



# Oadby and Wigston Borough Council

## TO COUNCILLOR:

G S Atwal  
E R Barr  
L A Bentley  
Miss A R Bond  
G A Boulter  
J W Boyce  
Mrs L M Broadley  
F S Broadley  
D M Carter

Ms K M Chalk  
Miss M V Chamberlain  
M H Charlesworth  
M L Darr  
B Dave  
R F Eaton (Mayor)  
Mrs L Eaton  
R E Fahey  
D A Gamble

Mrs S Z Haq (Deputy Mayor)  
J Kaufman  
Dr T K Khong  
Mrs H E Loydall  
K J Loydall  
Mrs S B Morris  
R E R Morris  
R H Thakor

Dear Councillor et al

I hereby summon you to attend a meeting of the **COUNCIL** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **TUESDAY, 6 SEPTEMBER 2016** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices  
Wigston  
**26 August 2016**

Mark Hall  
Chief Executive

## AGENDA

## PAGE NO'S

### 1. **Calling to Order of the Meeting and Prayers**

The meeting of the Council will be called to order to receive His Worship The Mayor and Deputy Mayor.

Members, Officers and those otherwise in attendance are asked to remain standing whilst the meeting is led in prayer by the Chaplin.

### 2. **Apologies for Absence**

### 3. **Declarations of Interest**

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

### 4. **Reading, Confirmation and Signing of Minutes**

**1 - 4**

To read, confirm and sign the Minutes of the previous meeting of the Council held on Tuesday, 14 June 2016 in accordance with Rule 17 of Part 4 of the

Constitution.

**5. Motions on Notice**

To consider any Motions on Notice in accordance with Rule 12 of Part 4 of the Constitution.

**6. Petitions, Deputations and Questions**

To receive any Petitions and, or, Deputations in accordance with Rule 24 of Part 4 of the Constitution and to answer any Questions on Notice in accordance with Rule 11 of Part 4 of the Constitution.

Members are reminded that in accordance with Rule 11.1 of Part 4 of the Constitution, questions can be asked of the Leader of the Council and the Chair of a Committee without notice upon an item of the report of a Committee when that item is being receiving or is under consideration by the Council.

**7. Mayor's Announcements**

a) **List of Official Mayoral/Deputy Mayoral Engagements** 5 - 9

**8. Leader's Statement**

**9. Combined Authority for Leicester and Leicestershire (Update)** 10 - 11

**10. Proposed Re-Appointment of the Membership of the Licensing and Regulatory Committee 2016/17** 12 - 14

**11. Receiving of Minutes for Information**

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

a) **Minutes of the Place Shaping Working Group held on Thursday, 09 June 2016** 15 - 16

b) **Minutes of the Community Engagement Forum held on Thursday, 30 June 2016** 17 - 18

c) **Minutes of the Service Delivery Committee held on Tuesday, 05 July 2016** 19 - 30

d) **Minutes of the Oadby Residents' Forum held on Wednesday, 06 July 2016** 31 - 36

e) **Minutes of the Greening the Borough Working Group held on Thursday, 07 July 2016** 37 - 44

f) **Minutes of the Health and Wellbeing Board held on Tuesday, 12 July 2016** 45 - 48

g) **Minutes of the Wigston Residents' Forum held on Tuesday, 12 July 2016** 49 - 54

h) **Minutes of the Place Shaping Working Group held on Thursday, 14 July 2016** 55 - 58

i) **Minutes of the Policy, Finance and Development Committee held on Tuesday, 19 July 2016** 59 - 69

j) **Minutes of the Licensing and Regulatory Committee held on Wednesday, 20 July 2016** 70 - 72

k) **Minutes of the Change Management Committee held on Thursday,** 73 - 77

**21 July 2016**

- I) Minutes of the Development Control Committee held on Thursday,  
28 July 2016**

**78 - 86**

**MINUTES OF A MEETING OF THE COUNCIL HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 14 JUNE 2016 COMMENCING AT 7.00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Mayor - Councillor Robert F Eaton Deputy Mayor - Councillor Mrs Samia Z Haq		
<b>COUNCILLORS (16):</b>		
L A Bentley Ms A R Bond G A Boulter J W Boyce Mrs L M Broadley F S Broadley	D M Carter M H Charlesworth M L Darr B Dave Mrs L Eaton R Fahey	Dr T K Khong Mrs H E Loydall K J Loydall Mrs S B Morris
<b>OFFICERS IN ATTENDANCE (2):</b>		
S J Ball	Mrs A E Court	

Min Ref.	Narrative	Officer Resp.
13.	<p><b><u>CALLING TO ORDER OF THE MEETING AND PRAYERS</u></b></p> <p>The meeting of the Council was called to order to receive His Worship The Mayor and Deputy Mayor.</p> <p>The meeting was led in prayer by the Chaplin.</p>	
14.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology for absence was received from Councillors E Barr, Ms K Chalk, Miss M V Chamberlain, D A Gamble, J Kaufman, R E R Morris and R H Thakor.</p>	
15.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None.</p>	
16.	<p><b><u>READING, CONFIRMATION AND SIGNING OF MINUTES</u></b></p>	
16a.	<p><b><u>MINUTES OF THE COUNCIL HELD ON TUESDAY, 19 APRIL 2016</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The Minutes of the meeting of the Council held on Tuesday, 19 April 2016 be taken as read, confirmed and signed.</p>	
16b.	<p><b><u>MINUTES OF THE ANNUAL GENERAL MEETING HELD ON TUESDAY, 17 MAY 2016</u></b></p> <p><b>RESOLVED THAT:</b></p>	

	The Minutes of the Annual General Meeting held on Tuesday, 17 May 2016 be taken as read, confirmed and signed.	
17.	<p><b><u>ACTION LIST</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The Action List arising from the meeting of the Council held on Tuesday, 19 April 2016 be noted by Members.</p>	
18.	<p><b><u>MOTIONS ON NOTICE</u></b></p> <p>None.</p>	
19.	<p><b><u>PETITIONS, DEPUTATIONS AND QUESTIONS</u></b></p> <p>None.</p>	
20.	<p><b><u>MAYOR'S ANNOUNCEMENTS</u></b></p> <p>The Mayor expressed his gratitude to all those in attendance at the Brocks Hill Garden Party held on Sunday 5 June 2016 at Brocks Hill Country Park, Oadby. He particularly noted the generosity and support of Councillors K J Loydall, Mrs H E Loydall, Mrs S B Morris, Ms A R Bond and D M Carter for their fundraising efforts.</p> <p>The Mayor further announced that a charitable collection in trust of the Mayor's nominated charity, the Leicester Children's Holiday Centre (Mablethorpe), was to be held at Sainsburys on Bell Street, Wigston on Friday, 1 July 2016.</p>	
20a.	<p><b><u>LIST OF OFFICIAL MAYORAL/DEPUTY MAYORAL ENGAGEMENTS</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The list of Official Mayoral Engagements attended by The Mayor and, or, Deputy Mayor be noted by Members.</p>	
21.	<p><b><u>LEADER'S STATEMENT</u></b></p> <p>The Leader of the Council, Councillor J W Boyce, announced that the Chief Executive had since recovered from his recent episode of ill-health and was presently making a phased return to the Council before resuming normal working hours in the coming weeks.</p> <p>The Leader noted the significance of the upcoming Leicester and Leicestershire Strategic Growth Plan which sought to provide a single, consistent and long-term vision for Leicester/shire within which the importance of the Borough would be further protected. He stated that a full Strategic Growth Statement was to be reported to the meeting of the Policy, Finance and Development Committee to be held on Tuesday, 19 July 2016.</p> <p>The Leader stated that considerable progress had been made to date in respect of the Combined Authority for Leicester and Leicestershire. He advised that a meeting of the Shadow Committee was scheduled to meet on</p>	

	<p>Monday, 4 July 2016 to consider the Combined Authority's constitutional framework ahead of its expected ratification by all seven Leicestershire District and Borough Councils, the City Council and County Council in September 2016. He added that a number of governance-related and associated matters remained outstanding and, or, required attention, namely:</p> <ul style="list-style-type: none"> <li>(i) that a proposed devolution settlement was still forthcoming from the Department for Communities and Local Government with whom negotiations were ongoing;</li> <li>(ii) the impact of the collapse of several similar partnering arrangements between local authorities north of the Midlands; and</li> <li>(iii) the resistance posed by the City Council and County Council to the prerequisite of a directly-elected executive Mayor for the Leicester/shire area.</li> </ul> <p>The position in respect of the potential incorporation of the Leicestershire Fire and Rescue Service, Constabulary and Partnership NHS Trust into the Combined Authority's remit, and the relationship thereof with Rutland County Council, was also said to be a complex one.</p>	
<p><b>22.</b></p>	<p><b><u>COMMON SEAL OF THE COUNCIL</u></b></p> <p>The Council gave consideration to the report (at page 17) as delivered by the Monitoring Officer / Director of Services which should be read together with these minutes as a composite document.</p> <p>The Leader of the Council moved the recommendation as set out at paragraph 2 of the report.</p> <p>The Deputy Leader of the Council, Councillor M H Charlesworth, seconded the recommendation.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The Common Seal of the Borough Council of Oadby and Wigston be affixed to all Contracts, Orders, Deeds and other legal instruments and documents arising out of the minutes and reports referred to in the foregoing items.</p>	
<p><b>23.</b></p>	<p><b><u>RECEIVING OF MINUTES FOR INFORMATION</u></b></p> <p>In respect of the minutes of the meeting of the Development Control Committee held on 12 May 2016 at agenda item 11c, 'Brooksby Square (LDO), Oadby' (Minute Ref: 70c) at paragraph 17 (at page 35), Councillor L A Bentley requested that 'within the LDO boundary' be substituted with 'within the town centre boundary'.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The minutes as set out at agenda item numbers 11a -11d (pages 18 - 45) from the meetings of the below-mentioned Committees, Forums, Working Groups and Outside Bodies for the purposes of information be received by the Council:-</p> <ul style="list-style-type: none"> <li>a. Minutes of the Licensing and Regulatory Committee held on Thursday,</li> </ul>	

	<p>14 April 2016;</p> <p><b>b.</b> Minutes of the Development Control Committee held on Thursday, 14 April 2016;</p> <p><b>c.</b> Minutes of the Development Control Committee held on Thursday, 12 May 2016; and</p> <p><b>d.</b> Minutes of the Children and Young Peoples' Forum held on Wednesday, 01 June 2016.</p>	
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**THE MEETING CLOSED AT 7.22 PM**



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**MAYOR**  
.....

**TUESDAY, 6 SEPTEMBER 2016**  
.....

## Events attended by the Mayor (May - August 2016)

### MAY

03	South Wigston Chamber of Commerce	St Thomas the Apostle
07	Royal Yeomanry Wigston	Warding of new colours at Buckingham Palace
07	Dialogue Society	Brocks Hill Interfaith Spring Clean & Picnic
10	Wigston Civic Society	Unveil replacement plaque for Wigston Station
14	Bishop of Leicester	Welcome service for new Bishop
14	Hinckley & Bosworth Council	Mayor B&W Diamond Ball
14	Oadby & Wigston Muslim Association	Coffee Morning
24	Local Government Association	Royal Garden Party
26	Sikh Welfare & Cultural Society	Book Launch
27	Muslim School Oadby	Annual MSO Day

### JUNE

01	Wigston Civic Society	Relaunch of Two Steeples Walk
05	OWBC Brocks Hill	Garden Party
07	Brocks Hill Country Park	Volunteering Fair
11	Oadby & Wigston Swimming Club	The Mayor's Swimming Gala
12	Dean & Chapter of Leicester Cathedral	HM The Queen 90th Birthday Evensong
12	Asda Store, Oadby	Strawberry Tea Party for Breast cancer Care
17	Ecko Ltd (Subway)	Store Opening
17	The Lawns	Care Home Open Day
17	ABF The Soldiers Charity	A Reception & Band Concert
19	Lord Mayor of Leicester	Civic Service
20	OWBC	Armed Forces Flag Day
20	EHL Group	Opening of new office
25	Armed Forces Day Committee	Armed Forces Day
25	South Wigston Chamber of Commerce	Tesco South Wigston Community Fun Day
26	Oadby & Wigston Lions Club	Menphys Gala Concert
26	Melton Borough Council	Civic Service
27	Mocha Marketing Ltd	Oadby Show Window Competition



## JULY

03	The Parish of St Peter & St Paul Oadby	Battle of Somme Commeration Service
05	Wigston College	Bye Bye Blues Performance
06	Pride of the Borough	East Midlands in Bloom judging
06	Learning South Leicestershire	School sports Partnership Celebration Event
07	Osprey Cruises	Osprey & Wildlife Cruises Rutland Water
09	Wigston Magna Methodist Church	Musicannici
10	City of Leicester Scouts	100 Birthday Party
14	OWBC	VC Memorial Ceremony
15	University of Leicester	Summer Degree Congression
15	South Leicestershire Gateway Club	50th Anniversary Party
16	Brocks Hill Amphitheatre	Wizard of Oz
16	EHL Group	Store open day
21	Leicestershire & Rutland Heritage	Heritage Awards
22	Harborough DC	Civic Visit to Lutterworth
23	Resham Singh Sandhu	Cultural Awareness - Sikh Wedding
28	Chairman Leicester County Council	Summer Evening Buffet Reception
31	Leicestershire Scouts	International Camp & AGM

## AUGUST

01	Cross Counties Radio	Radio Interview
04	NW Leicestershire Chairman	Jimmy Cricket Evening
06	Mrs Teresa Walton	Allotment Day
13	LCHC	LCHC Civic Day
25	Sea Cadets	Visit during normal night
27	Bill Boulter	Garden Party
29	LCHC	Meet the coaches with children returning from Holiday

## Events attended by the Deputy Mayor (May - August 2016)

### JUNE

12	28th Leicester Scouts	Summer Fete
13	Oadby & Wigston Lions Club	Award & Presentation Evening
25	Pride of the Borough	East Midlands in Bloom Judging
26	Woodlands Grange	Summer Fun Day
26	Ruth Meuberg	Mitzvah Day
30	Leicestershire & Rutland Sport	School Games Summer Championships

### JULY

01	Leicestershire County Council	100th Anniversary Battle of Somme
02	Salvation Army	Fun Day
03	Brocks Hill	Brocks Hill Cross Country Challenge

## 2016 - Upcoming Events to be attended by The Mayor and Deputy Mayor

### SEPTEMBER

07	ABT The Soldier's Charity	A Beating Retreat & Reception
08	The National Forest Charitable Trust	CONKERS Drinks Reception
10	Wigston Framework Museum	Sock Day
10	Wigston Magna Methodist Church	Salvation Army Brass Band Concert
11	High Sheriff of Leicestershire	Informal Charity Lunch
11	Framework Knitters	Annual Service
11	Charnwood Borough Council	Charnwood Civic Service
13	Bondhon	Chef & Spice Charity Meal
14	Framework Knitters Museum	Pudding Bag Production
15	Wigston College	Student Award Evening
17	Rainbows	Open Day
17	The Royal Society of St George	Battle of Britain Memorial Dinner
18	Blaby District Council	Civic Service at Blaby Methodist Church
18	Royal Air Forces Association	Parade & Service
196	Pride of the Borough Awards Evening	Pride of the Borough
24	Wigston Magna Methodist Church	Wigston Magna Show
27	South Leicester Sea Cadets	Biennial Royal Naval Parade

### OCTOBER

02	Leicestershire County Council	County Service
02	Lord-Lieutenant, Lady Gretton	Happy & Glorious
05	Menphys	Reception for Civic Leaders
08	SSAFA Leicestershire	Fundraise Event - Male Voice Choir
09	High Sherriff Leicester	Justice Service at Leicester Cathedral
09	Oadby & Wigston Lions Club	Annual Charter Lunch
20	Chairman Leicestershire County Council	With Great Pleasure' Lars Tharp
25	Leicester & Rutland Magistrates	AGM & Educational Event

**NOVEMBER**

12	Leicester Festival of Music and Drama	Leicester Festival of Music and Drama
12		Oadby Lights Switch on
14	Cubs	Cubs Meeting
19	St Paul's Church	Christmas Fair

**DECEMBER**

02	Menphys	Christmas Concert
03	South Wigston Chamber of Commerce	Christmas Capers
07	Blaby District Council	Carol Concert
07	Harborough DC	Carol Concert
08	Melton Borough Council	Carols by Candlelight
13	Pat Parker	Magna Music Makers
20	Charnwood Mayor's	Carol Service

# Agenda Item 9



<b>Council</b>	<b>Tuesday, 06 September 2016</b>	<b>Matter for Decision</b>
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**Title:** **Combined Authority for Leicester and Leicestershire (Update)**

**Author:** **Mark Hall (Chief Executive)**

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## **1. Introduction**

This report updates Members on the plans to establish a Combined Authority for Leicester and Leicestershire.

## **2. Recommendations**

That the Council agrees that, due to the revised timescale, the progression of the Combined Authority for Leicester and Leicestershire be reported to and considered by the Policy, Finance and Development Committee at its most appropriate meeting during the Autumn Schedule.

## **3. Background**

3.1. Council considered a report at its meeting on 5 December 2015 titled "Combined Authority for Leicester and Leicestershire" and approved the following:

- a. The Scheme for the Combined Authority (the Scheme”);
- b. The Governance Review in relation to the Combined Authority;
- c. The publication of the Scheme and Governance Review and its submission to the Department for Communities and Local Government. The Chief Executive, following consultation with the Leader, to make any final amendments to the Scheme and Governance Review prior to their submission to the Department for Communities and Local Government in December 2015 or January 2016;
- d. The Chief Executive, following consultation with the Leader, to enter into discussions with the Department for Communities and Local Government and such other Government departments and other persons as are considered necessary by the Chief Executive to agree the terms of the Order establishing the Combined Authority and to approve the final form of the Order on behalf of the Council;
- e. The Chief Executive, following consultation with the Leader;
- f. To negotiate, agree and execute all ancillary documents in support of the operation of the Combined Authority, including (without limitation) the constitution of the Combined Authority; and to take all decision and actions necessary to enable the establishment of the Combined Authority.

3.2. Progression towards establishing a Combined Authority continues, however due to various external factors, timescales have now been revised.

3.3. Although the Council report of 5 December 2015 gave full delegated authority for the Chief Executive following consultation with the Leader to progress this, both have

always been of the view that key elements should be brought before the wider membership of the Council.

- 3.4. The intention had been that this would take place at this September Council meeting, however due to external factors this is now not possible. On the basis that the next Council meeting is not until December 2016, it is therefore being recommended that members agree that the Policy, Finance and Development Committee take on this responsibility and consider this issue at either its meeting on 20 September or 1 November 2016.

**Background Documents:-**

Report to Council on 5 December 2015 titled "Combined Authority for Leicester and Leicestershire"

**Email:** mark.hall@oadby-wigston.gov.uk

**Tel:** (0116) 257 2600

<b>Implications</b>	
<b>Financial (MH)</b>	No significant implications directly arising out of this report.
<b>Legal (MH)</b>	No significant implications directly arising out of this report.
<b>Risk (MH)</b>	No significant implications directly arising out of this report.
<b>Equalities (MH)</b>	No significant implications directly arising out of this report.
	Equality Assessment:- <input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

# Agenda Item 10



<b>Council</b>	<b>Tuesday, 06 September 2016</b>	<b>Matter for Decision</b>
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**Title:** **Proposed Re-Appointment of the Membership of the Licensing and Regulatory Committee 2016/17**

**Author:** **Mark Hall (Chief Executive)**

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## 1. Introduction

The Local Government (Committees and Political Groups) Regulations 1990 requires the Council to review the representation of different political groups as soon as practicable after there is delivered to the Proper Officer a Notice of Resignation.

## 2. Recommendations

That the nominated re-appointment of the membership of the Licensing and Regulatory Committee for the remainder of the municipal year 2016/17 (in accordance with the Appendix) is approved.

## 3. Information

- 3.1. Councillor G S Atwal is currently in the process of applying for a Combined Hackney Carriage and Private Hire Driver's Licence of this Council as a Licensing Authority. As such, his seat on the Licensing and Regulatory Committee is/was no longer tenable because of an apparent conflict of interest. The Member, therefore, formally tendered his resignation with immediate effect by letter addressed to the Chief Executive dated Thursday 28 July which was acknowledged by return on Friday 12 August 2016.
- 3.2. The Member's resignation has a consequential impact upon the membership of the Committee in terms of securing a political balance in accordance with the Local Government (Committees and Political Groups) Regulations 1990 given that he is/was the only Member of his political group represented on the Committee and at Council.
- 3.3. The implications are that the Committee's total membership ought to be reduced from 14 to 12 Members. This equates to nine (9) Liberal Democrat Members and three (3) Conservative Members, resulting in a net loss of one (1) Liberal Democrat Member.
- 3.4. The Liberal Democrat Member to consequently stand-down from the Committee has been nominated as Councillor F S Broadley.
- 3.5. The revised ratio set out in the Appendix is based upon the current total membership of the Council and its Committees and reflects the Council's requirement to represent different political groups taking into account the aforementioned circumstances.

### **Background Documents:-**

The Local Government (Committees and Political Groups) Regulations 1990

**Email:** samuel.ball@oadby-wigston.gov.uk

**Tel:** (0116) 257 2643

**Implications**

<b>Financial</b> (CR)	No significant implications.
<b>Legal</b> (AC)	In accordance with the Local Government (Committees and Political Groups) Regulations 1990
<b>Risk</b> (AC)	Failure to abide by the above Regulations could result in the Council acting <i>ultra vires</i> .
<b>Equalities</b> (AC)	Revised committee membership continues to reflect the current political composition of the Council.
	Equality Assessment:-
	<input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable





# Oadby and Wigston Borough Council

## PROPOSED RE-APPOINTMENT OF THE MEMBERSHIP OF THE LICENSING AND REGULATORY COMMITTEE 2016/17

<b>Licensing and Regulatory Committee (12)</b>	
<b><i>Liberal Democrat (9)</i></b>	<b><i>Conservative (3)</i></b>
G A Boulter	Miss A R Bond
Mrs L M Broadley (Chair)	R Fahey
Ms K Chalk	R H Thakor
Miss M V Chamberlain (Vice-Chair)	
M H Charlesworth	
M L Darr	
R F Eaton	
Mrs H E Loydall	
J Kaufmann	

# Place Shaping Working Group Minutes Oadby and Wigston Borough Council Thursday 9<sup>th</sup> June 2016

## **Councillors Present:**

Councillor A R Bond  
Councillor J W Boyce (Chair)  
Councillor M V Chamberlain  
Councillor L Darr  
Councillor B Dave  
Councillor H E Loydall  
Councillor S Morris

## **Officers Present:**

Adrian Thorpe (Planning Policy and Regeneration Manager)  
Ed Morgan (Planning Policy Officer)  
Jamie Carr (Planning Policy Officer)

## **Apologies:**

Councillor L A Bentley  
Councillor D A Gamble

### **1. Minutes and matters arising**

1.1 None.

### **2. Local Plan Update – Presentation**

2.1 Adrian Thorpe presented to Members on the key components of plan-making; the issues that need to be addressed in preparing a plan; and, the role that Members play in the process of preparing a plan.

2.2 With regards to the Duty to Co-operate, Councillor Loydall sought clarification on how a matter is resolved should an authority fail to co-operate. Adrian Thorpe explained that this has been an ongoing issue since the Duty was introduced by the Localism Act (2011) and that it places a duty upon authorities to 'co-operate' as opposed to 'agree'. Therefore, should a local authority be able to demonstrate to an inspector that they have tried to accommodate the views of their partners and actively sought to co-operate, even if their strategy isn't agreed by all partners, the Inspector for a Plan ultimately decides whether or not a local authority has complied with the Duty to Co-operate. Adrian Thorpe did however explain that the Government's Local Plans Expert Group are currently looking at the Duty to Co-operate.

2.3 Adrian Thorpe spent some time explaining why it is essential that the Council seeks to prepare and adopt a Local Plan as soon as is reasonably possible. Although the Council has an adopted Core Strategy (2010) and an adopted Town Centres Area Action Plan for Oadby and Wigston (2013), the Council now needs to prepare and adopt a new Local Plan.

2.4 Adrian Thorpe, Councillor Boyce and Jamie Carr then explained the roles and relationship between the emerging Leicester and Leicestershire Housing and Economic Development Needs Assessment (HEDNA); the determination of each

local authority areas Objectively Assessed Need (OAN); and, the importance for the Council to maintain an up to date housing land supply of at least 5 years.

- 2.5 Adrian Thorpe gave an explanation of how much time, effort and financial investment is required to deliver all of the necessary evidence based work to underpin the successful preparation and ultimate adoption of a new Local Plan. In conclusion to the presentation, he sought Members opinions on the proposed strategy for the Plan, which could be to primarily focus development in the centres of Oadby, Wigston and South Wigston; then to consider development on suitable land within the Leicester Principal Area; and, to then make provision for a Direction for Growth.
- 2.6 Councillor Loydall expressed full support for this strategy and reiterated how important it is to focus development in the town centres in order to strengthen their vitality and viability, with particular reference to the continuous churn of retailers and businesses that Wigston town centre has seen. There is a need to continually be looking to enhance the regeneration opportunities for the Borough's centres in order to maintain the viability of the businesses that occupy them. By doing so, this will help to reduce the number of vacant units, as well as charity shops within those centres.
- 2.7 Councillor Boyce also supported the proposed strategy and highlighted the role that the Council could look to play in encouraging development in the Borough's centres in the future.
- 2.8 Adrian Thorpe explained how important it is to have a fully supported strategy and the risks that exist for the Council if the strategy is not supported by all of the Members.

### **3. Strategic Growth Plan – Strategic Growth Statement**

- 3.1 Adrian Thorpe introduced this item and explained the context of the Strategic Growth Plan and its role in helping to shape growth across Leicester and Leicestershire in the future.
- 3.2 Councillor Boyce provided further explanation of what both the likely planning and political implications of the document are likely to be.
- 3.3 Councillor Loydall asked why the Strategic Growth Statement doesn't draw reference to the Borough of Oadby and Wigston. Councillor Boyce explained that it is a strategic document and that there is a relationship between the Strategic Growth Plan and infrastructure provision. He said that one of the most important elements of the Strategic Growth Statement is the objectives as these will set the context for the Strategic Growth Plan itself.
- 3.4 Councillor Loydall made a series of specific comments on the draft Strategic Growth Statement that were noted by Officers.

### **4. Date of Next Meeting**

- 4.1 Thursday, 14<sup>th</sup> July 2016.
- 4.2 Councillor M V Chamberlain gave her apologies for that meeting.

**MINUTES OF A MEETING OF THE COMMUNITY ENGAGEMENT FORUM HELD AT THE  
ON THURSDAY, 30 JUNE 2016 COMMENCING AT 7.00 PM**

<p><b><u>IN ATTENDANCE:</u></b>                  Chair - Councillor J Kaufman  <b>OFFICERS IN ATTENDANCE (1):</b>                  Ms V Quintyne    <b>OTHERS IN ATTENDANCE (3):</b>                  Stephen Payne - Vista                  Lesley Thornton - Helping Hands                  Sheila Mosley - Multi-Agency Forum (Kennedy House)</p>
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Min Ref.	Narrative	Officer Resp.
1.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Chris Huscroft - Oadby &amp; Wigston Lions and Food Bank                      Lesley Green - Oadby Trinity Methodist Church / Oadby Food Bank                      Iris Lightfoot - TREC (The Race Equality Centre)                      Rev'd Gillian Gamble - Oadby Trinity Methodist Church / Oadby Food Bank</p>	
2.	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 15 MARCH 2016</u></b></p> <p>The minutes of March 15 2016 were not read. These will be presented to the next meeting for endorsement.</p> <p>The Chair, on the basis of very low turnout and with agreement of those present agreed to cancel this meeting.</p> <p>The Chair reiterated that in order to get improved attendance at future meetings , the format of the meetings are to change. There is to be the provision of learning workshop input on themed issues as well as addressing the strategic business of the Forum.</p> <p>The workshop idea recognises that in todays “meeting climate”, workshops are one measure of showing how Third Sector time is valued and the mutual learning that such workshops can provide in addressing equality issues. Presentations by the various organisations are to continue.</p> <p>The next Forum meeting will address a workshop on engaging and consulting the “seldom heard” and a presentation by the Gypsy Traveller Service.</p> <p>The Chair expressed thanks to all those who turned up for the meeting and sent their apologies.</p>	
3.	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>Date: Wednesday 28<sup>th</sup> September 2016                      Time: 7pm                      Venue: Council Office, Council Chamber, Station Road, Wigston, LE18 2DR</p>	

**THE MEETING CLOSED AT 7.30 PM**



**CHAIR**

**WEDNESDAY, 24 AUGUST 2016**

**MINUTES OF A MEETING OF THE SERVICE DELIVERY COMMITTEE HELD AT THE  
COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 5 JULY 2016  
COMMENCING AT 7.00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor G A Boulter Vice-Chair - Councillor F S Broadley		
<b>COUNCILLORS (8):</b>		
G S Atwal Miss A R Bond D M Carter	Dr T K Khong Mrs H E Loydall K J Loydall	Mrs S B Morris R H Thakor
<b>OFFICERS IN ATTENDANCE (6):</b>		
S J Ball Mrs A E Court	S Glazebrook M Hone	Ms A Lennox S Nash
<b>OTHERS IN ATTENDANCE (1):</b>		
Ms Q Quinney		

Min Ref.	Narrative	Officer Resp.
1.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology for absence was received from Councillors L A Bentley, J W Boyce, Mrs L M Broadley, Ms M K Chalk, Mrs L Eaton and Mrs S Z Haq.</p>	
2.	<p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p>Councillors Mrs H E Loydall and Mrs S B Morris substituted for Councillors Mrs L Eaton and J w Boyce, respectively.</p>	
3.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>In respect of agenda item 13, Councillor K J Loydall declared a non-pecuniary interest insofar as he was a member of the Oadby &amp; Wigston Lions Club as referenced in the report (at page 119).</p>	
4.	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 22 MARCH 2016</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The minutes of the previous meeting of the Committee held on 22 March 2016 be taken as read, confirmed and signed.</p>	
5.	<p><b><u>ACTION LIST ARISING FROM THE MEETING HELD ON 22 MARCH 2016</u></b></p> <p>The Director of Services informed the Committee that:</p> <p>(i) dog fouling patrols had now been extended to cemeteries within the Borough and that the public notices therein had been updated;</p>	

	<p>(ii) further amendments were being made to the Draft Tree Strategy by the Arboricultural Officer prior to consultation; and</p> <p>(iii) an update regarding the car park at Blaby Park Road, South Wigston featured in the report at agenda item 15.</p> <p><b>RESOLVED THAT:</b></p> <p>The Action List be noted by Members.</p>	
6.	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None.</p>	
7.	<p><b><u>PROVISIONAL COMMITTEE OUTTURN REPORT - 2015/16</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 11 – 17) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>The Interim Chief Finance Officer reported that the overall Committee spend was within budget denoting a strong performance in terms of service delivery and a realisation of overarching Council objectives.</p> <p>The Chair requested that the Service Head ‘Water Charges Day Centre’ be corrected to ‘<i>Walter Charles Day Centre</i>’ in Appendix 1 (at page 14).</p> <p><b>RESOLVED THAT:</b></p> <p>(i) The reported outturn positions be noted by Members; and</p> <p>(ii) The requested revenue carry forward be noted by Members.</p> <p>In accordance with Rule 7.3 of Part 4 of the Constitution, the Chair moved for the order of business to be altered and taken in the order as reflected in the minutes.</p> <p><b>RESOLVED THAT:</b></p> <p>The order of business be altered, accordingly.</p>	<p><b>MHo CR</b></p>
8.	<p><b><u>DISABLED FACILITIES GRANTS (DFG'S) AND THE LIGHTBULB PROJECT</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 67 - 108) as delivered and summarised by the Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p>The Interim Community Services Manager added that although the subject-matter of DFG funding did not affect whether the Council joined the Lightbulb Project (LbP), the Council was not able to guarantee that in the future it would have the same available resources to top-up the grant to previous levels. He further stated that an option also existed for the LbP to assume responsibility for adaptations to Council-owned properties and that a review was currently being undertaken to ascertain if there were any</p>	

opportunities for improvements in services for which a further report would be brought back to a subsequent meeting of the Committee.

Ms Quin Quinney, a representative of the LbP, addressed Members.

Ms Quinney summarised the history of the LbP's inception and described the current mechanism through which DFG's were delivered as being too narrow and overly bureaucratic. The LbP was said to be a single-access point service that sought to provide a holistic assessment of service-users' needs so to transform and maximise the delivery of practical housing support to targeted groups, most notably in the early preventative stages, whilst providing a scope for savings. She reported that schemes administered by two Trusted Assessors (TA's) with the involvement of an Occupational Therapist (OT) in one-third of schemes in the Blaby and North West Leicestershire District areas had been delivered more quickly at a cost saving of 17%. She noted that the LbP required an incremental approach to be fully implemented and that a locality meeting would first take place to ascertain the Borough's requirements.

Councillor Mrs H E Loydall enquired as to whom undertook the initial assessment(s), their professional background and relevant qualifications.

Ms Quinney advised that most assessments were to be undertaken by TA's – formerly housing co-ordinators – re/trained by, and working in partnership with, the OT service at Leicestershire County Council (LCC) and assuming part of an OT's role. It was said that an OT's involvement would be reserved to more complex cases.

Councillor Mrs S B Morris sought to clarify how assessment turnaround times were comparatively quicker and what was meant by 'assistive technology' at Appendix 1. She further noted the importance of providing the right equipment to service-users.

Ms Quinney stated that a start-to-end mapping process had been used in order to identify and remove any duplication of resources thus resulting in quicker turnaround times and at a cheaper cost. 'Assistive technology' was said to be a tool available to TA's in order to meet the qualitative needs of particular, but not all, service-users.

Councillor Miss A R Bond enquired as to whether the LbP: worked in partnership with Social Services at LCC; extended to the provision of assistance guide-dogs for the blind/partially-sighted; and who was to attend the locality meeting.

Ms Quinney advised that the LbP formed part of the Social Services' Steering Group at LCC under which the OT service operated. She said that each locality had a Programme Board (PB) whose members were decided by its designated officers. She stated that assistance guide-dogs were not considered within the remit of the LbP but users would be appropriately signposted to other agencies where necessary.

The Interim Community Services Manager advised that the locality meeting for this Borough was to be organised and interested Members would be invited to attend.



Councillor R H Thakor enquired as to whether the scheme presented a funding cut to DFG's and, with reference to the table outlining the available spend for DFG's in Leicestershire in 2016/17 (at page 93), whether the total was an estimated figure.

The Interim Community Services Manager advised that the existing funding arrangements had no material impact upon joining the LbP. He further reported that only £177,000 of the total £316,000 sum awarded by the government to Oadby and Wigston was paid to this Council via the Better Care Fund (BCF) as administered by LCC, with the remainder sum diverted into other County-wide projects. He noted that this Council and another Council were still in dispute with LCC regarding this matter and that it would be reported back to a subsequent meeting of this Committee. He stated that although there was to be no funding cut, this area often spent above its allocation thus requiring the Council to top-up the grant from capital funds in previously successive years.

Ms Quinney advised that the total available spend was an estimated figure and that the omitted amounts in respect of the BCF element for the Charnwood and Oadby and Wigston areas and Countywide BCF funded DFG activity were yet to be confirmed because of the ongoing and aforesaid dispute with LCC.

Councillor G S Atwal asked if a saving was to be accrued to this Council under the LbP.

Ms Quinney advised that the initial pilot scheme (before full transformation) had generated a saving of 17% at existing resource levels - mostly absorbed by the work of TA's - and that the total sum of savings would be fully calculated in respect of the Borough once the salient facts had been gathered. She noted that case studies often showed that service-users only required certain elements of a given package and that the LbP delivered neither an overly pre-emptive or prescriptive programme.

Councillor Mrs H E Loydall sought clarification as to why one of the two pilot schemes in the Borough did not proceed and what was meant by 'satisfactory' at paragraph 3.2 of the report (at page 67).

The Interim Community Services Manager reported that one scheme did not proceed as the service-user simply chose not to go ahead with the installation and that 'satisfactory' was otherwise synonymous to a high standard of work, delivered on time for which positive customer feedback had been received.

The Chair enquired as whether the LbP complied with procurement regulations and retained the service-user's right to choose the contractor. He further raised a concern in that short-term assessments of service-users' needs may not accurately reflect a long-term provision of necessary support and the associated costs thereof.

Ms Quinney advised the no procurement exercise was undertaken by the LBP as this remained an issue to be addressed by each authority in accordance with their own regulations. She stated that service-users' did retain the choice of contractor.

	<p>Councillor K J Loydall enquired as to whether: the £1m start-up granted awarded to the LbP was still current; who was to vet the professional competency of external contractors; and if a falls in standards would result in mostly replacing OT's with TA's.</p> <p>Ms Quinney advised that the financial position of the LbP was to be reported to each PB in due course. She stated that the procurement of contractors would be steered by the PB and the procurement criteria process. It was said that the majority of the assessment work could be appropriately undertaken by TA's who were said to receive training that led to a qualification and that an OT's input was still available.</p> <p>Councillor S B Morris asked whether the TA's qualification was a government-recognised or LbP accredited qualification. She further stated that the financial implication 'CR1' of the report (at page 68) required additional exposition.</p> <p>Ms Quinney advised that it was a nationally-recognised qualification from an independent awarding body.</p> <p>Councillor Mrs S B Morris moved and amended the substantive recommendation at paragraph 2.1 of the report (at page 67) to 'That Members consider whether in light of the pre-business case that has been submitted and the feedback from the pilot schemes they wish <i>in principle</i> to joint Lightbulb Project to administer DFG's and adaptations to the Council's housing stock' (emphasis added).</p> <p>Councillor Mrs H E Loydall seconded the recommendation as amended.</p> <p>The Interim Community Services Manger confirmed that this subject-matter would return to a subsequent meeting of the Committee for further discussion and resolution.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>Members consider whether in light of the pre-business case that has been submitted and the feedback from the pilot schemes they wish in principle to join the Lightbulb Project to administer DFG's'.</p>	
<p>9.</p>	<p><b><u>COMMUNITY SERVICES UPDATE</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 18 - 66) as delivered and summarised by the Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p>The Interim Community Services Manager advised Members to note that the year's referenced in recommendations 2.1.a, 2.1.b and 2.1.d of the report (at page 18) were to read '2016/17' as opposed to '2015/16'.</p> <p>The Interim Community Services Manager added that the Community Flat at Boulter Crescent, Wigston had now been completed and returned to normal use since Thursday 30 June and that the concrete repairs and external decoration at Chartwell House, Oadby was currently out to tender. He reported that of 58 new homes at Kirkdale Road, South Wigston, 48 were</p>	

	<p>affordable homes for rent and 15 were shared-ownership properties. He confirmed, in addition, that Longhurst Housing Association had since reached an agreement with the site developers at Station Road, Wigston regarding the affordable housing element of the scheme which would provide 8 shared ownership properties and 10 affordable homes for rent. It was said that regular meetings were to be held with the Citizens Advice Bureau and the Helping Community Trust to monitor their performance in respect of advisory services which would be reported back to Members at a subsequent meeting of this Committee.</p> <p>The Housing Services Manager reported that homelessness was on the increase within the Borough due to an increasing reduction in the availability of private tenancies and higher private-sector rents. The Homelessness Strategy was said to include a number of initiatives to alleviate homelessness levels and associated costs thereof to the Council. It was said that, if Members were minded to endorse the Strategy, a consultation period would follow with the Council's partners and that the Strategy would be brought back thereafter to a subsequent meeting of this Committee.</p> <p>The Chair advised Members that a grievance had been submitted against LCC in respect of its £1.3m top-slicing of the BCF (DFG's). It was said that only this Council and one other Council had raised an objection. He further raised a concern that LCC could potentially top-slice again the award for 2019-2020 and that this Council was not to set a precedent to progressively top-up significant short-falls.</p> <p>Councillor K J Loydall requested that information be sought from LCC as to why a top-slicing had occurred, what County-wide projects the remainder sum had been invested in and if the outcome of the investment(s) was directly attributable to the residents of the Borough. The Member further requested Officers to gauge the response of consultees regarding fair rent regulations as part of the Homelessness Strategy consultation process.</p> <p>The Chair reiterated that it was resolved at a previous meeting of this Committee (or its predecessor) that the Lease for the rooftop telecommunication site at Chartwell House, Oadby was not to be renewed and, consequently, the equipment removed. He further requested that policy work be undertaken to assess the viability of the re-introduction of terrace-house refurbishment grants.</p> <p>Councillors Miss A R Bond and R H Thakor enquired as to whether communication signals would be affected in the Borough area in the event of the equipment's removal and if an alternative site had been identified.</p> <p>The Interim Community Services Manger advised that the Member's enquiry was of no material consideration to this Council and that health and wellbeing of the Borough's residents was its primary concern. He stated that, if Members were minded not to extend the Lease, negotiations may well be forthcoming with the Site Operator (EE Limited) to identify an alternative site within the Borough.</p> <p>Councillor Mrs S B Morris asked whether enquires were made by this Council to ensure that services were provided by Housing Associations (HA's) from tenant-funded association sink funds.</p>	<p><b>MHo</b> <b>SG</b> <b>SN</b></p> <p><b>MHo</b> <b>SG</b></p>
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	<p>The Interim Community Services Manager advised that the Council had no jurisdiction over such matters and that HA's were directly accountable to the Homes and Communities Agency (HCA).</p> <p>Councillor Mrs H E Loydall commended the reductions achieved in tenant arrears and asked whether the reductions were <i>on par</i> with other Leicester/shire District and Borough Councils. She further commended the Homelessness Strategy.</p> <p>The Interim Community Services Manager advised that benchmarking exercises were consistent for reporting purposes across Leicester/shire's Councils.</p> <p>Councillor Mrs H E Loydall moved the recommendations <i>en bloc</i> set out at paragraphs 2.1. to 2.1.f. (at page 18) and moved and amended the substantive recommendation at paragraph 2.1.g. to not extend the Lease for the rooftop telecommunication site at Chartwell House, Oadby and, consequently, for the telecommunications equipment sited thereon to be removed.</p> <p>Councillor D M Carter seconded the recommendations as amended.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <ul style="list-style-type: none"> <li>(i) The contents of the report be noted by Members;</li> <li>(ii) The current tenant gross arrears target for 2016/17 of 2.5% of the annual rent debit be approved;</li> <li>(iii) A former tenant arrears target for 2016/17 of 1.5% of the annual rent debit be approved;</li> <li>(iv) The revised Former Tenants Arrears Policy be approved;</li> <li>(v) A void turnaround time for 2016/17 of 20 working days be approved;</li> <li>(vi) The Homelessness Strategy be approved;</li> <li>(vii) the Energy Conservation Strategy and the proposed external wall insulation works arising from the Strategy be approved; and</li> <li>(viii) The Lease for the rooftop telecommunication site at Chartwell House, Oadby not be extended and, consequently, for the telecommunications equipment sited thereon to be removed.</li> </ul>	
10.	<p><b><u>PRIVATE-SECTOR EMPTY HOMES STRATEGY</u></b></p> <p>The Committee gave consideration to the report (at pages 109 - 111) as delivered and summarised by the Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p>The Interim Community Services Manager added that in total this year, the Council will receive a New Homes Bonus of £442,000 through properties being identified that were previously thought to be unoccupied.</p> <p>Councillor D M Carter commended the report and welcomed the action proposed in respect of the five long-term empty properties at paragraph 3.8 (at page 110).</p> <p>Councillor Mrs H E Loydall expressed that she did not wish empty properties attributed to the Ministry of Defence (MoD) on Namur Road, South Wigston</p>	SG

	<p>to feature in any future and, or, similar report and requested that Community Services liaise with the MoD or the MoD's agent regarding the short-term letting of the same void properties.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The information provided within the report be noted and the action going forward be endorsed by Members.</p>	
<p>11.</p>	<p><b><u>CHOICE BASED LETTINGS OPTIONS</u></b></p> <p>The Committee gave consideration to the report (at pages 112 - 114) as delivered and summarised by the Housing Services Manager which should be read together with these minutes as a composite document.</p> <p>The Chair expressed his preference to remain in the current Leicestershire Choice Based Lettings Partnership (LCBLP) and stated that an independent system would potentially create long-term issues and increased overheads. He said that the allocations policy had been previously amended to provide much needed flexibility.</p> <p>Councillor D M Carter opined that it was preferable to opt for a new or independent in order to reduce ongoing running costs yet sought to clarify with Housing Services Manager his preference.</p> <p>The Housing Services Manager advised that any given option resolved by Members was workable. He stated that an upgrade to version 8 of the existing software included much sought-after functionality demanded by service-users, of which the upgrade costs were appealing to other partners but entertained higher running costs <i>vis-a-vis</i> the higher start-up costs of a new system entertaining lower running costs.</p> <p>Councillor Mrs S B Morris enquired as to: how proven the software upgrade to version 8 was; if the upgrade has been rigorously tested by the Council; if Members were minded to resolve an independent system, had a quote been obtained in respect of the migration of system data; and whether there was sufficient budgetary allocation to realise the software transformation and proper implementation timeframes.</p> <p>The Housing Services Manager advised that significant assurances had been provided by the existing software provider who had soft-marketed the more modern-looking software upgrade to demonstrate its added functionality. It was noted however that it was Officers responsibility to ensure optimum system performance who were keen to move to a smarter-technology solution within a two-year process. He said that a detailed specification and reality-testing of the application would be completed at a later stage and that the move would require robust forward-planning and a dialogue with all partners. The Housing Services Manager advised that the housing register for this Borough was relatively small (430) and that data could either be exported from the system at minimal or no expense or service-users' asked to simply re-register. The figures detailed in the report were said to be base costs, excluding possible negotiated amendments by the LCBLP which would attract additional overheads. He confirmed that sufficient budgetary allocation did exist.</p>	

	<p>Councillor Mrs H E Loydall moved and amended the substantive recommendation at paragraph 2.3 of the report (at page 112) to 'In the event the partnership cannot be maintained or if the timetable cannot be achieved, that the Senior Management Team <i>in conjunction with the Chair and Vice-Chair of this Committee</i> be granted delegated authority to form a smaller partnership or to pursue independent action' (emphasis added).</p> <p>Councillor K J Loydall seconded the recommendation as amended.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>In the event the partnership cannot be maintained or if the timetable cannot be achieved, that the Senior Management Team in conjunction with the Chair and Vice-Chair of this Committee be granted delegated authority to form a smaller partnership or to pursue independent action.</p>	
12.	<p><b><u>CORPORATE ENFORCEMENT UPDATE</u></b></p> <p>The Committee gave consideration to the report (at pages 115 - 117) as delivered and summarised by the Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p>Councillor Mrs S B Morris noted an increase in fly-tipping incidents outside the immediate vicinity of the Borough-area (along the A1559 to Husbands Bosworth).</p> <p>The Chair reported that a record of fly-tipping occurrences within the Borough and their associated clean-up costs was being kept.</p> <p>Councillor R H Thakor noted an increase in the number of public and privately-owned sites in the Oadby area affected by graffiti (including, amongst others, the front wall to the ASDA supermarket and the back wall to the BP petrol station on the A6).</p> <p>The Interim Community Services Manager advised that the Council was liaising with the police to identify offenders and was hopeful that a persistent course of action to remove graffiti would ultimately tire future potential offenders. He added that the Environmental Development and Operational Services (EDOS) Team would be notified of affected sites aforementioned.</p> <p><b>RESOLVED THAT:</b></p> <p>The information provided within the report be noted by Members.</p>	
13.	<p><b><u>LEISURE SERVICES UPDATE</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 112 - 114) as jointly-delivered and summarised by the Director of Services and Interim Health and Leisure Manager which should be read together with these minutes as a composite document.</p> <p>The Interim Health and Leisure Manager added that there had been a disappointingly low uptake of tickets for outdoor performances staged at the Jubilee Amphitheatre at Brocks Hill Country Park during the Summer -</p>	

notwithstanding extensive publicity - and that work was to be undertaken to ascertain why such was the case.

The Director of Services added that an additional option for increased car-parking capacity at Brocks Hill (BH) / Parklands Leisure Centre (PLC) included land at Oak Avenue at BH. She stated that Members' views were sought so that a fully-assessed and costed report could be brought back to a subsequent meeting of this Committee for resolution.

Councillor Miss A R Bond congratulated the success of the small activity events recently hosted at BH which had attracted people from in/outside the Borough.

Councillor D M Carter commended the pro-activity at BH and PLC. In respect of increasing car-parking capacity, the Member expressed that BH's Ridge and Furrow field was not an option owing to its historical antecedents being part of Oadby's green wedge. He opined that the combination of small parcels of land was the most commonsensical solution in addition to the reconfiguration of the parking bays at BH and the inclusion of Oak Avenue. The Member also enquired as to whether the land situated immediately after the Oadby Town Football Club (OTFC) was a feasible option for inclusion and consideration. He further cited the promotion of sustainable travel plans by service-users under the Greening of the Borough Strategy.

The Interim Health and Leisure Manager advised that land to the right of Washbrook Lane, Oadby was mostly under the private-ownership of the OTFC however the land to the left (on the near-end of the Ridge and Furrow field) possessed the capacity for an additional 20-25 car parking spaces.

Councillor Mrs H E Loydall agreed with Councillor D M Carter. The Member stated that the open space at Wigston Road, Oadby was not a viable option given the potential for nuisance implications to the residents at The Oval, Oadby and instead advocated the opening of a footpath across the open space to provide a more convenient access route and to encourage more service-users to walk to the site.

The Chair clarified that the Ridge and Furrow field was unanimously considered by Members to be excluded as a viable option and the land to the left of Washbrook Lane and Oak Avenue were to be considered for inclusion. He further stated that any incorporation of land on Washbrook Lane was to avoid the use of tarmac surfacing.

Councillor K J Loydall requested that due consideration to pedestrian traffic and separation be factored into any subsequent report.

Councillor R H Thakor enquired as to whether any input had been sought from the Council's Planning Control department in respect of mapping the car park's layout. He further requested information as to the development costs of the Amphitheatre and asked whether local schools, community groups etc. were approached to offer the use of the same to them.

The Interim Health and Leisure Manager advised that the Geographical Information Systems (GIS) Officer had undertaken a mapping exercise which concluded that any reconfiguration of the existing PLC car park layout did not yield additional capacity. She stated that the requested information

	<p>was not immediately available at the meeting but would be provided to the Member outside the meeting in due course.</p> <p>The Chair confirmed that local schools and community groups has been approached.</p> <p><b>RESOLVED THAT:</b></p> <p>(i) The information provided within the report be noted by Members; and  (ii) The need to increase car parking spaces at Brocks Hill / Parkland Leisure Centre, and Members comments thereon, be noted.</p>	
<b>14.</b>	<p><b><u>CUSTOMER SERVICE TRANSFORMATION UPDATE</u></b></p> <p>The Committee gave consideration to the report (at pages 133 - 134) as delivered and summarised by the Director of Services which should be read together with these minutes as a composite document.</p> <p>Councillor Mrs S B Morris commended the Customer Services Centre's efficient handling and re-direction of service-users' and Councillors' calls and enquires alike.</p> <p>Councillor Mrs H E Loydall reiterated the need to retain those non-self serve and (offline) communications channels for those residents who were not as tech-savvy.</p> <p><b>RESOLVED THAT:</b></p> <p>The information provided within the report be noted by Members.</p>	
<b>15.</b>	<p><b><u>FACILITIES SERVICES UPDATE</u></b></p> <p>The Committee gave consideration to the report (at pages 135 - 136) as delivered and summarised by the Director of Services which should be read together with these minutes as a composite document.</p> <p>The Chair reiterated that the proposed revision of the Borough of Oadby and Wigston (Off-Street Parking Places) Order 2015 would apply to both car parks at Blaby Road Park and Station Street, South Wigston.</p> <p><b>RESOLVED THAT:</b></p> <p>The information provided within the report be noted by Members.</p>	
<b>16.</b>	<p><b><u>OPERATIONS SERVICES UPDATE</u></b></p> <p>The Committee gave consideration to the report (at pages 137 - 139) as delivered and summarised by the Director of Services which should be read together with these minutes as a composite document.</p> <p>The Director of Services reiterated to Members that the additional verge cut as resolved at the previous meeting of the Committee and now deemed necessary was to be undertaken at 50% of the cost (i.e. £2,350.00) by Blaby District Council.</p>	



	<b>RESOLVED THAT:</b> The information provided within the report be noted by Members.	
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**THE MEETING CLOSED AT 9.26 PM**



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**CHAIR**

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**TUESDAY, 11 OCTOBER 2016**

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**MINUTES OF A MEETING OF THE OADBY RESIDENTS' FORUM HELD AT THE OADBY BAPTIST CHURCH HALL, LEICESTER ROAD, OADBY, LE2 5BD ON WEDNESDAY, 6 JULY 2016 COMMENCING AT 6.30 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor D M Carter		
<b>COUNCILLORS (6):</b>		
G S Atwal	M L Darr	R Fahey
Miss A R Bond	B Dave	J Kaufman
<b>OFFICERS IN ATTENDANCE (1):</b>		
Ms V Quintyne	PC S Henson	
<b>OTHERS IN ATTENDANCE (39):</b>		
A Day	H J Heath	K Turner
B Barnaby	H Moore	K Turner
C Bott (Apologies)	H Newman	L Hill
B Culpin	H Smith	L Shah
C Glennon	H Thiaray	M Whearity
D Cunningham	I Sibley	M Ashmukh
D Honeywell	J Bryars	M Worthington
D J Burton	J Chauhan	MP Hughes
D Kent	J Fabes	P Bliss
D Needham	J Febu	R Turner
E Davidson	J Shrigley	R Turner
E J Henry	J Vickerstaff	S Bolton
EA Keywood	H Vickerstaff (Apologies)	S Mosley
G S Williams	K Ross	

Min Ref.	Narrative	Officer Resp.									
1.	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 01 MARCH 2016</u></b></p> <p>The Minutes of the previous meeting held March 1st 2016 were accepted as a true and accurate record.</p>										
2.	<p><b><u>LOCAL POLICING ISSUES</u></b></p> <p>Prior to the Police providing a verbal update crime report the Chair reminded residents that, the Resident Forum was established to give residents a voice to air borough issues which matter to them. The Forum meeting hosts an open surgery period from 6pm to 6.30pm for residents to raise individual concerns one to one with Councillors and the Police.</p> <p>PC Stephen Henson provided an update on crime figures for the period since the Forum last met. This is summarised below:</p> <table border="1"> <thead> <tr> <th></th> <th align="center">Previous</th> <th align="center">Current</th> </tr> </thead> <tbody> <tr> <td>Burglary Dwelling</td> <td align="center">12</td> <td align="center">4</td> </tr> <tr> <td>BOTD</td> <td align="center">7</td> <td align="center">1</td> </tr> </tbody> </table>		Previous	Current	Burglary Dwelling	12	4	BOTD	7	1	
	Previous	Current									
Burglary Dwelling	12	4									
BOTD	7	1									



	Civic Society as the lead body to, compile a feasibility study, including costs for erecting the stones on Burton`s Corner.	
<b>5.</b>	<p><b><u>SPEED CHECK MONITOR DEVICE</u></b></p> <p>Residents were consulted on whether they wished to have a speed check monitor device purchased and installed in Oadby. Wigston and South Wigston both have a speed check monitor device installed. A paper presentation on this issue was circulated at the meeting.</p> <p>Residents questioned: who would be responsible for maintaining and monitoring the data on the device, what the device cost, whether there was a cost for changing the location of the device, could it be trialled in Oadby before purchase , what benefits it had given to Wigston and South Wigston and whether there was a need in Oadby for such a device to be purchased</p> <p>A community organisation or committed volunteers are required to maintain and monitor the device. The cost to purchase is approximately £3,000.The device can be located on different lamp posts in the ward but not on main roads.</p> <p>Three years ago Oadby had a speed watch project in place. It was suggested that rather than a speed monitoring device which few residents seem keen to volunteer to monitor, that perhaps this might be repeated to identify any specific problems with speeding.</p> <p>By a show of hands the majority of residents did not think the purchase, installation and monitoring of an electronic speed device was viable at the current time.</p> <p><b>Action:</b></p> <p>This item is to be placed on the next Forum meeting agenda, inclusive of advice sought from the Police regarding what the benefits and disadvantages might be in the re-implementation of a speed watch project. The consultation presentation is to be circulated electronically.</p>	<b>V Quintyne</b>
<b>6.</b>	<b><u>CHAIR'S UPDATES</u></b>	
<b>6a.</b>	<p><b><u>CAPITAL PROJECTS UPDATE</u></b></p> <p><b>Capital Projects Update</b></p> <p>Oadby and Wigston Community First Responders as yet have not launched their Twitter Link. An article for the Letterbox newspaper is to be written. The litter bin between the top of Uplands Road and Manor High School The bin has been installed in Severn Road as requested by residents. Two bins requested for Coombe Park have been installed. Unofficial parking on Burton`s Corner-This is being dealt with by County Council Highways Authority. The placing of yellow lines on Stoughton Road is being progressed and the painting of 'Keep Clear' at the junction of The Yews has been completed. An informal friends of Coombe Park Group has been set up. Howden Road Bus Shelter – The Council Officer met with the County Council last Friday, 1st July to make a site visit. An application for the</p>	

	<p>licence has been put in place. The County Council has raised no objections .It is the intention to have the seat in place in the next eight weeks. The award of £ 1,379.00 to repair the St Peter`s Church clock was endorsed at the Policy Finance and Development Committee. All paperwork has been passed to Finance to release payment.</p> <p><b>Oadby Remembers 1914 to 1918</b></p> <p>A presentation was delivered outlining progress on this project. Initially this project was awarded £3,750.A proposal for further funding is to come to the forum in the near future. It has been very positively received. It has a corporate image since 2014. It includes eight exhibitions, inclusive of biographies, information on the Oadby Home Front and timelines of what was happening during the war in Oadby.</p> <p>The current exhibition concludes the end of July at St Peter`s Church.</p> <p>The history of 73 casualties has been logged and 25 biographies completed of these casualties. Information on another six to eight men who were not listed on the local memorial has been discovered. Since March 26th 2016 the project has become part of the Leicestershire and Rutland World War Reference Group.</p> <p>The exhibit includes a map of the homes in Oadby inhabited by the casualties. A venue to display this map is being sought. The project has involved schools and continues to generate more undisclosed information. The research and exhibition was praised for its content and the professionalism of display.</p> <p><b>Action:</b></p> <p>The presentation is to be electronically circulated.</p>	<p>V Quintyne</p>
<p>6b.</p>	<p><b><u>REQUESTS FOR SPENDING AND UPDATE ON FORUM BUDGET</u></b></p> <p><b>Conservation area plaques for Oadby</b></p> <p>A proposal was brought by Oadby Civic Society for an award of £2,000 to cover the cost and installation of 10 conservation plaques. The plaques are made of black granite and would mark conservation areas in Oadby. The proposal is linked to the heritage trail.</p> <p>A single plaque costs £85.00 for one measuring 200 x200. A 200x300 sized plaque costs £95.00.Owners`s permission is required to fix a plaque to a wall. Pride of the Borough is addressing the two Pinfolds. The vision is to have plaques in that area.</p> <p>In the ensuing discussion residents raised questions as to what can and cannot be done in a conservation area and whether conservation has an inhibitory effect on new planning developments. These are questions which will be answered at the next Forum meeting.</p> <p>All Residents were supportive in principle to funding the proposal.</p> <p><b>Action:</b></p>	<p>P Bliss</p>

	<p>A firmed up proposal inclusive of exact budget costs for the plaques, their installation and why the areas are conservation areas, is to be brought to the next Forum meeting.</p> <p><b>Phoenix Therapies</b></p> <p>Phoenix Therapies presented a proposal to launch a 10 week pilot project titled: "Take the Weight off your Mind". This project is already running in Wigston and South Wigston. The Project teaches people the emotional skills needed to support improved mental health wellbeing and how to achieve a happier and more fulfilled life. The proposal is seeking an award of £1,700.</p> <p><b>Action:</b></p> <p>A more detailed proposal including CV's, stating: what has been achieved since 2012, how many people have been supported in Wigston and South Wigston with the Bi-Polar Group, how are assessments made, including costs, is to come to the next Resident Forum meeting. The presentation is to be electronically circulated.</p>	<p><b>PT / V Quintyne</b></p>
<p><b>9.</b></p>	<p><b><u>ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS</u></b></p> <p><b>Ellis Park</b></p> <p>A feasibility study is being developed with reference to the swimming pool site. All options are to be brought forward and consultation is to take place with residents.</p> <p><b>Grey Post Boxes</b></p> <p>Councillor Kaufman is to raise the issue of the removal of the rotting grey post boxes with Leicestershire County Council Highways at the next meeting he attends.</p> <p><b>Damaged Grass Verge Outside of Waitrose Store</b></p> <p>Leicester County Council does not repair such verges.</p> <p><b>East Street Car Park and Road</b></p> <p>Potholes behind Marks and Spencer and Boots is being addressed through the sharing of costs for the repairs.</p> <p><b>Entrance to Parklands</b></p> <p>On the question raised by a resident as to who owns this land. The resident was informed that the land is in private ownership.</p> <p><b>Potholes near to Burton`s Corner</b></p> <p>A resident informed the meeting that there are deep potholes near to Burton`s Corner. These potholes are located on the A6 south side.</p>	

	<p><b>Blocked Drain Gulleys on Ashtree Road</b></p> <p>Councillor Kaufman is to raise the issue of blocked gulleys with County Council highways. This may require a more permanent solution.</p> <p><b>East Street Car Park and the LDO (Local Development Order).</b></p> <p>Building on East Street Car Park was discussed at the Council's Planning Committee. The LDO was rejected by a vote of 10 against and 3 in favour.</p> <p><b>Fludes Lane</b></p> <p>A resident who lives between Severn Road and Brookside Drive noted that the strip of land owned by the Council is raising the possible issue of land grabs. The dog bin and litter bin have been removed.</p> <p><b>Action:</b></p> <p>The Chair is to clarify the status of the land.</p> <p><b>Kennedy House Asylum Seeker and Refugee Resettlement Accommodation Wigston</b></p> <p>A resident requested fellow residents support the newly arrived residents of Kennedy House. The house is managed by G4S, a private sector company.</p> <p><b>Highcroft Avenue Pizza Parlour</b></p> <p>Residents reported growing concern over the amount of pizza shop packaging littering the area and pizza delivery drivers creating a potential hazard by parking on a bend in the road.</p>	<p><b>Council llor David Carter</b></p>
<p><b>10.</b></p>	<p><b><u>DATE OF THE NEXT MEETING</u></b></p> <p>Date: Wednesday 31 August 2016  Time: 6.30pm  Venue: Barnabas Centre, Hamble Road, Oadby, LE2 4NX</p>	

**THE MEETING CLOSED AT 8.30 PM**



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**CHAIR**  
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**WEDNESDAY, 31 AUGUST 2016**  
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**MINUTES OF A MEETING OF THE GREENING THE BOROUGH WORKING GROUP HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 7 JULY 2016 COMMENCING AT 6.30 PM**

<p><b><u>IN ATTENDANCE:</u></b>                  Chair - Councillor D M Carter</p> <p><b>COUNCILLORS (4):</b>                  Miss A R Bond                      M H Charlesworth                  G A Boulter                              R H Thakor</p> <p><b>OFFICERS IN ATTENDANCE (5):</b>                  B Kew (BK)                              H Pearson (HP)                              Ms M Smith (MS)                  Ms A Lennox (AL)                      Mrs J Smith (JS)</p>
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Min Ref.	Narrative	Officer Resp.
1.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology of absence was received from Councillors J W Boyce and F S Broadley.</p>	
2.	<p><b><u>NOTES OF THE PREVIOUS MEETING HELD ON 16 FEBRUARY 2016</u></b></p> <p>The Minutes of the previous meeting held on 16 February 2016 were agreed as an accurate record.</p> <p><b><u>Matters Arising from Previous Minutes</u></b></p> <p><b>Master Gardeners:</b></p> <p>Produce being grown was not being picked; Elizabeth Court – produce was left over winter months. Different crops had been planted this year which are being picked now, however it needs to be monitored. The Chair advised that if crops were not being picked then an email should be sent to Jane Morris who is responsible for Elizabeth Court, Boulter Crescent and Junction Road.</p> <p><b>Impermeable Driveways:</b></p> <p>Response is still outstanding from Adrian Thorpe/John Boyce.</p> <p><b>Cedar Tree Stump:</b></p> <p>This should have gone to PFD on 29 March for approval. AL to follow up with Nick Hague and report back.</p>	AL
3.	<p><b><u>GREENING OF THE BOROUGH MAJOR PROJECTS UPDATE</u></b></p> <p>AL presented Nick Hague’s report and updated the group on the major projects currently underway.</p> <p><b>Communication Plan</b></p>	



- There had been regular media releases with TV coverage by BBC East Midlands Today of the WW1 event at the weekend.
- Social media is increasing marketing reach.
- Events and activities continue to be promoted via Letterbox.

**Projects**

***South Wigston:***

- Pochins Bridge – bird survey is underway; there was an evening bat walk in May.
- Discussion is underway with Voluntary Action linking this site to the South Wigston Environmental Action Group.

***Wigston:***

- Clifton Bridge – there has been grass cutting to reduce invasive plants; a new footpath access is being created June-October to allow pedestrian entrance from the canal towpath.

***Oadby:***

- Fludes Lane – a number of wildlife surveys have been carried out with volunteers along with footpath clearance and litter picking activities.

***Brocks Hill:***

- Conservation management of site taking place, including footpath work, grass management and general site maintenance. The site has had a full Green flag inspection – confirmation has not yet been received due to problems with accessing the internet site.

***Country Park:***

- Volunteers have replaced the fencing around the den building.
- A new story telling throne has been built and installed within the amphitheatre with financial support from the Oadby and Wigston Lions.

***School Visits & Events:***

- Income generated from school visits will be £4,200. Over 1,200 pupils have visited Brocks Hill from 1<sup>st</sup> April with 16 schools from outside the borough visiting. The most popular activity is pond dipping and shelter building.
- Events were planned over the school holidays, to include Grow your own Tomatoes, Salad Garden in a Pot and Bug Wind Chimes.

AL

	<ul style="list-style-type: none"> <li>• Pride of the Borough were invited to the Super Sunny Sunflowers event on 6 April to launch their Britain in Bloom flower competitions.</li> <li>• The number of visitors to the Centre since January 2016 = 44,362.</li> <li>• The number of visitors for the year 2015/16 = 146,444.</li> </ul> <p><b>Stepping Stones</b></p> <ul style="list-style-type: none"> <li>• A decision was made to remove support for this project this year based on the amount of funding needed to partake (£3,300 per year) and the amount of revenue received back. This has been due to:</li> <li>• no funding has been allocated to the project this year</li> <li>• the project was not seen as being value for money</li> <li>• A review will be taken in subsequent years.</li> </ul> <p>Cllr Charlesworth asked if Pocket Park was being regularly maintained as there was a VC memorial event being held there on 14 July.</p>	
4.	<p><b><u>VOLUNTEERING UPDATE</u></b></p> <p><b>Volunteer Update</b></p> <ul style="list-style-type: none"> <li>• AL presented Nick Hague's Report.</li> <li>• The Chair referred to the previous minutes where comment was raised by Cllr Boyce regarding sustainability.</li> <li>• AL advised that there are currently 4 super volunteers who are trained in leadership, first aid and management and are currently aiming for 12 over the life of the project.</li> <li>• There are 50 volunteers with the aim to get this number to 100 over the life of the project.</li> </ul> <p><b>Insurance for Volunteers</b></p> <ul style="list-style-type: none"> <li>• AL to check that volunteers are covered under the Council's insurance.</li> <li>• The Chair advised that he was aware of a database where volunteers details were held and that a full safety briefing is given by a Ranger to volunteers for any task they undertake.</li> <li>• It was suggested that there was a Volunteering Policy but never finalised.</li> </ul>	<p>AL</p> <p>AL</p>
5.	<p><b><u>ENVIRONMENTAL SUSTAINABILITY PROJECTS</u></b></p> <p>JS presented her report.</p> <p><b>Stationery:</b></p>	

	<ul style="list-style-type: none"> <li>• Since changing the stationery provider, we have purchased 711 items, 86% of which have some green credentials.</li> <li>• Cllr Charlesworth asked if the paper we use is recycled but was advised that although it is not recycled, it is responsibly sourced.</li> </ul> <p><b>Energy Conservation Strategy:</b></p> <ul style="list-style-type: none"> <li>• JS advised that the draft Energy Conservation strategy was approved by the Service Delivery Committee on 5 July.</li> <li>• The report shows that the authority is in good shape to meet Government targets and that priority should be given to tackling the worst performing properties to help reduce fuel poverty amongst our tenants.</li> <li>• There are 425 homes that currently do not meet the Government's 2030 target, of which 148 solid wall properties are the worst performing. It is proposed to carry out external wall insulation to these properties as part of this year's capital programme which will lever in around £85K in terms of external funding.</li> <li>• The remaining 277 homes which do not meet the Government's 2030 target consist of properties which are in need of a new A rated central heating boiler to bring them up to modern day standards. 100 of these are being addressed through this year's central heating programme and the remainder will be scheduled in the next 2/3 years.</li> </ul> <p><b>Cycle to Work Scheme</b></p> <ul style="list-style-type: none"> <li>• HR are launching some employee initiatives; one of which is a Cycle to Work Scheme which is being introduced in August 2016. Staff will be encouraged to purchase a bike for commuting to work rather than using a car.</li> <li>• Employee benefits would be savings on their tax and national insurance</li> <li>• Environmental benefits would be less cars on the road</li> <li>• The Chair commented that it was good to hear that we are well placed regarding energy efficiencies in the workplace.</li> </ul>	
<p>6.</p>	<p><b><u>REFURBISHMENT AND POTENTIAL SPONSORSHIP OF BOROUGH ENTRY SIGNS</u></b></p> <p>MS presented her report.</p> <ul style="list-style-type: none"> <li>• There are 9 cast iron entry signs which are in need of refurbishment. The cost of refurbishing each sign will be £950 however a small discount will be applied if multiple signs are refurbished at the same time.</li> <li>• It is proposed that a 3 year plan is implemented and that sponsorship of the signs should be sought at £400 per year for 5 years for each sign.</li> </ul>	

	<ul style="list-style-type: none"> <li>The first 3 signs to be refurbished, with £2,850 allocated from Greening of the Borough reserves, would be  Crow Mill Blue Bridge (Aylestone Lane) Kilby Bridge</li> <li>Pride of the Borough expressed hope that we would continue to recognise East Midlands in Bloom/Britain in Bloom. It is, however, the sticky labels which is causing the damage to the signs.</li> <li>It is proposed that a strip is put on saying “Proud Winners of Britain in Bloom” and “East Midlands in Bloom” however this would cover the “twinning” information.</li> <li>As it is unclear if the “twinning” information is current, a plate could be made up in the same style and colouring as the entry sign to cover the twinning information or, if this is not a possibility, a similarly worded plate could be made to attach underneath the current entry signs.</li> <li>It was recommended that MS’s report was submitted to PFD for decision so that this project could be progressed.</li> </ul>	<b>MS</b>
7.	<p><b><u>OPERATIONAL SERVICES UPDATE</u></b></p> <p>BW presented his report.</p> <p><b>Waste and Recycling</b></p> <ul style="list-style-type: none"> <li>LCC is proposing changes to the recycling credit scheme which will be effective from April 2018.</li> <li>A Waste Seminar has been arranged for members to attend on 11 July where Officers will give an overview of the position with waste and recycling collections.</li> <li>AB commented that the bins in Oadby are smaller and are often overflowing after a Friday night. BK advised that they are emptied on a normal routine every week day, including on a Sunday.</li> <li>Cllr Charlesworth asked for a map of the locations of dog bins which was submitted as a member enquiry.</li> <li>There is also road closure on Station Road for 6 weeks from 18 July. Cllr Charlesworth had concerns on how the refuse trucks would get into Clarks Road. BK advised that it would be possible with a 7.5tonne vehicle.</li> <li>Junction Road Car Park – it was noted that cars were seen coming in/out from places other than the exits. MS will investigate.</li> </ul>	<b>MS</b>
8.	<p><b><u>VERBAL UPDATES</u></b></p> <p><b>Sustainable Food Production (Projects and Partnerships)</b></p>	

	<ul style="list-style-type: none"> <li>• Edible Food Trail – project bid progressing. The project is for existing and new community food groups which aim to start in September. There should be enough funding for an officer for 2/3 years.</li> <li>• South Wigston and Wigston group formed to encourage sustainable food growth. A meeting on 13 June was held to bring the groups together.</li> <li>• In Wigston there was a planting day on 9 June.</li> <li>• Bassett Street, South Wigston – date to be confirmed for the planting of the vegetable beds.</li> <li>• Oadby – the plan is to set up a similar group, however a date has not yet been agreed. There is also a need to identify places for new beds.</li> <li>• Incredible Edible is to be rolled out across the borough with links to master gardener scheme to encourage people to grow their own food.</li> <li>• The greenhouses at Bushloe House are not used – the view is that they are not safe and have been assessed by Council staff. They were closed because of lack of funding, not due to health and safety issues.</li> <li>• The view of the group is that they would like the green houses to be re-visited. To be referred to the Asset Management Group.</li> <li>• Cllr Thakor will pass on information re. veganism to Avril Lennox or Jane Morris.</li> </ul> <p><b>Future Direction of Brocks Hill / Cafe Update</b></p> <ul style="list-style-type: none"> <li>• Interim arrangements are in place and updates will be provided at a later date.</li> </ul> <p><b>Grass Verges</b></p> <ul style="list-style-type: none"> <li>• It was agreed that we will pay for an extra cut.</li> </ul> <p><b>Chicken Alley</b></p> <ul style="list-style-type: none"> <li>• MS advised that it was resurfaced during the last week of May. No complaints on the resurfacing work, however one complaint was received on the name which is being taken to the Civic Society. 2 compliments were received re water run-off.</li> </ul> <p><b>Tree Officer (Arboriculturist) Update</b></p> <ul style="list-style-type: none"> <li>• The Chair welcomed Henry Pearson to the meeting and Henry gave an overview of some of the projects he had been undertaking in the short time that he has been with the Council.</li> <li>• Tree Survey – once the relevant software has been received, he will</li> </ul>	AL
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	<p>be doing a full survey of the trees</p> <ul style="list-style-type: none"> <li>• Parks and Open spaces – risk survey being undertaken to identify where new planting would be beneficial.</li> <li>• Developing roadsides and green spaces with tree cover.</li> <li>• He advised that there 2 TPOs had been issued – one in response to an application at the Grand Hotel and one in Saffron Road which was following a request from the resident.</li> <li>• OWBC will be taking over the TPOs which County have in the Borough in the next few months. There are no fees or money involved in this exercise and it was reported that County has done all of the leg work.</li> <li>• Looking to find funding for new ways of planting outside of Section 106's. Looking to use money for "new planting budget". If successful, this will go into the Local Plan.</li> <li>• A meeting was held with the Environment Agency regarding flood issues to see if they can help with funding.</li> <li>• Oadby Grange – working on taking over this soon.</li> <li>• Launceston Road – there is a large maple flagged for felling. Due to it having a split stem it is very precarious. Consideration was taken to see if there was a possibility of saving the tree however it is not feasible as it has a big cavity. The felled tree will be replaced though.</li> <li>• Projects are commencing with schools to include students collecting tree seeds (acorns and conkers) with an aim of having a Council tree nursery. The children will grow them and then plant them out in the borough - it keeps them engaged and involved with conservation and it means free trees for the borough.</li> <li>• The Chair advised that the Manor School headmaster may be interested in this venture in partnership with other schools.</li> <li>• Tree Strategy – waiting on Tony Boswell for rewording of this document.</li> <li>• Beaufort Spinney – this was brought at auction and the owner is seeking planning permission to fell the trees in the woodland. As the trees are quite valuable, he has been advised that he will not be given permission. The owner has stated that he will be taking the matter to the Secretary of State. This will be closely monitored.</li> <li>• One prosecution for violation of a TPO in Ladysmith, South Wigston is being pursued where branches had been cut off a protected tree.</li> </ul>	<b>TB</b>
9.	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>21 September 2016 at 6.30 pm</p>	

**THE MEETING CLOSED AT 8.10 PM**



**CHAIR**

**WEDNESDAY, 21 SEPTEMBER 2016**

**MINUTES OF A MEETING OF THE HEALTH AND WELLBEING BOARD HELD AT THE  
COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 12 JULY 2016  
COMMENCING AT 1.30 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor J Kaufman		
<b>COUNCILLORS (4):</b>		
G A Boulter	Ms K M Chalk	Dr T K Khong
J W Boyce	Dr T K Khong	
<b>OFFICERS IN ATTENDANCE (4):</b>		
S Glazebrook	Ms A Lennox MBE	Ms J Morris
	Ms Henna Gohil (Note-Taker)	
<b>OTHERS IN ATTENDANCE (12):</b>		
Dr V Varakantam	Ms S Rose	A Bohannon
N Thandi	Ms Liz Steel	L Wills
Cllr Mrs HE Loydall	Ms Suzanne Lucas	Ms J Leadbetter
Ms L Redfern	M Sandys	Cllr E White

Min Ref.	Narrative	Officer Resp.
9.	<p><b><u>WELCOME BY CHAIR</u></b></p> <p>Chair, Councillor Jeffrey Kaufman, welcomed all attendees to the meeting. He confirmed that Oadby and Wigston Health &amp; Wellbeing Board (HWBB) has recently gone through a re-structure.</p> <p>Whilst the HWBB does not have any funding to support or deliver projects, the aim of this group is to bring key decision makers together from a range of local health providers to review local health data, share information on service provision and lobby for change.</p> <p>Each planned meeting will concentrate on a particular area of health. This meeting has a focus on Dementia and Mental Health.</p> <p>Attendees were asked to bring information about their projects or programmes that are taking place across Oadby and Wigston (or planned to take place), which aim to address these priorities. In addition to confirming what outcomes will be achieved through the delivery of such programmes.</p> <p>A 'Partner Organisation Priorities' form was handed out to each external attendee, in order to capture organisational aims and objectives over the coming year; in order to help map the priority of Mental Health and Dementia across the borough.</p>	
10.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology of absence was received from James Naylor, Contract Manager at Parklands Leisure Centre.</p>	
11.	<p><b><u>COUNTY HEALTH AND WELLBEING UPDATE</u></b></p>	



	<p>Ernie White and Mike Sandys (County Health &amp; Wellbeing Board) provided their County update. Topics included Transforming Health and Care across Leicester, Leicestershire and Rutland; the National requirements of the Better Care Fund; and an overview of the Leicestershire Integration Plan 2016/17.</p> <p>The County Board thanked everyone at a local level for their current contribution. There is a need to improve integration with District and County, to provide more power at a district level as they are better placed to understand the needs of the community.</p> <p>Difficulties at a County level as Health Grants being cut by 6% (1.6 million saving needed) without consulting with colleagues. Therefore Health &amp; Wellbeing board reviewing its priorities to manage Health and Wellbeing with a need to manage reductions in public health grants.</p> <p>The County Board realises there is a need to reduce emergency admissions and reduce the reliance on Hospital care by concentrating on identifying the most vulnerable residents and a greater need to support ethnic minority communities.</p> <p>Also a need to do more regarding signposting for people struggling to get help and advice. The County Board can press for better services and co-ordination and for providing up-to-date advice and an online list of services and charities that can help.</p> <p>Copies of County's presentation papers can be found in Appendix 1, 2 and 3. In addition Mike Sandys forwarded a copy of the draft 'Joint Health and Wellbeing Strategy 2017 - 2022' (Appendix 4). Comments to be forwarded direct to Mike.Sandys@leics.gov.uk</p>	
<p><b>12.</b></p>	<p><b><u>OADBY AND WIGSTON PRIORITY 1 - DEMENTIA/MENTAL HEALTH (KEY ACTIONS)</u></b></p> <p>Phoenix Therapies and Training provides over 25 years experience to improving mental wellbeing. They provide a stress relief toolkit to maintain positive outcomes and reduce mental health issues in communities. The aim is to teach people skills on how to be happy and successful and feel positive in situations, offering a working relationship with clients. They focus on helping people who are scared to build bridges between needing medical services and access to them. They also train professionals to improve the help they give to patients. The main aim is to take pressure off GPs and the Cedar Centre, providing early intervention and support. Copy of the presentation can be found at <b>Appendix 5.</b></p> <p><b>Introductions – Around the Table Discussion</b></p> <p><b>Nic Thandi – Alzheimer's Society</b></p> <ul style="list-style-type: none"> <li>• The Alzheimer's Society runs dementia support groups across Leicester City, Leicestershire and Rutland.</li> <li>• Offers support information programmes and community programmes and provides support and activity groups.</li> <li>• Provides early onset groups, members of the public need to book onto these groups.</li> <li>• Set up Dementia Action Alliance which focuses on supporting people</li> </ul>	

with dementia and their carers.

- Main aim is to prioritise links with GPs, work to engage with other communities, being realistic about utilising communities.

#### **Suzanne Lucas – J&S Day Service**

- J&S Service offers day services for people with dementia, opening on 15<sup>th</sup> August in South Wigston.
- Offers support and advice for carers.
- Focuses on the critical end of dementia.
- Taking referrals through Adult Social Care or self funded. Can meet 15-20 people per day.

#### **Helen Loydall – Senior Citizen Advice Group**

- Senior Citizen Advice Group provides forums with various speakers regarding dementia, approximately 60 – 70 attend each forum.
- Sends information via mailing list to residents, 900 residents on register.
- Organises the annual Young at Heart day.

#### **Sharon Rose – C.C.G.**

- Clinical Commissioning Group is creating work plans with GPs to work on dementia.
- Trying to identify patients with dementia, increasing numbers on register diagnosed with dementia.
- Commissioning services from Leicestershire Partner Trust.
- Offering Better Care Together – can allocate patients to a social worker.
- Looking at ways to offer a practical support with difficult patients.
- Question arises on struggle to contact CCG and a need for information early on without waiting for diagnosis.

#### **Lynn Redfearn – Rethink, Adult Mental Health**

- PCT funded – to look after carers dealing with mental health issues, help to signpost them to receive support.
- Provides support, caring and coping groups.
- Trying to prevent admission to hospitals.
- Provide support groups at Cedar Centre.

#### **Jane Morris – Boulter Crescent Project**

- ADHD & ASD support, planning to set up groups in community flat.
- Public Health funding Incredible Edible Project – growing vegetables outside Boulter Crescent for tenants.
- Boulter Crescent available as a venue, free of charge.

#### **Avril Lennox – Health & Leisure O.W.B.C**

- Commission funding drawn down to provide a range of physical activity projects across the borough, including Sportivate programme aimed at young people experiencing mental health concerns. In addition to health walks for dementia patients and physical activities for children.

	<ul style="list-style-type: none"> <li>• Working on retirement project for over 50s and carers.</li> </ul> <p><b>Age UK</b></p> <ul style="list-style-type: none"> <li>• Provides short respite breaks for people who are caring for an older person with dementia.</li> <li>• Age UK provide a day service for people with dementia that operates in Paddock Street, Wigston.</li> </ul> <p>Actively working to ensure that organisation is dementia friendly. This is a combination of training for staff and volunteers, awareness raising –for example, encouraging staff, volunteers and other supported to become Dementia Friends or Dementia Ambassadors, auditing our venues and other infrastructure to ensure e that Age UK are welcoming and accessible to people with dementia and their carers.</p>	
13.	<p><b><u>COMMUNICATION</u></b></p> <p><b>Oadby and Wigston Health &amp; Wellbeing Board:</b></p> <p>Aim to gather information to create an online information portal for health professionals and members of the public, in order to provide signposting to appropriate local services.</p>	
14.	<p><b><u>DATES OF FUTURE MEETINGS</u></b></p> <p>The Chair confirmed that each HWBB meeting will have a key focus, with the last meeting in April acting as the O&amp;W Annual Health summit to review outcomes and set future priorities. A core list of Members will attend all meetings, with specialist health professionals invited to selected meetings where they can feed into the HWBB 2016/17 priorities based on their specialist area.</p> <ul style="list-style-type: none"> <li>• <b>Tuesday 11 October 2016</b> – Diabetes/Healthy Weight</li> <li>• <b>Tuesday 10 January 2017</b> – Substance/ Alcohol Misuse</li> <li>• <b>Tuesday 4 April 2017</b> – Annual Health Summit</li> </ul>	

**THE MEETING CLOSED AT 3.30 PM**



.....  
**CHAIR**  
 .....

**TUESDAY, 11 OCTOBER 2016**  
 .....

**MINUTES OF A MEETING OF THE WIGSTON RESIDENTS' FORUM HELD AT THE  
COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 12 JULY 2016  
COMMENCING AT 7.00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor G A Boulter		
<b>COUNCILLORS (7):</b>		
L A Bentley	M H Charlesworth	
Mrs L M Broadley	R F Eaton	K J Loydall
F S Broadley	Mrs L Eaton	
<b>OFFICERS IN ATTENDANCE (1):</b>		
Ms V Quintyne		
<b>OTHERS IN ATTENDANCE (26):</b>		
A Schofield	J Buck	P Cousins
B Hilton	J M Butler	P Lapworth
C Huscroft	L Blackburn	P Payton
C Towell	L Wills (Phoenix Therapies)	P Reeves
D Foreman	M Drage	PC D Hyatt
D R Needles	M Hilton	R Burnham
G Blackburn	M J Butler	R S Darlaston
G Lamb	M Sturgeon	S Lonslow
G Schofield	M Warner	

Min Ref.	Narrative	Officer Resp.
1.	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 14 MARCH 2016</u></b></p> <p>The Minutes of the previous meeting held March 14th 2016 were accepted as a true and accurate record.</p>	
2.	<p><b><u>LOCAL POLICING ISSUES</u></b></p> <p>The Police presented the crime figures for the last three months. There has been a significant decrease in burglaries.</p> <p>There were 9 shed and garage break-ins.</p> <p>In the last three months Theft from motor vehicles totalled 16. There was an increase on this of 3. Peugeot cars were being targeted regardless of car age.</p> <p>Theft of motor vehicles equalled 3.</p> <p>There was a decrease of theft from stores.</p> <p>Robbery previously totalled 3. In this quarter nil. There were no particular areas of the district targeted for break ins. There was one robbery on the park and an attempted robbery of Nationwide Building Society. Children</p>	

	<p>between the ages of 12 to 16 were identified as the main victims of robbery. There are currently no suspects for the graffiti which has appeared on walls in the Little Hill area.</p> <p>The Council offered to remove graffiti from the walls of the Sainsbury store. The Store declined this offer. Sainsbury stated it will remove the graffiti.</p> <p>Where there are issues of obstruction by motor vehicles residents were reminded they can ring the Police on the 101 hotline to make reports. The Police will speak to parents and schools about the consequences of parking which causes resident and road user inconvenience.</p> <p>A resident wished the Police to be aware of possible motorcycling on school playing fields over the school holidays.</p>	
<p><b>3.</b></p>	<p><b><u>PHOENIX THERAPIES UPDATE</u></b></p> <p>Phoenix Therapies gave a power point presentation to residents. It was titled: Take the Weight off Your Feet. A paper copy of the presentation was circulated at the meeting. Testimonials from users of the Project were read aloud.</p> <p>Ten people attended this course. It ran for two hours a week for 10 weeks. It was estimated that the Project in terms of Health savings, saved the Health Services £20k to £30K.</p> <p>Testimonials shared with residents noted how participants on the course improved on their mental health and wellbeing.</p> <p>Improvement was measured by participants filling in a self evaluation form. The form consisted of five measurements. It questioned how participants felt at the beginning and end of the course and how the course impacted on their life.</p> <p>The course has concluded and the Group participants continue to meet at the Bassett centre, South Wigston to support each other.</p> <p>Residents asked if Phoenix Therapies had received funding for follow up work with participants. A project to support young peoples` health starts soon in Oadby and South Wigston. Funding has been obtained from The Conservation Volunteer Project (tcv) to support this work. No funding has been received from Health Services.</p> <p>Phoenix Therapies was requested to return to the Forum, and put together a more firmly costed proposal. This is on the basis that they request a minimum of £1000 from each of the three Town Forums to support the proposal.</p> <p>Phoenix Therapies are enlisting the support of Leicester University and De Montfort University for the collation of work achieved to date.</p>	
<p><b>4.</b></p>	<p><b><u>PRIDE OF THE BOROUGH</u></b></p> <p>Pride of the Borough was formed in 2003. Initially it was used as a means to enter East Midlands in Bloom The judging for East Midlands in Bloom</p>	

	<p>includes how communities are working together, not just flower arrangements in gardens.</p> <p>The Litter Picking Campaign has seen groups of people working together to build a strong sense of pride in community, through working to reduce litter.</p> <p>Litter picking takes place the third Saturday of each month. Saturday 16<sup>th</sup> July at 10am for two hours is the next meet up date. Magna Road is the meeting point.</p> <p>East Midlands In Bloom judges visited the Borough July 6<sup>th</sup> , 2016 to rate Oadby and Wigston Borough.</p> <p>Pride of the Borough for the past two years has worked with businesses.37 businesses now offer a discount to Oadby and Wigston Borough Pride of the Borough card holders.</p> <p>Card membership costs £5 per year. The cards are available from Brocks Hill Conservation Park and Centre, Oadby Library and Customer Services on Bell Street.</p>	
<p><b>5.</b></p>	<p><b><u>WIGSTON TRADERS' UPDATE</u></b></p> <p>Wigston Traders Group no longer exists. The Town Centre Manager is working to re-establish this Group. In the main time The Lions Group is working with the former Wigston Traders Chair Louise Pires.</p> <p>The Oadby and Wigston Lions will co-ordinate the Christmas Lighting deliberations and help to build a new Wigston Traders Group.</p>	
<p><b>6.</b></p>	<p><b><u>CHAIR'S UPDATES</u></b></p> <p><b>Electronic Notice Board Access</b></p> <p>On the question previously raised as to how residents can place a notice on the town`s electronic notice board, the Chair stated; residents need to contact Mark.Hryniw@oadby-wigston.gov.uk or ring him on 0116 25722706. Mark is the Town`s Business Manager. Charities can place an advert free of charge. Businesses are charged a fee.</p> <p>Request for a Community Notice board in Bell Street Customer Centre On the question of a second notice board accessible to residents being placed in the Customer Services Centre in Bell Street, the Chair stated Customer Services is addressing this. A notice board is to be erected which will not be obscured by the shutter.</p> <p><b>Sale of the Co-op Building</b></p> <p>The Co-op building has now been sold to Edinburgh Woollen Mills. Work is progressing to fill the Lord`s Electrical shop and Heard the butchers..</p> <p>A resident expressed thanks to the Chair for his continued effort in working to have a post office returned to Wigston.</p> <p><b>A Seat for the Pharmacy Bus Shelter</b></p>	

A seat for the bus shelter next to the pharmacy on Station Road is being ordered at the same time as the bus shelter for Oadby. This is to maximise the Council's finance ordering process. Order of a bin near to Horsewell Lane Bus Shelter

Residents agreed to a bin being placed next to the Horsewell Lane bus shelter. The bin costs £400.

### **A Defibrillator to be placed in the Sainsbury Store**

The Chair is to discuss the placing of a new defibrillator within the Sainsbury store. A defibrillator costs about £1,250. The purchase was agreed by the residents in principle. This is to be discussed at the next Resident Forum meeting. Instructions for use accompany the defibrillator.

### **Glenfield Hospital Children's Heart Unit Closure**

Glenfield Hospital Children's Heart Unit is to close. The Chair stated if residents are not in agreement with this they need to make their objections known by requesting the Council write a letter noting their concern. The majority of residents voted by a show of hands for the Council to write a letter on their behalf expressing concern to the closure.

### **Consultation on the Accommodation Strategy for Older People-2016 to 2026**

Leicester County Council is running an electronic consultation on the Accommodation Strategy for Older People -2016 to 2026. Residents were encouraged to view the website and express their view. The deadline for having your say is midnight of Friday 23 September 2016.

<http://www.leicestershire.gov.uk/have-your-say/current-consultations/accommodation-strategy-for-older-people-and-extra-care-review>

### **Consultation on Highways Planning by Leicester County Council**

Leicester County Council is to consult on highways planning until September. There is to be an expected £10million saving in the 2017 budget.

### **Memorial Service in Memory of Victoria Cross holder William Ewart Boulter**

Thursday 14 July at 12 noon sees a short twenty minute memorial service at the bottom of Bell Street. This is in remembrance of William Ewart Boulter who was awarded the Victoria Cross in France in 1916.

A tree is to be planted and an interpretation memorial board erected in his honour. Everyone is welcome to attend the event.

### **Continued Consultation on Pedestrianisation of Bell Street, Wigston till August 2016**

The County Council consultation on Bell Street Pedestrianisation goes on until August 2016.

	<p>Residents were encouraged to express their views in the consultation. Full pedestrianisation means cycles cannot be banned from being ridden under County Council rules.</p> <p>The Bollards have been knocked over. There is only one more bollard in stock. Should this last one be damaged the Council will place a gate at the end of Bell Street which will only be accessible to emergency vehicles and the Farmers` Market.</p> <p><b>Marone Square Refurbishment</b></p> <p>Residents were asked for their thoughts on the refurbishment of Marone Square. It is proposed to :remove the tall walls which are contributing to anti-social behaviour, create a picnic area with seating, create a space for young children to play on anti vandal proof games such as a hopscotch and add a basketball hoop for older children.£5,000 was suggested as the sum for this refurbishment. Residents agreed to £5,000 being spent on this refurbishment from the Forum fund if the Council could not fund the whole scheme.</p> <p><b>Future Town Budget Savings</b></p> <p>The Chair noted the Council will need to save at least £860,000 in the 2017 budget. In 2018 the saving will be around £260,000.The Council will consult residents on how much and why.</p> <p>It was noted that business rates go to the Council but they do not make up for the budget cuts in Government subsidy..</p> <p><b>The LED Lighting Programme</b></p> <p>The LED lighting programme is going forward shortly. There is still a street light curfew in Oadby and Wigston. The street lighting is controlled by a computerised system which switches the lights on and off, including individual lights.</p> <p>Concrete lamp posts are to be replaced as part of a separate programme.</p> <p><b>Leicestershire County Council Grass Cuts in 2017</b></p> <p>Grass cuts are to be reduced to three in 2017.This is a County Council duty to cut Highway verges.</p>	
7.	<p><b><u>ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS</u></b></p> <p><b>Trees in Wigston</b></p> <p>A resident raised the problem of two twenty foot trees in the South West periphery of the cemetery becoming a potential hazard as they may fall. The Chair confirmed a newly appointed tree officer is identifying all Council owned trees in the Borough and following up on reports of possible hazards. The Council is aware of the trees in the cemetery.</p>	



	<p>A tree in the Len Phillips Memorial Garden has split. It is to be removed and replaced in the Autumn.</p> <p>Trees and bushes overlapping the highways are cut by Highways and the Council bill the householder if not done in the specified time.</p> <p>The Chair is to address the issue of overhanging bushes and big adverts outside of shops which are a potential hazard to blind or partially sighted pedestrians.</p> <p>Hedges on the Meadows were noted by the Civic Society as causing a potential hazard. The Council Aboralist is aware of these.</p> <p>A resident suggested more trees be planted on Holmden Avenue using the consultation feedback requests of residents who were amenable to having a tree placed outside of their residence. The current number of trees look sparse on the Avenue. This is to come back for discussion at the next Residents Forum meeting.</p> <p><b>Pavements used for Placing Shop Trolleys, Tables and Chairs</b></p> <p>The Council has a policy on the use of pavements being used by shopkeepers to place trolleys. Letters of enforcement to stop this practice can be sent to shop keepers.</p> <p>County Council Highways is responsible for issuing the licence to shop keepers who wish to place chairs and tables on the pavement in front of their shop. The licence extends to goods for sale on the highway. The revenue goes into the Highways budget.</p> <p><b>Emergence of a Car Wash between Leicester Road and Long Street</b></p> <p>Councillor Lee Bentley at a resident`s request is to check out the emergence of a car wash which has appeared at the juncture between Leicester Road and Long Street.</p>	
8.	<p><b><u>DATE OF THE NEXT MEETING</u></b></p> <p>Wednesday 14 September 2016  Time: 7pm  Venue: Council Office, Council Chamber, Station Road, Wigston, LE18 2DR</p>	

**THE MEETING CLOSED AT 8.50 PM**



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**CHAIR**  
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**WEDNESDAY, 14 SEPTEMBER 2016**  
.....

# Place Shaping Working Group Minutes Oadby and Wigston Borough Council Thursday 14<sup>th</sup> July 2016

## Councillors Present:

Councillor A R Bond  
Councillor J W Boyce (Chair)  
Councillor B Dave  
Councillor H E Loydall  
Councillor L A Bentley

## Officers Present:

Adrian Thorpe (Planning Policy and Regeneration Manager)  
Mark Hryniw (Town Centre Manager)  
Daniel Britton (Economic Development Officer)

## Apologies:

Councillor M V Chamberlain  
Councillor D A Gamble  
Councillor S B Morris  
Councillor M L Darr

### 1. Minutes and matters arising

1.1 None.

### 2. Town Centre Manager's Report

- 2.1 Mark Hryniw presented to members the Town Centre Manager's Report. Wigston currently has an empty unit rate of 8, Oadby 4 and South Wigston 6 units. All three centres have seen a drop in empty units and compare well to the national average. Councillor Bentley asked if we have had an increase in charity shops. Mark replied not in Wigston. Councillor Boyce stated that single business rates across Leicestershire are being considered as part of the Combined Authority. Councillor Loydall stated charity shops are busy and have a function. Councillor Bond questioned the effects on other businesses. Mark to look into information from Hinckley on the percentage of new items charity shops are allowed to sell. Mark to keep a list of charity shops on file. Councillor Loydall questioned the Oadby and Wigston official policy on charity shops being allowed next to each other on the primary shopping frontage. Adrian clarified the policy resists three none A1 uses a row and charity shop are A1 use.
- 2.2 Mark outlined the Co-op has sold the unit to Edinburgh Woollen Mill. The plans are for 4 retail units on the ground floor and a retail unit on the first floor. Mark believes the post office is in talks with one of the new retailers. Councillor Loydall stated that MP Sir Edward Garnier has been reported in the Leicester Mercury about the Post Office discussions.
- 2.3 Mark stated the digital display screens are doing well. Mark is currently investigating a site for a screen in South Wigston and preparing a briefing for members for decision.

- 2.4 Mark stated the annual road closure order is in place. South Wigston community fun weekend was held and the next event is the Oadby Motor Fest. Mark then outlined details of the Christmas light switch on events. Councillor Bond asked for any extra help with Oadby switch on event.
- 2.5 Mark Hryniw outlined the last Wigston market was poorly attended but Oadby is doing well. Discussion was around Oadby and Wigston markets being more expensive. Mark outlined costs for general markets are far higher due to Leicester City licensing conditions and potential to push for a wider market. Mark to provide Councillor Boyce with capacity of what Wigston could hold.
- 2.6 Mark Hryniw outlined works to the Christmas lights infrastructure are to be carried out soon. Councillor Bond stated the trees in Oadby were chopped before last year's installation. Mark said more lights are planned for this year to help with this. Councillor Loydall asked about the issues with the cones last year. Mark outlined this was to do with County Council and location for the power source with some faults to the lights. Mark will publish a map for lights for each of the three town centres for the September meeting.
- 2.7 Mark Hryniw outlined he is now Vice Chair for the ATCM. Mark has also held a meeting in Oadby for the potential to locate a defibrillator and once installed this is to be publicised on the digital screens.

### **3. Economic Regeneration Strategy 2015-2020**

- 3.1 Daniel Britton outlined the strategy has undergone a six week public consultation period and the responses received have been reviewed and incorporated into the updated Economic Regeneration Strategy 2015-2020. Daniel highlighted the European Structural and Investment Funds 2014-2020 and potential effects of the EU referendum vote to leave. The group agreed to leave this section as it currently reads.
- 3.2 The group agreed to take the strategy to Policy, Finance and Development Committee on 20<sup>th</sup> September for approval.

### **4. Horsewell Lane Recreation Ground Regeneration Project and the Provision of a 3G Pitch**

- 4.1 Adrian Thorpe circulated summary of the paper to the meeting. Adrian outlined that the project idea originally stated with an approach from the youth club and Councillor Bentley for new youth club provision. The original designs for a multi-use community building cost around £2m. These costs were prohibitive and therefore work has begun to look into alternatives.
- 4.2 The report deals with the three main issues; the location for an All Weather Pitch in Wigston or South Wigston, a replacement for Horsewell Lane pavilion and funding. Adrian outlined the funds for an All Weather Pitch came from the Station Road South Leicestershire College site. Adrian outlined the main options; Combine with a new Pavilion at Horsewell Lane – concern over security of the pitch and site limitations, Locate on the open space associated with the new residential development at Pochins Bridge in South Wigston – concern over security of the pitch and site limitations or locate within a School (Leicestershire and Rutland Sport have established links).

- 4.3 Access and management are the biggest concerns. The estimated cost of an All Weather Pitch is £685,000 and this can be funded through a maximum of 5 S106 agreements. The suggested way forward is that discussions take place to locate the All Weather Pitch within school grounds. Councillor Loydall stated this probably the right way to go but has concerns around access arrangements from previous experience. This option would present the best security option. Councillor Loydall suggested we need a strong contract around usage and costs for the community.
- 4.4 Councillor Bentley questioned why we need to have an All Weather Pitch. Councillor Boyce stated to cover the loss from the South Leicestershire College site. It was clarified the Pochins Bridge open space is linked to the residential development at Pochins Bridge. Sport England wanted an All Weather Pitch as mitigation for the loss at the Station Road site. Adrian Thorpe outlined the Playing Pitch Strategy identified a need for the pitch and sports provision is referenced in the S106 agreement. Councillor Bentley questioned can the £400,000 not be spent on a community building. Adrian outlined the fund could potentially only be spent on a sports building, but the Council already provides these facilities at Parklands.
- 4.5 The Horsewell Lane pavilion needs to be of sufficient size. The revenue plan is the main issue and we need to look to the community to run it. Councillor Boyce stated that if we can find an organisation to run it and we can make the revenue stack up the capital funds can be achieved. Running the pavilion ourselves is expensive.
- 4.6 The agreed outcomes were to initiate conversations with a School about the All Weather Pitch and for Horsewell Lane it was agreed to speak to a host organisation that could potential run the the building.
- 4.7 Councillor Dave requested that the £132,000 S106 details be outlined in any relevant committee report.

## **5. Local Plan (Verbal Update)**

- 5.1 Adrian Thorpe outlined the HEDNA is currently being prepared by GL Hearn to establish the objectively assessed housing and employment need up to 2031 and 2036. We had thought we would have the objectively assessed housing and employment need figures however we have a delay due to establishing the effects of the EU referendum on the economy but the final deadline should still be met. Officers hope to have the information by the end of the month when officers will have the opportunity to ask questions. This will then be reported to MAG on 8<sup>th</sup> September.
- 5.2 Discussions are needed about how any unmet need can be met. The strategic growth plan aims to look are where the need can be located. Need to establish the need and then a strategy on how can be met to timescales.
- 5.3 Councillor Boyce outlined he had attended MAG and referred to the fact that the government is to shortly publish figures on housing growth.
- 5.4 Councillor Boyce outlined the importance of understanding the housing numbers and affordability issues.
- 5.5 Councillor Loydall stated that important issues are around the need, what we can provide and affordability.
- 5.6 Councillor Loydall asked if the need takes into account student numbers. Adrian Thorpe stated the issues around student accommodation are relevant to the figures.

- 5.7 Councillor Bentley asked if the number will be affected by the Direction for Growth delivery. Adrian Thorpe replied no this is more a five year housing supply issue. Councillor Bentley asked the effect to the Council if they don't accept the HEDNA and in response reference was made to the requirement for Council's to prepare a Local Plan.
- 5.8 Adrian Thorpe outlined local plan evidence studies are progressing and officers are looking at draft policies. Officers are currently looking at public consultation of the preferred options between the 4<sup>th</sup> November and 16 December 2016 and set out how this compared to the LDS which referred to preferred options consultant taking place between September 2016 and November 2016. The proposed timescale was agreed.

**6. Date of Next Meeting**

- 6.1 Thursday, 15<sup>th</sup> September 2016.

**MINUTES OF A MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE  
HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 19 JULY  
2016 COMMENCING AT 7.00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor Mrs S B Morris Vice-Chair - Councillor Mrs L Eaton		
<b>COUNCILLORS (8):</b>		
G S Atwal E Barr L A Bentley	G A Boulter J W Boyce M L Darr	J Kaufman K J Loydall
<b>OFFICERS IN ATTENDANCE (4):</b>		
S J Ball Mrs A E Court	M Hone D Lingard	
<b>OTHERS IN ATTENDANCE (3):</b>		
A Persaud	Ms Y Geen	T Railton

Min Ref.	Narrative	Officer Resp.
1.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology for absence was received from Councillors R Fahey, D A Gamble and R E R Morris.</p>	
2.	<p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>Councillor Mrs L Eaton substitute for Councillor D A Gamble as Vice Chair for the duration of this meeting.</p>	
3.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None.</p>	
4.	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 29 MARCH 2016</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The minutes of the previous meeting of the Committee held on 29 March 2016 be taken as read, confirmed and signed.</p>	
5.	<p><b><u>ACTION LIST ARISING FROM THE MEETING HELD ON 29 MARCH 2016</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The Action List be noted by Members.</p>	
6.	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p>	

	<p>None.</p> <p>In accordance with Rule 7.3 of Part 4 of the Constitution, the Chair moved for the order of business to be altered and taken in the order as reflected in the minutes.</p> <p><b>RESOLVED THAT:</b></p> <p>The order of business be altered, accordingly.</p>	
7.	<p><b><u>CONTAMINATION LAND INCIDENT (BY ASBESTOS CONTAINING MATERIALS) - PART I</u></b></p> <p>The Committee gave consideration to the report (at pages 182 - 183) as delivered and summarised by the Community Safety and Environment Manager which should be read together with these minutes as a composite document.</p> <p>The Chair moved and amended the substantive recommendation at paragraph 2 of the report (at page 182) substituting 'the Chair of this Committee' with '<i>the Vice-Chair of this Committee</i>' (emphasis added).</p> <p>Councillor J W Boyce seconded the recommendation as amended.</p> <p>Councillor J W Boyce enquired as to whether: (i) the legal basis in paragraphs 3.2 and 3.3 of the report (at pages 182 - 183) were correct; (ii) any delay in action taken had compounded the situation; (iii) the associated-costs in respect of assessing the impact to the privately-owned residential properties were to be recovered; (iv) if Severn Trent Water and Network Rail had been duly informed about the potential of land contamination; (v) if the value of the land carriages had been ascertained to ensure the viability of any land charges subsisting against the land; (vi) if the re-sealing of the roof formed part of the clear-up process.</p> <p>The Community Safety and Environment Manager advised that: (i) the correct legal basis had been identified upon expert advice for a potential prosecution on a full cost-recovery basis; (ii) that rain water in the interim period may have dispersed and, or, washed away the asbestos containing material (ACM) crystallites; (iii) the Council was working closely with the polluter, Public Health England (PHE), The Environment Agency (EA) and the Health and Safety Executive (HSE) to ensure all necessary action is/was being and to be taken; (iv) costs could not be recovered in respect of the assessment; (v) the land carriages were deemed viable and the polluter was considered to be solvent; and (vi) the re-sealing of the roof has been completed.</p> <p>Councillor L A Bentley enquired as to whether there is/was a sufficient quantity of ACM pollutant in a crystallite air-borne form to pose a risk to public health and, therefore, to justify the allocation and spending of the proposed budget.</p> <p>The Director of Services/Monitoring Officer and Community Safety and Environment Manager jointly-advised that PHE and the EA had agreed that a health risk did exist to the affected residential properties and that essential testing of the soil was to be undertaken imminently and the land returned to its former position. They advised that the costs were wholly contingent on a full return of the assessment and that the polluter was, at law, responsible</p>	

	<p>for the clear-up and costs thereof. It was said that the recommendation contained in the report sought to put the Council in a position to mitigate and, or take over the clear-up should the polluter be unwilling or unable to do so as is the incumbent responsibility upon local authorities for land contaminations.</p> <p>The Chair enquired as to whether the land to the rear of the incident site has been assessed.</p> <p>The Community Safety and Environment Manager advised that the land in question had been assessed and identified as a potentially contaminated site, accordingly.</p> <p><b>RESOLVED THAT:</b></p> <p>Members delegate authority to the Community Safety and Environment Manager in conjunction with the Chief Finance Officer and Vice-Chair of this Committee to appoint a licensing specialist asbestos removal expert to undertake clear-up operations to contaminated land to an agreed budget of not more than £100,000 (one-hundred thousand pounds) should this be necessary.</p> <p><b>Votes For</b>                    9  <b>Votes Against</b>                0  <b>Abstentions</b>                    1</p>	
8.	<p><b><u>EXCLUSION OF THE PRESS AND PUBLIC</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The press and public be excluded in accordance with section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the item below on the grounds that it involved the likely disclosure of exempt information, as defined in the respective paragraph(s) 1, 2, 3 and 7 of Part 1 of Schedule 12A of the Act and that in all the circumstances, the public interest in maintaining the exempt item outweighed the public interest in disclosing the information.</p>	
9.	<p><b><u>CONTAMINATION LAND INCIDENT (BY ASBESTOS CONTAINING MATERIALS) - PART II (EXEMPT)</u></b></p> <p>The Committee gave consideration to the exempt report (at pages 184 - 185) as delivered and summarised by the Community Safety and Environment Manager.</p> <p>Members had an <i>in camera</i> discussion regarding the contents of the exempt report.</p> <p><b>RESOLVED THAT:</b></p> <p>The information provided within the report be noted by Members.</p>	
10.	<p><b><u>OVERALL PROVISIONAL BUDGET OUTTURN REPORT 2015/16</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 11 - 18) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a</p>	



	<p>composite document.</p> <p>The Interim Chief Finance Officer added that the overall Council position was within budget denoting a strong performance in terms of service delivery and a realisation of overarching Council objectives in line with the current Medium-Term Financial Strategy (MTFS).</p> <p>The Chair moved the recommendations <i>en bloc</i> as set out at paragraphs 2.1 and 2.2 of the report (at page 11).</p> <p>Councillor J W Boyce seconded the recommendations.</p> <p>Councillor J W Boyce opined that a net deficit of £18,000 within a total General Fund Budget of £6.5m was considered acceptable. He stated that the Council had not yet discussed the finer implications of the Government's 4-year settlement which, in consultation with the Chair of this Committee, he hoped could be brought forward in time for October with any regulatory governance issues to be brought back to a subsequent meeting of this Committee.</p> <p>The Interim Chief Finance Officer stated that he had not yet had sight of the settlement's format but this would amount to a concise document demonstrating a robust revised MTFS that could be completed within a short turnaround time.</p> <p>Councillor J Kaufman enquired as to whether any impact assessments had been undertaken in view of the recent referendum upon the United Kingdom's membership of the European Union.</p> <p>The Interim Chief Financial Officer stated that large components of the Budget Outturn (viz. salaries) were unaffected and that all treasury management was regulated and completed in pound sterling (GBP). He advised that the costs of services and suppliers may well increase beyond that currently envisaged by the MTFS and that impact of withdrawal from the European Union was to be revisited at the next meeting of this Committee.</p> <p><b>RESOLVED THAT:</b></p> <p>(i) The report and overall provisional outturn positions for both the General Fund (Appendix 1) and the Housing Revenue Account 2015/16 (Appendix 2) be noted by Members; and</p> <p>(ii) The requested revenue and capital carry forwards for both the General Fund and Housing Revenue Account (as set out in Appendix 3) be approved.</p> <p><b>Votes For</b>                    9  <b>Votes Against</b>                0  <b>Abstentions</b>                    1</p>	<p>MHo CR</p>
<p>11.</p>	<p><b><u>PROVISIONAL COMMITTEE OUTTURN 2015/16</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 19 - 23) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>The Interim Chief Finance Officer added that the staffing costs variances</p>	

	<p>were to be addressed at a meeting of the Change Management Committee on Thursday 21 July 2016 and that real progress was being made in respect of driving down costs this financial year without damaging essential service delivery.</p> <p>With reference to the 'Public Realm' Scheme in Appendix 3 (at page 23), Councillor G A Boulter stated that, to his understanding, the works under this Scheme had been completed.</p> <p>The Interim Chief Financial Officer advised that clarification upon the same would be provided to Members outside the meeting in due course.</p> <p><b>RESOLVED THAT:</b></p> <p>The information provided within the report be noted by Members.</p>	<p><b>MHo CR</b></p>
<p>12.</p>	<p><b><u>RESIDENT FORUM OUTTURN BUDGET POSITION AND ALLOCATION REQUESTS</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 24 - 28) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>The Interim Chief Finance Officer added that, since the writing of the report, two allocation requests were awarded at the Wigston Residents' Forum meeting on Tuesday 12 July 2016, namely: (i) the installation of a litterbin at Horsewell Lane, Wigston (£400) and; (ii) the refurbishment of Marrome Square, Wigston (Max. £5,000). In respect of the later request, it was said that quotes were to be gathered.</p> <p>Councillor J W Boyce moved the recommendations <i>en bloc</i> as set out at paragraphs 2.1 to 2.3 of the report (at page 24).</p> <p>The Chair seconded the recommendations.</p> <p>The Chair requested that the allocation request from 'St Thomas' Church' be amended to the 'Step-Out Project' at paragraph 3.2(ii) of the report (at page 24).</p> <p>Councillor G A Boulter stated that the aforementioned grant was provided on the condition that the sum could not be funded through the Housing Revenue Account.</p> <p>Councillor J W Boyce requested that the allocation requests system be reviewed and regularised to distinguish between capital and project-based schemes and that the budgets be revised to take account of the renewed financial position from the start of the Council's lifecycle.</p> <p><b>RESOLVED THAT:</b></p> <p>(i) The position of the Forums' budget be noted by Members;  (ii) The allocation requested by the Forums (as set out in the report and foregoing minutes as a verbal update) be approved; and  (iii) Any ongoing Forum scheme's budgets carried forward for completion in 2016/17 be approved.</p>	<p><b>MHo CR</b></p> <p><b>MHo CR</b></p>

	<p><b>Votes For</b>                    9  <b>Votes Against</b>                0  <b>Abstentions</b>                    1</p>	
13.	<p><b><u>REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS</u></b></p> <p>The Committee gave consideration to the report and appendix (at pages 29 - 61) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce requested that 'Opportunity Risk' be added to the Strategic Risk Register and the options to maximise the use of deposit monies, including borrowings and investments, be investigated to provide a more balanced portfolio.</p> <p>With reference to 'Virement Authorisation Limits' at paragraph 6.3 of the Appendix (at page 40), Councillor G S Atwal questioned the omission of the figures from '(a) within a cost centre'.</p> <p>The Interim Chief Finance Officer advised that no figures were required any proposed re-allocations operated from within the same budget area.</p> <p><b>RESOLVED THAT:</b></p> <p>The draft Financial Regulations (as set out in the Appendix) be considered and recommended to Council that they be adopted.</p> <p><b>Votes For</b>                    9  <b>Votes Against</b>                0  <b>Abstentions</b>                    1</p>	MHo CR
14.	<p><b><u>COLLECTION AND WRITE-OFF OF MISCELLANEOUS DEBTORS</u></b></p> <p>The Committee gave consideration to the report (at pages 62 - 63) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>The Chair moved the recommendations <i>en bloc</i> as set out at paragraphs 2.1 and 2.2 of the report (at page 62).</p> <p>Councillor J W Boyce seconded the recommendations.</p> <p>Councillor J W Boyce stated that it was not acceptable to write-off invoices from the same offending supplier (i.e. paper recycling company) and sought assurances that same procedure would not be followed in the future that had resulted in both a loss of income and a debt. The Member further raised concerns regarding risk assessments undertaken in respect of unpaid invoices and the efficiency of the debt-recovery process. He further invited Officers to consult the Register of Electors to ascertain the re-emergence of any debtors within the Borough following the recent referendum.</p> <p>The Interim Chief Finance Officer reported that initial assurances were given by the supplier in question as to a "minor cash flow" issue and that the amount represented a four-month period which was being actively pursued, with the first unpaid invoice being passed over for legal recourse. He stated</p>	

	<p>that when awarding contracts, due diligence is/was exercised to ensure that suppliers were solvent, reputable and <i>bona fide</i> and that the same rigour was to be applied in the future for similar contracts awarded: it was said that had the supplier in this instance accepted, and informed the Council of, its poor financial standing, the situation may well have been mitigated.</p> <p>The Chair requested that the feasibility of escrow arrangements be investigated.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>(i) The contents of the report be noted by Members; and  (ii) The write off of sundry debts (as listed in section 3.3 of the report) be approved.</p>	<b>MHo CR</b>
<b>15.</b>	<p><b><u>DRAFT ANNUAL GOVERNANCE STATEMENT 2015/16</u></b></p> <p>The Committee gave consideration to the report and appendix (at pages 64 - 85) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce moved the recommendation as set out at paragraph 2 of the report (at page 64).</p> <p>The Chair seconded the recommendation.</p> <p>Councillor G A Boulter commended the finding of no cases of maladministration against the Council by the Local Government Ombudsman during 2015-16 (at page 79).</p> <p>Councillor J W Boyce stated that the report demonstrated this Council's dealing of an issue in the most open and transparent way possible, as reflected in the Annual Governance Statement, which was shared with the external auditors at the earliest opportunity together with Members being continually updated upon the same.</p> <p><b>RESOLVED THAT:</b></p> <p>The Annual Governance Statement 2015/16 (as set out in Appendix 1) be approved and referred to the Leader of the Council and Chief Executive for formal certification.</p> <p><b>Votes For</b>                    9  <b>Votes Against</b>                0  <b>Abstentions</b>                    1</p>	
<b>16.</b>	<p><b><u>INTERNAL AUDIT ANNUAL REPORT 2015/16</u></b></p> <p>The Committee gave consideration to the report and appendix (at pages 86 - 100) as jointly-delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) and Audit Manager at CW Audit Services, Mr Anand Persaud, which should be read together with these minutes as a composite document.</p> <p>The Audit Manager reported that overall significant levels of assurance had been awarded to most individual audit assignments for 2015-2016 for which</p>	

	<p>work had been finalised and that affirmative action was otherwise being taken to address the outstanding assignment areas in an open and transparent manner.</p> <p>With reference to 'Individual Audit Assignments' (at page 97), Councillor J Kaufman sought clarification as to limited level of assurance awarded to Building Control.</p> <p>The Director of Services / Monitoring Officer and Audit Manager jointly-advised that in recent years, as a result of commercial competition and the recent downturn in local building activity, the service had not been running on a cost-recovery basis. As a result, it was said that the Senior Management Team had since reviewed the basis for calculating and allocating costs within the various Building Control budgets and that a report was due to be brought before the Development Control Committee on Thursday 28 July 2016 to revise Building Control's Scale of Fees and Charges and address the same.</p> <p><b>RESOLVED THAT:</b></p> <p>(i) The report included on the audit opinion and the adequacy and effectiveness of the Council's arrangements for governance, risk management and internal control be noted by Members; and</p> <p>(ii) The conclusion that the Council has an effective internal audit service be supported by Members.</p> <p><b>Votes For</b>                    9  <b>Votes Against</b>                0  <b>Abstentions</b>                    1</p> <p>Councillor K J Loydall left the Chamber at 08:33 pm.</p>	
17.	<p><b><u>KMPG TECHNICAL UPDATE</u></b></p> <p>The Committee gave consideration to the report and appendix (at pages 101 - 127) as jointly-delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) and Team Manager at KMPG, Ms Yola Geen, which should be read together with these minutes as a composite document.</p> <p>With reference to 'Cities and Local Government Devolution Act 2016' (at page 123) and the 'External Audit Progress Report' in respect of the capital expenditure on the Borough's newly-built leisure centres (at page 106), Councillor J W Boyce sought further clarification as to the technical opinion of the Team Manager, respectively.</p> <p>In respect of the Local Government Devolution Act 2016, the Team Manager advised that the enabling legislation allowed for the the joining-up of local authorities in a geopolitical area in order to attract more money and devolved powers from the Government to deliver shared-services and provide greater resilience and economies of scales, citing the Greater Manchester Authority as a notable example of the Council-driven initiative. In respect of the capital expenditure on the Borough's leisure centres, the Team Manager advised that the risk related to the requirement of the Council to adhere to proscribed accounting practices on the removal, de-recognition and replacement of its assets to ensure no duplication in financial records.</p>	

	<p>With reference to '2016/17 Work Programme and Scale of Fees' (at page 123), Councillor G A Boulter queried the omission of the Scale of Fees from the Appendix.</p> <p>The Team Manager advised that the Scale of Fees for 2016/17 were previously set out in a report to this Committee on Tuesday 29 March 2016. She noted that there had been a reduction of 5% in audit fees over the years and reported that all local authorities were to be given the opportunity to appoint their own external auditors from 2017/18 onwards.</p> <p><b>RESOLVED THAT:</b></p> <p>The information provided within the report be noted by Members</p>	
<p>18.</p>	<p><b><u>LEICESTER AND LEICESTERSHIRE STRATEGIC GROWTH PLAN - STRATEGIC GROWTH STATEMENT</u></b></p> <p>The Committee gave consideration to the report and appendix (at pages 128 - 170) as delivered and summarised by the Leader of the Council, Councillor J W Boyce, which should be read together with these minutes as a composite document.</p> <p>The Member stated that the Strategic Growth Statement (SGS) was the subject of a Members' Briefing Session on Tuesday 14 June 2016. It was said that the draft of the SGS was to go out to consultation and had already been agreed by the remaining seven local authorities in Leicester and Leicestershire.</p> <p>Councillor J W Boyce moved the recommendations <i>en bloc</i> as set out at paragraphs 2(a) and 2(b) of the report (at page 128).</p> <p>The Chair seconded the recommendations.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>(i) The Strategic Growth Statement be approved for consultation subject to the below; and</p> <p>(ii) The Chief Executive in agreement with the Leader of the Council and Chair of this Committee be authorised to make minor changes to the draft Strategic Growth Statement prior to consultation including any amendments arising from its consideration by the Member Advisory Group and partner authorities.</p>	
<p>19.</p>	<p><b><u>REVISION OF THE BOROUGH OF OADBY AND WIGSTON (OFF-STREET PARKING PLACES) ORDER 2015</u></b></p> <p>The Committee gave consideration to the report and appendix (at pages 171 - 191) as delivered and summarised by the Director of Services/Monitoring Officer which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce moved for a monitoring period to be undertaken over the next two months (i.e. during non-term time) to ascertain the impact of the students' use of the car park on Blaby Park Road, South Wigston.</p> <p>Councillor G A Boulter seconded Councillor J W Boyce's motion.</p>	

	<p>Councillor L A Bentley opined that all reasonable action had hitherto been taken to resolve the complained-about abuse at the car park and that the process to amend the Parking Order ought to be resolved without further delay. He stated that any proposed monitoring period could be concurrently undertaken alongside the amendment process.</p> <p>Councillor J Kaufman requested that the options for an 'all-day' parking provision in the South Wigston Town Centre be investigated.</p> <p>Councillor J W Boyce stated that a monitoring period was the most prudent option to avoid any accusation of improperly revising the Parking Order on an ill-informed basis.</p> <p><b>RESOLVED THAT:</b></p> <p>A monitoring period be undertaken over the next two months to ascertain the impact of the students' use of the car park on Blaby Park Road, South Wigston.</p> <p><b>Votes For</b>                    6  <b>Votes Against</b>                2  <b>Abstentions</b>                    1</p> <p>Councillor M L Darr left the Chamber at 08:52 pm.</p>	<b>AC MS</b>
<p>20.</p>	<p><b><u>REFURBISHMENT AND POTENTIAL SPONSORSHIP OF BOROUGH ENTRY SIGNS</u></b></p> <p>The Committee gave consideration to the report (at pages 179 - 181) as delivered and summarised by the Director of Services/Monitoring Officer which should be read together with these minutes as a composite document.</p> <p>Councillor J Kaufman moved and amended the substantive recommendations <i>en bloc</i> at paragraph 2 of the report (at page 179) requesting the retention of the twinning information and reference to the 'Greening of the Borough'.</p> <p>The Chair seconded the recommendations as amended.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <ul style="list-style-type: none"> <li>(i) £2,850 be allocated from the Greening of the Borough reserves to allow Priority 1 signs to be re-furbished in year 1;</li> <li>(ii) No signage, other than relating to sponsorship, be attached to or stuck to the Borough entry signs in future;</li> <li>(iii) Box hedging be installed at appropriate locations (as detailed in the report);</li> <li>(iv) The twinning information and reference to the 'Greening of the Borough' be retained;</li> <li>(v) Sponsorship be sought, where appropriate, at a rate of £400 per year for five years; and</li> <li>(vi) Where appropriate, sculptures relating to local distinctiveness, be sponsored and installed adjacent to the Borough entry signs.</li> </ul>	

**THE MEETING CLOSED AT 8.52 PM**



**CHAIR**

**TUESDAY, 20 SEPTEMBER 2016**



# Agenda Item 11j

**MINUTES OF A MEETING OF THE LICENSING AND REGULATORY COMMITTEE HELD AT  
THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 20 JULY 2016  
COMMENCING AT 7.00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor Mrs L M Broadley		
<b>COUNCILLORS (8):</b>		
G S Atwal	Ms K M Chalk	R Fahey
Miss A R Bond	M H Charlesworth	J Kaufman
G A Boulter	M L Darr	
<b>OFFICERS IN ATTENDANCE (3):</b>		
Mrs T Aldwinckle	S J Ball	D Lingard

Min Ref.	Narrative	Officer Resp.
1.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology for absence was received from Councillors F S Broadley, Ms K M Chalk, Miss M V Chamberlain, R F Eaton, R Fahey and Mrs H E Loydall.</p>	
2.	<p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p>None.</p>	
3.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>The Senior Democratic Services Officer / Legal Officer advised the Committee that Councillor G S Atwal was currently in the process of applying for a Combined Hackney Carriage and Private Hire Driver's Licence of this Council as a Licensing Authority. It was said that the Monitoring Officer and the Senior Democratic Services Officer / Legal Officer had in turn advised Councillor G S Atwal and were in unanimous agreement that his seat on this Committee was no longer tenable because of an apparent conflict of interest and that it was recommended that the Member formally tender his resignation by letter addressed to the Chief Executive which was to be done imminently.</p> <p>The Committee heard that Councillor G S Atwal's anticipated resignation would have a consequential impact upon the membership of this Committee in terms of securing a political balance in accordance with the Local Government (Committees and Political Groups) Regulations 1990 given that the Member was the only single Member of his political group represented both on this Committee and at Full Council. The implications were said to be that the Committee's total membership was to be reduced from 14 to 12 Members, equating to 9 Liberal Democrat Members and 3 Conservative Members resulting in a net loss of 1 Liberal Democrat Member. It was stated that, subject to the direction of the Leader of the Council, the re-constitution of the Committee's membership was to be submitted for approval at the next meeting of the Council on Tuesday 06 September.</p> <p>The Senior Democratic Services Officer / Legal Officer advised the</p>	

	<p>Committee that Councillor G S Atwal was able to remain for the duration of this meeting as the business to be transacted did not give rise to nor substantiate the conflict of interest aforementioned.</p> <p>Councillor G S Atwal confirmed that he was to formally tender his resignation in respect of his seat of this Committee.</p>	
4.	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 14 APRIL 2016</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The minutes of the previous meeting of the Committee held on 14 April 2016 be taken as read, confirmed and signed.</p>	
5.	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None.</p>	
6.	<p><b><u>REVIEW OF FEES AND CHARGES (ENVIRONMENTAL HEALTH)</u></b></p> <p>The Chair, Councillor Mrs L M Broadley, commended the exceptional work undertaken by the former Chair of the Committee, Councillor Mrs H E Loydall, and expressed her gratitude to the Member's longstanding chairmanship.</p> <p>The Committee gave consideration to the report and appendices (at pages 7 - 11) as delivered and summarised by the Community Safety and Environment Manager which should be read together with these minutes as a composite document.</p> <p>The Chair enquired as to: whether the charge of £150.00 (+ VAT) at paragraph 3.3. (page 8) was inclusive of all five visits to treat cockroach infestation; the comparable practice(s) of other local authorities in respect of dog control; and if dog owners were additionally liable to pay kennelling fees. The Member opined that the fees in respect of dog control may serve to deter dog owners from re-claiming their dogs.</p> <p>The Community Safety and Environment Manager advised that stray dog control was a statutory duty incumbent upon all local authorities who operate identical, if not similar, practices. He confirmed that the charge of £150.00 (+ VAT) was fully inclusive and that additional kennelling fees were payable if the need to kennel a dog arose. He noted that the existing Scale of Fees and Charges ("the Scale") did not meet the present costs of delivering the services mentioned and otherwise served to further promote responsible dog ownership.</p> <p>Councillor M H Charlesworth enquired as to the action taken in respect of squirrels. He further sought clarification as to 'Copies of Register of Food Business' (at page 10) and requested information upon: total income; the number of Environmental Health Officers (EHO's); and the cost of the service <i>vis-a-vis</i> cost recovery.</p> <p>The Community Safety and Environment Manager advised that squirrels, once captured, were humanely dispatched of. He further stated that the point of clarification and information sought by the Member were not immediately available at the meeting and would be circulated to Members in due course.</p>	

Councillor J Kaufman enquired as to: how the proposed Scale compared to other local regulatory authorities in Leicester/shire and the private-sector; the action taken in respect of non-microchipped dogs; and the impact upon food export certificates in view of the recent referendum upon the United Kingdom's membership of the European Union.

The Community Safety and Environment Manager advised that the Scale was in range and benchmarked, accordingly. He stated that the services offered were provided on policy grounds and were, in some areas, marginally cheaper than that of the private-sector. He confirmed that Environmental Health was actively enforcing new legislation regarding stray dogs and that a microchip-scanner had since been acquired and that a review of all pest control services was to be reported to the next meeting of the Committee on Thursday 29 September 2016. He advised that there had been a substantial amount of deregulation in respect of food export certificates.

Councillor Miss A R Bond commended the recent work of EHO's in respect of several matters raised by the Member.

Councillor G A Boulter stated the Scale represented fees and charges for prescribed services only and those previous quotes obtained from another authority to provide the same has been comparatively higher.

Councillor G A Boulter moved the recommendation as set out at paragraph 2 of the report (at page 7).

Councillor M L Darr seconded the recommendation.

**UNANIMOUSLY RESOLVED THAT:**

The revised Scale of Environmental Health Fees and Charges (as set out at Appendix 1) be approved.

**THE MEETING CLOSED AT 7.26 PM**



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**CHAIR**  
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**THURSDAY, 29 SEPTEMBER 2016**  
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**MINUTES OF A MEETING OF THE CHANGE MANAGEMENT COMMITTEE HELD AT THE  
COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 21 JULY 2016  
COMMENCING AT 6.30 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor M H Charlesworth		
<b>COUNCILLORS (7):</b>		
E Barr	B Dave	
Mrs L M Broadley	J Kaufman	Mrs S B Morris
M L Darr	K J Loydall	
<b>OFFICERS IN ATTENDANCE (2):</b>		
S J Ball	M Hone	

Min Ref.	Narrative	Officer Resp.
1.	<b><u>APOLOGIES FOR ABSENCE</u></b>  None.	
2.	<b><u>APPOINTMENT OF SUBSTITUTES</u></b>  None.	
3.	<b><u>DECLARATIONS OF INTEREST</u></b>  None.	
4.	<b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 06 APRIL 2016</u></b>  The Interim Chief Finance Officer advised that a list of the Council's assets as previously-requested would be circulated to Members outside the meeting in due course.  <b>RESOLVED THAT:</b>  The minutes of the previous meeting of the Committee held on 06 April 2016 be taken as read, confirmed and signed.	<b>MHo</b>
5.	<b><u>PETITIONS AND DEPUTATIONS</u></b>  None.	
6.	<b><u>CHANGE MANAGEMENT PROJECTS - UPDATE ON PROGRESS</u></b>  The Committee gave consideration to the report and appendices (at pages 3 - 29) as delivered and summarised in turn by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.  <b>'A Plan for Change: Oadby &amp; Wigston Borough Council'</b>  The Interim Chief Finance Officer summarised paragraph 3 of the report (at	

	<p>page 4).</p> <p>The Chair commended the Change Plan (“the Plan”) and welcomed the prospect of appropriately-timed Corporate Peer Challenge (“the Peer Challenge”) although raised a concern regarding the feasibility of completing the Plan within the six-months. He enquired as to timeframes for completion of the Plan and Peer Challenge and was hopeful that Members and Officers would be in full attendance at all recommended training sessions.</p> <p>The Interim Chief Finance Officer advised that the Local Government Association (LGA) anticipated to deliver the training (as set out in Appendix 1) from September 2016 with the Peer Challenge commencing at the beginning of the New Year (2017).</p> <p>Councillor B Dave commended the Plan. He enquired as to the additionally inclusion of Induction Training for new Members and sought assurances upon the same.</p> <p>The Interim Chief Finance Officer noted the Members request for inclusion.</p> <p>Councillor K J Loydall noted that the Plan was potentially too ambitious and entertained a measure of foreseeable slippage which he requested to be carefully managed, accordingly. The Member asked for further clarification as to the LGA’s recommendations in respect of a scrutiny capacity within the current committee governance structure and the resources required to realise the recommendations.</p> <p>The Interim Chief Finance Officer advised that the LGA had recommended the establishing of a Scrutiny Committee (for inclusion under the Terms of Reference of this Committee) and an Audit Committee (for inclusion under the Terms of Reference of the Policy, Finance and Development Committee). He noted that the recommendations were resource-intensive and would require Members’ approval.</p> <p>In respect of Member-Officer relations, Councillor Mrs L M Broadley raised a concern regarding the present inefficiency of the Members’ Enquiry System (MES) and the commensurate right of Members to be granted an overview of the Council’s service-areas and access to information.</p> <p>Councillor K J Loydall noted the central importance of Committee Chairs’ role in previously expediting Members’ enquires which represented a better utilisation of resources.</p> <p>The Chair requested that the efficacy of the MES be reviewed, including the assignment of a single Officer point-of-contact and the appropriate allocation of resources to expedite the system.</p> <p>Councillor Mrs S B Morris shared the aforementioned concerns of Members regarding the MES and suggested that the same be incorporated by Customer Services. She raised a concern in respect of the increasingly remoteness of Member-Officer relations. The Member further noted the currency of previously-held cross-party scrutiny pre-meetings that systematically reviewed Council policy areas (viz. budget).</p> <p>The Interim Chief Finance Officer noted the need to return Member-Officer relations to an appropriate middle-ground. He advised Members that the options of re-introducing cross-party scrutiny pre-meetings was to be</p>	<p><b>Mho</b></p> <p><b>MHo</b></p>
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	<p>reviewed.</p> <p>Councillor B Dave requested that more opportunities and access to information ought to be provided to Conservative Members, convening in separate meetings, so to strengthen the role of an effective Opposition. He further agreed that a Peer Challenge should be appropriately timed once the recommended training had been delivered by the LGA.</p> <p>Councillor J Kaufmann commended the idea of cross-party scrutiny pre-meetings that were appropriately resourced and emphasised the importance of lateral-thinking in policy areas from which the views of all Members ought to be inclusively-incorporated. The Member further raised a suggestion of a Members' Bulletin.</p> <p>The Interim Chief Finance Officer briefed Members on the recent estate valuations undertaken at The Depot, Oadby as part of the Council's programme to improve service delivery and the rationalisation of assets to inform the upcoming Budget.</p> <p>Councillor Mrs L M Broadley expressed her concern regarding the recent valuations on the basis that Members had not been fully informed nor consulted on the decision.</p> <p><b>Update on Recruitment Project</b></p> <p>The Interim Chief Finance Officer summarised paragraph 4 of the report (at page 4).</p> <p>The Chair commended the progress made to date. He enquired as to whether the approximate savings of £200,000 via the recruitment project was sole attributable to the permanent recruitment of former agency staff.</p> <p>The Interim Chief Finance Officer answered affirmatively.</p> <p>Councillor Mrs L M Broadley requested that a list of department names with the ratios of current permanent and agency staffing levels be circulated to Members.</p> <p><b>Update on Internal Change Management Plan</b></p> <p>The Interim Chief Finance Officer summarised paragraph 5 of the report (at page 5).</p> <p>The Chair enquired as to whether the short-term action plan was on target.</p> <p>The Interim Chief Finance Officer answered affirmatively.</p> <p><b>Outcomes from the 'Visions &amp; Values' Workshops</b></p> <p>The Interim Chief Finance Officer summarised paragraph 6 of the report (at pages 5 -6).</p> <p>The Chair commended the value of the work undertaken in the Workshops and emphasised the need for such work to continue into the future.</p> <p>The Interim Chief Finance Officer advised that the recent establishing of a cross-departmental Staff Group would continue to gauge all employees'</p>	<p>MHo</p> <p>MHo</p>
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opinions.

Councillor Mrs L M Broadley noted the importance of the reciprocity of such exercises to building relationships and the need for information gathered to be audited so to create an informed basis upon which decision could be made.

Councillor K J Loydall requested that feedback from the Staff Group be periodically reported back to this Committee for due consideration.

The Interim Chief Finance Officer noted the comprehensive mapping exercise undertaken and commended the work of the Officers involved. He advised Members that Officers' expectations, and what was realistically achievable through the suggestions sought, was to be managed accordingly.

### **Balanced Scorecard Approach**

The Interim Chief Finance Officer summarised paragraph 7 of the report (at pages 6 -7).

The Interim Chief Finance Officer added that the Balanced Scorecard Approach ("the Scorecard Approach") was a tool to intelligently report upon and monitor the Council's performance against indicators whilst negating the requirement of excessive data collection. He further linked the Scorecard Approach as an informed basis to provided opportunities to invite Officers to attend Scrutiny Committee meetings.

The Chair commended the balanced scorecard model as a mechanism via which better strategic planning and scrutiny could be achieved at the Council.

Councillor K J Loydall emphasised the need for any such re-introduction and, or, merging of a Scrutiny Committee to be adequately resourced and an inclusive, open and transparent forum to ensure Officers were not alienated by its proceedings.

Councillor J Kaufman noted that the Council's committee governance structure had been overly streamlined in the recent past and supported the pre-eminence of the Committee Chairs' role to assert administrative control. The Member emphasised, for the avoidance of doubt, that Members were not advocating a cabinet governance system in the alternative.

The Interim Chief Finance Officer noted the need for more rigour, challenge and transparency.

Councillor M L Darr left the Committee Room at 08:13 pm.

### **Improvements to Business/Project Planning**

The Interim Chief Finance Officer summarised paragraph 8 of the report (at pages 7 -8).

Councillor Mrs L M Broadley enquired as to whether any business/project planning could include what services this Council could offer to other local authorities under partnership schemes.

	<p>The Interim Chief Finance Officer answered affirmatively.</p> <p>Councillor K J Loydall stated that any such plans ought to feature the external impact of any considerations. The Member further enquired as to whether a cost-recovery provision in respect of defective Building Control work undertaken by a different authority existed.</p> <p>Councillor J Kaufmann requested a meeting between Members and Member-facing Officers to be arranged.</p> <p>The Chair moved the recommendation <i>en bloc</i> as set out in paragraphs 2(a) to 2(f) of the report (at page 3).</p> <p>Councillor Mrs L M Broadley seconded the recommendations.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>(a) The LGA's draft plan for change (as set out in Appendix 1 to the report) be noted and approved by Members;</p> <p>(b) The progress made on the recruitment project (as set out in Section 4 of the report) be noted by Members;</p> <p>(c) The Internal Change Management Plan, including actions already taken since the previous meeting of the Committee, be noted and agreed by Members;</p> <p>(d) The progress and outcomes of the Visions and Values workshops be noted by Members;</p> <p>(e) That Officers will analyse available information, measures and processes to produce a Balanced Scorecard to ensure that current activities are properly aligned with the emerging vision and strategies be noted by Members; and</p> <p>(f) The present status of the 'toolkit' for improved business and project planning be noted by Members.</p>	<p><b>MHo</b></p> <p><b>MHo</b></p>
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**THE MEETING CLOSED AT 8.23 PM**



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**CHAIR**  
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**MONDAY, 26 SEPTEMBER 2016**  
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# Agenda Item 111

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE  
COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 28 JULY 2016  
COMMENCING AT 7.00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor L A Bentley Vice-Chair - Councillor Mrs L M Broadley		
<b><u>COUNCILLORS (10):</u></b>		
G S Atwal	B Dave	
Miss A R Bond	R Fahey	Mrs S B Morris
D M Carter	Mrs S Z Haq	R E R Morris
M L Darr	Mrs H E Loydall	
<b><u>OFFICERS IN ATTENDANCE (5):</u></b>		
S J Ball	T Boswell	H Pearson
Ms F Biddles	Miss S Odedra	
<b><u>OTHERS IN ATTENDANCE (1):</u></b>		
Councillor M H Charlesworth		

Min Ref.	Narrative	Officer Resp.
1.	<b><u>APOLOGIES FOR ABSENCE</u></b>  An apology for absence was received from Councillors G A Boulter, F S Broadley, D A Gamble, J Kaufman and Dr T K Khong.	
2.	<b><u>APPOINTMENT OF SUBSTITUTES</u></b>  Councillors Miss A R Bond, Mrs S B Morris and M L Darr substituted for Councillors Dr T K Khong, G A Boulter and J Kaufman, respectively.	
3.	<b><u>DECLARATIONS OF INTEREST</u></b>  None.	
4.	<b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 12 MAY 2016</u></b>  <b>RESOLVED THAT:</b>  The minutes of the previous meeting of the Committee held on 12 May 2016 be taken as read, confirmed and signed.	
5.	<b><u>PETITIONS AND DEPUTATIONS</u></b>  None.	
6.	<b><u>REVIEW OF SCALE OF FEES AND CHARGES (BUILDING CONTROL)</u></b>  The Committee gave consideration to the report and appendices (at pages 13 - 23), together with the supplementary agenda update (at pages 1 - 3), as delivered and summarised by the Interim Planning Control Manager	

	<p>which should be read together with these minutes as a composite document.</p> <p>The Chair commended the work of the Building Control Surveyor.</p> <p>The Chair moved the recommendations <i>en bloc</i> as set out at paragraphs 2.1 to 2.3 of the report (at page 13).</p> <p>The Vice-Chair seconded the recommendations.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>(i) The Revised Scale of Fees and Charges be approved;</p> <p>(ii) The Revised Scale of Fees and Charges be operated with immediate effect; and</p> <p>(iii) The relevant Officers continue their efforts to achieve an equitable “cost-recovery” when charging or re-charging each case.</p>	
7.	<p><b><u>CONFIRMATION OF THE BOROUGH COUNCIL OF OADBY &amp; WIGSTON TREE PRESERVATION ORDER(S) 2016</u></b></p> <p>The Committee gave consideration to the reports and appendices (at pages 24 - 45) as delivered and summarised by the Arboricultural Officer which should be read together with these minutes as a composite document.</p>	
7a.	<p><b><u>LAND AT 18 NEWGATE END, WIGSTON, LEICESTERSHIRE, LE18 2GG</u></b></p> <p>Councillor Mrs H E Loydall moved the recommendation as set out at paragraph 2 of the report (at page 24).</p> <p>Councillor Mrs S B Morris seconded the recommendation.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The Borough Council of Oadby &amp; Wigston (Land at 18 Newgate End, Wigston, Leicestershire, LE18 2GG) Tree Preservation Order 2016 be provisionally confirmed.</p>	
7b.	<p><b><u>LAND AT GRAND HOTEL, CANAL STREET, SOUTH WIGSTON, LEICESTERSHIRE, LE18 4PP</u></b></p> <p>Councillor R E R Morris noted the imminent danger posed to the trees in question and supported the Order’s confirmation, accordingly.</p> <p>Councillor Mrs S B Morris moved the recommendation as set out at paragraph 2 of the report (at page 30).</p> <p>Councillor D M Carter seconded the recommendation.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The Borough Council of Oadby &amp; Wigston (Land at Grand Hotel, Canal Street, South Wigston, Leicestershire, LE18 4PP) Tree Preservation Order 2016 be confirmed.</p>	
7c.	<p><b><u>LAND AT REAR OF SAFFRON ROAD, SOUTH WIGSTON, LEICESTERSHIRE, LE18 4UN</u></b></p>	

	<p>Councillor R E R Morris noted the high volume of public interest received in respect of the trees in question and supported the Order's confirmation, accordingly.</p> <p>Councillor R E R Morris moved the recommendation as set out at paragraph 2 of the report (at page 39).</p> <p>Councillor Mrs S B Morris seconded the recommendation.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The Borough Council of Oadby &amp; Wigston (Land at Rear of Saffron Road, South Wigston, Leicestershire LE18 4UN) Tree Preservation Order 2016 be confirmed.</p>	
8.	<p><b><u>REPORT OF THE PLANNING CONTROL MANAGER</u></b></p> <p>With reference to the supplementary agenda update (at pages 1 - 2), the Chair confirmed that the following applications were withdrawn from the consideration of this meeting of the Committee:-</p> <ol style="list-style-type: none"> <li>1. Application No. 12/00435/CLE – Beaumont Hall, Stoughton Drive South, Oadby, Leicester, Leicestershire, LE2 2NA</li> <li>2. Application No. 12/00437/CLE – Stamford Hall, Stoughton Drive South, Oadby, Leicester, Leicestershire, LE2 2NG</li> <li>3. Application No. 16/00024/FUL – 39 Long Street, Wigston, Leicestershire, LE18 2AJ</li> </ol> <p><b>4. Application No. 16/00163/FUL – 205 Wigston Road, Oadby, Leicestershire, LE2 5JF</b></p> <p>The Interim Planning Control Manager summarised the planning application (at pages 70 - 74). He reported that the reduction in the size of the dormers on the front and side elevations of the building had since negated previous grounds for refusal of planning permission and that, in turn, the revised application did not in the public interest warrant a further refusal upon material planning considerations.</p> <p>The Vice-Chair disapproved of the application's design. She requested that a condition be added to restrict access to the flat-roofed areas for use as a terrace or balcony to mitigate the potential for overlooking on neighbouring properties.</p> <p>The Interim Planning Control Manager advised that the requested condition was incorporated into the recommendation at condition 4 (at page 74).</p> <p>The Vice-Chair moved the application for approval of planning permission as set out in the report (at pages 74-75).</p> <p>Councillor Mrs H E Loydall disapproved of the application's design. She opined that the proposed building's front and side elevations amounted to an over-intensification of development and impacted detrimentally upon the street-scene. She sought further clarification as to whether the application breached the 45 degree code.</p> <p>The Interim Planning Control Manager advised that there was a negligible</p>	

breach of the code however this did not properly warrant refusal of planning permission.

Councillor Miss A R Bond stated that she agreed with the representations made by the neighbours as set out in the report (at pages 71 - 72).

The Chair seconded the application for approval of planning permission.

**RESOLVED THAT:**

The application be **PERMITTED** planning permission subject to condition(s).

<b>Votes For</b>	6
<b>Votes Against</b>	3
<b>Abstentions</b>	3

**5. Application No. 16/00223/TPO – Hermitage Court, Honeywell Close, Oadby, Leicestershire, LE2 5QQ**

Councillor M H Charlesworth spoke upon the application as an objector.

The Member questioned the classification of the disputed hedgerow *vis-a-vis* tree(s) in question (by analogy to previous planning applications) and the ulterior motives behind the applicant's submission of successive applications. He raised on objection to the approval of the proposed works, citing an inconsistency with the Landscape Proposal No. 1 of the Oadby and Wigston Local Plan, the loss of amenity value and the lack of enforceability of any replacement schedule.

The Arboricultural Officer summarised the application (at pages 76 - 78). He advised that the "trees" in question were planted, maintained and are species of an amenity hedgerow and, therefore, were excluded from the Leicestershire County Council Oadby (The Hermitage) Tree Preservation Order 1962 ("the 1962 TPO"). He reiterated that the recommendation to permit the proposed works alongside a replacement schedule (as conditioned) would mitigate the loss of amenity value.

The Chair warned that, if Members were minded to refuse permission, a successful appeal lodged by the applicant would remove this Committee's control over any replacement schedule.

The Legal Advisor advised that, on a balance of probabilities, any appeal lodged would be successful upon the proper construction of the Town and Country Planning (Tree Preservation) (England) Regulations 2012 given the expert determination of the "trees" in question as any an amenity hedgerow.

Councillor D M Carter noted the importance of the hedgerow's green-screen adding to the amenity of the area. He enquired as to: whether the St Peters (Oadby) Conservation Area (CA) impacted upon the matter; the extent of enforceability of any replacement schedule; and, if agreed, whether this would put the Council in a more favourable position in the prospect of an appeal.

The Arboricultural Officer stated that the CA had no impact. He further reported that that the imminent revocation and replacement of the 1962 TPO with a new TPO area (within the next 18 months) would ensure a replacement schedule was negotiated and implemented.

The Legal Advisor advised that a replacement schedule, or an attempt to negotiate the same, would not be considered negatively by the Planning Inspectorate.

Councillor Miss A R Bonded noted amenity value of the hedgerow and, if Members were minded to grant permission, was hopeful of a replacement schedule.

With reference to the report of '25 leylandii trees' (emphasis added) (at page 77), Councillor Mrs H E Loydall opined the hedgerow bared many substantial tree-like characteristics, were prominent in the street scene and that a negotiation of a replacement schedule was almost impossible should the works be granted permission. She stated that there was no material difference between this and the refusal of previous applications upon the same considerations (*viz* bird droppings).

Councillors Mrs H E Loydall moved for refusal of permission for the works.

Councillor Mrs S B Morris seconded Councillor Mrs H E Loydall's motion.

Councillors R E R Morris agreed with the aforesaid Members. He questioned the ulterior motives of the applicant's previous applications (in relation to this application) and stated that the "trees" in question were hitherto considered as such when previously resolving the same. With reference to condition 2 (at page 78), the Member asked whether the 6-12 ft was to be the size of any replacement at planting.

Councillor R Fahey opined that the application was indicative of the applicant's poor tree management and sought alternative solutions to their outright removal.

The Arboricultural Officer reiterated the hedgerow's technical definition as an "amenity hedgerow" and advised that a minimal pruning of the same was an alternative and viable solution. He confirmed that a minimum of 12 ft was desirable at re-planting to provide for adequate coverage and an effective visual barrier.

The Vice-Chair and Councillor B Dave stated that they properly considered the hedgerow to be a row of trees.

Councillor G S Atwal stated that, if Members were minded to grant permission, a similar replacement ought to be sought and better tree management exercised.

**RESOLVED THAT:**

The application be **REFUSED** permission for the works.

<b>Votes For</b>	10
<b>Votes Against</b>	1
<b>Abstentions</b>	1

Councillor M L Darr left the Chamber at 08:04 pm.

**6. Application No. 16/00239/COU – 3 Victoria Street, Wigston, Leicestershire, LE18 1AJ**

The Interim Planning Control Manager summarised the planning application (at pages 79 - 84). He emphasised that the proposed conversion was to provide for three self-contained flats that were, relatively, small in size and that, in accordance with the National Planning Policy Framework (NPPF), issues arising in respect of local competition for limited available on-street parking provision was not a material planning consideration.

Councillor Mrs H E Loydall enquired as to: whether the application complied with any minimum dwelling-space standards; if an agreement pursuant to the Town and Country Planning Act 1990, section 106 ("s106 agreement") for amenity space was required if the dwelling-flats were sold to families with children; and whether a "car-free" planning condition was achievable to mitigate peripheral concerns surrounding the limited availability on-street parking provision.

The Interim Planning Control Manager advised that minimum dwelling-space standards no longer existed outside the Greater London area and no policy had been hitherto adopted by this Council in terms of the same. He stated that the proposed dwelling-flats would be primarily allocated to the single adult/couple(s) rental market and that that such a "car-free" planning condition would be unenforceable against prospective renters and, or, buyers.

The Member raised a concern as to the health and wellbeing implications of occupants living in increasingly confined living-quarters. She request that a note to the applicant be added for the dwellings-flats to be rented and, or, sold to non-car owners and marketed, accordingly.

The Vice-Chair agreed with Councillor Mrs H E Loydall's comments.

The Chair moved the application for approval of planning permission as set out in the report (at page 84) subject to the addition of a note to the applicant.

Councillor B Dave seconded the application for approval of planning permission.

**RESOLVED THAT:**

- (i) The application be **PERMITTED** planning permission subject to condition(s); and
- (ii) A note to the applicant be added for the dwellings-flats to be rented and, or, sold to non-car owners and marketed, accordingly.

<b>Votes For</b>	9
<b>Votes Against</b>	2
<b>Abstentions</b>	0

**7. Application No. 16/00240/COU – 5 Victoria Street, Wigston, Leicestershire, LE18 1AJ**

The Interim Planning Control Manager summarised the planning application (at pages 85 - 90) and noted that it was identical to application no. 16/00239/COU.

The Vice-Chair noted the same reservations aforementioned.

	<p>Councillor Mrs S Z Haq enquired as to whether a s106 agreement was payable in respect of a single, two-bedroom flat-dwelling.</p> <p>The Interim Planning Control Manager answered negatively.</p> <p>The Chair moved the application for approval of planning permission as set out in the report (at page 90) subject to the addition of a note to the applicant.</p> <p>Councillor R Fahey seconded the application for approval of planning permission.</p> <p><b>RESOLVED THAT:</b></p> <p>(i) The application be <b>PERMITTED</b> planning permission subject to condition(s); and</p> <p>(ii) A note to the applicant be added for the dwellings-flats to be rented and, or, sold to non-car owners and marketed, accordingly.</p> <p><b>Votes For</b>                    9  <b>Votes Against</b>                2  <b>Abstentions</b>                    0</p>	
9.	<p><b><u>BOROUGH TOUR (VERBAL UPDATE)</u></b></p> <p>The Interim Planning Control Manager advised the Committee that the recent cancellation of the Borough Tour scheduled for Friday, 08 July 2016 was to allow an opportunity for Members to provide direction as to what the itinerary should include and, once sought, the Borough Tour was to be organised and re-scheduled for a later date.</p> <p>Members raised a number of suggestions which were duly noted.</p>	

**THE MEETING CLOSED AT 8.21 PM**



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**CHAIR**  
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**THURSDAY, 25 AUGUST 2016**  
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