



Oadby and Wigston Borough Council

TO COUNCILLOR:

Mrs L M Broadley
Mrs L Eaton
L A Bentley
G A Boulter
J W Boyce
F S Broadley
D M Carter
Miss M V Chamberlain
M H Charlesworth

B Dave
M L Darr (Mayor)
R F Eaton (Deputy Mayor)
D A Gamble
Mrs S Z Haq
J Kaufman
Mrs H E Loydall
K J Loydall
R E R Morris

Mrs S B Morris
R H Thakor
G S Atwal
T Barr
Ms A R Bond
Ms K Chalk
B Fahey
Dr T K Khong

Dear Councillor et al

I hereby summon you to attend a meeting of the **COUNCIL** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **TUESDAY, 19 APRIL 2016** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
14 April 2016

Mark Hall
Chief Executive

AGENDA UPDATE (NO. 1)

PAGE NO'S

15. Receiving of Minutes for Information

The Council will receive the minutes from the meetings of the below-mentioned Committees, Forums, Working Groups and Outside Bodies for the purposes of information in accordance with Rule 17 of Part 4 of the Constitution.

- | | | |
|----|---|---------------|
| d) | Minutes of the Oadby Residents' Forum held on Tuesday, 01 March 2016 | |
| e) | Minutes of the South Wigston Residents' Forum held on Tuesday, 08 March 2016 | 1 - 3 |
| g) | Minutes of the Wigston Residents' Forum held on Monday, 14 March 2016 | 4 - 8 |
| h) | Minutes of the Community Engagement Forum held on Tuesday, 15 March 2016 | 9 - 12 |
| i) | Minutes of the Service Delivery Committee held on Tuesday, 22 | |

March 2016

- j) Minutes of the Policy, Finance and Development Committee held on Tuesday, 29 March 2016**

13 - 21

**MINUTES OF A MEETING OF THE SOUTH WIGSTON RESIDENTS FORUM
HELD AT BASSETT STREET COMMUNITY HUB, BASSETT STREET, SOUTH
WIGSTON.LE18 4PE, TUESDAY.8TH.MARCH 2016. COMMENCING AT 7.30PM.**

IN ATTENDANCE:

Councillor S. Morris– Chair

Councillors: J Boyce, R E Morris, B Boulter

Residents in attendance: R Hughes, R Pearce, T Sumpter, M Ray, J Jones, M Wilmot, K Tiday, R J Carter, R Elliot, R Elliot, J Sealey, D Tebbutt, P Tebbutt, J Guesford, J Chauhan, E Meacham, T Joshi,

Others in Attendance: V Quintyne (OWBC),C Walters(South Wigston Chamber), J Cooke (The Conservation Volunteers), PC C Sutherley, Inspector.L Batchelor, Casey Humphries (OWBC), S Bloxam (Arriva Transport)

Apologies:

D Cliffe, C Towell

Min Ref	Narrative	Officer Responsible
42	<p><u>LOCAL POLICE ISSUES AND PRESENTATION ON 2020 POLICING</u> The Police provided the residents with the latest crime figures The Statistics are for the last three months (10th November 2015 – March 5th 2016) –</p> <p>BURGLARY DWELLING – 4 (previous period – 7)</p> <p>BURGLARY OTHER THAN DWELLING (BOTD) – 6 (previous period – 2)</p> <p>THEFT OF MOTOR VEHICLE – 0 (previous period – 2)</p> <p>THEFT FROM MOTOR VEHICLE – 5 (previous period – 15)</p> <p>ROBBERY – 0 (Previous period 0)</p> <p>There are no major spikes in crime. Work is ongoing to reduce cannabis production. The test purchasing of alcohol licensed premises is being checked. Consultation has taken place with residents and work with partner agencies. Graffitists have been caught.</p> <p><u>BLUEPRINT 2020</u> Inspector Lucy Batchelor on behalf of the Police, presented an overview on the Police Change Programme This is titled; “Blueprint 2020”.Blueprint 2020 provided an overview of future policing, joint working with other agencies such as Probation and the Ambulance Service and covered the implications for change on policing in the Borough and the wider Leicestershire region.</p> <p>The presentation outlined, performance and success areas, changing demands, policing strategic priorities, Leicestershire Police and the recent Comprehensive Spending Review, programmes to projects and strategic alliance with Leicestershire, Nottinghamshire, Northamptonshire’s police forces.</p> <p>It was clarified that In relation to the budget, it has reduced from £175 million in 2010 to £168 million in 2015. In order to maintain policing levels of service and where possible</p>	

	<p>minimise the reduction in the number of officers and staff there needed to be large savings made. Savings have to date has come to just over £36 million since 2010.</p> <p>Questions from residents ranged from, how feedback from these presentations is taken to government to how it is to be identified what policing can and cannot achieve. All feedback will be given to the Police Chiefs.</p> <p>Action: 1 Circulate a copy of the presentation with the minutes.-VQ</p>	
43	<p><u>ELLIS POOL SITE OADBY</u></p> <p>As a borough wide item of information, Residents were informed the Ellis Pool site is now closed and boarded up against vandalism. The land is to remain in Council ownership. No decision has been made about the development of the Pool site.</p> <p>Officers are working on the outcome of a feasibility study re future options for use of the pool site land.</p>	
44	<p><u>NATURAL DISCOVERY VOLUNTEER PROJECT DISPLAY BOARDS</u></p> <p>The Natural Discovery Volunteer Development Project display boards were displayed by Casey Humphries. She is based at Brocks Hill Park and Centre. The Chair directed residents to the display at the front of the hall. This display covered the Volunteer Programme for the Borough. For more information residents are to contact:casey.humphreys@oadby-wigston.gov.uk</p>	
45	<p><u>EDIBLE FOOD TRAIL</u></p> <p>Alex Hewins presented on this item .He is proposing to take a bid on the Edible Food Trail to the Big Lottery. This item was brought as a means to gauge feedback on it before it is submitted to the Lottery Fund.</p> <p>The project will support sustainable food growing groups across the Borough. The outcome of the project will be local people using key areas of public land to grow food which all residents can harvest. This will lead to improved health and wellbeing.</p> <p>All food crops will be available cost free. It will also help food banks to replenish their stocks and encourage local people to grow their own food. Common land would be used to plant fruit bushes and fruit trees, with some planting in planters. school children are to be involved in the project</p> <p>The canal was viewed as a good place to plant foraging food. A resident suggested the Council greenhouses be used for this project.</p>	
46	<p><u>ARRIVA BUS ROUTE 49a</u></p> <p>Shaun Bloxam , Transport Manager from Arriva updated residents on the Arrive 49a bus route. The old bus route will continue to be run. It will not run at night or on Sundays. The last bus Monday to Saturday will be the 18.22pm.</p> <p>Arriva will leaflet the route to inform residents of the change. Councillor Boulter informed residents to use or lose the service.</p> <p>Bus Drivers were requested not to use their horns at night.</p> <p>A meeting with the Youth Council and Shaun Bloxam will be arranged by Councillor R. E Morris.</p>	
47	<p><u>SOUTH WIGSTON TRADERS UPDATE</u></p> <p>The Traders have recruited four new members. The Christmas lights are to be updated and be weather proof ones. The tree lights are to be replaced. A resident requested static lights near St Thomas Church. It was noted these are to be changed for next year.</p>	
48	<p><u>CHAIRMAN`S UPDATES INCLUDING,CAPITAL PROJECTS UPDATES</u></p>	

	<p><u>REQUESTS FOR SPENDING AND UPDATE ON THE FORUM BUDGET</u></p> <p><u>SOUTH WIGSTON TRAIN STATION PLAQUE.</u> A request was made for £450 to purchase a replacement plaque for the bridge. Rail track has been asked for permission to erect it. The cost includes fittings. The Traders stated they will match fund the proposal if it is carried. 14 people voted in favour. There were no abstentions.</p>	
49	<p><u>ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS</u></p> <p><u>LOCAL DEVELOPMENT ORDER</u> Three new Local Development Orders (LDOS), one concerning South Wigston are being prepared.</p> <p>Arriva Bus Depot is moving and comes within the prepared LDO. An alternative site around South Wigston is being sought for the Bus Depot.</p> <p>On the question of housing developments raised by residents. It was stated that the Arriva Bus Depot site may be viewed as one option to hold a development of 50 properties. The health surgery also needs to be relocated. Car parking could be part of this development</p> <p><u>PHOENIX THERAPIES</u> Phoenix Therapies is to provide an update at the next Resident Forum meeting. It has organised three taster days through Fairfield Primary School in South Wigston. They are working with Supporting Leicester Families.</p> <p>A project will be running in South Wigston after Easter with vulnerable families.</p> <p>To engage more people in their South Wigston work, a resident suggested Phoenix Therapies approach: Parklands Primary School, The Salvation Army, doctors' surgeries, Practice Nurses and use social media, such as Facebook. They can also try making a connection to South Wigston High School.</p> <p><u>WASTE NEAR THE SHOPS BY BASSETT STREET</u> Waste issues near to the shops by Bassett Street is being addressed.</p> <p><u>BOROUGH LITTER CAMPAIGN</u> An update on the Campaign to decrease litter, taking in Clean for the Queen and Clean Up in the Borough is to come to the next meeting.</p> <p><u>APPROPRIATE LANGUAGE USE BY COUNCIL WORKERS</u> The Chair was requested to remind the Street Cleaners not to use swear words in public. A resident has made a complaint about this.</p> <p><u>THE SOUTH WIGSTON WORKING GROUP</u> This Group is hosting new open twenty minute sessions. These are for residents who want to start new projects and network. The South Wigston Working Group magazine was highly complemented on its appearance and content. It has a wide circulation.</p> <p>Residents were reminded that should they wish to discuss in confidence local issues of concern before the full meeting begins at 7.30pm, there is a surgery session with; the Police, Councillors and Council Officers between 7pm and 7.30pm.</p>	
50	<p><u>DATE OF NEXT MEETING</u> Wednesday June 8th 2016 Time: 7.30pm Venue: TBC</p>	

Meeting closed at 21.00

Agenda Item 15g

**MINUTES OF A MEETING OF THE WIGSTON RESIDENTS` FORUM HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON MONDAY 14 MARCH 2016,
COMMENCING AT 7:00 P.M.**

IN ATTENDANCE:

Councillor B Boulter – Chair

Councillors: M. Charlesworth, L. Bentley, L Broadley, F Broadley, M Chamberlain, HE Loydall,
T Barr

Residents in attendance:

G A York, M Endall, M Harrington, D Needles, D Needles, R J Carter, CP Dingle, P Reeves,
C Towell, MJ Butler, JM Butler, M.A Drage, B J Dearing, D R Moden (Mrs), DR Moden (Mr), J
Chauhan, B H Orsley, J E Beaumont, G Schofield, A Schofield, S.Lobb , J Lobb, Mrs Warner, Mr
Warner, DG Barker, D Walton, P Lapworth, D Foreman, J Elliot, L Darling, M Hilton, B Hilton

Others in Attendance: PC D Hyatt, PCSO K Baladi, V Quintyne (OWBC), L Pires (WigstonTraders

Apologies:

Police Constable D.Hyatt, G Lamb

Min Ref	Narrative	Officer Responsible
48	<p><u>LOCAL POLICE ISSUES</u></p> <p>PC Carl Sutherley on behalf of PC Hyatt provided an update on crime figures for the period since the Forum last met as set out below:</p> <p><u>Crime Statistics 11/11/2015 to 14/03/2016</u> Burglary Dwelling – 39 Burglary other than Dwelling – 21 Theft of motor vehicle – 8 Theft from motor vehicle – 13 Theft Stores – 40 Robbery – 2</p> <p>There was one petrol station arrest. Patrols are ongoing in the local cemetery. Extra patrols have also been made in Peace Memorial Park.Both the pavements in Aldeley End are being parked on. This is causing congestion problems, inconveniencing pavement users. The Police are to address this. Police have apprehended those placing g graffiti across Oadby and Wigston.</p> <p><u>BLUEPRINT 2020</u> Inspector Lucy Batchelor on behalf of the Police, presented an overview on the Police Change Programme This is titled; “Blueprint 2020”.Blueprint 2020 provided an overview of future policing, joint working with other agencies such as Probation and the Ambulance Service and covered the implications for change on policing in the Borough and the wider Leicestershire region.</p> <p>The presentation outlined, performance and success areas, changing demands,</p>	

	<p>policing strategic priorities, Leicestershire Police and the recent Comprehensive Spending Review, programmes to projects and strategic alliance with Leicestershire, Nottinghamshire, Northamptonshire's police forces.</p> <p>It was clarified that In relation to the budget, it has reduced from £175 million in 2010 to £168 million in 2015. In order to maintain policing levels of service and where possible minimise the reduction in the number of officers and staff there needed to be large savings made. Savings have to date has come to just over £36 million since 2010.</p> <p>Questions from residents ranged from, how feedback from these presentations is taken to government, to how it is to be identified what policing can and cannot achieve. All feedback will be given to the Police Chiefs.</p> <p>Action: 1 Circulate a copy of the presentation with the minutes</p>	Veronika Quintyne
49	<p><u>BLUEPRINT 2020</u></p> <p>Inspector Lucy Batchelor on behalf of the Police, presented an overview on the Police Change Programme This is titled; "Blueprint 2020".Blueprint 2020 provided an overview of future policing, joint working with other agencies such as Probation and the Ambulance Service and covered the implications for change on policing in the Borough and the wider Leicestershire region.</p> <p>The presentation outlined, performance and success areas, changing demands, policing strategic priorities, Leicestershire Police and the recent Comprehensive Spending Review, programmes to projects and strategic alliance with Leicestershire, Nottinghamshire, Northamptonshire's police forces.</p> <p>It was clarified that In relation to the budget, it has reduced from £175 million in 2010 to £168 million in 2015. In order to maintain policing levels of service and where possible minimise the reduction in the number of officers and staff there needed to be large savings made. Savings have to date has come to just over £36 million since 2010.</p> <p>Questions from residents ranged from, how feedback from these presentations to residents is to be taken to Government, to how it is to be identified what policing can and cannot achieve. All feedback will be given to the Police Chiefs.</p> <p>Action: 1 Circulate a copy of the presentation with the minutes.-VQ</p>	
50	<p><u>ELLIS POOL SITE OADBY</u></p> <p>As a borough wide item of information, Residents were informed the Ellis Pool site is now closed and boarded up against vandalism. The land is to remain in Council ownership. No decision has been made about the development of the Pool site.</p> <p>Officers are working on the outcome of a feasibility study re future options for use of the pool site land.</p>	
51	<p><u>NATURAL DISCOVERY VOLUNTEER PROJECT DISPLAY BOARDS</u></p> <p>The Natural Discovery Volunteer Development Project display boards were displayed by Casey Humphries. She is based at Brocks Hill Park and Centre. The Chair directed residents to the display at the front of the hall. This display covered the Volunteer Programme for the Borough. For more information residents are to contact:casey.humphreys@oadby-wigston.gov.uk</p>	
52	<p><u>EDIBLE FOOD TRAIL</u></p> <p>Alex Hewins presented on this item .He is proposing to take a bid on the Edible Food Trail to the Big Lottery. This item was brought as a means to gauge</p>	

	<p>feedback on it before it is submitted to the Lottery Fund.</p> <p>The project will support sustainable food growing groups across the Borough. The outcome of the project will be local people using key areas of public land to grow food which all residents can harvest. This will lead to improved health and wellbeing.</p> <p>All food crops will be available cost free. It will also help food banks to replenish their stocks and encourage local people to grow their own food. Common land would be used to plant fruit bushes and fruit trees, with some planting in planters. school children are to be involved in the project</p> <p>It was suggested the Project proposal engage with schools, community groups and Friends of Peace Park, which facilitates a sensory garden.</p>	
53	<p><u>ARRIVA BUS ROUTE 49a</u></p> <p>Sean Bloxam, Transport Manager from Arriva updated residents on the Arriva 49a bus route. The old bus route will continue to be run. It will not run at night or on Saturdays or Sundays. The last bus Monday to Friday will be the 6.22pm.</p> <p>Arriva will leaflet the route to inform residents of the change. Councillor Boulter implored residents to use or lose the service.</p> <p>Bus Drivers were requested not to use their horns at night. Residents asked if a cross borough bus route was in sight. This was said not to be commercially viable.</p>	
54	<p><u>FUNDING UPDATES</u></p> <p>William Peardon Court Residents Association requested funding for training its group members and for the provision of stationery. An update on this is to come to the Forum in due course.</p> <p>The Phoenix Therapies Group and Wigston Bi-Polar Group were awarded funding to provide weekly therapy sessions and the purchase of training materials for people who are bi polar/ manic depressive. An update is to come to the next Forum meeting.</p> <p>Oadby and Wigston Civic Orchestra requested funding to support the development of the orchestra`s celebratory concert in February 2016 and celebrate its 50th anniversary. An update is to come to the next Forum meeting.</p>	
55	<p><u>PRIDE OF THE BOROUGH</u></p> <p>Due to apologies proffered, the Chair read out an update on behalf of Pride of the Borough.</p> <p>The Pride of the Borough Loyalty Card was promoted. It allows shoppers to access a variety of discounts from a range of local businesses. The annual joining fee remains £5.00. It can be accessed from Customer Services, Bell Street and Brocks Hill Centre, Oadby.</p> <p>Currently, there are 400 Pride of the Borough business members. Four new members were recruited.</p>	
56	<p><u>WIGSTON TRADERS UPDATE</u></p> <p>The Town Centre trade is quiet. A few businesses have closed. Smaller shops are struggling. Residents were encouraged to shop local and encourage their families to shop local. It was suggested Leicester Road could do with a facelift to smarten it up.</p>	
57	<p><u>CHAIRMANS UPDATES</u></p> <p>The Forum considered the Chairman`s update document which was circulated at</p>	

the meeting. The Chairman gave a verbal update on the issues outlined in the document.

Capital Projects Update

PADDOCK STREET BUS SHELTER

There is a new bus shelter for Paddock Street. Two licences have been applied for. A street licence is required to place a bus shelter. The cost of the licence is £240. This has caused a slight delay. The same licence charge applies to bins.

Following damage to the bollard in Bell Street, the Council has purchased a new one and two spares. A report on longer-term options re the bollard is to go to Committee. Options on alternatives to bollards are to be discussed. Emergency services hold a key to access Bell Street.

PEDESTRIANISATION OF BELL STREET

On the issue of pedestrianisation of Bell Street, Residents were requested to make their views known to County Council. A Resident requested 10 miles an hour speed limit be placed on Bell Street.

The consultation will close on August 7. People can have their say and fill in a short questionnaire by visiting www.leics.gov.uk/wigston-bell-street

Hard copies can be requested by writing to: Leicestershire County Council, Environment and Transport, Engineering Design, Glenfield, Leicester LE3 8RJ.

SHOPKEEPERS USE OF THE HIGHWAY

The Highways department is addressing shopkeepers placing items on the pavement. It is instigating action as appropriate.

SALE OF THE CO-OP BUILDING

A sale is imminent. Residents were reminded that the new post shop on Leicester Road is not the new post office. The Council approached the post office for a temporary Wigston post office. This was refused.

The Chair explained the Local Development Order process as some residents thought this might affect the post office development. He acknowledged there is to be development over the next thirty years and the risk of Government forcing the use of Greenfield sites if Brownfield sites were not used.

In the discussion on the Local Development Orders, Residents stated more car parking was needed. The Chair stated there is to be a purpose built car park erected. The Chair requested Residents put their views forward to the Council on the Local Development sites. The Council is to develop housing, shops and industrial options without losing car parking spaces.

COMMUNITY GROUP NOTICE BOARD

Following a request for a notice board to place community group information, the Chair stated such purchase for Bell Street is acceptable. It costs £2500 for a static notice board and £800 to paint them.

Residents were also directed to the Community Engagement Officer for finding out how to access the Town's electronic notice boards

Action:2

Bring this as an item for discussion at the next meeting.

**Veronika
Quintyne**

	<p><u>REQUESTS FOR SPENDING AND UPDATE ON FORUM BUDGET</u></p> <p>Provide a seat for the Bus shelter next to the Health Centre on Station Road. The majority of Residents in attendance agreed. No dissenters.</p> <p>The Civic Society was awarded £400 to purchase and plant 4 trees near the footpath between Willow Avenue and the Central Park. Guidance is to be sought from the Council's Open Space Manager by the Society as to the type of trees most suitable to plant there.</p> <p>There was one proposer for this project. All residents in attendance voted in favour. No dissenters.</p> <p>Leaflets were circulated at the meeting about the County Council tip. The leaflet clarified the cost of using the tip and what items can be received. Payment must be by bank card not cash.</p> <p>On green waste collection, there is to be a fortnightly collection from March till November 2016.</p> <p>The Chair noted that the Government is to cut disability benefits. Four Leicestershire MPS voted for this. Residents were requested to write to their MP to express their disapproval.</p> <p>Residents asked what the Council was doing about addressing empty buildings in the district. The Chair clarified the Council has a policy and an officer is engaged in addressing such matters in the Borough, including bringing them back into use.</p> <p>The development near Moat Street is due to be completed. The Council is monitoring its progress.</p> <p>Residents were reminded that should they wish to discuss in confidence local issues of concern before the full meeting begins at 7.00pm, there is a surgery session with; the Police, Councillors and Council Officers between 6.30pm and 7.00pm.</p>	
58	<p><u>DATE OF THE NEXT MEETING</u></p> <p>Wednesday June 29th 2016 Time:7.00pm Venue: Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR</p>	

Meeting closed at 20:37

MINUTES OF A MEETING OF THE COMMUNITY ENGAGEMENT FORUM

HELD AT COUNCIL OFFICES, WIGSTON ON THURSDAY 15th MARCH 2016

COMMENCING AT 7.00 PM.

IN ATTENDANCE:

Chair: J Kaufman

Councillor: S. Morris

Officers in Attendance: V Quintyne

Others in attendance: Pat Tebbutt – Resident – Churches Together, David Tebbutt Resident – Churches Together, Jan Bryars – Oadby Stakeholders, Cathy Stevenson-Red cross , Salim Boodhu – Oadby & Wigston Muslim Association ,Iqbal Noormohomed – Oadby and Wigston Muslim Association, Arzu Yilmaz-Dialogue Society, Lisa Vine – Leicester Lesbian, Gay, Bi-sexual and Transgender (LGBT) Centre

Ref	Narrative	Responsible Officer
1	<p><u>APOLOGIES</u> Chris Huscroft – Oadby & Wigston Lions and Food Bank Lesley Green - Oadby Church/Oadby Food Bank, Iris Lightfoot –TREC (The Race Equality Centre), B Gohil -Volunteer, Rev'd Gillian Gamble - Oadby Food Bank and Oadby Trinity Methodist Church</p>	
2	<p><u>MINUTES OF THE PREVIOUS MEETING</u> The minutes of December 10th 2015 were received and approved.</p>	
3	<p><u>REVIEW OF THE EQUALITY AND DIVERSITY AGENDA</u> The Equality and Diversity work plan continues to be progressed. It is available via the following link. Colleagues are provided with a copy of it at each meeting. It is the working document of the Community Engagement Forum and is used to address equality and diversity issues pertaining to the borough supported by the work of Voluntary organisations and community groups which provide a service for people specific to Oadby and Wigston as well as Leicestershire wide. Such groups are addressing a wide cross section of the public including the most vulnerable as included in the nine protected characteristics of the Equality Act 2010.The nine groups are:</p> <ul style="list-style-type: none"> • Disability • Sex • Gender reassignment • Race 	

	<ul style="list-style-type: none"> • Age • Religion and belief • Sexual orientation, • Pregnancy and maternity and • Civil partnership and marriage <p>It was explained that the Agenda is the Council’s framework to explore and map how equality and diversity issues are addressed in the Borough for planning and provision. This is focussed on all residents and other users of the Council’s provision but especially those most vulnerable and or at risk of not benefitting from such services and provision.</p> <p><u>CELEBRATING DIVERSITY CALENDAR – LUNCHTIME AND EVENING SEMINARS</u></p> <p>The Calendar Group has been working on is almost ready to be placed on the Council’s website following a few amendments.</p> <p>The calendar is to be used as a vehicle for providing bite size learning seminars relating to key festivals and how these are celebrated in Oadby and Wigston. This Group is not a replacement for the Oadby and Wigston Multi-cultural Group.</p> <p><u>ACTION:1</u> Check the dates for key Muslim festivals are added.</p> <p><u>ACTION:2</u> Add National Refugee week.</p> <p><u>ACTION:3</u> Source the correct date for the celebration of Navaratri Hindu festival.</p>	
4	<p><u>A SERVICE FOR TRANSGENDER YOUNG PEOPLE- LISA VINE – PRESENTATION</u></p> <p>This is a project funded by BBC Children In Need covering the Leicestershire region. It began 2nd November 2015 and is funded for three years.</p> <p>The presentation explored what it means to be transgender for young people, including experiencing gender dysphoria to terminology used and support services for young people and how to access it. Following the presentation questions were taken.</p> <p>To access further information on this project contact: lisa@leicestlgbtcentre.org or ring 01162547412. Lisa can also be contacted by getting in touch @LisaCvine and @LeicesterLGBT.</p>	

	<p><u>ACTION:4</u> Circulate a copy of the presentation with the minutes.</p>	Veronika Quintyne
5	<p><u>EQUALITY AND DIVERSITY TRAINING & EQUALITY ASSESSMENT TRAINING WORKSHOPS</u></p> <p><u>EQUALITY AND DIVERSITY TRAINING WORKSHOPS</u> Dates for Equality and Diversity workshops are being organised. They are to be provided to Council Members, Staff and CEF Members.</p> <p><u>EQUALITY ASSESSMENT TRAINING WORKSHOPS</u> Staff are to be offered Equality Assessment training workshops in April. Equality Assessments are also known as Equality Impact Assessments. Three sessions are planned for: April 5th, April 7th and April 14th 2016.</p> <p>These sessions will be attended by senior Council officers who have never undergone equality assessment training before or are undertaking it as a refresher session.</p> <p>It is important staff are not only aware of the legislation which requires these (Equality Act 2010) but also how to complete fit for purpose equality assessments that compliment and support development of the Council's business planning .</p>	
6	<p><u>LUNCH TIME SEMINARS</u> The Group was keen to see seminars made available at lunchtime and in the evenings. These seminars were viewed as having involvement from CEF Members in the planning and delivery and as a positive way of involving marginalised groups, for example refugees and asylum seekers. They were also seen as a way to build community cohesion and breakdown barriers among people in the community.</p> <p><u>ACTION:5</u> Work with colleagues and groups to host a series of lunchtime and /or evening seminars utilising the Celebration Calendar.</p>	Veronika Quintyne/Colleagues
7	<p><u>REFRESH OF EQUALITY PAGE INFORMATION</u> Change to equality information on the Council website is being progressed. Currently information on a selection of key new and updated Equality Assessments has been added. Other changes will include adding information on the Celebration Calendar and Oadby and Wigston's Equality Framework and rewording key equality information as appropriate. This is being done with the Council's communication media person.</p>	
8	<p><u>PR EVENT - WORKING TO RAISE AWARENESS OF PREVENT (WRAP) TRAINING WORKSHOP – UNITED KINGDOM COUNTER TERRORISM STRATEGY</u> This presentation was delivered by the Council's Community Engagement Officer. It covered the reasoning behind the Government's PREVENT Strategy and approach to working to prevent radicalisation into terrorist activity and safeguarding of vulnerable adults and young people.</p>	

	<p>The presentation was well received. However feedback suggested the voice range on the DVD used needs to be increased with the production of a new DVD or the Council's speakers require upgrading.</p> <p>Feedback on this event collected via evaluation forms is to be sent to the WRAP lead co-ordinator in London. The forms do not contain participants names.</p> <p><u>ACTION:6</u></p> <p>Further WRAP presentations are to be arranged. The audience is staff, community groups and voluntary organisations.</p>	<p>Veronika Quintyne</p>
<p>9</p>	<p><u>DATE OF NEXT MEETING</u> Wednesday 29 JUNE 2016 Time: 7pm Venue: Council Office, Council Chamber, Station Road, Wigston, LE182DR</p>	

**MINUTES OF A MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE
HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 29 MARCH
2016 COMMENCING AT 7.00 PM**

<u>IN ATTENDANCE:</u>		
Chair - Councillor Mrs S B Morris Vice-Chair - Councillor D A Gamble		
COUNCILLORS (11):		
G S Atwal L A Bentley Ms A R Bond G A Boulter	J W Boyce B Dave Mrs L Eaton B Fahey	Mrs S Z Haq J Kaufman K J Loydall
OFFICERS IN ATTENDANCE (3):		
S J Ball	S Glazebrook	M Hone
OTHERS IN ATTENDANCE (4):		
A Persaud	O Campbell M Luke	M Vigil

Min Ref.	Narrative	Officer Resp.
79.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from Councillors M L Darr, R E R Morris and T Barr.</p>	
80.	<p><u>APPOINTMENT OF SUBSTITUTES</u></p> <p>Councillors Mrs S Z Haq and Ms A R Bond and substituting for Councillors M L Darr and T Barr, respectively.</p>	
81.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>Councillor G S Atwal declared that he was a signatory to the Oadby Swimming Pool Site Petition and that he had spoken to the Petitioner, in respect of agenda items 6a and 6b. The Member attended the meeting without prejudice and with an open mind.</p>	
82.	<p><u>READING, CONFIRMATION AND SIGNING OF MINUTES</u></p> <p>Councillor B Dave requested that the mismarking of his forename initial be corrected in the minutes of the meeting of the Committee held on 02 February 2016.</p> <p>RESOLVED THAT:</p> <p>(i) Subject to the correction aforementioned, the minutes of the previous meeting of the Committee held on 02 February 2016 be taken as read, confirmed and signed; and</p>	

	(ii) The minutes of the extraordinary meeting of the Committee held on 18 February 2016 be taken as read, confirmed and signed.	
83.	<p><u>ACTION LIST ARISING FROM THE MEETING HELD ON 02 FEBRUARY 2016</u></p> <p>The Interim Chief Financial Officer reported that all items had been duly actioned.</p> <p>RESOLVED THAT:</p> <p>The Action List be noted by Members.</p>	
84.	<p><u>PETITIONS AND DEPUTATIONS</u></p> <p>Two Petitions were received by the Committee in respect of the Oadby Swimming Pool Site as set out at agenda items 6a and 6b respectively (at pages 17 - 35).</p>	
85.	<p><u>OADBY SWIMMING POOL SITE PETITION(S)</u></p> <p>Mr Matthew Luke presented and spoke upon the Petition(s) at agenda items 6a and 6b.</p> <p>Mr Luke stated that there were two requests within the Petition: the retention of ownership and recreational usage. He suggested that an indoor skate park or a soft play centre could make for the best indoor use of the site, thus limiting noise objections and providing a safer environment for young people. He further proposed a Community Arts Centre or the building's conversion into a Squash Centre. It was said that these options had the advantage of retaining the existing building and would benefit other visitors to Ellis Park. Mr Luke further suggested that the site could be returned to a green space in keeping with the original use of the land, potentially attracting external grants for redevelopment such as a sensory garden or raised communal planters to form part of the Edible Food Trail Lottery Bid. He invited the Council to engage in a meaningful dialogue with residents and appealed for cross-party agreement on the side of retention for a recreational use of the site in question.</p> <p>Councillor J W Boyce stated all the available options for future use of the site, including those raised by the residents of Oadby and the Petitioner, would be considered as part of the ongoing feasibility study currently being undertaken.</p> <p>Councillor Ms A R Bond supported the suggestions raised by the Petitioner.</p> <p>Councillor K J Loydall emphasised that Opposition Members had previously voiced their support for other potential uses of the site, including a general practitioners' surgery, additional schooling facilities and social/affordable housing.</p> <p>Councillor J Kaufman welcomed the views of the residents of Oadby and the Petitioner and noted that any intended future use of the land, whether that be recreational or otherwise, was to serve as betterment to the residents of the Oadby area.</p>	

<p>86.</p>	<p><u>INTERNAL AUDIT PROGRESS REPORT 2015/16 AND AUDIT PLAN 2016/17</u></p> <p>The Committee gave consideration to the report and appendices (at pages 36 - 78) as jointly-delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer) and Audit Manager at CW Audit Services, Mr Anand Persaud, which should be read together with these minutes as a composite document.</p> <p>Councillor B Dave welcomed the report and the opportunity to meet with the Audit Manager. With reference to 'Void Property Management' at paragraph 4 citing the recommendation for 'periodic reports ... detailing analysed debt levels' etc. (at page 50), the Member requested what timescales were to be given in respect of the same.</p> <p>The Interim Chief Financial Officer advised that six-monthly reports would be brought to the Committee for Members' consideration.</p> <p>With reference to 'Leavers' Access to Council's IT System' at paragraph 3.2 (at page 40), Councillor J Kaufman enquired as to whether this control applied to those Officers that had been suspended.</p> <p>The Interim Chief Financial Officer answered affirmatively.</p> <p>The Chair commended the correct identification of issues in the report and welcomes the progress made to date.</p> <p>Councillor J W Boyce requested that the nine 'High Risk Outstanding Issues' at paragraph 4 (at pages 45 – 51) be directly incorporated into the Action List.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The content of the Progress Report for 2015/16 be noted by Members; (ii) The Audit Plan for 2016/17 be approved; and (iii) The Audit Plan for 2016/17 be noted as indicative at this stage insofar as the days allocated to each audit may change following the reviews in 2015/16.</p>	
<p>87.</p>	<p><u>EXTERNAL AUDIT REPORT ON GRANT CLAIMS AND RETURNS AND THE EXTERNAL AUDIT PLAN 2016/17</u></p> <p>The Committee gave consideration to the report and appendices (at pages 79 - 103) as jointly-delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer) and Assistant Audit Manager at KMPG, Mr Owen Campbell, which should be read together with these minutes as a composite document.</p> <p>Councillor J Kaufman enquired as to why the planned audit fee for 2015/16 was 25% less than for 2014/15.</p> <p>The Assistant Audit Manager advised that the Public Sector Audit Appointments (PSAA) were responsible for the setting of audit fees.</p> <p>With reference to the 'Pooling of Housing Capital Receipts' (at page 87),</p>	

	<p>Councillor J W Boyce enquired as to whether the implication was fixable or if there existed a long-term problem. The Member further requested a report regarding audit tendering.</p> <p>The Assistant Audit Manager advised that there had been a one-off, isolated error that had since been resolved.</p> <p>Councillor G A Boulter enquired as to whether a future report was to be brought to this Committee setting out the implementation of the report's recommendations. The Member further sought clarification as to criterion to be used for identifying the Council's highest-valued housing stock for intended disposal.</p> <p>The Interim Chief Financial Officer advised that the recommendations and their implications would feature in the revised Council's Medium Term Financial Strategy (MTFS) due before the meeting of the Council on Tuesday, 19 April 2016. It was further advised that, due to the ongoing government-led consultation process, there was still uncertainty as to criteria to be used: however, it was noted that any intended disposal(s) would have an impact upon Housing Revenue Account (HRA).</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The contents contained within the report be noted by Members</p>	
88.	<p><u>RESIDENTS' FORUM BUDGET POSITION AND ALLOCATION REQUESTS</u></p> <p>The Committee gave consideration to the report and appendices (at pages 104 - 108) as delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer), which should be read together with these minutes as a composite document.</p> <p>The Interim Chief Financial Officer advised that the Oadby Residents' Forum request at paragraph 3.2.2 required further investigation before being resolved by the Committee.</p> <p>Councillor J W Boyce requested that the information herewith contained in the Forums' Budget report take account of the renewed position from start of this Council's lifecycle (i.e. April 2015).</p> <p>Councillor J W Boyce moved the recommendations as set out at paragraphs 2.1 and 2.2 of the report and subject to delegated authority being granted to the Chief Financial Officer to address the Oadby Residents' Forum request at paragraph 3.2.2.</p> <p>The Chair seconded the recommendations (as amended).</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <ul style="list-style-type: none"> (i) The position of the Forums' Budget be noted by Members; and (ii) To the exclusion of paragraph 3.2.2, the allocation requested by the Forums (as set out at paragraphs 3.2 to 3.4 of the report) be approved; and (iii) Delegated authority be granted to the Chief Financial Officer to 	

	address the Oadby Residents' Forum request at paragraph 3.2.2.	
89.	<p><u>PROVISION OF ADVICE AND INFORMATION SERVICES IN THE BOROUGH</u></p> <p>The Committee gave consideration to the report and appendices (at pages 109 - 112) as delivered and summarised by the Interim Community Services Manager, which should be read together with these minutes as a composite document.</p> <p>The Interim Community Services Manager added that the dates, times and locations of advisory sessions would be discussed as part of the pre-contract negotiations with the Helping Hands Advice Centre (HH) and the Citizens' Advice Bureau (CAB) and Members would be advised of the same in due course.</p> <p>Councillor D A Gamble moved the recommendation as set out at paragraph 2 of the report.</p> <p>The Chair seconded the recommendation.</p> <p>Councillor G A Boulter requested that any pre-contract negotiations make clear the finality of the budget and that liability would be joint and several between both HH and CAB should one party be no longer to honour its contractual obligations.</p> <p>Councillor J W Boyce requested that once the contract specification had been finalised, that the information relating to advisory sessions be published.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The Citizens' Advice Bureau and Helping Hands Advice Centre be appointed to provide advice and information services to the residents of Oadby and Wigston for a period of 3 years at a total cost of £55,000 per year commencing on 1 June 2016.</p>	
90.	<p><u>DRAFT HEALTH AND SAFETY POLICY</u></p> <p>The Committee gave consideration to the report and appendices (at pages 113 - 133) as delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>Councillor L A Bentley welcomed the report and extensive work undertaken by Officers. The Member raised a concern as to the volume of the draft Health and Safety Policy ("the Policy"). He recommended that the Policy ought to consist of a more simplified, two-to-three page high-tier policy document with a number of detailed, policy documents operating underneath. He requested that greater emphasis be placed upon personal protection equipment and risk assessments.</p> <p>Councillor L A Bentley moved the recommendations as set out at paragraphs 2.1 to 2.3 of the report.</p>	

	<p>Councillor K J Loydall suggested that the Policy should incorporate a more defined structure as to the exact designations of responsibility and operating standards.</p> <p>Councillor B Dave echoed the sentiments of Councillor L A Bentley.</p> <p>RESOLVED THAT:</p> <p>(i) The draft Health and Safety Policy be approved and adopted; (ii) The position on health and safety training be noted by Members; and (iii) The Director of Services be granted delegated authority, in consultation with the Chair, to make any changes to the policy in light of legislation or other changes in circumstances.</p> <p>Votes For 12 Votes Against 0 Abstentions 1</p>	
91.	<p><u>EQUALITY ASSESSMENTS</u></p> <p>The Committee gave consideration to the report (at pages 134 - 137) as delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>Councillor K L Loydall suggested that a single, inclusive policy document was required to specifically identify those Officers responsible and their attendant obligations under, and in respect of the completion of, Equality Assessments.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The contents contained within the report be noted by Members</p>	
92.	<p><u>SOCIAL MEDIA POLICY</u></p> <p>The Committee gave consideration to the report (at pages 138 - 141) as jointly-delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer) and the Managing Director at Big Sound Marketing, Mr Mark Vigil, in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>The Chair enquired as to how a formal tone of voice, oft-expected and suited to a local authority, was to be maintained and communicated on social media platforms and whether training was to be provided to members of staff to achieve this.</p> <p>Mr Vigil advised that it was important communications be grammatically-coherent and avoid a colloquial use of language to maintain the appropriate tone. He stated that two members of staff were to be appropriately trained.</p> <p>Councillor Mrs S Z Haq enquired as to whether Member's would be notified if they were the subject of a social media communication.</p>	

	<p>Mr Vigil confirmed that Members would be notified as a courtesy.</p> <p>Councillor Mrs L M Broadley enquired as to the robustness of the intended social media platforms against incidents of abuse, inappropriate content or “trolling”.</p> <p>Mr Vigil advised that both platforms were well-governed and abusive or inappropriate content could be moderated and deleted, accordingly. He warned, however, that there was a possibility that inappropriate content may be seen before deletion.</p> <p>Councillor G A Boulter voiced reservations about the use of social media if the channels of communication were not managed or moderated effectively. The Member further requested more information as to safeguards and long-term costings.</p> <p>Councillor B Fahey enquired as to what number of users and, or, followers would be considered a success and the timescales expected to achieve those numbers.</p> <p>Mr Vigil advised that a user/followship of approximately 10,000 was to be considered a success and sought to achieve this with 12-18 months of the platforms’ inception.</p> <p>Councillor J W Boyce noted the significance and relevancy of social media in the modern day as a means of a two-way communication, allowing easier and wider-interactions to be possible between the Council, its residents and stakeholders.</p> <p>Councillor J W Boyce moved the recommendation as set out at paragraph 2 of the report.</p> <p>Councillor J Kaufman seconded the recommendation.</p> <p>Councillor B Dave recognised the importance of social media as a means to better engage the young people of the Borough in aspects of the Council’s work.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The proposals within the report as the basis for a Social Media Policy be approved.</p> <table data-bbox="279 1608 606 1709"> <tr> <td>Votes For</td> <td>11</td> </tr> <tr> <td>Votes Against</td> <td>0</td> </tr> <tr> <td>Abstentions</td> <td>2</td> </tr> </table>	Votes For	11	Votes Against	0	Abstentions	2	
Votes For	11							
Votes Against	0							
Abstentions	2							
<p>93.</p>	<p><u>UPDATE ON OPEN SPACES AND LAND MATTERS ACROSS THE BOROUGH</u></p> <p>The Committee gave consideration to the report and appendices (at pages 142 - 146) as delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p>							

	<p>Councillor D A Gamble moved the recommendations as set out at paragraphs 2.1 to 2.3 of the report.</p> <p>The Chair seconded the recommendations.</p> <p>Councillor J W Boyce enquired as to whom the legal proprietor of the Archery Field at the Sports Ground at Leicester Road, Countesthorpe was. He further enquired as to whether the receipt of £15,000 was a one-off payment for the grant of rights in respect of construction and operations: if this was the case, the Member moved for delegated authority be granted to the Chief Financial Officer, in consultation with the Chair, to seek further consideration for ongoing access to the Solar Farm at Leicester Road, Countesthorpe.</p> <p>Councillor D A Gamble and the Chair agreed with Councillor J W Boyce's amendment.</p> <p>The Interim Chief Financial Officer advised that the ownership of land would be ascertained and the Member informed in due course. He further reported that the receipt was a one-off payment in respect of construction and maintenance.</p> <p>Councillor B Dave commended the prompt action taken by Officers in securing the adoption of the open space play area at Florence Wragg Way, Oadby.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <ul style="list-style-type: none"> (i) The completion of the adoption of the open space play area at Florence Wragg way, Oadby as shown on the attached appendix A and the adoption of a further piece of open space at Hill Field, Oadby as shown on the attached appendix B be noted by Members; (ii) The position with the sale of the Sports Ground at Leicester Road, Countesthorpe to Blaby District Council be noted by Members; and (iii) Delegated authority be granted to the Chief Financial Officer, in consultation with the Chair, to seek further consideration for ongoing rights of access over the Council owned access strip as shown on the attached appendix C for the construction and operation of the Solar Farm at Leicester Road, Countesthorpe. 	
<p>94.</p>	<p><u>MELTON LOCAL PLAN - EMERGING OPTIONS (DRAFT PLAN)</u></p> <p>The Committee gave consideration to the report (at pages 147 - 148) as delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>The Chair moved the recommendation as set out at paragraph 2 of the report.</p> <p>Councillor D A Gamble seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p>	

	<p>The comments set out in paragraphs 3.1 to 3.6 of the report as Oadby and Wigston Borough Council's formal response to Melton Borough Council's consultation on its Local Plan be noted by Members.</p>	
<p>95.</p>	<p><u>NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL GYPSY AND TRAVELLER SITE ALLOCATION CONSULTATION DOCUMENT</u></p> <p>The Committee gave consideration to the report (at pages 149 - 150) as delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>Councillor J Kaufman raised a concern as to the 'Equality Implications' citing 'No significant concerns' (at page 150) given the subject-matter of the report.</p> <p>Councillor J W Boyce advised that the recommendation as set out at paragraph 2.1 of the report (at page 149) sought to address the Member's concern.</p> <p>The Chair moved the recommendation as set out at paragraph 2.1 of the report.</p> <p>Councillor D A Gamble seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The comments set out in paragraph 3.3 of the report as Oadby and Wigston Borough Council's formal response to the Gypsy and Traveller Site Allocation Consultation Paper be noted by Members.</p>	

THE MEETING CLOSED AT 9.02 PM



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CHAIR
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TUESDAY, 19 JULY 2016
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