



# Oadby and Wigston Borough Council

Dear Sir/Madam,

I hereby summon you to attend a meeting of the **COUNCIL** to be held in the Council Offices, Station Road, Wigston on **TUESDAY, 9 DECEMBER 2014** at **7.00 pm** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices  
Wigston  
1 December 2014

Chief Executive

## AGENDA

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| 1.  | Apologies for absence  |         |
| 2.  | Declarations of Interest   |         |
| 3.  | To read, confirm and sign the Minutes of the meeting held on 2 September 2014  | 1 - 4   |
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| 6.  | Mayor's Announcements  | 6 - 7   |
| 7.  | Petitions, Deputations and Questions   |         |
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| 11. | Development Opportunities in the Borough   | 46 - 53 |
| 12. | Adoption of Terms of Reference for Task Groups   | 54 - 58 |
| 13. | To Receive the Minutes for information of the meeting of the meeting of the following Committees, Forums, Working Groups and Outside Bodies: |         |
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(w)	South Wigston Residents Forum - 19 November 2014	166 - 170
(x)	Oadby Residents Forum - 20 November 2014	171 - 179
(y)	Wigston Residents Forum - 24 November 2014	180 - 186
14.	To authorise the common seal of the Council to be affixed to all contracts, orders, deeds and other documents arising out of the minutes and reports referred to in the forgoing items	
15.	Reports of Members appointed by the Council to serve on outside bodies	
16.	The Press and Public are likely to be excluded from the remainder of the meeting in accordance with Section 100 (A) (4) of the Local Government Act 1972 (Exempt Information)	
17.	41 Canal Street, South Wigston	187 - 189
18.	Settled Claim - This confidential report will be made available at the Council meeting and Members will be given the necessary reading time	

**MINUTES OF A MEETING OF THE COUNCIL HELD AT THE COUNCIL OFFICES,  
WIGSTON ON TUESDAY 2 SEPTEMBER 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor Mrs S A Dickinson - Mayor

Councillors: G Boulter, J Boyce,  
D Carter, Miss M Chamberlain, M Charlesworth, Mrs E Connell,  
B Dave, R Eaton, D Gamble, Mrs J Gore, S Z Haq,  
Mrs R Kanabar, J Kaufman, Mrs L Kaufman, Mrs H Loydall,  
K Loydall, Mrs S B Morris, P Swift and R Thakor.

Officers in Attendance: M Hall

Min Ref	Narrative	Officer Resp
12.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology for absence was received from Councillors L A Bentley, F Broadley, Mrs L Broadley, M L Darr, Mrs L Eaton and R Morris</p> <p>It was <b>resolved</b> that Councillor G A Boulter support the Mayor in the chairing of this Council Meeting in the absence of the Deputy Mayor, Councillor M L Darr.</p>	ID
13.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>Cllr K Loydall declared that he knew Mr John Whiting in relation to Agenda Item 9 (Appointment of Member of the Remuneration Panel).</p> <p>The Report was a matter for information only.</p>	
14.	<p><b><u>MINUTES</u></b></p> <p><b>RESOLVED:</b> that the minutes of the following meetings be taken as read, confirmed and signed:</p> <p>(a) Council Meeting - 29th April 2014 (b) Annual General Meeting - 13 May 2014</p>	ID
15.	<p><b><u>ACTION LIST</u></b></p> <p>The Action List be noted.</p>	
16.	<p><b><u>MOTIONS ON NOTICE</u></b></p> <p>None received.</p>	
17.	<p><b><u>MAYOR'S ANNOUNCEMENTS</u></b></p>	

	<p>The Council noted events attended by the Mayor within report pages 14 &amp; 15.</p> <p>The Mayor wished to record and pass on the whole Council's best wishes to Councillor Linda Broadley who is ill in hospital at the moment and hope that she has a speedy recovery.</p> <p>The Mayor thanked members for the support they have given to her and her events so far</p> <p>The Mayor announced the following forthcoming events and encouraged members to attend by letting Lesley Evans, The Mayors Secretary know.</p> <p>Fashion Show on 24th September Civic Service on 28th September</p> <p>The Mayor also referred members to the new loyalty card being launched by the Pride of the Borough Group, details of which had been distributed, and encouraged them to become a member.</p>	
<p>18.</p>	<p><b><u>PETITIONS, DEPUTATIONS AND QUESTIONS</u></b></p> <p>None.</p>	
<p>19.</p>	<p><b><u>LEADER'S STATEMENT</u></b></p> <p>The Leader noted that a Memorandum of Understanding between all the Leicestershire authorities would be presented to the next Policy, Finance and Development Committee. This will build on all the excellent work done by the Council over the last few years in developing and approving its Core Strategy and other Planning Policies.</p> <p>He went on to say that it will strengthen the protection that these documents and policies already provide. The Leader also noted that there may a slight increase in the housing numbers that the Borough may have to accommodate over the coming years.</p> <p>The Leader referred to the County Council's Medium Term Financial Strategy and its proposed sweeping budget cuts. As part of this there had been discussions with all the districts councils regarding the possibility of removing the recycling credits it pays for green waste. Up until now these have only been discussions and the Leader wanted Council to know that no formal notification of any changes had been given by the County Council so no formal process has been started. If and when that were to happen then members would be updated.</p> <p>The Leader updated members on a Leicestershire Police briefing session he had attended earlier in the week with Councillor Kevin Loydall, Chair of the Oadby &amp; Wigston CSP and the Chief Executive. This focused on the Change Programme that the Police Force was undergoing</p> <p>The Leader reported that the new policing model that is being proposed will allow Leicestershire Police to:</p>	

	<ul style="list-style-type: none"> <li>• handle non-emergency calls for service through an appointment system;</li> <li>• refocus a smaller Force-wide Response Team on incident response;</li> <li>• provide dedicated Neighbourhood Teams to focus on community engagement and problem solving;</li> <li>• Neighbourhood policing also supported by new Neighbourhood Priority Teams.</li> <li>• introduce a crime triage function that will allocate crimes to a dedicated investigation team or deal with the crime within the unit where that is appropriate;</li> <li>• introduce an ASB triage function that will allocate ASB cases to Neighbourhood Teams or file incidents where further case management is not required and the matter has been dealt with;</li> <li>• remove the crime investigation workload from response and neighbourhood and investigate through a dedicated team to improve timeliness, outcomes and victim follow up;</li> <li>• handover the majority of detained persons to a prisoner handling capacity to ensure frontline officers are available for deployment and visible to communities.</li> </ul> <p>The Leader's main concern, which he had raised at the briefing, was that there should be a clear understanding of how this would affect and be of benefit to residents and that there should be an effective communications plan.</p> <p>It was also noted that the likelihood is that due to its geography that the Policing Command Unit for Oadby and Wigston would be combined with the south of the city and create the South Leicester Policing Area.</p>	
20.	<p><b><u>APPOINTMENT OF A MEMBER OF THE INDEPENDENT REMUNERATION PANEL</u></b></p> <p>The Chief Executive introduced the report on page 16 of the agenda which was a matter for information only.</p> <p>The Chief Executive clarified that Mr Whiting's senior public sector experience related to taxation.</p> <p><b>RESOLVED:</b> That the appointment of the new Independent Panel Member be noted and endorsed.</p>	
21.	<p><b><u>CONSTITUTIONAL TASK GROUP UPDATE</u></b></p> <p>The Chief Executive introduced the report on page 18 of the agenda.</p> <p>Councillor Boyce referred to 3.5 of the report which related to the Openness of Local Government Bodies Regulations 2014 and proposed that the Constitutional Working Group also be asked to look at the possibility and implications of the Council recording and broadcasting its meetings.</p> <p><b>RESOLVED:</b> That the recommendations set out in Section 2 of the report be approved with the addition that the Constitutional</p>	

	Working Group also be asked to look at the possibility and implications of the Council recording and broadcasting its meetings.	
22.	<p><b><u>MINUTES OF MEETINGS OF COMMITTEES, FORUMS AND WORKING GROUPS</u></b></p> <p>Members pointed out that the notes of the Place Shaping Working Group on pages 103 - 116 had been omitted from the agenda however all members will have received these minutes during the last week and these should be inserted accordingly.</p> <p><b>RESOLVED:</b> that the minutes of the meetings of the committees, forums and working groups as set out in the agenda be received.</p>	ID
23.	<p><b><u>COMMON SEAL</u></b></p> <p><b>RESOLVED:</b> That the Common Seal of the Council be affixed to all contracts, orders, deeds and other documents arising out of the Minutes and Reports in the foregoing items.</p>	
24.	<p><b><u>REPORTS OF MEMBERS APPOINTED BY THE COUNCIL TO SERVE ON OUTSIDE BODIES</u></b></p> <p>None.</p>	

**The Meeting Closed at 7.50 p.m.**

**Council**  
9.12.14

**ACTION LIST**

<b><u>Min. No.</u></b>	<b><u>Title</u></b>	<b><u>Action To be Taken</u></b>	<b><u>Officer</u></b>	<b><u>Target Date</u></b>	<b><u>On Target</u></b>
21	Constitutional Task Group Update	Constitutional Task Group Investigate possibility and implications of the Council recording and broadcasting its meetings.	AC	Feb 2015	YES

# Agenda Item 6

## Events Attended by The Mayor 3 September to 9 December 2014 Inclusive

1. Sock Presentation
2. Charnwood Borough Council Civic Service
3. Guthlaxton College Student Award Evening
4. Sea Cadets Annual Parade
5. Leicester & Rutland Family History Society 40<sup>th</sup> Anniversary Fair and Event
6. Royal Airforces Association Battle of Britain Service
7. OWBC Pride of the Borough Awards Evening
8. OWBC Mayor's Charity Fashion Show
9. Oadby & Wigston Hindu Community Navratri
10. OWBC Civic Service
11. LCC County Service for Leicestershire
12. OWBC Young at Heart Day
13. Leicestershire Police Inter-Cultural Social Evening
14. Lieutenancy Office Leicestershire Commemorates World War 1
15. North Memorial Homes Tree Planting Ceremony
16. LOROS The Art of the Art
17. Blaby District Council Civic Service
18. Aigburth Residential Homes Open Day
19. Magistrates Association Autumn Educational Event
20. Oakham British Legion The Central Band of the Royal Air Force
21. University of Leicester Public Lecture
22. Leicestershire and Rutland British Legion Festival of Remembrance 2014
23. Churches Together in Oadby - Joint Church Service
24. Jason Walker Photography Halloween Open Evening
25. Trinity Methodist Church Fabulous Fayre
26. OTCA Festival Light Switch On in Oadby
27. Punjabi Listeners Club Diwali Celebrations
28. Leicester City Council Private Viewing of King Richard III Visitor Centre
29. Leicester Competitive Festival Annual Festival of Music and Drama
30. Oadby British Legion Remembrance Service
31. Wigston Remembrance Service
32. Remembrance Day Service at Peace Memorial Park
33. OWBC Mayor's Charity Beer and Skittles Evening
34. St. Paul's Church, Oadby – Christmas Fayre
35. SSAFA President's Luncheon
36. Leicester County Council – Castle House Dinner
37. OWBC Christmas Craft Fayre
38. Royal Mail Festive Delivery Office Visit
39. OWBC Sports Award Evening
40. Re-opening of Oadby Town
41. Lady Gretton/De Montfort University – Winter Reception
42. Wigston Christmas Lights Switch-on
43. Harborough District Carol Service
44. Re-opening of Wigston Town
45. Menphys Catholic Schools Carol Concert
46. Royal British Legion County Conference



- 47. OWBC Mayor's Charity Santa Fun Run
- 48. Marie Curie Cancer Care Lights to Remember Service
- 49. Mothers' Union Advent Carol Service

**Events Attended by The Deputy Mayor 3 September to 9 December 2014  
Inclusive**

- 1. Guthlaxton College MacMillan Coffee Morning
- 2. OWBC Food Fayre Day
- 3. Oadby & Wigston Lions Club Charter Night
- 4. St. Thomas Church, Wigston Remembrance Service

# Agenda Item 9



Council

9 December 2014

Matter for decision

Title: **Review of Statement of Licensing Policy under the Licensing Act 2003**

Author: **Kalv Garcha, Head of Corporate Resources**

## 1. Introduction

Section 5 of the Licensing Act 2003 (“the Act”) defines Oadby and Wigston Borough Council (“the Council”) as the Licensing Authority for its local area and requires the Council to review and publish a Statement of Licensing Policy every 5 years.

The Licensing and Regulatory Committee considered the attached Policy at its meeting on 2 October 2014 and recommended that it be adopted by Full Council in accordance with the provisions of the Act.

## 2. Recommendations

That the attached Statement of Licensing Policy is approved to take effect from 1 January 2015.

## 3. Information

A Statement of Licensing Policy is required to be adopted by the Council under the Act as it is a key document in the decisions made by the Licensing Authority.

Prior to finalising this Policy a consultation was carried out by the Corporate Resources (Licensing Team) in compliance with the requirements of the Act.

Email: **adam.ward@oadby-wigston.gov.uk** Tel: 0116 2572 637

**Background Papers:-** Report to Licensing and Regulatory Committee 2 October 2014 – “Review of Statement of Licensing Policy under the Licensing Act 2003.”

<b>Implications</b>	
Financial (PL)	None.
Risk (AW)	CR 4 – Reputation damage and CR 6 – Regulatory Governance.
Equalities (AW)	An EIA has been carried out.
Legal (KG)	The Act requires the Council to adopt a statement of licensing policy every 5 years and to keep it under review.



# Statement of Licensing Policy 2015-2020

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## PART 1: Introduction

Oadby and Wigston Borough Council (“the Council”) is the Licensing Authority under the Licensing Act 2003 (“the Act”) for the Borough of Oadby and Wigston (“the Borough”).

The Act came into force on 24 November 2005 and merged six separate licensing regimes into one Act (alcohol, entertainment, cinemas, theatres, late night refreshment houses and night café).

The Licensing Authority is under a duty to carry out its functions under the Act with a view to promoting the four Licensing Objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

When making decisions to grant, refuse, revoke or add conditions to Licences the Act requires the Licensing Authority to have regard to:

- its own Statement of Licensing Policy (this “Policy”)
- guidance issued by the Secretary of State

## PART 2: The role of this Policy

The Licensing Authority is required by Section 5 of the Act to determine and publish a Statement of Licensing Policy every five years and to have regard to it when determining applications made under the Act.

This policy will:

- be used as a guide by members of the Licensing Authority in their decision making
- inform applicants about how applications will be considered
- inform applicants of the expectations the Licensing Authority will have of them
- inform residents and local businesses about how applications are considered and how they can engage in the Licensing process
- be used to support decisions made by the Licensing Authority should its decisions be challenged

## PART 3: Licensable Activities

There are three broad categories of licensable activity under the Act.

- The sale and/or supply of alcohol.
- The provision of regulated entertainment.
- The provision of late night refreshment.

## PART 4: Sale and / or Supply of Alcohol

A licence is needed for alcohol to be sold by retail from any premises whether or not that alcohol is sold for consumption off the premises, on the premises or both.

The sale by retail of alcohol requires two forms of permission, a premises licence for the premises and an individual holding a personal licence to authorise the sale of alcohol. One individual holding a personal licence must be named on the licence as the designated premises supervisor.

The supply of alcohol by or on behalf of a members club to, or to the order of, a member of that club requires only a club premises certificate.

## PART 5: Regulated Entertainment

A number of entertainment activities are regulated by the Act. These are:

- The performance of a play
- The exhibition of a film
- Indoor sporting events
- The provision of live music
- The provision of recorded music
- Boxing, wrestling or mixed martial arts
- Performance of dance

### **Exempt entertainment**

There a number of exemptions as to when entertainment is deemed not to be regulated under the Act and does not require a licence. Individuals and businesses should ensure that they are aware of all the legislative requirements that apply to an exemption and can evidence that any exempt entertainment is carried out in accordance with them. The person providing the activity should take their own legal advice before providing an activity if they are unsure if it requires a licence or not.

## PART 6: Late Night Refreshment

The provision of hot food and the provision of hot drink is licensable between the hours of 23:00 and 05:00. This means that during these times a number of businesses such as restaurants, take-aways, hotels and bars will require a licence.

The Licensing Authority has no ability to regulate activities relating to the provision of hot food and drink outside of the above times.

Conditions attached to a premises licence that authorises late night refreshment will only apply to the provision of hot food and drink between the hours of 23:00 and 05:00.

## PART 7: Carrying out licensable activities

It is the position of the Licensing Authority that persons carrying out licensable activities do so in full knowledge and understanding of the legal requirements. The onus is on the businesses or individuals carrying out the activities to make appropriate enquiries as to whether or not they need an authorisation from the Licensing Authority before they carry out that activity.

Where an authorisation is held the Licensing Authority expects that the licence or certificate holder or the premises user understands how to comply with the terms of it and the legislation it is granted under or will have sought advice from the Licensing Authority on how to comply.

This Policy is available from the Council Offices and its website and is the primary source of information provided by the Council as to the Act and its application in the Borough. It is expected that before carrying out any licensable activity individuals and businesses will have consulted this Policy and if unsure will have asked relevant questions in writing of the Licensing Authority.

This Policy is not, and cannot be, a thorough examination and explanation of the Act, its regulations and the various decisions that have been and will in the future be made on the interpretation of the Act by the Courts. Applicants and businesses are encouraged to obtain their own separate and independent legal advice where they believe it is necessary.

## PART 8: Types of Authorisations

There are four types of authorisations for licensable activities:

- Premises licences
- Club premises certificates
- Temporary event notices
- Personal licences

All licensable activities will require an authorisation for the premises from which those activities are provided on or carried out from and this can be authorised by a premises licence, club premises certificate or temporary event notice.

The Act provides for a two-tiered licensing system where the licensable activity involves the sale by retail of alcohol (namely premises licences and personal licences).

A personal licence is required where the sale of alcohol is provided from a premises authorised to sell alcohol under a premises licence. In such cases a personal licence holder must be named on the premises licence as the Designated Premises Supervisor (DPS).

A personal licence holder is not required to authorise the sales of alcohol from premises that hold a club premises certificate or from premises carrying out activities under a Temporary Event Notice provided that the alcohol is sold or supplied in accordance with that authorisation.

The permissions are explained further below.

## PART 9: Premises Licences

Premises licences are the most common type of authorisation for licensable activities and are necessary for businesses such as pubs, nightclubs, supermarkets, off-licences, restaurants, take-aways, hotels, theatres, cinemas and many other types of premises.

The Act allows for any person who uses or carries on a business from a premises to apply for a premises licence, whether it is an individual partnership or company. Additionally a number of other legal entities including a recognised members club, charity, educational and health institutions may apply.

A premises licence can authorise all types of licensable activities other than the supply of alcohol under member's clubs conditions which can only be authorised by a club premises certificate.

Additionally a provisional premises licence can be applied for in certain instances, such as when the applicant is not in a position to use a premises for licensed purposes (i.e. it is yet to be built) but wishes to ensure that he can get the appropriate permission.

## PART 10: Club Premises Certificates

Club premises certificates ("CPC's") are similar to a premises licence but can only be applied for by, and granted to, qualifying clubs. These are, ordinarily, traditional working men's clubs and institutes that are governed by club rules.

The key difference between such clubs and other businesses or individuals that require a licence, is that the members of the club collectively own and hold the possessions of the club. Alcohol, therefore, is not sold but supplied to members.

The holding of a CPC means that the club does not require a personal licence holder to be present or to be named on the premises licence as the DPS as the members of the club share the responsibility for any offences committed.

There are more restrictions and limitations imposed on a CPC than a premises licence. A qualifying club must have at least 25 members at all times, it cannot admit non-members to the premises unless as a bona fide guest of a member, and new members cannot be supplied with alcohol unless 48 hours have elapsed since their



application to become a member was approved by the Club. The Club must also have and maintain club rules that comply with the requirements of the Act.

A members club is permitted to apply for and hold a premises licence, rather than a CPC if they wish, but only a members club can hold a CPC.

## PART 11: Temporary Event Notices

A Temporary Event Notice (TEN) allows licensable activities to be carried out on a temporary basis without the applicant applying for a permanent permission such as a premises licence or club premises certificate.

Despite using the term “event” the Act does not require an actual event to take place or be intended in order for the authorisation to be applied for. TEN’s can be used for a variety of instances such as a local park fete, the sale of wine at a church gathering or for extending the hours of premises licence.

A TEN is simply a notice given by an individual who signs to state that they will be responsible for providing licensable activities on the occasion stated. The Notice must be served in accordance with strict statutory timescales, on the Licensing Authority, the Police and the Council’s Environmental Health Team.

The Licensing Authority does not approve or grant a validly given notice but simply acknowledges that it has been received.

If the notice is not served correctly and within the prescribed timescales it is invalid. The Licensing Authority is not under a duty to inform the person who served the notice that it is invalid. It is the responsibility of the person giving the notice to ensure that they have served it correctly and are authorised to carry out the licensable activities they require before they do so.

If the notice served exceeds the permitted requirements of the Act the Licensing Authority is required to serve a ‘Counter Notice’ on the notice giver. These permitted requirements are amended from time to time but relate the number of notices that can be given to an individual not holding a personal licence, the number of notices that can be given by a personal licence holder, the period of time that one notice can cover and the number of notices that can be given in respect of one premises licence.

Carrying out licensable activities without an authorisation is a criminal offence that can result in a custodial sentence and/or a substantial fine.

A TEN must be served on the Licensing Authority, Police and Environmental Health at least 10 clear working days before the day of the event. “Clear working days” does not include the date the notice was given nor the day of the event.

If an objection is made against the application by the Police or Environmental Health the Council is required to hold a hearing.

The Act also provides for a “Late TEN” to be given with 5 clear working days notice. However, if either the Police or Environmental Health object to the notice the event cannot go ahead and the person who served the notice has no right of appeal.

The Licensing Authority recommends that as much notice as possible is given as this allows for any errors or omissions to be rectified.

## PART 12: Personal Licences

All sales of alcohol under the Act must either be made or authorised by a personal licence holder.

Any person over the age of 18 may apply to the Council for a personal licence if they are ordinarily resident in the Borough and have successfully passed the relevant statutory qualification.

An Applicant must submit the prescribed application form to the Licensing Authority along with their qualification certificate, two endorsed passport photographs and a basic disclosure criminal record certificate dated within a calendar month of their application. There are no exceptions to this statutory provision.

Where an individual has submitted a valid application and has no relevant convictions shown on their basic disclosure the Licensing Authority is required by the Act to automatically grant their application.

Where an individual has been convicted of a relevant offence the Licensing Authority must notify the police of the application. The Police will then have the opportunity to object to the grant of the licence and if they do so a hearing will be convened in order to determine the application. Relevant offences are prescribed in regulations and vary from time to time.

Those who hold a personal licence and work in licensed premises are expected to be fully up to date with the Act and remain so throughout the holding of their licence. The Licensing Authority will expect personal licence holders to undergo regular training on their duties and the Act.

## PART 13: Designated Premises Supervisor

The designated premises supervisor (DPS) is an important role created by the Act and applies only when a premises licence authorises the sale and/or supply of alcohol. In order to be able sell or supply alcohol from the premises an individual holding a personal licence must be named on the premises licence as the DPS. This is because all sales of alcohol must be made or at least authorised by a personal licence holder and gives certainty to the responsible authorities that a personal licence holder will be at the premises.

There can only be one DPS named on the licence although more than one personal licence holder can work and authorise sales from the premises. The Licensing Authority recommend that all premises have more than one personal licence holder employed to ensure appropriate cover for annual leave and sickness.

The DPS is only required to hold a personal licence and consent to being named on the premises licence. The Act places no further obligation on the DPS to either be at the premises, to manage the premises or to authorise the sale of alcohol. It is permissible for the DPS to simply be a figurehead named on the licence and for another personal licence holder to be employed to authorise the sale of alcohol.

However, the intention of the role of the DPS, as expressed by the Governments guidance, is that the person in day to day control of the premises should be named on the licence as a contact point for all authorities and bears a level of individual responsibility for the activities carried out from the premises. Normally this will be the manager of the premises.

The expectation of the Licensing Authority is that the DPS will be a responsible person and will ensure that the provision of all licensable activities from the premises do not undermine the licensing objectives. The DPS should take the lead on training and authorising other members of staff in their duties under the Act and ensure that the terms and conditions of the premises licence and the Act are complied with.

The Licensing Authority expects that the DPS will take regular training and remain up to date with the Act and other applicable legislation affecting their role of responsibility. The Licensing Authority would be concerned, should its discretion be engaged, that a DPS has not continued with a course of regular training unless satisfied that the DPS has exceptional experience that makes such training unnecessary.

## PART 14: Application Process for premises licences and club premises certificates

Before applying for a licence or certificate it is recommended that potential applicants ensure that they are familiar with this Policy and discuss their application with the responsible authorities who are able to advise them on the measures that they would expect to see offered in their application. References to a premises licence in this part of the Policy should also be taken as including club premises certificates as the process is largely the same.

The statutory process for applying for a premises licence can take some time and must be followed by applicants carefully. If the application is not made and advertised as prescribed by the regulations the application will be deemed invalid and the Licensing Authority will be unable to grant the licence.

Applicants are therefore advised to consider carefully the statutory process and seek their own independent legal advice.

## **The application form**

Applications must be on a prescribed form and be accompanied by the statutory fee. The application form, known as an operating schedule, must be accompanied by a plan of the premises (in the statutory prescribed form) and if the sale or supply of alcohol will be a licensable activity a form of consent from the proposed DPS must be submitted. Clubs applying for a CPC will not require a DPS consent form but will instead need to provide a copy of their club rules to prove that they are a qualifying club under the Act.

The Applicant must complete the relevant application form correctly. If the application form is not completed correctly the application may be rejected as invalid. Where there are very minor omissions or mistakes within an application form that in the opinion of the relevant Licensing Officer do not affect the consideration of the application by other responsible authorities or other persons, the Licensing Officer will allow the application to be amended.

For example, spelling mistakes, address errors and other inconsequential matters will be allowed to be corrected rather than resulting in rejection.

The Applicant is required to state the steps proposed to be taken to promote the licensing objectives. The failure to do this for a new premises licence application will result in the application being rejected. Where a variation application has been submitted the applicant may choose not to state any further steps and rely on those already conditioned to the licence – it is however recommended that the applicant makes this intention clear to avoid representations. Further details about promoting the objectives follow.

If the application includes the sale of alcohol a consent form signed by the proposed DPS must also be provided. If at the time of the application the proposed DPS does not hold a personal licence (for instance he or she is in the process of applying for it) the application will still be valid. However if the licence is granted no sale of alcohol will be able to be made until the DPS has been granted their personal licence.

The applicant must also provide a plan of the premises that he wishes to licence in accordance with the regulations. If a plan does not accord with the regulations the application will be invalid. The regulations vary from time to time but are available from the Council or the Government's website.

## **Service of applications**

An applicant is required to serve his application on the statutory responsible authorities. All responsible authorities must be given a copy of the application on the same day that the Licensing Authority is served with the application. The 28 day representation period cannot begin until all responsible authorities have a copy of the application.

## **Representation Period**

Once an application has been made there will be a period of 28 days in which representations can be made either in support of or against an application. The application must be advertised by the applicant to start this period.

## **Advertising the application**

The process of advertising the application is designed to bring the application to the attention of persons that may be affected by it, such as local residents and local businesses – known in the Act as “other persons”.

The Applicant is required to advertise his application in two ways. Firstly the applicant must display a blue notice on or near the premises in the prescribed form. Where the premises to be licensed are set back from the public highway, obscured or situated within private grounds, the applicant must place a blue notice on the nearest public highway.

The Applicant is also required to advertise the making of the application in a local newspaper that circulates in the area on one working day, within the first 10 working days of the application being given to the Licensing Authority.

It is expected that the Applicant will ensure that he makes every effort to bring an application to the attention of other persons by displaying the blue notice in an appropriate position.

## **Invalid advertising**

If the Licensing Authority is not satisfied that the application has been advertised correctly in accordance with the regulations the application will be deemed invalid and rejected. In most cases, rather than return the application, the Licensing Authority will simply request that the applicant re-advertises the application in the correct manner and the 28 day representation period will begin again.

## **PART 15: Operating schedule – steps to promote the licensing objectives**

The operating schedule is a mandatory requirement of a premises licence application and the prescribed form allows the applicant to detail this. It will include details such as descriptive information about the premises, the proposed licensable activities, details of any risks associated with the location or size of the premises, and the times that the proposed licensable activities will occur. Importantly the Applicant must also state the steps that will be taken to promote the licensing objectives.

Stating the steps that will be taken to promote the licensing objectives is the Applicants opportunity to show the responsible authorities and other persons who may have concerns that they have considered carefully the provision of the proposed activities and there impact on the local area and can prevent the licensing objectives from being undermined.

The measures offered in the operating schedule will be translated into conditions on the premises licence and will therefore be binding on the Applicant should the licence be granted.

An incomplete or inadequate operating schedule is likely to result in representations being made against the application and will either delay the grant of the licence or result in its refusal.

It is recommended that before submitting an application the Applicant considers very carefully what they propose to do and discuss their application with the responsible authorities prior to making it.

It is expected that Applicants will outline clear steps within their operating schedule as to the measures that they will take to promote the licensing objectives. Responsible Authorities will rightly have concerns where it appears to them that the Applicant wishes to be considered responsible enough to be licensed to provide licensable activities but cannot take the time to think carefully about the implications of them doing so.

## PART 16: Representations

During the 28 day representation period responsible authorities and other persons may write to the Licensing Authority either objecting to or supporting the application. A valid representation must be made in writing and within the 28 day representation period and the representation must relate to the affect of the application on the licensing objectives.

Representations may suggest conditions or actions that may be taken to remedy the concern. Responsible authorities will have received a copy of the application and will be able to consider more carefully the application made. Persons other than the responsible authorities will not normally have seen the application just the blue notice displayed at the premises or the advert in the local newspaper. It is therefore recommended that before a representation is made the application is viewed either at the Council Offices, or, if available, on the Council's website.

Applicants should note that their application is a public document and may be shown to other members of the public and may be viewed on the Council website.

The Act permits the Council to ignore representations that are in its opinion vexatious or frivolous.

Persons who submit a representation against an application should be aware that the applicant has a right to see these representations under the Act as they are submitted against the grant of an application that the applicant is legally entitled to apply for and be granted. In rare instances a person submitting a request can express a wish to remain anonymous and the Council will consider this request in line with the Governments guidance. If the Council determine that it will not permit a person to be anonymous it will advise the individual and give them the opportunity to

either confirm that they wish the objection to be treated as a relevant representation under the Act and provided to the applicant or to withdraw their representation.

Decisions on whether or not a representation is valid in accordance with the Licensing Act 2003 will be made by the appropriate Officer dealing with the application in consultation, where necessary, with the relevant advice from the Head of Corporate Resources.

## PART 17: Determining and granting Applications

Where there has not been any representations made against an application the Act provides that the Licensing Authority must grant the application. The application will be granted on the terms applied for and subject to the mandatory licensing conditions prescribed by regulations and the measures offered in the applicants Operating Schedule.

Where relevant representations have been submitted and are not resolved between the applicant and the objector the Act requires the Licensing Authority to hold a hearing within statutory timescales.

If a representation is submitted by a responsible authority or other person outlining concerns about the application but suggests steps or conditions that can be taken by the Applicant to resolve those concerns the Licensing Authority will permit the Applicant to amend their operating schedule to incorporate the proposed suggestions or conditions. If the responsible authority or other person is content and withdraws their representation and both parties agree a hearing is not necessary the application will be determined by the Licensing Authority without a hearing.

It is considered that the above is the most sensible and efficient way to promote the licensing objectives and is the least inconvenient and cost effective method of giving action to Parliaments intention.

The Licensing Authority will not however allow an applicant to amend their Operating Schedule to place them in a better position than that which has been advertised or which is likely to affect other persons differently than that advertised.

The hearing process allows the Council to consider the application and representations that have been made and determine the application on its individual merits in order to promote the licensing objectives.

Hearings will normally be heard before a sub-committee of Councils Licensing and Regulatory Committee. The Council has published a Code of Practice for Licensing Hearings, which explains how hearings will be held and should be referred to for further details.

When making decisions at a hearing the sub-committee will do so as permitted by the Act and based on the individual merits of the application, having had regard to this policy and the Governments guidance and giving due consideration to the representations submitted.

Any person who has made a representation and the applicant are invited to the hearing and can, if they chose, be represented by any of their choosing whether legally qualified or not.

It is not mandatory for those who have applied for a licence or those who have submitted a representation in respect of one to attend a hearing. However, the Licensing Authority assume that those who have engaged the statutory process and who have been notified in writing of the date and time of the hearing within the statutory timescales have had sufficient opportunity to attend and the Council will in most cases decide to hold the hearing in their absence.

## PART 18: Conditions

Conditions on premises licences are necessary to promote the licensing objectives and will be attached to premises licences and club premises certificates by one of the following methods:

- A mandatory condition imposed under the Act
- A condition offered in the applicants operating schedule
- Following a licensing sub-committee hearing
- Following a review hearing

The mandatory conditions are set by the Home Secretary and may be amended and added to from time to time.

These conditions apply to all licence holders specified within the mandatory conditions. Where the Home Secretary makes changes to the mandatory conditions after the grant of a licence, it is for the licence holder to ensure compliance with those conditions. Unless instructed by legislation to do so, the Licensing Authority are not obliged to inform licence holders of any changes to the mandatory conditions.

Applicants should be aware that the Licensing Authority is required to attach conditions to a licence that are consistent with the applicants operating schedule.

When the discretion of the Licensing Authority has been engaged by the making of a relevant representation or by the application to review a premises licence the relevant sub-committee determining the application may attach such conditions to the licence which it deems appropriate for the promotion of the licensing objectives.

The Licensing Authority will however ensure that all conditions placed on a licence once its discretion has been engaged are tailored to the individual characteristics of the premises to be licensed and based upon the merits of that application and the representations received in respect of that application.

The Act is not the primary mechanism for the general control of nuisance, crime and



anti-social behaviour by individuals once they are beyond the direct control of the individual, club or business holding the licence. No condition will be attached to a licence requiring a licence holder to resolve issues beyond their control.

## PART 19: Mandatory Conditions

Sections 19 and 19A of the Act imposes mandatory conditions on all premises licences and club premises certificates.

These will be included on a premises licence or club premises certificate where granted. These conditions may be varied altered or changed at the discretion of the Secretary State.

The Licensing Authority has no ability to remove or alter these conditions or any obligation to advise licence holders of any changes made to them by the Secretary of State. It is expected that premises licence holders who wish to carry out and provide licensable activities are responsible enough to comply with their duties to comply with these conditions and remain up to date on them and any changes to them.

## PART 20: Alternative mandatory condition

The 'alternative mandatory condition' applies only to a premises licence and permits a licence holder or applicant for a licence, in respect of a community premises to replace the mandatory requirement of the DPS with the alternative condition that the supply of alcohol will be made or authorised by a management committee instead.

This can be applied for at the time of a new premises licence or by submitting a variation application.

## PART 21: Annual Fees

All holders of a premises licence or CPC are required to pay a statutory prescribed fee each year on the anniversary of the issue date of their premises licence or CPC. The fee is based on the rateable value of the premises and is set by the Government through the regulations that are issued under the Act.

Under the regulations premises that have a high rateable value and that are primarily used for the supply of alcohol for consumption on the premises are required to pay either double or triple their prescribed annual fee.

The payment of the annual fee is a statutory requirement and an obligation on the licence holder. The Licensing Authority are not responsible for reminding licence holders of their statutory duty to pay their annual fee.

## PART 22: Suspension of Licences and Club Premises Certificates where annual fee is not paid

Where the holder of a premises licence or CPC does not pay their annual fee the Licensing Authority must suspend that premises licence or CPC. The Licensing Authority will not suspend the licence or CPC until the statutory grace period of 21 days after the date the fee was due has elapsed and before suspending the licence or CPC will serve a notice on the licence or certificate holder giving at least 2 working days notice of the suspension.

Should a premises licence or CPC holder dispute the annual fee that is due they must inform the Licensing Authority in writing before the date on which the fee is due.

Continuing to trade after a premises licence or CPC has been suspended is a criminal offence and will result in a prosecution. The holder of a licence or certificate who is prosecuted for carrying out activities whilst a licence is suspended may in addition, or as an alternative to a prosecution, have their premises licence reviewed.

## PART 23: Other Applications

There are a number of other applications that may be served in respect of premises licences (and CPC's).

### **Minor Variation**

The Minor variations procedure under Section 41A of the Act allows small changes to be made to a premises licence after it has been granted.

Minor variations may be suitable for small changes such as the alteration of plans where small refurbishment has taken place, the removal of conditions, addition of conditions, removal of licensable activities or the alteration of hours or addition of activities (in certain circumstances).

The Licensing Authority will not accept as a minor variation any application to remove conditions imposed by the Licensing Authority within the preceding two years unless satisfied that the reason(s) those conditions were imposed in the first place are no longer appropriate due to a change in style or management of the premises.

The Act prevents the Licensing Authority from accepting as a minor variation any application to extend the hours in which alcohol can be sold within, or to amend the hours that alcohol can be sold between the hours of 23:00 and 07:00.

The applicant must advertise a minor variation by placing a notice on their premises for 10 working days and the Licensing Authority must determine the application within 15 days. Upon receipt of a minor variation application the relevant Licensing Officer will determine whether the application is suitable for variation, and if so, will consult with any responsible authority they feel appropriate. If the Licensing Officer believes that the granting of the application could undermine the licensing objectives the application will be rejected.

## **Full Variations**

Any changes that are required to be made to a premises licence that are not minor or do not relate the change of a DPS will be required to be submitted as a major variation. The process for this is the same as applying for a new premises licence or CPC.

### **Transfer of Premises Licence**

Premises licences may be transferred from the premises licence holder to another person upon the application of that person. The applicant will need to obtain the premises licence and the consent of the existing premises licence holder in order to make the application and be in position to use the premises for licensable activities.

Where the consent of the premises licence holder cannot be obtained the Licensing Authority may exempt the applicant from the requirement if the applicant can satisfy the authority that he has taken all reasonable steps to do so.

The Police may object to an application in exceptional circumstances where they believe that the granting of the licence will undermine the licensing objectives of the prevention of crime and disorder.

### **Variation of Designated Premises Supervisor**

Whilst on a number of occasions the DPS will be the same person as the premises licence holder on others the DPS will simply be an employee and may be changed regularly. The premises licence holder is therefore able to submit an application to replace the DPS named on the licence with another person providing that other person holds a personal licence and consents to being named as the DPS.

The Police may object to an application in exceptional circumstances where they believe that the granting of the licence will undermine the licensing objective prevention of crime and disorder.

## **PART 24: Responsible Authorities and the Licensing Objectives**

The Licensing Authority is required to carry out its functions under the Act with a view to promoting the licensing objectives. The Licensing Authority also expects that holders of premises licences, personal licences, club premises certificates and those who have given Temporary Event Notices to actively promote the four licensing objectives.

Where the discretion of the Licensing Authority is engaged and it is considering whether to grant an application for a licence or certificate, to revoke a licence or certificate or to add conditions to a licence or a certificate the Licensing Authority will consider carefully the evidence before it.

### **Licensing Objective - Prevention of crime and disorder**

The Licensing Authority expects that on issues of Crime and Disorder the Leicestershire Police will be the primary source of information and evidence that the objectives will be undermined.

### **Licensing Objective - Public safety**

The Licensing Authority expects that on issues of public safety the primary responsible authorities will be the Leicestershire Fire and Rescue Service and the Councils Environmental Health team.

### **Licensing Objective - Prevention of public nuisance**

It is expected that the primary responsible authority that will deal with public nuisance concerns is the Councils Environmental Health Team. However it is also acknowledged that the Councils Planning Team may also have concerns or evidence about the affect of licensed premises on the amenity of its local area.

### **Licensing Objective - Protection of children from harm**

The Leicestershire Police are also the responsible authority that take the lead on child protection issues within the Borough and will be the primary source of evidence for concerns in this regard. It is also noted that the Leicestershire Trading Standards Service are the primary authority for dealing with the sale and supply of alcohol to under age persons from Off Licences within the Borough.

Whilst the above sets out who the Licensing Authority expect and acknowledge as being the appropriate authority for responding to applications and providing evidence under the above four objectives it does not stop any other responsible authority or other person raising issues under any of the objectives and providing evidence to the Licensing Authority.

In the absence of any evidence the Licensing Authority will ordinarily assume that where the primary responsible authority for relevant objective above has not raised concerns there is on the balance of probabilities likely not to be any.

The Licensing Authority is also a responsible authority in its own right and able to object to applications and review premises licences and CPC's. The Licensing Authority will not however use these powers where they should rightly be exercised by one of the above responsible authorities unless it considers it appropriate to do so.

## **PART 25: Possible steps to promote the Licensing Objectives**

Licence applications should be accompanied by an Operating Schedule that includes the steps that the licensee proposes to take to promote the 4 licensing objectives.

The Licensing Authority strongly recommends that the process of developing the operating schedule includes a thorough risk assessment with regard to the licensing objectives, which will assist in identifying those steps.

Applicants for licences are urged to discuss their proposals with the responsible authorities prior to submitting an application. This will enable them to seek advice on the production of their operating schedule and may avoid the need for a hearing in response to representations made by the authorities.

Examples as to the steps that may be required by the above authorities to promote the licensing objectives and which may reduce objections to applications follow below.

It is for the applicant to decide which of these are appropriate for inclusion in their operating schedule for the premises, based on the exact circumstances involved. The Licensing Authority can only impose conditions that have been offered in the operating schedule of an application, or following a hearing in which the Authority has agreed with a representation. If the licensing application complies with all other legal requirements, and there are no relevant representations, then the Licensing Authority must grant the application.

### **The Prevention of Crime and Disorder**

#### **Closed Circuit Television (CCTV)**

CCTV cameras can be an important means of deterring and detecting crime at, and immediately outside, licensed premises. The Licensing Authority will therefore support the provision of CCTV in town centre premises including take-away's or restaurants open late at night. The CCTV should be installed and maintained on the advice of the Leicestershire Police Crime Prevention Officer.

#### **Glassware**

Parts of the Borough are the subject of a street drinking ban and to support this, the Licensing Authority considers it appropriate for town centre premises to adopt a policy of prohibiting open containers of alcohol being taken from the premises. This approach will also prevent the use of these containers as offensive weapons. In certain circumstances polycarbonate glasses may be sensible, such as where there are incidents of violence or events are held which make it dangerous to use glass.

#### **Irresponsible sales**

Mandatory conditions prevent the holding of irresponsible drink promotions from licensed premises. The Licensing Authority expect the management of licensed premises to be responsible and not to sell alcohol to those who are already drunk or to engage in promotions that will encourage excessive drinking. Premises licensed to sell alcohol for consumption off the premises should ensure that their promotions do not fall below the mandatory condition specifying minimum prices and do not market their alcohol in a way that encourages bulk buying or purchases by children.

## **Drugs**

The Licensing Authority expects all premises licensed within the Borough to have a firm anti-drugs policy and to report all suspected drug related activity to the Police.

## **Door Staff**

The use of Security Industry Authority (SIA) registered door staff can assist licence holders in controlling entry into its premises, verifying the age of customers and controlling customers inside and outside. Door staff can also assist in making customers feel safe within premises.

## **Age Policy**

A mandatory conditions imposed on all licences that sell alcohol requires premises licence holders to have an age verification policy. The Licensing Authority encourages all licence holders and applicants to adopt a 'Challenge 25' policy in order to ensure that underage sales are prevented.

## **Pub Watch**

Licence holders running pubs and clubs are encouraged to participate in the Oadby and Wigston Pub Watch group where best practice and concerns within in the local area can be shared.

## **Public Safety**

The Health and Safety at Work Act and the Regulatory Reform (Fire Safety) Order 2005 are aimed at protecting public safety and the Licensing Authority does not intend to duplicate requirements of existing statutory provisions. However, premises will be expected to ensure a level of compliance that promotes public safety.

Licence holders should have documented risk assessments for their day to day business and carry out further risk assessments should they be intending to carry out events or functions that they do not normally hold.

Such steps may include the setting of a capacity limit for all, or separate parts, of the premises or the use of door staff or stewards to control admission and to control customers inside premises and at outdoor events.

## **The Prevention of Public Nuisance**

The Licensing Authority recommends that before an application is made, the applicant identifies the impact that their potential licence would have on its neighbourhood and identify controls to minimise that impact. Advice and assistance in undertaking this task should be sought from the Environmental Health team.

The primary sources of public nuisance occurs from entertainment activities and the noise of customers. The later into the evening such activities occur the more likely it is to be considered a nuisance. A nuisance is also more likely to arise where the premises are situated within a residential area as opposed to a more commercial

town centre.

To control such nuisance it may be appropriate for there to be a limitation on hours of operation or on the hours of certain activities. For instance, it may be appropriate to allow premises to open until midnight but for entertainment activities to cease at 23:00 p.m. Measures such as keeping windows and doors closed when entertainment occurs, positioning speakers away from neighbouring properties or the use of a noise limiter may be of consideration.

Steps to prevent noise, disturbance and anti-social behaviour arising from the external use of the premises such as people arriving at, or leaving the premises, the opening and closing of car doors or the use of smoking shelters and beer gardens also need to be considered.

Stricter controls offered by an applicant will be seen as appropriate in areas that are closer in proximity to residential accommodation.

### **The Protection of Children from Harm**

Licences may be sought for a wide variety of premises and it is not possible for a Policy to anticipate every situation where children may be at risk. The Licensing Authority will not seek to limit the access of children to licensed premises unless it is necessary to protect children from harm.

The Licensing Authority considers that it will be appropriate for the protection of children to restrict access of children to premises where:

- Entertainment or services of an adult or sexual nature are provided.
- There have been convictions or fixed penalty notices issued due serving alcohol to minors.
- There is a strong element of gambling on the premises in excess of that considered by the Licensing Authority to be ancillary to the general use of the premises.
- Where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

Conditions will not be imposed on a license so as to require the admission of children as that is a matter for the discretion of the licensee.

### **Children and films**

Licence holders for premises authorised to show films are expected to prevent children from viewing films outside of the British Board of Film Classification or other film classification board approved by the Licensing Authority.

### **Children and Entertainment Events**

Where a significant number of unaccompanied children will be present during an entertainment event, the licensing Authority will expect that an adequate number of adult staff are present to control and ensure the safety of the children.

### **Proof of Age Cards**

The Licensing Authority expects all responsible licensed premises to have an adopted age verification policy evidenced in writing. The authority would suggest as best practice that premises that sell alcohol adopt the “Challenge 25” and only accept photographic ID as proof of age. The most reliable proof of age includes a passport, a photographic driving licence, or a proof of age card complying with the Proof of Age Standards Scheme (PASS).

### **Refusals Registers**

All licence holders of premises that authorise the sale of alcohol are expected to maintain and use written refusals registers. This requires the licence holder, DPS, or members of staff to record all occasions where a customer has sought to purchase alcohol and has been refused.

Some operators may go one step further and maintain a written challenge register and record all people challenged for appropriate ID and the outcome, whether acceptable ID was shown and the sale made or the sale refused.

## **PART 26: Reviews of Premises Licences**

Once a licence has been granted the Act allows for the licence to be reviewed by one or more of the Responsible Authorities or any other person affected by its activities such as a resident or local business.

This ensures that those who hold a premises licence continue to operate in such a manner that does not undermine the licensing objectives.

If a review has been applied for a further hearing will be held before a sub-committee of the Licensing Authority to consider the evidence of the alleged activities or conduct undermining the licensing objectives.

Where a standard review of a premises licence has been applied for the Licensing Authority are responsible for advertising the review by placing a notice on the premises and on its website.

The Licensing Authority will check the notice displayed on the premises regularly but is aware that the licence holder may be tempted to remove the notice in order to frustrate the licensing authority in complying with the regulations and determining the review application.

The Council does not believe that it is in the interest of the licensing objectives and the residents of the Borough to have a review delayed in such manner so as to allow



premises to continue to trade when concerns have been raised that it is undermining the licensing objectives. In such instances the Council will use its best endeavours to ensure that it complies with the regulations but will not deem the review application to be invalidated when intentionally frustrated by the licence holder of the premises being reviewed.

Where there are more serious instances of crime and disorder occurring from a premises within the Borough the Leicestershire Police have powers to call for a Summary Review to enable the Licensing Authority to hold a hearing within 48 hours to put in place interim steps that must be followed by the licence holder until a full hearing can be heard, which must be within 28 days of the application for review having been made.

It is not mandatory for a premises licence holder who is having their premises licence reviewed to attend the hearing. However, the Licensing Authority assumes that those who intend to operate legally and responsibly will attend in order to work with the licensing authority and other responsible authorities. The Licensing Authority will therefore take into consideration the evidence before it as to the alleged incidents undermining the objectives, the risks to members of the public of such incidents being allowed to continue and the licence holders conduct and communication with the authorities leading up to the review. The Licensing Authority will either adjourn the hearing or continue with it in the applicants absence where it is of the opinion that it is appropriate, necessary and proportionate to do so for the promotion of the licensing objectives.

## PART 27: Early Morning Restriction Orders

The Police Reform and Social Responsibility Act 2011 inserted section 172A into the Act which enables the licensing authority to make an early morning restriction order (EMRO). An EMRO will be made by the Licensing Authority if it deems it appropriate for the promotion of the licensing objectives and if made will restrict the sale of alcohol during a specified period between midnight and 6am.

If an EMRO is in affect it will prevent the sale or supply of alcohol during the times specified in that Order and will override the provisions of any premises licences, club premises certificates and temporary event notices that may have been granted.

The intention of such an Order is to reduce alcohol related issues in local areas and the problems caused by late night drinking.

Prior to making an Order the Licensing Authority is required to follow a statutory process that requires the proposed order to be advertised for a minimum of 42 days on its website, in a local newspaper and by sending notice of the Order to all affected licence holders.

During this 42 day period representations either for or against the proposed Order can be submitted in writing to the Licensing Authority. Representations will be considered at a hearing.

After a hearing the Licensing Authority will then determine whether or not to go ahead with making the Order and if it does so must ensure that it is advertised for at least further 28 days before it comes into affect.

EMROs do not apply to the following:

- Premises which are a hotel, guest house, lodging house or hostel where the supply of alcohol from midnight – 6am is made only to guests staying at the hotel who shall consume it in their room
- Premises which are authorised to supply alcohol for consumption from midnight – 6am on New Year’s Day, but are not authorised to supply alcohol at these times on any other day of the year.
- To the sale and or supply of alcohol provided at time authorised by a licensing hours orders made by the Secretary of State under s172 of the Licensing Act 2003 for special occasions deemed to be of ‘exceptional international, national or local significance’ by the Secretary of State unless the licensing hours order provides otherwise.)

The making of an EMRO is a restriction that is contrary to the original intention of the Act by recreating arbitrary fixed trading hours and affects the rights of businesses in the area. The Licensing Authority will not make such an Order lightly and will require evidence to be placed before it that it is appropriate for the licensing objectives for such an Order to be made. The Licensing Authority will normally expect the Police to provide the majority of this evidence but will consider the evidence of any other authority or person on its own merits.

If the licensing objectives are being undermined within the Borough or in a part of the Borough that suggests an EMRO is necessary, the Licensing Authority will expect the Responsible Authorities to have at first worked with those premises in the Borough or part of the Borough that are causing the concerns to resolve the issues. The Licensing Authority shall be satisfied that sufficient efforts have been made to promote the licensing objectives without requiring an Order before such an Order is made.

## PART 28: Late Night Levy

The cost of policing the night-time economy can result in members of the public unfairly contributing to costs of public authorities resulting from the business activities of premises that profit from the provision of licensable activities late at night.

A late night levy (LNL) is a contribution from the holders of a premises licence or club premises certificates that hold ‘late night authorisations’ and operate during the hours of midnight and 6am to the policing of the late night economy.

In deciding whether to impose this levy, the Licensing Authority will consider;

- the costs of policing and any other such arrangements which would be required to address crime or disorder in relation to the supply of alcohol from midnight – 6am and
- the desire to raise revenue for the local policing body for the purposes of reducing crime and public nuisance, promoting public safety and the cleaning of any relevant highways or land in the area.

A LNL would apply to the whole of the Borough. The amount payable by each premises is prescribed by regulations and will vary based on the rateable value of the premises.

The Licensing Authority is required to decide the date on which the LNL will come into force, the times of the 'late night supply period' and any permitted exemption/reduction categories and the amount of the net amount of LNL payments which is to be given to the local policing body.

Before introducing a LNL, the Licensing Authority is required to consult the Chief Officer of Leicestershire Police and those that hold a relevant premises licence or CPC will be required to pay the levy should it come to affect. The Licensing Authority will also advertise the proposed LNL on its website and in a local newspaper or other such circular/document.

The Regulations provide for the following categories of premises to be exempt from the requirement to pay a levy:

- Hotels, guest houses, lodging houses, hostels
- Theatres
- Cinemas
- Bingo halls
- Community Amateur Sports Clubs (CASCs)
- Community premises
- Country village pubs
- Business Improvement Districts (BIDs)
- Premises authorised to supply alcohol between midnight – 6am on New Year's Day but otherwise not authorised to do so on any other day of the year

The regulations also provide that reductions to the levy will be given to premises that are members of a relevant arrangement authorised by the Licensing Authority – such as a best practice scheme or premises that are in receipt of Small Business Rate Relief and have a rateable value of less than £12,000.

Presently the Licensing Authority are not satisfied that the costs of policing the night time economy in the Borough justify the imposition of a LNL.

## PART 29: Cumulative Impact

The Licensing Authority recognises that there can be confusion about the difference between "need" and "cumulative impact" of premises on the licensing objectives, for example, on crime and disorder. "Need" concerns the commercial demand for

another pub, restaurant, etc. and is not a matter for a Licensing Authority in discharging the licensing functions or for this statement of licensing policy, but is a matter for planning committees and for the commercial market. On the other hand, the cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for the Licensing Authority and its licensing committee to consider.

In certain situations the number, type and density of premises selling alcohol may be associated with serious problems of crime and disorder. Where the impact on surrounding areas of customers taken together may be greater than the usual impact of customers from individual premises, the Licensing Authority may consider that an area has become saturated with licensed premises. The Licensing Authority may consider that a special policy is needed to deal with this cumulative impact

The authority recognises that once away from licensed premises, there is always a risk that a minority of consumers will behave badly and unlawfully. Depending on the circumstances, there are other mechanisms available for addressing such issues for instance:

- planning controls;
- positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of the local authority;
- the provision of CCTV surveillance in town centres, ample taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols;
- powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly;
- police enforcement of the general law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices;
- the prosecution of any personal licence holder or member of staff at such premises who is selling alcohol to people who are drunk;
- the confiscation of alcohol from adults and children in designated areas;
- police powers to close down instantly for up to 24 hours any licensed premises or temporary event on grounds of disorder, the likelihood of disorder or noise emanating from the premises causing a nuisance; and
- the power of the police, other responsible authorities or a local resident or business to seek a review of the licence or certificate in question;
- other local initiatives that similarly address these problems.

## PART 30: Special Policy on Cumulative Impact

The Licensing Authority previously adopted a special policy on cumulative impact across the Borough in relation to premises that sold or supplied alcohol for consumption off the premises. The Licensing Authority no longer believes that there is sufficient evidence that any area of the Borough is currently saturated with premises of one type that cumulatively is having a negative impact on the licensing objectives.

The absence of a special policy does not prevent a Responsible Authority or Interested Party from making a representation to the grant or variation of a licence or to the Licensing Authority generally, that the grant of further licences in an area will have a negative cumulative impact on one or more of the licensing objectives. However, the onus will be on the Responsible Authority or Interested Party to lay the evidential base that a negative cumulative impact is occurring or will occur should a licence be granted. The cumulative impact can be expected to be different for premises with different styles and characteristics.

If a Responsible Authority, or other person, has identified a concern about crime and disorder or public nuisance and the Authority considers that the available evidence demonstrates that crime and disorder or public nuisance are arising and are caused by the customers of licensed premises in an identifiable area (or that the risk factors are such that the area is reaching a point when a cumulative impact is imminent) then the Authority will:

- Identify the concern and the licensing objective to which it relates (i.e. Crime and Disorder or Public Nuisance).
- Consider whether there is good evidence that crime and disorder or nuisance are happening and are caused by the customers of licensed premises, or that a risk of cumulative impact is imminent.
- Identify the boundaries of the area where problems are occurring.
- Consult with those specified in section 5(3) of the 2003 Act and subject to the outcome of the consultation.
- And after considering the evidence and the responses of those consulted decide whether or not to declare a special policy.

The effect of a cumulative impact policy of this kind, if adopted, would be to create a rebuttable presumption that applications for new premises licences or applications for material variations to existing premises licences within the area covered by the policy will normally be refused. Where a special policy is in effect it will be for an applicant to lay the necessary evidence that the granting of the licence would not produce the cumulative impact as described above.

The saturation policy will only come into effect where relevant representations are received in relation to a specific application. If there are no representations the Licensing Authority must grant a premises licence in accordance with the application.

The Licensing Authority recognises however, that such a policy cannot be absolute and would continue to consider each application on its own individual merit. Licences unlikely to add significantly to the problems of saturation or cumulative impact would still be approved.

The Authority acknowledges that the impact will be different for premises with different styles and characteristics.

If, following consultation, a special policy was adopted, the Authority would review this at least every 5 years and if it considers that it needs to be amended will undertake appropriate consultation before any amendment is made.

A special saturation policy would not be used to:

- remove a licence when representations are received about problems with an existing licensed premises;
- justify the rejection of modifications to a licence except where those modifications are directly relevant to the special policy;
- adopt quotas or set terminal hours in a particular area that pre-determine the individual merits of any application.

## PART 31: Other regulatory regimes

### **Gambling Act 2005**

The Gambling Act 2005 provides a variety of exemptions and special provisions for premises that hold a premises licence or club premises certificate.

Further details on such provisions are available from the Council by viewing its [statement of Gambling Policy](#) or from the Gambling Commission.

When providing activities under the Gambling Act from a licensed premises the designated premises supervisor (DPS) takes on a special role for compliance (known as the designated person) and is legally responsible for ensuring that those activities are carried out in accordance with the Gambling Act and the codes of practice issued under it.

The Licensing Authority are aware that whilst small scale gambling within bars and clubs can be an enjoyable pastime for many people there is the potential for alcohol to play a role in customers gambling more than they can afford. The Licensing Authority therefore expects premises that provide gambling related facilities to act responsibly.

The Licensing Authority believes that a failure to organise gambling related activities responsibly undermines the licensing objectives and if such conduct results in the review of a premises licence the Licensing Authority may revoke the premises licence or remove the designated premises supervisor from the licence.

## **Planning**

Licensing and planning are separate regulatory regimes with separate considerations. Premises conducting licensable activities will require the appropriate planning permission as well as a licence under the Act. The grant of one does not avoid the need for the other.

Planning considerations are not considerations for the Licensing Authority. However, where a representation is made by the Local Planning Authority suggesting that planning permission is not likely to be granted as it will have an affect on the local amenity (i.e. cause public nuisance) and undermine the licensing objectives the Licensing Authority will consider the evidence and expertise of the planning authority.

When making such a decision the Licensing Authority will consider whether or not it is appropriate for the promotion of the licensing objectives to grant a licence for a premises in excess of the hours permitted under planning legislation for that premises. A key consideration will be the evidence of the planning authority as to the reasons why such consent will not be granted and how those reasons relate to the licensing objectives.

## **Building Control**

Building regulations are separate to the licensing regime and Building Control are not a responsible authority and unable to object to licence applications or review premises licences. However, building regulations are designed to ensure the safety of members of the public within premises and evidence of lack of compliance with, or failure to correctly carry out work required by Building Control could be used by the Fire and Rescue Service or Environmental Health as evidence of a public safety risk to review or object to a premises licence.

It is therefore imperative that applicants for licences and existing licence holders ensure that they comply with building regulations.

## **Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 requires business operators to carry out a thorough assessment of the risks of fire to members of the public on their premises.

It is not the place of the Leicestershire Fire and Rescue service or the Licensing Authority to carry out, or condition, these assessments, as it is a legal duty under the above Order. Failure to do so by a licence holder will endanger members of the public and is a ground for the Licensing Authority to hear a review of a premises licence upon the application of a responsible authority.

## **Health and Safety**

Licensed premises, as an employer of staff and by inviting members of the public onto their premises, have a number of duties under health and safety legislation. This legislation relates to numerous areas such as the hours worked by staff, the risks of broken glass to staff members and customers, food safety and hygiene and many

more areas. Applicants and licence holders should ensure that they are familiar with the appropriate and relevant legislation and are able to comply with it.

### **Duplication**

The Licensing Authority recognises that it is unnecessary and inappropriate to duplicate existing legislative requirements by placing similar conditions on a premises licence. However, in certain instances it may be appropriate for the promotion of the licensing objectives where it is clear to the Licensing Authority that the applicant or licence holder lacks the knowledge and awareness of the legislation and to not condition the premises licence would undermine the licensing objectives.

## **PART 32: Delegation of Functions**

The Licensing Authority has based its delegation of functions on the Guidance issued by the Home Secretary under section 182 of the Act.

The Licensing and Regulatory Committee or a sub-committee of three or more members formed from it will determine the following:

- An application for a personal licence following a representation from the Police.
- An application for a review, or summary review, of a premises licence or club premises certificate.
- Determination of a temporary event notice following the objection of the Police and/or environmental health.
- An application for a premises licence or club premises certificate where relevant representations have been made and not withdrawn.
- Application for a provisional statement where relevant representations have been made and not withdrawn.
- Application for variation to a premises licence or club premises certificate where relevant representations have been made and not withdrawn.
- Application to vary a designated premises supervisor following an objection from the Police.
- Application for transfer of a premises licence following an objection from the Police.
- Application for interim authority following an objection from the Police.

The relevant Licensing Officer will determine the following matters:



- The determination of a minor variation
- The determination of an application for a new or a variation of a premises licence or club premises certificate where representations have been made and withdrawn following an agreement where the applicant confirms an amendment to their operating schedule and where, in the opinion of the Officer such an amendment is within the application as advertised.
- The determination to include the alternative mandatory condition (removal of DPS) on a community premises.
- The determination of whether a Club is a qualifying club.
- That an application has been made and advertised in accordance with the legislative requirements.
- That a representation is relevant, or frivolous or vexatious.
- That an application for a review is frivolous or vexatious.

Unless set out above or specifically within the Act all other matters will be determined by the Head of Corporate Resources.

## PART 33: Enforcement

The Licensing Authority believes that legislative requirements and the need for certain activities to be licensed are undermined if not proactively enforced. The Licensing Authority also accepts that excessive enforcement can be burdensome to businesses within the Borough.

Enforcement activities will be targeted and risk assessed so that premises that promote the licensing objectives well and work with the Authority are not unduly troubled and more focus is placed on those businesses that undermine the objectives.

The Licensing Authority will ensure compliance with Council's Corporate Enforcement Policy as may be amended from time to time. The Licensing Authority aims to ensure that enforcement is open, fair, reasonable and proportionate.

Enforcement activities by the Licensing Team will be designed to ensure compliance with the conditions attached to licences and the requirements of the Licensing Act itself.

The Licensing Authority also acknowledges that the responsible authorities set out in the Act have a legislative duty to take the lead on issues within their remit. Where concerns are identified by the Licensing Team that relate to the role and duties of another responsible authority the Licensing Team will expect that authority to lead on the investigation and resolution of the issues.

The Authority recognises that other controls are available outside of the Act to promote the Licensing objectives and responsible authorities should not use the Act as a more convenient method to resolve issues that are better suited for resolution under other legislation which they have the power to enforce.

## PART 34: Duration and review of this Policy

The Act requires the Licensing Authority to keep this Policy under review and to formally review and adopt a new Policy at least every 5 years.

Before adopting a new Policy the Licensing Authority are required to at least consult with the Leicestershire Police, the Leicestershire Fire and Rescue Service, the Local Health Board, individuals or organisations representative of licence holders within the Borough and individuals or organisations representative of businesses and residents within the Borough.

Minor changes may be made to this Policy by the Licensing Authority without consultation where those changes are simply to keep this Policy updated with legislative amendments or to clarify and make clear a Policy intention already expressed in this document and having already been consulted on.



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<b>Council</b>	9 December 2014	<b>Matter for Information</b>
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**Title: LEISURE MANAGEMENT CONTRACT UPDATE**

**Author: Anne Court, Director of Services and Monitoring Officer**

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## 1. Introduction

This report updates members on the progress with the new Leisure Contract following the award of the 20 year contract to SLM Ltd earlier this year. The design, build and operate contract will deliver two new “state of the art” 25 metre 6 lane swimming pools within the Borough, with the re-location of the Oadby pool to Parklands Leisure Centre (Parklands) and a new build on the existing Wigston site. There will also be significant refurbishment to the existing facilities including the gym and Cedar Suite at Parklands and the addition of a gym facility at the Wigston site.

Members have been kept updated of the progress through reports to the Policy, Finance and Development Committee and regular bulletins. In particular this report is to inform members of the progress made with delivering the contract to date, the outcome of contract negotiations and the future plans.

## 2. Recommendations

That Members note the progress set out in this report.

## 3. Information

The report of 22 January 2014 awarding the contract to SLM set out that the next stage involved two parallel work streams these being the applications for planning permissions and the close of contract negotiations.

Planning permission was granted for the two new pools by the Development Control Committee on 29 May 2014.

Detailed contract negotiations could only take place once the contract had been awarded and these commenced virtually immediately upon contract award. These negotiations not only involved those between the Council and SLM as the operator, but also the contracts between SLM and their appointed building contractors. Whilst there has been willing on all sides to conclude negotiations as soon as possible, as it is clearly in everyone’s interest for the works to be completed as soon as possible, the negotiations became far more protracted than was envisaged would be the case. In particular this can mainly be contributed to two factors. The first being that, by having two separate building developments has effectively meant that there are two projects. The two projects are quite distinct from each other, one a complete new build at Wigston and the other, a split between new build and refurbishment at Parklands; this has meant that the projects have progressed at different speeds as they have had different issues to resolve. However the final contract signing had to incorporate both projects together. In hindsight, the appointment by SLM of two separate building contractors has made the contract negotiations more complex with having to deal with two separate developers and their individual legal teams. The purpose of this approach

was founded on financially prudent measures and to counteract the potential for a sole building contractor being unable to deliver the two projects running side by side.

The other factor has been the negotiation of the costs of unforeseen additional works as the tender price was subject to detailed surveys being undertaken. This meant that at the time of tendering, assumptions had to be made as to, for example, ground conditions, from visual inspections and other information available. This is a standard approach in procurement, in that further intrusive surveys are undertaken at contract award principally because the Council is reliant on the warranties coming from any bidder and these will be reliant on the intrusive surveys (particularly for ground conditions), as a result it is important that the bidders undertake the survey. If bidders are asked to undertake surveys prior to award then this has led to difficulties in bidders withdrawing or lack of responses because of the additional cost. Any additional works identified are subject to testing and ensuring that they are fully justified as below.

A number of additional works were proposed as a result of the intrusive surveys which contributed to a delay in proceeding with the projects as SLM's professional team had to revisit the designs of the original build specification to overcome the issues identified in the intrusive surveys and consequently a costing exercise of these additional works had to be undertaken.

The Policy, Finance and Development committee in a report of 22 July 2014 was made aware that the funding of additional works was being sought. At that time the risk clarification of the intrusive surveys had only just been made available so the costings were still very much provisional. An independent review of the survey results and provisional costing was commissioned on behalf of this Council to ensure for audit purposes that any additional works could validly be considered variations and if so that the costs of those works were reasonable and value for money in the current market place. A rigorous review has been ongoing. In summary the additional works identified for each site and the conclusions of the Council's independent consultants are that the additional works can be considered to be variations and the rates are reasonable, as follows:-

### **Wigston**

- Topographical survey revealed uneven, poor quality ground, with the existing slope greater than assumed at tender stage necessitating the construction of a retaining wall. The Ground investigations included the need for piled foundations across the whole site. After careful consideration of the proposals and costings it has been confirmed that these grounds works amount to a variation on the basis that the extent of the proposed retaining wall is essential to support the structure of the building. The initial view of a structural engineer is that it is a proportionate solution to pile foundation a whole area where there are a number of areas on the site that need deep foundations. The alternative would be that the Council take the risk for only partial piling. It is not considered proportion for the Council to take this risk in terms of the costs of the piling compared to the overall contract sum. The Council's consultants have confirmed that in the circumstances the solution is reasonable as are the rates.
- Utilities - this related to the identification of a required increase to the internal/external drainage capacity to enable peak capacity functionality. Where incoming services require upgrading the consultants confirmed that this would

be considered a variation. The timing of the works and the costs are dictated by the utility companies however fixed prices have been obtained.

- Potential Asbestos removal – this has always been accepted as the Council's risk
- Demolition costs – SLM have met the additional demolition costs of £10,000

### **Parklands**

- The outcome of ground investigations showed a need for piled foundations. After full consideration of this the Council's consultants confirm that ultimately this is the most cost effective method for the deep foundations needed for a pool tank and rates have been confirmed as reasonable.
- Utilities – there is a significant amount of diversion of utilities needed as the incoming services run directly across the site of the new pool. Again, this has been concluded to be a variation and the works and costs dictated by the statutory undertakers. Firm costs have now been obtained.
- For both sites, the relocating of utilities and additional foundation work will affect the build programme and incur preliminary costings which the consultants have advised that close monitoring of this be undertaken to minimise these costs.

The final costs of the above works amount to just under £722,000. Following robust negotiations, the Director of Services, in accordance with the resolution of the Policy, Finance and Development Committee of 22 July 2014 has secured the extent of the Council's contribution to be limited to £571,000. SLM will incur the additional costs of above this limit. This demonstrates the commitment of SLM to the project and their willingness to work with the Council to deliver a successful scheme.

The costs of these additional works can be met through the already approved maximum level of borrowing of £10 million. The capital cost submitted by SLM in their bid was £9.02 million with the additional works the total amounts to just short of £9.6 million. This is still significantly less than the alternative bidder's submission even without any costs they would potentially have put forward for additional works. The submission of SLM delivers savings on the previous Contractor's costs of just under £200,000 per annum over the life of the contract.

On this basis, with contract negotiations being completed, the numerous contracts, warranties etc were signed by the parties on Friday 28 November. With clarification of the schedule for borrowing required from the Public Works Loan Board (PWLB) now confirmed, consultation with the Council's treasury management advisors (Sector) on which type of PWLB loans are appropriate can be concluded.

The only remaining potential costs that remain unknown arising from the risk clarification of Additional Works are those that would in accordance with standard practice amount to being Compensation Events under the Contract. This relates to the potential for costs for off site disposal of any contaminated soil found in the excavations and the potential for disposal of soil excessive to that which can be disposed of on-site. All steps to mitigate the costs of disposal off site will be considered. Any further additional costs will be reported to the Policy Finance and Development committee.

The above factors have impacted upon the original indicative timescales given by SLM which at the time of submitting the tender were considered to be realistic. The initial timescales for each project and the revised timescales are set out below:-

Wigston Pool – originally this was due to be completed by May 2015. Whilst by this time the outer shell of the building will have been erected, the overall completion is now programmed for November 2015

Parklands – originally the pool was due to be completed by February 2015. Whilst this has now been reprogrammed for Sept 2015 the refurbishment of the gym will be completed in December 2014 and the Cedar Suite in February 2015. The further refurbishing of the reception area etc will be carried out alongside the pool build during 2015.

Despite the new build programmes being delayed there has been progress to date as follows:-

**Wigston** - the pool was demolished by 24 October by way of an Early Works arrangement prior to the finalisation of the contracts. This was expedited to reduce the health and safety risks that could arise from the closed site particularly following an arson attack in the summer. SLM funded the additional demolition costs to facilitate this. In addition, SLM paid for on-site security pending the demolition. Now that the demolition has been completed this means that the Contractor can mobilise on site, subject to the completion of utility works, immediately in the New Year. The site was closed in April 2014 in anticipation of the above timetable. To counteract the loss of swimming facilities in Wigston/South Wigston during this time, SLM at their cost arranged a number of activities for children during the summer holidays and half term breaks at Bushloe High School. This has been a successful programme attracting a total attendance of 290 visits from 60 participants taking up these free activities. SLM fully acknowledge that the contract delays will result in their being no swimming facilities in Wigston/South Wigston for a second summer and to compensate for this they will be putting in place an innovative Festival of Sport throughout the summer for children which will include:-

A themed sports activity programme spanning the main part of the school summer holidays. Each week will have a different sports or activity theme, with skills learning during the week culminating in a fun tournament to round each week of the holiday off. This will be led by qualified coaches, sports leaders and a local celebrity to present the medals.

**Parklands**– the refurbishment of the dry side changing, the cedar suite toilets, two new studios and the gym commenced at the end of September 2014 to ensure the refurbished gym is open January 2015 following the Christmas and New Year period. Again this was expedited through an Early Works Agreement prior to the close of contract negotiations. SLM have purchased the new “state of the art” gym equipment at their own risk to demonstrate their commitment to deliver the enhanced facilities. Since SLM took over the leisure contract in April 2014, gym membership has increased by 250 members. Whilst the refurbishment is underway, temporary gym arrangements are in place. The refurbished gym will include the latest cardiovascular and resistance equipment, internet linked personal viewing screens, virtual reality exercise classes and the latest outdoor training equipment.

Members are invited to a preview of the refurbished gym and a demonstration of the high tech equipment on 22<sup>nd</sup> December 2014 at 6 pm at Parklands.

In addition to mitigate delays SLM have placed the order for the significant utilities work at Parklands at their own risk in the absence of a signed contract. The utilities works will take place in late January 2015 and thereafter mobilisation on site will commence.

Pending the new build pool at Parklands, SLM will continue to operate the existing Oadby Pool and continue with running repairs as necessary. There has been a significant reduction in the number of complaints since SLM have taken on the management of the Oadby pool and an increased participation in the Swim Scheme from 664 to 1000 participants.

SLM are also supporting the Pride of the Borough Loyalty Card scheme. Members of the scheme can receive a 10% discount off café purchases. In addition, SLM have donated 3 x free 3 month gym/swim leisure memberships to encourage participants in the Loyalty Card scheme.

SLM have also supported other local organisations by giving out hundreds of free activity guest passes and numerous 3 month/annual memberships to be used in prize draws for competitions.

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**Background Papers:- reports to Policy Finance and Development Committee of 22 January 2014 and 22 July 2014**

<b>Implications</b>	
Financial (JD)	The Policy Finance and Development Committee on 23 July approved a borrowing limit of £10 million. If borrowing exceeds this limit then relevant prudential indicators would need amending to be approved by that Committee. The independent consultants' review of the additional works have confirmed that the Council's costs towards these are reasonable.
Risk (AC)	CR2 Key Supplier/Partnership failure; CR5 effective utilisation of assets
Equalities (AC)	The Council's facilities are accessible to all
Legal (AC)	The design, build and operate contract needs to be monitored for adherence to the terms and conditions

# Agenda Item 11



**Council**

**Tuesday 9<sup>th</sup>  
December 2014**

**Matter for Decision**

**Title: Development Opportunities in the Borough**

**Author: Anne Court (Director of Services)  
Adrian Thorpe (Planning Policy and Regeneration Manager)**

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## **1. Introduction**

- 1.1 This report continues the series of updates to Members regarding development opportunities in the Borough, the first of which was reported to Policy, Finance and Development Committee on 25<sup>th</sup> March 2014. These reports reflect that it is a priority of the Council to bring forward a number of different development opportunities both on its own and by working with partners, to assist with the regeneration and delivery of affordable and market housing in the Borough, in line with the strategy set out in the Council's Core Strategy and Town Centres Area Action Plan.
- 1.2 This report provides confirmation of several projects that the Council has been actively working on over the last 18 months and as such seeks Members' resolutions in relation to development at the following sites:
- 41 Canal Street, South Wigston
  - The site of Oadby Pool, Leicester Road, Oadby
  - Land at Bennett Way, South Wigston

## **2. Recommendations**

- 2.1 In relation to 41 Canal Street, it is recommended that the Council:
- (1) Makes a Compulsory Purchase Order under section 17 and Part XVII of the Housing Act 1985, and the Acquisition of Land Act 1981, for the acquisition of 41 Canal Street South Wigston for housing development.
- (2) That the Head of Corporate Resources, in conjunction with the Chair of Policy, Finance and Development Committee and the Chief Financial Officer do anything necessary to give effect to the recommendation (1) above including but not limited to undertaking all procedural steps required to:
- Make advertisement and secure confirmation and implementation of the Compulsory Purchase Order;
  - acquire the legal interest in the property the subject of the proposed Compulsory Purchase Order, whether by voluntary agreement or compulsorily using statutory powers set out in the preceding paragraph;
  - take all necessary action to deal with all matters relating to the payment of compensation and statutory interest including approval of agreement with land owners setting out the terms for withdrawal of objections to the Order



and where necessary and/or appropriate the instituting or defending of related proceedings;

- dispose of the property in accordance with the proposals set out in this report and authorises officers to negotiate terms with the successful party detailed in the exempt report later on the agenda;
- 2.2 In relation to the site of Oadby Pool, Leicester Road, Oadby, it is recommended that the Council resolves to make the land available for affordable housing development purposes in order to promote its housing priorities after it becomes vacant in 2015 and subject to the covenants as set out in paragraph 3.16.
- 2.3 In relation to Land at Bennett Way, South Wigston, it is recommended that the Council resolves to make its land available to be included as part of a wider scheme (as set out in paragraph 3.17) so that it can be developed for affordable housing in order to maximise the amount of affordable housing that can be built on both the land under the control of the developer and the Council's own land.

### **3. Information**

#### **41 Canal Street, South Wigston**

- 3.1 Expressions of interest were sought from parties to work in partnership with the Council to regenerate 41 Canal Street, South Wigston, Leicestershire, LE18 4PN as shown hatched on the plan attached to this report at Appendix 1. The report proposes that the Council enters into an agreement with a party for its renovation and pursues a Compulsory Purchase Order (CPO) of the property with the intention of then transferring ownership to the developer to carry out the works and bring the property back into beneficial use.
- 3.2 41 Canal Street has been vacant and unused for several years and as long ago as 2003 was the subject of vandalism and suspected rodent and pigeon infestation. At that time a warrant was obtained to enter the building to assess its condition and ultimately the Council effected security boarding of the building. Efforts to contact the owners of the building (two names shown on Land Registry) have subsequently been unsuccessful. Neither have been traceable at registered addresses and letters returned marked 'wrong address'.
- 3.3 Previously Council resolved to proceed with the making of a CPO with the process to be at nil cost to the Council by way of bringing in a developer to underwrite the CPO costs, acquisition costs and then carry out the renovation. Attempts to find such a developer have failed though more recently a project to regenerate the property as an Enterprise Centre was put forward to LLEP. However as it was not included as a first year project by LLEP then Policy Finance and Development Committee on 22 July 2014 (minute no 22 refers) resolved that further Expressions of Interest be sought for an appropriate development partner to enable the compulsory purchase of the building and subsequent refurbishment for an appropriate use.
- 3.4 For the expression of interest parties were informed that the Council intends to purchase the property by a Compulsory Purchase Order (CPO) with the freehold of the property then reverting to the developer for refurbishment and that change of use to residential and/or business centre or office accommodation would be

appropriate. These uses fit with the overall spatial strategy for the Borough and the policies contained within the Council's Local Plan.

3.5 The parties were asked to:

- Confirm that they would underwrite the CPO costs
- Provide three years of audited accounts
- Show experience in this type of project
- Confirm that they will lodge an appropriate amount in an escrow account.
- Confirm compliance with and assist the CPO process which might include the early appointment of a consultant to act upon their behalf

3.6 Expressions of interest were received from parties and these were evaluated. Details are included in an exempt report later on this agenda. It is recommended that Council enter into an agreement with the successful party which incorporates the conditions from the expression of interest. Additionally there would be a condition that the developer commences and then completes their proposed residential development within a set time period once the CPO is confirmed. This will ensure that the development is completed and the property bought back into use.

3.7 Procedurally the Council will need to go through the compulsory purchase procedure first. The approach of the developer underwriting the costs limits the exposure of the Council as they will be responsible for

- the preparation, making and obtaining confirmation of the compulsory purchase order required for 41 Canal Street, including the costs of any public inquiry;
- acquiring 41 Canal Street including the valuation of the property by the District Valuer of any compensation claim arising out of such acquisition;
- any reasonable costs incurred in dealing with any compensation claims including any references to the Upper Tribunal (Lands Chamber) for determination of any claim;
- any reasonable costs of dealing with any legal challenges/ proceedings issued in relation to the exercise by the Council of its compulsory powers.

#### Legal Issues

3.8 Where owners cannot be traced or where a response from known owners is non-committal or otherwise unsatisfactory, there is scope for a compelling case in the public interest for enforcement action to be taken by the Council, to ensure that their strategy aims are achieved. In this case there is the length of the vacancy and the previous failed attempts to secure the renovation plus the Oadby and Wigston Corporate plan vision includes 'Create the best quality of life for local people' and the Council agreed with residents that the priorities for the period 2006-2016 are to achieve:

- Revitalise the town centres through development and by retaining free shoppers car parking
- Improve the health and well being of our residents

The reuse of this building therefore supports the Council's vision.

- 3.9 In this particular case the Council has made every effort to secure the improvement of the property to the benefit of the street scene and locality generally, particularly since the deteriorating state of the premises continues to be an issue.
- 3.10 The Council has the power under section 17 of the Housing Act 1985 to acquire land by way of compulsory purchase (land in this instance includes houses) for housing purposes. Part XVII of the Housing Act 1985 applies to the compulsory purchase. This in turn applies, with modifications, the Acquisition of Land Act 1981 (compulsory purchase procedure), the Compulsory Purchase Act 1965 (post confirmation procedure) and the Land Compensation Act 1961 (amount and assessment of compensation).
- 3.11 The Compulsory Purchase Order must be advertised locally and copies served on all owners, lessees or reputed lessees, tenants or reputed tenants (other than lessees), and occupiers (except tenants for a month or less). If any statutory objector (a statutory objector can be an owner, lessee or occupier, not a licensee or tenant for one month or less of land within the Order) has objected within the stipulated period and not withdrawn the objection, the Secretary of State can cause a public local inquiry to be held:
- to afford the objector an opportunity of appearing before and being heard by a person appointed by the Secretary of State:
  - or with the consent of the objector, follow a written representations procedure, and then consider his findings before determining whether or not to confirm, quash or modify the Order.
- 3.12 In the event that there is no objection, the Secretary of State may, in certain circumstances, permit the Council to confirm the Order. The confirmation of the Order may be challenged on a point of law within 6 weeks of the publication of such confirmation. Any dispute as to the amount of compensation to be paid is referred for determination to the Upper Tribunal (Lands Chamber). The Council is obliged to act in a way which is compatible with the European Convention on Human Rights. The Convention Rights relevant to compulsory acquisition are as follows:
- Article 1 (of the First Protocol)
- This protects the right of everyone to the peaceful enjoyment of possessions. No one can be deprived of possessions except in the public interest and subject to the relevant national and international laws.
- Article 6 (of the Convention)
- This provides that in determining civil rights and obligations... everyone is entitled to a fair and public hearing within a responsible time by an independent and impartial tribunal established by law.

Article 8 (of the Convention)

- This protects private and family life, home and correspondence. No public authority can interfere with these interests except if it is in accordance with the law and is necessary in the interests of national security, public safety or the economic well being of the country.

Article 14 (of the Convention)

- This protects the right to enjoy rights and freedoms in the Convention free from discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, or national or a social origin.

- 3.13 These rights are qualified rights and may be interfered with provided such interference is prescribed by law, is pursuant to a legitimate aim, is necessary in a democratic society and is proportionate. In this case, compulsory purchase of land is permitted under the terms of the Housing Act 1985 and is subject to a statutory procedure (giving rights to consultation and to be heard at a Public Inquiry) which is being followed. In addition, compensation is payable making the action fair and proportionate.
- 3.14 The Council will use the General Vesting Declaration procedure under the Compulsory Purchase (Vesting Declarations) Act 1981 to vest the property in the Council. Compulsory Purchase is though a drawn out process and can take between 6 and 18 months with the first step being the making of a resolution then as previously stated a draft order is published and a notice fixed on the property and served on those with an interest in the property.

**Site of Oadby Pool, Leicester Road, Oadby**

- 3.15 The Council is in the process of renewing its swimming pools, which, in the case of the existing Oadby Pool, will result in the site becoming vacant once a new pool is opened at Parklands Leisure Centre in Oadby. The site of the existing Oadby Pool, which is owned by the Borough Council, will become vacant during 2015 and as such available for an alternative use as a brownfield site. This will enable the Council to make use the land available for housing development purposes in order to promote its affordable housing priorities.
- 3.16 There is one restrictive covenant in relation to this site which states that the Council or its successors in title will not permit or suffer the sale of ale wine beer or spirituous liquors on the said land or any buildings to be erected thereon. There are no further covenants and nothing to restrict the development of the land.

**Land at Bennett Way, South Wigston**

- 3.17 The Council owns circa 0.15ha land at Bennett Way, South Wigston. At its meeting on Tuesday 28<sup>th</sup> October 2014 it was reported as follows:

*‘the Homes and Communities Agency has been invited to attend the October meeting of the Place Shaping Working Group to present the options that are available to the Council in facilitating the development of affordable housing, for example, in relation to the small plot of land in Council ownership at Bennett Way, South Wigston.*

*The developer in partnership with a Registered Provider on this*

*development has been successful in its grant bid from the Homes and Communities Agency to deliver affordable homes. This bid was supported by the Borough Council because it meets with the Council's planning policy objectives for South Wigston in relation to delivering affordable homes. In conjunction with the advice from the Homes and Communities Agency the Council intends to seek opportunities to work with the developer to consider the best options for the area, including the adjacent land that is in the Borough Council's ownership'.*

- 3.18 These discussions have progressed to a point where it is necessary for the Council to resolve to make its land available to be included as part of this wider scheme so that it can be developed for affordable housing in order to maximise the amount of affordable housing that can be built on both the land under the control of the developer and the Council's own land.

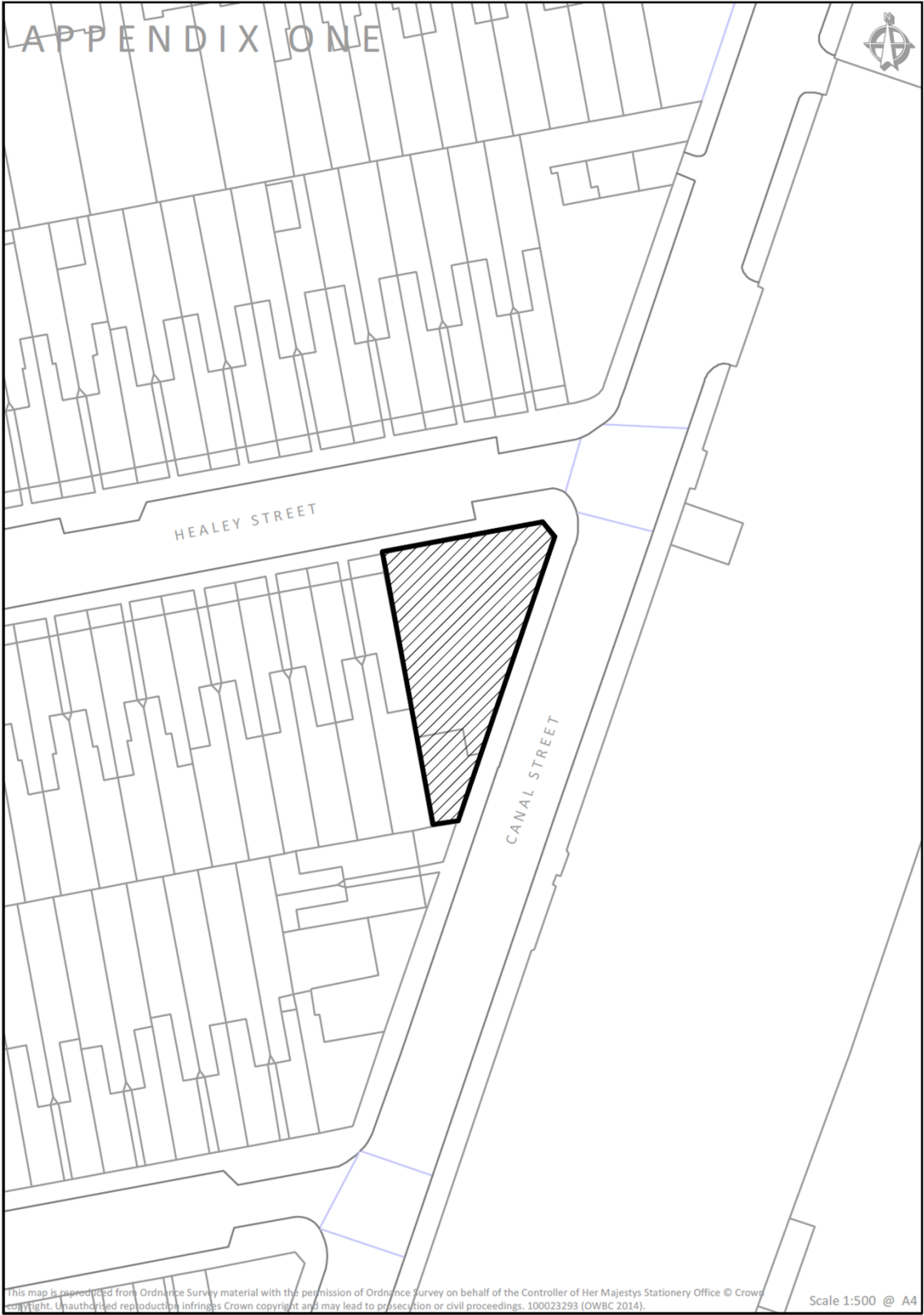
**Email: [adrian.thorpe@oadby-wigston.gov.uk](mailto:adrian.thorpe@oadby-wigston.gov.uk)**

<b>Implications</b>	
Legal (AC)	There is a statutory procedure to follow in making a CPO
Financial	None directly as the developer will underwrite reasonable costs.
Equalities (AT)	An Equalities Impact Assessment has been carried out. As part of the planning process for the project there will be stakeholder and community consultation and engagement
Risk (AT)	<p>Corporate Risk 5 (effective utilisation of land and buildings) and 9 (economy) Compulsory Purchase Order is not confirmed. <i>This is a low risk and most orders do not need an Inquiry. It can be also be mitigated by continued negotiations with any objectors</i></p> <p>Corporate Risk 5 (effective utilisation of land and buildings) Terms cannot be agreed with the developer. <i>By already detailing the basic concept when inviting the EOIs this limits the opportunity for future issues. Flexibility in agreeing the final details will be used and balanced against the benefits of the building being refurbished.</i></p> <p>Corporate Risk 5 (effective utilisation of land and buildings) and 9 (economy) Developer cannot obtain planning consent for their scheme. <i>The developer is proposing a residential scheme and this is in accordance with the EOI.</i></p> <p>Corporate Risk 5 (effective utilisation of land and buildings) Developer does not complete the renovation works. <i>The proposal to include a term regarding starting and completing the works and the opportunity to buy back at CPO price should limit this risk.</i></p> <p>Corporate Risk 5 (effective utilisation of land and buildings) The continuing deterioration of the building. <i>By adopting the current approach the developer will be able to commence their scheme once the property is vested in the Council thereby minimising the time until works start.</i></p> <p>Corporate Risk 5 (effective utilisation of land and buildings) The owner materialises before CPO confirmed and fails to</p>

improve the property. *The owners can negotiate directly with the developer. If the owner wishes to retain the property undertakings are obtained to bring the property into a satisfactory state within a time period during which time the CPO process is not abandoned but the Council gives an undertaking to withdraw if the works are done in time.*

Corporate Risk 5 (effective utilisation of land and buildings)  
The original owners materialise within 12 years of sale and dispute compensation *The statutory procedure will assess the market value and money will be paid into court.*

Corporate Risk 6 (regulatory governance) High court challenge to a confirmed CPO. *Mitigated by the correct procedures being followed.*



# Agenda Item 12



**Council**

**9 December 2014**

**Matter for Decision**

Title: **Adoption of Terms of Reference for Working Groups**

Author: **Mark Hall – Chief Executive**

## 1. Introduction

This report requests the consideration and adoption of the appended terms of reference documents for the Armed Forces Task Group and Supporting Leicestershire Families.

## 2. Recommendations

2.1 That the Committee considers and adopts the terms of reference documents, which are appended to this report as Appendix 1.

## 3. Information

3.1 On 29 April 2014, the Council adopted the recommendations of the 'Evolving the Council's Governance' report.

3.2 As part of that report it was agreed that a review of all existing Working Groups should take place early in 2014/15 to assess their relevance, if they are still needed and if so to revisit and firm up their purpose, terms of reference, reporting lines, relationships to other groups (to prevent silo working), frequency of meetings (which would be published in the annual Calendar), and membership.

3.3 The attached terms of reference are based on a standard format and incorporate the key outcomes that have been discussed and agreed by each respective Task Group.

Email: [ian.dobson@oadby-wigston.gov.uk](mailto:ian.dobson@oadby-wigston.gov.uk) Tel: 0116 257 2604

### Background Papers:- Evolving The Council's Governance – 29 April 2014

Implications	
Financial (PL)	No significant implications
Risk	CR6; Regulatory Governance
Equalities (KG)	An EIA has been undertaken in respect of the task group
Legal (KG)	No significant implications



## **Armed Forces Working Group - Terms of Reference**

### **1. Purpose and Remit of the Group**

- a. To develop and monitor the commitments in the Armed Forces Community Covenant as they apply to Oadby & Wigston Borough Council.
- b. To consolidate and coordinate the Council's views and approach to any issues relating to celebration, commemoration or remembrance in respect of the Armed Forces
- c. To consider any other ad hoc issues that require direction in relation to military and any related ceremonial events.

### **2. Membership**

- a. Members will be appointed to the Task Group at the Annual General Meeting each municipal year consisting solely of elected councillors
- b. The membership of the Board, wherever possible, will reflect the political representation of the Council as a whole.

### **3. Accountability and Duration**

- a. As a minimum, the Lead Officer will meet with the Chairman of the Task Group at least one week prior to the Board meeting
- b. The Chairman of the Working Group is Councillor Lynda Eaton
- c. The Lead Officer is the Chief Executive.
- d. It is expected that the Task Group will exist for at least the 2014/15 municipal year
- e. The Task Group will report to Council at least twice each municipal year.
- f. The Task Group will cease when the outcomes have been completed.

### **4. Working Methods**

- a. The agenda and supporting papers for meetings will normally be circulated electronically at least five clear days before the date of the meeting.
- b. These terms of reference will be reviewed, and if necessary, updated at least annually.
- c. The minutes of the meeting will be provided to the Chairman of the Task Group in a timely manner.

- d. An action list will be drawn up following the meeting and provided to the Chairman with the minutes.

September 2014

# **Supporting Leicestershire Families Task Group**

## **1. Purpose and Remit of the Group**

- a. To receive updates on the progress of the Supporting Leicestershire Families Programme on behalf of the Council.
- b. To make comments and observations which will assist in determining the future direction of the SLF Programme in the Borough
- c. To consider any issues that the programme highlights in relation to Oadby & Wigston Council policies and priorities together with any cross cutting governance issues
- d. To advise and make recommendations to Council resulting from the review of the Leicestershire SLF Programme after its initial three years of operation including any further requests for funding.

## **2. Membership**

- a. Members will be appointed to the Task Group at the Annual General Meeting each municipal year on the basis of those councillors appointed to the roles of Leader of the Councillor and Chairmen of Policy, Finance and Development, Service Delivery, Health and Wellbeing Board, Community Safety Partnership and Children and Young Persons Forum.
- b. The membership of the Board, wherever possible, will reflect the political representation of the Council as a whole.

## **3. Accountability and Duration**

- a. As a minimum, the Lead Officer will meet with the Chairman of the Task Group at least one week prior to the Board meeting
- b. The Chairman of the Working Group is Councillor Lynda Eaton
- c. The Lead Officer is the Chief Executive.
- d. It is expected that the Task Group will exist for at least the 2014/15 municipal year
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- b.** These terms of reference will be reviewed, and if necessary, updated at least annually.
- c.** The minutes of the meeting will be provided to the Chairman of the Task Group in a timely manner.
- d.** An action list will be drawn up following the meeting and provided to the Chairman with the minutes.

September 2014

**MINUTES OF THE WASTE TASK GROUP 20 AUGUST 2014**

<p><b><u>IN ATTENDANCE:</u></b></p> <p><b>Councillors:</b></p> <p>F S Broadley - Chair          L A Bentley          G A Boulter          D M Carter          Ms M V Chamberlain          M H Charlesworth          J Kaufman          P Swift</p> <p><b>Officers:</b></p> <p>M Hall          Mrs A Court          B Kew          Ms K Parkes</p>
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Min Ref	Narrative	Officer Resp
1.	<p><b><u>APOLOGIES -</u></b></p> <p>Councillors B Dave and M L Darr</p>	
2.	<p><b><u>MINUTES OF THE LAST MEETING ON 15<sup>TH</sup> JULY 2014</u></b></p> <p>Approved</p>	
3.	<p><b><u>KITCHEN AND GREEN WASTE COLLECTIONS - BRIEFING PAPER</u></b></p> <p>The briefing paper followed on from the last task group meeting on 15<sup>th</sup> July when the group requested that officers bring a further report to this group setting out the costings and practicalities for implementing a new collection method for garden waste by using bins.</p> <p>The group had also requested that a further report on the future collection of kitchen waste be brought to the task group as to the feasibility of rolling this out borough wide.</p>	

### **Kitchen Waste**

In terms of kitchen waste the briefing paper set out 3 options that ranged from stopping the trial completely to extending to a borough wide service. The recommendation of this group to the Policy Finance and Development Committee's meeting on 23 September 2014 was that the option at paragraph 5.2 of the briefing paper be adopted ie that the existing trial of 3 rounds across the borough continues for the time being whilst further consideration is given by Leicestershire County Council to a County wide kitchen waste collection. The ongoing trials will be at a cost of £75,000 per annum for which necessary budgetary provision needs to be made for 15/16 financial year.

A member proposed that the number of black bags that we collect per household for domestic waste should be reduced to prevent an increase of food waste into the general domestic waste if a borough/county wide scheme was not rolled out in the future. The reduction in black bags would have the advantage of reducing the amount of ripped bags by vermin resulting in scattered rubbish across the borough. This was not supported as a recommendation to be made to the Policy Finance and Development Committee.

### **Green Waste**

Page 6 of the briefing paper set out the background as to those steps members had agreed at the first meeting of the Task Group on 15<sup>th</sup> July for recommendation to the Policy, Finance and Development Committee's meeting on 23 September 2014. In summary, these included that the method of collection of green garden waste is to change from existing bags to bins. This being on the basis of operational, Health & Safety and financial considerations; that the collection scheme should operate between February and November rather than all year round and that the council continue to collect green garden waste from all households in the borough for those that request it.

The further financial information and operational information requested had been included in the briefing paper as requested in order for the members to agree an implementation plan for recommendation to the Policy Finance & Development Committee on the 23<sup>rd</sup> September 2014. The proposed implementation plan was set out at page 8 of the briefing paper which included choices for residents as to a choice on the size of a bin, either 240ltr or 140ltr; the potential for shared bins for properties which have limited storage space; the council will take away and dispose of existing useable sacks or residents can keep them to take additional garden waste to the amenity tip if they wish to do so; this new scheme will commence in March 2015.

During the winter months when the green waste collection is not operating staff resources can be diverted to assist with implementing this scheme. Members agreed that it be recommended there should be an annual cost for residents who request additional bins. Members also advocated that the best use of resources are made and that the current practice of a dedicated resource to deliver green waste sacks upon demand

	<p>should cease as this contributes to the spiralling increase in the amount of bags that are being filled and put out for collection which in collection terms have become unmanageable.</p> <p><b><u>Vehicles</u></b></p> <p>Members also agreed to a recommendation to the Policy Finance &amp; Development Committee on 23 September 2014 that the council procures 7 new refuse collection vehicles ready for operation in March 2015/16 with the cost being met through the DCLG grant / combination of borrowing.</p>	
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# Agenda Item 13b

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON THURSDAY 21 AUGUST 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor L A Bentley – Chair  
Councillor L M Broadley – Vice Chair

Councillors: F S Broadley, G A Boulter, M H Charlesworth, D Gamble, S Z Haq, J Kaufman, L Kaufman, H E Loydall, S B Morris

Officers in Attendance: A Court, C Forrett, S Dukes, S Jinks and I Dobson

Others in Attendance: Ms R Hall, Mrs Rothman, Mr P Mortimer, Cllr K Loydall, Mr M Islam (Speakers)

Min Ref	Narrative	Officer Resp
26.	<b><u>APOLOGIES FOR ABSENCE</u></b>  D Carter, B Dave, R Eaton, J Gore, R Morris	GR
27.	<b><u>DECLARATIONS OF SUBSTITUTIONS</u></b>  None.	
28.	<b><u>DECLARATIONS OF INTEREST</u></b>  Cllr H Loydall raised two points:  1) A resident had contacted Cllr H Loydall to request that she speak on behalf of an application for 18 Shackerdale Road. Cllr Loydall refused and advised on the process for registering to speak. Cllr H Loydall stated that she maintained an open mind and had no personal interest.  2) Cllr H Loydall stated that the Monitoring Officer had raised the proximity of her residential property to the Nautical William as a consideration. Cllr H Loydall reserved her right to speak and stated that she would not take part in the debate or voting.  Cllr S Haq stated that she had been in discussion with the applicant and objectors in respect of an application for 23 Bourton Crescent and would not take part in the voting.	
29.	<b><u>PETITIONS AND DEPUTATIONS</u></b>	



	<p>1) A petition received objecting to the part change of use application for the Nautical William Car Park, as attached to the agenda reports pack.</p> <p>2) A petition received in support of the part change of use application for the Nautical William Car Park, as referred to in the agenda update circulated at the meeting.</p>	ID
30.	<p><b><u>MINUTES</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 23 July 2014, be taken as read, confirmed and signed.</p>	
31.	<p><b><u>REPORT OF THE DEVELOPMENT CONTROL MANAGER</u></b></p> <p>The Committee considered the report of the Planning Control Manager as set out in report pages 10-70, which should be read in conjunction with these minutes as a composite document.</p> <p>The Committee considered the agenda update document that was circulated at the meeting.</p> <p><b>5. 14/00272/COU Nautical William, Aylestone Lane, Wigston, Leicestershire, LE18 1BA. Part change of use of car park for use as hand car wash (Application Revision A)</b></p> <p>The Applicant (Mrs Rothman) addressed the committee stating that she disagreed with the assessment made by Highways in relation to an increase in car parking and congestion. She informed the committee that a photographic survey which she had conducted showed that the car park was rarely used to capacity. She went on to say that the car wash operation would cause minimum disturbance due to the use of domestic equipment. Mrs Rothman requested that a trial period be approved.</p> <p>Councillor Helen Loydall addressed the committee citing the professional advice of officers contained within the report which indicated that approval of the application would have a detrimental impact on highway safety. She also expressed concern about the potential for the public to be affected due to the proximity of the car park to a bus stop.</p> <p>Councillor Helen Loydall left the meeting at 19:14.</p> <p>Mr Peter Mortimer addressed the committee in support of the</p>	

application as the part owner of the Nautical William public house. He stated his belief that the car park had capacity for a car wash operation and that the proposal had only been accepted on the basis that it would be a low key operation and not cause a nuisance to neighbours or the public house.

Councillor Kevin Loydall addressed the committee on behalf of residents objecting to the application. He stated that the application was strongly opposed by residents as demonstrated by the petition received by the committee. He went on to raise concerns about the effect that the car wash would have on pedestrians at the bus stop on Aylestone Lane and the surrounding footpaths. Further, Councillor Loydall emphasised the highway safety issues raised by Officers that were contained within the report and requested that the committee adopt the recommendation to refuse the application.

Councillors Jeffrey and Lily Kaufman joined the meeting at 19:20. The Chairman reminded them that they were unable to vote on the current matter as they had not been present for the whole of the debate. Both Councillor Jeffrey and Lily Kaufman confirmed that they had no interests to declare at the meeting.

The Planning Officer outlined her report for a part change of use of car park for use as a hand car wash. She highlighted that it was considered that street parking would increase in the event of a grant of the application. She went on to say that a temporary permission was not feasible in these circumstances.

Members debated the matter with the majority commenting that highways safety issues were of great concern. One Member disagreed with the recommendation contained within the report and stated that the operation should be permitted.

**RESOLVED:** That for the reasons set out in the report to refuse the application for a part change of use of car park for use as a hand car wash.

**1. 14/00242/FUL 14 Highfield Drive, Wigston, Leicestershire. LE18 1NN. Erection of first floor side and rear extensions (Application Revision D)**

Councillor Helen Loydall re-joined the meeting at 19:34.

The Planning Officer presented his report and informed the committee that following the amendment of the application (as set out in the agenda update circulated at the meeting) the

officer recommendation had been amended in favour of approving the application.

Councillor Sharon Morris entered the meeting at 19:35. She stated that she had no interests to declare at the meeting and realised that she was unable to vote on the current matter being debated.

Members commented that the amendments to the application were satisfactory. It was requested that the building works are monitored to ensure compliance with the approved plans.

**RESOLVED:** That for the reasons set out in the agenda update to permit the application following the submission of amended plans.

**2. 14/00250/VAC Former Site Of St Georges Houses, Moat Street, Wigston, Leicestershire. Section 73 application to vary condition 25 of application reference 13/00119/FUL to extend trading hours to 07:00 to 23:00 seven days a week including Bank Holidays**

Councillor Linda Broadley took over as chairman of the meeting at 19:44 due to Councillor Lee Bentley speaking to the committee in objection to the application.

Councillor Lee Bentley outlined his objections in respect of the application. He referred to the initial application for the site, which had been debated extensively. He recalled that the Committee had resolved to restrict the hours of operation on Sundays and Bank Holidays to protect the amenity of the area. He went on to say that this had been accepted by the applicant at the time. Further, Councillor Bentley objected to ambiguity within the technical note which stated that noise impact upon neighbours would be “unlikely” in the event of approval of the application which he did not believe was a precise description of the impact. He urged the committee to refuse the application on the basis that it would adversely affect the amenity of the area.

Councillor Lee Bentley left the room at 19:50.

Rachel Hall addressed the committee on behalf of the applicant. She stated that the variation of the condition in respect of opening hours was required due to operational requirements. She referred to a technical note which was submitted with the application which states that the increase in

hours is unlikely to generate significant noise disturbance. She went on to say that consultations with Officers had led to no significant concern being raised which is reflected in the recommendation. Finally, she suggested that the application is for a minor change which would not affect amenity.

The Planning Officer outlined her report and referred to a technical note which had been submitted with the application which stated that approval of the application is unlikely to result in significant disturbance. She went on to state that there had been no objections from residents and that Environmental Health had not raised any concerns. The committee were recommended to approve the application.

Members were united in their response that the application would adversely affect the amenity of the area by causing unreasonable increases in noise disturbance.

**RESOLVED:** To refuse the application to vary a condition to extend trading hours to 7:00 – 23:00 seven days a week including Bank Holidays due to a detrimental impact on the amenity of the area.

**3. 14/00251/FUL St Georges Houses, Moat Street, Wigston, Leicestershire. Provisions for refrigeration plant and 3 No. external air conditioning units within enclosed fenced area**

Councillor Lee Bentley re-entered the room at 20:05 to speak in objection to the application.

Councillor Lee Bentley outlined his objections in respect of the application. He referred to the initial application for the site, which had been debated extensively and that no mention of plant had been raised. He went on to say that a technical note submitted in support of the application considered immediately prior to the current one had specified that plant would be the dominant source of noise disturbance. Councillor Bentley expressed concern that noise generated by the plant would cause a nuisance to neighbours particularly when they degrade. He urged the committee to refuse the application on the basis that it would adversely impact upon the amenity of the area.

Councillor Lee Bentley left the meeting at 20:11.

Rachel Hall addressed the committee on behalf of the applicant and stated that the noise levels of the refrigeration plant and air

conditioning units would be in line with a proposed condition limiting it to 5Db(A) and would be placed on a reduced setting at night. She went on to say that the plant would be screened from view and would have a minimal impact on the locality and neighbouring properties.

The Planning Officer outlined her report and confirmed that it was considered that there was no material harm within the proposal and that the application was recommended for approval.

Members expressed serious concern that the applicant had not identified the need for this plant at the time of the initial application. Members instructed Officers to include an additional condition requiring that the air conditioning units are only used during approved hours of operation.

**RESOLVED:** That for the reasons set out in the report to permit the application.

Councillor Lee Bentley re-joined the meeting as Chairman of the committee.

**4. 14/00267/FUL 18 Shackerdale Road, Wigston, Leicestershire. LE18 1BQ. Retention of two storey side and rear extensions, canopy to front and single storey rear extensions. Retention and alteration of rear dormer and proposed single storey rear extension. (Application Revision B)**

The Planning Officer outlined his report informing the committee that the application sought to make amendments to the existing structure to bring into line with policy. He went on to confirm that there is an enforcement notice in place for the demolition of the extensions and the removal of all materials from the site.

Members welcomed the alterations and emphasised that the box dormer is altered within 4 months of the decision and requested that this is monitored closely.

The Planning Control Manager confirmed that the works would be monitored and enforcement action will be taken in the event the works are not completed.

**RESOLVED:** That for the reasons set out in the report to permit

	<p>the application.</p> <p><b>6. 14/00274/FUL 23 Bourton Crescent, Oadby, Leicestershire, LE2 4PA. Erection of first floor front extension, single storey side, front and rear extensions, including conversion of garage to habitable room with internal alterations (Application Revision B)</b></p> <p>The Applicant (Mr Islam) addressed the committee. He informed the committee that all suggestions by planning officers had been accepted and that he had recently met with his neighbours and alleviated their concerns.</p> <p>The Planning Control Manager outlined the report highlighting that revised plans were submitted following the publication of the main agenda which are referred to in the agenda update. He confirmed that the amendments would help reduce the impact on the adjacent neighbour.</p> <p>Members requested that a note to applicant be included with the permission to limit the hours of construction and replace trees that are removed as part of the works.</p> <p><b>RESOLVED:</b> That for the reasons set out in the report to permit the application.</p> <p><b>7. 14/00283/VAC Launde Primary School, New Street, Oadby, Leicester, LE2 4LJ. Section 73 application to remove condition 1 of planning permission 14/00110/FUL relating to approval of community use agreement</b></p> <p>The Planning Officer outlined the report and informed Members that it is considered that condition 1 should be retained and the school should submit a Community Use Agreement and ensure community access to the all weather ball court.</p> <p><b>RESOLVED:</b> That for the reasons set out in the report to refuse the application.</p>	
<p><b>32.</b></p>	<p><b><u>TREE PRESERVATION ORDER TPO/0302 – LAND AT 16 KNIGHTON RISE, OADBY</u></b></p> <p>The Committee considered the report of the Planning Control Manager as set out in report pages 71, which should be read in conjunction with these minutes as a composite document.</p>	

	<b>RESOLVED:</b> That the Tree Preservation Order made on 30 April 2014 be confirmed as made.	
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**The Meeting Closed at 9.15 p.m.**

# Agenda Item 13c

**MINUTES OF A MEETING OF THE CHILDREN AND YOUNG PEOPLE'S FORUM  
HELD AT THE COUNCIL OFFICES, WIGSTON ON WEDNESDAY 3 SEPTEMBER  
2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor R E R Morris – Chairman

K Loydall, M Chamberlain, J Kaufman, L Kaufman, S Morris, J Gore

Also in Attendance: M Smith (Young Persons Co-ordinator, OWBC),  
S Castleton (Youth and Community Manager, Community Action Partnership),  
H Kingsley-Elton (O&W Youth Council), S Lamrani (O&W Youth Council)

Min Ref	Narrative	Officer Resp.
51.	<p><b><u>APOLOGIES</u></b></p> <p>Councillors: R Kanabar, L Bentley</p>	
52.	<p><b><u>MINUTES</u></b></p> <p><b>RESOLVED:</b> That the Minutes of the Meeting of the Forum held on 4 June 2014 be taken as read, confirmed and signed.</p>	
53.	<p><b><u>POLICE UPDATE</u></b></p> <p>Representatives from the Police were unavailable to attend this meeting.</p> <p>M Smith provided Members with an update on Youth Related Policing Matters delivered by Police at a recent Joint Action Group Meeting.</p> <p>This update covered three areas within the Borough that are currently on the Police's radar. These areas are;</p> <ul style="list-style-type: none"> <li>• <b>Hayes Park, Wigston:</b> The Police are receiving a number of complaints from residents whose houses back on to the park regarding young people and anti-social behaviour. The Police have found that the majority of the calls they have received are more akin to 'perceived anti-social behaviour' as much of what is being reported to them, i.e. drug taking on the park, has been found to be unsubstantiated when followed up by officers. In light of these findings the Police are reluctant to move young people on from the park as they are, for the most part, using the green space as intended.</li> </ul> <p>K Loydall updated the Forum that a plan was being looked at to install more equipment, such as goalposts or a basketball hoop, at Hayes Park in order to 'relocate' the</p>	



	<p>young people on the park away from the houses that back on to it. This also serves to prevent the young people using the existing swing set as a goal by providing dedicated equipment.</p> <ul style="list-style-type: none"> <li>• <b>Bell Street, Wigston:</b> Police have received several complaints from shopkeepers and members of the public regarding young people skateboarding in Bell Street. This issue is highlighted due to the ongoing redevelopment work taking place at the location. The young people involved are quoted as saying that they “don’t like to use the South Wigston skate park due to the distance to travel and the trouble that they experience there”. Steps have been put into place to encourage the Police to A) Signpost these young people to the skate facilities on Willow Park and B) Ascertain if they are already aware of Willow Park’s facilities and, if they are, why they are choosing to not use them.</li> </ul> <p>This area of concern ties in to an Early Help funded project that will be covered in agenda item 6.</p> <ul style="list-style-type: none"> <li>• <b>Tesco, South Wigston:</b> Tesco has become a hotspot for youth related anti-social behaviour due to large numbers of young people congregating in and around their car park in the evenings. To discourage this Tesco have elected to remove the benches adjacent to their car park in the hopes that this will cause the groups to congregate on Blaby Road Park instead; an area covered by the existing domehawk camera installations.</li> </ul>	
<p>54.</p>	<p><b><u>COUNTY YOUTH SERVICE UPDATE</u></b></p> <p>Officers representing the County Youth Service were unavailable to attend this meeting and no update was received.</p>	
<p>55.</p>	<p><b><u>SUPERSONIC BOOM 2014 RECAP</u></b></p> <p>Following being shown a video showcasing the event members received a short presentation from H Kingsley-Elton and S Lamrani of the Oadby &amp; Wigston Youth Council recapping Supersonic Boom which took place on Wednesday, 20<sup>th</sup> August 2014.</p> <p>The presentation covered the youth council’s stall, how they felt the day had gone (“really well”) and the selfie completion that was being run on the day.</p> <p>The Chair explained that this is the first time in eleven years that the event had been organised and delivered ‘in house’ at the Council and that it is one of the smoothest organised Supersonic Boom’s that he is aware of. The Youth Council organised, delivered and hosted the event with ‘behind the scenes’ support from M Smith. The Chair also wished it to be</p>	

	<p>noted that Supersonic Boom raised £414.47 for the Mayor's charities (Wishes4Kids and The Alzheimer's Society) which is the most money ever raised through Supersonic Boom.</p> <p>J Advani, Oadby &amp; Wigston's Young Citizen of the Year 2014, received a special mention for designing, organising and negotiating the final price of the '#SupersonicBoom' wristbands distributed at the event by the Youth Council.</p> <p>Members of the forum wished for their congratulations to all involved in the successful running of the event to be noted.</p> <p>Member's asked if next year's event could start later in the day in order to attract a larger crowd. The location of next year's event was also queried. At this point in time the only aspect of Supersonic Boom that is set in stone is the name with all details for 2015 to be looked at next year.</p> <p>The amount of people who attended Supersonic Boom this year was also enquired about. Whilst a final total is unavailable as yet M Smith estimates that at least 1500 people passed through Blaby Road Park on the day making this year's event as big as, if not bigger than, 2013's.</p> <p>Members recommended that the video shown to them at the start of this agenda item be used to promote the event next year due to its quality. It was also recommended that the video is shown to the full Council at a future meeting alongside the Youth Council promotional video shown at the previous forum.</p> <p>Members enquired as to the insurance status of the inflatables present at Supersonic Boom following an accident taking place on them. M Smith informed them that the inflatable operators held current Public Liability Insurance that was checked, and signed off, prior to the event by Oadby &amp; Wigston Borough Council's Environmental Health Team. If the operators did not hold the relevant insurance they would not have been permitted to attend the event.</p> <p>The possibility of there having been a climbing wall present at Supersonic Boom was also raised. M Smith explained that it had been looked in to but the cost for a four hour event was substantial. M Smith will be looking in to hiring a climbing wall as part of the Early Help Grant Scheme where better value for money may be achieved by hiring a wall for several sessions.</p>	
<p>56.</p>	<p><b><u>EARLY HELP GRANT SCHEME UPDATE (INCLUDING YOUNG INSPECTORS REPORT)</u></b></p> <p>M Smith updated members on the current performance of the Early Help Grant Scheme.</p> <p>Members heard that, bar some overdue monitoring returns,</p>	

	<p>all of the figures received are indicating that the grant scheme is on track to meet the targets set through the PAYP expenditure in the last financial year.</p> <p>All of the projects that have returned monitoring information are on track to receive an 'excellent' rating when they end and, although not a finalised figure due to overdue monitoring information, the Early Help expenditure is currently 7p per head per hour for each young person involved in the funded projects.</p> <p>M Smith also updated the forum on the findings of a Young Inspectors visit to the Wheels Project; a mobile skate park scheme funded through Early Help.</p> <p>Due to the Oadby &amp; Wigston Youth Council's Young Inspectors running Supersonic Boom on the planned inspection day their counterparts from Blaby District Youth Council were invited to conduct the inspection taking place at Maromme Square. The Young Inspectors rated the project a 4 out of 5 overall and found that the young people engaging in the project were benefiting from the opportunity it granted them.</p> <p>M Smith believes that had the Young Inspectors been briefed of Maromme Square's status as a targeted neighbourhood then the project may have received a 5 out of 5 score. Unfortunately this was unable to go ahead due to Supersonic Boom but is something that will be rectified in future inspections.</p> <p>The Wheels Project also serves to gather young people's opinions on the current level of skating provision within the Borough, tying it into the Police concerns raised in agenda item 3. The feedback gathered from this project, and from the Police and Outreach Teams, will be used to inform future skate park based projects provided within the Borough.</p> <p>Members enquired as to how many Wheels Project sessions there were in total, at how many locations and how the project had been advertised. M Smith stated that there were 14 sessions in total across 6 locations although more sites were looked at, particularly in South Wigston, but could not be used due to ongoing building works or them being of an unsuitable size. The Wheels Project was advertised via twitter (Oadby &amp; Wigston Youth Council's and Active Oadby Wigston's accounts), the Jitty website, the Active Oadby Wigston Website, Flyer Drops and Posters. M Smith stated that the plan was to advertise on the Oadby &amp; Wigston Borough Council website as well but was unable to do so due to the current website editing embargo.</p>	
57.	<p><b><u>YOUTH COUNCIL UPDATE</u></b></p> <p>The Chair, H Kingsley-Elton and S Lamrani gave the forum</p>	

	<p>an update on the current Youth Council projects including new t-shirts for Youth Council members and the Arriva campaign.</p> <p>Members enquired as to how receptive and supportive Arriva have been to the Youth Council and heard how Arriva's current area manager, M Rossiter, has attended two Youth Council meetings now and already implemented some of the suggested changes. The Chair mentioned that if Arriva hadn't been short on vehicles due to mechanical issues there would have been a double decker bus present at Supersonic Boom to aid Arriva in gathering young people's opinions on their service.</p> <p>K Loydall enquired as to whether it would be possible for him to attend the next Youth Council meeting on 15 September to address them regarding the Food Bank scheme. The Chair agreed to this going ahead.</p> <p>J Kaufman asked if Local Democracy Week was to be discussed at the next Youth Council meeting. M Smith informed him that it was already on the agenda.</p> <p>The Chair also informed members that one of the future Youth Council meetings is to be held at the Bassett Centre Community Hub.</p>	
<p><b>58.</b></p>	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>The Chair announced to the forum that following the success of last year's Halloween event held at Elizabeth Court that a repeat was being planned. The working title for this event is 'Supersonic Doom' in order to capitalise on the success of this year's Supersonic Boom event.</p>	

**The Meeting Closed at 7:45 p.m.**

**MINUTES OF A MEETING OF THE OADBY RESIDENTS FORUM HELD AT THE OADBY COMMUNITY CENTRE, SANDHURST STREET, OADBY ON THURSDAY 4 SEPTEMBER 2014, COMMENCING AT 6.30 P.M.**

**IN ATTENDANCE:**

Councillor D Carter – Chairman

Councillors L Kaufman, J Kaufman, B Dave, S Dickinson, D Gamble, S Haq

**Others in Attendance:**

I Dobson (OWBC)

Councillor H Loydall (Senior Citizens Action Group)

S Lucas (Pride of the Borough)

M Fenwick (Leicestershire Constabulary)

**Residents in Attendance:** J Pooley, O & W Cockburn, P Van Der Willk, L Green, K Ross, D Honeywell, L & D Harrison, A R Wood, P Bates, M J Bates, Z Haq, Dr T Chowdhury, D Needham, C Foulds, J Roe, G Tomkins, D J & M G Burton, H Moore, R Broady, C & S Marlow, S Bolton, E A Keywood, J Feber, G Lamb, P Ballard, D Bromley, N Atter, A J Budd, E J Henry, D A Kent, K Solanki, A Bond, D Palmer, W A Torr, S M Sarwar.

**Apologies:** R Thakor, G P Sutcliffe, John Pelmore, Alice and Gerry Schofield, Howard Smith, J Vickerstaff, Jack Hier, P Bliss

Min Ref	Narrative	Officer Resp															
7.	<p><b><u>LOCAL POLICING ISSUES</u></b></p> <p>PC Mike Fenwick provided an update on crime figures for the period since the forum last met is summarised below:</p> <table border="0"> <thead> <tr> <th></th> <th>This</th> <th>Last</th> </tr> </thead> <tbody> <tr> <td>Criminal Damage:</td> <td>15</td> <td>26</td> </tr> <tr> <td>Burglary in Dwelling:</td> <td>19</td> <td>10</td> </tr> <tr> <td>Burglary Other than Dwelling:</td> <td>7</td> <td>20</td> </tr> <tr> <td>Theft from Vehicle:</td> <td>25</td> <td>9</td> </tr> </tbody> </table> <p>PC Fenwick reported that monitoring of the Fludes Lane area over a 3 month period using various methods did not result in any witnessing of anti-social behaviour.</p> <p>He went on to update residents about a community speedwatch scheme that would be rolled out across Oadby. Volunteers will be operating speed guns as part of the scheme.</p> <p>Residents heard about Operation Moon which will seek to address seasonal spikes in burglaries. This will comprise of</p>		This	Last	Criminal Damage:	15	26	Burglary in Dwelling:	19	10	Burglary Other than Dwelling:	7	20	Theft from Vehicle:	25	9	
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	<p>educating residents, advertising through matrix boards and increased police presence.</p> <p>Residents were encouraged to report sightings of a group of young people on mini motorbikes.</p> <p>A resident raised concerns about parking on double yellow lines at Launde School. PC Fenwick stated that operations will continue to take place periodically.</p> <p>A resident enquired whether the switch off of street lighting by the County Council had resulted in a increase of reported crime. PC Fenwick stated that no evidence of an increase had been identified. He went on to say that the Police require more data to identify reliable patterns.</p>	
8.	<p><b><u>SENIOR CITIZENS PRESENTATION</u></b></p> <p>Councillor Helen Loydall addressed the Forum in her capacity as chairman of the Senior Citizens Action Group.</p> <p>Residents heard that the Senior Citizens Action Group had once been a committee of the Council but was now an independent constituted group, which allowed it to access different revenue streams for the benefit of it's Members and objectives.</p> <p>Mrs Loydall informed the meeting that the Group has four key objectives which are 1) Contribute to the physical and mental health of its members 2) Act as a communication channel 3) Combat social exclusion 4) Promote social cohesion.</p> <p>She went on to say that residents of the Borough that are 55 years of age or over can join the mailing list at no cost. The meeting heard that Members receive 3 mailings per year which provide information from the Chairman, a diary of events, invitations to meetings of the forums and useful information.</p> <p>Mrs Loydall provided details of Forums and activities which are summarised below:</p> <ol style="list-style-type: none"> <li>1) Health Forum – Usually held in March at the Salvation Army Centre in South Wigston. This has included activities such as Laughter Yoga and Armchair Exercises.</li> <li>2) Financial Assistance Forum</li> <li>3) Council Services Forum – This has included presentations on refuse, benefits, Brocks Hill and leisure services.</li> <li>4) Young at Heart Day – Usually held at Parklands Leisure Centre. This is a full day event and includes many activities and a lunch for Members to enjoy together.</li> </ol>	

	<p>5) Christmas Concert – This is usually held at the Elms Social Club</p> <p>6) Spring Concert – This is usually held at Guthlaxton College on a Saturday afternoon. Transport is provided to those members that require assistance.</p> <p>The Forum heard that in addition to the above, the Senior Citizen Action Group organises day trips and visits on a non-profit basis which has included trips to the theatre and other attractions.</p>	
9.	<p><b><u>PRIDE OF THE BOROUGH PRESENTATION</u></b></p> <p>Simon Lucas made a presentation to the meeting in his capacity as Pride of the Borough Chairman. The meeting heard that Pride of the Borough is an umbrella organisation for environmental projects which works closely with Oadby and Wigston Borough Council and Leicestershire County Council.</p> <p>Residents heard that Pride of the Borough formed as a constituted group in 2004 with the following aims and objectives:</p> <p>a) Improve the environment of Oadby, Wigston and South Wigston</p> <p>b) To work with Oadby &amp; Wigston Borough Council to support the Borough’s entry into East Midlands in Bloom</p> <p>c) Encourage and support community activities that will increase pride in our borough.</p> <p>The following achievements were highlighted to the meeting:</p> <ul style="list-style-type: none"> <li>• Tangible improvements to town centres and neighbourhoods</li> <li>• Gold Award in East Midlands in Bloom for the last four years</li> <li>• Silver Gilt in Britain in Bloom</li> <li>• Increased volunteer activity in the borough</li> <li>• Greater neighbourhood co-operation</li> <li>• Residents taking pride in their borough</li> <li>• Raise the profile of the Borough to a national level</li> </ul> <p>Residents heard that Pride of the Borough organise awards for excellence in various categories of horticultural displays at businesses and private homes.</p>	

	<p>Mr Lucas promoted Pride of the Borough's membership card which also acts as a loyalty scheme by offering discounts at selected local businesses throughout the Borough.</p>	
<p><b>10.</b></p>	<p><b><u>CHAIRMAN'S UPDATES</u></b></p> <p>The Chairman referred to the updates document circulated at the meeting and the briefing note in respect of urgent care services provided by the Chief Operating Officer of the Clinical Commissioning Group.</p> <p>A resident informed the meeting that the Clinical Commissioning Group have agreed to review the basis for reducing opening times at weekends and bank holidays following representations.</p> <p><b><u>Requests for spending:</u></b></p> <p>Nigel Atter of Oadby Remembers 1914-1918 Group thanked the Forum for the funding of roller banners for an exhibition held on St Peters Church in August. The Forum heard that the exhibition will be transferred to Oadby Baptist Church in September. It was noted that Oadby Methodist Church and Oadby Library have requested to exhibit in the future.</p> <p>Mr Atter informed the meeting that the Oadby Remembers 1914-1918 group is preparing the next exhibition which will feature the first three casualties from Oadby:</p> <ul style="list-style-type: none"> <li>• Private Walter Gregory</li> <li>• Private Matthias Summerland</li> <li>• Private George Willcocks</li> </ul> <p>Funding was requested for 9 posters describing the three soldiers named above for the next phase of development at a cost of £432.</p> <p>The meeting commended the work of the Group and a suggestion was made that a more substantial amount of funding could be released for a longer term commemoration project. Mr Atter indicated that this would be welcome and that he would be happy to report regularly to the Forum.</p> <p>The Chairman put the following proposals to the meeting which were approved by a show of hands:</p> <ol style="list-style-type: none"> <li>1) approval of £432 for 9 posters for the next phase of the exhibition</li> <li>2) a more detailed proposal on a longer term commemoration be worked up and considered at the next meeting of the Forum.</li> </ol>	



	Mr Atter thanked the meeting for supporting the Group.	
11.	<p><b><u>ITEMS RAISED BY RESIDENTS</u></b></p> <p>Residents were invited to raise any issues of concern which are summarised below:</p> <p><b><u>Leicestershire County Council Matters:</u></b></p> <ul style="list-style-type: none"> <li>• A grass verge outside Launde School is in a terrible condition and would benefit from being hard surfaced.</li> <li>• No curb on Chestnut Avenue as part of the public realm works. It was confirmed that this problem will be resolved upon completion of the works.</li> <li>• Blocked drains and gulleys on the A6. It was agreed that a county councillor would conduct a site visit with the resident to resolve this longstanding complaint.</li> <li>• A grass verge at the junction of Stoughton Drive South has been damaged following works at a residential property. A resident requested that action be taken to require the owner to repair it. It was agreed that a County Councillor would raise with the planning department.</li> </ul> <p><b><u>Other Matters:</u></b></p> <ul style="list-style-type: none"> <li>• A resident enquired about an article in a recent newspaper which suggested that the Forums were no longer being supported. The Chairman clarified the matter by reminding residents that Leicestershire County Council had withdrawn funding for other Forums around the County. He went on to confirm that, as the Oadby, Wigston and South Wigston Forums have been independently run by the Council since their inception they would continue to run. He emphasised that the Forums maintained huge support from Borough Councillors.</li> <li>• A Councillor confirmed to a resident that empty commercial properties are still subject to business rates.</li> <li>• A resident raised a concern that gardens belonging to private homes which back onto Fludes Lane (section from A6 to Prince Drive) appear to be encroaching on public land.</li> <li>• A resident raised a concern that the footpath from Wheatland Close has become overgrown.</li> <li>• A resident requested an update on an empty house on Uplands Road which has been vacant for a number of years. It was agreed that something be brought to the next meeting.</li> </ul>	

**The Meeting Closed at 21:04**

# Agenda Item 13e

**MINUTES OF A MEETING OF THE WIGSTON RESIDENTS FORUM HELD  
AT THE COUNCIL OFFICES ON MONDAY 8 SEPTEMBER 2014,  
COMMENCING AT 7 P.M.**

**IN ATTENDANCE:**

Councillor G A Boulter – Chairman

Councillors M Charlesworth, M Chamberlain, L Eaton, R Eaton, H Loydall,  
J Gore

**Others in Attendance:**

I Dobson (OWBC)

Councillor H Loydall (Senior Citizens Action Group)

S Lucas (Pride of the Borough)

PC S Kaya (Leicestershire Constabulary)

**Residents in Attendance:** R Hailes, L Hailes, D Foreman, R Rockett, M Drage, Mr & Mrs Needles, M Hilton, M Curtis, J Naylor, G York, M & J Butler, M Barke, G Lamb, R Elliott, C Ambrose, C Walters, J & M Elliott, D Walton, G Styles

**Apologies:** F Broadley, L Broadley, L Bentley, K Loydall, S & J Lobb, L Pires, A & G Schofield

Min Ref	Narrative	Officer Resp
<b>8.</b>	<p><b><u>LOCAL POLICING ISSUES</u></b></p> <p>PC Shiela Kaya provided an update to the meeting on various police schemes and initiatives currently in operation which can be summarised as below:</p> <ul style="list-style-type: none"> <li>• Citywatch – the aim is to improve safety in retail shops. This scheme encourages retailers to share information and keep in contact with police and other retailers by radio. It was launched in early September.</li> <li>• Residents were informed about ‘problem solving plans’ which seek to reduce Anti-social behaviour and crime hotspots by studying historical data and concentrating on specific problems.</li> <li>• Residents heard of the ‘waymarker’ initiative which seeks to deter crime by an increase in the visibility of police at particular locations.</li> </ul> <p>The Police encouraged residents to report issues so that they are logged and help to build a picture of crime hotspots.</p>	

<p><b>9.</b></p>	<p><b><u>SENIOR CITIZENS PRESENTATION</u></b></p> <p>Councillor Helen Loydall addressed the Forum in her capacity as chairman of the Senior Citizens Action Group.</p> <p>Residents heard that the Senior Citizens Action Group had once been a committee of the Council but was now an independent constituted group, which allowed it to access different revenue streams for the benefit of it's Members and objectives.</p> <p>Mrs Loydall informed the meeting that the Group has four key objectives which are 1) Contribute to the physical and mental health of its members 2) Act as a communication channel 3) Combat social exclusion 4) Promote social cohesion.</p> <p>She went on to say that residents of the Borough that are 55 years of age or over can join the mailing list at no cost. The meeting heard that Members receive 3 mailings per year which provide information from the Chairman, a diary of events, invitations to meetings of the forums and useful information.</p> <p>Mrs Loydall provided details of Forums and activities which are summarised below:</p> <ol style="list-style-type: none"> <li>1) Health Forum – Usually held in March at the Salvation Army Centre in South Wigston. This has included activities such as Laughter Yoga and Armchair Exercises.</li> <li>2) Financial Assistance Forum</li> <li>3) Council Services Forum – This has included presentations on refuse, benefits, Brocks Hill and leisure services.</li> <li>4) Young at Heart Day – Usually held at Parklands Leisure Centre. This is a full day event and includes many activities and a lunch for Members to enjoy together.</li> <li>5) Christmas Concert – This is usually held at the Elms Social Club</li> <li>6) Spring Concert – This is usually held at Guthlaxton College on a Saturday afternoon. Transport is provided to those members that require assistance.</li> </ol> <p>The Forum heard that in addition to the above, the Senior Citizen Action Group organises day trips and visits on a non-profit basis which has included trips to the theatre and other attractions.</p>	
<p><b>10.</b></p>	<p><b><u>PRIDE OF THE BOROUGH PRESENTATION</u></b></p> <p>Simon Lucas made a presentation to the meeting in his capacity as Pride of the Borough Chairman. The meeting heard that Pride of the Borough is an umbrella organisation for</p>	

	<p>environmental projects which works closely with Oadby and Wigston Borough Council and Leicestershire County Council.</p> <p>Residents heard that Pride of the Borough formed as a constituted group in 2004 with the following aims and objectives:</p> <p>a) Improve the environment of Oadby, Wigston and South Wigston  b) To work with Oadby &amp; Wigston Borough Council to support the Borough's entry into East Midlands in Bloom  c) Encourage and support community activities that will increase pride in our borough.</p> <p>The following achievements were highlighted to the meeting:</p> <ul style="list-style-type: none"> <li>• Tangible improvements to town centres and neighbourhoods</li> <li>• Gold Award in East Midlands in Bloom for the past 4 years</li> <li>• Silver Gilt in Britain in Bloom</li> <li>• Increased volunteer activity in the borough</li> <li>• Greater neighbourhood co-operation</li> <li>• Residents taking pride in their borough</li> <li>• Raise the profile of the Borough to a national level</li> </ul> <p>Residents heard that Pride of the Borough organise awards for excellence in various categories of horticultural displays at businesses and private homes.</p> <p>Mr Lucas promoted Pride of the Borough's membership card which also acts as a loyalty scheme by offering discounts at selected local businesses throughout the Borough.</p>	
<p><b>11.</b></p>	<p><b><u>WIGSTON TRADERS UPDATE</u></b></p> <p>Residents heard that Wigston Traders were unable to attend the meeting due to unforeseen circumstances.</p> <p>It was reported that the Macmillan Coffee morning scheduled for 26 September 2014 will commence at 9am.</p>	
<p><b>12.</b></p>	<p><b><u>CHAIRMAN'S UPDATES</u></b></p>	

	<p>The Chairman referred to the updates document circulated at the meeting and the briefing note in respect of urgent care services provided by the Chief Operating Officer of the Clinical Commissioning Group.</p> <p>An update was provided in respect of grit bin locations previously agreed by the Forum. Residents noted that a site approved at Mere Road had been ruled out following consultations with residents in the proximity of the agreed location. It was suggested that Duffield Avenue would be assessed as a potential site as a replacement.</p> <p><b><u>Requests for spending:</u></b></p> <p><b><u>All Saints Church</u></b></p> <p>The Church Warden of All Saints Church requested that the Forum consider funding £3500-4000 for the replacement of the wooden war memorial.</p> <p>He went on to inform residents about insufficient wiring in the tower of the church to sustain outside lighting, which has been a prominent feature for many years. The Forum heard that an estimate for the replacement of the wiring would be brought to the next meeting for consideration.</p> <p>Residents approved £4000 for the project to replace the existing war memorial with a new wooden war memorial.</p> <p><b><u>Seats for Bus Shelters</u></b></p> <p>Residents discussed the maintenance of street furniture and requested that £1000 be allocated for the replacement of 5 seats within bus shelters. Paddock Street and Aylestone Lane were suggested as initial locations.</p>	
13.	<p><b><u>ITEMS RAISED BY RESIDENTS</u></b></p> <p>Residents were invited to raise any issues of concern which are summarised below:</p> <p><b>Leicestershire County Council Issues:</b></p> <ul style="list-style-type: none"> <li>• Reservation on Bull Head Street near Newton Lane would benefit from a sign to control traffic turning.</li> <li>• Request for a bus stop on Barnstaple Close/Launceston Road. It was advised that Highways and bus company will need to assess and if approved, Forum could fund.</li> <li>• Residents requested an update about speed activated signs. The Chairman confirmed that this matter is still being progressed and has been held up due to technical issues at the County Council.</li> </ul>	

**Other issues:**

- A resident raised the lack of dog litter bins around Pullman Road and Cherry Street. This was acknowledged by the Chairman and it was confirmed that the matter was being looked into with the potential of a standard litter bin being installed in the area.
- A resident raised concerns about the pricing structure at the new leisure facilities.
- A resident raised concerns about the grass area near the old Premier drum factory. The Chairman confirmed that the owner of the building would be responsible for cutting the grass and also repairing the damaged fence.
- A resident wished to make it a matter of record that the town centre cleaner in Wigston does an excellent job.
- A resident raised concerns about inaccurate bus timetables in Wigston. The Chairman confirmed that it would be raised with the bus company.
- A resident queried food storage at a premises on Bell Street and the storage of goods outside the premises. It was confirmed that this would be investigated by Environmental Health and reported back.

**The Meeting Closed at 20:16**

**Minutes of the Oadby and Wigston Health and Wellbeing Board meeting,  
held at the Council Offices, Wigston, on Tuesday 9 September 2014,  
commencing at 1:30pm**

**Present:** Cllr J Boyce (Chair), Cllr M Charlesworth, Cllr S Dickinson, Cllr L Kaufman; Cllr J Kaufman, Cllr H Loydall, Cllr K Loydall, Anita Pathak-Mould, Avril Lennox, Carolyn Holmes, Dr R Palin, Sharon Rose, John Adsley, Claire Bradshaw, Ivan Liburd, Cheryl Davenport, Liz McGregor, Debbie Preston.

<p>1.</p>	<p><b>Apologies for Absence</b> Ruth Pointer, Aaron Bonham, Geoff Maltby.</p> <p>It is noted that Geoff Maltby had not received formal notification about this meeting. As all present had received theirs it was agreed to check that there are no strong firewalls or IT issues stopping the papers going out to Geoff Maltby. A test email will be conducted to ensure that the system is working.</p>	<p>Officer resp</p>
<p>2.</p>	<p><b>Presentations:</b></p> <p><b>Cheryl Davenport – Better Care Fund.</b> Attendees received a copy of the BCF Spending Plan for the period 2014 to 2016, and the Prevention diagram, outlining Community and Primary Care under the topics areas of First Contact; Integrated Housing; Local Areas Coordination; Carer Support Services; and Unified Prevention Offer. Other areas of work include those experiencing ‘falls’ admitted to hospital but no need to stay overnight; housing including discharge from hospital; and an advice service to prevent the need for some hospital visits. Attached</p> <p><b>Liz McGregor – Leicestershire Welfare Provision</b> LCC has outsourced to Northgate Public Services. Year 2 will see the introduction of recycled goods for those in need, rather than a voucher scheme. This will include refurbished white goods.</p> <p>An e-bulletin is currently being produced which will go out to the network of partners. Quarterly forums will also be held, this will provide the opportunity for two way communication. Contact details for Liz are shown below: Telephone Leicester (0116) 4430003 or email <a href="mailto:liz.mcgregor@northgate-is.com">liz.mcgregor@northgate-is.com</a></p> <p><b>Carolyn Holmes – Greening the Borough</b> The OWBC strategy aims to make the Borough a better place to live. Its vision is to provide an attractive place to live and work; better access to open spaces; enhanced amenities for all; improved self-sufficiency; increased environmental and economic sustainability; practicable opportunities for people to improve and celebrate their environment. As well as volunteering opportunities for all, including young people’s citizenship projects. Volunteer recruitment training will be provided to OWBC staff in the near future.</p>	

<p>3.</p>	<p><b>Updates:</b></p> <p><b>2014 Health Profiles</b> Anita Pathak-Mould provided a copy of the latest health profiles, which provides a comparison over the last three years. This document is a useful tool to identify inequalities and help with the planning and prioritisation of services. The document indicates that diabetes in the borough is higher than the national average. GCSE achievement RAG rating has moved from green to amber.</p> <p><i>A copy of the Health Profiles 2014 are attached .</i></p> <p><b>LCC/PH Community Grant Scheme</b> Aaron Bonham was unable to attend the meeting but Anita provided the following update: The Community Grant Scheme part funded by Public Health is worth just over £8,000. This has enabled the following projects to take place:</p> <ul style="list-style-type: none"> <li>• Visit by the BB19 Bus to local parks/ venues</li> <li>• Young Inspectors - alcohol testers scheme</li> <li>• Something to do project – which is part of the Early Help Grant scheme</li> <li>• Healthy eating / family food</li> <li>• Football fun</li> </ul> <p><b>East Leicestershire CCG updates.</b> Dr Palin is now the Vice Chair of the CCG. The new O&amp;W locality lead is Vivek Varakantam, who will attend the next HWBB. Key challenges include improving the overall position over the next 5 years; a review of mental health across the area; ongoing bidding process on the 8 to 8 centre, Contracts go live April 2015.</p> <p><i>Post meeting note- Dr Varakantam contact details are Vivek.Varakantam@GP-C82067.nhs.uk</i></p> <p><b>Healthwatch</b> Drop-in sessions have been held in the Oadby and Wigston area. Consultation confirms that residents have concerns about gaining access to an NHS Dentist and the cost of dental treatment across practices differs. Access to GP surgeries was also of concern. Healthwatch want to better understand the Adult Prevention Services. Healthwatch aim to carry out a Winter Road show.</p> <p><i>Healthwatch have provided the attached for information and future reference.</i></p> <p><b>Local Partnership – Children’s Centres</b> Two local Children’s Centres were rated as good in all areas, in a recent Ofsted inspection. Family outreach work is now more targeted, less universal. There are however concerns about funding cuts in future from 2015.</p> <p><b><i>Due to time restraints – the remaining items could not be discussed during the meeting.</i></b></p> <p><b>Libraries</b> - Clare Bradshaw will forward her update via email for circulation with the minutes. <i>No update received at time of writing these minutes.</i></p>	
<p>4.</p>	<p><b>Date of next meeting</b> - Tuesday 17 February 2015 at 1.30 PM</p>	



## **Notes of the Supporting Leicestershire Families (SLF) Working Group, held at the Council Offices on 9<sup>th</sup> September 2014**

**In attendance:**

**Councillors: GA Boulter and J Boyce**

**Officers: M Hall**

### **1. Apologies for absence**

Councillor Mrs S Morris, S Parker

### **2. Draft Terms of Reference**

Approved by the Working Group for recommendation to Council as:

1. To receive updates on the progress of the Supporting Leicestershire Families Programme on behalf of the Council.
- 2 To make comments and observations which will assist in determining the future direction of the SLF Programme in the Borough
- 3 To consider any issues that the programme highlights in relation to Oadby & Wigston Council policies and priorities together with any cross cutting governance issues
- 4 To advise and make recommendations to Council resulting from the review of the Leicestershire SLF Programme after its initial three years of operation including any further requests for funding.

### **3. Briefing Paper - Supporting Leicestershire Families - One Year On**

The briefing paper had been circulated to the members of the Working Group prior to the meeting and formed the basis of all subsequent discussions.

The information in the report covered the background to the scheme, funding, the local scene, the families supported, payment by results, governance and an assessment of the success of the scheme so far.

Members agreed that supporting the first three years of the scheme had been the right thing to do at its inception even though the outcomes and potential success were unknown at that stage.

Members were concerned that although eighteen months into the scheme there was some compelling anecdotal evidence that the scheme was making a positive

difference to the lives of families in the borough that it was still not quantifiable particularly any added value that was being provided beyond and above the already existing support network and system.

The areas that members still had questions over were:

1. What quantifiable added value is the scheme providing above and beyond what was in place already and is it value for money
2. There were some minor anomalies within the statistics and information provided in the appendices that needs to be resolved for the next time the Working Group meets. e.g accuracy of the mapping and the sources of referrals particularly that there didn't appear to be many made by either the Council or the Police in the Borough
3. Is the profile of families supported in the borough comparable with the rest of the county or are there any anomalies
4. How the scheme works in order to monitor families that have been on the scheme, have been successful and come off and then are monitored to ensure they don't slip back again – i.e prevention
5. A better understanding of the referral criteria and what is the classification and definition of a family
6. How does the supporting families system and do the SLF workers integrate and compliment any other support system and services that are in place
7. A greater understanding of the role of the early learning centres
8. Firmer and more quantifiable outcome and output information, particularly on the finances and any resulting savings that are flowing back into the borough to any public services.

Members were conscious that the existing funding package covers 2015/16

Members are clear that they will require more evidence based quantifiable information and the questions set out above answered before considering further funding for 16/17 onwards and also how these services could be mainstreamed.

**MINUTES OF THE GREENING OF THE BOROUGH WORKING GROUP  
HELD ON 10 SEPTEMBER 2014**

<p><b><u>IN ATTENDANCE:</u></b></p> <p>Members</p> <p>David Carter John Boyce Sharon Morris Sarah Dickinson Helen Loydall</p> <p>Officers:</p> <p>Carolyn Holmes- Country Parks &amp; Environment Manager (CH) Anne Court – Director of Services (AC) Brian Kew - Operations Manager (BK)</p>
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Min Ref	Narrative	Officer Resp
<b>10.</b>	<p><b><u>APOLOGIES</u></b></p> <p>Councillor Frank Broadley Councillor Linda Broadley Councillor Rav Thakor</p>	
<b>11.</b>	<p><b><u>MINUTES</u></b></p> <p>Minutes of Previous Meeting on Wednesday 11 June 2014 were agreed and signed as an accurate record of that meeting.</p>	
<b>12.</b>	<p><b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b></p> <p>Paragraph 5 - Greening of the Borough Action Plan <u>Grass Verges</u> – to date only estimates of costs are available as waiting to for confirmation from Leicestershire County Council on what will be transferred budgets. Members requested that Officers continue to pursue firmer proposals with a report back to the next meeting of an in-house solution and report back particularly on service capacity, revenue versus capital costs and opportunities of working with other districts.</p> <p><u>Improving the Gateways and Main Thoroughfares of the Borough -</u> Officers reported on further ideas formulated since the last meeting on how to reduce the revenue costs, engage</p>	AC

	<p>with communities and source sponsorship, which included taking proposals to the Residents Forums, replant with non-seasonal planting. A Member requested that Officers liaise with Leicestershire County Council on the poor standard of planting on the Wakes Road roundabout.</p> <p><u>Country Parks and Access to the Countryside</u> - Officers were requested to continue to pursue with the new Leisure Contractor, the creation of a footpath from the already informal cut-through that is used off Wigston Road across to the Parklands Leisure Centre. This will give recognition that a footpath exists and by formalising its existence this will give control over its use.</p> <p><u>Volunteering Update</u> - AC reported that Senior Management Team had considered the feasibility of the Council introducing a Corporate Social Responsibility (CSR) Scheme for employees but did not see this being possible to implement at this time due to lack of capacity. Members requested that this not be ruled out entirely, to instead, draw up a policy setting out a form of criteria for the Council to invoke CSR</p>	<p>CH</p> <p>AC</p> <p>AC</p>
<p>13.</p>	<p><b><u>GREENING OF THE BOROUGH MAJOR PROJECTS UPDATE – Agenda Item 4</u></b></p> <p><u>Communications Plan</u> – the steps taken to date to increase media coverage for the Greening of the Borough Strategy. A Member suggested that this included the neighbouring district’s local radio station, Harborough FM.</p> <p><u>Brocks Hill signage and identity</u> – the recommendation that £1000 be released from the Greening of the Borough reserve fund to commission an external source to prepare the copy and images for bespoke packs of literature promoting the wildlife of Brocks Hill was approved. It was recognised that there were not the in-house skills to do this piece of work and that to generate a potential ongoing income stream from the packs, there will be start up costs. . CH handed copies of a further information pack “Creative Nature, Adult Discovery Sessions” at Brocks Hill which should generate a significant income stream. In terms of income streams generally Officers could not give a definite amount at this stage with there being a number of up and coming projects underway but had estimated £6-7,000 in this financial year</p> <p>A Member sought clarification that there would be equality across the green sites of the Borough when allocating funds from the reserve fund and this was confirmed.</p>	<p>CH</p> <p>CH</p>

	<p><u>Greening of the Borough projects – A future piece of work for Officers to bring to this Group is to draft Terms of Reference for volunteer groups who carry out projects on the Council’s land.</u></p> <p><u>Trees across the Borough – Officers confirmed that the proposed new post of an Arboriculture Officer will be an investment as opposed to the use of external professionals to provide advice and carry out tree surveys across the Borough. .</u></p> <p>Whilst the reporting of the designation of a Tree Preservation Order (TPO) for trees opposite Bushloe House was noted, Members requested that in future TPOs are reported through the Development Control committee. A Member sought clarification on who looks after other significant trees in the Borough such as the redwoods on the Asda site; Officers confirmed that Leicestershire County Council do so.</p>	CH/BK
<b>14.</b>	<p><b><u>VOLUNTEERING UPDATE – Agenda Item 5</u></b></p> <p><u>Corporate Social Responsibility and Employee Volunteering –</u></p> <p>Officers reported that there continued to be interest shown from businesses to undertake CSR at Brocks Hill. This needs to be looked at in more detail and developed with potential to charge for Officer time eg the Ranger. A member requested that a piece of work be undertaken on how we corporately capture the information ie the income or the notional value of volunteering.</p> <p>Members agreed that there needed to be a formal recognition of the work of volunteers that goes toward the Greening of the Borough Strategy. A suitable occasion and costings to be worked up.</p> <p>In terms of engaging young persons at Brocks Hill with volunteering, this will be pursued with the Council’s Young Persons Co-Coordinator and the Chair of the Children and Young Persons Forum</p>	CH  CH
<b>15</b>	<p><b><u>ANY OTHER BUSINESS –Agenda Item 6</u></b></p> <p>Councillor Sharon Morris gave her apologies for the next meeting.</p>	
	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>Wednesday 18 November 2014, 6.30 p.m. at the Council Offices, Committee Room</p>	

**MINUTES OF A MEETING OF THE SOUTH WIGSTON RESIDENTS FORUM HELD AT FAIRFIELD PRIMARY SCHOOL, CHESHIRE DRIVE, SOUTH WIGSTON ON THURSDAY 11 SEPTEMBER 2014, COMMENCING AT 7.30 P.M.**

**IN ATTENDANCE:**

Councillor S Morris – Chair

Councillors J Boyce, J Gore, R E R Morris

Others in Attendance: I Dobson (OWBC), S Lucas (Pride of the Borough), H Loydall, (Senior Citizens Action Group), PCSO Vinnie Preston, PCSO Chris Thornton, PC Carl Sutherley.

Apologies: G Boulter

Min Ref	Narrative	Officer Resp																					
8.	<p><b><u>LOCAL POLICE ISSUES</u></b></p> <p>PC Carl Sutherley provided an update on crime figures for the period since the forum last met is summarised below:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">This</th> <th style="text-align: center;">Last</th> </tr> </thead> <tbody> <tr> <td>Burglary in Dwelling:</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Burglary Other than Dwelling:</td> <td style="text-align: center;">5</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Theft from Vehicle:</td> <td style="text-align: center;">10</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Theft of Vehicle:</td> <td style="text-align: center;">0</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Robberies:</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Anti-Social Behaviour:</td> <td style="text-align: center;">9</td> <td style="text-align: center;">14</td> </tr> </tbody> </table> <p>A resident enquired whether the switch off of street lighting by the County Council had resulted in an increase of reported crime. PC Sutherley stated that no evidence of an increase had been identified. He went on to say that the Police require more data to identify reliable patterns.</p> <p>The Forum discussed this matter with most residents supporting reinstating of night time lighting. One resident raised the point that savings required by the County Council and also environmental benefits of the scheme must be acknowledged when considering part night lighting.</p>		This	Last	Burglary in Dwelling:	3	3	Burglary Other than Dwelling:	5	10	Theft from Vehicle:	10	9	Theft of Vehicle:	0	3	Robberies:	0	0	Anti-Social Behaviour:	9	14	
	This	Last																					
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Robberies:	0	0																					
Anti-Social Behaviour:	9	14																					

	<p>The Forum raised issues of litter and anti social behaviour on Blaby Road Park. PC Sutherley emphasised that the park is a valuable and well used resource and that instances of crime are very low overall. He went on to say that the Police and community must work together as a team to resolve low level issues.</p> <p>The following updates were provided by PC Sutherley:</p> <ul style="list-style-type: none"> <li>• Citywatch – the aim is to improve safety in retail shops. This scheme encourages retailers to share information and keep in contact with police and other retailers by radio. It was launched in early September.</li> <li>• Residents were informed about ‘Tiger Territories’ which seek to reduce anti-social behaviour and crime hotspots by studying historical data and concentrating on specific problems. It was noted that a strong relationship is being forged between Tesco management and the Police in tackling anti-social behaviour.</li> <li>• Residents heard of the ‘waymarker’ initiative which seeks to deter crime by an increase in the visibility of police at particular locations.</li> </ul>	
9.	<p><b><u>SENIOR CITIZENS FORUM PRESENTATION</u></b></p> <p>Councillor Helen Loydall addressed the Forum in her capacity as chairman of the Senior Citizens Action Group.</p> <p>Residents heard that the Senior Citizens Action Group had once been a committee of the Council but was now an independent constituted group, which allowed it to access different revenue streams for the benefit of it’s Members and objectives.</p> <p>Mrs Loydall informed the meeting that the Group has four key objectives which are 1) Contribute to the physical and mental health of its members 2) Act as a communication channel 3) Combat social exclusion 4) Promote social cohesion.</p> <p>She went on to say that residents of the Borough that are 55 years of age or over can join the mailing list at no cost. The meeting heard that Members receive 3 mailings per year which provide information from the Chairman, a diary of events, invitations to meetings of the forums and useful information.</p> <p>Mrs Loydall provided details of Forums and activities which are summarised below:</p> <p>1) Health Forum – Usually held in March at the Salvation</p>	

	<p>Army Centre in South Wigston. This has included activities such as Laughter Yoga and Armchair Exercises.</p> <ol style="list-style-type: none"> <li>2) Financial Assistance Forum</li> <li>3) Council Services Forum – This has included presentations on refuse, benefits, Brocks Hill and leisure services.</li> <li>4) Young at Heart Day – Usually held at Parklands Leisure Centre. This is a full day event and includes many activities and a lunch for Members to enjoy together.</li> <li>5) Christmas Concert – This is usually held at the Elms Social Club</li> <li>6) Spring Concert – This is usually held at Guthlaxton College on a Saturday afternoon. Transport is provided to those members that require assistance.</li> </ol> <p>The Forum heard that in addition to the above, the Senior Citizen Action Group organises day trips and visits on a non-profit basis which has included trips to the theatre and other attractions.</p>	
<p><b>10.</b></p>	<p><b><u>PRIDE OF THE BOROUGH PRESENTATION</u></b></p> <p>Simon Lucas made a presentation to the meeting in his capacity as Pride of the Borough Chairman. The meeting heard that Pride of the Borough is an umbrella organisation for environmental projects which works closely with Oadby and Wigston Borough Council and Leicestershire County Council.</p> <p>Residents heard that Pride of the Borough formed as a constituted group in 2004 with the following aims and objectives:</p> <ol style="list-style-type: none"> <li>a) Improve the environment of Oadby, Wigston and South Wigston</li> <li>b) To work with Oadby &amp; Wigston Borough Council to support the Borough's entry into East Midlands in Bloom</li> <li>c) Encourage and support community activities that will increase pride in our borough.</li> </ol> <p>The following achievements were highlighted to the meeting:</p> <ul style="list-style-type: none"> <li>• Tangible improvements to town centres and neighbourhoods</li> <li>• Gold Award in East Midlands in Bloom for the last four years</li> <li>• Silver Gilt in Britain in Bloom</li> </ul>	



	<ul style="list-style-type: none"> <li>• Increased volunteer activity in the borough</li> <li>• Greater neighbourhood co-operation</li> <li>• Residents taking pride in their borough</li> <li>• Raise the profile of the Borough to a national level</li> </ul> <p>Residents heard that Pride of the Borough organise awards for excellence in various categories of horticultural displays at businesses and private homes.</p> <p>Mr Lucas promoted Pride of the Borough's membership card which also acts as a loyalty scheme by offering discounts at selected local businesses throughout the Borough.</p>	
11.	<p><b><u>SOUTH WIGSTON TRADERS UPDATE</u></b></p> <p>South Wigston Traders provided an update to the Forum on recent activities of the organisation which are summarised below:</p> <ul style="list-style-type: none"> <li>• A noticeboard has been installed in Tesco for advertising local shops, community news and business cards.</li> <li>• The South Wigston Traders Association have recruited two new businesses as Members</li> <li>• Christmas Capers is currently being organised and will take place on 6 December 2014. Residents heard that volunteers are being encouraged to get involved.</li> <li>• Two vacant shops in South Wigston have now been occupied by tenants.</li> </ul>	
12.	<p><b><u>CHAIRMANS UPDATE</u></b></p> <p>The Chairman referred residents to the Chairman's Updates document which was circulated at the meeting.</p> <p>The Chairman provided a short update on the Council's Customer Service Transformation Programme that is currently underway.</p> <p>Residents heard that services were being reviewed to provide customer service that aimed to deal with issues at the first point of contact. She went on to say that staff would be trained to deal with more complex issues and self service computer terminals would be available for simple enquiries or transactions.</p>	

13.	<p><b><u>ITEMS RAISED BY RESIDENTS AND REQUESTS FOR FUTURE ITEMS</u></b></p> <p>The Chairman suggested that a further presentation by an outside body similar to Senior Citizens Action Group and Pride of the Borough could be arranged for the next meeting. Residents approved the suggestion.</p> <p>Residents raised the following issues or concerns:</p> <ul style="list-style-type: none"> <li>• Commemorative plaque on Hassles Bridge was not restored following works that have now long been completed.</li> <li>• Roundabout at the junction of Canal St/Blaby Road is dangerous and needs to be moved. The Forum was united in its view that this needs to be reviewed by Leicestershire County Council as local knowledge confirms that the roundabout is dangerous in practice.</li> <li>• Speed humps at the end of Paisley Road are dangerously high.</li> <li>• Light of Light Church, Dorset Avenue – concerns that the planning conditions have not been fulfilled.</li> </ul>	
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**Meeting closed at 21:06**

**MINUTES OF A MEETING OF THE COMMUNITY ENGAGEMENT FORUM  
HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 16 SEPTEMBER 2014  
COMMENCING AT 7:00PM**

<p><b><u>IN ATTENDANCE:</u></b></p> <p>Chair: J Kaufman</p> <p>Councillors: Mrs L Kaufman, Mrs S B Morris and R Morris</p> <p>Officers in attendance: K Garcha, Anita Pathak – Mould</p> <p>Others in attendance: Priti Joshi (Chair of Multicultural Group), Emma Padfield (Youth Forum), Daria Eckert (Youth Council) and Bhavin Gohil</p>
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Min Ref	Narrative	Officer Resp
1.	<p><b><u>APOLOGIES</u></b></p> <p>None.</p>	
2.	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b></p> <p>Approved.</p>	
3.	<p><b><u>APPOINTMENT OF A COMMUNITY ENGAGEMENT OFFICER</u></b></p> <p>The Head of Corporate Resources introduced the new concept of a Community Engagement Officer and that the Council had successfully appointed an experienced Officer who had experience of public sector equality duties and community engagement. Her name is Veronika Quintyne and she was due to join the Council in November 2014.</p> <p>The Head of Corporate Resources talked of how the Community Engagement Officer would work within and over two service areas, namely Community and Corporate Resources, where she would seek to bring all of the community together especially the under-represented community factions; for example, by being in attendance at all 3 town centre forums, resident/tenant meetings/community engagement forums etc.</p> <p>The Head of Corporate Resources confirmed that the first set of priorities for the Community Engagement Officer would be to revisit our Equality Agenda and advise on how to progress that, update our website, review our EIAs, provide training and ensure that all under-represented groups were touched and aware of this forum for community engagement.</p> <p>The Head of Community also echoed what has been said by the Head of Corporate Resources and mentioned how they would assist Brocks Hill in the</p>	

	<p>promotion of celebrating diversity and faiths and seek to gain the inclusion of the volunteers, Youth Council and Forum, Senior Citizens Group, Multicultural Group etc and in particular would sit and work with Mark Smith.</p> <p>The Chair also asked that the newly appointed Community Engagement Officer also forge links with external agencies such as Council of Faiths, Interfaith forums ran by the County Council, MOSAIC.</p> <p>Councillor Mrs S B Morris asked for clarification as to whether Brocks Hill were going to have a Youth Forum of their own because she couldn't see the logic or reason to re-create that concept when the Youth Council and Youth Forum worked. The Head of Corporate Resources and the Head of Community both confirmed that they were unaware of any such action since they agreed the current model worked well.</p> <p>The Community Engagement Forum were pleased that we now appeared to have an experienced (+20 Years) Officer joining us so we could all contribute to making the Borough more inclusive to live and work within.</p>	
<p>4.</p>	<p><b><u>DEMOCRACY WEEK AND CHILDREN COMMISSIONER'S TAKEOVER DAY</u></b></p> <p>Emma Padfield and Daria Eckert respectively from the Youth Forum and Youth Council talked of how they were hosting an event for Democracy Week by getting three people from each school hosting a debate on 5 political issues, with a view to stimulating the minds and interests of the Youth into politics. It was fun and meant to be a learning curve for those young people who display an interest in national politics.</p> <p>In respect of the Takeover Day, it was understood that external agencies and parties such as the Police, Fire Brigade etc would also work with the Council and generate an interest. They talked of how they were putting together a newsletter to this effect highlighting important interest generated events such as these.</p> <p>Councillor R Morris also referred to the fantastic idea in respect of Supersonic Boom which was to be hosted opposite Elizabeth Court in the park on 24 October 2014 from 10am – 4pm.</p>	

**This Meeting closed at 8.10 p.m.**

**MINUTES OF A MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 23 SEPT 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor S B Morris – Chair  
Councillor D Gamble – Vice Chair

Councillors L A Bentley, G A Boulter, J W Boyce, J M Gore, R Kanabar K J Loydall, R E R Morris, L Broadley E Connell, B Dave, J Kaufman and L Kaufman

Officers in Attendance: A Court, I Dobson, K Garcha, P Loveday, M Hall and A Thorpe

Also in Attendance: J Cornett, M Kohler (KPMG), A Pathak Mould (Head of Community)

Min Ref	Narrative	Officer Resp
38.	<b><u>APOLOGIES FOR ABSENCE</u></b>  L Broadley, K Loydall.	ID
39.	<b><u>APPOINTMENT OF SUBSTITUTES</u></b>  None.	
40.	<b><u>DECLARATION OF INTERESTS</u></b>  None.	
41.	<b><u>MINUTES OF LAST MEETING</u></b>  <b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 22 July 2014, be taken as read, confirmed and signed.	
42.	<b><u>PETITIONS AND DEPUTATIONS</u></b>  None.	
43.	<b><u>ACTIONS LIST</u></b>  Members noted the action list. It was confirmed by the Director of Services that the works to demolish the portacabins at the Council Offices would commence on Friday, 26 September 2014.	

44.	<p><b><u>ISA260 ANNUAL GOVERNANCE REPORT 2013/14</u></b></p> <p>The Committee considered the External Auditors Annual Governance Report for 2013/14 which should be read in conjunction with these minutes as a composite document.</p> <p>The Director of KPMG Auditors summarised the key headlines as set out on page 20 of the report pages.</p> <p>He stated that an unqualified audit opinion on the financial statements and value for money aspect submitted by the Council had been issued. He went on to state that a small number of non-trivial adjustments had been made by the Council which were of a presentational nature and had not impacted upon the General Fund.</p> <p>He informed Members that a prior year adjustment had been made to reflect changes in the international accounting standard IAS19 Employee Benefits, which is not required. He went on to say that the explanation for this had been accepted and there were no changes to the accounts as a result.</p> <p>Further, he stated that organisational controls were in place for effective control of the financial environment and value for money for the Council.</p> <p>Members heard that one recommendation had been made in relation to the authorisation of Journals, which had already been actioned.</p> <p>The Chairman commended the report and thanked the Finance team for their hard work.</p> <p><b>RESOLVED:</b> That the content of the Annual Governance Report produced by KPMG Auditors for 2013/14 be accepted.</p>	
45.	<p><b><u>ANNUAL GOVERNANCE STATEMENT 2013/2014</u></b></p> <p>The Committee considered the report of the Chief Financial Officer and Section 151 Officer as set out in report pages 33 – 52 which should be read in conjunction with these minutes as a composite document.</p> <p>The Finance Manager informed Members that the draft report had been approved by the Committee in July and now required formal certification and approval by the Committee. He went on to say that the report gives significant assurance on governance arrangements.</p>	

	<p>A Member of the Committee raised concerns in relation to the action points that had been put in place for significant control issues in respect of housing repairs as set out in report pages 51. He contended that the action points did not match up with the identified issues and so it was not clear that the action had been carried out. He went on to make the point that the reports brought to committee should be clear and current as a matter of good governance.</p> <p>The Director of Services confirmed that actions had addressed the issues identified and an update would be provided to Members by the Head of Community.</p> <p>The Chief Executive confirmed that future reporting would be clear in this regard.</p> <p><b>RESOLVED:</b> That the Annual Governance Report for 2013/14 be approved.</p>	
<p><b>46.</b></p>	<p><b><u>TREASURY MANAGEMENT OUTTRUN REPORT 2013/2014</u></b></p> <p>The Committee considered the report of the Chief Financial Officer and Section 151 Officer as set out in report pages 53 – 67 which should be read in conjunction with these minutes as a composite document.</p> <p>The Finance Manager informed Members that the report confirmed that the treasury management function is operated in accordance with treasury management practices adopted by the Council, which are in line with Code of Practice on Treasury Management in Local Government.</p> <p>In response to a question from a Member, the Finance Manager confirmed that investments could be withdrawn very quickly from institutions that drop below an acceptable rating.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	
<p><b>47.</b></p>	<p><b><u>STATEMENT OF ACCOUNTS 2013/2014</u></b></p> <p>The Committee considered the report of the Chief Financial Officer and Section 151 Officer as set out in report pages 68 – 213 which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the Statement of Accounts for 2013/14 be approved and signed following the meeting.</li> </ol>	

	<p>2. That the “Letter of Representation” be approved and signed following the meeting.</p>	
<p><b>48.</b></p>	<p><b><u>STATEMENT OF COMMUNITY INVOLVEMENT</u></b></p> <p>The Committee considered the report of the Planning Policy and Regeneration Manager as set out in report pages 214 – 253 which should be read in conjunction with these minutes as a composite document.</p> <p>A Member of the Committee queried the low number of responses to the consultation.</p> <p>The Planning Policy and Regeneration Manager confirmed that a full six week consultation had been sent to around 800 addresses and email addresses.</p> <p><b>RESOLVED:</b> That the report be noted and the Oadby and Wigston Statement of Community Involvement be adopted.</p>	
<p><b>49.</b></p>	<p><b><u>LEICESTER AND LEICESTERSHIRE HOUSING MARKET AREA MEMORANDUM OF UNDERSTANDING</u></b></p> <p>The Committee considered the report of the Planning Policy and Regeneration Manager as set out in report pages 254 – 262 which should be read in conjunction with these minutes as a composite document.</p> <p>The Planning Policy and Regeneration Manager informed Members that the Leicester and Leicestershire Housing Market Area Memorandum of Understanding demonstrates partnership working on strategic planning policy matters, in line with the requirements of the Duty to Co-operate.</p> <p>A Member requested that copies of the minutes of the Member Advisory Group be provided to Members and that further information requests be followed up by the Leader of the Council, as the Member representative on the Group.</p> <p>The Leader of the Council agreed to send the minutes to all councillors but made the point that these matters are dynamic and can change very quickly. He committed to continue updating Members at Council meetings.</p> <p>In response to a question from a Member, the Leader of the Council confirmed that in the event of a decision being made at the Member Advisory Group under delegated powers, an update would be provided to Members as soon as possible.</p>	



	<p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. Approval be given for the Council to become a signatory to the 'Leicester and Leicestershire Housing Market Area Memorandum of Understanding relating to Objectively Assessed Need for Housing'</li> <li>2. Delegate Authority to the Planning Policy and Regeneration Manager, in consultation with the Leader of the Council, to agree any subsequent changes to the Memorandum of Understanding that may arise through the Leicester and Leicestershire Member Advisory Group prior to signing the document. The Leader of the Council is the Borough Council's Member representative on the Member Advisory Group.</li> </ol>	
<p><b>50.</b></p>	<p><b><u>INVESTOR PROSPECTUS</u></b></p> <p>The Committee considered the report of the Planning Policy and Regeneration Manager as set out in report pages 263 – 268 which should be read in conjunction with these minutes as a composite document.</p> <p>The Planning Policy and Regeneration Manager informed Members that display boards of the Investor Prospectus were available for inspection.</p> <p>A Member commented that he had not been notified that display boards should be viewed prior to the meeting and requested that the meeting be adjourned for a short period so that Members could view the display boards. He asked for better planning and notification in future.</p> <p>The meeting adjourned at 19:35 so that Members of the Committee could view the display boards.</p> <p>The meeting reconvened at 19:39.</p> <p>The Committee discussed the wording and presentation of the Investor Prospectus, which they agreed would appeal to investors. The Chairman requested that Members email the Planning Policy and Regeneration Manager directly with suggestions.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. The design and initial content of the Investor Prospectus be approved to allow printing to take place in October 2014.</li> </ol>	

	<p>2. The launch of the Investor Prospectus be approved at a cost estimated to be in the region of £2500 to be funded from the Borough Marketing Budget.</p>	
<p><b>51.</b></p>	<p><b><u>FOOD WASTE SERVICES</u></b></p> <p>The Committee considered the report of the Chief Executive as set out in report pages 269 – 271 which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Executive summarised the report and informed Members that the recommendation to extend the existing trial period had been worked up by the Waste Task Group at it's meeting on 20 August 2014.</p> <p>He went on to remind Members that the scheme will be funded by a Department of Communities and Local Government grant until March 2015 but any continuation of the scheme would be fully funded by the Council.</p> <p>The Leader of the Council emphasised that the scheme should be reviewed at the end of the first quarter of 2015/16 municipal year to allow for adequate consideration of the impact of any countywide scheme that may be developed.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the Council continues with the existing food waste trial collection scheme for the three rounds in Oadby, Wigston and South Wigston at a cost of £80k per year for the financial year 2015/16.</li> <li>2. That the funding for the continuation of the scheme should be considered as part of the 2015/16 budget setting process as it will no longer be possible to fund the scheme using the Government grant money which the Council received for 2013/14/15.</li> <li>3. That this position is reviewed in the first quarter of 2015/16 once it is known if there is the possibility of a countywide food waste recycling scheme being introduced.</li> </ol>	
<p><b>52.</b></p>	<p><b><u>PROCUREMENT OF REFUSE VEHICLES</u></b></p> <p>The Committee considered the report of the Chief Executive as set out in report pages 272 – 274 which should be read in conjunction with these minutes as a composite document.</p>	

	<p>The Chief Executive informed Members the current fleet of refuse vehicles require urgent replacement due to having reached the end of their useful life, which raises health and safety issues and increases the cost of keeping them in use. He emphasised that it was important to start the process now so that grant money from the Department of Community and Local Government could be utilised before the end of March 2015.</p> <p>He went on to say that the procurement of new vehicles as a capital spend is recommended rather than entering into a lease agreement, which would increase future revenue costs at a time when savings were being looked at. Further, he added that the vehicles would need to be fit for purpose for around 7-10 years so good quality vehicles would be required.</p> <p>In response to a question from a Member, The Chief Executive confirmed that the current fleet would gain a small receipt of around £15k.</p> <p><b>RESOLVED:</b> That approval be given for the procurement of seven new refuse vehicles in order to ensure that an efficient and safe weekly Borough wide refuse collection service continues to be provided.</p>	
53.	<p><b><u>CUSTOMER SERVICES TRANSFORMATION</u></b></p> <p>The Committee considered the report of the Director of Services as set out in report pages 275 – 283 which should be read in conjunction with these minutes as a composite document.</p> <p>The Director of Services reported that work since the last meeting had been underway where more detailed costings and timescales had been worked up, which meant that the project would be delivered by June/July 2015 rather than February 2015 as originally proposed.</p> <p>She informed Members that the project team were currently co-ordinating the transformation. It was noted that a change of use application, consideration of ICT systems, and consultations with staff had been undertaken. Members heard that positive feedback on the project had been received from customer service staff and managers across the organisation.</p> <p>A Member of the Committee sought assurance that by voting on this matter, they would not be prejudiced from determining a change of use application for the proposed customer service property. The Director of Services confirmed that the change of use application would be a separate consideration based on</p>	

planning merits and so a Member could vote on both matters.

The Leader of the Council noted that the transformation project would improve access to services and ease pressure on the back office by making simple transactions more automated, which will allow staff to deal with more complex matters and service users.

**RESOLVED:**

1. That the lease of the identified premises and subject to the application for change of use being successful, be approved.
2. That the budget allocation of £157,000 from within the existing 2014/15 capital programme for the project be approved.
3. That an additional net annual revenue budget of £45,000 for the service as part of the 2015/16 budget setting process be approved.
4. That a corporate customer service “vision” as set out below be adopted. *“For residents to feel valued, respected, listened to and taken seriously whenever they have contact with the Council. The Council will achieve this by delivering a consistent and high level of customer service across the organisation. Residents will be able to contact the Council easily and conveniently and the customer service they receive will fulfil their expectations.”*

**The Meeting Closed at 20:14.**

## **Meeting of the Armed Forces Community Covenant Task and Finish Group**

**Wednesday 6th November at 6.30pm**

Present: Councillors L Eaton (Chair), S Haq, B Boulter, R Eaton, B Dave, M Chamberlain, P Swift, S Morris, Colonel R Pope, M Hall.

### **1. Apologies for Absence.**

Non

### **2. Terms of Reference.**

The suggested Terms of Reference for the WG were agreed as;

a. As resolved by Council on 3rd September 2013 to arrange for the signing of the Armed Forces Covenant once the details have been agreed by the Working Group.

b. To develop and agree the detailed commitments to be included in the Covenant as they will apply to Oadby & Wigston Borough Council.

### **3. Presentation by and discussion with Colonel Pope.**

Colonel Pope is the Armed Forces lead officer for the East Midlands. He is based at Melton and brings together all three service arms together – army, navy and air force – and will be the primary point of contact for the Council in relation to the Armed Forces Covenant.

Col Pope explained the purpose of and how the Covenant would work and develop. The key points are:

- 3.1 It would only apply to current and ex service men and women and their direct family who live in the borough (spouse and dependants and not parents and extended family)
- 3.2 It is an agreement that would be reviewed and evolve year after year
- 3.3 In its initial format it would primarily be about saying to current and ex service men and women that the council is here to listen and learn, to get an understanding of how many current and ex service men and women are living in the borough and to get the message to other organisations including charities and that the borough takes its relationship with armed services personnel seriously.
- 3.4 The Council does not have to commit additional resources in order to sign the Covenant.

#### **4. The Way Forward.**

It was agreed that:

4.1 The Covenant would be signed at the full Council meeting on 25<sup>th</sup> February 2013

4.2 That the Council would appoint a lead member to champion this and that they would then be the main liaison point with Colonel Pope

4.3 That the initial version of the Covenant would make the following commitments in that the Council will, in the first year:

- Appoint a lead Member
- Get as much of an understanding as possible of how many current and ex service men and women and their families reside in the borough and any other information that may help the Council better understand their issues and needs
- Send out a positive message to current and ex service men and women and their families that reside in the borough that the council wishes to listen and learn about what it can do to assist them
- Send out positive messages to other organisations including charities to show that the council takes its relationship with armed service personnel seriously
- Present an annual report by the Lead Member to Council setting out any activities relating to the Covenant and the council's interactions with the armed forces during the year and how the Covenant could evolve into the next year
- Create an easy to find and navigate dedicated page on its website that sets out all of the above together with a copy of the Covenant and also signposts and links the page to other relevant organisations and agencies
- Work with the Leicestershire Branch of the Royal British Legion and Colonel Pope to progress the above

4.4 It was agreed that the Working Group should meet at least once more in order to agree Covenant prior to it being presented to and signed at Council on 25<sup>th</sup> February 2014.

#### **5. AOB.**

The Chair reported that the Council had received a request from BNTV, the Charity for Nuclear Test Veterans, and has been asked to commit itself to extend the armed Forces Covenant to specifically include those veterans.

After discussing this with Colonel Pope it was agreed that the Council should write back to this and any other specific groups that make this request to explain that the Council's priority is firstly to the overall Armed Forces Covenant. This by

definition will include all current and ex service men and women. The Council would then consider these specific requests once it has adopted and embedded the overarching covenant.

**6. Date of next meeting.**

To be advised by the Chair and Chief Executive once work has been progressed to a suitable stage on the above

**MWLH  
November 2013**

# Agenda Item 13m

**MINUTES OF A MEETING OF THE LICENSING & REGULATORY COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON THURSDAY 2 OCTOBER 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor H Loydall – Chair

Councillors: M Chamberlain, J Gore, J Kaufman, K Loydall, R Thakor,  
M Charlesworth, L Kaufman

Officers in Attendance: I Dobson, K Garcha and A Ward

Min Ref	Narrative	Officer Resp
12.	<b><u>APOLOGIES FOR ABSENCE</u></b>  J Boyce, G Boulter, L Broadley, F Broadley, S Dickinson, R Kanabar	ID
13.	<b><u>APPOINTMENT OF SUBSTITUTES</u></b>  None.	ID
14.	<b><u>PETITIONS AND DEPUTATIONS</u></b>  None.	ID
15.	<b><u>DECLARATIONS OF INTEREST</u></b>  None.	ID
16.	<b><u>MINUTES OF PREVIOUS MEETING</u></b>  <b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 9 July 2014, be taken as read, confirmed and signed.	ID



17.	<p><b><u>TAXI FORUM – VERBAL UPDATE</u></b></p> <p>The Chairman provided the Committee with an update about a taxi forum held prior to the Committee meeting, which no-one had attended. It was confirmed that the Legal Officer would consider future options for these forums given the consistently low turnout.</p>	
18.	<p><b><u>ASSOCIATION OF CHIEF POLICE OFFICERS – LICENSING AWARENESS WEEK</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out on report page 4 which should be read in conjunction with these minutes as a composite document.</p> <p>The Legal Officer provided a verbal update to the Committee on the night time inspections carried out in partnership with the local police. Members heard that the overall level of compliance was good.</p> <p>Members discussed partnership working and the involvement of Environmental Health in such activities. The Legal Officer advised that the visits had concentrated on key licensing issues which are not within expertise or remit of Environmental Health.</p> <p>A Member emphasised his view that partnership working is a key way of eliminating bureaucracy and ensuring effective co-ordination.</p> <p>The Head of Corporate Resources acknowledged this point and confirmed that partnership working is a key consideration within Licensing, which is a key function of the Corporate Enforcement team and the reason that these inspections had taken place. She went on to explain that in some cases, differing legislative regimes should be considered separately or with a limited number of agencies involved.</p> <p>A Member requested that the outcomes of inspections are reported to future meetings. The Head of Corporate Resources and the Legal Officer advised that this had not been done previously.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	
19.	<p><b><u>FEES AND CHARGES 2014/15</u></b></p> <p>The Committee considered the report of the Head of Finance as set out in report pages 5 – 9 which should be read in conjunction with these minutes as a composite document.</p>	

	<p>A Member asked how much income was received from licensing fees in the past year. The Principal Accountant stated that the information would be circulated after the meeting.</p> <p><b>RESOLVED:</b> That the scale of charges for 2015/16 be recommended for adoption by Policy, Finance and Development committee.</p>	
<p>20.</p>	<p><b><u>REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE TESTING STATIONS</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 10 - 11 which should be read in conjunction with these minutes as a composite document.</p> <p>The Legal Officer explained that it is recommended that the two current testing stations continue as the only approved testing stations for licensed vehicles.</p> <p>A Member enquired which enforcement powers were available to ensure that licensed vehicles obtained an MOT when they are exempt from holding one under the Local Government (Miscellaneous Provisions) Act 1976.</p> <p>The Legal Officer explained that licensed vehicles are not required to have an MOT but a vehicle test which exceeds the MOT standard. He went on to confirm that failure to obtain such a test would result in the refusal to grant a licence or the suspension of an existing licence.</p> <p><b>RESOLVED:</b> That the two current testing stations continue as the only approved testing stations for licensed vehicles.</p>	
<p>21.</p>	<p><b><u>REVIEW OF STATEMENT OF LICENSING POLICY UNDER THE LICENSING ACT 2003</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 12 - 43 which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the Policy be recommended to Council for adoption at its meeting on 9 December 2014 to take effect from 1 January 2015.</p>	

<p><b>12.</b></p>	<p><b><u>AMENDMENT TO HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENSING POLICY – LICENSED DRIVERS</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 44 - 47 which should be read in conjunction with these minutes as a composite document.</p> <p>The Legal Officer stated that the report requested amendments to the current Policy to include smoking as an offence within the penalty points scheme and to require new applicants to provide a letter from a private hire operator within the Borough to ensure that Hackney Carriages licensed within the Borough operate within the intention of the law and Council Policy.</p> <p>A Member enquired about the possibility of an automated system for monitoring penalty points.</p> <p>The Head of Corporate Resources stated that a bespoke system would be disproportionately resource intensive and that the scheme could be effectively monitored by Officers.</p> <p>Members discussed the issue of Hackney Carriages working for private hire operators outside of the Borough.</p> <p>The Legal Officer confirmed that the Council’s Intended Use Policy provides good protection for ensuring that public safety is upheld within the remit of the Licensing Authority area and the amendment to the Policy would assist in this regards.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the proposed amendments to section 2 of the Policy, namely B1 and B2 be approved with immediate effect.</li> <li>2. the proposed amendments to the penalty points scheme be made and added to the Council’s policy.</li> </ol>	
<p><b>13.</b></p>	<p><b><u>ROAD CLOSURES AND EVENTS POLICY</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 48 - 61 which should be read in conjunction with these minutes as a composite document.</p> <p>The Legal Officer stated that the Policy had already been considered by the Committee in draft format and that consultation responses showed support for the Policy.</p>	

The Chairman queried the recommendation of the report which stated that the Policy should be considered by Service Delivery. She went on to say that governance changes indicated that Licensing & Regulatory Committee reported directly to Council.

The Head of Corporate Resources suggested that in view of the need for the Policy to be formally adopted so as to assist members of the public in co-ordinating events in the run up to the Christmas holiday period, that the recommendation be amended to recommend that the Policy be approved at Policy, Finance and Development Committee.

Members debated the arranging of events and the potential for a minority to object to a community event or market.

The Legal Officer stated that the Policy provided a framework for residents and organisers to work within to ensure early preparation, consultation and community engagement which should ensure that events are organised responsibly.

**RESOLVED:** That the Policy be recommended for adoption by Policy, Finance and Development committee.

**The Meeting Closed at 7:55 p.m.**

**MINUTES OF THE CONSTITUTIONAL WORKING GROUP OF THE  
15<sup>TH</sup> OCTOBER 2014**

<p><b><u>IN ATTENDANCE:</u></b></p> <p><b>Councillors</b></p> <p>G A Boulter D M Carter J Kaufman Mrs H E Loydall P Swift</p> <p><b>Officers</b></p> <p>Mrs A Court (Director of Services &amp; Monitoring Officer) M Hall (Chief Executive)</p>
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Min Ref	Narrative	Officer Resp
1.	<b><u>APOLOGIES</u></b> Councillors Mrs S B Morris, M H Charlesworth & Mrs L M Broadley	
2.	<b><u>MINUTES of the last Meeting on 18 June 2014</u></b>  Approved	
3.	<p><b><u>MATTERS ARISING</u></b> <b>Constitution update</b></p> <p><b>Part 3 responsibility for functions</b> – members agreed for the role out of training of all members to sit on Standard hearing panels to be as part of the induction programme post May 2015 local elections.</p> <p><b>Part 4 Rules of Procedure</b> - it to be made clear that it is also a Vice Chairmanship of any committee or group as well as the actual Chair that the Mayor or Deputy cannot hold during their mayoral year.</p> <p><b>Part 5 Codes and Protocols</b> – AC confirmed that the remuneration panel is looking into the matter of whether an additional responsibility payment is to be made to members who are on outside bodies at their forth coming meetings and this will be reported back to this group. Members asked for clarification to be given as to what constitutes sitting on outside bodies. Members also requested that if not already included, that it is made clear within the remuneration scheme that claims for child</p>	<p>AC</p> <p>AC</p> <p>AC/ID</p>

	care and dependants careers allowance do not need to have formal invoices or receipts provided in order to claim such costs.	
3.	<p><b>Openness of Local Bodies Regulations 2014</b></p> <p>Members considered the information provided at page 3 to page 41 of the agenda in relation to the new arrangements in relation to the above regulations and considerable discussion took place on this. In particular a member expressed concerned that the regulations did not provide safeguards for the Council of potential inaccurate and potentially malicious reporting. On this basis a proposal was put forward that the recording of meetings should be re-instigated. Members also asked for the broadcasting of meetings to be looked into, in terms of practicalities and costs for potential future consideration. AC will also check the availability of WI-FI in the Committee Room and Council Chamber. Members were generally content with the example policy and protocol on the recording, photography and use of social media at meetings of the council that had been attached to the papers at pages 38 to 41. Members wanted to include in particular that every agenda included an item for the Chair to give an explicit reminder at the start of each meeting that mobile phones should be turned off or on silent mode; that wherever possible those present should refrain from taking telephone calls; that the meeting may be filmed or recorded. There will be no additional electronic facilitation other than that already provided for in the Council Chamber and responsibility for charging batteries etc is the individuals as this will not be provided by the Council. New signage will be needed at the entrance to the Council Chamber to alert the public that filming and recording may take place and notice that wherever possible the Democratic and Electoral Services Officer is informed upon arrival at the meeting that an individual or the press are there to record or film. The reason for this to be set out in the Protocol in a positive way as being for the purposes of ensuring the smooth running of the meeting such as making sure those who do want to film or record are seated in an area that will facilitate this and not cause disturbance for others present. A designated area within the Council Chamber and Committee Room is to be set aside for those who want to film; the site of this area should be where there is the least possibility of capturing the wider audience.</p>	AC/ID
4	<p><b>Checklist of Key Procedural Rules</b></p> <p>A draft Checklist was circulated at the meeting by AC. Members suggestions for finalising this included that it is substitutes of the Development Control Committee and Licensing Panels who must have received training in the past 12 months in order to sit on those Committees/Panels. It was also requested that the Checklist include provision for a Member's standing request if they wish to be provided with paper copies of agendas etc. In relation to rules and procedures of debate, it is made clear that only two comebacks are allowed by a Councillor during a debate.</p>	AC

<p><b>5.</b></p>	<p><b>CIVIC RECOGNITION – APPROACH FOR FORMAL ARRANGEMENTS TO BE PUT IN PLACE.</b></p> <p>MH explained the purpose of the paper that was attached at page 42 of the agenda. The “Worshipful Company of Framework Knitters” had requested for formal recognition of the Company particularly in view of the Company’s Almshouses are situated in the borough and in recognition of that the Livery Company would like to establish a stronger link with the Council. The proposal included in the paper that reciprocal invites for the Mayor of the borough and the Master of the Company to attend at each of their respective formal functions throughout the year be considered. Considerable discussion took place on this and concluded that an invite to the annual Mayor Making would be extended to the Master of the Company in a year that he/she is a resident of the borough. This led onto a debate about the criteria for attendance at Mayor making and the group asked if the criteria for invites to Mayor making be circulated for further consideration at a subsequent meeting.</p>	<p>MH</p>
<p><b>6.</b></p>	<p><b>PROSPECTIVE COUNCILLOR EVENT AND NEWLY ELECTED COUNCILLOR TRAINING.</b></p> <p>Members agreed to the date of the 11<sup>th</sup> November for the prospective Councillor event and those that can attend will do so. Members felt that the training programme put in place post the last local elections was comprehensive and well paced and endorsed the same format be followed for the 2015 induction programme.</p>	<p>AC/ID</p>

# Agenda Item 13o

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON THURSDAY 16 OCTOBER 2014, COMMENCING AT 7.00 P.M.**

<p><b><u>IN ATTENDANCE:</u></b></p> <p>L A Bentley – Chair R E R Morris – Vice Chair</p> <p>Councillors: G A Boulter, D Carter, S Z Haq, J Kaufman, H E Loydall, S B Morris</p> <p>Officers in Attendance: A Court, C Forrett, S Jinks and I Dobson</p> <p>Others in Attendance: R Cotterill (Turleys)</p>
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Min Ref	Narrative	Officer Resp
<b>33.</b>	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Prior to receiving the apologies Councillor Richard Morris was elected vice-chairman in the absence of Councillor Linda Broadley.</p> <p>L Broadley, M Charlesworth, B Dave, R Eaton, D Gamble, J Gore, L Kaufman</p>	
<b>34.</b>	<p><b><u>DECLARATIONS OF SUBSTITUTIONS</u></b></p> <p>None.</p>	
<b>35.</b>	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>Councillor H Loydall and Councillor S Morris requested clarification in respect of a change of use application for 40 Bell Street and whether Members should declare an interest in view of the application being for a Council Customer Service Centre. The Monitoring Officer confirmed that the application is a separate consideration which should be considered by Members on its planning merits.</p> <p>The Chairman stated that he was an objector to the application for the Former Site of St Georges Houses and as such would speak on the matter and then leave the room without taking part in the debate or the voting.</p>	
<b>36.</b>	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p>	



	<p>Petition objecting to planning application 14/00354/OUT received by the Committee.</p> <p>Councillor Helen Loydall stated that she had been contacted in relation to the received petition and had given advice on how to present a petition.</p>	ID
37.	<p><b><u>MINUTES</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 21 August 2014, be taken as read, confirmed and signed.</p>	
38.	<p><b><u>FEES AND CHARGES 2015/16</u></b></p> <p>The Committee considered the report of the Chief Financial Officer as set out in report pages 12-16, which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the proposed scale of charges for 2015/16 be recommended for approval by the Policy, Finance and Development Committee.</p>	
39.	<p><b><u>REPORT OF THE DEVELOPMENT CONTROL MANAGER</u></b></p> <p><b>1. 14/00308/FUL 69 The Broadway, Oadby, Leicester, LE2 2HG Erection of a single storey rear extension, demolition of existing garage and erection of new garage, gym, swimming pool enclosure and boundary wall</b></p> <p>The Committee considered the agenda update document which was circulated at the meeting.</p> <p>Mr Ahmed addressed the Committee in objection the application. His main points of concern related to the size of the proposal and it's proximity to the hedgerow adjoining 71 The Broadway. He went on to say that the proposal borders a conservation area.</p> <p>The Planning Control Manager referred to the agenda update which stated that revised plans had been received in respect of the application which had resulted in an amended recommendation to permit the application. He went on to say that it was recommended that a condition be adopted to ensure that the swimming pool remains ancillary to the use of the permission.</p>	

The Committee debated the matter and raised concerns in respect of potential noise nuisance, light pollution and the maintenance and retention of the hedgerow between 69 & 71 The Broadway. Members discussed the possibility of placing conditions on the permission to restrict lighting and noise to reasonable hours. Further, discussion took place around a condition to retain and maintain the hedgerow between 69 & 71 The Broadway.

The Planning Control Manager advised that such conditions may not be reasonable particularly given that the proposal relates to a domestic property. He went on to say that there were separate legislative regimes relating to statutory nuisance and high hedges which could resolve any issues should they arise.

Notwithstanding the Planning Control Manager's advice above, Members considered that a condition to ensure the retention of the hedgerow was necessary to protect residential amenity of 71 The Broadway.

A Member suggested that it would be reasonable to include a note to applicant relating to the prevention of noise nuisance. The Planning Control Manager confirmed that a note to applicant could be included on the planning permission if granted.

**RESOLVED:** Following the submission of amended plans permit the application with the conditions outlined in the main agenda with an amended Note to Applicant as set out in the agenda update and an additional Note to Applicant for the prevention of noise nuisance and an additional condition to ensure the retention of the hedgerow between 69 & 71 The Broadway.

**2. 14/00356/VAC Former Site of St Georges Houses, Moat Street, Wigston, Leicestershire. Section 73 application to vary condition number 30 of planning permission 13/00119/FUL to allow for the installation of ATM on front elevation**

Councillor Richard Morris took the Chair at 7:46pm.

Councillor Lee Bentley addressed the committee outlining his objections on behalf of residents. He stated that the original decision, to condition that the ATM remained inside the premises, had been made to protect the amenity of the local

area. He went on to state his belief that users of the ATM would be likely to park on double yellow lines near the site and cause a loss of amenity. Finally, he urged the Committee to refuse the application for a severe loss of amenity.

Councillor Lee Bentley left the meeting at 7:51pm.

Rosie Cotterill addressed the Committee on behalf of the applicant. She stated that the application sought to vary a condition to allow the installation of an ATM outside of the premises rather than inside as previously determined by the Committee. She went on to say that there was no reason to reject the application which was reflected in the Officer recommendation and comments within the report. Further, she stated that the ATM would be located 25 metres from Moat Street and would not be likely to result in parking issues.

The Planning Officer summarised the report and stated that the application would not be likely to have an impact on parking in the area. She went on to say that a traffic regulation order would be agreed as part of the section 106 agreement.

It was noted that the condition 25 was incorrect within the report and that planning hours should be 7am – 11pm Monday to Saturday and 9am – 11pm on Sundays and Bank Holidays.

The Committee debated the application and raised concerns about the incremental nature of planning applications made by the applicant to circumvent the Committee's original decision.

A Member raised concerns about parking and suggested that a barricade be considered to prevent vehicles from cutting across the car park.

The Committee contended that there is not a need for an ATM with 24 hour access. The vast majority of Members raised concerns about the likely impact to residents of on street parking caused by use of the ATM. A Member suggested restricting the times that the ATM could be used.

The Planning Control Manager emphasised to Members that the impact was no greater than comparable sites in the Borough and that there appeared to be no material planning considerations to base a rejection upon.

The Committee reluctantly agreed to permit the application.

RESOLVED: That the application be permitted as set out in the report.

**3. 14/00382/COU 40 Bell Street, Wigston, Leicestrshire, LE18 1AD Change of use from retail (Use Class A1) to customer service centre (Use class A2)**

The Planning Officer informed Members that the application related to a change of use application for a customer service centre for the Council. She went on to say that it is considered that such a centre would add to the vitality of the area.

The Committee discussed the application with Members commenting on positive and negative aspects of the proposal.

A Member commented that the proposal would have a regenerative effect and increase footfall in the area giving an added benefit to the local economy and area.

A Member responded by cautioning about the use of a premises which would serve well as a shopping unit. He went on to say that the Council's target for bring empty units back into use must be considered so the unit should be able to revert back to retail use in the future. Finally, he expressed concerns about access for people with disabilities to the premises.

Another Member echoed concerns about access and parking for people with disabilities.

The Director of Services confirmed that parking for residents with disabilities would be secured as part of the lease.

RESOLVED: That the application be permitted in line with the report.

**The Meeting Closed at 8:44p.m.**

**OADBY & WIGSTON COMMUNITY SAFETY PARTNERSHIP  
MEETING HELD AT  
COUNCIL OFFICES  
WIGSTON  
20<sup>th</sup> October 2014**

Councillor Kevin Loydall (KL)	Chair
Anita Pathak-Mould (APM)	OWBC
Insp. Steve Bunn (SB)	Leics Police
James Fox (JF)	LCC Community Safety
Jay Patel (JP)	OWBC (Minutes)
Nick Tarry (NT)	Leics Fire & Rescue Service
Dave Frank (DF)	Leics Police

**Apologies:**

Cllr Joe Orson (JO)	Leics County Council
Emma Gouldburn (EG)	OWBC
Sandra Parker (SP)	OWBC

Item	Person Responsible
<p><b>1. Minutes of previous meeting 21<sup>st</sup> July 2014 and outstanding actions</b></p> <p>It was agreed the minutes of the meeting on 21<sup>st</sup> July 2014 were approved with the following observations:</p> <ul style="list-style-type: none"> <li>• In absence of Sandra Parker and Pete Singleton no update were received on lack of young person's being referred to Swanswell</li> <li>• CSP Survey -CSP survey information has been extracted on a excel spreadsheet; need to look at attaching the survey on to sentinel.</li> <li>• Community Trigger – 5 working days for acknowledging however no timescale have been set up for investigation. CSP need to agree on a flow chart or a process on how community trigger is going to be dealt with after the 5 days deadline date has been considered.</li> <li>• Kennedy House- No new information received. Ongoing review taking place. JF to update for the next CSP.</li> <li>• Quarter 1 delivery plans update. - APM to email plan and PCC bid documents with deadline.</li> <li>• LFRS – NT updated integration of LFRS plan with CSP plan is ongoing. Sanjay Bulsara who will be replacing NT will follow this up.</li> <li>• OpsTiger/Hotspots- First meeting has taken place to devise</li> </ul>	<p><b>APM/PS</b></p> <p><b>APM</b></p> <p><b>SP/APM</b></p> <p><b>JF</b></p> <p><b>SB</b></p>

<p>plan which are managed internally for task start and finish group.</p> <ul style="list-style-type: none"> <li>• Place manager have been allocated to hotspot areas.</li> <li>• IMPACT also to work in partnership with Police in patrolling hotspot areas.</li> <li>• Estate inspection is carried out by Housing Officer and Police.</li> <li>• Mark Hryniw Town Centre Manager also to assist with hotspot areas.</li> </ul> <p><b>2. Performance Overview -Dave Franks</b></p> <ul style="list-style-type: none"> <li>• Performance Summary shows an increase in Domestic Burglary, Theft from motor vehicle &amp; Theft of motor vehicle. Nothing concerning.</li> <li>• Operation Moon which is the rapid response around student coming back to university</li> <li>• Theft from motor vehicle is high this year compare to last year, more preventative work and educating public needs to done.</li> <li>• Theft of motor vehicles-bicycles slight up.</li> <li>• One particular type of car Peugeot 206 has been targeted as it is easy to unlock and just for loose change.</li> <li>• Senior citizen Forum that consists of 700 members are going to be delivering some newsletter informing things happening next year, so if need be general message can also be included.</li> <li>• Taxi's have also been targeted as there is assumption of finding some loose change/ cash and it was suggested that Adam Ward who holds taxi drivers forums may have a standard communication with taxi drivers to get this message out for taxi drivers to be alert.</li> <li>• Racial incident is on an increase, but the way the information is captured is wide ranging</li> <li>• OWBC is second to Loughborough with regards to Hate incidents.</li> <li>• Veronika Quintyne is the new Community and Equality Officer is a joint post between Corporate Resources and Community Team. Currently Veronika will be focussing council's equality agenda and will also have the community engagement role and will invited to attend a CSP meeting in the future.</li> <li>• Anita Chavda who can be contacted to assisting with training and information with regards to Hate Incidents. A training session has already taken place at OWBC recently and will follow up on more.</li> <li>• There is nothing exceptional to report. In term of satisfaction it is still remains the same.</li> </ul> <p><b>3 Delivery Plan Highlights-APM</b></p> <ul style="list-style-type: none"> <li>• APM to update for the next meeting.</li> </ul>	<p><b>AW</b></p> <p><b>APM</b></p>
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#### **4 ASB Bill/Incremental Approach- APM**

- Partners have received the documents. First time a full document has been prepared which details how ASB is being dealt with. Contents page bookmark not defined JF to looking into this for the next meeting.

#### **5 Budget/Funding Update –APM**

- Detailed spreadsheet was presented showing the exact amount of money that has been spent. OWBC were anticipating some money from County as there is a shortfall of thousand pounds. JF to looking into this.
- CROW scheme money can be added on to the City Watch, once the signature documents have been submitted to TSB bank as the account has been locked and in the process of going through a check of allowing access.
- OWBC monitors on the projection.
- Title of the document to be changed to Community Safety Partnership from Crime and disorder.

#### **6 JAG Review Update-APM**

- KL mentioned that JAG meetings have got the right agencies in place and the input given by all parties is good compared to the pervious team. KL had an opportunity to attend a recent meeting and was pleased to see the progress.

#### **7 CCTV Policy –APM**

- Current policy has updated the changes that SB & KL requested.
- APM to take CCTV policy as a part of Council policy.
- Further discuss needs to take place on the process for clarification of roles, responsibilities and monitoring.
- A procedural manual needs to be in place
- Policy needs to be approved by the legal team.
- An inspection from Regulation of Investigatory Powers Act (RIPA) is due soon and important that the partnership work is documents on use of these powers.
- APM to contact Harborough council to compare they policy with OWBC as recommended by Dave Franks

#### **8 Transforming Rehabilitation Update-APM**

- JF transforming rehabilitation is progress well. JF to update in detail for the next CSP meeting in Jan 15.

#### **9 Police Restructure Update-Steve Bunn**

- Moving towards the model in readiness for the time by the end of March 2015.
- Internal staff applying for jobs.
- Inspector Promotion process is in progress, the new title being Neighbourhood police Area (NPA).
- Rob Nixon well be looking into partnership working.

#### **10 Domestic Abuse Report WALL**

- No representative present and Q2 performance not available.

**11 Leicestershire Fire & Rescue.**

- NT updated that only 19 primary fires since April 2014
- 6 deliberate fires out of which 3 were by children being inquisitive.
- Secondary fires only 11 since April. No major concerns
- 6 RTC incidents since April
- Sanjay Bulsara to replace Nick Tarry.

**12 Leicestershire County Council update- James Fox.**

- JF updated on 'Project 360' regarding domestic abuse victim engagement a briefing note is circulated with the minutes for information.
- James outlined that due to a number of changes and reviews regarding funding and commissioning the County Council were looking to commission revised domestic abuse services for October 1<sup>st</sup> 2015. Partner agencies and other stakeholders will be involved in the development of this approach and how services look in the future.

**AOB**

None

**Date of next meeting: 19<sup>th</sup> January 2015**



**MINUTES OF A MEETING OF THE SERVICE DELIVERY COMMITTEE  
HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 21  
OCTOBER 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor G A Boulter – Chair  
Councillor Mrs S Z Haq – Vice Chair

Councillors J W Boyce, D M Carter, L A Bentley, F S Broadley , Mrs S A  
Dickinson , Mrs L Eaton

Officers in Attendance: A Court, P Loveday, A Pathak-Mould , K Garcha , J  
Guazzaroni

Min Ref	Narrative	Officer Resp
22.	<b><u>APOLOGIES</u></b>  Apologies for absence received from Councillors M Chamberlain, J Gore and K Loydall and R Thakor.	JG
23.	<b><u>APPOINTMENT OF SUBSTITUTES</u></b>  P Swift for J Gore.	
24.	<b><u>DECLARATIONS OF INTEREST</u></b>  Councillor J W Boyce declared an interest in relation to item 10 on the Agenda in that he used to work for AGE UK.	
24.	<b><u>PETITIONS AND DEPUTATIONS</u></b>  None	JG
25.	<b><u>MINUTES – 8 JULY 2014</u></b>  <b>RESOLVED:</b> That the minutes of the previous meeting held on 8 July 2014 be taken as read, confirmed and signed.	JG
26.	<b><u>ACTION LIST – 8 JULY 2014</u></b>  <b>RESOLVED:</b> That the action list be noted.	JG

<p><b>27.</b></p>	<p><b><u>COMMITTEE BUDGET REVIEW- APRIL TO AUGUST 2014</u></b></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial Officer as set out in report pages 11 to 14, which should be read together with these minutes as a composite document.</p> <p>The Finance Manager explained the background to the report and explained the reasons for the £55,000 overspend.</p> <p>A Member queried the Orchard Upgrade Scheme balance in the Housing Revenue Account. The Head of Community explained that it was a stand alone account but appeared as a profit.</p> <p>In relation to the Capital Programme, a Member queried the Grand Union Footbridge account figures and asked when the bridge will be built .The Director of Services explained that Officers had revisited the issue regarding the building of a bridge and having spoken with the Waterways Board found that £55,000 does not cover the cost of building a bridge but were looking actively at finding a solution.</p> <p>A Member queried the Ellis Park Health and Safety balance and was informed by the Director of Services explained that it was the upgrading of play equipment.</p> <p><b>RESOLVED:</b> That Members note the report and recommendations.</p>	
<p><b>28.</b></p>	<p><b><u>FEES &amp; CHARGES 2015/16</u></b></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial and Section 151 Officer as set out in report pages 15 to 31, which should be read together with these minutes as a composite document.</p> <p>The Finance Manager explained the background to the report and explained that the Retail Price Index had been used as a guide for Heads of Service when considering the 2015/16 increase.</p> <p>A Member moved that under 3.7 the charge to be introduced for the interment in a grave of child, resident in the borough, aged between 1 month and 12 years should be removed.</p> <p>A Member queried why the charge for football pitches at William Gunning Park has been removed and whether it was a designated pitch. The Director of Services explained that due to the very limited space available on this park for a pitch,</p>	

	<p>it was not feasible to hire it out for reasons including health and safety and anti social behaviour. It was queried whether this pitch was included in the playing pitch strategy. Another Member suggested that the playing pitch strategy be consulted for confirmation.</p> <p>A Member queried why there was no charge for 5 a side football at Peace Memorial Park. The Director of Services said she would look into it and report back.</p> <p>A Member queried the charges for bowling and suggested the charge for visiting teams should be removed and that reduced rates should be given to over 65's. Another Member suggested that we need to check and benchmark this and that a report on discount for bowling should be brought to the committee.</p> <p><b>RESOLVED:</b> That the report be noted and that the charge discussed at paragraph 3 above be removed.</p>	
29.	<p><b><u>HOUSING REVENUE ACCOUNT AND BUSINESS PLAN UPDATE</u></b></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial and Section 151 Officer as set out in report pages 32 to 42, which should be read together with these minutes as a composite document.</p> <p>The Head of Community explained the background to the report and recommendation sought.</p> <p>Members discussed the report and one suggested that the financial report should not come to this committee and that only the business plan update element be brought. The Head of Community explained that it was historical practice that the financial report also is presented to the Committee.</p> <p>Members also discussed figures for new build Council houses with one Member stating a reasonable target would be 5 a year.</p> <p>The Head of Community stated that this was aspirational and that a registered provider has already provided 12 homes between March and April 2014.</p> <p>The Head of Community stated that they had identified a property for a family where one of the children had a disability which was in the area of the children's school and that £250,000 was a consideration</p>	

	<p>She went on to state the amounts were as per the plan and that there were limits on what the Council can use for new builds and that government guidelines suggest a maximum of 30% towards cost of acquisitions.</p> <p>It was voiced that a debate should be had with regard to new build homes and a Member suggested empty homes should be brought back into use.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	
<p><b>30.</b></p>	<p><b><u>DELIVERY OF HOUSING REVENUE ACCOUNT (HRA)</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 43 to 56, which should be read together with these minutes as a composite document.</p> <p>The Head of Community explained the background to the report and recommendation sought.</p> <p>She informed Members there was a 99% target on rent collected and that anticipated income cannot be taken into account. She went on to say that the Council had been benchmarked against 4 other Local Councils and assessed as the second best performing and had 100% gas safety compliance.</p> <p>In relation to housing related support funding for sheltered schemes this will come to an end in September 2015. At this time the adult and social care services will be responsible for providing support services to this group of people and individuals will be assessed. In this new way, everyone in the scheme can opt in or opt out in respect of services that they receive. A Member asked if people opted out could change their mind and opt back in and another Member enquired after the charge for a lifeline call. The Head of Community stated that people could opt back in and that the cost for a lifeline call was £3 from a phone line.</p> <p>She also informed Members that Capital programme was progressing well.</p> <p>In relation to the 16/17 year old protocol for homelessness, the Head of Community gave details of this and how it will work in that the Council have a responsibility for 16/17 year olds and we must work within the protocol so that they are placed in a safe place. Social services have 42 days to investigate and under the protocol we need to keep that time.</p>	

	<p>A Member commented that it is good to note that the report dovetails the Health and Wellbeing agenda as well as other Community and support related services. He then suggested that the Council should look into options through community self help.</p> <p><b>RESOLVED:</b> That the report was noted.</p>	
31.	<p><b><u>WASTE TASK GROUP – TERMS OF REFERENCE</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 57 to 59, which should be read together with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the terms of reference documents for the Waste Task Group be adopted.</p>	
32.	<p><b><u>LOCAL PARTNERSHIP GROUP</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 60 to 65, which should be read together with these minutes as a composite document.</p> <p>The Head of Community gave the background to the report and stated that the Council is waiting for a report to be published at the end of October and that there was no current published report on costings from Leicestershire County Council.</p> <p>A Member raised concern that the health authorities and Police had gained financially but it had cost local authorities.</p> <p>The Head of Community stated that the Family Intervention report is not published but she was aware of it.</p> <p>A Member stated that the Supporting Leicestershire Families (SLF) should be debated at another committee.</p> <p>A Member asked for the total number of step up and step down cases .The Head of Community stated there were 2 step up cases.</p> <p>A Member raised concern as to the risk to the work of the partnership if stopped due to Government cuts. This risk to be considered as part of the internal work ongoing on partnership agreements. He went on further to discuss SLF and said that the spend we place on this is a locally potential cash benefit and that we need to monitor to how funds were</p>	

	<p>spent. He emphasised that the reporting of performance should be improved and that if that is the case then the partnership could continue to be supported.</p> <p>The Head of Community noted this.</p> <p><b>RESOLVED:</b> That the report is noted and that an action plan in regard to the ongoing Governance of the Local Partnership Group is required to come to the Committee.</p>	
<p>33.</p>	<p><b><u>ADVICE AND INFORMATION SERVICES BY LEICESTERSHIRE CITIZENS ADVICE BUREAU</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 66 to 85, which should be read together with these minutes as a composite document.</p> <p>The Head of Community gave the background to the report.</p> <p>A Member raised concerns in respect of Citizens Advice Bureau stating that it was not as accessible as required. He stated that the Council needs an independent advice service for the benefit of residents. He stated we need to look how we best fulfil the provision of an advice service particularly due to the customer service transformation programme. The Head of Community agreed with the Members comments that members of the public had expressed their disappointment with the service.</p> <p><b>RESOLVED:</b> That the report be noted with the Members comments.</p>	
<p>34.</p>	<p><b><u>AWARD OF THE GAS SERVICING AND MAINTENANCE CONTRACT</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 86 to 89, which should be read together with these minutes as a composite document.</p> <p>The Head of Community explained the background to the report and recommendation sought.</p> <p>Members were informed that there were 1600 residential properties with a gas supply. The cost of gas servicing has been reduced from £114 per property down to £98 per property. It was noted that there had been no formal complaints from residents under the new contract.</p>	

	<p>A Member sought assurance of 100% gas safety compliance. The Head of Community stated that independent checks are carried out by an appointed contractor which can be audited at any point.</p> <p>A Member raised concern as to whether or not the new contractor who also had contracts with Hinckley and Bosworth Council and Corby Borough Council can satisfactorily carry out the contract. The Head of Community said that a detailed contractual agreement is in place and complaints will be monitored closely.</p> <p>The Head of Corporate Resources indicated that during the course of negotiations it was clear that the contractor actively solicits a robust complaints process.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	
<p><b>35.</b></p>	<p><b><u>HOMELESSNESS PREVENTION POLICY AND PROCEDURE</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 90 to 109, which should be read together with these minutes as a composite document.</p> <p>The Head of Community gave a background to the report and that the Council had to formalise Policy and Procedure.</p> <p>A Member stated that the Policy needs to provide for the disclosure by a person of any property they have abroad.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	
<p><b>36.</b></p>	<p><b><u>ALLOCATION OF GARAGE POLICY AND PROCEDURE REVIEW</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 110 to 141, which should be read together with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the report be noted</p>	

37.	<p><b><u>ACHIEVEMENTS AT BROCKS HILL SEPTEMBER2013-14 AND OPERATIONS UPDATE</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 142 to 146, which should be read together with these minutes as a composite document.</p> <p>The Director of Services gave the background to report and stated that the café was now open until 4pm in winter months.</p> <p>A Member stated the Brocks Hill had done rather well and this should be acknowledged.</p> <p>A Member asked when the amphitheatre was to be completed. The Director of Services said that it was due to be completed by the end of the year.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	
38.	<p><b><u>SERVICE CHARTERS EXCEPTIONS REPORT –VERBAL UPDATE</u></b></p> <p>The Director of Services gave a verbal update informing Members that as reporting was by exception and that there were no Charters at present that had anything other than very minor percentage decreases this matter did not justify a written report. She informed them that work was ongoing and that the Committee would be kept updated.</p>	



<p>39.</p>	<p><b><u>AYLESTONE LANE ALLOTMENTS PROJECT – VERBAL UPDATE</u></b></p> <p>The Chair of the Committee informed Members that he had been contacted regarding the proposed new building to be built within the grounds of the allotment and to get this item on the agenda. He asked that if the Members were happy then it could move on to the Policy Finance and Development Committee.</p> <p>He informed Members that a bid had been made to the lottery fund to assist with the cost of the building.</p> <p>A Member asked if the neighbours had been consulted with regard to this. The Chair said that it would be next to communal gardens and away from residents and that neighbours had supported the allotments in the past.</p> <p>The Chair said he would seek more information for the project from the Chairman of the Aylestone Lane Allotment Association.</p> <p>A Member raised the fact that his workplace was in close proximity to the Allotments and asked for legal advice as to whether he could vote on this as he thought he may have an interest. The Head of Corporate Resources commented that it did not appear to be a personal interest.</p> <p><b>RESOLVED:</b> That the proposal is supported in principle but the Committee required further information with regard to the project proposal.</p>	
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Meeting closed 8:17pm

## **Place Shaping Working Group Minutes Oadby and Wigston Borough Council Wednesday 22<sup>nd</sup> October 2014**

### **Councillors:**

Councillor J W Boyce (Chair)  
Councillor L A Bentley  
Councillor J Kaufman  
Councillor Mrs L Kaufman

### **Officers:**

Adrian Thorpe	(Planning Policy and Regeneration Manager)
Kirstie Rea	(Senior Planning Policy Officer)
Jamie Carr	(Planning Policy Officer)
Judith Sturley	(Senior Economic Regeneration Officer)
Anita Pathak-Mould	(Head of Community)

### **1. Apologies:**

Councillor L Darr  
Councillor D M Carter  
Councillor R Thakor  
Councillor Mrs S B Morris  
Councillor Mrs JM Gore  
Councillor M Charlesworth

Mark Hryniw	(Town Centre Manager)
Anne Court	(Director of Services)
Daniel Britton	(Economic Regeneration Officer)
John Dickson	(Section 151 Officer)
Ed Morgan	(Planning Policy Officer)

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### **2. Minutes and matters arising**

- 2.1 No comments regarding previous minutes.
- 2.2 It was made aware to officers that William Gunning Park has had the football pitches removed; this change needs to be reflected in the Playing Pitch Strategy.

### **3. Presentation from the Homes and Communities Agency**

- 3.1 Holly Harrow from the Homes and Communities Agency was unable to attend the meeting and therefore the presentation to Members did not take place.
- 3.2 Anita Pathak-Mould explained that the Homes and Communities Agency are seeking opportunities to assist Local Authorities in bringing forward sites for affordable housing.

- 3.3 Anita Pathak-Mould said that Holly Harrow was to present on how the Homes and Communities Agency could support Oadby and Wigston Borough Council and set out the certain options that were available to bring forward affordable housing. One of the suggested approaches is to work in partnership with a Register Social Landlord (housing association).
- 3.4 Councillor Boyce asked if Holly Harrow could present at a future meeting. It was arranged for the presentation to take place on Tuesday 28<sup>th</sup> October at 6pm prior to Policy, Finance and Finance Committee.
- 3.5 Councillor Boyce suggested that there is a desire for the Council to provide affordable homes so advice from the Homes and Communities Agency would be very helpful.

#### **4. Town Centre Manager Update**

- 4.1 An agreement has been entered into with Central Electrical Services (CES) regarding the installation and removal of the three town centres Christmas/Festive lights. Four companies returned valid tenders, which were scored on price and quality resulting in CES successful.
- 4.2 Councillor Boyce asked if the decision to appoint CES has to go through the Committee process. Adrian Thorpe responded saying that he had been advised that it did not need to go through the Committee process.
- 4.3 The lights are currently being installed in Oadby, with Wigston due to commence in the coming weeks. South Wigston lights are due to be installed during November 2014.
- 4.4 The Christmas/Festive lights switch on dates are Oadby – Saturday 1<sup>st</sup> November 2014; Wigston – Saturday 29<sup>th</sup> November 2014; and, South Wigston – Saturday 6<sup>th</sup> December 2014.
- 4.5 Councillor Boyce referred to paragraph 4.9 of the Town Centre Managers Report, which suggests that no further lights could be purchased this year. Adrian Thorpe said that no further lights could be purchased and installed this year as the ordering and delivery process has relatively long timescales. In addition the Council has allocated its spending to reflect the public realm schemes.
- 4.6 An update was given regarding the public realm works that are currently ongoing within Oadby and Wigston town centres. Both sites are due to complete during November 2014 with official opening events taking place towards late November/early December 2014.
- 4.7 As part of the public realm schemes digital media signs are to be installed (replacing the previous multi faith sign in Oadby) within both Oadby and Wigston town centres. The signs have received advertising consent meaning other stakeholders other than the local authority can advertise events etc on the signs.

4.8 Councillor Boyce asked if a report could be sent to Policy, Finance and Development Committee in February 2015 which sets out what the signs will be used for, for example what they are likely to display.

4.9 Councillor Boyce asked if invites for the opening events for the two schemes could be sent to all Members as soon as dates are confirmed.

## **5. Business Breakfast and Economic Regeneration Update**

5.1 There were 78 attendee's at the most recent jobs fair. As a note Judith Sturley mentioned that the job seekers allowance had decreased in the last year within the Borough.

5.2 The 2<sup>nd</sup> Business Breakfast received a positive response and it was decided that there will be three business breakfasts each year. The third Business Breakfast is due to be held on the 27<sup>th</sup> January 2015.

5.3 The event on the 27<sup>th</sup> January 2015 is going to be trialled in the evening rather than the morning to see if the number of attendees increases.

5.4 To inform businesses of the event it will be promoted on the Business Directory webpage; over 400 letters will be sent out, including flyers; and South Leicestershire College will send out invites to those on their database.

5.5 Councillor J Kaufman attended the 2<sup>nd</sup> Business Breakfast and said that it was very informative, however it seemed like any grants available to businesses were very specialist.

5.6 Councillor Boyce agreed and said that he believed that the complexity of the grant process put many businesses off attempting to obtain them.

5.7 Judith Sturley mentioned that at the moment European funding rules do not allow retailers to apply for grants. There is however specialist advice available.

5.8 Councillor Boyce mentioned that he had been to all the Business Breakfasts that the Council had provided and noticed that each time the personnel was very different, which suggests that there were not many (if at all) return visitors.

## **6. Draft New Local Plan**

6.1 A working draft of the Local Plan was presented to Members in July; this is an update to that work.

6.2 Not a huge amount has changed with the document, however the evidence base and research behind the document is evolving.

6.3 The housing section of the Draft Local Plan has seen a few changes due to the Housing Market Area wide work that is currently being undertaken, for example the SHMA.

- 6.4 Housing Market Area wide working is extremely important within the current planning system as the Regional Spatial Strategy has been abolished, which set out a number of requirements, for example housing numbers. Local authorities in Leicester and Leicestershire are working closely on a number of planning matters, including a Strategic Growth Plan that is looking to set out the location of growth within the City and County.
- 6.5 The draft New Local Plan is due to be published for Issue and Options stage during summer 2015; with adoption of the final document in 2017.
- 6.6 Although the adoption date of the new plan is a couple of years off, this should not be a problem as the current plan is deemed up to date.
- 6.7 Councillor Boyce noted that Housing Market Area wide decision making is difficult and complex. It was mentioned that Councillor Boyce had experience of this as he attended the Members Advisory Group which is a HMA wide planning group of officers and lead members.

## **7. Stoughton Farm Park Development Brief**

- 7.1 The previous Stoughton Farm Park Development Brief is now out of date so needed updating. The brief seeks an element of control over the types and scale of development that occurs at the farm park.
- 7.2 The brief will not restrict all development; it seeks to encourage certain forms of development such as small scale retail associated with the farm park.
- 7.3 Councillor Boyce asked if specific types of retail could be encouraged, such as craft. It was explained that this could be added into the brief.
- 7.4 Councillor J Kaufman asked if the brief could seek to improve public transport links to the north of Oadby. Adrian Thorpe said that the brief was focussed specifically on the Stoughton Farm Park site rather than transport links to and from the park.

## **8. Any other Business**

- 8.1 The Investor Prospectus is due to be launch during November 2014.
- 8.2 Mark Hryniw is working with the Pride of the Borough Group to promote the Pride of the Borough Discount Card.

## **9. Date of Next Meeting**

- 9.1 Thursday 12 February 2015, 18:30, Committee Room, Council Offices, Wigston.

# Agenda Item 13s

**MINUTES OF A MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 28 OCTOBER 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor S B Morris – Chair  
Councillor D Gamble – Vice Chair

Councillors L A Bentley, G A Boulter, J W Boyce, J M Gore, R E R Morris, E Connell, B Dave, J Kaufman and L Kaufman

Officers in Attendance: M Hall , A Court, K Garcha, P Loveday, A Thorpe and I Dobson

Also in Attendance: T Ridout – Assistant Director for Audit (CW Audit), Anand Persaud (CW Audit)

Min Ref	Narrative	Officer Resp
54.	<b><u>APOLOGIES FOR ABSENCE</u></b>  L Broadley, K Loydall.	ID
55.	<b><u>APPOINTMENT OF SUBSTITUTES</u></b>  None.	
56.	<b><u>DECLARATION OF INTERESTS</u></b>  None.	
57.	<b><u>MINUTES OF LAST MEETING</u></b>  <b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 23 September 2014, be taken as read, confirmed and signed.	
58.	<b><u>PETITIONS AND DEPUTATIONS</u></b>  None.	
59.	<b><u>ACTIONS LIST</u></b>  Members noted the action list.	
60.	<b><u>INTERNAL AUDIT PROGRESS REPORT 2014/15</u></b>	

	<p>The Committee considered the report of the Chief Financial Officer and appendices as set out in report pages 10-27 which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer informed Members that the report gave details of reviews and audits carried out by Internal Audit, including an analysis of grant funding in respect of partnership working. He also drew Members attention to the request to extend the CW Audit contract for Internal Audit until March 2016.</p> <p>A Member queried the cost of extending the contract, which was not clear from the report.</p> <p>The Assistant Director (Audit) for CW Audit confirmed that the existing contract allowed for such an extension at the same cost as currently agreed, which would represent continued good value for money for the Council.</p> <p>The Committee discussed a number of outstanding actions and it was confirmed that updates had been provided to CW Audit in each case.</p> <p>A Member requested an update on the Business Rates: Charitable Relief Policy. The Chief Financial Officer confirmed that it had been drafted. It was requested that the Policy be brought to Committee for adoption.</p> <p>A Member requested that CW Audit carry out an additional audit on current projects that rely on some form of external funding. He specified that financial and reputation risk should be assessed along with benchmarking against comparable organisations on making successful applications for grant funding.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the progress report for 2014/15 be noted</li> <li>2. That the internal audit contract with CW Audit be extended until March 2016</li> </ol>	
61.	<p><b><u>COMMITTEE BUDGET REVIEW – APRIL TO AUGUST 2014</u></b></p> <p>The Committee considered the report of the Chief Financial and Section 151 Officer as set out in report pages 28-31 which should be read in conjunction with these minutes as a composite document.</p>	

	<p>The Chief Financial Officer informed Members that there was nothing significant to report and that the budget is continually monitored.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	
<p><b>62.</b></p>	<p><b><u>OVERALL BUDGET POSITION – APRIL TO AUGUST 2014</u></b></p> <p>The Committee considered the report of the Chief Financial and Section 151 Officer as set out in report pages 32 – 37 which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer informed Members that there was no current overspend and that the budget is continually monitored.</p> <p>A Member queried the accuracy of £10 million budget for the Leisure Redevelopment and it was agreed by the Committee that this figure should be checked.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the current budgetary position on the General Fund, Housing Revenue Account and Capital Programme be noted.</li> <li>2. the revenue budget supplementary and virement requests listed in the report be approved.</li> </ol>	
<p><b>63.</b></p>	<p><b><u>FEES AND CHARGES 2015/16</u></b></p> <p>The Committee considered the report of the Chief Financial and Section 151 Officer as set out in report pages 38 – 66 which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer stated that the report sought to obtain Member approval for Fees and Charges for 2015/16 and some minor corrections relating to the calculation on the retail price index would be updated prior to the fees coming into force.</p> <p>He went on to explain that the report also recommended that following an extensive consultation a subsidy for ‘other faith burials’ be reduced to £1000 from 1 November 2014 to be reviewed in 2016/17 budget setting.</p> <p>A Member of the Committee queried the use of the terminology of ‘other faith burials’. He also raised concerns about the</p>	



	<p>compatibility of the recommendation with the public sector duties contained within the Equality Act 2010 and requested that this be considered by Officers.</p> <p>The Director of Services confirmed that a wide consultation had taken place on the matter.</p> <p>The Committee discussed this point and it was agreed that this matter needed further work to consider whether the subsidy is feasible in the future which should consider the matter without making any assumptions about the needs of different faith groups for burial or cremation.</p> <p>The Chairman stated that the Council had recently appointed a Community Engagement Officer who would be requested to look into the other faith burial subsidy scheme.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the charges outlined in Appendix 1 be approved subject to minor changes to some miscalculations in respect of uprating in line with the Retail Price Index.</li> <li>2. That the subsidy towards other faith burials be approved as a maximum of £1000 with effect from 1 November 2014 and to be reviewed in 2016/17 budget setting.</li> </ol>	
<p><b>64.</b></p>	<p><b><u>BUDGET STRATEGY 2015/16 – 2016/17</u></b></p> <p>The Committee considered the report of the Chief Financial Officer and Section 151 Officer as set out in report pages 67 – 89 which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer informed Members that the report provided an update of the Council’s projected annual financial position for the 2015/16 &amp; 2016/17 years. He went on to say that significant savings must be found to balance the budget. He informed Members that consultation with businesses and residents together with the Council’s agreed priorities would form the basis of future spending plans.</p> <p>A discussion took place around tight timescales of internal procedures for the drafting and finalisation of reports during the budget setting process. A Member made the point that this process is an operational matter for Officers to determine.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the financial projections be noted</li> </ol>	

	<p>2. the draft budget strategy be considered and noted</p> <p>3. the principles set out in the report be approved as a basis for the budget strategy for the financial years 2015/16 to 2016/17.</p>	
<b>65.</b>	<p><b><u>RESIDENT FORUM OUTTURN BUDGET POSITION AND ALLOCATION REQUESTS</u></b></p> <p>The Committee considered the report of the Chief Financial and Section 151 Officer as set out in report pages 90 – 94 which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the Forum budget positions be noted.</li> <li>2. the allocation requests from the Forums as set out in the report be approved.</li> </ol>	
<b>66.</b>	<p><b><u>RISK MANAGEMENT UPDATE</u></b></p> <p>The Committee considered the report of the Chief Financial and Section 151 Officer as set out in report pages 95 – 105 which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the review of the Strategic Risk Register be noted.</p>	
<b>67.</b>	<p><b><u>BUSINESS RATES POOLING</u></b></p> <p>The Committee considered the report of the Chief Financial and Section 151 Officer as set out in report pages 106 – 113 which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the delegation of authority to both the Chief Executive and the Chief Financial Officer in consultation with the Leader and Chair of the Policy, Finance and Development Committee to agree to this Council re-pooling business rates for the financial year 2015/16 with Leicester City Council, all Leicestershire District Councils and the Leicester, Leicestershire and Rutland Combined Fire Authority if the Chief Financial Officer considers that the financial conditions are beneficial be</li> </ol>	

	<p>approved.</p> <p>2. That the delegation of authority to both the Chief Executive and the Chief Financial Officer in consultation with the Leader and Chair of Policy, Finance and Development Committee to agree the pooling governance arrangements, including the legal agreement be approved.</p> <p>3. That the delegation of authority to both the Chief Executive and the Chief Financial Officer in consultation with the Leader and Chair of Policy, Finance and Development Committee to agree to withdrawal from the pool for the financial year 2016/17 if information in the Local Government Finance settlement in December 2015 indicates that continued pooling would not be in the best interest of the Council be approved.</p>	
<p><b>68.</b></p>	<p><b><u>HOUSING REVENUE ACCOUNT BUSINESS PLAN UPDATE</u></b></p> <p>The Committee considered the report of the Chief Financial and Section 151 Officer and Head of Community as set out in report pages 114 -125 and appendix 2 in the supplementary agenda pack pages 1 - 11 which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer confirmed that the consultant's review of the Housing Revenue Account is that it remains robust. He went on to say that there is currently no provision for the building of Council Housing but there is headroom of around £3 million that can be borrowed against the Housing Revenue Account for this purpose.</p> <p>He went on to explain that no more than 30% of Right To Buy receipts could be used to fund the building of new homes, which means that 70% of the cost of building would have to found from elsewhere such as borrowing against the Housing Revenue Account.</p> <p>A Member raised concern about a shift in emphasis from use of Housing Revenue Account funds to a split with Right To Buy receipts, which was not made clear when the decision was made to take on part of the national debt in exchange for keeping rental incomes.</p> <p>The Head of Community stated that the previous plan had been based on an assumption of only 1 or 2 Right To Buy sales per year. She went on to say that the market has now been reinvigorated and more houses are being bought at discounted rates. She informed Members that guidance</p>	

	<p>detailing the 70/30 split from the Department of Communities and Local Government had been released late which impacts upon Councils nationwide to replace Right To Buy homes like for like.</p> <p>A Member of the Committee suggested that consideration should be given to how the Council can best invest £100k from Right To Buy sales.</p> <p>The Committee discussed this matter and commented upon the excellent analysis provided by the Head of Community. They noted the importance of building 1 and 2 bedroom homes. Members were united in taking a mixed approach to achieving this target and it was suggested that external expertise in delivering this may be good use of some of the resource. It was agreed that all of the options contained within the appendix be considered as part of the action plan for achieving around 6 homes per year, which should be viewed as an aspirational and flexible target.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. progress on the Housing Revenue Account 30 year business plan for 2014/15 and three year forward financial projection be noted.</li> <li>2. a report be produced for Policy, Finance &amp; Development committee to develop an action plan for a mixed approach to building around an additional 6 council homes a year, which should be viewed as an aspirational and flexible target.</li> </ol>	
69.	<p><b><u>ADVICE AND INFORMATION SERVICES BY LEICESTERSHIRE CITIZENS ADVICE BUREAU</u></b></p> <p>The Committee considered the report of the Head of Community as set out in report pages 126 – 144 which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Community informed Members that the report provides details on the timetable for renewing the voluntary advice contract.</p> <p><b><u>RESOLVED:</u></b> That</p> <ol style="list-style-type: none"> <li>1. the report and timetable for the review of the voluntary advice contract in advance of the expiry in August 2015 be noted.</li> </ol>	

	<p>2. the proposed timetable for the consideration and approval of a new advice and information service contract be approved.</p>	
<p>70.</p>	<p><b><u>REVIEW OF THE BOROUGH OF OADBY &amp; WIGSTON (OFF STREET PARKING PLACES) ORDER 2008</u></b></p> <p>The Committee considered the report of the Director of Services as set out in report pages 145 – 146 which should be read in conjunction with these minutes as a composite document.</p> <p>The Director of Services informed Members that approval was requested to enable the revised car parking arrangements and relining of bays to proceed.</p> <p>A Member expressed concern about not having a ticket machine in short stay car parks which could result in the public having to walk to a long stay car park in the event of wishing to park beyond the permitted period of free shoppers parking.</p> <p>The Director of Services confirmed that improved signage would clarify the distinction between short stay and long stay car parks.</p> <p><b><u>RESOLVED:</u></b> That approval be given for the Legal Team to draft an amended Parking Order to be sent out for a statutory consultation.</p>	
<p>71.</p>	<p><b><u>PUBLIC REALM WORKS WITHIN WIGSTON AND OADBY TOWN CENTRES SPEND UPDATE</u></b></p> <p>The Committee considered the report of the Director of Services and Planning Policy and Regeneration Manager as set out in report pages 147 – 148 which should be read in conjunction with these minutes as a composite document.</p> <p><b><u>RESOLVED:</u></b> That the report be noted.</p>	
<p>72.</p>	<p><b><u>PROGRESS WITH DEVELOPMENT OPPORTUNITIES IN THE BOROUGH</u></b></p> <p>The Committee considered the report of the Director of Services and Planning Policy and Regeneration Manager as set out in report pages 149 – 151 which should be read in conjunction with these minutes as a composite document.</p> <p><b><u>RESOLVED:</u></b> That</p> <p>1. the position with regard to the potential development</p>	

	<p>opportunities in Borough be noted.</p> <p>2. the Council's commitment to use its compulsory purchase powers where necessary in order to assemble sites to achieve the Council's regeneration and development priorities be re-affirmed.</p>	
<p><b>73.</b></p>	<p><b><u>EVENTS POLICY</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 152 -167 which should be read in conjunction with these minutes as a composite document.</p> <p>Councillor Dean Gamble declared an interest in this item as a holder of a Street Trading Consent issued by the Council.</p> <p><b><u>RESOLVED:</u></b></p> <ol style="list-style-type: none"> <li>1. That the Policy and be adopted.</li> <li>2. That determination of Road Closure Orders submitted in line with the Policy be delegated to the Head of Corporate Resources.</li> </ol>	
<p><b>74.</b></p>	<p><b><u>CORPORATE RESOURCES POLICIES</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 168 - 330 which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Corporate Resources informed Members that the Policies before them were essential to good governance and performance management.</p> <p>A Member made the point that Honorariums should be for work that has been carried out above and beyond the expectations of the employee and not for normal day to day duties.</p> <p>A report on current honorariums is to be presented to the next committee meeting.</p> <p>A Member commended the clearly written policies which would provide good protection the Council and it's staff.</p> <p><b><u>RESOLVED:</u></b> That the Policies set out in the report be adopted and authority to be delegated to the Head of Corporate Resources to make amendments arising out of changes to the law.</p>	

75.	<p><b><u>ITEM ADMITTED TO THE MEETING UNDER SECTION 100B(4)(b) OF THE LOCAL GOVERNMENT ACT 1972:</u></b></p> <p><b>RESOLVED:</b> That by reason of special circumstance in that an additional item of business needs to be considered before the next meeting of the Committee, the Chair resolved that the following item should be considered at this Meeting as a matter of urgency.</p>	
76.	<p><b><u>GREEN WASTE</u></b></p> <p>The Committee considered the report of the Chief Executive as set out in supplementary report pages 12 - 25 which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Executive informed Members that the collection of green waste service requires changes to the way in which it currently operates to address health and safety concerns in relation to crews and also to ensure that the service allows a continued collection of green waste for residents without introducing a charge.</p> <p>He went on to say that the report sets out a variety of options for Members to consider in relation to the collection of green waste, with the recommended option proposing a choice for residents to leave up to four bags or a wheeled bin. It would also be possible for residents to purchase additional bins if they required more capacity.</p> <p>Further, he stated that a high profile implementation strategy would run alongside the roll out to ensure that residents had an opportunity to make a choice in relation to the collection of green waste under the new system, which is to be launched February 2015.</p> <p>Members discussed this matter and acknowledged that the amount of green waste currently being left for collection is causing operational problems.</p> <p>The Chairman emphasised that the proposed scheme is not a method of bringing in wheeled bins for general waste and recycling services.</p> <p>A Member emphasised that a clause preventing wheeled bins from being left on the frontages of properties must be included. He also sought assurance from the Chief Executive that the scheme was deliverable within the timescales.</p>	

	<p>The Chief Executive confirmed that the scheme would be ready to start in February 2015 and that contingency plans were already in place to prevent slippage.</p> <p>In response to queries from the Committee, the Chief Executive confirmed that lead in times for delivery of the bins are reasonable and could be delivered directly to resident's homes.</p> <p>A Member suggested that additional resources be put in place for the initial stages of implementation to assist with queries relating to the scheme.</p> <p><b>RESOLVED:</b> That</p> <p>1.1 The Council provide households with re-usable green garden sacks free of charge for garden waste.</p> <p>1.2 the limit of four sacks to be provided to each household be approved</p> <p>1.3 Where a household's requirement is more than four garden sacks, the use of sacks will be replaced with a bin free of charge. A bin can hold up to eight to ten sacks worth of green waste.</p> <p>1.4 households which put out less than four garden sacks will also have the choice of being provided with a free bin.</p> <p>1.5 additional bins be made available to ensure there is an unlimited collection service</p> <p>1.6 a one off charge of around £20 be made for any additional bins.</p> <p>1.7 the high profile implementation strategy as set out in Section 7 of the report be approved.</p>	
77.	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b>RESOLVED:</b> That under Section 100 A (4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act (as amended).</p>	
78.	<p><b><u>PROTECTING THE PUBLIC PURSE</u></b></p>	



	<p>The Committee considered the report of the Chief Financial Officer and the report provided by CW Audit on Counter Fraud Strategies.</p> <p>The Assistant Director (Audit) for CW Audit updated Members on a checklist that had been produced to assure Members that processes are in place in relation to counter-fraud strategies, policies and procedures.</p> <p><b>RESOLVED:</b> That the content of the appendix be noted.</p>	
79.	<p><b><u>SPORTS GROUND – LEICESTER ROAD, COUNTESTHORPE</u></b></p> <p>The Committee considered the report of the Chief Financial and Section 151 Officer as set out in report pages 341 -343 which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer informed Members that this report provided an updated position following the meeting of the Committee in July.</p> <p>Members suggested that a clause should be included to ensure that if the land is sold for any other purpose in the next 50 years, the Council would be entitled to a proportion of the proceeds.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the sale of the Meadows Sports Ground be approved.</li> <li>2. the continued hire arrangements stay in place.</li> <li>3. Full and final payment of agreed amount be accepted.</li> </ol>	

**The Meeting Closed at 21:39.**

# Agenda Item 13t

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL  
ENFORCEMENT SUB-COMMITTEE HELD AT THE COUNCIL OFFICES,  
WIGSTON ON MONDAY 3<sup>rd</sup> NOVEMBER 2014, COMMENCING AT  
5.30 P.M.**

**IN ATTENDANCE:**

Councillor L A Bentley – Chair

Councillors: D M Carter, Mrs J M Gore, R E R Morris

Officers in Attendance: K Garcha, C Forrett, C Andrade, P Johnson , S Dukes and Jamie Guazzaroni

Min Ref	Narrative	Officer Resp
<b>10.</b>	<p><b><u>APOLOGIES</u></b></p> <p>None received</p>	
<b>11.</b>	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 7 July 2014, be taken as read, confirmed and signed.</p>	
<b>12.</b>	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>Councillor R E R Morris stated that he lived next door 1 Butt Close , Wigston (case Number 14/00158/UNAWKS)</p>	
<b>13.</b>	<p><b><u>FORMAL NOTICES SERVED</u></b></p> <p>The Sub-Committee gave consideration to formal notices served where a breach of planning control has not yet been resolved. These notices are set out in report pages 4 to 7 and should be read together with these minutes as a composite document.</p> <p>The Corporate Enforcement Officer, Planner and Planning Control Manager gave verbal updates on those notices that had been served. He also discussed the progress of several ongoing appeal cases.</p> <p>Members considered several cases which had been recommended for closure.</p>	

	<p><b>RESOLVED:</b> That the following cases be closed:</p> <ul style="list-style-type: none"> <li>• 13/00130/UNAWKS</li> <li>• 11/00037/UNAUTU</li> <li>• 12/00052/UNAWKS</li> <li>• 13/00165/UNAWKS</li> </ul>	
14.	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b>RESOLVED:</b> That under Section 100 A (4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act (as amended).</p>	
15.	<p><b><u>FORMAL NOTICES TO BE SERVED</u></b></p> <p>The Sub-Committee gave consideration to formal notices to be served where a breach of planning control has not yet been resolved.</p> <p>The Corporate Enforcement Officer, Planner and Planning Control Manager gave an update on those formal notices which were expected to be served shortly.</p> <p><b>RESOLVED:</b> Report Noted</p>	
16.	<p><b><u>ITEMS FOR DISCUSSION – CONSIDERATION OF CASES TO BE CLOSED</u></b></p> <p>The Sub-Committee considered several cases which had been live for 90 days or more. The Sub-Committee were given verbal updates on these cases and determined whether they could be closed as no further action was required, or whether unresolved matters warranted them being kept open beyond the 90 day period.</p> <p>Members agreed to close several enforcement cases which had now been resolved or which did not warrant further action.</p> <p><b>RESOLVED:</b> That the following cases be closed:</p> <ul style="list-style-type: none"> <li>• 12/00142/UNAUTU</li> <li>• 13/00182/UNAWKS</li> <li>• 14/00064/ UNAWKS</li> <li>• 14/00075/ UNAWKS</li> <li>• 14/00107/UNAWKS</li> </ul>	

- 14/00136/ UNAUTU
- 14/00145/COND
- 14/00154/215
- 14/00009/215
- 14/00053/UNAWKS
- 14/00071/UNAWKS
- 14/00106/UNAUTU
- 14/00119/215
- 14/00126/UNAWKS
- 14/00148/215
- 14/00089/CONENF
- 14/00117/UNAUTU
- 14/00139/UNAWKS
- 14/00153/215
- 13/00202/UNAWKS
- 14/00027/UNAUTU
- 14/00073/215
- 1400131/UNAWKS
- 13/00029/UNAWKS
- 13/00099/UNAWKS
- 14/00010/UNAWKS
- 14/00019/215
- 14/00024/COND
- 14/00038/UNAUTU
- 14/00044/UNAWKS
- 14/00076/215
- 14/00111/215
- 14/00112/215
- 14/00113/215
- 14/00116/215
- 14/00134/UNAUTU
- 13/00088/215
- 13/00089/215
- 13/00143/215
- 13/00168/UNAWKS
- 13/00177/215
- 13/00179/215
- 13/00190/CONENF
- 14/00060/UNAWKS
- 14/00074/UNAWKS
- 14/00122/UNAWKS
- 14/00130/UNAWKS
- 14/00178/UNAUTU
- 14/00033/UNAWKS
- 14/00052/UNAUTU
- 14/00059/UNAWKS
- 14/00137/UNAWKS

	<ul style="list-style-type: none"> <li>• 14/00017/UNAWKS</li> <li>• 14/00147/215</li> <li>• 14/00094/UNAWKS</li> <li>• 14/00127/UNAWKS</li> <li>• 14/00143/UNAUTU</li> </ul>	
17.	<p><b><u>LOW PRIORITY CASES</u></b></p> <p>The Sub-Committee noted low priority cases where a breach of planning control has not yet been resolved.</p> <p><b>RESOLVED:</b> That the report be noted and the following cases closed.</p> <ul style="list-style-type: none"> <li>• 14/00132/UNAWKS</li> <li>• 14/00163/UNAWKS</li> <li>• 14/00141/UNAWKS</li> </ul>	
18.	<p><b><u>CLOSED CASES</u></b></p> <p>The Sub-Committee noted recently closed cases.</p> <p>The Planning Control Manager informed the Members that the Planning Charter is going to be amended and a report will be coming back to the Committee at a later date. He also informed the Members that a report giving a broad overview of Closures for the last 12 months would be going to the Development Control Committee December meeting and then an update quarterly by Ward.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	

**The Meeting Closed at 6.58 p.m.**

# Agenda Item 13u

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON THURSDAY 13 NOVEMBER 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

L A Bentley – Chair  
R Eaton – Vice Chair

Councillors: G A Boulter, F Broadley, D Carter, M Charlesworth, D Gamble, J Gore, S Z Haq, J Kaufman, L Kaufman, R Morris and S Morris

Officers in Attendance: T Carey, A Court, I Dobson, S Dukes, C Forrett and J Guazzaroni

Others in Attendance: Mr Mistry/Mr Smith (Petitioners), Mr C Robinson, Mr P Hubbard, Mr C Wright, Cllr J Boyce (Speakers)

Min Ref	Narrative	Officer Resp
<b>40.</b>	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Prior to receiving the apologies Councillor Robert Eaton was elected vice-chairman in the absence of Councillor Linda Broadley.</p> <p>Apologies received from Councillors L Broadley, B Dave, H Loydall</p>	
<b>41.</b>	<p><b><u>DECLARATIONS OF SUBSTITUTIONS</u></b></p> <p>None.</p>	
<b>42.</b>	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>Councillor G Boulter declared that he was a Consultee on application number 14/00407/TPO and that he would speak before leaving the room for the debate and voting.</p> <p>Councillor L Kaufman declared on behalf of herself and J Kaufman that their son is employed by Tesco in respect of application number 14/00405/FUL.</p> <p>Councillor S Morris declared that she is a governor at a school where the head teacher is employed by Guthlaxton College but remained open minded on application number 14/00407/TPO</p>	

	<p>Councillor R Morris declared that he had been contacted by residents about application number 14/00405/FUL but had referred them to Cllr J Boyce as a South Wigston ward councillor that does not sit on the committee.</p> <p>Councillor J Gore declared that her husband is the Chairman of Governors at Guthlaxton College but remained open minded on application number 14/00407/TPO.</p>	
<b>43.</b>	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>Two petitions objecting to planning application 14/00405/FUL &amp; 14/00402/FUL received by the Committee.</p> <p>Mr Mistry addressed the committee in relation to the petition objecting to application 14/00405/FUL made by Tesco Stores. He suggested that the granting of the application would impact upon the viability of the high street (Blaby Road) and specifically upon 3 shops located in the vicinity, where the planned activity would be in direct competition with those existing shops. He went on to say that an additional 80 signatures had been collected since the original submission of the petition.</p>	ID
<b>44.</b>	<p><b><u>MINUTES</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 16 October 2014, be taken as read, confirmed and signed.</p>	
<b>45.</b>	<p><b><u>REPORT OF THE DEVELOPMENT CONTROL MANAGER</u></b></p> <p>The Committee considered the agenda update which was circulated at the meeting.</p> <p><b>1. 14/00354/OUT Land To Rear Of 29&amp;31 Kew Drive, Wigston, Leicestershire, LE18 1HH. Outline application for a detached bungalow and associated garages with access and layout included.</b></p> <p>Mr Colin Robinson addressed the Committee informing Members that the proposed eco-friendly bungalow was being built for his own retirement and would provide adequate parking and improved lighting for the plot.</p> <p>The Planning Officer informed Members that the proposal is considered to be in keeping with the character and appearance of the wider area and given that the plot sizes of 29 &amp; 31 Kew Drive are anomalies within the area, it would not set a</p>	

precedent for similar developments as it could not be replicated.

A Member sought assurance that the granting of the proposal would not set a precedent, which was confirmed by the Planning Control Manager.

**RESOLVED:** That the application be permitted as set out in the report.

- 2. 14/00396/FUL 71 Repton Road, Wigston, Leicestershire, LE18 1GD. Erection of two storey side and rear extensions and new pitched roof over existing single storey extension to rear (Application Revision B).**

**RESOLVED:** That the application be deferred to allow for the rescheduling of a site visit which was unable to take place on the day of the meeting.

- 3. 14/00402/FUL 31 Mercia Drive, Oadby, Leicester, LE2 5GB. Erection of a two storey side extension and single storey rear extension (Application Revision A).**

Mr Hubbard addressed the Committee in objection to the application informing Members that local residents were concerned about the size of the extension on a small plot which he suggested would dominate the vicinity. He went on to say that the extension would overlook two bungalows and restrict light and lead to increased noise. Finally, he raised concerns about the potential use of the bungalow for disadvantaged children which he felt could impact negatively upon the area.

The Planning Officer informed Members that the agenda update reflected amendments that had been received in respect of this application since the publication of the main agenda reports pack and satisfied Planning Officers concerns. He went on to say that objections to the application relate to the size, use, parking provision, design, increased noise and restriction of light caused by the development. Finally, he informed Members that the application is not considered to impact detrimentally on amenity and it is recommended for approval.

Some Members voiced concern about the objections relating to the use of the building and emphasised that they must consider the planning merits of the application.



A Member sought assurance that the parking provision was adequate, which the Planning Officer confirmed.

**RESOLVED:** That the application be permitted as set out in the report and agenda update.

**4. 14/00405/FUL Tesco Stores Ltd, Blaby Road, Wigston, Leicestershire, LE18 4SG. Installation of a pod (to provide dry cleaning services, key cutting, shoe repairs, jewellery and watch repairs, engraving etc) and alterations to pick up point.**

Councillor John Boyce addressed the Committee on behalf of residents in objection to the application. He suggested that the application could be rejected on the basis that the viability of Blaby Road is protected as a high priority in the South Wigston Masterplan document. He went on to suggest that this Policy could be used to defend a decision to reject the application in the event of an appeal. He reminded Members that the initial granting of the application for Tesco was on the basis that it would complement existing trade on Blaby Road and it should be noted that the proposed development represents direct competition which would impact negatively upon existing traders.

Mr Wright addressed the Committee on behalf of South Wigston Traders Association stating that the survival and regeneration of Blaby Road is essential for both residents and traders in the area and that the proposed development is a direct threat to the viability of the area.

The Planning Control Manager informed the committee that the application was for the erection of a small pod under the cover of the existing canopy within the car park. He went on to say that the lawful use of the premises and its curtilage is a class A1 (Retail) and emphasised that the primary consideration is the visual impact of the structure of the pod. He went on to emphasise that competition grounds are not a material planning consideration and that the South Wigston Masterplan document referred to by Councillor John Boyce is not an adopted document and could not reliably be used to reject the application. Finally, he suggested that the structure had no significant impact upon the Streetscene and is recommended for approval.

Members debated this matter at length and were greatly concerned about the direct competition to Blaby Road by the businesses within the proposed pod. The Committee was concerned that the existing site had been granted to complement the existing traders on Blaby Road and that this application represented a threat to some of the existing businesses.

Some Members supported the use of the South Wigston Masterplan as a reason for refusal. The Committee as a whole was divided upon the matter with some Members committing to refusing the application.

A discussion took place around the principle of a new permission taking effect when a section 73/73a application is granted and the effect on existing conditions. Members requested training on this matter.

A motion to refuse the application due to the pod being out of keeping with the rest of the premises was defeated upon being put to the vote.

The Substantive motion to permit the application was carried upon being put to the vote.

**RESOLVED:** That the application be permitted as set out in the report.

**5. 14/00407/TPO Guthlaxton College, Station Road, Wigston, Leicestershire, LE18 2DS Felling of 6 tree as set out in the report (Land at Station Road, Wigston) Tree Preservation Order 2014 (Application Revision A)**

Councillor G Boulter addressed the Committee informing Members that he was disappointed with the recommendation of the report. He went on to say that Guthlaxton College is noted for it's trees and more should be done to allow them to remain, particularly given that some of the trees have not even reached their prime. He suggested that the trees proposed to be felled are not dangerous and do not require such action. He urged the Committee to refuse the application.

Councillor G Boulter left the room at 20:25.

The Planning Officer informed the Committee that trees within

the application were on the frontage of the site, had been assessed by an arboriculturalist and officers and that the application was recommended for approval.

Members questioned the necessity of the proposed works and a discussion took place around the weight that could be attached to tree surveys commissioned by applicants in support of their application.

A Member requested that the trees be considered individually so that careful consideration could be given to each case on its own merits. Concern was raised that Members do not have the expertise to make that assessment. A Member suggested that a decision could be based on the priority rating stated on the tree report.

The Chairman suggested that it would be useful to attend to site with an arboriculturalist so that Members could benefit from their expertise directly. He warned Members that the application could be appealed for non-determination in this case.

The Monitoring Officer reminded Members of the importance of attending site visits when considering and determining applications.

**RESOLVED:** That the application be deferred to allow for a site visit to take place.

**6. 14/00424/VAC McDonalds Restaurants Ltd, Wakes Road, Wigston, Leicestershire, LE18 1 PD. Section 73 application to remove condition 1 of planning application 12/00089/VAC stating 'The premises shall not be open outside the hours of 05:00 to 01:00 hours' to allow 24 hour opening.**

Councillor Bill Boulter entered the room at 20:54 to rejoin the meeting.

The Planning Officer stated that the application related to a permanent change of hours following a successful temporary period of 12 months.

**RESOLVED:** That the application be permitted as set out in the report.

**The Meeting Closed at 8:57p.m.**

**MINUTES OF THE GREENING OF THE BOROUGH WORKING GROUP  
HELD 18 NOVEMBER 2014**

<p><b><u>IN ATTENDANCE:</u></b></p> <p>Members</p> <p>D M Carter (Chair) J W Boyce F S Broadley Mrs H E Loydall Mrs S A Dickinson R H Thakor</p> <p>Officers:</p> <p>Carolyn Holmes- Country Parks &amp; Environment Manager (CH) Anne Court – Director of Services (AC) Brian Kew - Operations Manager (BK)</p>
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Min Ref	Narrative	Officer Resp
16.	<p><b><u>APOLOGIES</u></b></p> <p>Councillor Mrs S B Morris Councillor Mrs L M Broadley</p>	
17.	<p><b><u>MINUTES</u></b></p> <p>Minutes of Previous Meeting on 10 September 2014 were agreed and signed as an accurate record of that meeting.</p>	
18.	<p><b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b></p> <p>Paragraph 5 - Greening of the Borough Action Plan <u>Grass Verges</u>. feedback from Leicestershire County Council has been received that there had been no interest from the districts to take this on so they are going out to procure a county wide contract. Blaby DC apparently is still interested in taking this on so waiting to see what they say.</p> <p><u>Improving the Gateways and Main Thoroughfares of the Borough - Wakes Road Roundabout</u>: CMH still pursuing this with the support of Stepping Stones. The roundabout is currently not sponsored and we are awaiting the cost of this.</p>	AC

	<p>(In the past it was Wistow Garden Centre). The project would look at biodiversity and bulb planting. CMH will keep chasing Highways staff for a response.</p> <p><u>Country Parks and Access to the Countryside</u> - Ac reported that the creation of a footpath to Parklands Leisure Centre off the Wigston Road has been looked into further and discussed with SLM. Lighting along the route as well as surfacing would be needed. There would be a need for formal consultation, including LCC highways that are looking at work on the junction opposite. It was agreed the hedgerow line might need to be pulled back and visibility and safety barriers would need to be included. There is concern about ASB and impact on neighbours. Further costing and consultation needed, including the Oadby Residents forum. Cllr Boyce requested that SLM be encouraged to support the project, particularly in light of the increased likely footfall when the pool is completed. BK advised a leaflet drop could be included with those being done for the green bins if actioned in time.</p> <p><u>Volunteering Update</u> - : The idea of staff volunteering via full team meetings was mentioned, which could also build staff moral and team building. No further action has been undertaken at present.</p> <p><u>Greening of the borough major projects update :-</u></p> <p>Communication plan: Harborough radio and papers are covered and parish newsletters are being added in. Big Sound is the company working with OWBC.</p> <p>Arboricultural Officer: This would release the reliance on working with Leicestershire County Council for advice, making budgets more controlled. The job specification is complete and research on qualification levels to match the required duties completed.</p> <p>Volunteer recognition: It was confirmed all volunteers are offered work references if needed. Awards were discussed working with VAL to extend the community awards managed by the leisure team. Cllr Boyce suggested that all Volunteer bureaux across the borough needed to be approached prior to developing such a programme.</p>	<p>CMH</p> <p>AC</p> <p>AC</p> <p>AC/BK</p> <p>CMH</p>
19.	<p><b>GREENING OF THE BOROUGH MAJOR PROJECTS REPORT – AGENDA ITEM 4</b></p> <p>The request for financial support from the Greening the Borough Reserve for work at Clifton Bridge was agreed, subject to confirmation that the site is on the Council's asset register. CMH advised she had been working with the legal</p>	<p>CMH</p>

	<p>team at the start of the year and we hold title deeds and the land has been registered with Land Registry. Cllr Boyce asked it be confirmed the site is on the register. CMH to follow up</p> <p>Pochins Bridge: Cllr Boyce asked that the position for Section 106 money from Hallam be clarified. CMH advised that her understanding was this was all committed with the play area, but would check. Cllr Boyce asked for the position on the farmer's bridge to be clarified as well. CMH to look into this</p> <p>Crow Mills: Cllr Boulter would like to see a Friends Group established there. Cllr Boyce requested that officers look at the issue of the picnic shelter. CMH advised this project is being lead by Margaret Smith, but CMH and the Ranger had been out on site and offered details of suppliers; clearance and restoration work and changes in management that would need to be agreed with the Clean and Green team that might offer efficiencies in grass cuts.</p> <p>Parks and Open Spaces: Data from Clean and Green: BK shared images that are national bench mark guidance that are used to gauge the NI195 grading. The issue of new bins on the Parade in Oadby were discussed and BK discussed the modifications proposed in light and health and safety issues identified.</p> <p>Fludes Lane: Progressing well with flood and litter issues. A disadvantage is that reduced financial support from the Environment Agency because the flood waters only come to the doorsteps not into houses. CMH confirmed that it is not the Council's land that is causing the problem.</p> <p>Land at Oadby Grange: Trent River Trust commissioned with Stepping Stones to bring together proposals for potential biodiversity and green infrastructure together with dealing with flooding issues.</p> <p>Discussion covered the support from County Projects such as Stepping Stones, who also co-ordinate the County Tree Warden scheme. CMH reported a grant is made to the project of just over £3900. Grants/room hire back to the Borough most years equate this or are more. Staff attend the six-monthly board meetings with members. Regular liaison meetings are held with officers. Cllr Boyce requested whether the work could be resourced if the scheme ceased . CMH advised that in most instances the skills within her team would match those of officers, or additional assistance from other LCC staff or local conservation charities could be found.</p>	<p>CMH</p> <p>CMH/BK</p> <p>CMH/BK</p> <p>CMH</p>
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	<p>Brocks Hill Updates: The opening of the Amphitheatre has been put back from Christmas due to the wet weather. CMH proposed that this is delayed until the spring when the grass will have grown and signage in place.</p> <p>Pride of the Borough (PoB): A meeting has taken place with the Chair of the PoB to move forward this group becoming arms length from the Council. CMH working with the legal team for necessary agreements to be in place</p> <p>Trees across the Borough: the Tree Wardens are carrying out an assessment of TPO'd trees at Gloucester Crescent. A draft of a Memorandum of Understanding for Tree Wardens will be prepared by the end of the calendar year</p> <p>Greening the Borough Strategy : Consideration was given to the document attached at Appendix 1 of the report. Generally a good document for distribution to the public and via the Residents Forums. Suggestions included including mention of the University's Botanical Gardens and the relationship building between the University and the Council on greening the borough projects. Mention of the Farmers Market to be included where appropriate.</p>	<p>CMH</p> <p>AC</p> <p>CMH</p> <p>CMH</p>
	<p><b><u>Volunteering Update - AGENDA ITEM 5</u></b></p> <p><b>20.</b> Youth Citizenship Volunteering: Cllr Boyce requested that the volunteering process be open to 15 year old students. CMH said they could be accepted provided they are accompanied and supported by an adult.</p> <p>Currently looking to appoint "Super Volunteers" to lead on conservation tasks. Cllr Thakor suggested that the Leicester Racecourse be asked for assisting with planting etc. CMH said her understanding is that the Racecourse have other commitment at the present time.</p>	
	<p><b>21</b> <b><u>ANY OTHER BUSINESS –Agenda Item 6</u></b></p> <p>none</p>	
	<p><b>22</b> <b><u>DATE OF NEXT MEETING</u></b>  Tuesday 17 February 2014. at 6.30pm the Council Offices, Committee Room</p>	

**MINUTES OF A MEETING OF THE SOUTH WIGSTON RESIDENTS FORUM HELD AT FAIRFIELD PRIMARY SCHOOL, CHESHIRE DRIVE, SOUTH WIGSTON ON WEDNESDAY 19 NOVEMBER 2014, COMMENCING AT 7.30 P.M.**

**IN ATTENDANCE:**

Councillor J Boyce – Chair

Councillors G Boulter & R E R Morris

Residents in attendance: T Sumpter, M Rae, V Ward, P Draycott, R Elliott, C Walter, R Pearce, R Hughes, J Sealey.

Others in Attendance: C Holmes (OWBC), I Dobson (OWBC), PC C Sutherley, PCSO T Joshi, V Quintyne (OWBC) K Parkes/J Bhatha (OWBC).

Apologies: Councillors S Morris & J Gore

Min Ref	Narrative	Officer Resp																		
<b>14.</b>	<p><b><u>LOCAL POLICE ISSUES</u></b></p> <p>PC Carl Sutherley provided an update on crime figures for the period since the forum last met is summarised below:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">This</th> <th style="text-align: center;">Last</th> </tr> </thead> <tbody> <tr> <td>Burglary in Dwelling:</td> <td style="text-align: center;">6</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Burglary Other than Dwelling:</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Theft from Vehicle:</td> <td style="text-align: center;">3</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Theft of Vehicle:</td> <td style="text-align: center;">5</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Robberies:</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>PC Sutherley reported that crime and anti-social behaviour are low in South Wigston and that it is generally very well managed. He went on to say that there would always be instances of crime but that problem solving plans to address specific issues are working well with managing issues as and when they arise.</p> <p>He informed residents of two projects currently in operation;</p> <ol style="list-style-type: none"> <li>1. Blaby Road Park &amp; Tesco area – plain clothes operations to deal with low level anti-social behaviour. Residents heard that an incremental approach to</li> </ol>		This	Last	Burglary in Dwelling:	6	3	Burglary Other than Dwelling:	4	5	Theft from Vehicle:	3	10	Theft of Vehicle:	5	0	Robberies:	0	0	
	This	Last																		
Burglary in Dwelling:	6	3																		
Burglary Other than Dwelling:	4	5																		
Theft from Vehicle:	3	10																		
Theft of Vehicle:	5	0																		
Robberies:	0	0																		



	<p>dealing with anti-social behaviour through a series of warnings and working with parents has seen a reduction in problems. Monitoring will continue</p> <p>2. Speeding around Gloucester Crescent/Saffron Road/Dorset Avenue has been monitored and is considered to be a low offence rate.</p> <p>PC Sutherley informed the meeting that the Policing structure will change in February 2015, which will allow a greater focus on community policing and will set up proactive neighbourhood teams to target incidents. He stated that the service would remain the same from the public's perspective.</p> <p>Residents voiced their concerns around speeding which is perceived to be more than a low level offence amongst people living locally.</p> <p>The Forum discussed the possibility of purchasing a mobile speed activated sign to gather data in the area and act as a deterrent to speeding.</p> <p>A discussion took place around monitoring devices installed by Leicestershire County Council. It was suggested that Saffron Road is proposed a suitable location at the next Highways Forum.</p> <p>A suggestion was made to bring an item to a future meeting in relation to Police changes giving details of how they will affect local residents.</p>	
<p><b>15.</b></p>	<p><b><u>MULTICULTURAL GROUP PRESENTATION</u></b></p> <p>This item was cancelled due to the unavailability of the presenter.</p>	
<p><b>16.</b></p>	<p><b><u>GREENING OF THE BOROUGH PRESENTATION</u></b></p> <p>The Country Parks and Environment Manager made a presentation to the Forum on the Council's Greening of the Borough Strategy.</p> <p>The long-term vision is that within the Borough:</p> <p>“there will be opportunities for involvement by all, with a thriving high quality environment, sustainable economy and healthy communities that are prepared for future environmental challenges, such as climate change”.</p> <p>Residents heard that the Council's Greening the Borough Strategy was adopted by Oadby and Wigston Borough Council in September 2012 as an over-arching strategy for</p>	

working with communities, institutions, businesses and across the Council's own services to achieve the objectives set out below.

- an attractive place to live, visit, work and play;
- better access to open spaces;
- enhanced amenities for all;
- improved self-sufficiency;
- increased environmental and economic sustainability;
- partnership opportunities championing environmental improvements;
- practicable opportunities for people to improve and celebrate their environment.

The Environment and Country Parks Manager informed resident that the Strategy encourages working with others to reach the following shared objectives to:

- provide a quality green environment, with areas of significant interest and encouraging sustainable land use;
- provide better access to the natural environment benefiting health and well-being in the community, whilst developing and nurturing environmental education, responsibility and action for all ages, especially our children;
- encourage residents to remain local, through the enjoyment of the Borough's amenities and a sustainable local economy;
- improve the biodiversity and wildlife interest of the Borough;
- support residents and businesses to develop more environmentally sustainable lifestyle
- choices and practices, reducing dependence on finite resources;
- promote, support, assist and encourage residents of all ages and abilities to contribute, through a variety of volunteering opportunities across the Borough, in a manner appropriate to their needs and aspirations.

The Forum heard of a variety of projects that had been undertaken under the Greening the Borough Strategy including partnership working with organisations in local schools to improve an understanding of where food comes from and how to grow and cook it.

	<p>Residents heard about the below projects or ideas:</p> <ul style="list-style-type: none"> <li>• Encourage wildlife to your garden; grow organically and be pollinator friendly.</li> <li>• Complete a Home Energy Check and review the energy saving tips to find out how you can reduce your energy consumption and impact on the planet (<a href="http://www.energysavingtrust.org.uk">www.energysavingtrust.org.uk</a>).</li> <li>• Try to reduce your car travel - walk or cycle where possible; utilise public transport; join a car share group; or work from home when feasible.</li> <li>• Join in with some local volunteering with the Countryside Rangers or the Environmental Wardens (<a href="http://www.oadby-wigston.gov.uk/volunteering">www.oadby-wigston.gov.uk/volunteering</a>).</li> <li>• Try to reduce the amount of waste that you produce and always recycle and compost where possible (<a href="http://www.oadby-wigston.gov.uk">www.oadby-wigston.gov.uk</a>). Consider swapping items (<a href="http://www.freecycle.org">www.freecycle.org</a>; <a href="http://www.swishing.co.uk">www.swishing.co.uk</a>).</li> <li>• Switch to a renewable electricity, a natural gas tariff or investigate the viability of generating your own energy (<a href="http://www.energysavingtrust.org.uk">www.energysavingtrust.org.uk</a>).</li> <li>• Try to reduce your food miles - shop locally, buy seasonal produce and if appropriate support the local farmer's market (<a href="http://leicestershirefoodlinks.org.uk/">http://leicestershirefoodlinks.org.uk/</a>).</li> <li>• Have a go at growing your own food and eat a healthy, fresh diet. Join the Leicestershire Master Gardeners programme for support and information.</li> <li>• Join or start up a local Pride of the Borough 'in bloom' project (<a href="https://sites.google.com/site/prideoftheborough/">https://sites.google.com/site/prideoftheborough/</a>).</li> </ul> <p>Residents were encouraged to get in contact with the team to get involved or to share their ideas by emailing <a href="mailto:informationofficer@oadby-wigston.gov.uk">informationofficer@oadby-wigston.gov.uk</a>.</p> <p>Residents heard that the management plan for Greening of the Borough projects will come into effect in early 2015, where a project relating to Pochins Bridge will feature.</p>	
17.	<p><b><u>SOUTH WIGSTON TRADERS UPDATE</u></b></p> <p>Rob Elliott of the Traders Association informed the Forum that they had attracted 3 new Members since the last Forum, which will further establish the Association.</p>	

	<p>Residents heard that Christmas Capers is scheduled for 6 December 2014. It was noted that the Christmas lights will be switched on at an earlier time of 5:30pm.</p> <p>A resident queried the accuracy of the financial report within the Chairman's Updates document. It was agreed that the reporting should be accurate and not rounded for simplicity, as a matter of good governance.</p>	
<p><b>18.</b></p>	<p><b><u>CHAIRMANS UPDATES</u></b></p> <p>The Forum agreed to purchase a mobile vehicle activated sign for use in South Wigston to address the ongoing concerns of residents in relation to speeding vehicles at a cost of £3k.</p> <p>A resident raised concern about committing to spending Forum funds as the meeting was not very well attended.</p> <p><b>Green Waste</b></p> <p>The Chairman informed residents that the collection of green waste service requires changes to the way in which it currently operates to address health and safety concerns in relation to crews and also to ensure that the service allows a continued collection of green waste for residents without introducing a charge.</p> <p>The Forum heard that, from February 2015, there will be a choice to have up to four reusable garden waste sacks (which can hold up to no more than 7kg each) or to have a green wheeled bin instead which will hold up to about ten sacks worth of garden waste. It was noted that additional bins can be purchased for around £25.</p> <p>Residents discussed this matter with the majority of people making the point that the waste collection service is excellent and that crews do a remarkable job. In response to comments that bins or waste is left behind, the Chairman confirmed that the Council is working hard to maintain high levels of customer service. It was reported that training will be taking place before the new scheme commences to ensure that these kind of concerns are addressed.</p>	
<p><b>19.</b></p>	<p><b><u>ITEMS RAISED BY RESIDENTS AND REQUESTS FOR FUTURE ITEMS</u></b></p> <p>None were raised.</p>	

**Meeting closed at 20:38**

**MINUTES OF A MEETING OF THE OADBY RESIDENTS FORUM HELD AT THE BARNABAS CENTRE, ST PAULS CLOSE, OADBY ON WEDNESDAY 20 NOVEMBER 2014, COMMENCING AT 6.30 P.M.**

**IN ATTENDANCE:**

Councillor D Carter– Chair

Councillors L Darr, D Gamble, S Haq and R Thakor

Residents in attendance: C Marlow, S Marlow, J Sherlock, P Bliss, D Hudson, H Hudson, F Smart, E Davidson, F Friedman, J Pooley, G Orwin, M Orwin, Mr & Mrs Gill, M Whearity, L Harrison, D Cunningham, P McCrichley, A Day, B Culpin, G Lamb, J Vickerstaff, D Needham, J Bunce, J Wheeler, N Waghela, P Ballard, D Burton, M Burton, R Turner, R. K Turner, H Smith, D Bromley, M Eglen, B Eglen, J Shrigley, A Torr, C Foulds, W Cockburn, O Cockburn, M Bradley, A Wood.

Others in Attendance: C Holmes (OWBC), I Dobson (OWBC), PC M Thomas, PCSO L Brown, V Quintyne (OWBC), S Gutteridge (Oadby Traders), K Parkes/J Bhatta (OWBC).

Apologies: Councillors B Dave, S Dickinson, J Kaufman, L Kaufman,

Min Ref	Narrative	Officer Resp															
<b>12.</b>	<p><b><u>LOCAL POLICE ISSUES</u></b></p> <p>PC M Thomas provided an update on crime figures for the period since the forum last met is summarised below:</p> <table align="center"> <thead> <tr> <th></th> <th>This</th> <th>Last</th> </tr> </thead> <tbody> <tr> <td>Burglary in Dwelling:</td> <td>11</td> <td>19</td> </tr> <tr> <td>Burglary Other than Dwelling:</td> <td>7</td> <td>7</td> </tr> <tr> <td>Theft from Vehicle:</td> <td>10</td> <td>25</td> </tr> <tr> <td>Criminal Damage:</td> <td>12</td> <td>15</td> </tr> </tbody> </table> <p>PC Thomas informed residents of current projects currently in operation;</p> <ol style="list-style-type: none"> <li>1. Operation Moon has been successful in reducing burglaries in Oadby and is likely to be extended into the New Year.</li> <li>2. Parking around schools is being monitored and the Police are working with Launde Primary School and Manor High School as a priority.</li> </ol>		This	Last	Burglary in Dwelling:	11	19	Burglary Other than Dwelling:	7	7	Theft from Vehicle:	10	25	Criminal Damage:	12	15	
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Criminal Damage:	12	15															

	<p>3. Speeding around Manor Road has been dealt with by way of fixed penalty notices. It is likely that a mobile van will be sited in the area in the near future.</p> <p>PC Thomas reported that the above operations had led to a reduction in crime in Oadby.</p> <p>The Police referred to 'goodie bags' that had been distributed at the Forum which contained information and an ice scraper. PC Thomas made the point that residents should be careful not to leave their cars unattended when trying to de-ice them.</p> <p>A discussion took place around parking near schools, where it was made clear to the Police that it is an issue of great concern to residents. The Police reassured residents that they were monitoring the matter and encouraged residents to report dangerous or obstructive parking to build up a body of evidence. Residents were also encouraged to use the Police website to report matters such as this.</p> <p>A resident started a discussion about the potential for reporting accident figures in relation to injury to the Forum to measure whether they are improving or not. The Police explained that the Road Safety Unit hold such data and that the local team may not be best placed to report on this matter.</p> <p>The Chairman suggested that an annual presentation may be an option and that the matter would be investigated with the Police.</p> <p>A resident thanked the Police for their report and for working to reduce crime in Oadby.</p>	
<p><b>13.</b></p>	<p><b><u>MULTICULTURAL GROUP PRESENTATION</u></b></p> <p>This item was cancelled due to the unavailability of the presenter.</p>	
<p><b>14.</b></p>	<p><b><u>GREENING OF THE BOROUGH PRESENTATION</u></b></p> <p>The Country Parks and Environment Manager made a presentation to the Forum on the Council's Greening of the Borough Strategy.</p> <p>The long-term vision is that within the Borough:</p> <p>"there will be opportunities for involvement by all, with a thriving high quality environment, sustainable economy and healthy communities that are prepared for future environmental challenges, such as climate change".</p>	

Residents heard that the Council's Greening the Borough Strategy was adopted by Oadby and Wigston Borough Council in September 2012 as an over-arching strategy for working with communities, institutions, businesses and across the Council's own services to achieve the objectives set out below.

- an attractive place to live, visit, work and play;
- better access to open spaces;
- enhanced amenities for all;
- improved self-sufficiency;
- increased environmental and economic sustainability;
- partnership opportunities championing environmental improvements;
- practicable opportunities for people to improve and celebrate their environment.

The Environment and Country Parks Manager informed residents that the Strategy encourages working with others to reach the following shared objectives to:

- provide a quality green environment, with areas of significant interest and encouraging sustainable land use;
- provide better access to the natural environment benefiting health and well-being in the community, whilst developing and nurturing environmental education, responsibility and action for all ages, especially our children;
- encourage residents to remain local, through the enjoyment of the Borough's amenities and a sustainable local economy;
- improve the biodiversity and wildlife interest of the Borough;
- support residents and businesses to develop more environmentally sustainable lifestyle
- choices and practices, reducing dependence on finite resources;
- promote, support, assist and encourage residents of all ages and abilities to contribute, through a variety of volunteering opportunities across the Borough, in a manner appropriate to their needs and aspirations.

The Forum heard of a variety of projects that had been undertaken under the Greening the Borough Strategy

including partnership working with organisations in local schools to improve an understanding of where food comes from and how to grow and cook it.

Residents heard about the below projects or ideas:

- Encourage wildlife to your garden; grow organically and be pollinator friendly.
- Complete a Home Energy Check and review the energy saving tips to find out how you can reduce your energy consumption and impact on the planet ([www.energysavingtrust.org.uk](http://www.energysavingtrust.org.uk)).
- Try to reduce your car travel - walk or cycle where possible; utilise public transport; join a car share group; or work from home when feasible.
- Join in with some local volunteering with the Countryside Rangers or the Environmental Wardens ([www.oadby-wigston.gov.uk/volunteering](http://www.oadby-wigston.gov.uk/volunteering)).
- Try to reduce the amount of waste that you produce and always recycle and compost where possible ([www.oadby-wigston.gov.uk](http://www.oadby-wigston.gov.uk)). Consider swapping items ([www.freecycle.org](http://www.freecycle.org); [www.swishing.co.uk](http://www.swishing.co.uk)).
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- Try to reduce your food miles - shop locally, buy seasonal produce and if appropriate support the local farmer's market (<http://leicestershirefoodlinks.org.uk/>).
- Have a go at growing your own food and eat a healthy, fresh diet. Join the Leicestershire Master Gardeners programme for support and information.
- Join or start up a local Pride of the Borough 'in bloom' project (<https://sites.google.com/site/prideoftheborough/>).

Residents were encouraged to get in contact with the team to get involved or to share their ideas by emailing [informationofficer@oadby-wigston.gov.uk](mailto:informationofficer@oadby-wigston.gov.uk).

A resident complained about the lack of assistance received from the Council in respect of clean up work that has been undertaken by some residents at Fludes Lane. The Environment and Country Parks Manager encouraged the resident to get in contact as she had no awareness of the



	<p>work or requests for assistance.</p> <p>Residents heard that the management plan for Greening of the Borough projects will come into effect in early 2015, where a project relating to Fludes Lane will feature.</p>	
<p><b>15.</b></p>	<p><b><u>OADBY TRADERS UPDATE</u></b></p> <p>The Chairman of the Traders Association updated the Forum about the switch on of the Festive Lights which took place on 1 November 2014. Residents heard that in addition to the £5k of funding granted by the Forum, a further sum of £2,740 had been raised by the Traders Association. It was noted that the Association intends to continue to build on the display for future years and work with businesses to raise further funds.</p> <p>It was noted that it is likely that the Festive Lights will be switched on in October in 2015 to include Diwali in the period that they are on.</p> <p>Residents congratulated the Oadby Traders, particularly for raising the additional funds to supplement the Forum's contribution.</p>	
<p><b>16.</b></p>	<p><b><u>CHAIRMANS UPDATES</u></b></p> <p>The Forum considered the Chairman's update document which was circulated at the meeting. The Chairman gave a verbal update on the issues outlined in the document.</p> <p>Residents heard that the Pride of the Borough Loyalty Card could be bought at a cost of £5 and offered discounts from local businesses in addition to supporting the organisation.</p> <p>Residents were updated on the following Matters which had been raised at the previous meeting:</p> <ul style="list-style-type: none"> <li>• Blocked drains on the A6. Councillor Gamble had attended the sites with the concerned resident and confirmed that 11 gulleys are blocked or partially blocked. The matter has been raised with County Highways and an inspector will visit the site within a few weeks.</li> <li>• Grass verges near Launde School – Raised with Highways. The matter is not a priority and as such no current funds exist to deal with the matter.</li> <li>• Overgrown bushes on pathway near Wheatland Close. This will be dealt with in Spring by Highways.</li> <li>• Damaged grass verge on Stoughton Drive South – referred to planning enforcement.</li> <li>• Vacant property on Uplands Road – there is no current enforcement case on this matter. The Council is aware of the property and has powers to bring empty homes back into use, which will be considered.</li> </ul>	

## **Green Waste**

The Recycling Co-ordinator informed residents that the collection of green waste service requires changes to the way in which it currently operates to address health and safety concerns in relation to crews and also to ensure that the service allows a continued collection of green waste for residents without introducing a charge.

The Forum heard that, from February 2015, there will be a choice to have up to four reusable garden waste sacks (which can hold up to no more than 7kg each) or to have a green wheeled bin instead which will hold up to about ten sacks worth of garden waste. It was noted that additional bins can be purchased for around £25.

Residents discussed this matter with the majority of people making the point that the waste collection service is excellent.

The Officers confirmed that the demonstration bins would be left at Brocks Hill Environment Centre so that residents could inspect if they so wished.

## **Requests for Spending**

### **Oadby Remembers**

Nigel Atter of Oadby Remembers made a presentation to the Forum setting out a range of activities and exhibitions over 2015-2018 period comprising the below materials and costs.

12 Exhibitions @£432	£5184
12 Promotional materials @£200	£2400
1 Contingency budget	£1500
Website design and hosting yr1	£275
Website hosting yr2 to yr4	£750

The Total cost for the proposed 4 year project was reported as £10109 and represented a longer term proposal as requested by the Forum at it's previous meeting.

A resident informed that Forum that he had visited the exhibition at St Peters Church and found it very informative. He expressed his gratitude to Oadby Remembers for the commemoration of those men that died from Oadby. Mr Atter emphasised the importance that all of the fallen are remembered by the project.

It was confirmed that the materials could be used by local schools following the completion of the project.

A resident commended the work of the project so far but queried whether the Forum could afford to fund the project to

such an extent. The Chairman confirmed that there were adequate funds for the Forum to allocate if it saw fit to do so.

Mr Atter confirmed that other sources of funding have contributed to the work so far and that Oadby Remembers would continue to look for additional funds.

A proposal was made that £3750 be allocated in the first instance, which would fund the first year of the project. It was suggested that alternative funding be looked for and if necessary, the project come back to the Forum next year.

The meeting was unanimous in its support of this proposal.

#### **Litter Bins – Uplands Road**

A request was made for two litter bins at the top of Uplands Road and near Manor High School due to a litter problem. The Chairman stated that this would be investigated and the retail premises in the vicinity of the problem would be contacted to see if it could contribute.

A resident suggested that the school is contacted and young people are encouraged to stop littering.

#### **Bus Shelter – Howden Road**

A resident requested a bus shelter for the bus stop on Howden Road. The Chairman confirmed that a cost would be worked up and brought back to the meeting.

#### **Public Benches – Burton’s Corner**

A resident requested that the Forum fund the provision of one of three benches to be sited at Burton’s Corner at a cost of £1k. Epic Accessories has committed to buying one and alternative funding is being sought for the final bench.

The Forum approved the purchase and installation of one bench at Burton’s Corner.

A resident offered to assist in gaining funding for the third bench if needed.

#### **Public Bench – Fludes Lane**

A resident requested a bench to be installed on the recently cleared land at Fludes Lane.

A resident raised concern about potential anti-social behaviour problems resurfacing and suggested that the Police be consulted on this matter.

	<p>The Chairman suggested that the resident raises this idea in his discussions with the Environment and Country Parks Manager for consideration as part of the management plan for the area, and report back to the next meeting.</p> <p><b>Ellis Park Fountain</b></p> <p>A resident requested that cleaning and maintenance work be carried out on the fountain in Ellis Park. It was agreed that costings will be brought to the next meeting.</p>	
17.	<p><b><u>ITEMS RAISED BY RESIDENTS AND REQUESTS FOR FUTURE ITEMS</u></b></p> <p>Residents were invited to raise any issues of concern which are summarised below:</p> <p><b>Leicestershire County Council Matters:</b></p> <ul style="list-style-type: none"> <li>• Bushes overhanging A6 near Sainsbury which is making walking on the pavement very difficult. County Councillor to report to Highways.</li> <li>• Concerns about part night street lighting were raised. Residents heard that a number of County Councillors were challenging this decision. Police confirmed that there is no evidence of a correlation between the switch off of street lights and an increase in crime.</li> </ul> <p><b>Other Matters:</b></p> <ul style="list-style-type: none"> <li>• Concern that some litterbins are not fitted with cigarette extinguishers and it could cause fire hazard.</li> <li>• A resident urged residents to join their local Patient Participation Group so that GP Surgeries could benefit from local input.</li> <li>• Residents heard that town centre bins are emptied daily.</li> <li>• A resident reported that the flood basin by Bluebell Close is effectively permanent. The Chairman reported that a report is being worked up by the Council, SevernTrent, the Environment Agency to resolve this and other flooding matters.</li> <li>• A resident noted a number of empty shops in the area and made the point that it would be desirable for a variety of businesses to take tenancy rather than the saturation of particular business types.</li> <li>• A resident raised concern that two planters originally sponsored by the Oadby Rotary Club had been removed from Oadby Centre. The Chairman confirmed that the agreed period of sponsorship had long elapsed.</li> </ul>	

**Meeting closed at 20:53**

# Agenda Item 13y

**MINUTES OF A MEETING OF THE WIGSTON RESIDENTS FORUM HELD  
AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON MONDAY 24  
NOVEMBER 2014, COMMENCING AT 7:00 P.M.**

**IN ATTENDANCE:**

Councillor G Boulter – Chair

Councillors L Bentley, M Chamberlain, M Charlesworth, H Loydall and K Loydall

Residents in attendance: D Foreman, R Hailes, L Hailes, S Lonslow, M Smith, R Taylerson-Whyte, C Taylerson-Whyte, R Rocket, M Drage, M Sturgeon, R Dickson, M & J Butler, L & G Blackbourn, A & G Schofield, G York, M Briggs, Mr & Mrs Warner, P Lapworth, C Towell, J Buck and C Ambrose.

Others in Attendance: C Holmes (OWBC), I Dobson (OWBC), PC J Piskula, PCSO S Parnaby, V Quintyne (OWBC), L Pires (WigstonTraders), K Parkes/J Bhatta (OWBC) L Taylerson-Whyte (Youth Council).

Apologies: L Broadley, B & M Hilton

Min Ref	Narrative	Officer Resp								
12.	<p>The Chairman introduced Lara Taylerson-Whyte to the Forum as the co-chairman for the meeting. Miss Taylerson-Whyte is a Youth Council Member and requested the opportunity to co-chair the meeting as part of the Children Commissioner’s Takeover Week.</p> <p><b><u>LOCAL POLICE ISSUES</u></b></p> <p>PC J Piskula provided an update on crime figures for the period since the forum last met as set out below:</p> <p align="center">Last 3 months</p> <table border="0"> <tr> <td>Burglary in Dwelling:</td> <td align="right">16</td> </tr> <tr> <td>Theft from Vehicle:</td> <td align="right">27</td> </tr> <tr> <td>Robberies:</td> <td align="right">2</td> </tr> <tr> <td>Shoplifting:</td> <td align="right">13% of current crime</td> </tr> </table> <p>PC Piskula informed residents that Operation Moon has been successful in reducing burglaries in Wigston and is likely to be extended into the New Year.</p> <p>Residents heard that parking around schools is being monitored and the Police are working with priority locations. It</p>	Burglary in Dwelling:	16	Theft from Vehicle:	27	Robberies:	2	Shoplifting:	13% of current crime	
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	<p>was also reported that schools that have identified parking as an issue can request an Order to be made by Highways so that obstructive parking can be enforced against.</p> <p>A discussion took place around parking near schools, which residents made clear is a problem in the area and needs to be prioritised.</p> <p>A resident enquired about a spate of lead thefts from the roofs of buildings. The Police responded by confirming that they are aware of the matter and have been dealing with it as best they can.</p> <p>PC Piskula reported that there has been a recent focus on reducing anti-social behaviour in Wigston town centre and that partnership working with local businesses has been successful.</p>	
<p><b>13.</b></p>	<p><b><u>MULTICULTURAL GROUP PRESENTATION</u></b></p> <p>The Chairman of the Oadby and Wigston Multicultural Group made a verbal presentation about the activities of the Multicultural Group.</p> <p>She informed residents that the Group helps to facilitate events across different community groups. It was noted that the next event is the Holocaust Memorial Day on 26 January 2015 at Peace Memorial Park.</p> <p>The Forum heard that a Borough wide event is currently being planned for members of different community groups to come together and meet, eat and drink. The date and time will be confirmed in due course.</p> <p>A resident enquired about keeping abreast of activities without being connected to the internet. It was confirmed that interested persons can opt to be kept informed by post.</p>	
<p><b>14.</b></p>	<p><b><u>GREENING OF THE BOROUGH PRESENTATION</u></b></p> <p>The Country Parks and Environment Manager made a presentation to the Forum on the Council's Greening of the Borough Strategy.</p> <p>The long-term vision is that within the Borough:</p> <p>“there will be opportunities for involvement by all, with a thriving high quality environment, sustainable economy and healthy communities that are prepared for future environmental challenges, such as climate change”.</p> <p>Residents heard that the Council's Greening the Borough</p>	

Strategy was adopted by Oadby and Wigston Borough Council in September 2012 as an over-arching strategy for working with communities, institutions, businesses and across the Council's own services to achieve the objectives set out below.

- an attractive place to live, visit, work and play;
- better access to open spaces;
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- partnership opportunities championing environmental improvements;
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from and how to grow and cook it.

Residents heard about the below projects or ideas:

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- Switch to a renewable electricity, a natural gas tariff or investigate the viability of generating your own energy ([www.energyavingtrust.org.uk](http://www.energyavingtrust.org.uk)).
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- Join or start up a local Pride of the Borough 'in bloom' project (<https://sites.google.com/site/prideoftheborough/>).

Residents were encouraged to get in contact with the team to get involved or to share their ideas by emailing [informationofficer@oadby-wigston.gov.uk](mailto:informationofficer@oadby-wigston.gov.uk).

Residents heard that the management plan for Greening of the Borough projects will come into effect in early 2015, where a project relating to Clifton Bridge will feature.

	<p>Residents raised the following matters:</p> <ul style="list-style-type: none"> <li>Residents noted saplings on Little Hill estate were all but destroyed. It was agreed that it be taken up with the Clean and Green Team. The Chair of Little Hill Residents association was requested to contact the Environment and Country Parks Manager.</li> <li>A resident complained about the lack of restoration following works carried out by Highways on the Wakes Road Roundabout. It was reported that Pride in the Borough planted 500 bulbs on the embankment at Wakes Road roundabout.</li> <li>A resident informed the Forum that there is a broken down tree lying in the verge in Wakes Road. It was agreed that this matter would be looked into.</li> </ul>	
<p><b>15.</b></p>	<p><b><u>WIGSTON TRADERS UPDATE</u></b></p> <p>The Chairman of the Traders Association updated the Forum about the switch on of the Christmas Lights which is scheduled for 26 November 2014 at 6pm. The event has a range of activities and stalls planned including a charitable egg and spoon race to raise funds for Little Lives, Big Journeys.</p> <p>It was noted that £564 was raised as part of the Macmillan Coffee Morning reported at the last meeting.</p> <p>She went on to say that the town centre looks great following the works around Bell Street. She thanked the traders for their considerate approach to work carried out around the businesses. The Forum agreed that the contractors had carried out a good job and resolved to send an email thanking them for their work.</p> <p>The Forum thanked the Traders for the Christmas Lights display.</p>	
<p><b>16.</b></p>	<p><b><u>CHAIRMANS UPDATES</u></b></p> <p>The Forum considered the Chairman's update document which was circulated at the meeting. The Chairman gave a verbal update on the issues outlined in the document.</p> <p>Residents heard that the Pride of the Borough Loyalty Card could be bought at a cost of £5 and offered discounts from local businesses in addition to supporting the organisation.</p> <p>The Chairman informed residents that the costings for the re-wiring of All Saints Church to be provided by the Church Warden had been delayed.</p>	

	<p><b>Green Waste</b></p> <p>The Chairman informed residents that the collection of green waste service requires changes to the way in which it currently operates to address health and safety concerns in relation to crews and also to ensure that the service allows a continued collection of green waste for residents without introducing a charge.</p> <p>The Forum heard that, from February 2015, there will be a choice to have up to four reusable garden waste sacks (which can hold up to no more than 7kg each) or to have a green wheeled bin instead which will hold up to about ten sacks worth of garden waste. It was noted that additional bins can be purchased for around £25.</p> <p>The Chairman confirmed that wheeled bins would not be introduced for general waste and recycling collections.</p> <p>Residents discussed this matter with the majority of people making the point that the waste collection service in the Borough is excellent.</p>	
17.	<p><b><u>ITEMS RAISED BY RESIDENTS AND REQUESTS FOR FUTURE ITEMS</u></b></p> <p>Residents were invited to raise any issues of concern which are summarised below:</p> <p><b>Leicestershire County Council Matters:</b></p> <ul style="list-style-type: none"> <li>• Concerns were raised about a further planned 20% reduction in library opening hours.</li> <li>• A resident requested that the County Council considers phasing the traffic lights on Wakes Road so that in off peak times, they are not operational.</li> <li>• Concerns were raised about the part night lighting scheme in respect of safety of people working or socialising during the switch off periods.</li> </ul> <p><b>Other Matters:</b></p> <ul style="list-style-type: none"> <li>• A request from a resident had been received for an additional bench on Horsewell Lane Park. It was agreed that some clarification on location is brought to the next meeting.</li> <li>• A resident raised concern about the state of bus shelters in Wigston. The Chairman confirmed that they are to be painted shortly and that funds released by the Forum will pay for the replacement of seating in some shelters in Wigston.</li> <li>• A resident enquired about the progress in respect of the</li> </ul>	

	<p>refurbishment of Wigston Pool. The Chairman reported that following some additional unforeseen works, the Pool would be open around July 2015.</p> <ul style="list-style-type: none"><li>• It is intended to put the trees taken out from Wigston Town Centre as part of the public realm works to grass verges on Holmden Avenue. Any objections or comments of support to this proposal are requested to be sent to the Council.</li></ul>	
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**Meeting closed at 20:53**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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