



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 January 2020

To: Councillor Robert Waterton (Chair), Phil Moitt (Vice-Chair) and Councillors Anthea Ambrose, Sohan Johal, 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 Fosse Room at Braunstone Civic Centre on **Thursday 6th February 2020** commencing at **7.00pm**, 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. **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.

4. **Minutes of the Meeting held 9th January 2020**

To confirm the accuracy of the Minutes of the Meeting held on 9th January 2020 to be signed by the Chairperson (**Enclosed**).

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

To receive and note responses to planning and licensing applications taken under Delegated Authority. (**Enclosed**).

6. **Planning and Licensing Applications**

To agree observations on planning and licensing applications received (**Enclosed**).

7. **Additional Planning and Licensing Applications**

To agree observations on planning and licensing applications received since the publication of the agenda (if any).

8. **Welcome Signage to Thorpe Astley**

To receive proposed designs for welcome signage at Thorpe Astley and to consider the next stages of the process, including consultation (**Enclosed**).

9. **Lubbesthorpe**

To consider any issues for the next meeting of local Parishes concerning Lubbesthorpe

Next Scheduled Meeting: 7.30pm, Thursday 5th March 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 9TH JANUARY 2020

PRESENT: Councillor Robert Waterton (Chair), Phil Moitt (Vice-Chair) and Councillors Anthea Ambrose, Sohan Johal, Darshan Singh, Christiane Startin-Lorent and Marion Waterton.

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

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

99. Apologies

An apology for absence was received from Councillor Imran Uddin.

100. Disclosures of Interest

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

101. 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.

102. Minutes of the Meeting held 9th December 2019

The Minutes of the Meeting held on 9th December 2019 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 9th December 2019 be approved and signed by the Chairperson as a correct record.

103. 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.

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:** 19/1585/FUL
- Description:** Demolition of existing garage and erection of 2 x 1 bedroom flats
- Location:** 438A Braunstone Lane Braunstone Town
Leicester Leicestershire
- Response:** *Braunstone Town Council does not object to the application; subject to:*
- i. the internal layout, including the size of the rooms, meeting the relevant standards for the type of accommodation;*
 - ii. the on-site parking shown in the plans being made available for use prior to occupation and remaining available in perpetuity; and*
 - iii. confirmation that sufficient alternative on-site parking with suitable access was being provided for 438A Braunstone Lane.*
- Reasons:** *Beech Drive contained similar infill developments and a mixture of detached and semi-detached properties; therefore, the proposal would be in keeping with the character of the area, while giving regard to:*
- i. ensuring that the accommodation was suitable for occupation;*
 - ii. to prevent over parking on Beech Drive, which had a similar development opposite and could impact adversely on highway safety; and*
 - iii. to avoid additional parking on the highway following the loss of garage space for 438A Braunstone Lane.*

104. Planning Applications and Licensing Applications

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

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

Planning Applications

- 1. Application No:** 19/1616/HH
- Description:** Two storey side and single storey front and rear extensions
- Location:** 65 Kingsway North Braunstone Town Leicestershire LE3 3BD (Winstanley Ward)

- Response:**
1. *Braunstone Town Council does not object to the application; subject to:*
 - i. *no windows in the first floor side elevation without the explicit consent of the local planning authority; and*
 - ii. *on-site parking being made available for 3 vehicles prior to the garage being converted and being permanently available for use.*
 2. *Braunstone Town Council requests that advice be given to the applicant concerning work and delivery vehicles avoiding parking on the highway (including the footway) and arriving and leaving during school start and end times.*

- Reasons:**
1. *The property was located on a reasonable sized large plot, which was landscaped and therefore was unlikely to have an adverse impact on the neighbouring properties; however:*
 - i. *any windows in the first floor side elevation could adversely affect the privacy of the neighbouring property; and*
 - ii. *the property was opposite two schools and close to a junction and any additional on-street parking could adversely affect the safety of highway users, including footway users.*
 2. *To protect the safety of school children.*

105. Additional Planning and Licensing Applications

The Committee noted that there were no additional planning or licensing applications received since the publication of the agenda.

106. 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.

107. Feedback on Planning Application Decisions

The Committee noted there was no outstanding feedback concerning planning application decisions by Blaby District Council where the Committee had queried the decision.

108. Lubbesthorpe

The Committee noted that no further meetings had been scheduled with local Parishes concerning Lubbesthorpe. Scheduling a further meeting was due to be considered by Leicester Forest East Parish Council on 22nd January 2020.

109. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2019 to 30th December 2019 (item 11 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.

110. Approval of Accounts

The Committee considered payments from 30th October 2019 until 30th December 2019 (item 12 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.

111. Houses in Multiple Occupation

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

The Committee received details of known and potential Houses in Multiple Occupation in Braunstone Town and setting out feedback and issues which have been identified (item 13 on the agenda).

RESOLVED

1. That the report be noted and the information concerning suspected Houses in Multiple Occupation, which were not registered, be passed to the relevant enforcement team at Blaby District Council;
2. that Blaby District Council officers responsible for dealing with the regulatory framework in relation to Houses in Multiple Occupation be invited to a future meeting of the Committee; and
3. that a report be submitted to the meeting of the Committee, scheduled for January 2021, providing an update on 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 safeguard residents of potentially unregulated Houses in Multiple Occupation and protect the amenity of the surrounding area.*
2. *To understand more about the regulatory framework in place and how the Councils could work together to ensure Houses in Multiple Occupation were provided in the most appropriate location and to an appropriate standard.*
3. *To monitor the expansion of Houses in Multiple Occupation, to ensure that such properties were properly regulated and to ensure that communities were not adversely affected.*

The meeting closed at 8.15pm.

NOTE:

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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 Thursday 6th February 2020.

BRAUNSTONE TOWN COUNCIL

PLANNING & ENVIRONMENT COMMITTEE – 6TH FEBRUARY 2019

Item 5 – 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

- Application No:** 20/0019/HH

Description: Single storey side extension, garage conversion and internal Alterations

Location: 23 Amy Street Braunstone Town Leicestershire LE3 2FA (Ravenhurst & Fosse Ward)

Response: *Braunstone Town Council has no objections to the application, subject to details of flood proofing / resilience and resistance techniques being submitted in accordance with 'Improving the flood performance of new dwellings' CLG (2007) and approved by the Local Planning Authority.*

Reason: *The proposals were single storey on a large plot, which included replacing the existing garage provision; therefore the proposals were unlikely to have an adverse impact on the amenity enjoyed by neighbouring properties. The property was in flood zone and appropriate mitigating measures should be undertaken.*

BRAUNSTONE TOWN COUNCIL

PLANNING & ENVIRONMENT COMMITTEE – 6th FEBRUARY 2020

Item 6 – Planning and Licensing Applications

Purpose

To agree observations on planning and licensing applications received.

Planning Application

- 1. Application No:** 20/0018/HHPD
- Description:** The erection of a single storey rear extension which would extend beyond the rear wall of the original dwellinghouse by 6 metres, for which the maximum height would be 3 metres and the height to eaves would be 3 metres
- Location:** 19 St Marys Avenue Braunstone Town Leicestershire LE3 3FT (Winstanley Ward)

Licensing Application

- 1. Application No:** M & B Jackets
- Description:** Application Renewal
- Location:** Meridian East Business Park

BRAUNSTONE TOWN COUNCIL

PLANNING & ENVIRONMENT COMMITTEE – 6TH FEBRUARY 2020

Item 8 - Welcome Signage to Thorpe Astley

Purpose

To receive proposed designs for welcome signage at Thorpe Astley and to consider the next stages of the process, including consultation.

Background

On 8th August 2019, in order “to facilitate a request for signage to inform drivers that they were entering a residential area”, Planning & Environment Committee resolved “that a formal request be submitted to Leicestershire County Council for the installation of place signs at the entrances to the Thorpe Astley estate” (Minute 43).

The Town Council requested a message such as “Welcome to Thorpe Astley, please drive carefully through our residential area” along with an image of a residential area and/or images of families and children.

On 29th August 2019, Leicestershire County Council confirmed that the installation of new signs could be considered on behalf of Braunstone Town Council subject to them being fully funded by the Town Council, including confirmation that the full maintenance and public liability insurance will also be accepted by Braunstone Town Council. The County Council also advised that the Town Council would need to consult in the local vicinity on the proposed signs.

At Council on 26th September 2019, “Councillor Christiane Startin-Lorent asked that the Committee discuss the wording of the signs and Councillor Imran Uddin added that it was important to reflect Thorpe Astley was an integral part of Braunstone Town” (Council Minute 5791).

Proposed Design and Specification

Attached at Appendix 1 are the County Council’s *Guidelines for Third Party Funding of Highways Schemes*, which includes a flow diagram on the process.

Phases 1 and 2 have now been undertaken. As part of the process it was advised that the County Council would only permit signage of a simple design following standard font sizes and ratios. Advice was that clear and simple wording was more effective with drivers who only had a moment to see and read it, than a wordy and/or cluttered sign. An image of a residential area and/or images of families and children would not be as effective as the place name and a simple advice message. The County Council advised that a sign mounted on an existing lamp post would be too small and that the sign would need to be mounted on separate posts.

The County Council will permit the inclusion of the Parish Coat of Arms on the sign, to meet the request that Thorpe Astley is an integral part of Braunstone Town. Two logos have been added to the design and this can be reduced to one if preferred.

However, the County Council, citing Department of Transport guidance, advised that a 30mph speed limit symbol would not be permitted on the signs since there is no change of speed limit at the locations where the signs would be located. This is confirmed in a House of Commons Library Standard Note, dated 11th March 2014, on "*Roads: 30 mph repeater signs*". The notes states "30 mph repeater signs are not permitted on restricted roads; these are roads where there are street lights not more than 200 yards apart". The note goes on to say "Local authorities may not use 30 mph signs in built up areas. The general rule is that motorists are supposed to be aware that they are in a 30 mph area because the street lamps are 200 yards apart and the area is built-up. The general prohibition was the result of case law which makes it difficult to gain convictions for speeding if some restricted roads and not others have repeater signs".

A proposed design, including sizes and specification, is attached at Appendix 2. There will be no border around the Coat of Arms when the signs are manufactured. It is proposed to install three identical signs at the three entrances to the residential area: Murby Way, Foxon Way and Withers Way, just after the roundabouts. The locations are marked with a purple asterisk at Appendix 3.

The signs including the design, staff time, materials and installation will be approximately £1,000 per sign.

Consultation and Approvals

Should the Committee approve the design and locations, the next stage is to undertake a consultation in the vicinity and seek the necessary permissions, licences, legal agreements and orders.

To avoid the by-election purdah period and to provide time for publicity to be prepared, it is proposed the consultation would be open by the end of Friday 28th February 2020 for 3 weeks and closing at 9am on Monday 23rd March 2020 in order for the results to be reported to the meeting of Planning & Environment Committee scheduled on 2nd April 2020.

The consultation documentation would consist of a short summary of the Town Council's reason for the initiative, include the design and specification (Appendix 2) and the map of the locations (Appendix 3). The consultation would be available on the Town Council's website and in hard copy at Thorpe Astley Community Centre. A simple optional response form would be provided in hard copy and on the website to assist those responding.

The consultation will be notified in the March edition of the Braunstone Life, on the Town Council's website and social media and Town Council notice boards around Thorpe Astley.

The consultation will also include any details required by Leicestershire County Council.

Recommendations

1. That the proposed design of the *Welcome to Thorpe Astley* signs, including sizes and specification, as attached at Appendix 2, and their location, as shown by the purple asterisks on the map attached at Appendix 3, be approved for consultation;
2. that a consultation on the reasons for the proposed *Welcome to Thorpe Astley signs*, their design, specification and location, be undertaken between Friday 28th February 2020 for 3 weeks and closing at 9am on Monday 23rd March 2020 in accordance with the detail set out in the section of the report "Consultation and Approvals"; and
3. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Chair of the Planning & Environment Committee, to undertake and to commission the necessary consultations and approvals, as set out in Phase 3 of *Process for third party funded schemes*, attached at Appendix 1, including modification of the consultation set out in the report and at 2 above in order to comply with Leicestershire County Council requirements.

Reasons

1. The design welcomed drivers to Thorpe Astley, incorporating a message to drive carefully, and would be located at the entrances to the residential area. The design also included the Parish Coat of Arms, to identify that Thorpe Astley was an integral part of Braunstone Town.
2. To ensure residents and other relevant parties were informed about the proposal and the rationale and to provide them with an opportunity to make alternative suggestions.
3. To enable the necessary consultations to take place and permissions and approvals to be sought in order that the signs could be manufactured and installed.

Guidelines for Third Party Funding of Highways Schemes

Purpose of Guidelines

This guidance note sets out the process involved to develop and deliver a third party funded highway scheme.

Background

Leicestershire County Council allows proposed highway improvements to be funded by a third party provided they are safe and align with current regulations, guidance or good practice. All associated costs must be provided by the third party, from initial concept designs through to ongoing maintenance/insurance costs.

On receipt of a request for a highway improvement the proposal is assessed to check:

1. if it is appropriate for the highway (i.e. does it align with current regulations, guidance or good practice). If it does not, the scheme will not be supported by LCC and approvals will not be given for further development, regardless of whether third party funding is available; or
2. if the scheme meets our criteria for funding. If this is the case it will be added to a priority list to be funded by LCC when resources become available.

The funding assessment ensures that the County Council's resources are focused on locations that present the highest risk. The assessment is evidence based and uses a number of criteria dependent on the nature of the proposal and its location, including number of reported accidents, speed limits, average speeds, type of road and impact on emergency vehicles.

If the improvement does not meet our criteria for funding but is allowable on the highway, the option is available for the requestor to provide/seek third party funding to enable the proposal to be developed further, designed and built.

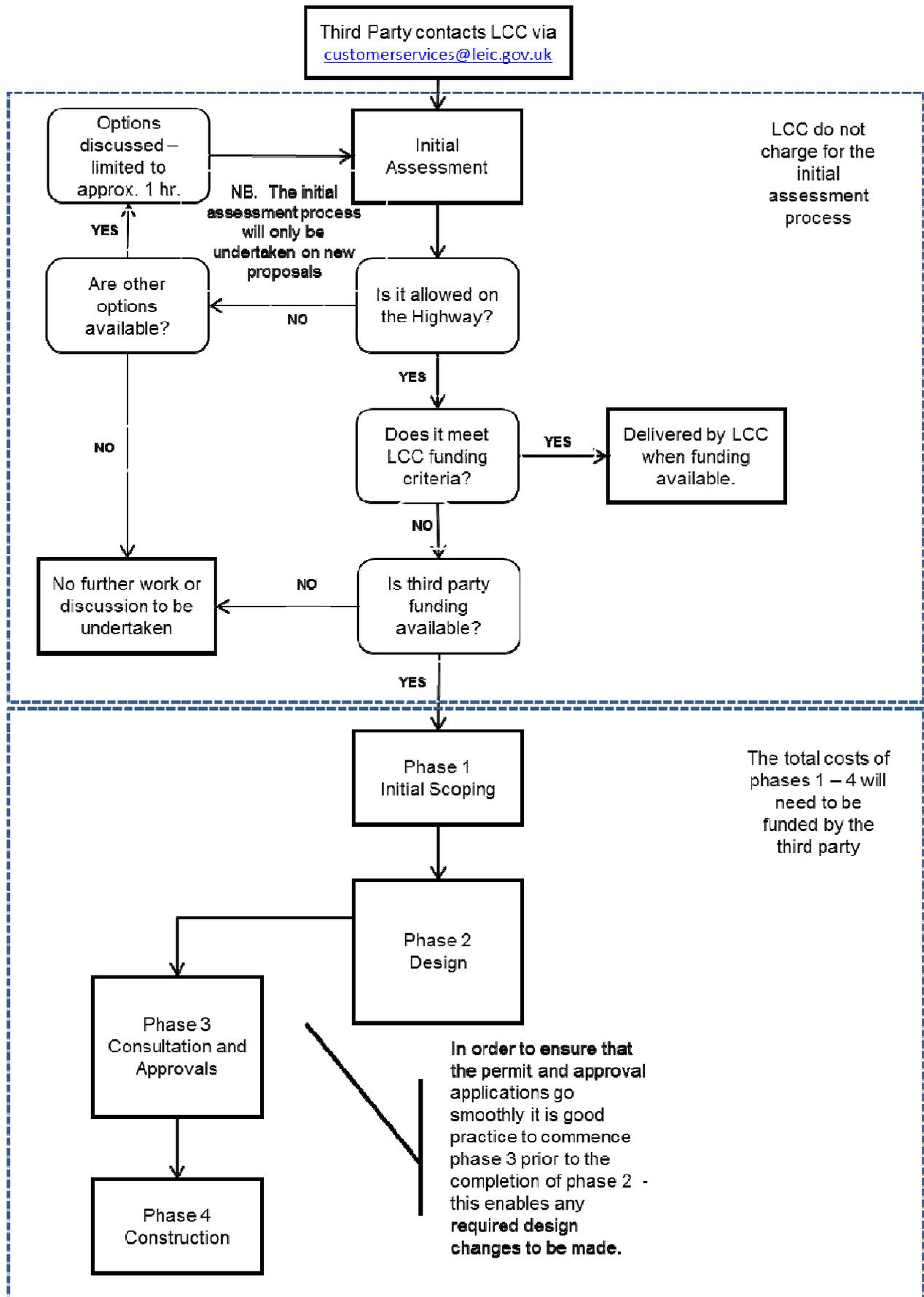
If a parish/town council or other community group has multiple, complex and ongoing issues the County Member can request a "one off" meeting to seek to address the situation and establish clarity around the way forward. The meeting will be held at County Hall and should be used where there are options available for discussion. The meeting should be singular and not repeatable and nor should it be used as a forum to challenge officer decisions that have already been communicated to the council/group.

Process for third party funded schemes

Improvements typically go through 4 phases of implementation. All of these phases must be funded by the third party. All phases can be provided by LCC, dependent on staff availability or be commissioned from another supplier.

- Phase 1, initial scoping stage,
- Phase 2, to establish detailed design and construction method, costs and timeframes
- Phase 3, consultation, approvals, permissions, licenses and legal requirements
- Phase 4, delivery / construction / maintenance

Process Flow Chart



Phase 1 - Scoping

In order to determine all the options available and decide on the most appropriate way forward the third party should commission either their own consultant or LCC to undertake a scoping exercise. At the end of phase 1 there should be a clear understanding of:

- what the improvement will be and how it will be implemented, including concept design illustrations;
- a quote for the design costs;
- a high level indication of implementation and ongoing maintenance costs; and
- an understanding of the next steps (including whether planning permission, what licences will be needed and approval process).

It is essential to fully understand the different elements of the whole process at the stage in order for there to be no unexpected delays and to be able to correctly plan phase3 “Consultation and Approvals”.

LCC can provide this phase for an initial fee of £500 dependent on staff availability.

The third party must commission this work either from LCC or their own consultant. If the work is to be undertaken by LCC the following should be provided via email to CSCparishes@leics.gov.uk along with a confirmation of intent to pay for the improvement via third party funds:

- The type of scheme (traffic calming / parking restrictions / speed limit)
- Details of the scheme (type of traffic calming / type of parking restriction / speed limit)
- Location of the scheme (road name and location)

If LCC are not undertaking the work the third party must identify and commission an alternative supplier. Phases 1 and 2 could be commissioned together.

Phase 2 - Design

As part of this phase either LCC or the third party consultant will design the improvements (scheme) ensuring that all aspects of the proposed implementation/construction have been considered. The designs will need to be in an appropriate format and level of detail to be able to satisfy any planning or licence requirements.

The costs of design work, if carried out by LCC, will vary dependent on the nature of the improvement/change required.

Phase 3 - Consultation and Approvals

Prior to any implementation if a third party is installing/changing the highway network in any way, a variety of permissions, licences, legal agreements/restrictions orders need to be put in place. In some cases this will include consultation with both the public and emergency services.

The time and costs associated with this stage will depend on the nature of the improvement/change, whether the works will be undertaken by LCC and whether there is an intention to transfer the ownership of the change/asset to LCC.

The third party may request that once the scheme has been built ownership is transferred to Leicestershire County Council to maintain. If so a legal agreement will need to be reached for the future maintenance costs of the scheme including commuted sums. Transfer of ownership is not guaranteed.

Further information on the design and build, including commuted sums can be found in the Leicestershire Highway Design Guide.

<https://resources.leicestershire.gov.uk/environment-and-planning/planning/leicestershire-highway-design-guide>

Once the scheme has been approved and a detailed design check has been completed the third party can appoint a contractor to undertake the work.

In order to ensure the design produced in phase 2 will be suitable to pass the required checks etc. it is beneficial to run some elements of phase 2 and 3 together.

Phase 4 – Delivery / Construction / Maintenance

The final stage is the delivery / construction of the improvement / change. Again the costs will vary greatly dependent on the nature of the works. LCC can deliver this phase on behalf of the third party; however in many cases due to the availability of our resources, it may be expedient to go to an alternative provider.

Further Information

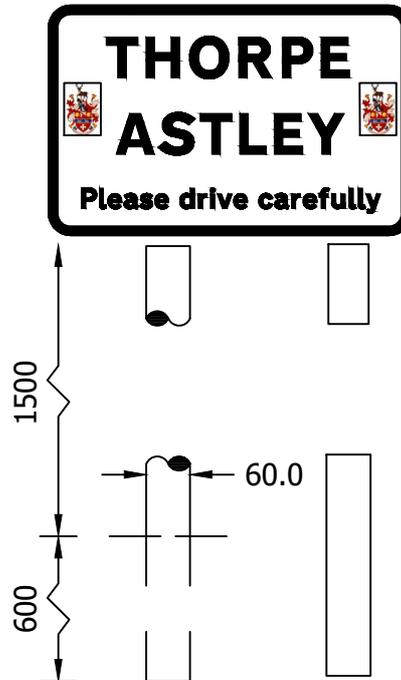
Any enquiries relating to third party funded schemes should be sent to:
customerservices@leic.gov.uk

 Leicestershire County Council	TRAFFIC SIGN SCHEDULE SHEET		SIGN No. S1
	Date: DEC 2019	Job No: ***	
	Technician: J Whailing		
LOCATION: THORPE ASTLEY - VARIOUS		Drawing No: P648/P649/S3	
SCHEME DETAILS: 762376/T1/1		Section: Traffic & Signals	

RJK. November 2002

Release date - 03/03/3

Install X2 60mm post and mount new village name plate sign as per the below details.



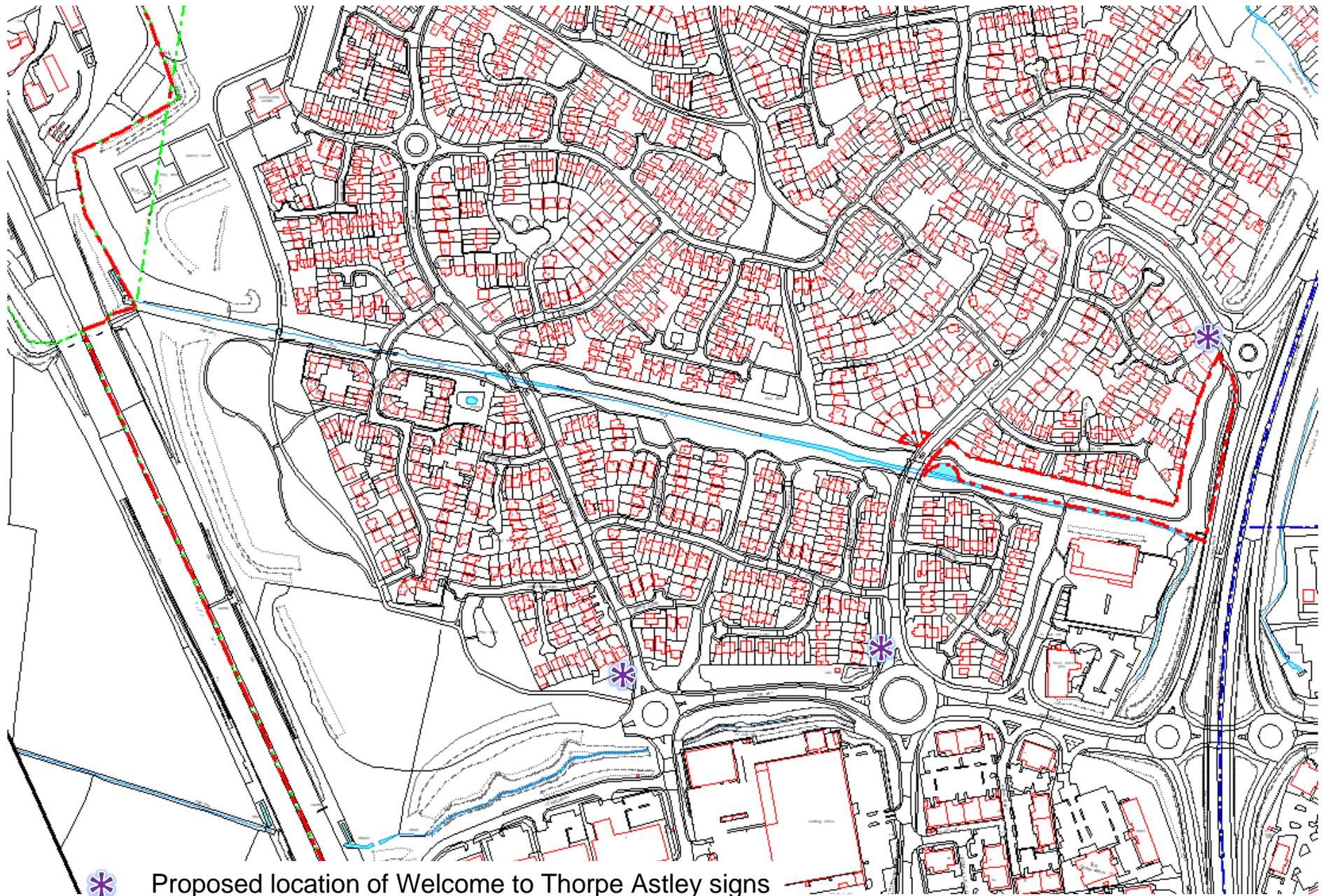
S1

DIAGRAM	*	DIAGRAM	*	DIAGRAM	*	Overall size of backing board (for sign combination)	
'x' height (mm)	70	'x' height (mm)	*	'x' height (mm)	*	Height (Metres)	***
Height (Metres)	0.560	Height (Metres)	*	Height (Metres)	*	Width (Metres)	***
Width (Metres)	0.865	Width (Metres)	*	Width (Metres)	*	Material/Finish	***
Material	classref2	Material	*	Material	*	Colour	***
Finish	*	Finish	*	Finish	*	TOTAL AREA (Sq Metres)	***
Area (Sq M)	0.48	Area (Sq M)	*	Area (Sq M)	*		
Legend	BLACK	Legend	*	Legend	*		
Background	WHITE	Background	*	Background	*		
Border	BLACK	Border	*	Border	*		
Route Number	*	Route Number	*	Route Number	*		
Panel/ patch	*	Panel/ patch	*	Panel/Patch	*		

POST DETAILS Note: Posts are numbered from right to left when looking at sign face	Total No: 2		5	4	3	2	1
		Dia. or Section (mm)	***	***	***	***	60
Length (Metres)	***	***	***	***	2.6		
Type	***	***	***	***	chs		

INSTALLATION DETAILS			
Foundation Type	A	Mounting height (Metres)	1.5
Depth (Metres)	0.6	Lateral clearance (Metres)	0.5
Width (Metres)	0.35	Post centres (Metres)	0.81
Length (Metres)	0.6		

LIGHTING DETAILS	
No. of Units	***
Type	***
Unit Centres (mm)	***



* Proposed location of Welcome to Thorpe Astley signs