



**TO COUNCILLOR:**

R H Adams  
G A Boulter  
L M Broadley (Chair)  
F S Broadley

J K Chohan  
H E Darling  
J K Ford  
F S Ghattoraya

C S Gore  
J Kaufman  
C D Kozlowski (Vice-Chair)  
C J R Martin

I summon you to attend the following meeting for the transaction of the business in the agenda below.

**Meeting:** Licensing & Regulatory Committee  
**Date & Time:** Thursday, 7 March 2024, 6.30 pm  
**Venue:** Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ  
**Contact:** Democratic Services  
**t:** (0116) 257 2775  
**e:** democratic.services@oadby-wigston.gov.uk

Yours faithfully

Council Offices  
Oadby  
**28 February 2024**

**Anne E Court**  
Chief Executive



**Meeting ID:** 2602

**ITEM NO.**

**AGENDA**

**PAGE NO'S**

**Meeting Live Broadcast | Information and Link**

This meeting will be broadcast live.

**Press & Public Access:**

A direct link to the live broadcast of the meeting's proceedings on the Council's Civico platform is below.

<https://civico.net/oadby-wigston/18601-Licensing-Regulatory-Committee>

**1. Apologies for Absence**

To receive apologies for absence from Members to determine the quorum of the meeting in accordance with Rule 7 of Part 4 of the Constitution.



**Postal Address:** Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ

**Refuse & Recycling Centre:** The Depot, Wigston Road, Oadby, Leicester, LE2 5JE

**Telephone:** (0116) 288 8961 **Email:** customer.services@oadby-wigston.gov.uk



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@Oadby\_Wigston

## 2. **Appointment of Substitutes**

To appoint substitute Members in accordance with Rule 26 of Part 4 of the Constitution and the Substitution Procedure Rules.

## 3. **Declarations of Interest**

Members are reminded that any declaration of interest should be made having regard to the Members' Code of Conduct. In particular, Members must make clear the nature of the interest and whether it is 'pecuniary' or 'non-pecuniary'.

## 4. **Minutes of the Previous Meeting**

**3 - 4**

To read, confirm and approve the minutes of the previous meeting in accordance with Rule 19 of Part 4 of the Constitution.

## 5. **Action List Arising from the Previous Meeting**

To read, confirm and note the Action List arising from the previous meeting.

## 6. **Petitions and Deputations**

To receive any Petitions and, or, Deputations in accordance with Rule(s) 11 and 12 of Part 4 of the Constitution and the Petitions Procedure Rules respectively.

## 7. **Licensing & Regulatory Update (Q3 2023/24)**

**5 - 19**

Presentation of the Senior Strategic Development Manager

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Our **Civico** platform at **civico.net/oadby-wigston**



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**MINUTES OF THE MEETING OF THE LICENSING & REGULATORY COMMITTEE HELD AT CIVIC SUITE 2, BROCKS HILL COUNCIL OFFICES, WASHBROOK LANE, OADBY, LEICESTER, LE2 5JJ ON THURSDAY, 7 DECEMBER 2023 COMMENCING AT 6.30 PM**

## **PRESENT**

L M Broadley                      Chair  
C D Kozlowski                      Vice-Chair



**Meeting ID: 2572**

## **COUNCILLORS**

R H Adams  
G A Boulter  
F S Broadley  
H E Darling  
J K Ford  
F S Ghattoraya  
C J R Martin

## **OFFICERS IN ATTENDANCE**

T Aldwinckle                      Licensing Enforcement Officer  
S J Ball                              Legal & Democratic Services Manager / Deputy Monitoring Officer  
J Wells                                Strategic Manager (Regulatory Services)

## **18. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor J K Chohan.

## **19. APPOINTMENT OF SUBSTITUTES**

None.

## **20. DECLARATIONS OF INTEREST**

None.

## **21. MINUTES OF THE PREVIOUS MEETING**

By affirmation of the meeting, it was

### **UNANIMOUSLY RESOLVED THAT:**

**The minutes of the previous meeting held on 21 September 2023 be taken as read, confirmed and approved.**

## **22. PETITIONS AND DEPUTATIONS**

None.

## **23. ACTION LIST ARISING FROM THE PREVIOUS MEETING**

There was no action list arising from the previous meeting.

**24. LICENSING & REGULATORY UPDATE (Q2 2023/24) (PRESENTATION)**

The Committee gave consideration to the presentation (as set out on pages 6 – 18 of the agenda reports pack) delivered by the Senior Strategic Development Manager which asked it to note the Licensing and Regulatory update for Q2 2023/24.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The content of the presentation be noted.**

**25. HACKNEY CARRIAGE AND PRIVATE HIRE POLICY REVIEW (UPDATE)**

The Committee gave consideration to the report and appendices (as set out on pages 19 – 103 of the agenda reports pack) which asked it agree changes to the Hackney Carriage and Private Hire Policy.

It was moved by Councillor R H Adams, seconded by the Chair and

**UNANIMOUSLY RESOLVED THAT**

- (i) The proposed Hackney Carriage and Private Hire Policy (2023) (provided at Appendix 3) be approved; and**
- (ii) Delegated authority be given to the Head of Law and Democracy and the Senior Strategic Development Manager to determine, interpret and apply the Policy for all relevant matters.**

**THE MEETING CLOSED AT 7.00 pm**

# Licensing and Regulatory Committee

Jon Wells

7 March 2024

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# Environmental Health

~ Page 6 ~

# Food Safety and Hygiene

- FSA have advised that food inspections and regulating businesses is a priority going forward
- During Q3 17 inspections were carried out
- Staff absence
- Outstanding inspections programmed for Q4
- Sampling continues – certain foods and surface swabs
- 98% compliance
- 60% achieve 5 (very good)
- 1% below generally satisfactory standard (5 in total)
- New businesses to be triaged is 40
- 23 food and health and safety complaints received

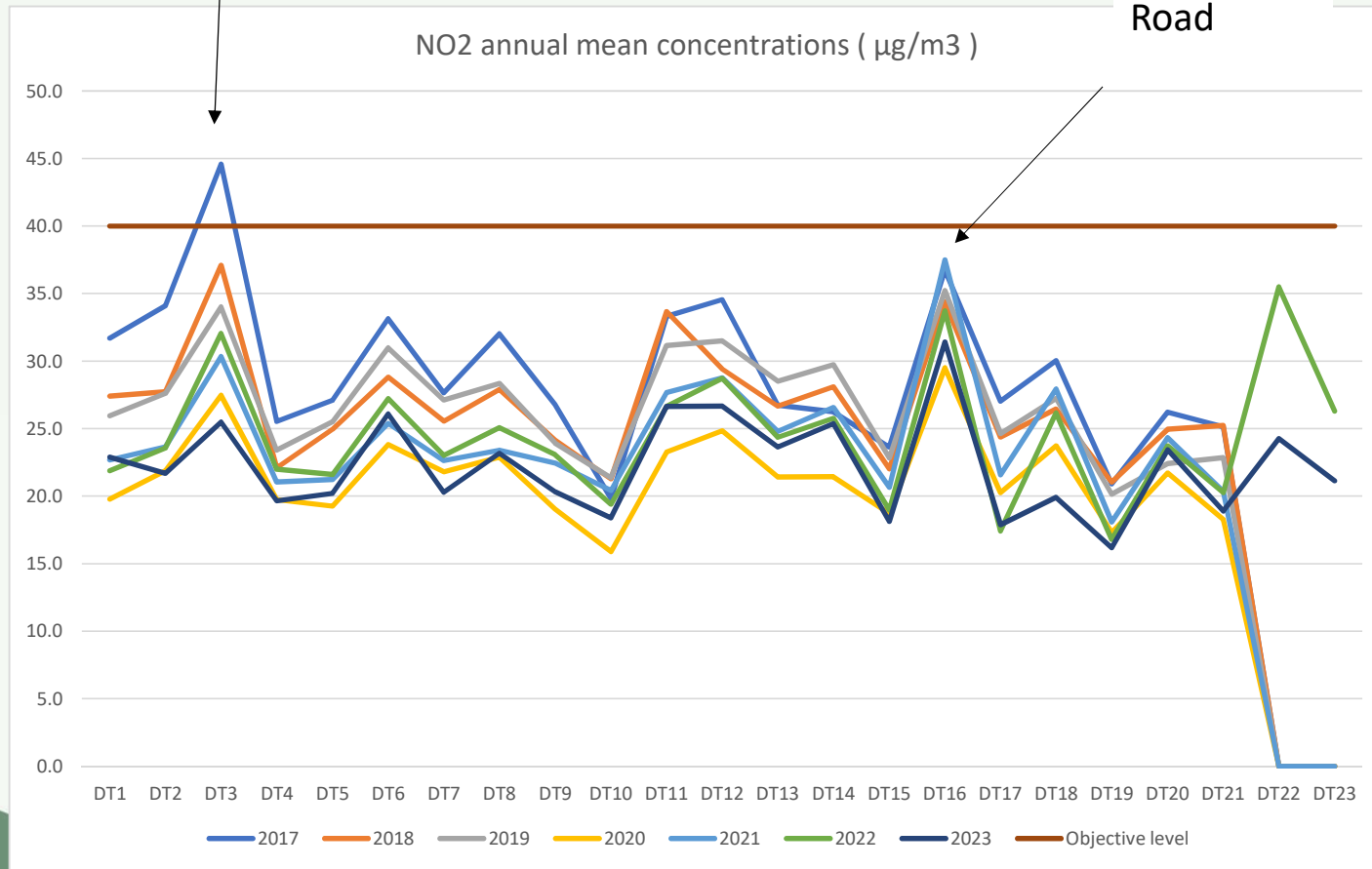
# Air Quality

A6

Canal  
St/Blaby  
Road

Summary of  
diffusion tube  
readings for the  
last 7 years

~ Page 8 ~





# Air Quality

Modeshift

Student ambassadors

Move it March

Banner competition

WOW tracker

~ Page 9 ~

Anti-idling campaign

Data analysis from zephyr

Monitoring and evaluation

**News**

## School project helps tackle poor air quality

By STAFF REPORTER

**TRAFFIC LEVELS THOUGHT TO BE HAVING IMPACT ON THE HEALTH OF YOUNGSTERS**

INITIATIVES are under way to tackle poor air quality that is thought to be having a detrimental effect on health.

Oadby and Wigston Borough Council said observations and data in Blaby Road, South Wigston, suggest that high levels of commuter traffic and congestion at peak times are causing concerning levels of air quality.

It said this is a particular problem for people with existing health concerns, but also negatively impacts children and can increase the chance of conditions such as asthma.

An air quality monitor will be installed close to the school to provide improved real-time data on levels of pollution.

There will be lessons for school pupils about the positive impact they and their families can have on air quality and the environment.

Pupils will be given an activity tracker to encourage more walking and cycling instead of car journeys and there will be a learn to cycle programme with Key Stage 1 children.

Parents will be encouraged to turn off vehicle engines outside the school gates.

Councillor Carl Walter said: "There is clear data that shows air quality around Blaby Road is poor and we want people to start thinking about how this is affecting others, especially the younger generation."

"Partnering up with Leicestershire County Council and Parkland Primary will help start raising the profile of this problem in the community.

"Educating youngsters and having them help carry messages about issues of this nature is a proven way of creating a positive impact."

"Clearly, though, this is about far more than just school traffic."

"The issue is commuter traffic in general and the impacts of this."

"Our work with Parkland Primary is a way to start provoking these conversations in the community so we can all look at our lifestyles and ways in which we can reduce car travel and increase our active travel such as cycling and walking."

Louise Richardson, Leicestershire County Council cabinet member for health and well-being, said: "Air pollution has serious negative effects on people's health, and it is something that Leicestershire County Council takes very seriously."

"Initiatives like this can make a real difference, and it's great to be part of a project which educates and encourages parents and children to do their bit to improve the environment for everyone."

Laura Pryor, healthy schools co-ordinator from Parkland Primary, said: "The health and wellbeing of our pupils is hugely important to us at Parkland."

"As such, we're very excited to be part of this project which is working to directly improve the lives of our pupils."



**“Data shows air quality is poor and we want people to start thinking about how this is affecting others”**  
Coun Walter

**TAKING STEPS:** Elsa Rios Robert with her message about air quality near Parklands Primary

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# Environmental Protection

- Welfare burials continue – 4 more in the last quarter
- Fly tip investigation ongoing
- Reviewed FPN rates with effect from 1 April 2024
  - Fly tipping – increase from £400 to £600, discounted to £525 if paid within 10 days
  - Litter – increase from £150 to £225, discounted to £200 if paid within 10 days
  - Graffiti or fly posting – same as litter
  - Household duty of care – same as fly tipping
- Investigation into cracks in house ongoing with prison principal contractor
- Future staff changes

~ Page 10 ~



# Licensing

~ Page 11 ~

- Taxi licencing – new form of competency tests now in place
- Service transformation continues to integrate office systems and digitise forms
- Premise licence review has now brought in £44,000 and suspensions issued for those who fail to comply
- A review of hairdressers and barbers is ongoing and will be completed by the end of March 2024
- Hackney and Private Hire changes introduced in January 2024 following approval by this committee in December 2023

New and renewal vehicles	98
New and renewal drivers	39
New and renewal operators	0
Street collections	7
Small society lottery	1
House to house	5
Other licences	2
Licensing Act	18

Q3 licenses processed

# Private Sector Housing

~ Page 13 ~

# Energy Grants Projects

Project	Funding Awarded	Additional Narrative	Suitable Properties	Number	Number of measures	Status
Local Authority Delivery Phase 3 (LAD3)	£528,000 + £327,000 additional funding secured due to successful delivery of program	Projected underspend of £29406.47 due to withdrawing prior to install, any outstanding properties	Private properties with mains gas supply (owned or rented)	72	110	Fully closed down, passed audit and now in process of returning underspend of £29,406.47
Better Care Fund	£150,000	Funding agreed by lightbulb to be spent in line with LAD3 project used to supplement Solar Panels with batteries for energy storage which was not included in the original brief	Can be used for either LAD3 or HUG1 properties	20	20	LAD 3 now closed, £138,156.02 spent on 10 Solar PV measures and 10 Solar Panel Batteries
Home Upgrade Grant, Phase 1 (HUG1)	£55,000	£6,436.30 underspend due to approved properties falling through and cost of measures, further research has been conducted prior to HUG2 to ensure successful delivery.	Private properties without mains gas supply (owned or rented)	4	5	Closed and audited

These programmes are designed to fund energy efficiency measures such as cavity wall insulation, loft insulation, solar panels and external wall insulation for households who are on low income.

Home Upgrade Grant, Phase 2 (HUG2)	£335,000	N/A	Private properties without mains gas supply (owned or rented)	TBC	TBC	In process of submitting batches of properties and measures for approval to Department for Net Zero and Energy Security prior to installation
Social Housing Decarbonisation Fund, Wave 2.1 (SHDF)	£579,501.18	Requested value of funds as per approved project plan, awaiting formal award letter. SHDF funding is match funded by the Authority.	Only OWBC stock	128 forecast	To be confirmed following assessment	Project team has been established, contractor has been procured and proactive engagement with tenants in progress.

These programmes are designed to fund energy efficiency measures such as cavity wall insulation, loft insulation, solar panels and external wall insulation for households who are on low income.

# Property Licensing

Q4	Licenses issued	Income
Number of rented properties - 828	Pending – 129	£634,354
Number of applications received - 868	Issued – 702	
Number of Exemptions and empty properties – 20	Withdrawn – 37	



The team are involved in 108 ongoing cases

# Service Requests



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# Empty Homes

Work with Council Tax, the Housing Team and property owners to return empty homes back into use

Was 132 now 53

# Community Lottery

First draw on 5 August 2023

Now raising approximately £17,534 per year for good causes

Number of tickets sold weekly 500

Supporters 281

Causes signed up 22