

BRAUNSTONE TOWN COUNCIL

MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 9th DECEMBER 2021 AT 7.30PM

PRESENT: Councillor Anthea Ambrose (Chair) and Councillor Nick Brown, Sam Fox-Kennedy, Amanda Hack, Paul Kennedy, Sam Maxwell and Christiane Startin-Lorent.

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

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

54. Apologies

Apologies for absence were received from Councillors Tracey Shepherd, Ajmer Basra and Rebecca Lunn-Scoppie.

55. Disclosures of Interest

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

56. 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 present.

57. Minutes of the Meeting held 7th October 2021

The Minutes of the Meeting held on 7th October 2021 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 7th October 2021 be approved and signed by the Chairperson as a correct record.

58. 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 was hosting a children's craft and pantomime event on Sunday 19th December and would be providing refreshments. The Town Mayor would require support to provide tea and coffee and members

were asked if they would be able to help in any way.

59. Report from Commbus

The Chairperson welcomed Ollie Curran and Kim Richardson from Commbus to present a report on the Commbus Community Transport Service in Braunstone Town.

Commbus had taken over the running of some of the services previously provided by the Braunstone Town Community Minibus before it unfortunately, was unable to continue. Two regular routes had been taken on – the Ivy Club based at Braunstone West Social Centre and the weekly route from Kirby Muxloe to Glenfield. Commbus also operated a Dial-a-ride service Monday to Friday to various locations. The number of pickups from Braunstone Town was currently lower than expected and no service was available for Thorpe Astley at this time. However, this would be looked at in the future.

In order to extend the service that Commbus could offer, volunteers were required and it was agreed that the Town Council would help with promoting the service and the need for volunteer drivers and escorts.

60. Community Safety and Neighbourhood Policing Update

The Committee were disappointed to note that no representative from the Police had been able to attend the meeting. In particular, members were keen to meet the new Sergeant for the Beat Team in order for an update on current crime trends to be discussed.

It was noted that no response had been received from the Police on two questions raised regarding pavement parking and the riding of motorbikes on public footpaths. A response regarding the extension of police notices prohibiting parking at critical points, had been requested. It was noted that a special order had been put in place at Thorpe Astley Park advising that motorbikes illegally ridden on the park could be confiscated but this order only applied to the specific area where issues had been noted. Again, a further update on this was required from the police.

Recent Anti-social behaviour in the vicinity of Welcombe Avenue had also been raised and a further update from the police was requested.

RESOLVED

1. That the request for an update on pavement parking and motorbikes riding on footpaths be forwarded to the Police for an update; and
2. that the new police sergeant be invited to attend the next meeting of the Committee in February 2022.

Reasons for decisions

1. *to ensure that ongoing concerns regarding issues are addressed and that regular updates are provided; and*
2. *to ensure that members are able to meet the new sergeant in order to relay concerns of residents about ongoing issues.*

61. Outside Body Reports

The Committee received reports from members of Outside Bodies:

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

62. School Governing Body Report

The Committee received a report from a member of a School Governing Body (item 9 on the agenda).

It was noted that there was currently a vacancy for a school governor at Kingsway Primary School and agreed that the vacancy be published on the Town Council's website and social media.

RESOLVED that the report of the School Governing Body be publicised on the Town Council's website.

Reason for Decision

To ensure all members of the community have the opportunity to access the work of the school governors in the area.

63. Speed Activation Signs and Lamp posts Update

The Committee received an update on the Speed Activation Signs and Lamp Post update (item 10 on the agenda).

It was noted that the ongoing issues with both the speed activation signs had now been resolved with the manufacturer agreeing to replace the signs free of charge and updates undertaken to allow Bluetooth downloads. The signs had been installed on Kingsway and Murby Way and data from both signs would be available at the next meeting of the committee in February 2022. It was noted that Braunstone Lane still had speeding vehicles and concern was raised regarding school children crossing the road. However, it was confirmed that monitoring strips due were to be installed on Braunstone Lane and Narborough Road South East service road in the near future.

At the Committee meeting in July 2021, the committee had agreed that the speed activation signs be installed on Meridian East due to the high level of accidents in this vicinity. However, it had been noted that the procedure for installing any item, either permanent or temporary, on highway lighting columns had now changed. Leicestershire County Council now offered two options for organisations if they wished to erect any item on a lighting column as follows:

1. Option 1

A licence application would have to be submitted to Leicestershire County Council to erect either permanent or temporary attachments to highway lighting columns. A structural survey of the lighting columns would be required from a private company. Details had been forwarded from SLCC

regarding recent quotations received by Market Bosworth Parish Council from various private companies to undertake structural tests on four lighting columns that ranged from £400 - £1000.

2. Option 2

A licence application would have to be submitted to the County council for the installation of new posts specifically installed to put up the speed activation sign. Once County Council officers had undertaken a site visit and approved the location, they would install posts on the highway which then became the property of the Town Council for insurance and maintenance. The installation of the post would cost £250 each but a structural test and a memorandum of understanding would also be required for each post installed.

Members queried why lighting columns would need to be structurally tested if they had been recently updated and the County Council councillor agreed to look into the matter further.

RESOLVED

1. that no further action be taken with regards to the installation of the speed activation sign on Meridian East;
2. that the speed activation signs only be installed on existing approved lamp posts; and
3. that in the event that the speed activation signs once again become inoperable, the Committee review the costs now associated with installing the speed activation signs and balance this with the limited actions that would be available to reduce speeding within the Town.

Reasons for decisions

1. *The actions that the Council could take to address any speeding on Meridian East would be limited compared to the cost associated with obtaining approval for using lamp posts on Meridian East.*
2. *The speed signs were now operable and therefore should continue to be used in approved locations.*
3. *Due to the new procedures introduced by Leicestershire County Council there would be ongoing costs associated with installing the speed activation sign in new areas.*

64. **Braunstone Life Patronage**

The Committee considered arrangements for the Town Council's patronage to the Braunstone Life (item 11 on the agenda).

Previously the Town Council had supported the Braunstone Life with £300 patronage each year. However, the Town Council was aware of the importance of the publication for the community and the issues faced due to the Covid-19 pandemic and it was therefore recommended that a patronage of £500 be offered for the 2021/2022 financial year.

RESOLVED that the Braunstone Life Patronage be renewed with a gift of £500.

Reason for Decision

To support the work of Braunstone Life as a community newspaper, which was operated by volunteer and to recognise the impact that Covid-19 pandemic had had on the publication.

65. Braunstone Town Community Mini-bus Charitable Funds

The Committee considered arrangements for distribution of funds from the Community Minibus towards initiatives and groups supporting the elderly, vulnerable and disabled in Braunstone Town (item 12 on the agenda).

At the meeting of the Community Development committee on 8th July 2021 members received an update on Braunstone Town Community Minibus service and it was advised that the Braunstone Town Minibus would not be resuming any services following the Covid-19 pandemic restrictions being lifted. It was noted that Commbus had agreed to take over the running of some of the services previously offered by the Braunstone Minibus.

The trustees of the Braunstone Town Minibus were in the process of winding down the charity status of the group and part of this process was to distribute any remaining funds of the charity after all debts and expenses had been paid.

Part of the remaining funds had been granted to Commbus in order to support their service. However, following a meeting with the group trustees, the Town Council had been informed that Braunstone Town Community Minibus wished to offer a substantial amount of their remaining funds to the Town Council to manage and distribute on their behalf to local groups.

Draft proposals for the managing and distributing the funds had been forwarded to the trustees of the minibus who were happy with the proposals.

It was noted that the Charity Commission would need to approve the arrangements before the funds could be donated to the Town Council to distribute.

RESOLVED

1. that the draft proposal for administering the fund (attached at Appendix 1) be approved; and
2. that the draft criteria for distributing the funds (attached at Appendix 2) be approved.

Reasons for Decisions

1. *to ensure that the Town Council has in place, robust and transparent arrangements for the management of this fund; and*
2. *to ensure clarity on the criteria for the distribution of the funds.*

66. Summary of Grant Applications

The Committee received a list of grants paid to date and applied for from external sources (item 13 on the agenda).

It was noted that no update had yet been received regarding the application for a grant toward the Changing Places Toilet.

RESOLVED that the report be noted.

Reason for Decision

To monitor progress with supporting community groups with identifying sources of funding and with the award of grants under the Council's Community Grants scheme.

67. Community Grant Applications

The Committee considered Community Grant Applications which had been received (item 14 on the agenda). It was noted that only two members of the group lived within Braunstone Town but that the group would be approached to encourage them to meet occasionally in the Braunstone Town Library to encourage more residents to join the group and to offer activities within the library.

RESOLVED that the following grant applications be approved

- a) Crafty Stitchers Leicestershire - £200

Reason for Decision

The grant applications met the scheme criteria.

68. Improvements to Parks and Open Spaces

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

It was noted that the contractor at Shakespeare Park was currently undertaking snagging work on the building and that the Petanque area would be completed before the end of December. Confirmation from the contractor for the refurbishment of the tennis court was still awaited along with a start date for the work to commence.

It was noted that interim resurfacing work of the culvert bridge at Thorpe Astley had taken place due to the surface dropping. Work was still underway to ensure that the outstanding work to the bridge was completed in the Spring of 2022.

Work was continuing on the culvert bridges at Mossdale Meadows including working with the Environment Agency regarding the necessary permit required to undertake the work and drafting up the tender documents.

69. Community Development Priorities and Objectives

The Committee considered the Community Development Priorities and Objectives and determine whether they were relevant to address current and emerging issues faced by the Council and the community (item 16 on the agenda).

RESOLVED

1. that the Current and Ongoing Projects and Initiatives for each of the Community Development Priorities, as set out in the report, be received and noted;
2. that the Review of Civic Memorial Annual Remembrance Events, approved by the Committee on 6th February 2020 (Minute 69 2019 – 2021), be postponed and considered for rescheduling as part of the 2022 annual review of Priorities and Objectives;
3. that further to 2 above, Citizens' Advisory Panel schedule an item in May/June 2022 to ascertain residents' views of the current Civic Memorial Annual Remembrance Events;
4. that Community Development Objective 9 be rephrased "To encourage the formation of new community groups by promoting free/subsidised use of the Council's Community Facilities"; and
5. that, subject to 4 above, the Community Development Priorities set out in the report form the main areas of Community Development activity for 2022/2023.

Reasons for Decisions

1. *To set out the main areas of work in the Community Development Service for the coming year.*
2. *To focus on delivering initiatives and projects within the Council's 10 Key Priorities given the limits on resources.*
3. *To provide an opportunity for residents to comment on the current Civic Memorial Annual Remembrance Events and identify whether there was a need for modification to the arrangements.*
4. *The Council runs two Community Faculties.*
5. *These priorities continue to be the focus for nurturing and enhancing community life, equal opportunities and social inclusion.*

70. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2021 to 30th November 2021 (item 17 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

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

71. Capital Plan and Budget Estimates 2021/2022

The Committee considered a Statement of Expenditure for 1st April 2020 to 31st March 2021, a list of capital projects for 2022/2023 and beyond and a proposed budget for 2022/2023 for recommendation to Policy & Resources Committee (item 18 on the agenda).

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

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 a new budget of £1,000 be included for General Events;
3. that the budget for the Covid-19 Community Response be deleted; and
4. that the draft Estimates for the Community Development Committee, as attached at Appendix 2, be included in the Budget Estimates for 2022/2023.

Reasons for Decisions

1. *To ensure appropriate financial support to enable Queen's Platinum Jubilee anniversary events to be organised and to ensure their success.*
2. *To provide resources for events to support social inclusion and promote usage of the Council's community and recreation facilities.*
3. *Financial Resources had not been required for the Covid-19 Community Response during 2021 and the scheme was winding down.*
4. *To ensure appropriate resources for the Community Development and Social Inclusion Services.*

72. Approval of Accounts

The Committee considered payments from 29th September 2021 until 30th November 2021 (item 19 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 29th September 2021 until 30th November 2021 be approved.

Reason for Decision

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

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.

The meeting closed at 9.30pm.

These minutes are a draft and are subject to consideration for approval at the next meeting scheduled for 3rd February 2022.

BRAUNSTONE TOWN COUNCIL

MINUTES OF EXTRAORDINARY POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 15th DECEMBER 2021 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Sohan Johal, Leanne Lee, Sam Maxwell, Phil Moitt, Tracey Shepherd, Darshan Singh (substituting for Councillor Shabbir Aslam) and Christiane Startin-Lorent (substituting for Councillor Robert Waterton).

Councillor Rebecca Lunn Scoppie was also in attendance.

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

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

61. Apologies

Apologies for absence were received from Councillors Shabbir Aslam and Robert Waterton.

62. Disclosures of Interest

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

63. Public Participation

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

There were no members of the public at the meeting.

64. Blaby District Council – Proposed Community Governance Review of Braunstone Parish

The Committee received a report concerning a Community Governance Review of the parish of Braunstone (item 4 on the agenda).

The Committee received a supplementary report setting out the context and the implications of Blaby District Council's decision on Tuesday 14th December 2021 to conduct a Community Governance Review of the governance arrangements in the parish of Braunstone; along with

recommendations on how Braunstone Town Council should respond (filed with these minutes).

RESOLVED

1. That the *Context and Impact on Braunstone Town*, as detailed in the respective sections of the Supplementary Report submitted to the Committee, be supported and endorsed;
2. Braunstone Town Council support a Community Governance Review of the arrangements in Braunstone Parish in either of the following circumstances:
 - (a) receipt a Community Governance petition, signed by 7.5% of the electorate of the parish of Braunstone (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) calling for such a review; or
 - (b) there being material changes to the parish, such as a large scale development, since the last Community Governance Review in 2011;
3. that where any Community Governance Review takes place, any recommendation to split the existing parish and create a new parish of Thorpe Astley must have the support of the majority of electors of the whole parish;
4. that Braunstone Town Council have no role in supporting or facilitating the Community Governance Review process, except where the circumstances set out in 2 above apply;
5. that a report be submitted to Policy & Resources Committee, scheduled for 24th February 2022, setting out the Town Council's proposed formal response to the Community Governance consultation for consideration and submission; and
6. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to take such action as necessary to facilitate the discharging of actions, tasks, functions or responsibilities in pursuit of 1 to 5 above.

Reasons for Decision

1. *To recognise that the potential impact of any changes to the arrangements in Braunstone Parish were disproportionate compared to the level of evidence gathered from residents to justify a need for a Community Governance Review.*
2. *To recognise that citizens of a place had the ultimate right to request changes to how they were governed and that significant changes to the nature and population of an area could result in the need to review the effectiveness of how a place was governed in order to improve community engagement, bring communities closer together, create better local democracy and provide for more efficient delivery of local services.*
3. *To recognise that all residents were entitled to good and efficient government, improved community engagement and efficient delivery of local services.*
4. *Given the Town Council's limited and pressurised resources, along with the evidence and rationale behind Blaby District Council's decision on 14th*

December 2021 to undertake a Community Governance Review of Braunstone Parish; the Town Council did not see any community, governance or public service benefit from refocussing its priorities and resources to support the review process.

5. *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 in the Town Council's consultation response.*
6. *To ensure effective and timely implementation of actions in support of the authorised decisions of the Committee and therefore the associated position taken by Braunstone Town Council.*

65. Urgent Decision – Covid-19 Delegations to the Executive Officer & Town Clerk

The Committee considered whether to receive an urgent item in respect of Covid-19 delegations.

RESOLVED that an urgent item, Covid-19 Delegations to the Executive Officer & Town Clerk, be considered.

Reason for Urgency

The news of the recent spread of the Omicron variant of Covid-19 and uncertainty around its impact had developed since the publication of the agenda and there was a significant likelihood that decisions would need to be made in response prior to the next scheduled meeting on 13th January 2022.

The Committee considered reinstating the Covid-19 Delegations to the Executive Officer & Town Clerk (additional urgent item 5 on the agenda).

RESOLVED that the Covid-19 Delegations to the Executive Officer & Town Clerk, attached as Appendix 1 of the report, be approved on a fixed term until the next meeting of the Policy & Resources Committee, scheduled for 13th January 2022.

Reason for Decision

To provide flexibility to respond to the ongoing and evolving Covid-19 situation, providing an open and transparent approach for this to be achieved under the Council's existing governance arrangements and structures.

The meeting closed at 9.00pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

SIGNED: _____

DATE: _____

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANNING & ENVIRONMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 6TH JANUARY 2022

PRESENT: Councillor Robert Waterton (Chair) and Councillors Anthea Ambrose, Sohan Johal, Leanne Lee, Phil Moitt, Satindra Sangha, Christiane Startin-Lorent and Marion Waterton and John Dodd (Ex-Officio).

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

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

61. Apologies

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

62. Disclosures of Interest

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

63. 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 in attendance.

64. Minutes of the Meeting held 4th November 2021

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

RESOLVED that the Minutes of the meeting held on 4th November 2021 be approved and signed by the Chairperson as a correct record.

65. 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:

Planning Applications

1. **Application No:** 21/1301/FUL
- Description:** Change of use from C3 (dwelling) to C2 (residential institution) children's home to accommodate a maximum of 1 child aged between 8-18 years old
- Location:** 49 Henley Crescent Braunstone Town Leicester Leicestershire LE3 2SA (Ravenhurst & Fosse Ward).
- Response:** *Braunstone Town Council does not object to the application to change the use of this dwellinghouse into a children's home; subject to:*
- a) *one child only aged between 8 and 17 years old inclusive at any one time being accommodated at the property without explicit consent being sought from and granted by the local planning authority; and*
 - b) *on-site parking for two vehicles being retained; and*
 - c) *strict accordance with the arrangements for visitors (professional and non-professional), travel and parking, as set out in the submitted planning statement.*
- Reasons:** *The scheme would create support for a child in a residential rather than institutional setting; however,*
- a) *any expansion may result in undue noise and disturbance; and 18-year-olds count as adults not children;*
 - b) *to avoid additional on street parking close to a bend and a junction, which could present highway safety concerns; and*
 - c) *to protect the amenity enjoyed by the residents of the neighbouring properties, particularly in terms of noise and disturbance.*
2. **Application No:** 21/1111/HH
- Description:** Loft Conversion with new dormers to rear elevation, along with the increase of existing ridge height (resubmission of application 19/1520/HH)

Location: 2 Southside Road Braunstone Town
Leicestershire LE3 2YZ (Millfield Ward).

Response: *Braunstone Town Council does not object in principle to the proposals; subject to:*

- a) *the proposed height of the ridge not being higher than the existing ridge height of the surrounding properties;*
- b) *the proposed new dormers in the rear elevation being in strict accordance with the submitted dormer details and no door, balcony or Juliette window permitted without the explicit consent of the local planning authority; and*
- c) *on-site parking, both garage and hardstanding, as shown in the submitted plans being retained in perpetuity.*

Reasons:

- a) *To avoid a discordant element being added into the street scene at a prominent corner plot; to avoid an overbearing effect on the neighbouring properties;*
- b) *the properties had small gardens and the proposed rear dormer windows would look out at the side wall of the property to the rear; however, any door, balcony or Juliette window would provide a vantage point and therefore have an adverse impact on the amenity enjoyed by the neighbouring properties in terms of privacy; and*
- c) *to avoid additional on-street parking close to a junction, which could have an adverse impact on highway safety.*

3. **Application No:** 21/1310/ADV

Description: Display of three fascia signs (internally illuminated), three flag pole advertisements, one monument sign, and one totem pole (internally illuminated)

Location: 1 Meridian South Braunstone Town Leicestershire
LE19 1WY (Thorpe Astley Ward).

Response: *Braunstone Town Council does not object to the proposed application; subject to the internally illuminated fascia signs and totem pole:*

- a) *using LED lighting only;*
- b) *hours of illumination being restricted to hours of darkness and being operated using a light photoelectric sensor; and*
- c) *not being illuminated between the hours of*

11pm and 5am.

- Reasons:**
- (a) *To reduce energy consumption and light pollution.*
 - (b) *To avoid unnecessary energy wastage.*
 - (c) *To avoid unnecessary illumination and energy usage during hours of reduced activity.*

4. Application No: 21/1158/HH

Description: First floor side extension

Location: 2 Pits Avenue Braunstone Town Leicestershire LE3 2XL (Millfield Ward).

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

- (a) *on-site parking, as shown in the proposed plans, for 3 vehicles being provided and permanently available for use;*
- (b) *the proposed new parking for two vehicles being surfaced with a hardbound permeable material and/or drainage provided;*
- (c) *the boundary fencing/hedgerow one metre either side of the gateway to the parking in (b) above being no more than one metre in height;*
- (d) *provision of a dropped kerb, as shown in the plans, to the parking in (b) above; and*
- (e) *the windows in the first floor of the south west elevation being obscurely glazed and remaining so and no additional windows without the explicit consent of the local planning authority.*

- Reasons:**
- (a) *To avoid additional parking on the highway close to a junction, which could present highway safety issues.*
 - (b) *To reduce flooding and surface water run-off.*
 - (c) *To provide visibility for both pedestrians and occupants to avoid collisions.*
 - (d) *To provide for an official access, which would be identified by users of the highway.*
 - (e) *To protect the amenity enjoyed by the neighbouring property in terms of privacy.*

5. 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 objects to the discharge of conditions 17 (Footpath Management Plan) and 18 (details of repositioned footpath) due to insufficient design and construction information;*

Reasons: *The Footpath Management Plan did not contain a timetable. The details of the repositioned footpath did not provide enough information in respect of its routing through the sump area, provided to deal with flooding. It remains difficult without a description of the works to ascertain from the gradients and changes in levels identified on the plans how this would impact on the sump and the repositioned footpath. The proposal may be to fill in part of the sump, which could result in greater flooding, or the repositioned footpath would be through the sump area, which would mean the footpath was likely to be closed due to flooding at various times during the year.*

6. **Application No:** 21/1298/HH

Description: Single storey side extension

Location: 1A Amy Street Braunstone Town Leicestershire
LE3 2FA (Ravenhurst & Fosse Ward).

Response: *Braunstone Town Council does not object to the application; subject to:*
(a) on-site parking being available for at least 2 vehicles; and
(b) the floor levels in the extension being set no lower than existing levels and details of flood proofing being incorporated and approved in writing by the Local Planning Authority.

Reasons: *(a) The property was close to a junction and any additional on-street parking could cause highway safety concerns.*
(b) The property was located in a flood zone and was at greater risk of flooding; therefore mitigating actions should be taken to reduce the impact of flooding on the property.

7. **Application No:** 21/1270/HH
- Description:** Single storey side and rear extensions
- Location:** 99 Kingsway North Braunstone Town
Leicestershire LE3 3BE (Winstanley Ward).
- Response:** *Braunstone Town Council does not object to the application; subject to:*
(a) on-site parking, as shown in the proposed plans, for 2 vehicles being provided and permanently available for use; and
(b) the proposed new parking for two vehicles being surfaced with a hardbound permeable material and/or drainage provided.
- Reasons:** *(a) To avoid additional parking on the highway close to schools, which could present highway safety issues.*
(b) To reduce flooding and surface water run-off.
8. **Application No:** 21/1246/HH
- Description:** Single storey side and rear extensions
- Location:** 28 Woodland Drive Braunstone Town
Leicestershire LE3 3EA (Winstanley Ward).
- Response:** *Braunstone Town Council does not object to the application.*
- Reason:** *The proposal was single storey, where there was already a garage on the proposed footprint, on a large plot. The proposal would result in a slightly larger extension, which would include an integral replacement garage.*
9. **Application No:** 21/1211/HH
- Description:** Two storey side and rear extension
- Location:** 29 Colbert Drive Braunstone Town Leicestershire
LE3 2JB (Ravenhurst & Fosse Ward).
- Response:** *Braunstone Town Council does not object to the application; subject to:*
(a) permanent on-site parking for 3 vehicles being provided and surfaced with a hardbound permeable material;
(b) no windows or openings in the side elevation of the proposed extension without the explicit consent of the local planning authority; and

(c) *the finished floor levels of the proposed development matching the existing levels.*

Reasons:

- (a) *To avoid additional parking on the highway close to a bend, which could present highway safety issues, and to reduce flooding and surface water run-off.*
- (b) *To protect the amenity enjoyed by the neighbouring property in terms of privacy and noise.*
- (c) *To protect against flooding given the property was located in a designated Flood Zone 3.*

66. Planning Applications and Licensing Applications

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

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

1. Application No: 21/1343/HH

Description: First floor side extension

Location: 1 Sherard Way Thorpe Astley Braunstone Town
Leicestershire LE3 3TN (Thorpe Astley Ward)

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

- a) on-site parking, as shown in the proposed plans, including the existing garage space, for 3 vehicles being provided and permanently available for use;*
- b) the proposed front curtilage parking for two vehicles being surfaced with a hardbound permeable material; and*
- c) no windows in the first floor side elevation of the extension without the explicit consent of the local planning authority.*

Reasons:

- a) To avoid additional parking on a narrow highway close, which could cause obstruction and present highway safety issues.*
- b) To provide a suitable surface for parking while avoiding flooding and surface water run-off.*
- c) To protect the amenity enjoyed by the neighbouring property in terms of privacy.*

2. Application No: 21/1395/HH

Description: 2.5 storey side extension, dormer window to rear and 2 and single storey rear extension and associated alterations

Location: 332 Braunstone Lane Braunstone Town Leicestershire LE3 3AU (Ravenhurst & Fosse Ward)

Response: *Braunstone Town Council:*

1. *does not object to the extensions; subject to:*
 - a) *no windows in the side elevation of the side extension without the explicit consent of the local planning authority; and*
 - b) *the property only being used by the occupants for domestic purposes; and*
2. *objects to:*
 - a) *the conversion of the garage space into a Study; and*
 - b) *the proposed dormer windows to the rear.*

Reasons:

1. *The property was located on a large plot; however,*
 - a) *the amenity enjoyed by the occupants of the neighbouring property, in terms of privacy, should be protected; and*
 - b) *the plans showed an office, study and prayer room and to avoid noise and activity, which would have an adverse impact on the neighbouring properties, the premises should not be used to operate another use class;*
2. *Due to the adverse impact on amenity:*
 - a) *this would effectively be a five bedroom house and the removal of the garage would mean there was only on-site parking for two vehicles, which could result in parking on the highway, including the footway, close to road junctions and bends, which could cause obstruction and visibility issues compromising the safety of highway users, including pedestrians; and*
 - b) *the proposed rear dormer window 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:** 21/1398/HH
- Description:** Single storey front and side/ rear extensions (to include demolition of existing rear garage structure)
- Location:** 21 Turnbull Drive Braunstone Town Leicestershire LE3 2JT (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council does not object to the proposals; subject to:*
- a) the front porch not protruding further forward than the bay window;*
 - b) on-site parking, as shown in the proposed plans, for 3 vehicles being permanently available for use; and*
 - c) no windows in the side elevation of the extension without the explicit consent of the local planning authority.*
- Reasons:**
- a) To maintain the visual character and appearance of the street scene and to provide adequate space for all three on-site parking spaces to be at right angles to the house and highway.*
 - b) To avoid additional parking on the highway, which could present highway safety issues.*
 - c) To protect the amenity enjoyed by the neighbouring property in terms of privacy.*

67. Additional Planning and Licensing Applications

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

RESOLVED that the following response be forwarded to Leicestershire County Council:

Planning Applications

- 4. Application No:** 21/1357/FUL
- Description:** Demolition of existing steel framed structure to the front of the unit and replacement with new warehouse building
- Location:** Unit 1 Vitruvius Way Meridian Business Park (Thorpe Astley Ward)

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

- a) *on-site parking, as shown in the proposed plans and the type of parking as detailed in the Application Form being retained and permanently available for use; and*
- b) *the number of employees not exceeding 33 as detailed in Section 18 of the Application Form;*
- c) *the hours of opening being in strict accordance with those set out at Section 19 of the Application Form; and*
- d) *prior to any demolition or construction work being carried out, a Construction Method Statement be submitted and approved by the Local Planning Authority, which must contain details of hours of work, construction traffic movements, how noise and dust would be mitigated and how water courses would be protected from pollution.*

Reasons:

- a) *To avoid additional parking on the highway, including the footway, which could cause obstruction and present highway safety issues for both vehicles and pedestrians.*
- b) *To ensure that the operation of the site, parking and vehicular movements would not be adversely effected, having a knock on effect on the highway.*
- c) *To avoid noise and vehicular movements impacting on the amenity enjoyed by the nearby residential area.*
- d) *To avoid any adverse impact on the amenity enjoyed by the residents of the nearby housing or the workers/visitors of the nearby employment units.*

5. Application No: 21/1309/HH

Description: Single storey rear extension and conversion of garage to habitable room

Location: 5 Darwin Close (Thorpe Astley Ward)

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

- a) *replacement on-site parking for the loss of the garage space, being of hard bound permeable material, and being permanently available for use; and*
- b) *no windows in the side elevation of the extension without the explicit consent of the local planning authority.*

- Reasons:**
- a) *To avoid additional parking on a narrow access, which could result in obstruction and present highway safety issues.*
 - b) *To protect the amenity enjoyed by the neighbouring property in terms of privacy.*

6. Application No: 21/1413/HH

Description: Single storey side and rear extension with ancillary outbuilding to the rear residential garden (amended scheme to 20/1110/HH)

Location: 93 Cleveleys Avenue (Ravenhurst & Fosse Ward)

Response: *Braunstone Town Council does not object to the proposals for a single storey side and rear extension with proposed ancillary outbuilding; subject to the following conditions:*

- a) *on-site parking being provided as shown in the submitted plans and permanently retained for use; and*
- b) *the proposed outbuilding being ancillary to the domestic use of the dwelling and not sold, let or separately disposed of.*

- Reasons:**
- a) *To avoid on-street parking close to a bend, presenting highway safety issues.*
 - b) *To avoid noise and disturbance impacting on the amenity enjoyed by the neighbouring properties.*

7. Application No: 21/1436/HH

Description: Single storey front and rear extensions

Location: 3 Charlecote Avenue (Ravenhurst & Fosse Ward)

Response: *Braunstone Town Council does not object to the proposals; subject to no windows in the side elevation of the extension without the explicit consent of the local planning authority.*

Reason: *To protect the amenity enjoyed by the neighbouring property in terms of privacy.*

Licensing Applications

The Committee noted that there were no licensing applications.

68. Planning Decisions

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

RESOLVED

1. that Councillor Christiane Startin-Lorent contact the Planning Case Officer for more information behind the conditions applied to 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; and
2. that Councillor Leanne Lee contact the Planning Case Officer for more information behind the conditions applied to Planning Decision 21/1158/HH, First floor side extension, at 2 Pits Avenue.

Reasons for Decision

1. *To understand why the Town Council's consultation response to include conditions requiring the lighting to be LED and fitted with a photoelectric sensor had not been included.*
2. *To understand why the Town Council's consultation response to include a dropped kerb had not been included.*

69. Feedback on Planning Application Decisions

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

70. Proposed Conservation Area for Braunstone Village

The Committee received an update on the resident's survey and feedback from partners on the draft Character Appraisal and 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, and reviewed the next steps (item 10 on the agenda).

The Executive Officer & Town Clerk advised the Committee that to date 26 responses had been received to the Survey and all had been in favour of the principle. Residents had until 10th January 2022 to respond.

The Executive Officer & Town Clerk also advised that Officers from Blaby District Council's Planning Policy Department had requested a meeting to progress the proposals following approval of a motion to Blaby District Council to support and facilitate the process.

RESOLVED

1. that the *Proposed Next Stages and Timescales* as set out in the report be approved; and
2. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Chair of Planning & Environment Committee, to:
 - (a) make amendments to the draft Character Appraisal following the consultation survey results and feedback from stakeholders and following any advice from historic buildings professionals;
 - (b) publish the amended Character Appraisal for exhibition and further consultation;
 - (c) set the specific dates for the consultations and exhibitions, within the framework set out in the *Proposed Next Stages and Timescales* section of the report;
 - (d) further engage stakeholders, partners and professional advisers; and
 - (e) make amendments to the timescales to accommodate the input and recommendations of Blaby District Council and Leicestershire County Council.

Reasons for Decision

1. *To provide timescales for engagement, review and amendment in order to shape proposals and enable the Committee to determine whether or not to submit proposals to Blaby District Council to designate the Town/District side of Braunstone Village as a Conservation Area, and if so in what form.*
2. *To enable the proposals to be updated following consultation and to set detailed arrangements for further consultation, engagement and exhibitions, along with obtaining professional support.*

71. Review of arrangements for Planning & Environment Committee

The Committee reviewed the operation of the Planning & Environment Committee schedule and call-in process, agreed 17th June 2021, and determined whether to make appropriate recommendations to Policy & Resources Committee and Council. (item 11 on the agenda).

RESOLVED

1. that Planning & Environment Committee have 6 scheduled meetings per year; i.e. once per cycle, starting at 7.30pm; any other urgent business would require an extraordinary meeting to be scheduled; and
2. that planning and licensing applications no longer be routinely considered by Committee or under delegated authority; only major applications or applications called-in by Committee Members being considered by Committee (or under delegated authority) as set out at Appendix 1.

Reasons for Decision

1. *No concerns had been received from either members or the public concerning how the Town Council responded to planning and licensing*

application consultations during the trial period and the system seemed to be working effectively.

2. *To ensure that the Council responded to planning and licensing applications which may have a significant impact and providing capacity to deliver the Committee's non-planning and licensing application business.*

72. Lubbesthorpe

The Committee received an update on progress concerning matters relating to the Lubbesthorpe development, including housing completions (item 12 on the agenda), and an update on discussions at the recent meetings of local Parishes.

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

- (a) Affordable Housing: the document enclosed with the agenda included details of Phase 1 for both market and affordable homes;
- (b) the developers could decide the type of affordable home and who would run them; although Blaby District Council seeks to influence this and had been successful in obtaining agreement for some bungalows to be build;
- (c) all Phase 1 parcels had been given planning approval; therefore, arrangements were being considered for the Health Centre to be in place;
- (d) the Group were currently focussing on Highways issues and it was hoped to invite the County Councillors to the next Group meeting, likely to be in February, to discuss further; and
- (e) there was concern about the whole development being behind schedule since this was putting pressure on the Planning Authority to approve housing developments in other areas of the District, such as the affordable housing proposals for land adjacent to Avon Road; this would also impact adversely on the housing projections in the forthcoming Local Plan review.

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. Planning & Environment Priorities and Objectives

The Committee considered the Planning & Environment Priorities and Objectives and determined whether they were relevant to address current and emerging issues faced by the Council and the community (item 13 on the agenda).

RESOLVED

1. that the Current and Ongoing Projects and Initiatives for each of the Planning & Environment Priorities, as set out in the report, be received and noted;
2. that Notice Board renewal in 2022/2023 focus on a rolling programme of Notice Board renewal on the Council's own land; and that a report be

submitted to Committee early in the Council Year to determine a programme;

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

3. that the Planning & Environment Priorities and Objectives set out in the report form the main areas of Planning & Environment activity for 2022/2023.

Reasons for Decision

1. To set out the main areas of work in the Planning & Environment Service for the coming year.
2. To focus on delivering initiatives and projects within the Council's 10 Key Priorities given the limits on resources and to prioritise the locations on Council owned land for Notice Board renewal.
3. The priorities continue to be the focus for delivering a vision for local services and an environment which reach the highest possible standards. The Objectives were relevant and reflected changing issues within the community.

74. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2021 to 21st December 2021 (item 14 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.

75. Capital Plan and Budget Estimates 2022/2023

The Committee considered a Statement of Expenditure for 1st April 2020 to 31st March 2021, a list of capital projects for 2022/2023 and beyond and a proposed budget for 2022/2023 for recommendation to Policy & Resources Committee (item 15 on the agenda).

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

1. that the *Waste Services* budget be increased from £5,300 per annum to £7,570 per annum;
2. that the *Street Furniture* revenue budget be reduced from £5,000 to £2,500; and that the £2,500 capital funds allocated in the reserves to *Gateway Signage* be retained;
3. that the draft Estimates for the Planning and Environment Committee, as attached at Appendix 2, be included in the Budget Estimates for 2022/2023; and

4. that the Planning and Environment service area Capital Plan items, as set out (and as amended) in the table in the *Capital Plan* section of the report, be rolled forward onto the 2022/23 Capital Plan.

Reasons for Decision

1. *To account for rising treatment and transport costs, market pressures, and an increase in waste fees for emptying dog waste bins.*
2. *A combination of the revenue budget and reserved capital funds for both gateway signage and notice board improvements would be retained at £5,000 during 2022/23.*
3. *To ensure appropriate resources for Planning and Environment Services.*
4. *The Town Council was responsible for the Town's place signs and notice boards, which would be a capital asset. The life span of a sign would be approximately 30-40 years and a notice board would be approximately 20-30 years.*

76. Approval of Accounts

The Committee received payments 27th October 2021 until 21st December 2021 (item 16 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 27th October 2021 until 21st December 2021 be approved.

Reason for Decision

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

77. 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 an update on known and potential Houses in Multiple Occupation in Braunstone Town along with receiving feedback and issues which had been identified.

RESOLVED

1. that the report be noted; and
2. that a report be submitted to the meeting of the Committee, scheduled for January/February 2023, 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 monitor the growth in Houses in Multiple Occupation in order to protect amenity and ensure provision was in the most appropriate location and to an appropriate standard.*
- 2. 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 9.20pm.

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 10th March 2022.

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 13th JANUARY 2022 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair) and Councillors Anthea Ambrose, Sam Fox-Kennedy (substituting for Councillor Leanne Lee), Sohan Johal, Paul Kennedy (substituting for Councillor Sam Maxwell), Phil Moitt, Satindra Sangha and Robert Waterton.

Councillors Shabbir Aslam, Amanda Hack and Tracey Shepherd observed the meeting remotely through Zoom Video Conferencing.

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

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

66. Apologies

Apologies for absence were received from Councillors Leanne Lee and Sam Maxwell.

67. Disclosures of Interest

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

68. Public Participation

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

There were no members of the public at the meeting.

69. Minutes

The Minutes of the meeting held on 28th October 2021 (item 4a on the agenda) and the extraordinary meeting held on 15th December 2021 (item 4b on the agenda) were circulated.

RESOLVED

1. that the Minutes of the meeting held on 28th October 2021 be approved and signed by the Chairperson as a correct record; and

2. that the Minutes of the extraordinary meeting held on 15th December 2021 be approved and signed by the Chairperson as a correct record.

70. Council Priorities and Objectives

The Committee considered, for recommendation to Council, the Council's Priorities and Objectives and determined whether they were relevant to address current and emerging issues faced by the Council and the community (item 5 on the agenda).

On 6th January 2022, the Planning & Environment Committee agreed that the Planning & Environment priorities and objectives should be the main areas of Planning & Environment activity for 2022/2023 (*Planning & Environment Committee Minute 73*).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL:

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 sets 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.*

71. Capital Plan 2022/2023

The Committee considered, for recommendation to Council, priorities and projects for the 2022/2023 Capital Plan (item 6 on the agenda).

On 6th January 2022, the Planning & Environment Committee agreed that the Planning and Environment service area Capital Plan items, as set out (and as amended) in the report, be rolled forward onto the 2022/23 Capital Plan (*Planning & Environment Committee Minute 75*).

RESOLVED

1. that the following amendments be made to the notes column of:
 - (a) "Gateway signage to the Town on the new road from Lubbesthorpe" to read "To be scheduled"; and
 - (b) "Provide new, improved and enhanced notice boards at key locations" to read "Rolling programme over 5 years. Focus on Notice Boards on Council land in 2022/2023";

THAT IT BE RECOMMENDED TO COUNCIL:

2. that the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
3. 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;
4. that the Current Projects (section c) be rolled forward, as amended, on to the 2022/2023 Capital Plan;
5. that the Proposed New Projects (section d) be added to the 2022/2023 Capital Plan; and
6. that the Projects proposed for Deletion (section e) be removed from the rolling programme of Capital Projects.

Reasons for Decision

1. *To update the notes to reflect the current situation and recent decisions.*
2. *To confirm that the projects had been completed and there was no further work outstanding.*
3. *To ensure the plan was updated accordingly reflecting progress with its delivery.*
4. *To confirm that the projects were outstanding and were still required.*
5. *To recognise the need to undertake investment and improvement as identified.*
6. *To recognise that, following review, these Projects were no longer required.*

72. Budget (including Fees & Charges) and Precept 2022/2023 and future estimates

The Committee considered, for recommendation to Council, the budget and precept for 2022/2023, including fees and charges, and set out proposed estimates for future years (item 7 on the agenda).

Planning & Environment Committee on 6th January 2022 considered the draft budget estimates for its services and recommended:

1. that the *Waste Services* budget be increased from £5,300 per annum to £7,570 per annum;
2. that the *Street Furniture* revenue budget be reduced from £5,000 to £2,500; and that the £2,500 capital funds allocated in the reserves to *Gateway Signage* be retained;

3. that the draft Estimates for the Planning and Environment Committee [included at Appendix 1] be included in the Budget Estimates for 2022/2023.

(Planning & Environment Committee Minute 75).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL:

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.*

73. Shakespeare Park - Improvement & Development

The Committee received a progress report on the Shakespeare Park improvement project and financing for phase 2; along with an update on arrangements for future management of the pavilion and site (item 8 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;
2. that the revised quote for £64,420 of November 2021 for the tennis courts improvements be confirmed; and
3. 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. *There had been significant increases in the price of raw materials due to supply chain issues; nevertheless the revised tender price of November 2021 was within the agreed budget and available funding.*
3. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

74. Covid-19 Response

The Committee received an update on the implications of Covid-19 for the Council's services and considered fixed term Covid-19 Delegations to the Executive Officer & Town Clerk (item 9 on the agenda).

RESOLVED that the Covid-19 Delegations to the Executive Officer & Town Clerk, attached as Appendix 1 of the report, be approved on a fixed term until the next meeting of the Policy & Resources Committee, scheduled for 24th February 2022.

Reason for Decision

To provide flexibility to respond to the ongoing and evolving Covid-19 situation, providing an open and transparent approach for this to be achieved under the Council's existing governance arrangements and structures.

75. Schedule of Policy Reviews

The Committee considered for approval a schedule of Policy Reviews to ensure effective delivery within the resources available (item 10 on the agenda).

RESOLVED

1. that the current Health & Safety Policy and Data Protection Policy be submitted to the next meeting of the Committee for review; and
2. that, subject to 1 above, the *Proposed Schedule of Policy Reviews*, as set out in the report, be approved.

Reasons for Decision

1. *To determine whether the policies were fit for purpose and could be scheduled for review in 2023 or whether they needed review and updating in 2022.*
2. *To prioritise policy reviews in order to ensure they would be carried out in a timely fashion while not hindering the delivery of the Council's projects and services.*

76. Blaby District Parish Councils Group

The Committee received Braunstone Town Council's submission to the Blaby District Parish Councils Group on 1st December 2021 (item 11 on the agenda) and considered whether there were any issues, which needed to be raised at future meetings.

RESOLVED

1. that the report be received and noted; and
2. that how Parish Councils were responding to Climate Change be raised at the next scheduled meeting of the Group.

Reasons for Decision

1. *To keep up to date with the discussions and work of the Group and to provide an opportunity to raise any relevant issues.*
2. *To ascertain what action other Parishes were taking to respond to the threat posed by Climate Change.*

77. Automatic Payments (Direct Debit, Standing Order and BACS)

The Committee received details of current direct debit, standing order and BACS payments for review and endorsement in accordance with Financial Regulations 6.6 to 6.8 (item 12 on the agenda).

RESOLVED

1. that the list of suppliers paid by variable direct debit, attached at Appendix 1 of the report, be renewed;
2. that the supplier paid by use of a banker's standing order, as detailed in the table under Standing Order Payments in the report, be renewed; and
3. that the list of suppliers paid by BACS/CHAPS, attached at Appendix 2 of the report, be renewed.

Reasons for Decision

1. *To ensure that authorisations for variable direct debit payments were reviewed.*
2. *To ensure that authorisations for standing order payments were reviewed.*
3. *To ensure that authorisations for BACS/CHAPS payments were reviewed.*

78. End of Quarter Financial Position - Cashbook and Reserves

The Committee received a summary of the Council's Cash and Reserves for the period 1st April 2021 to 31st December 2021 (item 13 on the agenda).

RESOLVED that the end of quarter financial position be noted.

Reason for Decision

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

79. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2021 to 31st December 2021 (item 14 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.

80. Approval of Accounts

The Committee considered payments from 20th October 2021 until 31st December 2021 (item 15 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 20th October 2021 until 31st December 2021 be approved.

Reason for Decision

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

81. Civic Centre Facilities Improvements

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 – Commercial Interest.*

The Committee received an update on the proposals for the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen (item 16 on the agenda).

RESOLVED

1. that the current position with regards to costs of and funding the project be received and noted; and
2. that the indicative timescales for the project, as set out in the *Timescales* section of the report, be approved.

Reasons for Decision

1. *To recognise the need to sustainably finance the project using a combination of earmarked funds and by accessing external grant funding.*
2. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

82. Organisation Staffing Review: Update on Job Evaluation and Implementation of the Proposals

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.*

The Committee considered the results of an LRALC job evaluation review of the Management and Administration posts (item 17 on the agenda).

The Committee received a Supplementary Report to consider minor amendments to a couple of job descriptions in the form of cross references (filed with the confidential items on the agenda).

RESOLVED

1. that it be noted that the implementation of the Organisation Review in the Library Service had been completed;
2. that the LRALC job evaluation review of the corporate management and administration posts, as detailed in Appendices 1 to 4, be endorsed;
3. that the *Financial Implications* be noted;
4. that the following posts be retitled:
 - (a) Executive Officer & Town Clerk to “Chief Executive & Town Clerk”; and
 - (b) Deputy Executive Officer & Community Services Manager to “Deputy Chief Executive & Community Services Manager”.
5. that the grades for the four posts evaluated by LRALC be approved and implemented from 1st April 2022 as set out in the *Allocating Grades* section of the report, noting for the relevant posts that CiLCA or equivalent qualification attracted an additional point at both the lower and higher end of the approved scale; and
6. that the proposed amendment to the Job Descriptions for Senior Customer Service & Centres Officer, highlighted at Appendix 5, and for Finance Assistant & Receptionist, highlighted at Appendix 6, be approved.

Reasons for Decision

1. *To note resources were in place to ensure the effective day to day operation of an efficient and high quality Library service, as well as actively promoting and developing the Library service.*
2. *To note that the Job Evaluation review of the Council’s Officer posts was now complete and steps had been taken to ensure that there would be equity in the grading of these posts.*
3. *To note that a large proportion of the cost would be covered by savings made in 2021 Organisational Review and proposals would be considered by Employing Committee which would result in any additional costs for 2022/2023 being within budget.*
4. *The roles provide officer-led strategic leadership similar to those in other large Town Councils and small district and borough Councils.*
5. *To recognise that the posts had been independently assessed against a nationally recognised evaluation scheme. To recognise that for those posts which allowed an additional scale point for CiLCA or equivalent, that the additional point was applied to postholders holding the qualification at both the bottom as well as at the top of the scale.*
6. *To recognise that the Senior Customer Service & Centres Officer allocated shifts and supervised the Finance Assistant & Receptionist in relation to the Service Desk part of the role.*

The meeting closed at 8.40pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF EMPLOYING COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

13th JANUARY 2022 at 8.40pm

PRESENT: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillor Phil Moitt.

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

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

10. Apologies

No apologies for absence were received.

11. Disclosure of Interest

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

12. Public Participation

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

There were no members of the public at the meeting.

13. Minutes of the Meeting held 5th August 2021

The Minutes of the Meeting held on 5th August 2021 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 5th August 2021 be approved and signed by the Chairperson as a correct record.

14. Flexible Working Time Requests

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

The Committee considered requests from employees for a fixed term adjustment to their respective contracted hours, starting 1st April 2022 and ending 31st March 2023 (item 5 on the agenda).

RESOLVED

1. that the application by Employee 102 for a fixed term reduction in contracted hours of 5 hours per week to an average of 30 hours per week from 1st April 2022 until 31st March 2023 be approved; and
2. that the application by Employee 8 for a fixed term reduction in contracted hours of 2 hours per week to an average of 35 hours per week from 1st April 2022 until 31st March 2023 be approved; and

Reasons for Decision

1. *To allow Employee 102 to balance work and family commitments, while ensuring that staff salary costs were met within existing budgets, and allowing flexibility under the flexible hours and annualised hours system to respond to the needs of the organisation by working longer hours during busier periods and taking time off during quieter periods.*
2. *To allow Employee 8 to balance work and family commitments, while ensuring that staff salary costs were met within existing budgets, and allowing flexibility under the flexible hours and annualised hours system to respond to the needs of the organisation by working longer hours during busier periods and taking time off during quieter periods.*

15. Shared Parental Leave Update

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

The Committee received an update on an employee's Shared Parental Leave arrangements, approved by the Committee on 5th August 2021 (item 6 on the agenda).

RESOLVED that the request by an employee to update their approved Shared Parental Leave, as submitted in the letter dated 5th January 2022 at Item 6 on the agenda, be approved.

Reason for Decision

The employee's request to updated the arrangements for their Shared Parental Leave did not raise any issues which would be considered unacceptable for business reasons.

The meeting closed at 8.50pm.

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.

DRAFT

BRAUNSTONE TOWN COUNCIL

27th JANUARY 2022

Item 11 – Motions on Notice

Purpose

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

a) **Community Governance Review of the Parish of Braunstone**

Motion submitted by Councillor Nick Brown.

Motion Mover: Councillor Nick Brown.

Seconded: Councillor Amanda Hack.

Motion: 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.

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.

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:

1. result in the reduction in the quality and diversity of services available to all the residents, but especially those residents in any smaller parish;

2. result in an increase Council Tax Bills because of diseconomies of scale; and
3. 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.

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

Motion submitted by Councillor Bob Waterton.

Motion Mover: Councillor Bob Waterton.

Seconded: Councillor Leanne Lee.

This Council notes that a petition of 1279 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 a satisfactory solution for patients was presented to Leicestershire County Council's Health Scrutiny Committee on 19th January 2022.

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.

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.