



# BRAUNSTONE TOWN COUNCIL

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

*Darren Tilley – Chief Executive & Town Clerk*

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16th March 2022

Dear Councillor,

You are summoned to attend the **Meeting of the Braunstone Town Council** to be held in the Council Chamber at Braunstone Civic Centre on **Thursday 24th March 2022** commencing at **8.00pm** for the transaction of the business set out below.

Alternatively, members of the public may observe this meeting, and make contributions under the Public Session item, using Zoom video and web conferencing software (details below).

Join Zoom Meeting

<https://zoom.us/j/4243184051?pwd=T2JQZFdRdzI2eUFOR2FOV3hIMFFhdz09>

Meeting ID: 424 318 4051

Passcode: 240344

Yours sincerely,

Darren Tilley  
Chief Executive & 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 on 27<sup>th</sup> January 2022 to be signed by the Chairperson (**Enclosed**).

**5. Announcements**

To receive announcements/reports (if any):

- a) Town Mayor,
- b) Leader of the Council,
- c) Chief Executive 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) Community Development Committee  | 03/02/2022 | p7379 |
| b) Policy & Resources Committee     | 24/02/2022 | p7385 |
| c) Planning & Environment Committee | 10/03/2022 | p7395 |

**8. Motions on Notice**

To receive and consider motions moved on notice in accordance with Standing Order 4.13, as follows:

- a) Ukraine (**Enclosed**).

**9. Sealing of Documents**

To authorise the sealing of documents (if any).

**10. County and District Councillor Reports**

To receive reports from the Town's elected representatives on:

- a) Leicestershire County Council
- b) Blaby District Council

*Next Scheduled Meeting: Annual Council Meeting 12<sup>th</sup> May 2022.*

**NOTE:**

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

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

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

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

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF THE COUNCIL MEETING**

**27TH JANUARY 2022 at 8.00PM**

**PRESENT:** Councillor Darshan Singh (Town Mayor), Councillor Satindra Sangha (Deputy Town Mayor) and Councillors Anthea Ambrose, Ajmer Basra, Nick Brown, Sam Fox-Kennedy, Amanda Hack, Sohan Johal, Paul Kennedy, Leanne Lee, Rebecca Lunn-Scoppie, Sam Maxwell, Phil Moitt, Tracey Shepherd, Christiane Startin-Lorent, Marion Waterton and Robert Waterton.

Councillor Alex Dewinter observed the meeting remotely through Zoom Video Conferencing.

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

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

**COUNCILLOR DARSHAN SINGH, TOWN MAYOR, IN THE CHAIR**

**5990 Tribute to former Town Clerk, Mr. Ian Laughton**

The Town Mayor, Councillor Darshan Singh, opened the meeting and recalled that just before Christmas, Councillors had received the sad news that former Town Clerk, Mr Ian Laughton, had passed away in March 2021 following illness.

Mr Laughton had been employed by the Braunstone Town Council for 28 years from November 1987 until he retired in April 2015.

The Town Mayor invited those present to join in a minute's silence in remembering Ian Laughton's contribution to the Town's public life and joining him in sending Ian's wife and family the Town Council's best wishes as they came to terms with their loss.

The Leader of the Council, Councillor Nick Brown, recalled Ian Laughton as an officer who went above and beyond. Ian had played a pivotal role delivering the ambitions for Council to provide new and enhanced services during the 1990s and beyond. Significant achievements had been transforming the Civic Centre facilities, overseeing the relocation of the Library to the Civic Centre site, enhancing parks facilities, including the creation of a new Community Orchard, and ensuring that a new community facility was provided and operated by the Town Council at Thorpe Astley. Councillor Brown recalled that Ian was partial to biscuits, which had been a standing joke at meetings for many years.

Councillor Brown concluded his tribute saying that Ian had been taken too early, that he would be fondly remembered and that the Council and the Community owed its gratitude to him for his achievements.

Councillor Phil Moitt added that he had been very saddened to hear of Ian's passing, recalling Ian as being very kind during his year as Town Mayor, adding Ian was a gentlemen and "Mr Humphrey" type character who would be sadly missed.

Councillor Sam Maxwell recalled that as Chair of Community Development Committee she would often have her children with her when she attended her Chair's pre-meeting with Ian. One of her daughters occupied herself with Ian's post-it notes. Councillor Maxwell recalled how Ian always sent her daughter a birthday card, including a post-it. Councillor Maxwell concluded that Ian's passing was a devastating loss.

The Town Mayor invited Mrs Jo Fox, former Town Council Leader, who joined the meeting via Zoom Video Conferencing, to share her memories and pay tribute to Mr Ian Laughton. Mrs Fox recalled how Ian had embraced change, when the Labour Group took control following local elections in 1995. Ian was hard working, diligent, committed, worked hard to ensure that ambitions were delivered and he had a wicked sense of humour. Ian's advice was always sound. Mrs Fox recalled his major achievements as development of the Civic Centre, obtaining funding for enhanced facilities at Mosssdale Meadows, ensuring that there was no access to Mosssdale Meadows from the new cinema complex, overseeing the relocation of the Town's Library and the creation of a new Community Orchard. Mrs Fox recalled Ian making apple juice on Apple Day, supporting every Town Mayor, and attending the Palace Garden Party with her when she was Town Mayor.

Mrs Fox concluded that Ian was a great character and she offered her deep condolences to Ian's wife Lesley, his children and grandchildren.

#### **5991 Apologies**

Apologies for absence were received from Councillors Shabbir Aslam, Parminder Basra and Dipen Nathwani.

#### **5992 Disclosures of Interest**

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

#### **5993 Public Session**

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

There was one member of the public present via Zoom Video Conferencing.

#### **5994 Minutes**

The Minutes of the Meeting of Braunstone Town Council held on 18th November 2021 were circulated (item 4 on the agenda).

It was proposed by the Town Mayor and seconded by the Deputy Town Mayor and was

**RESOLVED** that the Minutes of the Meeting of Braunstone Town Council held on 18th November 2021 be approved and signed by the Chairperson as a correct record.

#### **5995 Business Plan 2022/2023**

The Council considered the Council's Strategic Aims and Delivery Objectives, along with Service Objectives, in order to determine 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 Council's Mission Statement be approved without amendment;
2. that the Town Council Priorities for 2021/2022 be consolidated into four medium term Strategic Aims, supported by annual delivery objectives, and be approved as the Council's Business Plan for 2022/2023 as set out at Appendix 2; and
3. that the Council Objectives, set out in Appendix 1, be approved; subject to Community Development Objective 9 being rephrased "*To encourage the formation of new community groups by promoting free/subsidised use of the Council's Community Facilities*".

#### *Reasons for Decision*

1. *The Mission Statement set out the Council's vision to provide high quality services and support the needs of the community, recognising that this would be within available resources.*
2. *To focus the Council's resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects given the limits on resources.*
3. *To ensure that the Council's objectives were relevant and reflected changing issues within the community.*

#### **5996 Capital Plan 2022/2023**

The Council considered priorities and projects for 2022/2023 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 2022/2023 Capital Plan;

3. that the Current Projects (section c) be rolled forward, as amended, on to the 2022/2023 Capital Plan;
4. that the Proposed New Projects (section d) be added to the 2022/2023 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.*

**5997 Budget (including Fees & Charges) and Precept for 2022/2023 and future estimates**

The Council considered the budget and precept for 2022/2023, including fees and charges, along with 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 budget of £1,000 be included as a one-off in 2022/2023 budget for Grants for community events to mark the Queen's Platinum Jubilee;
2. that the following be included as new items in the 2022/2023 budget:
  - (a) £5,500 for Special (non-Capital) Projects, for example Climate Change initiatives, for the Town Council's facilities and parks;
  - (b) £200 for Library Cleaning; and
  - (c) £1,000 for General Events;
3. that the following one-off budgets in 2021/22 be retained in 2022/23:
  - (a) Christmas lights and decorations at Braunstone Civic Centre and Thorpe Astley Community Centre; and
  - (b) Library Capital Projects;
4. that the budget for the Covid-19 Community Response be deleted;
5. that no percentage increase be applied to Community Centres, sports pitches and miscellaneous fees and charges;
6. that £2,500 of the £25,000 one-off Library Transfer Grant received from Leicestershire County Council be earmarked in the reserves in 2022/23 to be used to offset the additional Library staffing costs transferred under TUPE;
7. that the Estimates for 2022/2023, as attached at Appendix 1 of the report, be approved as the Council's Budget for 2022/2023; and
8. that a Net Precept Requirement for £720,356 for the financial year 2022/2023 be submitted to Blaby District Council.

## *Reasons for Decision*

1. *To ensure appropriate financial support to enable Queen's Platinum Jubilee anniversary events to be organised and to ensure their success.*
2. *To fund specific items identified as a priority and to allocate a separate budget heading for Library Cleaning.*
3. *Due to other commitments in 2021/22, the budget for Christmas lights and decorations had not been fully utilised. With Climate Change and other initiatives; there was a need to continue with Capital Projects provision for the Library.*
4. *Financial Resources had not been required for the Covid-19 Community Response during 2021 and the scheme was winding down.*
5. *Following a review of the budgeted income from Room Hires, Policy & Resources Committee established a Community Centres Working Group, which would report in February 2022.*
6. *To enable the Town Council to continue to employ staff at Braunstone Town Library, as set out in its proposed service model.*
7. *To meet the Town Council's operating budgets for 2022/2023 along with funding for the Capital Plan and service pressures as identified in the report on Medium Term Priorities and Financial Planning.*
8. *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.*

## **5998 Announcements**

### a) Town Mayor

The Town Mayor, Councillor Darshan Singh, announced that he had been very busy before Christmas.

In November, the Town Mayor:

- (a) received a Cheque from the SWAGAT group towards his Town Mayor's Charity, McMillan;
- (b) hosted the Christmas Craft Fair and he and his Consort, Councillor Sohan Johal had a stall raising money for his charity, and the Town Mayor thanked all who supported them.

In December, the Town Mayor:

- (a) had a tour of Winstanley School;
- (b) attended a Carol Service;
- (c) hosted families at the annual Christmas Panto and Craft afternoon.

The Town Mayor's next confirmed engagement was a Community Quiz night in March.

### b) Leader of the Council

The Leader of the Council, Councillor Nick Brown reported that he had no announcements to make.

c) Chief Executive & Town Clerk

No announcements.

**5999 Questions from Councillors**

No questions had been submitted.

**6000 Reports of Standing Committees: Community Development Committee – 9th December 2021**

Council received the Report of the Community Development Committee meeting held on 9th December 2021 (p7326 – p7333).

Page 7327, Minute 60 – Community Safety and Neighbourhood Policing Update

Councillor Robert Waterton advised he had asked a question about motorbikes riding and cars parked on footpaths; however, the Police had not been in attendance to respond. In response, Councillor Anthea Ambrose advised that the Police had confirmed their attendance at the meeting scheduled for 3rd February 2022.

Councillor Christiane Startin-Lorent highlighted that Police notices had been vandalised. Councillor Startin-Lorent advised that she had spoken to a family who were riding motorised vehicles on green space and they saw no wrong in it. She subsequently contacted the Police who did attend, however, the family had moved on.

Councillor Amanda Hack added that the Order is usually temporary and the signs are left up after the Order expires until such a time as they decay.

Page 7330, Minute 65 – Braunstone Town Community Mini-bus Charitable Funds

Councillor Anthea Ambrose reflected on the sad news that the Braunstone Town Community Mini-bus was unable to continue. However, the Group had made a generous gift to the community from their funds, which would be used over a number of years to build community activity in order to reduce isolation. Councillor Ambrose thanked the Trustees for this generous gift.

It was moved by Councillor Anthea Ambrose and

**RESOLVED** that the Report be adopted.

**6001 Reports of Standing Committees: Extraordinary Policy & Resources Committee – 15th December 2021**

Council received the Report of the extraordinary meeting of Policy & Resources Committee held on 15th December 2021 (p7334 – p7337).

It was moved by Councillor Nick Brown and

**RESOLVED** that the Report be adopted.

**6002 Reports of Standing Committees: Planning & Environment Committee – 4th January 2022**

Council received the Report of the Planning & Environment Committee meeting held on 4th January 2022 (p7338 – p7354).

**Page 7341 and 7342, Minute 65 – Planning and Licensing Applications dealt with under Delegated Authority**

Councillor Robert Waterton highlighted that there had been a meeting between local Councillors and Aldi's agents at the beginning of the planning process and that the agents had agreed to keep in touch; however, they had not done so. Councillor Waterton added that following the Town Council's comments on the proposed re-routing of the footpath, Aldi had commissioned a Flood Risk Assessment, which stated the flood risk was minimal. Nevertheless, it was important to ensure the footpath was fit for purpose for users, particularly the elderly and disabled. Councillor Waterton concluded that the proposed diversion during the works was now likely to be through Owen Close.

Councillor Amanda Hack highlighted the importance of consulting with the residents of Owen Close since the proposed footpath diversion had now changed from the original proposal.

**Page 7349, Minute 68 – Planning Decisions**

In respect of Planning Decision 21/1310/ADV, Display of three fascia signs (internally illuminated), three flag pole advertisements, one monument sign, and one totem pole (internally illuminated), at 1 Meridian South; Councillor Christiane Startin-Lorent advised that she had spoken to the Planning Officer who had confirmed that the policy had been followed. Currently there was no legislation to enforce LED lighting. However, the Officer had advised that the Town Council should put the suggestion forward in the forthcoming Local Plan Review consultation.

**Page 7349, Minute 70 – Proposed Conservation Area for Braunstone Village**

Councillor Robert Waterton advised that a meeting would be taking place with Blaby District Council planning policy officers shortly in order to map out the next stages and progress. Therefore, there would be a delay to the timescales.

**Page 7353, Minute 77 – Houses in Multiple Occupation**

Councillor Robert Waterton advised that the Council was systematically monitoring the number and location of Houses in Multiple Occupation, including those suspected of being a House in Multiple Occupation. A number suspected had been reported to Blaby District Council and were now officially licenced. Councillor Waterton advised Councillors to advise the Town Council of any suspected Houses in Multiple Occupation in order for the information to be reported to Blaby District Council.

Councillor Sam Maxwell reiterated the importance of reporting suspected Houses in Multiple Occupation in order that the number, density and impact could continue to be monitored.

It was moved by Councillor Robert Waterton and

**RESOLVED** that the Report be adopted.

**6003 Reports of Standing Committees: Policy & Resources Committee – 13th January 2022**

Council received the Report of the Policy & Resources Committee meeting held on 13th January 2022 (p7355 – p7364).

**Page 7359, Minute 73 – Shakespeare Park – Improvement & Development**

Councillor Nick Brown advised that the contractor undertaking the refurbishment of the tennis courts at Shakespeare Park was now on site and that the works were due to be completed around the beginning of April.

It was moved by Councillor Nick Brown and

**RESOLVED** that the Report be adopted.

**6004 Reports of Standing Committees: Employing Committee – 13th January 2022**

Council received the Report of the Employing Committee meeting held on 13th January 2022 (p7365– p7367).

It was moved by Councillor Nick Brown and

**RESOLVED** that the Report be adopted.

**6005 Motions on Notice**

The Council received and considered motions moved on notice in accordance with Standing Order 4.14, as set out below:

a) Community Governance Review of the Parish of Braunstone

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

**RESOLVED** that the following Motion on Notice be approved:

1. Braunstone Town Council notes with disappointment the decision of Blaby District Council on 14th December 2021 to undertake a Community Governance Review of the Parish of Braunstone with a view to creating a separate parish for Thorpe Astley since:
  - (a) Blaby District Council had not received a Community Governance petition, signed by 7.5% of the electorate of the whole parish of Braunstone Town (in accordance with Section 80 (3) (c) of the Local Government and Public Involvement in Health Act 2007, as amended by The Legislative Reform (Community Governance Reviews) Order 2015);
  - (b) there had been no material changes to the parish since the last Community Governance review in 2011;
  - (c) the Leader of Blaby District Council had confirmed that the District Council had not received any representations from registered electors in Thorpe Astley or any other part of Braunstone Town; and
  - (d) no consultation was undertaken with the officers or elected members of Braunstone Town Council prior to the publication of the report on Blaby District Council's agenda.
2. In the absence of any significant support from electors across Braunstone Town, the Town Council can only assume the rationale for undertaking a Community Governance Review is because of short-term partisan party political reasons.
3. Therefore, this Council calls on Blaby District Council to ensure that any future recommendation to split the existing parish and create new parish of Thorpe Astley should be shown to have the support of the majority of electors across Braunstone Town since this will:
  - (a) result in the reduction in the quality and diversity of services available to all the residents, but especially those residents in any smaller parish;
  - (b) result in an increase Council Tax Bills because of diseconomies of scale; and
  - (c) delay or halt entirely both the Town Council and any new Council's response to Climate Change and investment in new and improved facilities and services.
4. This Council also supports the Policy & Resources Committee decision to allow officers to take such action as necessary to ensure that the detrimental impact of splitting the parish is clearly communicated to residents, partners, stakeholders and the wider public, as well as ensuring that these facts are submitted to Blaby District Council as part of the Community Governance Review consultation process.

b) Forest House Medical Centre

It was proposed by Councillor Robert Waterton and seconded by Councillor Leanne Lee and was:

**RESOLVED** that the following Motion on Notice be approved:

1. This Council notes that a petition of 1307 signatures opposing the proposed closure of the Forest House Medical Centre's surgery on Park Drive and calling on the local East Leicestershire Clinical Commissioning Group to reconsider the proposal and work to achieve at satisfactory solution for patients was presented to Leicestershire County Council's Health Scrutiny Committee on 19<sup>th</sup> January 2022.
2. This Council supports the petitioners' position and objective, and commits to use its best endeavours in support of Braunstone Town residents' calls for the retention of the Forest House Medical Centre's as a GP surgery.

**6006 Sealing of Documents**

There were no documents for sealing.

**6007 County and District Councillor Reports**

a) Leicestershire County Council

Councillor Amanda Hack, as County Councillor for Braunstone Division, reported on the following matters, which had been considered by Health Scrutiny:

- (a) annual delivery pendium;
- (b) review strategy of the Joint Strategic needs Strategy; and
- (c) the Joint Strategic Needs Assessment has identified that Leicestershire is getting worse supporting the first 1,000 days of Life; for example
  - i. A&E admissions were up,
  - ii. many 14 month check-ups were being missed,
  - iii. almost 1 in 5 children were experiencing traumatic events,
  - iv. vaccination rates were lower than previous years,
  - v. free school meal entitlements were increasing,

Councillor Hack added that if youngsters couldn't have an enjoyable childhood, this presented concerns for the future.

b) Blaby District Council

Councillor Sam Maxwell, as District Councillor for Ravenhurst & Fosse Ward, reported on the following matters:

- (a) Budget Scrutiny had been a challenge, many Portfolio Holders had not been able to give satisfactory responses;

- (b) the proposed Budget was grim reading, while it balanced in 2022/23 there were pressures over the following 4 years; the Leader of the District Council was lobbying Government for fairer funding; options for the District Council were slicing services and charging for services; Councillor Maxwell added that the Administration had admitted that it had been a mistake to accept the Government Grant in 2013 to freeze Council Tax for 2 years; and
- (c) there remained concern over the ongoing methane gas leak at Huncote Leisure Centre, which meant the Centre remained closed; Councillor Maxwell added this had resulted in a loss of income and the relocation of essential services; if and when the Centre reopened it was likely to cost the District Council £70,000 per annum to undertake ongoing monitoring.

The meeting closed at 10.15pm.

**NOTE:**

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

EQUALITIES ACT 2010

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

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

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

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

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 24th March 2022.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 3<sup>rd</sup> FEBRUARY 2022 AT 7.30pm**

**PRESENT:** Councillor Anthea Ambrose (Chair), Councillor Tracey Shepherd (Vice-Chair) and Councillors Nick Brown, Sam Fox-Kennedy, Amanda Hack, Paul Kennedy, Rebecca Lunn-Scoppie, Sam Maxwell and Christian Startin-Lorent.

**Officers in attendance:** Pauline Snow, Deputy Chief Executive & Community Services Manager.

Councillor Bob Waterton observed the meeting remotely through Zoom Video Conferencing.

**73. Apologies**

No apologies for absence were received.

**74. Disclosures of Interest**

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

**75. 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.

There were no members of the public present.

**76. Minutes of the Meeting held 9<sup>th</sup> December 2021**

The Minutes of the Meeting held on 9<sup>th</sup> December 2021 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 9<sup>th</sup> December 2021 be approved and signed by the Chairperson as a correct record.

**77. 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 the Town Mayor would be attending the Community Quiz Night on 25<sup>th</sup> March 2022 at Braunstone Civic Centre.

**78. 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. The latest Police newsletter and crime reports for December and January were circulated to members at the meeting.

Members were disappointed that the Police were unable to attend the meeting and suggested that a letter be sent inviting the new Sergeant to attend the meeting in April and expressing concern at the length of time since a sergeant had attended the committee meeting.

Councillor Bob Waterton reiterated the police comments regarding the reporting of cars on the pavements and causing obstructions and confirmed that any incidents should be reported at the time the incident is taking place. He also commented on motor cyclists using footpaths through Thorpe Astley and suggested that details for contacting the Police to report incidents be promoted.

Members noted that the Police had provided details of forthcoming Beat Surgeries in their Newsletter but all surgeries took place during the day. Members suggested that an evening Beat Surgery be arranged to allow those that work during the day to speak to the Police.

**79. Speed Sign Data**

To consider recent speed sign data Murby Way and Kingsway.

It was noted that the speed signs had now been refurbished however, incomplete data had been recorded on the sign placed at Thorpe Astley due to an issue with the battery.

From the details retrieved from Murby Way it was noted that incidents of speeding had reduced. Concern was raised about issues on Withers Way regarding speeding vehicles and obstructions. It was suggested that the speed activation sign be repositioned on Murby Way to retrieve a full cycle of data before being positioned on Withers Way.

Members also raised concerns about the bus route through Thorpe Astley where drivers were parking for a break opposite Seaton Road. It was noted that the parked bus obstructed the view of the road making it difficult and potentially dangerous to overtake the bus. Concern was also raised that the engine to buses were not turned off when parked up leading to high carbon emissions.

## RESOLVED

1. that the speed activation sign be installed on Murby Way in order to retrieve full data figures;
2. that the speed activation sign be installed on Withers Way after Murby Way;
3. that a letter be sent to the Arriva bus company expressing concern that the buses are posing a potential risk to other road users when parked up on Murby Way by reducing visibility for overtaking; and
4. that the Arriva bus company be asked to ensure that drivers turn off the engine when taking a break.

### *Reasons for decisions*

1. *To ensure that full data was received for Murby Way in order to accurately assess the data.*
2. *To collate data on speeding issues on Withers Way.*
3. *To reduce the risk of a potential accident on Murby Way with other vehicle drivers when overtaking parked buses.*
4. *To ensure that carbon emissions were reduced as much as possible in residential areas.*

## 80. **Outside Body Reports**

The Committee received reports from members of Outside Bodies:

- a) Braunstone Town Community Minibus  
No update was received on Braunstone Community Minibus.
- b) Braunstone West Social Centre  
No update was received on Braunstone West Social Centre

## 81. **Library – Community Engagement/Involvement and Social Inclusion**

The Committee received an update on initiatives to develop community involvement in Braunstone Town Library and provide for social inclusion (item 9 on the agenda).

It was noted that several projects had been arranged using the grant funding received from the Cultural Communities Network including the installation of a Friendly Bench in the Civic Centre Memorial Garden. Five Grow & More workshops had been organised that would be taking place in the grounds of the Civic Centre and library that included growing spring bulbs, visiting the community orchard and building bug hotels.

Four workshops had also been organised focusing on music on vinyl and incorporating art, yoga and creative writing. The music workshops are particularly aimed at creating intergenerational links with elderly residents and young people in the community.

All events are free of charge and take place in February and March 2022. All the events are open to all residents of the community but particularly to support vulnerable residents and to combat loneliness.

Members suggested that the projects be extended to Thorpe Astley if volunteers were willing to set up new projects after the workshops and to include Community Gardens to utilise the open spaces available in the Town.

## **82. Grant Scheme – Community/Social Inclusion Projects**

The Committee received an update on the Grant Scheme for Community and Social Inclusion Projects and confirmed arrangements and Councillor appointees to the Panel.

It was noted that the Braunstone Town Community Minibus trustees had now deposited £10,000 to the Town Council to administer via a grant scheme for Community and Social Inclusion Projects.

### **RESOLVED**

1. that the proposal for administering the funds (attached at Appendix 1) and criteria for distribution (attached at Appendix 2) be confirmed; and
2. that delegated authority be given to the Chief Executive & Town Clerk to appoint a member from the Community Development Committee to serve on the Community and Social Projects Grant Panel on an ad hoc basis when available, alongside the Chair and Vice-Chair of the Community Development Committee.

### *Reasons for Decisions*

1. *To ensure that the Town Council had in place, robust and transparent arrangements for the management of this fund and to ensure clarity on the criteria for the distribution of the funds.*
2. *To make appointments to the positions on the Community and Social Inclusion Projects Grant Panel.*

## **83. Summary of Grant Applications**

The Committee received a list of grants paid to date and applied for from external sources (item 11 on the agenda).

It was noted that funding from the Section 106 fund had now been approved for the Shakespeare Park Playground Sensory Garden and Agility Trail in the sum of £3545.71.3

**84. Community Grant Applications**

It was noted that no Community Grant applications had been received.

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

It was noted that works to the Shakespeare Park Tennis Court refurbishment had now commenced and was due to be completed by early April 2022. Works had already started on the preparation of the court surface and the new fencing.

It was noted that two community Apple Pruning Days had taken place on 25<sup>th</sup> January and 5<sup>th</sup> February at the community Orchard where local residents helped with the pruning of the Apple trees.

Members advised that it had been noted that litter bins at Thorpe Astley had been overflowing and it was agreed this would be raised with the Town Council ground staff.

Members also expressed concern that Blaby District Council had replaced some of the bins with much smaller litre bins leading to the bins overflowing. Members asked that a letter be forwarded to Blaby District Council expressing the Town Council's concern at the size of the replacement bins.

**RESOLVED** that a letter be forwarded to Blaby expressing concern at the size of their replacement litter bins throughout the Town.

*Reason for Decision*

*To ensure that sufficient capacity bins are installed to reduce incidents of litter throughout the Town.*

**86. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2021 to 31st December 2021.

**RESOLVED** that the report be noted.

*Reason for Decision*

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

**87. Approval of Accounts**

The Committee considered payments from 1st December 2021 until 24th January 2022.

**RESOLVED** that the list of Approved Expenditure Transactions for the period 1st December 2021 until 24th January 2022 be approved.

*Reason for Decision*

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

The Meeting closed at 8.45pm

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 7<sup>th</sup> April 2022.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 24th FEBRUARY 2022 AT 7.30PM**

**PRESENT:** Councillor Amanda Hack (Vice-Chair in the Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Nick Brown (Chair), Sohan Johal, Leanne Lee, Sam Maxwell, Tracey Shepherd and Robert Waterton.

Councillor Satindra Sangha observed the meeting remotely through Zoom Video Conferencing.

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

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

**83. Apologies**

No apologies for absence were received. However, Councillors Shabbir Aslam, Nick Brown, Sam Maxwell and Tracey Shepherd were delayed due to attendance at a District Council meeting; all were in attendance prior to the conclusion of item 5. The Vice-Chair opened the meeting and chaired for the duration of the meeting.

**84. Disclosures of Interest**

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

**85. 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 at the meeting.

**86. Minutes**

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

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

**87. Carbon Audit**

The Committee received a report setting out details of the Council's Carbon Footprint and recommended actions to reduce the Carbon Footprint in order to become Carbon Neutral by 2030 (item 5 on the agenda).

Ben Dodd, who had undertaken the audit of the Council's Carbon Footprint and provided a report on recommended actions, was in attendance via Zoom Video Conferencing and assisted the Committee in its deliberations.

**RESOLVED**

1. that the Carbon Audit of Braunstone Town Council's activities, attached at Appendix 1 of the report, be received, accepted and published;
2. that the 11 recommended actions, set out in Section 2, Summary of Findings, of the Carbon Audit, attached at Appendix 1 of the report, be received and form the basis upon which the Climate Change and Environmental Strategy Action Plan should be developed; and
3. that it be noted that the installation of PV Panels was a priority and in support of the recommended actions preparatory work be undertaken, where permitted under delegated authority, alongside the development of the Climate Change and Environmental Strategy Action Plan.

*Reasons for Decision*

1. *To enable Councillors, staff, residents, partners and stakeholders to be aware of the Town Council's carbon footprint along with the recommended actions to reduce that carbon footprint.*
2. *To consider the deliverability of each of the recommendations in the Carbon Audit and their impact, along with available resources, in order to determine which actions should be a priority.*
3. *To avoid delays with delivering the recommended actions ensuring that technical information could be gathered, the business case developed, and funding sources identified.*

**88. Draft Environment and Biodiversity Strategy**

The Committee received a proposed Environment and Biodiversity Strategy for the Council's Parks and Open Spaces for consideration and consultation (item 6 on the agenda).

**RESOLVED**

1. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to make modifications to the draft Environment and Biodiversity Strategy, attached at Appendix 1 of the report, in order to accommodate comments and changes required by the Committee; and
2. that, subject to 1 above, the draft Environment and Biodiversity Strategy be approved for consultation, as set out in the *Consultation* section of the

report, with the post-consultation version being submitted to Policy & Resources Committee, scheduled for 28th April 2022, for consideration and adoption.

*Reasons for Decision*

1. *To enable general comments and observations to be accommodated into the draft Strategy accordingly.*
2. *To ensure that the Strategy would be fit for purpose, would meet the needs and aspirations of residents, and would be deliverable.*

**89. Shakespeare Park – Improvement & Development**

The Committee received a progress report on the improvement project and financing for phase 2; along with receiving an update on arrangements for future management of the pavilion and site (item 7 on the agenda).

**RESOLVED**

1. that progress with the Project: *Pavilion and Site Works, Tennis Courts improvements and Playground Improvements*, as set out in the relevant section of the report, be noted; and
2. that the revised timescales for the project, attached at Appendix 1, be approved.

*Reasons for Decision*

1. *To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire, was delivered efficiently and effectively.*
2. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

**90. Report of the Member Working Group: Review of Community Centres Hire Arrangements**

The Committee received recommendations from the Member Working Group reviewing Community Centres Hire Arrangements (item 8 on the agenda).

**RESOLVED**

1. that the proposed pricing scheme based on the Commercial Price, attached at Appendix 1, be approved with:
  - i. a 10% discount for Braunstone Town Residents (regardless of use),
  - ii. 20% discount for Community Group use (regardless of use), and
  - iii. free use of Category C to F rooms continuing to be available weekdays between 9am and 5pm;

2. that two pricing periods be applied (as shown at Appendix 1):
  - i. weekdays, and
  - ii. weekends & bank holidays;
3. that the kitchen booking arrangements of either combined room & kitchen for length of booking or room only be approved;
4. that the addition of a combined Thorpe Astley Large Meeting Room and Activity Room at Category C be approved;
5. that the Regular Hirers Scheme be approved with the amendment set out in the report and at Appendix 3 to enable a minimum booking period of 1 hour during the weekday period (excluding Bank Holidays);
6. that the Wedding/Party package discount be applied to any booking on a Saturday, Sunday or Bank Holiday;
7. that discounted room bookings and free kitchen use for residents' children's parties continue;
8. that the *Use of Multiple Rooms* discount scheme, set out in the report, be adopted; with a focus on marketing to promote examples of how it worked and would cost; for example, booking of the whole of Thorpe Astley Community Centre for 12 hours on a Saturday;
9. that the proposed Thorpe Astley Community Centre "taster discount scheme", as set out in the report, be adopted between 1st March and 31st October 2022; and
10. that the above be implemented for all new hires from Tuesday 1st March 2022.

#### *Reasons for Decision*

1. *To provide a simpler pricing scheme based on a Standard Price, with discounts applied to Braunstone Town residents and Community Groups regardless of activity; such a system would be simpler and less bureaucratic.*
2. *To provide a simpler pricing structure with two pricing periods; this aligned Friday evenings with weekdays rather than the weekend given Friday evenings tended to be quiet for bookings and the proposed alignment with weekday rates may attract additional hires.*
3. *To ensure that hirers could not book the kitchen for one hour while the room was booked for a longer period; effectively putting the kitchen facility out of use.*
4. *To enable the Thorpe Astley large meeting room and Activity room to be booked as a single facility at Category C, the same rate for the Ravenhurst Room which was a similar sized facility, in order to encourage Community Groups who wish to book a larger space at Thorpe Astley Community Centre.*
5. *To strike a balance between reducing the minimum booking period to one hour and having a one-off booking blocking a facility; ensuring that a facility can only be booked for a short period at what could be an inconvenient time when the hirer is regular and by extension providing a regular income and service/activity for the community.*
6. *To encourage functions of all types and provide discount schemes which would be simpler and less bureaucratic.*
7. *To continue to offer concessions to residents for children's parties.*

8. *To offer a venue package for larger functions, such as weddings, training and conferences.*
9. *To introduce specific measures to support new bookings, which provide for new activities to the community at Thorpe Astley Community Centre.*
10. *To set a specific date for timely implementation, allowing time for systems and publicity to be updated, while avoiding undue delay.*

**91. Pitch Allocations 2022/2023**

The Committee considered pitch capacity and set the fees and process for allocations for the 2022/2023 season (item 9 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;
2. that the pitch fees be confirmed and the availability of pitches be advertised, as set out at Appendix 2, with a closing date for applications on Monday 11<sup>th</sup> April 2022; and
3. that delegated authority be given to the Chief Executive & Town Clerk to make bespoke arrangements in respect of Bowls and Football pitches at Shakespeare Park, within the framework as set out in the relevant section in the report.

*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.*
3. *To make interim arrangements with Shakespeare Park Bowls Club and Braunstone Athletic Football Club in respect of the 2022/2023 while arrangements were finalised for a longer term 10 year agreement alongside the establishment of the Management Committee for the new Sports Pavilion.*

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

The Committee received a progress report on the Winter Works Programme 2021/2022 (item 10 on the agenda).

**RESOLVED**

1. that the progress of the Winter Works Programme 2021/2022 be received and noted; and
2. that a further report on delivery of the Winter Works Programme for 2021/2022 be submitted to the next meeting, scheduled for 28<sup>th</sup> April 2022.

*Reasons for Decision*

1. *To ensure that the winter works tasks were on schedule to be completed before the end of the winter works period.*
2. *To ensure that the programme would be completed and delivered.*

**93. Policy Reviews: Health & Safety Policy and Data Protection Policy**

Following approval of a schedule of Policy Reviews, the Committee determined whether the Health & Safety Policy and Data Protection Policy needed reviewing prior to 2023 (item 11 on the agenda).

**RESOLVED**

1. that the Health & Safety Policy be scheduled for review in February and March 2023; with an updated version submitted to Policy & Resources Committee for approval by April 2023; and
2. that the Data Protection Policy be scheduled for review in April and May 2023; with an updated version submitted to Policy & Resources Committee for approval by June 2023.

*Reasons for Decision*

1. *The Health & Safety Policy was considered fit for purpose and there were no issues with its implementation.*
2. *The Data Protection Policy was considered fit for purpose and there were no issues with its implementation.*

**94. Community Governance Review – Proposed Braunstone Town Council Response**

The Committee received the Town Council's proposed formal response to the consultation on the Community Governance Review of Braunstone Parish for consideration and submission (item 12 on the agenda).

**RESOLVED** that Braunstone Town Council's proposed formal response to the consultation on the Community Governance Review of Braunstone Parish, attached at Appendix 4 of the report, be approved and submitted to Blaby District Council; subject to:

- a) being updated as set out in the supplementary report,
- b) reference to "transfer of Thorpe Astley Park and proposed new Meridian Park to the Council's ownership and management (in the case of Meridian Park the District Planning decision did not provide for any commuted sums)",
- c) the first paragraph of the Conclusions section being amended to read *"In the absence of any significant support from electors across Braunstone Town, including Thorpe Astley, and no significant population or other changes locally, this review was generated out of nowhere by Blaby District Council, who put the decision straight to its*

*Full Assembly without detailed examination, detailed officer advice or scrutiny”.*

*Reason for Decision*

*To ensure that the facts and impact resulting from any proposed split to the Parish of Braunstone and associated changes were clearly set out to Blaby District Council.*

**95. Electoral review of Blaby District Council: Consultation on draft recommendations**

The Committee considered whether the Council should respond to the Local Government Boundary Commission for England's consultation on draft recommendations for Blaby District Council's new ward arrangements, including Town Council new ward arrangements (item 13 on the agenda).

**RESOLVED** that the following response be submitted as the Town Council's response to the Local Government Boundary Commission consultation on draft recommendations for Blaby District Council's new ward arrangements, including Town Council new ward arrangements:

- (a) the proposed ward boundaries and number of Councillors in the Parish of Braunstone for both District and Town Councils was acceptable;
- (b) the proposed Parish Ward "Ravenhurst and Fosse" should be named "Ravenhurst" only;
- (c) the proposed Parish Ward "Winstanley" should be named "St Marys"; and
- (d) the proposed District Ward "Meridian Thorpe Astley" should be named "Thorpe Astley and St Marys".

*Reasons for Decision*

- (a) *The proposal ensured that residents of Braunstone Town were appropriately represented at both District and Parish level.*
- (b) *The proposed "Ravenhurst & Fosse" Parish Ward was coterminous with the proposed "Braunstone Ravenhurst" District Ward; a slight variation in the names could cause unnecessary confusion for residents, especially since the proposals split the Fosse area between Ravenhurst and Millfield.*
- (c) *While there were historic links with the name Winstanley, the proposed Parish Ward no longer included Winstanley School and this could cause confusion among residents; the residential area of this proposed Ward centred around St Mary's Road where local amenities and a community centre, known locally as St Marys, were located; therefore, the name would be widely recognised by the population.*
- (d) *There was no historical or geographical connection to the name "Meridian"; the name was a marketing name for a business and leisure development (the leisure part of which was outside the proposed Ward) and there were no electors in Meridian Business Park, therefore having "Meridian" in the ward name served no purpose for elections. The part of the proposed ward outside Thorpe Astley centred around local amenities*

*and a community centre off St Mary's Road, therefore the name would be widely recognised by residents in both the Braunstone and Leicester Forest East parts of this ward.*

**96. Blaby District Parish Councils Group**

The Committee received an update from Councillor Robert Waterton on the status of the Blaby District Parish Councils' Group, which had been suspended pending reviewing whether they would be necessary since Blaby District Council and the Leicestershire & Rutland Association of Local Councils were trialling new arrangements. The proposed new arrangements consisted of two liaison events per year for both Clerks and a Councillor from each parish and two further meetings per year for Clerks only.

**RESOLVED** that Councillor Robert Waterton be appointed as Braunstone Town Council's Councillor representative to the Blaby District Council bi-annual Parish Liaison Event.

*Reason for Decision*

*To appoint a Councillor to establish a link between Blaby District Council, other local parishes and the Town Council.*

**97. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2021 to 31st January 2022 (item 15 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 2021/2022.*

**98. Approval of Accounts**

The Committee considered payments from 1st January 2022 until 15th February 2022 (item 16 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 1st January 2022 until 15th February 2022 be approved.

*Reason for Decision*

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

**99. Shakespeare Park – Proposed Management Committee and Pitch arrangements**

**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 – Legal Advice.*

The Committee considered draft legal agreements for the Management Committee to run the Shakespeare Park Sports Pavilion and considered arrangements for long term pitch licences for both the Bowling Green and Football Pitches (item 17 on the agenda).

**RESOLVED**

1. that the draft Charity Constitution for the Shakespeare Park Sports Pavilion Management Committee, attached at Appendix 1 of the report, be approved;
2. that the draft Lease agreement between the Council and the Shakespeare Park Sports Pavilion Management Committee, attached at Appendix 2 of the report, be approved;
3. that, in respect of recommendations 1 and 2 above, further legal and VAT advice be sought and consultation and engagement take place with both Braunstone Athletic Football Club and Shakespeare Park Bowls Club, including inviting them to form an informal Management Committee, to progress;
4. that Pitch Licences for the Bowling Green and Football Pitches at Shakespeare Park be drafted for consideration at the next scheduled meeting of the Policy & Resources Committee on 28<sup>th</sup> April 2022;
5. that the Next Steps and Timescales, as set out in the report, be endorsed; and
6. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the members of the Shakespeare Park Improvement Project Sub-Committee:
  - (a) to make modifications to the draft documents approved in 1 and 2 above following legal and VAT advice;
  - (b) to make amendments to the draft documents approved in 1 and 2 above following consultation responses from Braunstone Athletic Football Club and Shakespeare Park Bowls Club; and
  - (c) to establish and make appointments to the Informal Management Committee of the Shakespeare Park Sports Pavilion and determine its role and terms of reference.

*Reasons for Decision*

1. *To ensure that the long term management arrangements of the Pavilion would be sustainable and maximise revenue opportunities.*
2. *To ensure that the responsibilities of the Management Committee were clearly set out and that there would be certainty of longer term tenure in order to expand sporting and community provision and maximise revenue*

- opportunities.*
3. *To enable detailed legal work to be undertaken and to enable input from the Sports Clubs.*
  4. *To ensure that the Sports Clubs had the certainty of longer term tenure, recognising their legal status as associations, in order to assist them with expanding sporting provision.*
  5. *To set an outline plan of the stages in order to focus on delivering the proposals.*
  6. *To enable detailed arrangements to be put in place to progress the proposals as well as manage the facility; and for practical and detailed modifications to be made to the draft legal documents where necessary.*

The meeting closed at 10.15pm.

**NOTE:**

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

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

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

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

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

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 28th April 2022.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF PLANNING & ENVIRONMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 10TH MARCH 2022**

**PRESENT:** Councillor Robert Waterton (Chair), Councillor Parminder Basra (Vice-Chair) and Councillors Anthea Ambrose, Leanne Lee, Phil Moitt, Satindra Sangha, Christiane Startin-Lorent and Marion Waterton.

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

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

**78. Apologies**

Apologies for absence were received from Councillors Sohan Johal and Dipen Nathwani.

**79. Disclosures of Interest**

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

**80. 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 two members of the public in attendance.

Once member of the public, Geoff Simmonds, was a resident of the proposed conservation area extension (item 10 on the agenda) and advised the Committee of his support for the proposals and suggested that the informal open space between Manor Farm and Avon Road should be considered for inclusion within the proposed boundary. Mr Simmonds also suggested it was important for the Town Council to be able to influence the setting of timescales to avoid any unnecessary delays at Blaby District Council.

**81. Minutes of the Meeting held 6th January 2022**

The Minutes of the Meeting held on 6th January 2022 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 6th January 2022 be approved and signed by the Chairperson as a correct record.

## 82. Planning and Licensing Applications dealt with under Delegated Authority

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

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

### Planning Applications

- 1. Application No:** 21/1439/HH
- Description:** Two storey side and single storey rear extensions
- Location:** 7 Edward Avenue Braunstone Town Leicestershire LE3 2PB (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council does not object to the application; subject to:*
- a) *on-site parking, including the proposed garage space, for 3 vehicles being provided and permanently available for use;*
  - b) *the front curtilage parking being surfaced with a hardbound permeable material;*
  - c) *the proposed window in the first-floor side elevation of the extension being of opaque glass and any opening being a storm window opening only, which should be at least 2 metres above the finished floor levels; and*
  - d) *no additional windows in the side elevation without the explicit consent of the local planning authority.*
- Reasons:**
- a) *To avoid additional parking on the approach to a road junction, which could present highway safety issues.*
  - b) *To provide a suitable surface for parking while avoiding flooding and surface water run-off.*
  - c) *To protect the privacy of the neighbouring property by ensuring that the side of the property could not be overlooked.*
  - d) *To protect the amenity enjoyed by the neighbouring property in terms of privacy and noise.*
- 2. Application No:** 21/1487/HH
- Description:** Loft conversion including hip to gable roof extension, rear dormer and associated internal alterations

**Location:** 57 Ravenhurst Road Braunstone Town Leicestershire LE3 2PW (Ravenhurst & Fosse Ward)

**Response:** *Braunstone Town Council objects to the proposed dormer window and Juliet Balcony to the rear.*

**Reason:** *The proposed rear dormer window and Juliet Balcony would provide for a vantage point providing views over the neighbouring properties private amenity spaces, having an adverse impact on the privacy enjoyed by the occupants of these properties.*

**3. Application No:** 21/1011/DOC

**Description:** Discharge of conditions 17 (Footpath Management Plan), and 18 (details of repositioned footpath) attached to planning permission 18/1041/FUL

**Location:** Aldi Meridian Way Braunstone Town Leicestershire LE19 1LW (Thorpe Astley Ward).

**Response:** *Braunstone Town Council:*  
a) *cannot support the discharge of condition 17 (Footpath Management Plan) until an updated Footpath Management Plan was provided to the Planning Authority; and*  
b) *does not object to the discharge of condition 18 (details of repositioned footpath).*

**Reasons:** a) *It was understood that a temporary closure and diversion was now preferred while the new footpath was constructed in order to ensure pedestrian safety; an updated Footpath Management Plan would need to be provided and should contain a timetable as required by Condition 17.*  
b) *There were changes to the proposed gradient of the footpath which would mean there was no loss of capacity in the sump area. The Flood Risk Assessment had identified flooding in the area was likely to be a 1 in 1000 year event; there was no concern regarding either increased flood risk or flood storage volume in the "sump" and that the repositioning of the footpath would not create any significantly greater flood risk than presently existed.*

**4. Application No:** 22/0057/NMAT

**Description:** Non-Material amendment to Outline planning permission 11/0100/1/0X seeking to change the description of development to incorporate the words - 'with the provision of care' after 'residential uses', to

alter the schedule of development to provide for a 66 bed care home facility at the Local Centre 01 to replace the envisaged 40 residential dwellings; and to relocate the proposed health centre from the District Centre to the Local Centre 01.

**Location:** New Lubbethorpe Beggars Lane Lubbethorpe.

**Response:** *Braunstone Town Council does not object to the proposed non-material amendment; subject to*

- a) *the 40 dwellings lost from Local Centre 1 being provided elsewhere in the development; therefore, the total number of dwellings from the outline permission remaining at 4,250; and*
- b) *the rate of delivery of dwellings, including social and affordable housing, being unaffected by the proposed change.*

**Reasons:** *The provision of a care home facility was welcomed; the relocation of the health centre along the main road would have an insignificant impact on accessibility overall; however,*

- a) *it was important to avoid any loss in the number of dwellings being provided overall since this would put pressure on the surrounding areas to provide more land for development; and*
- b) *delivery of affordable and social housing in Blaby District was behind the identified housing need target.*

#### Licensing Applications

**5. Application No:** M & B Jackets

**Description:** Street Trading Consent - Renewal Application

**Location:** Meridian East, Braunstone Town.

**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.*

**Reasons:** *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.*

### 83. Planning Applications and Licensing Applications

The Committee received details of a planning application 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:

- 1. Application No:** 22/0125/HH
- Description:** Two storey side extension (amended scheme to 21/0200/HH)
- Location:** 32 Grass Acres Braunstone Town Leicestershire LE3 2UQ (Millfield Ward)
- Response:** *Braunstone Town Council does not object to the proposals; subject to:*
- a) retention of existing on-site parking, including the garage space, as shown in the submitted plans; and*
  - b) no windows in the side elevation of the extension without the explicit consent of the local planning authority.*
- Reasons:**
- a) Given the proposals provided for an additional bedroom, it was important to avoid additional parking on a narrow highway, which could result in obstruction and present highway safety issues.*
  - b) To protect the amenity enjoyed by the neighbouring property in terms of privacy.*

### 84. Additional Planning and Licensing Applications

The Committee received details of a planning application received since the publication of the agenda (item 7 on the agenda). The Committee noted that there were no additional licensing applications.

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

- 2. Application No:** 22/0156/CLP
- Description:** Single storey rear extension
- Location:** 174 Kingsway Braunstone Town Leicestershire LE3 2TU (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council:*
- a) does not object to the issuing of a Lawful Development Certificate for the proposed single storey rear extension; and*

*b) recommends that any Lawful Development Certificate issued does not include the proposed internal alterations to the garage space.*

**Reasons:**

- a) The plans indicated that the rear extension would extend 3 metres beyond the rear of the house.*
- b) The description refers to a single storey rear extension; however, the application cross-references a plan, which shows internal alterations to the garage space; the loss of which could have an adverse impact on the local amenity and highway safety if it resulted in additional parking on the highway.*

**68. Planning Decisions**

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

**RESOLVED**

- 1. that Councillor Phil Moitt contact the Planning Case Officer for more information behind the following planning decisions:
  - a) 21/1298/HH, Single storey side extension, at 1A Amy Street;
  - b) 21/1398/HH, Single storey front and side/rear extensions (to include demolition of existing rear garage structure), at 21 Turnbull Drive; and
  - c) 21/1439/HH, two storey side and single storey rear extensions and rendering of existing property, at 7 Edward Avenue; and
- 2. that Councillor Robert Waterton contact the Planning Case Officer for more information behind the conditions applied to Planning Decision 21/1395/HH, 2 storey side extension, dormer window to rear and 2 and single storey rear extension and associated alterations, at 332 Braunstone Lane.

*Reasons for Decision*

- 1. *To understand why:*
  - a) a condition had not been applied to ensure that the extension would be built in accordance with the submitted Flood Risk Assessment;*
  - b) the development was permitted with a proposed porch protruding further forward than the bay window, and why a condition had not been included preventing windows in the side of the extension without explicit consent; and*
  - c) conditions had not been applied concerning side windows being opaque and the openings of a type and height preventing an individual looking out over the neighbouring property.*
- 2. *To understand why the Town Council's objections to the conversion of the garage space and consequential loss of on-site parking and the rear dormer were not taken into account.*

**69. Feedback on Planning Application Decisions**

The Committee received feedback concerning planning application decisions by Blaby District Council where the Committee had queried the decision; as follows:

- a) from Councillor Christiane Startin-Lorent, concerning application 21/1310/ADV, Display of three fascia signs (internally illuminated), three flag pole advertisements, one monument sign, and one totem pole (internally illuminated), at 1 Meridian South (**Enclosed**): there were not any regulations currently which could be used, however, the Town Council were advised to recommend regulations through the local plan review; and
- b) from Councillor Leanne Lee, concerning application 21/1158/HH, first floor side extension, at 2 Pits Avenue: a query had been raised with the planning department and a response was awaited.

**70. Proposed Conservation Area for Braunstone Village**

The Committee received the results of the recent residents' survey on the merits of designating as a conservation area, the area of Braunstone Village to the south of Braunstone Lane to coincide with the already designated conservation area within the Leicester City boundary, along with considering whether any modifications should be made to the proposals and to receive proposed milestones and estimated timescales for the next stages (item 10 on the agenda).

Citizens' Advisory Panel on 3<sup>rd</sup> March 2022 had also received the results of the residents' survey and had considered the proposals (Citizens' Advisory Panel Minute 6, 3<sup>rd</sup> March 2022):

- a) concern was raised by local residents regarding on ongoing planning application to build 13 new homes within the conservation area and whether the draft conservation proposals would delay or prevent the planning application process with Blaby District Council; and
- b) residents suggested that the boundaries of the extension to the conservation area be reconsidered to include a small green space beyond current bungalows which was the last small area of Manor Farm; inclusion in the conservation area would prevent development on the land and protect two old existing agricultural buildings that have conservation significance.

**RESOLVED**

1. that the results from the Residents' Survey (Appendix 1 and Citizens' Advisory Panel on 2<sup>nd</sup> December 2021) and the consultation response from Blaby District Council (Appendix 2) be received and further considered with Blaby District Council Planning Policy and Leicestershire County Council Heritage Service as part of reviewing and developing the conservation area proposal;
2. that the proposed amendment to section 13, Capacity for Change (set out at Appendix 3), be made to the draft Character Appraisal (Appendix 4);
3. that the *Proposed Milestones and Estimated Timescales* as set out in the report be approved; and

4. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Chair of Planning & Environment Committee, to:
  - (a) make amendments to the draft Character Appraisal following a detailed examination of the consultation survey results and feedback from stakeholders and following any advice from Blaby District Planning Policy and historic buildings and conservation professionals;
  - (b) publish an amended Character Appraisal;
  - (c) approve specific dates and milestones, including consultations and review, within the framework set out in the *Proposed Milestones and Estimated Timescales* section of the report; and
  - (d) further engage stakeholders, partners and professional advisers.

#### *Reasons for Decision*

1. *To shape the proposals and identify the special character and appearance in Braunstone Village, which should be preserved and enhanced.*
2. *To respond to issues raised in the consultation responses, particularly those by Blaby District Council concerning the proposed area for designation and the need to identify the reason for its preservation.*
3. *To provide timescales for engagement, review and amendment in order to shape proposals and enable a decision to be made on whether or not to finalise proposals for Blaby District Council to determine whether to designate the Town/District side of Braunstone Village as a Conservation Area, and if so in what form.*
4. *To enable the proposals to be updated following consultation and to set detailed arrangements for further consultation, review and engagement, along with obtaining professional support.*

#### **71. Notice Board Renewal**

The Committee received an audit of the Council's Notice Boards and considered a 5-year rolling programme for their renewal (item 11 on the agenda).

#### **RESOLVED**

1. that the Notice Board Audit Report be received and noted (Appendix 1);
2. that the "Recommendations for potential sites for new notice boards or small A4 poster frames", as set out in the Audit Report at Appendix 1, be approved as the framework for the five year rolling programme of replacement and renewal of notice boards, with the exception that utilising bus stops to promote events not be included;
3. that the "Action Plan" set out in the relevant section of the report, including the recommended four positions for the replacement notice boards on Town Council land in 2022/2023, be approved; and
4. that the "Classic 58 Post Mounted External Notice Board with Header", example shown at Appendix 2, be purchased for each of the four locations (Foxon Way, Goodheart Way, Holmfield Park and Franklin Park).

### *Reasons for Decision*

1. *To note that a full audit of notice boards owned by the Town Council has been completed.*
2. *To provide a plan for new/replacement notice boards to be installed in a timely manner and sited in the most appropriate positions to allow residents to be informed of upcoming events and council business.*
3. *To replace notice boards on Town Council owned land as soon as possible.*
4. *To ensure that appropriate notice boards would be purchased, presenting a corporate image across the town and providing value for money.*

## **72. Lubbesthorpe**

The Committee received an update on progress concerning matters relating to the Lubbesthorpe development, which included receiving a recent presentation to County Councillors (item 12a on the agenda) and background notes relating to presentation (item 12b on the agenda).

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

- (a) all local County Councillors were invited and attended the presentation, which related to highway matters;
- (b) Councillor Waterton had looked for traffic modelling information and could only find the modelling undertaken, which formed part of the planning approval process; there had been no recent modelling on the impact from the development; and
- (c) the next meeting of the local parishes group is scheduled for 30<sup>th</sup> March 2022.

Councillor Anthea Ambrose advised the Committee as follows:

- (d) that it had been important to ensure that County Councillors were fully aware of the highway issues, since when members of the Group had raised these issues directly with the highway authority or planning authority, they felt they were going round in circles;
- (e) members of the Group would be responsible for particular themes; and
- (f) potentially Travel Solutions could be invited to attend a future meeting to update the Group on progress with implementing the Lubbesthorpe Travel Plan.

**RESOLVED** that the update be noted.

### *Reason for Decision*

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

## **73. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2021 to 28<sup>th</sup> February 2022 (item 13 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 2021/2022.*

**74. Approval of Accounts**

The Committee received payments 22nd December 2021 until 28th February 2022 (item 14 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 22nd December 2021 until 28th February 2022 be approved.

*Reason for Decision*

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

**75. Meetings 2022/2023**

The Committee considered proposed meetings for 2022/2023 and whether an interim meeting should be held on Thursday 5<sup>th</sup> May 2022.

**RESOLVED**

1. that proposed meetings for 2022/2023 be endorsed as follows:
  - Thursday 9<sup>th</sup> June 2022;
  - Thursday 25<sup>th</sup> August 2022;
  - Thursday 27<sup>th</sup> October 2022;
  - Thursday 8<sup>th</sup> December 2022;
  - Thursday 16<sup>th</sup> February 2023; and
  - Thursday 20<sup>th</sup> April 2023; and
2. that a meeting of the Planning & Environment Committee be scheduled for Thursday 5<sup>th</sup> May 2022.

*Reasons for Decision*

1. *To ensure that meetings were scheduled when business needed to be transacted while ensuring meetings were at regular intervals.*
2. *To bridge the three month gap between the last scheduled meeting of the current cycle and the first scheduled meeting of the new Council Year.*

The meeting closed at 9.05pm.

**NOTE:**

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

**EQUALITIES ACT 2010**

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

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

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

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

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 5th May 2022.*

DRAFT

## **BRAUNSTONE TOWN COUNCIL**

**24th MARCH 2022**

### **Item 8 – Motions on Notice**

#### **Purpose**

To receive and consider motions moved on notice in accordance with Standing Order 4.13, as set out below:

#### a) **Ukraine**

*Motion submitted by Councillor Nick Brown.*

**Motion:** Along with local and regional leaders across Europe, Braunstone Town Council strongly condemns the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine; we express our full support and solidarity to the Ukrainian people and our peers in local government.

Therefore, Braunstone Town Council:

- (a) fully supports the attached statement (Appendix 1) issued on 24<sup>th</sup> February 2022 by the Council of European Municipalities and Regions; and
- (b) authorises the Town Mayor to sign the statement, referred to in (a) above, on behalf of Braunstone Town Council.

In addition, Council asks that Community Development Committee:

- (c) make arrangements to commemorate Ukrainian Independence Day on 24th August with an appropriate Ceremony hosted by the Town Mayor at the Civic Memorial Garden and Flag Pole; and
- (d) ensure support is provided to Ukrainian refugees who settle in Braunstone Town through local community groups and organisations, including any newly established group.

## **MOTIONS MOVED ON NOTICE**

- a) In accordance with these Standing Orders no motion may be moved at a meeting unless it is included in the agenda and the mover had given written notice of its wording to the Council's Executive Officer & Town Clerk no later than 12noon seven working days prior to the day of the meeting.
- b) The Executive Officer & Town Clerk may, before including a motion in the agenda received in accordance with Standing Order 4.14a above, correct obvious grammatical or typographical errors in the wording of the motion.
- c) If the Executive Officer & Town Clerk considers the wording of a motion is not clear in the meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Executive Officer & Town Clerk in clear and certain language at least 5 clear days before the meeting.
- d) If the wording or nature of a proposed motion is considered unlawful or improper, the Executive Officer & Town Clerk shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Members who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e) Having consulted the Chairman or Members, the decision of the Executive Officer & Town Clerk as to whether or not to include the motion in the agenda shall be final.
- f) Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all Members.
- g) Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Executive Officer & Town Clerk giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all Members.
- h) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i) If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chairperson, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.



24 February 2022

## **European local and regional governments strongly support their peers in Ukraine!**

We, the political leadership of the Council of European Municipalities and Regions, strongly condemn the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine. We express our full support and solidarity to the Ukrainian people and our peers in local and regional government. We will not accept that our European values and integrity be attacked again by the Russian Federation after the violation of Georgian territories by Russia in 2008. We are firmly opposed to the dismemberment of a free and democratic state in Europe.

The escalation of violence, repeated bombings and attacks on Ukrainian cities and territories are a serious threat to the preservation of peace and democracy across Europe.

We call on the Federation of Russia to cease its attack, to leave the national territory of Ukraine, to respect all international treaties and fundamental principles of international law and to recognise the full sovereignty of Ukraine over all its territories, including Donbas and Crimea.

Firmly convinced of local democracy and city diplomacy, based on the values of peace that unite our municipalities across Europe since 1951, we stand by the Ukrainian municipalities, cities, hromadas, districts, raions and their representative associations. They are in the front line to protect the population and provide basic services to offer them good quality living conditions and daily survival. The destruction of infrastructure by the belligerents jeopardises the efficient and safe maintenance of basic public services provided by Ukrainian local and regional governments to their citizens.

As European local and regional governments, representing 60 national associations across 40 European countries, including Ukraine, we will continue to work to support them in their efforts. Not only are we ready to support our peers in the country with the materials and expertise they may need in the days and weeks to come. Municipalities and regions will probably have to face soon the human consequences of such a tragedy for Europe, probably resulting in a flow of humanitarian refugees. Coordination with our national governments will be essential.

As the European section of UCLG, let us hope that city diplomacy will soon unite us all again!

**Stefano Bonaccini**

President of Emilia-Romagna  
President of AICCRE  
President of CEMR

**Carola Gunnarsson**

Lord Mayor of Sala  
Vice-President of SALAR  
CEMR Spokesperson on  
International Affairs

**Jan van Zanen**

Mayor of the Hague  
President of VNG  
Executive President of  
CEMR