



# BRAUNSTONE TOWN COUNCIL

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

*Darren Tilley – Executive Officer & Town Clerk*

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

Telephone: 0116 2890045 Fax: 0116 2824785

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

13th March 2019

Dear Councillor,

You are summoned to attend a meeting of the **BRAUNSTONE TOWN COUNCIL** in the Council Chamber, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, on **Thursday 21st March 2019** commencing at **8pm** for the transaction of the business set out below.

Yours sincerely,

Executive Officer & Town Clerk

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

## **AGENDA**

1. **Apologies**  
To receive apologies for absence.
2. **Disclosures of Interest**  
To receive disclosures of Interest in respect of items on this agenda:
  - a) Disclosable Pecuniary Interests,
  - b) Other Interests (Non-Pecuniary).
3. **Public Session**  
Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes**  
To confirm the accuracy of the Minutes of the Meeting of Braunstone Town Council held 31st January 2019 to be signed by the Chairperson (**Enclosed**).
5. **Announcements**  
To receive announcements/reports (if any):
  - a) Town Mayor,
  - b) Leader of the Council,
  - c) Executive Officer and Town Clerk.

**6. Questions from Councillors**

To answer questions from Councillors where notice has been given in accordance with Standing Order 4.11 (if any).

**7. Reports of Standing Committees**

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

a) Planning & Environment Committee	07/02/2019	p6665
b) Community Development Committee	07/02/2019	p6673
c) Policy & Resources Committee	14/02/2019	p6678
d) Planning & Environment Committee	07/03/2019	p6686

**8. Motions on Notice**

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

**9. Sealing of Documents**

To authorise the sealing of documents (if any).

**10. Outside Body Reports**

To receive reports from members of Outside Bodies:

- a) County Councillors
- b) District Councillors
- c) Braunstone West Social Centre
- d) Braunstone Town Community Minibus
- e) Leicestershire and Rutland Association of Local Councils, Blaby Group
- f) Lubbethorpe Strategic Consultative Forum
- g) School Governors

**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  
HELD AT BRAUNSTONE CIVIC CENTRE**

**31ST JANUARY 2019 at 8.00PM**

**PRESENT:** Councillor Sharon Betts (Town Mayor), Councillor Roger Berrington (Deputy Town Mayor) and Councillors Ajmer Basra, Nick Brown, Amanda Hack, Berneta Layne, Phil Moitt, Gary Sanders, Satindra Sangha, Tracey Shepherd, Darshan Singh, Robert Waterton and Bill Wright.

**Officers in Attendance:** Mr D Tilley, Executive Officer & Town Clerk.

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

**COUNCILLOR SHARON BETTS, TOWN MAYOR, IN THE CHAIR**

**5707 Apologies**

Apologies for absence were received from Councillors Anthea Ambrose, Shabbir Aslam, Parminder Basra, David Di Palma, Sam Fox-Kennedy and Paul Kennedy.

**5708 Disclosures of Interest**

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

**5709 Public Session**

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

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

**5710 Minutes**

The Minutes of the meeting of Braunstone Town Council held on 22nd November 2018 were circulated (item 4 on the agenda).

It was proposed by Councillor Roger Berrington and seconded by Councillor Amanda Hack and was:

**RESOLVED** that the Minutes of the meeting of Braunstone Town Council held on 22nd November 2018 be approved and signed by the Chairperson as a correct record.

## **5711 Council Objectives**

Council considered its Priorities and Objectives and determined whether they were relevant to address current and emerging issues faced by the Council and the community (item 5 on the agenda).

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

### **RESOLVED**

1. that the nine Town Council Priorities for 2019/2020, based on the 2018/2019 Priorities and as updated, be approved as set out in the report; and
2. that the Council Objectives set out in Appendix 1, be approved.

#### *Reasons for Decision*

1. *The Council's priorities continued to be the focus for delivering a vision for local services and an environment which reached the highest possible standards, and the approach was supported by the Town's Citizens' Advisory Panel and the Council's Standing Committees.*
2. *To ensure that the Council's objectives were relevant and reflected changing issues within the community.*

## **5712 Capital Plan**

Council considered priorities and projects for the 2019/2020 Capital Plan (item 6 on the agenda).

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

### **RESOLVED**

1. that the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
2. that the projects due for completion (section b) be removed, assuming their completion prior to the end of the plan period, otherwise to be included on the 2019/2020 Capital Plan;
3. that the Current Projects (section c) be rolled forward on to the 2019/2020 Capital Plan; and
4. that the Proposed New Project (section d) be added to the 2019/2020 Capital Plan; and
5. that the Projects proposed for Deletion (section e) be removed from the rolling programme of Capital Projects.

#### *Reasons for Decision*

1. *To confirm that the projects had been completed and there was no further work outstanding.*

2. *To ensure the plan was updated accordingly reflecting progress with its delivery.*
3. *To confirm that the projects were outstanding and were still required.*
4. *To recognise the need to undertake investment and improvement as identified.*
5. *To recognise that, following review, these Projects were no longer required.*

### **5713 Budget, Fees & Charges and Precept for 2019/2020 and future estimates**

Council considered the budget and precept for 2019/2020, including fees and charges, and set out proposed estimates for future years (item 7 on the agenda).

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

#### **RESOLVED**

1. that a new Cost Centre for "Library & Customer Services", under the responsibility of Policy & Resources Committee, be created as detailed in the report and set out at Appendix 1;
2. that the review of arrangements for emptying the Council's Dog Waste Bins be noted and that any additional costs in 2019/2020 be met using the Parks & Open Spaces budget;
3. that administrative arrangements for Town Mayor's Allowance, as detailed in the report and set out at Appendix 1, be approved;
4. that no percentage increase be applied to Community Centres, sports pitches and miscellaneous fees and charges;
5. that the Estimates for 2019/2020, as attached at Appendix 1 of the report, be approved as the Council's Budget for 2019/2020; and
6. that a Net Precept Requirement for £604,817 for the financial year 2019/2020 be submitted to Blaby District Council.

#### *Reasons for Decision*

1. *To align budgets in accordance with the Town Council's proposals for managing, staffing and resourcing Customer and Information Services.*
2. *To allow for a service review of the alternative options for dog waste bin emptying to be undertaken and for any arrangements to be implemented.*
3. *To enable the office to efficiently support the Town Mayor, while enabling the office holder to be compensated for out of pocket expenses in accordance with guidance issued by HMRC.*
4. *Given the economic pressures, to increase hire charges in line with the projected increase in precept over the next 3 to 5 years was likely to have a negative impact on the net income from room hire and more widely on the offer and appeal the centres have in the community.*
5. *To meet the Town Council's operating budgets for 2019/2020 along with funding for the Capital Plan and service pressures as identified in the report on Medium Term Priorities and Financial Planning.*
6. *The precept requirement for the year being the difference between*

*expenditure and income, calculated in accordance with Section 50 of the Local Government Finance Act 1992.*

#### **5714 Announcements**

##### a) Town Mayor

The Town Mayor, Councillor Sharon Betts, reported on her recent engagements, which included:

- Blaby District Chairman's Carol Service on 13th December;
- Town Mayor's Carol Service on 16th December; and
- Reception to thank Community Life for the remembrance commemorations and poppy cascade on 18th January.

The Town Mayor read out a thank you letter she had received from Lin Burrows, Braunstone Community Life, thanking the Town Mayor and the Council for its recognition of their work on the remembrance commemorations and poppy cascade.

The Town Mayor also reported on her forthcoming engagements as follows:

- Blaby Chairman's Charity Curry Night on 19th February; and
- Fashion Show on 15th March.

The Town Mayor was in the process of organising an abseil at the end of February and a fundraising curry night at Chef & Spice in April, to raise funds for her chosen charity RSPCA Woodside Animal Centre.

##### b) Leader of the Council

No announcements were made.

##### c) Executive Officer and Town Clerk

The Executive Officer & Town Clerk had received thank you cards for two members of the Braunstone Community Life Group following the Thank You Reception held on Friday 18th January 2019 and he read these out to Council.

#### **5715 Questions from Councillors**

No questions had been submitted.

#### **5716 Reports of Standing Committees: Planning & Environment Committee – 13<sup>th</sup> December 2018**

Council received the Report of the Planning & Environment Committee meeting held on 13<sup>th</sup> December 2018 (p6623 – p6631).

It was moved by Councillor Robert Waterton and

**RESOLVED** that the Report be adopted.

6659

**5717 Reports of Standing Committees: Community Development Committee – 13<sup>th</sup> December 2018**

Council received the Report of the Community Development Committee meeting held on 13<sup>th</sup> December 2018 (p6632 – p6637).

**Page 6633, Minute 55 – Community Safety and Neighbourhood Policing Update**

Councillor Bill Wright had discussed concerns over the recent stabbing incident at Mossdale Meadows and a proposal for the Streetvibe bus to visit the Town to reassure young people was being explored.

Councillor Amanda Hack highlighted recent thefts from vehicles in the Town and surrounding area and that the Police had confirmed that arrests had recently been made.

Councillor Nick Brown highlighted the importance of keeping the community up to date with efforts to tackle crime, while recognising the importance of not compromising investigations. This was particularly important on social media, where there was the opportunity to provide facts and reassurance to counter speculation.

It was moved by Councillor Tracey Shepherd and

**RESOLVED** that the Report be adopted.

**5718 Reports of Standing Committees: Policy & Resources Committee – 10<sup>th</sup> January 2019**

Council received the Report of the Policy & Resources Committee meeting held on 10<sup>th</sup> January 2019 (p6638 – p6643).

It was moved by Councillor Nick Brown and

**RESOLVED** that the Report be adopted.

**5719 Reports of Standing Committees: Planning & Environment Committee – 17<sup>th</sup> January 2019**

Council received the Report of the Planning & Environment Committee meeting held on 17<sup>th</sup> January 2019 (p6644 – p6655).

**Page 6644, Minute 105 – Promotion and Development of Sustainable Travel**

Councillor Robert Waterton advised of the presentation received from Robin Pointon of Go Travel Solutions on opportunities to promote and facilitate sustainable travel, which was attached as an Appendix to the minutes of the Committee meeting. He added that he hoped the Council could work with Go Travel Solutions going forward.

Councillor Robert Waterton stated that the recent decisions on planning applications appeared to be inconsistent when it came to parking requirements. The Committee were also concerned going forward that when the new Local Plan was adopted parking would be assessed using a technical document designed for new developments, where the requirement for existing developments was vague.

Councillor Amanda Hack advised that she had been involved with cases where it appeared there was a casual approach to applying the parking policy requirements to planning applications. Councillor Hack added that as a County Councillor parking and highway issues was one of the most important issues raised by constituents.

It was moved by Councillor Robert Waterton and

**RESOLVED** that the Report be adopted.

**5720 Motions on Notice**

No Motions on Notice had been submitted.

**5721 Sealing of Documents**

- a) Land Transfer Documents for Open Spaces at Thorpe Astley, from David Wilson Homes Limited

Policy & Resources Committee on 1st November 2018 had approved the transfer documentation; however, the Executive Officer & Town Clerk withdrew the item at the Council meeting on 22nd November 2018 since the final documentation submitted by David Wilson Homes for the Council to seal did not correlate with the map which had been approved by Committee. The revised version was considered by Policy & Resources Committee on 10th January 2019 and approved (Policy & Resources Minute Reference 65, 2018/2019).

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

**RESOLVED** that the legal transfer of open spaces from David Wilson Homes Limited and Wilson Bowden Developments Limited at Thorpe Astley, having been finalised, now be completed and that Braunstone Town Council's Common Seal be applied to the transfer documents and plans.

*Reason for Decision*

*To enable the transfer to be completed and for the Town Council to become the legal owner of the public open space.*



## 5722 Outside Body Reports

### a) County Councillors

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

- i. proposals for a Unitary Authority Structure, which were ongoing;
- ii. the forthcoming budget and precept setting meeting and the issues identified by Health Scrutiny concerning the budget; and
- iii. health would be part funded by a joint settlement and joint engagement sessions were held but not widely explained and only 350 people had attended, which was disappointing given the implications for services at the hospitals.

Councillor Hack concluded that as the County Councillor she had been delighted with recent the hard work of volunteers from the community such as the remembrance commemorations and clean ups organised at Highway Spinney.

Councillor Louise Richardson, as County Councillor for Enderby and Lubbethorpe Division, reported on:

- i. budget pressures;
- ii. Fair Funding Review, and the need for this to be addressed to secure necessary funding in the future; and
- iii. Policing and the recognition that updates could be better; however, it should be recognised many officers were tweeting after their shift; and that criminals were often watching social media to assess police tactics; and

Councillor Louise Richardson advised that if the Town Council had any concerns with planning issues, she encouraged these to be raised with Councillor Ben Taylor or herself as Chair and Vice-Chair of Planning Committee.

### b) District Councillors

Councillor Bill Wright raised his concerns about planning and in particular policy CS18 and how it was being applied. Councillor Wright also advised of the work of the Communities Scrutiny Working Group.

Councillor Phil Moitt advised the Town Council of the developing Strategic Growth Plan to 2050.

Councillor Ben Taylor advised of a recent recruitment event to the Youth Council, which included many young people from Winstanley. The group were now working on a programme.

Councillor Amanda Hack raised concerns that the Strategic Growth Plan didn't seem to address growing health inequalities and the issues of a community like Braunstone Town which was close to arterial routes.

The Town Mayor invited the Leader of Blaby District Council, Councillor Terry Richardson, to address the Council on the emerging Strategic Growth Plan. Councillor Richardson advised that the plan was a vision for how Leicestershire should develop through to 2050, it sets out a vision for growth and the necessary infrastructure required to deliver that growth. It links in with infrastructure vision of Midlands Connect. Councillor Richardson added that Blaby District Council was now developing a similar vision for Blaby linking the Strategic Growth Plan with the Local Planning Policies. He encouraged Councillors to get involved with the process and make comment on the proposals.

c) Braunstone West Social Centre

Councillor Phil Moitt advised that he had been accidentally removed from the distribution list and that this had been rectified so he would be invited to future meetings.

d) Braunstone Town Community Minibus

No update was given.

e) Leicestershire and Rutland Association of Local Councils (Blaby Branch)

Councillor Robert Waterton advised that following the cancellation of the December meeting, the next meeting of the Group would be held on Wednesday 6th March.

f) Lubbesthorpe Strategic Consultative Forum

Councillor Robert Waterton had previously reported on the last meeting of the Forum held in November. Councillor Waterton advised that the next meeting would be held on Wednesday 27th February.

g) School Governors

Councillor Nick Brown had no further update.

**5723 Termination of Meeting**

The meeting closed at 9.05pm.

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 21<sup>st</sup> March 2019.*

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.

DRAFT

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF PLANNING & ENVIRONMENT COMMITTEE**

**THURSDAY 7TH FEBRUARY 2019**

**PRESENT:** Councillor Robert Waterton (Chair), Councillor Bill Wright (Vice-Chair) and Councillors Parminder Basra, Roger Berrington, Sharon Betts (substituting for Councillor Berneta Layne), Phil Moitt, Satindra Sangha and Darshan Singh and Mr John Dodd (Ex-Officio).

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

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

**115. Apologies**

Apologies for absence were received from Councillors Anthea Ambrose and Berneta Layne.

**116. Disclosures of Interest**

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

**117. Public Participation**

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

There was one member of the public present.

**118. Minutes of the Meeting held 17th January 2019**

The Minutes of the Meeting held on 17th January 2019 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 17th January 2019 be approved and signed by the Chairperson as a correct record.

**119. Planning and Licensing Applications dealt with under Delegated Authority**

The Committee noted that no planning or licensing applications had been dealt with under delegated authority.

## 120. Planning Applications and Licensing Applications

The Committee received details of planning and licensing applications to be considered by Blaby District Council (item 6 on the agenda).

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

### Planning Applications

- 1. Application No:** 19/0024/NMAT

**Description:** Non-Material Amendment to planning application 17/1509/RM - Change of kerb material

**Location:** Public Square Tay Road Lubbesthorpe Enderby Leicestershire

**Response:** *Braunstone Town Council does not object to the non-material amendment.*

**Reason:** *The proposals were in keeping with the design and character of the Public Square.*
- 2. Application No:** 19/0026/DOC

**Description:** Discharge of conditions 9 and 12 attached to Reserved Matters 17/0576/RM relating to drainage details and cycle stands

**Location:** Primary School 1 Tay Road Lubbesthorpe Enderby Leicestershire

**Response:** *Braunstone Town Council does not object to the discharging of conditions 9 and 12 attached to 17/0576/RM relating to drainage details and cycle stands.*

**Reason:** *The documents submitted provided information on drainage and cycle stands as required by the condition.*
- 3. Application No:** 19/0067/HH

**Description:** First floor side extension

**Location:** 34 Valley Drive Braunstone Town Leicestershire LE3 3EE

**Response:** *Braunstone Town Council does not object to the application, subject to the on-site parking for 3 vehicles, as shown in the plans, being of hardbound material and*

*provided prior to work commencing on the extension and thereafter remaining permanently available for parking.*

**Reason:** *To avoid over parking on a section of the highway which is close to a junction and access road and therefore could present safety concerns to highway users.*

**4. Application No:** 19/0072/NMAT

**Description:** Non-Material amendment to 15/0799/RM - Change in surface material to the private shared driveway which serves plots 286 and 287 on Parcel R8(2)

**Location:** Plots 286 And 287 Parcel R8(2) Beggars Lane Lubbethorpe Enderby Leicestershire

**Response:** *Braunstone Town Council does not object to the non-material amendment; subject to plans for the installation of suitable drainage/soakaways around the perimeter of the driveway and additional drainage where the private driveway meets the public highway being submitted to and approved by the District Planning Authority.*

**Reason:** *Brindle Block paving was not permeable and therefore, the risk of localised flooding of the area and highway as the result of heavy or consistent rain or snow melt needed to be mitigated.*

**5. Application No:** 19/0075/HH

**Description:** Retention of outbuilding (garden-play room) in rear garden

**Location:** 49 Shottery Avenue Braunstone Town Leicestershire LE3 2ST

**Response:** *Braunstone Town Council does not object to the application, subject to the Garden Room only being used in connection with the domestic use of the main dwelling, it must not be used as sleeping accommodation; it must not be used for any business activity, and must not be sold, let or otherwise disposed of.*

**Reason:** *To avoid noise and nuisance caused by additional living accommodation and business activity in a residential area and to avoid overdevelopment of the site.*

**6. Application No:** 19/0069/CLASSC

**Description:** Prior approval for change of use of shop from A1 to A3 classification (Restaurants and Cafes)

**Location:** 7 Sun Way Braunstone Town Leicestershire LE3 3DS

**Response:** *Braunstone Town Council does not object to the change of use application from A1 (Shop) to A3 (Restaurant and Café).*

**Reason:** *The Sun Way neighbourhood parade was already mixed use of shops and food outlets and the addition of a café would make it attractive and sustainable as a neighbourhood parade.*

**7. Application No:** 19/0082/HH

**Description:** Erection of porch and alterations to existing roof

**Location:** 35 Narborough Road South Braunstone Town Leicestershire LE3 2HA

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

**Reason:** *The porch would not impact on the onsite parking arrangements, which there was sufficient for the additional bedroom in the proposals, and the roof was being added to an existing side extension, which would improve the visual appearance of the property.*

**8. Application No:** 18/1711/FUL

**Description:** Erection of one detached bungalow

**Location:** 51 Holmfield Avenue East Braunstone Town Leicestershire LE3 3FD

**Response:** *Braunstone Town Council objects to the proposals since it would result in overdevelopment of the site.*

**Reason:** *The proposals would result in the loss of most of the rear garden and garage space for 51 Holmfield Avenue East, with no replacement parking identified within the remaining curtilage of 51 for onsite parking. The proposed bungalow would have limited garden space within its curtilage. The scale and mass of the proposals would be detrimental to the amenity enjoyed by the occupiers of both properties due to considerations of noise, light and privacy.*

## Licensing Application

- 9. Application No:** Southam Ice
- Description:** Application Renewal
- Location:** Meridian Business Park
- Response:** *Braunstone Town Council does not object to the renewal of this street trading application, subject to any conditions applied to the original consent being applied to the renewal consent.*
- Reason:** *The Town Council was not aware of any public safety, health or environmental issues in relation to this trader; however, it was important that any conditions currently applied continued to be applied in order to meet these objectives.*

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

The Committee received details of planning applications received since the publication of the agenda (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:

- 10. Application No:** 18/1705/HH
- Description:** Alterations to bay window
- Location:** 64 Darien Way Thorpe Astley Braunstone Town Leicestershire
- Response:** *Braunstone Town Council does not object to the application.*
- Reason:** *The alterations to the bay window were in keeping with the design and character of the dwellings in the area.*
- 11. Application No:** 19/0005/HH
- Description:** First storey rear extension and dormer
- Location:** 2C Balmoral Drive Braunstone Town Leicestershire LE3 3AD
- Response:** *Braunstone Town Council objects to the proposals since it would result in overdevelopment of the site.*



**Reason:** *The proposals would have an unsatisfactory relationship with other nearby uses that would be significantly detrimental to the amenities enjoyed by the occupiers of those properties due to considerations of overbearing effect and privacy. The proposals would result in an additional bedroom at the property with inadequate on-site parking, resulting in additional on street parking issues. .*

**12. Application No:** 18/1680/NMAT

**Description:** Non-Material Amendments to 15/0577/FUL - Amendments to the external appearance of Unit 1 including increase in height of the Anchor Unit 1 roof, the garden centre and loading bay

**Location:** Castle Acres Everard Way Enderby Leicestershire LE19 1BY

**Response:** *Braunstone Town Council has no objections to the non-material amendment.*

**Reason:** *The proposed change was in keeping with the design, character and designated use of the site.*

**13. Application No:** 18/1748/NMAT

**Description:** Non Material Amendment to 15/0577/FUL (Castle Acres Approval) - Including re introduction of conservatory as originally approved, raising of the parapet wall and amendments to Condition 10 (GEA clarification)

**Location:** Castle Acres Retail Development Site Grove Way Enderby Leicestershire

**Response:** *Braunstone Town Council has no objections to the non-material amendment, nor the consequential changes to condition 10.*

**Reason:** *The proposed change was in keeping with the design, character and designated use of the site and given the changes to condition 10 were added as a result of an amendment which has been superseded, it would be reasonable to make the consequential changes.*

**14. Application No:** 19/0078/DOC

**Description:** Discharge of condition 4 attached to planning application 15/0799/RM - Landscaping to Parcel R4

**Location:** Parcel R4 Tay Road Lubbesthorpe Enderby Leicestershire

**Response:** *Braunstone Town Council does not object to the discharging of condition 4 attached to 15/0799/RM relating to landscaping elements of parcel 4.*

**Reason:** *The documents submitted provided information on landscaping.*

**15. Application No:** 19/0090/DOC

**Description:** Discharge of condition 49 attached to 11/0100/1/OX - Monitoring of Traffic

**Location:** New Lubbesthorpe Beggars Lane Lubbesthorpe Enderby Leicestershire

**Response:** *Braunstone Town Council does not object to the discharging of condition 49 attached to 11/0100/1/OX relating to Monitoring of Traffic, subject to there having been no material changes to the New Lubbesthorpe Highway Delivery Strategy dated 10<sup>th</sup> July 2015.*

**Reason:** *The New Lubbesthorpe Highway Delivery Strategy dated 10<sup>th</sup> July 2015 had a section on Monitoring of Traffic as required by condition 49.*

## **122. Lubbesthorpe Strategic Consultative Forum**

The Committee considered any items for the next meeting of the Lubbesthorpe Strategic Consultative Forum scheduled for 27th February 2019 (item 8 on the agenda).

**RESOLVED** that the following issues be raised:

- a) progress with a scheme of works to improve the crossing points on Meridian Way at Foxon Way and Murby Way,
- b) provision of specialist / sheltered accommodation for elderly residents, and
- c) updated figures on housing provision and occupations.

*Reasons for Decision*

- a) *To ensure that condition 60 of the planning consent for Lubbesthorpe was fully implemented now that the bridge over the M1 had opened.*
- b) *To ensure that the housing needs of elderly residents who would need sheltered or specialist accommodation would be met.*
- c) *To keep a watching brief on progress with delivering the housing targets in accordance with the phasing programme.*

### 123. Termination of the Meeting

The meeting closed at 7.40pm.

**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 for 7<sup>th</sup> March 2019.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE**

**THURSDAY 7<sup>th</sup> FEBRUARY 2019 AT 7.45PM**

**PRESENT:** Councillor Tracey Shepherd (Vice-Chair, in the Chair), and Councillors Nick Brown, Sam Fox-Kennedy, Amanda Hack, Paul Kennedy, Sam Maxwell, Phil Moitt (substituting for Councillor Anthea Ambrose) and Gary Sanders.

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

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

**66. Apologies**

An apology of absence was received from Councillor Anthea Ambrose.

**67. Disclosures of Interest**

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

**68. Public Participation**

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

There was one member of the public present.

**69. Minutes of the Meeting held 13th December 2018**

The Minutes of the Meeting held on 13<sup>th</sup> December 2018 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 13<sup>th</sup> December 2018 be approved and signed by the Chairperson as a correct record.

**70. Town Mayor's Report**

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

It was noted that a Fashion Show would be held on 15<sup>th</sup> March 2019 at 7.00pm, at Thorpe Astley Community Centre to raise funds for the Town Mayor's chosen charity and that models are required for the event.

The Town Mayor had also arranged a fundraising meal at the Chef and Spice restaurant, Hinckley Road, Leicester on 9<sup>th</sup> April at 7pm. Tickets would be available from Braunstone Civic Centre and Thorpe Astley Community Centre. She would also be undertaking an abseil at the local fire station to raise funds in February.

**RESOLVED** that the update be noted

*Reason for Decision*

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

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

The Committee received an update from the Local Neighbourhood Police Beat team on local community safety and policing initiatives.

An update on the crime figures for January 2019 was provided by PCSO Callum Loades. It was noted that there had been an increase in theft from vehicles in all areas of Braunstone Town and an increase in burglaries over the whole town. PCSO Loades confirmed that all the crimes were spread over the whole town on different days and did not show any hotspots or clusters of crime in any particular location or date.

He reported that there had been no significant problems with anti-social behaviour. Reference was made to a serious incident that occurred over Christmas regarding a stabbing in the vicinity of Mossdale Meadows. Arrests had been made and further enquiries and forensic investigations were still underway.

**RESOLVED** that the report be noted

*Reason for Decision*

*To ensure that the Town Council was advised of ongoing Community Safety and Policing issues*

**72. Speed Sign Data**

The Committee considered recent speed sign data (item 7 on the agenda).

It was noted that the speeds on Braunstone Lane were registering between 30 - 35mph with very few vehicles travelling above this speed. It was suggested that a breakdown of individual speeds would be useful in order to see what volumes of traffic were travelling at the various speeds between 30 and 35mph.

Traffic speeds on Murby Way were received and it was noted that they had

reduced since the Community Speed Watch project that was undertaken in September 2018 in Thorpe Astley.

Members requested that the speed activation sign be placed on Turnbull Drive to monitor the speed in that vicinity following the removal of the central road marking.

### **RESOLVED**

1. that investigations be made into the possibility of presenting a breakdown of the number of vehicles travelling between 30 and 35 mph on Braunstone Lane;
2. that the speed activation signs be installed on Murby Way and Braunstone Lane in order for comparison figures to be obtained; and
3. that the speed activation sign be installed on Turnbull Drive once data from other areas had been obtained.

#### *Reasons for Decisions*

1. *To enable a more accurate assessment of the individual speeds that vehicles are travelling on Braunstone Lane.*
2. *To collect further data from these two locations in order to provide comparison figures.*
3. *To collect data from this location following the removal of the central white road marking.*

### **73. Realignment of Grant Schemes**

The Committee considered a realignment of the Community and Youth Grant Schemes (item 8 on the agenda).

### **RESOLVED**

1. that the separate Youth Grant Scheme be discontinued and amalgamated with the Community Groups Grant scheme; and
2. that the revised Community Group Grant scheme criteria, including reference to young people's projects and activities, attached at Appendix 1, be approved and adopted.

#### *Reasons for Decisions*

1. *The Young People's Grant had not been spent during the current and previous financial years and therefore in the current financial situation, as an unspent budget, a saving could be made.*
2. *To ensure that the current Community Grant scheme criteria was updated to ensure support for applications from young people's organisations and projects.*

**74. Summary of Grant Applications**

The Committee received a list of grants paid to date and applied for from external sources (item 9 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*To monitor progress with supporting community groups with identifying source of funding and with the awarding of grants under the Council's Community Grants Scheme.*

**75. Community Grant Applications**

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

**RESOLVED**

1. that the following grant applications be approved:
  - a) Punjabi Cultural Society - £300
  - b) Kingsway Flower Club - £300
2. that a list of community groups that had received community group grants be made available for the next meeting

*Reasons*

1. *The grants applications met the grant criteria.*
2. *To assess the range of community groups that were applying for community grants.*

**76. Improvements to Parks and Open Spaces**

The Committee received a progress report on current projects and funding.

It was noted that the Football Association is looking at making major investment in local football facilities and was working in partnership with each local authority in England to undertake a process of engagement and consultation. The FA was working in partnership with Blaby District Council to undertake a process of consultation with the Town and Parish Councils in Blaby District and the Executive Officer & Town Clerk had attended a meeting to discuss the development of the Local Football Facility Plan in Braunstone Town.

**77. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2018 to 31st December 2018 (item 12 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

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

**78. Approval of Accounts**

The Committee considered payments from 5th December 2018 until 29th January 2019 (item 13 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 5th December 2018 until 29th January 2019 be approved.

*Reason for Decision*

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

**79. Termination of Meeting**

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 4<sup>th</sup> April 2019.*



**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**THURSDAY 14th FEBRUARY 2019 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair) and Councillors Parminder Basra, Sharon Betts (substituting for Councillor Anthea Ambrose), Sam Maxwell, Gary Sanders, Darshan Singh, Robert Waterton and Bill Wright.

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

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

**69. Apologies**

Apologies for absence were received from Councillors Anthea Ambrose, Amanda Hack and Phil Moitt.

**70. Disclosures of Interest**

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

**71. 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.

**72. Minutes of the Meeting held 10th January 2019**

The Minutes of the Meeting held on 10<sup>th</sup> January 2019 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 10<sup>th</sup> January 2019 be approved and signed by the Chairperson as a correct record.

**73. Shakespeare Park - Improvement & Development**

The Committee considered progress with funding, the borrowing application, timescales for awarding the contract for the works and arrangements for the future management of the facility (item 5 on the agenda).

**RESOLVED**

1. that the approach set out in the report, in respect of progressing funding be endorsed; that the expression of interest responses in the Clubroom be noted; and that delegated authority be given to the

- Executive Officer & Town Clerk to extend the timescale for expressions of interest to be received while funding decisions were awaited;
2. that the position with potential borrowing and the consultation results be received and that delegated authority be given to the Executive Officer & Town Clerk to extend the consultation period while funding decisions were awaited; and
  3. that the revised timescales for the project, attached at Appendix 3, be adopted.

#### *Reasons for Decision*

1. *To enable supporting evidence to be gathered in order to progress funding options and ensure the long term financial stability and sustainability of the project.*
2. *To ensure that updated information was considered and consulted upon prior to Council making a borrowing application.*
3. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

#### **74. Contract for the provision of Licensed Bar and Café Services**

The Committee considered a new contract for the provision of Licensed Bar and café services, including the tender and appointment process (item 6 on the agenda).

#### **RESOLVED**

1. that the Service Contract for the Provision of Licensed Bar and Café Services for Braunstone Civic Centre, including for a mobile service at Thorpe Astley Community Centre as required, as amended and as attached at Appendix 1 of the report, be approved;
2. that the timescales for tender and appointment of the contractor, as set out in the report, be approved;
3. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to make modifications to the contract referred to in 1 above, and if necessary the timescales referred to in 2 above, following legal, financial and personnel advice;
4. that, subject to 1 – 3 above, the contract be advertised and tenders invited in accordance with the Procurement Act 2015, Standing Orders 6.5 and 6.6 and Financial Regulation 11;
5. that delegated authority be given to the Executive Officer & Town Clerk to appoint a Member Selection Panel to short list, interview (as required) and make recommendations on preferred tenders and the appointment of a preferred contractor; and
6. that delegated authority be given to the Executive Officer & Town Clerk to select the most advantageous tender and reserve tenders and to award the contract and ensure arrangements would be in place for its implementation.

### *Reasons for Decision*

1. *To take into account the provision of Café Services, allow flexibility around Civic Centre and Bar and Café opening hours in order to reduce costs for both the Town Council and the Bar Contractor and to clarify and address issues which have arisen during the current contract period in order to provide for a successful and sustainable service in multi-functional community facilities.*
2. *To enable suitable time for potential contractors to analyse the contract and submit a suitable tender and to ensure that the appointed contractor had suitable lead in time (if appropriate) to take over the contract for the service on 10th July 2019.*
3. *To ensure that the legal, financial and personnel requirements of the contract were the subject of specialist advice to ensure that they were relevant and legally sound.*
4. *To ensure that tenders were invited in accordance with legal obligations and to obtain best value for the Town Council.*
5. *A Selection Panel was needed to thoroughly scrutinise the tenders received and the persons tendering to ensure that the Council was in a position to appoint the most advantageous tender. The Panel would be meeting around the time of the local elections, new Council and Annual Meeting and therefore, prior appointments could not be made.*
6. *To avoid any undue delay with appointment of a contractor, given if an alternative contractor was selected, a lead in and transfer period would be required, including a potential TUPE consultation, and following the local elections a new Policy & Resources Committee would not be appointed until the Annual Meeting of the Council.*

### **75. Update on Thorpe Astley Culvert and legal transfer of Thorpe Astley Park**

The Committee received an update on the current position with Thorpe Astley Culvert and the legal transfer of Thorpe Astley Park (item 7 on the agenda).

**RESOLVED** that an update report on progress with Thorpe Astley Culvert be submitted to the Committee in August 2019.

#### *Reason for Decision*

*To keep a watch on progress with implementing the Town Council's desire to complete the transfer of Thorpe Astley Park, a significant asset that should be owned by the Town Council, without further delays and additional cost.*

### **76. Memorials on Parks & Open Spaces**

The Committee reviewed the approach taken in other areas to allowing memorials in memory of individual residents on parks and open spaces and considered its own scheme (item 8 on the agenda).

#### **RESOLVED**

1. that the criteria attached at Appendix 1 be approved for the

- consideration of requests for memorials on parks and open spaces;  
and
2. that the Executive Officer & Town Clerk be given delegated authority to consider and approve requests for memorials on open spaces in accordance with the approved criteria.

*Reasons for Decision*

1. *To ensure that all requests for memorials be considered on an equal basis and that suitable locations for memorials were approved.*
2. *To consider requests for memorials in a timely manner.*

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

The Committee received a progress report on the Winter Works Programme 2018/2019 (item 9 on the agenda).

**RESOLVED** that the progress of the Winter Works Programme 2018/2019 be received and noted.

*Reason for Decision*

*The majority of the winter works tasks had now been completed and any outstanding works would be completed before the end of the winter works period.*

**78. Pitch Allocations 2019/2020**

The Committee considered pitch capacity and set the fees and process for allocations for the 2019/2020 season (item 10 on the agenda).

**RESOLVED**

1. that pitch type and capacity be approved, as set out in Table 1 of the Pitch Capacity section of the report; and
2. that the pitch fees be confirmed and the availability of pitches be advertised, as set out at Appendix 3, with a closing date for applications on Monday 25<sup>th</sup> March 2019.

*Reasons for Decision*

1. *To ensure a balance between quality of playing surface, the needs of local clubs for provision and the needs of parks users.*
2. *To allow suitable time for applications while acknowledging clubs need the certainty by April of a home playing ground in order to participate in the league.*

**79. End of Quarter Financial Position - Cashbook and Reserves**

The Committee received a summary of the Council's Cash and Reserves for the period 1st April 2018 to 31st December 2018 (item 11 on the agenda).

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

*Reason for Decision*

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

**80. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2018 to 31st January 2019 (item 12 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 2018/2019.*

**81. Approval of Accounts**

The Committee considered payments from 1st January 2019 until 5th February 2019 (item 13 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 1st January until 5th February be approved.

*Reason for Decision*

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

**82. Future Arrangements for servicing Dog Waste Bins**

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

The Committee received the recommendations of a service review of the alternative options for dog waste bin emptying and determined future service provision and the arrangements for implementation (item 14 on the agenda).

**RESOLVED**

1. that the current arrangements with Blaby District Council to empty 48 dog bins and 1 litter bin owned by Braunstone Town Council be ended on 31<sup>st</sup> March 2019;
2. that the 1 litter bin currently emptied by Blaby District Council be emptied by Braunstone Town Council parks staff starting on 1<sup>st</sup> April 2019;
3. that the approach to employ a commercial contractor to undertake the emptying of 48 dog bins on a twice weekly frequency until 31<sup>st</sup> August

- 2019 be approved;
4. that the quotation supplied by contractor B be accepted to commence from 1<sup>st</sup> April 2019;
  5. that a full audit and assessment of the number of bins required for dog waste collection and number of weekly collections required, be undertaken; and
  6. that the Executive Officer & Town Clerk been given delegated authority to approve changes to the dog bin numbers and collection frequency and to implement these from 1<sup>st</sup> September 2019.

*Reasons for Decision*

1. *The price increase proposed by Blaby District Council for the dog and litter bin emptying service was not sustainable by the Town Council in the current financial climate.*
2. *The emptying of the one litter bin could be incorporated within the current bin emptying and litter picking schedule carried out by the Town Council's staff.*
3. *To ensure that the current level of dog bin emptying continued over the summer months whilst an assessment and audit of the current level was undertaken.*
4. *The quotation from the selected contractor provided value for money and suitable references had been obtained.*
5. *To ensure that the Town Council would be providing an adequate and relevant service for the emptying of dog bins on parks and open spaces owned by the Town Council*
6. *To ensure that any recommendations or changes to the current dog bin emptying service highlighted in the assessment and audit would be put into place in a timely manner.*

**83. Braunstone Town Library and Customer Services – Update**

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

The Committee received an update on the arrangements to transfer the management of Braunstone Town Library from Leicestershire County Council to Braunstone Town Council and an update on the future of the Service Level Agreement with Blaby District Council for Customer and Social Inclusion services (item 15 on the agenda).

**RESOLVED**

1. that the position taken by the Executive Officer & Town Clerk in relation to the proposed Grant Agreement, as set out in the correspondence at Appendix 1 of the report, be endorsed;
2. that the revised Library Staff TUPE commitment be noted and that the “Alternative Human Resource Options” as set out in the report be endorsed; and
3. that the current position in relation to the Service Level Agreement for Customer Services be noted.

### *Reasons for Decision*

1. *To ensure improvement to the Library Service, recognising the Town Council's legal obligations and policies reached a similar standard as a local authority to those of the County Council and that the County Council had an absolute obligation under the lease to meet premises costs, irrespective of the grant payments, ensuring that the Town Council avoided significant costs, liabilities and commitments.*
2. *To recognise that in the current financial climate and having set the budget, an increase in staffing commitment for the Library would present significant economic barriers to the Town Council going ahead with the transfer. The Town Council's policy remained that it was committed to retaining and improving the Library service and therefore it was committed to exploring alternative options which were within budget.*
3. *To note the potential future alternatives for the provision of the Joint Customer Service Shop at Braunstone Civic Centre.*

#### **84. Modifications to Job Description – Communications and Events**

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

The Committee considered revisions to the job title of Community Services & Engagement Officer and made minor changes to the description for the purpose of the job (item 16 on the agenda).

#### **RESOLVED**

1. that the amendments to the Community Services & Engagement Officer post, as detailed in the "Proposed Amendments" section of the report, including the revision to the job description as attached at Appendix 1, be approved;
2. that the Person Specification be updated with the revised job title and the essential and desirable key job requirements under Experience and Knowledge be swapped; and
3. that the proposals in 1 & 2 (above) be implemented in accordance with the section of the report "Proposed Implementation".

### *Reason for Decision*

1. *To ensure that the role was both relevant to the needs of the organisation while being attractive to a future post holder.*
2. *To complement the skills set of the Council's staffing.*
3. *To enable the proposals to be implemented in a timely manner in the event of the circumstances detailed in the report arising.*

#### **85. Termination of the Meeting**

The meeting closed at 8.40pm.

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 for 11<sup>th</sup> April 2019.*

DRAFT



**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF PLANNING & ENVIRONMENT COMMITTEE**

**THURSDAY 7TH MARCH 2019**

**PRESENT:** Councillor Robert Waterton (Chair), Councillor Bill Wright (Vice-Chair) and Councillors Anthea Ambrose, Roger Berrington, Berneta Layne and Darshan Singh and Mr John Dodd (Ex-Officio).

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

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

**124. Apologies**

Apologies for absence were received from Councillors Parminder Basra, Phil Moitt and Satindra Sangha.

**125. Disclosures of Interest**

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

**126. 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.

**127. Minutes of the Meeting held 7th February 2019**

The Minutes of the Meeting held on 7th February 2019 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 7th February 2019 be approved and signed by the Chairperson as a correct record.

**128. Planning and Licensing Applications dealt with under Delegated Authority**

The Committee received and noted responses to planning applications taken under Delegated Authority (item 5 on the agenda). No licensing applications were received.

It was confirmed that planning application 18/1711/FUL, 51 Holmfield Avenue East, was a revised application detailing the car parking spaces at No. 51 Holmfield Avenue East and alterations to the front boundary treatments.

It was noted, that in the case of planning application 19/0085/HH, 3 Cooke Close, that where front driveways were extended to remove grassed areas, that a porous material should be used to prevent additional surface water run off when it rained.

Concerns were raised about planning application 18/1041/FUL, Aldi, Meridian Way. It was difficult to ascertain from the plans how the footway would not be obstructed. In addition the drainage plan was for the wrong store and further details were required for drainage, including SUDS and whether there would be interceptors for the surface water run-off from the car park.

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

- 1. Application No:** 19/0085/HH

**Description:** To tarmac the current front garden and grass verge to create an extra parking space

**Location:** 3 Cooke Close Thorpe Astley Braunstone Town Leicestershire

**Response:** *Braunstone Town Council has no objections to the proposal.*

**Reasons:** *The proposal would reduce the potential for on-street parking, which could present highway safety issues given the street was narrow and had no separate footpath.*
- 2. Application No:** 19/0142/HH

**Description:** Single storey side and rear extension and demolish conservatory, toilet and storage room

**Location:** 20 Woodland Drive Braunstone Town Leicestershire LE3 3EA

**Response:** *Braunstone Town Council has no objections to the proposal.*

**Reason:** *The proposal was single storey on a reasonable sized plot, garage space was provided and the rear extension was on a similar footprint to the existing. The proposals were unlikely to have an*

*adverse impact on the amenity enjoyed by neighbouring properties.*

**3. Application No:** 18/1711/FUL

**Description:** Erection of one detached bungalow.

The following amendments have been made to this application:

a revised drawing, reference 3157-01 Rev c has been submitted showing the following: Existing garage and car parking spaces at No. 51 Holmfield Avenue East and alterations to the front boundary treatments

**Location:** 51 Holmfield Avenue East Braunstone Town Leicestershire LE3 3FD

**Response:** *Braunstone Town Council objects to the proposals since it would result in overdevelopment of the site.*

**Reasons:** *The proposals would result in the loss of most of the rear garden space for 51 Holmfield Avenue East. The proposed bungalow would have limited garden space within its curtilage. The scale and mass of the proposals would be detrimental to the amenity enjoyed by the occupiers of both properties due to considerations of noise, light and privacy.*

**4. Application No:** 18/1041/FUL

**Description:** Demolition of existing food retail store (Class A1) and erection of new food retail store (Class A1) with associated car parking, servicing and landscaping.

The following amendments have been made to this application:

- 1 External cladding changed to brickwork
- 2 Landscaping added to northern and western boundaries and updated landscape plan submitted.
- 3 Drainage plan and calculations submitted

**Location:** Aldi Meridian Way Braunstone Town Leicestershire

**Response:**

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

- a) a detailed demolition and construction plan to be submitted and approved by the Local Planning Authority setting out the method of construction and including an environmental and noise impact assessment, mitigating measures and measures to prevent pollution of water courses;*
- b) proposals being submitted to improve the pedestrian crossing points on the access road adjacent to the junction with Meridian Way, along with junction improvements, and junction and pedestrian crossing point improvements to the entrance to the adjacent public house; these measures to be fully implemented before the store opens for business;*
- c) the purchase, installation, operation and maintenance of air quality monitoring equipment;*
- d) the Public Rights of Way must not be re-routed, encroached upon or obstructed in any way without the explicit consent of the Local Highways Authority;*
- e) the landscaping proposals set out in the plans must incorporate plant protection and be completed within a year of the construction with any plants which either die or need to be removed for any reason within the first five years being replaced;*
- f) the drainage proposals set out in the plans must be completed prior to the opening of the new store;*
- g) signs must not present any danger to highway users, nor obscure visibility or hinder surveillance; be maintained in a good condition and the height, hours of use and maximum luminance levels be in accordance with the District Council's Lighting Policy; and*
- h) developer contributions towards improvements to local public open space / community facilities.*

**Reasons:**

- a) To ensure that any adverse impact upon the amenity enjoyed by local residents and upon the local environment would be mitigated and*

controlled;

- b) *to mitigate the impact of increased traffic, from customers and deliveries, which would impact on pedestrian safety, including families with young children who walk to Meridian Leisure and public house, noting that the design and layout of the junction would need to be reviewed in light of increased traffic flows to the site and increased traffic flows on Meridian Way with the opening of the route over the M1 to Lubbethorpe;*
- c) *to help assess the impact of the development (and any future proposals) on local Air Quality Management Areas;*
- d) *to ensure the Public Right of Way would be safe and available during and after the period of construction;*
- e) *to enhance the local built environment, to reduce any adverse impact upon the amenity enjoyed by local residents in terms of noise, disturbance and nuisance;*
- f) *further development in this area may increase the risk of flooding further downstream, impede the flow of floodwater and result in a loss of floodwater storage capacity;*
- g) *to avoid any adverse impact on highway users and to avoid hindrance to crime prevention measures, to maintain the visual amenity and to avoid adverse impact on highway users in terms of visibility and glare and unnecessary levels of light spillage; and*
- h) *the extended area to the west of the site, at the rear of Owen Close, was currently Public Open Space and this would be lost under the proposals; therefore, in accordance with the original approval for the development of the site and provision of open space, compensatory developer contributions should be sought towards improvements to other areas of public open space and/or local community facilities.*

## 129. Planning Applications and Licensing Applications

The Committee received details of planning and licensing applications to be considered by Blaby District Council (item 6 on the agenda).

It was noted that application 2, reference 19/0167/NMAT, Parcel R2(1) Tay Road Lubbesthorpe, Non-Material amendment to planning application 17/1053/RM - Removal of car ports to plots 241/242, 250/251, 281/282, 287/288 and 298 Parcel R2(1), had been determined by Blaby District Council.

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

### Planning Applications

- Application No:** 19/0153/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 4.0m and the height to the eaves would be 3.0m

**Location:** 78 Watergate Lane Braunstone Town Leicestershire LE3 2XP

**Response:** *Braunstone Town Council does not object to the proposed single storey rear extension.*

**Reason:** *The rear extension was single storey on a large sized plot and therefore was unlikely to have an adverse impact on the amenity enjoyed by the neighbouring properties.*

### Licensing Applications

- Application No:** M&B Jackets

**Description:** Application Renewal

**Location:** Meridian Business Park

**Response:** *Braunstone Town Council does not object to the renewal of this street trading application, subject to any conditions applied to the original consent being applied to the renewal consent.*

**Reason:** *The Town Council was not aware of any public safety, health or environmental issues in relation to this trader; however, it was important that any*

*conditions currently applied continued to be applied in order to meet these objectives.*

- 4. Application No:** Burger World
- Description:** Application Renewal
- Location:** Meridian Business Park
- Response:** *Braunstone Town Council does not object to the renewal of this street trading application, subject to any conditions applied to the original consent being applied to the renewal consent.*
- Reason:** *The Town Council was not aware of any public safety, health or environmental issues in relation to this trader; however, it was important that any conditions currently applied continued to be applied in order to meet these objectives.*

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

The Committee received details of planning applications received since the publication of the agenda (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:

- 5. Application No:** 19/0197/HH
- Description:** Two storey side extension and garage conversion
- Location:** 42 Goodheart Way Thorpe Astley Braunstone Town Leicester
- Response:** *Braunstone Town Council objects to the application, since the proposal does not meet the criteria set out in Development Management Policy 1.*
- Reason:** *The proposal would have an unsatisfactory relationship with nearby uses that would be significantly detrimental to the amenities enjoyed by the existing or new occupiers, due to considerations of noise, disturbance and overbearing effect on the neighbouring property. The design would be out of keeping with the character and appearance of the area since the*

*proposal would join a detached property to a semi-detached property and would result in the overdevelopment of the site due to factors including footprint, scale and massing.*

**6. Application No:** 19/0179/FUL

**Description:** Construction of new public road from Warren Park Way/Harolds Lane to New Lubbesthorpe Strategic Employment Site

**Location:** Warren Park Way/Harolds Lane Enderby Leicestershire

**Response:** *Braunstone Town Council does not object to the proposals, subject to the following conditions:*

- a) *prior to commencement of any work, a detailed construction plan must to be submitted and approved by the Local Planning Authority setting out the method of construction and including details of a construction traffic route, an environmental and noise impact assessment, mitigating measures and measures to protect wildlife habitats, tress and water courses;*
- b) *the decommissioned Leachate Treatment System Pipework be removed; and*
- c) *the new road must not be opened to through traffic until junction improvements at Mill Hill (B582) and Warren Park Way had been approved, constructed and completed and confirmation received from the Local Highways Authority that the junction and new road met the relevant standards for a "B" road set out in the Leicestershire Highway Design Guide.*

**Reasons:**

*The proposal would provide more capacity to the local highway network, which at peak times had reached its full capacity and additional capacity would be required as a result of ongoing growth in the area.*

- a) *To ensure that any adverse impact upon the amenity enjoyed by local residents and upon the local environment would be mitigated and controlled.*
- b) *To ensure methane gas would not be retained in sealed pipework underground.*
- c) *To ensure that use of the new road could be maximised in order to mitigate the impact of*



*growth on the surrounding residential areas, enabling the road to be used both for access to the new developments and also for through traffic, including by Heavy Goods Vehicles.*

- 7. Application No:** 19/0178/FUL
- Description:** Highway and junction improvement works at Mill Hill (B582) and Warren Park Way
- Location:** Junction Of Mill Hill (B582) And Warren Park Way  
Enderby  
Leicestershire
- Response:** *Braunstone Town Council does not object to the proposals, subject to the following conditions:*
- a) prior to commencement of any work, a tree survey should be undertaken to determine whether any trees within in the proposed site would be the subject of a preservation order and if so, these trees should be retained within the proposed scheme;*
  - b) no trees should be disturbed or felled during the breeding season for birds (February – June);*
  - c) additional tree planting being carried out elsewhere adjacent to the woodland or adjacent to the new road (proposed at application 19/01/79/FUL), the plans for which being submitted to and approved by the local planning authority; the additional trees should be planted within one-year of the removal of any trees and be replaced should they either die or be removed for any reason within 5 years; and*
  - d) the new road must not be opened to through traffic until confirmation had been received from the Local Highways Authority that the junction met the relevant standards for a “B” road set out in the Leicestershire Highway Design Guide.*
- Reasons:** *The proposal would provide more capacity to the local highway network, which at peak times had reached its full capacity and additional capacity would be required as a result of ongoing growth in the area.*
- a) To ensure that trees with high amenity and/or nature conservation value were*

*protected.*

- b) *To avoid impact on nesting birds and their young.*
- c) *To avoid the loss of trees in order to mitigate any loss of associated habitats and to assist with maintaining air quality.*
- d) *To ensure that use of the new road could be maximised in order to mitigate the impact of growth on the surrounding residential areas, enabling the road to be used both for access to the new developments and also for through traffic, including by Heavy Goods Vehicles.*

**8. Application No:** 19/0180/RM

**Description:** Reserved Matters application for the construction of new public road and roundabout to connect proposed road (19/0179/FUL) to New Lubbethorpe Strategic Employment Site

**Location:** Land East Of Harolds Lane And North Of Leicester Lane Enderby Leicestershire

**Response:** *Braunstone Town Council does not object to the proposals, subject to the following conditions:*

- a) *prior to commencement of any work, a detailed construction plan must to be submitted and approved by the Local Planning Authority setting out the method of construction and including details of a construction traffic route, an environmental and noise impact assessment, mitigating measures and measures to protect wildlife habitats, tress and water courses;*
- b) *the decommissioned Leachate Treatment System Pipework be removed; and*
- c) *the new road must not be opened to through traffic until junction improvements at Mill Hill (B582) and Warren Park Way had been approved, constructed and completed and confirmation received from the Local Highways Authority that the junction and new road met the relevant standards for a "B" road set out in the Leicestershire Highway Design Guide.*

**Reasons:** *The proposal would provide more capacity to the local highway network, which at peak times had reached its full capacity and additional capacity*

would be required as a result of ongoing growth in the area.

- a) *To ensure that any adverse impact upon the amenity enjoyed by local residents and upon the local environment would be mitigated and controlled.*
- b) *To ensure methane gas would not be retained in sealed pipework underground.*
- c) *To ensure that use of the new road could be maximised in order to mitigate the impact of growth on the surrounding residential areas, enabling the road to be used both for access to the new developments and also for through traffic, including by Heavy Goods Vehicles.*

**9. Application No:** 19/0164/OUT

**Description:** Outline application for a commercial development consisting of the erection of x4 warehouse buildings with ancillary offices and gatehouses (Use Class B8) and x1 training and education centre (Use Class D1) including associated accesses off St Johns (B4114) and Leicester Lane

**Location:** Land To The West Of St Johns (B4114) Enderby Leicestershire LE19 2AB

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

- a) *prior to commencement of any work, a detailed construction plan must to be submitted and approved by the Local Planning Authority setting out the method of construction and including details of a construction traffic route, an environmental and noise impact assessment, mitigating measures and measures to protect wildlife habitats, tress and water courses;*
- b) *no construction work to be undertaken on the site until the proposed new road (application 19/0179/FUL & 19/0180/RM) and junction improvements (application 19/0178/FUL) had been approved, constructed and completed and confirmation received from the Local Highways Authority that the junction and new road met the relevant standards for a "B" road set out in the Leicestershire Highway Design Guide;*
- c) *no construction work to be undertaken until*

*an application had been submitted to and discharged by the Local Planning Authority setting out how the development would meet the requirements a – n set out in the Site Allocations Policy SA3 of the Blaby District Local Plan (Delivery) Development Plan Document, adopted February 2019; and*

- d) *the proposed units on the site must not be operational until the improvements to the junctions on Leicester Lane and St Johns and the site road layout, as set out in the submitted plans, had been approved, constructed and completed and confirmation received from the Local Highways Authority that these met the relevant standards set out in the Leicestershire Highway Design Guide.*

**Reasons:**

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

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

**10. Application No:** 19/0208/HH

**Description:** Demolish existing conservatory and replace with a single storey rear extension, loft conversion with rear dormer, garage conversion with extension to the front of the garage

**Location:** 23 Murby Way Thorpe Astley Braunstone Town

Leicestershire

**Response:**

1. *Braunstone Town Council does not object to the extensions, nor the loft conversion; subject to replacement on-site parking in accordance with Development Management Policy 8; and*
2. *Braunstone Town Council objects to the dormer window in the loft conversion.*

**Reasons:**

1. *Murby Way was the main route providing access to the Thorpe Astley estate and local amenities, parking on the highway would present safety issues to highway users.*
2. *The dormer window in the loft conversion gave a viewpoint over neighbouring properties, which could result in an adverse impact on the amenity enjoyed by residents at these properties in terms of privacy.*

**11. Application No:** 19/0223/HH

**Description:** Two storey side extension with part render and demolish existing garage

**Location:** 43 Farmway Braunstone Town Leicestershire LE3 2XB

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

- a) *the replacement onsite parking for three vehicles, as detailed in the submitted plans, being porous, provided prior to the development and remaining permanently available; and*
- b) *the proposed window in the side elevation of the extension being of opaque glass and no additional windows in the side elevation, without the explicit consent of the local planning authority.*

**Reasons:**

- a) *The proposals would result in additional bedrooms, with the loss of the existing side parking provision, a porous surface would reduce additional surface water run-off.*
- b) *To avoid an adverse impact on the amenity enjoyed by the neighbouring property in terms of privacy.*

### 131. **Planning Decisions**

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

**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.*

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

The Committee received feedback concerning planning application decisions by Blaby District Council where the Committee had queried the decision.

Councillor Berrington provided feedback on planning application 18/1424/FUL – Land Rear of 23 Valley Drive, where the Committee had raised particular concerns about the access arrangements and that the proposals would be significantly detrimental to amenity. Councillor Berrington had visited the site and spoken with a planning officer, there were only two dwellings (semi-detached) on the site and this did not require separate footway access. There were five parking spaces and sufficient garden space at the rear of the properties. Therefore it had been considered acceptable in planning terms.

### 133. **Consultation on Proposed Modifications to Leicestershire Minerals and Waste Local Plan to 2031**

The Committee received and commented on the proposed main modifications, following the examination hearing sessions, to the proposed Leicestershire Minerals and Waste Local Plan to 2031 (item 10 on the agenda).

**RESOLVED** that the proposed main modifications to the Leicestershire Minerals and Waste Local Plan be noted and that no further response be given.

*Reason for Decision*

*The Council had made representations and its recommendations had not been adopted by the Examination Inspector. The process of reviewing and adopting a Local Plan is set out in Acts of Parliament and various statutory guidance and re-stating previous representations and/or raising new objections to matters not covered by the Main Modifications, would not be admissible at this stage.*

### 134. Lubbesthorpe Strategic Consultative Forum

The Committee reported on the meeting of the Lubbesthorpe Strategic Consultative Forum held on 27th February 2019 (item 11 on the agenda).

Councillors Waterton, Ambrose and Wright provided feedback on the recent meeting of the Forum, which they had attended.

On 4th February there were 255 occupations. There would be 56 Affordable Housing units in Phase 1A, which consisted of 40 two bed houses and 16 three bed houses. 45 were Affordable Rent and 11 Shared Ownership. Affordable Occupations was currently 23.

Concerning provision for the elderly it was anticipated that a facility would be built to house 60 – 70 residents. In addition, in a later phase bungalows would be built.

Concerning the scheme of works for Murby Way/Foxon Way, it was confirmed that this would entail installing tactile paving at the existing crossing points and no further work was anticipated. The developer had submitted proposals to the County Council for approval and the District Planning Authority had indicated that if it was approved, the condition would be discharged.

In respect of the Land Trust, the costs associated with maintaining the open space would only be underwritten by Drummond until the last house had been completed.

It was announced at the meeting that it would be the last meeting of the Forum, which was being discontinued. It had been suggested that this was because the new Parish Council for Lubbesthorpe would be established in May. However, Councillor Waterton had challenged this logic, given that most of the issues discussed at the Forum were wider locality issues.

**RESOLVED** that written confirmation be requested from Blaby District Council that the Lubbesthorpe Strategic Consultative Forum would be ended, including asking for the reasons for the decision and confirmation on the process for dealing with Lubbesthorpe related matters in the future.

*Reason for Decision*

*Official confirmation would be required, since the Council made appointments to the Forum. The Council would also need to review how it engaged with Blaby District Council going forward on Lubbesthorpe related matters.*

### 135. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2018 to 26th February 2019 (item 12 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with the income and expenditure against the budget for 2018/2019.*

**136. Approval of Accounts**

The Committee considered payments from 9th January 2018 until 26th February 2019 (item 13 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 9th January 2018 until 26th February 2019 be approved.

*Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations and to ensure that the ledger was accurate in order that spend against the budget could be monitored effectively.*

**137. Termination of the Meeting**

The meeting closed at 9.00pm.

**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 for 4<sup>th</sup> April 2019.*