

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

4. 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'.

5. Minutes of the Previous Meeting

4 - 6

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

6. Action List Arising from the Previous Meeting

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

7. 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.

8. Blaby Road Air Quality Pilot Project

7 - 18

Presentation of the Senior Strategic Development Manager

9. Licensing & Regulatory Update (Q1 2024/25)

19 - 32

Presentation of the Senior Strategic Development Manager

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Agenda Item 5

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, 20 JUNE 2024 COMMENCING AT 6.30 PM

PRESENT

L M Broadley Chair
G G Hunt Vice-Chair



Meeting ID: 2694

COUNCILLORS

S S Athwal
G A Boulter
J K Chohan
H E Darling
J K Ford
F S Ghattoraya
J Kaufman
C J R Martin

OFFICERS IN ATTENDANCE

B Clark-Monks Selective Licensing Team Leader
D M Gill Head of Law & Democracy / Monitoring Officer
J Wells Senior Strategic Development Manager
S Wheeliker Senior Democratic & Electoral Services Officer

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors R H Adams and C D Kozlowski.

2. **APPOINTMENT OF SUBSTITUTES**

Councillor J Kaufman substituted for Councillor C D Kozlowski.

3. **DECLARATIONS OF INTEREST**

Councillors G A Boulter and J K Ford declared pecuniary interests with regard to item 12 of the agenda, insofar as they own properties within the Borough. Councillor J K Ford also declared a non-pecuniary interest with regard to item 10 of the agenda, insofar as he is the director of one of the properties that is examined.

4. **MINUTES OF THE PREVIOUS MEETING**

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 7 March 2024 be taken as read, confirmed and approved.

5. **ACTION LIST ARISING FROM THE PREVIOUS MEETING**

There was no action list.

6. PETITIONS AND DEPUTATIONS

None.

7. LICENSING & REGULATORY UPDATE Q4 (2023/24)

The Committee gave consideration to the presentation (as set out at pages 5 - 18 of the agenda reports pack) delivered by the Senior Strategic Development Manager, which asked it to note the Licensing & Regulatory update for Q4 2023/24.

Councillor J K Ford entered at 6:45pm.

By general affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

- i) The content of the presentation be noted.**

8. LOTTERY GENERAL FUND ALLOCATION (2024)

The Committee gave consideration to the report (as set out at pages 19 – 21 of the agenda reports pack), which sought approval for the allocation of funds raised from the Oadby & Wigston Community Lottery central fund.

It was moved by the Chair, seconded by the Vice-Chair, and

UNANIMOUSLY RESOLVED THAT:

- i) The allocation of £1,500 from the central fund for a volunteer celebration/awards evening to take place at Brocks Hill at the end of November 2024 be approved;**
- ii) The remaining central fund monies be used now and in the future for a new grant scheme which is accessible to the groups that take part in the Lottery; and**
- iii) Three Members be selected to form a panel with Officers to shape the volunteer event, and review and determine future grant scheme applications.**

9. FOOD SERVICE DELIVERY PLAN (2024/25)

The Committee gave consideration to the report and appendix (as set out at pages 22 – 28 of the agenda reports pack), which highlighted the plan for delivering the Food Service for the current year and provided an update on the progress made in 2023/24.

By general affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

- i) The content of the report and appendix be noted.**

10. GRAFFITI AND FLY-POSTING POLICY (JUNE 2024)

The Committee gave consideration to the report and appendix (as set out at pages 29 – 35 of the agenda reports pack), which asked it to approve a Graffiti and Fly-Posting Policy.

It was moved by the Chair, seconded by the Vice-Chair, and

UNANIMOUSLY RESOLVED THAT:

- i) The Graffiti and Fly-Posting Policy provided at Appendix 1 be approved; and**
- ii) Delegated authority be given to the Head of Law and Democracy and Monitoring Officer, and the Senior Strategic Development Manager to make minor revisions to the Policy in light of best practice and to revise the fixed penalty notice amounts in line with government recommendations.**

11. COMMUNICATION AND CONSULTATION PLAN FOR FURTHER SELECTIVE LICENSING SCHEME (2025 - 2030)

The Committee gave consideration to the report and appendix (as set out at pages 36 – 52 of the agenda reports pack), which outlined the proposed communications plan to engage with residents and stakeholders in relation to potentially designating a further Selective Licensing Scheme within the Borough.

Councillors G A Boulter and J K Ford left the meeting at 7:47pm.

It was moved by the Chair, seconded by the Vice-Chair, and

UNANIMOUSLY RESOLVED THAT:

- i) The content of the report be noted; and**
- ii) The Proposed Communications and Consultation Plan (set out at Appendix 1) be approved to allow the consultation process to commence.**

THE MEETING CLOSED AT 7.58 pm

South Wigston Air Quality Partnership Project

Agenda Item 8

Presented by April Seaton, Jenna Parton and Martha Jones

~ Page 6 ~

Background

In 2022 partners came together to work in collaboration to deliver a series of educational activities and active travel initiatives, with the hope of reducing some of the health issues associated with high levels of school/commuter traffic and congestion in the borough.

The South Wigston area had been highlighted by a study between UHL and the Leicestershire Public Health Team as having high levels of A&E attendance for children and young people with viral wheeze and asthma. Specifically, Blaby Road has been identified by local observation and data as a key hotspot for commuter traffic and congestion, increasing the levels of poor air quality in the area and contributing to the risk of related harm within the vulnerable groups within the population.

One of these groups with higher risk from poor air quality is children and young people.

Following these studies, the partnership has developed a project plan following recommendations for more action to address the air quality in this area.

Data

Asthma and Viral Wheeze admissions in Leicester, Leicestershire and Rutland (LLR)

LA Area
Multiple values

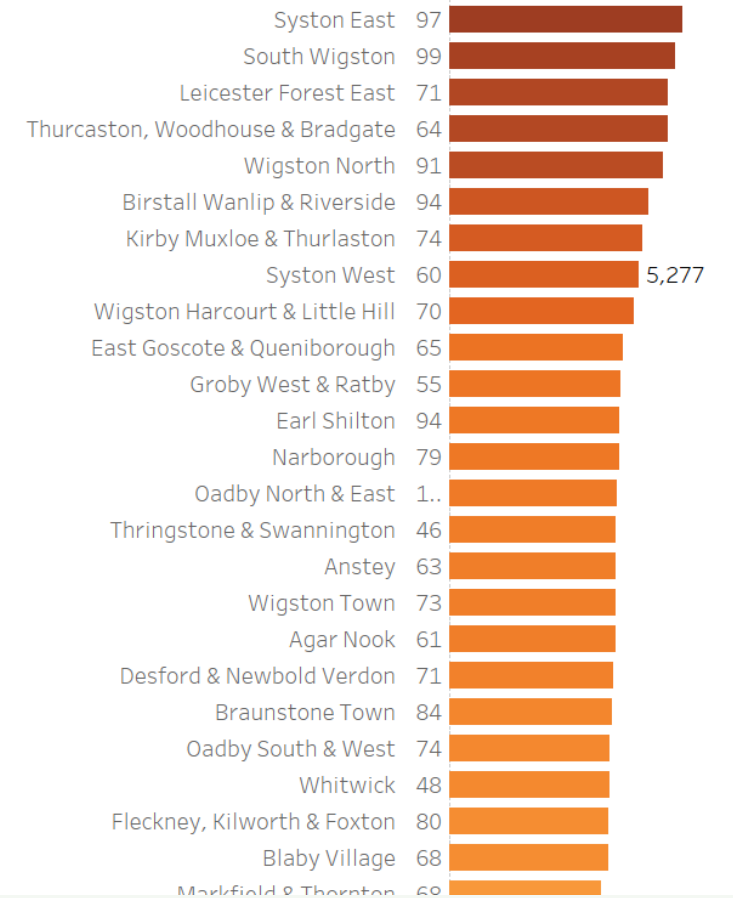
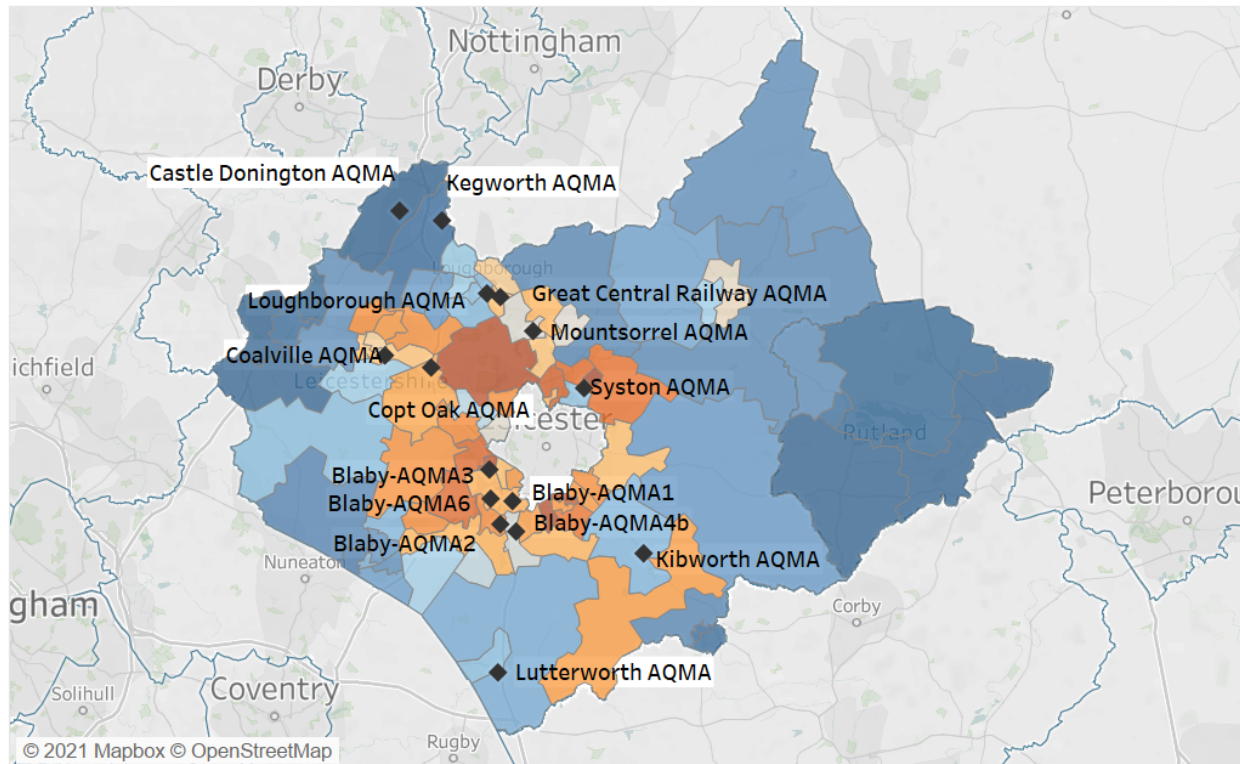
Year of Arrival Date
All

Age Band
Age 0-15

First Diagnoses Description
All

Inpatient Indicator
All

Rates per 100,000 population mapped at Middle Super Output Area (MSOA) with locations of Leicestershire AQMA's.



Setting up project

Oadby and Wigston Borough Council set up a working group of partners to understand and address the concerns. The working group includes partners from Leicestershire County Council and South Leicestershire School Sport Partnership.

Parklands Primary School was also identified as a key partner to work with and pilot these programmes and initiatives.

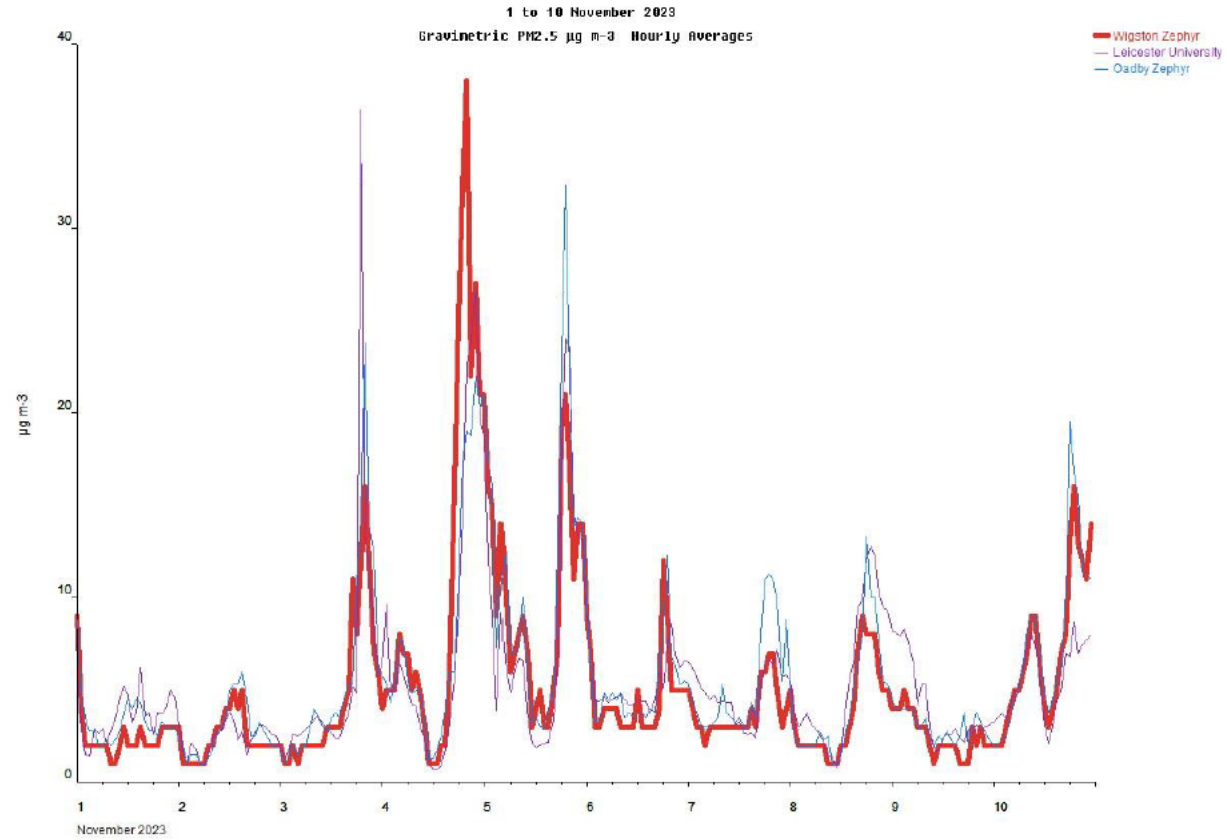
An air quality monitor has been purchased and will be installed close to the school and provide real time air quality (particularly measuring particulates PM10 and PM2.5 as we know these can have an adverse impact on a person's health, in particular vulnerable groups).

Project Aims and Objectives:

- To raise awareness of air quality data along the road corridor
- Measure particulate concentrations in this area
- Engage with schools and their pupils on a number of low-cost projects to influence behaviour
- Influence future Highway Authority transport plans
- Demonstrate how we are responding to data and fulfilling our role as community leaders

Zephyr Data

There were PM_{2.5} peaks around the November bonfire night celebrations.



PM_{2.5} Particulate Matter Hourly Mean Concentrations during November 2023

Primary School

We have worked with Parkland Primary School throughout the whole project. This has included 574 pupils.

Work in the school has included:

- Assemblies
- Performance in Education
- Competitions
- Poster competitions
- Challenges
- Mascot visits
- Learn to cycle
- Anti-idling campaign
- Clean Air Day
- WOW tracker



Performance in Education

Last year Leicestershire County Council contracted Performance in Education to deliver an interactive air quality education programme in a selection of primary schools. Parklands was one of school selected.

Objectives:

- Raise awareness of the potential consequences of poor air quality on health and well-being
- Identify the causes of poor air quality.
- Understand ways pupils can reduce their negative impact on air quality.
- Motivate pupils to improve their air quality by walking, cycling or using public transport, especially for the daily journey to school.
- Investigate the positive benefits of using sustainable travel.
- Inspire pupils to motivate your entire school to make a positive change on air quality.

Parklands staff reported that the performance was 'informative but super fun and engaging.'

WOW Tracker

Living Streets' WOW Activity Tracker is an interactive platform which tracks pupils' activity as part of WOW - the year-round walk to school challenge. The Activity Tracker uses an engaging interface to quickly and efficiently log pupils' journeys on a daily basis. Clear reporting dashboards show how classes are performing, and which pupils have earned a WOW badge.

In the last academic year, engagement was 38% which is higher than the national school engagement of 35%.

Total active trips recorded was 26,397.

Badges awarded was 1784.

Evaluation

'The programme has enabled partners to develop a relationship with the school and open dialogue about the well-being challenges that children and families face in South Wigston. Partners have implemented actions to support the school. This process has been important because of the health inequalities exist in South Wigston.

It is my belief that this programme has been a great example of partnership working.'

'One of the biggest successes of the project was the effective partnership working, which greatly benefitted the project through the sharing of resource, expertise, as well as allowing for a more holistic approach to design and delivery. A big thank you to all involved!'

'The Oadby and Wigston Air Quality programme has been a pleasure to be a part of. The partnership between Public Health-LCC, the OWBC, the Choose How You Move Team, the South Leicestershire School Sport Partnership and Parkland Primary School has been very successful. We met regularly to draw upon the expertise of all partners to devise a comprehensive programme to improve air quality and active travel opportunities for families in South Wigston. The programme was so successful that it is now being replicated in the Harborough District (with 3 targeted school).'

'It was positive to see the investment and commitment from O&WBC to the pilot to improve health outcomes and reduce inequality for their residents.

I also enjoyed the multi-partner commitment to this work, it focused resources and improved understanding of our organisations, services, offers and the local area.'

Press Releases



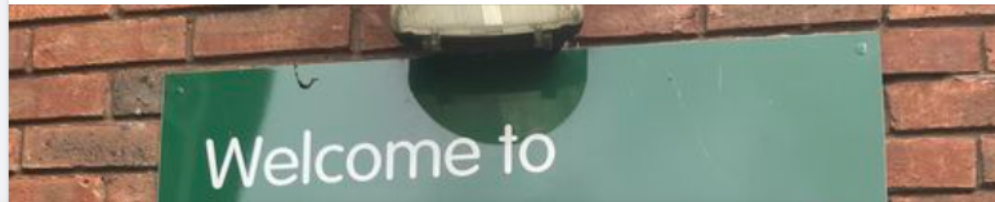
Oadby & Wigston Borough Council

8 February · 🌐

We have teamed up with Parkland Primary School and [Leicestershire County Council](#) for a project to tackle air quality around Blaby Road in South Wigston 🍀

Congratulations to Year 4 Parkland pupil Elsa, who recently won a competition to design a banner to encourage pupils to walk, cycle or scoot to school - look out for it to be displayed soon! 🥳

You can learn more about the project here 🖱️ https://www.oadby-wigston.gov.uk/.../new_project_to...



Thank you for listening.

Any questions?

Licensing and Regulatory Committee

Jon Wells

19 September 2024

Oadby & Wigston | Our borough -
the place to be

Environmental Health

Air Quality

- Air quality Annual Status Report (ASR) completed and submitted by 30 June 2024 to Defra
 - No current exceedances of air quality objectives
 - Sets out key actions for delivery in the coming year (completion of the school pilot project, fleet review, review of the impact following changes to incentivise low polluting taxis)
- Clean air day engagement with schools and via social media with positive reports and feedback



Oadby & Wigston
BOROUGH COUNCIL

2024 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the Environment Act 1995
Local Air Quality Management, as amended by the
Environment Act 2021

Date: 28 June 2024

Air Quality Strategy



- As we have no air quality management areas in our Borough the government requires us to produce an Air Quality Strategy to:
 - Demonstrate our commitment to keeping pollutant concentrations below objective levels
 - Strengthen and integrate other objectives and strategies e.g. transport, planning and public health
 - Collaborate with neighbouring authorities to address shared sources of air pollution
 - Highlight air quality as an important issue, provide information to the public, reflect local priorities and align/join different organisations about relevant measures
- Indicative timescale
 - Consultation with the public and key partner organisations – October 2024
 - Interpretation of responses/results and follow up work – Nov/Dec 24
 - Preparation of report for consideration by the Licensing and Regulatory Committee – March 2025

Environmental Health

- Food (Q1)
 - 28 inspections
 - 8 new businesses triaged with 38 new businesses left to do
 - General compliance at 90%
 - Very good 70%
 - Poor 3 premises
 - Slight backlog due to staff absence
 - 12 food and health and safety complaints received
- Welfare burials – 4 new cases
- Noise – 22 received
- Abandoned vehicles – 28 cases reported to investigate



Environmental Health

- Funeral Directors review following case in Hull
- 8 visits carried out looking at following:
 - standards of hygiene
 - facility conditions and operational capability.
 - traceability and transparency measures in place
 - dignity and condition of deceased people in their care
 - pre-payment plans
- All satisfactory apart from 1 where improvements were suggested relating to facility conditions and suggestions to improve traceability of the deceased in their care
- Summary report to be provide back to government and through the Leicestershire Health Protection Board
- Professor Masson Snr Coroner for Leicester City and South Leicestershire, has requested a meeting to discuss Public Health Funerals, Body Storage, Freezer Space and the associated pressures these needs can create along with costs.



Licensing

Licensing

- Hairdresser and then close contact services review 92 premise and personal registrations now issued.
- Pavement Licence rules now mad permanent – A licence permits the business to use furniture placed on the highway to sell or serve food or drink and/or allow it to be used by people for consumption of food or drink supplied from, or in connection with the use of the premises. Checks being made.
- Fees and charges updated
- Drivers' handbook being prepared
- Animal welfare inspections ongoing

Licensing

Q1 Licenses Processed

New and renewal vehicles	93
New and renewal drivers	54 (doubled since Q4)
New and renewal operators	1
<u>Street collections</u>	1
Small society lottery	2
House to house	3
Other licences	14
Licensing Act	18

Private Sector Housing

Energy Grants Projects

LAD3

120% properties completed, 61.1% measures installed and spend at 167.27%

HUG1

40% properties completed, 50% measures installed, 87.13% spend

~Page 28
Many Local Authorities struggled to deliver measures under HUG1 due to the demographic of their areas, as properties could only be funded under HUG 1 if they did not have access to mains gas. In addition, as a small authority, the statistics are based on a small sample size. For this project we projected installation into 10 properties and engaged with over 3,000 potentially suitable properties. A majority of the consortium faced similar challenges regardless of district size.

Selective Licensing Scheme

Number of rented properties	839
Applications received	882
Number of exemptions, empty homes undergoing renovation	18
Licenses pending	24
Licenses issued	758
Licenses withdrawn	98
Income	£638,514
Enforcement cases	5 penalties served (£3,000 each) Notices of intent served 39

Empty Homes

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

46 actively engaging with us including one very long-term property owner

Service requests now at 77 and includes work to investigate tenant complaints, work relating to minimum energy efficiency standards and houses in multiple occupation

Community Lottery



- Quarterly return submitted to the Gambling Commission
- Volunteer event planning underway for November evening
- Now raising approximately £12,480 per year for good causes in our area
- Number of tickets sold weekly 400
- Causes signed up 26