



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

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PLANNING APPLICATIONS

PUBLIC INSPECTION OF PLANS AND PARTICIPATION

1. The Planning Applications can be inspected at the offices of Blaby District Council to whom representations should be made and they are also available Blaby District Council's website at www.blaby.gov.uk under Planning Application Search
2. A list of the applications to be considered by the Town Council's Planning & Environment Committee are listed on the Town Council's website www.braunstonetowncouncil.org.uk
3. The applications will be considered by the Braunstone Town Council's Planning and Environment Committee, which may make its own observations and forward them to the relevant Planning Authority.
4. Braunstone Town Council and Blaby District Council have introduced procedures to enable applicants, objectors and supporters to speak on applications brought before their relevant Committees.

29th November 2019

To: Councillor Robert Waterton (Chair), Position Vacant (Vice-Chair) and Councillors Anthea Ambrose, Sohan Johal, Phil Moitt, Satindra Sangha, Darshan Singh, Christiane Startin-Lorent, Imran Uddin, Marion Waterton and Mr John Dodd (Ex-Officio).

Dear Councillor

You are summoned to attend a meeting of the **PLANNING & ENVIRONMENT COMMITTEE** to be held in the **Ravenhurst Room** at Braunstone Civic Centre on **Monday, 9th December 2019** commencing at **6.30pm**, for the transaction of the business as set out below.

Yours sincerely,

Executive Officer & Town Clerk

AGENDA

1. **Apologies**
To receive apologies for absence.
2. **Disclosures of Interest**
To receive disclosures of Interest in respect of items on this agenda:
 - a) Disclosable Pecuniary Interests,
 - b) Other Interests (Non-Pecuniary).

3. **Appointment of Interim Vice-Chair**
To consider the appointment of an interim Vice-Chair, subject to consideration by a future meeting of Council, due to the position currently being vacant.
4. **Public Participation**
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.
5. **Minutes of the Meeting held 7th November 2019**
To confirm the accuracy of the Minutes of the Meeting held on 7th November 2019 to be signed by the Chairperson (**Enclosed**).
6. **Planning and Licensing Applications dealt with under Delegated Authority**
To receive and note responses to planning and licensing applications taken under Delegated Authority. (**Enclosed**).
7. **Planning and Licensing Applications**
To agree observations on planning and licensing applications received (**Enclosed**).
8. **Additional Planning and Licensing Applications**
To agree observations on planning and licensing applications received since the publication of the agenda (if any).
9. **Lubbesthorpe**
To consider any issues for the next meeting of local Parishes concerning Lubbesthorpe.
10. **Planning & Environment Objectives**
To consider the Planning & Environment Priorities and Objectives and determine whether they were relevant to address current and emerging issues faced by the Council and the community (**Enclosed**).
11. **Financial Comparisons**
To receive Financial Comparisons for the period 1st April 2019 to 30th November 2019 (**Enclosed**).
12. **Capital Plan and Budget Estimates 2020/2021**
To consider a Statement of Expenditure for 1st April 2018 to 31st March 2019, a list of capital projects for 2020/2021 and beyond and a proposed budget for 2020/2021 for recommendation to Policy & Resources Committee (**Enclosed**).

Next Scheduled Meeting: 7.30pm, Thursday 9th January 2020.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANNING & ENVIRONMENT COMMITTEE

THURSDAY 7TH NOVEMBER 2019

PRESENT: Councillor Robert Waterton (Chair) and Councillors Anthea Ambrose, Nick Brown (substituting for Councillor Bill Wright), Amanda Hack (substituting for Satindra Sangha), Phil Moitt, Darshan Singh, Christiane Startin-Lorent and Marion Waterton.

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

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

71. Apologies

Apologies for absence were received from Councillors Satindra Sangha and Bill Wright and Mr John Dodd (Ex-Officio).

72. Disclosures of Interest

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

73. 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 seven members of the public present.

In relation to item 5 on the agenda, Arriva Click, one Member of the public raised the importance of driver safety and monitoring driving to ensure there were no infringements, for example, with speeding.

Members of the public raised the following issues in relation to item 6 on the agenda, Air Quality Monitoring Annual Status Report 2019:

- (a) the importance of measuring particulates as well as Nitrogen dioxide;
- (b) the need to get readings for Thorpe Astley, due to its location between major roads;
- (c) Kensington & Chelsea Borough Council had undertaken a study that found for every £100 invested in tackling air quality, £650 in other costs were saved;
- (d) concern that additional lorries on the road contributed towards poorer air quality; and

- (e) the need to encourage the installation of electric car charging points and convenient locations, such as supermarkets.

74. Minutes of the Meeting held 10th October 2019

The Minutes of the Meeting held on 10th October 2019 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 10th October 2019 be approved and signed by the Chairperson as a correct record.

75. Arriva Click

Following the launch of Arriva Click, the Committee received a presentation from Adam Toone, Head of Commercial Growth – DRT, Arriva (which is attached at Appendix 1 of these minutes), in order to understand how the service was being used, future proposals for its development and how Arriva and the Town Council could work together to promote its use in Braunstone Town (item 5 on the agenda).

In response to the presentation and the issue raised during public participation, the following issues were identified:

- (a) the need to ensure Arriva Click carried more passengers, otherwise it was effectively a taxi service; currently it carried an average of 5 passengers per hour and for the service to be commercially viable it would need to carry 8 to 12 passengers;
- (b) when booking Arriva Click, the technology tries to best match the passengers and the journeys; it was suggested that in order to best match journeys the app could suggest an alternative time;
- (c) Arriva had corporate policies in place to ensure safety, driving, including speeds was recorded and the data was downloaded and analysed; breaches were followed up in accordance with the policy;
- (d) Passenger journeys were 20% from New Lubbethorpe and 80% from elsewhere; it was important to analyse passenger journeys and type of passenger in order to integrate services going forward;
- (e) it was important to work with local businesses on Meridian Business Park and at Fosse Park to integrate and promote Arriva Click in order to raise awareness, adapt the service and change habits;
- (f) concessions were not available on Arriva Click, except for New Lubbethorpe residents, since these were funded by Drummond; and
- (g) concern that once Section 106 funding had expired that the service would no longer be viable; it was confirmed that the intention was to increase use and there was no intention to increase fares (except inflation) or change the model.

RESOLVED

1. that the Council and Arriva Click work together to improve communications with residents, including through drop-in information sessions; and
2. that Arriva Click be requested to share safety and usage statistics.

Reasons for Decision

1. *To assist with raising awareness of the service and to support work towards it being sustainable in the long term.*
2. *To reassure residents that safety was being taken seriously and to enable awareness messages to be targeted.*

76. Air Quality Monitoring Annual Status Report 2019

The Committee received a presentation from Anna Farish and David Gould, Blaby District Council Environmental Health, concerning Air Quality Monitoring and Actions (which is attached at Appendix 2 of these minutes).

It was confirmed that the Annual Status Report for 2019 would be available shortly. Blaby District Council had also submitted a bid for grant funding of £120,000 to continue its work with businesses, schools and the community on active and sustainable travel. The outcome of the bid would be known in February 2020.

In response to the presentation and the issues raised during public participation, the following issues were identified:

- (a) averages disguised hourly peaks; however, statistically if the average was below 60 it was accepted that the hourly peaks would not be a concern;
- (b) there was a need for Blaby District Council to push the expansion of infrastructure to facilitate the increase in electric cars, which was included as an objective in the Blaby Plan;
- (c) it was important to understand travel movements in order to tackle air quality; it was confirmed that Blaby District Council worked closely with Leicestershire County Council in this respect;
- (d) particulate matter 10 was measured in two places in Blaby District, it was not possible to measure particulate matter and nitrogen dioxide at the same time; however, nitrogen dioxide levels could be used as an indication of whether particulate matter was an issue.

RESOLVED that the presentation be received and noted.

Reason for Decision

To engage with initiatives and keep up to date with progress with reducing roadside particulates.

77. Planning and Licensing Applications dealt with under Delegated Authority

The Committee received and noted responses to planning applications taken under Delegated Authority (item 7 on the agenda). No licensing applications were received.

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:** 19/1283/FUL

Description: Change of use of dwellinghouse (use class C3) to house in multiple occupation for up to 8 occupants (Sui Generis)

Location: 1 Gayhurst Close Braunstone Town Leicestershire LE3 2UP (Millfield Ward)

Response: *Braunstone Town Council objects to the application to change the use of this dwellinghouse into an 8 bedroom house in multiple occupation.*

Reason: *The proposal to convert this family dwelling into an 8 bedroom house in multiple occupation would result in over-intensification of the use of the site which would be out of keeping with the character of the wider area. The scheme does not have sufficient parking for the number of rooms at the property and would result in over-parking on the adjacent narrow highways potentially causing obstruction to highway users (including pedestrians) and to the access of neighbouring properties. The plans would also create cramped living conditions and conditions that would be detrimental to the residential amenities of neighbouring properties by increased comings and goings and activity on the site resulting in undue noise and disturbance.*

78. Planning Applications and Licensing Applications

The Committee received details of planning applications to be considered by Blaby District Council (item 8 on the agenda). The Committee noted that there were no licensing applications.

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

Planning Applications

1. **Application No:** 19/1290/HHPD

Description: The erection of a single storey rear extension which would extend beyond the rear wall of the original dwellinghouse by 6.0m, for which the maximum height would be 3.6m and the height to the eaves would be 2.5m.

Location: 74 Henley Crescent Braunstone Town
Leicestershire LE3 2SE (Ravenhurst & Fosse Ward)

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.*

2. **Application No:** 19/1293/HHPD

Description: The erection of a single storey rear extension which would extend beyond the rear wall of the original dwellinghouse by 4.5m, for which the maximum height would be 3.0m and the height to the eaves would be 2.8m

Location: 47 Gavin Close Thorpe Astley Braunstone Town
Leicestershire LE3 3UG (Thorpe Astley Ward)

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

Reason: *The rear extension was single storey and would be used for storage to replace a wooden shed and therefore was unlikely to have an adverse impact on the amenity enjoyed by the neighbouring properties.*

79. **Additional Planning and Licensing Applications**

The Committee received details of a planning application received since the publication of the agenda (item 9 on the agenda). The Committee noted that there were no licensing applications.

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

- 3. Application No:** 19/1397/HH
- Description:** Single storey rear and side extension and replace existing flat roof with pitched roof
- Location:** 52 Gwencole Crescent Braunstone Town Leicestershire LE3 2FH (Winstanley Ward)
- Response:** *Braunstone Town Council does not object to the single storey rear and side extension, including replacing the existing flat roof with a pitched roof.*
- Reason:** *There was an existing building on a similar footprint and the extension was unlikely to have an adverse impact on the amenity enjoyed by the neighbouring properties.*

80. Planning Decisions

The Committee received and noted planning decisions made by Blaby District Council (item 10 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.

81. Feedback on Planning Application Decisions

The Committee received feedback concerning planning application decisions by Blaby District Council where the Committee has queried the decision (item 11 on the agenda).

In respect of planning application 18/1041/FUL at Aldi, Meridian Way, Councillors Amanda Hack, Christiane Startin-Lorent, Marion Waterton and Robert Waterton met with the consultants who were representing Aldi on 9th October 2019. It had been a constructive meeting which discussed the footpath diversion, confirmed a crossing would be installed at the entrance, timescales for the works and assistance with providing information to the community and raising awareness.

82. Planning Decision Appeal

The Committee considered whether to make representations in respect of a Planning Appeal against the decision of the District Planning Authority to

refuse a planning application for a single storey front extension at 1 Hat Road (item 12 on the agenda).

RESOLVED that the appeal be noted.

Reason for Decision

The Council had objected to the application since the proposed extension would significantly protrude the front building line on Hat Road and as such would be visually intrusive and add a discordant element to the street scene.

83. Motion on Notice from Council: Houses in Multiple Occupation

The Committee considered the issues raised by the motion on notice referred by Council on 26th September 2019, in respect of the impact from the increase in the number of Houses in Multiple Occupation in the Parish (item 13 on the agenda).

RESOLVED

1. that a letter be sent to Blaby District Council, including all District Councillors for Braunstone Town, and any other relevant authorities or bodies asking for changes in the legislation to be sought concerning linking the licencing and planning approval processes for Houses in Multiple-Occupation, including:
 - (a) where planning change of use was required, the licence not being issued or taking effect until planning approval had been given,
 - (b) the licence process being expanded to cover requirements which reduce adverse impact on the neighbouring area, including on-site car parking provision and reducing the impact of noise, and
 - (c) the enforcement processes for those Houses in Multiple-Occupation which had not received the relevant approvals being linked so that failure to comply with the licensing or planning obligations would count as a breach of the other;
2. that Blaby District Council be asked to review its policies and enforcement procedures for dealing with Houses in Multiple Occupation; and
3. that a report be submitted to the meeting of the Committee, scheduled for 9th January 2020, detailing known and potential Houses in Multiple Occupation in Braunstone Town and setting out feedback and issues which had been identified.

Reasons for Decision

1. *To ensure that the regulatory framework was clear, efficient to operate and allowed for the provision of Houses in Multiple Occupation while ensuring controls would be in place to safeguard residents of such properties and protect the amenity of the surrounding area.*
2. *To ensure that there was full coordination and information sharing between the licencing and planning functions.*

3. *To monitor the expansion of Houses in Multiple Occupation, to ensure that such properties were properly regulated and to ensure that communities were not adversely affected.*

84. Neighbourhood Planning

The Committee reviewed the position concerning whether the Town should be designated as a Neighbourhood for the purposes of undertaking a Neighbourhood Plan (item 14 on the agenda).

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

Reason for Decision

Successful Neighbourhood Planning required the leadership and involvement of the Town Council and Town Councillors and an indication of a wider community desire to undertake neighbourhood planning; while there was some evidence of support, this was not sufficiently widespread to justify the resources to facilitate the process, including engaging the community and making the necessary applications and applying for funding. Key areas such as Open Spaces are protected and an emerging Retail Study being undertaken by the District Council may provide for the protections the Town needs for its Community and Neighbourhood Shopping areas.

85. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2019 to 29th October 2019 (item 15 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.

86. Approval of Accounts

The Committee considered payments from 4th September 2019 until 29th October 2019 (item 16 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 4th September 2019 until 29th October 2019 be approved.

Reason for Decision

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

The meeting closed at 9.45pm.

NOTE:

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

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

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

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

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

These minutes are a draft and are subject to consideration for approval at the next meeting scheduled for Monday 9th December 2019.

BRAUNSTONE TOWN COUNCIL

PLANNING & ENVIRONMENT COMMITTEE – 9TH DECEMBER 2019

Item 6 – Planning and Licensing Applications dealt with under Delegated Authority

Purpose

To receive and note responses to planning and licensing applications taken under Delegated Authority.

Planning Application

- 1. Application No:** 19/1430/VAR

Description: Variation of Condition 4 of planning permission 19/1152/FUL (Change of use from dwelling (class C3) to residential institution (class C2) including conversion of garage and external alterations) to extend the age range to 8 to 16 years

Location: 59 Jewsbury Way Thorpe Astley Braunstone Town Leicestershire LE3 3RR (Thorpe Astley Ward)

Response: *Braunstone Town Council has no objections to the application to vary Condition 4 of planning permission 19/1152/FUL to extend the age range to 8 to 16 years.*

Reason: *Braunstone Town Council's response to planning application 19/1152/FUL concerned the number of children at the property, not the age range. While it was understood that the core age would be children aged 10 – 12, it would seem unreasonable to restrict a child's referral to the home who was 9 or eject a child because they had reached their 13th birthday, especially given Ofsted licence for the 8-16 age range.*
- 2. Application No:** 19/1452/HH

Description: Erection of a single storey rear extension and box dormer to roof

Location: 15 Little Masons Close Thorpe Astley Braunstone Town Leicestershire (Thorpe Astley Ward)

Response: 1. *Braunstone Town Council does not object to the single storey rear extension, nor the loft conversion; subject to:*
(a) provision of on-site parking in accordance with Development Management Policy 8, and

- (b) *the side window in the loft conversion being of opaque glass, non-opening and remaining so; and*
- 2. *Braunstone Town Council objects to the dormer window in the loft conversion.*

Reasons:

- 1. *The single storey rear extension could be accommodated within the curtilage of the property:*
 - (a) *the loft conversion would result in an additional bedroom at the property, Little Masons Close and the access to the property were narrow and any additional parking on the highway could cause obstruction and present safety issues to highway users;*
 - (b) *the side window in the loft conversion could provide a vantage point adversely impacting upon the amenity enjoyed by residents at neighbouring properties in terms of privacy.*
- 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.*

BRAUNSTONE TOWN COUNCIL

PLANNING & ENVIRONMENT COMMITTEE – 9th DECEMBER 2019

Item 7 – Planning and Licensing Applications

Purpose

To agree observations on planning and licensing applications received.

Planning Applications

- 1. Application No:** 19/1476/HH
Description: Single storey front and rear extensions and demolition of existing garage and construction of replacement single garage with covered linking walkway
Location: 19 Millfield Crescent Braunstone Town Leicestershire LE3 2XJ (Millfield Ward)
- 2. Application No:** 19/1478/HH
Description: Single storey rear/side extension
Location: 24 Monica Road Braunstone Town Leicestershire LE3 2PR (Ravenhurst & Fosse Ward)
- 3. Application No:** 19/1508/OUT
Description: Erection of a detached dwelling (Outline with all matters reserved)
Location: 268 Braunstone Lane Braunstone Town Leicester Leicestershire (Winstanley Ward)
- 4. Application No:** 19/1499/DOC
Description: Application to discharge condition 3 (materials) relating to permission 19/0866/FUL
Location: 440 Braunstone Lane Braunstone Town Leicestershire LE3 3DG (Winstanley Ward)
- 5. Application No:** 19/1520/HH
Description: Loft Conversion with new dormers to front and rear elevations
Location: 2 Southside Road Braunstone Town Leicestershire LE3 2YZ (Millfield Ward)

Licensing Applications

There are no licensing applications.

BRAUNSTONE TOWN COUNCIL

PLANNING & ENVIRONMENT COMMITTEE – 9TH DECEMBER 2019

Item 10 - Planning & Environment Objectives

Purpose

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

Town Council Mission

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

Mission Statement - *We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination. "Spectemur. Agendo" translates "Let us be Judged by Our Actions"*

Town Council Priorities (2019/2020)

In addition to the Mission Statement, the Town Council has nine Key Priorities for 2019/2020, two of which fall partly within the remit of the Planning & Environment Committee:

3. Quality of Life Services

The Town Council continues to provide and support important quality of life initiatives, such as crime reduction and grants for community groups, youth projects and individuals and on tackling poor air quality, recognising the importance of air quality in light of the new Lubbesthorpe development, which could result in an increase in air pollution in Blaby District. Since 2014, the Town Council has supported the Local Area Co-ordination project connecting it with the community and by providing a base from which it can operate.

8. Lubbesthorpe

The Town Council continues to represent the concerns of residents and monitor the impact upon their quality of life of the Lubbesthorpe construction, particularly the M1 bridge construction. Following a consultation, the Town Council is actively working with the developer and Blaby District Council to ensure that the land adjacent to the M1 bridge is suitably landscaped to provide protection for residents from the new road and to provide a leisure and recreation space.

For information, the remaining seven key priorities are:

1. Shakespeare Park
2. Community Centres
4. Enhancing a Socially Inclusive and Vibrant Community
5. Meet the needs of Thorpe Astley residents by facilitating the delivery of services and events at Thorpe Astley Community Centre
6. Braunstone Town Library
7. Thorpe Astley Open Spaces
9. Efficient Services

Town Council Objectives

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

The Planning and Environment Objectives are as follows:

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the needs of future generations.
2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
4. To inform and consult local residents about major planning proposals, Development Plans and other planning initiatives by central and local government.
5. To work with others to minimise the impact of traffic and from air and light pollution.
6. To promote responsible dog ownership and waste disposal.
7. To provide and maintain street seats and notice boards at key locations.
8. To monitor the New Lubbethorpe development and to respond to any implications of that development for the environment of the Town.

Reviewing Priorities and Objectives

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

Action Requested

Review the Planning and Environment priorities and objectives in order to make recommendations to Policy & Resources Committee, with a view to the Council adopting any changes in January 2020.

Financial Budget Comparison

Comparison between 01/04/19 and 30/11/19 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Actual Net	Balance
8. Planning & Environment				
Income				
890	Consumer Products (Sales)			
890/1	General	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,700.00	£1,115.34	-£584.66
890/3	Waste & Garden Bags	£560.00	£337.79	-£222.21
890	Total	<u>£2,260.00</u>	<u>£1,453.13</u>	<u>-£806.87</u>
Total Income		<u>£2,260.00</u>	<u>£1,453.13</u>	<u>-£806.87</u>
Expenditure				
8190	Professional Fees	£250.00	£0.00	£250.00
8440	Waste Services (Dog Bins)	£8,300.00	£5,241.60	£3,058.40
8460	Furniture	£2,000.00	£39.96	£1,960.04
8900	Consumer Products (Purchase for resale)			
8900/1	Poop Scoops	£1,600.00	£1,032.00	£568.00
8900/2	Waste & Garden Bags	£420.00	£0.00	£420.00
8900	Total	<u>£2,020.00</u>	<u>£1,032.00</u>	<u>£988.00</u>
Total Expenditure		<u>£12,570.00</u>	<u>£6,313.56</u>	<u>£6,256.44</u>

Financial Budget Comparison

Comparison between 01/04/19 and 30/11/19 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/19

	2019/2020	Actual Net	Balance
Total Income	£1,804,443.00	£711,962.17	
Total Expenditure	£1,822,443.00	£530,247.31	
Total Net Balance	-£18,000.00	£181,714.86	

BRAUNSTONE TOWN COUNCIL

PLANNING & ENVIRONMENT COMMITTEE – 9TH DECEMBER 2019

Item 12 - Capital Plan and Budget Estimates 2020/2021

Purpose

To consider a Statement of Expenditure for 1st April 2018 to 31st March 2019, a list of capital projects for 2020/2021 and beyond and a proposed budget for 2020/2021 for recommendation to Policy & Resources Committee.

Background

Policy and Resources Committee on 31st October 2019 and Council on 21st November 2019 approved the Council's Medium Term Priorities and Financial Planning, which sets the framework for planning the budget estimates and setting of the precept.

As part of this process each Committee recommends to Policy and Resources Committee a proposed budget. To assist the Committee, the budget outturn for last financial year, 2018/2019, is attached at Appendix 1. The Financial Comparisons for the current financial year, 2019/2020, is enclosed as a separate item on the agenda. A proposed budget for Planning and Environment's Service Area for the next financial year, 2020/2021, is attached at Appendix 2.

Budget Estimates 2020/2021

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

Waste Services

Braunstone Town Council had a contract with Blaby District Council to empty 48 dog bins and 1 litter bin twice a week located on land owned by the Town Council. The charge for this service was £7086.04 per annum. This relates to a rate of £1.395 per dog bin empty and £1.175 per litter bin empty.

In November 2018 Blaby District Council announced that, following a review of their Parish Bin Service, they were proposing to increase their rates from 1st April 2019 to £2.79 per bin empty. There would no longer be separate charges for dog or litter bin emptying. Further, from 1st April 2020 an extra charge would be made for each bin collection that was greater than 10m from the highway. Due to the location of many of the Town Council bins on our parks, this extra charge would be payable on many of our bins. From 1st April 2019, if we plan to utilise the service from Blaby District Council, the cost for the emptying of all our bins on a twice a week collection would

have increased to £14217.84 per annum, relating to a £7131.80 increase to the annual cost.

If the service from Blaby District Council had continued from 1st April 2020 the Town Council would see a further increase of £1.00 per bin from £2.79 to £3.79 for those bins more than 10 metres from the highway.

In light of this increase in cost, alternative options were investigated in order to assess to continue with the dog waste bin emptying and disposal service within the existing budget.

Quotations were obtained from four contractors to provide a dog bin emptying service based on a twice weekly basis and the contract was awarded to Target Pest Control. It was agreed that an audit of the number of bins, locations and frequency of bin emptying be undertaken between 1st April 2019 to 31st August 2019.

An audit of the dog bins was undertaken up to 30th September 2019 and it was agreed with the contractor and Town Council staff that the only change to the contract was to decrease the emptying of the dog bins to once a week at a charge of £2.10 per bin per collection. This equates to £5,241.60 per year plus VAT by using the existing contractor. This reduction in the number of times the bins are emptied amounts to a saving of £5,241.60 per annum without an adverse effect on the service. Therefore, *Waste Services* has been reduced from £8,300 to £5,300.

Street Furniture

Based on the decision of the Committee to explore gateway signage to the Town at the Parish Boundary with Lubbesthorpe on the new road connecting Thorpe Astley with Lubbesthorpe and at the entrances to Thorpe Astley estate (Minute 43), *Street Furniture* expenditure is proposed to increase by £3,000 to £5,000 to cover the consultancy, design costs and insurance costs. Since the signage will be a physical asset, it is recommended that the item be included on the Capital Plan and that once full costs are known, an amount is earmarked in the reserves to cover the cost.

Capital Plan

The current Capital Plan, approved by Council on 31st January 2019, does not contain any items under Planning and Environment service areas. Given that the Committee has resolved to provide gateway signage to the Town at the Parish Boundary with Lubbesthorpe on the new road connecting Thorpe Astley with Lubbesthorpe and at the entrances to Thorpe Astley estate and this will be a physical asset, it is recommended that the item be included on the Capital Plan and that once full costs are known, an amount is earmarked in the reserves to cover the cost.

Recommendations

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

1. that the draft Estimates for the Planning and Environment Committee, as attached at Appendix 2, be included in the Budget Estimates for 2020/2021;
2. that gateway signage to the Town at the Parish Boundary with Lubbesthorpe on the new road connecting Thorpe Astley with Lubbesthorpe and at the entrances to Thorpe Astley estate be included on the 2020/21 Capital Plan; and
3. that once full costs are known, an amount is earmarked in the reserves to cover the cost of the signs, referred to in 2 above.

Reasons

1. To ensure appropriate resources for Planning and Environment Services.
2. The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and could therefore explore incorporating speed reminders and/or safety messages.
3. The signs would be a capital asset, the cost was likely to exceed the amounts in the annual Planning & Environment Expenditure Revenue Budget; however, the life span of the signs would be approximately 30-40 years.

Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

	2018/2019	Actual Net	Balance
8. Planning & Environment			
Income			
890 Consumer Products (Sales)	£2,260.00	£1,742.00	-£518.00
Total Income	£2,260.00	£1,742.00	-£518.00
Expenditure			
8190 Professional Fees	£250.00	£0.00	£250.00
8440 Waste Services	£8,300.00	£7,168.04	£1,131.96
8460 Furniture	£1,000.00	£0.00	£1,000.00
8680 Grit Bins	£0.00	£0.00	£0.00
8900 Consumer Products (Purchase for resale)	£2,020.00	£1,819.08	£200.92
8950 Highways Grass Cutting	£0.00	£0.00	£0.00
Total Expenditure	£11,570.00	£8,987.12	£2,582.88

Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

	2018/2019	Actual Net	Balance
Total Income	£1,769,328.00	£758,619.54	-£1,010,708.46
Total Expenditure	£1,806,328.00	£790,437.86	£1,015,890.14
Total Net Balance	-£37,000.00	-£31,818.32	

APPENDIX 2
PLANNING & ENVIRONMENT COMMITTEE
DRAFT ESTIMATES 2020/2021

KEY	EXPENDITURE	
	Management & Administration Apportioned to services as follows:-	
	4.84%	25,701.80
1.(s222)	Professional Fees	250.00
8.(ss5&6)	<i>Waste Services</i>	<i>5,300.00</i>
2.(ss2&3)	<i>Street Furniture</i>	<i>5,000.00</i>
8.(ss5&6)	Consumer Products (Purchase for resale) Poop Scoops	1,600.00
3.(s31)	Consumer Products (Purchase for resale) Waste & Garden Bags	420.00
	TOTAL EXPENDITURE	38,271.80
KEY	INCOME	
	Consumer Products (Sales) Poop Scoops	1,700.00
	Consumer Products (Sales) Waste & Garden Bags	560.00
	TOTAL INCOME	2,260.00
	NET REQUIREMENT	36,011.80

Street Furniture increased based on previous decisions of Committee.

Waste: New Dog Bin Contract Savings - reduced rate and frequencies.

NOTE: The Management & Administration apportionment (both the percentage and amount) is set by Policy & Resources Committee. For illustrative purposes the apportionment shown is