt with the application she would have applied a condition requiring the development to be carried out in accordance with the mitigation measures stated in the flood risk assessment. The officer added that whilst they couldn't retrospectively impose a planning condition, they would write to the applicant's agent to suggest that the flood risk assessment was complied with.
- b) *21/1398/HH, Single storey front and side/rear extensions (to include demolition of existing rear garage structure), at 21 Turnbull Drive; in order to understand why the development had been permitted with a proposed porch protruding further forward than the bay window, and why a condition had not been included preventing windows in the side of the extension without explicit consent:* the delegated report concluded that the design and scale of the porch would not cause harm to the host dwelling or the surrounding area; the report contains no information about side windows and the case officer no longer worked for the Council.

Councillor Leanne Lee was awaiting a response to decision 21/1439/HH, two storey side and single storey rear extensions and rendering of existing property, at 7 Edward Avenue; in order to understand why conditions had not been applied concerning side windows being opaque and the openings of a type and height preventing an individual looking out over the neighbouring property.

25. Proposed Conservation Area For Braunstone Village

The Committee received an update on the timetable for the process to consider whether to designate the area of Braunstone Village to the South of Braunstone Lane as a conservation area, to coincide with the already designated conservation area within the Leicester City boundary (item 11 on the agenda).

RESOLVED

1. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Chair of Planning & Environment Committee, to approve an amended interim Work Programme subject to consideration by the Planning & Environment Committee at the next scheduled meeting; and
2. that a letter be sent to the District Council Ward Members and Strategic Director, John Richardson, setting out the Town Council's concerns about

the lack of progress and seeking their support to move the process forward.

Reasons for Decision

1. *To progress and appraise the proposals for the extension to the Braunstone Village Conservation Area, avoiding any further delay.*
2. *To seek support to move the appraisal process forward. While it was understood that the Planning Policy Team had competing demands, the Town Council was willing to support the process by gathering advice and good practice on whether the review was a proposed extension to an existing conservation area or a proposed new conservation area; and also by identifying potential consultants who could undertake a review of the draft Character Assessment.*

26. Lubbesthorpe Impacts Group

The Committee received an update on progress concerning matters relating to the Lubbesthorpe development and to report on the recent meeting of the Lubbesthorpe Impacts Group on 22nd June 2022.

The Chair, Councillor Robert Waterton, updated the Committee as follows:

- (a) the group was due to meet on 24th August but the meeting had been postponed due to many attendees being unable to attend;
- (b) on 31st July there were 752 occupations, this was up by 42 compared to 22nd June, while occupations were increasing the rate was still low and there were concerns about the impact on the delivery of infrastructure and service improvements;
- (c) affordable housing would be 20% across the development and the District Council had reached agreement with the developers on the mix and type of housing for Phase 2; and
- (d) Phase 2 of the development was about to commence and would be delivered in two sections; one section would contain 325 houses, including 65 affordable homes, and the second section would contain 552 houses, including 112 affordable homes.

RESOLVED

1. that the update be noted; and
2. that the Group be asked to pursue new housing at Lubbesthorpe being built with Solar PV Panels as standard.

Reasons for Decision

1. *To receive details of current and ongoing matters discussed relating to the new Lubbesthorpe development and its impact.*
2. *To address the climate agenda and recognise that it was cheaper to fit solar PV panels on new build at the time of building rather than retro fitting them.*

27. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2022 to 31st July 2022 (item 13 on the agenda).

It was noted that actual spend on Waste Services (Dog Bins) should read £2,138.50.

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.

28. Approval of Accounts

The Committee received payments from 1st June 2022 until 16th August 2022 (item 14 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 1st June 2022 until 16th August 2022 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 9.40pm.

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 27th October 2022.

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

TUESDAY 27th SEPTEMBER 2022 AT 7.30PM

This meeting had originally been scheduled for 8th September 2022 when it was postponed, as a mark of respect, due to the announcement of the death of Her Majesty Queen Elizabeth II.

PRESENT: Councillor Nick Brown (Chair) and Councillors Shabbir Aslam, Sohan Johal, Leanne Lee, Tracey Shepherd and Robert Waterton.

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

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

20. Apologies

Apologies for absence were received from Councillors Anthea Ambrose, Amanda Hack and Sam Maxwell.

21. Disclosures of Interest

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

22. 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.

23. Minutes

The Minutes of the meeting held on 16th June 2022 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 16th June 2022 be approved and signed by the Chairperson as a correct record.

24. Shakespeare Park – Improvement & Development

The Committee received a progress report on the improvement project and financing for phase 2; and received an update on arrangements for future management of the pavilion and site (item 5 on the agenda).

The Committee received a supplementary report in order to consider the arrangements for the initial informal meeting of the Shakespeare Park Sports Pavilion Management Committee and to consider options for interim support for the Shakespeare Park Bowls Club (filed with these minutes).

In the report circulated with the agenda, it was noted that the final sentence of the paragraph under the section “Pavilion and Site Works” should read “Trees will be planted over the winter months”.

RESOLVED

1. that progress with the Project: *Pavilion and Site Works, Tennis Courts improvements, Playground Improvements and Future Management Arrangements*, as set out in the relevant section of the report and at Appendices 1 and 2, be noted;
2. that the revised timescales for the project, attached at Appendix 3, be approved;
3. that an interim Management Committee to oversee the day to day operations of Shakespeare Park Sports Pavilion be established as set out in the *Establishment of Management Committee* section of the report;
4. that the membership of the interim Management Committee be:
 - a) Councillor Nick Brown (Chair for the interim period),
 - b) one other Councillor, with delegated authority being given to the Chief Executive & Town Clerk, in consultation with the Leader of the Council, to make the appointment,
 - c) two representatives appointed by Shakespeare Park Bowls Club, and
 - d) two representatives appointed by Braunstone Athletic Football Club;
5. that the principle of providing *Interim Support for the Bowls Club*, to maintain the bowling green, as set out in the relevant section of the report, be approved; and
6. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader of the Council, to determine whether to implement the *Interim Support for the Bowls Club*, and if so, how the arrangements would be implemented, including required information and evidence for the assertions made by the Club.

Reasons for Decision

1. *To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire,*

- was delivered efficiently and effectively.*
2. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*
 3. *To maintain dialogue with and between the clubs and oversee the day to day operation of the Shakespeare Park Sports Pavilion.*
 4. *To enable each of the existing Clubs to be represented along with the Town Council and to ensure that administrative support would be provided to ensure the smooth running of the Committee and implementation of its decisions.*
 5. *To enable the Club to re-establish itself following Covid, increase its membership and be in a better financial shape to take on a 10 year occupation licence for the bowling green.*
 6. *To undertake due diligence prior to committing the Council's support and ensure that the resources would be committed in accordance with the Financial Regulations.*

25. Community Governance Review – Outcome and Review of Comments

The Committee reviewed the comments received during the consultation for the Community Governance Review of the Parish of Braunstone and determined whether the Town Council could take any additional actions to address these (item 6 on the agenda).

RESOLVED

1. that Braunstone Town Council recognise Thorpe Astley as a distinct community and settlement within the Parish of Braunstone;
2. that Blaby District Council be asked to acknowledge and recognise Thorpe Astley as a distinct community and settlement within the Parish of Braunstone;
3. that the Council's corporate logo include the names of both communities, Braunstone Town and Thorpe Astley, alongside the name "Braunstone Town Council" (example letterhead at Appendix 2); and that this change in branding be made, as determined by the Chief Executive & Town Clerk, including on the Council's website, social media, signage, stationary, notices (including agendas) and on the side of the parks fleet vehicles;
4. that the Town Council promote the opportunity for residents to be elected as Town Councillors at the Parish elections;
5. that Community Development Committee be asked to consider and assess whether a Town Council organised annual gala event should be held in Thorpe Astley and if so, when and in what form;
6. that no change to the name of the Parish be pursued at the current time; however, the Council should reconsider the question when invited to submit comments to the next ten year District wide Community Governance Review; and
7. that Blaby District Council be asked to adopt a policy/procedure concerning Community Governance Reviews and setting out how the District Council should exercise its broad power in the following circumstances:
 - a) responding to comments in the 10 year review,

- b) major governance issues at a parish, or
- c) a major change, such as a large scale housing development, particularly where that was detached from the existing settlement(s).

Reasons for Decision

1. *Thorpe Astley was not just a Town Ward but a distinct community and that should be acknowledged in the Council's documents, publicity and communications.*
2. *Blaby District Council has responsibility for place and street naming and has the power to redesignate the streets in Thorpe Astley as being in Thorpe Astley (as opposed to Braunstone Town).*
3. *It would be a disproportionate use of resources to initiate a formal name change of the Parish; however, amending the Council's branding and publicity to include reference to both Braunstone Town and Thorpe Astley would potentially have a similar impact and could be delivered gradually within operational resources, avoiding diverting resources away from delivering high quality, cost effective improvements and investment to services in both Braunstone Town and Thorpe Astley.*
4. *To address the perception about representation and accountability, particularly in Thorpe Astley.*
5. *Recognising Thorpe Astley as a distinct community has practical implications, for example, the community holding a regular Town Council organised annual gala event.*
6. *Given that only 11 of the 42 responses received to the consultation supported the creation of a separate Parish for Thorpe Astley; it seemed disproportionate to use resources to initiate a formal name change of the Parish at the current time. However, the District Council undertakes a ten year District wide Community Governance Review and the question could be revisited as part of that process having assessed the impact of the initiatives in resolutions 1 – 5.*
7. *To provide a structure for assessing the need for undertaking community governance reviews where this was necessary and would further local democracy, while providing certainty to parishes to enable them to focus of delivering high quality services and improvements to their local communities.*

26. ROSPA Reports

The Committee received a report concerning the annual ROSPA reports on Parks and Open Spaces and the action needed (item 7 on the agenda).

RESOLVED that it be noted that repairs to the High-Risk items listed in the report had been undertaken and a work programme for other medium priority items with a risk factor of 9 in Braunstone Town (Appendix 1) and Thorpe Astley (Appendix 2) be approved for completion during the summer; with medium priority items with a risk factor of 8 and below to be included in the Winter Works Programme 2022/2023.

Reason for Decision

To ensure that all Braunstone Town Council's play areas and parks equipment were maintained to a safe standard.

27. Candidates Information Pack and Session

The Committee considered the merits of producing a candidates information pack and holding an information session for individuals considering seeking election or co-option to Braunstone Town Council (item 8 on the agenda).

RESOLVED

1. that the principle of providing a *Candidates Information Pack*, based on the contents set out in the relevant section of the report, and the draft document attached at Appendix 1, be approved;
2. that a *Candidates Information Session*, as outlined in the relevant section of the report, be held prior to each ordinary elections;
3. that the Town Council publicise each ordinary election and make residents aware of the *Candidates Information Pack*, the *Candidates Information Session*, and how to put themselves forward as a candidate; and
4. that delegated authority be given to the Chief Executive & Town Clerk to implement 1 – 3 above, including:
 - a) finalising the documentation and information to be included in the *Candidates Information Pack*;
 - b) determining the content and making arrangements for the *Candidates Information Session*; and
 - c) arranging publicity

Reasons for Decision

1. *To bring together in one place all the relevant information for those considering putting themselves forward for election or co-option as a Town Councillor.*
2. *To enable potential candidates in an ordinary election to find out more about the Town Council and the role of Town Councillor before putting themselves forward as a candidate for election.*
3. *To raise awareness among residents of the opportunity to stand for election as a Town Councillor and to encourage candidacy regardless of background, age or disability.*
4. *To finalise the detailed information, to ensure that it would be timely, relevant and accurate.*

28. Equality & Diversity Policy & Procedure

The Committee received the consultation results and a proposed revised Equality & Diversity Policy & Procedure for adoption (item 9 on the agenda).

RESOLVED

1. that paragraph 48, Sexual Orientation, of the proposed Equality & Diversity Policy & Procedure (Appendix 1) reference lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI); and
2. that, subject to 1 above, the Equality & Diversity Policy & Procedure, attached at Appendix 1 of the report, be approved and adopted with effect from Monday 3rd October 2022.

Reasons for Decision

1. *To recognise a broader range of identities.*
2. *To ensure that the Council had a policy and procedure in place to meet its commitment to providing equal opportunities in the provision of its services and as an employer and was also committed to avoiding acts of unlawful discrimination.*

29. Civility & Respect Commitment and draft Dignity at Work Policy

The Committee considered making a commitment to “Civility & Respect” and received, for consultation, a proposed policy setting out principles and standards of acceptable behaviour, relevant processes for raising complaints and for a register of complaints and incidents (item 10 on the agenda).

RESOLVED

1. that the proposed draft Dignity at Work Policy, attached at Appendix 2 of the report, be approved for consultation with residents, customers, users, staff, Councillors, volunteers, partners and the Council’s HR Advisor, as detailed in the *Timescales and Implementation* section of the report;
2. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 3rd November 2022, for consideration and approval; and
3. THAT IT BE RECOMMENDED TO COUNCIL that Braunstone Town Council sign up to the “Civility and Respect Pledge” developed by the National Association of Local Councils and the Society of Local Council Clerks, as attached at Appendix 1 of the report.

Reasons for Decision

1. *To ensure that residents, customers, users, staff, Councillors, volunteers, partners and the Council’s HR Advisor could input into the proposed Dignity at Work Policy to ensure that it would be practical and fit for purpose.*
2. *To ensure that the Council had a policy in place to meet its commitment to create workplaces that allow people to maintain their dignity at all times.*
3. *To demonstrate the Council’s commitment to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles.*

30. Insurance Renewal

The Committee considered the options for renewing the Council's Corporate Insurance from 1st November 2022 (item 11 on the agenda).

The Chief Executive & Town Clerk reported that a renewal quote had been received from the Council's Insurance Broker, which was approximately double the current annual premium.

RESOLVED that delegated authority be given to the Chief Executive & Town Clerk to:

- a) obtain quotes and enter into an agreement to renew the Council's Insurance for 1st November 2022 to 31st October 2023;
- b) enter into a longer term agreement in the event one was offered and it would be advantageous to the Council; and
- c) determine whether to accept quotes for an additional Public Liability Insurance cover, which would maintain cover at £15 million.

Reason for Decision

To ensure that arrangements were in place to receive and adopt a competitive insurance quote and to ensure that the Council's assets would be protected from underinsurance.

31. Community Centres Christmas Lights

The Committee considered proposals to replace and expand the provision of Christmas lights and decorations at Braunstone Civic Centre and Thorpe Astley Community Centre (item 12 on the agenda).

RESOLVED that the proposals for improving Christmas Decorations at the Community Centres and Library, as set out in the report, be endorsed.

Reason for Decision

To ensure that the Community Facilities in Braunstone Town and Thorpe Astley would be appropriately decorated for the Christmas period.

32. Amendment to Licence Agreement – Thorpe Astley GP Branch Surgery

The Committee considered proposals to amend the Licence Arrangements to Kingsway Surgery to provide flexibility to operate out of hours on an ad-hoc basis (item 13 on the agenda).

RESOLVED

1. that the request by Kingsway Surgery to operate the branch surgery at Thorpe Astley Community Centre out of hours on an ad-hoc basis, as set out in the *Request to Amend Operating Hours* section of the report, be approved; and

2. that delegated authority be given to the Chief Executive & Town Clerk to make amendments to the Occupational Licence Agreement to accommodate an Out of Hours Operating Service Charge, as set out in the *Request to Amend Operating Hours* section of the report, along with the payment arrangements, and to reissue and approve the revised Occupational Licence Agreement.

Reasons for Decision

1. *To enable Kingsway Surgery to respond flexibly to changes in NHS service provision and patient demand.*
2. *To ensure that a charge was levied to contribute to the Council's additional building and operational costs, while ensuring that the cost would be proportionate to the number of occasions Kingsway Surgery was likely to be operating out of hours.*

33. Interim Review of Polling Places

The Committee received a review of polling places being undertaken by Blaby District Council and considered whether to respond to the consultation (item 14 on the agenda).

RESOLVED that the following response be submitted to the consultation:

- a) under the proposed arrangements for polling districts E, F and H, the Parish Ward appeared to be inconsistent with the District Ward; E1, F1 & H1 should reference Ravenhurst only; while E2, F2 & H2 should reference Millfield (note Ravenhurst & Fosse), and
- b) subject to (a) above, Braunstone Town Council supported the proposals as an interim measure; however, recommends that the arrangements be reviewed as a result of any changes to County Divisions and Parliamentary Constituencies.

Reasons for Decision

- a) *To provide clarity and avoid doubt.*
- b) *To ensure that the voting arrangements were practical and accessible for voters, while avoiding any unnecessary complication or administration.*

34. External Audit Arrangements

The Committee determined the External Audit Arrangements from 2022/2023 to 2027/2028 (item 15 on the agenda).

RESOLVED that Braunstone Town Council be part of the sector led body of The National Association of Local Councils, the Society of Local Council Clerks and the Association of Drainage Authorities, "Smaller Authorities' Audit Appointments Ltd" (SAAA), for appointment of external auditors for a five year period from 2022/2023 to 2026/2027.

Reason for Decision

The estimated external audit fee negotiated by Smaller Authorities' Audit Appointments Ltd was affordable and represented best value for the Council, since if the Council was to participate in its own or another arrangement it was unlikely to achieve the same economies of scale while incurring the governance and administration costs of managing the arrangements.

35. Blaby District Parish Councils Group

The Committee received a copy of a report submitted by Councillor Robert Waterton to a recent meeting of the Blaby District Parish Councils Group held on 31st August 2022 (item 16 on the agenda).

Councillor Waterton had submitted his apologies to the meeting but would feed back to the Committee once he had received a copy of the minutes.

RESOLVED that the report submitted to the meeting of the Blaby District Parish Councils Group, held on 31st August 2022, be received and noted.

Reason for Decision

To keep up to date with the discussions and work of the Liaison Group and to provide an opportunity to raise any relevant issues.

36. End of Quarter Financial Positions – Cashbook and reserves

The Committee received a summary of the Council's Cash and reserves for the period 1st April 2022 to 30th June 2022 (item 17 on the agenda)

RESOLVED that the end of quarter financial position be noted.

Reason for Decision

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

37. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2022 to 30th August 2022 (item 18 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.

38. Approval of Accounts

The Committee considered payments from 8th June 2022 until 30th August 2022 (item 19 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 8th June 2022 until 30th August 2022 be approved.

Reason for Decision

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

39. 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 a report setting out a process for considering tenders and purchasing Solar PV Panels, Electric Vehicle Charging Points and a hybrid air source heat pump (item 20 on the agenda).

RESOLVED

1. that the tenders received, including the summary information and tender price, for the installation of *Solar PV Panels and associated Battery Storage, Hybrid air source heat pump (Thorpe Astley Community Centre) and Electric Vehicle Charging points (EVCPs)*, as detailed in the relevant section of the report, be received and noted;
2. that further examination of the tenders received be undertaken, including clarification and obtaining omitted/missing information where appropriate;
3. that a Panel be established, consisting of Councillors Nick Brown, Amanda Hack and Robert Waterton, to consider:
 - a) the assessment of the tenders received and shortlist/make recommendations on the most advantageous tender(s), and
 - b) to assess and make recommendations on the financing options;
4. that qualifying and advantageous Solar PV tenders be assessed by the structural loading engineer; and qualifying and advantageous Hybrid Air Source Heat Pump tenders be assessed by the consultant that provided the heat loss assessment;
5. that the *Next Steps and Timescales*, as set out in the report, be approved; and
6. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Panel (established in 3 above), to shortlist tenders received, and prepare and submit grant and funding applications.

Reasons for Decision

1. *To note the options and costs associated with reducing the Council's carbon footprint.*
2. *To ensure that a detailed assessment of the tenders (as updated as appropriate) would be undertaken in order to consider overall value, quality and deliverability.*
3. *To ensure that tenders were properly assessed and scrutinised 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.*
4. *To provide an assessment and technical advice on the quality and deliverability of the tenders.*
5. *To provide an outline plan for the procurement and assessment process and for delivering the installations.*
6. *To focus detailed work and assessment on the most realistic tenders and financing options, avoiding unnecessary work or any delays to the projects.*

40. Civic Centre Facilities Improvements

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 a proposed schedule of works, determined financing and the process to appoint a contractor to undertake the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen (item 21 on the agenda).

It was noted that the second sentence in the third paragraph of the "Next Stages and Timescales" section of the report should read "In the event that the SUEZ grant funding is unsuccessful".

An update was received on Public Works Loans borrowing rates which had increased from 3.73% on 31st August 2022 (the day of the original publication of the report) to 5.3% on 26th September 2022. The annual borrowing repayments on a loan of £114,297 over 15 years at 5.3% would be £10,905.04.

RESOLVED

1. that the *Finance* position, as set out in the relevant section of the report, including the preferred option to borrow the balance of funding, be approved;
2. that the current position with *Re-evaluating the Project*, be noted;
3. that the *Next Stages and Timescales* for the project, as set out in the relevant section of the report, be endorsed;

4. THAT IT BE RECOMMENDED TO COUNCIL that the following resolution be approved “to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £114,297 over the borrowing term of 15 years for the cost of the refurbishment of Braunstone Civic Centre toilets and Bar/Café kitchen; the annual loan repayments will come to around £10,905.04”; and
5. that delegated authority be given to the Chief Executive & Town Clerk, to put together a borrowing application, with supporting evidence, including a financial appraisal, for submission to Council.

Reasons for Decision

1. *To enable appropriate funding options to be assessed and sought to ensure the long term financial stability and sustainability of the project.*
2. *To enable options to be discussed with the architect and surveyor, in the event that grant applications were unsuccessful.*
3. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*
4. *To enable the application assessment to be progressed and submitted for consideration by the Assessor on behalf of the Secretary of State for Levelling Up, Housing and Communities.*
5. *To enable the detailed supporting evidence to be gathered and submitted with the Council’s application without undue delay. To ensure best financial management to meet the Project’s costs.*

41. Improvements to Walking and Cycle Routes

RESOLVED: - That in view of the special / confidential nature of the business to be transacted, it is recommended that 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 delivering the proposals for improving connections between walking and cycling routes and to approve the detailed scheme for Mossdale Meadows (item 22 on the agenda).

An update was given to the Committee on the proposed designs at the junction of Meridian Way and Murby Way. Following a site visit it was anticipated that the pathway could be widened into the highway rather than into the adjacent open space, thereby retaining the existing trees and most of the existing hedgerow. The proposal would be subject to satisfactory designs and approval by Leicestershire County Council highways.

RESOLVED

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

2. that the general arrangement, layout and designs for the Mossdale Meadows section of the scheme, as set out in Appendices 3 to 7, be approved; subject to satisfactory resolution of the outstanding matters listed (1 – 8) in the Mossdale Meadows section of the report; and
3. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader & Deputy Leader of the Council, to approve the final designs and work schedules for Mossdale Meadows and to determine the arrangements and timescales for the works to be undertaken at Mossdale Meadows.

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. The proposals would improve the standard of the pathway for pedestrians and cyclists, both users of Mossdale Meadows and those travelling through.
3. To find a balance between ensuring that the outstanding matters identified would be included in the approved designs and schedules, while avoiding delays to the timescales for the delivery of the works at Mossdale Meadows.

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 3rd November 2022.