



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

Mrs 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, LEICESTERSHIRE, LE18 2DR** on **TUESDAY, 25 APRIL 2017** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
13 April 2017

Mark Hall
Chief Executive

<u>ITEM NO.</u>	<u>AGENDA</u>	<u>PAGE NO'S</u>
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 - 11
	To read, confirm and sign the Minutes of the previous meeting of the Council held on Thursday, 23 February 2017 in accordance with Rule 17 of Part 4 of the Constitution.	



5. Action List **12**

To read, confirm and note the Action List arising from the previous meeting of the Council held on Thursday, 23 February 2017.

6. Motions on Notice

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

a) UK Youth Parliament - Curriculum for Life **13 - 14**

7. Petitions, Deputations and Questions

To receive any Petitions and, or, Deputations in accordance with Rule 24 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 under consideration by the Council.

8. Mayor's Announcements

a) List of Official Mayoral/Deputy Mayoral Engagements **15 - 21**

9. Leader's Statement

10. Members' Allowance Scheme 2017/18 **22 - 32**

11. Prudential Indicators, Treasury and Investments Strategies 2017/18 **33 - 52**

12. Draft Schedule of Council and Allied Meetings 2017/18 **53 - 54**

13. Pilot Wi-Fi Project for Wigston Town Centre **55 - 57**

14. 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 Greening the Borough Working Group held on Tuesday, 14 February 2017 **58 - 62**

b) Minutes of the Community Safety Partnership held on Monday, 20 February 2017 **63 - 70**

c) Minutes of the Oadby Residents' Forum held on Tuesday, 28 February 2017 **71 - 78**

d) Minutes of the South Wigston Residents' Forum held on Tuesday, 07 March 2017 **79 - 92**

e) Minutes of the Wigston Residents' Forum held on Monday, 13 March 2017 **93 - 101**

f) Minutes of the Community Engagement Forum held on Tuesday, 14 March 2017 **102 - 103**

g) Minutes of the Development Control Committee held on Thursday, 16 March 2017 **104 - 113**

h) Minutes of the Service Delivery Committee held on Tuesday, 21

March 2017

Members are advised that the Minutes of the Service Delivery Committee held on Tuesday, 21 March 2017 shall follow in an Agenda Update issued ahead of the meeting of the Council in due course.

- i) Notes of the Armed Forces Working Group held on Wednesday, 22 March 2017**
- j) Minutes of the Policy, Finance and Development Committee held on Tuesday, 28 March 2017**

Members are advised that the Minutes of the Policy, Finance and Development Committee held on Tuesday, 28 March 2017 shall follow in an Agenda Update issued ahead of the meeting of the Council in due course.

- k) Minutes of the Health and Wellbeing Board held on Tuesday, 04 April 2017** **114 - 118**
- l) Minutes of the Change Management Committee held on Wednesday, 05 April 2017** **119 - 125**
- m) Minutes of the Licensing and Regulatory Committee held on Thursday, 06 April 2017** **126 - 130**

For more information, please contact:

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MINUTES OF A MEETING OF THE COUNCIL HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 23 FEBRUARY 2017 COMMENCING AT 7.00 PM

<u>IN ATTENDANCE:</u>		
Mayor - Councillor Robert F Eaton Deputy Mayor - Councillor Mrs Samia Z Haq		
COUNCILLORS (16):		
G S Atwal	D M Carter	
L A Bentley	Ms K M Chalk	J Kaufman
G A Boulter	M H Charlesworth	K J Loydall
J W Boyce	M L Darr	Mrs S B Morris
Mrs L M Broadley	Mrs L Eaton	R E R Morris
F S Broadley	D A Gamble	
OFFICERS IN ATTENDANCE (5):		
S J Ball	M W L Hall	A Thorpe
Mrs A E Court	M Hone	

Min Ref.	Narrative	Officer Resp.
68.	<p><u>CALLING TO ORDER OF THE MEETING AND PRAYERS</u></p> <p>The meeting of the Council was called to order to receive His Worship The Mayor and Deputy Mayor.</p>	
69.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from Councillors E R Barr, Miss A R Bond, Miss M V Chamberlain, B Dave, R E Fahey, Mrs H E Loydall, Dr T K Khong and R Thakor.</p>	
70.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>In accordance with paragraph 4.15.5 of the Members' Code of Conduct, and in respect of the item of business at agenda item 11, all Members in attendance declared a disclosable personal pecuniary interest insofar as being residents of the Borough whose respective households were subject to the setting and levying of Council Tax (or precept) under the Local Government Finance Act 1992.</p>	
71.	<p><u>READING, CONFIRMATION AND SIGNING OF MINUTES</u></p>	
71a.	<p><u>MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY, 06 DECEMBER 2016</u></p> <p>RESOLVED THAT:</p> <p>The minutes of the Meeting of the Council held on Tuesday, 06 December 2016 be taken as read, confirmed and signed.</p>	
71b.	<p><u>MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON TUESDAY, 17 JANUARY 2017</u></p>	

	<p>RESOLVED THAT:</p> <p>The minutes of the Extraordinary Meeting of the Council held on Tuesday, 17 January 2017 be taken as read, confirmed and signed.</p>	
72.	<p><u>ACTION LIST</u></p> <p>RESOLVED THAT:</p> <p>The Action List arising from the Meeting of the Council held on Tuesday, 06 December 2016 be noted by Members.</p>	
73.	<p><u>MOTIONS ON NOTICE</u></p> <p>None.</p>	
74.	<p><u>PETITIONS, DEPUTATIONS AND QUESTIONS</u></p> <p>None.</p>	
75.	<p><u>MAYOR'S ANNOUNCEMENTS</u></p> <p>The Mayor expressed his gratitude to all those who attended the Mayor's Charity Curry Night held at the Cuisine of India, Wigston on Monday 14 February which raised a total of £1,200 in trust of the Mayor's nominated charity, the Leicester Children's Holiday Centre (Mablethorpe).</p> <p>The Mayor further announced that a charitable 'Afternoon Tea with the Mayor' event was to be held at the Wigston Magna Methodist Church, Wigston on Saturday 11 March and that he would be hosting a charitable tombola stall at the Easter/Spring Fair to be held at Brocks Hill Country Park, Oadby on Saturday 15 April.</p>	
75a.	<p><u>LIST OF OFFICIAL MAYORAL/DEPUTY MAYORAL ENGAGEMENTS</u></p> <p>RESOLVED THAT:</p> <p>The list of Official Mayoral Engagements attended by The Mayor and, or, Deputy Mayor be noted by Members.</p> <p>In accordance with Rule 7.3 of Part 4 of the Constitution, the Mayor moved for the order of business to be altered and taken in the order as reflected in the minutes.</p> <p>RESOLVED THAT:</p> <p>The order of business be altered, accordingly.</p>	
76.	<p><u>BUDGET PROPOSALS 2017/18</u></p> <p>The Council gave consideration to the report and appendices (at pages 20 - 50) 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 proposed Budget for</p>	

2017/18 was predicated on the requirement incumbent upon Council to make a total of c. £1.4m efficiency savings by 2020 due to the progressive nature of cuts to the Revenue Support Grant (RSG).

The Medium Term Financial Strategy (MTFS) was said to have set a target of £860k in 2017/18, of which £710k of efficiency saving had already been found with the remaining £150k to be borrowed from General Reserves to balance the budget. The Capital Programme was said to be indicative of project-work that the Council could afford to undertaken in 2017/18 and that a worked-up, detailed report for each proposed scheme will be brought their respective committees for approval.

It was emphasised that the proposed Budget was, *inter alia*, based upon:

- (a) a minimum level of General Fund reserves of 5% of annual net expenditure (throughout the period between 2017/18 to 2020/21);
- (b) the assumption of a 1% pay award and upward inflation of 2.5%;
- (c) the assumption that the Scale(s) of Fees and Charges would be revised upwards (as resolved at the meeting of the Policy, Finance and Development Committee held on 01 November 2017);
- (d) the same levels of business rates (non-domestic rates) being levied and collected, accordingly;
- (e) the adopted Council Tax Support Scheme remaining unchanged (as resolved the extraordinary meeting of the Council held on 17 January 2017); and
- (f) a reduction in the award of New Homes Bonuses (NHB's) as set out in the Government's Grant Settlement.

The proposed Budget was said to be a balanced budget capable of being delivered with no significant cuts to frontline services or redundancies anticipated in 2017/18: however, it was advised that, and in conjunction with the work being undertaken by the Change Management Committee in relation to the Four-Year Efficiency Plan, these two heads were not exempt from future reconsideration in 2018/19.

The Chair of the Policy, Finance and Development Committee, Councillor Mrs SB Morris, commended the proposed Budget for 2017/18 to the Council. She noted that in view of the non-attendance of all six (Conservative) Opposition Members, there was no alternative budget put forward by the same upon which a cross-party debate could be properly had.

Councillor Mrs L M Broadley enquired as whether the Capital Programme included provision for a footpath to the Parklands Leisure Centre from Wigston Road, Oadby.

The Interim Chief Finance Officer answered affirmatively. He advised that a composite report regarding car parking provision, highway and access routes was to be brought to a subsequent meeting of the Service Delivery Committee.

Councillor G A Boulter sought assurances from the Interim Chief Finance Officer to ensure that the full amount allocated by the Government for 2017/18 for Disabled Facilities Grants (DFG's) would be received from Leicestershire County Council.

The Interim Chief Finance Officer offered such assurances.

The Leader of the Council, Councillor J W Boyce, commended the proposed delivery of a balanced budget: however noted that, over the coming years, further challenges and difficult decisions lay ahead requiring service areas needing to be carefully re/assessed to find further efficiency savings including exploring any opportunities to invest in Council services as a means to achieve the same. He welcomed the bringing forward of a Capital Programme (CP) for 2017/18 which, although might not capable of being delivered in its entirety, would seek the decision of Members as to how to implement and to what extent.

The Leader requested that the process in determining the CP allocation be reviewed to reconcile budget-planning with the budget-process.

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Councillor Mrs S B Morris moved the recommendations *en bloc* as set out at paragraphs 2.1 to 2.9 of the report (at pages 20 - 21).

Councillor D A Gamble seconded the recommendations.

RESOLVED THAT:

- (i) The General Fund net revenue budget estimates for 2017/18 totalling £6,601,700 be approved (Appendix 1);
- (ii) The Capital Programme for 2017/18 amounting to £3,691,000 be approved (Appendix 2);
- (iii) The Housing Revenue Account draft estimates for 2017/18 be approved (Appendix 3);
- (iv) The Chief Financial Officer be authorised to arrange the financing of the capital programme as necessary;
- (v) A decrease of 1.00% in housing rents (Appendix 3, paragraph 4.2) and increases in other charges (Appendix 3, paragraph 2) be approved;
- (vi) The list of reserves and balances (Appendix 4) be approved;
- (vii) As set out in the Chief Financial Officer's Statement (Appendix 5), the following policy be approved:
 - (a) The holding an absolute minimum level of General Fund reserves of 5% of annual net expenditure throughout the period between 2017/18 to 2020/21;
 - (b) The holding an absolute minimum level of General Fund reserves of 5% of annual net Holding an optimal level of reserves of between 5% and 10% of annual net expenditure over the period 2017/18 to 2020/21 to cover the absolute minimum level of reserves, in-year risks, cash flow needs and unforeseen circumstances;
 - (c) The holding a maximum recommended level of reserves of 10% of annual net expenditure for the period 2017/18 to 2020/21 to provide additional resilience to implement the Medium Term Financial Plan;
 - (d) The adoption of a Reserves Strategy to maintain the recommended optimal level of reserves within the relevant period (2017/18 to 2020/21); and
 - (e) In relation to the Housing Revenue Account (HRA), maintaining reserves at a minimum of £300,000.
- (viii) The risks and sensitivities surrounding the budget (Appendix 6) be noted;

	<p>(ix) Delegated authority be granted to the Chief Financial Officer to amend the estimates to account for any changes to the final Formula Funding amount over the provisional figure by adjusting the contribution to/from the Budget Equilibrium Reserve as appropriate.</p> <p>In accordance with Regulation 2 of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the names of the persons who casted a vote for the motion or against the motion or who abstained from voting were recorded as follows:-</p> <p>Votes For L A Bentley (17) G A Boutler J W Boyce Mrs L M Broadley F S Broadley D M Carter Ms K M Chalk M H Charlesworth M L Darr Mrs L Eaton R F Eaton D A Gamble Mrs S Z Haq J Kaufman K J Loydall R E R Morris Mrs S B Morris</p> <p>Votes Against None (0)</p> <p>Abstentions G S Atwal (1)</p>	
77.	<p><u>COUNCIL TAX SETTING 2017/18</u></p> <p>The Council gave consideration to the report (at pages 51 - 54) 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 reiterated that the proposed increase in Council Tax for 2017/18 was predicated on the aforementioned requirement(s) incumbent upon Council to make a total of c. £1.4m efficiency savings by 2020 (Min. Ref. 76). The average Council Tax (Band D) for 2017/18 (including all precepts) was reported to be 3.47% representing an increase of approximately £55.00 per annum: this was said to translate into an approximate increase received to this Council of £5.00 per annum.</p> <p>It was reported that Oadby and Wigston Borough Council could not set its own Council Tax (or Budget) for 2017/18 until: Leicestershire County Council (LCC) had first set their own precept at its meeting which was held on 22 February; the (late) announcement of the Government's Financial Settlement for this Council on 20 February. In respect of the latter, it was reported that a small, but immaterial, adjustment to the Council's receipt of NHB's was confirmed by the announcement</p>	

The Deputy Leader of the Council, Councillor M H Charlesworth, announced that LCC had resolved a last minute adjustment to its budget in terms of the withdrawal of a £1.3bn transport provision which LCC sought to re-claw through precept collections via the seven Borough and District authorities upon the erroneous assumption that taxes and rates were not being presently collected to their fullest extent.

The Deputy Leader requested that the collection rates for the seven Borough and District authorities be compiled in a composite document and forwarded to Members.

The Interim Chief Finance Officer stated that the County Treasurer had written to all Leicestershire authorities on the same matter, who advised that if any one authority was able to collect at the national average rate for local government, a small proportion would be passported back out to that authority. He confirmed that the collection rate for this Council was significantly above average and the second best in Leicestershire.

Councillor Mrs S B Morris moved the recommendations *en bloc* as set out at paragraphs 2.1 to 2.5 of the report (at pages 51 - 22).

Councillor D A Gamble seconded the recommendations.

RESOLVED THAT:

- (i) It be noted that under powers delegated to the Chief Financial Officer, the Council has calculated the amount of 17,155.70 as its Council Tax base for the financial year 2017/18 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012;
- (ii) It be noted the Council Tax Requirement for the Council's own purposes for 2017/18 is £3,630,690;
- (iii) The following amounts be calculated by the Council for the year 2017/18 in accordance with sections 30 to 306 (as amended) of the Local Government Finance Act 1992:
 - (a) £18,200,300 being the aggregate of the amounts which the Council estimates for the items set out in section 31 A (2) of the Act;
 - (b) £14,569,610 being the aggregate of the amounts which the Council estimates for the items set out in section 31 A (3) of the Act;
 - (c) £3,630,690 being the amount by which the aggregate at 3 a) above exceeds the aggregate at 3 b) above, calculated by the Council, in accordance with section 31 A (4) of the Act, as its Council Tax Requirement for the year;
 - (d) £211.63 being the amount at 3 c) divided by the amount a 1 above, calculated by the Council, in accordance with section 31 B of the Act, as the basic amount of its Council Tax for the year;

(e) Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
141.09	164.60	188.12	211.63	258.66	305.69	352.72	423.26

Being the amounts given by multiplying the amount at (iii)(d) above by

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the number which, in the proportion set out in Section 5 (1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with section 36 (1) of the Act, as the amount to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

(iv) Precepting Authorities - Valuation Bands

It be noted that for the year 2017/18, the Police and Crime Commissioner for Leicestershire, and the Leicester, Leicestershire and Rutland Combined Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories shown below and that Leicestershire County Council have indicated that their provisional precept will be confirmed on 22 February 2017.

Leicestershire County Council :-							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
781.59	911.85	1,042.12	1,172.38	1,432.91	1,693.44	1,953.97	2,344.76
Police and Crime Commissioner for Leicestershire :-							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
124.82	145.62	166.43	187.23	228.84	270.44	312.05	374.46
Leicestershire Fire Authority :-							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
41.89	48.88	55.86	62.84	76.80	90.77	104.73	125.68

(v) Having calculated the aggregate in each case of the amounts at (iii)(e) and (iv) above, the Council, in accordance with section 30 (2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2017/18 for each of the categories of dwellings shown below.

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
1,089.39	1,270.95	1,452.53	1,634.08	1,997.21	2,360.34	2,723.47	3,268.16

In accordance with Regulation 2 of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the names of the persons who casted a vote for the motion or against the motion or who abstained from voting were recorded as follows:-

Votes For L A Bentley
(17) G A Boutler

	<p>J W Boyce Mrs L M Broadley F S Broadley D M Carter Ms K M Chalk M H Charlesworth M L Darr Mrs L Eaton R F Eaton D A Gamble Mrs S Z Haq J Kaufman K J Loydall R E R Morris Mrs S B Morris</p> <p>Votes Against None (0)</p> <p>Abstentions G S Atwal (1)</p>	
78.	<p><u>PAY POLICY STATEMENT 2017/18</u></p> <p>The Council gave consideration to the report and appendices (at pages 55 - 64) 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>The Leader moved the recommendation as set out at paragraph 2 of the report (at page 55).</p> <p>Councillor K J Loydall seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The Pay Policy Statement for 2017/18 be approved.</p>	
79.	<p><u>OPTING INTO THE NATIONAL SCHEME FOR AUDITOR APPOINTMENTS</u></p> <p>The Council gave consideration to the report and appendix (at pages 65 - 71) 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 G A Boulter enquired as to the cost borne to the Council to opt-in into the Public Sector Audit Appointments Limited (PSSA) option. He further expressed his disappointment at the prospective increase in external auditing fees for 2018/19.</p> <p>The Interim Chief Finance Officer advised that there would be no direct cost borne to the Council. The formal procurement process was to be undertaken by PSSA (an independent company limited by guarantee incorporated by the Local Government Association) and the associated-costs absorbed by the appointed auditors. He stated that the increase in external auditing fees was a result of the need for a further depth of audit and the concentration of</p>	

	<p>resources to meet new audit submission deadlines.</p> <p>The Deputy Leader enquired as to whether the procurement process was to be undertaken at arm's-length.</p> <p>The Interim Chief Finance Officer advised that the process would attempt to appoint the same audit firm for the same geo-administrative area (i.e. Leicestershire) by way of initiation(s) to tender with the opportunity for post-tender negotiations.</p> <p>Councillor J Kaufman enquired as to how the Council was to suitably appraise the quality and cost-effectiveness of the services tendered by prospective audit firms.</p> <p>The Interim Chief Finance Officer advised that a bar for quality was to be set by the PSSA and all prospective tendering audit firms to be highly-reputable with extensive and suitable experience in local government audit.</p> <p>Councillor Mrs L M Broadley moved the recommendation as set out at paragraph 2 of the report (at page 65).</p> <p>Councillor J Kaufman seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The Public Sector Audit Appointments Limited's (PSSA) invitation to opt in to the sector led option for the appointment of external auditors for five financial years commencing 1 April 2018 be accepted.</p> <p>Councillor D M Carter left the Chamber at 7:48 pm.</p>	
80.	<p><u>STATEMENT OF COOPERATION AND OBJECTIVELY-ASSESSED NEED</u></p> <p>The Council gave consideration to the report and appendix (at pages 72 - 80) as delivered and summarised by the Planning, Development and Regeneration Manager which should be read together with these minutes as a composite document.</p> <p>The Leader commended the work undertaken by Officers. He further announced that a Full Members' Briefing was to be held on Wednesday, 8 March 2017 to brief Members on the Local Plan, the Housing and Economic Development Needs Assessment (HEDNA) and the Government's Housing White Paper (HWP). He stated that the Council had little or no control over the number of dwelling-houses to be built due to HWP on the subject and that, alternatively, it would be prudent to concentrate on the quality <i>vis-a-vis</i> quantity of any future proposed developments.</p> <p>The Deputy Leader enquired as to whether the potential supply for the Oadby and Wigston area at paragraph 3.7 (at page 74) included all land-type sites (viz. brownfield, greenfield, sites cleared by demotion etc.).</p> <p>The Planning, Development and Regeneration Manager advised that the supply included: all completions since 2011, current housing developments with planning permission (included sites under construction); current housing allocations; and units identified within the most recent Strategic Housing Land Availability Assessment (SHLAA).</p>	

	<p>The Leader moved the recommendations <i>en bloc</i> as set out at paragraphs 2.1 to 2.3 of the report (at pages 72 - 73).</p> <p>The Deputy Leader seconded the recommendations.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <ul style="list-style-type: none"> (i) The Joint Statement of Cooperation be approved; (ii) The outcome of the Housing and Economic Development Needs Assessment (HEDNA) which identifies that the annual objectively assessed housing need for the Borough being 148 dwellings from 2011 up to 2031 and 155 dwelling from 2011 up to 2036 be noted; and (iii) The work being undertaken by the Council to identify a Local Plan housing target be noted. <p>Councillor G S Atwal left the Chamber at 7:52 pm.</p>	
81.	<p><u>RECEIVING OF MINUTES FOR INFORMATION</u></p> <p>In respect of the minutes of the Wigston Residents' Forum held on Wednesday, 16 November 2016 at agenda item 15c, Councillor L A Bentley stated that he was in attendance at this meeting and requested that the minutes be amended, accordingly.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The minutes (as amended) as set out at:</p> <ul style="list-style-type: none"> (i) agenda item numbers 15a, 15c - 15l, 15n, and 15o of the main agenda document (pages 81 - 87); (ii) agenda item numbers 15m and 15p of the first supplementary agenda update document (No.1) (pages 10 - 29); and (iii) agenda item number 15b of the second supplementary agenda update document (No. 2) (pages 1 - 9). <p>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"> (a) Minutes of the Oadby Residents' Forum held on Wednesday, 02 November 2016; (b) Minutes of the South Wigston Residents' Forum held on Tuesday, 08 November 2016; (c) Minutes of the Wigston Residents' Forum held on Wednesday, 16 November 2016; (d) Minutes of the Development Control Committee held on Thursday, 17 November 2016; (e) Minutes of the Greening the Borough Working Group held on Monday, 28 November 2016; (f) Minutes of the Community Engagement Forum held on Thursday, 08 December 2016; (g) Minutes of the Community Safety Partnership held on Monday, 12 December 2016; (h) Minutes of the Licensing Sub-Committee (Panel Hearing) held on Wednesday, 14 December 2016; (i) Minutes of the Development Control Committee held on Thursday, 15 	

	<p>December 2016;</p> <p>(j) Minutes of the Health and Wellbeing Board held on Tuesday, 10 January 2017;</p> <p>(k) Minutes of the Change Management Committee held on Wednesday, 11 January 2017;</p> <p>(l) Minutes of the Service Delivery Committee held on Tuesday, 17 January 2017;</p> <p>(m) Minutes of the Development Control Committee held on Thursday, 19 January 2017;</p> <p>(n) Minutes of the Children and Young Peoples' Forum held on Wednesday, 25 January 2017;</p> <p>(o) Minutes of the Licensing Sub-Committee (Panel Hearing) held on Tuesday, 31 January 2017; and</p> <p>(p) Minutes of the Policy, Finance and Development Committee held on Tuesday, 31 January 2017.</p>	
82.	<p><u>LEADER'S STATEMENT</u></p> <p>The Leader of the Council, Councillor J W Boyce, circulated a document issuing guidance to Members pertaining to data protection in respect of associated matters related to the grievance and ongoing disciplinary investigation. He once again made every assurance that, once the investigation process had been properly concluded, a Members' Briefing Session would be held and the full details of the investigations would be made available in the public domain to the extent permissible by law.</p> <p>Councillor G A Boulter enquired as to whether the Leader of the Council would join him in extending his gratitude to the Council's grounds maintenance staff for their expeditious work to clear felled trees and debris from the Borough's highways in the wake of Storm Doris (in accordance with Rule 11.1 of Part 4 of the Constitution).</p> <p>The Leader answered in the affirmative, adding that the Council's grounds maintenance staff had met and exceeded expectations: an attribute that he described as being typical of all the Council's highly-dedicated members of staff.</p>	

THE MEETING CLOSED AT 8.04 PM



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MAYOR

TUESDAY, 25 APRIL 2017

Agenda Item 5

COUNCIL

ACTION LIST

ARISING FROM A MEETING HELD ON THURSDAY, 23 FEBRUARY 2017

Min Ref.	Title	Action To Be Taken	Officer	Target Date	On Target
76.	Budget Proposals 2017/18	The process in determining the Capital Programme allocation be reviewed to reconcile budget-planning with the budget-process.	MHo	Apr-17	Yes
77.	Council Tax Setting 2017/18	The collection rates for the seven Borough and Districts authorities be compiled in a composite document and forwarded to Members.	MHo	Apr-17	Yes

MOTION ON NOTICE

25 April 2016

UK Youth Parliament - Curriculum for Life

1. This Council notes:

- a) That the UK Youth Parliament, during their sitting in the Houses of Parliament on 11 November 2016, and following 2016's successful 'Make Your Mark' Ballot, have chosen to campaign for a 'Curriculum for Life' to be incorporated into the National Curriculum.
- b) That the purpose of the UK Youth Parliament's campaign is to see the National Curriculum radically overhauled through a youth-led review that helps develop young people's political knowledge, better sex and relationship education, cultural awareness, community cohesion, finance skills, and sustainable living.
- c) That nationally 142,471 young people aged 11-18 voted 'A curriculum to prepare us for life' as their main concern through the 'Make Your Mark' Ballot, the UK's largest youth consultation, in which 978,216 votes were cast.
- d) That the Oadby & Wigston Youth Council, as the Borough's voice for young people, are supporting the UK Youth Parliament's campaign and have actively taken steps towards its realisation, including writing letters to local schools, our local MP Sir Edward Garnier, and the Secretary of State for Education seeking wider promotion and support of a 'Curriculum for Life'.


2. This Council believes:

- a) That Citizenship and PSHE education are important for young people's growth and development, as they teach vital life skills and can be the first steps to engaging young people in political life.
- b) That a youth-led, UK-wide review of the place of Citizenship and PSHE education in the National Curriculum should be held.
- c) That teaching staff should be specifically trained to a national standard to deliver Citizenship and PSHE education following the findings of the above review, and the 'Make Your Mark' Ballot.
- d) That a revised National Curriculum should highlight the importance of the following subjects;

- Political Education
- Sex and Relationships Education (SRE)
- Cultural Awareness
- Community Cohesion
- Finance Skills
- Sustainable Living
- Citizenship Education Test

3. This Council resolves:

- a) To write to Sir Edward Garnier MP, and Justine Greening MP as Secretary of State for Education, indicating its support of the 'Curriculum for Life' campaign led by the UK Youth Parliament, and seek their support in ensuring the UK-wide, youth-led review indicated above takes place.
- b) To assist the Oadby & Wigston Youth Council in the lobbying of local Academies, who are not required to teach the National Curriculum, to pledge their commitment to teaching a 'Curriculum for Life', ensuring all young people in the Borough are afforded the same opportunities for growth and development.
- c) To raise awareness of the UK Youth Parliament's 'Curriculum for Life' campaign in the Borough through appropriate means.



Councillor R E R Morris

Events attended by the Mayor (May 2016 - May 2017)

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
05 Wigston College
06 Pride of the Borough
06 Learning South Leicestershire
07 Osprey Cruises
09 Wigston Magna Methodist Church
10 City of Leicester Scouts
14 OWBC
15 University of Leicester
15 South Leicestershire Gateway Club
16 Brocks Hill Amphitheatre
16 EHL Group
21 Leicestershire & Rutland Heritage
22 Harborough DC
23 Resham Singh Sandhu
28 Chairman Leicester County Council
31 Leicestershire Scouts

Battle of Somme Commemoration Service
Bye Bye Blues Performance
East Midlands in Bloom judging
School sports Partnership Celebration Event
Osprey & Wildlife Cruises Rutland Water
Musicannici
100 Birthday Party
VC Memorial Ceremony
Summer Degree Congression
50th Anniversary Party
Wizard of Oz
Store open day
Heritage Awards
Civic Visit to Lutterworth
Cultural Awareness - Sikh Wedding
Summer Evening Buffet Reception
International Camp & AGM

Page 16

AUGUST

01 Cross Counties Radio
04 NW Leicestershire Chairman
06 Mrs Teresa Walton
13 LCHC
25 Sea Cadets
27 Bill Boulter
29 LCHC

Radio Interview
Jimmy Cricket Evening
Allotment Day
LCHC Civic Day
Visit during normal night
Garden Party
Meet the coaches with children returning from Holiday

SEPTEMBER

07 ABT The Soldier's Charity
08 The National Forest Charitable Trust
10 Wigston Framework Museum
10 Wigston Magna Methodist Church
11 High Sheriff of Leicestershire
13 Bondhon
14 Framework Knitters Museum
15 Wigston College

A Beating Retreat & Reception
CONKERS Drinks Reception
Sock Day
Salvation Army Brass Band Concert
Informal Charity Lunch
Chef & Spice Charity Meal
Pudding Bag Production
Student Award Evening

17 Rainbows
 17 The Royal Society of St George
 18 Royal Air Forces Association
 19 Pride of the Borough Awards Evening
 24 Wigston Magna Methodist Church
 27 South Leicester Sea Cadets

Open Day
 Battle of Britain Memorial Dinner
 Parade & Service
 Pride of the Borough
 Wigston Magna Show
 Biennial Royal Naval Parade

OCTOBER

02 Leicestershire County Council
 02 Lord-Lieutenant, Lady Gretton
 05 Menphys
 06 HC one of a kind
 07 OWCB
 08 Wigston Framework Knitters Museum
 08 SSAFA Leicestershire
 09 Brocks Hill
 09 High Sherriff Leicester
 15 United Reform Church
 16 LCHC
 19 Professor Surinder Sharma
 20 Rural Community Council
 22 Royal Society of St George
 25 Leicester & Rutland Magistrates
 29 The Royal British Legion

County Service
 Happy & Glorious
 Reception for Civic Leaders
 Harvest Festival
 Charity Swim
 Steam Toy Fair
 Fundraising Event - Male Voice Choir
 Food Fair
 Justice Service at Leicester Cathedral
 Slide show of old Wigston
 Chairman's Lunch
 DICE Annual Lecture
 Promotional Evening
 Trafalgar Dinner
 AGM & Educational Event
 Festival of Remembrance

NOVEMBER

03 Leicestershire Police
 06 Oadby & Wigston Hindu Community
 07 Post Office
 11 OWBC
 12 Leicester Festival of Music and Drama
 12 Oadby Town Centre Association
 13 OWBC
 13 Royal British Legion
 14 Cubs
 18 Lady Mayoress
 19 St Paul's Church

Inter-Cultural Social Evening
 Diwali Festival
 Oadby new shop opening
 Remembrance Service at Peace Memorial Park
 Leicester Festival of Music and Drama
 Oadby Lights Switch on
 Remembrance Parade & Service
 Remembrance Service
 Cubs Meeting
 Coffee Morning
 Christmas Fair

19	Brocks Hill	Brocks Hill Christmas Fair
20	SSAFA	President's Lunch
26	Age UK Oadby & Wigston	Opening Age UK Christmas Fare
26	Oadby & Wigston Lions Club	Bell Street Christmas Light Switch on
27	Marie Curie Fund Raising Group	Lights to Remember Carol Service
29	Royal Mail	Festive Delivery to Delivery Office in Wigston

DECEMBER

02	Menphys	Christmas Concert
03	Oadby & Wigston Scout & Guide Band	Christmas Concert
07	OWBC	Carol Service
08	Melton Borough Council	Carols by Candlelight
10	Wigston Friends of Local Charities	Lunch with the Mayor
10	EAGA	Eaga Gospel Choir Concert
11	LCHC	Christmas Lights Switch On
13	Pat Parker	Magna Music Makers
17	Carl Walter	Old People Christmas Meal
20	Charnwood Mayor's	Carol Service
21	HMP Glen Parva	Carol Service
24	Wigston Magna Methodist Church	Christingle Service

2017

JANUARY

12	Mayor of Charnwood	John Taylor Bell Foundry
25	Leicester Council of Faiths	Holocaust Memorial Day
26	OWBC	Holocaust Memorial Event
29	Oadby & Wigston Lions Club	Brocks Hill X Country Event

FEBRUARY

03	All Saints CofE Primary School	Wings of Peace
05	Oadby Mosque	"Visit My Mosque Day"
08	High Sheriff	Charity Comedy Night
18	South Wigston Drama Group	Panto
26	Oadby Rotary Club	Swimarathon
28	Rotary Club of Oadby	Swimathon

MARCH

02	Wigston College	Production of Annie
08	Wigston College	School Council Meeting
10	Melton Borough Council	Civic Dinner
13	Fly The Flag for Commonwealth	Fly The Flag for Commonwealth Day
13	Hinckley & Bosworth BC	Charity Curry Night
14	Chairman of Leicester	Unsung Heroes Dinner
16	Blaby District Council	Civic Dinner
18	Mayor of Charnwood	Rat Pack Concert
23	PCC Leicester	Launch of Police & Crime Plan
24	South Lodge Residential Home	Community Choir Event
25	Senior Citizens Action Group	Spring Concert
31	High Sherriff Leicester	Crimestoppers Fundraising Dinner
29	OWBC	Visit properties in Borough

APRIL

01	Parish of St Peter & St Paul, Oadby	Celebration of Ministry and Farewell
02	ABF The Soldiers Charity	Curry Luncheon
04	Kevin Loydall	Sunflower Project
05	Leicestershire & Rutland Sport	School Games
07	NW Leicester	Mick McCreath Charity Dinner
10	OWBC/Tesco	Easter Bake-off Challenge
10	Hinckley & Bosworth	Mayor's Civic Dinner
11	Charnwood Borough Council	Mayor's Charity Curry Night
13	Royal Maundy Community Lunch	Bishop of Leicester
13	High Sheriff	Declaration of Timothy P Maxted
15	Brocks Hill	Spring Fair
21	Harborough District Council	Civic Dinner
27	Girlguiding	Annual Review
29	Melton Borough Council	Mayor's Charity Event

MAY

3	TedxLeicester	TedxLeicester Salon Event
14	Hinckley & Bosworth	Civic Service

Events attended by the Deputy Mayor (May 2016 - May 2017)

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

SEPTEMBER

11	Framework Knitters	Annual Service
11	Charnwood Borough Council	Charnwood Civic Service

OCTOBER

09	Oadby & Wigston Lions Club	Annual Charter Lunch
19	Professor Surinder Sharma	DICE Annual Lecture

NOVEMBER

13	St Thomas Church, South Wigston	Remembrance Service
19	Brocks Hill	Brocks Hill Christmas Fair

DECEMBER

03	South Wigston Chamber of Commerce	Christmas Capers
06	Chairman of King Richard III Visitor Centre	Reception & Drinks
07	Harborough DC	Carol Concert
13	Senior Citizens Action Group	Christmas Concert
17	Hinckley & Bosworth	Civic Carol Concert
21	Leicester Cathedral	Carol Service

2017

JANUARY

29

Oadby & Wigston Lifesaving Club

Official Club Opening

MARCH

11

Oadby & Wigston Hindu Community

Holi Celebration

Agenda Item 10



Council	Tuesday, 25 April 2017	Matter for Information and Decision
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Title: **Members' Allowance Scheme 2017/18**

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

1. Introduction

This report asks Council to consider and adopt a Members' Allowance Scheme for 2017/18 based on the recommendations of the Independent Remuneration Panel (IRP). The Council is required to have regard for the IRP's report each year.

2. Recommendations

That Member's adopt the Members' Allowance Scheme for 2017/18 as recommended by the Independent Remuneration Panel.

3. Information

- 3.1. Attached at **Appendix 1a** is the report of the Independent Remuneration Panel recommending a Members' Allowance Scheme for the Council for the 2017/18.
- 3.2. The report proposes minor changes to the existing Scheme in accordance with the previous recommendations of the Independent Remuneration Panel and provides details of the work carried out by the Panel over the past year.

Email: anne.court1@oadby-wigston.gov.uk

Tel: (0116) 257 2606

Implications	
Financial (CR)	The Members' Allowance Scheme as proposed is within the Budget set aside for 2017/118.
Legal (AC)	CR1 - Decreasing Financial Resources.
Risk (AC)	No significant implications.
Equalities (AC)	The Council has a duty to consider the advice of the Independent Remuneration Panel in determining Members' Allowances.
	Equality Assessment:- <input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

Members' Allowances Review
For
Oadby and Wigston Borough Council

Report of the
Independent Remuneration Panel (IRP)

April 2017

RECOMMENDATIONS

The Panel makes the following RECOMMENDATIONS:

- a) Special Responsibility Allowances (SRA) be agreed as set out in Column 2 of the following Table. Note that the £1,000 band is increased to £1,150 to retain the four distinct bandings as previously recommended.

	Col 1 Existing (£)	Col 2 Proposed (£)
Leader of the Council	10,000	10,000
Deputy Leader of the Council * halved where shared	2500*	2500*
Leader of the Opposition Group # pro rata based on the total membership of groups where applicable	2500#	2500#
Chairman of Policy, Finance & Development, Service Delivery, Development Control	3500	3500
Vice Chairman of Policy, Finance & Development, Service Delivery, Development Control	1150	1150
Chairman of Council (Mayor)	3500	3500
Vice Chairman of Council (Deputy Mayor)	1000	1150
Chairman of Licensing & Regulatory Committee	2500	2500
Vice Chairman of Licensing & Regulatory Committee	1000	1150
Member of Development Control Committee (other than Chairman or Vice Chairman)	Nil	Nil
Generic Task Group Chairman Allowance (pro rata if the Group disbands)	1000	1150
Change Management Committee Chairman	1000	1150
Community Engagement Group Chairman	1000	1150
Children and Young People Forum Chairman	1000	1150
Greening of the Borough Working Group Chairman	1000	1150
Community Safety Partnership Chairman (where it is a Member of the Council)	1000	1150
Place Shaping Working Group Chairman	1000	1150
Health and Wellbeing Board Chairman	1000	1150
Residents Forum Chairman	1000	1150
Members Standards Complaints – Adjudication Panel (up to 4 hours*, over 4 hours** per attendance)	50* or 100**	50* or 100**
Member of Licensing Panel (up to 4 hours*, over 4 hours** per attendance)	30* or 60**	30* or 60**
Member of Internal Interview Panel (up to 4 hours*, over 4 hours** per attendance)	50* or 100**	50* or 100**
Representative on Outside Body (up to 4 hours*, over 4 hours** per attendance)	30* or 60**	30* or 60**

- b) The Members Allowance Scheme included at Appendix 1b to this report be adopted, to be effective for the period 10 May 2017 until 9 May 2018.
- c) The Council note that the Panel will meet again, once the results of the ongoing review of the Council's governance structure are known, in order to consider the implications upon the Members Allowance Scheme.

INTRODUCTION

The Local Authorities (Members' Allowances) (England) Regulations 2001, requires local authorities to establish and maintain an Independent Remuneration Panel (IRP). The Local Authorities (Members' Allowances) (England) Regulations 2003, placed additional responsibilities on the role of the panel.

The purpose of the Panel is to make recommendations to the authority about allowances to be paid to Elected Members. The Panel has a duty, each year, to advise the Authority on its scheme and the amounts to be paid. The Council must have regard to this advice.

Membership of the Panel

The Panel comprises of the following individuals:-

Mr Laurie Faulkner	Magistrate and retired Head of Business Development at De Montfort University
Mr David Wood	Self employed local resident
Mr John Whiting	Local resident and retired tax inspector

Process of the Review

We are pleased to note that the Council substantially adopted our previous recommendations at their meeting on 19 April 2016 with two exceptions:-

- a) To leave the allowances for Vice Chairman of the main committees, namely Policy, Finance & Development, Service Delivery and Development Control at £1,150 instead of the £1,000 we recommended. This resulted in five bands of SRA rather than the four recommended, two of which are very close to each other.
- b) That the Council decided to permit members to claim no more than two SRAs in full, whereas we had recommended 100% of the higher and 50% of the lower.

We note, too, that the Council was minded to accept the Members Allowance Scheme in its current format until 2020 unless there is any change of circumstances.

The work of the Panel has been severely restricted over the past 12 months due to the ongoing review of the Council's governance structure, which is not expected to be finalised until the Autumn. The Panel will then meet again to consider the implications upon the Members Allowance Scheme.

APPENDIX 1b

OADBY AND WIGSTON BOROUGH COUNCIL SCHEME OF MEMBERS' ALLOWANCES – 2017/18

Oadby and Wigston Borough Council, in exercise of the powers conferred by the Local Authorities' (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:-

1. This scheme may be cited as the Oadby and Wigston Borough Council Members' Allowances Scheme and shall have effect for the period from 10 May 2017 to 9 May 2018.

2. In this scheme,

“Councillor” means a member of the Oadby and Wigston Borough Council who is a Councillor

“Year” means the period ending with 9 May 2018.

Basic Allowance

3. Subject to paragraph 6, a Basic Allowance of **£4,750** shall be paid to each Councillor.

The Basic Allowance is intended to recognise the time devoted by Councillors to their work, including their community representative role, and to cover some incidental expenses incurred by them.

Special Responsibility Allowances

4. (1) A Special Responsibility Allowance shall be paid to those Councillors (in addition to the Basic Allowance) who hold the special responsibilities in relation to the Authority that are specified in Schedule 1 to this Scheme.

(2) Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

(3) That Councillors be permitted to claim no more than two Special Responsibility Allowances. Where it appears to a Councillor that this policy has brought about an inequitable situation, that person may appeal to have the matter reviewed, to the independent Adjudication Panel (see paragraph 6 (7) post).

(4) The Chief Executive, in consultation with the Leader of the Council and having regard to the guidance provided at Schedule 3 below, be authorised to approve the attendance of Councillors at appropriate events where they would be representing the Council and to make payment of special responsibility attendance allowance and any other relevant travel and subsistence expenses covered by the Scheme for the relevant period of absence from home, providing that authority for attendance is given by the Chief Executive in advance of the event taking place.

Claiming of Allowances

5. A Councillor may by notice in writing given to the Head of Corporate Resources decline to claim any part of his or her entitlement to an allowance under this Scheme.

Part-Year Entitlements

6. (1) The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to Basic and Special Responsibility Allowances to a Special Responsibility Allowance where, in the course of the year, this Scheme is amended or that Councillor becomes, or ceases to be, a Councillor or accepts or relinquishes a Special Responsibility in respect of which a Special Responsibility Allowance is payable.
- (2) If an amendment to this Scheme changes the amount to which a Councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance to a Special Responsibility Allowance, then in relation to each of the periods
 - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.
- (3) Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a Basic Allowance shall be to the payment to such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.
- (4) Where this Scheme is amended as mentioned in sub-paragraph (2) above, and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph (2)(a) above, the entitlement of any such Councillor to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days which his or her term of office as a Councillor subsists bears to the number of days in that period.
- (5) Where a Councillor has during part of, but not throughout, a year special responsibilities as entitle him or her to a Special Responsibility

Allowance, that Councillor's entitlement shall be to the payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.

- (6) Where this Scheme is amended as mentioned in sub-paragraph (2) above, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's or Independent Person's entitlement shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.
- (7) A meeting of an Adjudication Panel comprising the Chief Executive, a member of the Independent Remuneration Panel and a senior Councillor, be called to consider and decide upon any issue of uncertainty or ambiguity that might arise in interpretation of the Scheme.

Travelling and Subsistence Allowances

7. Councillors may claim Travelling and Subsistence Allowances in respect of the following categories of meetings, subject to them being held outside the Borough, at the rates prescribed in Schedule 2 to this Scheme.
- Conferences and meetings where attendance is authorised by the Council, a Committee or by the Chief Executive
 - Outside Bodies to which the Councillor has been appointed by the Council, a Committee or by the Chief Executive

Note: Councillors may not claim Travelling and Subsistence Allowances in respect of any meetings held inside the Borough. Allowance for such expenses is reflected in the basic allowance.

Childcare and Dependant Carers' Allowance

8. Childcare and Dependent Carers' Allowances be paid for the actual receipted cost incurred to a Councillor, providing this does not exceed £10 per hour. The Allowances to cover attendance at any meeting of the Council for which the Councillor is a member or for attendance at any meeting of an outside body for which the Councillor is attending that meeting as a representative of the Council.

Claims

10. Claims for the payment of Travelling and Subsistence Allowances under this Scheme must be made on the official forms provided within two months of the date on which the meeting took place.

These forms are available from Corporate Resources.

Payments

11. Payments shall be made in respect of Basic and Special Responsibility Allowances, subject to paragraph 6(2), in installments of one-twelfth of the amount specified in this Scheme direct into Councillor's bank/building society account on the 25th day of each month or as close thereto as is possible.
12. Where a payment of one-twelfth of the amount specified in this scheme in respect of basic allowance or a special responsibility allowance would result in a Councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

Suspension

13. All allowances will be withheld from any Councillor who has been suspended and any allowance paid must be reimbursed with the exception of any payment in arrear in respect of entitlement prior to the time of suspension.

Updating

14. This Scheme shall be updated on 10 May in line with the level of the Retail Price Index in any year when there is no independent review.

Schedule 1

Special Responsibility Allowances

A Special Responsibility Allowance at the amount specified below shall be paid per annum to those Councillors who have the special responsibilities in relation to the Council as specified below:-

	SRA (£)
Leader of the Council	10,000
Deputy Leader of the Council * halved where shared	2,500*
Leader of the Opposition Group # pro rata based on the total membership of groups where applicable	2,500#
Chairman of Policy, Finance & Development, Service Delivery, Development Control	3,500
Vice Chairman of Policy, Finance & Development, Service Delivery, Development Control	1,050
Chairman of Council (Mayor)	3,500
Vice Chairman of Council (Deputy Mayor)	1,000
Chairman of Licensing & Regulatory Committee	2,500
Vice Chairman of Licensing & Regulatory Committee	1,000
Member of Development Control Committee (other than Chairman or Vice Chairman)	Nil
Generic Task Group Chairman Allowance (pro rata if the Group disbands)	1,000
Change Management Committee Chairman	1,000
Community Engagement Group Chairman	1,000
Children and Young People Forum Chairman	1,000
Greening of the Borough Working Group Chairman	1,000
Community Safety Partnership Chairman (where it is a Member of the Council)	1,000
Place Shaping Working Group Chairman	1,000
Health and Wellbeing Board Chairman	1,000
Residents Forum Chairman	1,000
Members Standards Complaints – Adjudication Panel (up to 4 hours*, over 4 hours** per attendance)	50* or 100**
Member of Licensing Panel (up to 4 hours*, over 4 hours** per attendance)	30* or 60**
Member of Internal Interview Panel (up to 4 hours*, over 4 hours** per attendance)	50* or 100**
Representative on Outside Body (up to 4 hours*, over 4 hours** per attendance)	30* or 60**

NOTE: Where daily rates are paid, time to be calculated from time when leaving home to time when returned to home.

Schedule 2

Travelling and Subsistence Allowances

A. Travelling

1. Motor Car – 52.2p per mile regardless of engine size *
Motor Car Passengers - 3.0p per mile for the first passenger and 2.0p per mile for the second and subsequent passengers up to 4 (to whom a travelling allowance would otherwise be payable)
2. Motor Cycle - 26p per mile
3. Bicycle - 10p per mile
4. Toll, ferry and parking fees (including overnight garaging) - actual cost on production of a receipt
5. Taxis - actual fare (plus reasonable gratuity) either in case of urgency or where no public transport is reasonably available
6. Public Transport - second class or any available cheap day fare unless there are exceptional circumstances approved by the Chief Financial Officer for first class fare.

*Mileage rate for Council officers.

B. Subsistence

1. Absence not involving absence overnight – up to the following limits on production of a receipt

(a)	Breakfast (leaving home before 7.30am)	£ 6.50
(b)	Lunch (absent between 12 noon and 2pm)	£ 8.00
(c)	Tea* (arriving home after 5.30pm)	£ 6.00
(d)	Evening Meal* (arriving home after 8.30pm)	£12.00

*only one of these may be claimed
2. Absence overnight covering continuous period of 24 hours – reasonable cost of accommodation and meals on production of a receipt
3. Main meals on trains (i.e. breakfast, lunch or dinner) - reasonable cost (inc. VAT) on production of a receipt (in lieu of the subsistence allowance for the appropriate meal period)

Schedule 3

GUIDANCE FOR USE OF DELEGATED POWERS BY CHIEF EXECUTIVE IN RESPECT OF MEMBERS CONFERENCES/SEMINARS/MEETINGS

Introduction

1. Under the Scheme of Delegation, the Chief Executive has been granted delegated authority, in consultation with the Leader of the Council, to approve attendance by Members at conferences, seminars or meetings which have not previously been approved by the Council.
2. In exercising his/her delegation the Chief Executive must have regard to these guidelines.

Guidelines

3. The Chief Executive must ensure that there is sufficient budgetary provision taking into account:-
 - a) The financial provision required for the support and development needs of all Members for the financial year in question.
 - b) The cost and quality of the seminar/conference/meeting where applicable.
4. The Chief Executive must ensure that:-
 - a) The meeting/conference/seminar is relevant to the Member's role and responsibilities at the Council, (i.e. by virtue of membership of a Committee, Sub Committee, Task Group, Panel or Outside Body) or, his/her position as Chairman or Vice-Chairman of a Committee, Sub-Committee, Task Group, Panel or Outside Body, OR
 - b) Attendance would be beneficial to the Council or non-attendance would be prejudicial to the Council or its standing in the wider community, OR

The conference/seminar/meeting provides necessary or relevant training or education to the Member in his or her capacity as a Borough Councillor.



Council	Tuesday, 25 April 2017	Matter for Information and Decision
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Title: Prudential Indicators, Treasury and Investments Strategies 2017/18

Author: Martin Hone (Interim Chief Finance Officer / Section 151 Officer)

1. Introduction

This report contains the revised prudential indicators, treasury strategy and plan and investment strategies for the financial year 2016/17 and onwards.

2. Recommendations

- 2.1 That Members approve the Prudential Indicators 2017/18 (Appendix 1).
- 2.2 That Members approve the Treasury Strategy and Plan 2017/18 (Appendix 2).
- 2.3 That Members approve the Investment Strategy 2017/18 to 2019/20 (Appendix 3).

3. Information

3.1 Housing Revenue Account and General Fund Pools

Following the implementation of HRA self-financing on 1st April 2012, the HRA and General Fund debt has been managed separately using the two pools approach. However, in 2016/17, in the interests of corporate efficiency, the Council moved to a combined loans pool for both the HRA and General Fund.

Where relevant the figures that follow in the attached strategies and plan are split between HRA and General Fund. However, it should be noted that all debt is secured on all the revenues of the Council and that the Section 151 Officer retains control of the overall Treasury Strategy and Plan.

One of the key elements of the implementation of self financing for the HRA is a transfer of treasury management risk from Central to Local Government. This is because under the subsidy system allowance was made for the full actual cost of any HRA related borrowing. What this meant was that if interest rates rose the subsidy calculation was adjusted to reflect the higher level of interest cost and the negative subsidy fell. This was an automatic hedge which, clearly, will no longer exist. The risk of managing interest rate volatility will fall entirely on the local authority.

3.2 Prudential Indicators 2017/18

Part 1 of the Local Government Act 2003 and C.I.P.F.A.'s (Chartered Institute of Public Finance and Accountancy) Prudential Code for Capital Finance in Local Authorities (the Code) set out a framework for self-regulation of capital spending, in effect allowing council's to invest in capital projects without any limit as long as they are affordable, prudent and sustainable. This allows the Council to determine the appropriate level of capital investment to properly deliver quality public services, subject to affordability.

To facilitate the decision making process and support capital investment decisions the Prudential Code requires the Council to agree and monitor a number of Prudential

Indicators as attached at **Appendix 1**.

These indicators are mandatory and are purely for internal use by the Council. They are not to be used as comparators between authorities. In addition, the indicators should not be taken individually; rather the benefit from monitoring will arise from following the movement in indicators over time and the year on year changes.

3.3 Treasury Strategy and Plan 2017/18

In accordance with the requirements of C.I.P.F.A's latest Code of Practice on Treasury Management and the Council's Treasury Management Policy Statement, a Treasury Strategy and Plan for 2017/18 has been prepared and attached at **Appendix 2**.

For the purpose of this strategy, treasury management includes the management of all capital market transactions in connection with the cash and funding resources of the Council. This covers all funds and reserves including the collection fund and includes the arrangement of leases.

3.4 Investments Strategy 2017/18 to 2019/20

This strategy, which is attached at **Appendix 3**, is written in accordance with guidance issued under section 15 (1) (a) of the Local Government Act 2003, the Department of Communities and Local Government (DCLG) Guidance on Local Authority Investments issued in April 2010, any revisions of that guidance, the Audit Commission's report on Icelandic investments and the C.I.P.F.A Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes (2011).

The objectives of this strategy are to:

- a. facilitate investment decisions which ensure that the Council's investment sums remain secure;
- b. ensure the liquidity of investments so that the Council has sufficient cash resources available to carry out its functions at all times; and
- c. achieve the maximum return on investments after taking into account security and liquidity

Background Documents:-

Prudential Code for Capital Finance in Local Authorities
CIPFA Code of Practice on Treasury Management
Oadby and Wigston BC Treasury Policy

Email: chris.raymakers@oadby-wigston.gov.uk

Tel: (0116) 257 2891

Implications	
Financial (CR)	As incorporated in the body of the report.
Legal (AC)	No significant Implications.
Risk (CR)	CR1 - Decreasing Financial Resources. CR6 - Regulatory Governance CR9 Economy.
Equalities (CR)	No significant Implications.
	Equality Assessment:- <input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

PRUDENTIAL INDICATORS 2017/18

1.0 The Prudential Code

Part 1 of the Local Government Act 2003 and C.I.P.F.A.'s Prudential Code for Capital Finance in Local Authorities (the Code) set out a framework for self-regulation of capital spending, in effect allowing council's to invest in capital projects without any limit as long as they are affordable, prudent and sustainable. This allows the Council to determine the appropriate level of capital investment to properly deliver quality public services, subject to affordability.

The revenue costs of capital investment can be supported through the Revenue Support Grant (RSG) mechanism up to a certain level, known as Supported Capital Borrowing. However, since 2010/11 this support has not provided and will not be provided in future years as RSG is phased out in

To facilitate the decision making process and support capital investment decisions the Prudential Code requires the Council to agree and monitor a number of Prudential Indicators.

For housing authorities these are separated for the Housing Revenue Account and non-Housing Revenue Account capital investment.

These indicators are mandatory, but can be supplemented with local indicators if this assists interpretation. The indicators cover affordability, prudence, capital expenditure, external debt and treasury management and form the basis of in year monitoring and reporting.

The indicators are purely for internal use by the Council and are not to be used as comparators between authorities, as any comparisons will be meaningless. In addition, the indicators should not be taken individually; rather the benefit from monitoring will arise from following the movement in indicators over time and the year on year changes.

2.0 Capital Expenditure and the Capital Financing Requirement

The Capital Financing Requirement (CFR) represents the Council's underlying need to borrow for a capital purpose; the change year on year will be influenced by the capital expenditure in the year. In simple terms the CFR will increase by the amount of capital expenditure to be financed by borrowing less any amount set aside in the year to repay debt.

The expected movement in the CFR over the next three years is dependent on the level of supported and unsupported capital expenditure

decisions taken during the budgeting cycle. There are two main limiting factors on the Council's ability to undertake unsupported capital expenditure:

- Whether the revenue resource is available to support in full the implications of capital expenditure, both borrowing costs and running costs. Can the Council afford the implications of the unsupported capital expenditure?
- The Government may use a long stop control to ensure that either the total of all local authorities' plans do not jeopardise national economic policies, or in the event of an assessment by central government that local plans are not affordable at a particular council, it may implement a specific control to limit its capital expenditure plans.

The Council's expectations for capital expenditure and Capital Financing Requirement (CFR) in the next three years are shown in the following tables. These form two of the required Prudential Indicators.

2.1 Breakdown of Capital Expenditure by Service

The table below takes into account the Council's estimates of available resources as set out in the Medium Term Financial Strategy and the HRA Business Plan as adjusted for any major changes during the budget setting process.

	2016/17 Estimate £ 000s	2017/18 Estimate £ 000s	2018/19 Estimate £ 000s	2019/20 Estimate £ 000s
General Fund	1,162	2,449	600	600
HRA	4,260	1,242	1,242	1,242
Total	5,422	3,691	1,842	1,842

(Continued overleaf)

2.2 Capital Financing Requirement

The actual and estimated CFRs are set out below together with a split between supported and unsupported spending.

	2016/17 Estimate £ 000s	2017/18 Estimate £ 000s	2018/19 Estimate £ 000s	2019/20 Estimate £ 000s
Capital Expenditure *				
Supported Spend	3,375	1,960	1,452	1,452
Unsupported Spend	2,047	1,731	348	348
Total Spend	5,422	3,691	1,800	1,800
Financed By:				
Borrowing	2,047	1,731	348	348
Capital Receipts	0	468	0	0
Capital Grants	177	177	177	177
Earmarked Funds	11	0	0	0
Major Repairs Reserve	1,214	1,242	1,275	1,275
Revenue	1,883	0	0	0
Other Contributions	90	73	0	0
Total Financing	5,422	3,691	1,800	1,800
Capital Financing Requirement				
CFR - General Fund	14,996	16,106	15,840	15,600
CFR - HRA	19,398	19,398	19,398	19,398
Total CFR	34,394	35,504	35,238	34,998

*These figures represent an affordable capital programme rather than the total of capital submissions put forward by budget holders.

2.3 External Debt

The following estimate of gross external debt is provided for information.

	2016/17 Estimate £ 000s	2017/18 Estimate £ 000s	2018/19 Estimate £ 000s	2019/20 Estimate £ 000s
Borrowing	24,114	31,614	32,114	33,614
Other Long term Liabilities	0	0	0	0
Total Debt at 31st March	24,114	31,614	32,114	33,614

3.0 Affordability Prudential Indicators

The indicators that follow provide an indication of the impact of the capital investment plans on the overall Council finances.

3.1 Ratio of Financing Costs to Net Revenue Stream

The actual and estimates of the ratio of financing costs to net revenue stream identifies the trend in the cost of capital (borrowing costs net of interest and investment income) against the net revenue stream. The estimates of financing costs include current commitments and the proposals in the budget report.

	2016/17 Estimate %	2017/18 Estimate %	2018/19 Estimate %	2019/20 Estimate %
General Fund	8.7	14.5	15.1	16.9
HRA	11.5	11.6	11.9	12.1

3.2 Incremental Impact of Capital Investment Decisions on the Band D Council Tax

The estimates of the incremental impact of capital investment decisions on the Council Tax indicator identifies the trend in the cost of proposed changes in the three year capital programme recommended in the budget report compared to the Council's existing commitments and current plans. The figures are based on the assumptions included in the budget.

	Budget 2016/17 £	Forward Projection 2017/18 £	Forward Projection 2018/19 £
2017/18 Programme	12.02	12.02	12.02
2018/19 Programme	2.36	2.36	2.36
2019/20 Programme	2.31	2.31	2.31
Total	16.69	16.69	16.69

3.3 Incremental Impact of Capital Investment Decisions on Housing Rent Levels

The estimates of the incremental impact of capital investment decisions on housing rent levels are similar to the Council Tax calculation. This indicator identifies the trend in the cost of proposed changes in the housing capital programme recommended in the budget report compared to the Council's existing commitments and current plans, expressed as a change in weekly rent levels.

(Continued overleaf)

	Budget 2016/17 £	Forward Projection 2017/18 £	Forward Projection 2018/19 £
2017/18 Programme	1.09	1.09	1.09
2018/19 Programme	0.00	0.00	0.00
2019/20 Programme	0.00	0.00	0.16
Total	1.09	1.09	1.25

3.4 Prudential Indicators and Limits on Activity

A key control over the Council's activity is to ensure that over the medium term net debt will only be for a capital purpose. The Council needs to ensure that net debt does not, except in the short-term, exceed the total of the Capital Financing Requirement (CFR). The following table sets out the estimated net borrowing position in relation to the estimated CFR.

	2016/17 Estimate £ 000s	2017/18 Estimate £ 000s	2018/19 Estimate £ 000s	2019/20 Estimate £ 000s
Borrowing	24,114	31,614	32,114	33,614
Investments	0	0	0	0
Net Debt	24,114	31,614	32,114	33,614
CFR	34,394	35,504	35,238	34,998

The Section 151 Officer reports that the Council complied with the requirement to keep net borrowing below the relevant CFR in 2014/15 and no difficulties are foreseen for the current year or in respect of net debt for future years. This opinion takes account of current commitments, existing plans and the proposals in this and the budget report.

Under the self-financing settlement for the Housing Revenue Account (HRA), the Department for Communities and Local Government has imposed a cap on indebtedness for the HRA of £21.898 million. It is predicted that the HRA CFR will end 2016/17 at £19.398 million. The Council will endeavour to keep it this level steady for this three year cycle of financial planning.

3.5 Treasury Management Prudential Indicators

These indicators are shown in detail at Appendix 2.

TREASURY STRATEGY AND PLAN 2017/18

1.0 Introduction

In accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) latest Code of Practice on Treasury Management and the Council's Treasury Management Policy Statement, a Treasury Strategy and Plan is prepared each year.

For the purpose of this strategy, treasury management includes the management of all capital market transactions in connection with the cash and funding resources of the Council. This covers all funds and reserves including the collection fund and includes the arrangement of leases.

The strategy includes broad principles, which provide the framework within which the Council's treasury management activities are conducted together with detailed plans for the management of the Council's loans and investment portfolios. The strategy includes those indicators required by the Prudential Code that relate to treasury management.

2.0 Treasury Management Objectives

The primary objective of treasury management operations will be to maximise the revenue resources available to the Council whilst ensuring the effective management of risks associated with treasury management activities in accordance with the following principles:

- i) That the cost of borrowing is minimised commensurate with following a prudent funding policy.
- ii) That the most advantageous rates of return on investments are secured commensurate with the primary principle of maintaining the capital value of funds.
- iii) That the Council maintains flexibility in its borrowing and lending portfolios.
- iv) That the Council manages its borrowings and investments as a combined portfolio in order to achieve the optimum net debt position.

The sections below provide a summary of the principal activities anticipated during the period covered.

3.0 Balanced Budget Requirement

It is a statutory requirement under the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, it requires a local authority to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level of increase in costs to revenue from:-

- Increases in interest charges caused by increased borrowing and,
- Any increase in running costs from new capital projects

to a level which is affordable within the projected income of the Council for the foreseeable future.

4.0 Current Treasury Position

The Council's detailed treasury position is highlighted in the following table.

		31st March 2016		Rate	31st March 2017		Rate
		Actual			Actual		
		GF £ 000s	HRA £ 000s	%	GF £ 000s	HRA £ 000s	%
Fixed Rate Debt	PWLB	500		3.50	500		3.50
	PWLB	500		4.10	500		4.10
	PWLB	0	18,114	2.98	0	18,114	2.98
	PWLB	0		0.00	5,000		2.66
	Market	0	0		0	0	
Variable Rate Debt	PWLB	0	0		0	0	
	Market	0	0		0	0	
Total Debt		1,000	18,114		6,000	18,114	
Other Long-term Liabilities		0			0	0	
Total		1,000	18,114		6,000	18,114	
Fixed Investments		0			0	0	
Variable Investments		0			0	0	
Total Investments		0			0	0	
Net Borrowing		1,000	18,114		6,000	18,114	

(Continued overleaf)

5.0 Borrowing and Debt Strategy

5.1 Long Term

General Fund

At 31st March 2017 the Council's borrowing for General Fund purposes was total £6.0 million. This will be made up of three loans from the Public Works Loan Board (PWLB) as shown in the table at 4.0.

Up until the end of 2015/16 the Council was able to utilise cash balances which it had in the form of short-term investments, grants and capital reserves to help in the funding of its capital programme and as a result had not been forced to increase long term borrowing despite carrying out ambitious schemes both in the General Fund and Housing Revenue Account.

In 2016/17 the financing of the Council's new leisure development was finalised. The Council borrowed £5 million from the PWLB, taken over 39 years. The remaining £5 million of the £10 million project was funded by internal borrowing.

With internal balances and investments utilised, future capital programmes will need to be funded principally from borrowing. It is proposed to borrow a further £7.5million in 2016/17 to be used to fund the 2017/18 Capital Programme as well as make funds available for development work carried out by the Council's wholly owned housing company, Bushloe Developments.

Total external debt relating to the General Fund for future financial years are expected to be:

2017/18	£11.75 million
2018/19	£12.50 million
2019/20	£14.00 million
2020/21	£15.50 million

Housing Revenue Account (HRA)

The self financing settlement involved the Council taking on £18.114 million of PWLB borrowing. The HRA business plan provides the repayment of HRA debt over its life. The initial borrowing was due to start repayment in 2020, however due to changes in government legislation which has impacted detrimentally on the financial position of the HRA, this

debt repayment plan is now likely to need restructuring with a new plan being drawn up.

The HRA used borrowing to fund the capital programme in 2016/17. This initially was supported by internal balances but £1.75 million in new borrowing will be required in 2017/18.

5.2 Short Term

It is anticipated that some short term borrowing will be necessary during the period covered by the strategy. Should such borrowing be required to meet any short term deficits, the loans will be secured at the most favourable rates available.

6.0 Prudential Indicators and Limits on Activity

The purpose of these Prudential Indicators is to contain the activity of the treasury function within certain limits, thereby reducing the risk of an adverse movement in interest rates impacting negatively on the Council’s overall financial position. However, if these are set to be too restrictive they will impair the opportunities to reduce costs.

6.1 Authorised Limit for External Debt

This represents the limit beyond which borrowing is prohibited and needs to be set and revised by Council. It reflects the level of borrowing which, while not desired, could be afforded in the short-term, but is not sustainable. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3(1) of the Local Government Act 2003.

	2016/17	2017/18	2018/19	2019/20
	Estimate	Estimate	Estimate	Estimate
	£ 000s	£ 000s	£ 000s	£ 000s
Borrowing	34,000	40,000	45,000	45,000
Other Long-term Liabilities	0	0	0	0
Total	34,000	40,000	45,000	45,000

The Chief Financial Officer (Section 151 Officer) reports that the authorised limits given above are consistent with the council’s current commitments, existing plans and the proposals in the capital programme report. The limits are also consistent with the Council’s approved treasury management policy statement and practices. Risk analysis of the key elements of the council’s cash flow forecasts has been undertaken to determine these limits.

6.2 Operational Boundary for External Debt

This indicator is based on the probable external debt during the course of the year (allowing for peaks and troughs in cash flow and the impact of treasury management decisions). It is not a maximum and actual borrowing could vary around the boundary for short times during the year. It should act as an indicator to ensure the authorised limit is not breached.

	2016/17 Estimate £ 000s	2017/18 Estimate £ 000s	2018/19 Estimate £ 000s	2019/20 Estimate £ 000s
Borrowing	32,000	35,000	40,000	40,000
Other Long-term Liabilities	0	0	0	0
Total	32,000	35,000	40,000	40,000

6.3 Limits in Interest Rate Exposure

Upper Limits on Variable Rate Exposure – This indicator identifies a maximum limit for variable interest rates based upon net interest payments.

Upper Limits on Fixed Rate Exposure – Similar to the previous indicator this covers a maximum limit on fixed interest rates.

	2016/17 Upper %	2017/18 Upper %	2018/19 Upper %
Limits on fixed interest rates	100	100	100
Limits on variable interest rates	25	25	25

6.4 Maturity Structure of Fixed Borrowing

These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing.

	2017/18	
	Lower %	Upper %
Under 12 months	0	30
12 months to 2 years	0	35
2 years to 5 years	0	50
5 years to 10 years	0	75
10 years and above	0	100

6.5 Total Principal Sums Invested

These limits are set to reduce the need for early sale of investment, and are based on the availability of investments after each year-end.

There are no proposals for the Council to invest sums for periods longer than 364 days.

7.0 Local Performance Indicators

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the Prudential Indicators, which are predominantly forward looking. The Council also sets local performance indicators which are as follows.

Local Indicator	2014/15	2015/16	2016/17	2017/18
Average rate of interest on borrowing compared to the national average	Level	Level	Level	level
Average rate of interest on investments compared to the national average	Level	Level	Level	Level

The results of these indicators will be reported as part of the Treasury Management Annual Report before 30th September each year.

8.0 Minimum Revenue Provision

Local authorities are required each year to set aside some of their revenue budget as provision for debt repayment. This scheme of Minimum Revenue Provision (MRP) is set out in sections 27, 28 and 29 of the Capital Finance Regulations 2003.

Under the guidance a statement of policy on making MRP is required. Members are asked to approve the following statement:

General Fund

For the financial year 2017/18, it is proposed that in respect of debt that is supported by Revenue Support Grant (RSG), MRP is calculated using the Capital Financing Requirement (CFR) method. For new borrowing for which no Government support is being given and is therefore self-financed, it is proposed that the Asset Life method is used, with the exception of the borrowing related to the development of the leisure facilities, where the Annuity Asset Life method will be used.

The CFR method calculates MRP as 4% of the non-housing CFR at the end of the preceding financial year (4% of the capital expenditure funded by supported borrowing). This is consistent with the way in which supported borrowing costs are paid through Revenue Support Grant.

The Asset Life method requires MRP to be made in equal annual instalments over the estimated life of the asset for which the unsupported borrowing is undertaken.

The Annuity Asset Life method requires that the MRP for each year be the amount presumed to be the principal element of the equal amounts that would be payable each year in respect of a loan at a specified rate of interest that would reduce the outstanding principal amount to zero at the end of the estimated useful life of the asset. This results in an MRP charge that rises over time. This is deemed to be particularly appropriate for assets which generate increasing revenues over time.

HRA

There is no statutory requirement to make a MRP in the HRA. There is, therefore, no requirement to follow the DCLG Guidance when considering an appropriate provision for the HRA. Therefore, because

- There is no statutory requirement,***
- There is no repayment of debt due to begin until 2020 and***
- Resources are required in the early years of the HRA business plan to fund the demands of the asset management strategy***

It is proposed that before 31 March 2019 a full review of HRA debt is carried out to assess the practicalities of repayment/reduction of debt from 2020 onwards and consider the refinancing of this debt.

INVESTMENTS STRATEGY 2017/18 – 2019/20**1.0 Introduction**

This strategy is written in accordance with guidance issued under section 15 (1) (a) of the Local Government Act 2003, the Department of Communities and Local Government (DCLG) Guidance on Local Authority Investments issued in April 2010, any revisions of that guidance, the Audit Commission's report on Icelandic investments and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes (2011).

The objectives of this strategy are to:

- facilitate investment decisions which ensure that the Council's investment sums remain secure
- ensure the liquidity of investments so that the Council has sufficient cash resources available to carry out its functions at all times
- achieve the maximum return on investments after taking into account security and liquidity

2.0 Current Investments

Surplus funds arising from day to day operations are invested based on the most up to date forecasts of interest rates and in accordance with the Council's cash flow requirements in order to gain maximum benefit from the Council's cash position throughout the year. In the current financial climate only specified investments will be considered as set out below.

3.0 Investments

In accordance with relevant guidance, all investments will be placed with counterparties included on the Council's approved list. Institutions with which specified investments will be made include:

- UK government institutions and other local authorities
- institutions which have been awarded a high credit rating by a credit rating agency

The length of time an investment can be placed for is specified below under each category of counterparty, normally this will be no longer than 364 days.

The Council's Treasury Management Practice note 1 (3) states that 'The Section 151 Officer will be responsible for preparing for the Council a list of institutions in which the Council's funds may be invested. This list will be supported by details of the criteria employed to assess the various credit standings of counterparties'. The following credit ratings will be considered:

- Long-term ratings – these range from the highest rating of AAA to the lowest rating of D. As the title suggests, this indicator reflects the long-term stability of the institution.
- Short-term ratings - These have a time horizon of less than 12 months and therefore place greater emphasis on the liquidity necessary to meet financial commitments in a timely manner. As most of the Council's investments are expected to be for less than 364 days, this is of particular importance. The ratings are F1 (highest credit quality), F2 (good credit quality), F3 (fair credit quality) and B to D (representing various levels of potential default).
- Individual ratings – These range from the highest of A to the lowest of F. This rating is only assigned to banks and attempts to assess how it would be viewed if it were entirely independent and could not rely upon external support.
- Support ratings – These range from 1 to 5 with 1 being the highest. It is a judgement on whether a bank would receive support should this become necessary. It is assumed that any such support would come from the sovereign state or institutional owners.

The Council's counterparty list needs to provide security for the amounts invested whilst containing a sufficient number of institutions with which to place funds. For the purpose of this strategy in respect of Categories 1 and 2 below, only counterparties that meet all of the following criteria will be considered for investment.

- UK banks
- Building societies with asset bases in excess of £6 billion.
- By reference to all three major credit rating agencies (Fitch, Standard and Poor's, Moody's) only those that reach the minimum standard for the lowest agency rating set out.

Category 1

The minimum ratings that will be considered for all agencies are set out below:

Term	Credit Agency		
	Fitch	Moody's	S & P
Short	F1	P1	A1
Long	AA-	AA3	AA-
Individual	C	D	
Support	3		

For any organisation that meets the above criteria, up to £1.5m may be invested at any one time for a maximum duration of 364 days.

Any building society that meets the above criteria must also have an asset base in excess of £6 billion.

Category 2

The minimum ratings that will be considered for all agencies are set out below:

	Credit Agency		
Term	Fitch	Moody's	S & P
Short	F1	P1	A1
Long	A	A2	A1
Individual	C	D	
Support	3		

For any organisation that meets the above criteria, up to £1m may be invested at any one time for a maximum duration of 12 months.

Any building society that meets the above criteria must also have an asset base in excess of £6 billion.

Other counterparties that can be used and any restrictions applicable are set out below.

Debt Management Office

Investments of a maximum duration of 6 months can be made with this Government department.

Public Authorities in England, Scotland and Wales

Investments totalling up to £5m at any one time with a maximum duration of three years can be made with these bodies. These include local government, fire and police authorities.

Money Market Funds

Investments of up to £1.5m per fund at one time can be made provided they are AAA rated.

Credit ratings are monitored on a daily basis using Sector's credit rating service by the Section 151 Officer who will determine the amendments to be made to the counterparty list when credit ratings change.

The proposed counterparty list for investments is given at Annex 3.1.

4.0 Liquidity of Investments

The period for which investments are placed will be based on the Council's cash flow forecasts and estimates of movements in interest rates. The Council generally does not expect to place investments for longer than 364 days although this situation will be kept under review by the Section 151 Officer should a longer term investment opportunity occur. Long-term investments will only be made where it is clear that surplus cash resources are not required for the day to day financing of the Council's activities. The maximum period for any long-term investments will be the three-year planning cycle covered by this strategy.

5.0 Policy on the Use of External Service Providers

External investment managers will not be used, except to the extent that a Money Market Fund can be considered an external manager.

The Authority uses Capita as an external treasury advisor but still recognise that responsibility for treasury management decisions remains with the Council at all times. Whilst it is recognised that undue reliance should not be placed on external advisors, it is valuable to be able to access specialist skills and resources.

6.0 Scheme of Delegation

Full Council

- Approval of annual strategy
- Review of treasury management policy and procedures, including making recommendations to responsible body

Policy, Finance and Development Committee

- Approval of annual treasury outturn report
- Approval of mid year treasury management updates
- Mid year treasury management updates

Chief Financial Officer (Section 151 Officer)

- Day to day management of treasury management, within agreed policy
- Appointment of external advisors, within existing Council procurement procedures and standing orders.

7.0 Role of Section 151 Officer

The Section 151 Officer has day to day responsibility for running the treasury management function.

8.0 Ethical Investment Strategy

The Council aims to be aware of ethical issues within its investment strategy. Where any member of the Council becomes concerned about such issues, these matters should be reported to the Section 151 Officer. Where necessary, the Section 151 Officer will then present a response to the concerns raised to the next meeting of the Policy, Finance and Development Committee.

EXTERNAL INVESTMENT OF FUNDS - APPROVED INSTITUTIONS**Category 1**

Restrictions	
Max Amount £m	1.5
Duration	364 days
Asset Base (Building Societies Only)	£6 bn

Category 2

Restrictions	
Max Amount £m	1
Duration	365 days
Asset Base (Building Societies Only)	£6 bn

The following institutions will also be classed as Category 2 although they currently may not meet the exact criteria.

Barclays Bank Plc

Lloyds Bank Plc

HSBC Plc

Santander UK Plc

National Westminster Bank Plc

Royal Bank of Scotland Plc

Bank of Scotland Plc

Nationwide Building Society

Debt Management Office

Restrictions	
Max Amount £m	N/A
Duration	6 months

Operated by a National Government Department

Public Authorities in England, Scotland and Wales

Restrictions	
Max Amount £m	5
Duration	3 Years

All public authorities (including local government, fire and police authorities) in England, Wales and Scotland

Money Market Funds

Restrictions	
Max Amount £m	1.5
Duration	N/A

Funds must be AAA-rated and operated by a company regulated by the Financial Services Authority. The Section 151 Officer, under delegated powers, will choose the appropriate fund(s).



Council	Tuesday, 25 April 2017	Matter for Information and Decision
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Title: **Draft Schedule of Council and Allied Meetings 2017/18**

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

1. Introduction

This report seeks Members' initial approval of the draft Schedule of Council and Allied Meetings for the municipal year 2017/18 as set out in the Appendices to this report.

2. Recommendations

- 2.1. That the draft Schedule of Council and Allied Meetings for 2017/18 be noted by Members for information only.
- 2.2. That the proposed dates, times and venues of meetings for the municipal year 2016/17 be provisionally entered onto the Council's meeting management application.

3. Information

- 3.1. The attached draft Schedule sets out the proposed dates, times and venues of meetings for the municipal year 2017/18. The draft Schedule also includes other meetings, events and useful dates (including bank holidays) allied to the Council.
- 3.2. The Appendices to this report provides the proposed dates, times and venues in both a calendar (**Appendix 1**) and table (**Appendix 2**) format. The table at Appendix 2 further groups and organises the proposed meetings/events by type and chronology.
- 3.3. Officers and Members have been fully consulted in the drafting of this Schedule.
- 3.4. Members should acknowledge the following, notable changes between the 2016/17 Schedule and the proposed 2017/18 draft Schedule, namely:-
 - (a) The proposed decommission of the Greening the Borough Working Group;
 - (b) The change to the start time for the Licensing and Regulatory Committee, from 7:00 pm to 6:30 pm; and
 - (c) The change to the start time for the Community Engagement Forum from 7:00 pm to 1:30 pm.
- 3.5. Additional meeting dates, times and venues of the Highway Forum for Oadby and Wigston, which is administered by Leicestershire County Council (LCC), shall be superimposed into the 2017/18 Schedule as and when they are confirmed by LCC.
- 3.6. If the draft Schedule is noted by Members, the final Schedule shall be put before Members for resolution at the Annual General Meeting (AGM) of the Council to be held on Tuesday, 16 May 2017. Accordingly, the draft Schedule is to be considered as provisional, and therefore subject to further albeit minor amendments, until such time.
- 3.7. All proposed meeting venues marked 'TBC' shall be confirmed at the Council's AGM.
- 3.8. As recommended at paragraph 2.2 above, Members are also asked to resolve that the

proposed dates, times and venues of meetings of the draft Schedule be provisionally entered onto the Council's meeting management application, Modern.Gov, so to pre-empt any administrative burden upon Democratic Services on or after 16 May 2017.

By doing so, the information entered will be accessible via the '*Meeting Dates, Agendas and Minutes*' page of the Council's internal and external website(s) (<https://goo.gl/elspSL>) and will be clearly marked as '*Provisional*' until confirmed.

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Implications	
Financial (CR)	No implications.
Legal (AC)	No implications.
Risk (SB)	No implications.
Equalities (SB)	No implications.
	Equality Assessment:- <input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable



Council	Tuesday, 25 April 2017	Matter for Decision
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Title: **Pilot Wi-fi Project for Wigston Town Centre**

Author: **Adrian Thorpe (Planning, Development and Regeneration Manager)**

1. Introduction

This pilot project concerns the provision of free wi-fi to the end user in Wigston town centre. As well as providing the free service that will greatly benefit and act as a 'draw' to people using the centre, it will enable non personal data to be collected on each person as they register (subject to approval), which then enables targeted marketing campaigns to be carried out to advertise key events and other initiatives.

2. Recommendations

- 2.1. Members approve a supplementary budget of £1,200 towards the first year revenue support for this project.
- 2.2. Wigston Residents' Forum be requested to provide 50% (£5,000) in matched capital funding, given that the Borough Council will commit to the future revenue costs of the scheme and that Leicestershire County Council has agreed to fund 50% (£5,000) of the installation costs.

3. Context and Background to the Project

- 3.1. Leicestershire's market towns play a vital role in the economy, having a combined economic value of £1.1 billion, similar to that of Leicester City and Fosse Park and collectively employ 25,000 people. High Streets are irreversibly changing, they are no longer just a destination for retail, people visit them to access services, take part in events and festivals and for leisure purposes.
- 3.2. Changes in technology mean that consumers purchase through multi-channels and items can be ordered on-line via mobile devices whilst still in-store. In particular independent stores, which make market towns unique, need to adapt to this changing environment, in order to compete, hence the need for wi-fi facilities in town centres.
- 3.3. Free public wi-fi will also add to the local offer of Wigston town centre, offering the public more than just a place to shop and access services. With many other town centres starting to offer free public wi-fi, Wigston would be in danger of being left behind and being unable to compete with other towns in the region.

4. Project Details

- 4.1. Leicestershire County Council has devised the project that will provide capital investment to install free wi-fi to the end user into five market town centres across the county. The County Council has identified Wigston as one of the five market towns. The project will have a positive economic impact by providing a free wi-fi service that will greatly benefit and act as a 'draw' to people using the centres. More importantly the data collected enables marketing campaigns to be carried out to advertise key events. Town centre performance has been difficult to assess, with not all towns having consistent measures such as footfall counters (Wigston has no footfall counters). This project will provide robust and consistent data, together with profiles on

the type of users in each centre and the frequency of which areas of the towns are utilised. This information will be valuable in terms of regeneration schemes to improve the retail flow and events to boost consumer spending.

- 4.2. In order to use the free wi-fi, members of the public will need to log into the system initially which creates a database of users. Information is collected on age range, gender and interests and enables targeted marketing campaigns to be carried out, together with linkages to rollout of loyalty card offers for example. The information collected will not be personal information like date of birth, address etc. The data also enables accurate footfall data to be obtained which is a key indicator of town centre health. The system is also future proof in that it can demonstrate 'heat maps' of busiest areas within the town centre etc.

5. Capital Costs

- 5.1. Leicestershire County Council has agreed to fund 50% of the wi-fi project, subject to the requirement that each town provides 50% match funding and that the only towns to be covered currently will be Loughborough (Phase 2), Market Harborough, Melton Mowbray, Coalville and Wigston.
- 5.2. The following involves one off capital installation costs for each town and the requested match funding:

Wigston	£10,000	match funding	£5,000
Loughborough: Phase Two	£35,000	match funding	£15,000
Melton Mowbray	£30,000	match funding	£15,000
Market Harborough	£30,000	match funding	£15,000
Coalville	£25,000	match funding	£10,000

It should be noted that the councils covering Melton, Market Harborough and Coalville have agreed to the match funding request.

- 5.3. Other towns in Leicestershire such as Oadby could follow in a subsequent phase. Accordingly the wi-fi project in Wigston will act as a pilot for this Borough providing information for the potential role out in future to Oadby and South Wigston.

6. Revenue Costs

In terms of revenue each town will be responsible for its own ongoing revenue costs with an initial commitment to 3 years. For Wigston this has been estimated as £1,200 per year for 3 years and this will need to be built into the annual revenue budget process. Subsequent revenue costs are estimated to be the same or less per year thereafter.

7. Procurement

Leicestershire County Council will provide the funding to the Borough Council which would be responsible for procurement. It may be possible to achieve this collectively with other district councils in order to negotiate the best deal.

8. Conclusion

It is considered that the wi-fi project for Wigston is something that would be of real benefit to the town especially since the project will enable valuable footfall data to be

gathered on a regular basis, which is not currently possible. This project will also act as a pilot for consideration of rolling out in the Borough's other two town centres.

Background Documents:-

None.

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Implications	
Financial (CR)	In terms of ongoing revenue a commitment to 3 years is sought, which has been estimated at £1,200 per year for 3 years. A supplementary budget is required in respect of the first year (2017/18). Subsequent years' costs will be built into the Council's annual budget setting process. Wigston Residents' Forum is requested to provide 50% (£5,000) in matched capital funding, given that the Borough Council will commit to the future revenue costs of the scheme and that Leicestershire County Council has agreed to fund 50% (£5,000) of the installation costs.
Legal (AC)	No direct implications.
Risk (AT)	<p><i>Corporate Risk 1 Decreasing Financial Risk</i> <i>Corporate Risk 4 Reputation Damage</i></p> <p>This project will incur an initial cost, plus annual revenue costs as set out above. However should the Council decide not to participate in this scheme it will lose the ability to draw down funding already allocated by the County Council to the wi-fi projects in Leicestershire. Also businesses and visitors to the town centre will not be able to gain the benefits that accessible wi-fi will enable and there will not be the facility to gain footfall figures, data collection and to market events.</p>
Equalities (AT)	<p>The wi-fi project will be able to be accessed by anyone visiting the town centre should they wish to participate.</p> <p>Equality Assessment:-</p> <p><input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable</p>

Agenda Item 14a

MINUTES OF A MEETING OF THE GREENING THE BOROUGH WORKING GROUP HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 14 FEBRUARY 2017 COMMENCING AT 6.30 PM

<u>IN ATTENDANCE:</u>		
Chair - Councillor D M Carter		
COUNCILLORS (5):		
Miss A R Bond	J W Boyce	R H Thakor
G A Boulter	M H Charlesworth	
OFFICERS IN ATTENDANCE (6):		
S Glazebrook	Ms S Lane	Ms M Smith
B Kew	Mrs A Lennox MBE	A Thorpe

Min Ref.	Narrative	Officer Resp.
30.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from Councillor F S Broadley and Mr Henry Pearson, Arboricultural Officer.</p>	
31.	<p><u>NOTES OF THE PREVIOUS MEETING HELD ON 28 NOVEMBER 2016</u></p> <p>The notes of the previous meeting held on 28 November 2016 were agreed as an accurate record.</p>	
32.	<p><u>MATTERS ARISING</u></p> <p>None.</p>	
33.	<p><u>FORWARD PLANNING / LOCAL PLAN (VERBAL UPDATE)</u></p> <p>The Planning, Development and Regeneration Manager gave a verbal update on Forward Planning / Local Plan.</p> <p>He advised that the Planning Policy Team were currently working on the new Local Plan which will supersede the current saved Local Plan, Core Strategy and Town Centres Area Action Plan. Two public consultation events had already taken place in Winter 2015 and Winter 2016. The next steps would be the Pre-Submission Consultation which will take place late Summer 2017 and the adoption of the new Local Plan in 2018.</p> <p>The role of the Local Plan was said to set out the long-term development strategy for the Borough. All planning related decisions that are made by the Council would need to be in line with the new Local Plan. The new Local Plan's strategy would consider the future role of places and make decisions on where new development should be concentrated and where it should not. It will also identify where, and how many, new homes should be built, the locations where businesses need more land to expand, which areas need to be regenerated, where new shops should be located and which areas should be protected from development (such as open spaces and countryside).</p>	

	<p>Councillor J W Boyce stated that the Council had little or no control on the number of houses due to the Government's White Paper on the subject so it was best to concentrate on the quality-side of any future proposed developments.</p> <p>Councillor G A Boulter asked if the materials used in any future developments could be specified.</p> <p>The Planning, Development and Regeneration Manager stated that it was possibly out of our control but materials could be specified to be in-keeping with the local area and could specify a local palate of what is expect to be used.</p> <p>Councillor M H Charlesworth asked that, if the Council built over and above the Local Plan (i.e. over 155 per year) if there was to be an added bonus.</p> <p>Councillor J W Boyce stated that the Council would struggle to meet the target every year for the next 20 year plan and there was a need to make green wedges stronger to ensure that materials, designs and construction specifications are met.</p> <p>The Chair asked how strong the Council's Local Plan was.</p> <p>The Planning, Development and Regeneration Manager stated that the Council needed to ensure that any evidence was as strong as possible, especially where sites had not been identified. If the Planning Inspector agreed, it would protect the site(s) for a period of time. He also advised that there would be a full Members' Briefing on Wednesday 8 March 2017 which would cover the Local Plan, Housing and Economic Development Needs Assessment (HEDNA) and the Housing White Paper stating that all Members were invited to attend.</p>	
<p>34.</p>	<p><u>BOROUGH ENTRY SIGNS UPDATE</u></p> <p>The Facilities and Administration Manager presented her report which was duly noted.</p> <p>It was reported that the Policy, Finance and Development Committee had now agreed to the increase in expenditure in relation to the Borough Entry signs. As a result, a meeting was held with the Pride of the Borough Group and came away with the strap line 'East Midlands in Bloom Winners, Britain in Bloom Finalists'. This wording was agreed by all Members.</p> <p>The Pride of the Borough Group had requested that all planters to be kept and reused elsewhere.</p> <p>Councillor J W Boyce stated that there were (are) three concrete posts still <i>in situ</i> on Saffron Road, Wigston and asked if they could be removed.</p> <p>The Operations Manager advised that he would visit the site, survey the posts and action as necessary.</p>	
<p>35.</p>	<p><u>COMMUNITY SERVICES UPDATE</u></p> <p>The Interim Community Services Manager presented his report which was reviewed and duly noted.</p>	

Elizabeth Court, Wigston

The Interim Community Services Manager said that the remedial works at Elizabeth Court were due to start April/May 2017 after the completion of the external wall contract and would be due for completion towards the end of September 2017. The replacement windows would also be carried out during this time.

Councillor J W Boyce raised the issue that some of the problems were with usage and asked what can be done to overcome this issue.

The Interim Community Services Manager advised that they will be running education programmes for residents to advise on good ventilation practice(s).

Wind Turbine at Brocks Hill Country Park, Oadby

The Interim Community Services Manager said that enquiries had been received from members of the public regarding the future of the wind turbine. A feasibility study would be carried out to see if it can be economically repaired.

Councillor M H Charlesworth stated that there was not enough wind where it was sited for optimum use and would possibly be a waste of money trying to repair.

Councillor J W Boyce stated that if it was in the wrong position, could it be re-sited. This option was to be included in the feasibility study. If it could not work or could not be re-sited, it should be removed.

The Facilities and Administration Manager advised it was installed to demonstrate the possibility of producing electricity. The best site in the Borough was on land Oadby and Wigston Borough Council did not own. In the Borough area, wherever it was sited, it would not generate large volumes of electricity.

Councillor J W Boyce stated that the wind turbine needed to be able to demonstrate or produce electricity and at present it did neither.

The Interim Community Services Manager stated that the wind turbine had also been vandalised but the extent of the damage was at present unknown until the feasibility study is carried out.

The Chair accepted that the feasibility study be carried out and upon the findings a decision be made and the item to be brought before the Service Delivery Committee.

Notice Board at the Council Offices, Station Road, Wigston

The Interim Services Manager stated that he had viewed the notice board and confirmed it was rotten. Work was currently in hand to replace it and suggested that the replacement needed to be better managed.

Councillor Miss A R Bond asked who was responsible for updating the notice board.

Councillor G A Boulter stated that the notice board needed to be of the

	<p>same size and that only suitable items are to be displayed and it should not be used for any commercial or political literature.</p> <p>The Facilities and Administration Manager advised the group that an article would be going into the next edition of Letterbox giving the criteria for material to be displayed. She also stated that all other notice boards in the Borough are in fairly good condition.</p> <p>Councillor M H Charlesworth stated that the notice board on Bull Head Street, Wigston never had anything displayed on it as a local resident removed anything put on it. A discussion took place on whether to re-site the notice board or to get a cover for it.</p>	
36.	<p><u>ARBORICULTURAL UPDATE</u></p> <p>The Arboricultural Officer sent his apologies to the meeting. Those present at the meeting noted the Arboricultural Update report.</p> <p>Tree Strategy</p> <p>It was asked if the Tree Strategy had gone out to consultation but no one present was able to confirm. The Planning, Development and Regeneration Manager advised that he would make enquiries to liaise with the Communications and Business Performance Manager.</p> <p>Tree Works</p> <p>The Chair commented on the mature trees on the Borough's highways. As they were all planted around the same time, it was said that it could be the case that they all be cut down around the same time. He enquired as to whether the Council currently had any dialogue with Leicestershire County Council (LCC). It was said that possibly due to maintenance issues, LCC did not favour trees along the highway.</p> <p>Councillor G A Boulter stated that he was concerned at the loss of poplars and enquired as to whether it possible to re-plant more of the same at suitable locations.</p>	
37.	<p><u>VOLUNTEER PROJECT AND NATURAL GREEN SPACES</u></p> <p>The Interim Health and Leisure Manager presented her report which was duly noted.</p> <p>Open Spaces – Fludes Lane, Oadby (Encroachment Issues)</p> <p>It was reported that the trees etc. had been removed.</p> <p>Members expressed their gratitude to the Senior Democratic Services Officer / Legal Officer for his swift action.</p> <p>Volunteering</p> <p>It was suggested by the Interim Health and Leisure Manager and Councillor J W Boyce for volunteers to attend other groups to try and break down barriers and promote the benefits of their work.</p> <p>The Chair stated that it was positive to see a steady increase in the number</p>	

	of volunteers. He thanked all Officers for their hard work.	
38.	<p><u>OPERATIONAL SERVICES (VERBAL UPDATE)</u></p> <p>The Operations Manager presented his verbal update.</p> <p>He stated that the Peace Memorial badge bed had been ordered and had been agreed with Councillor G A Boulter and Councillor K J Loydall.</p> <p>It was stated that in Central Avenue, Wigston a number of whips and trees had recently been planted.</p> <p>It was stated that grasses had been planted in some areas to replace winter and Summer bedding. Councillor G A Boulter stated that grasses would attract more litter and this would need to be picked up.</p> <p>The Operations Manager advised the meeting that he had been very disappointed with the quality of products from the garden centre who supplied the products.</p> <p>The Operations Manager advised that they were currently working together with Customer Services in relation to the waste consultation.</p> <p>Councillor Miss A R Bond was concerned about the wooded area/copse located next to ASDA, Oadby on the main A6. It was subject to a lot of rubbish being dumped, fly tipping etc. and last year the Rotary Club in Oadby collected over 40 bags of rubbish. She said she had contacted ASDA who did not wish to take any responsibility and she believed the land in question was owned by Leicestershire County Council.</p> <p>Councillor M H Charlesworth said that for fly-tipping incidents on a path or highway needed to be reported to Leicestershire County Council but if it was on privately owned land there was no one to report it to.</p> <p>Councillor J W Boyce thought that there was something we can do.</p> <p>The Interim Community Services Manager advised that a full report would be going to the next Service Delivery Committee which would pick up all the points raised on fly-tipping.</p> <p>The Chair thanked everyone for all their contributions during the past year.</p>	
39.	<p><u>DATE OF NEXT MEETING</u></p> <p>To be confirmed.</p>	

THE MEETING CLOSED AT 7.40 PM



.....
CHAIR
.....

THURSDAY, 13 APRIL 2017
.....

**MINUTES OF A MEETING OF THE OADBY & WIGSTON COMMUNITY SAFETY PARTNERSHIP
HELD AT THE COUNCIL OFFICES, WIGSTON ON MONDAY, 20 FEBRUARY 2017
COMMENCING AT 14:00**

IN ATTENDANCE:

Chair - Councillor K J Loydall

OFFICERS IN ATTENDANCE (2):

S Glazebrook
M Smith (Minutes)

OTHERS IN ATTENDANCE (8):

Insp. M Cawley (Leicestershire Police)
Sgt. N Timms (Leicestershire Police)
D Goddard (Leicestershire Police)
C Woodward (Leicestershire Police)
R Lobel (Leicestershire County Council)
S Penny (Leicestershire County Council)
W Gale (Leicestershire Fire and Rescue Service)
C Weddle (Women's Aid Leicestershire Ltd)

Min Ref.	Narrative	Officer Resp.
28.	<p><u>APOLOGIES</u></p> <p>Veronika Quintyne (OWBC)</p>	
29.	<p><u>MINUTES OF PREVIOUS MEETING</u></p> <p>Actions raised during the previous meeting, held on Monday, 12 December 2016, were reviewed. These included;</p> <ul style="list-style-type: none"> ▪ Page 1, Item 14: KL met with the chair of trustees to discuss how Wigston Academy Trust can be more involved in the community. There is another meeting on Thursday, 23 February to establish how the Trust can further embed in the community, and to make links between the Trust with Sgt. Booth and PC Sutherly from the South Leicester NPA. ▪ Page 2, Item 15: The action for MS regarding fly-tipping and dog fouling has been superseded by a report going to OWBC's Service Delivery Committee. ▪ Page 2, Item 15: Due to illness VQ was unable to attend this meeting and provide an update on the Hate Crime Awareness Project. MS to invite VQ to next meeting. ▪ Page 3, Item 19: SG has looked in to the 'CEASE Pledge' and confirmed that OWBC is already compliant with the pledge's expectations, and that there are no financial obligations in signing. KL to advise the Chief 	<p align="center">MS</p> <p align="center">KL</p>

Executive to sign the pledge.

- **Page 4, Item 21:** MC updated the Partnership regarding the current Sentinel system package. It was confirmed that the current licence has been paid for another 12 months, until January 2018, and that at present the South Leicester NPA is the only area still using Sentinel as the main ASB reporting system. A replacement system for Sentinel has been offered but is in the very early stages and accompanying this is also a revision of Sentinel taking on board user's feedback. Both systems will allow for a greater degree of information sharing, including warnings about high risk individuals known to partners. Given that Leicestershire County Council is also pursuing a new ASB reporting system it is likely they will lead on any transfer resulting from the above developments. OWBC staff will be invited to test any new system alongside Leicestershire Police. MS to include the ASB system review in the 2017/18 Delivery Plans.

MS

30. FINANCIAL POSITION

MS provided the Partnership with an update on the current expenditure against the 2016/17 Delivery Plan allocations. This was broken down as follows;

OWBC Contributed Funding	
Budget Code: 30006/5319	
Purpose	Amount
WALL Outreach (01/10/15 - 30/11/15)	£1,500.00
Sentinel Uplift Contribution	£500.00
Boulter Crescent Community Flat Contribution	£3,480.00
Contribution to PREVENT Officer Post (Home Office Funding)	£5,000.00
Sentinel System Costs	£5,027.97
Personal Alarms	£480.00
Dog Fouling Bag Dispensers	£227.50
Youth Offending Service - Diversionary Activities	£816.50
Total Expenditure to Date	£17,031.97
Total Available Budget	£21,500.00
Total Remaining Budget (Allocated)	£4,468.03
% Expenditure	79%

OPCC Contributed Funding	
Budget Code: 30006/5350	
Purpose	Amount
Contribution to Beat Posters, Facebook Advertising etc.	£1,022.94
Dummy Cameras	£142.25
Police Delivery Plan Allocation	£3,000.00
Shed Eye Bolt Kits, Purse Bells, Window Alarms, Window Stickers	£382.50
Handy Person Service - Target Hardening Project	£5,000.00
Traceable Assets Procurement	£1,000.00

1 Year's Gold Survey Monkey Membership	£250.00
Total Expenditure to Date	£10,797.69
Total Available Budget	£25,882.50
Total Remaining Budget (Allocated)	£15,084.81
% Expenditure	41%

MS reported that the expenditure is on target to meet expected levels by the end of the 2016/17 financial year. It was further explained to the Partnership by MS that the 41% expenditure on the OPCC Contributed Funding is directly related to an additional £6,382.50, intended by the OPCC for use in Youth Prevention and Diversion projects, being brought to his attention. This funding was not incorporated into the 2016/17 Delivery Plan by MS' predecessor and thus went unknown until it was raised by the OPCC upon receipt of the Quarter 3 monitoring. MS expects that the additional funding will be fully allocated by the close of the 2016/17 financial year.

MC provided a short update on the use of the Police's £3,000.00 allocation through the 2016/17 Delivery Plans. The next stage in the Police's crime prevention programme will be focussing on garden crime; this will entail purchasing sunflower seeds in a packet printed with a crime prevention message. These will be made available to 27 primary schools in the Neighbourhood Policing Area and cost approx. £700.00 for Oadby & Wigston. The seeds will be used in a 'grow the tallest sunflower' competition with a view that parents would then see, and take onboard, the crime prevention message printed on the packet. Each school will have a winner who will receive a certificate and another prize; it is hoped that approaching the issue in this manner will reach 10,000 children, and their parents through 'pester power'. The impact and visibility of this approach will be assessed after the event has ended. It is hoped that this approach could lead on to tool marking opportunities over the summer.

31. CSP ANNUAL SURVEY

MS provided the Partnership with an update on the Annual Survey that is currently underway. To date there have been 179 responses to the survey, although the frequency of responses has now dropped off. MS expects that this is due to the Council now pushing its refuse and recycling survey.

The three main areas of concern highlighted through the responses received are;

- Groups causing Nuisance,
- Littering and/or Fly-tipping, and
- Vandalism and Graffiti.

Tackling these areas of concern will be included in the 2017/18 Delivery Plans.

The Annual Survey ends on 31 March 2017, after which MS will prepare a report highlighting its findings.

MS

32. DELIVERY PLANS 2017/18

	<p>MS updated the Partnership on how the 2017/18 Delivery Plans were taking shape; he explained that the majority of actions for 2016/17 will continue forward as they fit with the five 'V's that Lord Bach has identified as priority areas for community safety partnerships. These are;</p> <ul style="list-style-type: none"> ▪ Viable Partnerships, ▪ Value for Money, ▪ Visibility, ▪ Vulnerability, and ▪ Victims. <p>It was agreed at the first meeting regarding the 2017/18 Delivery Plans that 'Viable Partnerships' and 'Value for Money' will be used as cross-cutting themes running throughout the finalised plans. MS aims for the 2017/18 Delivery Plans to be drafted by week commencing 20 March 2017 at the latest.</p> <p>A query regarding the 'Red' rating, on the 'Red, Amber, Green' progress indicator, for the action in the 2016/17 Delivery Plans regarding licensing training for staff and members was raised. MS indicated that this has been given the 'Red' rating as the training will not be taking place in this financial year, and the monies will be carried forward for 2017/18.</p> <p>Due to being allocated an action in the 2016/17 Delivery Plans, and not being present at this or previous meetings to provide an update, MS was asked to ensure that Turning Point are represented at the next Partnership meeting.</p> <p>It was also asked that VQ contact DG directly regarding the Hate Crime actions found in the 2016/17, and intended to form part of the 2017/18, Delivery Plans. This comes as OWBC are not always represented at the Hate Crime Delivery Group meetings. MS agreed to inform VQ of this request.</p>	<p>MS</p> <p>MS</p> <p>MS</p>
<p>33.</p>	<p><u>OWBC ANTI-SOCIAL BEHAVIOUR RESPONSE</u></p> <p>The Partnership heard that there has been an increase in Anti-Social Behaviour (ASB) in the Borough despite it being historically under-reported. In the Borough reports of ASB have increased by 50% in 12 months. This is a yearly trend however this year's increase has been consistent and resulted in 10 young people being placed on Acceptable Behaviour Contracts.</p> <p>In response to the above it has been agreed that Sgt. Lindsey Booth, Dedicated Neighbourhood Sergeant for Oadby, Wigston, and South Wigston, will be based at OWBC for one working day a week starting shortly; this will enable greater partnership working around tackling the ongoing ASB issues in the Borough, particularly those involving young people. 'Hot desking' provision has also been made available at OWBC for all beat officers, enabling them to drop in and utilise a workspace within the Community Team on an adhoc basis.</p> <p>It has also been noted that the Police are dealing with a lot of actions around the incremental approach, particularly at what is seen as being the 'Council Owned' stage; this is not how the incremental approach is intended to work. It has been</p>	

	<p>suggested that to correct this issue, and the gap in services it creates, the services of a dedicated ASB Officer be bought in from a neighbouring authority. It would be possible to fund this officer via the CSP as a short term measure until OWBC's approach to ASB is solidified.</p> <p>The above proposal was supported by the Partnership and MC has agreed to approach Blaby District Council to progress it.</p> <p>It has previously been suggested, and proven, that free WiFi access is a draw for young people to congregate in a particular area which, ultimately, results in an increase in the number of ASB related calls received. MS suggested that open WiFi networks may be a good means of advertising local young people's services via their login screens. It was also suggested that there may be an opportunity to provide some informal education regarding data protection to young people via the WiFi login screens. MS will look into this opportunity.</p>	<p>MC</p> <p>MS</p>
<p>34.</p>	<p><u>CCTV PROVISION</u></p> <p>MS informed the Partnership that both 'SilverNet' and 'MEL Secure Systems' have been approached to provide a quote for a renewed CCTV system in the Borough. 'SilverNet' have approached the Council previously offering their services, and 'MEL Secure Systems' are believed to be the suppliers of the current 'DomeHawk' redeployable cameras utilised by the Partnership.</p> <p>Both companies have been invited to visit the Borough and quote for a renewed CCTV system which utilises both static and redeployable cameras. The initial proposal for the renewed system allows for 24/7 monitoring of the static cameras, whilst redeployable cameras will be situated in target areas based upon need and operational requirements. This approach allows for the renewed system to be both reactive and proactive, whereas the current system of DomeHawk cameras is only reactive.</p> <p>24/7 monitoring is known to be potentially available via Hinckley & Bosworth District Council, for approx. £2,500.00 per year, although the Police have also suggested Blackbird Road monitoring centre as a more suitable location given its closer proximity to the Borough. In either instance the camera technology made available by either company named above must be assessed for compatibility with the monitoring centres.</p>	
<p>35.</p>	<p><u>JAG UPDATE</u></p> <p>MS reported that the JAG is still operating as expected and that progress regarding the current cases is efficient. With the input of Sgt. Booth the format and documents of the JAG is being revised to streamline the meeting.</p> <p>A review of the Hate Crime data submitted to the JAG is also ongoing; this is looking at how useful the data is to the JAG, if it should be provided quarterly, and how easy it is to access the data. Education around Hate Crime is to be pushed as it is still known to be an underreported statistic in the Borough.</p>	

	<p>The Leicester, Leicestershire, and Rutland Action Plan regarding Hate Crime is looking at community mapping, with a focus on community need. It is expected that the Action Plan will inform the Local Area Plan.</p>	
<p>36.</p>	<p><u>LCC UPDATE</u></p> <p>SP introduced herself to the Partnership with her taking over the role of Rik Basra.</p> <p>The Partnership heard that the 'ASB Toolkit' is having some changes made to it in the imminent future, and that training around its use is to be offered to Partnership members. The 'ASB Reporting Standards' will also be looked at as each District records and reports its ASB data slightly differently. Coordination with Districts will be necessary to create a set standard in ASB reporting, although the reporting form itself is also not consistent across Districts. Responses and services relating to ASB vary dramatically between Districts, and even within Districts depending on which team is ultimately responsible for dealing with the received complaint, and the nature of the complaint.</p> <p>Sentinel is also currently under review at present with discussions around staff training, and the associated costs, ongoing.</p> <p>SP went on to discuss Prevent and the work of Mark Wilson in 2016, across which he delivered 27 WRAP (Workshop to Raise Awareness of Prevent) courses to 800 people. Mark will also be delivering the WRAP course at the Partnership's networking event on Thursday, 2 March 2017.</p> <p>The Alter Ego theatre company's 'Going to Extremes' Prevent based performance workshop will be commencing in March 2017. Currently Gartree High School, Manor High School, and South Leicestershire College have all booked a performance for their students. Discussions are ongoing with other schools in the Borough, but there has been no contact to date from South Wigston High School regarding the offer of a performance.</p> <p>It was raised that there is uncertainty as to where the 'Community Trigger' reports are directed once submitted by the public via the Council's website. MS was tasked to look into this.</p> <p>RL offered to create a short update document for the Partnership looking at Community Safety concerns linking with Supporting Leicestershire Families cases; this is likely to become a standing agenda item.</p> <p>In respect of the Partnership's networking event, MS was asked to ensure that all partners had sight of the invite for the event as a reminder of it taking place.</p>	<p>MS</p> <p>RL</p> <p>MS</p>
<p>37.</p>	<p><u>LFRS UPDATE</u></p> <p>WG provided the Partnership with a breakdown of incidents in Oadby & Wigston, dealt with by LFRS, by area and the response provided in relation to them.</p>	

	<p>In the last 10 months there have been 28 primary incidents in the Borough which matches the national trend. There were also 15 deliberate incidents in the Borough which has resulted in the Fire Care course being offered to the 10 young people currently on Acceptable Behaviour Contracts in the Borough, where a link to fire lighting had been noted. Numbers of deliberate incidents are already decreasing however; particularly in the St. Wolstan's ward which had seen the highest number of deliberate incidents in the Borough.</p> <p>In respect of callouts to RTCs, the majority of those within the Borough have been attributed to 'passers through' and are primarily along the A6 and Newton Lane. In line with this information, and the upcoming change in mobile phone law, the 'Fatal Four' education for drivers programme will be operating on 1 March and 8 March with one session at the Oadby Racecourse, and the other close to Kilby Bridge.</p> <p>A change in procedure now sees LFRS being called to assist EMAS gaining access to properties; there has been an increase in calls in response to this which has seen a rise to 59 incidents. This has been offset by a decrease in the number of callouts to automated fire alarms as there is not usually a fire on response to them.</p> <p>The Partnership was informed that the County Council have been asked to be more involved in this year's 'Celebrate Safely' campaign.</p> <p>WG also stated that the shift pattern at Wigston Fire Station will be changing in June 2017, in light of which major building work will be taking place at the Station to prepare revised accommodation. An additional 25 fire-fighters will also be recruited.</p>	
<p>38.</p>	<p><u>UAVA / KIDVA UPDATE</u></p> <p>No update was available at this meeting. MS confirmed that the service provided by WALL in respect of the KIDVA will be renewed for 2017/18.</p>	
<p>39.</p>	<p><u>POLICE UPDATE</u></p> <p>The Partnership was walked through the current crime statistics document covering October to December 2016.</p> <p>Burglary Dwelling and Burglary Other Than Dwelling have now been combined into a single reporting point; this has resulted in a natural increase in the report despite there being no physical increase in incidents. Burglary has risen over the last 2 years but has reduced over the last 10 years.</p> <p>The Domestic Violence reporting point is now seen as a true reflection due to a change in reporting method; Domestic Violence remains an underreported area however alongside Hate Crime. The number of Shoplifting incidents for 2016/17 has decreased, but the 10 year trend for Shoplifting has continued to increase. There has also been a significant increase in Anti-Social Behaviour within the Borough with specific issues to address.</p>	

	<p>The Police are now using a 'crime calendar' to anticipate seasonal trends, i.e. an increase in garden crime in the warmer months. The crime calendar is beat specific which allows a more focussed approach to crime, as well as allowing for the promotion of targeted campaigns and actions, and the better positioning and use of resources. The crime calendar is also being used as a tool during the creation of the Partnership's 2017/18 Delivery Plans.</p>	
<p>40.</p>	<p><u>ANY OTHER BUSINESS</u></p> <p>CWd passed on the message to the Partnership from Debbie Preston that the number of First Contact referrals received has dropped off at present. The Partnership was also reminded that the service has been rebranded as 'First Contact Plus'.</p>	

THE MEETING CLOSED AT 4:15 PM

**MINUTES OF A MEETING OF THE OADBY RESIDENTS' FORUM HELD AT THE
BEAUCHAMP COLLEGE, RIDGE WAY, OADBY, LEICESTER, LE2 5TP ON TUESDAY, 28
FEBRUARY 2017 COMMENCING AT 6.30 PM**

<u>IN ATTENDANCE:</u>		
Chair - Councillor D M Carter		
COUNCILLORS (7):		
Miss A R Bond	R E Fahey	
M L Darr	D A Gamble	J Kaufman
B Dave	Mrs S Z Haq	
OFFICERS IN ATTENDANCE (3):		
Mrs A Lennox MBE	Ms V Quintyne	Miss H Standall
RESIDENTS IN ATTENDANCE (26):		
	J Vickerstaff	P Bliss (POB)
B P File	K Turner	PCSO T McCabe
C Foulds	L Harrison	R Turner
D Harrison	M Bates	S Bolton
G David-Tomkins	M Coomes	S Quelch
H Moore	M Luke	S.Gutteridge (Oadby
H Smith	M Ward	Traders)
I Sibley	P Ballard	T Chowdry
J Hier	P Coomes	Z Ewat
	P.A Faleq	

Min Ref.	Narrative	Officer Resp.
30.	<p><u>NOTES OF THE PREVIOUS MEETING HELD ON 02 NOVEMBER 2016</u></p> <p>Matters arising from the previous minutes were reported on.</p> <p>Page 2: Last year there was discussion on the Local Plan. The next consultation period will not come in Spring but in late Summer 2017.</p> <p>The Pride of the Borough website can be accessed by putting in "Pride of the borough" in the search engine or clicking here.</p> <p>Page 5 - With regard to the report on land grabs of Council land, a letter was sent to one resident. They responded by removing their planting from Fludes lane.</p> <p>Page 5 - The Oadby Grange petition was presented to the Council.</p> <p>Councillor Kaufman reported on car parking areas, and the wall outside St Peter`s church hall. Western Power is to act positively in that they are going to tidy up the area, perhaps by taking down the wall and replacing it with wire fencing.</p> <p>The traffic coming off the mini island is being dealt with by Councillors Gamble and Kaufman.</p>	

	<p>Page 6 - On the issue of the old swimming pool next to Ellis Park an update outlining the current position was provided for this meeting as part of the Chairman`s Update.</p>	
<p>31.</p>	<p><u>LOCAL POLICING ISSUES</u></p> <p>The Police provided crime statistics covering the period from November 1st 2016 to 28 February 2017, as follows:</p> <ul style="list-style-type: none"> • Criminal damage 21 • Burglary of Dwellings – 40 • Burglary Non Dwelling – 12 • Vehicle Crime – 46 <p>Residents were advised that there has been a spike in thefts from vehicles. Some vehicles were left unsecured.</p> <p>A Resident asked if it was possible to link the spike in thefts with the street lights being turned off. The Police stated no research has been done to see if there was a correlation with lights being turned off and thefts.</p> <p>Action:</p> <p>The Police will request whether research is to be carried out on this point.</p> <p>A Resident raised the issue of problematic anti-social behaviour she has experienced on Fairfield Road and the misuse of an alleyway near her home. Young people have thrown eggs at her windows and doors and on parked cars. Stones have also been thrown at property. She felt the alleyway was attracting anti-social behaviour and suggested it be closed from public use.</p> <p>Dog and human faeces was also seen in this alleyway. Open drug use has also been observed on Fairfield Road.</p> <p>Action:</p> <p>The Police agreed to speak with the Resident following the meeting. The Officer requested she keep a diary of the anti-social behaviour and report it. He will raise the misuse of the alleyway with the Local Authority.</p> <p>Once the update was concluded the Chair thanked the Police.</p>	<p>POLICE</p> <p>POLICE</p>
<p>32.</p>	<p><u>NATURAL DISCOVERY VOLUNTEER PROJECT - PRESENTATION</u></p> <p>The newly appointed Natural Discovery Volunteer Project Officer presented on the Project`s development and encouraged Residents to volunteer. She outlined the benefits of the project. For example: It can support peoples mental and physical well being. It is also fun. An outline of how residents can get involved was outlined.</p> <ul style="list-style-type: none"> • Lead volunteers are given training, on Health and Safety and First Aid. • South Leicestershire College is growing its own vegetables. • There is path maintenance on Pochin`s Bridge with the clearance of moss and grass. Scrub is being removed to make way for nice hedges. 	

	<ul style="list-style-type: none"> • Litter picking is a popular activity. People in wheelchairs are involved. • Wildlife surveys are being carried out. <p>To carry out the tasks people only require sensible clothing and footwear. Refreshments are provided .Plenty of water, tea, coffee and biscuits. Brocks Hill provides all the equipment required by Volunteers and all abilities are welcome.</p> <p>Residents can volunteer to help in Fludes Lane, at Pochin`s Bridge and at Brocks Hill Park.</p> <p>A leaflet on the Project was circulated at the meeting to compliment the slide presentation.</p> <p>On concluding the presentation the Chair thanked the Officer.</p> <p>Further information about the Project and specific volunteering dates can be accessed by contacting hollie.standall@oadby-wigston.gov.uk or ring 0116 2572863.</p>	
<p>33.</p>	<p><u>OADBY TRADERS' UPDATE</u></p> <p>Sam Gutteridge thanked Residents for supporting and attending what was a very successful light switch-on. Thousands of people attended. The Steering Group meets next month to start planning an even better light Switch-on.</p> <p>The Town centre closes down for the day. The increased public footfall encourages people to come into the Town Centre. The Resident Forum was thanked for the award which contributed to the lights.</p> <p>The next Vintage Car parade takes place Sunday August 13th 2017.</p> <p>It has been noted that since the HSBC bank closed footfall has fallen. The Co-op closes down June 14th 2017. However, the shop occupancy level appears to be above the average for England, with a few shops to let.</p> <p>A Face book page has been established for Oadby Town Centre. To access this Residents need to type "Oadby Town Centre" into the computer search bar. This Face book page will inform Residents of events taking place in the Town and will be closely monitored.</p> <p>Residents' attention was called to two petitions at the back of the room for which signatures were requested. The first concerned the County Council wishing to add on - street parking charges in the Town Centre. The second concerned the future use of the former swimming pool site.</p> <p>On concluding the Update the Chair thanked Sam Gutteridge and the Traders Group for organising the two events held over the past 12 months. The Residents endorsed the Chair`s expression of thanks.</p>	
<p>34.</p>	<p><u>REFUSE AND RECYCLING - CONSULTATION</u></p> <p>The chair briefed the Residents on the future change to the Council`s refuse and recycling system. A consultation form was circulated at the meeting. Residents were requested to complete the form. An online copy was also available for gathering feedback from residents. Consultation responses</p>	

	<p>must be returned to the Council by March 12th 2017.</p> <p>Key points emerging from discussion and subsequent questions raised were as follows:</p> <ul style="list-style-type: none"> • Refuse and recycling is currently the responsibility of Oadby and Wigston Council. • The County Council is responsible for disposing of Waste. • The Oadby and Wigston Borough Council receives a subsidy to reduce recycling going to landfill. • In 2018 the subsidy is to be removed by Leicestershire Council and Oadby and Wigston Council will have extra responsibility for handling waste. • Central Government is decreasing funding given to Councils therefore the Council is consulting residents on how best to manage refuse and recycling. This consultation ends March 12th 2017. • Residents are requested to respond to the consultation online. A paper copy may also be sent back to the Council via Customer Services. • Via Customer Services. There is also a copy available via the current Letterbox magazine. • Only one survey per household will be accepted. A Borough response of 1000 to 2000 is welcomed. • Following this consultation a more detailed survey will be circulated in the Summer. Residents' opinion will be requested of what the changes should be. 	
<p>35.</p>	<p><u>CHAIR'S UPDATES</u></p> <p>The Chairs Update Budget, inclusive of the Police Crime Statistics was circulated at the meeting.</p> <p>Conservation Area Plaques</p> <p>The award for the purchase and fixing of the plaques was endorsed at the November 2016 Policy and Delivery Committee meeting.</p> <p>A resident suggested a map image of the area where the plaques were to be placed should be inscribed onto the plaques.</p> <p>The Plaques were due to be placed in situ in March 2017.</p> <p>Two of the Plaques were brought to the meeting and passed around, so Residents could see the final version before they are installed.</p> <p>On the Plaque the area in the red line is the actual conservation area.</p> <p>The four Conservation Areas are:-</p> <ul style="list-style-type: none"> • Oadby Hill Top and Meadowcourt (Stoughton Drive South/Knighton Grange Road/Manor Road)----4 plaques . • London Road and St. Peter's-----2 plaques. • North Memorial Homes and Framework Knitters Cottages----1 plaque. • Oadby Court----1 plaque (This is Brook House, ex. Hallam Construction Offices). 	

	<ul style="list-style-type: none"> • All plaques will be fixed onto brick piers at entrance to the properties and all owners have agreed. <p>The Forum was thanked for awarding the funding for this Project.</p> <p>A Resident suggested Kibworth Town is used as an example in terms of how the plaques could be incorporated into a walking tour.</p> <p>The Chair and Residents thanked Peter Bliss for his management of the Project.</p> <p>Action:</p> <p>Councillor Bond requested to be sent a list of addresses of the areas where the plaques are to be placed.</p> <p>Phoenix Therapy</p> <p>The Phoenix Therapy award was endorsed at the Policy Finance and Delivery Committee meeting.</p> <p>Commemorative Stones</p> <p>The Chair noted the Commemorative Stones were previously part of Sandhurst Street primary School. They were rescued by a Resident and for a time located at Parklands Centre. The Forum on a number of occasions discussed how they should be preserved for posterity. The Civic Society looked at taking them on as a project where the outcome was an agreement to place them at Burton's Corner.</p> <p>The Civic Society alone cannot manage the project and two or three people were required to work with this Borough Council and Stone Masons to put a project proposal together.</p> <p>Action:</p> <p>It was agreed that Councillor Kaufman leads on taking this project forward.</p> <p>Howden Road Bus Shelter Seat</p> <p>The Bus shelter seat was now installed.</p> <p>Oadby and Wigston Community First Responders</p> <p>As a correction to the previous report in November 2016, the Community First Responders do not have a base in hospitals. In the future they are to provide an article for the Letter Box magazine on the work of the Community First Responders. The scheme does have a twitter account and Face book these are as follows: www.facebook.com/oadbywigstonCFR and https://twitter.com/OW_CFR.</p> <p>Oadby and Wigston Community First Responders provided an update at the November Residents Forum meeting. They were awarded £180 to purchase two high visibility jackets.</p>	<p>VQ</p> <p>JK</p>
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	<p>Community First Responders work in partnership with East Midlands Ambulance service. They are locally based and respond via EMAS to 999 emergency calls.</p> <p>Community First Responders use their own vehicles to travel to an incident. Generally CFRs will arrive on scene prior to the Ambulance and start treatment. They are trained by East Midlands Ambulance Service (EMAS) to FPOS (first person on scene) levels. This is a different level of training and is more advanced than for general first aid.</p> <p>Oadby Swimming Pool Site, Leicester Road, Oadby</p> <p>A briefing paper was circulated at the meeting following a resident request for an update.</p> <p>Action</p> <p>The briefing paper will be distributed with the minutes.</p> <p>Residents raised a series of questions to which the Chair provided a response. In the public involvement section, most of the resident suggestions are incorporated in, "community centre use".</p> <p>The only option put aside was the suggestion that the old building be demolished and the area restored to open space costing £100,000, as this was considered not financially viable. The County Bridge Club group has put in a proposal for use.</p> <p>It was questioned by a resident if there was mention of a Plan 4 3G football pitch. The Chair noted that in the December 2015 minutes there was no mention of the site being used for this.</p> <p>A resident questioned why Planners have not engaged with the CCGs (Clinical Commissioning Groups). The Chair could not comment on this and noted there is potential for the NHS to engage if, dentists and doctors were up for this. A site could help everyone work together to provide an integrated centre for Oadby.</p> <p>On the timescale for development there is a desire to move forward swiftly in the not too distant future.</p> <p>A resident commented that they support the site being used for housing as there is enough space for recreation. Plus there is no need for another recreational centre when there is a scarcity of housing which is much needed.</p> <p>7events Group and Siting A Defibrillator</p> <p>The 7events Group was awarded £250 as part of the funds to purchase a defibrillator to be placed on Oadby Parade. This has been endorsed by the Policy Finance Development Committee.</p> <p>Grey Post Boxes</p> <p>The grey post boxes have yet to be removed.</p>	<p>VQ</p>
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	<p>Double Yellow Lines on Stoughton Road</p> <p>The Highways Department at County Council has assured the placing of double yellow lines on Stoughton Road will be concluded by April 2017.</p>	
36.	<p><u>ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS</u></p> <p>A Request for a Bin on Fairfield Road</p> <p>A Resident requested a bin to be placed on a post at the bottom of Fairfield Road. The location is at the bottom of the jitty which leads out to the A6.</p> <p>Action:</p> <p>The Resident is to bring back a proposal, inclusive of the cost of the bin for formal approval. There was a vote of 14 hands in favour of this outline proposal and no abstentions.</p> <p>Siting a Bench by Florence Wragg Way</p> <p>A Resident asked the Council for guidance on Sight Lines for a bench in relation to Florence Wragg Way. This was agreed in principle and is to be brought back as a detailed proposal to the next meeting.</p> <p>Another Resident stated a hundred years ago there was a bench there. There was no sitting point until Gorse lane and added perhaps a heritage bench could be factored in there.</p> <p>Another Resident commented that that spot had the potential to be noisy and dangerous. A Resident added, there used to be a bench there, near to the Golf Course and the spot is dangerous.</p> <p>Another Resident suggested the more appropriate place could be by the Golf Course and the lane down to the fields away from traffic and away from pollution.</p> <p>A further suggestion was that, the bench would be best accommodated by the Grange pub.</p> <p>Action:</p> <p>This item is to come back to the next Resident Forum meeting.</p> <p>Two Bins requested by Waitrose Store</p> <p>A resident requested two bins to be placed by Waitrose. One bin would be placed by the bus stop County direction and another Town side. This was agreed in principle. This is to be brought back to the next residents Forum meeting accompanied with photographs.</p> <p>Festive Lights Switch On</p> <p>A Resident commented that the Festive Lights Committee needs volunteer help, especially for obtaining a stage. The Resident asked in principle this be placed for discussion at the next Residents Forum.</p>	VQ

	<p>Oadby Cemetery</p> <p>A Resident raised concern about the Chapel Street side, which was looking unkempt.</p> <p>Action:</p> <p>Councillor Carter is to discuss this with the Council and also check if the damage caused by a tree fall in the cemetery has been repaired.</p> <p>Surface Repair to Fludes Lane Path</p> <p>There is difficulty walking through the lane due to mud, pebbles and the gravel being pushed down. The Council Management Plan is for the part of the path to be kept natural.</p> <p>Action:</p> <p>It was agreed to place this on the agenda for the next Resident`s Forum meeting.</p> <p>Launde Road School and Parent Parking On Grassed Area</p> <p>A Resident requested the Council raise with County Council Highways parents parking on a specific grassed area near the junction of Copse Close and Manor Road extension. This was identified as a possible cause of a dangerous situation and the backup of traffic near Copse Close and the chewing up of the grass. The Chair stated that the County Council made a policy decision not to act on parking on the verges in relation to enforcement. Councillors were aware of this problem and there was some frustration with the County Council for not doing anything about this.</p> <p>Action:</p> <p>Bring this item to the next Residents Forum meeting.</p>	<p>DC</p> <p>VQ</p>
<p>37.</p>	<p><u>DATE OF THE NEXT MEETING</u></p> <p>The date of the next meeting will be published in the new municipal year. The meeting is likely to be around the end of June or early July 2017. The date will be notified to Residents.</p>	

THE MEETING CLOSED AT 8.07 PM



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CHAIR
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TBC
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MINUTES OF A MEETING OF THE SOUTH WIGSTON RESIDENTS' FORUM HELD AT THE BASSETT STREET COMMUNITY HUB, BASSETT STREET, SOUTH WIGSTON, LE18 4PE ON TUESDAY, 7 MARCH 2017 COMMENCING AT 7.30 PM

<u>IN ATTENDANCE:</u>		
Chair - Councillor Mrs S B Morris		
COUNCILLORS (3):		
G A Boulter	J W Boyce	R E R Morris
OFFICERS IN ATTENDANCE (3):		
S J Ball	M Hone	Ms V Quintyne
OTHERS IN ATTENDANCE (23):		
A B Kind	I Stewart	PCSO Joshi (Police)
C Sutton	Inspector Cawley (Police)	R J Carter
C Walls	J Chenery	R Muggleton
C Walter	J Seale	R Pearce
B Fahey (Councillor)	K Hall	R Walmsley
D Gohil	M Ray	T Sumpter
E Hawthorn	M Towers	V Ward
I McEwen	P Chenery	Y Johnson
APOLOGIES (2):		
R Hughes		
D Cliffe (Voluntary Action Leicester)		

Min Ref.	Narrative	Officer Resp.									
34.	<p><u>LOCAL POLICING ISSUES</u></p> <p>Neighbourhood Inspector Cawley introduced himself to Residents.</p> <p>He explained that crime overall was decreasing in the area and that there were few shop break-ins along Blaby Road, South Wigston.</p> <p>A series of leaflets were placed on seats for residents to take away if they wished. The leaflets concerned the following: the South Wigston Police Team, Speed Watch Scheme and dog fouling. Dog fouling was still considered a prime issue in the area.</p> <p>Residents had no questions to ask the Police.</p> <p>The Police provided the crime statistics, as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Policing Issues Offences</th> <th style="text-align: center;">Oct – Dec 2016</th> <th style="text-align: center;">Jan - Mar 2017</th> </tr> </thead> <tbody> <tr> <td>Burglary Dwelling</td> <td style="text-align: center;">13</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Burglary Other (sheds, garages, businesses premises)</td> <td style="text-align: center;">7</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	Policing Issues Offences	Oct – Dec 2016	Jan - Mar 2017	Burglary Dwelling	13	8	Burglary Other (sheds, garages, businesses premises)	7	10	
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Burglary Dwelling	13	8									
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	<table border="1"> <tr> <td>Theft of motor vehicle</td> <td>1</td> <td>4</td> </tr> <tr> <td>Theft from motor vehicle</td> <td>7</td> <td>11</td> </tr> <tr> <td>Robbery</td> <td>0</td> <td>0</td> </tr> </table>	Theft of motor vehicle	1	4	Theft from motor vehicle	7	11	Robbery	0	0	
Theft of motor vehicle	1	4									
Theft from motor vehicle	7	11									
Robbery	0	0									
35.	<p><u>AMENDED MINUTES OF THE PREVIOUS MEETING HELD ON 07 SEPTEMBER 2016 (PRESENTATION ONLY)</u></p> <p>The amended minutes of September 2016 were agreed as an accurate record by those residents who attended that meeting.</p>										
36.	<p><u>DRAFT MINUTES OF THE PREVIOUS MEETING HELD ON 08 NOVEMBER 2016</u></p> <p>The draft minutes of November 2016 were amended to include the yellow parts pertaining to item 24(a) by a resident as it was stated significant parts were missing. A copy of the proposed amendments was circulated by a resident at the meeting. All Residents were given the opportunity to read the amended draft minutes.</p> <p>A copy of this document, marked as 'Addendum No. 1', is filed with these minutes.</p> <p>In considering the proposed amendments, the Chair stated that it was necessary to consider the local authority good practice guide (Knowles on Local Authority Meetings) on minute-taking as follows:-</p> <ul style="list-style-type: none"> • there is no right or wrong way to prepare minutes; • they should be brief , concise, decisive; • grasp the collective sense of the meeting; and • that a minute is not and never should be a verbatim record but a summary of the proceedings that includes only the essence of the discussion together with the decision and a sense of the reasons for coming to that decision. <p>The two residents who requested the amendments stated:</p> <p>Resident 1 stated that the amendment to section 25a changed little and contained nothing controversial. The top of the amendment said why the amendments were made. He also added a quick vote should be fine.</p> <p>Resident 2 who requested the amendments be made to the draft minutes stated things did not make sense nor recorded what residents said and that she had sent the amendments to Councillors for this meeting. Those who attended the November meeting were invited to vote if they wanted the amendments to the original draft November minutes to go through in full.</p> <p>Following a vote on this, one resident seconded the motion put by resident 1 and another resident said she wished to "third" it.</p> <p>On a show of hands, 7 people were in favour of having Resident 1`s amendments incorporated into the original draft minutes. There were no votes against and no abstentions.</p> <p>The motion was carried.</p>										
37.	<p><u>RESTRUCTURING OF SOUTH WIGSTON RESIDENTS' FORUM</u></p>										

Councillor Bob Fahey (Conservative), Martin Hone and Samuel Ball, (the latter two employed by Oadby and Wigston Borough Council), introduced themselves to the Residents Forum.

A Resident circulated a document titled "Changing the Forum". It contained 15 points for change to the Forum. She stated this paper was a further update of a previous paper she had brought to the previous Forum meeting.

A copy of this document, marked as 'Addendum No. 2', is filed with these minutes.

Items below note the issues which flowed out of the discussion from the paper titled "Changing the Forum" as follows:

- The Chair explained the background to this meeting agenda, referring to past meeting discussions and emphasised that although it was agreed to have a single item agenda meeting; at her discretion the Refuse and Recycling Consultation agenda item was an issue she was duty bound to share with Residents. This was an issue requiring Residents input and was likely for the future to have a big impact on the service to Residents and the Council's revenue.
- The Resident Forum Terms of Reference was shared with Residents. The terms of reference are exactly the same as those for Oadby and Wigston Resident Forums. Councillor Fahey stated he feels happy with the Resident Forum he attends and was merely an observer at this meeting.
- At this point a Resident asked to be excused from the meeting. He expressed the view that the room layout, even though he was wearing a hearing aid made it impossible for him to hear clearly what was being said.
- The Chair went through the paper previously handed out to Residents point by point.
- The Resident suggested the Forum agenda should be set at a pre briefing meeting with and agreed group of residents, maybe 3 residents with maybe a fourth one to observe. One could then step down then another step up in their place the next time to put the agenda together.
- The leader of the Council stated the Council would not consider such a pre-briefing agenda setting group as all three forums are governed by the same set of rules.
- The Resident stated this would be a way of avoiding ad-hoc meeting agendas and a way to discuss issues of real and substantive importance.
- The Chair confirmed there is a format in place noted at agenda item 10 for, all residents to bring issues for future meetings to the Chair.
- Councillor Boyce commented he had no opposition to points 3, 4, and 5.

	<ul style="list-style-type: none"> • The Resident stated too many presentations are brought to the meeting, Councillor Morris needs to listen to residents and items are not allowed to be discussed and what residents want to say is not always listened to. The Chair agreed that in the future there would be fewer presentations. • The Chair noted four presentations had been turned down but a leaflet had been allowed to be placed on Chairs in the room so residents would be kept informed. • The Chair added everything that is discussed in the Forum will be taken back and discussed with officers to find constructive ways forward. • At this point two residents walked out of the meeting. One of them commented that they were not “sitting and listening to all this bickering”, as they came to “hear something meaningful”. • The Chair agreed to implement point 8. She is at present working with staff on instigating a process for this. Councillor Boyce suggested as part of this change that proposals should be duplicated at the other two forums. • On point 9 .It was agreed to feedback to Residents what constitutes a quorum. • Point 10, 11, 12 and point 13 were agreed agreed. Point 13 links into the Council’s Key Performance Indicators (KPIs). • The Resident added it took 37 emails to get her requested changes accepted. The recorded items should be termed minutes and not notes. The Council’s Adviser on Council note taking processes stated there were no distinction between minutes and notes , as there is nothing that can be recommended to the Council’s Policy , Development and Finance committee by the Forums the committee merely receives recommendations. Some residents said they wanted the discussions recorded as notes. Another Resident said she wanted the papers classed as minutes. Remove • In relation to publicising the Forum, a resident suggested the Forum meeting dates, times and venues be listed in the Focus magazine.The Chair clarified that was not doable as the Focus newsletter is a Liberal Democrat publication which makes it a political publication like InTouch, unlike Letterbox which is non political and goes to every household in the Borough. • Residents on being asked if they had an issue with the changes said no. It is noted that Councillor Boyce on behalf of the Council has an issue with point 2. <p><u>Action:</u></p> <p>Access a portable hearing loop to use at future meetings.</p> <p><u>Action</u></p> <p>Circulate the Resident’s updated paper titled;” Changing the Forum” to</p>	<p>VQ</p> <p>VQ</p>
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	<p>residents on the Forum database.</p> <p>Action:</p> <p>The Chair is to meet with the Council's legal officer to discuss the legality of calling written recorded points minutes or notes.</p> <p>Action:</p> <p>Feedback on tonight's discussion will be shared with Councillor Bhupen Dave and feedback on the suggestions regarding Changing the Forum is to come back to the next meeting.</p>	<p>Chair</p> <p>Chair</p>
<p>38.</p>	<p><u>REFUSE AND RECYCLING - CONSULTATION</u></p> <p>Councillor Bill Boulter spoke to this agenda item.</p> <p>Key points to note were as follows:</p> <p>The Residents attention was drawn to the circulated Refuse and Recycling consultation forms.</p> <p>The County Council are responsible for disposing of waste, and the borough / district council are responsible for collecting it. The County Council has the final say on what Districts do with it and where it goes. Oadby & Wigston currently take all recycling back to our depot for sorting ready to sell on the open market: this brings in £200,000/£250,000 per year. On top of that the County Council pay districts for every ton of waste that is diverted from landfill: this is because the County has to pay for waste going to landfill at a current rate of £84 per ton. These recycling credits are worth about £170,000 per year to Oadby & Wigston. We used to get a further £80,000 for recycling garden waste this was cut by County Hall last year. The County Council is to set up a new recycling centre somewhere in the county, and all districts will be told to take their refuse and recycling to that. Future profits from the sale of recyclables will now go to the County Council. This decision by the Conservatives takes almost £500,000 out of Oadby & Wigston's £6,000,000 budget and will make our current refuse and recycling operation untenable.</p> <ul style="list-style-type: none"> • By 2020 there will be no Government grant coming to this Authority. • The budget will need to be cut by £700k by 2020. • The budget cut is set at £700,000 this year; to continue with refuse and recycling without change means finding a saving of £700,000. There will be cuts to frontline services. • The consultation paper has been circulated to all households in the Borough via Letterbox magazine. A postcode must be included on the consultation form to be valid. A further consultation will follow in the summer. • The vehicle fleet will also need to be replaced. This Borough has a 46% recycling rate and placing all recyclables in one container as some authorities are considering would not give good value, because of contamination 	

	<ul style="list-style-type: none"> Residents are requested to guide the Council on this decision making process. This may lead to Oadby Depot closing. Recycling maybe contracted out of the County. Residents were requested to complete the form and give it to Samuel Ball tonight or send the form off to Customer Services at Bell Street. A Resident questioned what the cost would be if black wheelie bins were introduced. As yet this cost is not known Residents with large gardens were assured they would not be penalised as this is an authority for collecting not disposing of waste. A Resident wanted to know why County Council were allowed to tell this Borough how to collect and deal with the disposal of .This was because the County Council is the authority with responsibility for this work. They issue the licence for all Borough Councils to collect and dispose of recyclables and waste. County Council basically wants to keep the money that comes from the waste. Borough and District Councils will have to take the recycling to sites that the County Council dictates. A Resident noted that on the civic amenity site has reduced hours the Borough will get more fly tipping and it will cost more to clean it up. Councillor Boulter noted the Borough pays out for fly tipping. A week on Tuesday a report is to be received by the Council on fly tipping. The County does not charge for domestic waste but do for commercial waste being received at a tip. 	
39.	<p><u>ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS</u></p> <p>New Prison to be Built at Glen Parva</p> <p>The Chair requested Councillor Boulter (in his capacity as County Councillor) update residents on this matter.</p> <p>Points of the update were noted as follows:</p> <ul style="list-style-type: none"> A new prison is to be built on the same site on Tigers Road. A planning application was received by Blaby Council and Oadby and Wigston Council as consultees. The prison entrance runs through part of South Wigston. The consultation will be considered in April or May. Oadby and Wigston will then determine after Blaby. If Residents write into express a view, the view will only be accepted as a consultee response if it contains the word, "Object". The planning application is big and is on Crown land. Residents must note buildings on the site can be moved around anywhere, in relation to what it is "overlooking". A public meeting has already been held at Fairfield School. Another public meeting to be held in when we know which meeting the application will be heard. Residents were encouraged to attend it. The consultation will be about the entrance not the whole building. If there is enough time before the election Councillor Boulter is happy to arrange meeting. No meeting can be called if it is requested before Polling Day. Councillor John Boyce and Councillor Richard 	

	<p>Morris can. This depends on when the Blaby meeting is held. Residents were advised it was sensible to go for a meeting once Blaby Council `s report comes out.</p> <ul style="list-style-type: none"> • A Resident commented on the state of the Glen Parva prison fence, its inadequacy, prisoners scaling the fence being verbally abusive, displaying threatening behaviour to residents and escapees from the Jail. • Police have explained to the Resident the process for posting an alert when prisoners escape and the role of the 24/7 Police. • As a Borough Councillors, Councillors Boulter and Richard Morris are bound by Planning Regulations so are unable to make any comment. At the planning meeting they will address all the evidence before making a decision. <p>Items to Raised for the Next Forum Meeting Agenda</p> <ul style="list-style-type: none"> • Changing the Forum • Waste 	
<p>40.</p>	<p><u>CHAIR'S UPDATES (TO BE CIRCULATED)</u></p> <p>Oadby and Wigston Change Management Programme</p> <p>The Resident stated that at the November 2016 South Wigston Resident Forum meeting where she raised the issue of the Council's Change Management Programme and here she read out the contents of an email from Council Officer S Ball, questioning why Change Management was not on this agenda Chair's Budget Update.</p> <p>The statement read as follows as written by The Resident:</p> <p><i>"At the November forum meeting the Chair stated she is open to putting information about the Change Management training on the next Forum agenda. We asked about this last week and to quote Samuel Ball's reply.</i></p> <p><i>"An update in respect of the Change Management Programme shall feature as part of the Agenda item at the Forum`s meeting entitled "Chair`s Updates".</i></p> <p><i>The Chair`s Update is in front of us, but it has nothing about the Change Management Programme.</i></p> <p><i>The Programme was set up to oversee improvements in how the Council works. A report by Mr Penn, from the Local Government Association, identified issues including communication, decision making processes, management structures, culture and staff development. He said an action plan for improvement was required with a framework for cultural change and how improvement should be monitored and evaluated.</i></p> <p><i>The 2015 Local Government Transparency Code requires Councils to be open about decision making, and issues important to local people. So these are the two questions;</i></p> <p><i>Why have residents` requests for information on the Change Management Programme not been answered as promised? And when will this information be provided to the Forum?</i></p>	

	<p>The Chair asked Mr Hone to present his Change Management update to the Forum</p> <p>He explained that The Terms of Reference for the Council's Change Management Committee included:</p> <ul style="list-style-type: none"> • To provide oversight and scrutiny of any major change management projects being carried out within the organisation; • To provide oversight and scrutiny of any major staffing related issues that could affect the outcomes delivered by the Council; and • To make any consequent recommendations arising out of the above to the appropriate committee of the Council or to the Council. <p>He said that the workload of the Committee over the past year had focused on delivering the recommendations of the Penn Report – and that there were two recommendations: (i) A short-term action plan on immediate improvements. All the agreed actions have now taken place; and (ii) A longer term plan dealing with governance, etc. which the Council was working through with the Local Government Association (LGA) at the moment. It was said that the LGA were carrying out their on-site review later this month.</p> <p>Other work of Change Management Committee over the past year was said to include:</p> <ul style="list-style-type: none"> • Plans for service transformation • Recruitment and use of agency staff • Improving business and project planning • Performance management • The Council's four year efficiency plan • Asset management <p>Items for next month's meeting of CMC was said to include a report on the outcome of the public consultation on waste and a presentation by Investors In People on their assessment of the Council which was carried out last November.</p> <p>Chair Update on Grievance</p> <p>It was said that there was no update to give due to there being nothing new to report from the previous meeting. It was said that ongoing grievance and investigation at Oadby and Wigston Borough Council is still in progress and once concluded a meeting will be called.</p> <p><i>(All the associated information that is lawfully permissible to disclose is freely available online on the Council's website under the remit of the Change Management Committee by clicking here - https://goo.gl/llvRfq).</i></p>	
41.	<p><u>DATE OF THE NEXT MEETING (TO BE CONFIRMED)</u></p> <p>The date of the next meeting will be circulated following the endorsement of the Council Schedule of meetings for 2017 to 2018. it is likely the next meeting date may be in late June 2017.</p>	

THE MEETING CLOSED AT 9.09 PM



CHAIR

DRAFT

Suggested amendments to the draft minutes of the 8 November 2016 South Wigston Forum: submitted by residents who spoke at that meeting

Residents do not agree that the draft minutes of the 8 November 2016 South Wigston Forum are a true and accurate record, because discussion of the Council's governance and management problems at item 24a is not true, accurate or complete, and, in places, does not make sense.

Residents have never asked for, or expected, a verbatim record of Forum discussions. However, the Forum is the only platform at which residents are able to 'challenge and give feedback on the performance of public services'. In the light of the 2015 Local Government Transparency Code, residents have the right to expect Minutes of the Forum meetings to be true, accurate and reasonably complete.

The suggested amendments set out below have been compiled and agreed by residents who spoke at the meeting. The wording of the draft minutes has been retained as much as possible. There are minimal changes to the Councillors' comments and answers – merely a few (highlighted) additions of things that have been omitted. Residents' comments and questions have been corrected where they do not make sense, are inaccurate, or have significant omissions. The amendments follow the order in which residents spoke.

The whole of section 24a should be replaced with the following text.

Item 24a.

SIR EDWARD GARNIER & OADBY AND WIGSTON BOROUGH COUNCIL

A vote was taken on a proposal to bring forward the Sir Edward Garnier issue previously raised. Fifteen people voted in favour of this. Following the vote, the Chair brought the item forward for open discussion. This was previously to be discussed under item 8 on the agenda.

The Chair read out a prepared statement on the matter. The Chair stated the current issue relating to the grievance between the Council and employees cannot be discussed. The matter is covered by law and Human Rights legislation.

Action: Circulate the written statement to residents.

The grievances raised were made back in May 2015. An investigation concluded in 2015. 214 grievances and more were said to have been made. The investigation dismissed them. The Local Government Association was brought in to do a thorough investigation. Only those interviewed were allowed to talk about it.

A resident noted that it seemed suspicious that none of the 214 grievances against senior management had been upheld. The Chair stated she could not discuss the grievance matter any further as it is not yet concluded.

The Chair was asked if she or any other Councillors apart from the Leader of the Council were involved in the grievance. **The Leader said he had met the investigator, Mr Penn, but the other Councillors said they had not.** This was done so Councillors were 'kept clean' from the matter.

The resident then asked whether the HR department were involved, and if not, why not? The Chair stated this couldn't be answered at this time. Questions can be asked once the process is over. Councillors can only raise questions once the process is over.

The same resident asked why the Councillors had not brought the issues to the Forum before, or after, putting the matter in the hands of the investigator. The Chair stated Councillors and the Public must be careful not to say anything on this matter as they may be liable to be sued if they say the wrong thing. The resident concluded by commenting that the subject should have been brought to the Forum before the Forum asked about it.

It was noted that some residents are upset by this matter and the monetary cost.

Another resident noted that the Chair's statement had chosen one positive statement from Mr Penn's report. The same resident quoted from the Under Secretary of State's statement from Hansard that;

“Mr Penn did not, however, give the council a clean bill of health. In a supplementary report on the organizational issues arising from his initial investigation, he found that there were, ‘.deep divisions between the Senior Management Team and the officers who took out the collective grievance.’ ”

The resident expressed concern that Mr Penn's report was written in February 2016, presented to the Change Management Committee in April 2016 – yet nothing has been reported to residents about the major management and governance problems. She expressed the view that Councillors needed to trust the residents and put their hands up and say when they have got things wrong. **The Leader said that the Council hasn't failed on services.**

The Council's Change Management Committee were said to be concerned residents had not been told anything.

The resident expressed an opinion that the Council is doing a “cover up”.

Another resident noted that Sir Edward Garnier is acting on behalf of residents, and from her own experience, his surgeries are always very busy. Sir Edward Garnier had written to the Chief Executive, Senior Management Team and Councillors many times on this resident's behalf over a period of several months with no response. The resident expressed the view that this is a clear example of an inefficient Council. Given that Sir Edward Garnier is acting on behalf of many people, the resident noted that he was in a very strong position to see that the work of the Council was being adversely affected without having to visit the Council offices in person.

Another resident said it wasn't about the Councillors trusting the residents, but rather about whether the residents can trust the Councillors. She pointed out that as residents we put the Councillors there to work for us. Another resident added that, “We pay your wages”.

Another resident noted that Mr Penn's report is about management problems and asked what the Councillors were going to do about those problems, and when were they going to do it? **Councillor Boyce said the issues couldn't be discussed because the employment issues were ongoing.** The resident expressed the view that the Leader was muddling employment issues with management issues. The resident was not talking about individuals, but asking about what is being done to put the management problems right, and in what timescale. He expressed the view that management style could be discussed as a separate issue and was obviously creating an atmosphere.

Another resident expressed concern about decisions that had been made, and expressed the view that the 9 people who had taken the initial grievances will have been going through hell. Why wasn't the issue treated as a whistleblowing? **The Leader interrupted the resident, saying that was stepping into dangerous territory,** and stated that 15 people were involved in the grievance. He noted that action is still being taken **and that he is dealing with five sets of lawyers.** The Penn Report went to the Change Management Committee and all reports do not go to all Residents Forums.

Another resident referred to the fact that Mr Penn's report made clear there were communication problems between senior management and other senior staff, so that they didn't feel they knew the direction they were going in – surely that was a failure of

management? If individual members of staff had nowhere to go – there should have been structures in place to do that. **Councillor Boyce interrupted, which annoyed the resident.** Councillor Boyce explained how grievances are dealt with in the Council.

The resident apologized for showing his annoyance but that he had been unnecessarily provoked by Councillor Boyce. The resident expressed concern that the change management process was needed - as the structures should have been there all along. He asked why management were talking about training councillors when that should have been a given, as many of them had been there for 20 years. The Chair noted the Council had gone through change in 2000 and 2008. On Change Management Training at the Council, there are two more months of training for Councillors. The Change Management Committee will not exist forever. The Council is doing all it can to resolve the situation acting within the law and therefore cannot resolve it until the law allows for resolution. The Chair will come to the next forum meeting and provide an update on progress.

Another resident stated the Council should have used the Forum as an opportunity for discussion when things go wrong. The Chair stated this Forum does not stop the opportunity to bring challenges to services by residents. Noting the Penn report the Chair stated this Council has done a significant amount but cannot share all the information.

Another resident asked whether the Mr Penn report was publicly available. The Penn report is freely available online. Richard Penn was suggested as an adviser to Oadby and Wigston Council by the Local Government Association. The grievance reports are not on the website. A second part of Mr Penn's report is on the website. The Chair stated the Penn document has many parts of it redacted. As it mentions peoples identities. The same resident suggested it would be helpful to have a joint meeting with all three Forums and questions submitted.

Councillor Boyce would like to brief Members on this issue but is unable to widely at this stage.

A resident noted a petition could be called to have an extraordinary meeting. The Chair noted that if the Council gets to the end of the employment process, the Chair can then call an extraordinary meeting. The Chair is concerned that if this is done next month and the issue is still not resolved she would still not be able to provide answers to questions in full.

A resident referred to comments at the end of Mr Penn's report which talk about the need for a change of culture. She had met Councillor Boyce at his ward surgery in May 2015, just after the member of staff's resignation letter had appeared in the Leicester Mercury. Yet residents are still being told nothing over 18 months on.

Another resident expressed concern that unless the senior management changes, the culture won't change. The Chair stated she is open to putting information about the Change Management training on the next Forum agenda. At the end of the Change Management Programme there will be some culture change and the Council will change if it is needs changing.

The same resident commented that Sir Edward Garnier mentions Mr Penn may have been known to the Council before he undertook his investigation. It was stated that Councillor Darr was a Councillor in Bradford twenty years ago and Mr Penn was an officer there.

Another resident asked whether Sir Edward Garnier could be invited to discuss the ongoing situation, if the offer were clear, whether he might come. Councillor Boyce noted that since February no invitation had been made to Sir Edward Garnier. On the last discussion with Sir Garnier it was expressed that Sir Garnier was to assist the Council to access funding. **The Councillors felt that at present, he may not be very welcome.**

Another resident stated he had a written commitment from the Chief Executive that, "Once

the Council has taken appropriate independent legal advice, it will openly publish as much information as it is able when the present situation has finally been concluded. I will ensure that you are notified of this when it happens." The resident asked whether the Chair would make the same commitment to residents, and that this should be included in the minutes.

There is a future commitment from the Chief Executive, Mark Hall, once the process is complete to, inform residents what has happened and when. The Chief Executive will provide a briefing on where the Council is at and make a statement once everything is over residents will be able to say what the case was about and know the cost.

Another resident asked that the Chief Executive should attend a Forum meeting in the near future rather than waiting for the process to be complete before informing residents what has happened and when. Likewise, Sir Edward Garnier should also be given the opportunity to attend a Forum meeting to respond to members' questions.

A resident stated that he thought tonight's meeting was a waste of time and he had come to the meeting to talk about an issue that affected Wigston.

Another resident expressed the view that the Forum meetings are not run in line with the constitution terms of reference: "to increase public involvement in public services; and to challenge and give feedback on the performance of public services." In addition, a Councillor's responsibilities include: "To communicate with local people and answer enquiries about decisions that affect them and as to why decisions are taken."

25. MINUTES OF THE PREVIOUS MEETING HELD ON 07 SEPTEMBER 2016

First three paragraphs to be the same as in November draft Minutes in the March South Wigston Forum public reports pack. After third paragraph, add:

Councillor Morris gave a guarantee that discussion about the Forum meetings would be on the next agenda, and asked residents to come prepared with ideas.

Changing the Forum: Update suggestions.

This is a combination of Changing the Forum, presented to the Forum meeting in November 2016 and incorporated into the minutes, and notes of a meeting five residents held with Cllrs Boulter and R. Morris at the November Surgery. They seemed to agree this at the meeting, but later said they neither agreed nor disagreed.

The aim here is not to change the constitution or structure of the forum meetings. The purpose is to increase participation and involvement of the public, and make them relevant and meaningful to residents. This is in line with the Council's Corporate Vision, Values and Priorities. It is also in line with the 2015 Local Government Transparency Code.

Forum Agenda and Format

- 1 Issues to be discussed will be substantive e.g. the present legal costs and management performance, the waste management issue, the prison application. The Forum is supposed to be about discussion, not just an information session.
- 2 The agenda to be set by an agreed group of residents and the chair.
- 3 The time given to residents' questions and views be increased substantially and put higher up the agenda.
- 4 The number of presentations to be reduced.
- 5 Standard penultimate agenda item to include AOB: Items Raised by Residents, AOB and Suggestions for Future Items
- 6 The Chair will sit at the front, preferably not behind a desk, and other councillors will sit in the body of the hall.
- 7 Councillors to accept responsibility for action points and report back to residents.

Finance

- 8 There will be no voting on money applications for over £200 on the night of the meeting. Applications should be submitted to the residents, in writing, to be considered at the following forum, and voted on.
- 9 There be an agreed quorum e.g. 10 residents before a vote can be taken on applications for Forum grants.

Administration

- 10 The agenda and minutes to be sent out 7 days before the forum.
- 11 The Forum will have minutes, amended and accepted and passed in the standard way.
- 12 Minutes to be put on line within 10 days of the Forum, clearly marked as Draft.
- 13 Amended minutes to be put on line within 10 days of the Forum at which the amendments are agreed.

Attendance

- 14 The Forum will keep an expanding list of attendees so that the agenda and minutes may be circulated to as many residents as possible to encourage involvement and attendance.
- 15 Attendance to be discussed and an action plan agreed to increase attendance and involvement.

We suggest we put these suggestions into practice for next 3 meetings. We then have a forum discussion about what has worked and what not, and whether adjustments should be made.

MINUTES OF A MEETING OF THE WIGSTON RESIDENTS' FORUM HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON MONDAY, 13 MARCH 2017 COMMENCING AT 7.00 PM

<u>IN ATTENDANCE:</u>		
Chair - Councillor G A Boulter		
COUNCILLORS (8):		
E R Barr	F S Broadley	Mrs H E Loydall
L A Bentley	Miss M V Chamberlain	K J Loydall
Mrs L M Broadley	M H Charlesworth	
OFFICERS IN ATTENDANCE (2):		
Ms V Quintyne	Miss H Standall	
RESIDENTS IN ATTENDANCE (40):		
B Hilton	J Moden	PCSO Officer Joshi
B Horsley	K Ochyra	R Gough
B Smith	L Darling	R J Carter
C Towell	M A Drage	R James
D Barker	M A Sturgeon	R Mahal
D Foreman	M Butler	R S Darlaston
D J Walton	M Hilton	S Lanslow
D Moden	M K Endall	T Bentley
D Swanson	M Smith	T Sumpter
G York	Mr Needles	V Smith
J Butler	Mr Warner	W Noble
J Elliot	Mrs Needles	Y M Buck
J Endall	Mrs Warner	
	P Reeves	

Min Ref.	Narrative	Officer Resp.
29.	<p><u>NOTES OF THE PREVIOUS MEETING HELD ON 16 NOVEMBER 2016</u></p> <p>The Minutes of the previous meeting held November 16th 2017 were accepted as a true and accurate record once the following points of accuracy and updating under Matters Arising were addressed.</p> <p>Page 4: On the request for the County Council to place a drop kerb by Wigston Library, Councillor Charlesworth read out the following statement he received from the County Council."After undertaking a site visit to the area, it is appreciated that there is not a direct route to the library from the Burgess Street/Junction Road car park, however there is the possibility of parking at Spring Lane car park at the rear of the library where there is a direct route to the library.</p> <p>With current funding there needs to be a recognised need by a significant number of people and the alternative route would need to be a significant detour before we would consider implementing an improvement".</p> <p>Page 4: The phrase "Oadby and Wigston Civic Society "was changed to,"Wigston Civic Society".</p>	

	<p>Page: 5 Councillor Boulter is progressing the placing of a defibrillator in the Sainsbury store, in Bell Street. Placement required a building which has long opening hours. An alternative location was identified as Jones Insurance premises, on an outside wall. The Council was awaiting permission from the Records Office to place the Defibrillator.</p> <p>Page 6: The phrase “Hall`s shop” was changed to the phrase, “Hubert Hall shop”.</p>	
<p>30.</p>	<p><u>LOCAL POLICING ISSUES</u></p> <p>PCSO 6678 Joshi read out the crime figures. These covered the period from 01/01/17 to 13/03/17</p> <p>Burglary- 17 Burglary other- 13 Theft from motor vehicles- 42 Criminal damage- 37 Theft Store- 21 Robbery- 3</p> <p>Two people were arrested for prolific shop thefts. Robberies occurring were mainly of mobile phones.</p> <p>Residents were reminded that burglary “other”, included: sheds, garages and commercial buildings. Thefts included theft from stores and damage could also relate to domestic incidents.</p> <p>Residents were reminded to lock vehicles and close house windows.</p> <p>A Resident questioned if the Police had received complaints about two white vans parked on the corner of Victoria Street, plus inconvenient parking on Glaston Street.</p> <p>The Police explained the approach taken to vehicles parked on a bend on double yellow lines was, to find out to whom the vehicle belonged and go and speak with them. The Police also do a DVLA check on the vehicles. If the owners could not be found the vehicles were then lifted away.</p> <p>A Resident stated seven cars were parked inconsiderately at the bottom of Kelmarsh Avenue near to the traffic lights. The Police stated none of these vehicles were parked illegally and were mainly Police vehicles .The Police have also accessed temporary parking space at the Horse and Trumpet club.</p> <p>The Chair thanked PCSO Joshi for presenting the crime stats.</p>	
<p>31.</p>	<p><u>NATURAL DISCOVERY VOLUNTEER PROJECT - PRESENTATION</u></p> <p>A presentation was given on what the Natural Discovery Volunteer Project is. It covered the role of volunteers.</p> <p><u>Key points noted were:</u></p> <ul style="list-style-type: none"> • Volunteers form friendships, were provided with light refreshments and learn new skills. A key benefit of volunteering was the 	

	<p>maintenance of one's mental and physical health.</p> <ul style="list-style-type: none"> • Volunteering saw people enabled to work on path maintenance at Pochin`s Bridge. People learnt skills such as path maintenance, how to cut small brambles and maintained trees. All the equipment required is provided. Refreshments were provided. • Mobility scooters were able to be used in some areas and therefore increased inclusivity of people from various backgrounds, abilities and health states. • Residents learnt how to do hedge laying and carried out wild-life surveys. • To become involved Residents only needed to bring themselves. There were three sites for available for volunteering. • To become involved in volunteering across the Borough, residents were encouraged to contact: Hollie.Standall@oadby-wigston.gov.uk. <p>A Resident asked if the Project was engaged with the Scouts and Guides. This was an area in development. Schools and Colleges were also to be contacted.</p> <p>A Resident questioned whether there were groups in the Borough who could do garden tidying, especially for people less mobile and the elderly. The Officer was not sure about this but said she would contact the Master Gardeners Group to find out.</p> <p>A Resident stated Age Concern had such a scheme but there were not enough volunteers at present.</p> <p>A leaflet about the Natural Discovery Volunteer Project was circulated at the meeting.</p> <p>Action:</p> <p>Circulate the presentation to Residents.</p>	<p>VQ</p>
<p>32.</p>	<p><u>WIGSTON TRADERS' UPDATE</u></p> <p>The Wigston Traders Group was reported to be still in development, therefore tonight`s update was provided by a representative of Oadby and Winston Lions.</p> <p>Key points noted were:</p> <ul style="list-style-type: none"> • Wigston Lights Switch-On takes place on; Saturday 24th November 2017 at 12 Noon. Mark Hryniw, the Town Centre Manager was thanked for his contribution to making last year`s event a success. • Help provided last year was greatly appreciated. • Positive Resident feedback was received about last year`s Switch-on. • Billy Bates Funfair was invited to return for 2017. • A sub-committee was formed to further develop the event for 2017. • Future funding was being sought for purchasing more lights. • Residents were invited to come out and support the 2017 event. • A Resident commented that the 2016 Town lights were, "lovely". • A Resident stated that there were one or two dark areas at the end of the Town Centre which could have benefitted from lighting. <p>At the end of the Update the Chair expressed thanks to the Oadby and Wigston Lions for a successful 2016 event.</p>	

<p>33.</p>	<p><u>REFUSE AND RECYCLING - CONSULTATION</u></p> <p>The Chair provided an Update on the Refuse and Recycling Consultation:</p> <p>Key points noted were:</p> <p>The first round of the consultation closed last night.</p> <p>The County Council is halting all sale of recycling materials by borough and district authorities. This will mean the loss of £250,000, plus a further £170,000 to divert landfills. £80,000 for the green waste has ceased. The Council's loss will be near to £500,000 of its total budget expenditure.</p> <p>The Council was looking for over 2,000 replies from residents. Residents were encouraged to return the consultation forms as a paper copy or online. The result will help part two of a second consultation. This was identified to be in June or July 2017. It will be influenced by what Residents said.</p> <p>One option was garden waste collection could be charged for at the rate of £25 to £40.00 per year. There was no statutory duty to collect garden waste.</p> <p>The Borough must collect five recyclables. There was no collection of plastic film and carrier bags.</p> <p>Oadby Road recycling plant could be closed down.</p> <p>Residents expressed their thanks to the Council for its waste removal work.</p> <p>The Chair answered a series of Residents questions` on the following :the profitability of waste collections, the collection of brown bags, recycling of waste food, whether money would be given for returned bottles, whether the next refuse and recycling consultation would be published in the Letterbox magazine.</p> <p>The waste collection makes a profit.</p> <p>Brown and green bags are excellent, although changing the Lorries may initially slow collections as they do not have bid lifts. There may be some down time in where rubbish is sent to. For example Syston.</p> <p>The Council does not recycle waste food. The County Council will not give money for refunded bottles. The next consultation will be circulated through the Letterbox magazine.</p> <p>The Chair directed any Residents who did not receive the Letterbox magazine to leave their details with the Community Engagement Officer who would ensure it was sent to the appropriate officer to be registered for a copy.</p> <p>Although this Forum meeting was a day after the closure of the refuse and recycling consultation deadline, the Chair encouraged residents to hand in their consultation forms.</p> <p>Following the update the Chair thanked Residents for their past recycling efforts.</p>	
<p>34.</p>	<p><u>CHAIR'S UPDATES</u></p>	

	<p>Pride of the Borough</p> <p>The Pride of the Borough provided the following update:</p> <p>In 2017 Oadby and Wigston entered the Britain in Bloom competition.</p> <p>It is hoped a silver gilt medal will be awarded this year. Last year the Borough came joint second with Bath .The award covered not just flowers but cleanliness and community spirit.</p> <p>Pride of the Borough has worked with businesses and has produced a membership card which annually costs £5.00 to renew. It allowed access to discounts from forty two outlets.</p> <p>The card was accessible from Customer Services in Bell Street and Brock Hill Park and Conservation Centre in Oadby. New shops will be approached.</p> <p>People wishing to join litter picking working groups were notified each month of the time and venue for meeting up. Bags and litter pickers were provided.</p> <p>A floral display completion was in the planning. For details Residents were informed that this event takes place the second two weeks in July. Residents were informed they could pick up a leaflet about the event from: the Council Office on Station Road, Wigston Library, and Customer Services in, Bell Street. The competition will hold a series of themes under different categories. Some leaflets and photos were shared with the residents.</p> <p>There was a working party which meets the third Saturday of each month, 10am till 12 Noon.</p> <p>For more information, contact Brocks Hill Country Park and Visitor Centre, Washbrook Lane, Oadby, Leicester, LE2 5JJ, or email: Potb.oadbywigston@gmail.com Click on http://www.valdirectory.org.uk/content/pride-borough-oadby-wigston or ring: 07874228491.</p>	
35.	<p><u>ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS</u></p> <p>Little Hill Resident Association – Grass and Leaf Blower</p> <p>Finance is progressing the purchase of the Grass /Leaf Blower.</p> <p>Welford Road Girl Guides- Replacement Shed</p> <p>Finance was progressing the purchase of the replacement shed.</p> <p>Dog Mess</p> <p>Councillor Michael Charlesworth expressed the view that; dog mess was a key issue in the; Harcourt, Stanhope Road and Blaby Road areas. Two requests had been made for bins. One bin in the alley off Stanhope Road and the other off Meadow Way. The Forum was requested to consider this. Normal bins would be purchased for collection of the dog mess.</p> <p>The Services Committee will be discussing dog fouling on; Tuesday 21st March 2017.</p>	

	<p>Action:</p> <p>M Smith is to investigate.</p> <p>Peace Park Replacement Cooker</p> <p>A request of £400 was requested for the replacement of a community cooker by the Trustee of Peace Memorial Park. It would be an updated facility for groups using the community facility. This proposal was agreed.</p> <p>Pride of the Borough Project Supported by Wigston Civic Society.</p> <p>Seat trough and information board to improve Pinfold</p> <p>A proposal was brought for placing a seat trough and information board to improve Pinfold. This was an area where stray animals used to be collected. The Civic Society would like to help the Pride of the Borough with planting the trough. The cost requested was £200.00.</p> <p>A proposal was made for one of the cow troughs at Brocks Hill to be placed at the Pinfold.</p> <p>It was agreed to check with the County Council if it would be allowed to establish the trough on the pavement.</p> <p>Action:</p> <p>It was agreed that a check would be made with County Council to see if this proposal was viable. If the use of an old trough was not viable then the Forum would look to purchase a new one.</p> <p>Civic Orchestra spend in 2016</p> <p>A check is to be made with Finance to see if the Civic Orchestra had spent a previous award of £500. Report the findings to the meeting of the next Forum meeting.</p> <p>Future Items for Discussion</p> <p>Chewing gum on the pavements/walkways of Wigston.</p> <p>A Resident noted that chewing gum was seen on the floor between Sainsbury and Bell Street This included the area where the bin was. A Chewing Gum Action Group has been formed nationally to address this issue.</p> <p>Action:</p> <p>The Chair agreed to contact Wrigley which has funds to address this issue.</p> <p>Clearance of Autumn leaves from trees.</p> <p>A Resident thanked the Resident`s Forum for the removal of leaves which littered an area by Spa Lane.</p> <p>Sums which had to be made to Cover a Grievance at the Borough</p>	<p>MS</p> <p>MS</p> <p>BB</p>
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Council.

The Chair addressed a question raised by a Resident concerning how much it cost the Council to address a grievance. This was in light of the Council having had to make a £700,000 saving of Government cuts.

The Chair stated as follows:

The Local Authority placed money in a budget which covered all, grievances, disciplinaries and investigations.

All funds came out of earmarked reserves.

Finance

There was a 2% or £5.00 raise in Band D Council Tax., as from 2020 the Government will be withdrawing all grants from the Council.

Since 1991 The Council's budget has been balanced. This was done through back office savings. Between now and the end of the decade the Council will need to save another £700,000. It was noted that further staff reductions could lead to inefficiency.

The Change Management Committee has addressed what recommendations it will make to full Council to make savings over the next three years. The Chair was open to providing future a presentation on this once the grievances have all been concluded. There was a statement available from the Council's Solicitor covering this.

None of the Councillors have been involved in the negotiations regarding the grievances. This dated back to 2015 and was a dispute between middle management and Senior Management and was work related. The LGA (Local Government Association) was approached by the Local Authority to advise on this matter.

An investigation was ongoing and lawyers involved. None of the grievances were deemed to be substantial. This led to disciplinary issues and Councillors have not been told a great deal. Councillors do not get involved in operational issues.

The impact of the Council's frontline services delivered to Residents have not changed. This impact was down to the diligence of staff who should be thanked for this.

Councillor H, Loydall, proffered a big thank you to staff for their diligence in carrying out their duties.

Recent upset was caused by various media comments about the Council. Attacks were made on this Council and sought it to undermine staff working. A redacted report was circulated on the internet for all to access. Some Residents expressed their thanks to Councillors for their response to this issue The Chair gave the example of how staff worked as late as 8pm due to the impact of Storm Doris in; the Meadows and Brocks Hill to address severe tree damage.

Changes to Bus Services in Wigston.

A Resident asked if there were to be changes to Bus 49a. Bus 49a will no longer be running. It will be replaced by buses 44 and 44a. It was expressed that this may cause great difficulty to those who may have to catch two

buses. To get to a GP (General Practitioner). This change will begin April 23rd 2017. This was due to market forces.

The Outer Circle bus service, which leads to the Hospital, was not to be cut.

Pelican Crossing Light Change

Councillor Charlesworth will investigate why the Pelican light at Bull Head Street changed and the signal with the hearing function was not operating. One further up was also without an audible signal.

Bell Street Bins

Bell Street bins were stuffed with square boxes in a round opening. It was added that the Council would be changing to square bins over time.

Dog Ends on Bins

A Resident stated that dog ends on the top of bins looked disgusting.

Bus Shelter

The Chair stated bus shelters were in the process of being painted.

Litter bin request completed

A litter bin requested was installed.

Closure of the Bus Garage on Station Street.

The bus garage will not be closing. Asbestos was removed lately.

Premier Drum Building.

A planning application was submitted to purchase the old Premier Drum building. This building will be turned into a Lidl shopping outlet if approved.

Paddock Street

The tatty bus shelter may not be removed before there is surety there was enough space under the new bus shelter. This shelter was used by the coach service for holiday pick-ups. Removal was therefore pending but it would not be painted.

Newton Lane

There were potholes in Newton Lane It was expressed that it took ninety days to mend a pothole. This depended on its width and depth. This hole was reported. Action would be taken after a County Council risk assessment.

Drain clearing and roots in drains.

The drain by Macdonald's was either a Severn Trent or County Council issue. The main drain belonged to Seven Trent Water Authority. There will be a report coming on this on June 1st 2017.

	<p>Barrier at Moat Street.</p> <p>The barrier at Moat Street was out. It will not be replaced earlier than ninety days. This was raised as a safety issue.</p> <p>Military Parade in the Borough.</p> <p>There was a meeting planned for March 22nd 2017 of the Armed Forces Working Group. There was to be an event in each Town Centre. Oadby and Wigston have had theirs. There should be a military march on August 6th 2017. There will be a big event in South Wigston to mark the end of the First World War.</p> <p>The Council marks Remembrance Sunday and the service in Peace Park. Peace Park has organised a service for November 11th 2017.</p> <p>Wigston Civic Society Heritage Walk.</p> <p>The Heritage walk has been organised to mark the fiftieth anniversary of the Civic Society and the six conservation areas.</p> <p>On April 30th 2017 a planned walk was to take place around parts of the conservation areas. The walk has been organised to end at the Framework Knitting Museum. An entry fee of £4.00 has been agreed. For more information Residents were advised to go to Age Concern `s website at http://www.ageuk.org.uk/oadbyandwigston/contact-us/ or ring: 0116 2885203</p>	
36.	<p><u>DATE OF THE NEXT MEETING</u></p> <p>The next meeting is likely to be July 2017 once the Council has endorsed its schedule of meetings for 2017 to 2018.</p>	

THE MEETING CLOSED AT 8.40 PM



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CHAIR
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Agenda Item 14f

**MINUTES OF A MEETING OF THE COMMUNITY ENGAGEMENT FORUM HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 14 MARCH 2017
COMMENCING AT 7.00 PM**

<p><u>IN ATTENDANCE:</u> Chair - Councillor J Kaufman</p> <p>COUNCILLORS (1): Mrs S B Morris</p> <p>OFFICERS IN ATTENDANCE (1): Ms V Quintyne</p> <p>OTHERS IN ATTENDANCE (2): I. Vernon (Leicestershire, Leicester and Rutland Pagan Federation) B. Gohil (Community Volunteer)</p>
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Min Ref.	Narrative	Officer Resp.
30.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>V Ghadiali – Oadby and Wigston Hindu Association L. Thornton (Helping Hands) J. Bryars(Oadby, Wigston,and South Wigston Multi-Cultural Group) D. Cliffe (Voluntary Action Leicester) E. Kerr (Clockwise)</p>	
31.	<p><u>MINUTES OF THE PREVIOUS MEETING HELD ON 08 DECEMBER 2016</u></p> <p>Due to the low turnout for this meeting the Chair advised that the meeting be cancelled and the Minutes taken to the next meeting with the following added to the next meeting agenda.</p> <ul style="list-style-type: none"> • Timing of the meeting • Funding option • Citizens Panel <p>Training workshops to be delivered with the following themes:</p> <ul style="list-style-type: none"> • Equality, Diversity and Unconscious Bias • Tools for participation, engagement and consultation • The Social Model of Disability in the 21st Century • Hate Crime, Human Rights and Justice. • The impact of age in an ageing society • Mental Keep-fit • Families and Domestic Violence • WRAP –Working to Raise Awareness of Prevent 	
32.	<p><u>DATE OF NEXT MEETING</u></p> <p>Following the Schedule of Council meetings for 2017 to 2018 being endorsed by Oadby and Winston Borough Council, the date and time of the</p>	

	meeting is: Date: Tuesday 30 th June, 2017 Time: 1.30pm-3.30pm Venue: Council Office, Council Chamber, Station Road, Wigston, LE18 2DR	
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THE MEETING CLOSED AT 7.15 PM



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CHAIR

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Agenda Item 14g

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 16 MARCH 2017
COMMENCING AT 7.00 PM**

<u>IN ATTENDANCE:</u>		
Chair - Councillor L A Bentley Vice-Chair - Councillor Mrs L M Broadley		
COUNCILLORS (9):		
G A Boulter F S Broadley D M Carter	R E Fahey D A Gamble Mrs S Z Haq	J Kaufman Dr T K Khong Mrs H E Loydall
OFFICERS IN ATTENDANCE (6):		
S J Ball T Boswell	D Gill Ms S Lane	R Redford S Robshaw
OTHERS IN ATTENDANCE (4):		
Mrs S Bolton S New	Ms R Rahman Mrs C Sutton	

Min Ref.	Narrative	Officer Resp.
44.	<u>APOLOGIES FOR ABSENCE</u> An apology for absence was received from Councillor R E R Morris.	
45.	<u>APPOINTMENT OF SUBSTITUTES</u> None.	
46.	<u>DECLARATIONS OF INTEREST</u> In respect of planning application number 16/00552/FUL, the Chair declared a non-pecuniary interest insofar he had been contacted by an objector regarding the same. In respect of report containing exempt information (at pages 22 – 23), the Chair declared a non-pecuniary interest insofar he had been approached by a third-party in relation to the exempt subject-matter(s) of the same report. In respect of planning application number 16/00377/COU, the Vice-Chair declared a non-pecuniary interest insofar that she had been contacted by a resident regarding the same. The Chair and Vice-Chair confirmed that they attended the meeting without prejudice and with an open-mind.	
47.	<u>MINUTES OF THE PREVIOUS MEETING HELD ON 19 JANUARY 2017</u> RESOLVED THAT: The minutes of the previous meeting of the Committee held on 19 January	

	2017 be taken as read, confirmed and signed.	
48.	<u>PETITIONS AND DEPUTATIONS</u> None.	
49.	<p><u>REPORT OF THE PLANNING CONTROL TEAM LEADER</u></p> <p>1. Application No. 16/00377/COU – 1 Ladysmith Road, Wigston, Leicestershire, LE18 4UZ</p> <p>Ms Roopa Rahman spoke upon the application on behalf of the applicant.</p> <p>Ms Rahman stated that residents' traffic management and volume concerns were to be mitigated by a pick-up and drop-off mini-bus nursery service. It was said that the application had flexibility in terms of drop-off points located at the main entrance to the building and its front walkway and garden area(s) and a contingency plan to expand existing car parking capacity was envisaged. A spatial limit of 26 children in accordance with Office for Standards in Education, Children's Services and Skills (OFSTED) regulations and planned control measures were also said to mitigate any excessive traffic movements. The proposed perimeter fencing of the application site was said to be a security measure to ensure the children's safety and would not obstruct views to/from the (unadopted) highway.</p> <p>Ms Rahman stated that the application would bring the existing derelict building back into use and enhance the character of the local area by virtue of the installation of CCTV acting as a deterrent to delinquent activity. It was said that it was unlikely that the application would impact on the private sewer/drainage system due to the limit of children across different age ranges meaning most would be in nappies/pull-ups and that further guidance would be sought, if necessary, to accommodate an advised capacity. It was said that the application would not entertain the same high volumes of human traffic seen in neighbouring establishments and would have no discernible effect. Ms Rahman stated that the intended childcare establishment was to provide a nurturing home-from-home environment for children within the community.</p> <p>Councillor Mrs H E Loydall sought clarification from the speaker as to:</p> <p>(a) how many members of childcare staff were to be employed; and (b) how many parking spaces were to be provided.</p> <p>Ms Rahman advised that:</p> <p>(a) in accordance with OFSTED regulations and upon the assumption of not fulfilling or exceeding the spatial limit of 26 children, a minimum of between 2 and 4 members of childcare staff were to be employed; and (b) four parking spaces and 4 drop-off points were to be provided.</p> <p>Mr Simon New, managing agent at Preim Ltd, spoke upon the application on behalf of the 59 shareholders/ properties incorporated as the South Wigston Residents Company Ltd (SWRC) - the management company responsible for the road infrastructure, lights and maintenance of communal land in the immediate unadopted estate encompassing the application site - as an objector.</p>	

Mr New stated that the estate had an existing inadequate, multiple-parking provision for properties sited thereon and that the parking provision of three parking spaces envisaged by the proposed childcare establishment was insufficient to accommodate all the operational and personnel requirements of the same. It was said that all existing parking spaces on the estate were privately-assigned to individual properties and could not be made available for use. He raised concerns as to increased traffic and pedestrian activity insofar as: the unadopted roads, grass verges and kerbs were old, narrow and not designed for heavy and sustained usage and footfall; and the impact befallen upon shareholders' monthly service-charge contributions towards the increased maintenance costs to account for the additional usage and footfall.

Mrs Caroline Sutton spoke upon the application on behalf the residents who lived in the immediate unadopted estate encompassing the application site as an objector.

Mrs Sutton raised concerns as to increased traffic and pedestrian activity insofar as the: unadopted roads within the estate were unsuitable to accommodate an influx of traffic destined to and from the proposed childcare establishment; and impact befallen upon shareholders' monthly service-charge contributions towards the increased associated maintenance costs thereof. The impact was also said to extend to the privately-maintained sewage/drainage system if misused by the business.

Mrs Sutton stated that the proposed change of use would have a detrimental impact on the amenity of area and residents in as much as:

- (a) it was unacceptable for a business to operate from within a private residential estate with a unique, local, green fringe-character;
- (b) the trees within the estate provided substantial visual amenity to residents and were protected Tree Preservation Orders (TPO's) and should not be compromised.;
- (c) the generation of noise pollution from higher volumes of traffic and from children playing and childcare members of staff from the proposed establishment; and
- (d) the proposed fencing would not respect local covenants applicable to the area.

Mrs Sutton contended that the number of members of childcare staff *vis-a-vis* the maximum number of children did not adhere to OFSTED regulations, that there was no safe place for a fire assembly point or permissible refuse storage area.

With reference to Paragraph 23 of the National Planning Policy Framework (NPPF) Policy 16 of the adopted Oadby and Wigston Core Strategy (OWCS), Mrs Sutton stated that there was adequate childcare provision within the local area and that a sequential test to ascertain other alternative premises available in more suitable locations ought to have been undertaken.

Mrs Sutton stated that none of the impacts raised in the report (at pages 9 - 14) were impliedly minor nor could the conditions properly mitigate the same. She opined that the true number of resident's objecting did not accurately feature in the report.

The Committee gave consideration to the application (at pages 9 - 14) and

the supplementary agenda update (at pages 1 - 2) as delivered and summarised by the Senior Planning Control Officer which should be read together with these minutes as a composite document.

The Senior Planning Control Officer added that within the preceding 48 hours of the meeting, three additional calls of objection were received increasing the total number of objectors to 30. He stated that no additional points were raised (as were already summarised at page 11) save for one concern in respect of pedestrian safety as a result of the narrow carriageways along Ladysmith Road, Wigston. The Officer advised that, if due care and attention was exercised by drivers, the concern should not materialise. An amendment to relevant TPO to avoid a threat to the long-term future of some of the relevant preserved trees was said to be possible and that an alternative design or specification of fence could be secured by way of condition. It was said the proposed use assumed at full capacity (of 26 children) might add around one third to overall traffic movements within the local area as a whole.

It was moved by the Chair (the Proposer) and seconded by Councillor Mrs H E Loydall (the Seconder) that the application be granted planning permission.

The Proposer and Seconder noted that the moving and seconding of the application for grant in accordance with the recommendation (at page 13) was formally required to move the application to the debate and that by doing so did not fetter their discretion to vote for the motion or against the motion or to abstain from voting.

The Vice-Chair stated that estate immediately surrounding the application site was one of strong local, rural-fringe character characterised by narrow privately-maintained carriageways. She said that there was adequate Use Class D1 childcare provision within the local designated centre area and that a sequential test to ought to have been undertaken. She opined that the number of members of childcare staff *vis-a-vis* the maximum number of children did not adhere to OFSTED regulation and that there was insufficient parking provision to effectively accommodate the needs of the proposed childcare establishment. To amend or otherwise amend any TPO was said to be inconsistent the Borough Council's adopted Policies and Corporate Priorities. She said that the breach of any local covenants would engender various implications.

The Vice-Chair enquired as to:

- (a) where all members of staff (viz. childcare staff) were to park;
- (b) if the application entertained the possibility of trees being felled; and
- (c) if any air quality implications would arise from increased traffic generation.

The Senior Planning Control Officer advised, accordingly:

- (a) three single-parking spaces were located adjacent to the building with three, additional spaces to be constructed as a short-term drop-off/pick-up point;
- (b) no protected or other trees would necessarily be felled under this proposal, save for the relocation of a single ash tree (subject to a separate application); and
- (c) there were no significant air quality implications.

The Legal Advisor advised that any local covenants were private-law matters and therefore should be disregarded by Members as a material planning consideration.

Councillor F S Broadley commended the local distinctiveness of the area which he described as being part of the Borough's heritage and being worthy of protection.

Councillor G A Boulter stated that the application detrimentally altered the emphasis of the area by introduced a commercial operation to a wholly private, leafy residential estate and that any alternative design or specification of fence would erode the visual amenity of the open-area. He reiterated earlier Members' and speakers' concerns in respect of increased traffic generation and insufficient parking provision and its impact on pedestrian safety, adding that: the same could not be effectively mitigated by a proposed mini-bus service; and grand/parents etc. may be expected to escort children to and settle children into the nursery environment thus necessitating longer stay-times. He said that the management of risks associated with the play area were to pose a threat to the long-term future of some of the relevant preserved trees due to potential branch fall, compaction of roots and other causes.

Councillor Mrs H E Loydall reiterated earlier Members' and speakers' concerns in respect of the need for a sequential test, the management of risk associated with the play area *vis-a-vis* the long-term future of the relevant preserved trees, increased traffic generation, insufficient parking provision and its impact on pedestrian safety, further noting: the impracticality and inadequacy of any proposed mini-bus service due to the young age of the children concerned; and the unrealistic expectation upon grand/parents etc. to use the designated drop-off/pick-up area due its marked and relative distance away from the building's main entrance. She further noted the impacts upon the areas amenity and the generation of noise pollution and nuisance.

Councillor Mrs S Z Haq agreed with Members' and speakers' aforesaid concerns.

Councillor D M Carter agreed with the sentiments of Councillor F S Broadley.

The Member further enquired as to whether:

- (a) the area enjoyed any formal character assessment and, or, recognition; and
- (b) there was any planning guidance in respect of requisite parking provision for Use Class D analogous to Use Class A.

The Senior Planning Control Officer advised, accordingly:

- (a) the area did not enjoy a designated Conversation Area or similar status but was acknowledged as an one of strong local character and local distinctiveness; and
- (b) no such analogous planning guidance was available.

UNANIMOUSLY DEFEATED THAT:

The application be granted planning permission.

The Legal Advisor advised Members that, if they were minded to refuse planning permission, that substantive and material reason(s) for the refusal be given.

It was moved by Councillor F S Broadley (the Proposer) and seconded by Councillor G A Boulter (the Secunder) that the application be refused planning permission.

The reason(s) for the refusal were given as follows:

1. The area surrounding the application was one of strong local character and local distinctiveness due to its origins as a Ministry of Defence (MoD) designed and built residential estate. In particular, but not exclusively, this was characterised by narrow privately maintained carriageways, verges and high quality and mature landscaping.
2. Having had regard to that local distinctiveness, the Proposer and Secunder objected to the proposed reuse of the existing storage building as a childrens' nursery for the following reasons:
 - (a) As a use within Use Class D1 outside any nearby town centre, the proposed use was not justified by any persuasive sequential test;
 - (b) The proposed arrangements for the reception and collection of children attending the premises were impractical and inadequate. At peak times, this inadequacy would encourage drivers to park on nearby verges causing damage and visual harm. (Noting that the carriageways and landscaping were privately maintained at cost to local residents);
 - (c) The proposals did not include adequate day-long operational car parking provision for employees at the premises with similar effects to (b) above.
 - (d) The entirety of the application site was the subject of multiple Tree Preservation Orders, including the proposed external play area. The management of risks associated with that play area were to pose a threat to the long-term future of some of the relevant preserved trees due to potential branch fall, compaction of roots or other causes.
 - (e) The proposed 2 metre high wire mesh security fence would erode the visual amenity of the open area concerned and that defect could not be mitigated by the use of an alternative design or specification of fence.
3. The proposal would therefore be contrary to paragraphs 24, 60, 64 and 118 (in particular) of the National Planning Policy Framework, and Policy 16 of the adopted Oadby and Wigston Core Strategy.

UNANIMOUSLY RESOLVED THAT:

The application be **REFUSED** planning permission for the reason(s) aforementioned.

2. **Application No. 16/00552/FUL – 87 Welford Road, Wigston, Leicestershire, LE18 3SP**

Mrs Sheila Bolton spoke upon the application as an objector.

Mrs Bolton stated that her property was situated 2.7 metres from the rear-side boundary of the application site, with the proposed sunroom situated a further 2.7 metres adjacent from the same. It was said that the proposed sunroom would cause a considerable loss of light to her property due to its close proximity. She opined that, given the relatively large size of the proposed sunroom, that it may be used for other non/residential purpose(s) (i.e. large functions) for which a change of use application would otherwise be required and, or, potentially granted in the future for use (Class A) as a separate-dwelling: this was said to potentially result in larger numbers of vehicles being able to manoeuvre and park alongside the length of the rear of her property causing disturbance, noise and air pollution and limiting the amenity value of her garden. She further raised a concern in respect of the potential loss of trees.

The Committee gave consideration to the application (at pages 15 - 21) as delivered and summarised by the Planning Control Team Leader which should be read together with these minutes as a composite document.

The Planning Control Team Leader added that the application site did enjoy a substantial access way/area to the side and rear of the main dwelling-house which would allow vehicular access irrespective of the application *per se*. He further advised Members of a number of successful appeals of planning decisions where planning authorities had refused planning permission having made reference to alternative uses for which planning permission would otherwise be required. It was said that any subsequent change of use application was to be considered on its own merits and at the appropriate time.

It was moved by the Chair and seconded by the Vice-Chair that the application be granted planning permission.

Councillor Mrs H E Loydall questioned the description of the application for a sunroom given its poor directional siting, specification and functionality to maximise the capture of sunlight. She stated that a re-siting of the sunroom by 90 degrees and adjacent to the application site's rear garden boundary would better allow for the same and to mitigate issues of overlooking onto and intrusion of adjoining properties. She requested that a discussion with the applicant be had on this same point.

The Member further enquired as to:

- (a) the distance between the side-elevation of the proposed sunroom and the boundary of the adjoining property on Homestead Drive, Wigston; and
- (b) whether condition number three (at page 19) in respect of 'purposes ancillary to residential use' adequately prohibited the potential use of the sunroom as:
 - (i) a self-contained dwelling-unit; and, or
 - (ii) a function room; and, or
 - (iii) the associated manoeuvring and parking of vehicles.

The Planning Control Team Leader and Legal Advisor jointly-advised, accordingly:

- (a) the distance was approximately 2 metres;
 - (b) a presumption as to the use of the proposed sunroom as a separate-dwelling should not be made, advising Members to respect earlier Officers' advice.
- (i) that condition number three afforded a suitable safeguard from the proposed sunroom from becoming a self-contained dwelling-unit;
 - (ii) that the same condition did not prohibit any use as a function room which properly fell under the remit of 'ancillary' use;
 - (iii) the access way fell under Permitted Development Rights (pursuant to the Town and Country Planning (General Permitted Development) (England) Order 2015) in terms of the potential laying of hard-standing across 50% of the total area of dwelling-house's curtilage; and
 - (iv) once the main dwelling-house became occupied, the proposed sunroom could be constructed under the same Permitted Development Rights thus excluding any opportunity of the Planning Authority to condition the application and take enforcement action in case of any breach thereof.

The Chair agreed with Councillor Mrs H E Loydall earlier sentiments regarding the questionable description of the application as a sunroom.

Councillor G A Boulter sought clarification on the position of the Planning Authority upon any prospective appeal by the applicant against condition number three.

The Legal Advisor advised that upon any prospective appeal, substantive and material reason(s) for the refusal to lift any condition must be given. If a breach of any condition occurred, an Enforcement Notice could be served and, or, an injunction to cease authorised use could be obtained from the County Court and, or, criminal proceeding could be brought at the Magistrates' Court against the owner/occupier. The term 'ancillary' was said to be legally-defined term established in case-law. He advised that other regulatory enforcement regimes were available to the Borough Council to control other unauthorised and, or, nuisance activities at the property.

Councillor Mrs S Z Haq enquired as to whether condition number three adequately prohibited the potential use of the sunroom for a business or commercial activity.

The Planning Control Team Leader stated that the condition restricted the use to 'purposes ancillary to the essential use' however advised that the condition could be expanded to exclude any use for business or commercial purposes, accordingly.

It was moved by the Vice-Chair and seconded by Councillor Mrs S Z Haq that:

- (i) Condition number three be amended to exclude any use for a business or commercial purpose; and
- (ii) Delegated authority be granted to Officers to approve the appropriate wording thereof.

UNANIMOUSLY RESOLVED THAT:

	<p>Condition number three be amended, accordingly.</p> <p>Councillor F S Broadley sought clarification on the distinction between the present application and the previous application in 2016 (Ref. No: 16/00301/CLP).</p> <p>The Planning Control Team Leader advised that the previous (refused) application in 2016 was one for a Certificate of Lawfulness for Proposed Use or Development.</p> <p>The Vice-Chair enquired as to whether any future change of use application could otherwise be submitted and, or, potentially granted for a Use Class A.</p> <p>The Planning Control Team Leader reiterated that any subsequent change of use application was to be considered on its own merits and at the appropriate time.</p> <p>RESOLVED THAT:</p> <p>The application be GRANTED planning permission in accordance with the submitted documents and plans and subject to the prescribed conditions (as amended).</p> <p>Votes For 7 Votes Against 2 Abstentions 2</p>	
50.	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>RESOLVED THAT:</p> <p>The press and public be excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the item(s) below on the grounds that it involved the likely disclosure of exempt information, as defined in the respective paragraph(s) 1, 2 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(s) outweighed the public interest in disclosing the information.</p>	
51.	<p><u>THE PLOUGH INN PUBLIC HOUSE, WIGSTON</u></p> <p>The Committee gave consideration to the report containing exempt information (at pages 22 - 23) as delivered and summarised by the Planning Enforcement Officer which should be read together with these minutes as a composite document.</p> <p>A debate considering the exempt subject-matter(s) of the report was held by Members in closed session.</p> <p>It was moved by the Chair and seconded by the Vice-Chair that the report be noted.</p> <p>RESOLVED THAT:</p> <p>The report containing exempt information be noted by Members.</p>	

	Votes For	7	
	Votes Against	2	
	Abstentions	2	

THE MEETING CLOSED AT 8.56 PM



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CHAIR
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THURSDAY, 13 APRIL 2017
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Agenda Item 14k

**MINUTES OF A MEETING OF THE HEALTH AND WELLBEING BOARD HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 4 APRIL 2017
COMMENCING AT 1.30 PM**

<u>IN ATTENDANCE:</u>		
Chair - Councillor J Kaufman		
COUNCILLORS (3):		
G A Boulter	J W Boyce	Dr T K Khong
OFFICERS IN ATTENDANCE (4):		
Mrs A Lennox MBE K Radford	M Smith Miss M Whittingham	
OTHERS IN ATTENDANCE (11):		
Rachel Barton Dave Cliffe Ruth Day Sharon Rose	Malcolm Brown Neil Cowdrey Priti Joshi Lesley Thornton	Zaheera Chatra Sue Davies Suzanne Kirk
APOLOGIES (12):		
Inspector Michael Cawley Julia Leadbetter Ruth Mann Dr Vivek Varakantam	Helen Loydall Amy McCue Angela Bright	Stephen Glazebrook Susanne Lucas James Naylor Mike Sandys

Min Ref.	Narrative	Officer Resp.
28.	<p><u>WELCOME BY CHAIRMAN, COUNCILLOR JEFFREY KAUFMAN</u></p> <p>The Chair, Cllr Jeffrey Kaufman, welcomed attendees to the meeting.</p> <p>He confirmed this was the first formal Health & Wellbeing Board Summit, as a result of a restructure to this group last April. All attendees from the previous '3 health-focused' meetings have been invited to attend, along with other local Health Providers.</p> <p>The plan for the meeting is to begin with the 3 presentations as shown on the Agenda. This will be followed by an evaluation of what has been achieved over the last 12 months. Then a discussion on the new priorities for 2017/18.</p>	
29.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Inspector Michael Cawley Cllr Ms K Chalk Stephen Glazebrook Julia Leadbetter Helen Loydall Susanne Lucas Ruth Mann Amy McCue James Naylor</p>	

	Dr Vivek Varakantam Angela Bright Mike Sandys	
30.	<p><u>MINUTES OF THE PREVIOUS MEETING HELD ON 10 JANUARY 2017</u></p> <p>Two actions were identified from the January 2017 meeting: Item: No 3: <u>Substance / Alcohol Misuse</u></p> <ol style="list-style-type: none"> 1. Ruth Day – to analyse how many people access their service from the Oadby and Wigston area. Ruth Day confirmed: individuals in treatment in the Oadby/ Wigston area currently sits at approx. 85 people. This has been as high as 126 in last 12 months. 2. Zaheera Chatra (Stop Smoking Service Manger) to forward Quit Ready promotional information Confirmation that this has been received, and the promotional information has been uploaded on the Health & Wellbeing Board's dedicated health webpage, Active Oadby Wigston. www.activeoadbywigston.org.uk/health 	
31.	<u>PRESENTATIONS</u>	
31a.	<p><u>OVERVIEW OF 'SUSTAINABILITY AND TRANSFORMATION PLANS' (STPS)</u></p> <p>Angela Bright (Chief Operating Officer West Leicestershire CCG and SRO for Integrated Teams), provided an overview of the new models of care. STP builds on the work of our Better Care Together programme.</p> <p>This plan addresses the development of local health and social care services over the next five years and have been drawn up by health and care organisations from across the area. It is clear that there is an increasing demand on the health services, particularly by individuals with a variety of long-term multiple health conditions. GPs cannot deal with multiple conditions within a 10 minute consultation. The key message is about working together jointly and collectively to meet demand. The aim is to develop a deep understand of patients and service users and think of new ways of working to manage conditions and access to services.</p> <p>Locality Leadership Teams have been set up. There is one in Oadby and Wigston lead by Dr Vivek Varakantam, it was formed in December 2016. A lead Officer and Councillor representative from OWBC will be invited to meet with the group soon, meeting date to be confirmed.</p> <p>The aim in the future is to deliver more care and support in the community than in the acute sector. Integrated Locality Teams will be responsible for joining up and coordinating the care provided by multiple professionals to patients within their defined geographical place (locality). The focus for phase 1 of the programme will be groups of patients who are considered most at risk of their care escalating into the acute setting. Three priority groups have been identified of patients who will initially benefit from the Integrated Locality Team model in Leicester, Leicestershire and Rutland. Integrated Locality Teams will concentrate on the following with effect from April 2017:</p> <ul style="list-style-type: none"> • Adults with five or more long term conditions. 	SR

	<ul style="list-style-type: none"> Adults whose acute care costs are predicted to be three times the average over the next twelve months. People with a frailty marker regardless of age (impaired function) <p>Full presentation can be accessed at Appendix 1. Other supporting documentation can be accessed at Appendix 1a, b, c, d and e.</p>	
31b.	<p><u>ANNUAL REPORT 2016 - DIRECTORY OF PUBLIC HEALTH</u></p> <p>Mike Sandy's, Director of Public Health, provided an overview of the 2016 Annual Report. This included the health of the county population and an overview of workplace health. He discussed the current Health Profiles across the Oadby and Wigston; the positive element is that Oadby and Wigston do not have many 'Reds', and although we continue to be Red rating for Diabetes, Leicestershire has been Red for Diabetes for a number of years. Full presentation can be accessed at Appendix 2.</p> <p>There are a number of Amber indicators for Oadby and Wigston, Homelessness and GCSE results for example (see slide 3 & 4), which Mike confirmed need monitoring, but are not major priorities.</p> <p>Oadby and Wigston was identified as being in the Top 10 performance in the Country for 2016 for 'Infant mortality' and 2nd best for 'Killed & seriously injured on roads' which is positive (see slide 5). Slide 6 shows another positive as the borough does not feature in the bottom 10 performance indicators in the country for 2016.</p>	
31c.	<p><u>LEICESTERSHIRE JOINT HEALTH & WELLBEING STRATEGY</u></p> <p>Mike Sandy's, Director of Public Health provided an overview of the Joint Health and Wellbeing Strategy. The key aim is collaboration, to get as much from the Leicestershire pound as possible, jointly.</p> <p>An outcome based approach is key. Mike confirmed five key areas:</p> <ol style="list-style-type: none"> 1. The people of Leicestershire are able to take responsibility for their own health and wellbeing 2. The gap between health outcomes for different people and places has reduced 3. Children and young people in Leicestershire are safe and living in families where they can achieve their potential and have good health and wellbeing 4. People plan ahead to age well and stay healthy and older people feel they have a good quality of life 5. People know how to take care of the mental health and wellbeing of themselves and their family <p>Mike is in the process of producing a delivery plan, a draft of which will be available at the end of April. Mike to forward draft plan when available.</p> <p>Full presentation can be accessed at Appendix 3.</p>	MS
32.	<u>WORKSHOPS</u>	
32a.	<u>WORKSHOP 1 - UPDATE ON 2016/17 HWBB PRIORITIES (ACHIEVEMENTS / OUTCOMES)</u>	

	<p>Attendees were split into the three health priority themed groups, in order to identify key achievements from the last 12 months. At the end of the discussion each group lead fed back to the whole group on key achievements, in addition to identifying possible challenges going forwards.</p> <p>Summary of findings from all three groups can be found in Appendix 4.</p>	
<p>32b.</p>	<p><u>WORKSHOP 2 - DISCUSSION ON HEALTH PRIORITIES FOR 2017/18</u></p> <p>Attendees split into three working groups to discuss their organisation's priorities for 2017/18, whilst being mindful of the Red and Amber rated health issues identified in Mike Sandys' presentation. All groups were given access to the 2016 Health Profile documentation.</p> <p>At the end of the discussion each group lead fed back to the whole group on their identified priorities for 2017/18, together with the support required from the HWBB and its partner organisations.</p> <p>One of the borough's key priorities continues to be Diabetes, however it was noted that the increase in numbers may be down to an improved identification process in place by GPs and health professionals.</p> <p>Summary of findings from all three groups can be found in Appendix 5.</p> <p>One key area identified by the Oadby and Wigston HWBB during 2016/17 was the need to help Public Health reduce the number of admissions to hospital. All will be aware of last winter's crisis experienced at many hospitals, including Leicester, where low-risk patients were clogging up A&E departments. We aim to do this by helping to educate local people to seek help early rather than late; as a first point of contact by using the 111 helpline; using the Walk in Centres; or taking advice from their local pharmacist. As well as supporting people to avoid ill health through prevention, intervention e.g. promotion of healthy lifestyles. It was noted that we all should be working towards encouraging a healthier community, where communities and individuals help themselves.</p> <p>In addition, and in preparation for next winter, the HWBB aims to encourage more residents to take up the free flu jab and other preventative measures by using a range of communication methods to get the message out.</p> <p>The final 2017/18 HWBB priorities will be confirmed once all data has been fully analysed.</p>	<p>JK/AL</p>
<p>33.</p>	<p><u>FUTURE MEETING DATES (TO BE CONFIRMED)</u></p> <p>The next meeting of the O&W HWBB will be in July 2017, however all dates will be confirmed to core group members and partner organisations after the OWBC AGM in May 2017.</p>	

THE MEETING CLOSED AT 3.45 PM



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CHAIR
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MINUTES OF A MEETING OF THE CHANGE MANAGEMENT COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 5 APRIL 2017 COMMENCING AT 6.32 PM

<p><u>IN ATTENDANCE:</u></p> <p>Chair - Councillor M H Charlesworth</p> <p>COUNCILLORS (7):</p> <table border="0"> <tr> <td>Mrs L M Broadley</td> <td>Mrs S Z Haq</td> <td></td> </tr> <tr> <td>B Dave</td> <td>J Kaufman</td> <td>Mrs S B Morris</td> </tr> <tr> <td>R E Fahey</td> <td>K J Loydall</td> <td></td> </tr> </table> <p>OFFICERS IN ATTENDANCE (4):</p> <table border="0"> <tr> <td>Mrs A E Court</td> <td>M Hone</td> </tr> <tr> <td>M W L Hall</td> <td>Ms S Lane</td> </tr> </table> <p>OTHERS IN ATTENDANCE (1):</p> <p>Ms T Thompson</p>	Mrs L M Broadley	Mrs S Z Haq		B Dave	J Kaufman	Mrs S B Morris	R E Fahey	K J Loydall		Mrs A E Court	M Hone	M W L Hall	Ms S Lane
Mrs L M Broadley	Mrs S Z Haq												
B Dave	J Kaufman	Mrs S B Morris											
R E Fahey	K J Loydall												
Mrs A E Court	M Hone												
M W L Hall	Ms S Lane												

Min Ref.	Narrative	Officer Resp.
22.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from Councillor E R Barr.</p>	
23.	<p><u>APPOINTMENT OF SUBSTITUTES</u></p> <p>Councillor R E Fahey substituted for Councillor E R Barr.</p>	
24.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None.</p>	
25.	<p><u>MINUTES OF THE PREVIOUS MEETING HELD ON 11 JANUARY 2017</u></p> <p>RESOLVED THAT:</p> <p>The minutes of the meeting of the previous Committee held on 11 January 2017 be taken as read, confirmed and signed.</p>	
26.	<p><u>PETITIONS AND DEPUTATIONS</u></p> <p>None.</p>	
27.	<p><u>UPDATE ON ACTION PLANS AND OTHER MISCELLANEOUS ISSUES</u></p> <p>Investors in People - Assessment Report (2016)</p> <p>There was a presentation to the Committee from Ms Tracey Thompson, the independent external Investors in People (IiP) Assessor regarding the recent IiP Assessment Report for Oadby and Wigston Borough Council (as attached to the agenda, page 12-59).</p>	

She highlighted that the new liP standard was called Generation Six and was classified as a “super brand”. Several sections had been combined to reduce repetition and two new standards were added. There were now nine indicators which were split into three sections and all three sections needed to be achieved. There were twenty seven sections in total.

It was said that there were five steps to the accreditation, one of which includes an online assessment (i.e. staff survey) which was sent to all staff. 62% of surveys were completed and returned. During Oadby and Wigston Borough Council’s assessment some individual interviews took place and the liP Assessor also tried to catch staff on an informal basis and attended a team meeting.

It was said that In 2016, organisations had two options: whether to stick with the remain at standard Generation Five or to attempt to gain the new Generation Six. She advised the Committee that Oadby and Wigston Borough Council were very brave and courageous for opting to go for the new Generation Six. Generation Six became compulsory from 1 April 2017. Currently 11,000 companies hold an liP accreditation with only 6.5% holding Generation Six.

Six indicators had been achieved with three still to gain, therefore, Oadby and Wigston Borough Council retained its like-for-like full Generation Five liP accreditation and would be reassessed again in December 2017 with an action plan put in place to achieve all indicators.

The liP Assessor highlighted some of the good points to come out of the liP Assessment report:

- Trust in leadership had greatly improved;
- Considerable work had taken place on the visions and values, put together through consultation; and
- Learning and development was well supported.

And some areas for improvement:

- Reward and recognition needs to be addressed
- Responsibilities need to be better outlined due to changes in staff and job roles

Councillor B Dave enquired as to whether there were any statistics on which staff were spoken to, for example, permanent, agency, new or old staff.

The liP Assessor advised that she was given a list of employees and a cross section of staff were selected. She also stated that she believed that there were a low number of agency staff.

The Chair stated that regardless of whether staff are long term, short term or agency, they will all have had to adopt to the same visions and values.

Councillor Mrs L M Broadley stated that Oadby and Wigston Council had done extremely well especially as there was very little lead-up time. Along with the recent Peer Review, she said this was brilliant news.

Councillor K J Loydall asked for clarification of when Generation Six became compulsory and that within the agenda report it stated we have achieved Generation Five.

The liP Assessor confirmed that the compulsory date was with effect from 1 April 2017 and that the Council had retained it's like-for-like full Generation Five but was moving towards Generation Six and that an action plan had been prepared in order to meet this goal.

Councillor B Dave stated that transparency was a move in the right direction.

Councillor Mrs L M Broadley asked for confirmation that the action plan included work on the three areas still to be achieved and how to improve on the six areas already achieved.

The liP Assessor confirmed this to be correct.

The Chair commented that Generation Six had caught out a lot of companies and asked if this was why there had been an amnesty.

The liP Assessor stated that no organisations should be caught out by surprise but that it may have depended on where they currently were within the process.

The Chair asked that as we are a Council made up of Members, is there any process within the Accreditation that can involve Members.

The liP Assessor stated that in 2014 Members were included but felt that this time the emphasis was on staff and how they felt. However, there is no reason why Members cannot be more involved when the Council is reassessed.

The Chair commented that after the recent issues experienced by the Council, he was glad that the organisation was now heading in the right direction, and along with the recent Peer Review, a light has been shone highlighting many good things. He asked the liP Assessor if she was optimistic that we would go on to achieve Generation Six.

She was not able to say and explained that she was only commenting on information received from staff.

Councillor J Kaufman queried as to why the six passed elements would be re checked when, if we had passed all nine, we would not have had a revisit from liP.

The liP Assessor advised the meeting that they do not use pass or fail and that it would just be a cautionary check on the six indicators to see if there were any signs that would give cause for concern.

Councillor Mrs L M Broadley stated that the Council would always work towards achieving all the nine indicators as it was ongoing and live and would not sit back on the six already achieved.

Councillor K J Loydall passed on his congratulations to the Council on voluntarily selecting to be assessed for Generation Six as it gives a "warts-and-all" assessment and together with the Peer Review we now have a clear way forward.

The Chief Executive stated that if Members wanted to be included, then he

	<p>will work with the liP Assessor for this to happen in the November 2017 assessment.</p> <p>The liP Assessor suggested that if Members would like to be involved, then perhaps two or three of them could attend and observe the next Context Meeting.</p> <p>The Chief Executive also confirmed that liP would have returned even if the full nine indicators had been achieved as we had already planned to run a further staff survey in one years' time. He also confirmed that the staff survey was completely anonymous which allowed staff to say exactly what they wanted. It was stated that sixteen staff members were chosen to be interviewed and these were chosen by the liP Assessor and not by us. The action plan took the Council through to September 2017. It was stated that in relation to Rewards and Recognitions, the Chief Executive would like ideas to come from staff and this would be fed out through group meetings.</p> <p>Councillor Mrs L M Broadley confirmed she was happy that the Council was going to look into Rewards and Recognitions and stated that County had never done this.</p> <p>It was stated that the recently agreed Visions and Values would now form part of staff 1-2-1's, the interview process and behaviour not in line with these visions would be challenged.</p> <p>Councillor S Z Haq welcomed the report and asked if it going to be published online.</p> <p>The Chief Executive advised that it was already online as the report was attached to this meeting's agenda and that staff had been sent the link and some hard copies had been printed off for those staff who did not have online access. He also stated that the whole report was published to show complete transparency.</p> <p>Councillor S Z Haq asked if a brief summary could be produced so that people do not have to read the full report.</p> <p>The Chief Executive stated that this was a good idea and he will task the Senior HR Advisor to produce a summary but would not publish until it had been approved by the liP Assessor.</p> <p>Update on Action Plan and Other Miscellaneous Issues</p> <p>The Committee gave consideration to the report and appendices (at pages 73-107) as delivered and summarised in turn by the Interim Chief Financial Officer / Section 151 Officer which should be read together with these minutes as a composite document.</p> <p>The Interim Chief Financial Officer stated that the Peer Review took place in March 2017 and that a full report from them should be with the Council in approximately four weeks and it will include an action plan. This would focus on areas for improvement, for example, IT, procurement and the Bushloe House (the Council Offices).</p> <p>Councillor K J Loydall commented on the Chief Financial Officer / Section 151 Officer stating that it was not for an Officer to comment on the same. He said that it is for Officers to comment and should be encouraged to do so</p>	<p>KP</p>
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and wished to congratulate him.

Councillor Mrs L M Broadley also wished to congratulate the Chief Financial Officer / Section 151 Officer. She commented that it was disappointing that there were so few Members at the meeting but was fantastic to hear such good things and that the Council needed to improve on celebrating its own successes. She was also pleased that the Peer Review members were going to take back to their own authorities some working practices that were undertaken at Oadby and Wigston Borough Council. She also wished to pass on her congratulations to all staff.

Councillor J Kaufman commented that he was also pleased with the good results from the recent liP Assessment and Peer Review and wanted to ensure that all results were made public.

Councillor Mrs S B Morris was also very pleased at the result of both assessments and wanted to pass on her thanks to all staff involved.

Councillor B Dave asked if the Peer Review report would be presented at the next meeting.

The Chief Executive stated that he was currently liaising with the Local Government Association (LGA) but had no firm dates as yet. He stated that the Council may have to have an (additional) Council meeting in May for all Members to attend and the report to be presented by the LGA. Following this, the report will be published in full.

The Chair commented that both assessments show that the Council is open and transparent and after both reports are published in full, it should be highlighted in the next edition of Letterbox.

One Public Estate Programme

The Chief Executive gave an update on the One Public Estate Programme (OPE). A joint bid was put forward for £350,000 which included three specific schemes put in by Leicestershire County Council but the OPE were not happy with the schemes.

It was said that the Chief Executive had written to Leicestershire County Council (LCC) asking that if they no longer wished to take part, could another party become the lead authority. No reply had been received as yet. He wished that LCC would be part of the scheme and did emphasise that in his letter he believed that they were a key partner. He stated that he would like to be in the position to draw down some Government funding especially for energy efficiency programmes.

The Chair commented that he thought that one of County's schemes was feasible so could not understand why Department for Communities and Local Government (LCC) had turned it down, therefore could understand why County were disappointed. He hoped that County will have a change of heart.

Councillor K J Loydall stated that it would be a positive thing if County were not involved allowing us to work towards the outcomes the Council were trying to achieve without the politics slowing it down.

Waste Consultation

The Interim Chief Financial Officer / Section 151 Officer stated that over 2000 responses were received which was over 10% of all households within the Borough (there was approximately 22,900 properties). The results were said to be currently worked through and it will then be presented to a Members' Briefing.

The Chair requested that the Briefing be in as much detail as possible.

Councillor B Dave advised that some areas were missed out and that some residents received the consultation paper after the closing date.

The Chair stated that some areas were double delivered, including his own.

The Director of Services stated that the consultation was available online from day one.

Councillor Mrs S Z Haq asked if late replies would be included.

The Chief Executive stated that 99.3% of deliveries were made within time and the County Purdah period started earlier than expected. The survey had to go out prior to Purdah and, unfortunately, that only gave some residents 4 or 5 days to submit their reply. It was said that late response would not be included.

The Chair stated that the actual consultation period would be much more relaxed.

Key Performance Indicators (KPI's)

It was stated that this was a tool to assist in delivering quality services and not to identify poor performances and will ultimately improve the Council's performance management. Work was already in progress and would start in earnest in April.

The Chair queried the targets (page 90) on minor and major planning applications, that the town centre voids target at 100% was very ambitious and stated that the sickness days target of 15 days was very loose and would like to see this category down to single figures. He also queried the agency staff target of 100% and where reporting of KPI's would be.

The Chief Financial Officer / Section 151 Officer stated that the industry target for sickness for office staff was 9 days and that 100% for agency staff meant that the Council's ambition was to have no agency staff. The key KPI report would go to the Service Delivery Committee and also be published on the website. All KPI's were said to be a work in progress.

Councillor J Kaufman stated that sickness used to be separated into long term and short term sickness and asked if this could be done.

The Chief Financial Officer / Section 151 Officer advised that if an area went into the red then this was where the Council needed to look more closely and drill down further.

The Chair moved the recommendations *en bloc* as set out at paragraphs 2.1 to 2.12 of the report (at pages 7-8).

	<p>Councillor Mrs L M Broadley seconded the recommendations.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <ul style="list-style-type: none"> (i) The Committee note the progress in each of the areas set out in the report; (ii) The results of the Investors in People (IiP) assessment be noted; (iii) The completion of the Short-Term Action Plan agreed as part of the Penn Report be noted; (iv) The overall outcome of the Local Government Association (LGA) Peer Challenge as set out in the report be noted; (v) Representatives of the LGA Peer Team be requested and asked to present their findings to all Members of the Council; (vi) The Chief Executive be tasked to agree an Action Plan with the LGA and report on it and its implementation to the future meetings of this Committee; (vii) The outcome of the IiP Assessment be noted and that the Council has retained its Generation Five accreditation be acknowledged; (viii) The IiP Generation Six Action Plan be noted and that reports on its implementation be presented to the future meetings of this Committee. (ix) The Chief Executive will report back on any progress in securing One Public Estate (OPE) capacity funding and any suggestions or proposals for projects which could be OPE-funded to future meetings of this Committee be noted; (x) The completion of the waste management consultation be noted; (xi) The Key Performance Indicators (KPI's) agreed for financial year 2017/18 be noted; and (xii) The summary service plans prepared by Heads of Service for 2017/18 be noted. 	
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THE MEETING CLOSED AT 8.10 PM



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CHAIR

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WEDNESDAY, 26 JULY 2017

Agenda Item 14m

**MINUTES OF A MEETING OF THE LICENSING AND REGULATORY COMMITTEE HELD AT
THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 6 APRIL 2017
COMMENCING AT 7.07 PM**

<u>IN ATTENDANCE:</u>		
Chair - Councillor Mrs L M Broadley		
Vice-Chair - Councillor Miss M V Chamberlain		
COUNCILLORS (9):		
Miss A R Bond	M L Darr	J Kaufman
G A Boulter	R F Eaton	Mrs H E Loydall
Ms K M Chalk	R E Fahey	R H Thakor
OFFICERS IN ATTENDANCE (5):		
Mrs T Aldwinckle	Ms S Lane	Ms P J Samuels
S J Ball	J Mortell	

Min Ref.	Narrative	Officer Resp.
1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from Councillor M H Charlesworth.</p>	
2.	<p><u>APPOINTMENT OF SUBSTITUTES</u></p> <p>None.</p> <p>The Chair stated that she had received an email regarding the issue of named substitutes for committees in the new municipal year. Those named substitutes would have to attend the appropriate training, in addition to sitting Members of the Committee. The number of named substitutes would be <i>pro rata</i> to political party.</p>	
3.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None.</p>	
4.	<p><u>MINUTES OF THE PREVIOUS MEETING HELD ON 29 SEPTEMBER 2016</u></p> <p>RESOLVED THAT:</p> <p>The minutes of the previous meeting of the Committee held on 29 September 2016 be taken as read, confirmed and signed.</p>	
5.	<p><u>ACTION LIST ARISING FROM THE MEETING HELD ON 29 SEPTEMBER 2016</u></p> <p>The Environmental Health Team Leader stated that an update regarding taxi-licensing enforcement exercises was to be given at this meeting (Min Ref. 13)</p> <p>RESOLVED THAT:</p>	

	The Action List be noted by Members.	
6.	<u>PETITIONS AND DEPUTATIONS</u> None.	
7.	<p><u>ENVIRONMENTAL HEALTH AND LICENSING SECTIONS UPDATE</u></p> <p>The Committee gave consideration to the report and appendices (at pages 4 - 47) and the supplementary agenda update (at pages 1 - 10) as jointly-delivered and summarised by the Environmental Health Team Leader and Licensing Enforcement Officer which should be read together with these minutes as a composite document.</p> <p>Scale of Fees and Charges</p> <p>It was reported the new Scale of Fees and Charges had been brought into line with neighbouring Leicestershire authorities.</p> <p>The Environmental Health Team Leader stated that the Operator's Licence Competency Test was now £40 (and not £36 as stated on the Scale of Fees and Charges as at section 2.1, vi). She stated that if Members' were in agreement with the changes, they would then be published on our website.</p> <p>Councillor Mrs H E Loydall stated that she appreciated the time and work taken in updating the Scale.</p> <p>Food Hygiene Inspections</p> <p>Councillor Mrs H E Loydall asked if the statistical data for Food Hygiene inspections ratings A-E could be explained in more detail.</p> <p>The Environmental Health Team Leader advised that the rating looked at a number of issues (viz. from how the establishment is managed to how they have improved from the previous inspection) and confirmed that E was the highest rating and A was the lowest. If a business had to be revisited, then that business would be on the Council's radar to visit more regularly, for example, six monthly instead of yearly.</p> <p>Councillor J Kaufman enquired as to why a newly opened business had a high rating.</p> <p>It was explained that if the business still had the same owners/management, that they would remain with the original rating.</p> <p>Licensing, Enforcement and Taxi Updates</p> <p>It was reported that following a complaint regarding taxis operating illegally in the Borough, the Licensing Enforcement Officer attended Manor Road, Oadby on an evening last September (2016) and during that time stopped thirty Leicester City Council licensed taxi vehicles and spoke to the licensed drivers. Where appropriate, she advised them that they were operating illegally as they were out of their jurisdiction and they were given a boundary map.</p> <p>The Licensing Enforcement Officer had also been speaking with the Head of Security at the University of Leicester to enable him to educate the students</p>	

as to which taxis they should and should not be using given that the safety of students was paramount. She had also been in contact with 'Rock Star Events' who were the promoters for events held at the O2 Academy, University Road, Leicester. Most of the events which require taxis were held on Wednesdays and Friday nights, therefore further spot checks would be undertaken during these times during term time.

Councillor Mrs H E Loydall stated that in relation to taxi licensing on Manor Road, all events should be arranging a number of buses to/from planned events.

The Licensing Enforcement Officer confirmed that buses were in operation and ran frequently, but some students decide to take a taxi instead if they were waiting.

The Chair commented that the Borough is now at saturation point with (hackney carriage) licensed vehicles who had transferred over from Leicester City Council.

The Licensing Officer stated that by law, the Council could not restrict the number of licensed drivers, however the Council could make a restriction on the number of licensed vehicles but believed this was not necessary at this time.

Councillor Mrs H E Loydall stated that the amount of taxis around the Borough was now very noticeable and suggested it did need to be looked at imminently.

The Licensing Enforcement Officer stated that in September 2016, there were 96 licensed Hackney Carriage vehicles and at present 156, which was a 62% increase. For holders of combined Hackney Carriage and Private Hire drivers licences, there were 208 in September 2016 and at present 282, which was an increase of 26%.

Councillor Mrs H E Loydall stated that she was very concerned at the numbers of licensed drivers/vehicles, especially as the Borough is only 9 square miles. She suggested this Council's policy be reviewed to circumscribe any further increases. She asked how did the numbers compare with other authorities of a similar size.

The Licensing Enforcement Officer was said to be working on a joint operation on Oadby Road, Leicester with a Leicester City Council Licensing Officer and Sergeant Booth from Leicestershire Police on 12/13 May 2017. There is also to be a Joint Agency Group meeting on 9 May 2017 and both Council's Licensing Officers were to attend.

The Senior Democratic Services Officer / Legal Officer warned Members and Officers not to engage in any debate in respect of enforcement matters that would disclosure into the public domain in open session any confidential and, or, exempt information which would otherwise be excluded (in accordance and as defined in the respective paragraph(s) 1, 2, 3 and 7 of Part 1 of Section 100(A)(4) of the Local Government Act 1972 (Exempt Information)).

The Licensing Enforcement Officer and Sergeant Booth were said to have visited several taxi companies and licensed premises which included an establishment on London Road which had recently changed management.

The noise levels at the premises were said to be concerning neighbours, particularly when patrons come outside to smoke and that the police undertook a house to house survey. At present, the Licensing Enforcement Officer is trying to liaise with Civil Enforcement Officers to see if they can work a shift up until midnight to combat the issue of illegal parking.

The Licensing Enforcement Officer together with an Environmental Health Officer had visited a further establishment on several occasions and they had now been issued with a Community Protection Notice (CPN). There was to be a further function there on 8 April so would be attending again to see if the CPN was being complied with.

Public Space Protection Order (PSPO)

Councillor G A Boulter enquired as to when the report on Public Space Protection Orders (PSPO) would be published.

The Environmental Health Team Leader stated that it was currently being worked on and that she was liaising with the Legal Services to ensure all processes and timescales were met.

Dog Fouling and Stray Dog Service

The Environmental Health Team Leader made reference to the report on dog fouling which was delivered to previous meeting of the Service Delivery Committee. She also reported that the stray dog service was to continue providing evening and weekend cover.

Councillor Mrs H E Loydall asked if the Environmental Health team could put together an educational article to be published in Letterbox regarding dog fouling and the penalties etc. It was opined that the public did not seem to be aware that they could dispose of dog foul in any bins around the Borough (not just dog foul bins).

Councillor G A Boulter stated that labels could be affixed to normal bins advising that it is acceptable to dispose of dog foul in them.

Regulatory Updates

The Environmental Health Team Leader stated that an email had been received from the Home Office in relation to new guidance on the Policing and Crime Act 2017 containing information on the eligibility to work.

Councillor G A Boulter stated that Members of the Committee would require training to update them on the new policies and legislation.

Councillor H E Loydall suggested that in any future training this ought to include and report on abandoned vehicles, stray dogs etc. especially for new Members.

Better Business for All (BBfA)

The Environmental Health Team Leader referred to the BBfA as mechanism to 'educate whilst we regulate'. She was said to be attending a meeting in relation to the BBfA and would report back to a subsequent meeting of the Committee.

	<p>Matters Reported to the Service Delivery Committee Meeting on 21 March 2017</p> <p>The Enviromental Health Team Leader advised the Committee that information was provided at Appendix 4 for their perusal.</p> <p>It was moved by the Chair and seconded by Councillor Mrs H E Loydall and</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The contents of the report be noted by Members; and (ii) The amended Scale of Fees and Charges for 2017/18 be approved.</p>	
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THE MEETING CLOSED AT 8.01 PM



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CHAIR

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TBC

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