

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANNING & ENVIRONMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 8th DECEMBER 2022

PRESENT: Councillor Robert Waterton (Chair), Councillor Parminder Basra (Vice-Chair) and Councillors Anthea Ambrose, Callistus Fonjong, Becca Lunn Scoppie, Christiane Startin-Lorent and Marion Waterton.

Councillor Sohan Johal observed the meeting through Zoom Video Conferencing.

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

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

44. Apologies

Apologies for absence were received from Councillors Leanne Lee and Darshan Singh.

45. Disclosures of Interest

A disclosure of Non-Pecuniary Interest was made by Councillor Parminder Basra in agenda item 5, Planning & Licensing Applications dealt with under Delegated Authority, and agenda item 6, Planning & Licensing Applications, in respect of Planning Application 22/1016/HH, 1 Bloxoms Close, since Councillor Basra knew the occupants.

46. 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.

47. Minutes of the Meeting held 27th October 2022

The Minutes of the Meeting held on 27th October 2022 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 27th October 2022 be approved and signed by the Chairperson as a correct record.

48. Planning and Licensing Applications dealt with under Delegated Authority

The Committee received and noted responses to planning and licensing applications taken under Delegated Authority (item 5 on the agenda).

RESOLVED that the action taken by the Chief Executive & Town Clerk under delegated authority in forwarding the following observations to Blaby District Council be noted:

Planning Applications

- 1. Application No:** 22/1016/HH

Description: Retrospective planning application for rear Conservatory and converted single garage into Habitable space

Location: 1 Bloxoms Close Braunstone Town Leicestershire LE3 2YA (Millfield Ward)

Response: *Braunstone Town Council does not object to the application, subject the proposed off-road parking, as shown in the submitted parking plan, being permanently available for parking.*

Reasons: *To avoid additional parking on a cul-de-sac and adjacent to a junction, which could cause obstruction and present highway safety issues.*
- 2. Application No:** 22/1006/HH

Description: Two storey side extension and two and single storey rear extension

Location: 31 Headley Road Braunstone Town Leicestershire LE3 2PJ (Ravenhurst & Fosse Ward)

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

Reason: *A four-bedroom dwelling should have a parking provision of three off-road spaces to be in accordance with Part 3, Paragraph 3.151 of the Leicestershire Highway Design Guide. There was limited available parking on Headley Road and Francis Avenue due to the need to access residential properties, therefore additional highway parking close to a bend, junction and pedestrian walkway could cause obstruction and present highway safety issues.*

- 3. Application No:** 22/1024/HH
- Description:** Two storey side extension, single storey front & rear extension, along with internal conversion of garage to habitable room
- Location:** 151 Narborough Road South Braunstone Town Leicestershire LE3 2LH (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council does not object to the application.*
- Reasons:** *The proposed development was similar in size and scale to neighbouring properties, the pitched roof on the extension was welcomed in terms of the visual appearance of the street scene and the number of onsite parking spaces was in accordance with the number of bedrooms at the property.*
- 4. Application No:** 22/0827/RM
- Description:** Reserved matters application for the erection of Local Centre 1 to include commercial units (units 1-3 use class E(a), unit 4 use class E(a) and E(b) and unit 5 use class E(b)), medical centre (use class E(e), potential medical centre expansion or offices (use class E(e) and E(g(i))), 66 bed residential care home (use class C2) together with cash point to unit 1 and car parking (details of access, appearance, landscaping, layout and scale)
- Location:** Tay Road New Lubbesthorpe Enderby Leicestershire
- Response:** *Braunstone Town Council has the following comments, which it recommends be considered and the application modified prior to approval:*
- a) the commercial units need an outdoor rear/enclosed area;*
 - b) the design of the car park to the rear of the commercial units needed to facilitate deliveries and collections;*
 - c) the site and buildings should include sustainability measures such as solar PV panels, low carbon heating, rainwater storage and electric vehicle charging points;*
 - d) Cycle hoops should be included at the front of the commercial units along Tay Road and the Cycle hoops proposed for the car park should include a cycle shelter;*
 - e) the purpose of the layby needs to be included on the plans; vehicular movements around the site need to be provided for the intended use;*

- f) designs for the road junction with Tay Road need to be included; and
- g) pedestrian walking routes and additional pedestrian crossing points needed to be included in the public car park, including the extension of the walkway along the north-east where a low growing hedge would be planted.

Reasons:

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

- a) *To provide for bin storage and receive deliveries.*
- b) *Large delivery vehicles would not be able to use the parking spaces.*
- c) *To ensure the site and buildings have a low carbon impact and to mitigate the effects of climate change.*
- d) *Commercial Unit customers using cycles were unlikely to travel to the rear to lock up their cycles, in practice they would lock them to street furniture at the front. However, employees at the site would need a shelter facility to lock up their cycles while at work.*
- e) *It was unclear what purpose the layby serves, e.g. bus stop, taxi rank, deliveries and how the vehicles, particularly buses and lorries, would move around the site to access the layby.*
- f) *To ensure the safety of vehicles (including cyclists) entering and leaving the site, along with those on Tay Road and to ensure pedestrian safety, including safe crossing across the entrance and Tay Road.*
- g) *It was unclear how pedestrians who had parked their vehicles on the northern side of the public car park would safely access the facilities on site, there appeared to be a lack of connecting footways and safe crossing points.*

5. Application No: 22/1071/DOC

Description: Application to discharge Condition 4 (Demolition Method Statement) to Listed Building Consent 21/1110/LBC

Location: Unit 4 254 Braunstone Lane Braunstone Town Leicestershire (Winstanley Ward)

Response: *Braunstone Town Council objects to the discharge of Condition 4 (Demolition Method Statement) to Listed Building Consent 21/1110/LBC.*

Reasons:

The submitted documentation appears to be a standard operational method statement and risk assessment and did not address the specific requirements of the condition for the site:

- a) the parking of vehicles of site operatives and visitors;*
- b) loading/unloading and storage of plant, materials, oils, fuels, and chemicals;*
- c) wheel washing facilities and road cleaning arrangements;*
- d) measures to control the emission of dust and dirt during demolition;*
- e) a scheme for recycling/disposing of waste resulting from demolition works*
- f) hours of demolition, including deliveries and removal of materials;*
- g) full details of any piling technique to be employed, if relevant;*
- h) location of temporary buildings and associated generators, compounds, structures and enclosures;*
- i) full details of any floodlighting to be installed associated with the demolition works)*
- j) Measures to control the emissions of noise during demolition referring to appropriate standards*
- k) site access arrangements for demolition vehicles.*

6. Application No. 22/1082/DOC

Description:

Application to discharge conditions 3 (external materials), 4 (soft and hard landscaping), 6 (finished floor levels), 10 (foul drainage), 11 (surface water drainage), 12 (surface water management), 14 (construction method statement) & 21 (Waste Strategy) imposed on full application 20/1373/FUL

Location:

Land To Rear Of 27 To 45 Avon Road Braunstone Town Leicestershire

Response:

Braunstone Town Council:

- 1. does not object to the following conditions being discharged, subject to technical advice of the relevant authority: 4, 6, 10, and 11; and*
- 2. objects to the following conditions being discharged: 3, 12, 14 and 21.*

Reasons:

- 1. The documents submitted appear to meet the requirements of the condition; however, it was important to recognise that detailed technical assessment and response would need to be provided by the relevant authority.*
- 2. Both the Materials Plan and Waste Strategy Plan referenced in the application could not be found among the application documentation. The*

Construction Management Plan lacked commitment and detailed action in several places; for example, the “Management of Surface Water” section used the word “avoid”, but doesn’t deal with the situation where work cannot be avoided; “Site Staff Contractor and Visitor Parking” uses the word “hope”, but doesn’t deal with the situation where the number of vehicles exceed the number of available spaces; and “Delivery Times” “avoid” peak traffic and commuter times, but there was no mitigation if these times couldn’t be avoided.

Licensing Applications

There were no licensing applications.

49. Planning Applications and Licensing Applications

The Committee received details of a planning applications to be considered by Blaby District Council (item 6 on the agenda). The Committee noted that there were no licensing applications.

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

1. **Application No:** 22/1069/FUL
Description: Installation of 1x Air Source Heat Pump and Associated Acoustic Fencing
Location: Kingsway Primary School, Kingsway North Braunstone Town Leicestershire (Winstanley Ward)
Response: *Braunstone Town Council supported the proposal; subject to no noise or vibration from the fan unit being perceptible inside any adjacent property and the noise and vibration levels being in accordance with the regulations.*
Reason: *The Council supported and encouraged the transfer to low/non carbon sources of heating; however, it was important to protect the amenity enjoyed by the neighbouring properties in terms of noise and vibration nuisance.*
2. **Application No:** 22/1120/HH
Description: Two storey and single storey side and single storey rear extensions

Location: 19 Bromwich Close Braunstone Town Leicestershire LE3 3RT (Thorpe Astley Ward)

Response: *Braunstone Town Council does not object to the application; subject to:*
a) *the on-site parking for 3 vehicles, as shown in the plans, being surfaced with a hardbound permeable material, and permanently available for use; and*
b) *no windows, doors or openings in the side elevation of the proposed side extension without the explicit consent of the local planning authority.*

Reasons:
a) *To avoid additional parking on a narrow highway close to a road junction; and to provide a suitable surface for parking while avoiding flooding and surfaced water run-off.*
b) *To protect the amenity enjoyed by the neighbouring property and rear access footpath in terms of privacy and avoiding obstruction.*

3. **Application No:** 22/1016/HH

Description: Retrospective permission for single storey rear conservatory extension and conversion of adjoining garage.

Location: 1 Bloxoms Close Braunstone Town Leicestershire LE3 2YA (Millfield Ward)

Response: *Braunstone Town Council does not object to the application, subject the proposed off-road parking, as shown in the submitted parking plan, being permanently available for parking.*

Reason: *To avoid additional parking on a cul-de-sac and adjacent to a junction, which could cause obstruction and present highway safety issues.*

50. Additional Planning and Licensing Applications

The Committee received details of a planning applications to be considered by Blaby District Council (item 6 on the agenda). The Committee noted that there were no licensing applications.

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

4. **Application No:** 22/0931/FUL
- Description:** Erection of 1x four bedroom detached dwelling and 2x three bedroom semi-detached dwellings
- Amendments have been made to this application:
1. Amended plans removing fourth bedroom from two dwellings (type B houses)
 2. Altered designs of porch and dormers to pitched roof
- Location:** 64 Amy Street Braunstone Town Leicestershire
LE3 2FB (Ravenhurst & Fosse Ward)
- Responses:** *Braunstone Town Council objects to the application; due to:*
- a) *the development resulting in overdevelopment of the site due to scale and mass; and*
 - b) *concerns raised by the Environment Agency that the proposal would be contrary to the National Planning Policy Framework and its associated planning practice guidance.*
- Reasons:**
- a) *The proposal involved building a detached dwelling and a semi-detached property on a plot size similar to 3 bedroomed semi-detached dwelling. This would result in a cramped living.*
 - b) *The proposed development partially fell within a flood risk vulnerability category that was inappropriate to the Flood Zone in which the application site was located.*
5. **Application No:** 22/1141/HH
- Description:** Two storey side and part rear extension with single storey rear extension (revised scheme of 22/0539/HH)
- Location:** 32 Charlecote Avenue Braunstone Town Leicestershire LE3 2SH (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council objects to the revised scheme; due to insufficient on-site parking provision.*
- Reason:** *The proposed extension would increase the number of bedrooms from 3 to 4; however, there was only provision for two on-site parking spaces since the revised scheme reduces the garage space.*

Additional parking on the highway close to a sharp bend and junction would present safety concerns for highway users (including pedestrians using the footway).

- 6. Application No:** 22/1106/FUL
- Description:** Construction of 12 EV charging station to EV charging posts together with electrical infrastructure, sub-stations, lighting, HP/LV cabinets, DNO enclosure, access and associated works
- Location:** Hilton Hotel Junction 21 Approach Braunstone Town Leicestershire
- Response:** *Braunstone Town Council supported the proposal.*
- Reason:** *The Council supported and encouraged the transfer to low/non carbon sources of transport. The site had a large car park and there was unlikely to be an adverse impact on the availability of on-site parking.*
- 7. Application No:** 22/1074/FUL
- Description:** Construction new cosmetic repair unit
- Location:** Former Works Hazel Drive Braunstone Town Leicestershire
- Response:** *Braunstone Town Council does not object to the application; subject to the following being submitted to the local planning authority for approval:*
- a) details of the elevations and floor plans for the proposed building, including measurements;*
 - b) details of the landscaping and boundary treatments;*
 - c) details of signage and CCTV;*
 - d) a statement setting out how construction would be carried out on the site, including measures to mitigate noise and dust;*
 - e) details of the proposed activities on site, hours of operation, and chemicals and materials to be used; and*
 - f) details of existing and proposed parking and a statement on how the impact of any change would be mitigated.*
- Reasons:**
- a) To ensure the building was suitably designed.*
 - b) To protect the character and appearance of the area.*
 - c) To ensure that signage and CCTV would be in keeping with the visual amenity of the area.*

- d) *To avoid nuisance to nearby residents and businesses and avoid flooding, surface water run-off and dirt being transferred to the highway.*
- e) *To protect the amenity enjoyed by the neighbouring properties in terms of noise and activity and to protect the local environment and water courses from pollution.*
- f) *To avoid displacement of parking onto the highway impacting on the safety of highway users.*

51. Planning Decisions

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

Additional appendices (C & D) were circulated in respect of planning decision 21/1110/LBC, Demolition of existing building at Unit 4, 254 Braunstone Lane (filed with these minutes).

RESOLVED that the decisions be noted.

Reason for Decision

To keep a watching brief on the decisions and to review the impact of Town Council comments upon the decision making process.

52. 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) 22/0407/HH, Single storey rear extension and conversion of side garage including raising of existing roof, at 50 Kirkland: the delegated decision report was circulated at the meeting (filed with these minutes); and
- b) 22/0123/FUL, Erection of 1 semi-detached dwelling including alterations and extensions to No. 2 Pinfold, at Land adjacent 2 Pinfold; the delegated decision report was enclosed at item 9b on the agenda.

The Chief Executive & Town Clerk updated the Committee on the availability of Planning Officer Delegated Decisions. These could not be located on Blaby District Council's website and an enquiry had been submitted to the planning department seeking to clarify how the Town Council could access the documents.

53. Braunstone Village Conservation Area Extension

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

The Chief Executive & Town Clerk advised that Blaby District Council had received confirmation from Leicester City Council that they could support the project. In addition to providing expertise this would also ensure that both Conservation Area reviews were aligned.

RESOLVED that the update be received and noted.

Reason for Decision

To note that proposals for considering the extension to the Braunstone Village Conservation Area were being progressed.

54. Leicestershire County Council Members' Highway Fund

The Committee received an update on schemes submitted by County Councillors under the Member's Highway Fund.

The Chief Executive & Town Clerk reported:

- Councillor Amanda Hack had advised that the schemes she submitted to the meeting in late August were progressing and were within the £50,000 budget envelope; and
- Councillor Louise Richardson had advised that she was waiting for an update from officers regarding progress with her submissions.

Councillor Louise Richardson had also forwarded an answer to a question which had been submitted to County Council concerning progress with delivering schemes under the Members Highways Fund (filed with these minutes).

RESOLVED that the update be received and noted.

Reason for Decision

To note the current position with progressing the proposals for small scale highways and environmental improvements in Braunstone Town and Thorpe Astley.

55. Lubbesthorpe Impacts Group

The Committee received an update on progress concerning matters relating to the Lubbesthorpe development.

Councillor Robert Waterton advise that the next meeting of the Group would be in January.

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

- a) on 31st October 2022 there were 812 occupations (which was over half of Phase 1);
- b) the Annual Monitoring Report had been delayed;
- c) the Section 106 highways improvements schedule had been circulated to the Committee at the previous meeting; Councillors were invited to contact the Chair with any further questions and queries; and
- d) Green Energy; a Green Energy Statement had to be submitted as part of the planning approval process for each sub-phase.

RESOLVED that the update be noted.

Reason for Decision

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

56. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2022 to 32st October 2022 (item 14 on the agenda).

RESOLVED

1. that the report be noted;
2. THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE that £294.32 be utilised from the *Gateway Signage* reserve to balance expenditure against the budget for heading 8460, *Furniture*.

Reasons for Decision

1. *There were no issues of concern with the income and expenditure against the budget for 2022/2023.*
2. *The funding had been earmarked as a result of underspending 8460, Furniture, in previous financial years and therefore, could be used to balance a slight overspend in the current financial year.*

57. Planning and Environment Priorities and Objectives

The Committee considered the Planning & Environment Priorities and Objectives in order to determine whether they were relevant to address current and emerging issues faced by the Council and the community (item 14 on the agenda).

RESOLVED

1. That the progress with the Planning & Environment Delivery Objectives (2022/2023), as set out in the report, be received and noted;
2. that Notice Board renewal in 2023/2024 focus on a rolling programme of Notice Board renewal on the Council's own land; and that a report be submitted to Committee early in the Council Year to determine a programme;

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

3. that, with the exception of those which have been completed, the Planning & Environment Delivery Objectives set out in the report, as amended where appropriate, be included in the 2023/24 Business Plan; and
4. that the Planning & Environment Committee/Service Objectives, as set out in the report, be approved.

Reasons for Decision

1. *To note progress with the implementation of the 2022/23 Planning & Environment Delivery Objectives so far.*
2. *To focus on delivering initiatives and projects within the Strategic Aims and Delivery Objectives given the limits on resources and to prioritise the locations on Council owned land for Notice Board renewal.*
3. *To focus the Council's resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects given the limits on resources.*
4. *The Service Objectives continue to be relevant and reflect changing issues within the community.*

58. Capital Plan and Budget Estimates 2023/2024

The Committee considered a Statement of Expenditure for 1st April 2021 to 31st March 2022, a list of capital projects for 2023/2024 and beyond and a proposed budget for 2023/2024 for recommendation to Policy & Resources Committee (item 15 on the agenda).

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

1. that the *Waste Services* budget be increased from £ 7,570 per annum to £9,538 per annum;
2. that the *Street Furniture* revenue budget be increased from £2,500 to £3,600;
3. that for *Consumer Products – Poop Scoops*, income be reduced by £550 to £1,150 and expenditure reduced by £500 to £1,100;
4. that both the income and expenditure headings for *Consumer Products – Waste & Garden Bags* be deleted;
5. that the draft Estimates for the Planning and Environment Committee, as attached at Appendix 2, be included in the Budget Estimates for 2023/2024; and
6. that both Capital Plan items “*Gateway signage to the Town on the new road from Lubbesthorpe*” and “*Provide new, improved and enhanced notice boards at key locations*” be rolled forward onto the 2023/24 Capital Plan.

Reasons for Decisions

1. *To ensure that sufficient funds would be available to cover any increase in waste fees for emptying dog waste bins.*

2. *To continue to fund the rolling programme of notice board improvements, taking into account rises in costs, along with providing funds for potential maintenance of gateway planters.*
3. *To reflect current and previous year income and expenditure.*
4. *The Waste & Garden Bags service had been withdrawn by Blaby District Council.*
5. *To ensure appropriate resources for Planning and Environment Services.*
6. *The Town Council was responsible for the Town's place signs and notice boards, which would be a capital asset. The life span of a sign would be approximately 30-40 years and a notice board would be approximately 20-30 years.*

59. Approval of Accounts

The Committee noted that there were no payments from 19th October 2022 until 29th November 2022.

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 16th February 2023.