



TO COUNCILLOR:

E R Barr
L A Bentley
Miss A R Bond
G A Boulter
J W Boyce
Mrs L M Bradley
F S Broadley
D M Carter (Deputy Mayor)
Mrs K M Chalk

Miss M V Chamberlain
M H Charlesworth
M L Darr
B Dave
R F Eaton
Mrs L Eaton JP
R E Fahey
D A Gamble
Mrs S Z Haq (Mayor)

J Kaufman
Mrs L Kaufman
Dr T K Khong
Mrs H E Loydall
K J Loydall JP
Mrs S B Morris
R E R Morris
R H Thakor

Dear Sir or Madam

I hereby **SUMMON** you to attend a meeting of the **FULL COUNCIL** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **TUESDAY, 5 DECEMBER 2017** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
27 November 2017

Mrs Anne E Court
Chief Executive (Interim)

<u>ITEM NO.</u>	<u>AGENDA</u>	<u>PAGE NO'S</u>
1.	Calling to Order of the Meeting The meeting of the Council will be called to order to receive Her Worship The Mayor and Deputy Mayor.	
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 To read, confirm and sign the Minutes of the previous meetings of the Council held in accordance with Rule 17 of Part 4 of the Constitution.	
	a) Minutes of the Meeting of the Council held on Tuesday, 05	1 - 9



September 2017

b) Minutes of the Extraordinary Meeting of the Council held on Tuesday, 31 October 2017	10 - 11
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5. Action List	15
To read, confirm and note the Action List arising from the previous meeting of the Council held on Tuesday, 05 September 2017.	
6. Motions on Notice	
To consider any Motions on Notice in accordance with Rule 12 of Part 4 of the Constitution.	
a) Make Fair Transitional State Pension Arrangements for 1950's Women	16
b) Full-Time Street Lighting in Oadby	17
7. Petitions, Deputations and Questions	
To receive any Petitions and, or, Deputations in accordance with Rule 24 of Part 4 of the Constitution and to answer any Questions by the Public or Members in accordance with Rules 10 and 11 of Part 4 of the Constitution respectively.	
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Report of the Facilities and Administration Team Leader	
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Report of the Head of Planning, Development and Regeneration

14. Update to Council's Contract Procedure Rules 160 - 189

Report of the Director of Finance and Transformation / Section 151 Officer

15. Proposed Public Space Protection Order (Regulation of Dogs) 190 - 231

Report of the Interim Head of Communities

16. Appointment of Nominative Trustees to Oadby Village Hall Trust 232 - 237

Report of the Electoral Services Manager

17. Review of the Oadby, Wigston and South Wigston Residents' Forums 238 - 243

Report of the Interim Chief Executive

18. Third Sector and Community Support Funding 244 - 274

Report of the Director of Finance and Transformation / Section 151 Officer

19. Recommendations of the Independent Remuneration Panel 275 - 276

To be presented by the Interim Chief Executive

20. Receiving of Minutes of Meetings for Information

The Council will receive the minutes from the meetings of the below-mentioned Committees, Boards, Panels, 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 Meeting of the Health and Wellbeing Board held on Tuesday, 15 August 2017 277 - 282

b) Minutes of the Meeting of the Development Control Committee held on Thursday, 24 August 2017 283 - 286

c) Minutes of the Meeting of the Armed Forces Working Group held on Thursday, 07 September 2017 287 - 288

d) Minutes of the Meeting of the Wigston Residents' Forum held on Monday, 11 September 2017 289 - 294

e) Minutes of the Meeting of the South Wigston Residents' Forum held on Wednesday, 13 September 2017 295 - 300

f) Minutes of the Meeting of the Place Shaping Working Group held on Thursday, 14 September 2017 301 - 304

g) Minutes of the Meeting of the Oadby Residents' Forum held on Wednesday, 20 September 2017 305 - 311

h) Minutes of the Meeting of the Development Control Committee held on Thursday, 28 September 2017 312 - 317

i) Minutes of the Hearing of the Licensing Sub-Committee held on Friday, 06 October 2017 318 - 320

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- | | |
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| k) Minutes of the Meeting of the Service Delivery Committee held on Tuesday, 10 October 2017 | 323 - 329 |
| l) Minutes of the Meeting of the Health and Wellbeing Board held on Wednesday, 11 October 2017 | 330 - 332 |
| m) Minutes of the Meeting of the Licensing and Regulatory Committee held on Thursday, 12 October 2017 | 333 - 336 |
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| s) Minutes of the Hearing of the Assessment Sub-Committee held on Friday, 10 November 2017 | 373 - 374 |

For more information, please contact:

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MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 5 SEPTEMBER 2017 COMMENCING AT 7.00 PM

PRESENT

Councillor Mrs Samia Z Haq (Mayor)
Councillor David M Carter (Deputy Mayor)

COUNCILLORS

L A Bentley
Miss A R Bond
G A Boulter
J W Boyce (Leader of the Council)
Mrs L M Broadley
F S Broadley
Mrs K M Chalk
Miss M V Chamberlain
M L Darr
B Dave (Leader of the Opposition)
R E Fahey
D A Gamble
J Kaufman
Dr T K Khong
Mrs H E Loydall
K J Loydall JP
Mrs S B Morris
R E R Morris
R H Thakor

OFFICERS IN ATTENDANCE

S J Ball (Senior Democratic Services Officer / Legal Officer)
Mrs A E Court (Director of Services / Monitoring Officer)
M W L Hall (Chief Executive)
M Hone (Interim Chief Finance Officer / Section 151 Officer)
A Thorpe (Head of Planning, Development and Regeneration)

OTHERS IN ATTENDANCE

D Hicks (Area Manager, Sports and Leisure Management Ltd)
M Luke (Petitioner)

45. CALLING TO ORDER OF THE MEETING

The meeting of the Council was called to order to receive Her Worship The Mayor and Deputy Mayor.

46. APOLOGIES FOR ABSENCE

An apology for absence was received from the Deputy Leader of the Council, Councillor M H Charlesworth and Councillors E R Barr, R F Eaton and Mrs L Eaton.

47. DECLARATIONS OF INTEREST

None.

48. READING, CONFIRMATION AND SIGNING OF MINUTES

48a. MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY, 23 MAY 2017

RESOLVED THAT:

The minutes of the meeting of the Council held on Tuesday, 23 May 2017 to be taken as read, confirmed and signed.

48b. MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY, 20 JUNE 2017

RESOLVED THAT:

The minutes of the meeting of the Council held on Tuesday, 20 June 2017 to be taken as read, confirmed and signed.

48c. MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON THURSDAY, 06 JULY 2017

RESOLVED THAT:

The minutes of the extraordinary meeting of the Council held on Thursday, 06 July 2017 to be taken as read, confirmed and signed.

49. ACTION LIST

RESOLVED THAT:

The Action List arising from the meeting of the Council held on Tuesday, 20 June 2017 be noted by Members.

50. MOTIONS ON NOTICE

50a. PROPOSED 3G PITCH IN SOUTH WIGSTON, HORSEWELL LANE PAVILION, WIGSTON AND OTHER LEISURE FACILITIES

The Council gave consideration to the Motion on Notice (at page 20) ("the Motion") which should be read together with these minutes as a composite document.

The Council was advised that the Motion had been duly received in accordance with the Council's Constitution (Rule 12 of Part 4) and that it was the Chief Executive's intention in the exercise of his powers to call an extraordinary meeting of the Council on Tuesday, 31 October 2017 so that the contents of the Motion may be considered.

It was moved by Councillor L A Bentley, seconded by Councillor Mrs H E Loydall and

UNANIMOUSLY RESOLVED THAT:

In accordance with Rule 15.2 of Part 4 of the Constitution, the report entitled 'Proposed 3G Pitch in South Wigston, Horsewell Lane Pavilion, Wigston and Other Leisure Facilities' as delivered at the meeting of the Council held on Tuesday, 20 June 2017 be returned for resolution by the Council as soon as is practicable so that a motion or amendment in similar terms to one that had been previously rejected at that said meeting can be moved before the prescribed six months period.

51. PETITIONS, DEPUTATIONS AND QUESTIONS

51a. BROCKS HILL PRIVATISATION PETITION

Mr Matthew Luke presented and spoke upon the Petition which called upon the Council to retain the in-house provision of the Brocks Hill Visitor Centre. He stated that a short-term, compartmentalising exercise and a decision taken on revenue-neutral basis should be avoided. He proposed that an alternative Council-invested and Council-ran offering to provide and improve existing leisure facilities and promote environmental sustainability both at Brocks Hill and other venues across the Borough should be considered. This was proposed to ensure that community value could be maximised without unnecessary private sector involvement or profiteering.

RESOLVED THAT:

The Petition be received and duly noted.

52. MAYOR'S ANNOUNCEMENTS

None.

53. LIST OF OFFICIAL MAYORAL/DEPUTY MAYORAL ENGAGEMENTS

RESOLVED THAT:

The list of Official Engagements attended by The Mayor and, or, Deputy Mayor be noted by Members.

54. LEADER'S STATEMENT

The Leader of the Council noted the significance of the forward-looking investments made by of the Council under the tenure of the Liberal Democrat administration. These were said to have been delivered through multiple projects and offerings so to maximise provision for all residents whilst maintaining a balanced economic outlook.

55. BUDGET OPTIONS 2018/19 AND 2019/20

55a. POTENTIAL DEVELOPMENTS AT PARKLANDS LEISURE CENTRE AND BROCKS HILL, OADBY

The Council gave consideration to the report and appendices (at pages 23 - 32) as delivered and summarised by the Director of Services / Monitoring Officer which should be read together with these minutes as a composite document.

A presentation was delivered by Mr Dan Hick, the Area Manager for the Council's existing leisure contractor, Sports and Leisure Management (SLM) Limited, outlining SLM's combined project proposals in relation to Brocks Hill and Parklands Leisure Centre. A copy of the presentation delivered is filed together with these minutes.

A debate thereon was had whereby it was the general consensus of most Members that the proposals represented a considered and innovative solution to safeguard the future of Brocks Hill and Parklands whilst affording an exciting opportunity to extend educational, leisure and recreational service and access provisions. The proposals were described as a mutually-beneficial arrangement for all stakeholders which sought to positively build on the existing and well-proven partnership work between the Council and SLM. Members

unequivocally reiterated that the proposals did not affect Council's direct management of the surrounding Country Park nor did it entail the demolition or disposal of the Visitor Centre. It was upon such perceived concerns, that it was opined by some Members that a number of signatories to the Petition (as presented at agenda item 7a) had been misinformed or misled.

It was expressed by some opposition Members that not all of the available options had been exhausted. It was proposed that a direct investment and offering by the Council should be considered so to stem the current budgetary-loss at the Visitor Centre and to secure the full benefits of any return on any direct investment. It was said that any alternative solution(s) should be taken in conjunction with other projects to deliver further savings and, or, involve an open tender to contractors.

In reaching a decision the Council was advised that the combined proposals would involve an extensive programme of resident and visitor consultation, construction and redesign. This would guarantee that existing community users and uses would continue to be accommodated as well as adjusting and increasing the availability and capacity of onsite facilities in line with users' demands and requirements. The proposal to extend existing partnership arrangements with SLM was said to be compliant with the Council's Contract Procurement Rules and would eliminate any detrimental impacts of the coexistence of competing leisure providers on the site.

It was moved by Councillor Mrs S B Morris, seconded by the Leader of the Council and

RESOLVED THAT:

The proposals and schemes as detailed in the report regarding Brocks Hill and Parklands Leisure Centre, including the capital borrowing requirement of £1.2 million including contingencies, be approved and delivered by extending the existing partnership arrangements with Sports and Leisure Management Limited.

Votes For	16
Votes Against	4
Abstentions	1

55b. THE PROPOSED FUTURE OF THE ECONOMIC REGENERATION SERVICE

The Council gave consideration to the report (at pages 33 - 39) as delivered and summarised by the Director of Services / Monitoring Officer which should be read together with these minutes as a composite document.

It was emphasised by Members that the effects of any investment in terms of economic regeneration should yield tangible results for all three of the town centres within the Borough for its businesses and include the effective and efficient bringing forward of capital projects whilst being mindful of residential amenity.

It was moved by the Leader of the Council, seconded by Councillor L A Bentley and

UNANIMOUSLY RESOLVED THAT:

- (i) The Council is to invest in proactive town centre management (as set out at paragraph 6 of the report);**
- (ii) The Council is to focus and invest in the "harder" and more tangible economic deliverables (as set out at paragraph 4 of the report) which will**

have the most positive impact in the Borough and its economic sustainability.

- (iii) The Council is to use this opportunity to focus on new and emerging priorities (as set out at paragraph 7 of the report); and**
- (iv) The Council is to significantly reduce the resources that it has traditionally allocated to the more generic "softer" business development (as set out at paragraph 5 of the report).**

56. DISCRETIONARY BUSINESS RATES REVALUATION RELIEF SCHEME

The Council gave consideration to the report (at pages 40 - 44) 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.

It was requested that the implications upon Small and Medium-Sized enterprises regarding the methods used by the Valuation Office Agency (VOA) in assessing the rates payable on commercial premises by businesses occupying more than one floor in the same building (commonly referred to as the "staircase tax") be investigated.

It was moved by Councillor K J Loydall, seconded by Councillor Mrs S B Morris and

UNANIMOUSLY RESOLVED THAT:

- (i) The Discretionary Business Rates Revaluation Relief Scheme (as set out in the report) be approved; and**
- (ii) Delegated authority be granted to the Chief Finance Officer / Section 151 Officer in consultation with the Chair of the Policy, Finance and Development Committee to make minor changes to the Scheme to maximise any surplus of the fund available after the initial distribution.**

57. REVIEW OF THE OADBY, WIGSTON AND SOUTH WIGSTON RESIDENTS' FORUMS

The Council gave consideration to the report and appendices (at pages 45 - 61) as delivered and summarised by the Interim Chief Finance Officer / Section 151 Officer which should be read together with these minutes as a composite document.

A debate thereon has had whereby the following policy guidance in summary was expressed by Members upon the three Residents' Forums ("the Forums"):

- (i)** Members would not support the merger of Wigston and South Wigston Residents' Forums;
- (ii)** Members commended the clarification of 'one-off' grants and financing in general, but agreed that the pro forma application forms (at agenda item 4a) were too complex for the relatively small sums of money that the Forums distributed to local groups and individuals;
- (iii)** It was suggested that small grants (i.e. up to £200) could be awarded by Forums without the need to complete excessive amounts of paperwork;
- (iv)** There was a general view that the chairing of Forum should continue to be done by an elected-Member rather than a local resident given the need for the Chair to understand the operations of the Council and to have easy access information and resources.
- (v)** It was proposed that the Forum Chairs could in future be any elected-Member, not necessarily one whose ward was within the geo-political area of the Forum.
- (vi)** Members agreed that the financing of the Forums should be included in the

- Council's annual budget setting exercise.
- (vii) Members agreed that the agenda for Forums should continue to be set by either agreeing at the conclusion of a meeting what should be included on the next meeting's agenda and/or by residents contacting the Chair of the Forum to agree an item.
 - (viii) Members emphasised that Forum meetings were non-political, and that agenda items should not touch on political matters.
 - (ix) The current Terms of Reference for the Forums as contained in the Council's Constitution should be comprehensively redrafted.
 - (x) As part of the review of the administration of the Forums, it was requested that thought be given as to how to increase participation from local residents.
 - (xi) Any changes agreed must be consistent across all three Forums.

It was moved by the Mayor, seconded by the Deputy Mayor

UNANIMOUSLY RESOLVED THAT:

The policy guidance (as set out in the foregoing minutes) be provided by Members and circulated to the three Residents' Forums for consultation.

58. COMMUNICATION POLICY GUIDE & STRATEGY 2017-2019

The Council gave consideration to the report and appendices (at pages 62 - 141) as delivered and summarised by the Chief Executive which should be read together with these minutes as a composite document.

It was moved by the Leader of the Council, seconded by Councillor Mrs S B Morris and

UNANIMOUSLY RESOLVED THAT:

The 'Strategic and Situational Context' and 'Forward Strategy: Our Communication Priorities' sections of Communication Policy Guidance and Strategy 2017-2019 be adopted.

59. EAST MIDLANDS RAIL FRANCHISE PUBLIC CONSULTATION (JULY 2017)

The Council gave consideration to the report (at pages 142 - 144) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

It was moved by Councillor J Kaufman, seconded by the Leader of the Council and

UNANIMOUSLY RESOLVED THAT:

- (i) **The following comments be forwarded to the East Midlands Franchise Rail Franchise (EMRF) Consultation Coordinator:**

"An improved frequency of service between Birmingham, South Wigston and Leicester, in order to improve the job prospects for the residents of this Borough, should be included within the Stakeholder Briefing document."

- (ii) **The overall aspirations and content of EMRF consultation document be welcomed by Members.**

60. PROPOSED ADOPTION OF THE INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE (IHRA) WORKING DEFINITION OF ANTI-SEMITISM

The Council gave consideration to the report and appendices (at pages 145 - 149) as delivered and summarised by the Senior Democratic Services Officer / Legal Officer which should be read together with these minutes as a composite document.

It was moved by Councillor Mrs H E Loydall, seconded by Councillor Mrs S B Morris and

UNANIMOUSLY RESOLVED THAT:

- (i) The International Holocaust Remembrance Alliance's working definition of anti-Semitism be formally adopted into the Council's existing policy documents and its application be considered in all working areas of the Council; and**
- (ii) An all-encompassing definition to address all manifestations of discrimination and hate crime, including anti-Semitism, be further formulated, adopted and considered in consultation with the Council's Community Engagement Forum.**

61. SUMMARY OF ORGANISATIONAL STRUCTURE

The Council gave consideration to the report (at pages 150 - 152) as delivered and summarised by the Chief Executive which should be read together with these minutes as a composite document.

It was moved by the Leader of the Council, seconded by Councillor Mrs S B Morris and

UNANIMOUSLY RESOLVED THAT:

- (i) The information as set out in the report be noted by Members; and**
- (ii) The role of Monitoring Officer be more appropriate to and form part of the role of the Head of Legal Services.**

62. RECEIVING OF MINUTES FOR INFORMATION

With reference to the minutes of the meeting of the Development Control Committee held on Thursday, 15 June 2017 (at agenda item 14b) and in respect of application no. 17/00084/FUL at minute reference 8 (at page 166, para 2) it was requested by Councillor Mrs H E Loydall that 'public speaker' be corrected to 'Ward Councillor'.

As reflected in the foregoing minutes of the Development Control Committee, and to address concerns raised by Member in the recent influx of planning applications seeking planning permission to covert family dwelling-houses into multiple dwelling-flats with inadequate levels of living-space and amenity, the Council reiterated that the Technical Housing Standards (as published by the Department for Communities and Local Government (DCLG) on 27 March 2015) should to be adopted as a technical planning standard by the Council as soon as reasonably practicable.

It was moved by the Mayor, seconded by the Deputy Mayor and

UNANIMOUSLY RESOLVED THAT:

The minutes as set out at:

- (i) agenda item numbers 17a - 17g, 17i and 17k - 17m of main agenda document (pages 153 - 217) as amended; and
- (ii) agenda item numbers 15h and 15j of the supplementary agenda update document (pages 26 - 36)

from the meetings of the below-mentioned Committees, Forums, Working Groups and Outside Bodies for the purposes of information be received by the Council.

- (a) **Minutes of the Community Safety Partnership held on Monday, 12 June 2017**
- (b) **Minutes of the Children and Young Peoples' Forum held on Wednesday, 14 June 2017**
- (c) **Minutes of the Development Control Committee held on Thursday, 15 June 2017**
- (d) **Minutes of the Place Shaping Working Group held on Wednesday, 21 June 2017**
- (e) **Minutes of the Service Delivery Committee held on Tuesday, 27 June 2017**
- (f) **Minutes of the South Wigston Residents' Forum held on Wednesday, 28 June 2017**
- (g) **Minutes of the Wigston Residents' Forum held on Wednesday, 12 July 2017**
- (h) **Minutes of the Licensing and Regulatory Committee held on Wednesday, 19 July 2017**
- (i) **Minutes of the Development Control Committee held on Thursday, 20 July 2017**
- (j) **Minutes of the Policy, Finance and Development Committee held on Tuesday, 25 July 2017**
- (k) **Minutes of the Change Management Committee held on Wednesday, 26 July 2017**
- (l) **Minutes of the Oadby Residents' Forum held on Thursday, 27 July 2017**
- (m) **Minutes of the Community Safety Partnership held on Monday, 31 July 2017**

63. EXCLUSION OF PRESS AND PUBLIC

It was moved by the Mayor, seconded by the Deputy Mayor and

UNANIMOUSLY RESOLVED THAT:

In accordance with Rule 21.1 of Part 4 of the Constitution, Rule 9 of the same Part be suspended to allow the meeting to continue beyond three hours for the purposes of disposing of the remaining items of business at this meeting.

It was moved by the Leader of the Council, seconded by Councillor K J Loydall and

UNANIMOUSLY RESOLVED THAT:

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 3 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item(s) outweighed the public interest in disclosing the information.

64. STAFFING ISSUES

The Council gave consideration to the report (at pages 218 - 219) 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.

The Council heard that the Independent Monitoring Officer had confirmed that all internal grievance and other issues were now concluded.

It was said that the clear legal advice from an external independent legal specialist was that all employment matters that related to individuals could not be shared and if the Council were to breach this, then it would put the Council itself at risk.

RESOLVED THAT:

The contents of the report be noted by Members.

THE MEETING CLOSED AT 10.07 PM



.....
Mayor
.....

Tuesday, 05 December 2017
.....

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Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Agenda Item 4b

**MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 31 OCTOBER 2017
COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Samia Z Haq (Mayor)
Councillor David M Carter (Deputy Mayor)

COUNCILLORS

E R Barr
L A Bentley
G A Boulter
J W Boyce (Leader of the Council)
Mrs L M Broadley
F S Broadley
M H Charlesworth (Deputy Leader of the Council)
B Dave (Leader of the Opposition)
R F Eaton
Mrs L Eaton JP
D A Gamble
J Kaufman
Mrs L Kaufman
Dr T K Khong
K J Loydall JP

OFFICERS IN ATTENDANCE

S J Ball (Senior Democratic Services Officer / Legal Officer)
Mrs A E Court (Interim Chief Executive)
D Gill (Deputy Monitoring Officer)

65. CALLING TO ORDER OF THE MEETING

The meeting of the Council was called to order to receive Her Worship The Mayor and Deputy Mayor.

66. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors Miss A R Bond, Mrs K M Chalk, Miss M V Chamberlain, M L Darr, R E Fahey, Mrs H E Loydall, R E R Morris and Mrs S B Morris.

67. DECLARATIONS OF INTEREST

None.

68. ALLOCATION OF VACANT SEATS ON COMMITTEES (POLITICAL BALANCE FOLLOWING BY-ELECTION)

The Council gave consideration to the report and appendices (at pages 1 - 7) as delivered and summarised by the Senior Democratic Services Officer / Legal Officer which should be read together with these minutes as a composite document.

The Leader of the Council congratulated Councillor Mrs L Kaufman on her return to her

seat following her successful election on 21 September as Member for the Oadby Uplands Ward and expressed his full confidence in her and her proven ability and experience.

It was moved by the Leader of the Council, seconded by Councillor G A Boulter and

UNANIMOUSLY RESOLVED THAT:

- (i) The changes to the Council's proportionality arrangements (as set out at Appendix A of the report) be approved; and**
- (ii) The following amendments and appointments to the memberships of those affected Committees and the Members to serve thereon (as set out at Appendix B of the report) be made, accordingly:**
 - (a) Councillor Mrs L Kaufman be appointed to the Policy, Finance and Development Committee, the Development Control Committee and the Appeals Panel; and**
 - (b) Councillor R F Eaton be appointed to the Service Delivery Committee.**

THE MEETING CLOSED AT 6.05 PM



.....
Mayor
.....

Tuesday, 05 December 2017
.....

*Printed and published by Democratic Services, Oadby and Wigston Borough Council
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Agenda Item 4c

**MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 31 OCTOBER 2017
COMMENCING AT 6.15 PM**

PRESENT

Councillor Mrs Samia Z Haq (Mayor)
Councillor David M Carter (Deputy Mayor)

COUNCILLORS

E R Barr
L A Bentley
G A Boulter
J W Boyce (Leader of the Council)
Mrs L M Broadley
F S Broadley
M H Charlesworth (Deputy Leader of the Council)
B Dave (Leader of the Opposition)
R F Eaton
Mrs L Eaton JP
D A Gamble
J Kaufman
Mrs L Kaufman
Dr T K Khong
K J Loydall JP
Mrs S B Morris

OFFICERS IN ATTENDANCE

S J Ball (Senior Democratic Services Officer / Legal Officer)
Mrs A E Court (Interim Chief Executive)
D Gill (Deputy Monitoring Officer)
A Thorpe (Head of Planning, Development and Regeneration)

69. CALLING TO ORDER OF THE MEETING

The meeting of the Council was called to order to receive Her Worship The Mayor and Deputy Mayor.

70. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors Miss A R Bond, Mrs K M Chalk, Miss M V Chamberlain, M L Darr, R E Fahey, Mrs H E Loydall and R E R Morris.

71. DECLARATIONS OF INTEREST

None.

72. HORSEWELL LANE PAVILION AND 3G ARTIFICIAL PITCH

The Council gave consideration to the report and appendices (at pages 1 - 15) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

A debate thereon was had whereby Members commended the recommendations as set out in the report (at paragraphs 2.1 to 2.5) towards increasing and diversifying sporting provision across the Borough and the bringing forward of redevelopment at Horsewell Lane Recreational Ground, whilst acknowledging the limitations regarding the Council in not being able to progress with developing a 3G pitch itself.

Members said that in respect of the new pavilion building, the needs and requirements of the recreational ground's existing users should be considered in terms of the facilities and amenities to be provided to ensure those users remain viable and sustainable. As such, the Council requested that a management plan be implemented in respect of the design and construction of the new pavilion building and that Members be kept apprised on the timetable. It was also requested that a much increased rent be demanded in any lease renewals granted to tenants currently leasing parts of the recreational ground.

The Council was advised that the risk in terms of financing the revenue costs of the new pavilion was minimal due to it being purpose-built and in anticipation of existing site users making use of the facility once constructed and operational. It was said that a detailed specification of the new pavilion building would continue to be re-worked during the design process to accommodate users' requirements. It was also reported that the existing pavilion building would remain in situ until the new building has been constructed and that pro-active steps were being taken to regularise the arrangements with existing tenants of the recreational ground with whom a formal lease was not currently in place.

It was moved by Councillor L A Bentley, seconded by the Deputy Leader of the Council and

UNANIMOUSLY RESOLVED THAT:

- (i) Due to the difficulties of cost, viability, ongoing management and limited support of the local and national governing bodies and the resultant risks to the Council (as set out in the report), the Council does not itself progress with developing a 3G pitch;**
- (ii) The Unilateral Undertaking for a sum of £150,000 as referred to in paragraph 3.2 be reserved as match funding for a 3G pitch bid initiated by Oadby Owls Football Club (as referred to in paragraph 4.7 in the report);**
- (iii) The Sports Facilities Contribution of £544,000 (as referred to in paragraph 3.1 of the report) be spent on alternative sports facilities in Wigston and/or South Wigston (as referred to in paragraph 5.3 in the report);**
- (iv) Of this sum, approximately £25,000 be set aside for the consultancy work to assess the options for alternative sports facilities and to provide recommendations and a costed assessment of the options.**
- (v) A tender to appoint a contractor for a design and build contract to deliver the new pavilion at Horsewell Lane under the Council's Contract Procedure Rules (on the basis of the details as set out in paragraph 6.1 to 6.5 of the report) be proceeded with.**

THE MEETING CLOSED AT 6.30 PM



.....
Mayor
.....

Tuesday, 05 December 2017
.....

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Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

COUNCIL

ACTION LIST

Arising from the Meeting held on Tuesday, 05 September 2017

Min. Ref.	Item of Business	*Details of Action <i>Action Due Date</i>	Responsible Officer(s)' Initials	Status / Update
56.	Discretionary Business Rates Revaluation Relief Scheme	The implications of the "staircase tax" upon SME's and its methods used by the VOA in assessing the rates payable on commercial premises be investigated. <i>Due by Dec-17</i>	SH	Ongoing

* | All actions listed are those which are informally raised by Members during the course of debate upon a given item of business which do not form part of - but may be additional, incidental or ancillary to - any motion(s) carried. These actions are for the attention of the responsible Officer(s).

Agenda Item 6a

MOTION ON NOTICE

Council | Tuesday, 05 December 2017

Make Fair Transitional State Pension Arrangements for 1950's Women

The Council calls upon the Government to make fair transitional state pension arrangements for all women born in the 1950's affected by the changes to the State Pension Age (SPA) who have unfairly borne the burden of the increase to the SPA with the lack of appropriate notification.

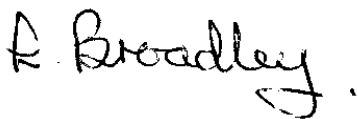
Hundreds of thousands of women, including many within this Borough, had significant pension changes not once but twice by the Pensions Acts of 1995 and 2011 with little/no/personal notification of the changes. Some women received less than two years notice of a six-year increase to their state pension age. Some women have received no notice at all.

Many women born in the 1950's are living in hardship, their retirement plans shattered with devastating consequences. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren or suffer discrimination in the work place so struggle to find employment.

Women born in this decade are suffering financially. These women have worked hard, raised families and paid their tax and national insurance with the expectation that they would be financially secure when reaching 60. It is not the pension age that is in dispute - it is widely accepted that women and men should retire at the same time.

The issue is that the rise in the women's state pension has been too rapid and has happened without sufficient notice being given to the women affected, leaving women with no time to make alternative arrangements.

The Council calls upon the government to reconsider transitional arrangements and compensation for women born in the 1950's affected by the changes to the SPA.



Councillor Mrs Linda M Broadley
(Proposer)



Councillor Mrs Sharon B Morris
(Secunder)

The above motion was duly received by the Interim Chief Executive on 21 November 2017 in accordance with Rule 12 of Part 4 of the Constitution of the Council.

MOTION ON NOTICE

Council | Tuesday, 05 December 2017

Full-Time Street Lighting in Oadby

This Council welcomes the restoration of full-time street lighting in Oadby.

This Council supports the unanimous resolution of the Oadby Residents' Forum at its meeting on 15 November 2017 that street lighting should continue to be full-time after the January 2018 deadline set by Leicestershire County Council (as Highways Authority) for the reason that people felt a lot safer with the street lights remaining on.

This Council resolves that the Interim Chief Executive forward this resolution to the Highway Authority for their consideration.



Councillor Jeffrey Kaufman
(Proposer)



Councillor Dean A Gamble
(Seconder)

The above motion was duly received by the Interim Chief Executive on 27 November 2017 in accordance with Rule 12 of Part 4 of the Constitution of the Council.

QUESTIONS BY THE PUBLIC

Full Council | Tuesday, 5 December 2017

Question from Mr Roy J Livingstone of Tilton Drive, Oadby to Councillor Garth (Bill) A Boulter, Chair of the Service Delivery Committee:

"Could it be confirmed that Parklands Leisure Centre in Oadby is a service provided by and/or overseen by the Council and that as such, the Council's complaints procedure, which applies to 'the Council, its services and Officers', is therefore applicable?"

The above question was duly received by the Interim Chief Executive on 24 November 2017 in accordance with Rule 10 of Part 4 of the Constitution of the Council.

Mayoral/Deputy Mayoral Engagements Attended (May - November 2017)

Mayor

May 17

25 The Big Ideas Company The Unremembered Event

June 17

04 Brocks Hill Garden Party
06 Brocks Hill Volunteering Fair
10 The Rt Revd Martyn & Dr Lynn Snow Summer Garden Party
11 O&W Lions Club Let's Celebrate Concert
12 O&W Lions Club Award Evening
16 Cedar Court Care Home HC-One Big Lunch
17 Royal Tigers Association Plaque Unveiling Old Glen Parva Barracks
18 Lord Mayor's Civic Service Lord Mayor
24 Tim Webster Armed Forces Day, Service And Parade
28 Leicester Community Concert Band Summer Concert
30 Menphys 40th Anniversary Celebration
30 School Games Summer Championships Leicester & Rutland Sport

July 17

04 Leicester Racecourse Ladies Day Window Campaign
05 Wigston College Summer Showcase
11 Warning Zone Ltd Osprey & Wildlife Cruise, Rutland Water
12 University Of Leicester Summer Degree Congregations

13	Muslim School Oadby	Exam Results Day
15	University Of Leicester	Summer Garden Party
27	Chairman Leicester County Council	Summer Evening Buffet Reception
28	Age UK Oadby & Wigston	Opening Memory Cafe
31	Dean Of Leicester	Commemorate The Centenary Of Battle Of Passchendaele

August 17

02	OWBC	Pride Of The Borough - Meet The Judges
05	Aylestone Lane Allotment Association	Aylestone Lane Allotment Day

September 17

6	ABF	A Beating Retreat
9	Wigston Framework Knitters Museum	Sock Day
9	David Cawthorne	Grand Wigston Show Opening
10	Mayor Of Charnwood Bc	Civic Service
12	Mayor Of Hinckley & Bosworth	Charity Curry Night
16	Helping Hands	20 Year Anniversary
30	Mayor Of Charnwood Bc	Black Tie Dinner

October 17

1	Lady Gretton, Chairman LCC	County Service For Leicestershire
5	Surinder Sharma	Kuku Connect 1st Birthday
7	Oadby & Wigston Lions	Charity Swim
8	LCHC	Chairman's Lunch
14	Mayor Hinckley BC	Charity Brass Band Concert

15	South Wigston Methodist Church	50 Years Exhibition
24	Leicestershire & Rutland Branch Executive	Annual Event - Magistrates Association
25	Anand Group	Diwali Celebration
29	Oadby & Wigston Lions	Presidents Charter Lunch
30	Pride Of The Borough	Annual Awards Evening

November 17

2	North Warwickshire & South Leicestershire College	Celebration Of Achievement
4	British Red Cross	Oadby Community Centre Event
7	Leicestershire Police	Inter Cultural Evening
10	Leicester Islamic Academy Primary School	School Visit
11	Leicester Festival Of Music & Drama	Dramatic Art Festival
11	OWBC	Remembrance Service
11	Oadby Town Centre Association (Chris Swan)	Oadby Festive Lights Switch On
12	OWBC	Remembrance Sunday Parade
12	Cllr Bond	Oadby British Legion Remembrance Parade
12	Resham Singh Sandu	Multi Faith Remembrance Service
14	Bishop Of Leicester	Welcome Service In Cathedral
15	Bishop Of Leicester	The Archbishop In Conversation
17	Mayor Of Melton Bc	Civic Dinner
18	St Paul's Church, Oadby	Christmas Fair
19	SSAFA	President's Luncheon
25	Brocks Hill	Christmas Craft Fair
25	Oadby & Wigston Lions Club	Lights Switch On

26	Marie Curie Fundraising Group	Light To Remember
29	South Leicestershire Foodbank	Music For Food

Deputy Mayor

June 17

11	28th Leicester Scouts	Fete
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July 17

05	OWBC	Pride Of The Borough - Meet The Judges
09	Blaby Chairman	Civic Service
14	The Lawns Care Home	Diamonds & Pearls Evening

September 17

9	Oadby Baptist Church	Induction For New Minister
10	Knitters Framework	Annual Service At St Peters Church, Oadby
16	Rainbows	Annual Open Day

October 17

12	ABF Soldier's Charity	Band Concert
26	Rural Community Council	RCC Rural Achievements Awards Dinner

November 17

12	St Thomas The Apostle Church	Remembrance Sunday Service
20	Leicester University	Annual Lecture



Council	Tuesday, 05 December 2017	Matter for Information
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Title: **Medium Term Financial Strategy (MTFS) Update**

Author(s): **Stephen Hinds (Director of Finance and
Transformation / Section 151 Officer)**

1. Introduction

- 1.1. The announcement for the provisional local government settlement for 2018/19 and 2019/20 is due to be made in late December 2017. This will largely confirm the figures published in the multi-year settlement.
- 1.2. For Oadby and Wigston Borough Council, the settlement resulted in a cash reduction of 15% or £0.260m.
- 1.3. This update to the Medium Term Financial Strategy (MTFS) outlines the General Fund Budget for 2018/19 and 2019/20. It identifies that there is a shortfall in funding of £0.400m for 2018/19 and a further £0.400m in 2019/20.
- 1.4. Savings proposals being made to Council on December 5 will look to address these shortfalls, enabling a draft balanced budget to be produced in February 2018.

2. Recommendation(s)

That the contents of the report be noted by Members.

3. Information

- 3.1. This report contains the updated and revised General Fund Revenue Budget for 2018/19 and for 2019/20.
- 3.2. The Council faces unprecedented financial challenges, with government cuts the likes of which have not been witnessed for generations coupled with year on year increases in the demands for services as the Borough's population changes.
- 3.3. It is no longer the days where the budget process could be an annual affair confined to the winter months. Today, it is a year-round process of near constant test, challenge and refinement as funding assumptions ebb and flow as long term savings come to fruition and deliver. It is in this context that the Council must carefully manage its reserves and balances to help smooth the short-term impact of changes to funding and the delivery of long-term savings so that services are protected.
- 3.4. It is also in this context that this report updates the Council on changes to the medium term financial position since July 2017 as further information, particularly around funding that has become available and as savings proposals have been further tested and refined.
- 3.5. This report has been written in advance of the Chancellor's Autumn Statement and before the publication of the Local Government Finance Settlement (due in late December 2017). Both announcements may require changes to our strategy and

these will be incorporated in the statutory Budget Framework Report, which will be presented to Council in February 2018.

- 3.6. This report aims to inform Members as to the latest General Fund Budget situation, in advance of any service delivery and savings proposals and prior to the Draft MTFS being issued in February 2018.
- 3.7. Council in February 2017 approved a budget for 2017/18, and identified a potential funding gap for 2018/19 and 2019/20. Further papers to Council and the Policy, Finance and Development Committee in the summer outlined options for budget savings that would go some way to address this gap. This report includes the financial impacts of those options already agreed, but does not include the options that have yet to be tabled or any final decision to be taken on. It should be noted that a number of options and recommendations will be tabled at the Council meeting on 5 December on the same agenda as this report, and any impact from those decisions will be reflected in the report to Council in February 2018.

4. Objectives of the Medium Term Financial Strategy

- 4.1. The MTFS has the following objectives:
 - Show how resources support the Corporate Plan over the next 2 years;
 - Provide a platform to support the decision-making framework;
 - Enable the Council to be a proactive organisation;
 - To be an enabler, giving indication to the need to revisit and revise priorities;
 - Ensure sustainable services and reserves are at sufficient levels;
 - Enable development and improvements to our customers experiences;
 - Hold a working balance to help manage unexpected occurrences;
 - To be responsive and able to manage changing risks and needs;
 - Support the Council's service and strategies; and
 - Provide indications of future local taxation levels.

Central Government Funding Settlement

- 4.2. In December 2015, the Government announced an offer to local authorities of a four year provisional settlement for 2016/17 through to 2019/20. We are currently halfway through this settlement. Pressure continues to increase on local authorities to find further savings in their expenditure on service provision and to look for alternative sources of income as funding from central government continues to reduce.
- 4.3. As part of the four year settlement, the following funding streams were included:
 - Revenue Support Grant;
 - Business Rates tariff and top up payments;
 - Rural Services Delivery Grant; and
 - Transition Grant.
- 4.4. The table below outlines the settlement, as it was announced. Overall, this has resulted in an £0.59m or 28% reduction in funding over the period of the settlement. The provisional settlement indicates that 2018/19 will be the final year that the Council receives core Revenue Support Grant from the Government.

	Revenue Support	Business Rates	Annual Reduction
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	Grant £m	Baseline £m	£m	%
2016/17	0.720	1.410		
2017/18	0.360	1.440	0.33	15
2018/19	0.140	1.490	0.17	9
2019/20	0.000	1.540	0.09	6
Cumulative Reduction			0.59	28

- 4.5. The Government has assumed that local authorities will increase their Band D Council Tax by the maximum amount possible. For 2017/18, this increase was £5, and for the figures in this report, these are based upon the maximum increase also.

5 New Homes Bonus Scheme (NHBS)

- 5.1. In addition to the aforementioned funding, we also see a continuation of the NHBS. This is a non-ring fenced grant which is based on the number and type of housing properties brought on to the ratings list each year. The amount of NHB's generated is split in two tier areas on an 80/20 basis in the favour of Borough Councils.
- 5.2. The continuing reduction in NHB's saw the amount receivable to the Council during 2017/18 reduce by £0.037m compared to the previous year. The figures for 2018/19 anticipates a small increase of around £0.040m.
- 5.3. There were a number of key changes made to the NHB's scheme in 2016 which were highlighted in the MTFs report to Council in February 2017. There have been no further amendments to the scheme at the time of writing the report.
- 5.4. Due to the urban nature of the Borough, the opportunity to develop large scale housing that would increase our NHB funding is severely limited, with the Council receiving one of the lowest levels of funding in the country.

6. Business Rates Retention Scheme (BRRS)

- 6.1. The BRRS came into effect from the 1st April 2013 and now forms a principal element of local government funding. This provides local authorities with a direct financial benefit from economic growth, coupled with exposure to financial risks should there be a lack of growth or even contraction. As highlighted earlier in the report, the financial settlement from government provides a combination of funding schemes, with the baseline funding for the BRR scheme being £1.490m for 2018/19.
- 6.2. Although local authorities are not able to set business rate levels, the amounts collected are a key element of the scheme. Income that is above or below anticipated levels will impact on the income retained locally. To mitigate somewhat against this, a safety net was built so that no local authority's income would fall below a pre-determined level. This level is £1.38m for Oadby and Wigston Borough Council. Equally, should there be any excessive growth above this level, a levy is payable of 50% of the additional growth, and this is paid to the Leicester and Leicestershire Enterprise Partnership (LLEP).
- 6.3. It is the intention of government that the main revenue support grant is removed and moved to a 100% retained business rates system. This was initially mooted in 2015/16, with the planned phasing to be over the life of that parliament and to come

into effect in 2019/20 or 2020/21. However, a snap general election was called in June 2017, and work on this scheme was not included in the Queen’s Speech, meaning there is an element of uncertainty around this. However, the Authority will continue to plan on such a basis until notified otherwise.

- 6.4. As it currently stands, central government is looking to expand its 100% business rates pilots across the country to test how such a scheme would work. The Authority, alongside the other Boroughs and Districts in Leicestershire, the City Council and the County Council have applied to take part in a pilot scheme during 2018/19 (Business Rate Retention Paper, PFD Committee, October 2017). Soundings from Government indicate that this would be across a limited cohort of applications, and most areas across the country have applied to be in the trial. Members will be updated on developments as they evolve. However, if the application were to be successful, the current pooling arrangements would cease for 2018/19, although the Council would still receive our anticipated income to be included in our General Fund Budget.

7. Revenue Budget

- 7.1. The General Fund Budget for the financial years 2018/19 and 2019/20 is summarised in the table below. Further details of changes to individual services’ budgets will be found in the annual budget book and the MTFs report issued in February 2018. The budget takes into account key assumptions that are set out later in the report.

Budget Summary	2017/18 £'000	2018/19 £'000	2019/20 £'000
Total Revenue Budget	6,601	6,890	6,590
Central Government Grant	(360)	(140)	0
Other Government Grants	(544)	(360)	(200)
Retained Business Rates	(1,440)	(1,480)	(1,540)
Council Tax Surplus (?)	(68)	(80)	(80)
New Homes Bonus (?)	(408)	(470)	(453)
Net Revenue Budget	3,781	4,360	4,317
Transfers to/from Reserves	(150)	(188)	0
Council Tax	(3,631)	(3,772)	(3,917)
Funding Gap	0	400	400

- 7.2. This provisional budget shows a deficit for both years, with the majority of the deficit falling within 2018/19. This provisional budget does not take into account any of the savings proposals that are being tabled at this Council meeting on 5 December.

- 7.3. The Council published its efficiency plan in October 2016 which established the Authority’s approach to delivering the savings that are required to meet these unprecedented funding reductions. The key features of the efficiency plan included:

- Active asset management;
- Service review and redesign;
- ‘Invest to save’ schemes - these include capital spending that achieves continuous savings in revenue costs or increased income;
- The council will not adopt any scheme, project or services that are not first demonstrated to be at least cost neutral; and
- Commitment to build more housing.

- 7.4. The budget delivered for 2017/18 illustrated significant savings from these efficiency plans. It is imperative that the Council continues to work in this manner to ensure services are delivered and finances are sound.
- 7.5. As part of this continuation, the Council needs to conduct a full review of its buildings and other assets to ensure that they are fit for purpose, providing value for money and identifying how the organisation can utilise such assets to generate income. It is recommended that this work commences in early 2018. Due to the changing shape of the Council and its services, a review of the governance framework should be carried out to ensure that it is maximising both effectiveness and efficiency.

8. Changes to Budgets 2018/19 Onwards

- 8.1. The Council's overarching objectives are crucial in setting the Authority's budget for the next two years. It is clear in these financially prohibitive times that growth has been prohibitive, but these themes have been at the forefront in developing services and delivering savings:

- An inclusive and Engaged Borough;
- Effective Service Provision;
- Balanced Economic Development;
- Green and Safe Places; and
- Wellbeing for All.

The Council's Vision "A Stronger Borough Together".

Revenue Growth

- 8.2. In the current climate, revenue growth budgets have been restricted and constrained to areas considered unavoidable, such as changes in legislation. The table below highlights the areas of significant growth.

Committee	Description	£'000
Service Delivery	Loss of Recycling Income	138
All	Salaries (including potential self-funding pay award)	140
All	Increase in superannuation charge	120
All	Increase in Capital Financing	180

Revenue Savings

- 8.3. As reported in previous MTFs reports, the scale of funding cuts and the increased pressures on local authorities means that significant financial savings are required. It should be recognised that significant work has been carried out by Officers to ensure that these pressures have been mitigated as far as possible, however, further significant work still needs to be undertaken to ensure the Authority has a balanced budget. Over the years, the focus has been on protecting front-line services, and this remains a key driver.

- 8.4. The aim of the Authority is to provide improved levels of service whilst reducing costs, and this is recognised in the savings already allocated to 2018/19 to assist in achieving a balanced budget.
- 8.5. It should be noted that the significant savings proposals being put before Council on 5 December 2017 have not been included in this report. All agreed savings proposals will be included in the full MTFS report.

9. Assumptions

- 9.1 There are a number of key assumptions that were made in drafting the Medium Term Financial Strategy, and these were:
- Council Tax increase of £5 at Band D;
 - Council Tax base increase of 1.5% for 2018/19 and 1.5% for 2019/20;
 - Pay award of 1%, with contingency to cover awards of up to 3%;
 - Inflation - Contractual 3.6%, General 0%;
 - Interest Rates - reflect the recent increase in Bank of England Base Rates;
 - Staffing vacancy factor of 3%;
 - Formula funding as per settlement agreement - 2018/19-2019/20;
 - A Council Tax Collection Rate of 98.5%; and
 - Fees and charges as agreed at Policy, Finance and Development Committee in October 2017.

10. Risk Assessment and Management

- 10.1. Oadby and Wigston Borough Council has a commitment to managing risk and its exposure to the various risks it faces. Key to the management of this risk is identifying operational risk when we are developing our service plans, as well as taking a holistic and strategic view when considering risks at corporate level. The Council has a strong record of financial management, but further improvements were recommended by both our Internal and External Auditors to continue in this manner, and to reduce the impact of financial risks to the Authority. Therefore, changes have been made to the budget setting process (including regular and detailed updates throughout the year) but further changes need to be made regarding how risks are monitored and managed.

- 10.2. Over the next two years the more fundamental financial risks include:

10.3. Formula Central Government Funding

Whilst the provisional funding settlement provided some certainty with respect to local government funding, it still remains unclear as to exactly how funding will work from 2020/21 and beyond. The snap General Election in 2017 further greyed the situation.

10.4. New Homes Bonus

The continuing changes to the delivery of funding regarding the New Homes Bonus scheme can provide troublesome forecasting. However, due to the Authority's size and geography, the limited amount of potential development eases the ability to forecast. However, the inability to deliver significant numbers of new homes reduces our income generation ability with regards to this.

10.5. Business Rate Retention Scheme

The Authority is exposed to an element of risk of reduced income levels if the amount of business rates contracts. There are also a number of other risks associated with this scheme. Firstly the ability to generate new income - as with NHB, the geography of the Borough means that the ability to generate new business rate income is limited, but work within economic regeneration and local plans is going some way to address this. Another significant risk relates to the factors that can impact on the amount of business rates collected. For example, mandatory relief that can be backdated. Business rates revaluation came into effect from April this year, and a centrally held reserve held by the LLEP is set aside to help mitigate any risks arising from this.

10.6. Income Generation

The Authority currently has limited streams of income generation. Work is being carried out to identify ways of maximising our income streams - ranging from the potential for charging for discretionary services to generating new business streams to supplement income. Local authorities need to become more commercial in their thinking and operating, as the creation of income will enable service protection and improvement.

10.7. Pension Fund

There is expected to be a broad 2% increase in the superannuation rate in both 2018/19 and 2019/20.

10.8. Self Funding Pay Awards

Earlier this year, the Government removed the 1% public sector pay rise cap. Whilst this is a relief to workers within the public sector, whose salaries remained static for many years and in many cases decreased in real terms, the burden of coping with any pay rises has to be borne out by the organisation itself, with no additional funding forthcoming from Government.

10.9. Homelessness

The increase in the homeless population across the country has put an increasing pressure on local authorities and their resources given changes in legislation over previous years. The Authority is actively managing the issue, and is in receipt of minor government grants to assist with this.

10.10 Brexit

In the eighteen months since Brexit was confirmed, the country has seen various changes. Whilst exports have increased sharply due to the devaluation of the pound, issues linked to the economy are still to be addressed. These issues range from the long term implications on pension funds to capital funding resources that were available from Europe as members of the European Union (EU).

10.11 Local Council Tax Support

There is no change to the current scheme for 2018/19.

10.12 Interest Rate Movements

Interest rates have recently risen due to the increase in inflation above the Bank of England's expectations. However, at the time of writing this report, the latest inflation figures were below expected. To that regard, the Authority takes a prudent approach when setting interest budgets.

10.13 Universal Credit

This was originally going to move to full service in March 2018. However, the Government have recently announced that this date has been deferred until July 2018. Indications are that authorities who currently operate the full service have experienced significant reductions in income that would normally have been passported through benefit payments.

11. Reserves

- 11.1. The Local Government Act 2003 requires the Council's Section 151 Officer to report on the robustness and sustainability of the estimates included in the budget and the adequacy of the reserves for which the budget provides. The Council's policy is to carry out an annual review of all reserves as part of the budget-setting process. This review includes identifying the reserve purpose and advising the appropriate level for each reserve. This work is currently being undertaken and will be completed when the draft budget is put to Council in February 2018.
- 11.2. Additionally, the Section 151 Officer has reviewed the level of General Fund Balances. The Council has used approximately £300k of the general fund balances to address any budget gaps, leaving reserves at around £697k (10% of annual net expenditure). Previous reports have suggested that General Fund Balances would be between 5% and 10% of net expenditure and should be used to cushion financial pressures and stimulate growth. Reserves should not be utilised to plug budget shortfalls. Clear direction is needed with regards to reserves.
- 11.3. It is the opinion of the Section 151 Officer that General Fund Reserves should:
- Not drop below 10% of net expenditure
 - Not be used to plug budget gaps
 - Be used to mitigate against unforeseen risks.

	General Fund Reserves	Earmarked Reserves
	£'000	£'000
Estimated Opening Balance 2018/19	740	1810
Estimated use during the year 2018/19	140	188
Estimated Closing Balance 2018/19	600	1,974
Estimated use during the year 2019/20	0	38
Estimated Closing Balance 2019/20	600	1936

Members will note that it is best practice to only use reserves in support of one-off revenue items and support capital expenditure. Reserves are not used to support ongoing revenue expenditure.

Background Documents:

Report to Full Council (Extraordinary) on 6 July 2017

Reports to the Policy, Finance and Development Committee on 10 and 31 October 2017

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Tel: (0116) 257 2681

Implications Medium Term Financial Strategy (MTFS) Update	
Finance Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	The financial implications feature throughout this report.
Legal Dave Gill (Head of Law and Governance / Monitoring Officer)	Whilst this report is for noting, it should be remembered that the Section 151 Officer has a statutory duty under s 151 of the Local Government Act 1972 and s 73 of the Local Government Act 1985 to ensure that there are proper financial arrangements in place to administer the Council's financial affairs. The Council is also required by the Local Government Finance Act 1992 to produce a "balanced budget".
Corporate Risk(s) (CR) (Director of Finance and Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> Decreasing Financial Resources (CR1) This report highlights the reducing central government funding to local authorities and highlights the funding gap needed to be found over the next two years. <input checked="" type="checkbox"/> Effective Utilisation of Assets/Buildings (CR5) Whilst only mentioned in dispatches, the review of the Council's asset base is recommended to be undertaken. <input checked="" type="checkbox"/> Regulatory Governance (CR6) This report is aimed to improve the level of information received to ensure statutory regulations are met. <input checked="" type="checkbox"/> Organisational/Transformational Change (CR8) The financial issues raised in this report encourage the Council to continue its transformation programme to ensure improved and efficient use of resources.
Corporate Priorities (CP) Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> Effective Service Provision (CP2) The need for effective service provision underpins a balanced medium term financial strategy.
Vision & Values (V) Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision) <input checked="" type="checkbox"/> Accountability (V1) <input checked="" type="checkbox"/> Teamwork (V3) <input checked="" type="checkbox"/> Innovation (V4) <input checked="" type="checkbox"/> Customer Focus (V5)
Equalities & Equality Assessment(s) (EA)	There are no equalities implications.
Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> Not Applicable (EA)



Council	Tuesday, 05 December 2017	Matter for Information and Decision
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Title: **Review of Refuse, Recycling and Green Waste Services**

Author(s): **Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)**

1. Introduction

- 1.1. As part of the budget savings options proposed to Council in July 2017, the Council asked Officers to commission an independent review into the Council’s refuse service, including green waste and recycling.
- 1.2. The Council appointed SLR Consulting Limited (SLR) to undertake such a review, with the prime driver being cost savings, but also to identify improvements or risks whereby mitigating action is required.
- 1.3. The report that follows summaries the work carried out by SLR, of which the full report can be found in the Appendix. The report also contains a detailed list of Frequently Asked Questions (FAQ’s) raised by Members and staff.

2. Recommendation(s)

- 2.1. To approve the consultant’s recommendation that charging for green waste should commence in April 2018 and Officers’ recommendation that the regional average of £35 per first bin household per annum, with a scale of fees for additional bins, should be charged.
- 2.2. To approve the findings of the report regarding waste and recycling collection, in that alternate weekly waste and recycling collection is implemented.
- 2.3. To adopt a “business as usual” approach, whilst the authority carries out a route optimisation study and consults with residents on the changes to waste collection.

3. Background Information

- 3.1. SLR began their research in September 2017 and the approach taken was that they would interview staff and meet with collection crews to ascertain their thoughts, ideas and concerns. They also met with Members on a site visit to our existing Materials Recycling Facility (MRF) facility and Casepak. SLR prepared waste flow and costing models for our existing services, taking into account routes, Health and Safety and changes to our recycling arrangements due to the County Council serving a direction notice. SLR also carried out soft market testing with waste contractors across Leicestershire and modelled various options for the Council to consider.
- 3.2. Since work began on this project, Leicestershire County Council served a Direction Notice that all recyclable materials be processed at the Casepak facility. This was reported to the Policy, Finance and Development Committee in October 2017, and the decision to close the MRF facility was taken. On this basis, the trialling of co-mingled recycling is being carried out and is so far proving successful.

- 3.3. SLR worked on various options that were deemed viable to the Council. The first option was around the potential to charge for garden waste.
- 3.4. Information collected by the Customer Service Centre (CSC) indicated that 20% of all CSC enquiries related to waste collection and of them, 2,883 were service complaints. The CSC reports that the majority of residents with whom they come into contact with are not happy with the bag system due to ripped bags, the waste on the street and the residents struggling to lift the bags.

4. Green Waste

- 4.1. Many local authorities charge for the collection of household garden waste to reduce costs and potentially generate income. Information from the benchmarking and soft market testing in Chapter 2 of SLR's report show garden waste wheeled bin charges locally such as £40/yr (Harborough) and £40/yr (Leicester). The Council project team has suggested a charge of £35/bin/yr which is similar/less than Harborough charge. It is suggested that the Council could consider a higher charge e.g. £35/bin/year for payment by direct debit and £45/bin/year for other methods of payment. SLR recommends the service is for 12 months of the year.
- 4.2. SLR recommended that the Council should also introduce a Policy from April 2018 of only collecting garden waste from wheeled bins. This will allow charging to be managed and it will improve the safety of collection.
- 4.3. The advantages of charging for green waste, and solely utilising wheeled bins is that:
 - The service can be implemented by 1st April 2018;
 - The revenue generated has a major positive impact upon the MTFs, and enables services to be protected; and
 - The waste survey carried out in the spring highlighted that residents are willing to pay for collection services or change how we collect to protect our services.

The disadvantage to moving such a service is that it is an additional charge to those who choose to use the service.

- 4.4. Adoption of this scheme would generate an estimated net income in excess of £300k per annum, given the assumptions outlined in the report.

5. Refuse and Recycling

- 5.1. SLR analysed a number of options, including a "no change", which meant weekly refuse and recycling in bags, with recycling being co-mingled as per the Leicestershire County Council Direction Notice.
- 5.2. Other "viable" options reviewed were:
 - Fortnightly collection of residual waste and recyclables;
 - Weekly residual waste collection and fortnightly collection of recyclables; and
 - Weekly residual waste in wheeled bins and weekly co-mingled recycling in bags.

6. Bag Collection

- 6.1. Weekly residual waste collection in sacks has been replaced in the majority of local authorities in England by wheeled bins, and the majority of that collection is through alternate weekly collections.

- 6.2. There are significant health and safety issues regarding the manual handling of refuse collection, much of which was highlighted in the health and safety paper published which acknowledged that the recognised practice for refuse collectors to make their tasks easier and quicker is by collecting multiple sacks at once, stooping and twisting on a frequent basis. The paper recommended that organisations providing waste services move to bins wherever practical.
- 6.3. As part of the study, SLR identified OWBC waste collection crews collect sacks from around 1,900 properties in less than the 8-hour working day under 'Task and Finish'. Crews stack sacks in piles first thing in the morning, and then place the sacks into the refuse collection vehicles. Residual waste collection rounds are often completed well within an 8-hour working day. There are health and safety issues with the collection of residual waste in sacks especially relating to manual lifting and collection crews having no knowledge of the weight of sacks before lifting them. The Council has a policy of restricting residual waste sacks to 10kg, but this is not strictly enforced. Refuse collection crews also lift a number of sacks at the same time to speed up collections. There is also a risk that residual and garden waste sacks can contain sharp objects which can puncture the sack and potentially injure the refuse collector.
- 6.4. In addition, there is an issue of litter from sack collection. Sacks can burst when being handled, spilling waste onto the street. Also, sacks can be damaged by animals (dogs, cats, foxes, rats etc) looking for food. The street cleanliness of wheeled bins is considerably better than sacks.
- 6.5. Anecdotal evidence from crews confirmed that when working alongside the Health and Safety Executive, and all Health and Safety regulations were adhered to, the completion of rounds filled the allotted 8-hour working day.
- 6.6. Sickness also plays an issue in relation to the collection of bags. Sickness at the Operational Services Depot averaged 1.33 days per person per month in 2016/17, whilst the rest of the Council's average was 0.86 days. 739 days were lost during that year. Benchmarking against 11 other council waste services in 2015/16 highlighted that only one authority had a poorer sickness record. Of those councils, ten used wheeled bins and the average days lost with those authorities that used wheeled bins was 244 days less than those that did not.
- 6.7. SLR would not expect a significant change in householder satisfaction if there is a switch from sacks to wheeled bins. Some households prefer residual waste wheeled bins collected on an alternative weekly basis and some prefer weekly sack collection.
- 6.8. SLR identifies that whilst continuing to collect refuse and recycling in bags on a weekly basis is possible (due to the end of "task and finish"), the cost of enforcing this could require a minimum of two additional foremen potentially costing an additional £70k per annum. Also, the littering and sack breakage issues would not be addressed. Therefore, SLR recommends that wheeled bins are used wherever practical.

7. Further Options

- 7.1. The options relating to the use of wheeled bins then falls into three options:
- Fortnightly collection of residual waste and recyclables in bins;
 - Weekly residual waste collection in bags and fortnightly collection of recyclables in bins; and/or
 - Weekly residual waste in wheeled bins and weekly co-mingled recycling in bags.

The table below outlines the anticipated savings / costs to the Council for each option.

Option	Annual Cost Saving £k
Fortnightly collection of waste and recycling in bins	£13k additional cost
Weekly waste in bags and fortnightly recyclables in bins	£34k saving
Weekly waste in 140l bins and weekly co-mingled recyclables in bags	£314k additional cost

- 7.2. The report identifies that only one option provides a cost saving, with that being weekly waste in bags and fortnightly recycling, and a slight cost of fortnightly collection of waste and recycling in bins.
- 7.3. SLR have determined that the a move straight from bagged weekly collection to fortnightly binned collection would not generate savings as initially expected, although this does address all of the waste and recycling issues (including health and safety) aside from providing a significant budget savings.
- 7.4. SLR also conclude that the move to a mixed weekly collection of refuse and recycling in bins would be a significant cost increase to the Council, although it would address the bags issues highlighted within the report.
- 7.5. SLR also recommend that the authority moves to a collection system of alternate weekly collections of waste from a 180L bin and co-mingled recycling from a 240L bin.
- 7.6. Please note that this option, if chosen, would provide the basis for collection methods, but alternatives would be provided in exceptional circumstances.
- 7.7. The advantages and disadvantages of SLR's recommended option are:

Advantages:

- Wheeled bins address health and safety concerns;
- Decreased littering opportunities;
- Reduces risk of vermin;
- Addresses residents concerns/reduces complaints;
- Realisable revenue savings;
- Keeps weekly waste collection; and
- Minimises number of waste receptacles on the street at any one time.

Disadvantages:

- Some residents want to keep bag collection.

- 7.8. It should be noted that due to the Notice of Direction issued by the County Council, items such as clothing and materials cannot be included in the co-mingling of recycling. Work is being undertaken to identify the best way of dealing with this issue (i.e. working with charities to issues collections, clothes banks etc...)
- 7.9. It is recommended that the waste collection service would continue on a "business as usual" approach whilst the authority carries out a route optimisation study and consults with residents on the changes to potential move to alternate weekly

collections. As recommended by SLR, the route optimisation work would identify efficiencies and further potential savings.

- 7.10. Whilst there are no specific timeframes detailed for this consultation, work will continue to ensure safe collection of waste, and the trials of the co-mingling of recycling in bags continue to ensure all options are covered.

8. Next Steps

If the recommendations are approved, SLR recommends the Council prepares an implementation plan for the service change, including carrying out a route optimisation exercise to identify further possible efficiencies and improved performance.

Background Documents:

Report to Full Council (Extraordinary) on 6 July 2017

Appendix - SLR Waste Options Policy Review Report

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Implications Review of Refuse, Recycling and Green Waste Services	
Finance	The financial implications directly arising from this report indicate a significant positive impact upon the Council's budget. It is encouraged that the further work carried out will reduce budget pressures further.
Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	
Legal	The Council has a legal obligation to provide a refuse collection service, and a recyclables collection service as per the Direction Notice served by Leicestershire County Council. With respect to green waste, there is no legal or statutory obligation to collect such waste.
Dave Gill (Head of Law and Governance / Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Decreasing Financial Resources (CR1) This report and its recommended outcomes will play an important part of the Council being able to set a balanced budget. <input checked="" type="checkbox"/> Organisational/Transformational Change (CR8) The arrangements moving forward look to provide an improved service, utilising technology to provide efficiencies. <input checked="" type="checkbox"/> Other Corporate Risk(s) This report addresses potential health and safety risks.
Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1) The report utilises information from previous borough consultations and feedback via the CSC. The report also encourages further consultation with our residents. <input checked="" type="checkbox"/> Effective Service Provision (CP2) The report addresses the need to improve the effectiveness of the waste collection services, particularly in relation to reducing littering.
Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	
Vision & Values (V)	<input checked="" type="checkbox"/> Innovation (V4) The report recommends the utilisation of various technologies to improve the effectiveness of service provision. <input checked="" type="checkbox"/> Customer Focus (V5) The report and its recommendations are in direct response to our residents requests and needs.
Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	
Equalities & Equality Assessment(s) (EA)	There are no equalities implications directly arising from this report.
Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> Not Applicable (EA)

WASTE OPTIONS POLICY REVIEW REPORT

Prepared for: Oadby & Wigston Borough Council



BASIS OF REPORT

This document has been prepared by SLR Consulting Limited with reasonable skill, care and diligence, and taking account of the manpower, timescales and resources devoted to it by agreement with Oadby & Wigston (the Client) as part or all of the services it has been appointed by the Client to carry out. It is subject to the terms and conditions of that appointment.

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APPENDICES

Appendix 01: Leicestershire WCAs benchmarking questions

Appendix 02: Soft market testing questions

Appendix 03: Model assumptions

Appendix 04: Waste Options Service Review Questions – 15/11/17

Appendix 05: Pros and cons of different waste collection options

Executive Summary

SLR Consulting Limited (SLR) has been engaged by Oadby & Wigston Borough Council (the Council) to undertake a waste options policy review with the primary objective of making cost savings. The Council has stated that it is seeking to achieve circa £700k in cost savings compared to current levels of expenditure. This report summarises the findings of the waste policy options review.

The study has been carried out by:

- interviewing staff, meeting with collection crews, collecting data and visiting the Casepak materials recovery facility (MRF);
- preparing waste flow and cost models for existing services;
- agreeing with Officers the service change options to be modelled;
- modelling the options;
- benchmarking with authorities and soft market testing with waste contractors within Leicestershire; and
- preparing this report for presentation to the Council.

Since the study started Leicestershire County Council (LCC) has dictated that recyclable waste shall be presented at the Casepak materials recovery MRF. This will require the Council to close their MRF at the Depot site on Wigston Road. The Casepak process requires glass to be collected co-mingled with paper, card, plastics and metals. It is not safe, however, to collect glass co-mingled with other waste materials in plastic sacks/bags. We would therefore recommend that 240l bins are used for the collections of recyclables which include glass. Delivering dry recyclable waste to Casepak MRF will not cost the Council more to collect as dry recyclables can be compacted and collected in a single load per day.

The original base case model for the study was prepared which considered two scenarios:

- A: Business as usual - LCC Dictate; collections as current service; and
- B: Business as usual - LCC Dictate; co-mingled recycling.

It was agreed with the Council to model costs for the following options. The options assess charging for garden waste together with using different waste receptacles (bins and bags) and collection frequencies:

1. Same as option B, but with garden waste charge;
2. Fortnightly collection of residual waste and recyclables - no garden waste charge;
3. Fortnightly collection of residual waste and recyclables - with garden waste charge;
4. Weekly residual and fortnightly recyclables - with garden waste charge;
5. Weekly residual in 140l bins and weekly co-mingled recyclables in bags; and
6. Weekly residual in 140l bins and weekly co-mingled recyclables in bags – with garden waste charge.

The base case for cost savings has been set as the Business as usual – LCC Dictate; co-mingled recycling i.e. the situation that will apply from April 2018.

The estimated total yearly cost savings relative to the Business as usual – LCC Dictate; co-mingled service are given below with and without a £30/bin/year green waste charge (negative numbers indicate a net cost and positive numbers a net saving to the Council):

Option	Annual Cost Saving (£k) incl. garden waste charge (where applicable)	Annual Cost Saving (£k) excl. garden waste charge
1. Same as option B, but with garden waste charge	289	1
2. Fortnightly collection of residual waste and recyclables in wheeled bins (alternatively weekly collection) - no garden waste	N/A	-13

Option	Annual Cost Saving (£k) incl. garden waste charge (where applicable)	Annual Cost Saving (£k) excl. garden waste charge
charge		
3. Fortnightly collection of residual waste and recyclables in wheeled bins (alternatively weekly collection) - with garden waste charge	276	-11
4. Weekly residual in sacks and fortnightly recyclables wheeled bins- with garden waste charge	322	34
5. Weekly residual in 140l bins and weekly co-mingled recyclables in bags	N/A	-314
6. Weekly residual in 140l bins and weekly co-mingled recyclables in bags – with garden waste charge	-25	-312

Many local authorities now charge for the collection of household garden waste to reduce costs and generate income. Information from the benchmarking and soft market testing shows that garden waste wheeled bin charges locally range from £28/yr (Charnwood – only if paid by DD, £37 otherwise) to £40/yr (Leicester). The Council project team has suggested a charge of £30/bin/yr which is similar to the Charnwood charge. It equates to 58p/week for the residents using the service for the collection of garden waste. The introduction of chargeable garden waste collections (£30/bin/yr fee and 40% participation) should result in an annual income of £289k. The Council could consider a higher charge e.g. £35/bin/year for payment by direct debit and £45/bin/year for other methods of payment. We would recommend the garden waste collection service operates for 12 months of the year.

The modelling does not show that the number of refuse collection vehicles (RCVs) can be reduced by changing from weekly sacked collection to alternative weekly bin collection. The reason for this is that sacks are collected from over 1,900 properties per round per day whereas collections from wheeled bins are typically between 1,200 to 1,400 properties per round per day. Changing from weekly to alternative weekly collection will not save vehicle and crew costs.

The pros and cons of collecting residual wastes and recyclables in bags and wheeled bins on a weekly and fortnightly basis are summarised in Appendix 05. There are health and safety issues with the collection of residual and garden waste in sacks due to unknown weight and sharps. The Council has a policy that residual waste sacks should not be collected if they are heavier than 10kgs. However, this is difficult to enforce. Collection staff lift more than one sack at a time to finish as early as possible under their “Task and Finish” employment terms. There is no enforcement of the number of sacks they should lift at a time. There is a risk to collection staff from sharp waste material in residual and garden waste sacks. Sacks can also burst when being handled, spilling waste onto the street. Sacks can be damaged by animals (dogs, cats, foxes, rats etc) looking for food. Collecting in wheeled bins provides better street cleanliness, provided wheeled bins are not stored on the pavement.

It is calculated that collecting residual wastes weekly in 140l wheeled bins will result in a £314k/year cost increase to the Council against the LCC dictate, which may be reduced to a cost of 25k/year by charging for garden waste i.e. retaining weekly residual wastes collection but using bins and charging for garden waste will be cost neutral from April 2018, but would not provide a cost saving.

The rest of the options investigated (options 2 to 4) provide comparable cost savings and, excluding the garden waste charge income, are roughly cost neutral compared to option A – Business as usual, LCC dictate; co-mingled recycling. Charging for garden waste is therefore key to generating additional income for the Council.

Out of all the options we would recommend that Option 3 is adopted as Council Waste Policy from April 2018:

- Garden waste charging for collection in 240l wheeled bins (no collections in sacks);
- Alternative weekly collection of co-mingled dry recyclables (paper, card, metals, plastic and glass) in 240l wheeled and residual waste in 180l wheeled bins.

This will result in a predicted annual cost saving of approximately £276k from charging for garden waste (compared to scenario B) and significant improvements to the health and safety of the waste collection staff. It will also provide improvements to the current situation with vermin and waste spillages. Moreover, this option will likely improve recycling rates and counteract, in part, the reduction in the recycling rate caused by the introduction of a chargeable garden waste service.

It should be noted that although Option 4 (i.e. weekly residual collections in bags, fortnightly co-mingled recyclables collections in bins and garden waste collections charge) could potentially provide the highest cost savings, it does not address the current health and safety issues with the residual waste collections in bags and will likely further reduce recycling rates due to lack of motivation for the residents to recycle.

SLR assessed the collection of residual waste and recyclables over 5 days rather than 4 days as at present. Current calculations do not show a cost saving at present if 5 day working is introduced, but there could possibly provide a saving depending upon the amount of green waste collected. The Council should consider this further if garden waste charging is introduced.

The Council will need to plan for these service changes and we would recommend that if they are approved by Council on 5th December that they are consulted upon with waste collection crews, and an Implementation Plan is prepared. The Implementation Plan should consider:

- the procurement of new vehicles and wheeled bins. Reasonable quality wheeled bins should be procured;
- optimising routes for collection of residual waste and recyclables from wheeled bins to ensure collection in an 8 hour working day;
- the safe system for the collection of wheeled bins;
- informing the public of the service changes and allowing some exceptions (e.g. sacks for houses that cannot store wheeled bins; 360l wheeled bins for recyclables and 240l wheeled bins for residual waste for larger properties);
- a Council Policy is prepared for the provision of wheeled bins and Eurobins to existing properties and new residential developments.

The above service changes will not provide the Council with an annual cost saving of £700k. The annual cost saving is likely to be around £300k. If the Council require a higher cost saving, they may consider outsourcing the services to a private sector waste management company. Soft market testing indicates that waste management companies will be interested in tendering for waste collection services. They should be able to provide economy of scale cost savings. However, procurement is likely to take a year or more, and the Council will lose direct control over the management of the services. Greater cost savings are likely to be achieved by outsourcing all Council environmental services to a single contractor.

Charging for garden waste will reduce the Councils recycling rate. However, changing from weekly collection of dry recyclables in boxes/ sacks to fortnightly in wheeled bins should not reduce this further as long as the frequency of residual waste collections is also reduced. Fortnightly collection of residual waste in 180l wheeled bins should encourage households to recycle.

1.0 Introduction

This chapter summarises the objective and scope of the Waste Options Policy Review, the work undertaken, and the structure of this report.

1.1 Scope of the review

In July 2017 Oadby & Wigston Borough Council (the Council) prepared Terms of Reference (ToR) for external special support. The Council’s budget for waste collection services is being reduced with the removal of waste Recycling Credits by Leicestershire County Council (LCC) (£400,000 in 2016/17, £200,000 in 2017/18, and £0 from 2018/9). LCC is also dictating the location and format for the presentation of residual and dry recyclable wastes meaning that dry recyclables ideally need to be collected co-mingled. The Council currently operates a small ‘dirty’ Materials Recycling Facility (MRF) which is set to close as a result of the direction from LCC.

The Council requires a Waste Options Policy Review to seek to save around £700,000 per annum on service costs, but ideally without materially altering the quality of the waste collection services to the residents and the recycling rate achieved.

The Council wants to be able to make evidenced based policy decisions on the practicality of a combination of different collection systems, methods and frequency together with the projected capital and revenue costs and/or savings, performance levels and impact to the public. SLR notes that some Council members wish to retain weekly residual waste collection.

The specific areas upon which the Council wishes to explore options are:

Table 1-1: Terms of Reference Requested Options

Included from Council List
1. Collection Methods – bins and/or bags
2. Collection Frequency – weekly and/or two weekly
3. Collection Capacity – bins (140l or 240l) and /or number of bags
4. Staffing – task & finish or regulated hours
5. Collections Rounds – ensure balanced, reasonable, efficient and effective
6. Vehicles – ensure correct type, correct number and are fit for purpose
7. Depot – what is needed to support the service and alternative uses
8. Green Waste – should the Council charge, if so how much with projected participation and income levels
9. Benchmarking – soft market testing of in-house versus private sector delivery of services
10. Full Market Testing - likely interest, cost, timescale and client resources required
11. Health and Safety - identification of main issues
12. Risks - assessment of legal, TEEP, H&S, environmental crime etc
13. Other - identify any other issues, savings or improvement that could be made

SLR Consulting Limited (SLR) submitted a letter proposal to the Council on 14th August 2017 following a presentation of SLR’s capabilities and a discussion of the Council’s requirements on 26th July 2017. The scope of

the work was reduced due to the Council’s fixed budget, following agreement that the available budget was insufficient to explore all of the above options in detail.

It was agreed that the scope of the work should focus on assessing options for cost saving with a focus on:

Table 1-2: Agreed Policy Review Options

Included from Council List	
1.	Collection Methods – bins and/or bags
2.	Collection Frequency – weekly and/or two weekly
3.	Collection Capacity – bins (140l or 240l) and /or number of bags
4.	Staffing – task & finish or regulated hours
5.	Vehicles – ensure correct type, correct number and are fit for purpose
6.	Depot – what is needed to support the service and alternative uses
7.	Green Waste – should the Council charge, if so how much with projected participation and income levels
Added to Council List	
1.	MRF value for money (operating costs against recyclables income)
2.	Benchmarking services against Blaby, Harborough and Charnwood Councils
3.	LCC’s waste delivery instruction, Recycling Credit removal and “Tip and Away” costs
4.	High level soft market testing with waste management contractors

The focus of SLR’s review process is whether cost savings can be achieved by altering the configuration of waste collection services (e.g. round frequency, container type, charging for green waste collections).

For the staffing ‘Task and Finish’ review, we proposed to undertake a high level review as to whether any rounds could be saved if regulated hours are worked. If this review indicates that rounds could be saved by regulated working hours, then a further detailed study could be required to balance collection rounds with regulated hours. However, changes in employment terms would need to be negotiated with Council collection staff.

SLR also committed to undertake high level soft market testing with waste management contractors to assess the services that they provide against those provided by the Council’s Direct Service Operator (DSO), and to assess the contractor’s interest in providing collection services to the Council.

We proposed to exclude the following items at this stage, although these could be reviewed under a subsequent study or studies if considered beneficial to the Council.

Table 1-3: Waste options not considered

Excluded from Council List	Reason
5. Collections Rounds – ensure balanced, reasonable, efficient and effective	A detailed review of collection round structures would require the use of specialist software, and cannot be completed within the current fixed budget cap of £15k
10. Full Market Testing - likely interest, cost, timescale and client resources required	We have included benchmarking with other Councils in Leicestershire

Excluded from Council List	Reason
11. Health and Safety - identification of main issues	These items should be assessed separately, noting that each may result in additional costs or savings
12. Risks - assessment of legal, TEEP, H&S, environmental crime etc.	

To undertake the review SLR requested relevant information from the Council in order to prepare the base case model of the existing services. SLR also prepared benchmarking questions for other Waste Collection Authorities in Leicestershire, and questions for soft market testing with waste management contractors (Appendices 01 and 02).

SLR met with Officers and Members to discuss the services and held a workshop with Members to agree a shortlist of waste collection options to be modelled in detail, along with the questions for benchmarking and soft market testing. SLR also met with waste collection staff to discuss waste collection services provision i.e. receptacles, frequency, health and safety etc.

LCC issued a dictate to the Council to deliver dry recyclable wastes (paper, card board, metals, plastics and glass) either source separated or co-mingled to the Casepak MRF. The Casepak process is designed to accept glass co-mingled with the other recyclables and therefore there is a preference for recyclables to be delivered co-mingled. Moreover, co-mingled recyclables collections are more efficient, provide greater flexibility because the same vehicles can be used for the collection of residual waste and recyclables, are more convenient for the residents and there is evidence that they yield higher recycling rates.

The downside of co-mingled recycling is that contamination rates may increase slightly, but this can be counteracted by an effective communications campaign. We would therefore advise the Council to move away from their current source separated recyclables collections and opt for a co-mingled recyclables collection service. The model assumes that there is no change in the cost to the Council for the delivery of recyclables to Casepak. However, the Council should consider whether they can claim a "Tip and Away" payment from LCC. There is no change in the location and cost for the delivery of residual waste.

The base case model is based on a business as usual position – including LCC's instruction with regard to co-mingled recycling. The options modelled included:

Table 1-4: Options Modelled

Included from Council List
1. Green waste charging
2. Fortnightly collection of residual waste and recyclables in wheeled bins - no green waste charge
3. Fortnightly collection of residual waste and recyclables in wheeled bins - with green waste charge
4. Weekly residual in sacks and fortnightly recyclables in wheeled bins - with green waste charge.
5. Weekly residual in 140l bins and weekly recyclables in bags - no green waste charge
6. Weekly residual in 140l bins and weekly recyclables in bags - with garden waste charge

Following the workshop, SLR modelled the shortlisted options for cost savings, and assessed the benchmarking and soft market testing answers. Options 1 to 4 were initially modelled and a draft report sent to the Council. The Council subsequently requested options 5 and 6 to be modelled. The conclusions of SLR's extended options review are summarised in this report.

SLR sent a draft report to the Council and received some specific questions from the Council. These questions are answered in Appendix 04.

1.2 Report structure

This report is structured to provide:

1. Introduction: scope of work and report structure;
2. Local authority benchmarking and soft market testing;
3. Base case waste and options model; and
4. Waste options policy review.

2.0 Benchmarking and Market Testing

This chapter summarises the information received from other Waste Collection Authorities in Leicestershire and the soft market testing with waste contractors.

2.1 Introduction

The Council sent the benchmarking survey questionnaire in Appendix 01 to all Waste Collection Authorities in Leicestershire. It was not sent to Leicester City Council which is a Unitary Authority. SLR sent the soft market testing questionnaire in Appendix 02 to Biffa Waste Services, FCC and Serco (three of the largest six waste collection contractors in England).

The Council only received a completed questionnaire from Charnwood Borough Council (BC). SLR received completed questionnaires from Biffa Waste Services, FCC and Serco. We consider that the benchmarking and soft market testing provides a good summary of the services provided by other authorities in Leicestershire (Charnwood; Harborough (FCC), Melton Mowbray (Biffa) and Leicester (Biffa)).

2.2 Authority Benchmarking

Charnwood BC is a larger, more rural authority than Oadby & Wigston BC with approximately 73,000 properties. It has:

- Fortnightly collections;
- Task and finish;
- 240l residual for existing properties, 240l co-mingled dry recyclable; 240l garden waste wheeled bins;
- 180l residual bins now provided as replacements and for new properties;
- Batteries collected in a separate bag;
- 48% recycling rate;
- Private waste management contract (outsourced waste collection services)
- Charged garden waste collection:
 - £28/bin/year direct debit;
 - £37/bin/year any other payment method;
 - 12 month service;
 - 45% participation;
 - £710,000 income in 2016/17;

Charnwood BC commented that:

- Introduction of trade waste under consideration;
- Charging for bulky waste under consideration;
- They are reviewing the value of bring sites;
- In-cab technology will be introduced in the next contract;
- Price for Garden Waste Service reviewed year on year; and
- A permit scheme for the Garden Waste Service has been recently introduced.

2.3 Soft Market Testing

The answers to the soft market testing questions may be summarised as follows:

Table 2-1: Soft Market Testing Responses

Question	Response Summary
Residual waste collection	
How many of your contracts retain weekly residual collection in sacks?	Weekly residual collection services in sacks range from: 0% - Contractor 1 5% - Contractor 2 30% - Contractor 3
How many of your contracts have weekly residual collection in wheeled bins?	Weekly residual collections are mainly in sacks although there are examples of weekly collection in bins. 120l wheeled bins are being introduced for weekly residual waste collections.
What residual waste wheeled bin size would you consider appropriate for fortnightly collection (240l, 180l, 140l)?	180l wheeled bins for alternative collection of residual waste is considered most suitable by all.
What is the average number of properties serviced per day for dry recyclable wheeled bin collections in an urban area e.g. 1,300 properties/day?	1,200 to 1,400 properties per day referenced.
Would you recommend a 5 days collection rather than 4 days collection?	Mixed views amongst three waste contractors. One considered five days is best; one said there is no noticeable difference; and one said that the existing four days in Oadby & Wigston is preferable.
Have you experienced increased fly-tipping from alternative weekly collection?	No experiences of increased household waste fly tipping due to alternative weekly collection.
Dry recyclables collection	
What dry recyclable wheeled bin size would you consider appropriate for fortnightly collection (240l, 180l, 140l)?	240l wheeled bin recommended by all for co-mingled dry recyclable.
Garden Waste	
What household participation (%) would you expect if you were to set a charge around £30?	£30/bin/year considered a good price for Oadby & Wigston by all. FCC stated Harborough have a current £40/bin/yr charge and a 50% participation. FCC recently introduced a £35/bin/year rate in Barrow-in-Furness. Leicester charge £45/bin/year for subscriptions and £40/bin/year direct debit, with additional bins at £20/bin/year. Biffa charge £50/bin/year for garden waste that they have initiated across England.
Would you propose garden waste collection for 8 months of a full year?	A full year service would be recommended.
What is the average number of properties serviced per day for garden waste wheeled bin collections in an urban area at around 40% participation?	650 to 800 garden waste wheeled bin collections per day. Note that this is the bin pick-up rate and not the household by-pass rate.
What typical reduction in recycling rate have you experienced through the introduction of paid	Charging for garden waste may reduce the recycling rate by around 5% but this can be made up by co-mingled dry

Question	Response Summary
garden service?	recyclable collected in 240l wheeled bins
Outsource waste collection services	
Would you be likely to tender for waste collection services if they were outsourced?	Biffa (Leicester and Melton) and FCC (Harborough) would be interested in tendering.
What would make procurement attractive to you?	Procurement will be more attractive with a lower contract cost if: <ul style="list-style-type: none"> • No risk on value recyclable materials, • Prudential borrowing to purchase vehicles; • A long-term contract (8-10 years); • Self-monitoring contract; and • Provision of a depot facility.
Service Change	
What service changes may provide best value for money for the Council?	All three contractors said alternative weekly collection would provide best value for money to the Council. 180l residual, 240l co-mingled dry recyclable, 240l green wheeled bins.

2.4 Benchmarking and Soft Market Testing Conclusions

All four Leicestershire and Leicester authorities that were benchmarked and soft market tested have outsourced waste collection services. They all provide alternative weekly collection of residual, co-mingled recyclables, and green waste in wheeled bins. 240l wheeled bins are provided for co-mingled recyclables and green waste but there is a preference for 180l wheeled bins for residual waste.

All four Leicestershire and Leicester authorities that were benchmarked and soft market tested charge for garden waste collection for 12 months of the year. Prices range from £28/bin/year (Charnwood) to £40/bin/year (Leicester).

The soft market testing shows that some authorities collect residual waste in sacks or bins (120l) on a weekly basis, although the majority provide alternative weekly (fortnightly) collection. There was no experience of increased fly-tipping of household waste as a result of introducing alternative weekly collection.

The waste management contractors consider that alternative weekly collection will provide the best value for money service to the Council.

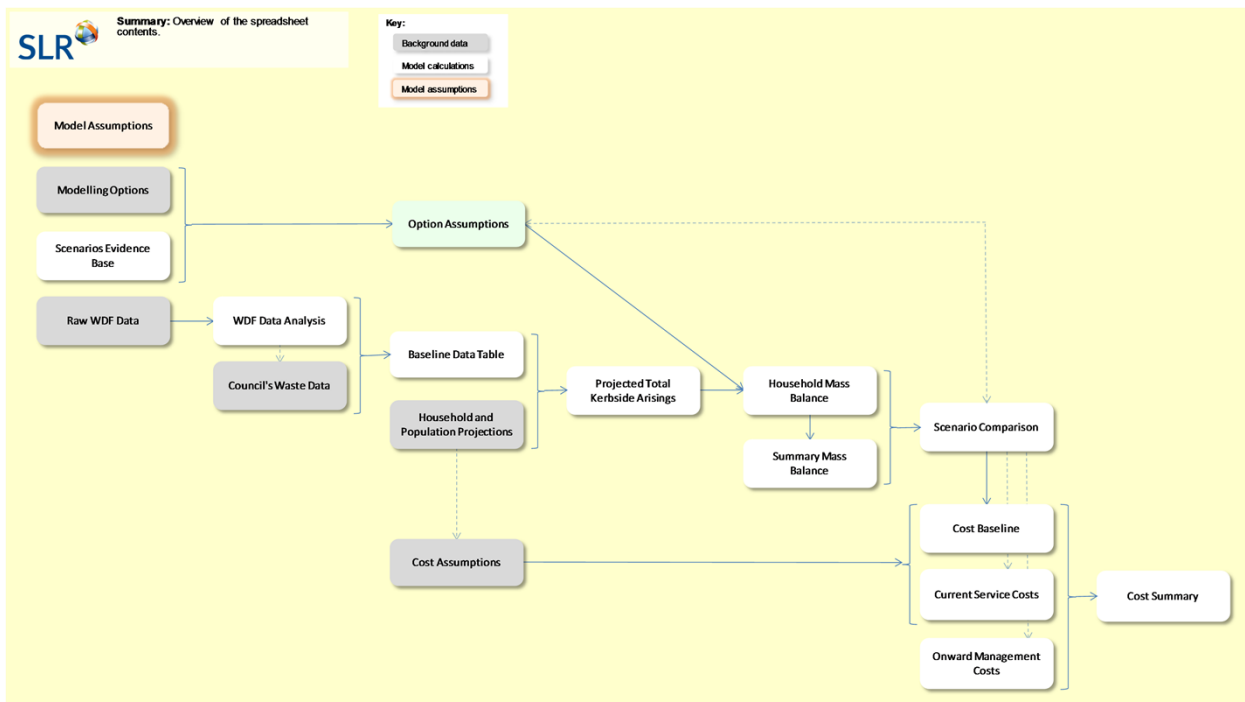
3.0 Base Case and Options Model

The chapter describes the base case and options model, and presents cost savings calculated for each of the options agreed with the Council.

3.1 Model Description

SLR has prepared a waste flow and cost model of the existing services and options for the Council. The model has a number of linked spreadsheets as shown below:

Figure 3-1: Base Case and Options Model Structure



3.2 Base Case Model

The current waste collection services include:

- Weekly sack refuse collection;
- Weekly bag dry recyclable collection;
- Fortnightly sack and bin garden waste collection; and
- Fortnightly box and bottle glass and cooking oil collection.

The base case has been prepared with two options:

Table 3-1: Base Case Models

Base Case Description	Collection Details
A: Business as usual - LCC Dictate; collections as current service with kerbside sort of dry	<ul style="list-style-type: none"> • Weekly residual waste collections (in bags) • Weekly co-mingled dry recyclables collections (in bags) • Weekly glass waste collections (in boxes)

Base Case Description	Collection Details
recyclables collected in boxes.	<ul style="list-style-type: none"> Fortnightly green waste collections (service free of charge) Waste oil collections are considered redundant and are therefore excluded from the service. Twin-pack RCVs continue to be used. Collection crews work on a task-and-finish basis up to an 8 hour shift.
B: Business as usual - LCC Dictate; commingled recycling. The current waste collections service is maintained - but glass is collected commingled with the dry recyclables.	<ul style="list-style-type: none"> Weekly residual waste collections (in bags) Weekly co-mingled dry recyclables collections including glass (in bags) Fortnightly green waste collections (service free of charge) Waste oil collections however are considered redundant and are therefore excluded from the service. Old twin pack RCVs are replaced by new standard 26T RCVs. Collection crews work on a task-and-finish basis up to an 8 hour shift.

The assumptions used in the model are listed in Appendix 03. These are as discussed with Officers prior to the preparation of the model.

An evidence base has been researched to acquire appropriate data to use in the model to calculate cost savings ('Scenarios Evidence Base' spreadsheet). Data have been researched from national bodies e.g. Waste & Resource Action Programme (WRAP) for co-mingled waste collection and collection frequency (e.g. performance impact of weekly against fortnightly collections).

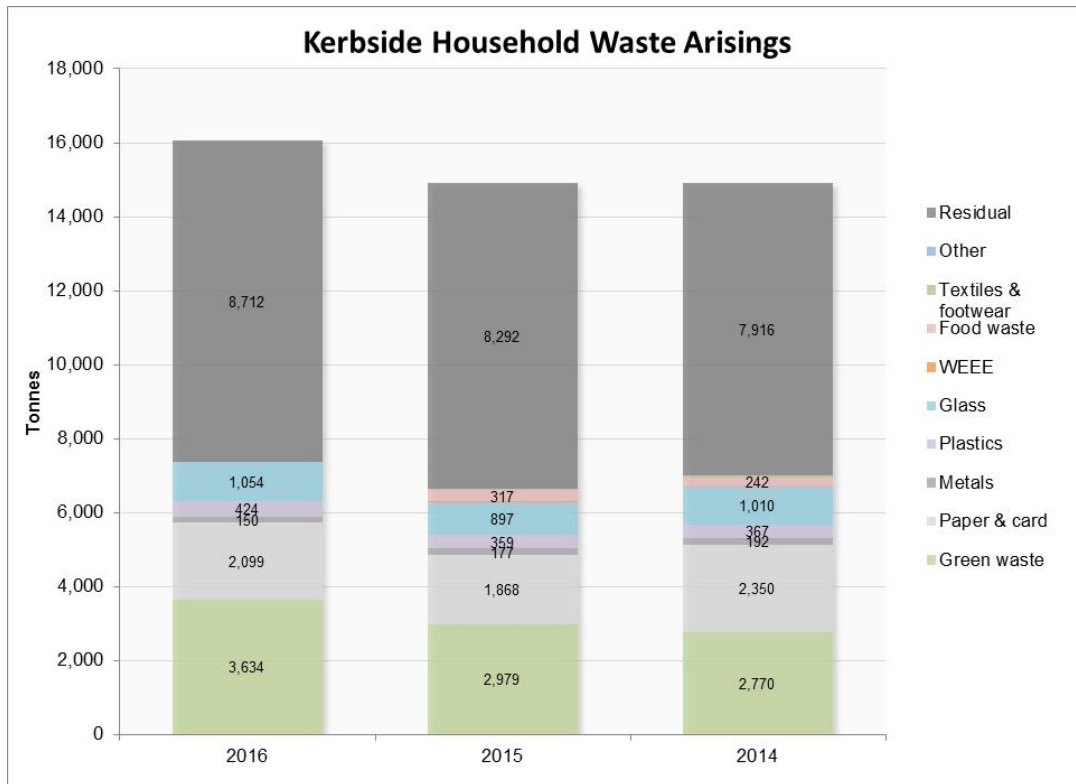
The model is interactive and parameters can be changed for the base case and each of the options ('Options Assumptions' spreadsheet) e.g. household participation (proportion of households participating in the dry recycling collection service; proportion of households (excl. flats) participating in the green waste collection service); weight of dry recyclables per person per year (glass, paper, plastics). The model assumes that when a garden waste charge is introduced, most of the garden waste (circa 75 – 85%) from properties not participating will be taken to the Household Waste Recycling Centre (HWRC) or composted, with the balance ending up in the residual waste stream.

The model also includes Office for National Statistics (ONS) household and population projections ('Hh and Population Projections' spreadsheet). These have been used to calculate increasing waste arisings due to changes in population and households to 2035, although the focus of the model is the next 7 years from 2018 to 2025 for the replacement of refuse collection vehicles.

Due to the inherent uncertainty of future projections, the model includes three waste arisings scenarios which capture a range of possible waste arisings outcomes. These include; 'High arisings', 'Intermediate' and 'Low arisings'. The 'High arisings' case assumes a greater increase in population than projected by the ONS and a 10% increase in the household waste arisings per person. The 'Low arisings' case combines lower population increase with lower household waste generation (-10%) to provide an estimate for the possibility of lower total waste arisings. For the purposes of this report, however, the 'Intermediate' waste arisings case is considered as the most appropriate projection and is therefore used to report on the outcomes of the model. The waste arisings scenario can be selected in the model in tab 'Scenario Comparison'.

The model includes raw data from Waste Data Flow and this has been analysed to identify waste statistics applicable to Oadby & Wigston over the last three years. This information is summarised in Table 3.2 below:

Figure 3-2: Kerbside Household Waste Arisings



The recycling rates calculated from these data are as presented in Table 3-2 below.

Table 3-2: Recycling Rates (2014-2016)

	2016	2015	2014
Kerbside recycling rate	45.8%	44.4%	46.9%

Officers have reported a recycling rate of approximately 50% in recent years, with the latest 2016 recycling rate at circa 48%. However, residual waste and street sweepings that contain recyclables are back allocated to Oadby and Wigston via the County, which could explain the difference between the reported overall recycling rates and the estimated kerbside recycling rate. For 2016, only kerbside data were available, so recycling rates could only be accurately calculated for the kerbside services. Based on the recycling rates reported in previous years, it could be cautiously assumed that the back allocation of recyclables from the County results in an overall recycling rate of circa 2-3% higher than the kerbside recycling rate.

The base case model projects total kerbside waste arisings ('Projected Total Kerb Arisings' spreadsheet) from which the mass balance for household waste for Oadby & Wigston is calculated ('Household Mass Balance' and 'Summary Mass Balance' spreadsheets).

3.3 Options Model

Options modelled are as follows:

Table 3-3: Options Modelled

Options Description	Collection Details
1. Business as usual - LCC Dictate; commingled recycling, with green waste charge	The current waste collections service is maintained (collection frequencies and methods as above) but there is an annual fee for households that opt in for green waste collections. Waste oil collection service is removed. Old twin pack RCVs are replaced by new standard 26T RCVs. Collection crews work on a task-and-finish basis up to an 8 hour shift.
2. Fortnightly collection of residual waste and recyclables - no green waste charge	The collections service is changed as follows: <ul style="list-style-type: none"> Fortnightly residual waste collections (in bins) Fortnightly co-mingled dry recyclables collections including glass (in bins) Fortnightly green waste collections (service free of charge) Waste oil collections are considered redundant and are therefore excluded from the service. Old twin pack RCVs are replaced by new standard 26T RCVs. Collection crews work on a task-and-finish basis up to an 8 hour shift.
3. Fortnightly collection of residual waste and recyclables - with green waste charge	Service is the same as in option 2 but there is an annual fee for households that opt-in for green waste collections. Old twin pack RCVs are replaced by new standard 26T RCVs. Collection crews work on a task-and-finish basis up to an 8 hour shift.
4. Weekly residual and fortnightly recyclables - with green waste charge	The collections service is changed as follows: <ul style="list-style-type: none"> Weekly residual waste collections (in bags) Fortnightly co-mingled dry recyclables collections including glass (in bins) Fortnightly green waste collections (chargeable service) Waste oil collections are considered redundant and are therefore excluded from the service. Old twin pack RCVs are replaced by new standard 26T RCVs. Collection crews work on a task-and-finish basis up to an 8 hour shift.
5. Weekly residual in bins and weekly recyclables in bags	The collections service is changed as follows: <ul style="list-style-type: none"> Weekly residual waste collections (in 140l bins) Weekly co-mingled dry recyclables collections including glass (in bags) Fortnightly green waste collections (free of charge) Waste oil collections are considered redundant and are therefore excluded from the service. Old twin pack RCVs are replaced by new standard 26T RCVs. Collection crews work on a task-and-finish basis up to an 8 hour shift.
6. Weekly residual in bins and weekly recyclables in bags - with garden waste charge	The collections service is changed as follows: <ul style="list-style-type: none"> Weekly residual waste collections (in 140l bins) Weekly co-mingled dry recyclables collections including glass (in bags) Fortnightly green waste collections (chargeable service) Waste oil collections are considered redundant and are therefore excluded from the service. Old twin pack RCVs are replaced by new standard 26T RCVs. Collection crews work on a task-and-finish basis up to an 8 hour shift.

The projected kerbside residual and recyclable waste arisings for Base Case A and B (business as usual with current kerbside sort receptacles, and co-mingled bins (Table 3-1)), and for the above options for 7 years from 2018 are projected to be:

Figure 3-3: Residual Waste Modelled Arisings

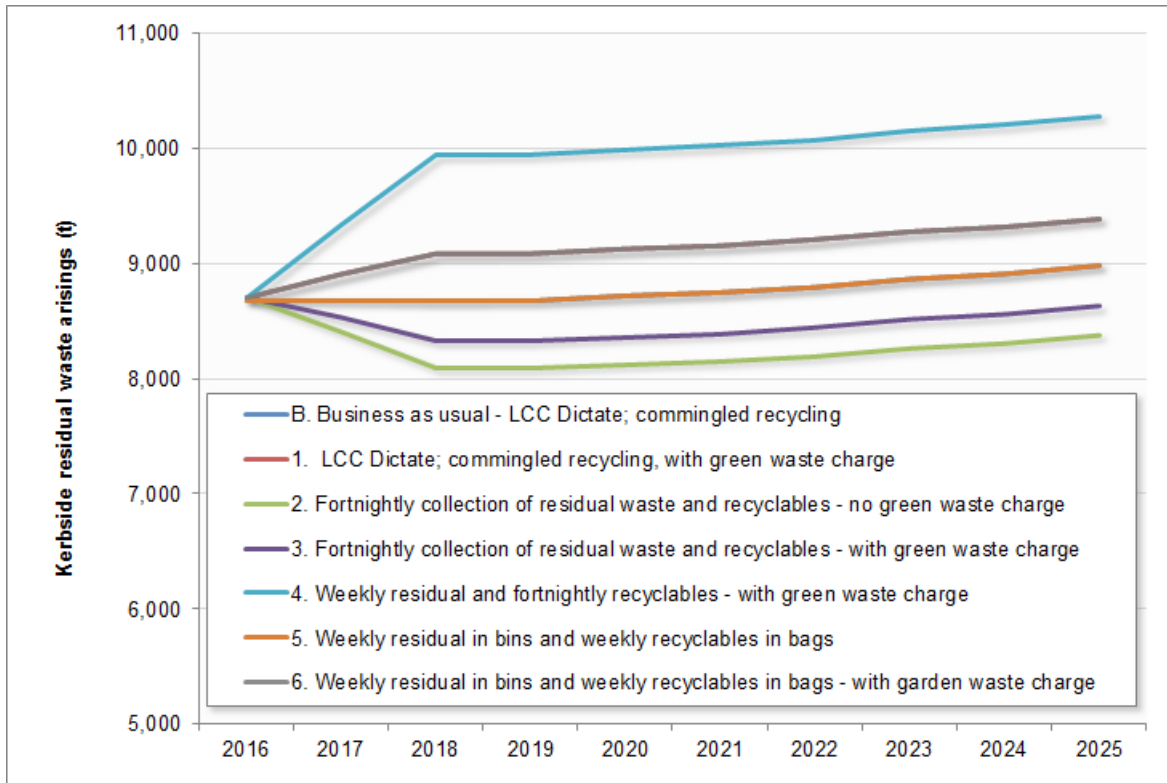
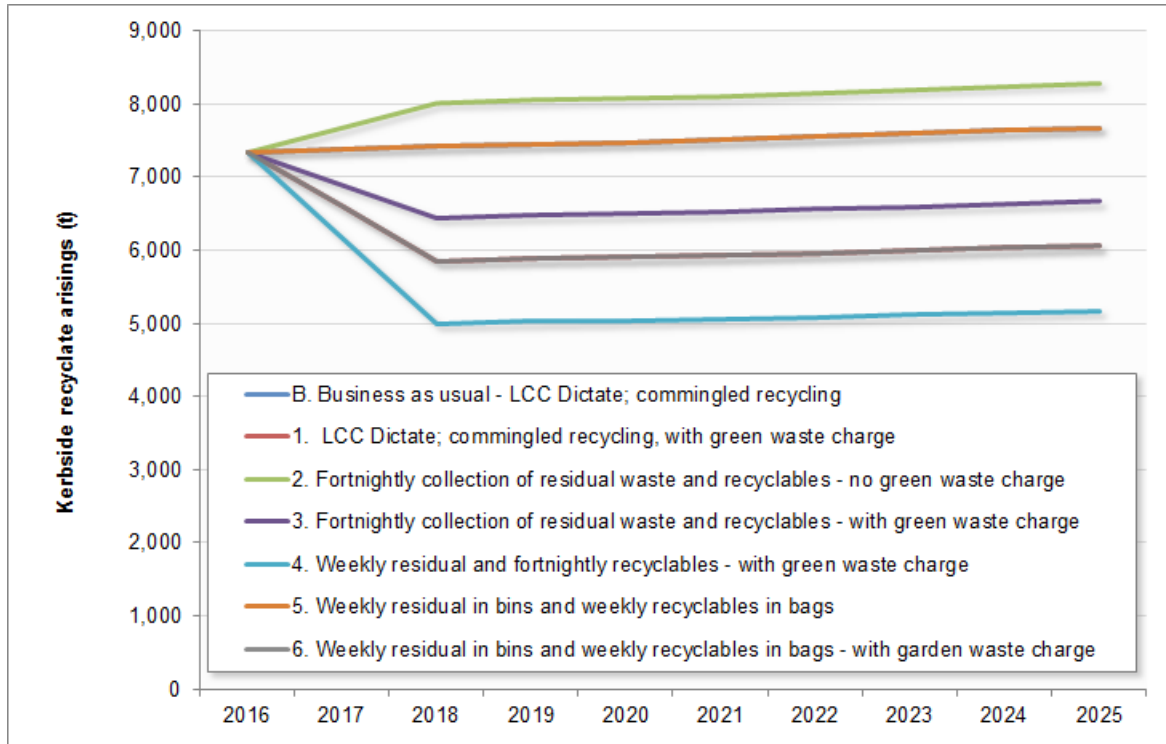
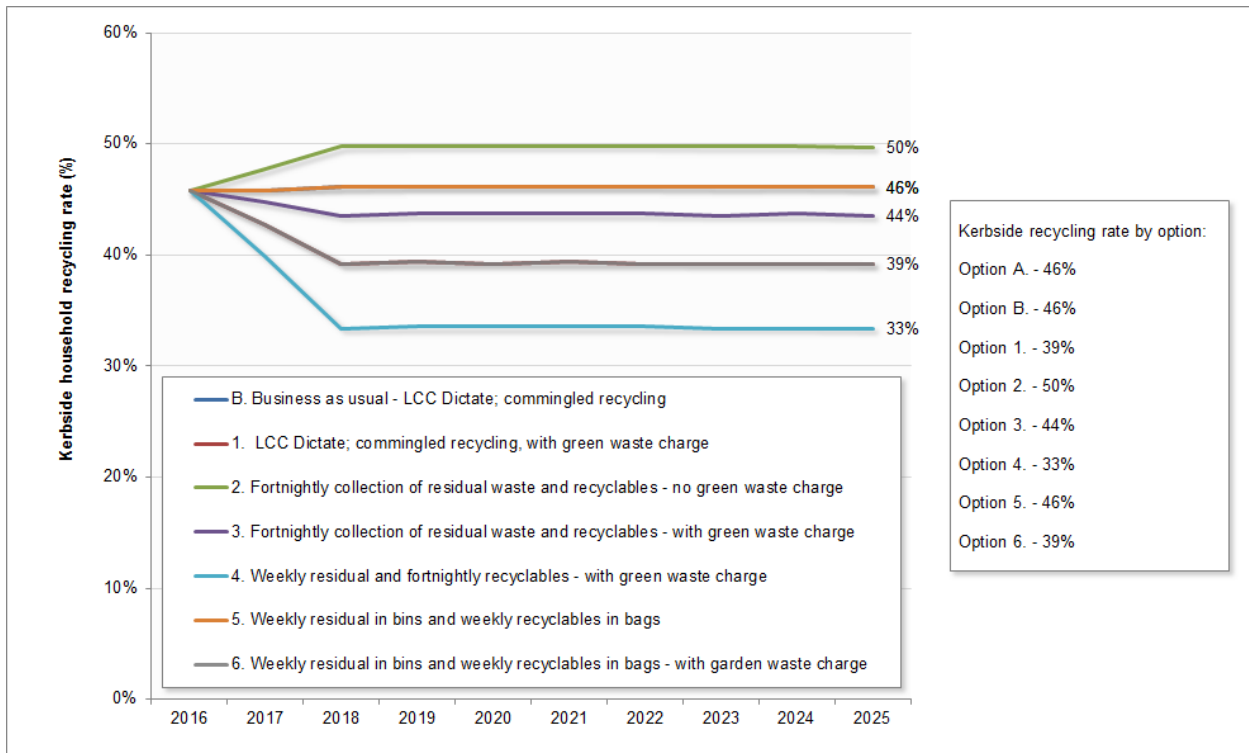


Figure 3-4: Dry Recyclable Modelled Arisings



The projected kerbside recycling rates for each option are presented in Figure 3-5 below. Note that the overall recycling rate may in reality be higher by 2-3% due to back allocation of recyclables arising from the management of the residual waste by the County. The recycling rate will depend upon the marketing of service change by the Council, and the ease of recycling to residents.

Figure 3-5: Projected Recycling Rates



The model includes spreadsheets for ‘Cost Assumptions’, ‘Current Service Costs’, ‘Cost Baseline’, ‘Onward Management Costs’ and ‘Cost Summary’.

Operational (Opex) cost savings and capital (Capex) cost expenditure have been calculated for items summarised in Table 3-4 below.

Table 3-4: Capex Expenditure and Opex Savings Modelled

Capex and Opex	Items modelled
Capex	<ol style="list-style-type: none"> 1. New RCVs 2. Provision of recycling sacks to residents (A, B and Option 1) 3. Wheeled bins (Options 2, 3, 4, 5 and 6) 4. Depot demolition and remediation works (£100,000 assumed)
Opex	<ol style="list-style-type: none"> 1. Vehicle fuel costs 2. Vehicle running costs 3. Staff costs 4. Income from green waste charging (Options 1 and 3) 5. Management of green waste changing 6. Communication costs 7. Other costs, i.e. indirect expenses

The charge and participation rate for garden waste are user definable. However, the model results presented below are based on an assumption of a £30/annum charge for the first garden 240l wheeled bin, £20/annum for the second garden 240l wheeled bin and a 40% participation rate. This is the collection cost initially discussed with the Council, and a participation rate that should be achieved. Note that the model assumes that

circa 1,000 households will request a second garden waste bin (or circa 4-5% of all households in Oadby and Wigston).

3.4 Model Results

The results of the model for provision of residual and recyclable collection services are as follows. Note that income from the introduction of a chargeable garden service is included in the results presented below (where applicable).

Figure 3-6: Cost Savings Against Option B (Co-mingled Recycling LCC Dictate)

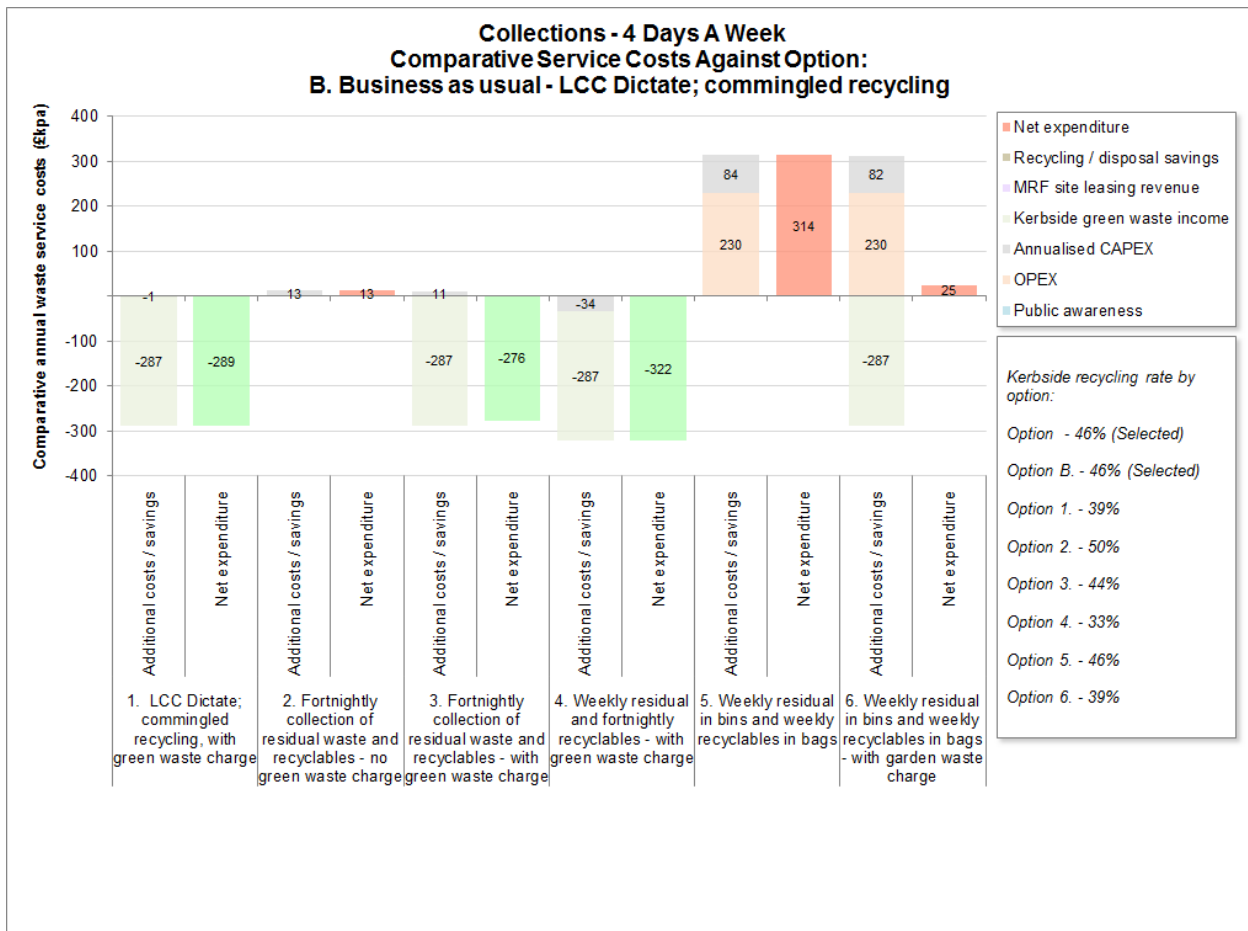


Table 3-5: Four Day Working Week (Cost Savings)

Option	Capex (£k)	Opex (£k)	Annual Cost Saving (£k) ¹
1. Same as option B, but with garden waste charge	1,144	1,242	289
2. Fortnightly collection of residual waste and recyclables - no garden waste charge	1,323	1,242	-13
3. Fortnightly collection of residual waste and recyclables - with garden waste charge	1,310	1,242	276
4. Weekly residual and fortnightly recyclables - with garden waste	906	1,242	322

Option	Capex (£k)	Opex (£k)	Annual Cost Saving (£k) ¹
charge			
5. Weekly residual in 140l bins and weekly co-mingled recyclables in bags	1,828	1,472	-314
6. Weekly residual in 140l bins and weekly co-mingled recyclables in bags – with garden waste charge	1,815	1,472	-25

¹ Cost savings are presented as positive numbers

The model calculates £289k per annum cost savings for option 1 from garden waste income at £30/bin/annum and 40% participation rate.

Table 3-6 presents a matrix of garden waste income assuming different participation rates and garden waste charges. It is calculated that increasing the charge per wheeled bin per annum from £30 to the average East Midlands charge of £35 will increase the income to the Council by £50k (i.e. from £287k to £337) at 40% participation.

Table 3-6: Matrix of potential chargeable garden waste collections income (k£/a)

% uptake of service	First bin yearly charge (£)				
	40	35	30	25	20
50%	484	422	359	297	235
45%	435	379	323	267	211
40%	387	337	287	238	188
35%	339	295	251	208	164
30%	290	253	216	178	141
25%	242	211	180	148	117
20%	194	169	144	119	94

The estimate of the cost savings exclusively of the garden waste charge is as follows.

Figure 3-7: Cost Savings Against Option B (Co-mingled Recycling LCC Dictate)

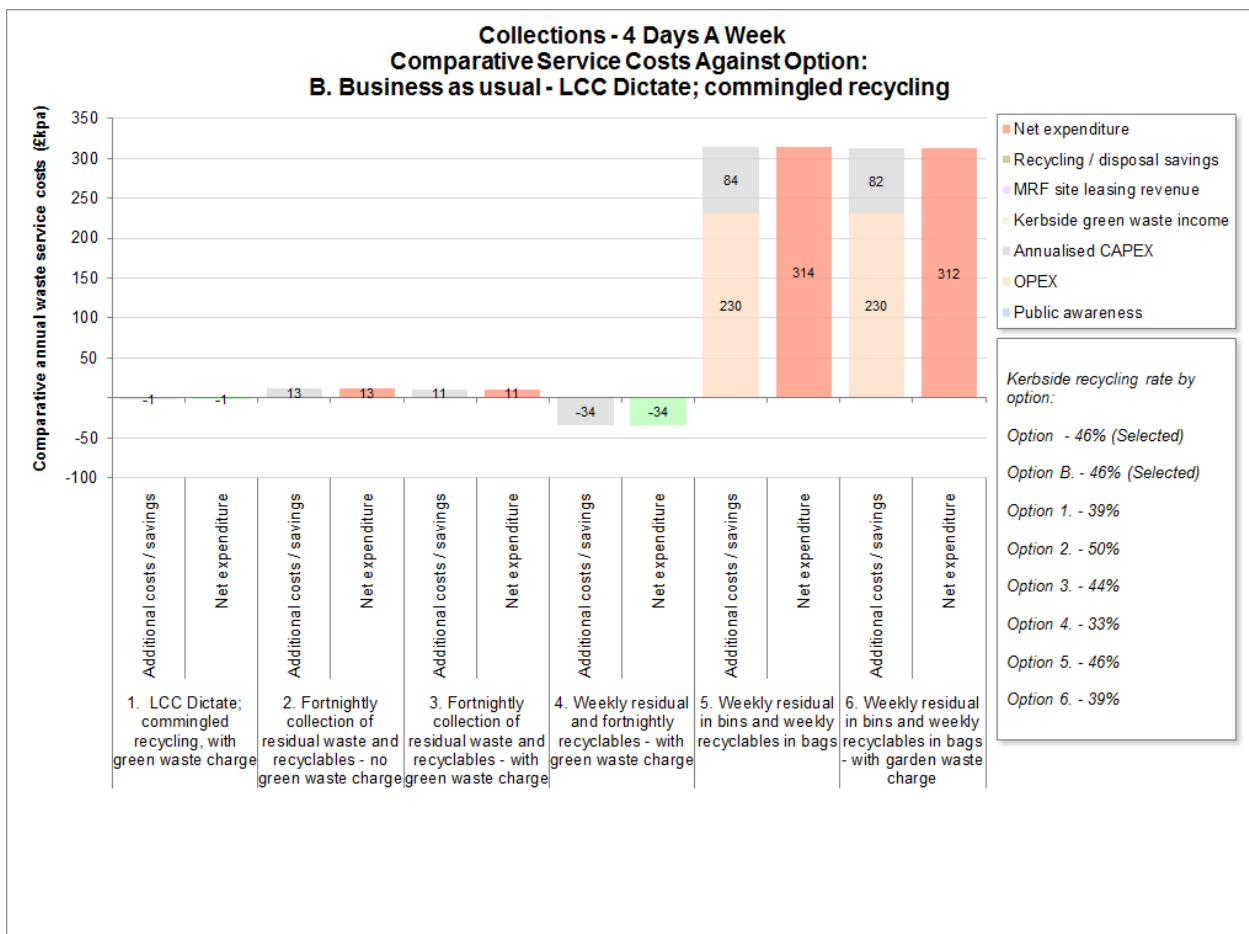


Table 3-7: Four Day Working Week (Cost Savings)

Option	Capex (£k)	Opex (£k)	Annual Cost Saving (£k) ¹
1. Same as option B, but with garden waste charge	1,144	1,242	1
2. Fortnightly collection of residual waste and recyclables - no garden waste charge	1,323	1,242	-13
3. Fortnightly collection of residual waste and recyclables - with garden waste charge	1,310	1,242	-11
4. Weekly residual and fortnightly recyclables - with garden waste charge	906	1,242	34
5. Weekly residual in 140l bins and weekly co-mingled recyclables in bags	1,828	1,472	-314
6. Weekly residual in 140l bins and weekly co-mingled recyclables in bags – with garden waste charge	1,815	1,472	-312

¹ Cost savings are presented as positive numbers

Weekly residual waste collection in sacks has been replaced in the majority of local authorities in England by alternative weekly (fortnightly) collection in wheeled bins. Some authorities do however retain weekly residual waste collection in sacks. Residual waste can be collected more quickly by throwing sacks into RCVs than lifting wheeled bins using vehicle mounted equipment, but there are health and safety concerns for the collection crews and issues with vermin.

The collection of residual waste in 140l bins on a weekly basis shows that this will result in an additional cost to the Council of £314k/year which becomes an £25k/year cost where garden waste is charged.

The typical rate for the collection of residual waste or co-mingled recyclables in urban areas is around 1,200 wheeled bins per day (based on an 8-hour shift – the soft market testing gave a range of 1,200 to 1,400 wheeled bins a day), whereas the Council DSO staff collect around 1,900 sacks per day in less than 8 hours under the 'Task and Finish' arrangements. Consequently, there is no cost saving for the alternative weekly collection of residual waste and dry recyclables in wheeled bins against the current arrangements as it is quicker to collect residual waste in sacks. However, it is safer and cleaner to collect in wheeled bins.

The modelling initially predicted a cost saving by collecting residual and recyclable waste for 5 working days rather than 4 working days. However, when data was confirmed for garden, bulky and flat waste collection there was no significant cost saving by changing from 4 day to 5 day collection.

3.5 Conclusions

The Council has stated that it is seeking c. £700k in cost savings against the current level of expenditure. LCC has dictated that the residual and recyclable collected waste shall be presented at Casepak and the Council can make cost savings by closing the existing MRF and leasing the depot. The Council may also generate further income by charging for garden waste. We calculate that the Council should be able to make a cost saving (gain an income) of approximately £300k by charging for garden waste. Charging for garden waste will result in a reduction in the recycling rate.

Moving from weekly collection of recyclables in sacks to fortnightly collection in wheeled bins does not provide an opex saving, but will in time provide a capex saving (£80,000/year) against the continued provision of sacks to the public and provides a safer system for the collection of waste which better reflects current best practice.

The above conclusions regarding costs and savings are estimates based on several key assumptions and there is no guarantee on the level of saving that will be achieved. The key assumptions currently set out in the SLR model include a 40% take up of a charging scheme for garden waste and the number of wheeled bin pick-ups that can be achieved by the collection crews. All of the options modelled will require capital expenditure on vehicles, and some on wheeled bins, together with some additional operational time for the management of service changes and the introduction of a charged garden waste service. There is a need to 'spend to save' to gain a reduction in service costs.

4.0 Waste Options Policy Review

The chapter provides the waste options policy review in accordance with the specific areas agreed with the Council to be explored.

4.1 Collection methods, frequency and capacity

4.1.1 Method and frequency

The collection of residual waste in sacks is historic in the UK. It stems from the time when only residual waste was collected from dust bins on a weekly basis. Many local authorities have switched to the collection of residual waste in wheeled bins on a less frequent basis. However, some councils continue to collect residual waste in sacks on a weekly basis although changing to alternative weekly collection does improve recycling rates, health and safety, and street cleanliness.

The collection of residual waste in sacks can be more than 50% quicker than collection from wheeled bins, but unlike bins, sacks are not collected on a fortnightly basis unless food waste is separately collected. Collection of residual waste in wheeled bins on a fortnightly basis (alternative weekly basis with dry recyclable and garden waste) is normally quicker than collection from sacks on a weekly basis (i.e. more households can be serviced per vehicle with bins on a fortnightly basis than sacks on a weekly basis). However, there is no significant cost advantage to the Council in switching from weekly collection in sacks to alternatively weekly collection in bins due to the small number of Council waste collection vehicles that are available. Retaining collection in sacks has the advantage of maintaining weekly collections, which is desired by some Councillors.

4.1.2 Capacity

If the Council chooses to move to alternative weekly collection in wheeled bins for both residual and recyclable wastes, we would recommend that 180l residual and 240l co-mingled recyclable wheeled bins are used to optimise recycling rates. 240l residual bins have historically been provided but there has been a move to provide smaller residual wheeled bins. Waste contractors consulted regarding Oadby & Wigston residual waste collection recommended 180l wheeled bins.

The Council currently purchase residual waste sacks at a cost of £80,000/year (£3.50/household) and deliver these to households. This cost would be saved after approximately 5 years if money was used to amortise the funding of wheeled bins. Good quality wheeled bins have an operational life expectancy of over 20 years.

4.2 Staffing, vehicles and collection rounds

The advantage of the rapid collection of sacks is not being realised by the Council because staff work on the basis of 'Task and Finish'. They do not work a fixed number of hours per day. If it was agreed for them to work an 8 hour day, it is questionable whether there would be a cost saving as staff may not be motivated to collect sacks as quickly. 'Task and Finish' is still practiced by many local authorities but collection rounds are optimised to work an 8 hour day.

Residual waste (refuse) collection vehicles were replaced in 2015 and can accept sacks or wheeled bins. Recycling vehicles need replacement and this is a key reason for undertaking this study. The recycling vehicles may be replaced by open back vehicles which can be used on alternative weeks for residual waste. It was hoped that this study would show that vehicles numbers could be reduced thereby saving the cost of new recycling vehicles for the Council. However, this study concludes that the number of refuse and recycling vehicles cannot be reduced as long as wastes are collected on an alternative weekly basis..

The Council has questioned whether collection route optimisation would provide cost savings. Where weekly residual weekly collection is retained, there will only be a small fuel cost saving if routes are optimised, with no time cost saving to the Council due to 'Task and Finish'. If alternative weekly collection in wheeled bins was introduced, then we would recommend route optimization, particularly in areas where large houses are being converted into flats. Route optimization is more critical to wheeled bins than sacks, as vehicles have to stop at each property for wheeled bins whereas sacks are mounded together for a number of properties.

4.3 Health & Safety and Environment

Waste collection crews collect sacks from around 1,900 properties in less than an 8 hour day under 'Task and Finish'. Crews stack sacks in piles first thing in the morning, and then throw the sacks into the refuse collection vehicles. Residual waste collection rounds are often completed well within an 8 hour working day. There are health and safety issues with the collection of residual waste in sacks especially relating to manual lifting. Collection crews have no knowledge of the weight of sacks before lifting them. The Council have a policy of restricting residual waste sacks to 10kg, but this is not enforced. Refuse collection crews also lift a number of sacks at the same time to speed up collections. There is also a risk that residual and garden waste sacks can contain sharp objects which can puncture the sack and potentially injure the refuse collector.

Sickness in the waste collections crews is higher than average and this could be partially attributed to the collection of residual waste in sacks. Sickness in waste collection crews averaged 1.33 days per person per month in 2016/17 against 0.86 in the rest of council. The number of working days lost by waste collection crews in 2016/17 was 739 days (i.e. 2 men for over a year). In 2015/16 Council benchmarked this sickness against waste collection services in 11 other councils. Of the 11 council, only one authority had a worse sickness record. Ten of the councils used bins. Bag collection days lost average was 749 days whereas wheeled bins were 504 days

In addition, there is an issue of litter from sack collection. Sacks can burst when being handled, spilling waste onto the street. Also, sacks can be damaged by animals (dogs, cats, foxes, rats etc) looking for food. The street cleanliness of wheeled bins is considerably better than sacks.

The Council should have a health and safety policy for the collection of wheeled bins for working at the back of RCVs and crossing roads.

If the Council wishes to retain weekly collections for residual waste and recyclables in sacks but address health and safety concerns of the collection crews, this would incur further costs to enforce. If two Foremen were to be employed this would come at an annual cost of circa £70k.

4.4 Depot, MRF and Leicestershire County Council dictate

The Dictate from LCC dated 8th September 2017 requires the Council to deliver glass, metals, plastics (film, bags, HDPE, PET; including plastic bottles, yoghurt pots, food trays, plastic toys, plastic bric-a-brac, garden pots etc.), cardboard and paper to the Casepak materials recovery facility from 1st April 2018. The Council could continue to collect them weekly using their existing boxes and sacks together with some new receptacles. However, it will be safer and more effective to collect the above recyclable materials co-mingled, alternative weekly in wheeled bins. The collected co-mingled dry recyclable waste can be delivered directly to the Casepak facility. Glass should be included as this is required by the Casepak MRF equipment. However, the collection of cooking oil should be stopped.

We would recommend that the Wigston road MRF facility is closed as:

- it was a cost to the Council in 2016/17;
- there is no certainty of income as it is dependent on volatile recyclable material markets;
- an income from the site should be available to the Council from the leasing of the site; and
- LCC has dictated the co-mingled collection of recyclables.

Following the closure of the MRF, part of the site could be leased for commercial use, and part retained for Council depot use. For example the Council could retain an area for vehicle parking and vehicles maintenance facility. The remainder of the site could potentially be fenced and gated; derelict MRF buildings demolished; waste removed and disposed off-site; with the offices retained.

The site may then be leased.

The Council should consider whether it can claim “Tip and Away” payment from LCC for delivery of recyclable wastes to the Casepak facility.

4.5 Garden Waste

Many local authorities charge for the collection of household garden waste to reduce costs and potentially generate income. Information from the benchmarking and soft market testing in Chapter 2 show garden waste wheeled bin charges locally range from £28/yr (Charnwood) to £40/yr (Leicester). The Council project team has suggested a charge of £30/bin/yr which is similar to the Charnwood charge. It equates to 58p/week for the collection of garden waste for each participating household and the Council could consider a higher charge e.g. £35/bin/year for payment by direct debit and £45/bin/year for other methods of payment. We would recommend the service is for 12 months of the year.

If the Council agrees to introduce garden waste charging from 1st April 2018, we would recommend that a Project Plan is prepared for the management and marketing of the service in order to maximise resident uptake.

The Council should also introduce a Policy from April 2018 of only collecting garden waste from wheeled bin. This will allow charging to be managed and it will improve the safety of collection.

Discussions with Oadby and Wigston Council officers indicated that an introduction of a chargeable garden waste scheme would not incur additional costs as systems are already in place to accommodate this. The only cost to the Council from this service change would be the capital cost of issuing Green Waste Bin Stickers, which is estimated at around £7.5k (including printing and posting).

4.6 Benchmarking local authorities and waste management contractors

Chapter 2 concluded that all four Leicestershire and Leicester authorities that were benchmarked and soft market tested all provide alternative weekly collection of residual, co-mingled recyclables, and green waste in wheeled bins. 240l wheeled bins are provided for co-mingled recyclables and green waste but there is a preference for 180l wheeled bins for residual waste. The waste management contractors consider that alternative weekly collection will provide the best value for money service to the Council.

The soft market testing shows that some authorities collect residual waste in sacks or bins (120l) on a weekly basis, although the majority provide alternative weekly (fortnightly) collection. There was no experience of fly-tipping of household waste as a result of introducing alternative weekly collection.

All four local authorities that were benchmarked and soft market tested have also outsourced their waste collection. It is understood that the Council outsourced waste collection a number of years ago but this did not work well for the Council and waste services was brought back in house. Outsourcing is very likely to provide greater cost savings than can be realised by the Council. Biffa (Leicester) and FCC (Harborough) have said they would be interested if the Council waste collection services were contracted out. This should provide economies of scale in the sharing of crews and vehicles, and it is likely that the whole of the depot could be leased with a greater lease income and a lower remediation capital cost.

4.7 Risks

The original consultancy brief included an assessment of legal, TEEP, H&S, environmental crime etc issues. SLR is not aware of any specific legal issues that have arisen from this options study. The Council can decide to charge households for garden waste collection and may choose the method, frequency and capacity of household waste collections.

We consider the collection services are TUPE compliant and health and safety concerns are summarised above. Environmental crime issues are not normally associated with the collection of household waste by local authorities.

We would not expect a significant change in householder (customer) satisfaction if there is a switch from sacks to wheeled bins. Some households prefer residual waste wheeled bins collected on an alternative weekly basis and some prefer weekly sack collection.

It is understood that the Council do not have a policy for the provision of waste collection receptacles by property developers. We would recommend that the Council prepare a policy for the waste receptacles for property conversions.

4.8 Conclusions

It is estimated that around £300k cost savings may be made by the Council against waste collection services by charging for garden waste. The safety of collection may also be improved by changing from sack/box collections to wheeled bin collections. Weekly wheeled bin collections will be more expensive to the Council whereas alternative weekly wheeled bin collections are cost neutral.

We would recommend that the Council adopts a Waste Collection Policy of:

- Collecting garden waste fortnightly from charged 240l wheeled bins over a full year;
- Collecting residual waste alternatively weekly from 180l wheeled bins with co-mingled recyclable wastes (paper, card, plastics, metal and glass) also collected from 240l wheeled bins; and
- Allowing variations on the above where exceptional circumstances are justified.

We recommend the Council prepares an Implementation Plan for service change including route optimisation for wheeled bin collection rounds.

If greater cost savings are required in the capex and opex of waste management services, then the Council should consider outsourcing the services, possibly with other Council environmental services. Waste contractors will be able to provide economies of scale that the Council cannot realise.

APPENDIX 01

Leicestershire WCAs benchmarking questions

Benchmarking survey

Oadby & Wigston Borough Council is carrying out a waste options policy review with the aim of providing better value for money services, without reducing service performance and quality.

Please complete the following questionnaire and return by e-mail to Martin Hone (martin.hone@btinternet), Chief Financial Officer, Oadby & Wigston Borough Council, no later than Friday 6th October.

Question	Answer
Residual waste collection	
Collection frequency (weekly, fortnightly, other)	
Container type and size (e.g. 180l wheeled bin; 60l sack)	
Average number of properties serviced per day	
Approximate collection cost per property	
Number of missed bins per 100,000 properties (2016/17)	
Location for the delivery / disposal of residual waste to the County	
Dry recyclables collection	
Collection frequency (weekly, fortnightly, other)	
Container number, type and size (e.g. 240l bin; 3 *55l boxes) for the collection of paper, glass, plastics and metals	
Average number of properties serviced per day	
Approximate collection cost per property	
Number of missed bins per 100,000 properties (2016/17)	
Arrangements for the processing of dry recyclables (e.g. Council MRF; County accept; outsourced to the private sector)	
Arrangements for the collection of glass	
Arrangements for the collection of cardboard	
Any other recyclables collected (e.g, batteries, small WEEE)	
Garden Waste	
Charged or free collection	
Collection frequency (fortnightly, other)	
Months provided (e.g. March to October)	
Container type and size (e.g. 240l bin; 60l sack)	
Average number of properties serviced per day	

Approximate collection cost per property	
Number of missed bins per 100,000 properties (2016/17)	
If charged, cost per bin / sack or property	
If charged, % take up (e.g. 40% of properties)	
Annual profit (£) from garden waste collection services	
Service provision, waste collection services	
Number of residential properties	
In house or private sector delivery	
Percentage recycling rate (dry and degradable %)	
Provision / promotion of trade waste collection services	
Is food waste collected, if so how?	
Annual profit (£) from trade waste collection services	
'Task and finish' or regulated hours	
Customer satisfaction levels (%)	
Bulky waste collection costs	
Absorbent Hygiene Products (AHP) collection provided?	
Service Change	
Any proposed future service changes	

APPENDIX 02

Soft market testing questions

Soft Market Testing Survey

Oadby & Wigston Borough Council is carrying out a waste options policy review with the aim of providing better value for money services, without reducing service performance and quality. It is considering all options for improved delivery of waste collection services.

Oadby & Wigston is a small urban borough in Leicestershire (Leicester) with 22,500 households. Waste collection services are provided in house. Current waste collection services include:

- Weekly sack refuse collection, 3 rounds
- Weekly bag dry recyclable collection, 3 rounds
- Free fortnightly sack and bin garden waste collection
- Fortnightly box and bottle glass and cooking oil collection

The Council consider that they provide a reasonably good collection services with ~47% recycling rate. They would seek to retain this recycling rate.

The Council owns the following collection fleet:

- 3 new open back RCVs
- 4 old twin pack dry recyclables vehicles
- 2 open back garden RCVs
- 1 20t bulky collection vehicle
- 1 10t glass collection vehicle
- 1 10t hiab bottle bank truck
- 1 spare RCV

Residual waste and recyclables are collected over 4 days on Task and Finish for up to 8 hours. Residual waste is collected in sacks from around 1,900 households per round

Leicestershire has dictated that dry recyclable wastes should be collected co-mingled from April 2018. Cooking oil collection will cease.

The Council owns a 2ha site with:

- Office building
- Maintenance workshop
- Small MRF which is to be closed
- Hardstandings

Consideration is being given to:

- Charging for garden services
- Alternative weekly collection using wheeled bins
- 5 day residual and recyclable collections

Please consider the following questions:

Question	Answer
Residual waste collection	
How many of your contracts retain weekly residual collection in sacks?	
How many of your contracts have weekly residual collection in wheeled bins?	
What residual waste wheeled bin size would you consider appropriate for fortnightly collection (240l, 180l, 140l)?:	
What is the average number of properties serviced per day for dry recyclable wheeled bin collections in an urban area e.g. 1,300 properties/day?	
Would you recommend a 5 days collection rather than 4 days collection?	
Have you experienced increased fly-tipping from alternative weekly collection?	
Dry recyclables collection	
What dry recyclable wheeled bin size would you consider appropriate for fortnightly collection (240l, 180l, 140l)?:	
Garden Waste	
What household participation (%) would you expect if you were to set a charge around £30?	
Would you propose garden waste collection for 8 months of a full year?	
What is the average number of properties serviced per day for garden waste wheeled bin collections in an urban area at around 40% participation?	
What typical reduction in recycling rate have you experienced through the introduction of paid garden service?	
Outsource waste collection services	
Would you be likely to tender for waste collection services if they were outsourced?	
What would make a procurement attractive to you?	
Service Change	
What service changes may provide best value for money for the Council?	

APPENDIX 03

Model Assumptions

Element	Assumption
General	
Recycling service	All options assume a co-mingled recycling service apart from option 'A. Business as usual - LCC Dictate; collections as current service'.
Recycling vehicles	All options assume that the Council will purchase new 26T RCVs to carry out the co-mingled recycling collections service, apart from option 'A. Business as usual - LCC Dictate; collections as current service'.
Waste collection methods	Where a weekly service is provided, it is assumed that waste is collected in bags. In the case of fortnightly collections, residents are provided with bins by the Council. 180l bins are used for residual collections and 240l bins are used for recyclables and garden waste collections. 180l residual bins are large enough for fortnightly collections from most households, and they provide a higher recycling rate than larger residual bins. For options 5 and 6, residual waste is collected in 140l bins and recyclables continue to be collected in bags provided by the Council.
Cooking oil collections	Cooking oil collections are considered redundant and are therefore excluded from all options. It is assumed that the net financial impact of scraping the cooking oil collections is negligible.
Bulky waste collections	It is assumed that there is no change in the bulky waste collections service and the annual net cost impact of the service is the same throughout the modelling period.
Future of MRF	All options assume that the MRF becomes redundant following the introduction of the LCC's Dictate and the MRF is therefore closed. The site is restored and the land is leased for an annual fee.
Household and population projections	
Household projections	The latest available ONS household projections have been used for Oadby and Wigston. The number of households provided by the Council has been used to calibrate future projections.
Household projection variants	The following household variants have been assumed to model a high and low household numbers case: <ul style="list-style-type: none"> • + 5% increase in the calibrated ONS projected household numbers over the modelling period • - 5% decrease in the calibrated ONS projected household numbers over the modelling period
Household numbers in 2016	22,890
Number of flats in 2016	1,391 - based on the 2011 census and projected to 2016 using the calibrated ONS household increase rate.
Proportion of flats to households in 2016	c. 6%
Average number of flats per block	9
Population projections	The latest available ONS population projections have been used for Oadby and Wigston. The 2016 mid year ONS estimate has been used to calibrate future projections.
Population projection variants	The following population variants have been assumed to model a high and low population numbers case: <ul style="list-style-type: none"> • + 5% increase in the calibrated ONS projected population numbers over the modelling period

- - 5% decrease in the calibrated ONS projected population numbers over the modelling period

Population in 2016 55,825

Household recycling participation

Proportion of households participating in the current dry recycling collections service 70%

Proportion of households (excl. flats) participating in the current garden waste collections service 70%

Household garden waste participation following introduction of chargeable collections (excl. flats) 40%

Household participation - general The household participation assumptions by option can be found in the 'Option Assumptions' tab along with commentary.

Household recycling yields

Co-mingled dry recyclables yield including glass (kg/hh/yr) 233 - based on the median yield for Authorities in East Midlands.

Co-mingled dry recyclables yield including glass for weekly residual and fortnightly recyclables collection service (kg/hh/yr) 193 - based on the median yield for Authorities in England.

Increase in material recycling due to a move to fortnightly residual collections as identified by WRAP 8% increase in proportion of dry recyclable with fortnightly residual - for more information refer to tab 'Scenarios Evidence Base'.

Proportion of the kerbside garden waste that is diverted from kerbside due to a change in service and ends up to HWRC or home composting c. 75% assumed

Material yields It is assumed that material yields per household remain constant throughout the modelling period, but the model provides the option to choose from high, intermediate and low waste arisings (see 'Scenario Comparison' tab).

Vehicles and vehicle costs

Current vehicle numbers on the road	<ul style="list-style-type: none"> • 3 residual waste collection vehicles • 3 twin pack recycling collection vehicles • 1 glass collection vehicle • 2 garden waste collection vehicles • 1 bulky waste collection vehicle
Vehicle capacities	<ul style="list-style-type: none"> • 26 tonne RCV loading capacity: 11 tonnes or 22 m3 • 10 tonne RCV loading capacity: 4 tonnes or 8 m3
Vehicle capital costs	<ul style="list-style-type: none"> • 26 tonne RCV capital cost: £155,000 or c. £21,500 annualised capital cost assuming 2.3% financing over an 8 year payback • 10 tonne RCV capital cost: £85,000 or c. £12,000 annualised capital cost assuming 2.3% financing over an 8 year payback
Vehicle running costs	<ul style="list-style-type: none"> • 26 tonne RCV: £22,000 per annum • 10 tonne RCV: £15,000 per annum
Price of petrol per litre (£/ltr)	1.17
Current average fuel consumption per vehicle (ltr/year)	<ul style="list-style-type: none"> • Residual: 8,680 • Recycling: 6,551 • Garden: 5,775 • Glass: 3,073
Future fuel consumption per vehicle (ltr/year)	It is assumed that future fuel consumption per vehicle is mainly affected by the Council's projected variation in number of households (i.e. slight increase in fuel consumption).
Redundant vehicles	It is assumed that any redundant vehicles are not re-sold.

Staff and staff costs

Staff per vehicle	<ul style="list-style-type: none"> • 3 per residual waste collection vehicle (2 loaders, 1 driver) • 3 per twin pack recycling collection vehicle (2 loaders, 1 driver) • 2 per glass collection vehicle (1 loader, 1 driver/loader) • 3 per garden waste collection vehicle (2 loaders, 1 driver) • 2 per bulky waste collection vehicle (1 loader, 1 driver/loader)
Staff costs	<ul style="list-style-type: none"> • Loader: total of £24,600 (including pension, NI and holiday/sickness allowance) • Driver: total of £33,600 (including pension, NI and holiday/sickness allowance)

Waste containers

Collection containers costs (incl. delivery)	<ul style="list-style-type: none"> • 240l bin: £16 • 180l bin: £15 • 55 litre box: £3.8 • Communal bin: £260 • Disposable bags: £1.3 per bag
Assumed bin life expectancy	10 years
Assumed bin replacement rate	10%
Assumed bin financing rate	2.3%

Number of garden waste bins in 2016	17,000
Assumed number of garden bins per household	1.1 - based on the number of garden waste bins and the total number of households participating in garden waste collections
Average number of recycling bags used per household per pickup	3
Redundant containers	It is assumed that any redundant containers are not re-sold.

Other costs

Other collection costs (i.e. indirect expenses)	circa £300,000 based on the file 'Refuse and Recycling budget 2017-18.xls'. These are assumed to remain approximately constant over the modelling period.
Communication costs	£1.50 per household per annum where service changes occur

Garden waste fee (where applicable)

Yearly fee for provision of first garden waste bin (£/bin)	30
Yearly fee for provision of second garden waste bin (£/bin)	20

Kerbside collection assumptions

Please note that it is critical to estimate these assumptions as accurately as possible. The model results are particularly sensitive to these assumptions.

Residual waste bag pick-ups per vehicle per round	1,908 - This number is calculated as follows: (current household numbers / 4 days of collections per week / 3 residual collection vehicles on the road). If this number is different, please advise and provide reasons for difference (a number in the region of 1,500 has been mentioned previously by the Council).
Resulting pick-up time per household bags	10 seconds - This number is calculated as follows: 3,600 seconds in an hour / (residual waste bag pick-ups per vehicle per round / shift length on pickups), where shift length on pickups is estimated as follows: 6 hour shift current - approximately 1 hour for trip to disposal site and return to the depot = 5 hours.
Bin pick-ups per vehicle per round	1,300 - Assumed average value in the market
Assumed time per bin pick-up	20 seconds - This number is calculated as follows: 3,600 seconds in an hour / (bin pick-ups per vehicle per round / shift length on pickups), where shift length on pickups is estimated as follows: 8 hour max shift - approximately 1 hour for trip to disposal site and return to the depot = 7 hours.
Assumed proportion of time per round that is spent driving through town to service all households	60%
Assumed proportion of time per round that is spent on waste pick-ups	40%

Round trip to dictated disposal site (LCC Dictate) - residual	45 mins
Round trip to dictated disposal site (LCC Dictate) - recycling	45 mins
Round trip to disposal site - garden	30 mins - will this also be dictated by LCC?
Maximum shift length (excluding any lunch breaks)	8 hours
Current return trip times to and from the disposal site / depot	<ul style="list-style-type: none"> • Residual: 45 mins • Recycling: 20 mins • Garden: 30 mins • Communal bin: £260 • Disposable bags: £1.3 per bag

MRF site

MRF plant demolition and site clearance capex	£100,000 - or £13,828 annualised over the modelling period
Income from leasing the MRF site	£75,000 per annum

Onward management costs

Dry recycling credit value (£/t)	42.6 - it is assumed that recycling credits do not apply to any of the options.
Tip and away payments	It is assumed that no 'tip and away' payments are received in any of the options.
Gate disposal fees and recyclables revenues	Following the introduction of the LCC Dictate it is assumed that there is no cost or profit to the Council from the disposal of residual waste or the sale of recyclable waste as the disposal responsibilities lie with LCC.
MRF net cost/profit	Based on the data in file 'Refuse and Recycling budget 2017-18.xls', the MRF incurred a net cost of circa £50,000 to the Council in financial year 2015/16.

Other summary assumptions

Waste arisings	No change in household waste arisings per household by 2018
Commercial waste	No commercial waste collection by the Council
Other waste	Food waste, WEEE and textiles are not collected by the Council

Oadby & Wigston Council
Waste Options Service Review Questions – 15/11/17

Question	Reply
Can we consider a hardship fund for those who can't afford to pay for green waste collection?	Yes. However, we are need to quantify "hardship" and what evidence is required to prove this.
Do we have a sliding scale of charges for green waste bins (i.e. 2 nd /3 rd bins cheaper than the first)?	Yes. In the model we have assumed that 2 nd bins are charged at £20/year. Based on the current number of households and total number of green bins collected we have assumed that each household has approximately 1.1 green bins. Therefore, it has been indicatively assumed that around 1,500 households a year will apply for a second green waste bin. We have not included an estimate for 3 rd bins. If you could provide more accurate estimates of 2 nd and 3 rd green waste bins per household then the model could be updated to include these.
How do we collect the fees for green waste collection?	Fees will be collected through our current collection methods, with no additional costs incurred.
How much does the charging for green waste cost?	Administration costs will be subsumed into existing work flows. The cost of issuing stickers for bins will be in the region of £7k-£8k given the anticipated take up rates.
Is there is an EU Directive that forbids co-mingling of recycling?	<p>There was significant debate regarding this in 2014/15 when the TEEP (technically, environmentally and economically practicable) Regulations were set up.</p> <p>The Waste Framework Directive (WFD) requires councils, as of January 2015, to provide separate collection of paper, metals, plastics and glass. The EU Waste Framework Directive sets out the ground rules for waste across Europe. In England, separate collections are required where they are TEEP and appropriate to meet the necessary quality standards for the relevant recycling sectors. Local Authorities are required to conduct an Assessment to determine the route they take and to justify comingled collection if that is what they have chosen. Although there is no official Defra guidance on this, a Route Map was published in 2014 to help councils understand their legal obligations http://www.wrap.org.uk/sites/files/wrap/Route%20Map%20Revised%20Dec%2014.pdf</p> <p>The WFD is implemented in England and Wales through the Waste (England and Wales) Regulations 2011 which were later amended in 2012. Scotland and Northern Ireland</p>

	<p>have a separate approach. Many local authorities in England collect comingled paper, plastics, metal and glass and sort them in a Materials Recovery Facility (MRF). Some collect paper separately to manage the quality of paper recovery.</p> <p>Oadby & Wigston Borough Council are required to deliver dry recyclable materials to the Cesspak MRF in accordance with the requirements of Leicestershire County Council dictate Notices dated 8th September. These state “the Notices do not require the Waste to be separated”.</p>
Is there evidence that fly-tipping increases when green waste charges are introduced?	The waste industry has not reported problems with the fly-tipping of garden waste where green waste wheeled bin charging has been introduced. Also, the soft market testing with waste management contractors concluded that fly-tipping of residual waste does not increase where there is alternative weekly collection.
Is there evidence that co-mingling recycling improves recycling rates?	There is some evidence that co-mingled dry recyclable collections recycle more waste as they can be more convenient to householders http://www.economist.com/node/9249262 .
Is there evidence that the introduction of wheeled bins increase crime?	There is no evidence that the introduction of wheeled bins increase crimes. There is not a mechanism between collection of waste in wheeled bins and crime.
Is there evidence that wheeled bins encourage vermin?	No. Wheeled bins will attract less vermin than bags e.g. foxes.
Is there evidence that wheeled bins “smell” and “the contents rot” and are a “health hazard”?	No. Many authorities in England collect residual waste alternate weekly (fortnightly) using wheeled bins without problem of smell, rotten waste and health hazards. Residents collect residual waste in their property in bin bags and place these in the wheeled bin.
Is there any benefit of “doubling up” on shifts/split shifts?	It may be possible to save money on vehicle capital expenditure if a single vehicle is used by two crews per day (i.e. same vehicle used for a morning and a night shift). This may not generate any operating cost savings, however, as the number of crews required will likely be the same. Nonetheless, consideration should be given on issues such as traffic and noise (i.e. collections should ideally take place outside peak traffic times or late at night due to potential noise nuisance to residents).
Could the green waste scheme include the use of bags?	Yes, if collected from bags that the Council charge for to supply, and only the approved bags are collected. Health and safety of collection crews, and street cleanliness is better where green waste is collected in bins. Moreover, it is likely that bins will prove a more cost effective and sustainable solution over time than disposable bags. The usage

	of bags would also generate additional administrative costs and open up the risk that properties that have not paid for the service still benefit.
Do we have to recycle?	Yes. See Leicestershire County Council dictate Notices dated 8 th September 2017.
Can we stop collecting glass?	No. Leicestershire County Council dictate Notices dated 8 th September 2017 includes the collection of glass. Glass is one of the four materials that require collection under the TEEP Regulations. Other countries provide street corner Eurobins or bring sites for the collection of glass, but recycling rates may be lower.

Appendix 05

Proc and cons of different collection options

Option	Pros	Cons
Source separated collections	<ul style="list-style-type: none"> • Potentially less contamination in the recyclables stream. • If the Council was operating their own MRF this would mean lower processing costs and higher end product quality with higher market value. However from 1st of April 2018 the Council will have to comply with the LCC dictate and take recyclables to the Casepak MRF. 	<ul style="list-style-type: none"> • Potentially lower recyclables yields and by extent a lower recycling rate. • Requirement for specialised vehicles (i.e. twin pack RCVs) which reduce flexibility of collections and potentially increase costs. • Complex routing to ensure efficient service. • Less convenient for the residents compared to a co-mingled service.
Co-mingled collections	<ul style="list-style-type: none"> • Potentially higher recyclables yields and higher overall recycling rate. • Convenient service for residents as all material ends up in the same bin. • Greater flexibility because it is possible to use the same vehicles as for the residual collections. • More efficient service and easier to plan as it involves a single recyclables stream compared to collecting materials separately. 	<ul style="list-style-type: none"> • Potentially higher contamination of unrecyclable materials in the recyclable stream which may cause surcharges by the recyclables processor, although this should not be an issue if there is communication with the residents.
Weekly collections in bags	<ul style="list-style-type: none"> • Allows faster collections. • Residents may find it convenient. 	<ul style="list-style-type: none"> • Health and safety concerns for the collection crews. Sharp objects hidden inside the bags can cause injuries. Issues with lifting of heavy bags which may lead to long term injuries and back problems. Difficult to regulate number of bags lifted by the collection staff, which results in staff carrying multiple bags to finish early.

		<ul style="list-style-type: none"> • Issues with street cleanliness and vermin. Dogs, cats, foxes, rats and other animals rip the bags open which results in street littering. This is a burden for the Council’s public cleaning services. • Bags may also rip when handled by the collection crews. • Odour issues. • Arguably on collection days bags result in poor aesthetics. • For recyclables services, where bags are provided by the Council, bags are an ongoing cost and result in higher cost over time overall compared to bins. • For the case of co-mingled recyclables services which include glass, there will be significant health and safety issues for the collection crews. It may be possible to use specially designed thick and durable sacks, however these will come at a significant additional annual expense to the Council.
<p>Fortnightly collections in bags</p>	<ul style="list-style-type: none"> • Allows very fast collections which may result in cost savings. 	<ul style="list-style-type: none"> • Unless a separate food and nappy waste collection service is provided, fortnightly collection of residual waste will cause significant issues with vermin, odour and cleanliness. • Will likely cause discontent to residents. • All issues identified above for the weekly collections in bags.
<p>Weekly collections in bins</p>	<ul style="list-style-type: none"> • Improved street cleanliness. • Significant improvements to the health and safety of the collection crews. 	<ul style="list-style-type: none"> • Less efficient than weekly collection in bags. Likely to increase collection costs. • More costly than fortnightly collection in bins

	<ul style="list-style-type: none"> • Can easily accommodate co-mingling of recyclables, including glass. 	
<p>Fortnightly collections in bins</p>	<ul style="list-style-type: none"> • Improved street cleanliness. No issues with vermin or odour compared to fortnightly and even weekly collections in bags. • Significant improvements to the health and safety of the collection crews. • Fortnightly collections in bins can be as efficient and cost effective as weekly collections in bags. Depending on the efficiency of crews collecting bags and the size of the area covered, fortnightly bin collections can prove more cost effective than weekly bag collections. • If smaller bins are used for residual waste collections (i.e. 180l) and larger for recyclables (i.e. 240l), evidence shows that this can improve recycling rates. • Can easily accommodate co-mingling of recyclables, including glass. 	<ul style="list-style-type: none"> • Some residents may disapprove of fortnightly collections in bins initially, however this is an extensively implemented practice which is widely accepted by residents all over the UK. Evidence shows that a number of residents actually prefer bins, because they address issues with vermin, which can be significant in the case of bags.
<p>Fortnightly collections – general</p>	<ul style="list-style-type: none"> • Research shows that by limiting the available residual waste capacity of residents by use of small residual waste bins on a fortnightly basis, while ensuring that recyclables capacity is ample, incentivises residents to recycle more which in turn increases recycling rates. • Opting for fortnightly collections in many cases can provide cost savings and prove more cost effective. 	

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Agenda Item 11b



Council	Tuesday, 05 December 2017	Matter for Information and Decision
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Title: **Proposed Future of the Building Control Service**

Author(s): **Adrian Thorpe (Head of Planning, Development and Regeneration)**

1. Introduction

- 1.1. This report follows the resolution of Council on 6 July 2017 regarding the delivery of discretionary services. Elements of the Building Control service can be considered discretionary as set out below. This report explores a number of options with regard to the future provision of a cost effective and resilient Building Control Service.
- 1.2. Members previously considered the Council's Building Control service at Policy, Finance and Development Committee in February 2015 in the context of the outcomes of a review of the service that had been carried out by an external consultant at that time. That report recommended that alternative methods of delivering Building Control services be investigated. This process has been ongoing since that date but it is only recently that a realistic and viable option has come forward.

2. Recommendation(s)

- 2.1. Members approve that the Borough Council enters into a formal Building Control Shared Service arrangement operated and managed by Blaby District Council and including Harborough District Council with effect from 1st January 2018 in order to revitalise the service that the Borough Council provides and to create greater resilience.
- 2.2. Members delegate matters relating to the agreement of the detailed procedural and operational arrangements, including the agreement and signing of an inter-authority agreement relating the Shared Service arrangement to the Director of Finance and Transformation.

3. Information

- 3.1. The scope of the service is primarily to process applications for Building Regulations approval, providing guidance and enforcing building standards. The workload is split into two areas – Building Regulation fee earning work and statutory non fee earning services. The introduction of Approved Inspectors and private sector alternative service providers has created a challenging market for Building Control services resulting in local authorities experiencing a significant reduction in market share and therefore fee income.
- 3.2. The Building Control Team sits within the Planning, Development and Regeneration Section of the Council. The Establishment has two Building Control Surveyor posts. Due to the small size of the Team there is no Team Leader/Manager post on the Establishment. Both posts therefore report directly to the Head of Planning, Development and Regeneration.
- 3.3. One of the two posts is filled by a longstanding and experienced member of staff. The second post is currently being covered by an agency member of staff and this has

been the case since March 2016. The cost of agency cover since March 2016 to the end of September 2017 is £114,000. Several attempts have been made to recruit to the post, both in the usual way and also to recruit a contractor directly on a temporary basis. However, these attempts have all proved unsuccessful as other councils have also found to be the case. Consideration has also been given to recruiting a graduate officer, but this was not considered appropriate given the small size of the Building Control Service due to the level of training and support that would be required.

- 3.4. The current position is not sustainable in the longer term both in terms of the financial cost to the Council and also in terms of providing a consistently resilient service. In addition, agency members of staff will often not work full time hours leaving occasions when appointments are not always available to customers. Further, the Council is unable to provide resilient out of hours emergency building control cover which provides a risk should an incident arise (e.g. a dangerous structure) because the Council is reliant upon one permanent member of staff. The existing staffing structure also significantly limits the ability of the Council to market its building control service to attract new work and grow the service to increase income.
- 3.5. Given this situation, and in particular the lack of resilience that this leaves the Council with in operating a Building Control Service, officer level discussions have taken place with Blaby District Council over partnership working. Blaby District Council is best placed of the Leicestershire districts at this time to initiate a shared service as it is already providing Building Control support to Harborough District Council. These two authorities, which have previously experienced the same problems of recruitment as this Council, intend to establish a formal partnership arrangement from 1st January 2018 and there is the opportunity for Oadby and Wigston Borough Council to also join in this arrangement.
- 3.6. The formal arrangement developed by Blaby District Council is a Shared Service (income shared model) which will operate on the basis of the following principles:
- Blaby District Council will operate and manage the shared service arrangement. It will be named along the lines 'Blaby District Council Building Control Partnership' on behalf of [names of those Council's operating as part of the shared service].
 - The shared service agreement will be for a 5 year period – an initial 3 years with the ability to extend by a further 2 years.
 - Blaby District Council will provide Oadby and Wigston Borough Council 0.3FTE Building Control Manager post on site (approximately 11 hours per week) with remote access available at all other times. This post will focus on providing leadership, direction and marketing. This is an important post that is currently not part of the Council's establishment.
 - Blaby District Council will provide Oadby and Wigston Borough Council 0.5FTE Building Control Surveyor post on site (two and a half days per week). This will be flexible to cover for when staff are on leave so can be increased to full time as necessary. This will be in addition to the Building Control Surveyor post currently employed by Oadby and Wigston Borough Council.
 - Blaby District Council will 'charge' a percentage of the Borough Council's income to cover its costs of operating and managing the shared service. This will be at a rate of 5% of income in year 1; 7.5% of income in year 2 and 10% of income in year 3 and thereafter. The rising rate reflects Blaby District Council's intention that the shared service will enable an increased income for the Council over the initial few years as a result of the shared service being in place. Blaby District Council is well placed to do this as it is currently resourced and structured to operate a business model that allows it to market the service to building contractors and large

developers. This has led to its building control service increasing its income by 40% over four years. Blaby District Council would apply this model in the Borough of Oadby and Wigston with the aim of promoting the service and growing income for the Council at a similar rate. They would achieve this through the existing contacts that they already have in the industry and by developing new contacts with a presence in the Borough. A proposed increase in income would be set out in a Business Plan.

- All partner councils will be represented on and report through an officer level Management Board which will meet quarterly and provide a quarterly report. This will be responsible for aligning and preparing corporate information including a Business Plan, Service Plan and Key Performance Indicators. These will be consistent across all shared service councils in order to deliver the efficiencies expected of a shared service arrangement by avoiding duplication of work.
- All partner councils will retain the building control staff on their payroll. Partner councils will be responsible for line management of their own staff in terms of HR and training matters although Blaby District Council will provide line management support in terms of operational and professional matters which will benefit existing staff in terms of professional support and mentoring, for example. Therefore those staff employed by Oadby and Wigston Borough Council would be managed through a matrix management model (i.e. they would have two line managers). It will be necessary for partner Council's to ensure a degree of parity between salaries of building control staff with similar roles and responsibilities.
- Blaby District Council will employ and 'rent out' building control staff to cover posts which form part of a partner council's establishment but to which there is no member of staff appointed and on the payroll. This would be at a rate of 120% of the total cost of the post – this equates to £38.20 per hour which is significantly less than the cost of agency rates which are typically £50+ per hour.
- There would be the option to include administrative staff in the shared service arrangement based on the same principles outlined above. However, at the present time this is not necessary because the arrangement functions well being incorporated into a combined admin team covering the Planning, Development and Regeneration Service. This situation could be reviewed at a later date as and when necessary, for example, to ensure that working practices and procedures are aligned between the partner councils.

3.7. In summary, entering into this shared service arrangement would deliver the following benefits:

- Significantly improved officer capacity and resilience (e.g. out of hours cover);
- Potential to reduce net costs (in particular agency workers);
- Potential to grow income and market share (market share currently estimated to be about 30%; potential to grow towards 70% in 3 years. Blaby District Council's market share is currently 74%);
- An opportunity to develop recruitment programmes (e.g. a future apprentice/graduate programme);
- Benefits of different and innovative ways of working (e.g. customer access such as online applications and inspection booking and a stronger business focused marketing approach);
- Ability to build on the good reputation held by Blaby District Council's Building Control Service to generate additional business;
- Cross boundary benefits to working practices; and
- Supports economic growth in the Borough.

3.8. The level of staff resource proposed under this arrangement would amount to 0.5FTE

less at Building Control Surveyor level than currently exists on the Council's establishment. However, it would provide additional resource at Building Control Manager level. Also, the current agency member of staff does not work full time and this is not having a significant impact on the Council's ability to provide its Building Control Service. Therefore, the level of resource proposed is considered to be adequate. However, there would be the opportunity to review this and increase the level of staff resource if necessary, particularly if the amount of business increased as a result of the shared service. If this was the case, then the amount of income would also increase which would cover the cost of the increased staff resource.

- 3.9. An alternative to entering into a shared service would be for the Council to delegate its Building Control function to Blaby District Council. This would require staff currently employed by Oadby and Wigston Borough Council being transferred to Blaby District Council (TUPE) and Blaby District Council would wholly operate Oadby and Wigston Borough Council's Building Control Service and it would keep all of the income. However, the Borough Council would still need to budget for residual costs and Blaby District Council has indicated that it would need to levy an annual service charge in order to cover its costs. This could be a substantial cost. For this reason this option is not considered to be financially viable. There is the potential to consider delegating the Building Control Service to another Council however, geographically and practically it would need to be a neighbouring Council and at the current time no other neighbouring councils are in a position to be able to provide this.
- 3.10. Since elements of the Building Control service are discretionary (i.e. the Council is not required to provide them) a further alternative would be for the Council not to provide a Building Control Service at all in which case builders and residents in the Borough would need to source and employ Approved Inspectors (i.e. the private sector) to provide building control services. However, there would likely still be a cost to the Borough Council in terms of fulfilling statutory duties such as enforcement of Building Regulations, dealing with dangerous structures and providing out of hours emergency building control cover. This is considered to be a last resort option and would require further investigation if Members were minded to consider this option further.

Background Documents:

Report to Full Council (Extraordinary) on 6 July 2017

Report to the Policy, Finance and Development Committee on 03 February 2015

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Implications Proposed Future of the Building Control Service	
Finance	Entering into this shared service agreement should not only result in a financial saving to the Council against budget but will eliminate the risk of overspend by removing the need to bring in agency professionals at a high hourly rate.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Legal	The report is satisfactory.
Dave Gill (Head of Law and Governance / Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Decreasing Financial Resources (CR1) Entering into a shared service is anticipated to result in financial savings to the Council. <input checked="" type="checkbox"/> Key Supplier/Partnership Failure (CR2) All partner councils will be represented on and report through an officer level Management Board which will meet quarterly. This will be responsible for aligning and preparing corporate information including a Business Plan, Service Plan and Key Performance Indicators, thus mitigating the risk of partnership failure. <input checked="" type="checkbox"/> Reputation Damage (CR4) Entering into a shared service will provide a much more resilient service than the Council can currently offer. If the Council does not respond to the current situation there is the potential for reputation damage to the Council. <input checked="" type="checkbox"/> Failure to Respond to a Significant Incident (CR7) Entering into a shared service will provide a much more resilient service than the Council can currently offer. If the Council does not respond to the current situation there is the potential for the Council's Building Control Service to fail to respond to a significant incident.
Adrian Thorpe (Head of Planning Development and Regeneration)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> Effective Service Provision (CP2) Entering into a shared service will provide a much more resilient service than the Council can currently offer thus offering a significantly improved level of service provision.
Adrian Thorpe (Head of Planning Development and Regeneration)	
Vision & Values (V)	<input checked="" type="checkbox"/> Teamwork (V3) A shared service would allow for a greater degree of teamwork and professional support which the Council is currently unable to provide due to the small size of the Council's Building Control Team. <input checked="" type="checkbox"/> Innovation (V4) A shared service involving a number of councils is an innovative means of delivering a building control service to ensure resilience in a sector that is currently difficult
Adrian Thorpe (Head of Planning Development and Regeneration)	

	to recruit staff to across the country.
Equalities & Equality Assessment(s) (EA)	There are no equalities implications.
Adrian Thorpe (Head of Planning Development and Regeneration)	<input checked="" type="checkbox"/> Not Applicable (EA)

Agenda Item 11c



Council	Tuesday, 05 December 2017	Matter for Information and Decision
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Title: **Off-Street Parking and Council-Owned Car Parks**
Author(s): **Margaret Smith (Facilities and Administration Team Leader)**

1. Introduction

- 1.1. At the extraordinary meeting of the Council on 6 July 2017 to consider budget savings, it was agreed that a solution is required for car parks which is at least cost neutral in terms of balancing enforcement costs versus the revenue generated from parking and introduces a single system of management across all of the Council's car parks.
- 1.2. At that meeting, Members of the administration stressed that an undertaking had been given in its manifesto to preserve free parking for shoppers within the Borough.
- 1.3. This report considers options for the future running of car parks and an indication of the income that could be generated if charges were to be introduced for different lengths of stay.

2. Recommendation(s)

- 2.1. That Council notes the information in the report.
- 2.2. That in order to achieve a single system of management across all of the Council's car parks, approval is given to introduce charging for all car park users (with the option to introduce free 30 minute bays in some/all car parks) in order to at least meet (and likely exceed) a break-even position in terms of balancing enforcement costs versus the revenue generated from parking.

By exceeding a break-even position, this option would also allow for income generated from car parking to be used for maintenance and improvements across all of the Council's car parks.
- 2.3. That the option of disc parking is explored further, particularly with regard to its ability to support a single system for discounted car parking charges for residents and to manage car parking arrangements and flow of vehicles across all car park locations.
- 2.4. That Council considers the miscellaneous schemes detailed in the report and decides whether further investigation should be carried out in relation to any of these schemes.

3. Current Position

- 3.1. The current position is that car parks are running at an annual overall revenue loss of around £23,801 as shown below:

Income		Expenditure	
Penalty Charge Notices (PCNs)	£8,992	Enforcement (Including costs of processing PCNs)	£39,424
Pay and display income	£13,801	Pay and display machine	£2,900

		maintenance contract	
		Data cards for pay and display machines	£450
		Cash collection from 5 machines (G4S)	£3,100
Total Income	£22,793	Total Expenditure	£45,874
		Less Income	£22,793
		Overall loss	-£23,081

- 3.2. The provision of car parking is not a statutory requirement but it has always been accepted that this is a function with which the Borough Council should be involved. The current position, where annual losses are incurred is not sustainable. Alternative models for the delivery of parking are considered in more detail below together with their potential income generating capability.
- 3.3. Whilst considering the options below it should be noted that there is limited usage information available on the number of cars parking per day or length of stay that can be used to inform this report. Basic surveys were undertaken in March 2016 which showed the average percentage of free spaces in Oadby Town Centre car parks over the course of a week to be 31% and the average percentage of free spaces in Wigston Town Centre car parks to be 26%. Detailed usage surveys could be undertaken if required, but a supplementary budget would be required to fund this.

4. Options

4.1. Remove off-street enforcement altogether:

This would give a net saving of approximately **£32k** in enforcement costs, minus Penalty Charge Notice (PCN) income, but there would be a lack of parking control (i.e. no control on length of stay may mean that car parks become a 'park and ride' option to the city centre which was an issue experienced before the current car park management system was put in place, no enforcement on abuse of disabled bays etc).

Income from pay and display tickets would likely decrease over time as drivers realise there is no enforcement.

Viable option: **No**

4.2. Make all town centre car parks short stay (up to 3 hours free) and remove provision for long stay (paid) parking altogether:

This option would reduce the net loss to **£6,901** and give savings in Civil Enforcement Officer (CEO) time in dealing with pay and display machines meaning more time available for enforcement and an increase in issue of PCN's.

However, there is potential for dissatisfaction as there would be no off-street long stay parking available in the town centres.

Viable option: **No**

4.3. Extend long stay ability (paid) to all town centre car parks, first 3 hours free:

There is no evidence of demand for over 3 hour parking above those locations already operating as long stay (i.e. Sandhurst Street, Oadby and Paddock Street and Aylestone Lane, Wigston). This option is unlikely to generate additional income and is likely to spread existing long stay users across all car parks.

Viable option: **No**

4.4. **Reduce short stay parking from 3 hours to a maximum of 2 hours free in all car parks. Charge for over 2 hour stays in the current long stay locations at the current rate of £3:**

This option may generate some additional income but it is likely that users would reduce their length of stay to avoid payment. There is also a possibility that the number of car parks offering long stay (i.e. over 2 hour) parking would need to increase if the number of over two hour parkers exceeds the number of spaces available in the current long stay car parks which would increase revenue costs for pay and display machine maintenance, cash collection etc.

Viable option: **No** - unlikely to generate sufficient additional income to break even.

4.5. **Reduce short stay parking to 1 hour free and charge £0.50p for stays of 1 to 3 hours; £3 for over 3 hour stays – apply to all car parks:**

Assuming a 75% occupancy rate across all car parks (i.e. 573 spaces) and 30% of drivers pay to stay over an hour, this could generate an additional income of around **£25k** per annum (at £0.50p charge). There is a small risk that some users may reduce the length of time spent in the town centre to under one hour in order not to have to pay.

There is potential for more PCN's to be generated as more users would have timed tickets meaning only one visit is required to a car park for enforcement to take place. There may be opportunity to develop an incentive scheme that could potentially re-imburse all or some of drivers' pay and display costs via local businesses.

Viable option: **Yes** - this option is likely to generate sufficient income to reach a revenue break-even point but may not generate a surplus.

4.6. **Introduce parking charges for all stays in all car parks; £0.50p up to 3 hours and £3.00 for over 3 hours:**

Assuming 75% of spaces across all car parks (i.e. 573) are used once per day, introducing a £0.50p charge for up to three hours stays could generate additional **£85k** revenue.

There may be an increase in the issue of PCN's as all cars would be required to display a timed parking ticket meaning CEO's would only need to make one visit to a car park before a PCN is issued, whereas under the current system two visits are required. There may be opportunity to develop an incentive scheme that could potentially re-imburse all or some of drivers' pay and display costs via local businesses.

Viable option: **Yes** - introducing charges for all car parks could generate a net income of around **£41k** which could be used for maintenance and improvements to the car parks thus allowing the service to cover its' costs:

Income (revenue)		Expenditure (revenue)	
Additional income from under 3 hour parking by charging £0.50p	£85,000	Additional costs for maintenance / data cards / cash collection for 10 new machines	£12,000
Current income from over 3 hour stays	£13,801	Enforcement costs (no change)	£39,424
		Current costs for maintenance / data cards / cash collection for 5 existing machines	£6,450
Total income	£98,801	Total expenditure	£57,874
Less expenditure	-£57,874		
Net income	£40,927		

4.7. **As paragraph 4.6 above, but introduce a number of free 30 minute only bays in larger car parks:**

Up to 10% of the parking bays in the larger car parks could be made into free 30 minute wait bays. In this case, the revenue expenditure would be the same as in 4.6 above whilst income would be slightly reduced. Capital expenditure to implement would increase to **£50k** to include additional signage and re-lining of the 30 minute bays.

There are currently eight 20 minute bays at East Street Car Park at present and these are very well used and could be extended to 30 minutes wait. The advantage of specific bays is to save CEO enforcement time in knowing which cars have paid and which have not.

Viable option: **Yes**; this is a viable option if introduced in conjunction with 4.6 above, but would marginally reduce the income stated; there is a possibility that demand for the 30 minute bays would exceed availability leading to dissatisfaction.

4.8. **Summary of the above options:**

Option	Net revenue loss / saving	PCNs	Dissatisfaction of users	Capital costs	Break even?
Remove enforcement	£32k net saving	N/A	Low initially leading to high	Nil	No
All car parks 3 hours short stay	£7k net loss	Potential increase	Medium	Low (under £5k)	No
Extend long stay (paid) to	No change	Potential decrease	Low	Medium (around	No

all car parks				£36k)	
Up to 2 hours free, charge for over 2 hours	May generate some additional income	Potential increase due to overstays	Low to medium	Low (under £5k)	Unlikely
Up to 1 hr free 1 – 3 hrs 50p Over 3 hrs £3	Potential for approx £25k income	Potential increase due to overstays	Medium (short term)	Medium (around £36k)	Yes
Charge for all lengths of stay	Potential for approx £41k income	Potential increase	High (short term)	High (around £45k)	Yes with surplus
Charge for all lengths of stay with some free 30 minute stay bays	Potential for approx £35k income	Potential increase	High (short term)	High (around £50k)	Yes with surplus

4.9. **In making any decision to change the way off-street parking operates the following should be taken into consideration:**

4.10. The charges suggested in this report are used to give an indication of the amount of income that could be generated by each option and are considered to be a minimum charge in terms of viability. Members would need to agree the actual level of charges introduced.

4.11. For information current charges in neighbouring districts are:

Harborough District Council (for Market Harborough town centre):

Long stay car parks up to 4 hours £2.00
 Long stay car parks over 4 hours £4.00
 Short stay car parks up to 2 hours £1.00
 Short stay car parks up to 3 hours £1.50
 Short stay car parks up to 4 hours £2.50
 Short stay car parks over 4 hours £6.00

Blaby District Council (for Blaby town centre):

Up to 2 hours £0.30
 Up to 3 hours £0.50p
 Up to 4 hours £1.50
 Over 4 hours £5.00
 Residents parking permit £75

4.12. Introducing charging in all car parks may make alternative payment options more viable, for example, pay by phone, card or contactless payments which is a facility that the Council does not currently offer.

4.13. It is a legal requirement that proposed changes to car park tariffs and operations will

require the Parking Order to be revised. This is a statutory process involving advertising in the local press giving opportunity for residents or businesses to raise objections to the proposals.

- 4.14. A number of town centre car parks are included within the Councils' Local Plan for redevelopment and the Council has adopted a Local Development Order which includes Paddock Street Car Park. Any redevelopment would require some parking to be retained and no overall net loss of spaces although these may be created at other locations within the town centres.
- 4.15. If charges are introduced for any length of stay then there may be a knock-on effect for on-street parking if drivers attempt to park for free.
- 4.16. On-street parking is managed by Leicestershire County Council. This includes school parking zones and parking on grass verges. The County Council also operates on-street resident permit schemes such as on Sandhurst Street in Oadby.
- 4.17. Leicestershire County Council is considering a County-wide strategy to introduce on-street parking charges via pay and display machines. Oadby and Wigston Borough Council would be a statutory consultee to this scheme but the potential should be borne in mind when any changes to off-street parking are considered.

5. Other Systems that Could Replace or Supplement Pay And Display

5.1. Disc parking:

The above options assume pay and display machines will be retained in their current locations with potential for installing machines across other town centre car parks. However, the same end result could be achieved by disc parking rather than introducing further pay and display machines. Under such a scheme, users would be required to purchase and display a clock style parking disc allowing them to park for up to three hours in any Council car park. Users who wished to stay over three hours would need to park in the existing long stay car parks and purchase an all day pay and display ticket. All car parks owned by the Council could come under this scheme creating a single system of up to three hour parking across all car park locations. Parking discs could be available from Customer Service Centre and local shops as well as via on-line purchase.

- 5.2. Such a system would introduce a significant administrative burden compared to the current arrangement and therefore consideration would need to be given to the administration costs in order to be certain that costs do not outweigh the income generating capability. Enforcement would be made easier as only one visit would be required to a car park to enforce rather than the present two visits. In terms of income generation, discs could last for 12 months then require renewal, or last indefinitely. Twelve month discs would generate a regular annual revenue; discs lasting indefinitely would increase revenue initially but this would decrease annually over time once users have obtained permits.
- 5.3. A scheme such as this operates at Horsham District Council where a clock disc costs £12 and is renewed annually, allowing the driver to park in any car park within the district for times up to the maximum stay in that particular car park. To avoid abuse of the system and the same disc being passed between multiple users, an application form needs to be completed and submitted along with the drivers V5 (Vehicle Registration Document). The disc is then identifiable to a particular vehicle. A maximum of 4 discs are allowed per household, £12 for the first disc and £6 for each

subsequent disc. In addition, Horsham District Council has installed pay and display machines in their car parks to allow for visitors who are unlikely to be disc holders. Scarborough Borough Council also operates disc parking in Whitby for on-street zoned parking alongside permit parking and pay and display machines in its car parks. In effect Horsham District Council and Scarborough Borough Council use the disc system to provide residents with the ability to benefit from discounted car parking charges rather than having to pay and display on every visit. This is, therefore, also considered to be the main purpose for introducing a disc scheme in the Borough.

5.4. Viable option: **Yes** - this scheme is viable if the discs are renewed annually and administrative costs can be kept as low as possible. The scheme would operate alongside the existing pay and display machines. Further detailed research is needed to establish how such a scheme would work in practice and what level of income could be generated.

5.5. **Pay on exit (barriers):**

The current pay and display system could be replaced by a pay on exit system with the introduction of entrance and exit barriers. The approximate cost of installing a pay on foot system with 1 entry lane, 2 exit lanes and 2 pay stations is estimated to be in excess of £100k whereas a single pay and display machine is around £3,500. Other considerations are vehicle access and egress (cars backing up at the barrier waiting to enter/exit a car park can cause congestion), availability of staff when a barrier or payment machine fails, and more complicated auditing systems as pay on foot machines give change and therefore would need to hold a float in addition to cash received.

5.6. **Automatic Number Plate Recognition (ANPR):**

ANPR systems have been introduced by some local authorities but legislation does not currently support this for local authority car parks and some authorities have discovered a problem when trying to enforce such schemes. Such a scheme would withdraw this authority's parking operations from the parking enforcement framework laid out in the Traffic Management Act 2004 meaning enforcement would be carried out as though the car parks were privately owned.

Local authorities were warned not to go down this route by Department of Transport in September 2014 when Robert Goodwill MP, the then Parliamentary Under Secretary of State wrote to all Parking Managers with Civil Parking Enforcement powers saying that 'any intention [to introduce ANPR] to operate outside this statutory regime would clearly go against the will of Parliament, Government policy and the expectations of local electorates' and that 'an application to the DVLA for access to keeper data on the basis of recovering unpaid charges for enforcement through contract law, will more than likely not be approved because the Council will not be operating as an enforcement authority under the Traffic Management Act.'

5.7. **Miscellaneous schemes that may generate small amounts of income:**

- There are currently 13 parking permits issued free of charge to residents of Aylestone Lane who have no off-street parking enabling them to park in Aylestone Lane car park free of charge. If a charge of £50 per annum is introduced for permits this would generate an income of £650.
- A season ticket at a preferential rate could be introduced for regular users of over 3 hour stay parking. This may encourage those people who currently park for 3 hours and move their vehicle during the lunch period and re-park in another car

- park for a further 3 hours to purchase a season ticket instead.
- The concession allowing blue badge holders to park over 3 hours in any car park could be removed so that the maximum stay would be 3 hours in short stay car parks or cost £3 for over 3 hours in long stay car parks.
 - Car Park at the front of St Peter's Church Hall – this land could be offered to St Peter's Church at market value.
 - Countesthorpe Road Car Park, South Wigston – no enforcement takes place in this car park where parking and parking is allowed up to 12 hours in any day. Parking time could be reduced to free up to 3 hours and charge of £3 for over three hour parking. This would require a change to the parking order, new signage and installation of two new pay and display machines. The cost to introduce over 3 hour charging would be around £7,500. Since the costs of introducing this scheme outweigh potential income, charging in this car park is only considered viable if it is introduced as part of a wider scheme of changes as suggested above.

Background Documents:

Report to Full Council (Extraordinary) on 6 July 2017

Appendix A - Current Car Park Operational Arrangements

Appendix B - Equality Assessment (Initial Screening)

E-mail: margaret.smith@oadby-wigston.gov.uk

Tel: (0116) 257 2832

Implications Off-Street Parking and Council-Owned Car Parks	
Finance	As set out within the report.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Legal	The report is satisfactory.
Dave Gill (Head of Law and Governance / Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Decreasing Financial Resources (CR1) Car park income has been reducing over the last few years but there is potential to increase revenue by changing the charging regime. <input checked="" type="checkbox"/> Effective Utilisation of Assets/Buildings (CR5) <input checked="" type="checkbox"/> Economy/Regeneration (CR9) Any changes to parking need to take into consideration the impact on local businesses and the viability of the town centres.
Margaret Smith (Facilities and Administration Team Leader)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> Effective Service Provision (CP2) Car parks are essential to the viability of the town centres. Generating an income from parking can be used to maintain and potentially upgrade the parking provision.
Margaret Smith (Facilities and Administration Team Leader)	
Vision & Values (V)	<input checked="" type="checkbox"/> Customer Focus (V5) The needs of car park users and local businesses need to be taken into consideration when considering the options contained in this report.
Margaret Smith (Facilities and Administration Team Leader)	
Equalities & Equality Assessment(s) (EA)	There are no implications at this stage but a further equalities assessment will be completed once Members have agreed which option(s) to take forward.
Margaret Smith (Facilities and Administration Team Leader)	<input checked="" type="checkbox"/> Initial EA Screening (Appendix B)

Current Operational Arrangements

1. All Council owned car parks in Oadby, Wigston and South Wigston are subject to The Borough of Oadby and Wigston (Off-Street Parking Places) Order 2015. This Order details the car park regulations for each car park. The Order allows for the issue of Penalty Charge Notices (PCNs) by Civil Enforcement Officers (CEOs) for certain contraventions of the Order. The issue of these notices and the procedures for their issue are laid down in the Traffic Management Act 2004. The Parking Order covers town centre 'shoppers' car parks as well as car parks at the Council Offices, Oadby Depot, Parklands Leisure Centre, Brocks Hill Visitor Centre etc as listed below:

2. **Town centre ('shoppers') car parks – Oadby:**

Location	Total spaces	Length of stay and charge	Pay and Display machines	Notes
East Street (Brooksby Drive)	185 (not inc private bays)	Short stay only up to 3 hrs free	0	Car park contains toilet block ('slot-in' super loo) and Civil Enforcement Officer's office & toilet. Also service room used by Oadby Town centre barrow man.
Ellis Park	18	Short stay only up to 3 hours free	0	
Sandhurst Street	192	Long and Short stay: Up to 3 hours free. Over 3 hours is £3 flat rate all day	2	
Total spaces:	395			

Town centre ('shoppers') car parks – Wigston:

Location	Total spaces	Length of stay and charge	Pay and Display machines	Notes
Aylestone Lane	60	Long and Short stay: Up to 3 hours free Over 3 hours is £3 flat rate	2	13 Resident parking permits issued free of charge in this location to residents on Aylestone Lane who do not have any off road parking.
Frederick	55	Short stay only	0	

Street		up to 3 hours free		
Junction Road	142	Short stay only up to 3 hours free	0	Toilet block in car park containing separate ladies/gents/disabled toilets and service room used by Wigston Town Centre barrow man
Paddock Street	87	Long and Short stay: Up to 3 hours free Over 3 hours is £3 flat rate	1	Vehicles accessing pub and backs of shops cross Council car park to get to their service yards / parking areas
Spring Lane	25	Short stay only up to 3 hours free	0	
Total spaces:	369			

Town centre ('shoppers') car parks– South Wigston:

Location	Total spaces	Length of stay and charge	Pay and Display machines	Notes
Countesthorpe Road	74	Up to 12 hours free	0	At the request of Members (historically) there is no enforcement action taken in this car park.
Station Street	28	Up to 12 hours free	0	
Total spaces:	102			

Other car parks covered by the Parking Order:

Oadby	No period of parking to exceed 12 hours on any day except on issue of a permit.
Brocks Hill Visitor Centre	
Coombe Park Car Park	
Oadby Depot Car Park	
Parklands Leisure Centre Car Park	
St Peter's Church Hall Car Park	
Uplands Park Car Park	
Walter Charles Centre Car Park	
Wigston	

Council Offices Car Park
Freer Community Centre Car Park
Horsewell Lane Recreation Ground Car Park
Peace Memorial Park Car Park
Wigston Cemetery Car Park
Wigston Swimming Pool Car Park
Willow Park Car Park
South Wigston
Blaby Road Park Car Park
Kirkdale Road Car Park

3. Civil Enforcement Officers (CEOs) actively 'police' eight of the town centre car parks. No enforcement takes place in South Wigston town centre car parks (Countesthorpe Road and Station Street) following a decision made by Members some time ago aimed at encouraging shopkeepers to keep trading due to the lack of parking in the area.
4. CEOs are employed and managed by Harborough District Council under a partnership agreement. There are generally two CEOs operating in the Borough on a daily basis (subject to annual leave and sickness) of which this Council pays for the equivalent of one full time officer to enforce off-street parking and Leicestershire County Council pays for the equivalent of one full time officer to enforce on-street parking regulations. The budgeted cost of off-street enforcement payable to Harborough District Council during 2017-18 is £39,424 which covers salaries, vehicle and office costs as shown below:

Staff costs (salaries, National Insurance, Pension, training etc)	£25,318
Vehicle costs	£1,277
Office costs (computer, handheld logging devices, phones, Harborough DC overheads)	£10,229
NPU charge (collected by Harborough DC and forwarded to Leicestershire CC)	£2,600
TOTAL	£39,424

5. The number of PCNs issued during 2016-2017 was 349 which equated to an income to this council of £8,992. The Notice Processing Unit at Leicestershire County Council is responsible for collecting income from PCNs and dealing with representations against them in liaison with this Council. Ultimately, if someone is not happy with the Councils' decision regarding their representation they can apply to the Traffic Penalty Tribunal. This organisation provides a free independent adjudication service (to the public) for disputes about parking penalties and its decisions are binding on both parties. The cost of using Leicestershire County Council's Notice Processing Unit is approximately £2,600 per annum but this varies depending on the number of PCNs dealt with. This cost is included within the off-street parking budget shown above.
6. The Councils' off-street car parks are available for use 24 hours a day, 7 days a week with charges (where applicable) and enforcement taking place between 8:00am and

6:00pm Monday to Saturday. There is no charge nor enforcement on Sundays or Bank Holidays.

7. Income generated from long stay car parks (Sandhurst Street, Paddock Street and Aylestone Lane Car Parks only) has been decreasing over recent years as shown by the chart below:

Financial year	Income	Number of over 3 hour parking tickets purchased
2016-17	£13,801	4,600
2015-16	£16,550	5,516
2014-15	£17,379	5,793

8. There are 5 pay and display machines across the three long stay car parks (Sandhurst Street, Paddock Street and Aylestone Lane). These are checked daily by the CEOs and any faults reported through to the Facilities Office. An annual maintenance contract covers the cost of maintenance and call outs at a cost of £2,900 per annum plus £450 for data card charges.
9. Currently the method of payment at pay and display machines is limited to coins. Cash is collected from the machines twice weekly under a contract with G4S at an annual cost of £3,100. Other options for payment exist such as payment by phone or card payment but the cost of modification of the parking machines and the additional bank administration charges are not cost effective under the current charging criteria.
10. Maintenance of car park surface and infrastructure comes out of the structural maintenance budget and therefore is in addition to the car park revenue budget.
11. There are a number of marked disabled bays at strategic locations across all car parks. Parking in one of these bays requires the driver to display a 'blue badge'. Blue badges are available to any persons with mobility issues meeting the criteria laid down by central government. Locally, the badges are issued by Leicestershire County Council and they allow badge holders to park in off-street car parks in disabled bays or, if these are full, any bay. It has always been the policy of this Authority to allow an unlimited period of parking for blue badge holders regardless of the maximum stay limit of the car park. An issue for the Council to consider as part of this review is whether this concession should remain.
12. East Street Car Park (off Brooksby Drive) in Oadby is a peculiarity in that some central parking bays and the access road immediately to the rear of the shops is under private ownership. A private parking company is employed by the landowner to monitor and enforce these spaces.
13. Paddock Street Car Park in Wigston forms the only access route to the car park of The Two Steeples Pub and the service yard at the rear of shops on Bell Street. The Council owns the front section of the car park but the rear (i.e. beyond the gap in the wall) is in private ownership.



Oadby & Wigston
BOROUGH COUNCIL

EQUALITY ASSESSMENT

PART 1 - INITIAL SCREENING

Name of Policy/Function: Off-Street Parking and Council-Owned Car Parks	<input checked="" type="checkbox"/>	This is new policy or function.
	<input checked="" type="checkbox"/>	This is a change to an existing policy or function.
	<input type="checkbox"/>	This is an existing policy or function, not previously assessed.
	<input type="checkbox"/>	This is an existing policy or function for review .

Date of screening	14 November 2017
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1. Briefly describe its aims & objectives

The report gives an overview of off-street parking and the management of Council owned car parks. It considers alternative options for the future running of the facilities. This equality assessment considers who may be affected by any proposed changes.

2. Are there external considerations?

e.g. legislation/government directive etc.

Traffic Management Act 2004

3. Who are the stakeholders and what are their interests?

Users of the car parks which includes local businesses, shoppers, local residents and tourists.

4. What outcomes do we want to achieve and for whom?

Create and maintain a strong and diverse town centre economy that brings opportunities for all and provides an environment where people want to live and work.

5. Has any consultation/research been carried out?

None at this stage.

6. Are there any concerns at this stage which indicate the possibility of Inequalities/negative impacts?

Consider and identify any evidence you have -equality data relating to usage and satisfaction levels, complaints, comments, research, outcomes of review, issues raised at previous consultations, known inequalities) If so please provide details.

None.

7. Could a particular group be affected differently in either a negative or positive way?

Positive – *It could benefit*

Negative – *It could disadvantage*

Neutral – *Neither positive nor negative impact or not sure.*

	Type of impact, reason & any evidence
Disability	Neutral at this stage. However, consideration needs to be given to any changes in the way car parks operate to ensure there is no detrimental impact on users with a disability. Consideration will need to be given to parking bays as well as ease of use and location and operation of pay and display machines if introduced across all car parks.
Race (including Gypsy & Traveller)	Neutral
Age	Neutral
Gender Reassignment	Neutral
Sex	Neutral
Sexual Orientation	Neutral

Religion/Belief	Neutral
Marriage and Civil Partnership	Neutral
Pregnancy and Maternity	Neutral

8. Could other socio-economic groups be affected?

e.g. carers, ex-offenders, low incomes, homeless?

None.

9. Are there any human rights implications?

None.

10. Is there an opportunity to promote equality and/or good community relations?

Not at this stage.

11. If you have indicated a negative impact for any group is that impact legal?

i.e. not discriminatory under anti-discrimination legislation

N/A

12. Is any part of this policy/service to be carried out wholly or partly by contractors?

None.

13. Is a Part 2 full Equality Assessment required?

Not at this stage.

14. Date by which a Part 2 full Equality Assessment is to be completed with actions.

A full Equality Assessment may need to be completed once Members have agreed which option(s) to take forward.

Please note that you should proceed to a Part 2, the full Equality Impact Assessment if you have identified actual, or the potential to cause, adverse impact or discrimination against different groups in the community.

We are satisfied that an initial screening has been carried out and a full equality assessment **is not required at this stage** (please delete as appropriate).

Completed by Margaret Smith Date 14/11/2017
(Policy/Function/Report written)

Countersigned by Adrian Thorpe Date 14/11/2017
(*Head of Service*)

Please forward an electronic copy to: veronika.quintyne@oadby-wigston.gov.uk
(*Community Engagement Officer*)

Equality Assessments shall be published on the Council website with the relevant and appropriate document upon which the equality assessment has been undertaken.



Council	Tuesday, 05 December 2017	Matter for Information and Decision
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Title: **Review of Public Conveniences within the Borough**

Author(s): **Margaret Smith (Facilities and Administration Team Leader)**

1. Introduction

This report gives an overview of the public conveniences provided by the Council in the Borough and considers what alternative options may exist for running the facilities.

2. Recommendation(s)

That all current public conveniences be closed permanently with the exception of the toilet at Wigston Cemetery, and a Community Toilet Scheme be introduced accordingly.

3. Current Position

3.1. Under the Public Health Act 1936, the provision and maintenance of toilets in public places is at the discretion of local authorities who have a power under Section 87 to provide public conveniences, however there is no duty to do so.

3.2. This Council provides six public conveniences at the following locations:

Location	Cost	Gents	Ladies	Unisex	Accessible	Baby Change
South Wigston Superloo Blaby Road Park	0.20p	-	-	Yes	Yes	No
Oadby Superloo East Street Car Park	0.20p	-	-	Yes	Yes	No
Wigston Junction Road Car Park	Free	Urinal and 1 x cubicle	2 cubicles	-	Yes with RADAR key	No
Wigston Peace Memorial Park	Free	Urinal and 1 x cubicle	2 cubicles	-	Yes with RADAR key	No
Wigston Willow Park	Free	-	-	Yes	Yes with RADAR key	No
Wigston Cemetery	Free	-	-	Yes	No	No

3.3. The annual cost of providing public toilets (not including insurance and central/direct support costs) is:

Income		Expenditure	
Superloo income at £0.20p per use	£400	Utilities	£3,800
		Opening/closing/cleaning	£6,997
		Superloo contract and alarm system	£7,800
		NNDR (Business rates)	£7,300
		Legionella testing	£1,800
		Cyclical maintenance and responsive repairs (based on 2016-17 costs)	£3,546
Total income	£400	Total expenditure	£31,243

- 3.4 The two Superloos are self cleaning and are available for use 24/7. These units were leased but are now owned by the Council following negotiations to exit the original lease arrangement.
- 3.5 The cost of using a Superloo is £0.20p per visit. Combined income from the two Superloos for the year 2016-17 was £276 equating to 3.78 visits per day. Combined income to 31 October for 2017-18 is £229 equating to 5.74 visits per day. Income by the 31 March 2018 is anticipated to be £400.
- 3.6 The other four facilities are open 8am until 6pm seven days a week. There are no usage figures kept for these facilities. The opening, closing, cleaning and provision of consumables is contracted to Pinnacle Housing Limited under the recently awarded Borough-wide cleaning contract at an annual cost of £6,997. The cleaning contract does not specifically include for removal of this figure if cleaning is no longer required. This would therefore be a matter for negotiation with the contractor.
- 3.7 In 2016-17, cyclical maintenance costs were £1,092 (deep cleans, re-painting etc) and responsive repairs costs were £2,454, mostly as a result of vandalism. The total annual cost therefore to the Council of operating and maintaining public conveniences is in the region of £31k but not all of this would necessarily be saved if the Council decided to close public conveniences as explained later in this report.
- 3.8 Unfortunately, public conveniences are targets for vandalism and anti-social behaviour such as drug taking and sexual activity. This problem is not specific to Oadby and Wigston but is a national problem in certain locations. Willow Park toilet block was re-furbished in 2007 for this reason, when it was decided to do away with the separate (large) gents and ladies toilets and have one small unisex toilet with a door that opens directly to the road. This has reduced but not eliminated the problem.
- 3.9 The accessible toilets at Peace Memorial Park and Willow Park, Wigston in particular have suffered repeated vandalism over the last two years. Since December 2015, five new RADAR locks have been vandalised and replaced at a cost of £145 per time. The RADAR lock is a national scheme, whereby locks can only be operated using a RADAR key. These keys are available to disabled or registered blind people to enable them to access the facilities. The aim is to give protection against vandalism or misuse, so that a clean functional toilet is available. However, these toilets are suffering anti-social behaviour as the locks are being broken in order to gain access to a large well lit room away from the elements. There is evidence of drug taking and drinking and

on two occasions the internal facilities have also been vandalised.

4. Options

4.1. There are a number of options that Members may wish to consider in order to reduce the spend on public conveniences as set out below.

4.2. **Close all public conveniences in the Borough but leave the buildings standing:**

Total savings in the first year of closure would be around **£24k** assuming that all cleaning costs could be removed. In subsequent years, the saving would reduce to **£22.5k** as full National Non-Domestic Rates (NNDR) would still be payable if the buildings are left standing. This is because there is an initial 3 months exemption from NNDR when buildings first become unused but thereafter full rates are payable.

It is unlikely that a saving would be made on legionella testing as this is a fixed price contract for all Council facilities and would then be re-negotiated when the current contract expires.

If the buildings are left standing then external maintenance would still be required.

4.3. **Close and demolish all public conveniences in the Borough:**

Closing and demolishing the toilets (except East Street – see below) would give a revenue saving of around **£31k** as no NNDR would be payable. There would be a capital cost for demolition and clearing the sites.

NNDR costs for the individual sites are given below:

Location	NNDR payable	Other considerations
East Street Superloo	£1,323	The Superloo is inside a building also used as office accommodation by the Civil Enforcement Officers (parking) and space used by Oadby Town Centre Barrow Operative
Blaby Road Superloo	£1,130	
Junction Road	£1,771	Some space also used by Wigston Town Centre Barrow Operative
Peace Memorial Park	£1,794	Some space also used by grounds staff as storage and mess room.
Willow Park	£1,257	
Wigston Cemetery toilet	£0	No NNDR payable
TOTAL	£7,275	

4.4. As an alternative to demolition, consideration could be given to selling off the toilet blocks for an alternative use.

4.5. **Closing Superloos only:**

This would give an annual saving of around **£8.5k** assuming Blaby Road Superloo is removed from site. East Street Superloo is a slot-in unit inside a building which also contains the Civil Enforcement Officers' Office and an area used by Oadby barrow operative; it could be closed off but remain in situ. There would be a capital cost for removal of Blaby Road Superloo and making the land good.

4.6. **Closing some toilets but keeping others open:**

There are four public conveniences other than Superloos. There is an option to close some but not all of these facilities. In this case it is recommended that Wigston Cemetery toilet and Junction Road toilets remain open and that Willow Park and Peace Memorial Park toilets close.

This would be a saving of approximately **£6k** assuming that the cleaning costs could be removed from the contract and the buildings remain standing, or approximately **£9k** if the buildings were demolished. This sum is arrived at from calculating proportionate costs for utilities, structural maintenance and cleaning.

4.7. **Retain public conveniences and introduce charges:**

It may be possible to fit coin operated toilet door locks to cubicles in order to generate an income from all users. This option would need to be investigated further but the following is brought to Members attention:

- There would be a capital cost to obtain and fit the locks;
- There is potential for vandalism and theft from the lock units;
- There would be a cost to emptying the lock units on a regular basis;
- The toilets may need internal alterations so that there is no discrimination between male and female users since otherwise men would have free access to urinal facilities whereas women would need to pay to use a cubicle. Payment on entry to the gents may be a solution; and
- As there is no usage data collected for public toilets potential income (assuming a charge of £0.20p per visit) cannot be calculated.

This option is not considered to be viable due to the high probability of vandalism of the lock mechanisms and theft from the coin units. The coin units would require emptying daily the costs of which are likely to outweigh the income generated.

4.8. **Close public toilets (with the exception of Wigston Cemetery) and introduce a Community Toilet Scheme:**

In order to provide quality facilities at low cost, a number of local authorities that have closed all or some of their public toilets have successfully introduced a Community Toilet Scheme whereby local businesses receive incentives in order to freely open their toilet facilities to the public.

This scheme was started in the London Borough of Richmond Upon Thames in 2005 and has since been introduced by other Councils in areas such as Ashford, East Herts, Test Valley, Poole, Wealden, Bedford, Maidstone, Gloucester and Oxford. In some areas the scheme runs alongside Council owned public conveniences and in others it replaces them altogether. The public are made aware of the location of participating businesses by posters and directional signs and businesses provide their facilities during normal opening hours without any expectation to make a purchase of their goods or services.

- 4.9. Incentives for businesses to take part in the scheme vary from local authority to local authority but most make a small annual payment to the business (around £600 appears to be the norm) as well as free advertising on the Council's website and in Council publications.
- 4.10. Should such a scheme be introduced by the Council, it would need to be actively managed and promoted in order to be successful.

Advantages of the scheme include:

- Public access to clean safe toilets;
- Low capital costs to the Council; and
- Opportunity for the Council to work with local businesses.

Disadvantages of the scheme include:

- Toilets only available during hours business is open;
 - Difficulties should large numbers of people require toilet facilities at the same time (a problem in tourist locations but possibly not in Oadby, Wigston and South Wigston); and
 - Some users may be put off by entering a business to use the toilet without using the businesses services.
- 4.11. Assuming two businesses in each of the town centres are prepared to sign up to the scheme, the cost of this would be an estimated £1k capital costs to establish (signage and window notices) followed by approx £5k per year (plus staff time) for annual payment to the businesses and promotion costs.

The scheme has been discussed with the Town Centre Manager who is currently speaking to businesses in the area to gauge their enthusiasm for such a scheme. A verbal update will be given at the meeting.

- 4.12. In summary, closing and demolishing all public conveniences except the Cemetery toilet and introducing a Community Toilet Scheme would save approximately **£18,243** as detailed below assuming the cleaning costs of **£6,997** can be removed.

Annual revenue savings		Annual revenue costs	
Close Superloos	£7,800	Loss of Superloo income	£400
NNDR	£7,300	Estimated cost of keeping Cemetery toilet open	£2,000
Save on costs associated with other toilets	£10,543*	Costs associated with Community Toilet Scheme	£5,000
Total	£25,643	Total	£7,400
Minus costs	-£7,400		
Total savings*	£18,243		

Background Documents:

Report to Full Council (Extraordinary) on 6 July 2017

Appendix A – Equality Assessment (Initial Screening)

E-mail: margaret.smith@oadby-wigston.gov.uk

Tel: (0116) 257 2832

Implications Review of Public Conveniences within the Borough	
Finance	The financial implications are incorporated in the report.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Legal	The report is satisfactory.
Dave Gill (Head of Law and Governance / Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Decreasing Financial Resources (CR1) Retaining public conveniences is a cost to the Council that could be reduced by the introduction of a Community Toilet Scheme. <input checked="" type="checkbox"/> Effective Utilisation of Assets/Buildings (CR5) The current toilet buildings are costly to maintain and subject to vandalism and anti social behaviour.
Margaret Smith (Facilities and Administration Team Leader)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> Effective Service Provision (CP2) Opportunity to improve toilet facilities available to the public via a Community Toilet Scheme.
Margaret Smith (Facilities and Administration Team Leader)	
Vision & Values (V)	<input checked="" type="checkbox"/> Customer Focus (V5) The needs of different users needs to be taken into consideration when considering the options contained in this report.
Margaret Smith (Facilities and Administration Team Leader)	
Equalities & Equality Assessment(s) (EA)	A further equalities assessment will be completed once Members have agreed which option(s) to take forward.
Margaret Smith (Facilities and Administration Team Leader)	<input checked="" type="checkbox"/> Initial EA Screening (Appendix A)



Oadby & Wigston
BOROUGH COUNCIL

EQUALITY ASSESSMENT

PART 1 - INITIAL SCREENING

Name of Policy/Function: Review of Public Conveniences within the Borough	<input checked="" type="checkbox"/>	This is new policy or function.
	<input checked="" type="checkbox"/>	This is a change to an existing policy or function.
	<input type="checkbox"/>	This is an existing policy or function, not previously assessed.
	<input type="checkbox"/>	This is an existing policy or function for review .

Date of screening	23 November 2017
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1. Briefly describe its aims & objectives

The report gives an overview of the current provision of public conveniences in the Borough and suggests their closure and demolition, with a community toilet scheme to be operated in lieu. This equality assessment considers who may be affected by any proposed changes.

2. Are there external considerations?

e.g. legislation/government directive etc.

None.

3. Who are the stakeholders and what are their interests?

Users of public toilets

4. What outcomes do we want to achieve and for whom?

Cost savings by closing the toilets whilst providing users with a viable alternative.

5. Has any consultation/research been carried out?

None at this stage.

6. Are there any concerns at this stage which indicate the possibility of Inequalities/negative impacts?

Consider and identify any evidence you have -equality data relating to usage and satisfaction levels, complaints, comments, research, outcomes of review, issues raised at previous consultations, known inequalities) If so please provide details.

Possible negative impact on users with disabilities needs to be taken into consideration.

7. Could a particular group be affected differently in either a negative or positive way?

Positive – *It could benefit*

Negative – *It could disadvantage*

Neutral – *Neither positive nor negative impact or not sure.*

	Type of impact, reason & any evidence
Disability	Neutral at this stage. However, consideration needs to be given to any changes to ensure there is no detrimental impact on users with a disability.
Race (including Gypsy & Traveller)	Neutral
Age	Neutral
Gender Reassignment	Neutral
Sex	Neutral
Sexual Orientation	Neutral
Religion/Belief	Neutral
Marriage and Civil	Neutral

Partnership	
Pregnancy and Maternity	Neutral

8. Could other socio-economic groups be affected?

e.g. carers, ex-offenders, low incomes, homeless?

None.

9. Are there any human rights implications?

None.

10. Is there an opportunity to promote equality and/or good community relations?

Not at this stage.

11. If you have indicated a negative impact for any group is that impact legal?

i.e. not discriminatory under anti-discrimination legislation

No.

12. Is any part of this policy/service to be carried out wholly or partly by contractors?

None.

13. Is a Part 2 full Equality Assessment required?

Not at this stage.

14. Date by which a Part 2 full Equality Assessment is to be completed with actions.

A full Equality Assessment may need to be completed once Members have agreed

which option(s) to take forward.

Please note that you should proceed to a Part 2, the full Equality Impact Assessment if you have identified actual, or the potential to cause, adverse impact or discrimination against different groups in the community.

We are satisfied that an initial screening has been carried out and a full equality assessment **is not required*** (please delete as appropriate).

Completed by Margaret Smith Date 23/11/2017
(Policy/Function/Report written)

Countersigned by Adrian Thorpe Date 23/11/2017
(*Head of Service*)

Please forward an electronic copy to: veronika.quintyne@oadby-wigston.gov.uk
(*Community Engagement Officer*)

Equality Assessments shall be published on the Council website with the relevant and appropriate document upon which the equality assessment has been undertaken.

Agenda Item 12



Council	Tuesday, 05 December 2017	Matter for Information and Decision
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Title: **Draft Strategic Growth Plan for Leicester and Leicestershire**

Author(s): **Adrian Thorpe (Head of Planning, Development
and Regeneration)**

1. Introduction

- 1.1. The purpose of this report is to advise Council of the work undertaken to date in the preparation of a Draft Strategic Growth Plan (SGP) for Leicester and Leicestershire.
- 1.2. A similar version of this report, together with the recommendations contained at paragraphs 2.1 - 2.4 below, is being considered by each of the partner authorities.

2. Recommendation(s)

- 2.1. That Council notes and endorses the process which has been undertaken in the preparation of a Draft Strategic Growth Plan (SGP) for Leicester and Leicestershire.
- 2.2. That Council notes that the Consultation Draft Plan has been endorsed by the Members' Advisory Group (MAG) which oversees the preparation of the SGP.
- 2.3. That Council approves the consultation process and timetable.
- 2.4. That a further report is brought back to Council to consider the consultation responses and approve the final version of the SGP.

3. Background

- 3.1. Until 2010, the strategic planning framework for Leicester and Leicestershire was set out in the East Midlands Regional Plan (2009), the regional spatial strategy for the East Midlands. In 2010, however, regional spatial strategies were abolished by Government and local planning authorities were encouraged to consider strategic planning within the context of the 'duty to co-operate' imposed by the Localism Act 2011.
- 3.2. In Leicester and Leicestershire, the local planning authorities decided that strategic planning for the longer term would be more effective if undertaken across the City and County as a whole. Responding to the important role of the Leicester & Leicestershire Enterprise Partnership (LLEP) in the delivery of infrastructure and economic growth, the LLEP became an additional partner in the process.
- 3.3. The SGP has, therefore, been prepared jointly and on a collaborative basis by the ten partner organisations in Leicester and Leicestershire (i.e. all eight of the local planning authorities, the County Council as highway authority, the City Council as a unitary authority with combined planning and highways responsibilities, and the local enterprise partnership). Leicester and Leicestershire is fortunate in that the Housing Market Area, the Functional Economic Market Area and the area covered by the LLEP are the same: having the same geographical boundaries for these areas therefore means that it is easier to plan for the future. Although there is a need to collaborate with authorities outside Leicester and Leicestershire, the intention is that provision for

housing and economic development needs will be met from within the area.

- 3.4. The SGP, published in August 2016, stated that the ten partner organisations had agreed that the Strategic Growth Plan would:
- be clear about the opportunities and challenges that are to be faced;
 - provide an agreed scale and direction for future growth, reflecting the evidence available and the will of the partners;
 - create a single consistent strategic framework for Local Plans, economic investment plans, transport and other infrastructure plans;
 - ensure that Leicester and Leicestershire is positively positioned to take advantage of private sector inward investment opportunities and national programmes for investment; and
 - provide the right conditions for the growth of indigenous businesses, and, at the same time, protect the area's natural resources, environment and historic assets.
- 3.5. The current Consultation Draft Plan takes forward this work. It sets out a strategy for the growth and development of Leicester and Leicestershire in the period to 2050. This time period allows the partners to think about the longer term needs of the area and to consider opportunities which might extend beyond the conventional timeframe of a Local Plan. Within this time period, however, MAG has considered the distribution of housing and employment land for the periods 2011-2031 and 2011-2036 so that the partners have a more detailed framework for the preparation of Local Plans.
- 3.6. The Strategic Growth Statement was the first stage in the preparation of the Plan. Having completed governance procedures in early summer 2016, it was the subject of public consultation in August/September 2016. The document stated the ambition of the partners was to overcome the problems that are experienced by existing communities and to accommodate growth in new developments that have a real sense of place and purpose. It also explained that the partners wanted to raise the bar in terms of the quality of development: so the focus has been on how the City and the County can be improved for local people and businesses, and, therefore, how growth can be delivered at the right time, in the right place and with the essential infrastructure it needs. Consultation responses were reported to MAG in early 2017.
- 3.7. Throughout the discussions on the SGP, the focus has been on defining a long term future for Leicester and Leicestershire, looking ahead as far as 2050. This end date was chosen, in part, to provide additional flexibility in terms of the potential solutions that might be considered but also because other stakeholders were known to be planning for, and trying to secure funding for, projects with end dates which extended well beyond the timeframe of a Local Plan.
- 3.8. Since work started on the SGP, other organisations have progressed their own work at different speeds (e.g. Network Rail, Highways England, the Midlands Connect Partnership) but there has been a constant dialogue to ensure an awareness of their emerging policies and proposals, and that projects considered to be vital to the future of Leicester and Leicestershire were incorporated in emerging plans, strategies and funding programmes.
- 3.9. As the Consultation Draft Plan has been developed, a number of events have been held for Members to keep them advised of progress, including all Member Briefings Sessions and discussions at meetings of the Place Shaping Working Group.
- 3.10. In addition, the Leader of the Council has also attended a number of MAG meetings, as the Council's representative, at which the shape, structure and content of the

Consultation Draft Plan has been discussed.

4. Proposed Consultation Process

4.1. With the Consultation Draft SGP having been endorsed by MAG, a period of public consultation now needs to take place. The detail and the extent of consultation that is to take place will vary between the partner organisations, to provide flexibility for each to reflect their own practices. In practice, however, there needs to be an 'agreed minimum' which each local authority will adopt. It is recognised that the LLEP has a different role in this process.

A copy of the Consultation Draft SGP Plan is attached at the ***Appendix***.

4.2. The following will provide the basis of the public consultation:

- the Consultation Draft Plan;
- a short, simple consultation leaflet. It is anticipated that this would constitute an A3 sheet of paper folded in such a way that the reasons for preparing the plan are set out on the front page, the strategy diagram with explanatory notations are set out on the centre spread and the final page should provide details of proposed housing numbers and ways in which consultation responses can be submitted;
- all supporting documentation;
- a standard presentation, with notes, to be used by individual organisations to ensure that a consistent message is conveyed;
- a consultation questionnaire; and
- one or more joint press releases.

4.3. The consultation process will be managed, primarily, through the web sites for both the SGP and partner organisations. It is anticipated that all material will be held on the web site for the SGP with a link from partner organisations. Arrangements will also be made for comments to be submitted by post.

4.4. It is intended that consultation will start during week commencing 8 January 2018 and continue for twelve weeks.

4.5. All consultation responses will be reviewed and reported, in the first instance, to MAG. At the same time, consideration will be given to whether amendments to the Draft Plan will need to be made.

4.6. It is anticipated that the final version of the SGP will be presented to MAG for consideration in summer/early autumn 2018. If agreed, it will proceed through the governance arrangements of the partner organisations.

Background Documents:

Appendix - Consultation Draft Strategic Growth Plan

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Implications Strategic Growth Plan for Leicester and Leicestershire	
Finance Chris Raymakers (Head of Finance, Revenues and Benefits)	<p>There is a cost associated with the preparation of the SGP which is split between each of the partner organisations. Where appropriate, costs are split determined by the size of the population in each local authority area. The Borough Council's proportion of the cost has been budgeted for in the Council's revenue budget.</p>
Legal Dave Gill (Head of Law and Governance / Monitoring Officer)	<p>The SGP is a non-statutory plan.</p>
Corporate Risk(s) (CR) Adrian Thorpe (Head of Planning Development and Regeneration)	<p><input checked="" type="checkbox"/> Key Supplier/Partnership Failure (CR2)</p> <p>The SGP is being prepared jointly by 10 partner organisations which all need an involvement in the process. Close working at both an officer and member level through established groups allows for this involvement.</p> <p><input checked="" type="checkbox"/> Political Dynamics (CR3)</p> <p>A similar version of this report, together with the recommendations, is being considered by each of the partner authorities.</p> <p><input checked="" type="checkbox"/> Reputation Damage (CR4)</p> <p>The SGP is a high profile document covering Leicester and Leicestershire.</p> <p><input checked="" type="checkbox"/> Economy/Regeneration (CR9)</p> <p>The SGP will assist in the delivery of infrastructure and economic growth.</p>
Corporate Priorities (CP) Adrian Thorpe (Head of Planning Development and Regeneration)	<p><input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1)</p> <p>Public consultation of the SGP will allow involvement in the preparation of the document.</p> <p><input checked="" type="checkbox"/> Balanced Economic Development (CP3)</p> <p>The SGP will assist in the delivery of infrastructure and economic growth.</p> <p><input checked="" type="checkbox"/> Green & Safe Places (CP4)</p> <p>The SGP supports the protection of important land designations which can be protected through policies in the Council's Local Plan.</p>
Vision & Values (V) Adrian Thorpe (Head of Planning Development and Regeneration)	<p><input checked="" type="checkbox"/> Teamwork (V3)</p> <p>The SGP involves teamwork across Leicester and Leicestershire partner authorities.</p>
Equalities & Equality	<p>An EA will accompany the SGP during the public consultation, but is not applicable in respect of this particular report.</p>

Assessment(s) (EA)	
Adrian Thorpe (Head of Planning Development and Regeneration)	<input checked="" type="checkbox"/> Not Applicable (EA)

LEICESTER &
LEICESTERSHIRE
2050:
OUR VISION
FOR GROWTH

**CONSULTATION
DRAFT**

FOREWORD

The Strategic Growth Plan is being prepared by ten partner organisations in Leicester & Leicestershire. We want to prepare a long term plan to address the challenges that we face and the opportunities that are presented to us. It will be a non-statutory plan but, in its final form, it will set out our agreed strategy for the period to 2050. We will deliver the strategy through our Local Plans.

This document has been prepared for the purpose of public consultation. It explains the approach that we have taken in preparing the Draft Plan, identifies broad locations where we think that development might take place and the infrastructure needed to deliver it. We encourage local people, businesses, developers, landowners and statutory organisations to work with us and to comment on the Draft Plan. Details of how to comment are available on our web site strategicgrowthplan.org.uk. The feedback will be used to inform the final version of the plan.

Cllr Trevor Pendleton

Chair, Members' Advisory Group for the Strategic Growth Plan

Our Partners:



This document has been prepared on behalf of: Blaby District Council, Charnwood Borough Council, Harborough District Council, Hinckley & Bosworth Borough Council, Leicester City Council, Leicestershire County Council, Leicester & Leicestershire Enterprise Partnership, Melton Borough Council, North West Leicestershire District Council and Oadby & Wigston Borough Council.

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LEICESTERSHIRE
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LEICESTER & LEICESTERSHIRE TODAY

OUR STRENGTHS:

Great location and connectivity

- at the heart of the UK, with nationally significant road, rail and air services, and businesses that have the potential to export more goods and services

Growing and diverse economy

- with employment opportunities ranging from traditional manufacturing, logistics and distribution to cutting edge, research and enterprise, innovation and technology sectors

Distinctive environmental, historic and other assets

- beautiful countryside, valuable flora and fauna, thriving market towns and popular villages, country parks, waterways and canals

A diverse and multi-cultural city

with a young population, unique history, global tourism appeal, and attractive city centre with great shops, leisure, arts and entertainment

Three outstanding universities

- globally significant in space, engineering and sports science, and high quality FE colleges

IN SHORT, A COMBINATION THAT OFFERS EXCEPTIONAL QUALITY OF LIFE AND BUSINESS OPPORTUNITY

OUR WEAKNESSES:

Congestion on our roads and railways

- we are tackling this but further investment is needed to continue improvements and support our long term growth

Gaps in the road and rail network

- travelling north-south is relatively easy (albeit congested) but east-west links are slow and unreliable

Poor economic productivity per head of population

- lower than the national and regional averages

Low pay structure

- many highly skilled employees and graduates move away, travel costs are high for those on a low wage making it difficult to access jobs

High levels of commuting

- some of the most important employment areas are remote from places where people live

Outside the City, an **ageing population**, not economically active but relatively wealthy. A strong influence on the number and type of dwellings

Pressures on existing communities

from new development, lack of infrastructure and services such as education and health

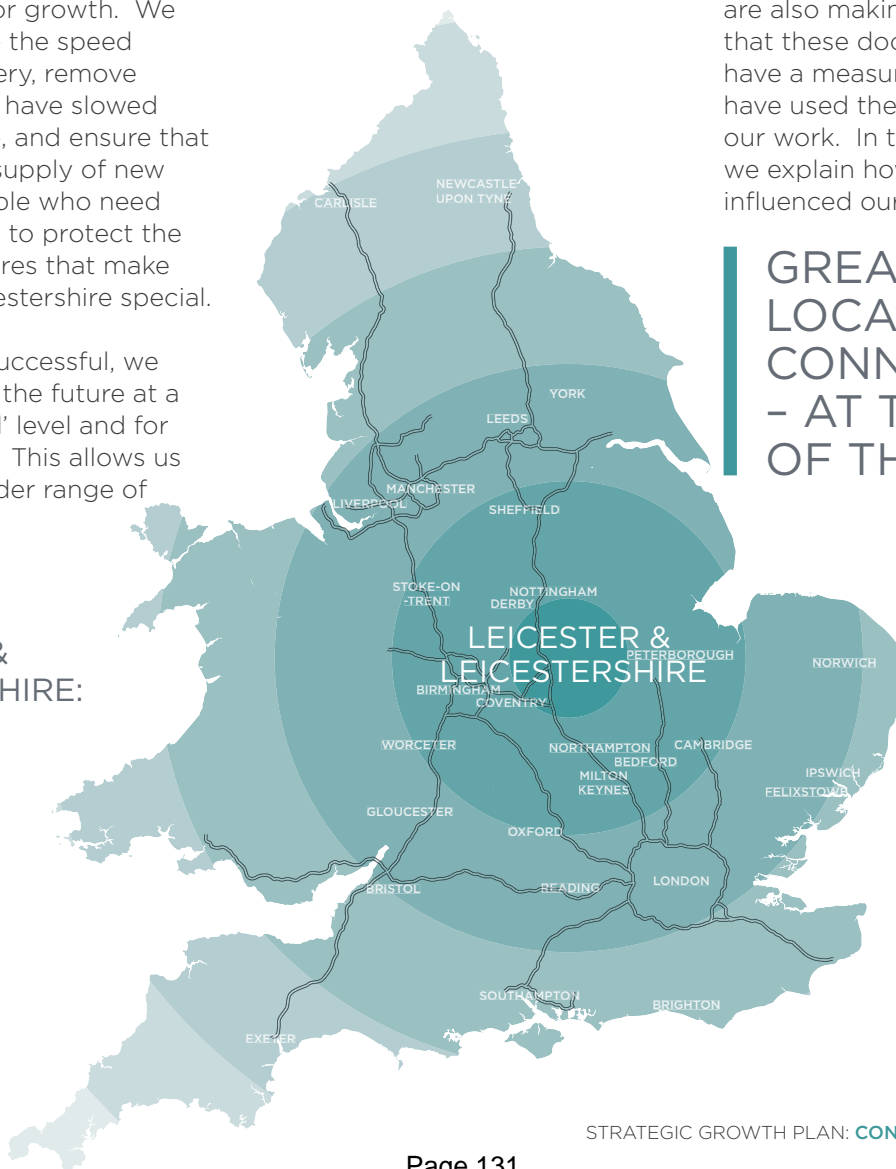
PLANNING FOR OUR FUTURE

Leicester & Leicestershire has huge potential for growth. Located at the very heart of the UK, with a population of over 1 million, a thriving and vibrant city, distinctive and characterful market towns, three universities and an international airport, our economy contributes some £23bn to the UK economy. We have much to offer in terms of quality of life.

We want to play our part in developing the UK economy, improve productivity and create the conditions for growth. We want to increase the speed of housing delivery, remove the barriers that have slowed progress to date, and ensure that there is a good supply of new housing for people who need it. We also want to protect the places and features that make Leicester & Leicestershire special.

If we are to be successful, we need to plan for the future at a 'larger than local' level and for the longer term. This allows us to consider a wider range of possibilities.

FIGURE 1:
LEICESTER & LEICESTERSHIRE:
A CENTRAL
LOCATION



The Strategic Growth Plan is the opportunity for the ten partner organisations - the City Council, the County Council, the seven boroughs and districts, and the Leicester & Leicestershire Enterprise Partnership - to prepare a plan which will shape the future of Leicester and Leicestershire. This will be a 'non-statutory' plan, covering the period to 2050. It will provide an agreed framework for Local Plans prepared by individual authorities.

The Strategic Growth Plan will focus on four key matters:

- delivering new housing
- supporting the economy
- identifying essential infrastructure, and
- protecting our environment and built heritage.

We are not starting with a blank sheet. Government, local and regional agencies are also making plans. Given that these documents already have a measure of support, we have used them as a basis for our work. In this Draft Plan, we explain how these have influenced our work.

**GREAT
LOCATION AND
CONNECTIVITY
- AT THE HEART
OF THE UK**

ACCOMMODATING OUR GROWTH

OUR NEED FOR NEW HOMES AND EMPLOYMENT LAND: 2011-31

We have recently concluded a study of our need for new homes and employment land.* This is based on current information on population growth and changes in the numbers of households, and economic forecasts. It concludes that, across Leicester & Leicestershire, we need 96,580 new homes and 367-423 hectares of employment land in the period 2011-2031 (See Appendix A). Additional land will be required for strategic distribution facilities.

We have analysed the amount of development that has already been built, has planning permission or is allocated in adopted or emerging local plans that have been published. This demonstrates that much of our housing and employment land is already provided for in the period 2011-31.

MUCH OF OUR HOUSING AND EMPLOYMENT LAND IS ALREADY PROVIDED FOR IN THIS PERIOD 2011 - 31. BEYOND 2031, ADDITIONAL NEEDS WILL BE SATISFIED PRIMARILY IN STRATEGIC LOCATIONS

Only Leicester City Council has declared that it will be unable to meet its housing needs. We are confident, however, that any shortfall in the period 2011-31 can be met through Local Plan allocations in other areas.

The agreed distribution will be set out in a Memorandum of Understanding which will be published in early 2018. This will be used as the basis for preparing or reviewing Local Plans in future.

OUR NEED FOR NEW HOMES AND EMPLOYMENT LAND: 2011-36

Our study of the need for new homes and employment land also covers the period 2011-36. It concludes that, across Leicester & Leicestershire, we need 117,900 new homes and 459-497 hectares of employment land during this period. Additional land will be required for strategic distribution facilities.

Again, we have analysed the amount of development that has already been built, has planning permission or is allocated in adopted or emerging local plans that have been published. This demonstrates that, whilst much of our need for new homes and employment land during this period can be met from these sources, there is likely to be a shortfall.

We have decided that these additional needs will be satisfied, in part, by development in strategic locations in accordance with the strategy set out in this Draft Plan.

The agreed distribution for the period 2011-36 will be set out in a Memorandum of Understanding which will be published in early 2018. This will be used as the basis for preparing or reviewing Local Plans with 2036 as an end date.

* Reference: Leicester & Leicestershire Housing and Economic Development Needs Assessment (January 2017)

WITHOUT ADDITIONAL INFRASTRUCTURE WE WILL BE UNABLE TO DELIVER LONG TERM GROWTH ON THIS SCALE, OR IN THE TIMESCALE PROPOSED

LONGER TERM GROWTH: 2031-50

PLANNING FOR THE LONGER TERM

The conclusions of our current work indicate that, beyond 2031, decisions on the distribution of development will need to be agreed between the authorities in Leicester & Leicestershire as a whole, hence the need for a Strategic Growth Plan. The longer term strategy of the Draft Strategic Growth Plan, therefore, focuses on the period 2031-50.

ESTIMATING THE SCALE OF GROWTH

For the period beyond 2036, there are no reliable estimates of population growth or household change, nor economic forecasts, but we need to have some understanding of how much growth we might be expected to accommodate in future. Having this information allows us to consider a wider range of options than if we were to focus only on shorter term needs.

We have estimated our 'notional' housing needs for the period 2031-50 by projecting forward the annual figures given in our current study. This is considered to be a reasonable basis on which to proceed given that the current study uses reliable data. Any resulting figures will be revised as new, authoritative, information becomes available.

RE-DISTRIBUTING OUR GROWTH BEYOND 2031

For the purposes of the Draft Plan, we have assumed that neither Leicester City Council nor Oadby & Wigston Borough Council will be able to accommodate their needs beyond 2031. An important aspect of the Draft Strategic Growth Plan is to consider how any unmet needs might be shared between the other local authorities in Leicester & Leicestershire.

ALIGNING GROWTH, INFRASTRUCTURE AND SERVICES

We are very clear that significant new development cannot be accommodated within Leicester & Leicestershire without significant investment in infrastructure and services. We welcome government's recognition of this problem at a national and regional level, and the investment that is already being committed to projects in our area.

We now have the opportunity to maximise the returns on this investment and to use it to the advantage of our local communities. We have, therefore, taken as one of the building blocks for our Draft Strategic Growth Plan, proposals for infrastructure investment that already have a degree of support from government, executive agencies and other organisations. All of the strategic infrastructure in our Draft Plan is acknowledged as being required to resolve national and regional problems.

Through the Draft Strategic Growth Plan we can maximise the benefits of this investment by focusing growth in areas close to new infrastructure proposals. But, on our own, we cannot deliver growth on this scale, or at the speed required. Government, statutory agencies, landowners, developers and local authorities all have an important role to play in this process. The partnership approach that we have achieved to date provides a secure foundation on which to move forward with other organisations. Without additional infrastructure we will be unable to deliver long term growth on this scale, or in the timescale proposed.

THE BUILDING BLOCKS FOR OUR DRAFT PLAN

We are aware that other agencies are preparing plans and strategies which will influence what we do. In many cases, we have already contributed to these documents so their contents are already aligned with our own aspirations. At the same time, the Draft Plan must be firmly rooted in the character of Leicester & Leicestershire and must protect our environmental, historic and other assets. This chapter summarises the principal building blocks that we have used to prepare our Draft Plan.

THE EXISTING SETTLEMENT PATTERN

The first building block for our Draft Plan is the settlement pattern that we already have. Looking beyond the county boundaries, the settlement pattern can be described as a series of separate towns and cities, extending from Derby and Nottingham in the north to Coventry and Birmingham in the south-west, mostly focused around the M1 and the M69 with intervening rural areas. On either side, extensive rural areas separate Leicester & Leicestershire from the West Midlands and Cambridgeshire.

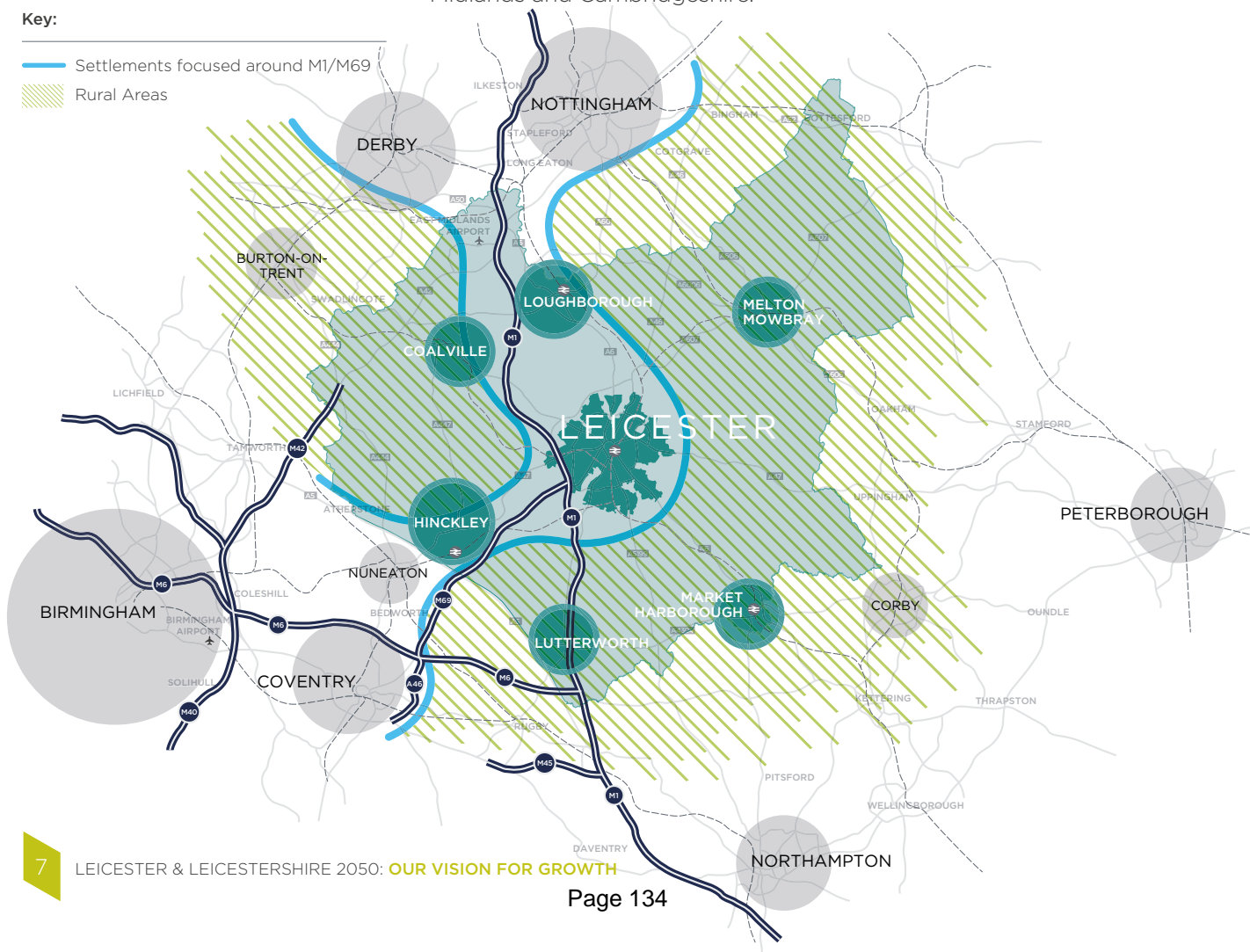
Within Leicester & Leicestershire the settlement pattern is quite distinctive:

- **A strong 'central' city (Leicester)**, located at the heart of the County, with suburbs extending into adjoining boroughs and districts. With strong office, shopping, arts, culture, heritage and visitor profiles, the City is a focus for the market towns, rural areas and major employment areas that are linked to it.

FIGURE 2:
SETTLEMENT PATTERN

Key:

- Settlements focused around M1/M69
- ▨ Rural Areas



NATIONAL POLICIES

- **A ring of strong, independent and characterful market towns** each connected to Leicester by radial routes and with strong physical, functional, social and economic ties to the City. The market towns contribute much to the character of Leicestershire, are economically buoyant in their own right and are an important focus for local communities.
- **Extensive rural areas** encircling the City and the market towns, villages and hamlets. The landscape is beautiful and varied, and has an economy of its own, from nationally significant agriculture and food production to a growing professional services sector.

Together, this mix of urban and rural areas underpins our quality of life. The long-standing relationship between Leicester, the market towns and the rural areas is a feature that we wish to enhance. It is not lost on us that our settlement pattern resembles that of the 'social city', a phrase coined by the garden cities movement of the early 20th Century to describe a cluster of new garden cities in the countryside. The garden cities movement sought to deliver the perfect partnership between town and country.

The second building block of our Draft Plan is an understanding of national policies. These influence what we can do, particularly in relation to our priority areas: housing, the economy, infrastructure and the environment. We want to be ready to take advantage of opportunities that will bring benefits to our area, yet able to control excessive development pressures.

A key influence is the Government's emerging industrial strategy which will set the framework for improving productivity, and enhancing the UK's prospects for economic growth. The national industrial strategy will provide a framework for our own Local Industrial Strategy and investment by the LLEP. The Strategic Growth Plan will consider how existing employment areas can be supported and where new growth should be directed.

Government has also published its strategy for tackling problems in the housing market. This recognises that if more new housing is to be built, at a faster rate, it will have to be accompanied by investment in new infrastructure. The housing strategy also recognises the importance of strategic planning for long term growth.

Government has already committed to new investment in housing, industry and infrastructure in Leicester & Leicestershire through various funding programmes, and more is promised. We want to maximise the benefits of this investment, nationally, regionally and locally.



OUR ECONOMY AND THE MIDLANDS ENGINE STRATEGY

The third building block of our Draft Plan is an understanding of the local economy and how it is supported by the Midlands Engine Strategy. The economy in Leicester & Leicestershire is recovering strongly from the last recession but there is still much to be done. Productivity and wages remain below the national average but we have many important growth sectors and key employment locations.

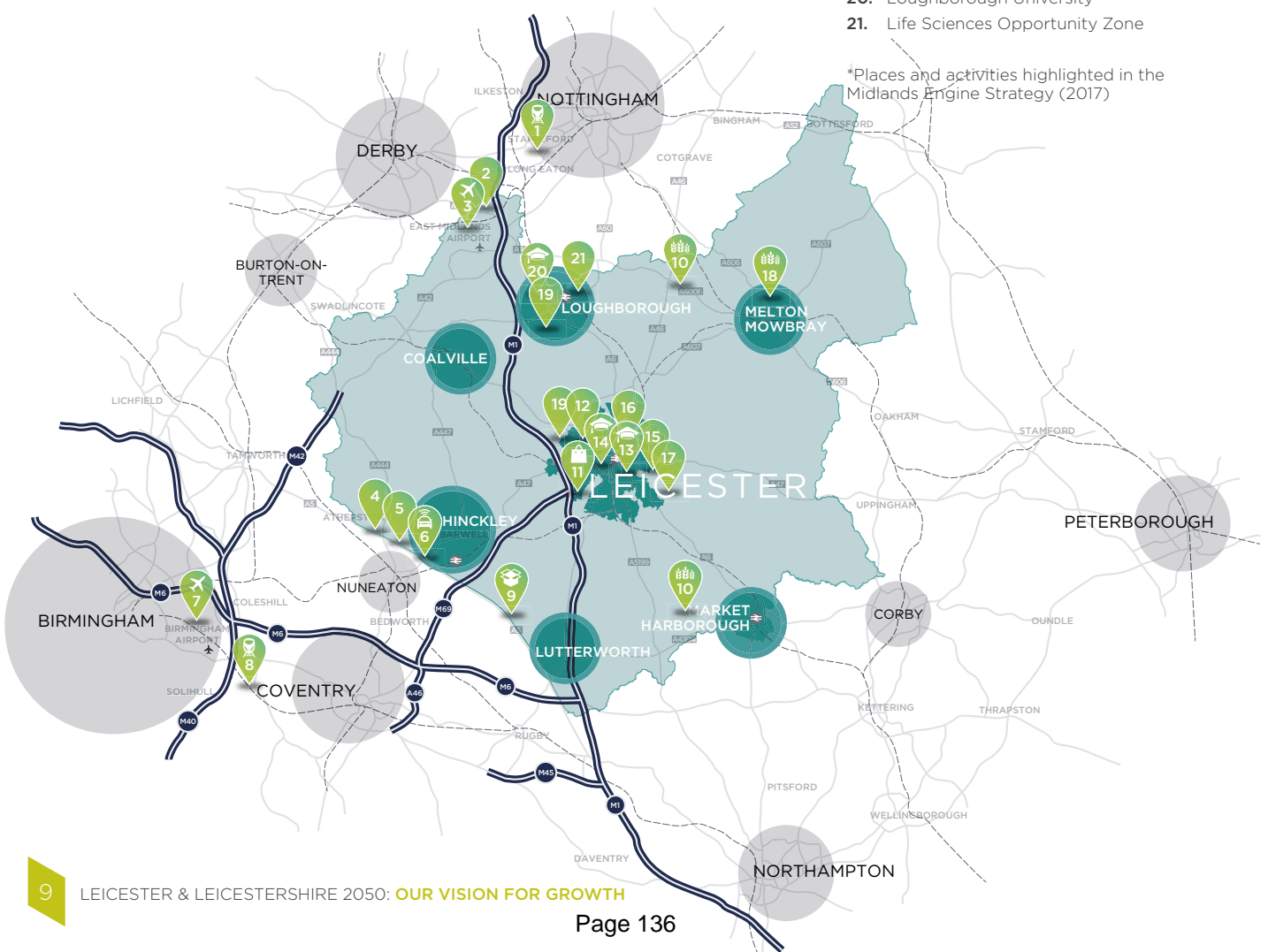
The Midlands Engine Strategy has been prepared by Government and sets out a collective ambition for economic growth and prosperity. It describes how the government's emerging industrial strategy can be applied at the regional level and builds upon existing business sectors and areas of opportunity. It highlights many of our key industries, universities and employment areas as places of national, and even global, significance.

FIGURE 3:
ECONOMIC GROWTH AREAS*

Key:

1. Toton Station (High Speed 2)
2. East Midlands Gateway (Strategic Rail Freight Interchange)
3. East Midlands Airport
4. Engineering Skills Training Centre at MIRA
5. MIRA Enterprise Zone
6. Centre for Connected Autonomous Vehicles
7. Birmingham International Airport
8. Arden Cross Station (High Speed 2)
9. Magna Park Distribution Centre
10. Agri-Food and Drink Processing
11. Fosse Park Retail Centre
12. City Centre and Strategic Regeneration Area in Leicester
13. Leicester University
14. De Montfort University
15. Global Space Technologies Hub
16. Space Research Centre & Earth Observation Centre
17. IBM Client Innovation Centre
18. Agri-Food and Drink Processing
19. Loughborough & Leicester Enterprise Zone
20. Loughborough University
21. Life Sciences Opportunity Zone

*Places and activities highlighted in the Midlands Engine Strategy (2017)



INFRASTRUCTURE AND THE MIDLANDS CONNECT STRATEGY

The Midlands Engine Strategy also recognises the growth potential of major employment areas such as East Midlands Airport, East Midlands Gateway, the two enterprise zones - MIRA Technology Park near Hinckley and the Loughborough and Leicester Enterprise Zone - the logistics and distribution industry and the potential of Leicester City Centre. The strategy also confirms that government funding will be put in place for key projects.

The fourth building block of our Draft Plan is an understanding of the local road and rail networks and how they are supported by proposals in the Midlands Connect Strategy. A particular feature of the road and rail network in Leicester & Leicestershire is its emphasis on north-south movement and the difficulty of east-west movement. All routes, however, are heavily congested and few have the capacity to support growth beyond 2031.

FIGURE 4:
ROAD AND RAIL IMPROVEMENTS

(referenced in Midlands Connect Strategy)

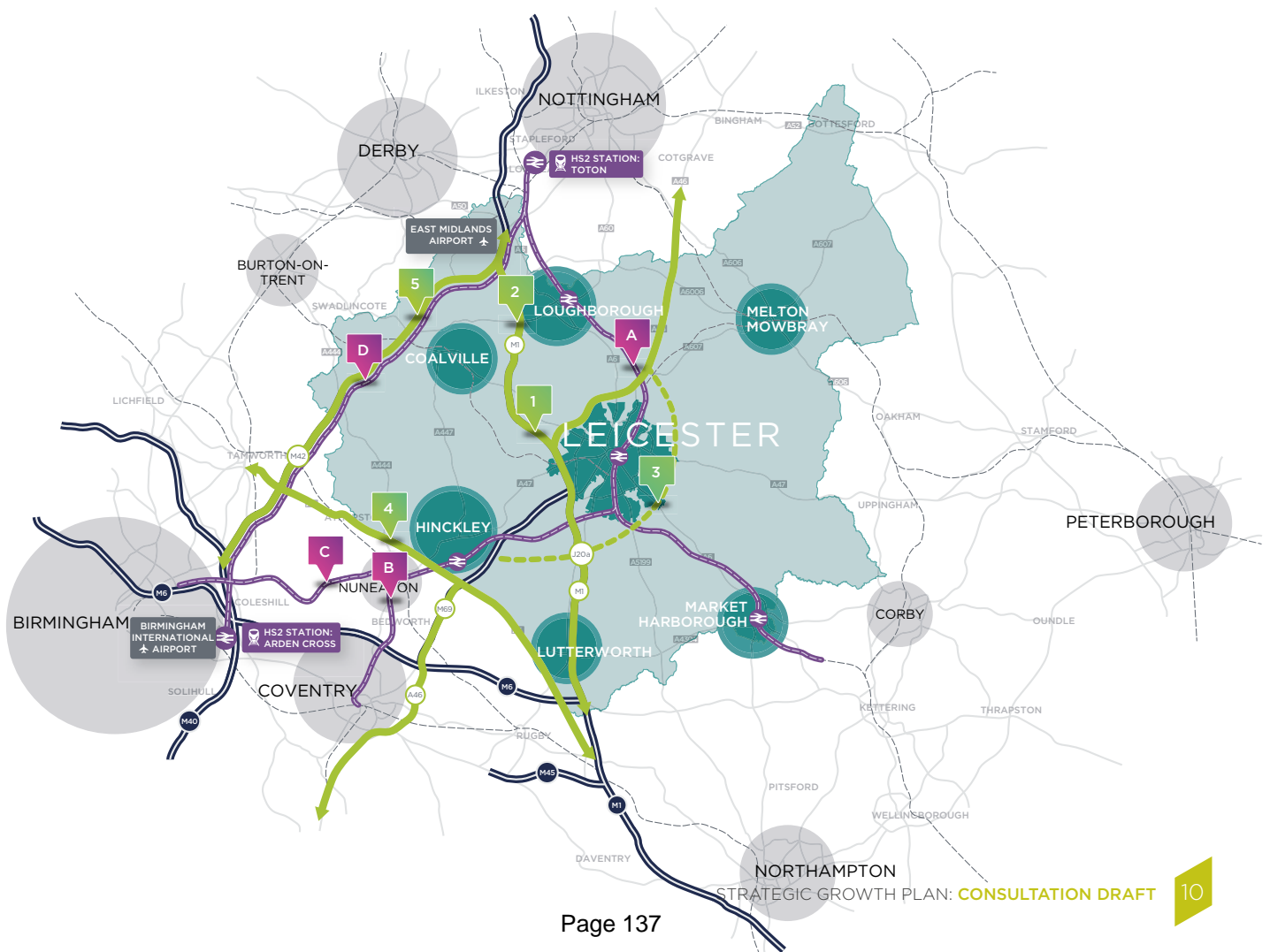
Key:

ROAD IMPROVEMENTS

1. Smart Motorway M1 J19-23a
2. M1 J23/A512 improvements
3. A46 Expressway
4. A5 Expressway
5. M42/A42 Expressway

RAIL IMPROVEMENTS

- A. Midland Main Line Upgrade and Electrification
- B. Leicester-Coventry Upgrade
- C. Leicester-Birmingham Upgrade
- D. High Speed 2



PROTECTING OUR ENVIRONMENTAL, HISTORIC AND OTHER ASSETS

The Midlands Connect Strategy has been prepared jointly by the Midlands Connect Partnership and Government. It supports the Midlands Engine Strategy and sets out a series of long term transport investment priorities to help unlock jobs and growth. It proposes a rolling 25-year programme of strategic road and rail improvements around a series of economic hubs and intensive growth corridors.

The Strategy endorses a number of key rail projects in Leicester & Leicestershire, including the Midland Mainline upgrade and electrification, and improved rail services between Leicester, Coventry and Birmingham. Key road projects include improving the A5, M42/A42 and A46 to expressway standard, including a new road to the south and east of Leicester linking into the M69 to the west.

Whilst government has announced its intention to cancel the proposed electrification of the Midland Mainline north of Kettering, arguments in favour of its reinstatement continue to be made.

The fifth building block in the Draft Plan has been a recognition of the assets that are most important to us. We have identified key features and designations to help us make decisions about areas that need to be protected. We have few national or international constraints but there are key features that are important to Leicester & Leicestershire, not least the National Forest, Charnwood Forest, Bosworth Battlefield, areas separating urban areas (our 'green wedges'), valuable landscape and townscape, local nature conservation designations, civic heritage, conservation areas, etc.

KEY FEATURES IMPORTANT TO LEICESTER AND LEICESTERSHIRE....
THE NATIONAL FOREST,
CHARNWOOD FOREST,
BOSWORTH BATTLEFIELD,
OUR 'GREEN WEDGES',
VALUABLE LANDSCAPE, LOCAL NATURE, CIVIC HERITAGE, CONSERVATION AREAS, ETC.

OUR DRAFT STRATEGY

We acknowledge that Leicester & Leicestershire will grow. Our population is increasing and we need more homes. We have clusters of businesses, universities and research institutions that operate on a world stage. There is a national and regional imperative to provide more homes and jobs.

But we also know that too much growth in particular locations, and insensitive development, is having an adverse impact on our local communities and on our environment. The lack of essential infrastructure is also slowing the pace of delivery.

The Draft Strategic Growth Plan is our proposal for balancing these competing interests. By providing a long term strategy and a framework for our Local Plans, the Draft Strategic Growth Plan gives us the opportunity to identify strategic development locations and the infrastructure that is essential to their delivery.

THIS IS OUR OPPORTUNITY FOR CHANGE

OUR PRIORITIES

During the course of our work, we have identified four priorities. They are:

- **creating conditions for investment and growth** - balancing the need for new housing and jobs with protection of our environment and built heritage.
- **achieving a step change in the way that growth is delivered** – focusing more development in strategic locations and less on non-strategic sites.
- **securing essential infrastructure** that is needed to make this happen – taking advantage of proposals to improve national and regional networks (as set out in the Midlands Connect Strategy) and maximising the benefits from them.
- maintaining the essential qualities of Leicester & Leicestershire and **delivering high quality development**.

This sets an agenda for growth which is based on achieving a better relationship between homes, jobs and infrastructure, increasing the speed of delivery and ensuring that development does not damage the special places that we cherish.

SHIFTING THE FOCUS OF DEVELOPMENT

To date, the majority of new housing in Leicester & Leicestershire has been built on small and medium-sized sites in the City, market towns, villages and rural areas. Some of this development has been unplanned. Often these developments make little or no contribution to infrastructure or services and, instead, rely on existing facilities. This has created significant problems. Some communities feel overwhelmed by the speed and scale of change. Others are disadvantaged by pressures on local schools, health centres and recreation facilities. Congestion on local roads and public transport is a frequent cause of complaint.

Sometimes those who want to live in good quality homes close to their place of work find that there is little available within their price range. Several major employers and clusters of economic opportunities are located towards the edge of the County. Not all are close to housing so a great deal of commuting takes place. This is a problem not least for those who do not have a car – public transport is often limited.

OUR VISION*

Our vision is that:

“By 2050, Leicester & Leicestershire will have established itself as a driver of the UK economy, exploiting opportunities for linkages across its diverse economic base, supporting its urban and rural centres, and taking advantage of its exceptional location. Growth will contribute to people’s health, happiness and well-being through the timely delivery of well-designed and high quality development, raising the bar in terms of environmental standards, quality of life and local distinctiveness.”

** Reference: Strategic Growth Statement (2016)*

Our draft strategy proposes to build more development in major strategic locations and to reduce the amount that takes place in existing towns, villages and rural areas. This will allow us to plan for new housing and employment together with new and improved roads, public transport, schools, health services, local shops and open space. Development on major sites has been slow but we are working with developers to increase the speed at which this will be built. We will continue to seek funding for essential infrastructure to support development.

Our analysis has demonstrated that, through our existing and emerging Local Plans, and planning permissions, we can make provision for the amount of new homes and jobs we need in the period up to 2031. This will be achieved through a mixture of major strategic sites already identified in Local Plans (about 40%) and smaller scale growth on non-strategic sites (about 60%). The Draft Strategic Growth Plan, therefore, does not need to focus on this time period.

Beyond 2031, we propose to make provision for more of our growth in strategic locations. To do this, we need new strategic infrastructure which will open up sites for development. The Midlands Connect Strategy lays the foundations for this.

Analysis for the Midlands Connect strategy has shown that by investing in road and rail schemes in Leicester & Leicestershire, congestion can be reduced on other parts of the regional and national network. The strategy, therefore, proposes major improvements to road and rail facilities throughout the area.

We have considered how these road and rail improvements could support strategic development in Leicester & Leicestershire. We have concluded that there may be major opportunities for strategic development in locations that relate well to areas of housing need and economic opportunity. It makes great practical and financial sense to maximise the benefits that are offered by these schemes.



OUR PROPOSED GROWTH AREAS

THE PRIMARY GROWTH AREAS

THE A46 GROWTH CORRIDOR

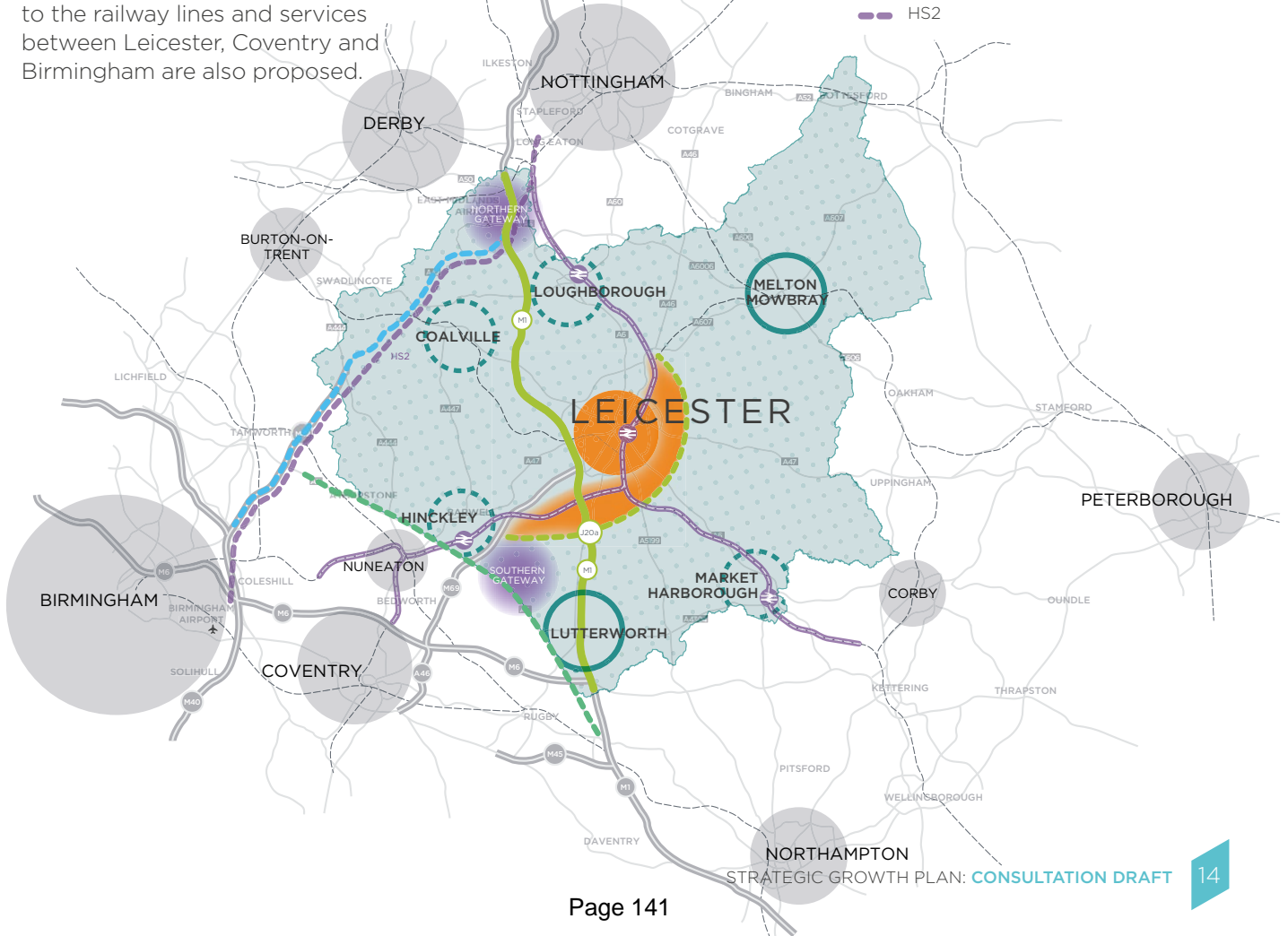
One piece of infrastructure is absolutely critical to our draft strategy - the 'expressway' proposal for the A46. This is included in the Midlands Connect Strategy and proposes a new road extending from a new or improved junction on the M69, and continuing to the south and east of Leicester, with a new junction on the M1 (J20a). The new road would rejoin the existing A46 near Syston. Improvements to the railway lines and services between Leicester, Coventry and Birmingham are also proposed.

Together with the proposals to create an expressway along the A5 - also proposed in the Midlands Connect Strategy - the combination of new and improved roads and railways in this area creates the opportunity for major development along a corridor extending from the M69 to the north-eastern fringes of Leicester. The proposed new road is of national and regional significance but it also provides the opportunity for strategic development in Leicester & Leicestershire. We estimate that this corridor has the potential to accommodate about 40,000 new homes and additional new jobs.

FIGURE 5: STRATEGY PLAN

Key:

- PRIMARY GROWTH AREAS:**
 - Leicester
 - A46 Corridor
- SECONDARY GROWTH AREAS:**
 - Northern / Southern Gateways
- GROWTH POINTS:**
 - Key Centres
 - Managed Growth in Local Plans
 - Growth to support local needs only
- ESSENTIAL INFRASTRUCTURE:**
 - Road Improvements
 - A46 Expressway
 - A5 Expressway
 - M42/A42 Expressway
 - Rail improvements
 - HS2



The Midlands Connect Strategy proposes that the A46 and A5 expressways will be built by the early 2030s. Increased capacity on the railways is proposed within the same timeframe. As planning progresses on these road and rail projects, and Local Plans make provision for future development, the Draft Plan proposes that we should start to shift the balance of new growth, away from small and medium-sized sites, towards major strategic locations within this corridor.

LEICESTER: OUR 'CENTRAL CITY'

Leicester has a pivotal role to play in the draft strategy. We propose that it should develop its role as the 'central city' supporting the market towns and rural areas around it. More jobs, leisure, arts, culture and entertainment facilities would be provided within the City Centre. The strategic regeneration area along the Waterside will develop as a mixed use area, extending the economic opportunities available within the centre of the City, but balancing new jobs with the need for new homes.

The population of the urban area, in and around Leicester City, is about 650,000 and increasing rapidly. We are working collaboratively to accommodate all of the homes that the City needs in places that are well-connected to it. The A46 Growth Corridor is critical to the future success of Leicester & Leicestershire because it would allow the City to grow in such a way that we can make full use of existing services and infrastructure. We could also provide more homes close to jobs in the City Centre and other employment centres, and relieve development pressures in other parts of the surrounding authorities.

Given the scale of development on the fringes of Leicester, proposals to build the A46 Expressway would need to be accompanied by measures to increase capacity on the radial roads and improve public transport.

THE SECONDARY GROWTH AREAS

THE NORTHERN GATEWAY

The Northern Gateway is focused around the northern parts of the A42 and the M1. Major employment centres are located on the edges of the county and in Loughborough nearby. A significant amount of development has planning permission but has not yet been implemented. We propose to provide new homes close to jobs, and we estimate that the area has the potential to accommodate about 10,000 new homes. Improvements to the A42, the M1, railway lines and services – all set out in the Midlands Connect Strategy – support this opportunity.

THE SOUTHERN GATEWAY

The Southern Gateway is focused around the A5, and the proposed new link between the M69 and the M1 (part of the A46 Growth Corridor). Expressway proposals for both the A5 and the new section of the A46 will create opportunities for development in areas well-located relative to employment opportunities, not least the MIRA Technology Park and nationally significant logistics and distribution centres. Substantial provision for growth has already been made within and on the edge of Hinckley but much of this has still to be built. Further development in this area should be consistent with the need to support local growth.

KEY CENTRES

MELTON MOWBRAY

Melton Mowbray sits at the centre of a large, agricultural area in the north east of the county, somewhat distant from other centres, strategic road and rail routes. Accessibility will be improved to a degree with the completion of the A46 Expressway, and would be enhanced by more localised improvements and better connectivity. Strategic growth, facilitated by the proposed Melton Mowbray Distributor Road, is already planned but there is scope for further strategic development in the town to support economic growth and regeneration of the town centre.

LUTTERWORTH

The character of Lutterworth has changed markedly in the last twenty years or so as locations close to the M1 and the A5 have increasingly become a focus for the logistics and distribution industry. New development to the east of the M1, together with new infrastructure to relieve congestion in the town, is already planned. Further new growth would enable better services to be provided. More homes would allow employees to live closer to their places of work and reduce the high-levels of out-commuting from Leicester.

TABLE A: NOTIONAL CAPACITY OF STRATEGIC GROWTH AREAS (DWELLINGS)

Growth area	Notional capacity (dwellings)
A46 Growth Corridor (including the Southern Gateway)	40,000
Northern Gateway	10,000
Melton Mowbray and Lutterworth	5,000
Total	55,000

* Reference: *Housing and Economic Development Needs Assessment (2017)*

AREAS OF MANAGED GROWTH IN LOCAL PLANS

COALVILLE, HINCKLEY LOUGHBOROUGH AND MARKET HARBOROUGH

Coalville, Hinckley, Loughborough and Market Harborough vary in size, location and economic base but all contribute significantly to the local economy. All are already under intense pressure for development and have made substantial provision within and on the edges of the existing towns. Much of this has still to be built and is dependent upon new local infrastructure. Further development should be consistent with the need to support local growth. In particular, there are aspirations for continued town centre regeneration and better services.

OUR VILLAGES AND RURAL AREAS

In recent years, our villages and rural areas have been under intense pressure for growth. The draft strategy proposes that, in future, there will be limited growth in these areas, consistent with providing for local needs.

NOTIONAL CAPACITY (DWELLINGS)

We have estimated the notional capacity of our strategic growth areas to accommodate new homes and this is shown in Table A below. In Appendix B we indicate how this growth would be distributed across the eight local authorities in Leicester & Leicestershire.

NOTIONAL CAPACITY (EMPLOYMENT LAND)

Our study of housing and economic development needs* indicates the amounts of employment land that will be required in the periods 2011-31 and 2011-36 (see Appendix A). We are confident that, for these periods, provision will be made in existing and emerging Local Plans.

Longer term requirements are not quantified. The need for employment land is subject to considerably greater market variability than the need for new homes. It is, therefore, unrealistic to anticipate what these might be so far ahead. In principle, however, it is considered that the spatial distribution of new employment will need to reflect the overall strategy of the Plan, enable homes and jobs to be located in close proximity, and take advantage of opportunities for commuting by public transport. The need for new employment land will be monitored and reviewed on a regular basis.

A COMMON AGENDA: DELIVERING 21ST CENTURY GARDEN TOWNS, VILLAGES AND SUBURBS

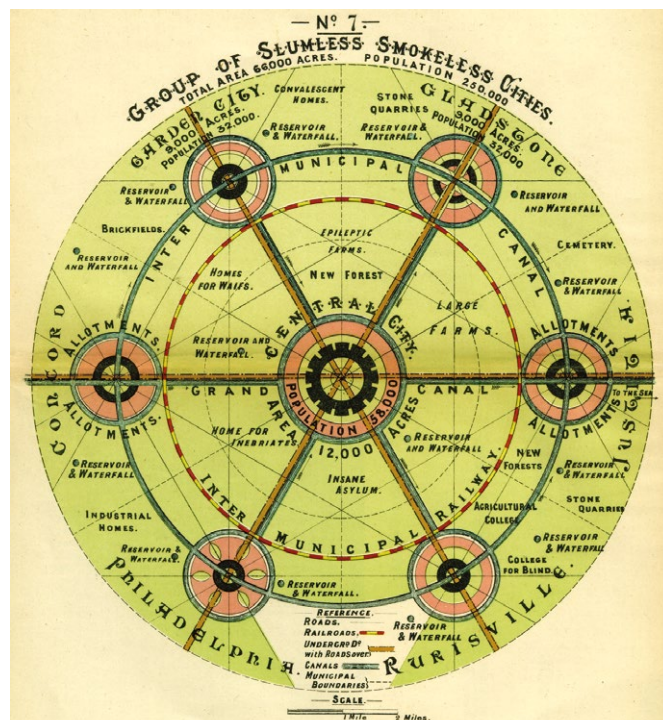
The scale of opportunity in Leicester & Leicestershire gives us choices. This draft strategy proposes to focus development along transportation corridors and close to important employment centres. At a local level, we could expand existing settlements or create new ones. We could plan for some new development in existing urban areas. Indeed, given the scale of opportunity, several of these options could be delivered in combination. The decisions will be made in our Local Plans but the intention is that individual decisions will be made in line with this strategy.

We also propose to seek high quality environments, with a strong community focus and economic justification, and we consider that new strategic development should be delivered to a common agenda.

For this we have looked to our distinctive settlement pattern - Leicester as a thriving central city surrounded by strong, independent and characterful market towns, and extensive rural areas. We are keen to reflect our heritage of garden suburbs and government support for new garden towns, villages and suburbs.

The Garden City concept allows us to plan for new development which captures the very best of town and country. It would ensure that new development is planned with strong social, economic and environmental foundations, and that communities are placed at the heart of planning. We propose that this should be the common agenda to which we work as we bring forward, through our Local Plans, the major development opportunities in the Strategic Growth Plan.

FIGURE 6:
THE SOCIAL CITY CONCEPT OF THE GARDEN CITIES MOVEMENT



Credit: Town And Country Planning Association

OUR COMMITMENT TO DELIVERY

A PARTNERSHIP APPROACH

Our analysis demonstrates that Leicester & Leicestershire has the potential to deliver development which is of national and regional significance. The fact that the Strategic Growth Plan is being prepared by the ten partner organisations responsible for planning, transport and economic development demonstrates the extent of the collaborative work that is taking place. Three strategic documents are being prepared in parallel: the Strategic Growth Plan, the Strategic Transport Plan and the Local Industrial Strategy. Together with Local Plans, these key documents will demonstrate our commitment to future growth and infrastructure investment.

STATUTORY VS NON-STATUTORY PLANS

We are aware of government's recent consultation document '*Planning for the Right Homes in the Right Places*'. This states a preference for statutory plans, makes recommendations on a standard methodology for calculating housing need, and sets out the requirements for a '*Statement of Common Ground*'. The work on our three strategic plans, however, has reached an advanced stage. To pause and re-work the Draft Strategic Growth Plan in a different format would cause significant delay at a time when there are significant issues to resolve and opportunities to grasp.

We propose, therefore, to proceed on the basis of a non-statutory plan and we will reinforce its provisions as necessary to give confidence that we are committed to delivery. We will implement the Strategic Growth Plan, in its final form, through our statutory Local Plans, supplemented by Memoranda of Understanding as necessary.

ALIGNING INFRASTRUCTURE AND GROWTH

It is clear, however, that we will need support from government if we are to achieve the step change in the amount and speed of housing and economic growth that we propose.

We started our work with a shared commitment to deliver the homes and jobs that Leicestershire needs over the period 2011-50 and our proposed strategy is set out in this Draft Plan. We wish to take full advantage of the opportunities that are presented by the Midlands Engine and Midlands Connect strategies. Our proposals will, therefore, maximise the benefits that are delivered by the infrastructure investment proposed in these documents. We value the government's stated commitment to the region.

DIGITAL CONNECTIVITY

Digital connectivity is a significant issue in parts of Leicester & Leicestershire, both rural and urban. High quality communications support remote working and provide access to on-line services. They are an essential part of the infrastructure planning process and need to be funded as such.

OUR OFFER TO GOVERNMENT

Our offer to government, in return for investment in infrastructure, is to maximise the benefits that can be achieved from commitments that are already made in the Midlands Engine and Midlands Connect strategies. We are confident that we can deliver genuinely high quality new homes and jobs, in successful communities at a faster pace than has been achieved to date. New infrastructure will enable this to happen.

Given that our growth in the period 2011-31 can be provided on existing sites or in Local Plans, we have time to align infrastructure and new growth. We propose to work with government and its executive agencies to put this into effect. We will also work with local communities and government departments to ensure that new development brings with it the local services that are needed.

NEXT STEPS

The consultation on the Strategic Growth Statement (August 2016) started the discussion about the long term future of Leicester & Leicestershire. Since that time, we have undertaken a considerable amount of work and commissioned studies to inform our analysis.

This document explains the building blocks that we have used in preparing the Plan and sets out our proposed strategy in the form of a Consultation Draft Plan. As a strategic plan, it focuses on the high level strategy that would be used to guide more detailed work in Local Plans. It identifies broad locations where development might take place and what infrastructure might be needed to support it. If this is agreed, much more detailed work would be undertaken at the local level but decisions would be made in line with the final version of the Plan

In terms of transportation, a considerable amount of work is already in progress and is summarised in the County Council's recent publication '*Prospectus for Growth*' (September 2017). This identifies a number of road and rail improvement projects on which work is already far advanced.

At this stage, we invite comments on our Draft Plan from as wide an audience as possible: local residents, businesses, developers, landowners and statutory organisations. Details of how to comment are available on our web site llstrategicgrowthplan.org.uk.

At the end of the consultation period, responses on the Draft Plan will be considered and a final version of the Plan will be prepared during 2018. The final version of the Plan will be used as a framework for preparing Local Plans. Together with the Strategic Transport Plan and Local Industrial Strategy, the Strategic Growth Plan will be used as a bidding document to secure funding for essential infrastructure and services in our area.

WE INVITE COMMENTS ON OUR DRAFT PLAN FROM AS WIDE AN AUDIENCE AS POSSIBLE: LOCAL RESIDENTS, BUSINESSES, DEVELOPERS, LANDOWNERS AND STATUTORY ORGANISATIONS. DETAILS OF HOW TO COMMENT ARE AVAILABLE ON OUR WEB SITE LLSTRATEGICGROWTHPLAN.ORG.UK

APPENDIX A

HOUSING NEEDS 2011-31 AND 2011-36

We have undertaken a study of our housing and employment economic development needs for the periods 2011-31 and 2011-36 to align with the different time periods for which Local Plans are currently being prepared. The results of this analysis are set out in Tables 1 and 2 and further detail can be found in the study. Leicester City Council has formally declared that it will be unable to meet its 'objectively assessed needs' (OAN) for housing for the period 2011-31. Oadby & Wigston Borough Council has declared that it will be unable to meet its needs for the period 2011-36. Planning guidance requires the OAN to be satisfied across the 'housing market area' (HMA) as a whole.

We have undertaken an analysis of completions, planning permissions and allocations in adopted and emerging Local Plans. We have concluded that sufficient provision has been, or will be, made in adopted or emerging Local Plans to accommodate the OAN for housing, across the HMA as a whole, for the period 2011-31. The unmet need arising in the administrative areas of Leicester City Council will, therefore, be accommodated in the remaining borough and district councils and this will be reflected in Local Plans as they progress.

Beyond, 2031, provision will be made in Local Plans in accordance with the framework set out in the final version of the Strategic Growth Statement. A Joint Statement of Co-operation was produced in January 2017 to explain how this work would be taken forward. The Joint Statement of Co-operation was updated in November 2017. A Memorandum of Understanding on housing needs will be produced in early 2018.

TABLE 1: HOUSING NEED 2011-31

Authority	Housing Need ¹	
	Number of dwellings per annum	Total number of dwellings
Blaby DC	370	7,400
Charnwood BC	1,031	20,620
Harborough DC	532	10,640
Hinckley & Bosworth BC	471	9,420
Leicester City Council	1,692	33,840
Melton BC	186	3,720
North West Leicestershire DC	481	9,620
Oadby & Wigston BC	148	2,960
Total (Leicester & Leicestershire)	4,829²	96,580²

TABLE 2: HOUSING NEED 2011-36

Authority	Housing Need ¹	
	Number of dwellings per annum	Total number of dwellings
Blaby DC	361	9,025
Charnwood BC	994	24,850
Harborough DC	514	12,850
Hinckley & Bosworth BC	454	11,350
Leicester City Council	1,668	41,700
Melton BC	170	4,250
North West Leicestershire DC	448	11,200
Oadby & Wigston BC	155	3,875
Total (Leicester & Leicestershire)	4,716²	117,900²

Notes:

1. Source: *Housing and Economic Development Needs Assessment*, GL Hearn, January 2017.

2. The totals do not match the sum of the parts due to the way in which additional provision to support economic growth in Melton BC and North West Leicestershire DC is taken into account.

EMPLOYMENT LAND NEEDS 2011-31 AND 2011-36

The study of housing and economic development needs also considered employment land needs for the periods 2011-31 and 2011-36. The results of this analysis are set out in Table 3 and further detail can be found in the study. In addition to the needs set out in Table 3, the authorities will seek to meet the need from strategic B8 uses identified in a separate study relating to logistics and distribution.

TABLE 3: EMPLOYMENT LAND NEEDS (HA) 2011-31 AND 2011-36

	2031-31			2011-36		
	B1a/b	B1c/B2	Small B8	B1a/b	B1c/B2	Small B8
Blaby DC	37-45	15	10	47-48	19	12
Charnwood BC	14-37	21	11	17-40	26	13
Harborough DC	14-21	22	8	17-24	28	9
Hinckley & Bosworth BC	11-32	14	16	13-34	17	20
Leicester City Council	2-6	36	15	3-7	45	19
Melton BC	10-18	21	14	10-23	26	17
North West Leicestershire DC	45-46	3	17	50-56	4	21
Oadby & Wigston BC	1	0	4	2	0	5
Totals	142-198	132	93	177-215	165	117

Notes:

The range for the Total B1a/b does not sum to the cumulative minimum and maximum range for each local authority. This is because the source of the minimum and maximum figures varies according to the outcome of the labour demands scenario and completions trends. The totals reflect the total for each scenario. Numbers may also not add up due to rounding.

Local Plans will make provision for these needs in the period 2011-36. A Memorandum of Understanding will be prepared in early 2018.

Beyond 2031, provision made in Local Plans, for both housing and economic growth, will be made in accordance with the framework established by the Strategic Growth Plan."

APPENDIX B

NOTIONAL HOUSING NEEDS AND SUPPLY 2031-50

For the purposes of the Strategic Growth Plan, we need to estimate the likely scale of growth for the period 2031-50. This needs to be identified across the housing market area as a whole. Currently, only the Melton Local Plan goes beyond 2031, and only to 2036.

The study of housing and economic development needs also gives us an indication of what needs might be for the period 2031-36.

We recognise that projecting forward beyond this date is highly problematical but we need some notional estimates of growth in order to take a longer term view. In the absence of any more authoritative data, therefore, we have chosen to extrapolate these figures forwards. The results are set out in Table 4.

It is important to note that, although these numbers cannot be regarded as being authoritative, they will be consistently monitored and reviewed, and can be adjusted as necessary.

In Table 4, we have also estimated the likely sources of housing supply. The Draft Strategic Growth Plan assumes that both Leicester City Council and Oadby

& Wigston Borough Council will be unlikely to meet their objectively assessed needs during this period. Table 4, therefore, assumes that there will be a re-distribution of housing across the housing market area. In line with the strategy set out in the Draft Plan, we propose that there should be a shift in the focus of development from small- and medium-sized sites to strategic locations.

Pending the outcome of consultation on this Draft Plan, the authorities in Leicester & Leicestershire propose that the distribution in Table 4 will be used as the basis for future Local Plans. The process by which this work will be taken forward is set out in the Joint Statement of Co-operation.

TABLE 4: NOTIONAL HOUSING NEED AND SUPPLY 2031-50

Authority	Notional Housing Needs 2031-50		Delivery on Non-Strategic Sites		Delivery on Strategic Sites	Total Delivery	
	dpa	Total	dpa	Total	Total	dpa	Total
Blaby DC	361	6,859	110	2,060	15,500	924	17,560
Charnwood BC	994	18,886	470	8,890	10,000	994	18,890
Harborough DC	514	9,766	150	2,930	15,000	944	17,930
Hinckley & Bosworth BC	454	8,626	140	2,590	7,500	531	10,090
Leicester City	1,668	31,692	550	10,450	0	550	10,450
Melton BC	170	3,230	80	1,520	3,000	238	4,520
North West Leicestershire DC	448	8,512	240	4,520	4,000	448	8,520
Oadby & Wigston BC	155	2,945	60	1,140	1,500	139	2,640
Total (Leicester & Leicestershire) (%)	4,764	90,516	1,800	34,100 (38%)	56,500 (62%)	4,768	90,600

Notes:

1 Notional housing needs 2031-50 based on information contained in Housing and Economic Development Needs Assessment (January 2017).

2 Charnwood and North West Leicestershire are assumed to meet notional OAN so delivery on non-strategic sites exceeds the Strategic Growth Plan's indicative figure of 40% of notional OAN.

3 Due to the level of provision for development on strategic sites in Blaby DC, Harborough DC and Hinckley & Bosworth BC, development on non-strategic sites is limited to 30% of notional OAN.

4 Delivery on non-strategic sites rounded to the nearest '10'.

5 Delivery on strategic sites rounded to the nearest '500'.



For further details on the Strategic Growth Plan please visit our web site:

llstrategicgrowthplan.org.uk

or contact any of the partner organisations listed on the inside cover.



Council	Tuesday, 05 December 2017	Matter for Information and Decision
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Title: **Leicester and Leicestershire Authorities Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing**

Author(s): **Adrian Thorpe (Head of Planning, Development and Regeneration)**

1. Introduction

- 1.1. Harborough District Council and Oadby and Wigston Borough Council are due to submit Local Plans for public examination imminently. Melton Borough Council has recently submitted its Local Plan for public examination. These Councils require a Leicester and Leicestershire Authorities Joint Statement of Co-operation relating to Objectively Assessed Need for Housing to demonstrate that all of the planning authorities are working together to meet the requirements of the duty to co-operate.
- 1.2. A similar version of this report, together with the recommendation contained at paragraph 2 below, is being considered by each of the partner authorities.

2. Recommendation(s)

That Members' give their approval for the Borough Council to sign the Leicester and Leicestershire Authorities Joint Statement of Co-operation relating to Objectively Assessed Need for Housing (as set out at in the Appendix) in support of Local Plans that are being prepared in Leicester and Leicestershire.

3. Information

- 3.1. The purpose of this Joint Statement of Co-operation ("the Joint Statement") is to support those authorities in Leicester and Leicestershire which are seeking to produce a Local Plan in advance of the Strategic Growth Plan (SGP) and to set out how the local authorities will collaborate further to ensure that the necessary joint evidence is in place to support subsequent Local Plans. The Joint Statement is intended to provide evidence of effective co-operation on planning for issues with cross-boundary impacts.
- 3.2. The Joint Statement is based on the outcomes of the Housing and Economic Development Needs Assessment (HEDNA) which was jointly-commissioned by the nine local authorities together with the Leicester & Leicestershire Enterprise Partnership. The HEDNA sets out the Objectively Assessed Need (OAN) for housing and employment for the Housing Market Area (HMA) and Functional Economic Market Area (FEMA) for the periods 2011-2031 and 2011-2036.
- 3.3. The Joint Statement takes into account the fact that, based upon the HEDNA, Leicester City Council has declared that it cannot meet its own OAN and that it therefore has unmet needs over the period to 2036.
- 3.4. The Joint Statement also takes into account the fact that, based upon the HEDNA, Oadby and Wigston Borough Council has declared that it cannot meet its own OAN and that it therefore has unmet needs the period 2031-2036.

Background Documents:

Appendix - Leicester and Leicestershire Authorities Joint Statement of
Co-operation Relating to Objectively Assessed Need for Housing

E-mail: adrian.thorpe@oadby-wigston.gov.uk

Tel: (0116) 257 2645

Implications Leicester and Leicestershire Authorities Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing	
Finance	There are no implications.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Legal	The report is satisfactory.
Dave Gill (Head of Law and Governance / Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Key Supplier/Partnership Failure (CR2) The Joint Statement has been prepared jointly by the Leicester and Leicestershire planning authorities which all required an involvement in the process. Close working at both an Officer and Member level through established groups allows for this involvement. <input checked="" type="checkbox"/> Political Dynamics (CR3) A similar version of this report, together with the recommendation, is being considered by each of the other Leicester and Leicestershire planning authorities. <input checked="" type="checkbox"/> Economy/Regeneration (CR9) The Joint Statement will assist in the delivery of infrastructure and economic growth within the Borough.
Adrian Thorpe (Head of Planning Development and Regeneration)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> Balanced Economic Development (CP3) The Local Plan, which the Joint Statement supports, will assist in the delivery of infrastructure and economic growth within the Borough.
Adrian Thorpe (Head of Planning Development and Regeneration)	
Vision & Values (V)	<input checked="" type="checkbox"/> Teamwork (V3) The Joint Statement involves teamwork across Leicester and Leicestershire partner authorities.
Adrian Thorpe (Head of Planning Development and Regeneration)	
Equalities & Equality Assessment(s) (EA)	There are no implications.
Adrian Thorpe (Head of Planning Development and Regeneration)	<input checked="" type="checkbox"/> Not Applicable (EA)

Leicester & Leicestershire Authorities

Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing

November 2017

1.0 The Leicester and Leicestershire HMA

1.1 The Leicester and Leicestershire Housing Market Area (HMA) covers the administrative areas of eight local authorities and two highway authorities. The eight local planning authorities are:

- Blaby District Council
- Charnwood Borough Council
- Harborough District Council
- Hinckley & Bosworth Borough Council
- Leicester City Council
- Melton Borough Council
- North West Leicestershire District Council
- Oadby & Wigston Borough Council

1.2 The two highways authorities are:

- Leicester City Council
- Leicestershire County Council

1.3 The purpose of this Joint Statement of Co-operation (the 'Joint Statement') is to support those authorities which are seeking to produce a Local Plan in advance of the Strategic Growth Plan (SGP), and to set out how the local authorities will collaborate further to ensure that the necessary joint evidence is in place to support subsequent Local Plans. The document has been received by the Members' Advisory Group overseeing the preparation of the Strategic Growth Plan and will proceed through the normal governance procedures of individual authorities as necessary.

2.0 Background

Duty to Co-operate

2.1 The Joint Statement is intended to provide evidence of effective co-operation on planning for issues with cross-boundary impacts. A Housing and Economic Development Needs Assessment (HEDNA) has been completed, the purpose of which is to identify the Objectively Assessed Need (OAN) for housing and employment for the HMA and Functional Economic Market Area (FEMA) in the periods 2011-2031 and 2011-2036. In the case of Leicester & Leicestershire, the HMA and FEMA are coincident. The HEDNA was commissioned jointly by the nine local authorities together with the Leicester & Leicestershire Enterprise Partnership (LLEP).

Objectively Assessed Need for Housing

- 2.2 The National Planning Policy Framework (NPPF) requires local planning authorities to ensure that their Local Plans meet the full OAN for market and affordable housing in the HMA as far as is consistent with the policies set out in the NPPF (paragraph 47).
- 2.3 To enable an understanding of capacity to accommodate additional housing, the NPPF further requires local planning authorities to prepare a Strategic Housing Land Availability Assessment (SHLAA) to establish realistic assumptions about availability, suitability and likely economic viability of land to meet the identified need for housing over the plan period (paragraph 159). In Leicester & Leicestershire, the SHLAAs have been prepared using an agreed methodology across the HMA as a whole.
- 2.4 Table 1 has been prepared using the outputs of the joint HEDNA and SHLAAs. It provides a summary of the agreed OAN for housing, and the theoretical capacity of both the HMA and each local authority; the theoretical capacity has been derived from an understanding of existing commitments and SHLAA information. The partner authorities agree that the OAN for the HMA (and each local authority) is that set out in the table.
- 2.5 The HEDNA explains that the OAN is set at the level of the HMA although the OAN for each local authority is also identified; the OAN for each individual authority is considered to be secondary to that of the HMA as a whole. Table 1 indicates that the OAN for the HMA as a whole, based on demographic analysis, is some 96,580 dwellings for the period 2011-31 (4,829 dpa). For the period, 2011-2036, the figure is some 117,900 dwellings (4,716 dpa).
- 2.6 A similar analysis has been undertaken of the need for housing based on the economic development needs of the area; in this case, it has been concluded that the need for new housing, based on economic development needs across the FEMA, is lower than the demographic need. On that basis, there is no need for adjustment of this figure at the level of the HMA/FEMA although there is some misalignment at the level of individual authorities. As a result, there may be an alternative distribution of housing to meet economic needs whilst still ensuring that the demographic need of 4,829 or 4,716 dpa is met across the HMA/FEMA as a whole in line with paragraph 47 of the NPPF.
- 2.7 In terms of the housing capacity, Table 1 also indicates that there is a theoretical capacity for some 207,069 dwellings across the HMA as a whole. When this is set against the OAN of 96,580 (2011-31) and 117,900 (2011-36) dwellings, it is clear that there is considerable flexibility to meet the defined housing need across the HMA.
- 2.8 It is recognised that the ability of each local authority to meet its own OAN will vary. Table 1 demonstrates that, theoretically, and with the exception of Leicester City Council, all authorities are able to accommodate their own needs in the period 2011-31. In the period 2011-36, neither Leicester City Council nor Oadby & Wigston Borough Council will be able to meet their needs. It is important to note, however, that further testing will be required by the respective authorities through their Local

Plan processes. Should an HMA authority identify, quantify and provide robust evidence to demonstrate an unmet need in the future, it will be incumbent upon the HMA authorities jointly to resolve any cross-boundary matters with HMA partners under the Duty to Co-operate.

- 2.9 Following publication of the HEDNA, both Leicester City Council and Oadby & Wigston Borough Council declared that they would not be able to accommodate their full objectively assessed needs (OAN) for housing within their own boundaries. Letters were sent out by Leicester City Council in February 2017 and by Oadby & Wigston Borough Council in March 2017, to all other authorities within the Leicester & Leicestershire Housing Market Area, setting out the position and their formal declarations of unmet housing need. Since that time, and based on evidence, Oadby & Wigston Borough Council has determined that it will be able to accommodate its needs in the period 2011-2031 but not in respect of the period 2011-36. Oadby & Wigston Borough Council issued a further letter in November 2017 confirming its position. Both Leicester City Council and Oadby & Wigston Borough Council are yet to formally and finally evidence the extent of their unmet need, however it is necessary to include provision to accommodate unmet need arising from these two Council areas, for the relevant periods, within the HMA as a whole; this may include an element of a flexibility allowance in local plans currently in preparation, should the need arise.
- 2.10 In terms of determining housing targets to be included in their Local Plans, local planning authorities should take account of the requirements of both national policy and local circumstances, including the need to base Local Plans on a strategy that seeks to meet the OAN for housing. In this regard, it is recognised that all authorities are at different stages of plan preparation and that this situation must be accommodated. In determining their housing target over the relevant plan period, therefore, each authority will take into account the HEDNA and other relevant evidence.
- 2.11 In addition, the nine local authorities and the LLEP have jointly agreed to produce a Strategic Growth Plan, a non-statutory strategic plan looking forward to around 2050. As part of their work on the Strategic Growth Plan, the partner organisations may choose to redistribute development across the HMA as appropriate but the process of preparing the Strategic Growth Plan is not anticipated to be complete until the end of 2018 and will not, therefore, be available for all authorities to use prior to preparing their Local Plans. At the same time, Government has made it clear that it wants Local Plans for individual authorities to be in place without delay; and where no Local Plan has been produced, Government may choose to intervene in the process. As a result, the partner organisations understand that some authorities might wish to progress their Local Plans in advance of the Strategic Growth Plan.
- 2.12 The Written Ministerial Statement by the Minister for Housing and Local Government (21 July 2015) re-emphasises that Local Authorities cannot plan in isolation and must work together to provide the land for the housing needed across HMAs. It states: *"As we have made clear in planning guidance a commitment to an early review of a*

Local Plan may be appropriate as a way of ensuring that a Local Plan is not unnecessarily delayed by seeking to resolve matters which are not critical to the plans soundness or legal competence as a whole". It also refers to a note prepared by the Planning Advisory Service which local authorities should consider; this sets out circumstances in which Local Plans have been found sound, subject to a commitment to an early review.

- 2.13 Taking this into account, the HMA authorities reached agreement in summer 2016 on appropriate trigger mechanisms that would be inserted into all Local Plans coming forward before the Strategic Growth Plan. In this respect the partner authorities agree that should the Strategic Growth Plan identify a significant change which would require local authorities to re-consider the amount of housing and employment land, an early review or partial review of affected Plan(s) will be brought forward to address this matter, unless there is sufficient flexibility already provided for within the Plan. Such flexibility may, for example, be secured by a Local Plan that specifies a requirement which materially exceeds the FOAN identified by the HEDNA. The agreement is based on the principle that the trigger mechanisms would be applied on a consistent basis across the HMA, ensuring that all Local Plans submitted in advance of the Strategic Growth Plan contain the necessary flexibility to respond to any significant change that might arise.

Table 1: OAN as defined in HEDNA (January 2017) and Theoretical Capacity Based on Assumptions Set Out In Notes

	OAN*1 (2011- 2031)	OAN*1 (2011 - 2036)	Theoretical Total Capacity*2
Blaby	7,400	9,025	24,096*3
Charnwood	20,620	24,850	34,756*3
Harborough	10,640	12,850	30,578*3
Hinckley & Bosworth	9,420	11,350	25,498*3
Leicester City	33,840	41,700	26,230*3
Melton	3,720	4,250	36,650*3
North West Leics	9,620	11,200	26,301*3
Oadby & Wigston	2,960	3,875	2,960*3
HMA Total*4	96,580	117,900	207,069*3

*1 The OAN is set out in the agreed HEDNA (January 2017)

*2 This figure is based on information on completions, commitments, windfalls (in some authorities) and SHLAAs as at 1st April 2016.

*3 The final figure will be determined by each authority through the Local Plans process.

*4 The Total received OAN for the HMA is lower than the sum of the OAN for individual authorities because the OAN for Melton BC and North West Leicestershire DC has been increased in the HEDNA to meet economic needs locally.

Note:

It should be noted that nothing in this statement should be taken to prejudice any representations made by individual authorities on any partner Local Plan.

Signed by:

	OBO Blaby District Council
	OBO Charnwood Borough Council
	OBO Harborough District Council
	OBO Hinckley & Bosworth Borough Council
	OBO Leicester City Council
	OBO Leicestershire County Council
	OBO Melton Borough Council
	OBO North West Leicestershire District Council
	OBO Oadby & Wigston Borough Council

Agenda Item 14



Council	Tuesday, 05 December 2017	Matter for Information and Decision
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Title: **Update to Council's Contract Procedure Rules**

Author(s): **Stephen Hinds (Director of Finance and
Transformation / Section 151 Officer)**

1. Introduction

As part of the Internal Audit recommendations brought to this Committee to review and update the Contract Procedure Rules (CPR's), this report summarises the review of the rules, which were last updated in 2013, and attaches the revised CPR's.

2. Recommendation(s)

That the Council approves and adopts the updated Contract Procedure Rules and notes the key aspects of the rules outlined in this covering report.

3. Information

- 3.1. As part of our Internal Audit programme of work, one key recommendation is that the Council should review and update the CPR's as they were complex and had not been reviewed since 2013.
- 3.2. The review of the rules was carried out by the Section 151 Officer and a new, easier-to-follow set of rules has been produced following the basis of best practice within procurement for Local Authorities.
- 3.3. The draft CPR's were considered at the meeting of the Policy, Finance and Development Committee on 31 October 2017, where Members resolved to recommend the same to Council for approval and adoption.
- 3.4. This covering report outlines each of the sections of the rules and the key points contained within them.

4. Summary

- 4.1. These Contract Procedure Rules (issued in accordance with section 135 of the 1972 Local Government Act) are intended to promote good purchasing practice and public accountability and deter corruption. They are in line with the CIPFA/Local Government Task Force Contract Procedure Rules published 2006. Following the rules is the best defence against allegations that a purchase has been made incorrectly or fraudulently.
- 4.2. Officers responsible for purchasing or disposal must comply with these contract procedure rules. They lay down minimum requirements and a more thorough procedure may be appropriate for a particular contract.
- 4.3. Officers should:
 - Follow the rules if they purchase goods or services or order building work;
 - Take all necessary legal, financial and professional advice at the appropriate time;

- Declare any personal financial interest in a contract. Corruption is a criminal offence;
- Conduct a management review to appraise the purchasing need;
- Check whether there is an existing Corporate Contract you can make use of before undergoing a competitive process;
- Normally allow at least four weeks for submission of bids;
- Keep bids confidential;
- Complete a written contract or Council purchase order before the supply or works begin;
- Identify a contract manager with responsibility for ensuring the contract delivers as intended;
- Keep records of dealings with suppliers; and
- Assess each contract afterwards to see how well it met the purchasing need and Value for Money requirements.

5. Section One

Section One of the rules outlines the basic principles of purchasing and disposals, expecting that they must achieve best value for public money spent, have the highest standards of integrity and comply with all legal requirements. This section also outlines officer responsibilities, including specific responsibilities relating to Chief Officers. Section One also goes into detail regarding exemptions, collaborative arrangements and e-procurement.

6. Section Two

Section Two focuses on the common requirements when it comes to procurement, including what steps should be taken prior to making a purchase. These are very much around common sense (i.e. appraise the purchase, is it needed? Does it meet the organisations objectives etc.). This section also details (explicitly) what records need to be kept, when, by whom and for how long. The final aspect of this section details how and when to advertise, when approved lists can be used and the potential use of framework agreements.

7. Section Three

Section Three is about how we go through the procurement. There is a clear table for Officers to follow in paragraph 8.1.1 (see below), laying out the basic requirements for making a purchase/procuring a contract or works. It should be noted that the majority of purchases made would fall into the first two categories.

(Continued overleaf)

Total Value	Award Procedure	Shortlisting
Up to £3,000	One oral Quotation (confirmed in writing where the Total Value exceeds £500)	Budget Holder
£3,001-£50,000	Three written Quotations	Budget Holder and Chief Officer
£50,001–£EU-Threshold	Invitation to Tender to at least three and no more than six Candidates	Budget Holder and Chief Officer
Above EU Threshold	EU Procedure or, where this does not apply, Invitation to Tender by advertisement/list to at least four and no more than six Candidates	Consult the Chief Financial Officer see Rule 8.1.4

The current thresholds triggering European Union (EU) rules are currently £164,176 / €209,000 for supplies and services contracts and £4,104,394 / €5,225,000 for works contracts subject to changes in EU regulations and fluctuations in the EUR-GBP exchange rate.

This section then runs through each of the steps that officers need to carry out, dependant on the value of the purchase – ranging from how to carry out market research, how to generate awards criteria, short-listing, awarding and so on.

8. Section Four

Should there be a need for a contract, section four details how and what needs to be included in any contract. For example, all contracts must clearly specify:

- What is to be supplied (i.e. the works, materials, services, matters or things to be furnished, had or done);
- The provisions for payment (i.e. the price to be paid and when);
- The time, or times, within which the contract is to be performed;
- The provisions for the Council to terminate the contract; and
- Duration of the contract, in particular an end date.

This section also reflects upon the need to prevent corruption and a clear policy on declarations of interest.

9. Section Five

This section explains the requirements of managing contracts, should the need arise for a contract, including how to risk assess, plan for contingencies, monitoring, evaluation and review.

10. New Developments

Whilst drawing up the new Contract Procedure Rules, recommendations from the LGA and Internal Audit were taking into account, particularly relating to programme management. As part of these new rules, a Contract Management Board will be created to monitor all current and prospective contracts going forward, and also a new contract register. It is hoped that as the Council progresses and develops, additional resource will be allocated to aid in the management and support for

corporate procurement.

Background Documents:

Appendix 1 – Draft Contract Procedure Rules 2017

Local Government Act 1972

Report to Policy, Finance and Development Committee on 31 October 2017.

E-mail: stephen.hinds@oadby-wigston.gov.uk

Tel: (0116) 257 2681

Implications Update to the Council's Contract Procedure Rules	
Finance	The financial implications are as set out in the report.
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	
Legal	The updated CPR's will mitigate against any challenge to the review of contracts.
Dave Gill (Deputy Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Regulatory Governance (CR6) <input checked="" type="checkbox"/> Other Corporate Risk(s) Internal Audit is a key component of the Council's internal control framework. Outcomes of all internal audit reviews will be considered in the context of the strategic risk register.
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> Effective Service Provision (CP2)
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	
Vision & Values (V)	<input checked="" type="checkbox"/> Accountability (V1) <input checked="" type="checkbox"/> Teamwork (V3) <input checked="" type="checkbox"/> Innovation (V4) <input checked="" type="checkbox"/> Customer Focus (V5)
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	
Equalities & Equality Assessment(s) (EA)	There are no equalities implications.
Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> Not Applicable (EA)

CONTRACT PROCEDURE RULES

INTRODUCTION

These Contract Procedure Rules (issued in accordance with section 135 of the 1972 Local Government Act) are intended to promote good purchasing practice and public accountability and deter corruption. They are in line with the CIPFA/Local Government Task Force Contract Procedure Rules published 2006. Following the rules is the best defence against allegations that a purchase has been made incorrectly or fraudulently.

Officers responsible for purchasing or disposal must comply with these contract procedure rules. They lay down minimum requirements and a more thorough procedure may be appropriate for a particular contract. (For example, if Rule 8.1 would normally require that quotes be obtained, it might be appropriate in particular circumstances to seek additional quotations in writing or tender submissions. Equally, it may not always be appropriate to make use of an exemption under Rule 3 even if one might apply or be granted.)

For the purposes of these rules, where there is a requirement for communication to be in writing, this shall be deemed to include electronic transmissions (e.g. email, fax or via an e-procurement portal) as well as hard copy.

Officers should:

- Follow the rules if you purchase goods or services or order building work.
- Take all necessary legal, financial and professional advice at the appropriate time
- Declare any personal financial interest in a contract. Corruption is a criminal offence.
- Conduct a management review to appraise the purchasing need.
- Check whether there is an existing Corporate Contract you can make use of before undergoing a competitive process.
- Normally allow at least four weeks for submission of bids
- Keep bids confidential.
- Complete a written contract or council purchase order before the supply or works begin.
- Identify a contract manager with responsibility for ensuring the contract delivers as intended.
- Keep records of dealings with suppliers.
- Assess each contract afterwards to see how well it met the purchasing need and Value for Money requirements.

In accordance with the Constitution, the Chief Financial Officer shall have the power to make amendments from time to time to these contract procedure rules after consultation with the Monitoring Officer.

These Rules must be read in conjunction with the definitions set out at the end of the Rules.

SECTION 1: SCOPE OF CONTRACT - PROCEDURE RULES

1. BASIC PRINCIPLES

All purchasing and disposal procedures must:

- achieve Best Value for public money spent
- be consistent with the highest standards of integrity
- ensure fairness in allocating public contracts
- comply with all legal requirements
- ensure that non-commercial considerations do not influence any contracting decision
- support the council's corporate and departmental aims and policies
- comply with the council's corporate Procurement Strategy.

2. OFFICER RESPONSIBILITIES

2.1. Officers

2.1.1. Officers responsible for purchasing or disposal must comply with these contract procedure rules, Financial Regulations, the Code of Conduct and with all UK and European Union binding legal requirements. Officers must ensure that any agents, consultants and contractual partners acting on their behalf also comply.

2.1.2. Officers must:

- have regard to the Council's current Procurement Strategy
- check whether a suitable corporate contract exists before seeking to let another contract; where a suitable corporate contract exists, this must be used unless there is an auditable reason not to keep the records required by Rule 6
- take all necessary legal, financial and professional advice.

2.1.3. When any employee either of the Council or of a service provider may be affected by any transfer arrangement, Officers must ensure that the Transfer of Undertaking (Protection of Employment) (TUPE) issues are considered and obtain legal advice before proceeding with inviting Tenders or Quotations.

2.2. Chief Officers

2.2.1. Chief Officers must:

- ensure that their staff comply with Rule 2.1
- ensure that registers are kept of:
 - contracts completed by signature, rather than by the council's seal (see Rule 16.3) and arrange their safekeeping on council premises (Major contracts should also be kept with Law and Governance))

- exemptions recorded under Rule 3.2. (to be held by Democratic Services)

3. EXEMPTIONS, COLLABORATIVE AND E-PROCUREMENT ARRANGEMENTS

- 3.1. The council and the Policy, Finance and Development Committee have power to waive any requirements within these contract procedure rules for specific projects, and any such decision may be a Key Decision.
- 3.2. A Chief Officer has the power, under the scheme of delegation in the Constitution, in circumstances deemed exceptional by Law and Governance, to waive any requirements within these contract procedure rules, provided that, where the contract is likely to exceed £40,000, the relevant Committee Chair is consulted.
- 3.3. Where a proposed contract is likely to exceed the EU Threshold the EU Procedure will apply and the requirements of these contract procedure rules may not be waived other than in the case of an unforeseeable emergency involving immediate risk to persons, property or serious disruption to council services, in which case the provisions of Rule 3.4 below will apply.
- 3.4. Where an exemption is necessary because of an unforeseeable emergency involving immediate risk to persons, property or serious disruption to council services, the Officer and the Chief Financial Officer or Head of Finance may jointly approve the exemption but they must prepare a report for the next PFD Committee to support the action taken.
- 3.5. All exemptions, and the reasons for them, must be recorded using the Exemption Form. Exemptions shall be signed by the Officer and countersigned by the Chief Financial Officer.
- 3.6. An exemption must be approved by the Chief Financial Officer:
 - (i) prior to commencing any procurement process using Crown Commercial Service (CCS) contracts;
 - (ii) prior to abandonment, where a procurement process is to be abandoned.The terms and conditions of contract applicable to any CCS arrangement, including the requirement to undertake competition between providers, must be fully complied with.
- 3.7. Financial Services must monitor the use of all exemptions.
- 3.8. In order to secure Value for Money, the authority may enter into collaborative procurement arrangements. The Officer must consult the Chief Financial Officer and the Monitoring Officer where the purchase is to be made using collaborative procurement arrangements with another local authority, government department, statutory undertaker or public service purchasing consortium.

- 3.9. Purchases made via a local authority purchasing and distribution consortium, other than purchases above the EU Threshold and other purchases below the EU threshold where international suppliers may be interested, are deemed to comply with these contract procedure rules and no exemption is required.

Purchases above the EU Threshold and other purchases below the threshold where

international suppliers may be interested must be let under the EU Procedure, unless the consortium has satisfied this requirement already by letting their contract in accordance with the EU Procedures on behalf of the Council and other consortium members.

- 3.10. Any contract entered into through collaboration with other local authorities or other public bodies, where a competitive process has been followed and that complies with the contract procedure rules of the leading organisation, will be deemed to comply with these contract procedure rules and no exemption is required. However, advice must be sought from the Chief Financial Officer and the Monitoring Officer before the contract is entered into.

- 3.11. The use of e-procurement technology does not negate the requirement to comply with all elements of these contract procurement rules, particularly those relating to competition and Value for Money.

4. RELEVANT CONTRACTS

- 4.1. All Relevant Contracts must comply with these contract procedure rules. A Relevant Contract is any arrangement made by, or on behalf of, the Council for the carrying out of works or for the supply or disposal of goods, materials or services. These include arrangements for:

- the supply and/or disposal of goods
- the hire, rental or lease of goods and/or equipment
- the delivery of services, including (but not limited to) those related to:
 - the recruitment of staff
 - land and property transactions
 - financial and consultancy services.

- 4.2. Relevant Contracts do not include:

- contracts of employment which make an individual a direct employee of the Council,
- agreements regarding the acquisition, disposal, or transfer of land and/or assets (for which Financial Regulations shall apply).

SECTION 2: COMMON REQUIREMENTS

5. STEPS PRIOR TO PURCHASE

5.1. The Officer must appraise the purchase, in a manner commensurate with its complexity and value and taking into account any guidance in the Procurement Strategy by:

- taking into account the requirements from any relevant management review or Audit review
- appraising the need for the expenditure and its priority
- defining the objectives of the purchase
- assessing the risks associated with the purchase and how to manage them
- considering what procurement method is most likely to achieve the purchasing objectives, including internal or external sourcing, partnering, packaging strategy and collaborative procurement arrangements with another local authority, government department, statutory undertaker or public service purchasing consortium
- ensure the evaluation methodology for any procurement process must not disadvantage any group of economic operator, including Small / Medium Sized Enterprises or new / start up companies, in any aspect of the evaluation including but not limited to reference checks and financial assessments”.
- consulting users as appropriate about the proposed procurement method, contract standards and performance and user satisfaction monitoring
- drafting the terms and conditions that are to apply to the proposed contract
- setting out these matters in writing if the total value of the purchase exceeds £50,000.

5.2. and by confirming that:

- there is approved budgetary provision for the expenditure and the purchase accords with the approved policy framework and scheme of delegation as set out in the Constitution

6. RECORDS

6.1. Where the Total Value is less than £50,000, the following records must be kept (which will include logs kept by an e-procurement portal):

- invitations to quote and quotations received
- a record:
 - of any exemptions and the reasons for them
 - of the reason if the lowest price is not accepted
- Written records of communications with the successful contractor or an electronic record if a written record of the transaction would normally not be produced.

6.2. Where the total value exceeds £50,000 the Officer must record:

- the method for obtaining bids (see Rule 8.1)

- any contracting decision and the reasons for it
 - any exemption under Rule 3 together with the reasons for it
 - the award criteria in descending order of importance
 - Tender documents sent to and received from candidates
 - pre-tender market research
 - clarification and post-tender negotiation (to include minutes of meetings)
 - the contract documents
 - post-contract evaluation and monitoring
 - Communications with candidates and with the successful contractor throughout the period of the contract.
- 6.3. Records required by this rule must be kept for six years after the end of the contract. However, written documents which relate to unsuccessful Candidates may be microfilmed or electronically scanned or stored by some other suitable method after 12 months from award of contract, provided there is no dispute about the award.

7. ADVERTISING, APPROVED LISTS AND FRAMEWORK AGREEMENTS

7.1. Identifying and Assessing Potential Candidates

7.1.1. Officers shall ensure that, where proposed contracts, irrespective of their total value, might be of interest to potential candidates located in other member states of the EU, a sufficiently accessible advertisement is published. Generally, the greater the interest of the contract to potential bidders from other member states, the wider the coverage of the advertisement should be. Examples of where such advertisements may be placed include:

- the council's website
- portal websites specifically created for contracts
- advertisements
- national official journals, or
- the Official Journal of the European Union (OJEU) / Tenders Electronic Daily (TED) (even if there is no requirement within the EU Procedure).

7.1.2. Officers are responsible for ensuring that all candidates for a relevant contract are suitably assessed. The assessment process shall establish that the potential candidates have sound:

- economic and financial standing
- technical ability and capacity to fulfil the requirements of the Council.

7.1.3. This shall be achieved in respect of proposed contracts that are expected to exceed £50,000 by selecting firms from:

- Approved lists of providers, maintained by the Council or on its behalf, and compiled following responses to a public advertisement; or
- shortlists assessed from expressions of interest in a particular contract submitted in response to a public advertisement.

7.1.4. Public advertisements issued in respect of Rule 7.1.3 above shall reflect the potential degree of interest from candidates located within other member states of the EU.

7.1.5. Advertisements must comply with any requirement for publication as set out in national legislation as amended from time to time.

7.2. Approved Lists

7.2.1. Approved lists should be used where recurrent transactions of a similar type are likely but where such transactions need to be priced individually and cannot easily be aggregated and priced in a single tendering exercise. Approved Lists cannot be used where the EU Procedure applies.

7.2.2. Chief Officers may draw up in consultation with the Chief Financial Officer:

- Approved Lists of persons ready to perform contracts to supply goods or services of particular types including without limitation on the basis of agreed contract term
- criteria for shortlisting from the lists.

7.2.3. No person may be entered on an approved list until there has been an adequate investigation into both their financial standing and their technical ability to perform the contract, unless such matters will be investigated each time bids are invited from that list (in which case this must be made clear on the list).

7.2.4. Approved lists must be drawn up after an advertisement inviting applications for inclusion on the list. The advertisement must be placed to secure the widest publicity among relevant suppliers throughout all member states of the EU. Persons may be entered on a list between the initial advertisement and re-advertisement provided the requirements of Rule 7.2.3 are met.

7.2.5. The list and shortlisting criteria must be reviewed at least annually and re-advertised at least every three years. On re-advertisement, a copy of the advertisement must be sent to each person on the list, inviting them to reapply. Review means:

- the reassessment of the financial standing and technical ability and performance of those persons on the list, unless such matters will be investigated each time bids are invited from that list
- the deletion of those persons no longer qualified, with a written record kept justifying the deletion.

7.2.6. All approved lists shall be maintained in an open, fair and transparent manner and be open to public inspection.

7.2.7. A register of pre-qualified contractors and consultants maintained by or on behalf of central government (e.g. Constructionline) will be deemed to be an Approved List for the purpose of these contract procedure rules

and shall not be subject to the requirements of Rules 7.2.2 to 7.2.6 inclusive.

7.3. Framework Agreements

7.3.1. The term of a Framework Agreement must not exceed four years.

7.3.2. Contracts based on Framework Agreements may be awarded by either:

- applying the terms laid down in the Framework Agreement (where such terms are sufficiently precise to cover the particular call-off) without reopening competition, or
- where the terms laid down in the Framework Agreement are not precise enough or complete for the particular call-off, by holding a mini competition in accordance with the following procedure:
 - inviting the organisations within the Framework Agreement that are capable of executing the subject of the contract to submit written tenders
 - fixing a time limit which is sufficiently long to allow tenders for each specific contract to be submitted, taking into account factors such as the complexity of the subject of the contract
 - awarding each contract to the tenderer who has submitted the best tender on the basis of the award criteria set out in the specifications of the Framework Agreement.

SECTION 3: CONDUCTING PURCHASE AND DISPOSAL
8. COMPETITION REQUIREMENTS FOR PURCHASE, DISPOSAL AND PARTNERSHIP ARRANGEMENTS

The Officer must calculate the total value.

The following procedures apply where there are no other procedures which take precedence. Other procedures may include agency agreements with government. If in doubt, Officers must seek the advice of the Chief Financial Officer.

8.1. Purchasing – Competition Requirements

8.1.1. Where the total value for a purchase is within the values in the first column below, the award procedure in the second column must be followed. Shortlisting shall be done by the persons specified in the third column.

Total Value	Award Procedure	Shortlisting
Up to £3,000	One oral Quotation (confirmed in writing where the Total Value exceeds £500)	Budget Holder
£3,001-£50,000	Three written Quotations	Budget Holder and Chief Officer
£50,001–£EU-Threshold	Invitation to Tender to at least three and no more than six Candidates	Budget Holder and Chief Officer
Above EU Threshold	EU Procedure or, where this does not apply, Invitation to Tender by advertisement/list to at least four and no more than six Candidates	Consult the Chief Financial Officer see Rule 8.1.4

8.1.2. Where it can be demonstrated that there are insufficient suitably qualified candidates to meet the competition requirement, all suitably qualified candidates must be invited.

8.1.3. An Officer must not enter into separate contracts nor select a method of calculating the total value in order to minimise the application of these contract procedure rules.

8.1.4. Where the EU Procedure is required, the Officer shall consult the Chief Financial Officer to determine the method of conducting the purchase.

8.2. Assets for Disposal

8.2.1. Assets for disposal must be sent to public auction except where better Value for Money is likely to be obtained by inviting quotations and tenders (these may be invited by advertising on the council's internet site). In the latter event, the method of disposal of surplus or obsolete stocks/stores or assets other than land must be formally agreed with the Chief Financial Officer or the nominated substitute.

8.3. Providing Services to External Purchasers

8.3.1. The Chief Financial Officer must be consulted and regard had to Financial Regulations where contracts to work for organisations other than the Council are contemplated.

8.4. Collaborative and Partnership Arrangements

8.4.1. Collaborative and partnership arrangements are subject to all UK and EU procurement legislation and must follow these contract procedure rules. If in doubt, Officers must seek the advice of the Chief Financial Officer and the Monitoring Officer.

8.5. The Appointment of Consultants to Provide Services

8.5.1. Consultant architects, engineers, surveyors and other professional consultants shall be selected and commissions awarded in accordance with the procedures detailed within these contract procedure rules and as outlined in 8.1.1

8.5.2. The engagement of a consultant shall follow the agreement of a brief that adequately describes the scope of the services to be provided and shall be subject to completion of a formal letter or contract of appointment.

8.5.3. Records of consultancy appointments shall be maintained in accordance with Rule 6.

8.5.4. Consultants shall be required to provide evidence of, and maintain professional indemnity insurance policies to the satisfaction of the relevant Chief Officer for the periods specified in the respective agreement.

9. PRE-TENDER MARKET RESEARCH AND CONSULTATION

9.1. The officer responsible for the purchase:

- may consult potential suppliers prior to the issue of the Invitation to Tender in general terms about the nature, level and standard of the supply, contract packaging and other relevant matters, provided this does not prejudice any potential candidate, but
- must not seek or accept technical advice on the preparation of an Invitation to Tender or Quotation from anyone who may have a commercial interest in them, if this may prejudice the equal treatment of all potential Candidates or distort competition, and
- should seek advice from the Chief Financial Officer.

10. STANDARDS AND AWARD CRITERIA

- 10.1. The Officer must ascertain what are the relevant British, European or international standards which apply to the subject matter of the contract. The officer must include those standards which are necessary properly to describe the required quality. The Chief Financial Officer and the Monitoring Officer must be consulted if it is proposed to use standards other than European standards.
- 10.2. The Officer must define award criteria that are appropriate to the purchase and designed to secure an outcome giving Value for money for the Council. The basic criteria shall be:
- 'lowest price' where payment is to be made by the Council
 - 'highest price' if payment is to be received, or
 - 'most economically advantageous', where considerations other than price also apply.

If the last criterion is adopted, it must be further defined by reference to sub-criteria which may refer only to relevant considerations. These may include price, service and quality of goods, running costs, technical merit, previous experience, delivery date, cost effectiveness, quality, relevant environmental considerations, aesthetic and functional characteristics (including security and control features), safety, after-sales services, technical assistance and any other relevant matters.

- 10.3. Award Criteria must not include:
- Non-commercial considerations
 - matters which discriminate against suppliers from the European Economic Area or signatories to the Government Procurement Agreement.

11. INVITATIONS TO TENDER/QUOTATIONS

- 11.1. The Invitation to Tender shall state that no Tender will be considered unless it is received by the date and time stipulated in the Invitation to Tender. No Tender delivered in contravention of this clause shall be considered.
- 11.2. All Invitations to Tender shall include the following:
- a. A specification that describes the Council's requirements in sufficient detail to enable the submission of competitive offers.

- b. A requirement for tenderers to declare that the tender content, price or any other figure or particulars concerning the tender have not been disclosed by the tenderer to any other party (except where such a disclosure is made in confidence for a necessary purpose).
 - c. A requirement for tenderers to complete fully and sign all tender documents including a form of tender and certificates relating to canvassing and non-collusion.
 - d. Notification that tenders are submitted to the council on the basis that they are compiled at the tenderer's expense.
 - e. A description of the award procedure and, unless defined in a prior advertisement, a definition of the award criteria in objective terms and if possible in descending order of importance.
 - f. Notification that no tender will be considered unless it is submitted via the Council's secure e-procurement portal unless specific circumstances restrict the ability to undertake the tender exercise (e.g. the use of electronic means of communication would require specific tools, equipment, devices or file formats that are not generally available or supported by generally available applications) when tenders shall be submitted as set out in 13.4 below.
 - g. A stipulation that any tenders submitted by other means shall not be considered unless specific circumstances restrict the ability to undertake the tender exercise electronically when tenders shall be submitted as set out in 13.4 below.
 - h. The method by which any arithmetical errors discovered in the submitted tenders is to be dealt with. In particular, whether the overall price prevails over the rates in the tender or vice-versa.
- 11.3. All Invitations to Tender or Quotations must specify the goods, service or works that are required, together with the terms and conditions of contract that will apply (see Rule 16).
- 11.4. The method by which a start up company is to be evaluated
- 11.5. The Invitation to Tender or Quotation must state that the council is not bound to accept any Quotation or Tender.
- 11.6. All Candidates invited to Tender or quote must be issued with the same information at the same time and subject to the same conditions. Any supplementary information must be given on the same basis.

12. SHORTLISTING

- 12.1. Any Shortlisting must have regard to the financial and technical standards relevant to the contract and the award criteria. Special rules apply in respect of the EU Procedure.
- 12.2. The Officers responsible for shortlisting are specified in Rule 8.1.1.

- 12.3. Where approved lists are used, Shortlisting may be done by the officer in accordance with the shortlisting criteria drawn up when the approved list was compiled (see Rule 7.2.2). However, where the EU Procedure applies, approved lists may not be used.

13. SUBMISSION, RECEIPT AND OPENING OF TENDERS / QUOTATIONS

- 13.1. Candidates must be given an adequate period in which to prepare and submit a proper Quotation or Tender, consistent with the complexity of the contract requirement. Normally at least four weeks should be allowed for submission of Tenders. The EU Procedure lays down specific time periods (seek guidance from Chief Financial Officer).
- 13.2. All tenders must be returned via the Council's secure e-procurement portal (unless specific circumstances restrict the ability to undertake the tender exercise (e.g. the use of electronic means of communication would require specific tools, equipment, devices or file formats that are not generally available or supported by generally available applications)) when tenders shall be submitted as set out in 13.4 below
- 13.3. Tenders received by hardcopy, fax or other electronic means (e.g. email) must be rejected, unless they have been specifically requested (e.g. where use of an e-procurement portal is not appropriate due to specific circumstances).
- 13.4. Where use of an e-procurement portal is not appropriate, all tenders must be returned to the Chief Executive.
- 13.5. The Officer must not disclose the names of candidates to any staff involved in the receipt, custody or opening of Tenders.
- 13.6. The Monitoring Officer shall be responsible for the safekeeping of tenders until the appointed time of opening. Each tender must be:
- suitably recorded so as to subsequently verify the date and precise time it was received
 - adequately protected immediately on receipt to guard against amendment of its contents
 - recorded immediately on receipt in the Tender Record Log.
- 13.7. Candidates must be provided with a contact point in case they experience any problems in submitting their tender electronically. Candidates must also be advised that failure to advise the Council of the problem before the deadline for return of tenders will mean they have lost their opportunity to tender. Where a sending problem is received in time, consideration should be given to extending the deadline for submission and all candidates should be advised accordingly of any extension of time.

14. CLARIFICATION PROCEDURES AND POST-TENDER NEGOTIATION

- 14.1. Providing clarification of an Invitation to Tender to potential or actual candidates or seeking clarification of a tender, whether in writing or by way of a meeting, is permitted. However, discussions with tenderers after submission of a tender and before the award of a contract with a view to obtaining adjustments in price, delivery or content (i.e. post-tender negotiations) must be the exception rather than the rule. In particular, they must not be conducted in an EU Procedure where this might distort competition, especially with regard to price.
- 14.2. If post-tender negotiations are necessary after a single-stage tender or after the second stage of a two-stage tender, then such negotiations shall only be undertaken with the tenderer who is identified as having submitted the best tender and after all unsuccessful Candidates have been informed. During negotiations tendered rates and prices shall only be adjusted in respect of a corresponding adjustment in the scope or quantity included in the tender documents. Officers appointed by the Chief Officer to carry out post-tender negotiations should ensure that there are recorded minutes of all negotiation meetings and that both parties agree actions in writing.
- 14.3. Post-tender negotiation must only be conducted in accordance with guidance issued by the Chief Financial Officer and the Monitoring Officer, who must be consulted wherever it is proposed to enter into post-tender negotiation. Negotiations must be conducted by at least two officers, one of whom must be from a team independent to that leading the negotiations.
- 14.4. Where post-tender negotiation results in a fundamental change to the specification (or contract terms) the contract must not be awarded but re-tendered.

15. EVALUATION, AWARD OF CONTRACT, AND DEBRIEFING CANDIDATES

- 15.1. Apart from the debriefing required or permitted by these contract procedure rules, the confidentiality of quotations, tenders and the identity of candidates must be preserved at all times and information about one candidate's response, other than areas covered by The Freedom of Information Act 2000 must not be given to another candidate.
- 15.2. Contracts must be evaluated and awarded in accordance with the award criteria. During this process, officers shall ensure that submitted tender prices are compared with any pre-tender estimates and that any discrepancies are examined and resolved satisfactorily. Where tender prices are substantially in excess of the pre tender estimates, whether published or otherwise, consideration shall be given to abandonment of the procurement process.
- 15.3. The arithmetic in compliant tenders must be checked. If arithmetical errors are found they should be notified to the tenderer, who should be

requested to confirm or withdraw their tender. Alternatively, if the rates in the tender, rather than the overall price, were stated within the tender invitation as being dominant, an amended tender price may be requested to accord with the rates given by the tenderer.

- 15.4. Officers may accept quotations and tenders received in respect of proposed contracts, provided they have been sought and evaluated fully in accordance with these contract procedure rules and, in respect of proposed contracts that are expected to exceed £250,000, the approval of the relevant Committee Chair has been secured. The awarding of contracts that are expected to exceed £500,000 shall also be approved by the Policy, Finance and Development Committee.
- 15.5. Where the total value is over £50,000, the officer must notify all candidates simultaneously and as soon as possible of the intention to award the contract to the successful Candidate. The officer must provide unsuccessful candidates with a period of at least ten days in which to challenge the decision before the officer awards the contract. If the decision is challenged by an unsuccessful candidate then the officer shall not award the contract and shall immediately seek the advice of the Monitoring Officer.
- 15.6. The officer shall debrief in writing all those candidates who submitted a bid about the characteristics and relative advantages of the leading bidder. No information, other than the following, should be given without taking the advice of the Monitoring Officer:
- how the Award Criteria were applied
 - the prices or range of prices submitted, in either case not correlated to candidates' names
 - the names of candidates where there were three or more candidates.
- 15.7. If a Candidate requests in writing the reasons for a contracting decision, the Officer must give the reasons in writing within 15 days of the request. If requested, the Officer may also give the debriefing information at Rule 15.6 above to candidates who were deselected in a pre-tender shortlisting process.

**SECTION 4:
CONTRACT & OTHER FORMALITIES**

16. CONTRACT DOCUMENTS

16.1. Relevant Contracts

16.1.1. All relevant contracts that exceed £50,000 shall be in writing.

16.1.2. All relevant contracts, irrespective of value, shall clearly specify:

- what is to be supplied (i.e. the works, materials, services, matters or things to be furnished, had or done)
- the provisions for payment (i.e. the price to be paid and when)
- the time, or times, within which the contract is to be performed
- the provisions for the council to terminate the contract.
- Duration of the contract. In particular an end date.

16.1.3. The council's purchase order form or standard terms and conditions issued by a relevant professional body must be used wherever possible.

16.1.4. In addition, every relevant contract of purchase over £50,000 must also state clearly as a minimum:

- that the contractor may not assign or sub-contract without prior written consent
- any insurance requirements
- health and safety requirements
- ombudsman requirements
- data protection requirements, if relevant
- that charter standards are to be met if relevant
- race relations requirements
- Equality Act requirements
- Anti Bribery requirements
- Termination process
- Freedom of Information Act requirements
- where agents are used to let contracts, that agents must comply with the council's contract procedure rules
- a right of access to relevant documentation and records of the contractor for monitoring and audit purposes if relevant.

16.1.5. The formal advice of the Monitoring Officer must be sought for the following contracts:

- where the Total Value exceeds £50,000
- those involving leasing arrangements
- where it is proposed to use a supplier's own terms
- those that are complex in any other way.

16.2. Contract Formalities

16.2.1. Agreements shall be completed as follows:

Total Value	Method of	By
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Completion		
Up to £3,000	Signature	Budget Holder (see Rule 16.2.3)
£3,001-£50,000	Signature	Chief Officer (see Rule 16.2.3)
£50,001–£EU-Threshold	Sealing	See Rule 16.3

16.2.2. All contracts must be concluded formally in writing before the supply, service or construction work begins, except in exceptional circumstances, and then only with the written consent of the Chief Financial Officer. An award letter is insufficient.

16.2.3. The officer responsible for securing signature of the contract must ensure that the person signing for the other contracting party has authority to bind it.

16.3. **Sealing**

16.3.1. Where contracts are completed by each side adding their formal seal, such contracts shall be signed by the respective Chief Officer, together with the fixing of the council's seal, witnessed by the Mayor and the Chief Executive.

16.3.2. Every council sealing will be consecutively numbered, recorded and signed by the person witnessing the seal. The seal must not be affixed without the authority of the Council, a Committee, the Leader, Chair of Committee or Chief Officer (or those authorised by any of them) acting under delegated powers.

16.3.3. A contract must be sealed where:

- the council may wish to enforce the contract more than six years after its end
- the price paid or received under the contract is a nominal price and does not reflect the value of the goods or services
- there is any doubt about the authority of the person signing for the other contracting party
- the Total Value exceeds £50,000; or
- this is legally required.

17. **BONDS AND PARENT COMPANY GUARANTEES**

17.1. The Officer must consult the Chief Financial Officer about whether a Parent Company Guarantee or some other form of security is necessary when a Candidate is a subsidiary of a parent company and;

- the Total Value exceeds £250,000, or
- award is based on evaluation of the parent company, or

- there is some concern about the stability of the Candidate.
- 17.2. The Officer must consult the Chief Financial Officer about whether a Bond is needed:
- where the Total Value exceeds £1,000,000, or
 - where it is proposed to make stage or other payments in advance of receiving the whole of the subject matter of the contract and there is concern about the stability of the candidate.

18. PREVENTION OF CORRUPTION

18.1. The Officer must comply with the Code of Conduct and must not invite or accept any gift or reward in respect of the award or performance of any contract. It will be for the Officer to prove that anything received was not received corruptly. High standards of conduct are obligatory. Corrupt behaviour will lead to dismissal and is a crime under the statutes referred to in Rule 18.2 below

18.2. The following clause must be put in every written council contract:
"The Council may terminate this contract and recover all its loss if the contractor, its employees or anyone acting on the contractor's behalf do any of the following things:

(a) offer, give or agree to give to anyone any inducement or reward in respect of this or any other Council contract (even if the Contractor does not know what has been done), or

(b) commit an offence under the Prevention of Corruption Acts 1889 to 1916 or Section 117(2) of the Local Government Act 1972, or

(c) commit any fraud in connection with this or any other Council contract whether alone or in conjunction with Councillors, contractors or employees. Any clause limiting the Contractor's liability shall not apply to this clause."

19. DECLARATION OF INTERESTS

19.1. If it comes to the knowledge of a Councillor or an employee of the Council that a contract in which he or she has a pecuniary interest has been or is proposed to be entered into by the council, he or she shall immediately give written notice to the chief executive.

19.2. Such written notice is required irrespective of whether the pecuniary interest is direct or indirect. An indirect pecuniary interest is distinct from a direct pecuniary interest in as much as it is not a contract to which the Councillor or employee is directly a party.

19.3. A shareholding in a body not exceeding a total nominal value of £1,000 or 1% of the nominal value of the issued share capital (whichever is the less) is not a pecuniary interest for the purposes of this standing order.

19.4. The chief executive shall maintain a record of all declarations of interests notified by Councillors and Officers.

19.5. The chief executive shall ensure that the attention of all Councillors is drawn to the Code of Conduct for Councillors.

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SECTION 5: CONTRACT MANAGEMENT

20. MANAGING CONTRACTS

- 20.1. Chief Officers are to name contract managers for all new contracts entered into within their service. All contracts must have a named council contract manager for the entirety of the contract.
- 20.2. Contract managers must have regard to the council's procurement strategy.

21. RISK ASSESSMENT AND CONTINGENCY PLANNING

- 21.1. A formal business case must be prepared for all procurements with a potential value over the EU Threshold. The procurement process must also be included on the Corporate Programme Register. Provision for resources for the management of the contract, for its entirety, must be identified in the business case.
- 21.2. For all contracts with a value of over £50,000, contract managers must:
 - maintain a risk register during the contract period
 - undertake appropriate risk assessments for identified risks
 - review risk assessments annually for current contracts
 - ensure contingency measures are in place.

22. CONTRACT MONITORING, EVALUATION AND REVIEW

- 22.1. All contracts which have a value higher than the EU Threshold limits, or which have been calculated as High Risk, using the Council's Risk Management Methodology, are to be subject to monthly formal review with the contractor.
- 22.2. For all contracts with a value higher than the EU Threshold limits, or which are High Risk, an annual report must be submitted to the Contract Management Board. This Board will consist of the Chief Financial Officer and the Monitoring Officer.
- 22.3. A council-developed Gateway review process must be applied to all contracts deemed to be High Risk, High Value, or High Profile. This process must be applied at key stages of major procurements.
- 22.4. During the life of the contract, the Officer must monitor in respect of:
 - Performance
 - compliance with specification and contract
 - cost
 - any Value for Money requirements
 - user satisfaction and risk management.
- 22.5. Where the Total Value of the contract exceeds £250,000, the Officer must make a written report to the relevant Committee Chair evaluating the extent to which the purchasing need and the contract objectives (as determined in accordance with Rule 5.2) were met by the contract. This should be done normally when the contract is completed. Where the contract is to be re-let, a provisional report should also be available early enough to inform the approach to re-letting of the subsequent contract.

SECTION SIX: DEFINITIONS APPENDIX

Agent: A person or organisation acting on behalf of the council or on behalf of another organisation.

Approved List: A list drawn up in accordance with Rule 7.2.

Award Criteria: The criteria by which the successful Quotation or Tender is to be selected (see further Rules 10 and 11.2e).

Award Procedure: The procedure for awarding a contract as specified in Rules 8, 10 and 15.

Best Value: The duty, which Part I of the Local Government Act 1999 places on local authorities, to secure continuous improvement in the way in which functions are exercised, having regard to a combination of economy, efficiency and effectiveness as implemented by the council. This terminology has now in many instances been superseded by Value for Money.

Bond: A document under which, if the contractor does not do what it has promised under a contract, the council can claim from the bank or insurer the sum of money specified in the bond (often 10% of the contract value). A bond is intended to protect the council against the contractor's failure to perform the contract.

Candidate: Any person who asks or is invited to submit a Quotation or Tender.

Chief Officer: The officers defined as such in the Constitution.

Code of Conduct: The Code of Conduct for Officers regulating conduct of officers issued by the Chief Financial Officer.

Committee: A committee which has power to make decisions for the council, for example a joint committee with another local authority, but not a scrutiny committee.

Constitution: The constitutional document approved by the council which:

- allocates powers and responsibility within the council and between it and others
- delegates authority to act to the Leader, Committees and Officers
- regulates the behaviour of individuals and groups through rules of procedure, codes and protocols.

Consultant: Someone employed for a specific length of time to work to a defined project brief with clear outcomes to be delivered, who brings specialist skills or knowledge to the role, and where the council has no ready access to employees with the skills, experience or capacity to undertake the work.

Contract Management Board: The group of Officers that meets regularly to consider procurement issues on a corporate basis.

Contracting Decision: Any of the following decisions:

- composition of Approved Lists
- withdrawal of Invitation to Tender
- whom to invite to submit a Quotation or Tender
- Shortlisting
- award of contract
- any decision to terminate a contract.
-

EU Procedure: The procedure required by the EU where the Total Value exceeds the EU Threshold.

EU Threshold: The contract value at which the EU public procurement directives apply.

European Economic Area: The 28 members of the European Union, and Norway, Iceland and Liechtenstein.

Chief Financial Officer: As identified in the Constitution.

Financial Regulations: The financial regulations outlining officer responsibilities for financial matters issued by the Chief Financial Officer in accordance with the Constitution.

Framework Agreement: An agreement between one or more authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged.

Government Procurement Agreement: The successor agreement to the General Agreement on Trade and Tariffs. The main signatories other than those in the European Economic Area are the USA, Canada, Japan, Israel, South Korea, Switzerland, Norway, Aruba, Hong Kong, China, Liechtenstein and Singapore.

Monitoring Officer: As identified in the Constitution.

High Profile: A high-profile purchase is one that could have a significant impact on functions integral to council service delivery should it fail or go wrong.

High Risk: A high-risk purchase is one which presents the potential for substantial exposure on the council's part should it fail or go wrong.

High Value: A high-value purchase is where the value exceeds the EU Threshold values.

Invitation to Tender: Invitation to tender documents in the form required by these contract procedure rules.

Line Manager: The Officer's immediate superior or the officer designated by the Chief Officer to exercise the role reserved to the line manager by these contract procedure rules.

Nominated Suppliers and Sub-contractors: Those persons specified in a main contract for the discharge of any part of that contract.

Non-commercial Considerations:

(a) The terms and conditions of employment by contractors of their workers or the composition of, the arrangements for the promotion, transfer or training of or the other opportunities afforded to, their workforces ('workforce matters').

(b) Whether the terms on which contractors contract with their sub-contractors constitute, in the case of contracts with individuals, contracts for the provision by them as self-employed persons of their services only.

(c) Any involvement of the business activities or interests of contractors with irrelevant fields of government policy.

(d) The conduct of contractors or workers in industrial disputes between them or any involvement of the business activities of contractors in industrial disputes between other persons ('industrial disputes').

(e) The country or territory of origin of supplies to, or the location in any country or territory of the business activities or interests of, contractors.

(f) Any political, industrial or sectarian affiliations or interests of contractors or their directors, partners or employees.

(g) Financial support or lack of financial support by contractors for any institution to or from which the Council gives or withholds support.

(h) Use or non-use by contractors of technical or professional services provided by the Council under the Building Act 1984 or the Building (Scotland) Act 1959.

Workforce matters and industrial disputes, as defined in paragraphs (a) and (d), cease to be non-commercial considerations to the extent necessary or expedient to comply with Best Value; or where there is a transfer of staff to which the Transfer of undertakings (Protection of Employment) Regulations 1981 (TUPE) may apply.

Officer: The officer designated by the Chief Officer to deal with the contract in question.

Parent Company Guarantee: A contract which binds the parent of a subsidiary company as follows: if the subsidiary company fails to do what it has promised under a contract with the council, the council can require the parent company to do so instead.

Priority Services: Those services required to be tendered as defined in the EU public procurement directives.

Procurement Strategy: The document setting out the council's approach to procurement and key priorities for the next few years. This can be found on the Intranet.

Quotation: A quotation of price and any other relevant matter (without the formal issue of an Invitation to Tender).

Relevant Contract: Contracts to which these contract procedure rules apply (see Rule 4).

Shortlisting: The process of selecting Candidates who are to be invited to quote or bid or to proceed to final evaluation.

Supervising Officer: The Line Manager's immediate superior.

Tender: A Candidate's proposal submitted in response to an Invitation to Tender.

Tender Record Log: The log kept by the Monitoring Officer to record details of Tenders (see Rule 13.5).

Total Value: The whole of the value or estimated value (in money or equivalent value) for a single purchase or disposal calculated as follows:

(a) where the contract is for a fixed period, by taking the total price to be paid or which might be paid during the whole of the period

(b) where the purchase involves recurrent transactions for the same type of item, by aggregating the value of those transactions in the coming 12 months

(c) where the contract is for an uncertain duration, by multiplying the monthly payment by 48

(d) for feasibility studies, the value of the scheme or contracts which may be awarded as a result

(e) for Nominated Suppliers and Sub-contractors, the total value shall be the value of that part of the main contract to be fulfilled by the Nominated Supplier or Sub-contractor.

TUPE: (Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006

No.246) - Subject to certain conditions, these regulations apply where responsibility for the delivery of works or services for the Council is transferred from one organisation (e.g. private contractor, local authority in-house team) to another (e.g. following a contracting out or competitive tendering process) and where the individuals involved in carrying out the work are transferred to the new employer. These regulations seek to protect the rights of employees in such transfers, enabling them to enjoy the same terms and conditions, with continuity of employment, as existed with their former employer. Broadly, TUPE regulations ensure that the rights of employees are transferred along with the business.

Value for Money: Value for money is not the lowest possible price; it combines goods or services that fully meet your needs, with the level of quality required, delivery at the time you need it, and at an appropriate price.

Agenda Item 15



Council	Tuesday, 05 December 2017	Matter for Information and Decision
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Title: **Proposed Public Space Protection Order
(Regulation of Dogs in the Borough of Oadby and Wigston)**

Author(s): **Stephen Glazebrook (Interim Head of Communities)**

1. Introduction

It is proposed that the Borough of Oadby and Wigston's Dogs (Fouling of Land) Act Designation Order 2004 ("the 2004 Order") and its various Byelaws for the Regulation of Dogs (1995) ("the 1995 Byelaws") be superseded by the enactment of a Public Space Protection Order (PSPO) for the Regulations of Dogs made under sections 59-75 of the Anti-Social Behaviour, Crime and Police Act 2014 as set out below.

2. Recommendation(s)

- 2.1. To approve the Public Space Protection Order (Regulation of Dogs in the Borough of Oadby and Wigston) for enactment (as set out at Appendix 1).
- 2.2. To delegate authority to the Chief Executive, following consultation with the Chair and Vice-Chair of the Licensing and Regulatory Committee, to determine the date upon which the Public Space Protection Order will come into effect.

3. Public Space Protection Order (PSPO)

- 3.1. A Public Space Protection Order (PSPO) is a new provision created by the Anti-Social Behaviour, Crime and Policing Act 2014 which is intended to deal with any particular given nuisance or problem in any defined area that is detrimental to the local community's quality of life by imposing conditions on the use(s) of that area.
- 3.2. The proposed enactment of the PSPO will effectively replace the 2004 Order made under the Dogs (Fouling of Land) Act 1996 and the 1995 Byelaws made under the Public Health Act 1875 and the Open Spaces Act 1906 relating to dog regulation. A copy of the final draft of the PSPO is attached at **Appendix 1** to the report.
- 3.3. The Council undertook a review of the existing 2004 Order and 1995 Byelaws with the Head of Operations Services and Street Scene and the Facilities and Administration Team Leader which identified a clear evidence base concerning spatial areas where issues had arisen in relation to dogs and the clearance of dog faeces.
- 3.4. The Council undertook extensive consultation with the residents of the Borough through a 'survey monkey' online questionnaire, hard copies of which were also made available at the Customer Service Centre. Concerned groups such as the Kennel Club and the Dogs Trust were also consulted. The consultation on the PSPO was subject to a media action plan and featured on the Council's website, Facebook, Twitter and press releases through which individuals could access draft proposals on the PSPO.
- 3.5. In summary, the results of the PSPO consultation demonstrated support for the continued use of dog regulation controls. The five main controls supported were:

- i. Fouling** - meaning it shall be an offence if a dog defecates at any time on land to which the public has access to, without it being removed;
- ii. Dogs on leads by direction** - meaning it shall be an offence to fail to comply with a direction given by an Officer of the Council to place a dog on a lead;
- iii. Keeping of dogs on leads** - meaning it shall be an offence to not keep a dog on a lead in certain designated areas (primarily in public open spaces);
- iv. Exclusion of dogs** - it shall be an offence to allow a dog to enter or remain on certain designated areas (primarily enclosed play or sports areas); and
- v. Means to pick up** - it shall be an offence if a person in control of a dog does not have the suitable means to be able to clean up after it.

A summary of the consultation results is provided at **Appendix 2** to this report.

- 3.6. The Police were formally consulted through the Commander for the South Leicester Neighbourhood Policing Area who addressed the issue with the Chief Constable for Police and the Police and Crime Commissioner for Leicestershire. No adverse comments were received back on the Council's PSPO draft proposals in this respect.
- 3.7. The draft PSPO was brought to the meeting of the Licensing and Regulatory Committee on 12 October as part of its Corporate Enforcement Update whereby Members resolved that it be recommended to Council for approval and enactment. Since this meeting, the draft PSPO has been reconfigured to make it more robust and less susceptible to challenge but, nevertheless, retains its core regulatory controls.

4. Implementation and Enforcement

- 4.1. If approved and enacted, an important part the PSPO's implementation process is for the Council to adopt an effective communication strategy to raise awareness.
- 4.2. This strategy will involve at a minimum, firstly, publicising the PSPO on the Council's website and via other communication channels and, secondly, erecting on, or adjacent to, the areas the PSPO relates signage setting out its effects. To enable sufficient time to achieve the strategy's outcome, it is therefore recommended that the decision to determine the date on which the PSPO will come into effect be delegated accordingly.
- 4.3. To enforce the PSPO, the Borough's Street Wardens are to be utilised in addition to Environmental Health Officers/Technicians and the Council's Dog Warden, the latter of whom currently undertake parks assessments as part of their duties. It may also become necessary for body cameras and CCTV to be used for enforcement purposes.
- 4.2. Where it is established that an offence has taken place, the PSPO will be enforced through the provision of a Fixed Penalty Notice (FPN) issued by Authorised Officers. The FPN is £100.00 to be paid within 14 days reduced to £70.00 if paid within 7 days.

Background Documents:

Report to the Licensing and Regulatory Committee held on 12 October 2017.

Appendix 1 – Public Space Protection Order (Regulation of Dogs) (Final)

Appendix 2 – PSPO (Regulation of Dogs) Consultation Results

Appendix 3 – Equality Assessment (Initial Screening)

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samuel.ball@oadby-wigston.gov.uk

Tel: (0116) 257 2670
(0116) 257 2643

Implications Proposed Public Space Protection Order (Regulation of Dogs)	
Finance	There are no significant financial implications.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Legal	The new PSPO will replace the existing 2004 Order and 1995 Byelaws. The report is satisfactory.
Dave Gill (Head of Law and Governance / Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Regulatory Governance (CR6) Ensuring the Council adopts a coherent and transparent enforcement strategy across the Borough and all tenures in accordance with the 2014 Act. <input checked="" type="checkbox"/> Other Corporate Risk(s) Failure to implement the PSPO will leave the Council in a position of being unable to defend actions taken by enforcement officers in pursuance of their duties.
Stephen Glazebrook (Interim Head of Communities)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1) The entire Borough will be covered by an all encompassing PSPO. <input checked="" type="checkbox"/> Effective Service Provision (CP2) Provides direction and focus for enforcement decisions. <input checked="" type="checkbox"/> Green & Safe Places (CP4) Promotes safety and wellbeing in designated areas.
Stephen Glazebrook (Interim Head of Communities)	
Vision & Values (V)	<input checked="" type="checkbox"/> Accountability (V1) The PSPO makes all authorised officers responsible for their actions and promotes responsible dog ownership. <input checked="" type="checkbox"/> Respect (V2) All persons that will meet authorised offices will be provided with a respectful and transparent approach to dealing with the issues and suspected offences at hand. <input checked="" type="checkbox"/> Teamwork (V3) Cross service methodology building teamwork within.
Stephen Glazebrook (Interim Head of Communities)	
Equalities & Equality Assessment(s) (EA)	An Initial EA Screening has been completed.
Stephen Glazebrook (Interim Head of Communities)	<input checked="" type="checkbox"/> Initial EA Screening (<i>Appendix 2</i>)

The Anti-Social Behaviour, Crime and Policing Act 2014 ss. 59-75

Public Space Protection Order **(Regulation of Dogs in the Borough of Oadby and Wigston)**

The Borough Council of Oadby and Wigston (hereafter "the Authority") hereby makes the following Public Space Protection Order (hereafter "the Order") under ss. 59-75 of the Anti-Social Behaviour, Crime and Police Act 2014 (hereafter "the Act").

This Order may be cited as 'The Public Space Protection Order (Regulation of Dogs in the Borough of Oadby and Wigston)' and shall come into force on the [XX] day of [XXXXXXXXXX] 20[XX] and remain in force for a period of three years.

1. Dog fouling of land

If within the administrative area of the Authority as detailed in Schedule 1 below, a dog defecates at any time on land which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission and a person who is in charge of the dog at the time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless:

- (a) that person has reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

2. Dogs on leads by direction

2.1. A person in charge of a dog shall be guilty of an offence if, at any time, within the administrative area of the Authority as detailed in Schedule 1 below, that person does not comply with a direction given to him by an authorised officer of the Authority to put and keep the dog on a lead unless:

- (a) that person has reasonable excuse for failing to do so; or
- (b) The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

2.2. An authorised officer may only give a direction under this Order if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog that is likely to cause annoyance or disturbance to any other person, or to a bird or another animal.

3. Keeping of dogs on leads

A person in charge of a dog shall be guilty of an offence if, at any time, on land detailed in Schedule 2 below, that person does not keep the dog on a lead unless:

- (a) that person has reasonable excuse for failing to do so; or
- (b) The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

4. Exclusion of dogs

A person in charge of a dog shall be guilty of an offence if, at any time, that person takes the dog onto, or permits the dog to enter or to remain on, any land detailed in Schedule 3 below unless:

- (a) that person has reasonable excuse for failing to do so; or
- (b) The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

5. Means to pick up

5.1. A person in charge of a dog shall be guilty of an offence if, at any time, within the administrative area of the Authority as detailed in Schedule 1 below that person does not have with him an appropriate means to pick up dog faeces deposited by that dog unless:

- (a) that person has reasonable excuse for failing to do so; or
- (b) The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

5.2. The obligation is complied with if, after a request from an authorised officer, the person in charge of the dog produces an appropriate means to pick up the dog faeces.

6. Exemptions

Nothing in this order shall apply to a person who:

- (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948, or "severely sight impaired", or "sight impaired" under the Care Act 2014; or
- (b) has a disability which affects his mobility, manual dexterity, physical coordination, or ability to lift, carry, or otherwise move everyday objects, in respect of a dog trained by a "prescribed charity" and upon which he relies for assistance.

7. General Points

For the purpose of this Order:

- (a) A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
- (b) Placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land;
- (c) Being unaware of the defecation whether by reason of not being in the vicinity or otherwise or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;
- (d) "An authorised officer of the Authority" means an employee, partnership agency or contractor of Oadby and Wigston Borough Council who is authorised in writing by the Authority for the purposes of giving directions under the Order.
- (e) Each of the following is a "prescribed charity" –
 - (i) Dogs for the Disabled (registered charity number 700454)
 - (ii) Support Dogs Limited (registered charity number 1088281)
 - (iii) Canine Partners for Independence (registered charity number 803680)
 - (iv) Hearing Dogs for Deaf People (registered charity number 293358)

(v) The Guide Dogs for the Blind Association (registered charity number 209617)

7. Penalty

- 7.1. A person who is guilty of an offence under this Order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.
- 7.2. A Fixed Penalty Notice of £100.00 will be issued to offenders to be paid within 14 days (reduced to £70.00 if paid within 7 days) which would discharge any liability to conviction for an offence under section 67(1) of the Act.

**The above Order was adopted by the Council
at a meeting held on the 5th day of December 2017.**

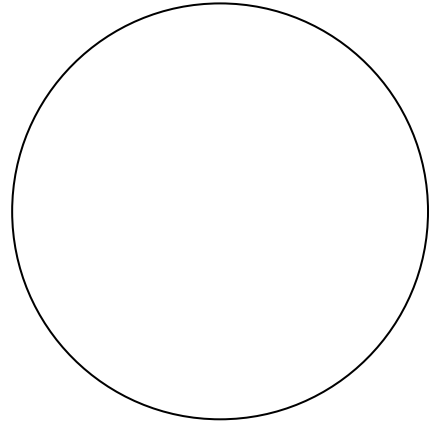
**In witness thereof the Comon Seal of the Borough Council of
Oadby and Wigston was hereunto affixed on
the [] day of [] 20[].**

Mayor

Her Worship Councillor Mrs Samia Z Haq

Chief Executive (Interim)

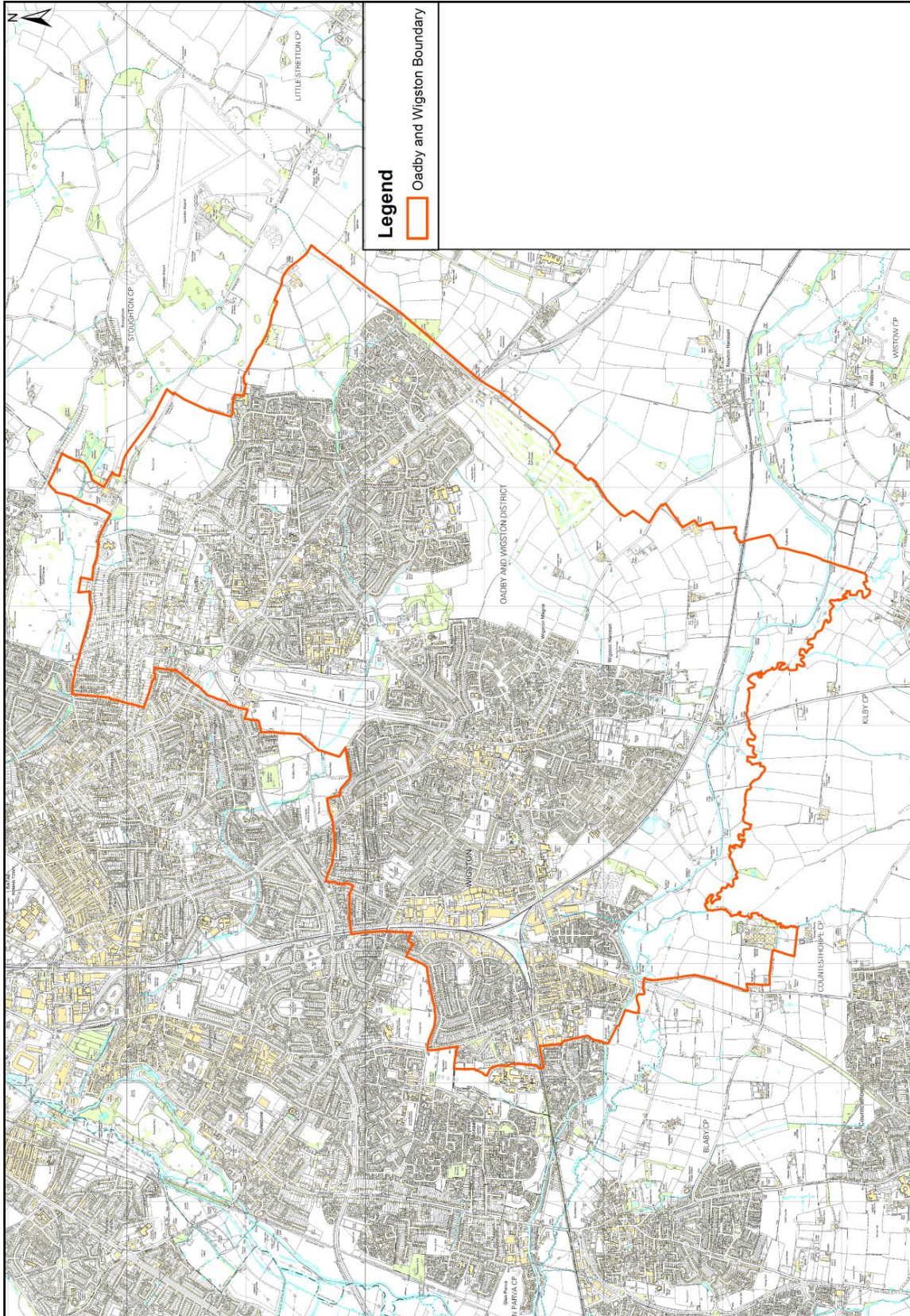
Mrs Anne E Court



Schedule One

Dog fouling of land Dogs on leads by direction Means to pick up

This Order applies to the administrative area of the Authority edged-red below:



Schedule Two

Keeping of dogs on leads

This Order applies to all the land described below:

Map No.	Location	Area	Description of Land
1	Aintree Crescent	Oadby	Open Space
2	Berkeley Close	Oadby	Open Space
3	Hill Field Park, Florence Wragg Way	Oadby	Open Space
4	Parklands	Oadby	Open Space
5	Tynedale Close	Oadby	Open Space
6	Hamble Road	Oadby	Open Space
7	Hayden Walk	Oadby	Open Space
8	St Peter's Churchyard	Oadby	Churchyard
9	5 -15 London Road	Oadby	Blind Garden
10	Oadby Cemetery, Wigston Road	Oadby	Cemetery
11	Wigston Road Allotments,	Oadby	Allotments
12	Brabazon Road Allotments, Brabazon Road	Oadby	Allotments
12	Ellis Park	Oadby	Open Space
37	Brocks Hill Country Park	Oadby	Park
39	Florence Wragg Way	Oadby	Open Space
41	Rosemead Park	Oadby	Park
42	Uplands Road	Oadby	Playing Field
26	Blaby Road Park	South Wigston	Park
32	Pochins Bridge	South Wigston	Open Space
33	Taylors Bridge Road	South Wigston	Open Space
34	Ellison Close	South Wigston	Open Space
35	Narrow Boat Close POS	South Wigston	Open Space
52	William Gunning Park	South Wigston	Park
13	Bodmin Avenue	Wigson	Open Space
14	Herrick Way	Wigston	Open Space
15	Horsewell	Wigston	Open Space
16	Mablowe Fields	Wigston	Open Space
17	Penney Close	Wigston	Open Space

18	Amesbury Road	Wigston	Open Space
19	Acorn Way	Wigston	Open Space
20	Grassington Drive	Wigston	Open Space
22	Kelmarsh Avenue / Alport Way	Wigston	Open Pace
23	Launceston Corner	Wigston	Open Space
24	Meres Walk	Wigston	Open Space
25	Lime Kilns / Heards Close	Wigston	Open Space
27	All Saints Churchyard	Wigston	Churchyard
28	St Wolstan Church, Church Nook	Wigston	Churchyard
29	Wigston Cemetery, Welford Road	Wigston	Cemetery
30	Aylestone Lane Allotments, Aylestone Lane	Wigston	Allotments
31	Manchester Gardens Allotments, Blunts Lane / Long Lane	Wigston	Allotments
45	Peace Memorial Park	Wigston	Memorial Park
46	Willow Park	Wigston	Park
47	Meadows	Wigston	Open Space
48	Poplars/Freer Park	Wigston	Park
49	Hayes Park, Thirlmere Road	Wigston	Park
50	Attenborough Close	Wigston	Park
51	Two Steeples Square	Wigston	Park

Schedule Three

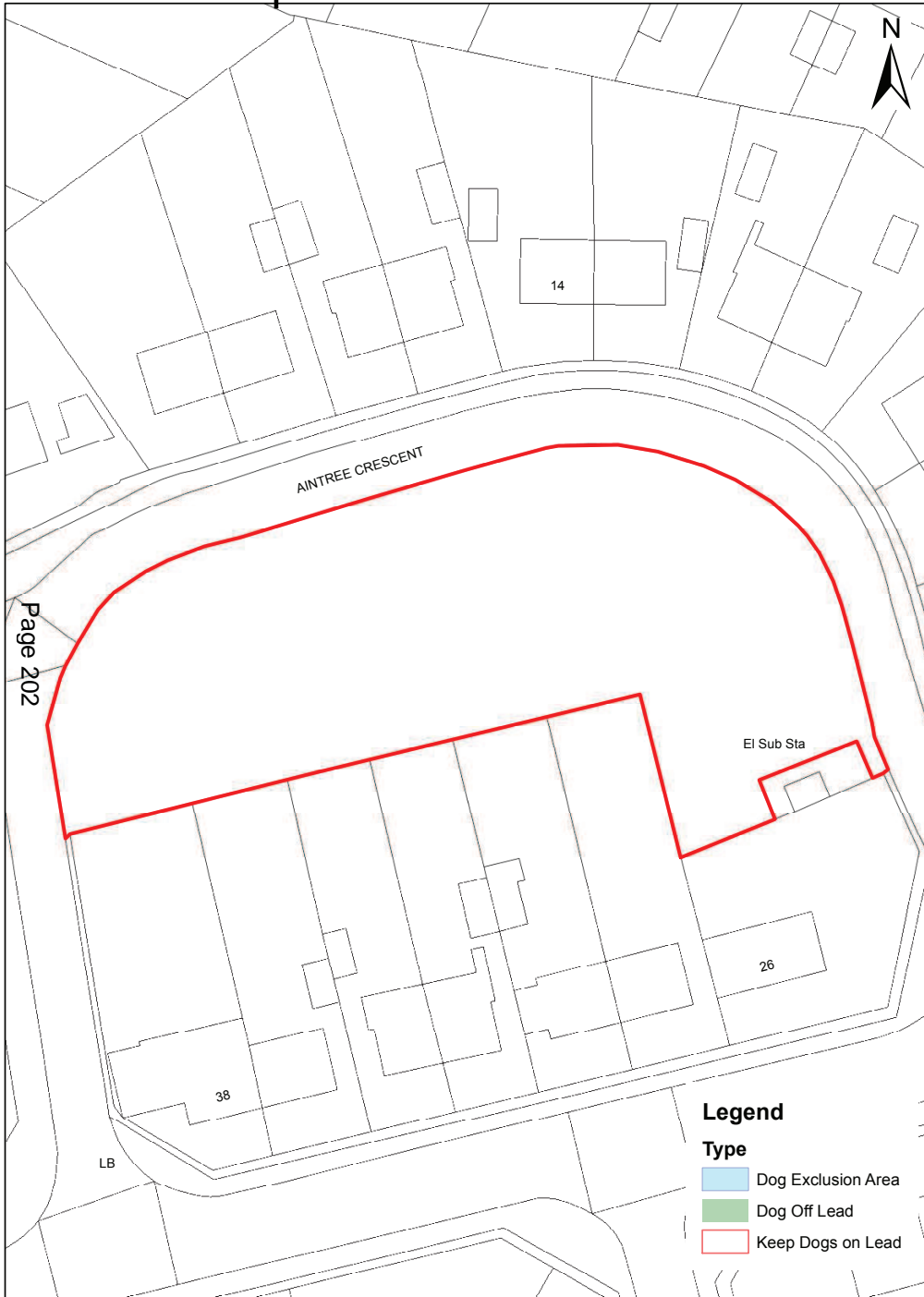
Exclusion of dogs

This Order applies to all the land described below:

Map No.	Location	Area	Description of Land
3	Hill Field	Oadby	Play Area
12	Ellis Park Play Area inside Ellis Park, Brabazon Road	Oadby	Play Area
12	Bowls Green (inside Ellis Park)	Oadby	Bowls Green
12	Tennis Courts (inside Ellis Park)	Oadby	Tennis Courts
37	Brocks Hill Country Park Small Play area and Amphitheatre	Oadby	Play Area
38	Illife Avenue Park	Oadby	Play Area
40	London Road playground	Oadby	Play Area
41	Rosemead Park	Oadby	Play Area
42	Uplands Playing Field	Oadby	Play Area
43	Coombe Park	Oadby	Play Area
44	Fox Hollow	Oadby	Play Area
47	Meadows	Oadby	Play Area
48	Freer Park	Oadby	Play Area
50	Attenborough Close	Oadby	Play Area
26	Blaby Road Park	South Wigston	Play Area
26	South Wigston Bowls Green (inside Blaby Road Park)	South Wigston	Bowls Green
26	Multi use games area (inside Blaby Road Park)	South Wigston	Multi Use Games Area
26	Skate Park (Inside Blaby Road Park)	South Wigston	Skate Park
52	William Gunning Park	South Wigston	Play Area
15	Horsewell Lane Park	Wigston	Play Area
45	Wigston Bowls Green (inside Peace Memorial Park)	Wigston	Bowls Green
45	Tennis Courts (inside Peace Memorial Park)	Wigston	Tennis Court
46	Tennis Courts (inside Willow Park)	Wigston	Tennis Court

46	Skate Park (inside Willow Park)	Wigston	Skate Park
46	Willow Park	Wigston	Play Area
47	Meadows	Wigston	Play Area
48	Poplars / Freer Park	Wigston	Play Area
49	Hayes Park, Thirlmere Road	Wigston	Play Area
50	Attenborough Close	Wigston	Play Area
51	Two Steeples Square	Wigston	Play Area

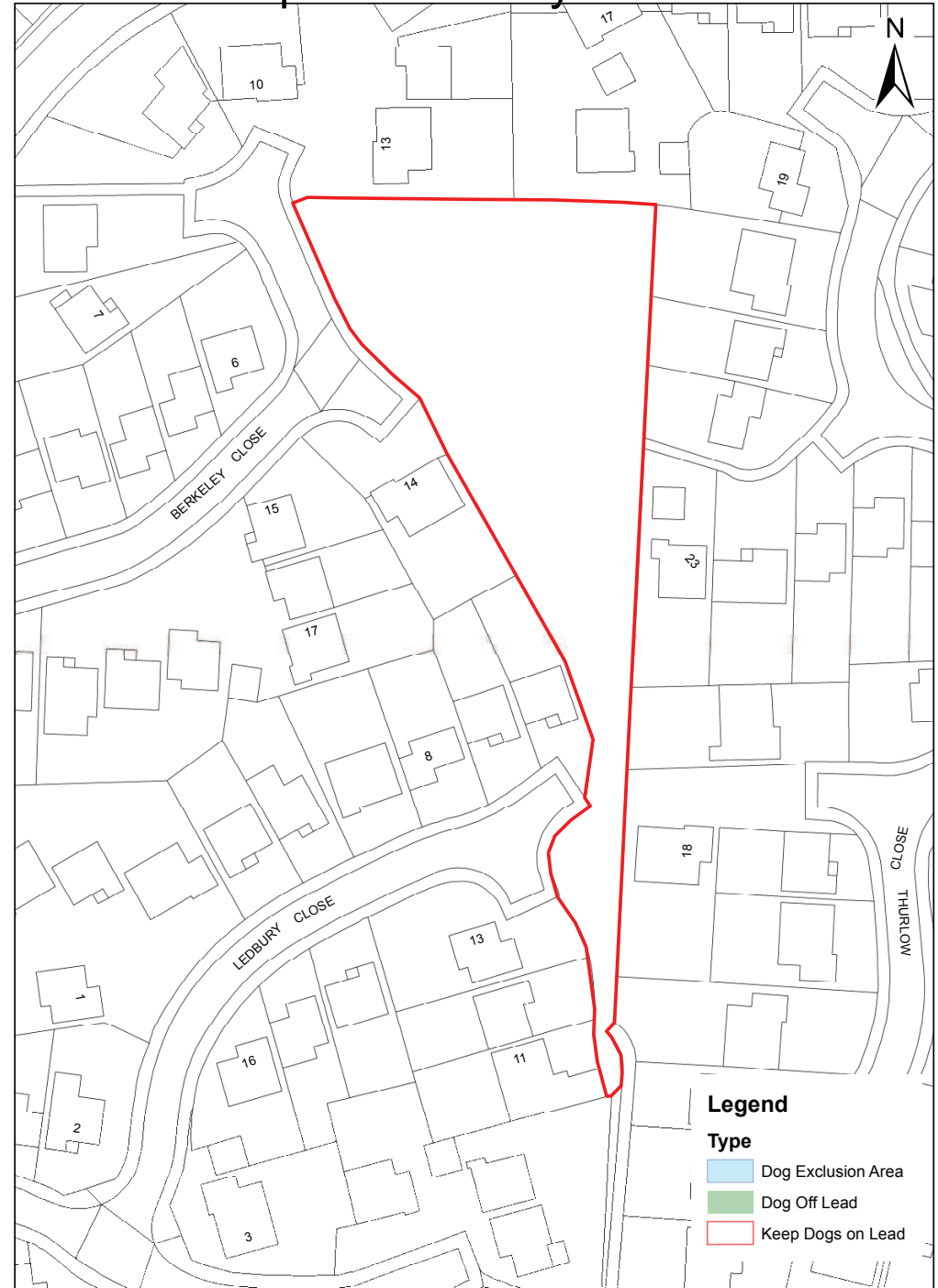
Map 1 - Aintree Crescent



- Legend**
- Type**
- Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

Page 202

Map 2 - Berkeley Close



- Legend**
- Type**
- Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

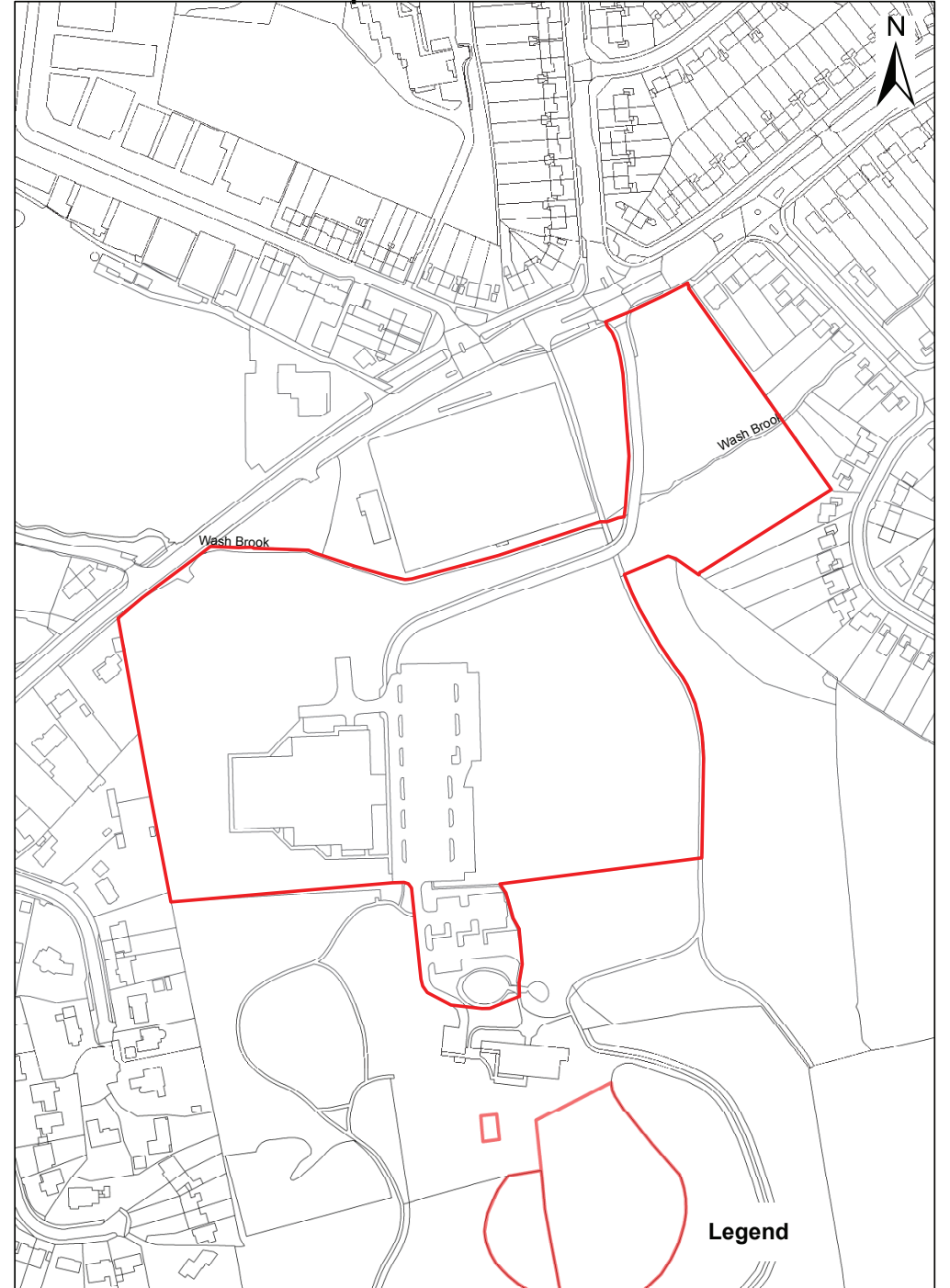
Map 3 - Hill Field



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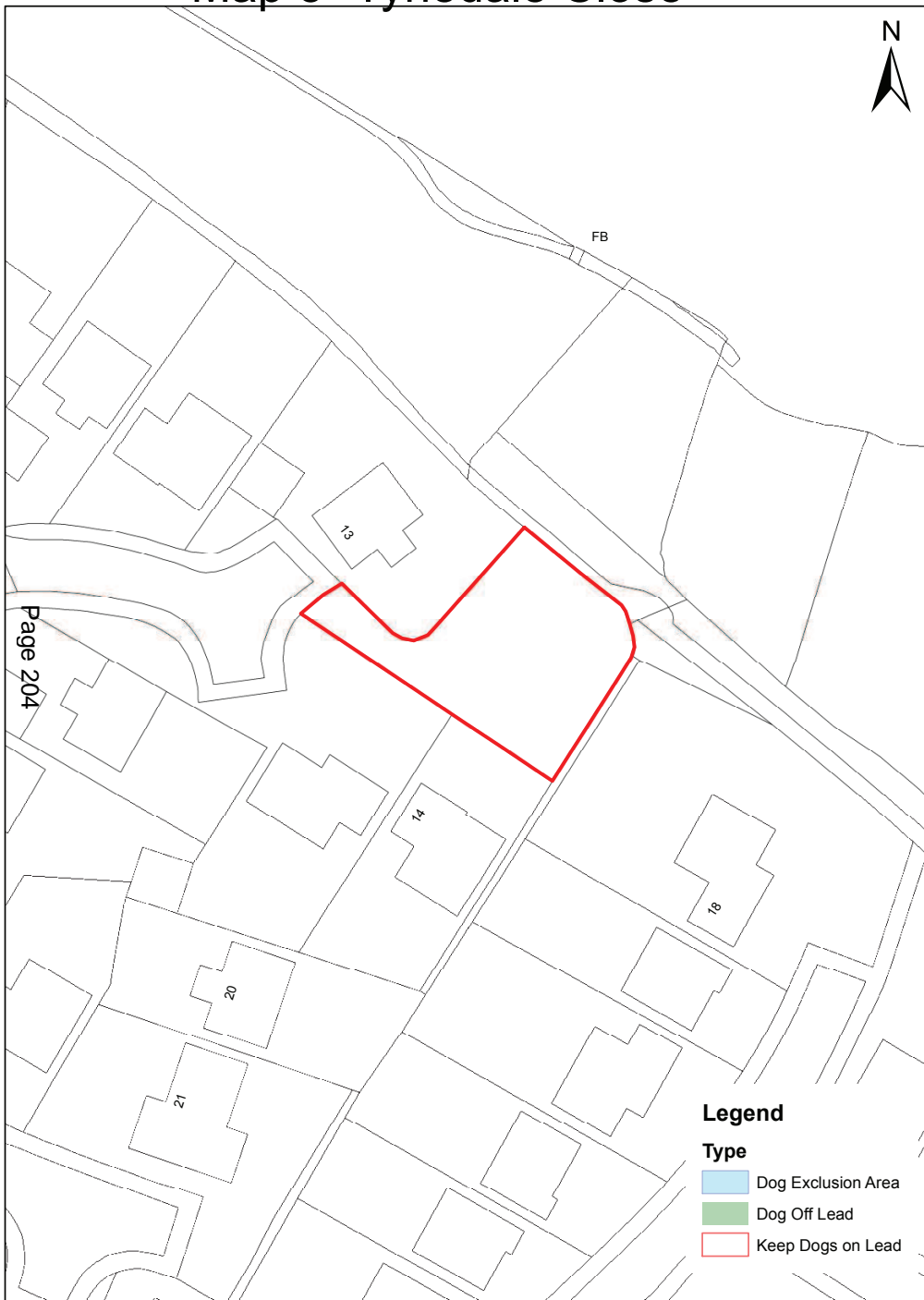
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Map 4 - Parklands



1:2,500

Map 5 - Tynedale Close



1:500

Map 6 - Hamble Road



1:750

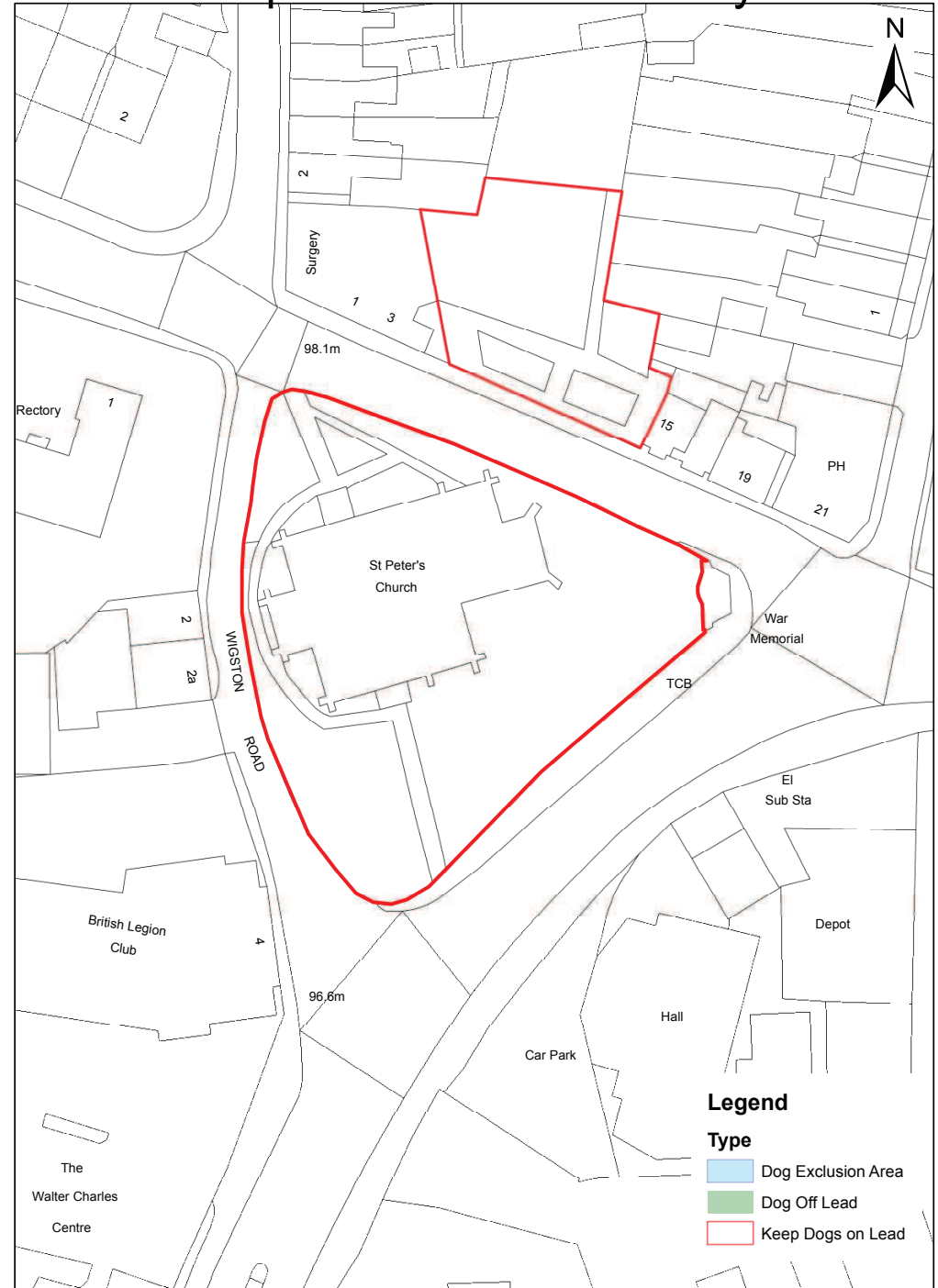
Map 7 -Hayden Walk



Page 205

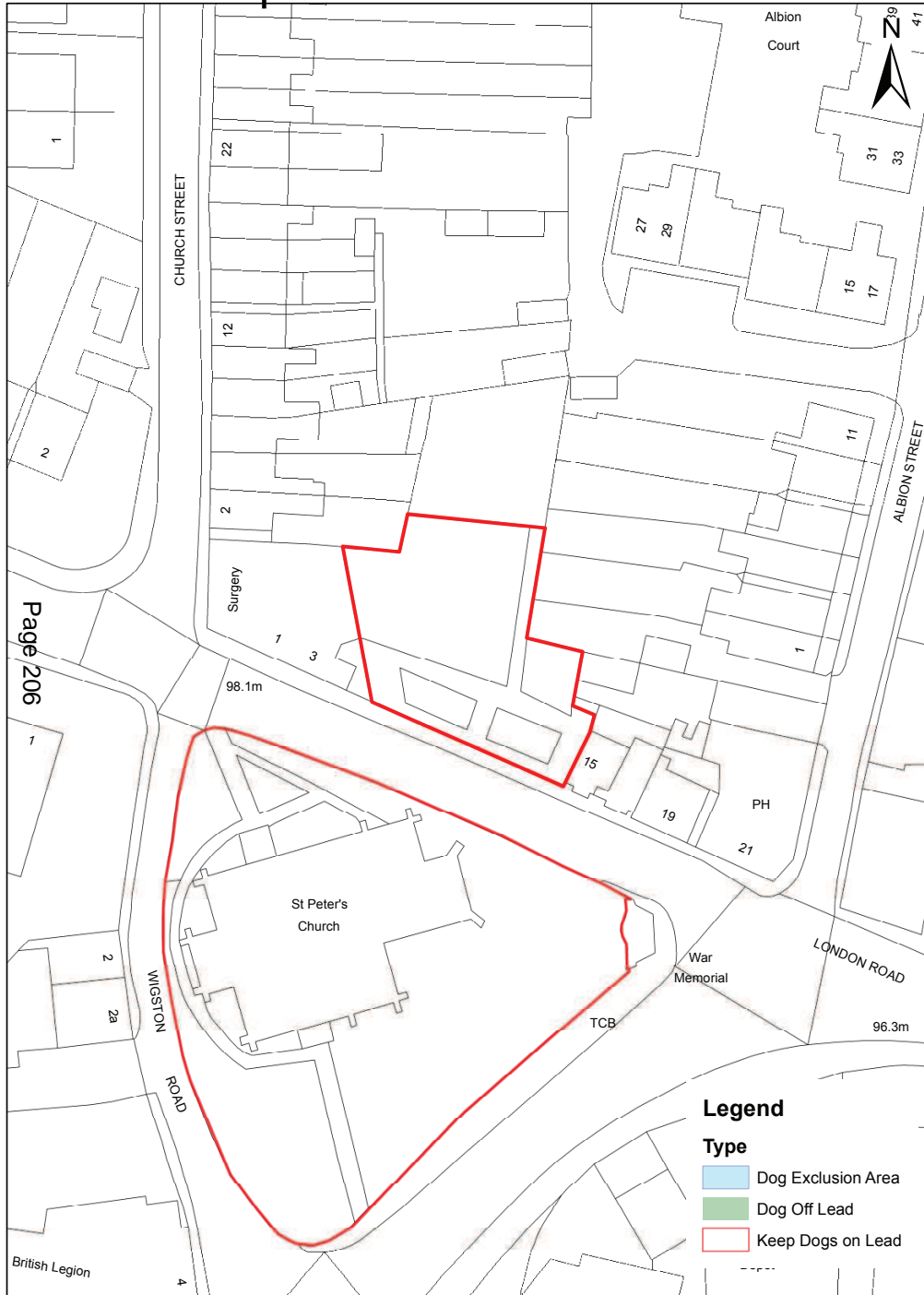
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Map 8 -St Peter's Churchyard



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Map 9 -5 to 15 London Road

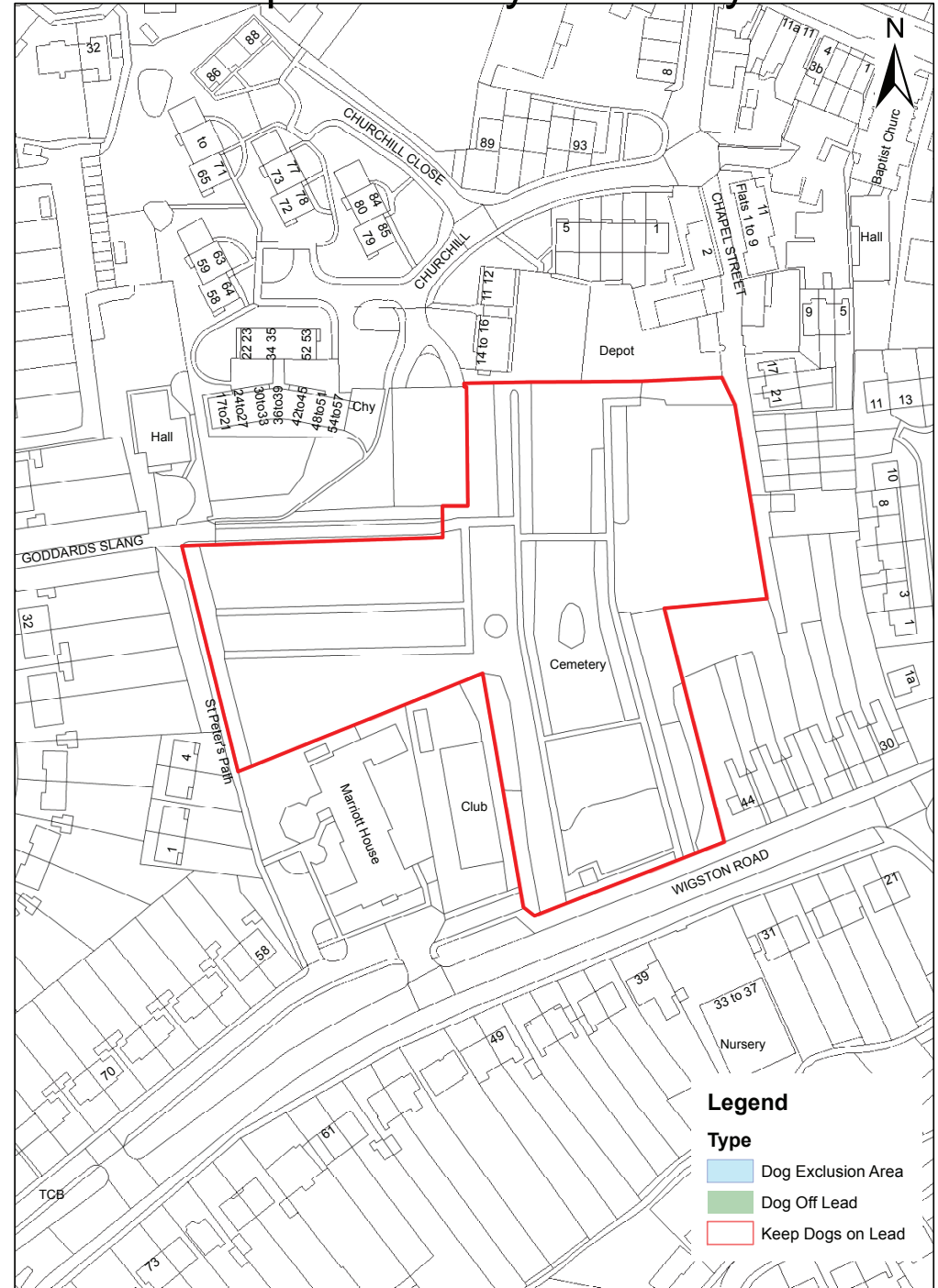


- Legend**
- Type**
- Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

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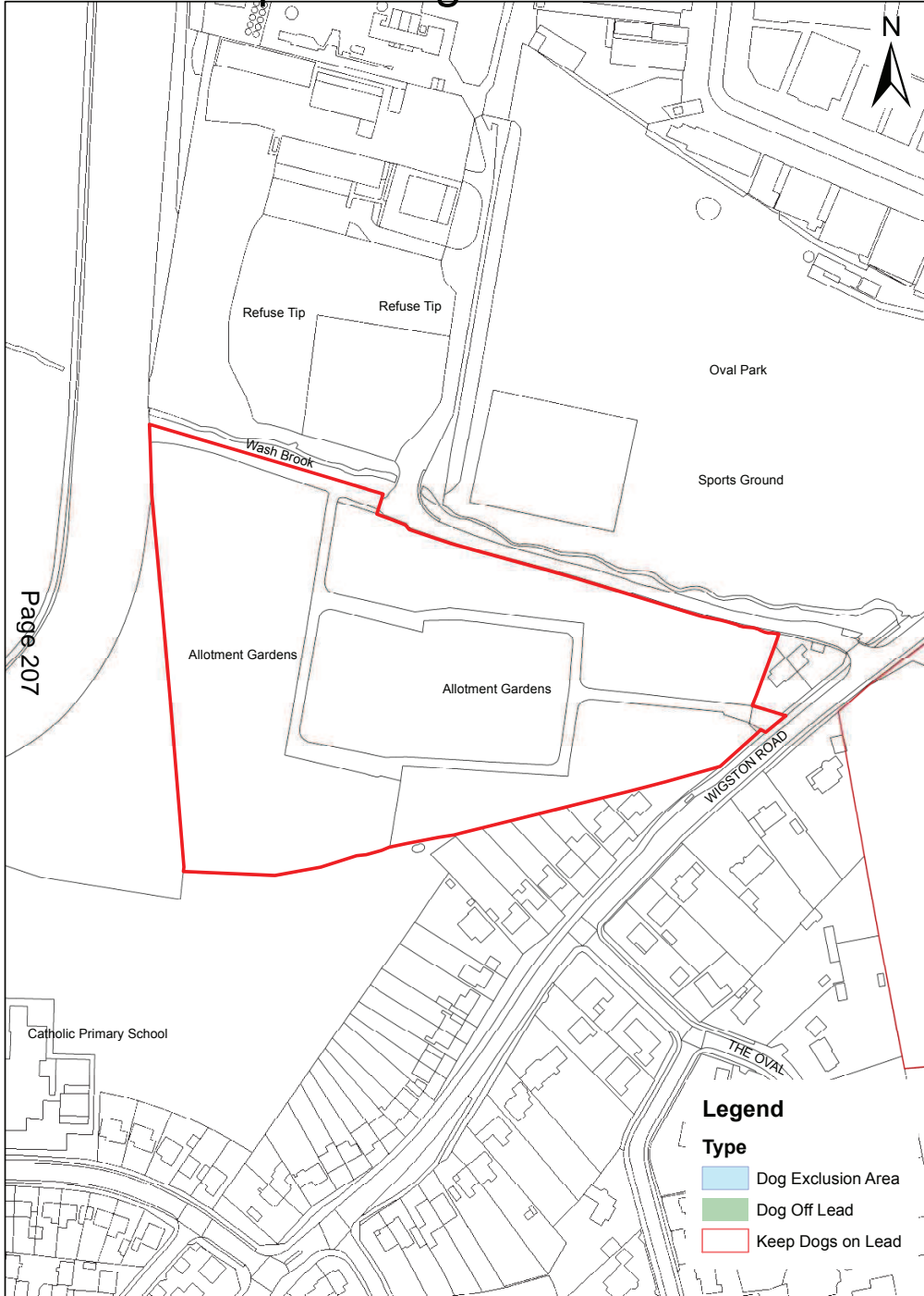
Map 10 -Oadby Cemetery



- Legend**
- Type**
- Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

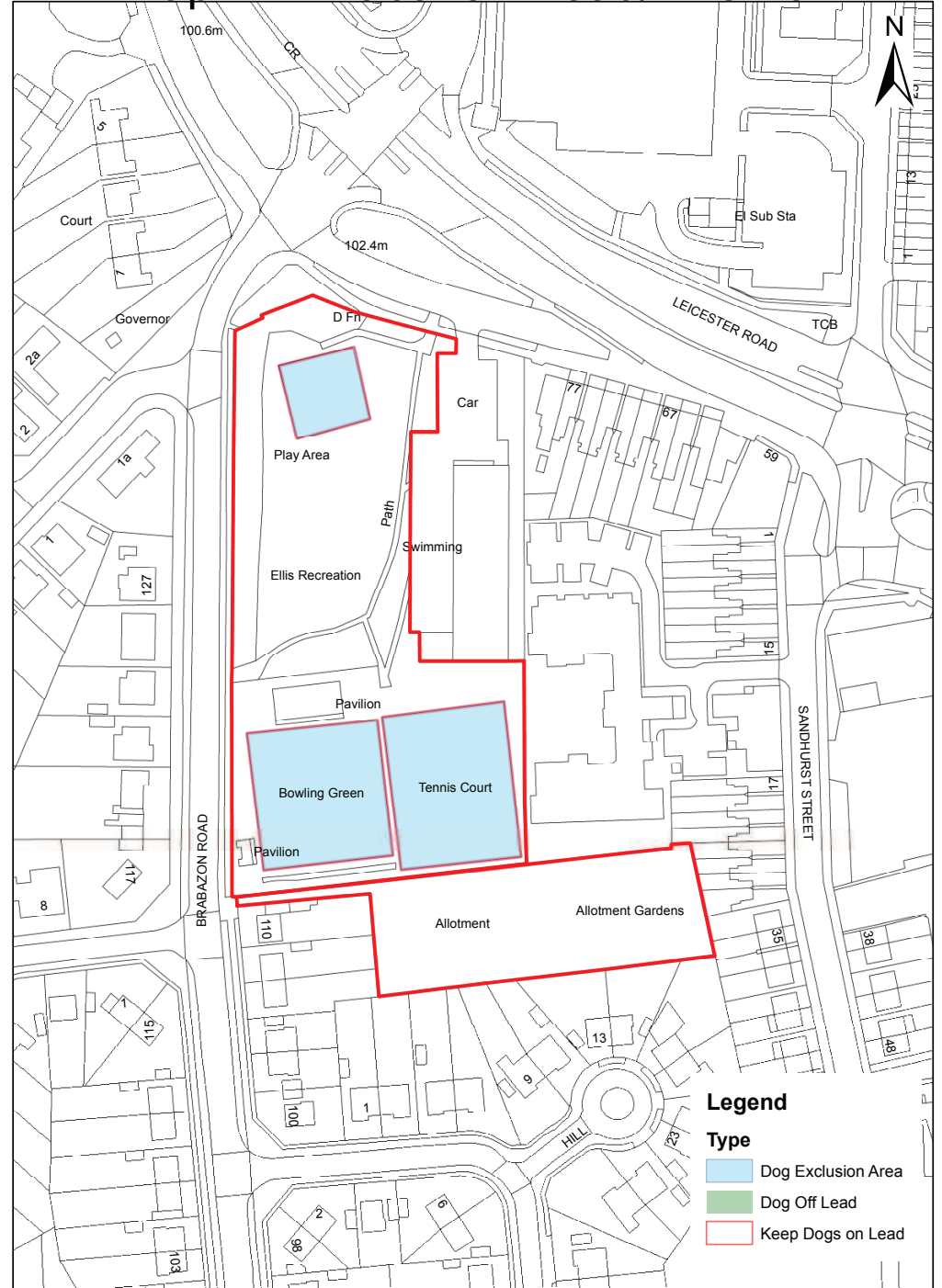
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Map 11- Wlgston Road Allotments



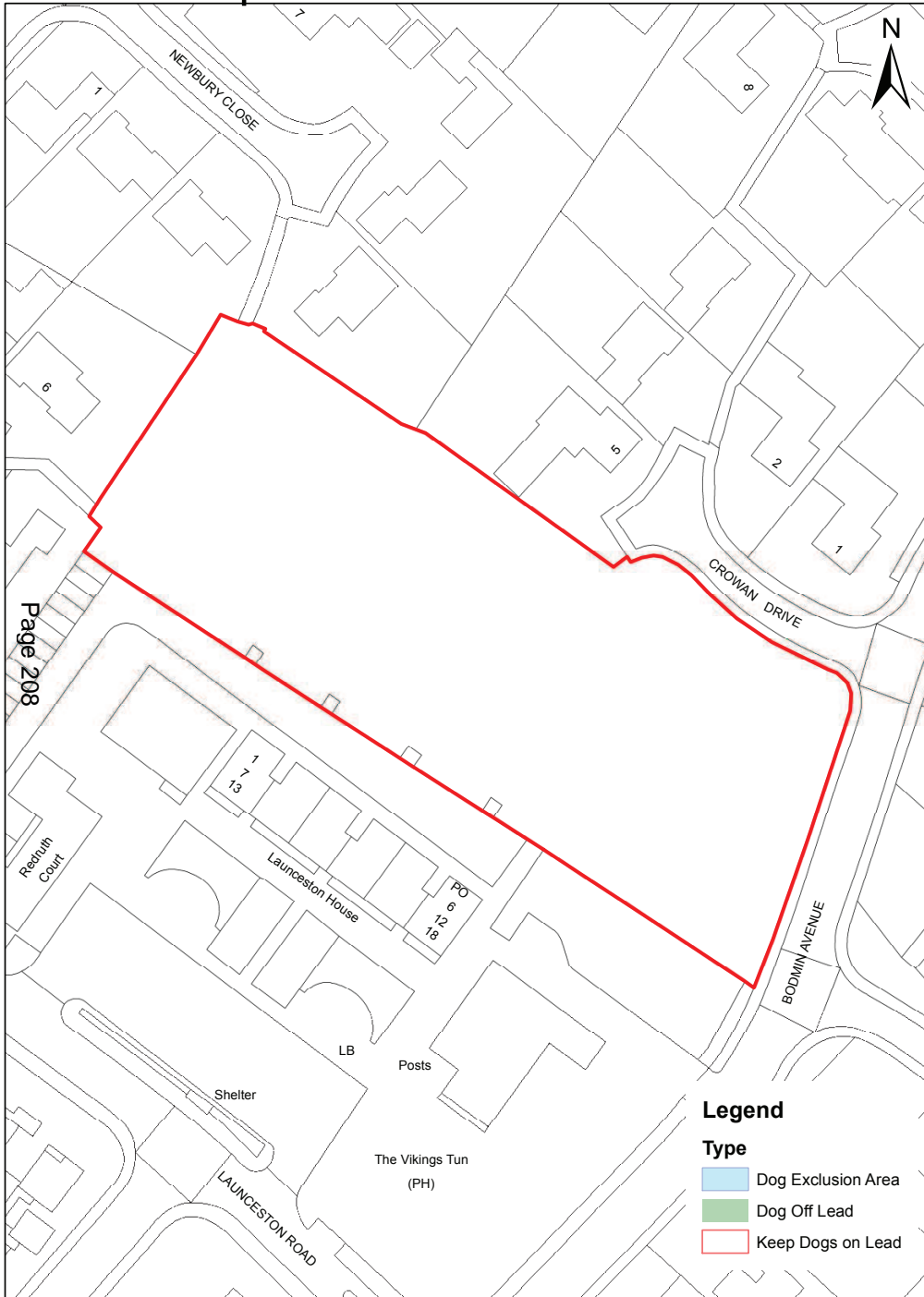
1:2,000

Map 12- Brabazon Road/Ellis Park



1:1,250

Map 13 - Bodmin Avenue



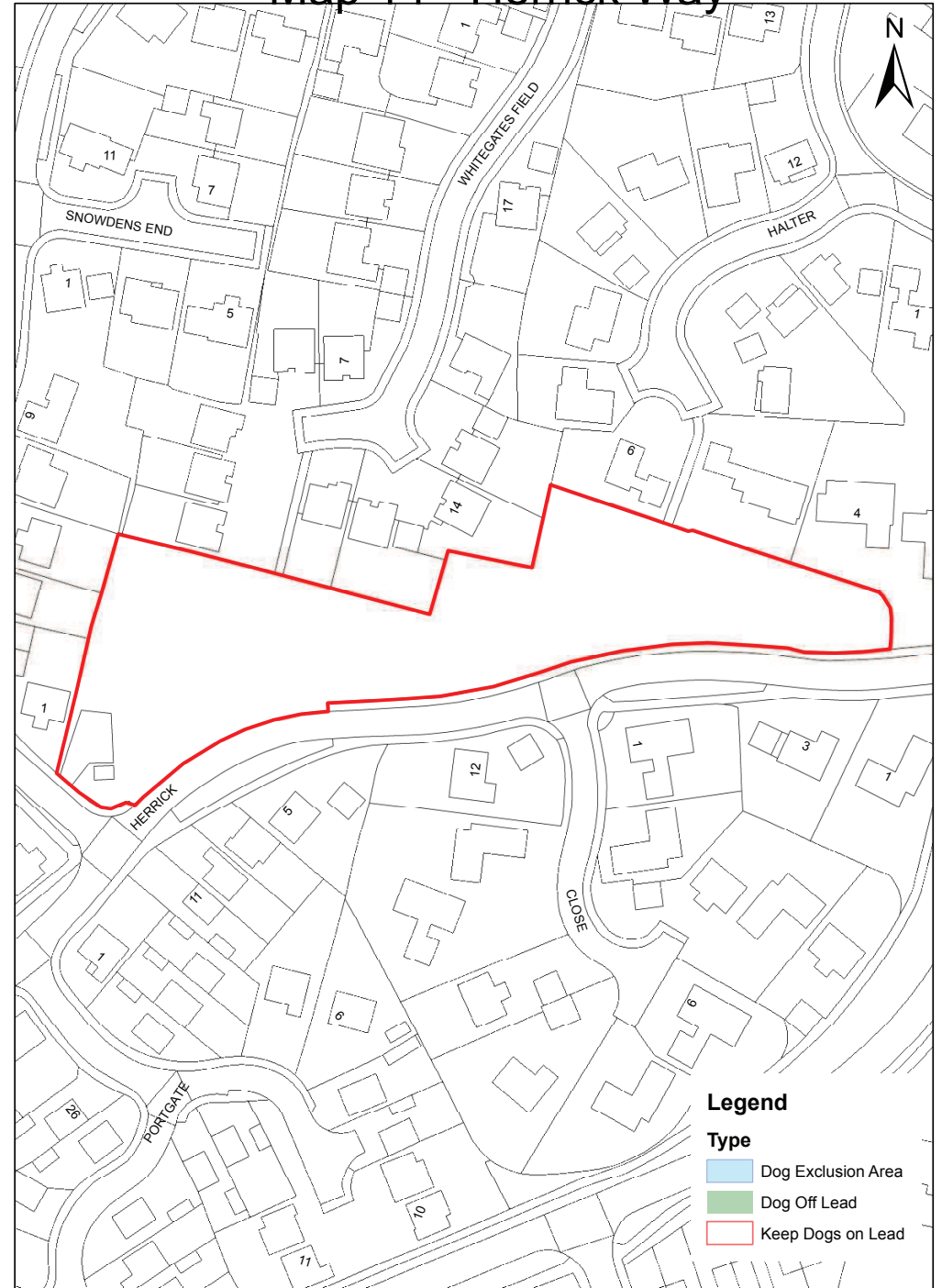
Legend

- Type**
- Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

Page 208

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Map 14 - Herrick Way

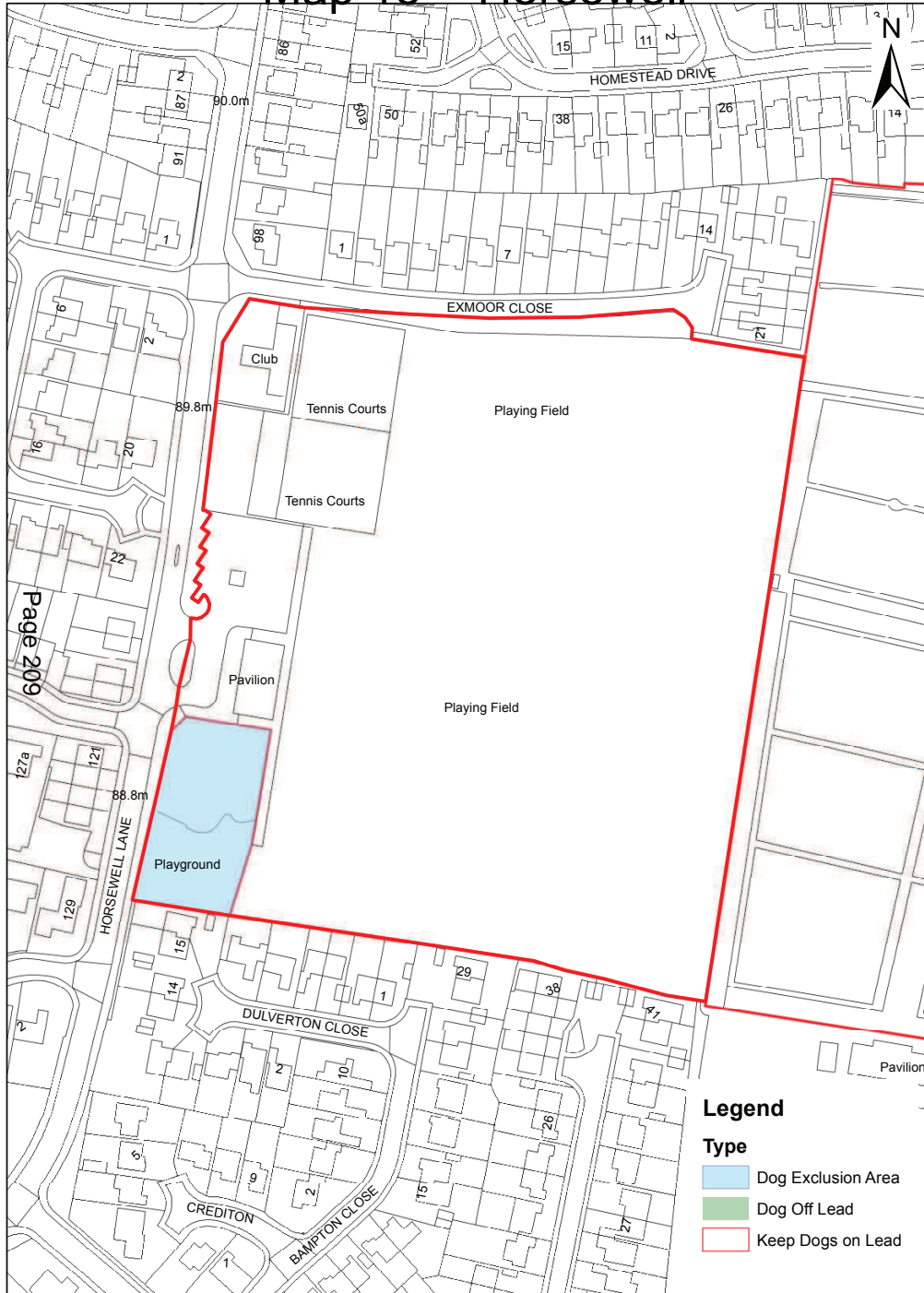


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 - Dog Off Lead
 - Keep Dogs on Lead

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Map 15 - Horsewell



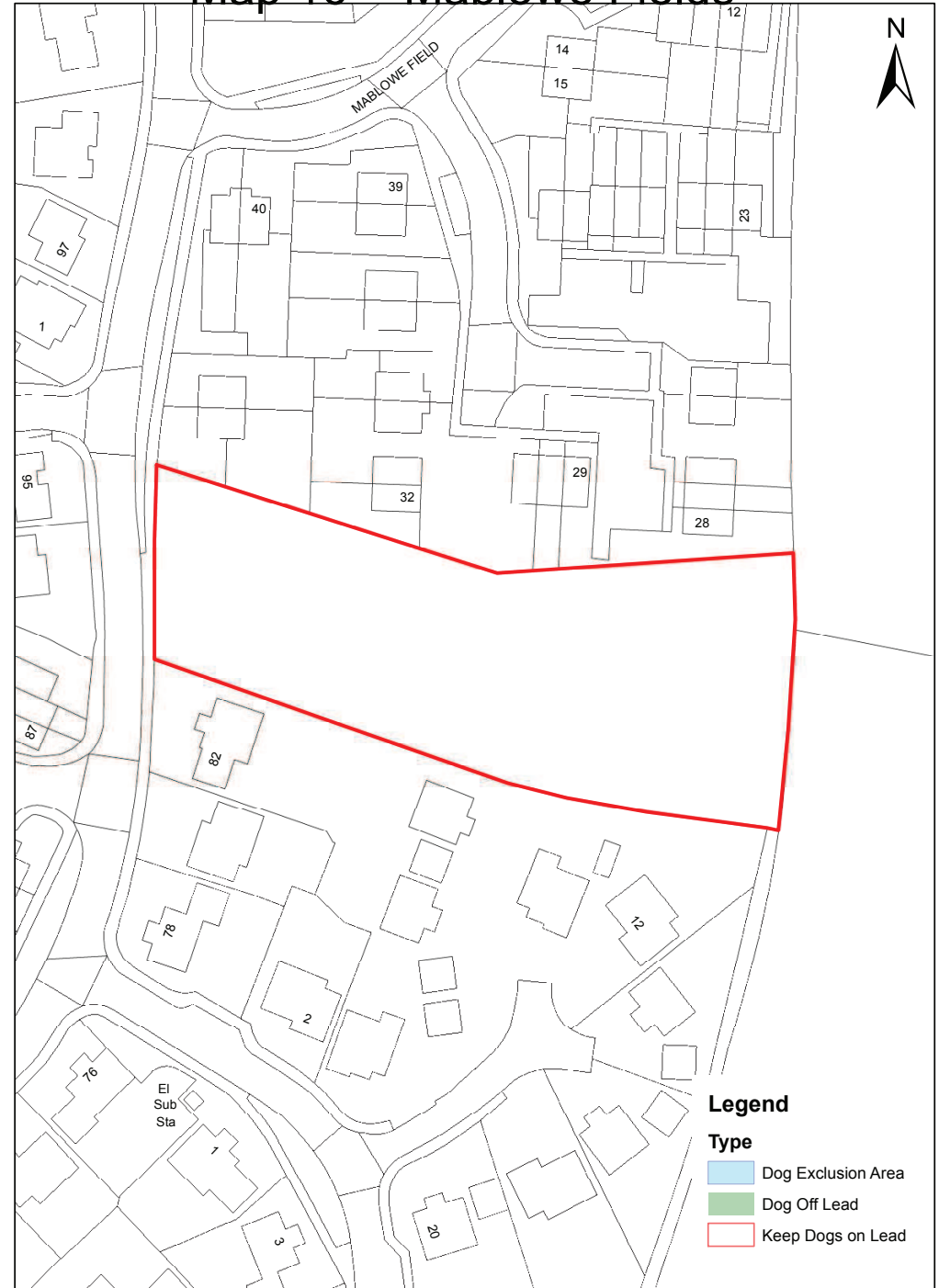
Legend

- Type**
- Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

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Map 16 - Mablew Fields



Legend

- Type**
- Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

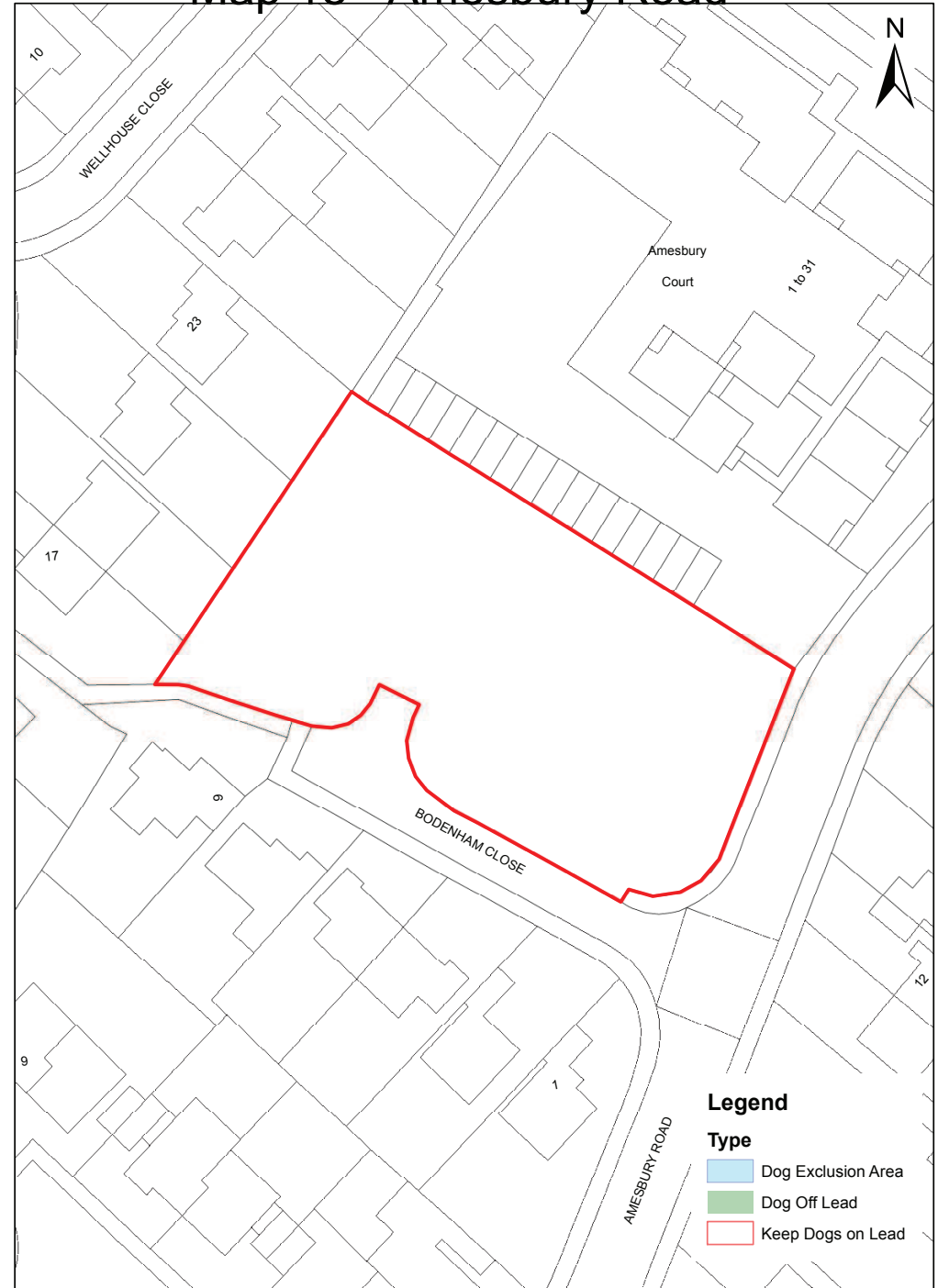
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Map 17 - Penny Close



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Map 18 - Amesbury Road

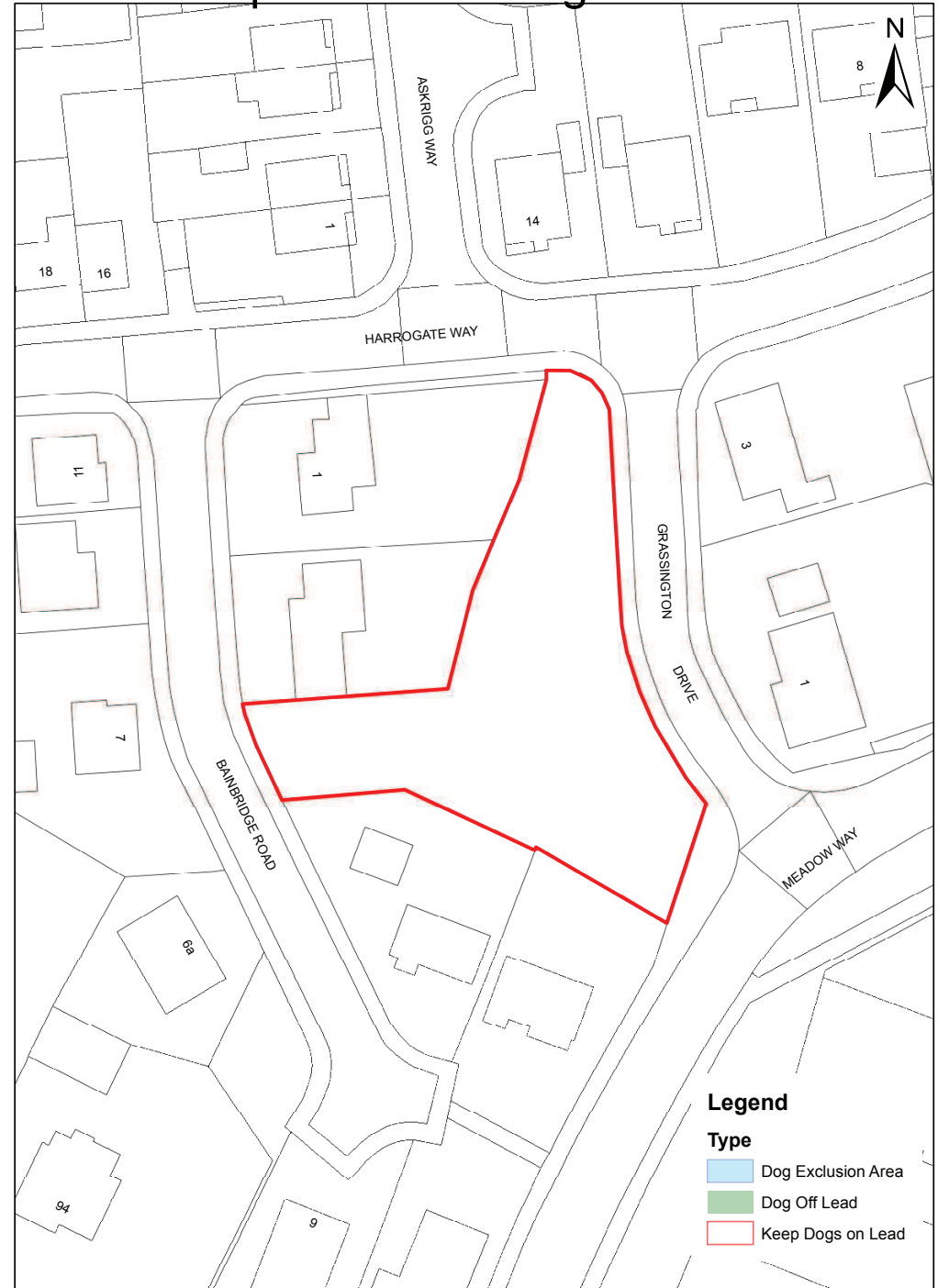


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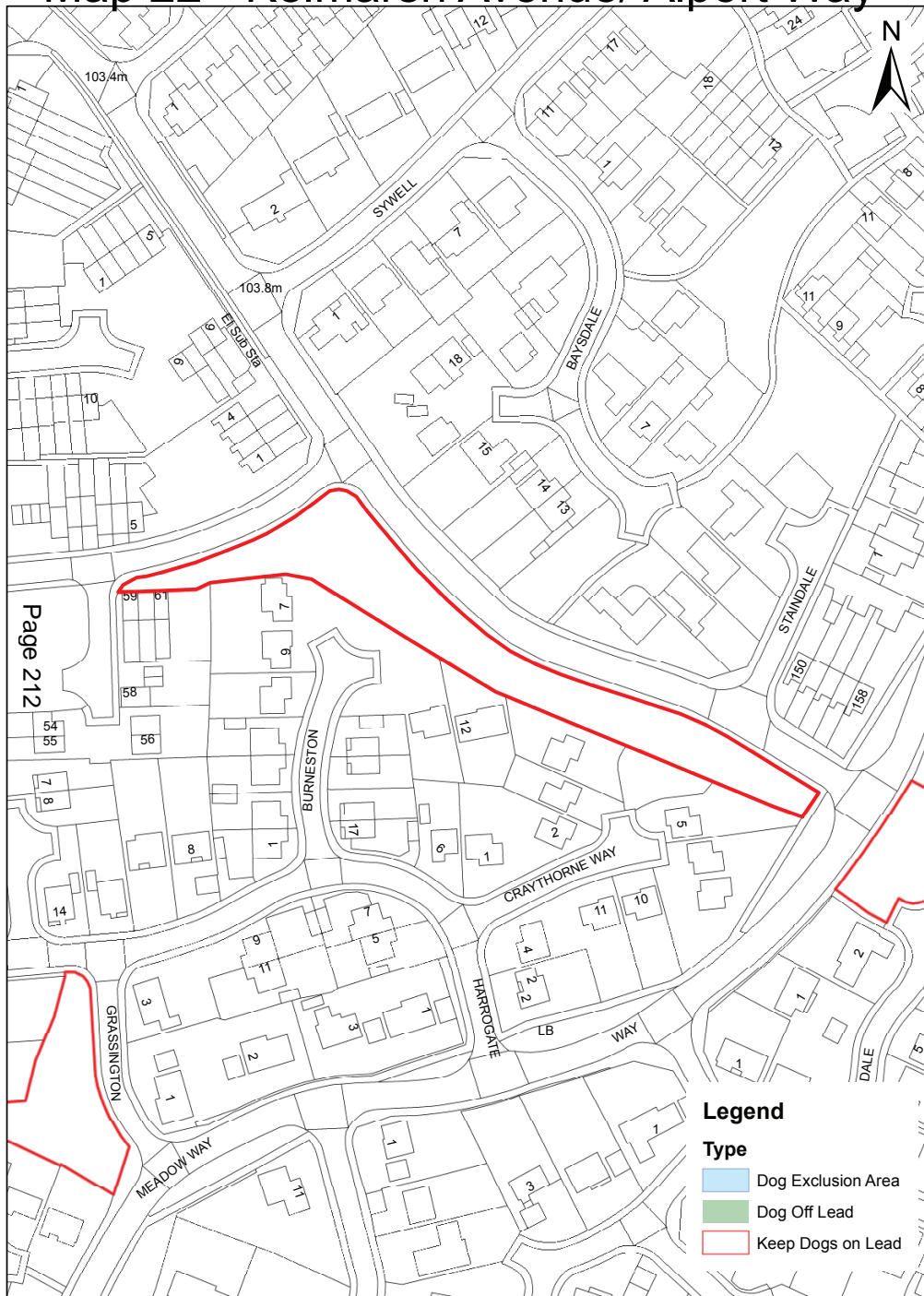
Map 19 - Acorn Way



Map 20 - Grassington Drive

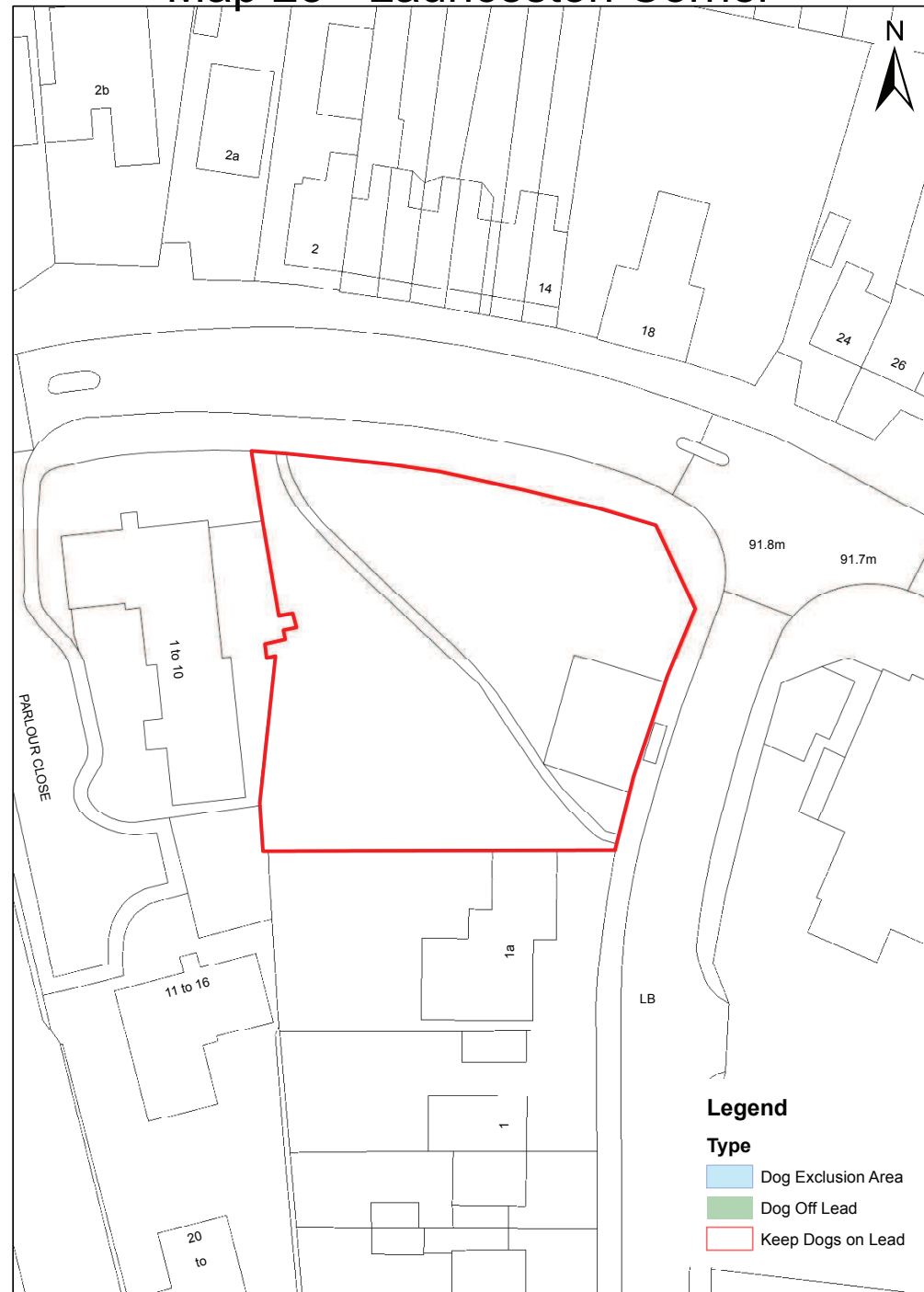


Map 22 - Kelmarsh Avenue/ Alport Way



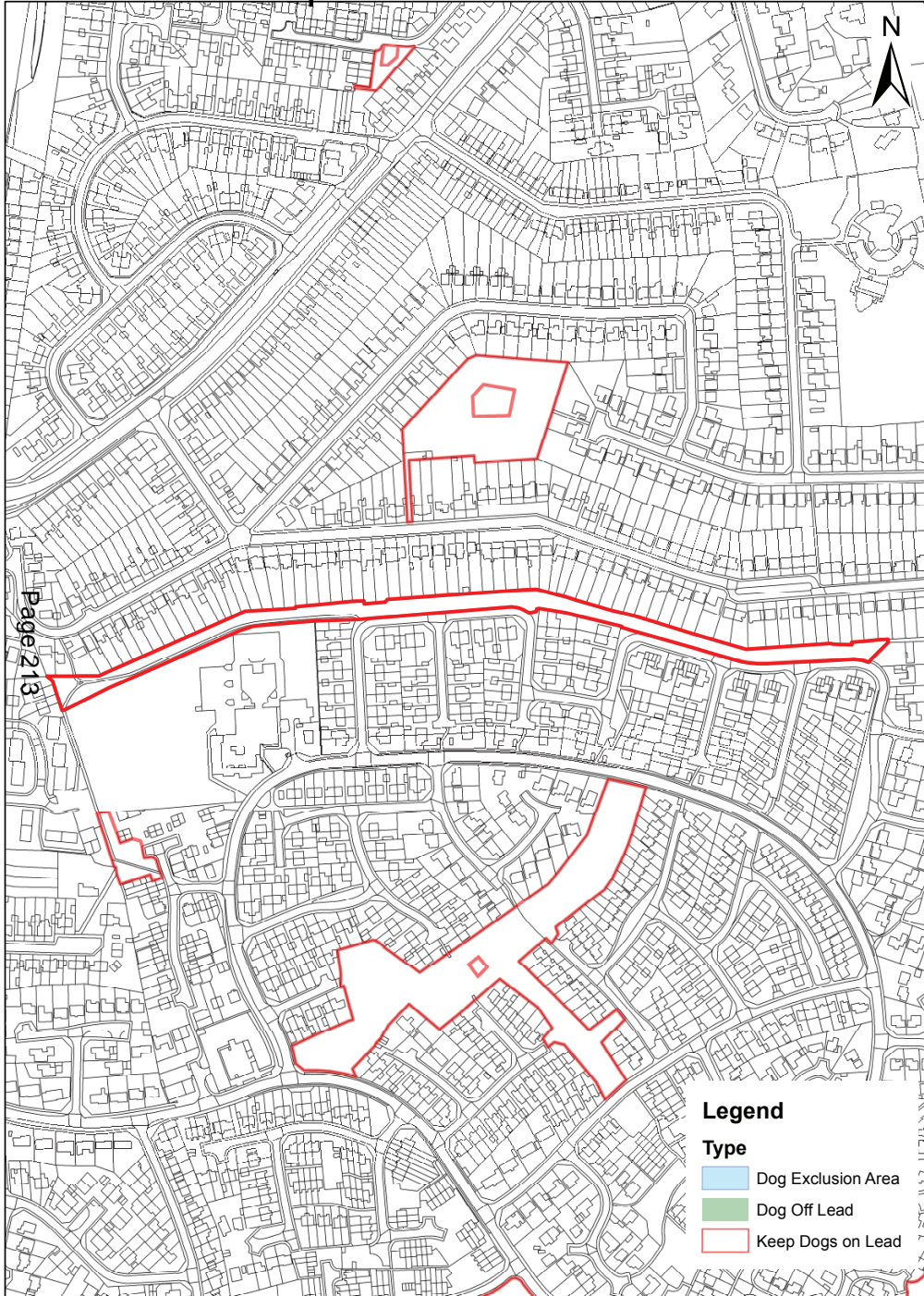
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Map 23 - Launceston Corner

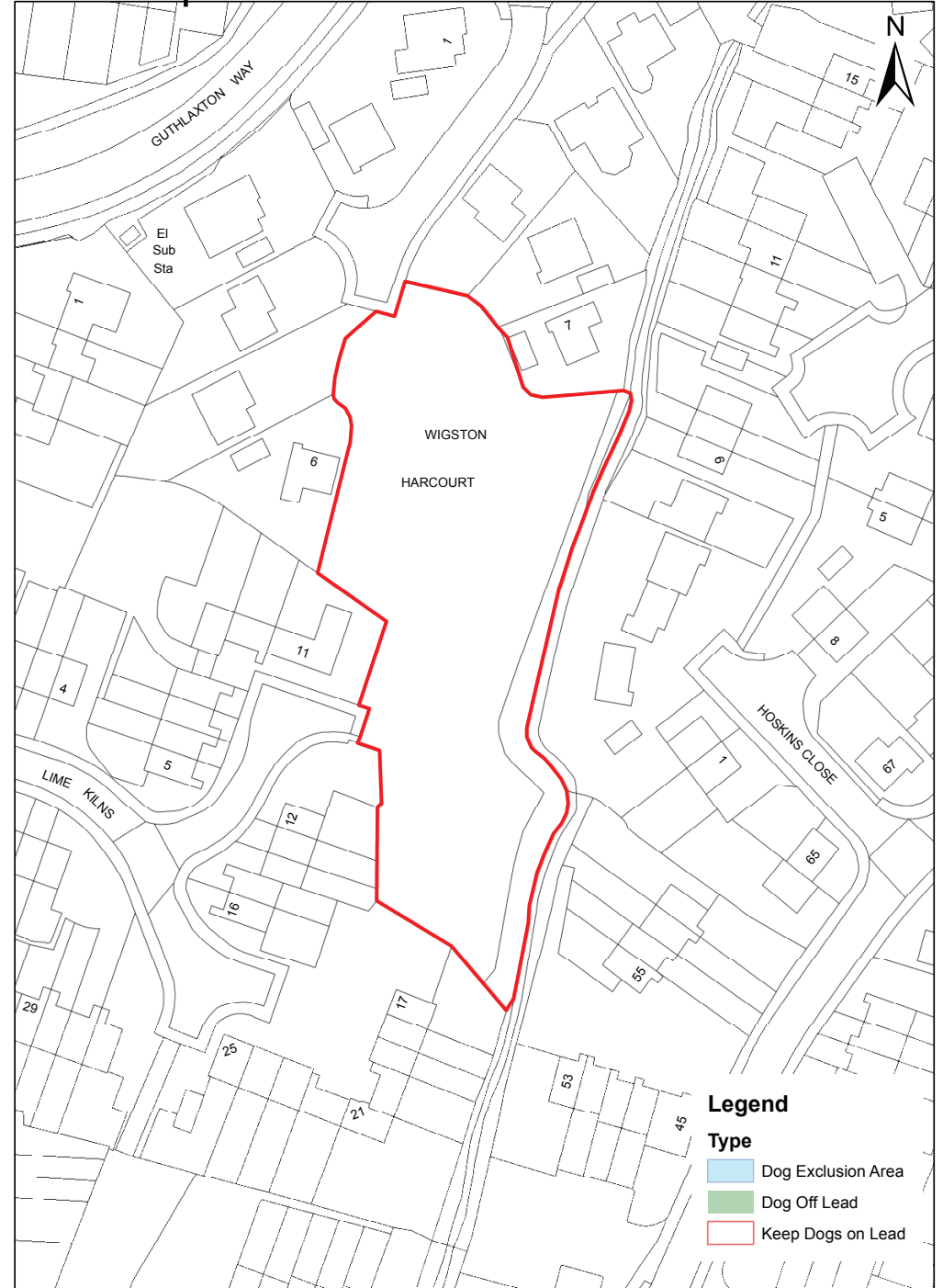


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Map 24 - Meres Walk



Map 25 - Lime Kilns/ Heards Close

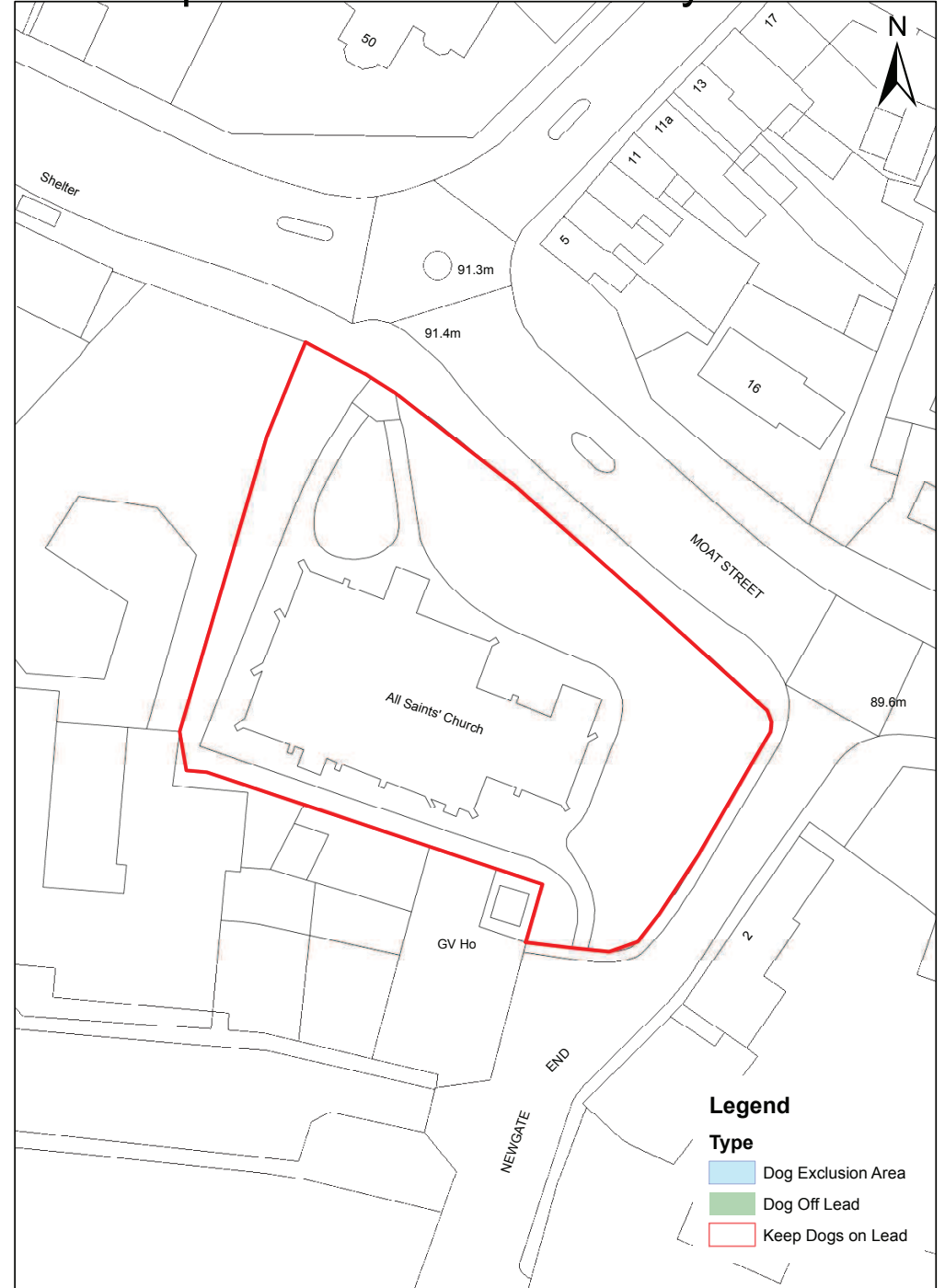


Map 26 - Blaby Road Park



1:2,500

Map 27 - All Saints Churchyard



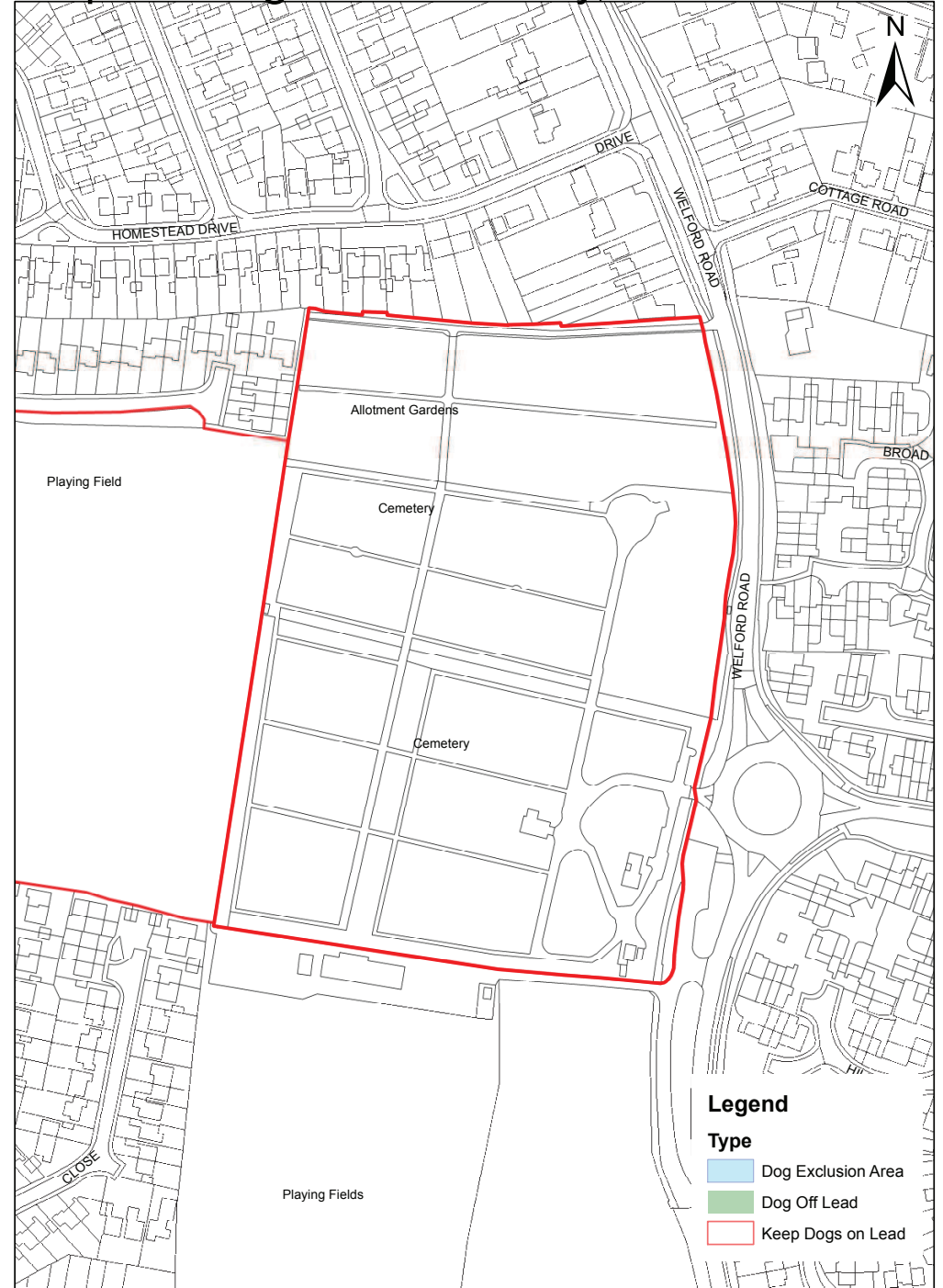
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Map 28 - St Wistans Church



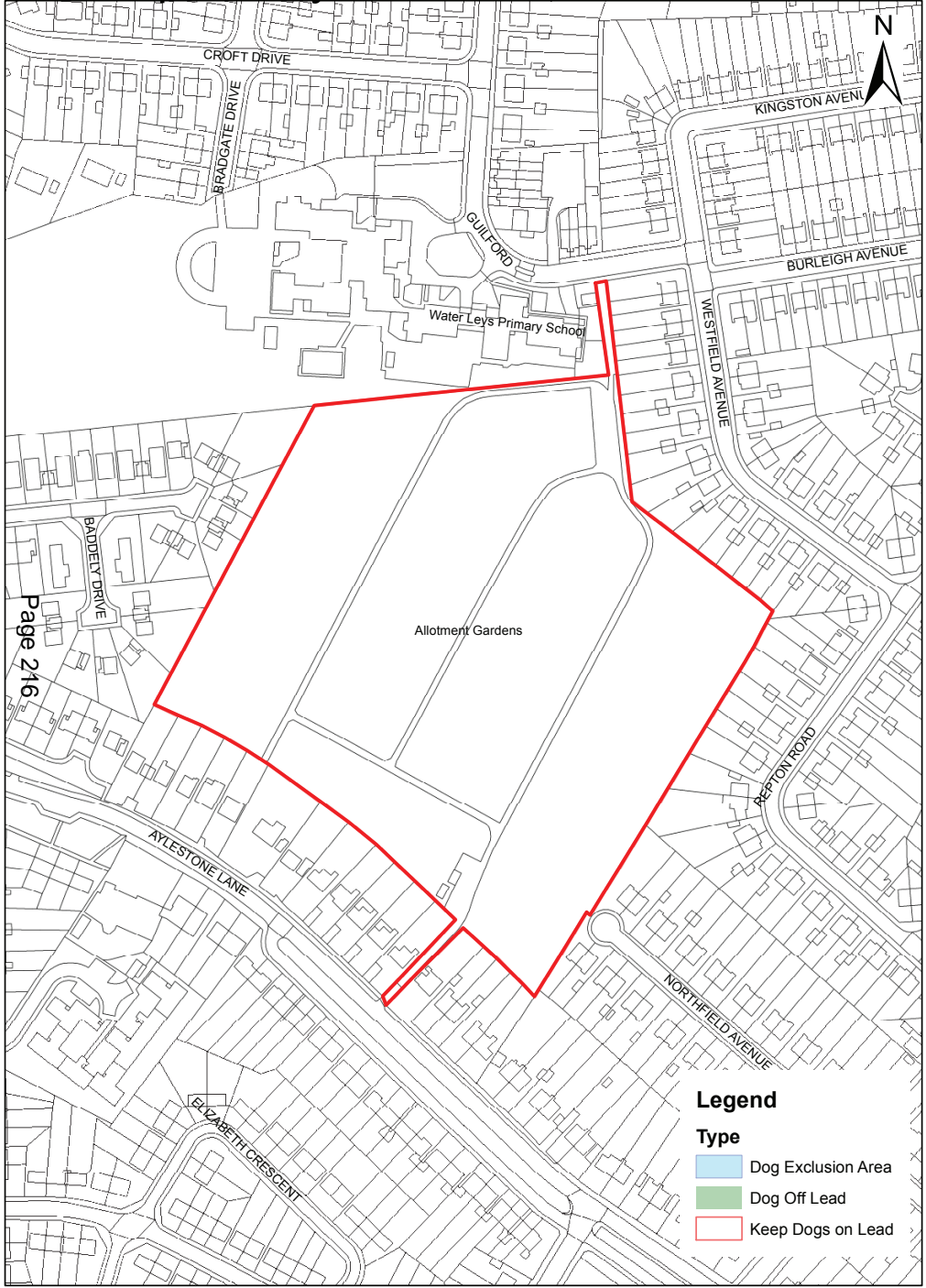
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Map 29 - Wigston Cemetery, Welford Road



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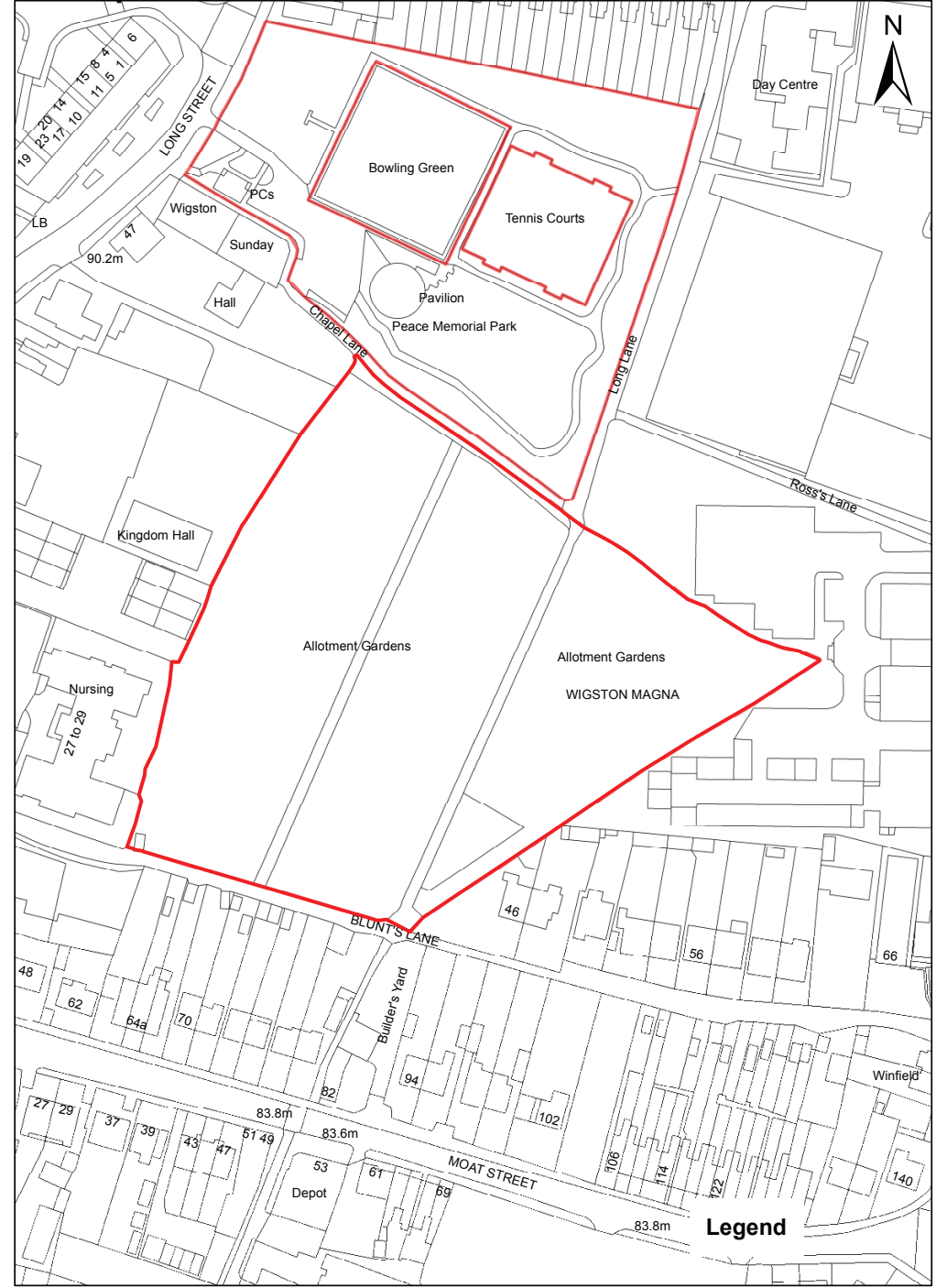
Map 30 -Aylestone Lane Allotments



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1:2,000

Map 31 Manchester Gardens Allotments



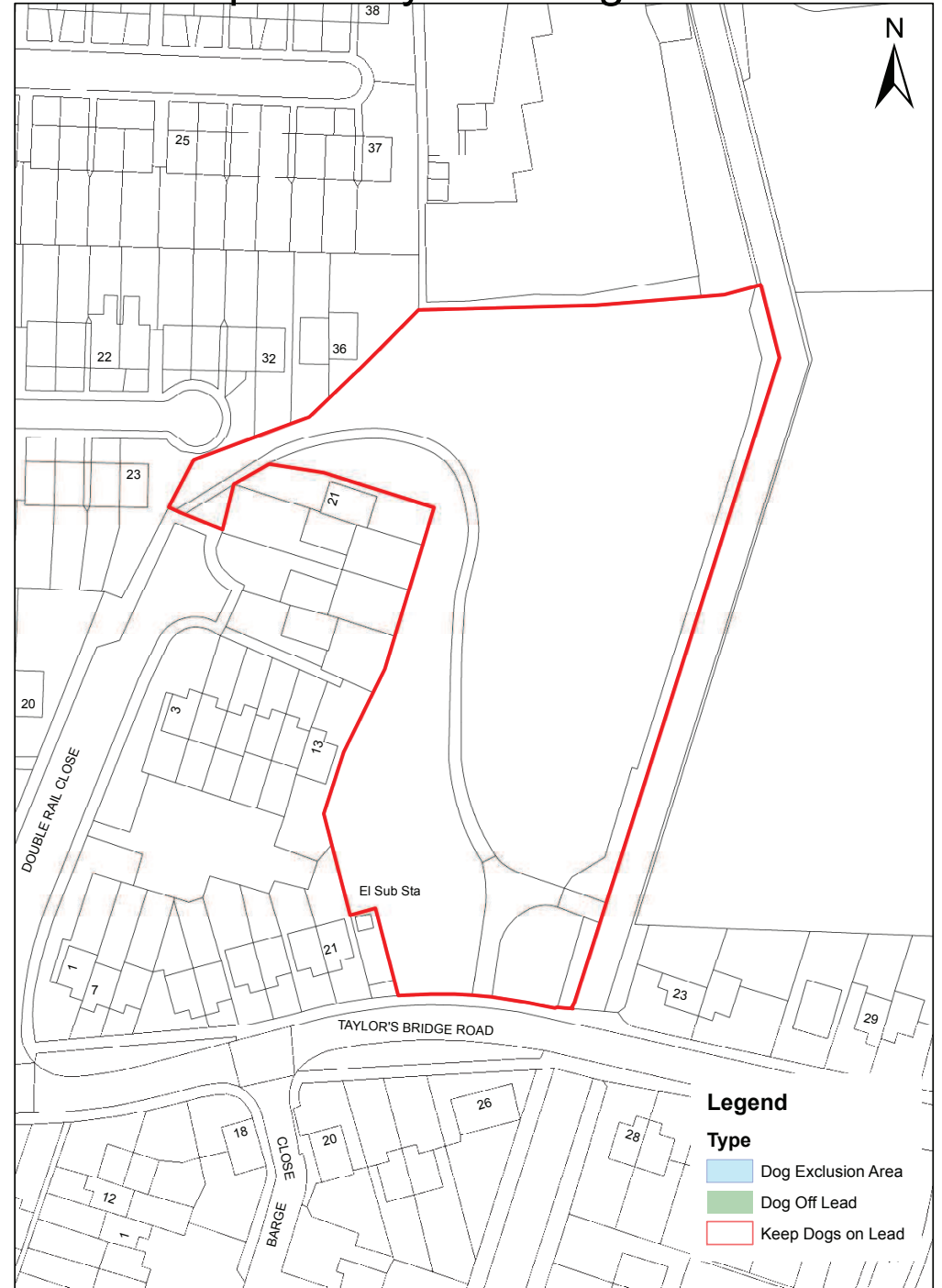
1:1,250

Map 32 -Pochins Bridge



1:2,500

Map 33 -Taylors Bridge Road

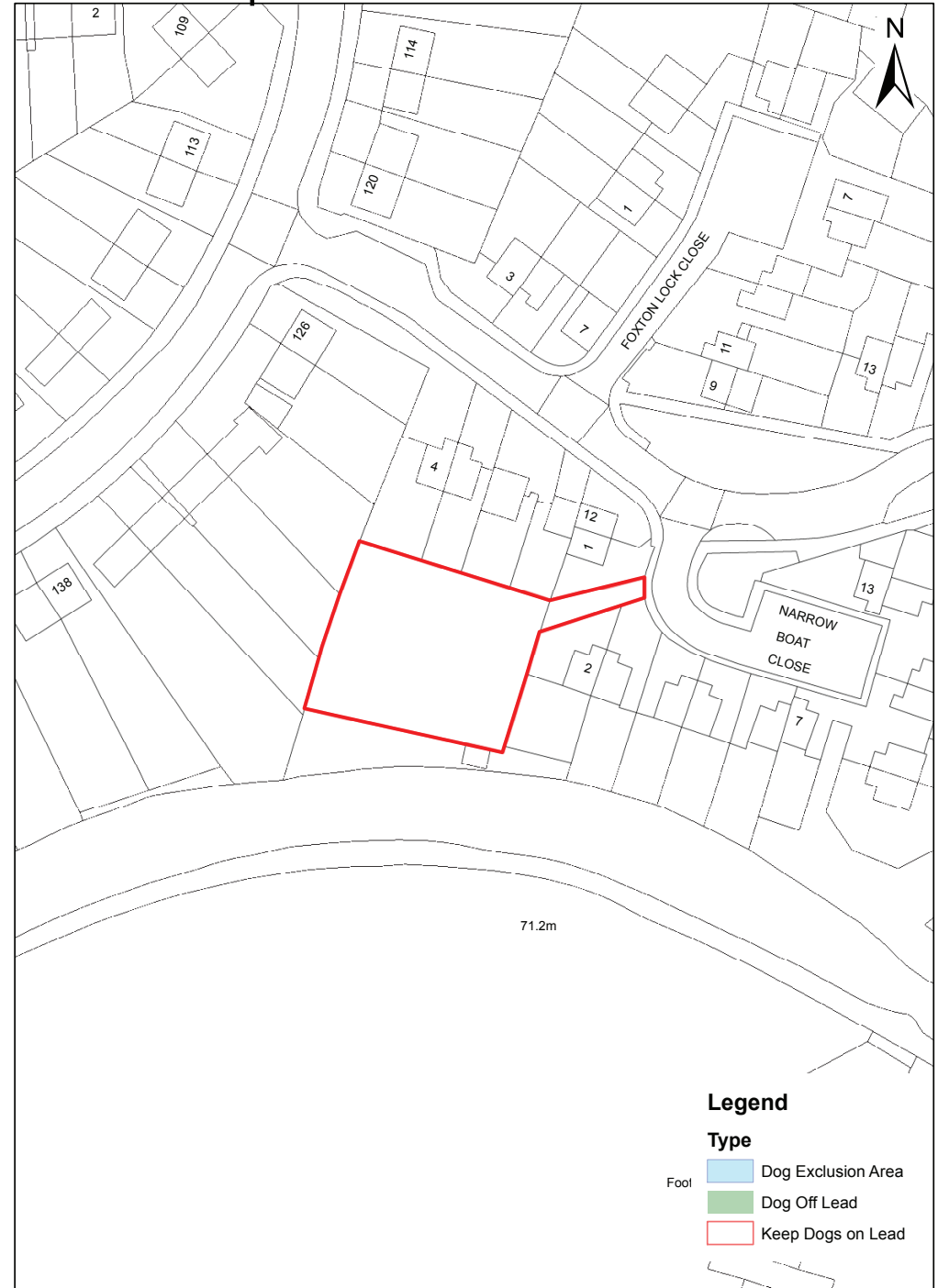


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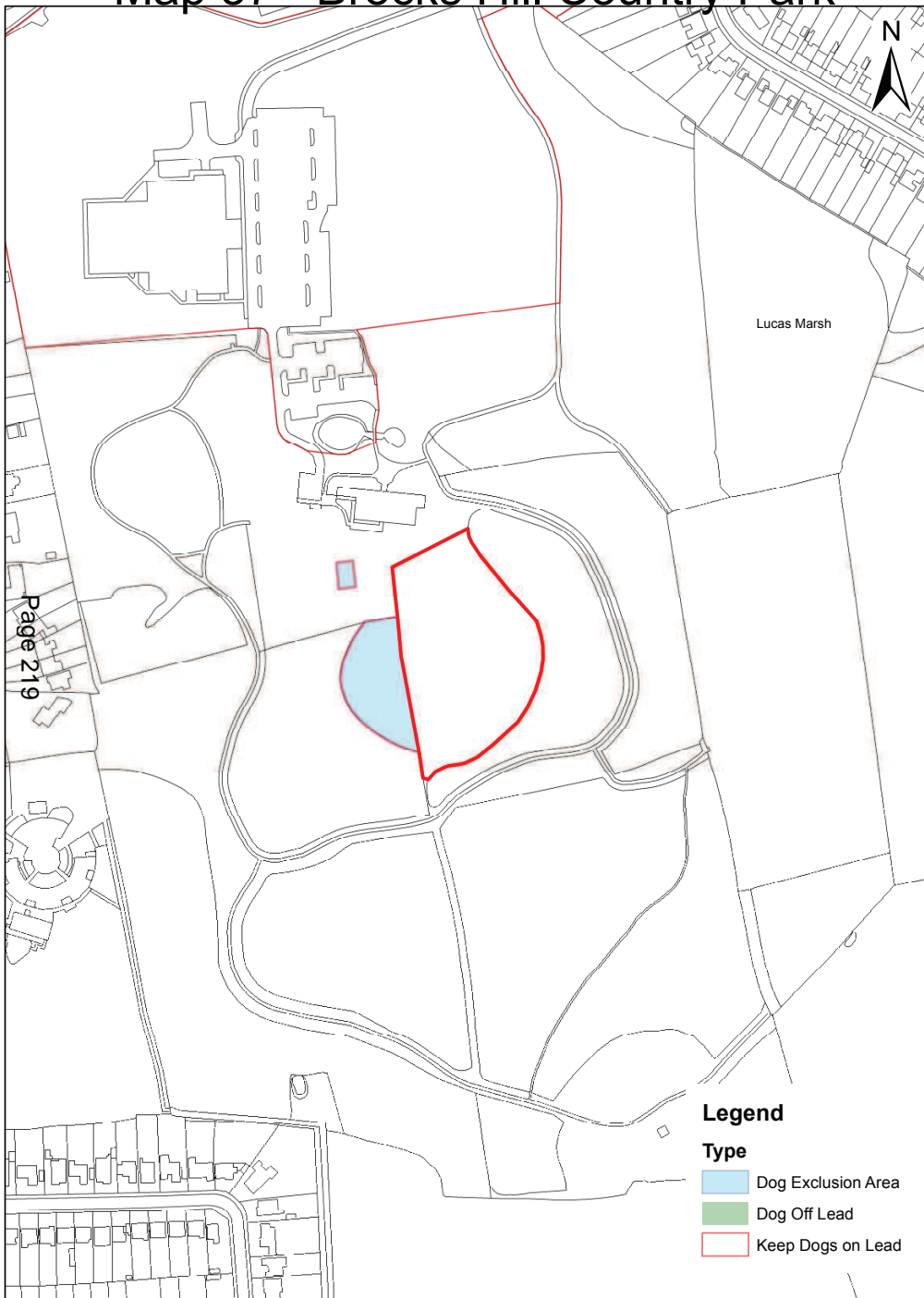
Map 34 - Ellison Close



Map 35 - Narrow Boat Close



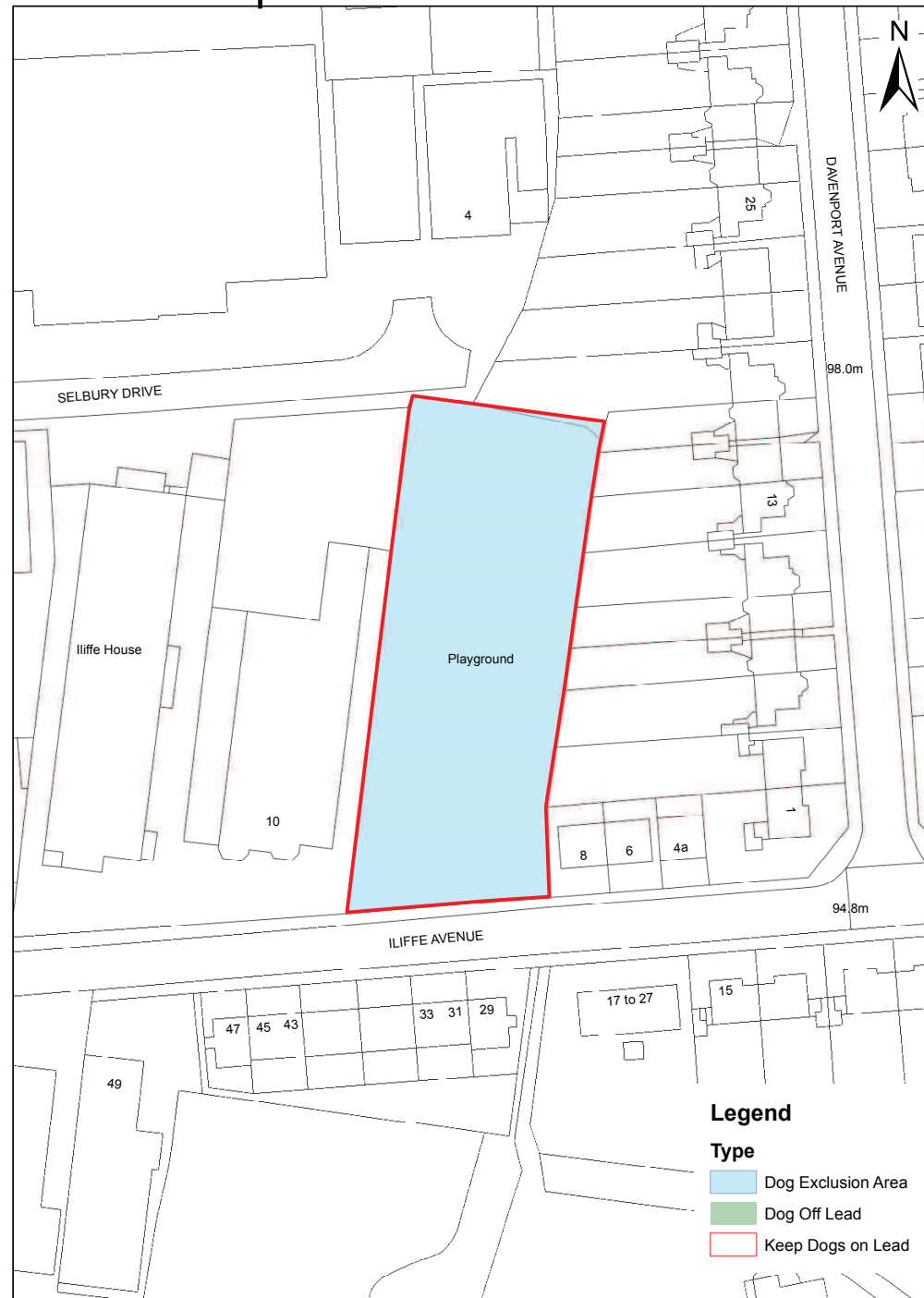
Map 37 - Brocks Hill Country Park



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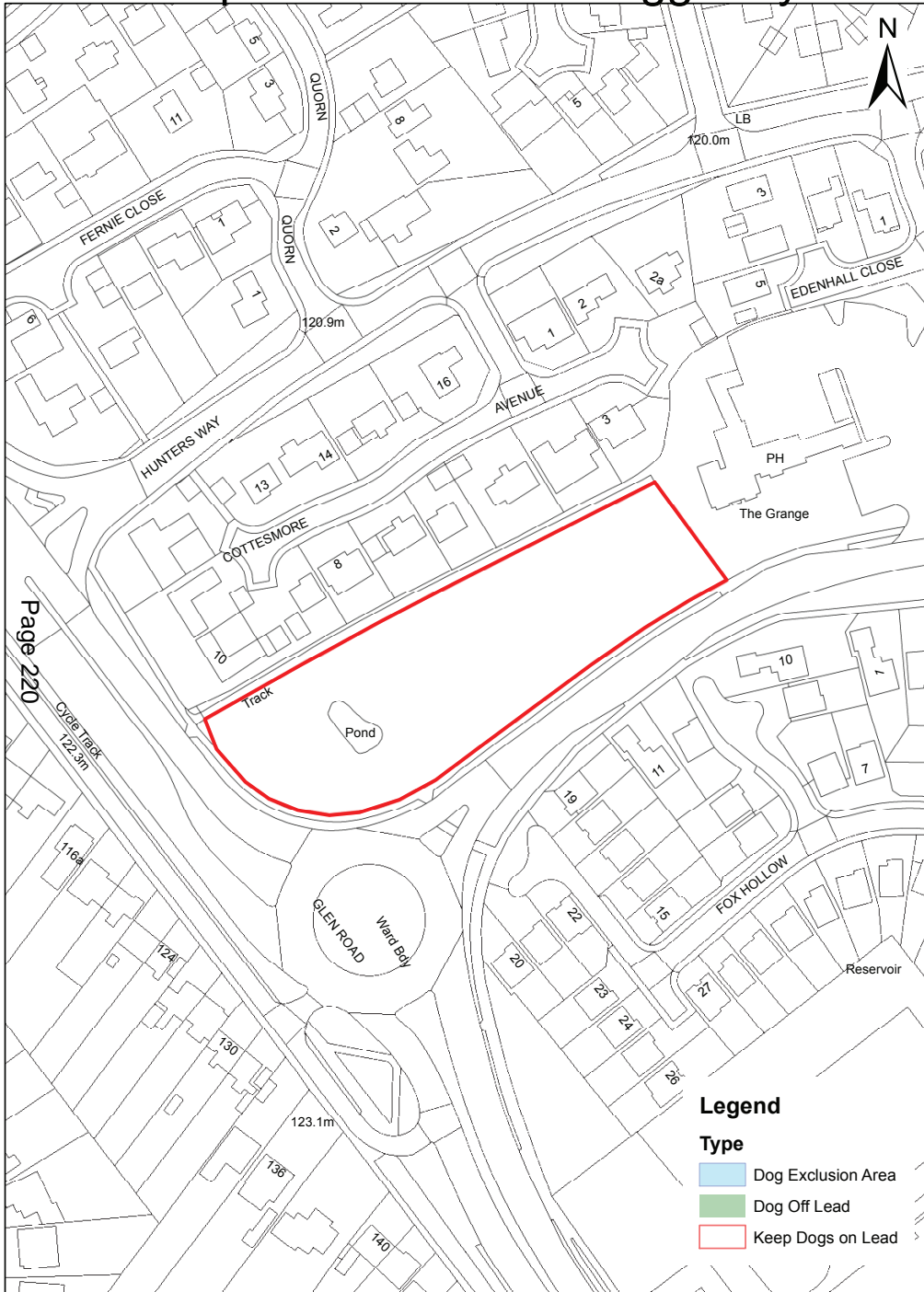
Map 38 - Iliffe Avenue Park



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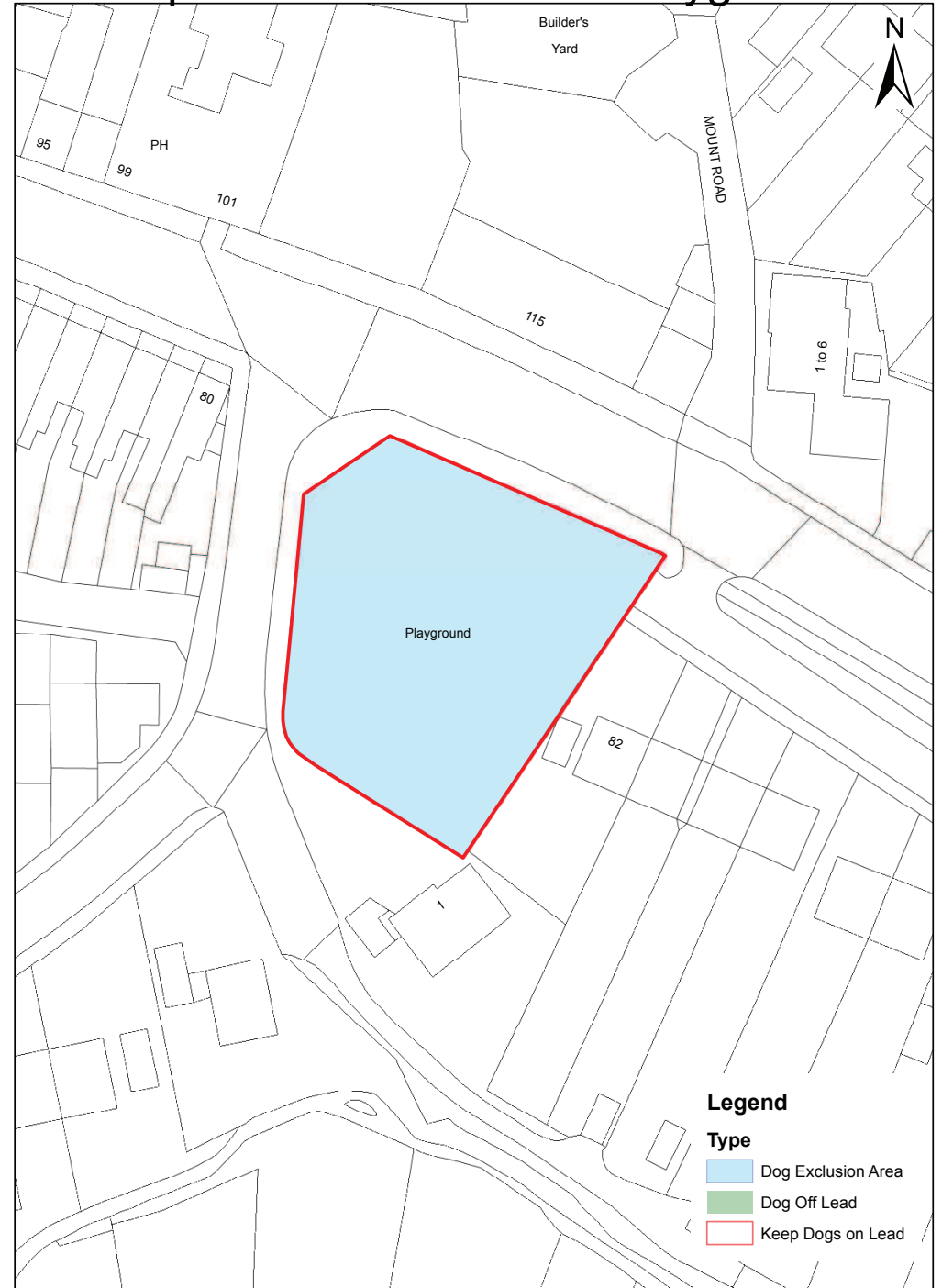
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Map 39 - Florence Wragg Way



1:1,250

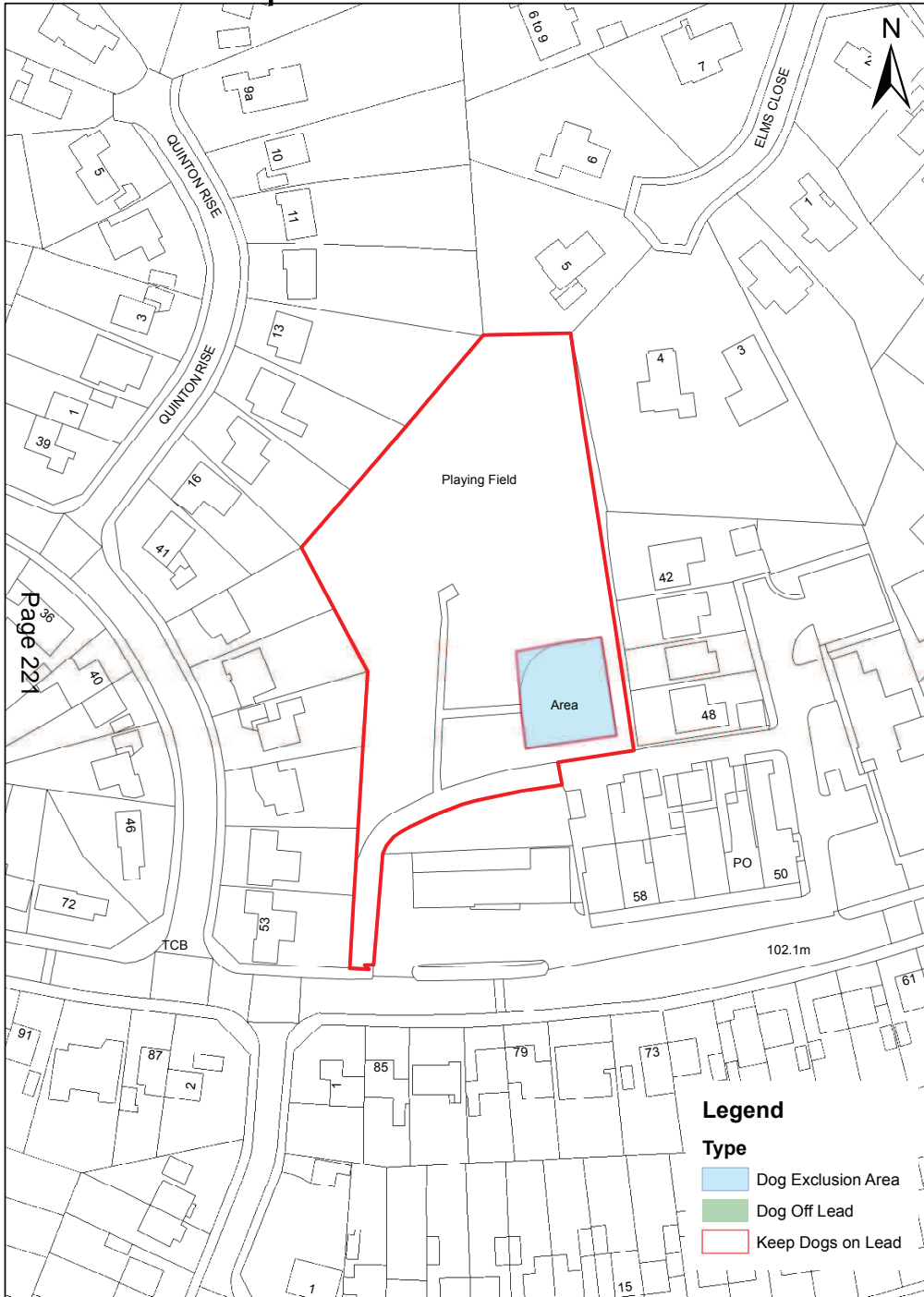
Map 40 - London Road Playground



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Map 41 - Rosemead Park



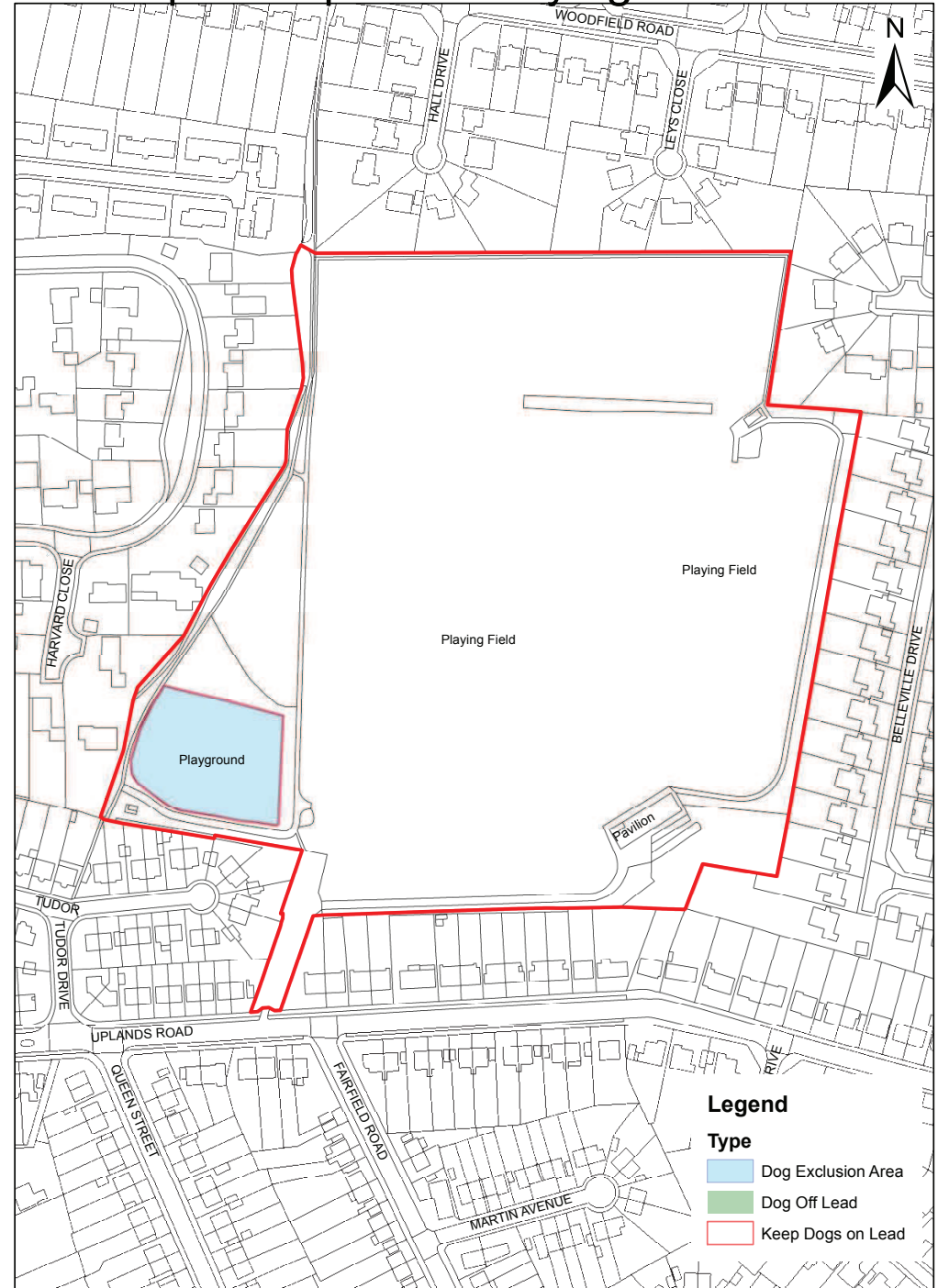
Legend

- Type**
- Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

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Map 42 - Uplands Playing Field

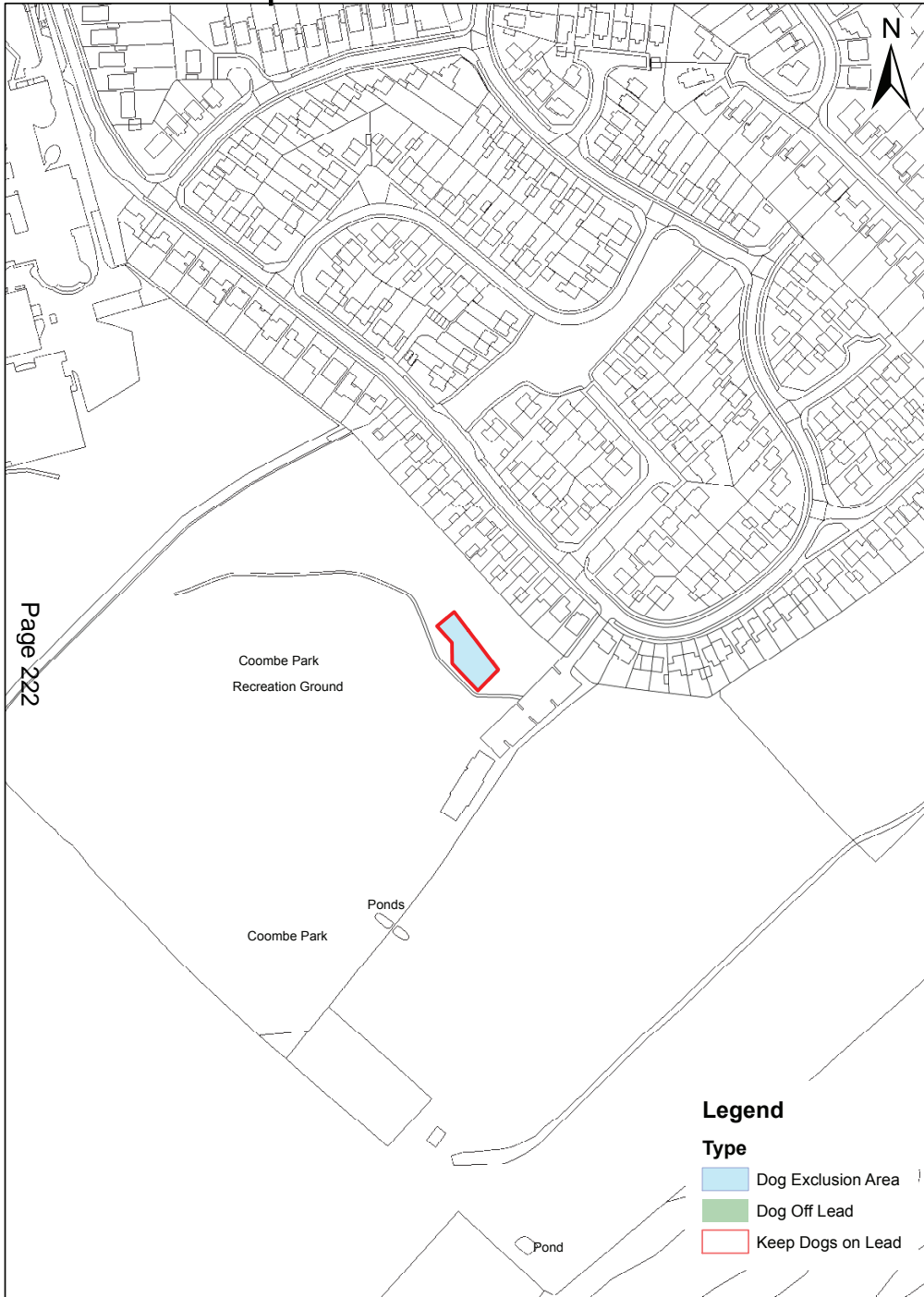


Legend

- Type**
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 - Dog Off Lead
 - Keep Dogs on Lead

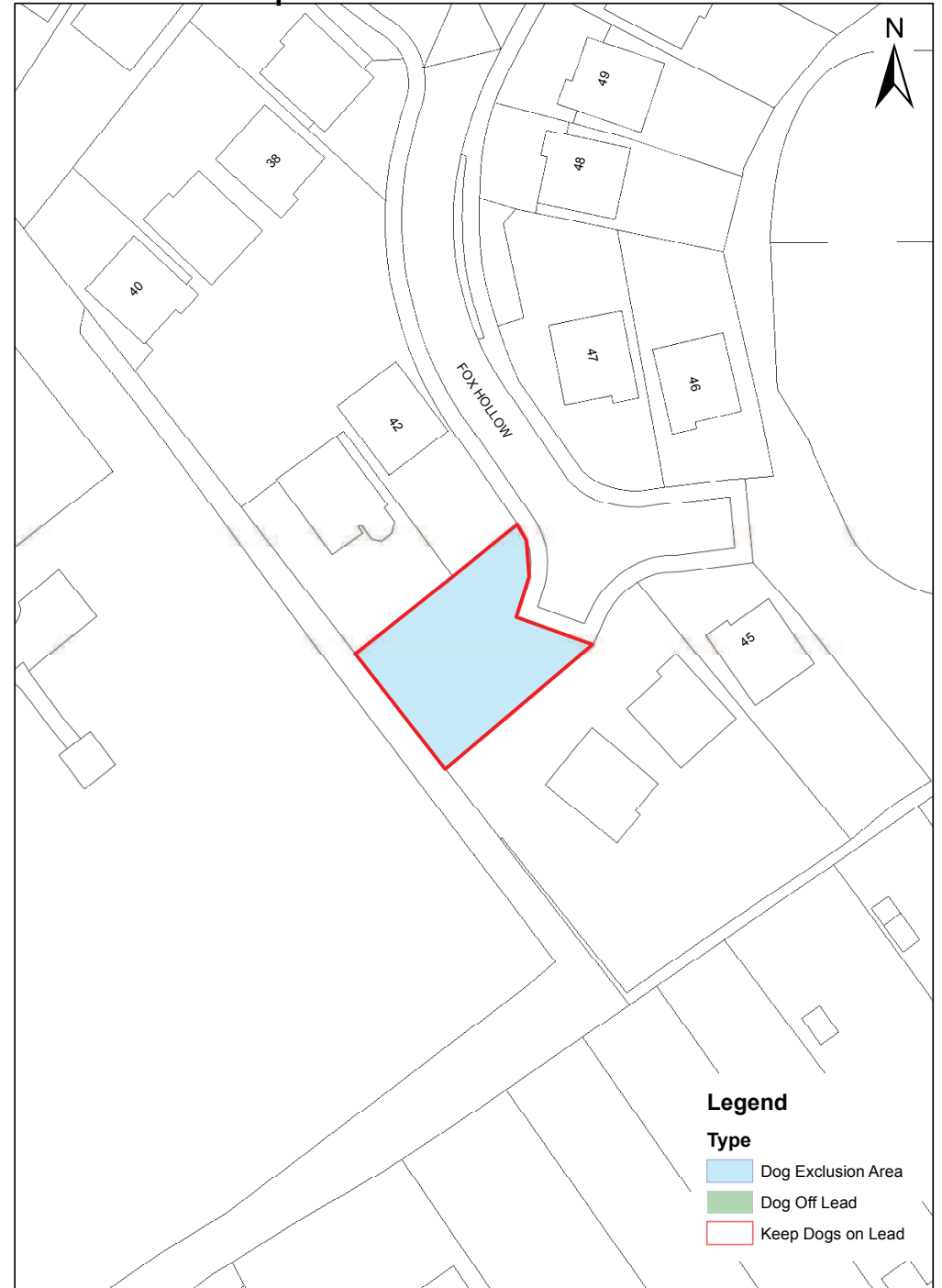
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Map 43 - Coombe Park

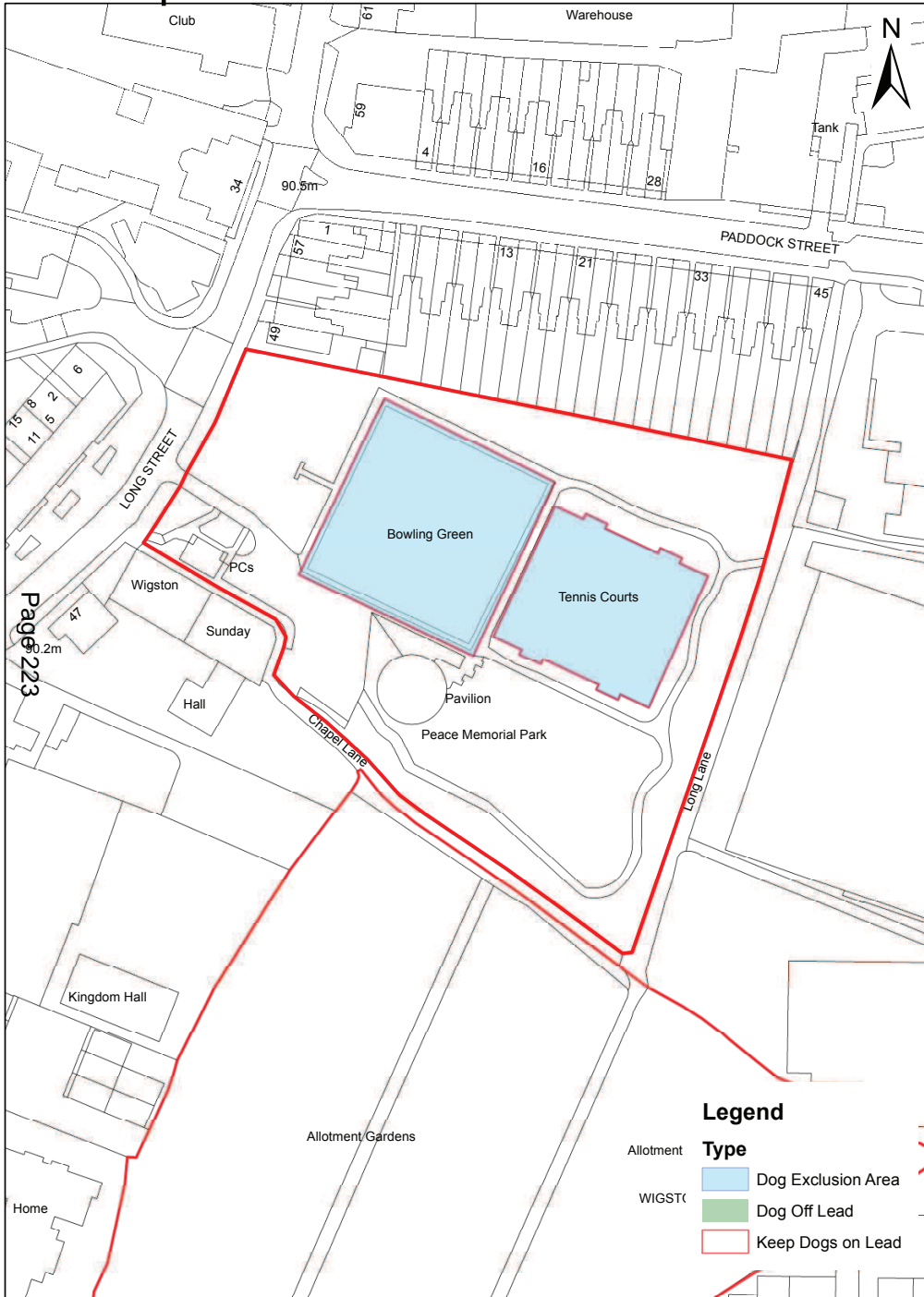


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Map 44 - Fox Hollow

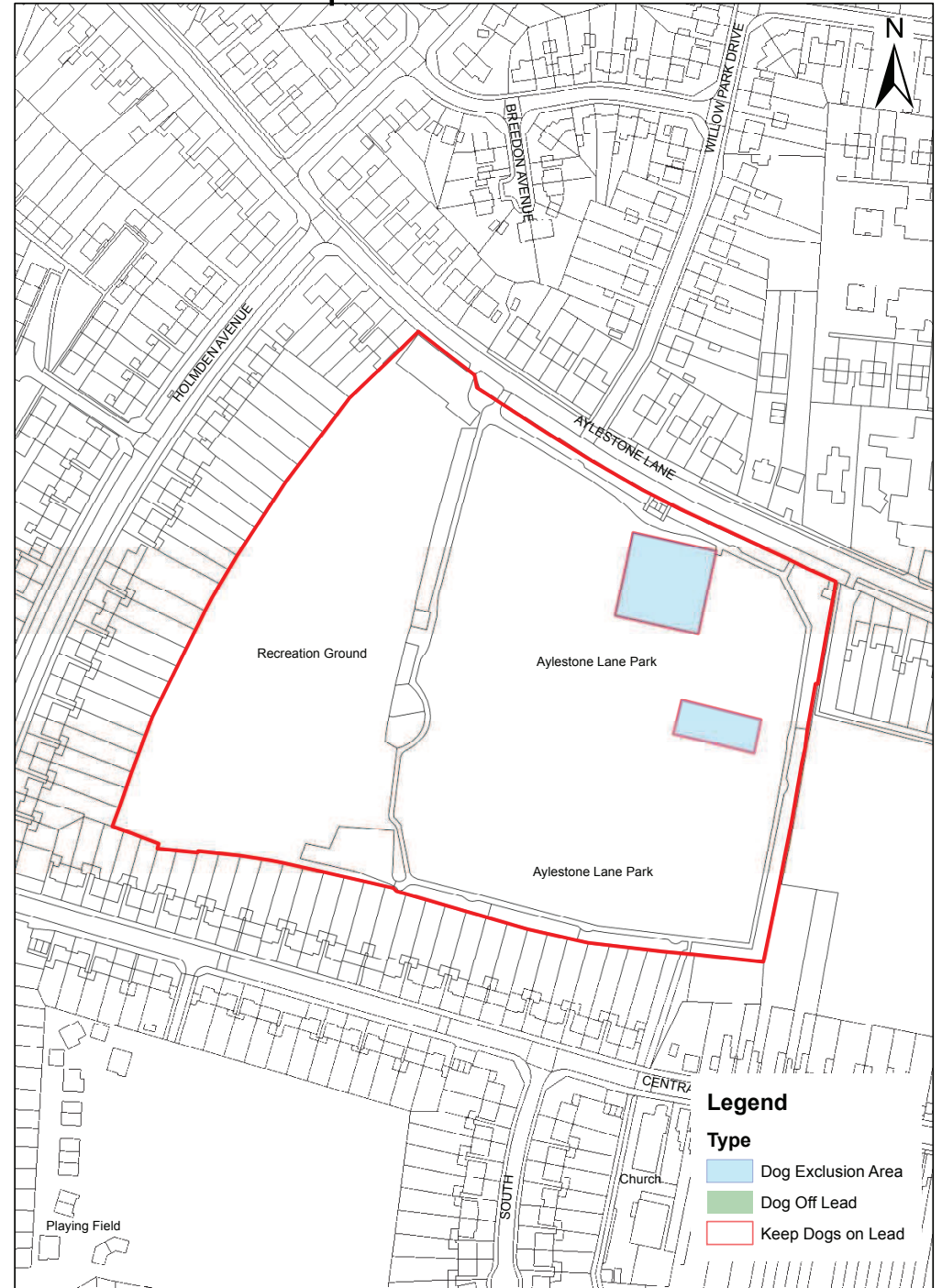


Map 45 - Peace Memorial Field



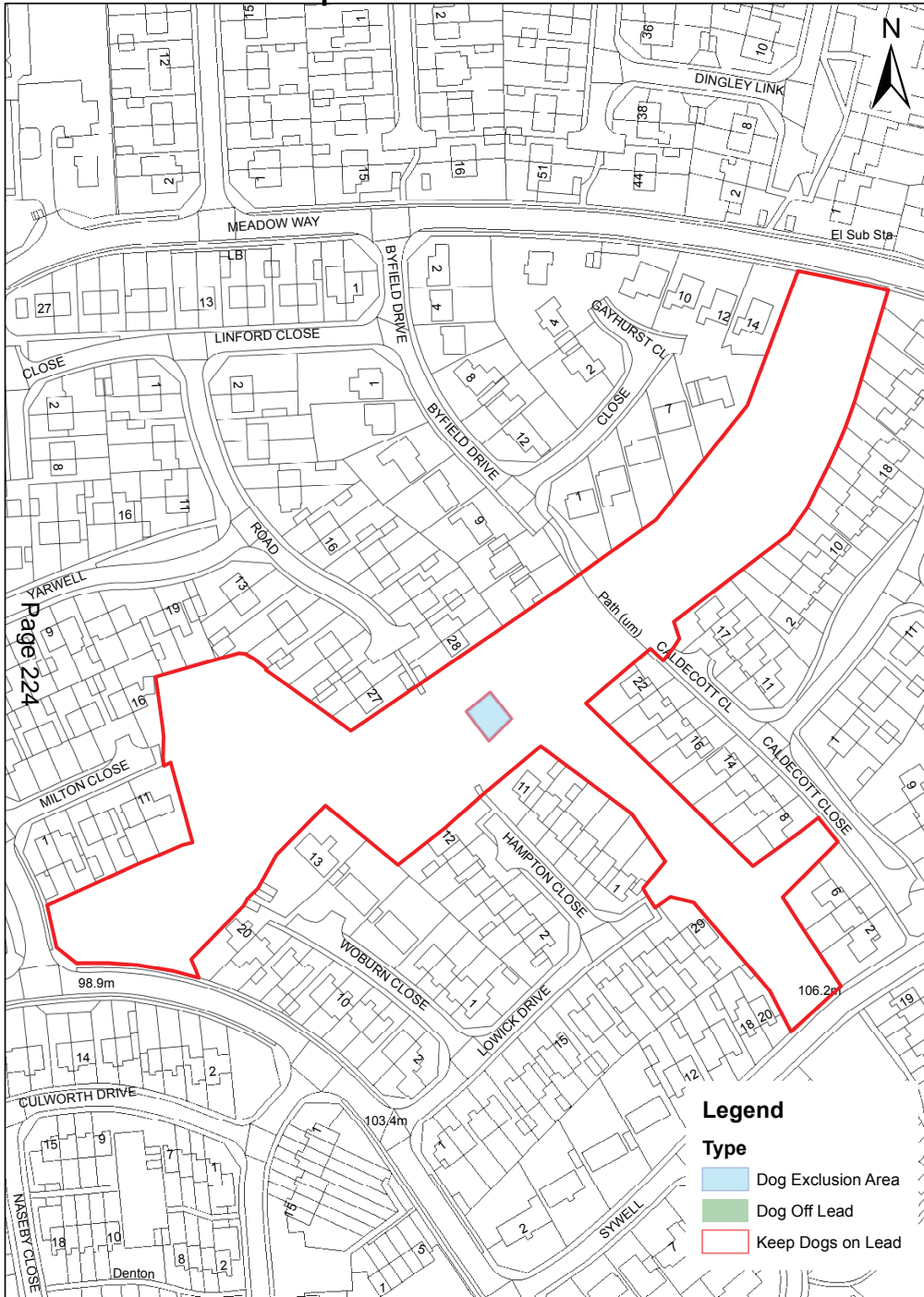
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Map 46 - Willow Park

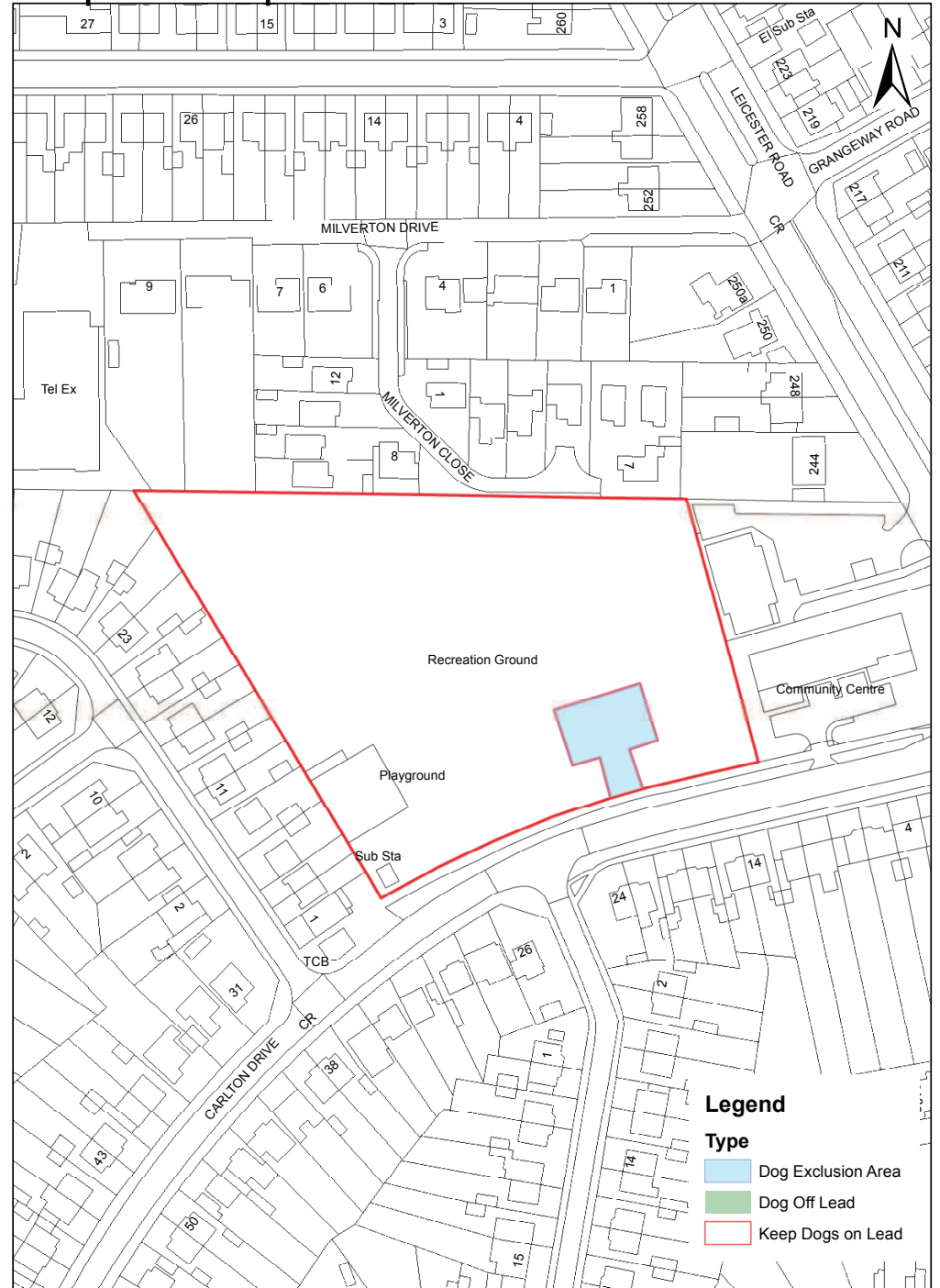


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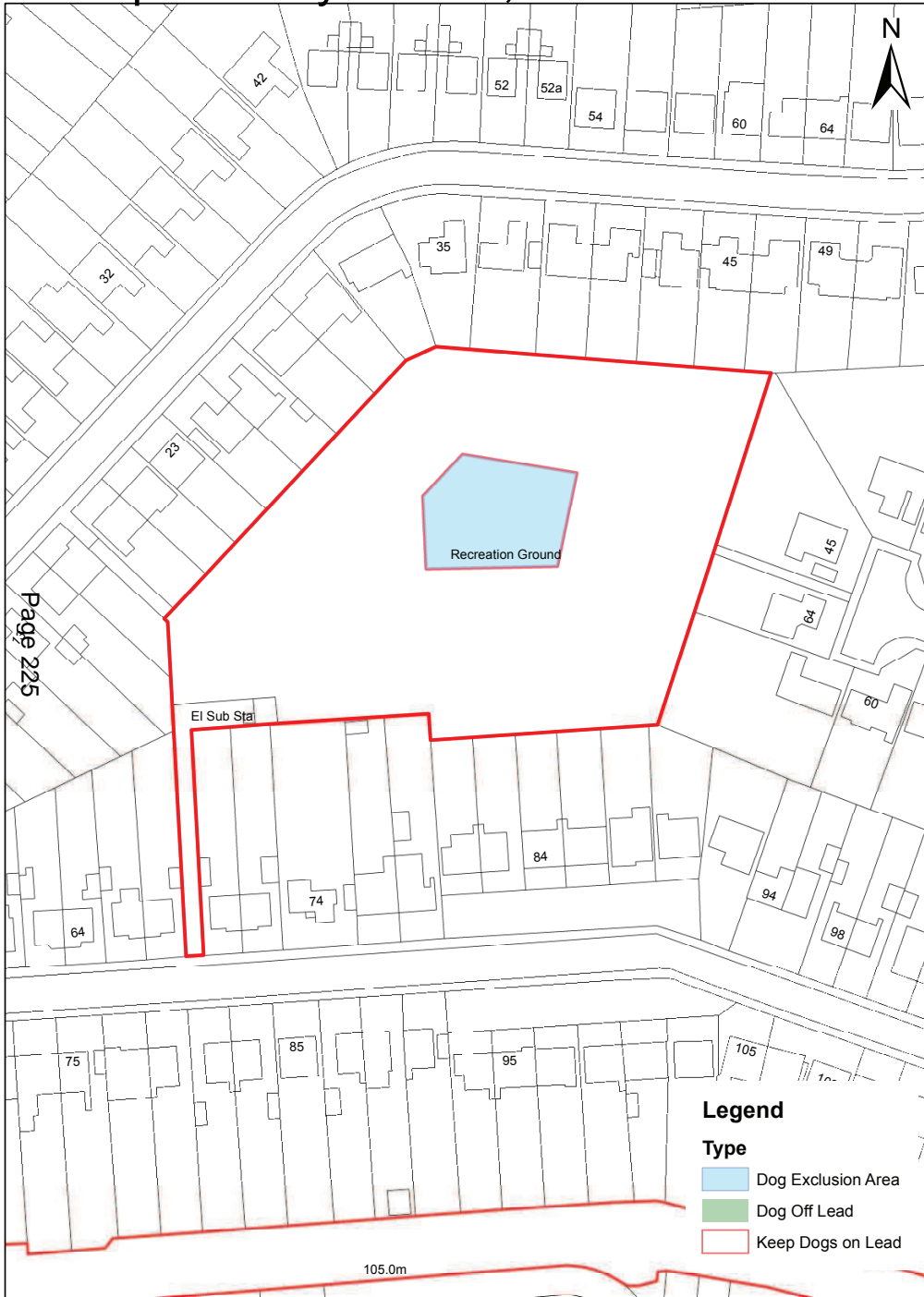
Map 47 -Meadows



Map 48 -Poplars/Freer Park

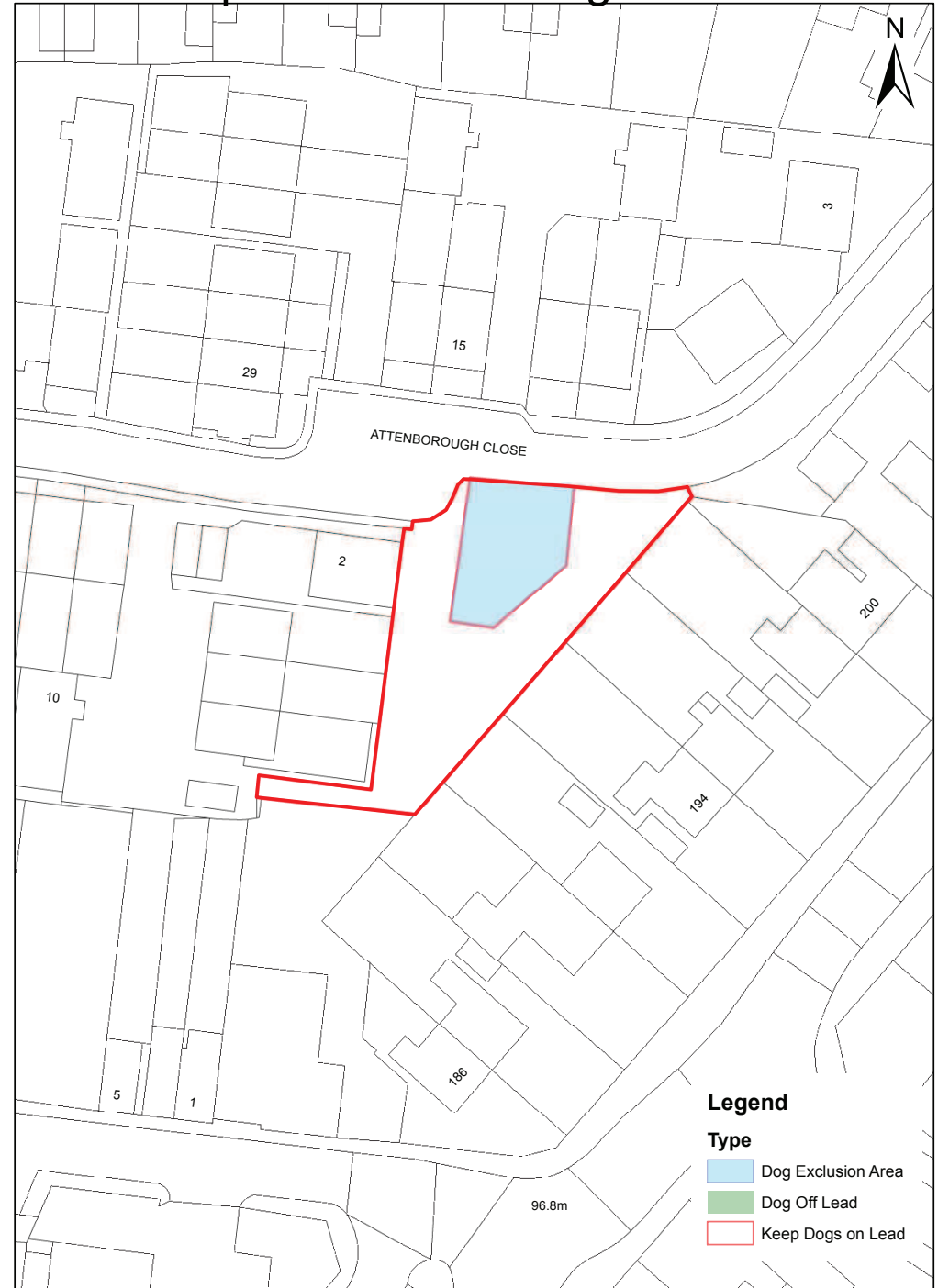


Map 49 - Hayes Park, Thirlmere Road



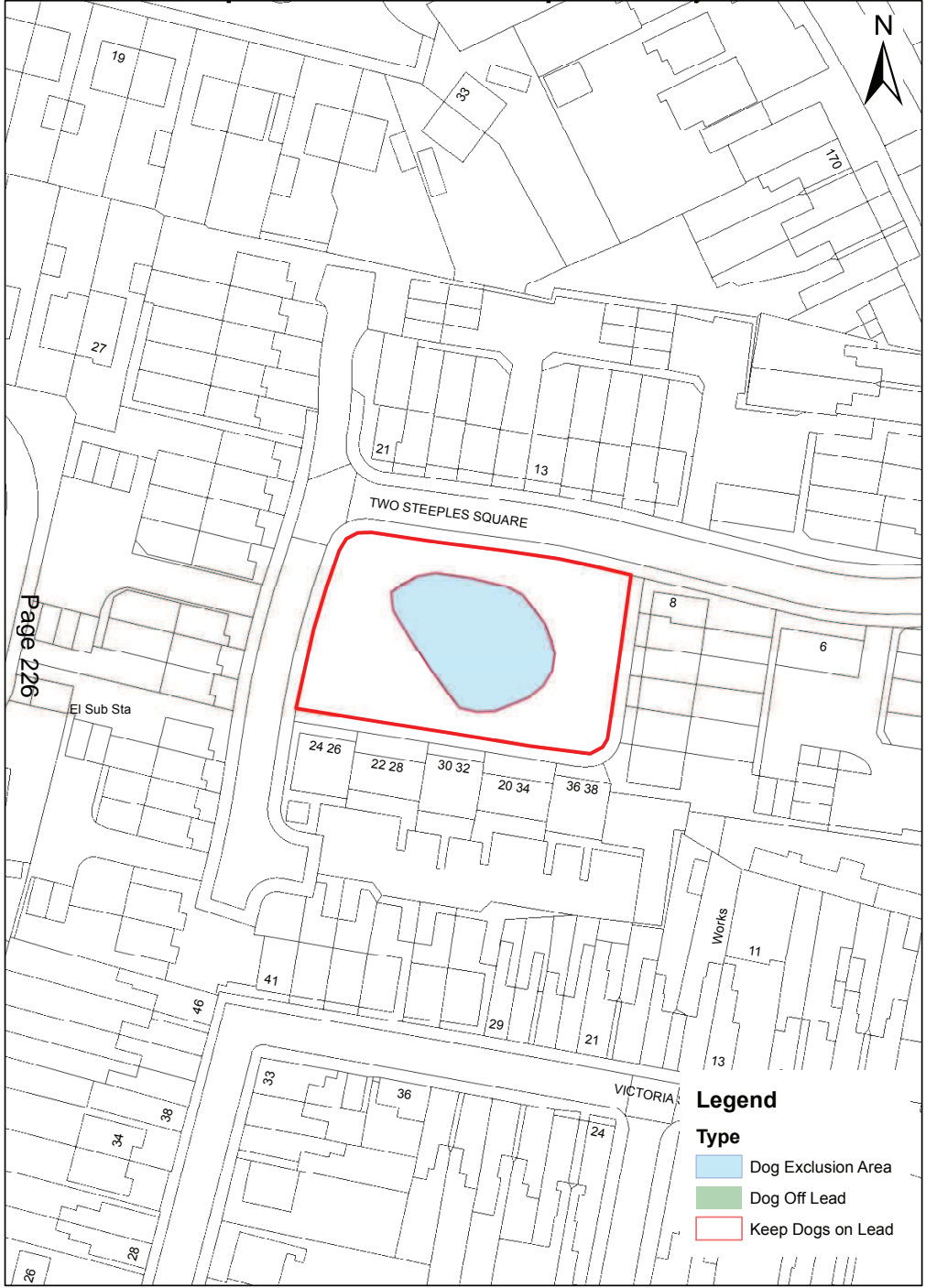
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Map 50 - Attenborough Close



1:500

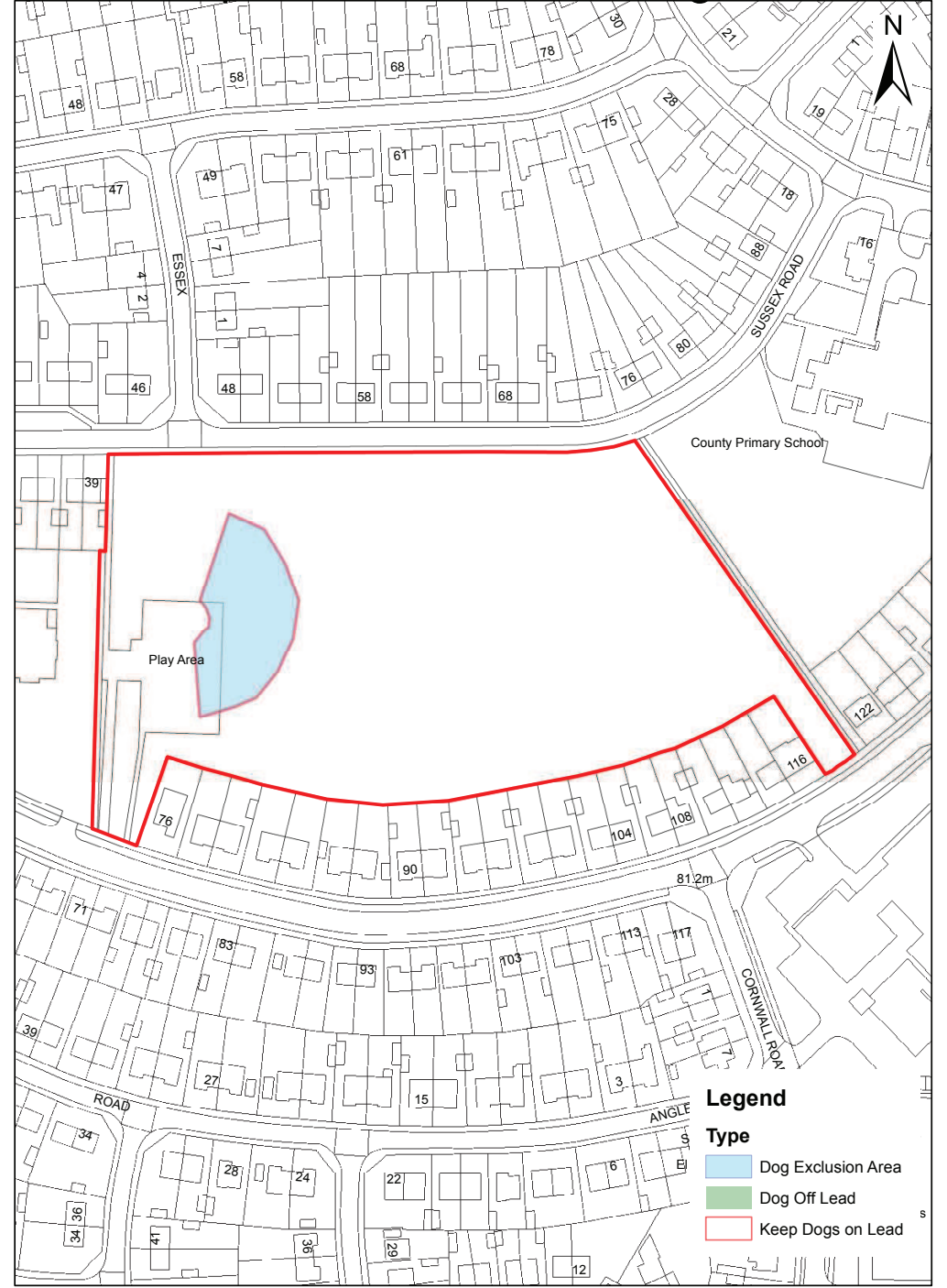
Map 51 - Two Steeples Square



- Legend**
- Type**
 - Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

Page 226

Map 52 - William Gunning Park



- Legend**
- Type**
 - Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

Results of Public Space Protection Order (Regulation of Dogs) Consultation

- i.** 138 responses via the survey monkey, 9 responses by hard copy.
- ii.** % supporting continuing enforcement powers in: Parks 40%, Recreation Grounds 52%, Open Spaces 31%.
- iii.** Enforce keeping dogs out of enclosed play areas, 68%.
- iv.** Enforce having means to pick up, 84%.
- v.** Enforce dogs on leads in designated areas, 57%.
- vi.** 87 expressed an opinion on the areas to be included in the PSPO but no further areas would be added from the draft PSPO. However, 21 requested dogs be kept on leads at all times within the Borough being added.
- vii.** Sanctions to be imposed for failing to pick up after a dog - FPN 92%, Education 66%, Community Payback 51%.
- viii.** Sanction to be imposed for means of picking up after a dog – FPN 62%, Education 50%, Community Payback 33%.
- ix.** Sanctions for allowing dogs in excluded areas - FPN 50%, Education 32%, Community Payback 28%.
- x.** Sanctions for dogs on leads in designated areas – FPN 56%, Education 35%, Community Payback 33%.



Oadby & Wigston
BOROUGH COUNCIL

EQUALITY ASSESSMENT

PART 1 - INITIAL SCREENING

Name of Policy/Function: Proposed Public Space Protection Order (Regulation of Dogs in the Borough of Oadby and Wigston)	<input checked="" type="checkbox"/>	This is new policy or function.
	<input type="checkbox"/>	This is a change to an existing policy or function.
	<input type="checkbox"/>	This is an existing policy or function, not previously assessed.
	<input type="checkbox"/>	This is an existing policy or function for review .

Date of screening	10 October 2017
--------------------------	-----------------

1. Briefly describe its aims & objectives

To identify the effects on the community on the uses of public spaces within the Borough following the proposed introduction of Public Space Protection Order (PSPO) to supersede the Council's Dogs (Fouling of Land) Act Designation Order 2004 and its various Byelaws for the Regulation of Dogs (1995).

2. Are there external considerations?

e.g. legislation/government directive etc.

The Anti-Social Behaviour, Crime and Policing Act 2014 and statutory guidance for frontline professionals. Animal Welfare Act 2006

3. Who are the stakeholders and what are their interests?

Oadby and Wigston Borough Council ownership of Parks and public open spaces, sports facilities and memorial gardens. Church Cemeteries and grounds. The general rate paying public who pay for and expect access to a dog mess free public service. Dog owners who want to use the resources and not be fined, or want to contribute to a cleaner environment.

4. What outcomes do we want to achieve and for whom?

PSPO are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community quality of life, by imposing conditions on the use of that area which apply to everyone. They are designed to ensure law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour.

5. Has any consultation/research been carried out?

Yes - Meetings with the Head of Operations Services and Street Scene and the Facilities and Administration Team Leader to establish the evidence base and requirement for the PSPO within the Borough. Full public consultation via survey monkey questionnaire, hard copies available through CSC, media action plan including the Council's website, Facebook, Twitter and press releases etc. Consultation with the Leicestershire police has also been undertaken.

6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts?

Consider and identify any evidence you have -equality data relating to usage and satisfaction levels, complaints, comments, research, outcomes of review, issues raised at previous consultations, known inequalities) If so please provide details.

PSPO would need to accommodate access to land without restriction under the Animal Welfare Act 2006. Excluded from the PSPO would also be:

- (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948, or "severely sight impaired", or "sight impaired" under the Care Act 2014; or
- (b) has a disability which affects his mobility, manual dexterity, physical coordination, or ability to lift, carry, or otherwise move everyday objects, in respect of a dog trained by a "prescribed charity" and upon which he relies for assistance.

7. Could a particular group be affected differently in either a negative or positive way?

Positive – *It could benefit*

Negative – *It could disadvantage*

Neutral – *Neither positive nor negative impact or not sure.*

	Type of impact, reason & any evidence
Disability	Positive impact if dog is registered under one of the exceptions under section 6 of the PSPO.

Race (including Gypsy & Traveller)	Neutral
Age	Neutral
Gender Reassignment	Neutral
Sex	Neutral
Sexual Orientation	Neutral
Religion/Belief	Neutral
Marriage and Civil Partnership	Neutral
Pregnancy and Maternity	Neutral

8. Could other socio-economic groups be affected?

e.g. carers, ex-offenders, low incomes, homeless?

Yes - those on low incomes for being issued a £100 Fixed Penalty Notice or being taken to court and receiving a fine of up to £1000 for persistent behaviour.

9. Are there any human rights implications?

Derogation from the Human rights legislation due to the proportionate use of the legislation and interests of public safety.

10. Is there an opportunity to promote equality and/or good community relations?

The change can result in a positive impact on the residents and wider population in supporting a cleaner healthier environment to live, work and rest in and lead to a better quality of life. This would also promote responsible dog ownership.

11. If you have indicated a negative impact for any group is that impact legal?

i.e. not discriminatory under anti-discrimination legislation

The impact would be legal and non discriminatory.

12. Is any part of this policy/service to be carried out wholly or partly by contractors?

"An authorised officer of the Authority" can include any employee, partnership agency or contractor of Oadby and Wigston Borough Council who is authorised in writing by the Authority for the purposes of giving directions under the PSPO.

13. Is a Part 2 full Equality Assessment required?

No.

14. Date by which a Part 2 full Equality Assessment is to be completed with actions.

Not applicable.

Please note that you should proceed to a Part 2, the full Equality Impact Assessment if you have identified actual, or the potential to cause, adverse impact or discrimination against different groups in the community.

We are satisfied that an initial screening has been carried out and a full equality assessment **is not required*** (please delete as appropriate).

Completed by Tony Cawthorne Date 10/10/2017
(Policy/Function/Report written)

Countersigned by Stephen Glazebrook Date 10/10/2017
(*Head of Service*)

Please forward an electronic copy to: veronika.quintyne@oadby-wigston.gov.uk
(*Community Engagement Officer*)

Equality Assessments shall be published on the Council website with the relevant and appropriate document upon which the equality assessment has been undertaken.

Agenda Item 16



Council	Tuesday, 05 December 2017	Matter for Information and Decision
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Title: **Appointment of Nominative Trustees to Oadby Village Hall Trust**

Author(s): **Steven Tucker (Electoral Services Manager)**

1. Introduction

- 1.1. The Oadby Village Hall Trust ("the Trust") was established as a grant-making charity for the general benefit of the inhabitants of Oadby, for which provision is not made out of rates, taxes or other public funds.
- 1.2. In accordance with the Trust's Scheme of Regulation and Administration ("the Scheme"), the Council is entitled to appoint two nominative Trustees for a term of four years. The Trustees may, but need not be, serving Members of the Council.
- 1.3. Councillor David M Carter currently serves as one of the two nominative Trustees. The term of office for the second nominative trustee, Mrs Kay F Relf, expired in July 2017. Mrs Relf has indicated her willingness to be re-appointed for a further four year term.
- 1.4. All current serving Oadby Members were given the opportunity to submit an expression of interest in becoming a nominative Trustee. As such, an expression of interest was submitted by Councillor Mrs Samia Z Haq.

2. Recommendation(s)

The Council is asked to give consideration to the supporting statements (as set out at Appendices 2a and 2b) and resolve accordingly to either:

- 2.1. Re-appoint Mrs Kay F Relf as a nominative Trustee to serve a term of four years with effect from 05 December 2017; or
- 2.2. Appoint Councillor Mrs Samia Z Haq as a nominative Trustee to serve a term of four years with effect from 05 December 2017.

3. Information

- 3.1. The Council appoints to a number of organisations in the Borough in order to best represent the interests of the Council locally, regionally and at national level. These appointments provide an opportunity for Council representatives to be involved in the work of a range of community and charitable organisations and feed back to the Council on the work being undertaken.
- 3.2. Section 3 of the Trust's Scheme (as set out at **Appendix 1**) states that: '*...Trustees shall be persons who through residence, occupation or employment, or otherwise have special knowledge of Oadby and the neighbourhood thereof.*'
- 3.3. Mrs Relf and Councillor Haq have outlined how they meet the qualifying criteria specified in paragraph 3.2 above by way of Supporting Statements (as set out at **Appendices 2a** and **2b**). The Trust does not receive any grant funding from the Council, therefore it is not necessary that the trustee be an elected Member.

Background Documents:

Appendix 1 - Scheme of Regulation and Administration for Oadby Village Hall Trust

Appendix 2a – Supporting Statement (Mrs Kay F Relf)

Appendix 2b – Supporting Statement (Councillor Mrs Samia Z Haq)

E-mail: steven.tucker@oadby-wigston.gov.uk

Tel: (0116) 257 2605

Implications Appointment of Nominative Trustees to Oadby Village Hall Trust	
Finance	There are no implications.
Chris Raymakers (Head of Finance, Revenues and Benefits)	
Legal	The Trust's Scheme requires the Council to appoint two nominative Trustees for a period of four years. Should the Council agree to the appointment of the Trustees as recommended, this would be in accordance with the Scheme.
Dave Gill (Head of Law and Governance / Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> No Corporate Risk(s) Identified
Steven Tucker (Electoral Services Manger)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1)
Steven Tucker (Electoral Services Manger)	Council appointments provide an opportunity for Council representatives to be involved in the work of a range of community and charitable organisations and feed back to the Council on the work being undertaken.
Vision & Values (V)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision)
Steven Tucker (Electoral Services Manger)	Council appointments provide an opportunity for Council representatives to be involved in the work of a range of community and charitable organisations and feed back to the Council on the work being undertaken.
Equalities & Equality Assessment(s) (EA)	There are no implications.
Steven Tucker (Electoral Services Manger)	<input checked="" type="checkbox"/> Not Applicable (EA)

- 2 -

TRUSTEES AND VESTING.

3. Trustees. - The body of Trustees shall consist when complete of five competent persons being

Two Nominative Trustees and
Three Co-optative Trustees.

The Nominative and Co-optative Trustees shall be persons who through residence, occupation or employment, or otherwise have special knowledge of Oadby and the neighbourhood thereof.

4. Nominative Trustees. - Except at first as hereinafter provided the Nominative Trustees shall be appointed by the Council of the Urban District of Oadby. Each appointment shall be made for a term of four years at a meeting convened and held according to the ordinary practice of the council. The chairman of the meeting shall cause the name of each person appointed to be notified forthwith to the Trustees or their clerk. The person appointed may be but need not be a member of the council.

5. First Nominative Trustees. - The following persons shall be the first Nominative Trustees and subject to the provisions hereinafter contained for determination of trusteeship shall be entitled to hold office as appointees of the council for the following periods respectively:

Maxwell Allan Waite, of 89 Stoughton Road,
Oadby, Solicitor,
for four years from the date of this Scheme; and
John Trevor Sawday, of Blackthorn Point,
Blackthorn Lane, Oadby, Architect,
for two years from the said date.

6. First Co-optative Trustees. - The following persons shall be the first Co-optative Trustees and subject to the provisions hereinafter contained for determination of trusteeship shall be entitled to hold office for the following periods respectively:

Walter Charles, of 18 Meadowcourt Road, Oadby,
Retired Heating Engineer, and
John Antony Holland, of 2 Birkdale Avenue,
Leicester, Solicitor,
both for five years from the date of this Scheme; and

N1005-12-12-72x(1)

To Anne Court Interim Chief Executive Oadby & Wigston Borough Council

From Kay Relf

Re: Appointment to the Oadby Village Hall Trust.

I have lived in Oadby for 39 years and have been involved in local and community groups most of that time. These Groups range from being a primary school governor, serving as a Beauchamp Community College Committee Member, several years of running a summer play scheme, volunteer secretary of the Walter Charles Centre Management Committee and serving on the Oadby Educational Foundation and the Oadby Village Hall Trust.

During my 10 years serving as a Borough Councillor I gained an insight into what was possible for the Council to fund which fits in with the Oadby Village Hall Trust. The money at OVHT's disposal is for Oadby residents in need and for funding projects with charitable, non-profitmaking organisations and cannot be used to supplement items which could/should be funded by the Council.

My experience and knowledge of Oadby and the residents has proved of benefit in helping the Trustees come to their decisions.

Dear Trust Members,

I feel I am suited for the above post as I have a great deal of local knowledge and have built key relationships with organisations and groups in the local area such as the Oadby Stakeholders and other Community groups. I have a huge passion and drive to build and develop the skills of young people through educational activities. I am self-driven, work well under pressure, enthusiastic and love to take on new challenges.

I have over 10 years of experience in working within the community as a local councillor as well as in the voluntary and statutory sectors including project managing large scale events, fundraisers, outdoor youth events. I hold good knowledge of voluntary and charitable sector from applying for funds and managing budgets. I am competent with emergency procedures, confidentiality, and managing staff, volunteers and facilitating key relationships with professionals and relevant partners.

Given the diverse nature of Oadby's communities it gives extra advantage coming from the minority background to forge close relationships within hard to reach ethnic groups. I can reach out to community groups through social media such as Facebook and Twitter as well as holding one to one meetings.

The impact of having the Oadby Education Trust is mutually beneficial to both the young people and the residents of Oadby and the grant available brings together people from all walks of life to bring about and celebrate the achievements of our next generation.

I would work alongside the Organisation, community groups and young people from schools, colleges, and faith based groups to get their input on how Oadby Education Trust would be best suited for them.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours Faithfully,
Samia Haq

Agenda Item 17



Council	Tuesday, 05 December 2017	Matter for Information and Decision
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Title: **Review of the Oadby, Wigston and South
Wigston Residents' Forums**

Author(s): **Anne Court (Interim Chief Executive)**

1. Introduction

- 1.1. At the Council meeting on 5 September, Members were asked to provide policy guidance on the proposals contained within a report on the future administrative and governance arrangements for the three Residents' Forums ("the Forums"). This policy guidance and report was circulated at the next cycle of Forums for consultation.
- 1.2. As part of this review, Members asked that thought also be given regarding how to increase participation from local residents from within the three town areas.
- 1.3. This report sets out below the feedback from the consultation with the Forums.

2. Recommendation(s)

- 2.1. That Council notes the information in the report.
- 2.2. That the Interim Director of Services and the Monitoring Officer draft revised Terms of Reference for the Forums from the proposals within the report of 5 September 2017, taking into account the feedback received from Members and residents, and the draft Terms of Reference to be brought to the next Council meeting on 22 February 2018 for approval with further consultation on the draft at the Forums in February/March.
- 2.3. That Council considers the feedback from residents on how to increase participation from local residents' and give any further policy guidance as may be necessary.

3. Information

- 3.1 The report of 5 September 2017 set out proposals and options in relation to:
 - a. Clarity on the type of grants Forums can consider and the application process;
 - b. Chairing the Forums;
 - c. Constitution and Funding the Forums; and
 - d. Setting the agenda for meetings of the Forums.

As part of the policy guidance, Members felt that any changes agreed must be consistent across all three Forums.

- 3.2. In addition to the proposals and options set out in the report of 5 September, a consultation based on three questions had been circulated at the Forum meetings in July and September. The three questions were:-
 1. How is your Forum working for you?
 2. What could your Forum be doing differently?
 3. What more could your Forum do to make it more accessible to residents?

The feedback on these three questions is also incorporated below.

4. Grants

4.1. Members commended the clarification of "one-off" grants and financing in general, but agreed that the pro-forma application forms were too complex for the relatively small sums of money that the Forums distributed to local groups and individuals.

4.2. Members suggested that small grants (i.e. up to £200) could be awarded by Forums without the need to complete excessive amounts of paperwork.

4.3. Feedback from Oadby

- Oadby residents wished the Council to continue to fund the three Residents' Forums;
- Funding not to be accessible to businesses;
- Have the Council provide a clear and simple form filling process for organisations requesting large sums of money. This should include monitoring, evaluation and a check on the efficiency of the organisation including accounts, as part of the process;
- Funding for sums as small as £200 to £300 should have a shorter application form process made applications available;
- Questions on funding proposals be placed in writing with the Community Engagement Officer before the Forum meets and it be placed on the agenda; and
- Residents requesting a bin, bench or bus shelter should not be required to fill in a form as the money was Council money and was not being giving to an individual resident.

4.4. Feedback from South Wigston

- Money in the Forum funds needs to be accountable before being granted and afterwards;
- Funding applications in a range up to £500 have use of a more simplified form;
- Multiple funding applications for the same items and for the same sums should not be presented to the three Forums;
- Questions on making funding proposals should be placed with the Community Engagement Officer before the Forum meetings and be placed on the agenda for discussion; and
- All groups requesting funding should have accounts.

4.5. Feedback from Wigston

- Have a more formal procedure for spending requests without making it too difficult e.g. brief application form for sums up to £500;
- Applicant must speak at the meeting when making the request;
- Requests to be submitted three weeks before the meeting and clearly identified in the agenda;
- Publish rules about what activity/cost can be applied for and from which groups;
- If the application covers the whole Borough, applicants should be made aware that they should approach each Forum for a proportion of the money; and
- Questions on funding proposals are to be placed with the Community Engagement Officer before the Forum meeting in order that they can be added to the agenda.

4.6. A proposed structure, monitoring and governance arrangements for Forum grants is

incorporated within a wider report on “Third Sector and Community Support funding” as a separate item on the agenda for this Council meeting. The proposals take into account the common themes of the feedback, for example to make the application process simple for small funding sums.

5. Chairing of the Forums

5.1. Members general view was that the chairing of the Forums should continue to be by an elected Member rather than a local resident given the need for the Chair to understand the operations of the Council and to have easy access information and resources.

5.2. Members proposed that the Forum Chairs could, in future, be any elected Member, not necessarily one whose ward was within the geo-political area of the Forum.

5.3. Feedback from Oadby

Agreed that the Forum meetings should be chaired by an elected Member.

5.4. There was no specific feedback from the South Wigston and Wigston Forums on this.

6. Constitution and Funding

6.1. Members were happy that the financing of the Forums should be included in the Council annual budget-setting exercise.

6.2. Members felt the current Terms of Reference for the Forums as contained in the Council’s Constitution should be redrafted.

6.3. Feedback from Oadby

- The terms of the Forums be brought to the next meeting.

6.4. Feedback from South Wigston

- The Forum needs to fulfil its Terms of Reference. These should not under any pretext be changed.

6.5. Feedback from Wigston

- The Constitution/Rules for the Forum as incorporated in the Council’s Constitution be agreed in a meeting and published to all residents; and
- Have the same Constitution/Rules for all three Forums.

7. Setting the Agenda for Meetings of the Residents’ Forums

7.1. Members were keen to stress that the Forum meetings were non-political and that agenda items should not touch on political matters.

7.2. Members were happy that the agenda for Forums should continue to be set by either agreeing at the conclusion of a meeting what should appear on the next meeting’s agenda and/or by residents’ contacting the Chair of the Forum to agree an item.

7.3. Feedback from Oadby

- Have an accessible copy of the agenda and minutes placed in the library;
- Draft minutes be made ready within ten working days and placed online within fifteen working days;
- Fewer presentations, keep short; and
- Local police updates very important.

7.4. Feedback from South Wigston

- Draft minutes to be made ready within ten working days and placed online within fifteen working days;
- Minutes should not be verbatim but provide an essence of what was discussed with the actions;
- Residents and the Chair should set the agenda;
- Minutes taken in all three Forums are unsatisfactory. Employ a professional minute taker. Minutes should reflect criticism of the Council and elected members; and
- Presentations only where relevant.

7.5. Feedback from Wigston

- Too many unnecessary presentations leaving not enough time for residents' questions. Have less formal presentations - put them lower down the agenda. Is it necessary for the Police to report every time?;
- Make a clear distinction between "Capital Projects Update" and "Forum Budget Update". Have a separate item for spending requests as this currently gets mixed up with budget updates;
- Have items raised by residents and ideas for future items at the top of the agenda after the formal apologies and minutes of the last meeting; and
- Different views on the issue of draft minutes arose from the feedback to the questionnaire at the meeting. The response to the questionnaire was minutes to be available within three weeks of the meeting so that residents can recall what was said and check the draft minutes so that if necessary. At the meeting it was proposed draft minutes to be made ready within ten working days and placed online within fifteen working days.

8. **Residents' Feedback on Increasing Participation From Local Residents**

8.1. Feedback from Oadby

- In the main it works well – useful for getting information on what is happening in the Borough;
- Advertise more and for longer on the Bell Street notice board and in shops; and
- The Forum is too early in the evening; suggest a 7 pm start to attract younger audience, those who work in the day etc.

8.2. Feedback from South Wigston

- The Forum does not include the whole community - it is not working;
- Councillors need to listen to residents;
- Serious debate is not encouraged;
- Bring large issues from the Council to the Forum;
- Relevant officers, including the Chief Executive, should attend the Forum to answer questions; and
- Have more explicit use of working groups - have a working group in each Forum to plan specific ways to increase attendance.

8.3. Feedback from Wigston

- The Forum is working reasonably well;
- Advertise widely and in good time before meetings, use Twitter and Facebook;
- Allow people to submit comments/questions on line;
- Discussion on health provision in the locality;
- More discussion on major planning applications and presentations by applicants;
- More discussion on Council Finances and Council Tax;
- Check that those attending are local residents and if not, why they are attending; and;
- Replace the term "Forum" with "Residents' Meeting "

8.4. **Other Common Themes from Residents' Feedback**

- There needs to be more accountability for agreed actions and reporting back to the next meetings - requests take too long to resolve; and
- Voting systems need to be agreed

Background Documents:

Report to Full Council on 5 September 2017

Minutes of Meetings of the Forums between July and November 2017.

Feedback on the three question "Consultation Questionnaire" to the Forums.

E-mail: anne.court1@oadby-wigston.gov.uk

Tel: (0116) 257 2600

Implications Review of the Oadby, Wigston and South Wigston Residents' Forums	
Finance	Although there are no new direct implications from this report it is important that a robust system of financial governance is put in place for the forums so that the public can be assured that the Council is allocating public money appropriately.
Chris Raymakers (Head of Finance, Revenue and Benefits)	
Legal	The report is satisfactory.
Dave Gill (Head of Law and Governance / Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Decreasing Financial Resources (CR1)
Anne Court (Interim Chief Executive)	<input checked="" type="checkbox"/> Organisational/Transformational Change (CR8)
Corporate Priorities (CP)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1)
Anne Court (Interim Chief Executive)	<input checked="" type="checkbox"/> Effective Service Provision (CP2)
Vision & Values (V)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision)
Anne Court (Interim Chief Executive)	<input checked="" type="checkbox"/> Accountability (V1)
	<input checked="" type="checkbox"/> Teamwork (V3)
	<input checked="" type="checkbox"/> Customer Focus (V5)
Equalities & Equality Assessment(s) (EA)	An EA will be completed once further consultation and policy guidance has been sought from resident and Members.
Anne Court (Interim Chief Executive)	<input checked="" type="checkbox"/> Not Applicable (EA)

Agenda Item 18



Council	Tuesday, 05 December 2017	Matter for Information and Decision
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Title: **Third Sector and Community Support Funding**

Author(s): **Stephen Hinds (Director of Finance and
Transformation / Section 151 Officer)**

1. Introduction

- 1.1. The Council works with many third sector and community bodies, ranging from contractual agreements to deliver services on behalf of the Council, granting financial support to support third sector bodies such as Age UK, to supporting Town Forums.
- 1.2. Under the current systems in place, there has been various methods for funding to be applied for, allocated, approved and monitored across the Council, and it is now the time to address any inconsistencies and give a formal structure to these processes that is consistent across the authority.
- 1.3. It is suggested that this area is now handled under the umbrella term of 'Third Sector and Community Support' ('the TSCS area'). This would encompass the following:
 - Contractual Funding
 - Core Support Funding
 - Neighbourhood Forums
 - Borough-wide Community Initiatives
 - Health and Wellbeing
 - Community and Youth Grant Scheme
- 1.4. The funds that will be included under this umbrella are all discretionary funds (i.e. the Council has full control over the amounts and whether to distribute them or not) except for the Health And Wellbeing funding which is a ring-fenced fund given by the Public Health Commissioner to the Council to deliver their objectives.

2. Recommendation(s)

That Council approve the structure, monitoring and governance arrangements of the 'Third Sector and Community Support' (TSCS) area.

3. Organising Structure

- 3.1. For the ease of monitoring and transparency, all monies relating to these areas (both income and expenditure) would be held under a central budget called 'Third Sector and Community Support' which would be clearly identifiable within the Council's budget, and would be reported accordingly.
- 3.2. For clarity, within this budget, it would be broken down by each of the aforementioned areas, and by each of the grants/projects/contracts within each area, ensuring transparency and ease of monitoring.
- 3.3. It is understood that each element of the TSCS area is unique, and the authority needs to ensure that, whilst funds are budgeted under one roof, management,

monitoring, applications, approvals and reporting are to the appropriate places.

- 3.4. The key elements of this report, and as to how the organisation moves forward, is how funding/contracts are awarded, what criteria must organisations meet and how they are monitored. As part of any application or bidding process, the applicant must not only state what the monies will be spent on, but also what outcomes will be achieved. These must be agreed by both parties prior to any approval of funding. Equally, these agreements must be monitored to ensure that the outcomes are achieved, and that the Council is allocating funding appropriately. The report summarises and gives examples of how this would work, and how it is tailored for the various categories, or the size of the amounts.
- 3.5. The following details how each area deals with applications including both the application process and how they are approved. The application process can be found in Appendices A and B.

4. Funding Process

Contract Funding

- 4.1. Contract funding relates to contracts issued with Third Sector and Voluntary Sector bodies that provided services on behalf of the Council. Examples of Contract Funding including contracts with Helping Hands and the Citizen Advice Bureau (CAB). The term application for these types of contract is a misnomer, given that the authority procures this work, rather than organisations applying. However, for the sake of consistency, the term application will still apply for the purpose of this report.

Contract Funding	
Application Process	Council procures service. This is by direct approach or by opening to applications. Contract offers are assessed and awarded as per the Council's procurement guidelines.
Approval Process	Approved by the Policy, Finance and Development Committee.
Monitoring Arrangements	Contracts are held on the Council's Contract Register and are monitored as per contract management practice within the Council.
Financial Monitoring	Finances are detailed within the Revenue Monitoring Outturn Reports to the Policy, Finance and Development Committee.

Core Support Funding

- 4.2. Core funding is support the Council provides to Third Sector and Voluntary Sector bodies to assist them in carrying out their activities. For example, the Council currently contributes to Age UK within the Borough to assist them in providing their services. Whilst this funding does not directly correlate to specific projects, it does enable them to continue to function. Applications for Core Funding should be made for periods of one to three years. This would enable organisations to plan for, and help to secure their medium term futures, enabling improved chances of delivering their organisational goals.

4.3.

Core Support Funding	
Application Process	Applications are to be made via the application process (examples can be found in appendices A & B) – with bids of less than £500 taking the form of a short application, and bids greater than £500 taking the form of a more comprehensive application form.
Approval Process	Approved by the Policy, Finance and Development Committee.
Monitoring Arrangements	Agreed outcomes are monitored as part of a “Third Sector and Community Support” report that is reported to the Policy, Finance and Development Committee
Financial Monitoring	Finances are detailed within the revenue monitoring outturn reports to the Policy, Finance and Development Committee.

Residents’ Town Forums

- 4.4. Residents’ Town Forums are to be found in Oadby, Wigston and South Wigston and are designed to increase public involvement in public services. They also aim to help shape the Council’s policies for public services, provide challenge and feedback on these services and to promote community cohesion. Each forum has informally adopted additional relevant terms of reference for their specific area, and each forum reports to the relevant committees. The forums have two elements that relate to this paper, with these being Direction of Council spend and Grant Making to Third Parties.
- 4.5. Direction of Council spend is where forums make suggestions and recommendations for the Council to spend on activities/items within their Forum’s area (e.g. the recommendation that the Council spend monies on an additional waste bins or benches). This funding is provided from existing Council budgets.
- 4.6. Grant Making to Third Parties is where the Forum wishes to provide an event, service or activity (e.g. if the Forum wished to purchase a waste bin, or hire a marquee, the Forum would apply and recommend that the action is taken) If approved, the funding would be released or if over £500, released upon receipt of invoice.
- 4.7. As with Contracts, the term application for Direction of Council Spend is a misnomer, given that this a recommendation of Council spend, rather than organisations applying. However, for the sake of consistency, the term application will still apply for the purpose of this report.

4.8.

Residents’ Town Forums: Direction of Council spend	
Application Process	Applications are to be made to the Policy, Finance and Development Committee via brief business cases that make suggestions, full costings and recommendations. Note that bids of less than £500 taking the form of a short

	application, and bids greater than £500 utilise the same premise as the generic application form (Appendix C)
Approval Process	Approved by the Policy, Finance and Development Committee.
Monitoring Arrangements	Twofold monitoring – agreed outcomes are reported to the relevant forum, and these are also monitored as part of the “Third Sector and Community Support” report that is reported to the Policy, Finance and Development Committee.
Financial Monitoring	Finances are detailed within the revenue monitoring outturn reports to the Policy, Finance and Development Committee.

4.9.

Residents’ Town Forums: Grant making to third parties	
Application Process	Applications are to be made to the Policy, Finance and Development Committee via brief business cases that make suggestions, full costings and recommendations. Note that bids of less than £500 taking the form of a short application, and bids greater than £500 utilise the same premise as the generic application form (Appendix C)
Approval Process	Approved by the Policy, Finance and Development Committee.
Monitoring Arrangements	Twofold monitoring – agreed outcomes are reported to the relevant forum, and these are also monitored as part of the “Third Sector and Community Support” report that is reported to the Policy, Finance and Development Committee.
Financial Monitoring	Finances are detailed within the revenue monitoring outturn reports to the Policy, Finance and Development Committee.

Borough-Wide Community Initiatives

- 4.10. Events or requests for funding that cover a wider remit than a neighbourhood forum (i.e. place shaping) or are a recurring event would be funded from the Community Initiatives budget.
- 4.11. It is recommended that items such as Christmas Events be budgeted from such a fund and managed by the Town Centre Manager. In this example, not only is the potential duplication of costs minimised, but the central co-ordination could benefit with economies of scale and the expertise of the Town Centre Manager.

4.12.

Borough-Wide Community Initiatives	
Application Process	Applications are to be made via the application process (examples can be found in appendices A & B) – with bids of less than £500 taking the form of a short application, and bids greater than £500 taking the form of a more comprehensive application form.
Approval Process	Approved by the Community Engagement Forum.
Monitoring Arrangements	Agreed outcomes are monitored as part of a “Third Sector and Community Support” report that is reported to the Policy, Finance and Development Committee.
Financial Monitoring	Finances are detailed within the revenue monitoring outturn reports to the Policy, Finance and Development Committee.

Health and Wellbeing

- 4.13. The Council currently receives grant funding from the Public Health Commissioner (at Leicestershire County Council) in addition to Leicestershire & Rutland Sport.
- 4.14. The Council’s Health & Leisure Services team produce a locality Action Plan, based on Leicestershire County Council’s criteria and the identified allocation of funding for the Borough. A formal presentation is given to the County Commissioning Group as part of the grant application process, and approval granted or changes made as required by County. The Health & Leisure Team then sub-commission the grant to local deliveries, in order to aid sustainability.
- 4.15. All funds are spent in line with the approved locality Action Plan. Reports are provided to County regularly via Network meetings and formal visits by Commissioning Group representatives. Quality Assurance of activities takes place regularly by the Council’s Leisure Team to ensure high quality programmes are delivered.
- 4.16. Formal reporting is also submitted to County every 6 months. This includes equality data, number of participants and attendance figures. These are cross-referenced with the locality Action Plan to ensure they are on track. In addition 6 case studies are submitted to County every 6 months to reflect the difference the funding is making to local groups and individuals. The Local Sports Alliance and the Health & Wellbeing Board act as “check and challenge” groups.
- 4.17. Therefore, the application, approval and monitoring of these funds are exempt from that of the other discretionary funds. However, as with all of the funds contained within this area, they would be reported to the Policy, Finance and Development Committee.

Community and Youth Grant Scheme

- 4.18. The Community and Youth Grant Scheme aims to provide financial assistance to local groups, youth groups and in exceptional circumstances individuals in order to fund one-off projects. The funding can be used to assist with travel, equipment or costs

associated with the setting up of a new project, but will not support 'every day' expenditure such as rent or room hire.

4.19. The scheme is successful and currently funds approximately £4000 per annum in grant funding, with bids normally being in the region of the low hundreds of pounds. The application process can be found below and criteria for applications, along with the application form, can be found in Appendix D.

4.20.

Community and Youth Grant Scheme	
Application Process	Applications are to be made via the application process (application form can be found in Appendix D).
Approval Process	Approved by the Community Engagement Forum.
Monitoring Arrangements	Agreed outcomes are monitored as part of the reporting to the Community Engagement Forum
Financial Monitoring	Finances are detailed within the revenue monitoring outturn reports to the Policy, Finance and Development Committee.

5. Overarching Governance Arrangements

5.1. There is a number of overarching governance arrangements that would apply to the funding of the discretionary funds. These include:

- A full report at year end should identify all spend to all bodies. This should also identify what the agreed outcomes of the funding where and whether they were achieved;
- A review of actions that may be taken should be carried out if agreed outcomes of funding agreements were not achieved;
- An organisation may only apply once per year to any of the discretionary funds. If an individual is a member of multiple organisations or bodies, then a maximum of two can apply per year;
- Any member involvement with any application will be declared in the first instance; and
- Funding bids would be received on a quarterly basis throughout the year (or until the funding available for the year is fully utilised).

5.2. A dedicated page on the website will be made available for each of the categories of funding to allow applicants to access guidance and download/complete the application forms electronically.

6. Further Work and Other Areas

This report does not look at items such as economic development or sponsorship and these areas will be looked into in due course.

Background Documents:

Appendix A - Generic <£500 Application Form

Appendix B - Generic >£500 Application Form
Appendix C1 – Residents’ Town Forums’ <£500 Application Form
Appendix C2 – Residents’ Town Forums’ >£500 Application Form
Appendix D - Community and Youth Funding Application Form

E-mail: stephen.hinds@oadby-wigston.gov.uk

Tel: (0116) 257 2681

Implications Third Sector and Community Support Funding	
Finance	Whilst there are no direct financial implications arising from this report, the improved methods of applications, approvals and monitoring will help ensure better value for money is achieved.
Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	
Legal	This report is satisfactory.
Dave Gill (Head of Law and Governance / Monitoring Officer)	
Corporate Risk(s) (CR)	<input checked="" type="checkbox"/> Decreasing Financial Resources (CR1) Improved controls will allow for better scrutiny and analysis of spend. <input checked="" type="checkbox"/> Reputation Damage (CR4) A consistent approach to Third Sector and Community Funding, along with improved transparency will lessen any detrimental effect on the Council's reputation. <input checked="" type="checkbox"/> Regulatory Governance (CR6) Improved governance arrangements arise from the implementation of the recommendations of this report.
Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	
Corporate Priorities (CP)	<input checked="" type="checkbox"/> An Inclusive and Engaged Borough (CP1) By having a thorough and equitable process for allocating funds to the Third Sector and Community Groups, we will ensure that inclusivity is a key driver in administering funds, whilst ensuring that there is access to funding throughout the Borough. <input checked="" type="checkbox"/> Effective Service Provision (CP2) Improved governance and consistent approaches to the application for Council funding will minimise officer time currently spent on disputes/queries. <input checked="" type="checkbox"/> Wellbeing for All (CP5) The ability to fund groups of all varieties across the borough enables the Council to improve wellbeing in areas that it would normally not be able to under its statutory duties.
Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	
Vision & Values (V)	<input checked="" type="checkbox"/> "A Strong Borough Together" (Vision) The Council can reach more groups of residents by working with the Third Sector and Community Groups than it can alone.
Stephen Hinds (Director of Finance and Transformation / Section 151 Officer)	
Equalities & Equality Assessment(s) (EA)	There are no equalities implications.
Stephen Hinds	<input checked="" type="checkbox"/> Not Applicable (EA)

(Director of Finance and
Transformation / Section 151
Officer)



Oadby & Wigston

BOROUGH COUNCIL

SMALL FUNDING AWARD GUIDELINES

For funding up to the sum of £500

Criteria for applying for a small grant award.

1. The small funding award is open to residents, local community groups and voluntary organisations based within the borough.
2. The funding can be used to help with the cost of equipment or costs associated with the setting up of a new project.
3. Awards must be made on a written application form.

Applications for funding awards should demonstrate how the proposed project will meet at least **1** of the Council's **5 Corporate Priorities**. **These priorities are:**

- **An Inclusive and Engaged Borough**
- **Effective Service Provision**
- **Balanced Economic Development**
- **Green and Safe Places and**
- **Wellbeing for All.**
- **And the Council's Vision "A Stronger Borough Together".**

Successful applicants may only re-apply for further funding-annually, providing funding requested is for a new project. Provide **1 quote** to support the application.

How to apply:

- Complete the attached application form and return it to the Community Engagement Officer by email, or post (**address below**).
- Confirm how much you are applying for, with supporting documentation.
- For monitoring purposes the completion of an official evaluation and monitoring form will be required once your project has finished.
- In any publicity associated with your project please make reference to the project being financially supported by Oadby and Wigston Borough Council.
- Should your project not be delivered, due to unforeseen circumstances, funding received must be returned to Oadby and Wigston Borough Council.



Oadby & Wigston

BOROUGH COUNCIL

Small Funding Award Application Form
For funding up to the sum of £500

1.	Name of the Person, Organisation / Club	
2	Contact name	
3	Contact address	
4	Contact telephone number	
5	Email address	
6	Aims and Objectives of the Group/Organisation?	
7	Are you receiving or are you to receive any other funding for this project? If yes, who from and how much?	£ £ £
8	Please provide a brief description for what the funding will be used for.	
9	Please provide the following details about your project:	
	a. Start date of project	
	b. Finish date of project	

	<p>c. Venue for project</p> <p>d. Total funding amount requested</p> <p>e. Please show break-down of the total cost of your project</p>	£
9	How will the Community benefit from the proposed project?	
10	How will this project meet at least 1 of the 5 Corporate Priorities and Vision of the Council? (see criteria)	

11

Please print name:

Position held in Organisation/Group:Date:.....

Signature:

Declaration:

To the best of my knowledge all information provided in this application form and any attachments are true and accurate.

Office Use	✓ / x	Comments
Project Proposal Plan Received By:		
Date:		
Financial Information Provided:		
Appropriate quote provided as applicable:		

Oadby and Wigston Borough Council



Oadby & Wigston
BOROUGH COUNCIL

Project Funding Award Application Form

Project Title:
Contact Name:
Full Postal Address:
Postcode:
Email:
Telephone:

Is your group a

Registered Charity

Yes / No

If yes, please write the charity no:

A voluntary organisation

Yes / No

A community interest group

Other type of group *(please give details):*

Yes / No

Other(Please explain)

Project Activity

Tell us about what you want to do and how you will involve local people in the project? *Continue on an additional sheet of paper if necessary.*

If you are organising a public event, does your group/organisation have public liability insurance: **Yes / No** *(please give details)*

.....

Please describe how your project contributes and links to at least one of the Council's **5 Corporate Priorities** and our vision, "**A Stronger Borough Together.**"

The 5 Corporate Priorities are:

- An inclusive and Engaged Borough
- Effective Service Provision
- Balanced Economic Development
- Green and Safe Places and
- Wellbeing for All.

What need is your project or activity addressing and how has this been identified?

Planned Outcomes and their benefit to the community

Who will benefit from your proposal and what do you think the benefits (**outcomes**) will be to people residing in the area?

Approximately how many people will benefit from the project or activity?

How will you measure the success and impact of your project or activity on the local community?

When will your project or activity start and when will it be completed?

Sustainability

How will you ensure the local benefits of the project/activity continue in the future?

How much will your proposal cost? State what you need to carry out your project and if you have to pay for this, what is the estimated cost?

Breakdown of costs: <i>(e.g. Volunteers expenses, accommodation, materials)</i>	Amount
	£
	£
	£
	£
	£
	£
	£
	£
	£
TOTAL	£

Please identify any **“in kind”** support the project will receive-e.g; donations of funds, property, or professional expertise in order to support the project/activity.

Please give the **total** amount of funds you are requesting from the Council.

£:

How will you fund the difference (if any)?

Declaration:

I give permission for Oadby & Wigston Council to record my details and the Group/Organisation's details and to publicise successful funding applications. I declare the information provided within this application is correct to the best of my knowledge and will provide evaluation and monitoring information for the project.

Signed

Name (Block capitals)

Position in organisation/group

Date

Fair Processing Information for Grant Application Forms

Oadby & Wigston Council will use the information you provide on this form for the administration of funding. Your contact details will be added to a database held by the Council for the processing the funding and monitoring purposes. The Council may also use the information you provide to ensure that all its other information systems are up to date. The award of funding is reported publicly. All information held by the Council is liable to disclosure under the Freedom of Information Act and Data Protection Act unless it is exempt.

If you have any queries concerning the protection of personal privacy or publication of information please contact the Community Engagement Officer at Oadby and Wigston Borough Council or phone (0116) 2572648.

Carbon Reduction

APPENDIX B

Applications are required to address good environmental standards and to actively seek to reduce carbon outputs. It should show awareness of the Council's position on carbon output emissions. (Greening the Borough Policy).

Please return a copy of your application to:

Oadby & Wigston Borough Council, Community Engagement Officer,

Corporate Services, Station Road, Wigston, Leicestershire, LE18 2DR or email it to

veronika.quintyne@oadby-wigston.gov.uk

Office Use	✓ / x	Comments
Project Proposal Plan Received By:		
Date:		
Financial Information Provided:		
Appropriate Number of Quotes Provided as applicable:		

Oadby and Wigston Borough Council



Resident Forums' Capital Project Funding Award Application Form

Oadby and Wigston Borough Council has allocates funding across the three local Resident Forums to support local community projects. The Resident Forums cover: **Oadby, Wigston** and **South Wigston**. Before completing the form please read the accompanying guidance.

Project Title:
Contact Name:
Full Postal Address:
Postcode:
Email:
Telephone:

Is your group a registered charity

Yes / No
If yes, please write the charity no:

A voluntary organisation

Yes / No

A community interest group

Other type of group (please give details):

Yes / No

Other(Please explain)

Project Activity

Tell us about what you want to do and how you will involve local people in the project? *Continue on an additional sheet of paper if necessary.*

If you are organising a public event, does your group/organisation have public liability insurance: **Yes / No** (please give details)

.....

Please describe how your project contributes and links to at least one of the Council's 5 Corporate Priorities and our vision, "A Stronger Borough Together."

The 5 Corporate Priorities are:

- An inclusive and Engaged Borough
- Effective Service Provision
- Balanced Economic Development
- Green and Safe Places and
- Wellbeing for All.

What need is your project or activity addressing and how has this been identified?

Planned Outcomes and their benefit to the community

Who will benefit from your proposal and what do you think the benefits (**outcomes**) will be to people residing in the area?

Approximately how many people will benefit from the project or activity?

How will you measure the success and impact of your project or activity on the local community?

When will your project or activity start and when will it be completed?

Sustainability

How will you ensure the local benefits of the project/activity continue in the future?

How much will your proposal cost? State what you need to carry out your project and if you have to pay for this, what is the estimated cost?

Breakdown of costs: <i>(e.g. Volunteers expenses, accommodation, materials)</i>	Amount
	£
	£
	£
	£
	£
	£
	£
	£
	£
TOTAL	£

Please identify any **“in kind”** support the project will receive-e.g; donations of funds, property, or professional expertise in order to support the project/activity.

Please give the **total** amount of funds you are requesting from the Resident Forum.

£:

How will you fund the difference (if any)?

Declaration:

I give permission for Oadby & Wigston Council to record my details and the Group/Organisation’s details and to publicise successful funding applications. I declare the information provided within this application is correct to the best of my knowledge and will provide evaluation and monitoring information for the project.

Signed

Name (Block capitals)

Position in organisation/group

Date

Fair Processing Information for Grant Application Forms

Oadby & Wigston Council will use the information you provide on this form for the administration of funding. Your contact details will be added to a database held by the Council for the processing the funding and monitoring purposes. The Council may also use the information you provide to ensure that all its other information systems are up to date. The award of funding is reported publicly. All information held by the Council is liable to disclosure under the Freedom of Information Act and Data Protection Act unless it is exempt.

If you have any queries concerning the protection of personal privacy or publication of information please contact the Community Engagement Officer; at Oadby and Wigston Borough Council or phone (0116) 2572648.

Carbon Reduction

APPENDIX C1

Applications are required to address good environmental standards and to actively seek to reduce carbon outputs. It should show awareness of the Council's position on carbon output emissions. (Greening the Borough Policy).

Please return a copy of your application to:

Oadby & Wigston Borough Council, Community Engagement Officer,

Corporate Services, Station Road, Wigston, Leicestershire, LE18 2DR or email it to veronika.quintyne@oadby-wigston.gov.uk

Office Use	✓ / x	Comments
Project Proposal Plan Received By:		
Date:		
Financial Information Provided:		
Appropriate Number of Quotes Provided as applicable:		



Oadby & Wigston

BOROUGH COUNCIL

RESIDENTS FORUMS SMALL FUNDING AWARD GUIDELINES

For funding up to the sum of £500

The Oadby and Wigston Borough Council **Residents Forum Small Funding Awards** aims to provide financial assistance to fund one off Resident Forum projects or for the purchase of street furniture such as: a bench, bus shelter or bins.

GENERAL TERMS OF REFERENCE FOR ALL RESIDENTS FORUMS

1. To increase public involvement in public services;
2. To help shape the Council's policies for public services;
3. To challenge and give feedback on the performance of public services;
4. To promote community cohesion; and
5. To report to the relevant Committees.

Criteria for applying for a small grant award.

1. The small funding award is open to residents, local community groups and voluntary organisations based within the Oadby, Wigston and South Wigston areas.
2. The funding can be used to help with the cost of equipment or costs associated with the setting up of a new project.
3. Awards must be made on a written application form and be submitted within **7 working days** of a Resident Forum meeting taking place.

Applications for funding awards should demonstrate how the proposed project will meet at least **1** of the Council's **5 Corporate Priorities**. These priorities are:

- **An inclusive and Engaged Borough**
- **Effective Service Provision**
- **Balanced Economic Development**
- **Green and Safe Places and**
- **Wellbeing for All.**
- **And the Council's Vision "A Stronger Borough Together".**

Successful applicants may only re-apply for further funding-annually, providing funding requested is for a new project. Provide **1 quote** to support the application.

How to apply:

- Complete the attached application form and return it to the Community Engagement Officer by email, or post (**address below**).
- Confirm how much you are applying for, with supporting documentation.
- For monitoring purposes the completion of an official evaluation and monitoring form will be required once your project has finished.
- In any publicity associated with your project please make reference to the project being financially supported by Oadby and Wigston Borough Council Resident Forum.
- Should your project not be delivered, due to unforeseen circumstances, funding received must be returned to Oadby and Wigston Borough Council.



Oadby & Wigston

BOROUGH COUNCIL

Resident Forum Small Funding Award Application Form'
For funding up to the sum of £500

1.	Name of the Person, Organisation / Club	
2	Contact name	
3	Contact address	
4	Contact telephone number	
5	Email address	
6	Aims and Objectives of the Group/Organisation?	
7	Are you receiving or are to receive any other funding for this project? If yes who from and how much?	£ £ £
8	Please provide a brief description for what the funding will be used.	
9	Please provide the following details about your project:	
	a. Start date of project	
	b. Finish date of project	

	<p>d. Total funding amount requested</p> <p>e. Please show break-down of the total cost of your project</p>	£
9	How will the Community benefit from the proposed project?	
10	How will this project meet at least 1 of the 5 Corporate Priorities and Vision of the Council? (see criteria)	

11

Please print name:

Position held in Organisation/Group:Date:.....

Signature:

Declaration:

To the best of my knowledge all information provided in this application form and any attachments are true and accurate.

Office Use	✓ / x	Comments
Project Proposal Plan Received By:		
Date:		
Financial Information Provided:		
Appropriate quote provided as applicable:		



Oadby & Wigston

BOROUGH COUNCIL

Community and Youth Grant Scheme 'Project Funding'

The Oadby and Wigston Borough Council **Community and Youth Grant scheme** aims to provide financial assistance to local groups, youth groups and in exceptional circumstances individuals in order to fund one-off projects.

The funding can be used to assist with travel, equipment or costs associated with the setting up of a new project, but will not support 'every day' expenditure such as rent or room hire.

Grants cannot be awarded retrospectively. All applications must be submitted in sufficient time to be assessed by the panel prior to the project start date. The scheme is unable to accept applications from educational establishments or commercial organisations.

Criteria

1. The scheme is open to voluntary groups and clubs that are based and active within the Oadby, Wigston or South Wigston area. Applications from individuals will be considered in exceptional cases; however the applicant must be resident within the borough.
2. Applications for funding should demonstrate how the proposed project will improve the health and wellbeing of local residents.
3. Successful applicants may only re-apply for further funding bi-annually, providing funding requested is for a new project.
4. Funding will only be granted if membership arrangements of the group do not exclude any categories, unless for example in the case of football whose National Governing Body states mixed football is not permitted.
5. Groups or organisations working with young people / vulnerable adults should provide evidence of their Safeguarding / DBS Policy.
6. All groups/clubs applying for funding must attach a copy of their club's financial accounts with the application form.

To apply:

- Please complete the enclosed application form and return to Avril Lennox (address below).
- Confirm how much you are applying for, with supporting documentation.
- Please attach a copy of Club's financial accounts (preferably in the form of audited accounts), and if applicable a copy of your organisations Safeguarding/CRB policy.

Return to:

Avril Lennox MBE
Health & Leisure Services Manager
Oadby & Wigston Borough Council
Council Offices
Station Road
Wigston
Leicestershire
LE18 2DR

Your application will be assessed by the Community Grants panel at their next meeting (assessment dates listed below). Each application form will be assessed on its merits. The amount that may be awarded will depend on the amount of funds available, the number of applicants and the needs of the groups. Please note this is a 'small grants' scheme.

Grant scheme closing dates:

- Monday 15 May 2017
- Monday 14 August 2017
- Monday 13 November 2017
- Monday 12 February 2018

Terms and conditions for successfully funded projects:

- Oadby and Wigston Borough Council cannot be held responsible for matters legal or otherwise associated with your project.
- Sole responsibility for your project rests with you/your group.
- Any relevant legislation that may be associated with your project including health and safety and vulnerable adult or child protection, is implemented by your group.
- Your group must ensure all relevant insurance cover associated with the project is in place.
- For monitoring purposes the completion of an official evaluation form will be required once your project has finished.
- In any publicity associated with your project please make reference to the project being financially supported by Oadby and Wigston Borough Council.
- Should your project not be delivered, due to unforeseen circumstances, funding received must be returned to Oadby and Wigston Borough Council.



Oadby & Wigston

BOROUGH COUNCIL

Community Grant Scheme 'Project Funding application form'

1.	Name of Organisation / Club	
2	Contact name	
3	Contact address	
4	Contact telephone number	
5	Email address	
6	Name and address of Club's regular meeting venue?	
7	Name and address of Club Officers:	
	a. Chairman	
	b. Secretary	
	c. Treasurer	
8	Aims and Objectives of the Club?	
	Please tick age category of participants in your club / group / or individual.	Youth <input type="checkbox"/> Adult <input type="checkbox"/> Both <input type="checkbox"/> (under 25)
9	Date Club was formed?	
10	Number of Club members?	
11	Subscription rates:	
	a. Annual	£
	b. Monthly	£
	c. Weekly	£

12	How do you promote your club/ how can people become a club member?	
13	Please provide a brief description of your project.	
14	<p>Please provide the following details about your project:</p> <p>a. Start date of project</p> <p>b. Finish date of project</p> <p>c. Venue for project</p> <p>d. Funding amount requested</p> <p>e. Please show break-down of the total cost of your project</p>	<p>£</p>
15	How will your Club benefit from the proposed project?	
16	How many people will be taking part/attending the project from your Club?	
17	<p>Is your project 'Open to All'? <i>(projects must be 'open to all' to receive funding).</i></p> <p>Please confirm how people</p>	

	can join in with your project?	
18	How will this project meet the Corporate Priorities/ collective vision, (see below document).	
19	<p>Have you applied for any other funding in the last 12 months?</p> <p>If yes, please state name of funding organisation?</p> <p>How much was granted?</p> <p>How was this funding used?</p>	<p>(Please tick) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <hr/> <p>£</p> <hr/>
20	Any other comments:	

(Please attach a copy of your Organisation/Club accounts)

Declaration:

To the best of my knowledge all information provided in this application form and any attachment documentation is true and accurate.

20	<p>Signature:</p> <p>Please print name:</p> <p>Position held in Organisation/Group</p> <p>Date</p>
----	--

Please return completed application form, copy of Club accounts and any relevant supporting documentation (e.g. Safeguarding Policy) to:

Avril Lennox MBE

Health & Leisure Services Manager, Oadby & Wigston Borough Council,
Station Road, Wigston, Leicestershire, LE18 2DR



Oadby & Wigston

BOROUGH COUNCIL

OUR CORPORATE PRIORITIES

By working together through our chosen VALUES, we will focus on the below CORPORATE PRIORITIES to help meet our collective VISION.

We will deliver: **An Inclusive and Engaged Borough**

We will deliver: **Effective Service Provision**

We will deliver: **Balanced Economic Development**

We will deliver: **Green and Safe Places**

We will Deliver: **Wellbeing for All**

OUR VISION

Oadby & Wigston Borough Council's over-arching VISION is to deliver:

A STRONGER BOROUGH TOGETHER



Council	Tuesday, 05 December 2017	Matter for Decision
----------------	--------------------------------------	----------------------------

Title: **Recommendations of the Independent Remuneration Panel**

Author(s): **Anne Court (Interim Chief Executive)**

1. Introduction

This report has been produced by the Independent Remuneration Panel (IRP) which considers and recommends to Council any and all matters that relate to Members Allowances. This report follows on from an earlier report in December 2015 relating to payment for additional time the Leader of the Council has spent on Council business.

2. Recommendation(s)

The Leader of the Council receive an additional final payment of £2,000 in relation to the additional time the Leader has spent on Council business over the past two years.

3. Information

- 3.1. In October 2015, the IRP received information in relation to the additional time it had become necessary for the Leader to spend on the governance of some specific council business since May 2015. The IRP considered it reasonable to recommend an interim payment of £1,000 at that time until further and fuller consideration could be given as to how this business developed.
- 3.2. Since October 2015, there has been a number of complex issues which the IRP has been appraised of and, in the circumstances, considers it reasonable to recommend that the Council pays an additional £2,000 as a final payment to the Leader.

4. Financial Information

Currently, under the Members Allowance Scheme for 2017/18, the role of the Leader receives a fixed Special Responsibility Allowance (SRA) of £10,000.

Background Documents:

Report to Full Council on 8 December 2015

E-mail: anne.court1@oadby-wigston.gov.uk

Tel: (0116) 257 2602

Implications Recommendations of the Independent Remuneration Panel	
Finance Chris Raymakers (Head of Finance, Revenues and Benefits)	The recommended final payment is within the budget set aside for 2017/18.
Legal Dave Gill (Head of Law and Governance / Monitoring Officer)	The Council has a duty to consider the advice of the Independent Remuneration Panel in determining Members' Allowances.
Corporate Risk(s) (CR) Anne Court (Interim Chief Executive)	<input checked="" type="checkbox"/> No Corporate Risk(s) Identified
Corporate Priorities (CP) Anne Court (Interim Chief Executive)	<input checked="" type="checkbox"/> Not Applicable
Vision & Values (V) Anne Court (Interim Chief Executive)	<input checked="" type="checkbox"/> Not Applicable
Equalities & Equality Assessment(s) (EA) Anne Court (Interim Chief Executive)	There are no equalities implications. <input checked="" type="checkbox"/> Not Applicable (EA)

MINUTES OF THE MEETING OF THE HEALTH AND WELLBEING BOARD HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 15 AUGUST 2017 COMMENCING AT 1.30 PM

PRESENT

Councillor J Kaufman (Chair)

COUNCILLORS

G A Boulter

OFFICERS IN ATTENDANCE

T Cawthorne (Environmental Health Officer)
Mrs A Lennox MBE (Health and Leisure Services Manager)
K Radford (Physical Activity Coordinator)
Miss M Whittingham (Sports Development Assistance - Legacy Maker)

OTHERS IN ATTENDANCE

James Naylor (Parklands Leisure Centre – SLM Contract Manager)
Dave Cliffe (Voluntary Action Group)
Sharon Aiken (Leicestershire County Council)
Amy Daniels (First Contact Plus)
PC Archer (Leicestershire Police)
Sam Gisborne (Alzheimer's Society)
Lesley Green (Oadby Trinity Church)
Claire Bradshaw (LCC Libraries)

1. WELCOME

The Chair, Cllr Jeffrey Kaufman, welcomed attendees to the meeting. This is the first health themed meeting of 2017/18 with a focus on Dementia and Mental Health.

2. APOLOGIES FOR ABSENCE

Cllr Anne Bond, Cllr Dr T Khong, Cllr Helen Loydall, Cllr J W Boyce, Debbie Preston, Dr Varakantam, Joy Husband, Julia Leadbetter, Lesley Thornton, Liz Bray, Sharon Rose, Suzanne Lucas

3. MINUTES OF THE PREVIOUS MEETING HELD ON 04 APRIL 2017

Three actions were identified from the April 2017 meeting, as follows:

No. 31a Locality Leadership meeting. The original date had to be changed. Awaiting new date.

No. 31c Mike Sands, joint health and wellbeing strategy, delivery plan. Confirmation that this was paused pending developments in relation to the sustainability and transformation plans (STPs) and the STP governance structure. The delivery plan will be worked up over the next couple of months, then Mike will provide an update.

No. 32b O&W HWBB priorities. These have now been finalised

4. 2017 AIR QUALITY ANNUAL STATUS REPORT (TONY CAWTHORNE)

Tony Cawthorne (OWBC Environmental Health Officer) provided an overview of the 2017 Air Quality report.

The report forms part of the statutory duties relating to Local Air Quality Management (LAQM) under Part IV of the Environment Act 1995 and the requirements to achieve the Air Quality Objective (AQO) concentrations. It aims to report on the implementation of local air quality management strategies and to report on progress in reviewing and maintaining ambient pollutant concentrations below the AQOs.

The first round of review and assessments of air quality for Oadby and Wigston Borough Council resulted in four Air Quality Management Areas (AQMA's) being declared based on modelling data for nitrogen dioxide concentrations in 2002. Following several years of passive diffusion tube monitoring data all four of the AQMA's were revoked in April 2008. Since the previous Updating and Screening Assessment 2016 (USA) there have been no developments in the Borough which could have a significant impact on air quality. Therefore it is not necessary to conduct a detailed assessment relating to any new sources of pollution.

The latest monitoring data shows that the AQOs for all of the air quality strategy pollutants are not likely to be exceeded in areas across the Borough during 2017. No NO₂ concentrations were exceeded at a relevant receptor between 2012 and 2016. The long term trend of nitrogen dioxide concentrations between 2003 and 2016 showed a gradual reduction in concentrations at all monitoring locations although this now appears to have plateaued. The Council been advised by DEFRA that the air quality objectives are to be looked at in more detail and additional monitoring is being undertaken.

The 2014 Progress Report stated that four of the monitoring points would be removed due to nine years of consistently low levels of NO₂. These were removed in June 2013 and are no longer reported on although the data still remains in some of the tables and graphs within this report.

5. CONSULTATION & ENDORSEMENT OF THE LEICESTER/SHIRE AND RUTLAND SPORT'S PHYSICAL ACTIVITY & SPORTS STRATEGY 2017-2021

Avril Lennox forwarded a copy of the Leicester-Shire & Rutland Sport (LRS) Physical Activity & Sport Strategy 2017- 2021, together with a copy of the briefing paper to all Board Members/attendees in advance of the meeting for consideration.

LRS is the County Sport Partnership for Leicestershire, Leicester and Rutland. They act as the delivery system for the development of sport and physical activity at a county level, working across the sporting landscape, actively supporting partners to increase participation in sport and physical activity.

Oadby and Wigston Borough Council and the locality have worked in partnership with LRS over many years, drawing down funding and utilising their networks and expertise for the benefit of local residents.

LRS has consulted widely with key partners in order to produce this new joint partnership strategy. This includes all county-wide Local Authorities, Local Sports Alliances, School Sports Partnerships as well as a range of groups, organisations and individuals.

This strategy aims to act as an effective way of demonstrating local strategic direction and intentions, based on feedback received. The strategy therefore provides a framework for local action and acts to support local and national funding bids to support the delivery of the vision, outcomes and ambitions identified.

The Oadby & Wigston Borough Council Leisure Team confirms its endorsement of the strategy, which we will use to shape our work across the borough, to increase participation rates and improve the health and wellbeing of local residents.

LRS intends to gain final adoption of the Strategy at the Leicester-Shire and Rutland Sport Board meeting on 6 October 2017, with a formal strategy launch on 2 November 2017 at the LRS Conference. In the meantime LRS aims to engage local key Members, Officers and colleagues in endorsing the LRS partnership-wide strategy.

A number of positive comments were received during the Oadby & Wigston Health & Wellbeing Board meeting. All confirmed their endorsement of the strategy.

The Chair, Councillor Jeffrey Kaufman, confirmed the Board's support and endorsement of the strategy.

AL to provide LRS with confirmation of the Boards endorsement.

6. OADBY & WIGSTON PRIORITY 1 - DEMENTIA / MENTAL HEALTH

Two updates were provided about current work taking place from groups already addressing this priority area of work:

- The Local Sports Alliance: James Naylor, Everyone Active, confirmed details of the planned Health & Wellbeing event which will be hosted at Parklands Leisure Centre (12 November 2017). This is being driven forwards by the LSA sub-group led by Haseeb Ahmad. In order to apply for external funding there is a need to gain insight, therefore this event will act as a consultation opportunity as well as provide information and fun activities to improve residents mental health and wellbeing. However it is important to note that other organisations not already engaged with the Local Sport Alliance are being encouraged to get involved and get the message out.
- Community Development Group: Dave Cliffe from Voluntary Action provided an update about the Oadby & Wigston and Blaby District Mental Health Forum which formed in September 2016. It aims to bring partner organisations together; map information on local wellbeing/mental health initiatives; encourage and disseminate good practice; develop a befriending service; and support project delivery.

The group meets once every two months. They are currently looking at practical steps to take the group forwards e.g. wellbeing cafés and then roll out across the borough.

Following the updates, meeting attendees were split into two groups to provide an opportunity to discuss how we can better work together to help our residents and whether something like a locality alliance option is one opportunity to work better, and thus gain access to funding.

Summary of findings:

Q1. How can our local group of health professionals, officers and service providers work together for the benefit of Oadby and Wigston residents?

- Constituted group – draw down funding
- Mapping of information – low key groups/charities
- Encouraging low key groups to have the confidence to promote what they offer
- Monthly meetings via Facebook for people who cannot attend meetings (Facebook page).
- Online forums – include talking points, post threads for those who can't go to these meetings.
- Providing opportunities for the public to befriend/volunteer vulnerable people
- Utilise the 'Healthier in Mind' survey (Leicestershire Partnership Trust) for Mental Health, with their valuable data and feedback, could incorporate into our objectives and outcomes.
- Hard to have a central outcome
- Raising awareness of what's happening locally
- Herbert Protocol – West Yorkshire Police for link for form to put on the website
- First contact plus – can we put a page about this on our website?
- Dementia Action Alliance – look to set this up
- Keeping information up to date

Q2. What support/action is needed to achieve the above?

- Creating a guide for 'how to set up a constituted group' guide, for those looking to develop their groups further and to support more local groups bid for funding to achieve outcomes.
- Finding the target group in the first place
- Find out what's going on in the borough and county, sharing information. Come to some form of agreement to enable organisations to share certain information with certain partners.
- More GP Referral – tap into the support staff in the surgeries; see if they are a better contact.

Q3. How will this action be measured?

- By number of participants / attendances
- Case studies which also confirm the health benefits achieved

Following the group discussions and feedback, it was identified that Dave Cliffe, Kane Radford and Avril Lennox would meet to take forwards the above information and look at how the current Mental Health Forum might work towards a formally constituted group.

7. ANY OTHER BUSINESS

PC Archer from Wigston Police provided the following information about the Herbert Protocol. The Herbert Protocol is a national scheme being introduced by West Yorkshire Police and other agencies which encourages carers to compile useful information which could be used in the event of a vulnerable person going missing.

Carers, family members and friends can complete in advance, a form recording all vital details, such as medication required, mobile numbers, places previously located, a photograph etc. In the event of your family member or friend going missing, the form can be easily sent or handed to the police to reduce the time taken in gathering this information.

Another scheme is Message in a bottle. This is a helpful for anyone who is elderly, disabled or who lives with dementia, diabetes, asthma, epilepsy or any condition that may cause loss of consciousness or memory. In the case of an emergency the attending medics will instantly recognise you have a medical condition from the green cross on a white square sticker on your front door. They will also know that in your fridge you will have put a bottle containing a sheet of paper detailing your condition, medication and doses, doctor, next of kin.



First Contact Plus:

Recent developments over the last few months, working with a number of organisations. There are 8 themed areas, which can be accessed on the website. The age group is now 16+ (not 18). Early intervention is the key, keeping people in their homes longer. Individuals can be referred in for benefits; some who may be isolated may be referred to the inclusion support services.

The Richmond Fellowship has been awarded the contract for the Mental Health Hubs for Oadby and Wigston and the Alzheimer Association has been awarded the contract for Dementia Services.

LCC & CCGs re/recovery. The mental health service starts on 2 October 2017. This will provide 1:1 and group support.

Cllr Anne Bond submitted the following AOB item:

This concerns the number of GP appointments missed.

AL confirmed that whilst the Oadby and Wigston Health & Wellbeing Board is not able to influence the appointment systems at local surgeries or influence attendance by residents, one of the 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.

In addition, and in preparation for 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. All board members will therefore be encourage to use their networks to get the message out.

8. FUTURE MEETINGS

The next meeting of the O&W HWBB will be on Wednesday 11 October 2017.

THE MEETING CLOSED AT 3.30 PM



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Chair
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.....
Wednesday, 11 October 2017
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*Printed and published by Democratic Services, Oadby and Wigston Borough Council
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

MINUTES OF THE MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 24 AUGUST 2017 COMMENCING AT 7.00 PM

PRESENT

Councillor L A Bentley (Chair)
Councillor Mrs L M Broadley (Vice Chair)

COUNCILLORS

G A Boulter
F S Broadley
R E Fahey
D A Gamble
J Kaufman
Mrs H E Loydall

OFFICERS IN ATTENDANCE

S J Ball (Senior Democratic Services Officer / Legal Officer)
D Gill (Legal Advisor)
R Redford (Planning Control Team Leader)
S Robshaw (Planning Control Enforcement Officer)

OTHERS IN ATTENDANCE

Councillor M H Charlesworth (Ward Councillor, Speaker)
A Smith (Public Speaker)

14. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors D M Carter, B Dave and R E R Morris.

15. DECLARATIONS OF INTEREST

None.

16. READING, CONFIRMATION AND SIGNING OF MINUTES

16a. MINUTES OF THE PREVIOUS MEETING HELD ON 15 JUNE 2017

In respect of application no. 17/00084/FUL (Nautical William, Aylestone Lane, Wigston, Leicestershire, LE18 1BA) at minute reference 8 (at page 5, para 2) it was requested that 'public speaker' be corrected to 'Ward Councillor'.

RESOLVED THAT:

The minutes of the previous meeting of the Committee held on 15 June 2017 be taken as read, confirmed and signed (as amended).

16b. MINUTES OF THE PREVIOUS MEETING HELD ON 20 JULY 2017

RESOLVED THAT:

The minutes of the previous meeting of the Committee held on 20 July 2017 be taken as read, confirmed and signed.

17. ACTION LIST ARISING FROM THE MEETING HELD ON 20 JULY 2017

The Committee was advised that the adoption of the Technical Housing Standards (Nationally Described Space Standard) was a matter for inclusion in the emerging Local Plan only and, therefore, could not be realised as a stand-alone policy. It was requested that Members were to be consulted before the completion of the final draft of the Local Plan and that the Committee was to be kept informed periodically as to its progress.

It was moved by Councillor Boulter, seconded by Councillor Mrs H E Loydall and

UNANIMOUSLY RESOLVED THAT:

- (i) The Action List be noted by Members; and**
- (ii) An update report on the adoption of the Technical Housing Standards be brought back to the next meeting of the Committee.**

18. PETITIONS AND DEPUTATIONS

None.

19. REPORT OF THE PLANNING CONTROL TEAM LEADER

19a. APPLICATION NO. 17/00285/FUL - 16 WELLHOUSE CLOSE, WIGSTON, LEICESTERSHIRE, LE18 2RQ

Mr A Smith, an adjacent neighbour, spoke upon the application. He stated that the development exceeded the permitted 3 metres and was of an extremely poor standard of workmanship. The scale of the development was said to limit his access and ability to maintain his property and boundary and restricted the passage of light. The fumes from the chimney were also perceived to amount to a nuisance. He also cited concerns vis-à-vis the disregard for building control and due planning process.

Councillor M H Charlesworth spoke upon the application as Ward Councillor for the Wigston All Saints Ward. He relayed similar concerns in respect of the development's impact upon the neighbouring dwelling. He opined that irregularities had been committed by the privately-contracted building inspector, the application demonstrated a patent disregard for planning process and was frustrated in that the Council as a local planning authority had little authority to intervene or regularise.

The Committee gave consideration to the application (at pages 16 - 22) as jointly-delivered and summarised by the Planning Control Team Leader and Enforcement Officer which should be read together with these minutes as a composite document.

A debate thereon was had whereby it was agreed that the extension, by virtue of its projection beyond 3 metres in depth, resulted in it having a scale and bulk that was unacceptably overbearing upon the neighbouring dwelling contrary to the provisions of Core Strategy Policy H14 and Saved Local Plan Policy L1 which sought to ensure that, amongst other things, developments are sympathetic to their surroundings as well as contributing positively to the environment by way of design, scale and form.

In reaching a decision the Committee was advised that, if it was minded to refuse planning

permission, the only possible course of regulatory action was to require the extension to be reduced in depth by 0.5 meters in accordance with permitted development rights. It was advised that local planning authorities were only empowered to intervene in building control matters when a complaint is received from an applicant alleging substandard levels of work carried out by private-sector contractors and that, in this instance, no such complaint had been received.

Members expressed their dissatisfaction with the Council's limited oversight and regulatory powers over the quality of private-sector involvement in building control.

It was moved by Councillor J Kaufman, seconded by Councillor Mrs H E Loydall and

UNANIMOUSLY RESOLVED THAT:

The application be REFUSED planning permission for the foregoing reasons.

19b. APPLICATION NO. 17/00343/FUL - 126 AYLESTONE LANE, WIGSTON, LEICESTERSHIRE, LE18 1BA

The Committee gave consideration to the application (at pages 23 - 29) and the agenda update (at pages 1 - 4) as delivered and summarised by the Planning Control Team Leader which should be read together with these minutes as a composite document.

Councillor Mrs H E Loydall stated that her written representation made upon the application on 07 August as a Ward Councillor (at pages 1 -2 of the agenda update) sought to highlight possible implications and did not amount to a pre-determination.

A debate thereon was had whereby concerns were reiterated that the application's proposed conversion of self-contained flats represented another affront to the retention of dwelling-houses for family use for which, and in the absence of any policy at the present time, Members acknowledged could not be properly refused planning permission. Other additional concerns were also raised in relation to the inadequate levels of living-space and amenity and limited vehicle parking and manoeuvrability potentially endangering highway and pedestrian safety.

In reaching a decision the Committee was advised that, if it was minded to refuse planning permission or unduly defer the application, the costs of any successful appeal lodged by the applicant may be awarded against the Council and, or, risked a claim of maladministration for deferral on non-substantive and unreasonable grounds.

It was moved by Councillor G A Boulter, seconded by the Chair and

RESOLVED THAT:

A condition be added requiring a scheme detailing the surface treatment for the parking area and sustainable drainage provisions for the site to be submitted and approved.

Votes For	4
Votes Against	1
Abstentions	3

It was moved by the Chair, seconded by Councillor D A Gamble and

RESOLVED THAT:

The application be GRANTED planning permission in accordance with the submitted documents and plans and subject to the prescribed conditions (as amended).

Votes For	4
Votes Against	0
Abstentions	4

THE MEETING CLOSED AT 8.33 PM



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Chair
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Thursday, 28 September 2017
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Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

NOTES OF THE MEETING OF THE ARMED FORCES WORKING GROUP HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 7 SEPTEMBER 2017 COMMENCING AT 6.30 PM

PRESENT

Councillor G A Boulter (Chair)

COUNCILLORS

J W Boyce
D M Carter
Mrs S Z Haq

OFFICERS IN ATTENDANCE

M W L Hall (Chief Executive)

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors Miss A R Bond, R F Eaton, Mrs L Eaton, R E Fahey and Mrs S B Morris.

2. NOTES OF THE PREVIOUS MEETING HELD ON 22 MARCH 2017

RESOLVED THAT:

The notes of the meeting held on 22 March 2017 were approved.

3. UPDATE REPORT

World War 1 Commemoration Events

The Working Group noted the report and that they await further information from South Wigston regarding any new proposal to hold a community event as the planned event for August 2017 had to be cancelled.

The Working Group agreed that they would like to see a Borough wide event take place to commemorate 100 years since the end of World War I, ideally on the afternoon of Sunday 11 November 2018 after the remembrance events. The feasibility, format and nature of any such event would be totally dependent upon the availability and participation of the regular army.

RESOLVED THAT:

The Chief Executive to write to Leicestershire County Council to obtain a contact point for the regular army and then to subsequently contact them to find out their availability and willingness to participate in such an event.

The Chief Executive to also write to Leicestershire County Council to see if there will be any dignitaries in Leicestershire from the Royal Household on that date who could also participate.

World War I Commemorative Benches

RESOLVED THAT:

The Working Group agreed that a commemorative bench should be provided for each of the three towns and that the cost of £1,500 per bench should form part of the 2018/19 Capital Programme.

Each of the Forums should be consulted as to where they would like the commemorative bench to be sited prior to the 100 year anniversary of the end of the First World War.

Remembrance Day Events 2017

RESOLVED THAT:

The Council should continue to liaise with the Police over the Wigston Parade and take their advice on risk and the implications of the Police presence being significantly reduced from 14 officers to two officers.

If for some reason the contingency at the Wigston Parade are not be able to take place, that as a minimum the church service should still continue.

The Future Work of the Working Group

RESOLVED THAT:

The Chief Executive should identify an appropriate resource to work with the Working Group on policy and coordinating events. That person would then agree with the Working Group what its priorities and focus will be.

THE MEETING CLOSED AT 7.45 PM



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Chair
.....

Thursday, 22 March 2018
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Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

MINUTES OF THE MEETING OF THE WIGSTON RESIDENTS' FORUM HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON MONDAY, 11 SEPTEMBER 2017 COMMENCING AT 7.00 PM

PRESENT

Councillor G A Boulter (Chair)

COUNCILLORS

L A Bentley
M H Charlesworth
R F Eaton
Mrs L Eaton JP
K J Loydall JP

OFFICERS IN ATTENDANCE

Ms V Quintyne (Community Engagement Officer)

OTHERS IN ATTENDANCE

1 Police Representative
18 Residents

12. APOLOGIES FOR ABSENCE

No apologies for absence were received.

13. LOCAL POLICING ISSUES

The Police crime statistics were shared with residents which included nine burglaries, 18 other burglaries such as sheds, 43 thefts from motor vehicles, 40 criminal damage (including shops windows) and domestic violence incidents, 71 thefts from stores and one robbery.

The Police stated that the figures that were shared for this quarter were estimates.

Key policing issues noted related to anti-social behaviour. Patch walks were made and discussions have been held with Boots Chemist relating to trespassing.

It was unknown whether the Sainsbury store had agreed to close the shutter.

The Police phone number 101, flags up calls and influences patrolling in the Borough. The Police have spoken with residents on the Little Hill Estate about the suspected growing of cannabis.

There have been thefts of power tools from unsecured vans. In discussion with residents, the Police stated there were no hot spots for thefts in the area. Theft from motor vehicles appeared to be opportunistic.

14. MINUTES OF THE PREVIOUS MEETING HELD ON 12 JULY 2017

The minutes were accepted as a true and accurate record noting the following three amendments.

- (i) Five yellow Tell Us What You Think consultation cards were returned by Wigston Forum residents.
- (ii) The Lions representative stated funding for a Gazebo was no longer required as one has been acquired for use from the Friends of Peace Memorial Park.
- (iii) A question was raised about paragraph 6 of the minutes. This relates to a statement made by the Chair concerning petitions to Highways. The Chair stated it requires ten thousand signatures on a petition for it to be placed on the County Council Committee agenda and 500 for the Highway and Transport Committee under this the Director will decide what action to take.

15. REVIEW OF THE RESIDENTS' FORUMS CONSULTATION

Five responses were received to the card consultation circulated at July`s meeting. A written summary of the comments received was made available at the meeting.

The Council meeting of 5 September 2017 resulted in the paper attached as agenda item 4, entitled 'Review of the Residents Forums Consultation'. This was discussed at the meeting and listed eleven wide ranging recommendations. This included the statement that members' would not support the merger of Wigston and South Wigston Forums. Ten other points ranging from more concise minutes and the simplification of the proposed draft application for funding form were made. Following discussion residents are to note it was agreed that:

- Funding applications could be for sums as small as £200 or £500 as a lower range without complicated form filling
- Questions on funding proposals are to be placed with the Community Engagement Officer before the Forum meeting in order that they can be added to the agenda
- Draft minutes be made ready within 10 working days and placed online within 15 working days
- More discussions on Council Tax to take place at the Forum
- Have fewer presentations

The Chair added that the Forum budgets were based on population size and Section 106 which for the future would come through money from the new homes bonus for top ups.

Action

A process for requesting urgent grants is to be written into the draft funding criteria.

Action

Place as a standing agenda item for discussion, Planning and their planning implications.

Action

Advertise the Forums in:

- (i)** Letterbox magazine
- (ii)** libraries
- (iii)** local places of meeting
- (iv)** with businesses

16. PRIDE OF THE BOROUGH

East Midlands in Bloom results are due out in September 2017.

At the end of October 2017, the Britain in Bloom results will be published. The judges do not give feedback.

The marble planters are now in position in Oadby, Wigston and South Wigston.

17. CHAIR'S UPDATES

On the proposal to alter Brocks Hill building, the Council has agreed nothing is to be done to alter the park. In 2016 £100k was spent on the building. Last year a paper was received by the Council looking at various options for the Centre. Working with Parklands as an option was agreed.

SLM have agreed to take over the building on the site and add a climbing wall. There is to be guaranteed use for groups using it as part of the contract. SLM will take over the maintenance of the building. The Council has agreed to run with this option. A planning application for car parking will need to be submitted. A footpath from Oadby Road to Parklands will also be constructed and from Tendring Drive.

Bins and potholes at Parklands will also be addressed in the improvements. Discussions are in place regarding access to buses.

School parties will still be looked after by Brocks Hill staff. Existing staff will be TUPE'd over to SLM.

Action

Provide still photos at the next Forum meeting relating to this development.

17a. COUNCIL BUDGET OPTIONS 2018/19 AND 2019/20

The Council is addressing a range of budget saving options. Residents will be consulted.

17b. CAPITAL PROJECTS UPDATE

- Sainsbury store has agreed a defibrillator can be secured to its wall. £1000 has been allocated to this.
- Two bins are shortly to be installed on Meadow Way and Stanhope Road.
- The seat has been placed within the bus shelter near the health centre.
- The Community First Responders award is in progress.
- The award to Little Hill Residents for a grass blower has been progressed.
- The grant to the Girl Guides towards a shed has been progressed.
- The new cooker for Peace Park Memorial Gardens is shortly to be installed.

17c. FORUM BUDGET UPDATE

The Forum currently has funds remaining of £52,803.

17d. SPENDING REQUESTS

Wigston Pinfold Street Furniture Proposal

A written proposal was brought to the Forum. It is to mark the site of Wigston Pinfold with street furniture. The proposed site is on the corner of Newgate End and Moat Street. There is currently an Oadby and Wigston Council seat in situ.

The proposal is to mark the site with an interpretation panel. It is to be accompanied by a cattle trough which Pride of the Borough will plant and maintain. A photo print out showing what the seat design will be based on was circulated to residents. It will be vandal proofed and decorated with imagery of sheep and cattle.

Wigston Civic Society and historical societies were involved in shaping this proposal. The item will require planning permission as it is on the curtilage of All Saints Church. The church is a grade one listed building.

The projected cost of the project proposal is £2,500. Pride of the Borough put £1,500 towards the cost. Wigston Civic Society added a further £100. Wigston Floral Society donated £100 towards planting and care of the trough. Pride of the Borough members will make good the brickwork. There is likely to be a planning application fee.

It was stated the seat cost may rise before the order is placed. £900 is the award sum the group requested from the Council.

A representative spoke on behalf of the Historical and Civic Society's support of the proposal, outlined the ethos to be noted by the trough of 'live, shop and work' and noted the direct benefit of the street furniture to Wigston Town as an improvement.

The proposal was seconded and by a show of hands, supported by 16 residents. No opposition was made to the proposal.

It was agreed the money will be allocated in stages. It was noted that the first allocation of £385 may include VAT. The Council is not allowed to claim the costs of planning and VAT.

(i) Little Hill Residents Association and the purchase of Laurel Bushes

A written proposal by Little Hill Residents Association, for the purchase of Laurel Bushes at £420 was brought to the Forum.

The proposal is to plant the bushes which are some three feet high in front of walls. The walls are currently subject to damage and graffiti. Police and Councillors have provided support for this proposal. The landlord responsible for the walls has agreed to repair them by the beginning of October 2017.

The Association requested the award be allocated before winter comes, in order to establish planting growth.

Action

It was agreed this proposal forms an update report for the next Forum meeting.

(ii) A Proposal by the Lions Group for funds to customise Gazeboes.

The Lions applied for an award of just under £200 for the customisation of the Gazeboes

donated by Friends of Peace Memorial Park.

The customisation is to help attract new members and to support the Wigston Christmas Lights switch on. This takes place on 25 November 2017. The venue for this switch on is Bell Street, Wigston at 12 Noon.

Due to timing limitations, to support the proposal the Chair used the old funding criteria to take the grant for endorsement to the PFD (Policy Finance and Development Committee).

Action

The Chair will liaise with the new incoming Finance Officer on this matter.

18. ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS

Building Work on the Premier Drum Site

Work has started at the Premier Drum site to build a Lidl and a Wickes. The road layout is to be adjusted. The traffic light sequence will be altered to keep traffic flowing.

A Planning Application to Build on the Elms Car Park

A planning application has been received to build on the Elms Car Park.

The Crown Public House application

The Crown Public House application to build two houses was withdrawn.

Messy Fences on Little Hill Estate

It was reported that there are some fences on Little Hill which are a mess.

Two Bungalows have been Demolished on Durnford Road

On Durnford Road two bungalows have been demolished. The one which is half built is ongoing. It is beyond the Council's jurisdiction to force builders to complete a build project.

37 Newton Lane bungalows foundations are partly undermined.

The Horse and Trumpet Public House were given permission to build but not over a public right of way which is an ancient right of way. Permission has not been given for it to close the footpath or build a brick decking. This matter is currently being addressed by the Council's Planners.

Action

The Chair is to raise this matter with the Highways Department at the County Council.

Council's Litter Picker Operative who Tidies Along the Leicester Road

A request was made for the Council's Litter Picker Operative who tidies along the Leicester Road to be requested to extend his route from Bull Head Street up to the jitty which goes to Denmead. Bottles and cans regularly are thrown onto the verges and into the undergrowth.

Additional Lighting was Requested on the Jitty from Spa Lane to Acorn Way

Additional lighting was requested on the Jitty as the alley way is the Council`s responsibility. A single lamp column costs at least £1000.

19. DATE OF THE NEXT MEETING

Wednesday, 29 November 2017, 7:00 pm at Council Offices, Station Road, Wigston.

THE MEETING CLOSED AT 8.15 PM



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Chair
.....

Wednesday, 29 November 2017
.....

*Printed and published by Democratic Services, Oadby and Wigston Borough Council
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

**MINUTES OF THE MEETING OF THE SOUTH WIGSTON RESIDENTS' FORUM HELD AT THE
BASSETT STREET COMMUNITY HUB, BASSETT STREET, SOUTH WIGSTON,
LEICESTERSHIRE, LE18 4PE ON WEDNESDAY, 13 SEPTEMBER 2017 COMMENCING AT
7.30 PM**

PRESENT

Councillor J W Boyce (Chair, Acting)

COUNCILLORS

G A Boulter
Mrs S B Morris

OFFICERS IN ATTENDANCE

Ms V Quintyne (Community Engagement Officer)

OTHERS IN ATTENDANCE

3 Borough Councillors (Wigston)
1 Police Representative
15 Residents

10. APOLOGIES FOR ABSENCE

Councillor Richard E Morris.

11. LOCAL POLICING ISSUES

The Police provided a written update for the crime statistics which covered the last 28 days. This update included:

- The recovery of 5 Mopeds used in anti social behaviour activity
- 3 uninsured cars were recovered.
- Property from a burglary was recovered.
- The Beat Team is carrying out extra patrols around Kenilworth Road following the logging of an increase in anti social behaviour.
- Patrols continue to be carried out in areas where burglary have taken place. Residents have been provided with crime prevention advice.
- Residents were advised to lock and secure their vehicles ensuring no property is left in view. Anyone with a suspicion of criminal activity may be taking place was advised to call 101.
- The crime trend is force wide and not just limited to South Wigston.

12. MINUTES OF THE PREVIOUS MEETING HELD ON 28 JUNE 2017 AND MATTERS ARISING

A NEW COMMUNITY CENTRE FOR SOUTH WIGSTON

A new community centre for South Wigston is to operate from the old Telephone Exchange, on Albion street. It is to operate as a youth club and provide other community accessible facilities. A grant from the Council is in process. It was observed that parking could be problematic by the Council supporting the development. No written objections to

this proposal have been received by the Council.

REPORTING OF FLOODING ON GLOUCESTER CRESCENT TO THE COUNTY COUNCIL

With regard to reports of flooding on Gloucester Crescent, Councillor Boulter reported the concerns to the County Council. The issue has now been resolved. Three drains were affected by tree roots.

AMALGAMATION OF SOUTH WIGSTON AND WIGSTON RESIDENT FORUMS

A motion was proposed that Wigston and South Wigston Resident Forum should not be amalgamated. This was seconded. The motion, on a show of hands was unanimously carried.

CUTTING OF BLABY ROAD PARK HEDGE & CRACK ON LEFT HAND SIDE OF PATHWAY

It was questioned why the hedge was not being cut and why there is a crack on the left-hand side of the path.

Action:

Councillor Bill Boulter agreed to investigate the matter and report back to the next meeting.

WASTE SURVEY CONSULTATION FEEDBACK (INFORMATION ONLY)

Residents were informed that consultants have been appointed to carry out a further consultation, this is likely to be carried out before Christmas and will be based on the Plan.

CHANGE TO BUSES SERVICING THE FAIRFIELD ESTATE

Arriva Bus Service held a public meeting to which Councillor Boulter was not officially invited. The residents are to form a group to address the bus service cut. Councillor Boulter was invited to join it. This he has consented to do.

Action:

Councillor Boulter, along with the residents will form a working group to help move the bus issue forward to a positive outcome for South Wigston residents.

13. REVIEW OF THE RESIDENTS' FORUMS CONSULTATION

Before a full discussion was had on this item the Chair provided background information. All Resident Forums would be debating the future of the Forums and be given the opportunity to discuss how the Council should be allocating Forum funds, monitoring and evaluating proposals and the process for that.

The process needed to be one proportionate to the proposal brought. Discussion took place on the draft proposal form. This form was regarded positively. It was still a work in progress.

Residents were also invited to take and respond to three questions on yellow card. This

consultation card had previously been shared and responded to by Wigston and Oadby Resident Forums. The deadline for the return of the responses to the three questions is; October 13th 2017. Responses for collation are to be sent to the Community Engagement Officer at: veronika.quintyne@oadby-wigston.gov.uk.

Following discussion residents are to note it was agreed that:

Funding applications could be in a range of £0 to £500 with use of a more simplified form. Multiple funding applications for the same items and for the same sums should not be presented to the three forums.

Questions on making funding proposals should be placed with the Community Engagement Officer before the Forum meeting, and be placed on the agenda for discussion.

All groups requesting funding should have accounts,

Draft minutes be made ready within 10 working days and placed online within 15 working days. Minutes should not be verbatim but provide an essence of what was discussed with the actions.

Action:

Place matters arising within the minutes not the Chair`s Update for the next meeting.

A resident quoted a point made at the Wigston Forum, that Forums are different to Council meetings because there aren't papers and recommendations. The discussion is the key part of the meeting and the minutes should set out residents' questions views and comments, otherwise it loses its democratic purpose. Another resident pointed out that minutes need to be accurate so that people's comments are not misconstrued by being recorded wrongly. A motion was proposed that the Forum should have minutes with action points – not notes. 9 residents voted in favour of this. There were no dissenting votes.

It was requested by a resident that those who abstain in relation to a voting item should have their abstention counted.

A motion was brought to vote on not changing the terms of reference.

Councillor Boulter said that at the Wigston Forum the residents wanted the Terms of Reference kept. A resident said that it is significant if Wigston wish to keep them as well. Another resident said the Terms of Reference are simple, clear, and allow for discussion and for residents' to express views. Change could mean the Forums become less democratic. A resolution was proposed that the Terms of Reference be kept unchanged. 12 voted in favour, with no votes against.

On the 2nd and 3rd page of the proposal form there should be no voting by people with a vested interest.

In the Capital Project Funding Guidelines, there should be a clear statement that people with a vested interest in an application for funds cannot vote on the proposal.

Funding should not be awarded every year to the same group.

Have fewer presentations.

The Community Engagement Officer do a headcount of all residents attending at the start of the meeting.

The Chair added that the Forum budgets were based on population size and Section 106 which for the future would come through money from the new homes bonus for top ups.

A proposal was put forward that no funding proposals should be agreed until a common framework for applications, including written ones and an evaluation is in place and agreed. No resident spoke against the proposal. Following a vote with a show of 13 hands, the proposal was carried.

Action

A process for requesting urgent grants is to be written into the funding criteria.

Action

Place as standing agenda items for discussion; planning, planning implications and Council Tax.

Action

Advertise the Forums in the Letterbox magazine, the library and in local meeting places and business, but not in political party magazines or newsletters.

A number of residents asked about the chairing of South Wigston Forum as the Council had agreed Forums could be chaired by any Councillor, and the view was expressed that residents should have a say. Senior management had told residents the Leader could not Chair the Forum because of Conflict of Interest. John Boyce confirmed that he was Chair for that meeting but would not be Chair in the future. He confirmed no conversation had been had in the Council as to who should chair the Forum meetings. This discussion will include resident choice.

Action

The Chairmanship of the Forum with a solution or process is to be placed on the agenda for November.

14. STAFFING ISSUES

Residents were informed that: Members were informed as to this internal issue as much as legal advisers allowed.

Legal Advisers advised the Chair that no information should be shared which would make an individual`s identity known or on matters which in the future could come into the Public domain. Freedom of Information requests are available to share.

Actions have been taken and the matter is concluded.

15. CHAIR'S UPDATES

CHRISTMAS CAPERS

A resident challenged why £3500 for Christmas Capers was listed as approved and spent, as the proposal was rejected at the June Forum. Another resident said that this was a revenue item and asked why this had happened. Sharon Morris said it was a mistake. The Chair confirmed the money would not come out of Forum funds.

Concern was expressed about the funding of Christmas capers over the years.

It was requested that when the next allocation for Forum budgeting comes up could the case be looked at for redressing deprivation in South Wigston.

15a. COUNCIL BUDGET OPTIONS 2018/19 AND 2019/20

The Council is addressing a range of budget saving options.

Residents will be consulted.

15b. CAPITAL PROJECTS UPDATE

Family Foodies

Family Foodies are in the process of preparing a project update to feedback to the Forum.

15c. FORUM BUDGET UPDATE

The Forum budget update will be corrected to remove the £3500 to Christmas Capers. When that correction is made, the Forum will have funds available of £23,306.

15d. SPENDING REQUESTS

PW Circuits Factory bin request

Retain this on the itinerary to resolve.

Resident request for a dog bin on Saffron Road

Leave on the itinerary and follow up.

16. ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS

Taxidermist and smell of dead carcasses

Retain the issue on the Taxidermist and disposal of dead carcasses. To be resolved with Environmental Health.

Missing Benches

On the Blaby Rd issue and the two parallel benches, the issue of the benches has been resolved. The gate is the missing item.

Building work on the Premier Drum Site

Work has started at the Premier Drum site to build Lidl and Wickes. The road layout is to be adjusted. The traffic light sequence will be altered to keep traffic flowing.

Items for November Agenda

Community Centre

Arriva Bus cuts

17. DATE OF THE NEXT MEETING

The date of the next meeting is November 15 2017.

THE MEETING CLOSED AT 9.25 PM



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Chair
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.....
Wednesday, 08 November 2017
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*Printed and published by Democratic Services, Oadby and Wigston Borough Council
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

MINUTES OF THE MEETING OF THE PLACE SHAPING WORKING GROUP HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 14 SEPTEMBER 2017 COMMENCING AT 6.30 PM

PRESENT

Councillor J W Boyce (Chair)

COUNCILLORS

L A Bentley
Miss A R Bond
G A Boulter
B Dave
D M Carter
M H Charlesworth
M L Darr
Mrs H E Loydall
K J Loydall JP

OFFICERS IN ATTENDANCE

J Carr (Planning Policy Team Leader)
M Hyrniw (Town Centre Manager)
E Morgan (Planning Policy Officer)
A Thorpe (Head of Planning, Development and Regeneration)

8. APOLOGIES FOR ABSENCE

Councillor Sharon Morris

9. MINUTES OF THE PREVIOUS MEETING HELD ON 21 JUNE 2016

Agreed

10. LEICESTER AND LEICESTERSHIRE STRATEGIC GROWTH PLAN: SUMMARY OF PROGRESS

Adrian Thorpe talked through a presentation slideshow regarding the Leicester and Leicestershire Strategic Growth Plan (SGP) for 2031 to 2050 and how that relates to the Housing and Economic Development Needs Assessment (HEDNA) for Leicester and Leicestershire (2016 to 2031). There are a number of strategic growth and transport corridors that if delivered, would result in significant levels of growth across the County. In particular, the A46 Growth Corridor to the south and south-east of Leicester could have an impact upon the Borough, should it be delivered.

Councillor John Boyce explained that Leicester City Council has declared an unmet need for the period 2016 to 2031 and therefore, for the SGP period to 2050, it is even more landlocked and therefore growth will have to be delivered outside of the City.

Councillor Michael Charlesworth asked Officers to confirm how much of the Borough of Oadby and Wigston is likely to be within the area highlighted as the A46 Growth Corridor. Adrian Thorpe explained that a route had not yet been decided and therefore it is not possible to say at this stage, although, the location of existing settlements may provide an indication of where constraints to the route of the new road might be.

Councillor Charlesworth also suggested that the Strategic Growth Plan includes a lot of detail on the need to deliver dwellings, but doesn't appear to focus so heavily on economic development to deliver the necessary amount of jobs to accompany such growth. Councillor John Boyce agreed and then explained that the only realistic option to deliver large scale growth across Leicester and Leicestershire would be to deliver major infrastructure corridors, such as the A46 Growth Corridor, which would then open up sites that aren't currently accessible because of the lack of suitable interconnecting infrastructure to the M1 / M69 / A46.

Councillor Helen Loydall expressed a concern that the Borough of Oadby and Wigston is not highlighted or mentioned in any way in the Strategic Growth Plan, and yet, the proposed A46 Strategic Growth Corridor would have a direct impact upon the residents and built environment within the Borough. Councillor Helen Loydall suggested that she had real concerns that the proposals could see a loss of identity for the Borough of Oadby and Wigston, should the A46 Growth Corridor be brought forward.

Adrian Thorpe explained that the Borough Council has a Duty to Cooperate with its partners across Leicester and Leicestershire as the Strategic Growth Plan is being drafted. In many ways, there are a lot on 'unknowns' about how the County will look in 2050, however, there appears to be a Government-led driven desire to develop the proposed A46 Growth Corridor, linking Lincolnshire (North-East Midlands) with the South-West of England forms part of the Midlands Connect Strategy which has been prepared with Government involvement. Should that aspiration be delivered, we have a duty to work proactively and seek the best outcomes for the Borough and the County of Leicestershire as a whole, through developing the Strategic Growth Plan. It was noted that in many ways, the Borough currently has a strong identity, which puts it in good stead for maintaining an identity in the future.

Councillor Lee Bentley acknowledged that this is a nationally-led infrastructure scheme and that if it was to have any bearing upon the increasingly severe levels of congestion that the Borough experiences on its road network at peak times, the route of the A46 Growth Corridor needs to be close enough to the Leicester Principal Urban Area to then be deemed as a viable alternative route to gain access to the M1 / M69 / A46 corridor.

End of All Members Briefing.

The following Members left the meeting:

Councillor Michael Charlesworth, Councillor David Carter, Councillor Latif Darr and Councillor Jeffrey Kaufman

11. DRAFT LOCAL PLAN FOR THE BOROUGH OF OADBY AND WIGSTON

Jamie Carr talked through a presentation slideshow regarding the Pre-Submission Draft Local Plan for Oadby and Wigston (2016 to 2031) and explained how the objectives and growth targets set out in the emerging Plan are aligned so that the Council can meet the needs identified within the HEDNA (2017) up to 2031. He explained that the Council is working to a tight timetable, as agreed with the Department of Communities and Local Government, but so far, we are on target to meet those deadlines. The Plan is currently being drafted and is due to go out on public consultation on the 6th November 2017, subject to Member agreement at Policy Finance and Development Committee at the end of October.

The Spatial Strategy for the Borough to 2031 seeks to deliver new development primarily in the centres of Wigston, Oadby and South Wigston, as well as the surrounding Leicester Principal Urban Area (brownfield land) and Direction for Growth areas. In order to meet the 148 dwellings per annum need figure identified within the HEDNA (2017) up to 2031, in addition to brownfield sites, the Council must look to identify and release the most sustainable new site allocations to meet the identified need in the Borough (2,960 dwellings between 2016 and 2031). The Council must also identify additional land to meet its employment land need of 8 ha, as well as find suitable sites within the centres of Wigston and Oadby for relatively small-scale retail and office growth.

Councillor Helen Loydall requested that there is a strong policy position seeking to ensure that sub-division of family housing is discouraged in the future and that good design and character should be promoted and protected as much as possible. Jamie Carr explained that he is currently working on some draft wording (Policy 11) and that he will seek to share that with Members (to seek agreement) prior to the draft Local Plan going to PFD Committee at the end of October 2017. Councillor Loydall agreed that she was encouraged by this approach and welcomed the commitment from Officer's to tackle this issue within the Local Plan.

Members discussed the proposed policy approaches for each of the proposed draft Site Allocation Policy's. Members suggested that Officers do more research on the implications of including a requirement to deliver self and custom build plots on these sites. Members are particularly keen to ensure that should these sites not be taken up by interested parties, that the ongoing maintenance of those plots is not inadvertently left to the Council or that the sites do not end up becoming an eye-sore for the rest of the development. It was agreed that Officers would need to do some more research on this element of delivery, but that it might be something that is agreed through negotiations of the S.106 agreements for each site.

Councillor Helen Loydall asked whether there is an appropriate level of infrastructure being planned to support the delivery of the planned scale of growth across the Borough, for example, GP surgery's and Schools. Ed Morgan confirmed that the Council is currently preparing a Draft Infrastructure Delivery Plan and through doing so, is engaging with all of the key service providers to ensure that the Council is aware of the infrastructure needs to deliver such levels of new growth. The Infrastructure Delivery Plan is to be a 'live' document and it will be updated regularly throughout the Plan period to 2031 to reflect the latest position and to respond to any changes in the delivery of the Borough's new growth.

Members asked whether the emerging policy's in the Plan give due consideration to the needs of the whole population, including the elderly or those with specialist needs such as individuals requiring housing solutions that offer opportunities for extra care or adapted living conditions. Jamie Carr confirmed that is something that has been taken into consideration and that the Plan is for the whole community.

Members also discussed the transport implications for the proposed levels of growth across the Borough and Jamie Carr sought to gain Members views on potential mitigation of increased congestion on key routes both into the City of Leicester, as well as through the Borough from east to west towards the M1 / M69. All Members agreed that congestion at peak times is increasingly becoming an issue as a result of both new growth within the Borough and in areas adjoining the Principal Urban Area (PUA). Jamie Carr explained that the Council is aware of the key 'hot spots' for congestion at peak AM and PM flows and therefore, as part of the delivery of key Site Allocations, the Council is looking to identify strategies to deal with that as best it can. Members agreed that traffic flows should be

directed onto the roads and junctions with the most capacity, for example, onto Welford Road, the A6 and Palmerston Way (predominantly in Leicester City).

Councillor Kevin Loydall suggested that some of the 'quick solutions' would be to find ways to avoid buses stopping on the main carriageway whilst passengers embark and disembark. At peak times, it creates huge issues along routes throughout the Borough and throughout the County.

12. TOWN CENTRE MANAGER'S REPORT

Mark Hryniw sought a decision from Members on the best approach to managing the location for the Granite Cubes in Oadby town centre. Members discussed the three options presented to them and agreed that the best approach would be to relocate them to a safer part of the centre where they cannot cause an obstruction in the road or cannot be hit by vehicles. Members were satisfied that Mark Hryniw could commence the work ASAP, provided that the cost to do so is not excessive.

Mark Hryniw explained to Members that at the Borough Council's request, the Council recently received a more detailed (and more expensive) quote to install the necessary infrastructure required to create a 'Free-Wifi Zone' for Wigston Town Centre compared to the previous quote that had been provided by Leicestershire County Council. Mark Hryniw will take a report to Policy, Finance and Development Committee in October to take a steer from Members as to what they deem to be the best course of action with regards to this project. There are a number of options available, but whichever is deemed to be the most favourable, there will be WiFi installed in Wigston town centre in some way and it is likely that this project will commence during this financial year.

Councillor Helen Loydall explained that there had recently been an announcement on the closure of the Farmers Market in Leicester City and she requested that Mark Hryniw contacts the appropriate person who manages that Farmers Market to see if there would be any interest in relocating their stalls to the Borough's Farmers Markets in Wigston and Oadby. Mark Hryniw agreed to make the appropriate enquiries.

13. DATE OF NEXT MEETING

Thursday 7th December, 2017 (18:30, Committee Room).

THE MEETING CLOSED AT 9.10 PM



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Chair
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Thursday, 07 December 2017
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*Printed and published by Democratic Services, Oadby and Wigston Borough Council
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

MINUTES OF THE MEETING OF THE OADBY RESIDENTS' FORUM HELD AT THE TRINITY METHODIST CHURCH, 60 HARBOROUGH ROAD, OADBY, LEICESTER, LE2 4LA ON WEDNESDAY, 20 SEPTEMBER 2017 COMMENCING AT 6.30 PM

PRESENT

Councillor M L Darr (Chair)

COUNCILLORS

D A Gamble

OFFICERS IN ATTENDANCE

Ms V Quintyne (Community Engagement Officer)

OTHERS IN ATTENDANCE

2 Police Representatives

16 Residents

12. APOLOGIES FOR ABSENCE

Apologies were received from Councillors B Dave, J Kaufman and D Carter.

Prior to the start of the meeting the Chair reminded residents that there is a by election taking place for the Oadby Uplands Ward. The agenda items would also be taken in a different order than numbered.

13. PRIDE OF THE BOROUGH

The Pride of the Borough representative apologised for having to leave the meeting early. This was due to family circumstances.

A notice was accorded to the Letterbox magazine. The last three pages were devoted to Pride of the Borough. Residents were encouraged to read the magazine and place information in it to share with all borough residents.

Monthly working parties are being held. The next working party is to meet in William Gunning Park.

Ten to twelve volunteers are required to assist with bulb planting.

A number of large planters have been installed around the Borough. Parklands maintain the planters around Brocks Hill Park and Conservation Centre. Zeph`s cafe maintain one. There are two granite planters; one by Epic Accessories and one outside the British Legion in Oadby. The Village Hall Trust awarded a grant to supply both.

A mention was made of the floral display competition winners. Leicester Race Course`s flower stands were praised for their attractiveness and noted as winners.

The Pride of the Borough discount card now boasts 710 members. Annual card membership is £5.00. The next card is available from 1 December 2018. The cost will remain at £5.00. Discounts can be claimed from some 48 shops in the Borough.

It was suggested that advertiser space be added to the card.

14. LOCAL POLICING ISSUES

Prior to the start of the meeting the Chair reminded residents that there was a by-election taking place for the Oadby Uplands Ward.

The agenda items would also be taken in a different order than numbered.

The Police informed residents that crime figures could now be accessed online but the Oadby figures have not yet been released. The July figures however are available online.

There are no immediate police concerns for Oadby. The Police focus in this area is to be proactive.

Good quality surveillance cameras are to be installed strategically to deter crime. They will be placed on brackets on selected lamp posts. The Police and the Council will agree where they are to be located. The cameras will monitor the areas and they can record activity. The Chair thanked the Police representatives for their updated.

15. OADBY TRADERS' UPDATE

The Chair of the Traders Group thanked all those who contributed to pulling the car event together and making it a great community event.

Signs will be placed on posts at bus stops two weeks before the Festive Light Switch On to inform residents of where they can access redirected buses from the Brabazon Road to the City. The event will take place on November 3rd at 7pm. The road will be closed from 9am till 8pm. This will allow for safety checks to be made before the event begins at 3pm.

Some residents on Chestnut Avenue were disappointed that some drivers parked in front of their driveways. They expressed the wish that this would not be repeated at the forthcoming Festive Lights Switch On.

Chris Swan and Knights Bridge Estate Agents were given an appreciation of thanks for the excellent co-ordination of last year`s event.

16. MINUTES OF THE PREVIOUS MEETING HELD ON 27 JULY 2017

The minutes were accepted as a true and accurate record following being checked for points of accuracy. No points of accuracy were raised.

DEFRA Air Quality Annual Status Report - Update

Defra figures as yet are not available. Once they are, an update will be provided.

Guidance on the Commemorative Stones

Guidance on the Commemorative Stones and what is to be done about placing them is being sought from Councillor Kaufman.

Action:

An update on this item will be provided at the next meeting.

Oadby Swimming Pool Site

The options of housing and a big medical centre are being looked into by Officers. Before there is any final agreement the options will be shared with residents. A medical centre would not be of the walk in type. A further update will be brought back to the Forum when available.

Oadby Cemetery

The Officer responsible for maintenance fed back that, there are no serious problems with the cemetery. Grave stones have fallen over and these are being put right. The cemetery has grown larger than it originally was and is maintained by two workers.

It was said that fencing is falling onto the grave stones and in it is also splayed out and now forms an improper barrier requiring repair.

Proposal for a Refurbished Bench by the A6

A request to refurbish an old bench was brought to a previous meeting. The cost of the refurbishment was listed as £150. Discussions have taken place with the officer responsible for street furniture, and is being taken forward.

Two Bins Requested on the A6

The proposal for the benches required information on the cost, which the resident has received. The bins are now being ordered and will be fitted.

A Dustbin Proposed for Mounting on a Lamp Post on Fairfield Road

The Council no longer mounts dustbins on lamp posts as this could prove to be a health and safety issue to street cleansing. When it has rained in the past dog waste poured out of the bins. All Council bins are now fixed to the pavement. The bottom of the jitty area is not appropriate for a pavement standing bin.

Fludes Lane

Fludes Lane is not going to be in the Capital Programme. Money has been found from the Section 106 funding to address it. Sections are to be dealt with. From the A6 to Seven Road. The potholes will be repaired. The residential area will be given some hard standing.

Parking Issues on the 31 and 31a Bus Routes

A letter was sent to the Director of Transport and Highways at Leicestershire County Council expressing concern at the inconsiderate parking of some residents and the concern of the impact on bus delays and the potential loss of life due to delay caused to emergency service vehicles.

Damaged Equipment in the Little Park at Morwoods

It was reported at a previous meeting that the state of some equipment in the play area, where metal was sticking out could be harmful to children. This was reported to the Clean and Green Team.

A manager visited the site, noted minor damage to fencing which has been put right. No equipment was found which could cause damage to children.

17. SLM (SPORTS & LEISURE MANAGEMENT) EVERYONE ACTIVE UPDATE

The representative of SLM (Sports and Leisure Management) gave a brief update on the future development of Brocks Hill Centre. SLM outlined some of the future developments.

Manage the Brocks Hill centre and not take any of the Park for car parking.

- The Council has agreed to work with SLM to extend the Parklands contract as an option.
- TUPE in the staff.
- Modify the building and extend the centre.
- Add a state of the art rock wall climbing facility.
- Add a soft play centre.
- Maintain a commitment to working with community groups and voluntary organisations.
- Honour existing events, maintain and enhance the cafe opening it up externally.
- Increase service provision to include conferencing facilities and turn the facility into a leisure village.
- The Centre will not be demolished or sold.
- The Council has agreed nothing is to be done to alter the Park.
- The Chair assured residents that Brocks Hill building will still be owned by the Council and be maintained by SLM.
- On the question of funding arrangements the Chair said that in 2016, £100k was spent on the building. Last year a paper was received by the Council looking at various options for developing the Centre. Work with Parkland as an option was agreed.
- SLM will take over the maintenance of the building. The Council has agreed to run with this option. A planning application for car parking will need to be submitted.
- A foot path from Oadby Road to Parklands will also be considered in the tendering process.
- Bins and potholes at Parklands will also be addressed in the improvements.
- Discussion is in place regarding access to buses.

Action:

Still photos outlining the Brocks Hill development are to be presented at the next Resident Forum meeting.

18. REVIEW OF THE RESIDENTS' FORUMS CONSULTATION

The agenda item attached as item 4, entitled; Review of the Residents' Consultation was discussed at a full Borough Council meeting on 5 September 2017.

The Chair shared residents' responses to the three questions asked of residents from a consultation card circulated at the July 2017 Residents Forum meeting. A paper summarising the responses received was circulated at this meeting. The three questions have also been shared with Wigston and South Wigston Resident Forums attendees.

Following discussion at tonight's meeting it was confirmed that:

- Oadby Residents wished the Council to continue to fund the three Residents' Forums
- Funding will not be accessible to businesses
- Have the Council provide a clear and simple form filling process for organisations requesting large sums of money. This should include monitoring, evaluation and a

- check on the efficiency of the organisation including accounts, as part of the process
- Funding applications for sums as small as £200 to £300 should have a shorter application form process made available
- Questions on funding proposals be placed in writing with the Community Engagement Officer before the Forum meets and it be placed on the agenda
- Draft minutes be made ready within 10 working days and placed online within 15 working days
- Have an accessible copy of the agenda and minutes placed in the library
- The terms of residents are to be brought to the next meeting
- Have fewer presentations
- A motion regarding chairing of the Forum meetings was brought. It was agreed that the Forum meetings should be chaired by an elected Member and not a local resident. On a show of hands 15 residents voted in favour and none voted against
- It was also agreed that the minutes be written in the present format
- Residents requesting a bin, bench or bus shelter should not be required to fill in a form as the money was Council money and was not being given to an individual resident
- The Chair stated that there could be a case where other Oadby & Wigston Borough Councillors not representing Oadby, could Chair the Forum meeting.

19. CHAIR'S UPDATES

19a. COUNCIL BUDGET OPTIONS 2018/19 AND 2019/20

The Council is addressing a range of budget saving options. These will involve resident consultation, for example, the Waste and Recycling survey which currently is being evaluated and Brocks Hill Centre.

Action:

Bring a breakdown of the funding arrangements paper to the next Resident's Forum meeting.

19b. CAPITAL PROJECTS UPDATE

PHOENIX THERAPIES

- Phoenix Therapies Group were invited verbally and in writing to provide an update report to this month's Forum meeting. The Group did not respond to any of the invitations
- The Council will take steps to recoup the funding awarded. The County Council has also taken steps to recoup the funding awarded to Phoenix Therapies for which no update reports have been forthcoming
- Residents expressed concern that money had been awarded to a group which was dealing with fragile people to whom they said the Council had a duty of care. It was also questioned if it was appropriate for the Resident's Forum to have awarded such funds without checking the efficiency of the organisation
- The Chair affirmed that the Council would take this point onboard more closely before

authorising future awards

COMMUNITY FIRST RESPONDERS

Action:

A check is to be made as to when the Community First Responders award would be concluded for the purchase of two high visibility jackets, costing £180.

THE DEFIBRILLATOR REQUESTED BY 7EVENTS GROUP

It was questioned whether the award had been used to purchase and fit the Defibrillator.

Action:

An update is to be provided at the November meeting.

LITTER BINS BY UPLANDS ROAD

The bins were installed June 2017.

19c. FORUM BUDGET UPDATE

The Forum currently has funds available of £50,397.

Action:

A request is to be made for a Council Officer to attend the November Forum meeting to clarify areas of the budget spend noted as allocated but not paid.

19d. CAPITAL PROJECT GUIDELINES & APPLICATION FORM

Action:

A second draft of the Capital Projects application form has been requested to be brought to the November Forum meeting. It was suggested the Forum terms of reference be added to it.

19e. SPENDING REQUESTS

A proposal was brought for the adult sized exercise equipment to be improved in Uplands Park. Similar equipment can be viewed in Evington Park. There were a series of colour photos of the equipment circulated at this meeting. The County Council holds funds for the purchase of such equipment, following received written suggestions from residents. It was suggested the Forum access these funds to help purchase the equipment. The current equipment is stated to not offer enough resistance and is insufficiently challenging for use by reasonably fit people.

A suggestions list for the type of equipment which might be purchased was submitted.

Action:

Bring back the estimated cost of the equipment to the next Forum meeting.

20. ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS

Council Allotment Allocation Policy

Action:

Bring the Council Allotment Allocation Policy to the next meeting.

21. DATE OF THE NEXT MEETING

Wednesday 15 November 2017

THE MEETING CLOSED AT 8.50 PM



Chair

Wednesday, 15 November 2017

*Printed and published by Democratic Services, Oadby and Wigston Borough Council
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Agenda Item 20h

MINUTES OF THE MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 28 SEPTEMBER 2017 COMMENCING AT 7.00 PM

PRESENT

Councillor L A Bentley (Chair)
Councillor Mrs L M Broadley (Vice Chair)

COUNCILLORS

F S Broadley
D M Carter
B Dave
R E Fahey
D A Gamble
J Kaufman
Mrs H E Loydall
R E R Morris

OFFICERS IN ATTENDANCE

S J Ball (Senior Democratic Services Officer / Legal Officer)
T Boswell (Senior Planning Control Officer)
D Gill (Legal Advisor / Deputy Monitoring Officer)
R Redford (Planning Control Team Leader)
A Thorpe (Head of Planning, Development and Regeneration)

OTHERS IN ATTENDANCE

Cllr M L Darr (Speaker, Ward Councillor)
R Harris (Applicant/Agent)
A Lakhlani (Public Speaker)
P McCarthy (Applicant/Agent)

20. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors G A Boulter and Dr T K Khong.

21. DECLARATIONS OF INTEREST

None.

22. MINUTES OF THE PREVIOUS MEETING HELD ON 24 AUGUST 2017

RESOLVED THAT:

The minutes of the previous meeting of the Committee held on 24 August 2017 be taken as read, confirmed and signed.

23. ACTION LIST ARISING FROM THE MEETING HELD ON 24 AUGUST 2017

RESOLVED THAT:

The Action List be noted by Members.

24. PETITIONS AND DEPUTATIONS

None.

25. TECHNICAL HOUSING STANDARDS (NATIONALLY DESCRIBED SPACE STANDARD) AND SUBDIVISION OF RESIDENTIAL PROPERTIES

The Council gave consideration to the report (at pages 7 - 16) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

Members emphasised that it was their belief that a serious need continued to exist for large family dwelling-houses with the Borough and that minimum prescribed levels of living-space, particularly within multiple dwelling-flat conversions, were essential. It was said that the health and wellbeing of occupants in terms of adequate living space and amenity should be accorded the upmost importance.

The Committee was advised that work was currently at an advanced stage in the preparation of the Local Plan and, as part of this process, evidence was being prepared that would inform whether the space standards and any revised position regarding the subdivision of residential properties could be adopted by the Council.

An independent viability study of the whole Local Plan was also said to be undertaken to ensure that the effect of all of the policies, when taken together, suitably addressed matters of viability. All policies were said to gain increasing weight as the Local Plan progressed through its formal adoption process.

Until such time as the Local Plan was full adopted, the Committee was advised that applications could only be determined on merit and on material planning grounds.

It was requested that a further survey be undertaken to clarify the quantity of the Borough housing stock's consisting of 1 bedroom properties.

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

UNANIMOUSLY RESOLVED THAT:

- (i) The work currently being undertaken in respect of the optional Nationally Described Space Standards through the preparation of the Local Plan be noted by Members;**
- (ii) Members note that account can given to the Nationally Described Space Standards by officers and applicants in their deliberations during the consideration and determination of planning applications: however, it would not be appropriate to base decisions upon these standards given that they do not comprise fully evidenced and justified planning policy (as referred to the report); and**
- (iii) The position regarding the subdivision of residential properties and the work currently being undertaken to inform the Local Plan in this regard be noted by Members.**

26. REPORT OF THE PLANNING CONTROL TEAM LEADER

26a. APPLICATION NO. 17/00310/REM - LAND AT COTTAGE FARM, GLEN ROAD, OADBY, LEICESTERSHIRE

Mr P McCarthy, Design and Technical Director at Bloor Homes, spoke upon the application on behalf of the applicant. He stated that a number of changes to a revised scheme had been made to minimise the impact on adjacent residents and surplus land had been used to meet demand for an additional 28 small to medium semi/detached family homes. The application was said to continue to respect the Illustrative Development Framework plan as submitted at the outline stage.

Councillor M L Darr, Ward Councillor for the Oadby Brocks Hill Ward, spoke upon the application. He called for the application to be deferred pending further public consultation so to consult upon the subsequent amendments made to the scheme.

The Committee gave consideration to the application (at pages 18 - 25) and the agenda update (at page 1) as delivered and summarised by the Senior Planning Control Officer which should be read together with these minutes as a composite document.

A debate thereon was had whereby the Committee overall commended the revised scheme, particularly the proposed mix of dwellings and sizes, however raised some initial concerns in response to which the Senior Planning Control Officer advised that:

- a. social-housing units were often clustered together to ensure their more efficient maintenance;
- b. the relative small size of the children's play areas were compensated by the generous allocation of garden space to most dwelling-houses and the provision of a large public amenity pitch on site;
- c. each dwelling was allocated a suitable-sized car parking space(s) or garage so to prevent parking/obstructions on the highway;
- d. boundaries between the existing and new developments were to be properly maintained after initial planting by their respective owner-occupiers; and
- e. the section 106 Agreement was to provide for the site's open spaces to be either maintained by the developer in perpetuity or adopted by the Council.

Furthermore, and although some Members believed a deferral on the grounds of further public consultation was justified, most Members felt that ample opportunity for consultation had been provided and that the application should be determined without delay and within the parameters of material planning considerations.

In reaching a decision it was reported that the scheme amounted to a low-density development of 30 dwellings per hectare and within the original outline permission granted, therefore dismissing concerns regarding the over-cramming of units.

The Committee was also advised that the Council, as the Local Planning Authority, had fully complied with its obligations in notifying residents and that any deferral in favour of holding a non-statutory public consultation would risk a cost-implicated appeal for non-determination on immaterial planning grounds and that, in any case and on balance, a further consultation period would not constructively add anything new.

It was moved by Councillor J Kaufman, seconded by Councillor D A Gamble and

DEFEATED THAT:

The application be deferred pending further public consultation.

Votes For	2
Votes Against	8
Abstentions	0

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

RESOLVED THAT:

The application be GRANTED planning permission in accordance with the submitted documents and plans and subject to the prescribed conditions.

Votes For	9
Votes Against	1
Abstentions	0

26b. APPLICATION NO. 17/00338/FUL - 48 SEVERN ROAD, OADBY, LEICESTER, LE2 4FY

Mr A Lakhlani, a relative of an adjacent neighbour, spoke upon the application as an objector. He stated that the proposed establishment would cause a nuisance to adjoining properties and would be detrimental to the wider residential area in respect of inconsiderate parking and increased traffic, littering and anti-social behaviour. Noise and air pollution emanating from the premises was also said to be a concern.

The Committee gave consideration to the application (at pages 26 - 32) as delivered and summarised by the Planning Control Team Leader which should be read together with these minutes as a composite document. It was also reported that further objections citing similar matters to those raised by speaker had been received on 27 September from another concerned relative of another adjacent neighbour.

Whilst the Committee welcomed the bringing back into use of the building, Members too acknowledged the legitimate concerns as raised by objectors but, in doing so, agreed that a reasonable closing time from Monday to Saturday and a premises closure on Sundays and Bank Holidays would mitigate the greater part of the same.

In reaching a decision, the Committee was advised that other regulatory enforcement regimes were available to the Council to control other unauthorised and, or, nuisance activities at the premises that may arise. It was also said that any condition relating to the premises' closure on Sundays and Bank Holidays, although not entirely unreasonable, could ultimately be successfully appealed albeit with negligible costs and little reputational damage to the Council.

It was moved by the Chair, seconded by the Councillor D A Gamble and

UNANIMOUSLY RESOLVED THAT:

The permitted hours of operation (as set out at condition 4) be amended to 09:00 to 22:00, Mondays to Saturdays.

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

RESOLVED THAT:

The application be GRANTED planning permission in accordance with the submitted documents and plans and subject to the prescribed conditions (as amended).

Votes For	9
Votes Against	0

Abstentions 1

26c. APPLICATION NO. 17/00392/FUL - THE GRANGE, HIGHFIELD DRIVE, WIGSTON, LEICESTERSHIRE, LE18 1NN

Mr R Harris, Director at Graham Harris Partnership, spoke upon the application on behalf of the applicant. He stated that the application sought to minimise the impact of existing travel, access and parking issues on the site and the surrounding residential area. It was said that all works to protected trees would be correctly carried out, no further illumination to buildings was proposed nor was any increase to the numbers of staff on-site or associated vehicle movements expected.

The Committee gave consideration to the application (at pages 33 - 51) as delivered and summarised by the Planning Control Team Leader which should be read together with these minutes as a composite document.

A debate thereon was had whereby most Members agreed that the proposals submitted offered on balance a considered solution to the issues currently experienced. However, some Members were mindful of the highway implications to residents created by a possible increased in vehicular movements along Highfield Drive if the entrance/exit proposals were not carefully managed. Details in relation to a tree replanting scheme, to include trees of sufficient maturity, were also requested.

It was moved by the Chair, seconded by Councillor D A Gamble and

RESOLVED THAT:

It be conditioned that, subject to an agreed form of wording under delegated authority to Officers, full details of the replacement trees be submitted to and approved by the Local Planning Authority prior to the implementation of the development and implemented accordingly.

Votes For	8
Votes Against	0
Abstentions	2

It was moved by the Chair, seconded by Councillor D A Gamble and

RESOLVED THAT:

The application be GRANTED planning permission in accordance with the submitted documents and plans and subject to the prescribed conditions (as amended).

Votes For	8
Votes Against	2
Abstentions	0

26d. APPLICATION NO. 17/00396/FUL - 70 REPTON ROAD, WIGSTON, LEICESTERSHIRE, LE18 1GD

Withdrawn.

THE MEETING CLOSED AT 8.48 PM



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Chair
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.....
Thursday, 16 November 2017
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Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Agenda Item 20i

**MINUTES OF THE MEETING OF THE LICENSING SUB-COMMITTEE HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON FRIDAY, 6 OCTOBER 2017
COMMENCING AT 10.22 AM**

PRESENT

Councillor G A Boulter (Chair)

COUNCILLORS

Mrs L M Broadley
R E Fahey

OFFICERS IN ATTENDANCE

Mrs T Aldwinckle	(Licensing Enforcement Officer)
S J Ball	(Senior Democratic Services Officer / Legal Officer)
D Gill	(Legal Advisor)
Ms S Lane	(Democratic Services Officer / Compliance Officer)
J Mortell	(Licensing Officer)

OTHERS IN ATTENDANCE

J Hockenhill	(Applicant, HGS (Leicester) Limited)
P Hockenhill	(Applicant, HGS (Leicester) Limited)
R Spooner	(Applicant, HGS (Leicester) Limited)
C Streeten	(Applicant's Legal Representative)

1. ELECTION OF CHAIR

It was moved by Councillor Mrs L M Broadley, seconded by Councillor R E Fahey and

RESOLVED THAT:

Councillor G A Boulter assume the Chair for the Panel Hearing.

2. APOLOGIES FOR ABSENCE

None.

3. APPOINTMENT OF SUBSTITUTES

None.

4. APPLICATION FOR A PREMISES LICENCE - SPAR/SHELL PETROL STATION, 1-3 DORSET AVENUE, WIGSTON, LEICESTERSHIRE, LE18 4WB

The Chair introduced the parties and outlined the hearing procedure to be followed.

The Hearing Regulations 2005 stated that the Authority must allow parties an equal period of time in which to present their evidence. It was agreed that all parties would have 10 minutes to make their representations.

Report of the Licensing Officer

The Licensing Panel gave consideration to the report and appendices as delivered and summarised by the Licensing Officer (at pages 1 - 75) which should be read together with these minutes as a composite document.

Questions put to the Licensing Officer

None.

Representations made by the Applicant

The Applicants Legal Representative, Mr Charles Streeten, addressed the Licensing Panel.

He stated that the site had been closed for the past 10 years and that prior to this it had operated as a petrol forecourt. During the past 10 years the site had operated as a hand car wash.

It was said that HGS (Leicester) Ltd had now purchased the freehold and were in the process of totally redeveloping the site with an investment of £1.2 million. The site would then trade as a Spar convenience store offering a wide range of products with alcohol being a key product category. It was said that as well as the normal product categories associated with a quality convenience store, the site would have an ATM, Lottery, E-Pay and a hot food counter.

He also stated that the operators of this site had ten other sites in the Leicestershire/Northamptonshire area, and of these; 7 sites are a 24 hour operation; 3 sites are a 16 hour operation and all sites were licensed.

The operators of the site are also Retailers for Shell UK Oil Products Ltd by way of a Retailer Business Agreement (RBA). The site would therefore be operated to a similar standard to their Shell sites.

It was stated that the site would employ 15-20 staff on a mixture of full and part time basis.

CCTV would operate in store and on the forecourt and would have a full alarm system with Redcare. A full scanning system with till prompts on age-restricted products would be operated. All staff would be trained on this along with regular refresher training.

Questions put to the Applicant

None.

Closing Speeches

None.

The Licensing Panel adjourned to consider its decision at 10:36 am.

The Licensing Panel reconvened at 10:47 am.

DECIDED THAT:-

(i) The decision herewith contained in the foregoing Decision Notice as was

- read aloud in outline by the Legal Advisor to all those present at the meeting be made to GRANT the application for a Premise Licence;
- (ii) The exact wording of the proposed conditions to be delegated to Officers so that they accord with the wording of the Pool of Model Conditions: and
 - (iii) The Application for a Premise Licence, be amended to reflect the correct postal address of South Wigston, Leicestershire.

THE MEETING CLOSED AT 10.49 AM



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Chair
.....

Friday, 06 October 2017
.....

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MINUTES OF THE EXTRAORDINARY MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 10 OCTOBER 2017 COMMENCING AT 6.30 PM

PRESENT

Councillor Mrs S B Morris (Chair)
Councillor D A Gamble (Vice Chair)

COUNCILLORS

G A Boulter
J W Boyce
M L Darr
R F Eaton
J Kaufman
Dr T K Khong

OFFICERS IN ATTENDANCE

S Hinds (Director of Finance & Transformation)
S Tucker (Electoral Services Manager) (Minutes)

21. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors E R Barr, L A Bentley, Mrs K M Chalk, B Dave, R E Fahey and R E R Morris.

22. APPOINTMENT OF SUBSTITUTES

None.

23. DECLARATIONS OF INTEREST

None.

24. PROSPECTIVE PARTICIPATION IN 100% BUSINESS RATES RETENTION SCHEME (PART I)

The Committee received a report as set out on pages 1-5 of the agenda, which recommended approval of the Council's application to participate in a pilot scheme allowing for 100% Business Rate Retention in 2018/19, and delegation of authority to the Director of Finance and Transformation, in consultation with the Chair and Leader, to agree the detail contained within the application.

The Director of Finance and Transformation introduced the report and provided to Members a brief summary of the scheme and its potential benefits. In particular it was highlighted that at the very least, there would be no detrimental effect on the Council's finances through participation in the scheme, and it was envisaged that a financial benefit would be gained to support projects that enhance the Borough and deliver service improvements.

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

UNANIMOUSLY RESOLVED THAT:

- i) The Council's application to participate in a pilot scheme allowing for 100% Business Rate Retention in 2018/19 in accordance with the principles set out in Part II of the report as part of the Leicestershire-wide proposal be approved; and
- ii) Delegated authority be given to the Director of Finance and Transformation, in consultation with the Chair of Policy, Finance and Development Committee and the Leader to agree on behalf of the Council and the other authorities within Leicester and Leicestershire, the detail contained within the application to participate in the business rate retention pilot scheme.

25. EXCLUSION OF PRESS AND PUBLIC

RESOLVED THAT:

The press and public were 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) 3 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item(s) outweighed the public interest in disclosing the information.

26. PROSPECTIVE PARTICIPATION IN 100% BUSINESS RATES RETENTION SCHEME (PART II)

RESOLVED THAT:

The contents of the exempt item be noted.

THE MEETING CLOSED AT 6.45 PM



.....
Chair
.....

Tuesday, 31 October 2017
.....

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Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

MINUTES OF THE MEETING OF THE SERVICE DELIVERY COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 10 OCTOBER 2017 COMMENCING AT 7.00 PM

PRESENT

Councillor G A Boulter (Chair)
Councillor F S Broadley (Vice Chair)

COUNCILLORS

J W Boyce
Mrs L M Broadley
D M Carter
Mrs L Eaton JP
Mrs S Z Haq
Dr T K Khong

OFFICERS IN ATTENDANCE

T Cawthorne (Environmental Health Officer)
M Hone (Interim Director of Services)
S Nash (Housing Services Manager)
C Raymakers (Head of Finance, Revenues & Benefits)
S Tucker (Electoral Services Manager) (Minutes)

20. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors L A Bentley, A R Bond, M V Chamberlain, R E Fahey and K J Loydall.

21. APPOINTMENT OF SUBSTITUTES

None.

22. DECLARATIONS OF INTEREST

None.

23. MINUTES OF THE PREVIOUS MEETING HELD ON 27 JUNE 2017

RESOLVED THAT:

The minutes of the previous meeting of the Committee held on 27 June 2017 to be taken as read, confirmed and signed.

24. ACTION LIST ARISING FROM THE MEETING HELD ON 27 JUNE 2017

RESOLVED THAT:

The Action List be noted by Members.

25. PETITIONS AND DEPUTATIONS

None.

26. COMMITTEE BUDGET REVENUE AND CAPITAL REVIEW (APRIL - AUGUST 2017)

The Committee received a report as set out on pages 12-18 of the agenda, which asked it to note the current position and to consider the breakdown of capital programmes outlined in the Appendices and recommend them to the Policy, Finance and Development Committee for approval.

UNANIMOUSLY RESOLVED THAT:

- (i) The contents of the report be noted by Members; and**
- (ii) The breakdown of capital programmes outlined in Appendix A and B to the report be recommended to the Policy, Finance and Development Committee for approval.**

27. PROPOSED SCALE OF FEES AND CHARGES 2018/19

The Committee received a report as set out on pages 19-39 of the agenda, which asked it to consider the proposed fees and charges and recommend them to the Policy, Finance and Development Committee for approval.

UNANIMOUSLY RESOLVED THAT:

The proposed scale of fees and charges be recommended to the Policy, Finance and Development Committee for approval.

28. REVIEW OF WASTE RECYCLING AND GREEN WASTE SERVICES

The Committee received a report as set out on pages 40-42 of the agenda which asked it to note the information contained therein.

The Interim Director of Services introduced the report and advised Members that SLR Consulting Limited had completed now its initial report, which would be brought to the Council meeting on 5 December in accordance with the timetable set by the Policy, Finance and Development Committee.

Members expressed a concern that they had not been given the opportunity to submit their views for inclusion in the consultant's report to be brought to the Council meeting on 5 December. The Interim Director of Services assured Members that the purpose of this particular paper was to present a range of information and potential options for Members to consider, based on SLR 's profiling of the Borough, best practice examples and an overview of the different approaches to waste collection taken by other Local Authorities. Assurance was given that Members would be given opportunities to input their views on this key policy decision during the subsequent stages of the timetable.

Members also commented that they had not yet been informed of the date for the Member workshop session referred to within the report. The Interim Director of Services confirmed that a date for the workshop had not yet been set, but acknowledged that time was pressing and Members would be notified as soon as possible, and in any event, before Tuesday 31 October when the Policy, Finance and Development Committee are next due to meet.

UNANIMOUSLY RESOLVED THAT:

The contents of the report be noted by Members.

29. COMMUNITY SERVICES UPDATE

The Committee received a report as set out on pages 43-61 of the agenda, which asked it to note its contents, agree that Fire Risk Assessments be carried out on a 3 year cycle, and subject to successful completion of negotiations, delegate authority to the Interim Head of Communities to enter into a new lease for a telecommunications aerial at Chartwell House.

Members expressed concern at the current trend of monthly increases in tenant arrears, and asked for assurance that the Council would still achieve its year-end target by March 2018. The Housing Services Manager stated that the Head of Communities was confident of meeting the target, but the situation was becoming increasingly challenging against a backdrop of national policy changes such as Universal Credit and the Welfare Benefit Cap. It was requested by Members that the arrears figures for the next three months be kept under review, and a further update be brought to the Committee's next meeting in January if the figures were showing no sign of improvement.

Concerns were also expressed regarding the unprecedented number of homeless households in the Borough and the lack of available properties within which to house them, exacerbated by the issue of private landlords becoming increasingly unwilling to house tenants in receipt of benefits and seeking guarantors for their rent. Whilst it was acknowledged that many of the current issues appeared to be a direct result of national policy, Members stressed that a Borough-led solution would need to be identified, and as such requested a full report on homelessness be brought to a future meeting of the Committee, as well as a member seminar to be arranged to provide Members with a fuller understanding of the issues presented and the possible options for tackling them.

In relation to empty properties, Members welcomed the progress made in respect of the two properties detailed in the report, and asked what work was being done to assess other empty properties in the Borough, which were often an eyesore and hotspots for anti-social behaviour. The Environmental Health Officer confirmed that a working group continues to assess empty properties in liaison with the Council Tax section with the aim of bringing these properties back into use. Progress could be slow however due to the unwillingness of some owners to engage with the authority, and due to properties needing to be empty for specified periods of time. A question was raised regarding whether the Council was able to recover any of its costs in relation to the case of 114 Uplands Road, Oadby. The Head of Finance, Revenues and Benefits did not have this information to hand, but undertook to obtain the information and report back to Members. A further question was asked in relation to 37 Newton Lane, and the reference in the report to the possibility of applying for a compulsory purchase order (CPO), after Members had been under the impression that previous agreement had already been reached to apply for a CPO. The Interim Director of Services stated that he was not aware of such a previous agreement, but that funds were in place for a CPO to be applied for if this resulted in being the chosen course of action.

The Committee felt that the report contained at Appendix D in relation to the Lighbulb Programme was uninformative given that it did not include figures relating to income. The Interim Director of Services explained that the programme had only gone live on 2 October 2017 so it was too early to provide anything tangible, but undertook to look at the concerns raised and attempt to ensure that more informative details are presented to Members as the programme develops.

Members noted within the report that efforts to commercialise the Council's Pest Control Service had received a limited response thus far, and a Member of the Committee

suggested that the scheme should be abandoned if by the end of 2017 the Council was not on course to achieve its targets. It was explained by Officers that one of the main reasons for the lack of progress to date was due to the long-term sickness related absence of one of the scheme's principal coordinators, and the Head of Communities was confident that the targets remained realistic.

In respect of the new Borough-wide cleaning contract, Members reported receiving a number of complaints from residents, and were unsure who or where to report such concerns to. The Interim Director of Services informed Members that the new contract is being closely monitored and has been made a priority item for discussion at the next meeting of the Senior Management Team, after which information will be sent to Members advising where to report their concerns to. In the meantime, it was suggested that any concerns could be logged as Member Enquiries.

UNANIMOUSLY AGREED THAT:

- (i) The contents of the report be noted by Members;**
- (ii) Fire Risk Assessments be carried out on a 3 year cycle; and**
- (iii) Subject to the successful completion of negotiations, delegated authority be given to the Interim Head of Communities to enter into a new lease for the telecommunications aerial at Chartwell House.**

30. SECTION 106 OPEN SPACE, SPORT AND RECREATION CONTRIBUTIONS

The Committee received a report as set out on pages 62-67 which asked it to note the list of projects that could be funded through section 106 contributions, note the establishment of a management company to manage the open space provided within the Direction for Growth, and agree that a similar approach be taken in respect of maintenance of open space for other developments in the future.

The Committee welcomed the list of Section 106 projects contained within Section 4 of the report, but requested that all Members of the Council be consulted on the list, so as to enable any missing and/or redundant areas to be identified. Members also asked to be kept informed of any timetable drawn up for delivery of these projects.

UNANIMOUSLY RESOLVED THAT:

- (i) The list of attached Open Space, Sport and Recreation projects that could be funded through Section 106 contributions be noted;**
- (ii) The establishment of a management company by the developer, David Wilson Homes, to manage the open space provided within the Direction for Growth (as opposed to the Council adopting the open space and carrying out the maintenance) be noted; and**
- (iii) Where it is possible and appropriate, a similar approach is to be taken in respect of maintenance of open space for other developments in the future.**

31. CAPACITY AND LIFESPAN OF OADBY CEMETERY

The Committee received a report as set out on pages 68-70 of the agenda, which asked it to note the contents therein.

Members welcomed the report and expressed support for the idea of extending the lifespan of the cemetery by bringing into use adjacent Council owned-land.

UNANIMOUSLY RESOLVED THAT:

The contents of the report be noted by Members.

32. CORPORATE ENFORCEMENT UPDATE

The Committee received a report as set out on pages 71-75 of the agenda, which asked it to note the contents therein.

The Committee received an update regarding the Marstown Avenue asbestos situation from the Environmental Health Officer, and were also advised that the Public Space Protection Orders (PSPO's) referred to within the report were now in force.

UNANIMOUSLY RESOLVED THAT:

The contents of the report be noted by Members.

33. LEISURE SERVICES UPDATE

The Committee received a report as set out on pages 76-81 of the agenda, which asked it to note the information provided therein and promote the range of opportunities to a wider audience.

The Interim Director of Services introduced the report and provided Members with a timetable update relating to the programme of works taking place at Brocks Hill, as per the partnership arrangement with SLM:

Project	Provisional Start Date	Projected Completion Date
Brocks Hill	20-Nov-17	17-Dec-17
Sports Hall	11-Dec-17	11-Feb-18
Car Park	Application submitted 29-Sep-17	Dependant on planning permission
Public/User consultation	02-Oct-17 (commenced)	29-Oct-17
Staff TUPE consultation	22-Sep-17 (commenced)	19-Nov-17

A question was raised in relation to the Car Park works and whether or not they would be completed in time for the opening of the new climbing facilities. The Interim Director of Services advised that it was intended for these works to be completed in time for the opening of the new facilities, as demand was expected to be significant.

The Committee extended its thanks to the Leisure Services team for its continued hard work and achievements.

UNANIMOUSLY RESOLVED THAT:

The contents of the report be noted by Members, and the range of leisure opportunities available be endorsed and promoted to a wider audience.

34. FACILITIES SERVICES UPDATE

The Committee received a report as set out on pages 82-85 of the agenda, which asked it to note the information contained therein.

Members commented that whilst the report provided an update on the Council-owned section of East Street Car Park, no information was provided in relation to the state of repair of potholes in the privately-owned section. The Interim Director of Services undertook to obtain an update in relation to this from the Facilities and Administration Manager.

A question was raised in relation to how the allocation of allotments at Cottage Farm would be determined. The Interim Director of Services undertook to obtain further information and report back to Members.

A request was made that more information be provided in relation to liaison meetings held with South Wigston and Oadby bowls clubs, as the report only gave notice that meetings had been held, rather than reporting on any outcomes.

UNANIMOUSLY AGREED THAT:

The contents of the report be noted by Members.

35. GREENING THE BOROUGH AND OPERATIONAL SERVICES UPDATE

The Committee received a report as set out on pages 86-93 of the agenda, which asked it to note the information provided therein, as well as approving removal of the multi-activity unit at Brocks Hill and noting that an extension to the temporary planning permission for Tendring Drive footpath may be required.

Members noted the deterioration of the multi-activity unit at Brocks Hill, but expressed disappointment that plans were not in place to provide for immediate replacement, as many visitors to the Brocks Hill site went for the specific purpose of using this equipment. The Committee suggested that the cost of replacement would be small in relation to the overall £1.2 million of funding for the Brocks Hill project, and urged that a capital bid be submitted to add this to the programme of works.

The Committee expressed its delight at the Borough being awarded a Gold Medal for the East Midlands in Bloom competition for the 8th consecutive year, and extended its thanks in particular to the volunteers who made a crucial contribution to this.

A question was raised regarding what steps were being taken to ensure that volunteering activities continue once the funding for the Natural Discovery Volunteer Project ends in February 2018. The Interim Director of Services advised that newly recruited Lead Volunteers would be given training with the aim of sustaining activities at the end of the funded project.

UNANIMOUSLY RESOLVED THAT:

- (i) The removal of the multi-activity unit at Brocks Hill be approved;**
- (ii) The contents of the report be noted by Members, and the range of leisure opportunities available be endorsed and promoted to a wider audience; and**
- (iii) The potential requirement for an extension to the current temporary**

planning permission for Tendring Drive footpath, Wigston, be noted.

36. CUSTOMER SERVICE AND TRANSFORMATION UPDATE

The Committee received a report as set out on pages 94-97 of the agenda, which asked it to note the information contained therein.

The Committee extended its thanks to the Customer Service and Transformation staff for making good progress on a variety of complex projects currently being undertaken.

UNANIMOUSLY RESOLVED THAT:

The contents of the report be noted by Members.

THE MEETING CLOSED AT 8.25 PM



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Chair
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Tuesday, 23 January 2018
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Agenda Item 20I

MINUTES OF THE MEETING OF THE HEALTH AND WELLBEING BOARD HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 11 OCTOBER 2017 COMMENCING AT 1.30 PM

PRESENT

Councillor J Kaufman (Chair)

COUNCILLORS

G A Boulter

J W Boyce

OFFICERS IN ATTENDANCE

Mrs A Lennox MBE (Head of Health & Leisure Services)

OTHERS IN ATTENDANCE

Sharon Rose (Locality Manager, East Leicestershire CCG)
Dave Cliffe (Voluntary Action)
Ruth Mann (South Leicestershire School Sports Partnership)
Amy McCue (Ingeus Diabetes Prevention Programme)
Claire Bradshaw (Leicestershire County Council Libraries)
Rachel Barton (Leicestershire Nutrition & Dietetics Service)
Nabiha Khalifa (Leicestershire Nutrition & Dietetics Service)
Alison Maulin (Commissioner for Mental Health)

9. WELCOME BY CHAIRMAN, COUNCILLOR JEFFREY KAUFMAN

The Chair, Cllr Jeffrey Kaufman, welcomed attendees to the meeting.

10. APOLOGIES FOR ABSENCE

Cllr Dr T Khong, Cllr Helen Loydall, Debbie Preston, Dr Varakantam, Kane Radford, Mark Braham, Malcolm Brown, James Naylor.

11. MINUTES OF THE PREVIOUS MEETING HELD ON 15 AUGUST 2017

The minutes of the meeting of the HWBB held on 15 August 2017 to be taken as read, confirmed and signed by the Chair.

12. UPDATE ON OADBY AND WIGSTON HEALTH PRIORITY 1. DEMENTIA / MENTAL HEALTH

DC from Voluntary Action provided an update on progress made on the Dementia/Mental Health priority, since the last meeting.

DC provided a hand-out (**see appendix 1**) about the Oadby & Wigston and Blaby District Mental Health Forum, in addition to information about the proposed Dementia Alliance for Oadby and Wigston.

The Mental Health Forum's key priorities are mapping; networking and disseminating good practice. The group has recently set up a Facebook page for information sharing and to raise awareness of some of the support that is available in the area. One of the key steps

is the proposed Wellbeing Café for Oadby and Wigston. This will be trialled before rolled out across the borough.

DC confirmed that following several discussions with dementia services in Oadby and Wigston, there has been an expression of interest for a Dementia Alliance model, which would complement the work on mental health. The first steps will be to bring interested parties together to map current work in the area, identify what support is required and how people could work together for the benefit of the community. The date for this meeting is to be confirmed. Further information can be obtained from Dave Cliffe, Community Development Officer at Voluntary Action Leicestershire, dave.c@valonline.org.uk

DC confirmed his Community Development post ends in December 2017; therefore he is not in a position to take forwards the Dementia agenda. However there may be an opportunity for the new Local Area Coordinators to do this once in post. DC confirmed there were key challenges including getting people together and building confidence within the groups to start their own projects, as well as working together to access funding. He confirmed that early intervention with children in respect to mental health issues was important.

AM confirmed that two new services have recently gone live; Dementia service for Leicester and Leicestershire, with an aligned service for Rutland. This will support those with a diagnosis who have been admitted to hospital and provide support on discharge. It will also provide advice to carers.

AM informed the group that the jointly commissioned model for Mental Health has provided 7 contracts with three providers (Richmond Fellowship, MKH and Voluntary Action South Leicestershire). Richmond Fellowship is a 3 year commissioned programme aiming to provide advice, as well as community recovery support. Promotion is via the Local Area Coordinators; First Contact; Voluntary Action and GP's. SR was concerned that the information has not yet filtered through to the GPs; SR to contact the Lead, John Singh.

13. OADBY AND WIGSTON HEALTH PRIORITY 2. DIABETES / HEALTHY WEIGHT

Meeting attendees were split into two groups to provide an opportunity to discuss the following in relation to priority 2. Diabetes and Healthy Weight:

- How we can better work together to help our residents
- What support/action is needed
- How will this action be measured

Diabetes: Feedback from the groups confirmed the need to have GP's on board particularly for diabetes testing. It was clear that more work needed to be carried out to identify the hard to reach groups. Suggestions included setting up a Road show, to include diabetes testing, and information about healthy eating. Lloyds Chemist is one of the few pharmacists that carry out diabetes testing, encouraging others to do likewise would be beneficial. SR suggested a discussion should take place with the Pharmacists Association. Targeting advice to people's needs is key. Lifestyle issues are not about lack of knowledge; it is more about a lack of time. Discussion also took place about the referral process and whether this could be simplified.

Healthy weight: Breakfast clubs in schools to address obesity levels in children (play sport and have breakfast), especially in the lead up to exams/SATS.

More education for secondary schools pupils, campaigns etc. On-going messages about the importance of drinking water. Utilise the Unified Prevention Board's, up seasonal campaigns, which includes keeping active, staying warm, flu jabs and healthy eating.

14. ANY OTHER BUSINESS

CB from Leicestershire Libraries confirmed there are changes to the Libraries moving forwards, in order to cut costs. 'Library Plus' will be a facility that is not staffed, but visitors can self operate (taking out books and returns). There will be times however when staff will be on site and opening times will be longer and include evenings. This is running as a pilot scheme in Syston currently.

A number of other attendees provided information/leaflets about the range of programmes being delivered locally including FLiC, LEAP, Dementia Carers Support Group and Leicestershire Libraries launch of Reading Well Long Term Conditions. AL highlighted the opportunity for organisations to promote their campaigns, activities and events via the Council's newsletter 'Letterbox'. All information to be forwarded to AL by Monday 16 October, at the latest, in order to be considered for inclusion.

SR provided an update about the new 2.1 NHS Summary Care Records (SCR) **see appendix 2**. The SCR is an electronic summary of key clinical information, (including medicines, allergies and adverse reactions about a patient), sourced from the GP record. It is used by authorised healthcare professionals, with the patient's consent, to support their care and treatment. SCR 2.1 is a second version which is being distributed, following on from the original SCR posted out to individuals 3 to 4 years ago. It is a more detailed record, which requires individuals to opt in. This version will provide access to more detailed records, vital in time of need. There will be no mail-out this time, due to costs. Forms are available at GP surgeries, or can be downloaded from the website.

15. FUTURE MEETINGS

Next meeting to be held on Wednesday 24 January 2018.

THE MEETING CLOSED AT 3.00 PM



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Chair
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Wednesday, 24 January 2018
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MINUTES OF THE MEETING OF THE LICENSING AND REGULATORY COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 12 OCTOBER 2017 COMMENCING AT 6.42 PM

PRESENT

Councillor Mrs L M Broadley (Chair)

COUNCILLORS

G A Boulter
M H Charlesworth
J Kaufman

OFFICERS IN ATTENDANCE

Mrs T Aldwinckle (Licensing Enforcement Officer)
T Cawthorne (Environmental Health Officer)
D Gill (Deputy Monitoring Officer)
S Glazebrook (Interim Head of Communities)
Ms S Lane (Democratic Services Officer / Compliance Officer)

10. APOLOGIES FOR ABSENCE

An apology for was received from Councillors Miss A R Bond, Mrs K M Chalk, Miss M V Chamberlain, R F Eaton and Mrs H W Loydall.

11. DECLARATIONS OF INTEREST

None.

12. MINUTES OF THE PREVIOUS MEETING HELD ON 19 JULY 2017

RESOLVED THAT:

The minutes of the previous meeting of the Committee held on 19 July 2017 be taken as read, confirmed and signed.

13. ACTION LIST ARISING FROM THE MEETING HELD ON 19 JULY 2017

The Interim Head of Communities advised the Committee that all items of business on the Action List had been duly completed.

RESOLVED THAT:

The Action List be noted by Members.

14. PETITIONS AND DEPUTATIONS

None.

15. CORPORATE ENFORCEMENT REPORT

The Committee gave consideration to the report (at pages 6 - 19) and the agenda update (at pages 1 - 8) as delivered and summarised by the Interim Head of Communities which

should be read together with these minutes as a composite document.

A debate thereon was had by Members who considered the following in turn.

Asbestos Case - Marstown Avenue, South Wigston

The Committee was advised that residents could seek compensation from the perpetrator and the owners of the garages but that this would be a civil claim and that those affected residents had already been given this advice.

It was also advised that the specified date at paragraph 3.1 for failure to undertake works was 9 October 2017 and that an email response had been received from the owner of the garages who was not happy at the Councils' action.

Members' were advised that with asbestos there could be no shortcuts and therefore action would continue to be pursued.

Dog Fouling

Members stated that they were still receiving many complaints in relation to dog fouling and believed that a prosecution of persistent offenders would help send out the right message.

By analogy, the Committee was advised that there had only been one prosecution since 2005 within the North West Leicestershire District Council area and that an on-looker's video evidence on their mobile telephone could be used in any prosecution.

Public Space Protection Orders (PSPO's)

The Committee was advised that the PSPO's would first need to be considered by full Council for approval before coming into force.

Pest Control

The Committee was advised that the Council had been liaising with a neighbouring authority to undertake some of their work in the area of sewer baiting. As the take up of services was slow since the expansion of the service into the commercial sector, it was agreed that the financials were to be reviewed again at the next meeting.

The Committee was advised that the timeframe relating to the table of pest control requests at paragraph 2.4 were those requests received since the last meeting.

The Committee were advised that the fees and charges were reviewed earlier this year and although the Council's costs had been significantly raised, they were still competitive against the larger more well known companies and all efforts were being made to make the service more commercially-viable.

Food

The Committee was advised that an inspection for a newly opened food premises would take place as soon as possible but within two month timescale. Once the establishment has been rated, their rating would determine the timing of future inspections: if rated a 5, it would be two-yearly inspections, however, if rate a 1 or 2, it would be six-monthly inspections.

Licensing

With reference to Members citing several news reports recently regarding UBER, the Committee were advised that UBER did not hold an operator's licence (OL) with this Council as they failed to meet its policy requirements. Drivers who had applied to this Council who had listed UBER as their operator had been rejected. It was said that UBER did however hold an OL with Leicester City Council and Blaby District Council.

The Committee heard that this issue of the same reports going before two different Committees had already been raised with Senior Management Team and required further clarification and liaison with the Senior Democratic Services Officer / Legal Officer. This matter was said to be reported back to the next meeting.

It was moved by the Chair, seconded by Councillor G A Boulter and

UNANIMOUSLY RESOLVED THAT:

- (i) The contents of the report be noted by Member.**
- (ii) The final draft of the Public Space Protection Order be approved.**

16. LICENSING TEAM: CAPACITY AND OTHER ISSUES

The Committee gave consideration to the report (at pages 20-25) and the agenda update (at pages 9-10) as delivered and summarised by the Interim Head of Communities which should be read together with these minutes as a composite document.

Members were advised that a routine internal audit would be carried in the Licensing Section later this month.

In relation to child sexual exploitation (CSE) training, the Committee were advised that existing licensed drivers were already deemed "fit and proper" and that CSE training would only be for new drivers.

The appointed trainer was said to be Ms Mega Arumugam who already delivered the course for Leicester City Council and North West Leicestershire District Council. It was said that £20.00 would be added to the licence fee in order to cover the training costs.

The Committee were advised that in relation to Hackney Carriages, the Council could specify the type and colour of vehicles to be used. It was requested that a joint report would be undertaken and brought back to a future meeting of the Committee.

It was moved by the Chair, seconded by Councillor G A Boulter and

UNANIMOUSLY RESOLVED THAT:

- (i) The pass level for competency tests be raised to 45/50 in respect of driver's badges.**
- (ii) HPI checks for all new vehicle applications be introduced.**
- (iii) All new and renewal applications for vehicles be subject to a visual inspection prior to being tested by an authorised testing station.**
- (iv) Child sexual exploitation and disability training for all licensed drivers be introduced.**

THE MEETING CLOSED AT 7.30 PM



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Chair
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Thursday, 25 January 2018
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Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

MINUTES OF THE MEETING OF THE COMMUNITY SAFETY PARTNERSHIP HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON MONDAY, 16 OCTOBER 2017 COMMENCING AT 2.00 PM

PRESENT

Councillor K J Loydall JP (Chair)

OFFICERS IN ATTENDANCE

S Glazebrook (Interim Head of Communities)
M Smith (Community Safety & Youth Coordinator)

OTHERS IN ATTENDANCE

Insp. M Cawley (Leicestershire Police)
W Gale (Leicestershire Fire and Rescue Service)
R Lobel (Leicestershire County Council)
S Penny (Leicestershire County Council)
V Quintyne (Oadby & Wigston Borough Council)
C Woodward (Leicestershire Police)

27. APOLOGIES FOR ABSENCE

S Mahay (Women's Aid Leicestershire Ltd.)

28. MINUTES OF THE PREVIOUS MEETING HELD ON 31 JULY 2017

RESOLVED THAT:

The Minutes of the Meeting held on Monday, 31 July 2017 be taken as read and confirmed.

Purchase of a Defibrillator

MS informed the Partnership that the planned defibrillator article will now go into Spring edition of Letterbox, and not the Winter edition as planned, due to launch of Partnership's annual survey. Three pages have already been set aside in the Winter edition for the Partnership, covering the survey and the publication of the 2017-2020 Strategic Plan.

***ACTIONS*:** KL to check that the planned defibrillator training isn't a duplication of existing provision.

Drone Bid

The Partnership head that PCSO Preston will be the SPOC for the drone bid, and has submitted a grant proposal to the Police for an in house project. Police will know outcome of this bid by next quarter. Nottinghamshire Police are already trialling a drone project so their experience can be drawn upon. The applications of drones within Policing, and Community Safety, are noted to be multiple.

***ACTIONS*:** Update at next meeting from MC.

Personal Alarms etc.

KL struggling to get logos for LFRS for inclusion on roller banner.

***ACTIONS*:** WG to send KL a copy of the LFRS logo.

Neighbour Hub

MS has drafted a Service Level Agreement for the Neighbour Hub covering the acceptable use of, and expectations relating to, the funding made available to them by the Partnership. The Neighbour Hub committee have accepted the terms of the Agreement. Current expenditure at the Neighbour Hub is within remit, and meets the terms of the signed Agreement.

Herbert Protocol

The Lions Club already do a 'message in a bottle' scheme, whilst the Police have a 'Herbert Protocol' form. A meeting looking at linking the two schemes together will take place on Thursday, 19 October with a view to the combined scheme tying into the 'Lightbulb' project countywide, and rolling out across the entirety of Leicestershire Police. Distribution via First Contact is also being looked in to.

There is potential future expenditure for the Partnership with a purchase of a pallet of the bottles at **£710.00** per pallet. The Partnership would purchase this with the intention of handing the bottles out to charities at no cost. This would be accompanied by a press release at the initial launch showcasing the Partnership's involvement. Expenditure for this purpose was approved at this meeting.

Wider publicising of the scheme to partners and the public will accompany a planned rollout around Christmas 2017.

ASB Response

SG informed the Partnership that the sourcing of funding for an ASB Officer is ongoing, and that savings are being sought elsewhere to be able to fund the post. It is likely that this will be achieved at the start of the next financial year.

PSPOs

The proposed Dog Fouling PSPO has gone through the Licensing Committee, and is to be ratified by full Council at the start of December. The notices detailing the new PSPO that will need to be displayed around the Borough are currently being manufactured. The Police are reviewing locations included in the PSPO to see if additional areas are required to be covered; none have been proposed at present.

As PSPOs need to be reflected in the Partnership's annual delivery plans it was queried as to if the licensing forum is a suitable pathway for new PSPOs, or is it better suited to a CSP task. As licensing has a regulatory power that the CSP is lacking, it needs to be ensured that there is communication between licensing and the Partnership re. PSPOs etc.

JAG

***ACTIONS*:** It was agreed that KL would attend the JAG meeting on Monday, 6 November 2017.

Hate Dashboard

The Hate Dashboard link was circulated to partners by SP.

Citywatch

No attendance at this meeting.

29. FINANCIAL POSITION

MS informed the Partnership that current expenditure against this year's delivery plans sits at **£18,143.74** to date. An additional **£1,589.00** in expenditure against the Celebrate Safely campaign promotional items is expected to be invoiced shortly, alongside an additional **£130.26** in expenditure for the double-sided Halloween posters.

The Partnership also heard that, as per the funding agreement in place, the OPCC won't release this year's funding to the Partnership until the 6 monthly monitoring report is received; this is the same across the County. This means that all expenditure against this year's delivery plans places the Council in a deficit until the funding is received.

The OPCC does not, at present, have a commissioning officer which may cause further delay in receiving the funding.

***ACTIONS*:** **KL** to speak to the Council's 151 Officer regarding the deficit that the 6 month release of funding will be causing the Council. **MS** to send details to **KL**.

30. DELIVERY PLANS 2017/18 - 6 MONTHLY MONITORING

MS is happy with the monitoring reports received against the delivery plans so far, and has been able to give all tactical actions within the plan an amber rating as per expectations. There are, to date, no barriers delaying planned actions.

Updates from YOS regarding the Something to DO! Project activities that ended in September 2017 are currently outstanding, but are expected to be received shortly. The OPCC's deadline for the submission of the monitoring return is the end of November 2017.

MS and MC also demonstrated to the Partnership how the delivery plan has been checked for compliance against the current strategic objectives of the partner agencies.

31. CSP STRATEGIC PLAN 2017-2020

Prior to this meeting, MS circulated the final draft of the Partnership's proposed Strategic Plan 2017-2020 to partners for comment and feedback.

The final draft of the plan was unanimously approved at this meeting, and will be published on the Council's website by MS the following working day (17 October) for public consumption.

MS wishes to note thanks to C Woodward who originally raised the matter of the Strategic Plan being due.

32. CSP SURVEY 2017/18

MS had circulated a draft version of the 2017/18 survey to partners in advance of this meeting seeking feedback. Partners were advised that whilst discussions regarding the format and frequency of the survey changing had taken place, by changing the survey dramatically at this point there would be no comparative data available between the

2016/17 and 2017/18 surveys. This would be a loss as the survey did not take place in 2015/16.

MS also advised that the deadline for including the survey in the winter edition of Letterbox is also the date of this meeting, and that Big Sound had allowed it to be extended by one working day (to Tuesday, 17 October) in order to accommodate the 2017/18 survey's inclusion. This meant that there is not sufficient time to alter the format of the survey with equal input from all partners in what data is to be collected.

Partners stated that they were happy with the content of the draft survey, but requested two minor changes for the sake of clarification. In light of this Question 4 was slightly amended to provide an example of Hate Crime, and a request for further details relating to any of the given answers was added to the free text box at the end of the question. The survey was then approved by partners, and will be launched to coincide with the distribution of Letterbox. Partners were asked to distribute the survey as far and as wide as they see fit upon launch.

MS confirmed that following the close of the 2017/18 survey on 31 January 2017, the format and frequency of the survey will be revisited as discussed. Potentially the survey will be left open each calendar year, and appropriately publicised, to enable quarterly reviews of the data collected.

33. CCTV / CITY WATCH

LFRS have been asked to add their intended locations into the mapping exercise the Police have undertaken regarding the positioning of the new camera brackets. Partners heard that the involvement of Leicestershire County Council Highways in the mapping exercise would be beneficial, but finding a point of contact to do so was proving difficult. SP suggested the MC contact Richard Newing at Highways via Richard.Newing@leics.gov.uk to discuss.

MC stated that Rapid Vision is the preferred company to date in the process, and that their quote is still the cheapest. The budget for the CCTV upgrade has been confirmed as £28,000.00.

***ACTIONS*:** **MC** and **WG** to arrange for the mapping exercise to be completed. **MC** to contact Richard Newing at LCC Highways.

34. JAG UPDATE

The JAG continues to progress as intended following the change to the format; it has also been formally noted that the JAG should be viewed as a subgroup of the Partnership, and that statutory partners should be represented where required.

Once the JAG's revised format is 'settled', a review will take place of the current JAG contacts list to ensure that the correct people are being invited to attend the meetings. For some organisations, such as schools, representation will come via named contacts that will need to be identified during the review.

35. LCC UPDATE

ASB

Eight ASB Incremental Approach training sessions have been delivered to overall front line Neighbourhood Policing staff and over 35 staff from Local Authorities. 99% of the overall

feedback received from attendees of the sessions was good or very good.

The intention is to roll out further sessions around every six months to ensure any new staff or staff that missed this round of training receive the input. This will aid all partners in ensuring a consistent approach to ASB case management across Leicester, Leicestershire and Rutland.

Alongside the training, all related ASB Incremental Approach paperwork has been updated and added to Sentinel, including the guidance Incremental Approach document which has been agreed and signed off by partners and added to Sentinel for practitioners to refer to when necessary.

The team are working alongside the Police and Vantage to finalise the de-duplication of records on Sentinel V2.8. Once this is complete, partners will be contacted and asked to begin the work of de-duplicating their records and once this is complete, we can begin further discussions with Vantage about the move to V3.

Prevent

The second round of the 'Going to Extremes' play was rolled out on 2 October for two weeks, again touring around schools of Leicestershire. This round of performances ended on the 13 October and feedback from schools was once again very positive.

'Workshops to Raise Awareness of Prevent' (WRAP) continue to be delivered across the County with a big focus on schools and childcare settings. A 'prevent event' delivered collaboratively by LCC, The St Philips Centre, the Police, and Charnwood Borough Council was held in Loughborough on 13 September. The Event was a 'Problem or Solution' workshop and was attended by members of the Loughborough community who participated in debate and questions. This was a successful event that saw a number of issues raised and challenged and then discussed openly. Feedback was positive.

In July LCC hosted a group of young people from the National Citizen Service who had chosen Prevent as their Summer Social Action Project. We worked with Leicestershire and Derbyshire Prevent Officers to deliver work to the young people and help them understand the aims of prevent. They were then challenged to help Prevent become more accessible, understandable and relevant to young people. The group worked on social media platforms, conducted market research, and even created some short films about prevent.

Hate

National Hate Crime Week, 14 – 21 October:

No place for hate is the message behind two new informative videos released by Leicestershire County Council. The first video explains the difference between a hate crime and hate incident, while the second focuses on victims experience of reporting the crime – highlighting why reporting does make a difference.

The County Council and its district partners across Leicester, Leicestershire and Rutland, as well as the police, took part in raising awareness about how and where victims and witnesses can report hate incidents and crimes, as part of this year's National Hate Crime Awareness Week.

All partners across LLR linked into the national thunderclap on the 14 October.

An LLR campaign calendar outlined key activities taking place during the campaign week by all partners.

Again this year across all partnerships the theme based on 'Love Food Hate Crime' was promoted to encourage people to celebrate and value diverse communities collectively by supporting individuals and their families affected by Hate Crime. Partners were encouraged to do this by promoting the message through local networking events and to bring in the simple concept of sharing food and cakes reflecting people's heritage and background. All partners were encouraged to take picture of their events and share them on social media.

LLR wide hate e-learning module on Learning Pool has been launched across all District and Borough partnerships.

Domestic Abuse

New resources have been developed in relation to child on parent domestic abuse and are held on the LRSB domestic abuse pages. This includes a "Child on Parent Domestic Abuse First Aid Kit" <http://lrsb.org.uk/lmagrda-child-parent-abuse>. Work is underway within C&FS to map and understand needs in relation to child on parent domestic abuse and devise a future support model for this growing issue.

The LLR DSVS Comms group is pulling together a number of materials to raise awareness of domestic abuse and sexual violence services in November 2017. Soon to be circulated with district SPOCs are posters, toilet door stickers, Coffee sleeves and other items, which will be have a mixture of universal and targeted uses. Comms leads for the boroughs will be contacted to share tweet schedules and the DSVS Comms group will share electronic versions of assets for display on LCD/plasma screens where boroughs are able to accommodate. More information will be circulated in the next fortnight. Look out for the WRONG campaign in November 2017.

After a hiatus, Operation Encompass is back up and running in Leicestershire. Where police have visited a domestic incident, the school are provided with notification the following day. This does not replace ongoing processes but does provide opportunities for the child to be shown additional compassion and understanding. It also supports a watching brief. For FAQ about how Operation Encompass works visit - <http://lrsb.org.uk/advice-for-schools>. OFSTED and HMIC are now actively championing Operation Encompass.

We are now into Qtr3 of the Complex Needs Refuge Project – an LLR service funded by the Department of Communities and Local Government. The service provides refuge support for women with complex needs, including mental health, substance misuse and insecure immigration status. The service is currently funded until 30 April 2017. For more information about the service visit; http://www.wa-leicester.org.uk/site/wp-content/uploads/2017/10/Doors-Opening-Project-Leaflet_Sept-2017.pdf

IMPACT Team

IMPACT have been delivering sports sessions on a Friday evening at Blaby Road Park. 36 sessions have been delivered in total to 31 participants.

The team are currently delivering street based work two days a week in the town centre – McDonalds/Bell St/Willow Park areas.

36. UAVA / KIDVA UPDATE

This agenda item was deferred due to apologies received.

The service monitoring update received as part of the 6 monthly delivery plan monitoring

was positive but unable to put into context without UAVA staff present. It was noted that the KIDVA scheme is only funded in the County by OWBC and Harborough DC; concerns were raised at the meeting that either both OWBC and Harborough DC were subsidising the other districts indirectly, or that their 'Under 13' cases are not being supported.

The Partnership was advised that all young people covered by MARAC across the County, but this tends to pick up high level cases only.

37. SLF UPDATE

RL prepared a District Report for discussion with partners at this meeting which gives an overview of the SLF service in the Borough. As the report is quarterly, and the Partnership meeting bimonthly, this report will not be available at each meeting, and will be replaced with 'headlight updates' where necessary.

Page 3 of report covers the "traffic lights" zonal model which was demonstrated for partners. Typically families worked with for a year, first year is quite intensive support, almost "hand holding". Middle third, SLF take a small step back to see if the intervention is working, assessing if extra support it needed. Final third, SLF look at if a family is now enabled and accountable before closure.

SLF are now trialling a new assessment process for families; assessment process now has a 6 week lead in, and in week 4 or 5 will pull together all relevant agencies for a multi-agency meeting looking at what support can be put in place for families. Families will be invited to these meetings for transparency.

SLF are also undertaking pre-prevention work in relation to the roll out of Universal Credit, preparing families for receiving all of their benefits in monthly payments. There will be a March rollout for Universal Credit in Oadby & Wigston. SLF are working with a seconded DWP worker to support this.

The SLF team and continuing to liaise with pastoral teams in schools regarding suspensions and exclusions.

***ACTIONS*:** **RL** to send **MS** the Oadby & Wigston District Report discussed at this meeting. **MS** to circulate the report to partners.

38. LFRS UPDATE

WG provided partners with LFRS figures covering up to the end of August 2017. Some figures (deliberate/primary fires) are above targets for the first time in some time; others are tracking as expected.

The overall number of fires is increasing, and whilst the accidental secondary fires target was 5, it is currently sitting at 8 fires. Low numbers in other areas that are spread out across the Borough. There has also been a national spike in white goods fires.

A 'Fatal Four' exercise is upcoming, usually location lead by the Police. The Safer Streets campaign has taken place (as part of the 'Bluelight' project), with two events having taken place already, and four Fatal Four events. A joint operation between Halloween and Bonfire Night is being planned, with LFRS and Police sharing a vehicle and scoping out locations before a full crew attends.

With the Celebrate Safely campaign, promotional items have now arrived for distribution. Items can be rolled forward each year the campaign runs, as they're not dated.

£1,589.00 has been spent by the Partnership this financial year on promotional items. A final report on Celebrate Safely will be published at the end of the campaign.

39. POLICE UPDATE

MC provided crime figures for 2017/18 compared to 2016/17. All crime is up, but this is in line with national trends. ASB has remained relatively consistent across the Borough. Criminal Damage and Arson are up, but this is mostly with Criminal Damage occurrences. Massive spike in 'Vehicle Interference' i.e. trying car door handles, but this could be attributed to an increase in reporting. Violent crime as a whole is up on last year. 'Bilking' has also increased; could be designed out but the financial cost of making the changes to the pumps is high compared to the cost of stolen fuel.

CW has stickers etc. that can be used to target hot spot areas, such as hotels, where vans are being broken in to and tools targeted. Would also be linked in to trade counters etc. as a means of promoting the scheme. CW also has signal blocking wallets that can stop cars being unlocked remotely, block contactless cards, and mobile phones etc. Samples will be given to MC and a decision made on purchasing items in bulk for the Partnership.

Trauma Teddies

Community volunteers have knitted several teddies to be given to the Police and the Fire Service, with the intention of them being given to distressed children that may be present at an incident. The volunteers have asked for **£30.00** for more wool, MC has upped the bid up to **£100.00** for the Partnership to fund. The Partnership has agreed to this expenditure.

***ACTIONS*:** MC to arrange the appropriate invoices for MS.

40. ANY OTHER BUSINESS

CW now leads on Heritage Crime, has 6 trained volunteers. Ben Namdrame(sp?) will now support in dealing with any heritage crime in the Borough.

***ACTIONS*:** CW to share group email with MS.

The Partnership is looking at getting CSP documents on screen at meetings; there is only one laptop available in OWBC for whole of Community Team however. Mark brought his own laptop in for use in today's meeting but it was unable to connect to the projector correctly due to difference in age. The Chair requested funding for a Partnership laptop and projector for use at community events and meetings away from offices where equipment is unavailable. Items would be owned by the Partnership. The Partnership agreed that this option can be explored, and the responsibility for doing so devolved to MS and SG. Options are to be circulated to partners via email ahead of the next Partnership meeting for discussion at said meeting.

***ACTIONS*:** MS and KL to undertake the above costing exercise.

41. DATES OF NEXT MEETINGS

- Monday, 11 December 2017
- Monday, 12 February 2018
- Monday, 16 April 2018

THE MEETING CLOSED AT 4.40 PM



.....
Chair
.....

.....
Monday, 11 December 2017
.....

*Printed and published by Democratic Services, Oadby and Wigston Borough Council
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Agenda Item 20o

MINUTES OF THE MEETING OF THE CHILDREN AND YOUNG PEOPLES' FORUM HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 17 OCTOBER 2017 COMMENCING AT 6.30 PM

PRESENT

Councillor R E R Morris (Chair)

COUNCILLORS

Mrs S B Morris

OFFICERS IN ATTENDANCE

M Smith (Community Safety & Youth Coordinator)

11. APOLOGIES FOR ABSENCE

Councillor Miss M V Chamberlain

12. MINUTES OF THE PREVIOUS MEETING HELD ON 14 JUNE 2017

RESOLVED THAT:

The Minutes of the Meeting held on Wednesday, 14 June 2017 be taken as read and confirmed.

13. POLICE UPDATE

Due to a Police representative being unavailable this agenda item was deferred until the next meeting of the Forum in January 2018.

14. IMPACT TEAM UPDATE

Due to an IMPACT Team representative being unavailable this agenda item was deferred until the next meeting of the Forum in January 2018.

15. REALITY BUS UPDATE

M Smith informed the Forum that the Reality Bus has started its next 10 week block of sessions based in South Wigston, returning to its usual location on the bridleway adjacent to South Leicestershire College. The Reality Bus will be open to young people on a Friday evening from 7pm until December 2017.

A full update from Reality Bus staff will be sought for the next Forum in January 2018.

16. 'SOMETHING TO DO!' PROJECT

M Smith gave the forum a brief overview of the project plan he is currently drafting for the 'Something to Do!' project. As part of the plan M Smith has been reviewing anti-social behaviour figures for the Borough from January 2011 to date, and has already identified an unseasonable reduction in the number of reported incidents of anti-social behaviour that coincided with the delivery of the project's pilot scheme.

Conversely, the anti-social behaviour figures also show an upward trend in the number of reported incidents of anti-social behaviour following the removal of Leicestershire County

Council's Positive Activities for Young People/Early Help funding that was previously available to the Borough and District Councils.

The purpose of the 'Something to Do!' project is envisioned to enable constituted groups within the Borough to apply for funding for, and deliver, youth provision in the Borough in support of youth provision commissioned by the Oadby & Wigston Community Safety Partnership. This approach would enable a wider variety of youth provision to be available to young people within the Borough, particularly as the current provision through the pilot scheme is sports based only.

The project would also seek to develop a network of 'Something to Do!' providers within the Borough who can signpost young people on to other youth provision, including specialist services that are already in existence within the Borough, and enable trained staff to support and develop existing provision where a gap has been identified, or a lack of funding or available workers is putting provision at risk.

It is also intended that 'Something to Do!' is recognised as a brand for youth provision, and that under that brand a 'Youth Directory', that the Council has previously published, is made available identifying all available youth provision within the Borough.

The project plan is expected to cover the next three years once completed.

17. YOUTH COUNCIL UPDATE

The Youth Council has drafted, and approved, a set of Terms of Reference for themselves. The Terms have been approved by the Council's equalities officer, Veronika Quintyne, and by this forum. They now need to go to the PFD Forum for final approval and adoption. The next PFD Forum is taking place on Tuesday, 31 October.

Cllr. Mrs Morris, as chair of the PFD Forum, has accepted the Terms on to the agenda for the next meeting, and M Smith has agreed to provide her with a copy of the Terms for her own reference.

M Smith enquired as to whether Youth Council members would be able to attend the PFD Forum, and was advised to liaise with Democratic Services regarding this as the Council's constitution may prevent this from occurring.

18. SUPERSONIC BOOM 2017 REVIEW

M Smith announced that this year's Supersonic Boom had raised **£300.00** in support of Newlife, the Charity for Disabled Children. M Smith has contacted Newlife to arrange for a cheque presentation at a future meeting of the Youth Council, and they are now seeking an available representative to accept the cheque on their behalf. It is intended that Devina, as Young Citizen of the Year 2017, be the one to present the cheque at the meeting, and for a press release to be made to cover it.

Members were provided with all of the anonymous feedback received from the stall holders at this year's Supersonic Boom in advance of this meeting. The feedback was mostly positive, with 75% of respondents rating the event as an 8 out of 10 or higher. Examples of the feedback are provided below:

- *"Lovely people - friendly staff. Really well organised."*
- *"Well organised and attended."*
- *"Great opportunity to work with colleagues from the police and district council and share fun activities as well as joint working."*

- *"A really good opportunity to reach a diverse cross section of the community – one parent had been there for 4 hours and had only planned to come for one; she said that she and the children had really enjoyed it. This is a parent who struggles with crowds and social activities so this was AMAZING!!"*
- *"Next year let's hope we have the sunshine and no high wind. Otherwise good weather, chilled community event. Very nice vibe."*
- *"Fab event – well done to Mark, the Youth Council and everyone else involved! Bring on 2018! :)"*

The only negative points raised concerned the wind on the day that prevented some stalls from displaying all of their wares, ultimately having an impact on their sales. One stall holder rated the event as 2 out of 10 due to this, despite praising the event in the other sections of the feedback form.

Youth Council members, following their own review of the event, also agreed that the relocation of the stage made a huge difference in attracting crowds to Blaby Road Park, with the sound being directed towards Blaby Road rather than into the houses the back on to the park itself. It was agreed that next year, however, that there should be a map of the stall pitches made available to prevent some confusion and arguments that arose, as well as providing more bins on the far side of the site.

19. ANY OTHER BUSINESS

None raised.

THE MEETING CLOSED AT 7.20 PM



.....
Chair

.....
Wednesday, 24 January 2018

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MINUTES OF THE MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 19 OCTOBER 2017 COMMENCING AT 7.00 PM

PRESENT

Councillor L A Bentley (Chair)
Councillor Mrs L M Broadley (Vice Chair)

COUNCILLORS

G A Boulter
F S Broadley
D M Carter
D A Gamble
J Kaufman
Mrs H E Loydall
R E R Morris

OFFICERS IN ATTENDANCE

S J Ball (Senior Democratic Services Officer / Legal Officer)
T Boswell (Senior Planning Control Officer)
D Gill (Deputy Monitoring Officer)
Ms S Lane (Democratic Services Officer / Compliance Officer)

OTHERS IN ATTENDANCE

G Bhandal (Applicant/Agent, Speaker)
J Gamble (Public Speaker)

27. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors B Dave and Dr T K Khong.

28. DECLARATIONS OF INTEREST

In respect of planning application number 17/00375/FUL:

- (i) Councillor Mrs H E Loydall declared a non-pecuniary interest insofar as she is the Chair of a Senior Citizens Forum who occasionally used the facilities of The Elms Ex-Services and Social Club; and
- (ii) Councillor L A Bentley declared a non-pecuniary interest insofar as he is a Governor of the Birkett House School, Wigston: however, he wished it to be minuted that the school fell outside of the application site as misrepresented on the plan.

Both Members' confirmed that they attended the meeting without prejudice and with an open-mind.

29. MINUTES OF THE PREVIOUS MEETING HELD ON 28 SEPTEMBER 2017

The minutes of the Committee held on Thursday 28 September 2017 shall stand as an item to be received at the next meeting of the Committee due to be held on Thursday, 16 November 2017.

30. ACTION LIST ARISING FROM THE MEETING HELD ON 28 SEPTEMBER 2017

RESOLVED THAT:

The Action List be noted by Members.

31. PETITIONS AND DEPUTATIONS

None.

32. APPLICATION FOR CERTIFICATE OF LAWFULNESS OF EXISTING USE OR DEVELOPMENT AT BEAUMONT HALL AND STOUGHTON HALL, STOUGHTON DRIVE SOUTH, OADBY

The Committee gave consideration to the report (at pages 2 - 4) as delivered and summarised by the Deputy Monitoring Officer which should be read together with these minutes as a composite document.

A debate thereon was had whereby the majority of Members commended the recommendation as such applications involved purely legal and factual matters upon which Members did not have the technical knowledge to appropriately determine.

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

RESOLVED THAT:

Applications For Certificates of Lawfulness of Existing Use or Development are determined herewith by Officers under delegated powers.

Votes For	7
Votes Against	2
Abstentions	0

33. REPORT OF THE PLANNING CONTROL TEAM LEADER

33a. APPLICATION NO. 17/00360/FUL - 26-28 STATION ROAD, WIGSTON, LEICESTERSHIRE, LE18 2DH

The Committee gave consideration to the application (at pages 6 – 15) as delivered and summarised by the Senior Planning Control Officer which should be read together with these minutes as a composite document.

The Officer confirmed that the application only related to the existing office building at 28 Station Road, Wigston and not the family dwelling at 26 Station Road.

A debate thereon was had whereby Members agreed that, although they were no reservations with the building being converted into flats, a number of issues were apparent, namely: the inadequate provision of three car parking spaces and the contradictory representations received by the Highway Authority; the proposed "studio flat" being markedly below the Nationally Described Space Standards; and there being no clear fire escape routes or fire alarm system details provided.

The Committee was advised that Space Standards had yet to be adopted by the Council, and until such time, the application could not refuse on these grounds. Members were advised also that, due to planning condition 4, enforcement action could be implemented in relation to any future changes made to the refuse store.

It was moved by Councillor G A Boulter, seconded by Councillor Mrs H E Loydall and

UNANIMOUSLY RESOLVED THAT:

The application be DEFERRED pending further information being received from the applicant in relation to

- (i) the number of car parking spaces (being increased from three to six);**
- (ii) the size of the studio flat (being increased and/or omitted from the application);**
- (iii) safe fire escape routes for all the proposed flats; and**
- (iv) a proposed fire alarm system.**

33b. APPLICATION NO. 17/00375/FUL - THE ELMS, BUSHLOE END, WIGSTON, LEICESTERSHIRE, LE18 2BA

Mr Gurjit Bhandal, Director at Stanley and Ingram Limited, spoke upon the application on behalf of the applicant. Mr Bhandal stated that the part development of The Elms Club's car park was proposed in order to raise the necessary funds to enable the refurbishment of the Club itself. He stated that if permission was not granted, the Club would no longer be viable and would need to close.

Mr John Gamble, a member of the Club, spoke upon the application as a supporter. In relation to concerns raised by some local residents as to a loss of parking provision, he stated that the Club's car park was for members' exclusive use only.

The Committee gave consideration to the application (at pages 16 – 22) as delivered and summarised by the Senior Planning Control Officer which should be read together with these minutes as a composite document.

A debate thereon was had whereby although the Committee was in agreement with the proposed application, Members were of the opinion that certain safeguards should be put in place to ensure that the proceeds from sale of the car park land be allocated primarily towards the restoration of the frontage building(s) of the Club. Member further stated that adequate means of refuse storage should be also available to all three dwellings and that suitable lighting was required to the car park at the back of the site.

The Committee was advised that, although a precedent would be set if Members were minded to grant permission for a frontage of properties along Launceston Road, this was not considered an issue due to expected development being brought forward in the future on the former Birkett House School site. A discussion with the applicant regarding all other matters raised was said to be had with the applicant.

It was moved by the Chair, seconded by Councillor J Kaufman and

UNANIMOUSLY RESOLVED THAT:

The application be GRANTED planning permission in accordance with the submitted documents and plans , subject to the prescribed conditions and further subject to a section 106 Agreement under the Town and Country Planning Act 1990 to ensure that the proceeds from sale of the car park land be allocated primarily towards the restoration of the frontage building(s) of the Club, the terms of the which are to be agreed between the applicant and the Planning Authority.

THE MEETING CLOSED AT 8.11 PM



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Chair
.....

Thursday, 16 November 2017
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**MINUTES OF THE MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE
HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 31 OCTOBER
2017 COMMENCING AT 7.00 PM**

PRESENT

Councillor Mrs S B Morris (Chair)
Councillor D A Gamble (Vice Chair)

COUNCILLORS

E R Barr
L A Bentley
G A Boulter
J W Boyce
M L Darr
B Dave
R F Eaton
J Kaufman
Mrs L Kaufman
Dr T K Khong

OFFICERS IN ATTENDANCE

S J Ball (Senior Democratic Services Officer / Legal Officer)
Mrs A E Court (Interim Chief Executive)
D Gill (Deputy Monitoring Officer)
S Glazebrook (Interim Head of Communities)
C Raymakers (Head of Finance, Revenues and Benefits)
A Thorpe (Head of Planning, Development and Regeneration)

OTHERS IN ATTENDANCE

A Persaud (Audit Manager, CW Audit Services)

27. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors Mrs K M Chalk, R E Fahey and R E R Morris.

28. APPOINTMENT OF SUBSTITUTES

None.

29. DECLARATIONS OF INTEREST

None.

30. READING, CONFIRMATION AND SIGNING OF MINUTES

30a. MINUTES OF THE PREVIOUS MEETING HELD ON 25 JULY 2017

RESOLVED THAT:

The minutes of the previous meeting of the Committee held on 25 July 2017 be taken as read, confirmed and signed.

30b. MINUTES OF THE EXTRAORDINARY MEETING HELD ON 10 OCTOBER 2017

RESOLVED THAT:

The minutes of the extraordinary meeting of the Committee held on 10 October 2017 be taken as read, confirmed and signed.

31. ACTION LIST ARISING FROM THE MEETING HELD ON 25 JULY 2017

The Committee was informed that the first and third action points (min. ref. 7 and 14) featured as a report update at agenda item 7. In respect of the second action point (min. ref. 8), it was said that a Members' seminar would be arranged once the actuarial assumptions on the pension scheme were made known.

RESOLVED THAT:

The Action List be noted by Members.

32. PETITIONS AND DEPUTATIONS

None.

33. INTERNAL AUDIT PROGRESS REPORT 2017/18

The Committee gave consideration to the report and appendices (at pages 11 - 48) as jointly-delivered and summarised by the Head of Finance, Revenues and Benefits and the Audit Manager at CW Audit Services, Mr Anand Persaud, which should be read together with these minutes as a composite document.

The Interim Head of Communities provided the Committee with a verbal update in relation to the 'high risk' outstanding issues marked '15/16 Housing Register and Allocations', '16/17 Housing Repairs and Maintenance' and '16/17 Housing Void Property Management' at Appendix 1 (at pages 18 - 22). A summary of the current position is filled together with these minutes at Annex A. In brief, it was reported that substantial progress had been made in these areas and that those issues which had not been fully completed were still subject to work in progress. It was said that all updates had since been entered on to the recommendation tracking system.

The Committee noted that in consideration of the verbal update, performance in relation to housing responsive repairs was currently being measured against a policy adopted in 2014. It was therefore recommended that a review of this policy be undertaken so that performance in the area could be subsequently re-examined.

The Committee was also advised that in relation to the outstanding 2016/17 review regarding grant aid for the three Residents' Forums, it was to be proposed that a five Member panel be established to consider grant requests, which was to cover all aspects of grant-making and the rules governing the same, so to remove any existing concerns regarding value for money. This proposition was said to form part of an overall governance review of the Forums currently being undertaken by the Interim Director of Services. It was anticipated that a report on the outcome of that review was brought to the next meeting of the Council on 5 December.

RESOLVED THAT:

The contents of the progress reports for 2016/17 and 2017/18 and the Internal

Audit Charter for 2017/18 be noted by Members.

34. MEDIUM TERM FINANCIAL STRATEGY (MTFS) UPDATE

The Committee gave consideration to the report (at pages 49 - 52) as delivered and summarised by the Head of Finance, Revenues and Benefits which should be read together with these minutes as a composite document.

RESOLVED THAT:

The Schedule of Programmes identified to mitigate budget deficits, and the Council's timetable to achieve this (as set out in the report) be noted by Members.

35. PROPOSED UPDATE TO THE COUNCIL'S CONTRACT PROCEDURE RULES (CPR'S)

The Committee gave consideration to the report and appendix (at pages 53 - 81) as delivered and summarised by the Head of Finance, Revenues and Benefits which should be read together with these minutes as a composite document.

The Committee was advised that in relation to public authority procurement procedures (as set out at paragraph 7 of the report), the current thresholds triggering European Union (EU) rules were £164,176 / €209,000 for supplies and services contracts and £4,104,394 / €5,225,000 for works contracts subject to changes in EU regulations and fluctuations in the EUR-GBP exchange rate.

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

UNANIMOUSLY RESOLVED THAT:

- (i) The contents of the updated Contract Procedure Rules (as set out in the Appendix) be recommended to Council for adoption;**
- (ii) The key aspects of the Contract Procedure Rules (as set out in the report) be noted by Members.**

36. OVERALL BUDGET POSITION (APRIL - AUGUST 2017)

The Committee gave consideration to the report and appendices (at pages 82 - 88) as delivered and summarised by the Head of Finance, Revenues and Benefits which should be read together with these minutes as a composite document.

The Committee was advised that in: (a) respect of the Belmont House Refurbishment Scheme (under Service Delivery Committee at line three of Appendix A) the works contract was currently out to tender until 3 November and that any decision as to the future transfer of the asset was to be reserved until a future committee meeting; and; (b) respect of the comment against the Compulsory Purchase Order (CPO) at 41 Canal Street, South Wigston (under Policy, Finance and Development Committee at line 5 of Appendix A), the comment did not reflect the current position on the matter and was to be otherwise taken in context of the report at agenda item 14.

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

UNANIMOUSLY RESOLVED THAT:

- (i) The current position on the revenue budgets be noted by Members;**

- (ii) The capital programme (as outlined in the appendix) be approved; and**
- (iii) The virements and supplementary budgets (as listed in the report) be approved.**

37. PROPOSED SCALE OF FEES AND CHARGES 2018/19

The Committee gave consideration to the report and appendix (at pages 89 - 117) as delivered and summarised by the Head of Finance, Revenues and Benefits which should be read together with these minutes as a composite document.

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

UNANIMOUSLY RESOLVED THAT:

The proposed Scale of Fees and Charges for 2018/19 (as listed in the Appendix) be approved.

38. RESIDENT FORUM OUTTURN BUDGET POSITION AND ALLOCATION REQUESTS

The Committee gave consideration to the report and appendix (at pages 118 - 122) as delivered and summarised by the Head of Finance, Revenues and Benefits which should be read together with these minutes as a composite document.

The Committee raised concerns regarding the exclusion from the report of a number of outstanding and, or, time-sensitive allocations requests, the lack of accurate and contemporaneous information available within the report and appendix and the general lack of information and communication on progress made. This was said to have ultimately resulted in Chairs of Forums being ill-informed at Forum meetings.

Whilst it was acknowledged that the rules and procedures for administering allocations requests were being considered as part of the overall governance review of the Forums currently being undertaken, Members did not consider it fair or acceptable for existing allocation requests to be postponed at the discretion of Officers whilst pending the conclusion of the review itself or by virtue of unilateral decisions being taken at the South Wigston Residents regarding its own requests.

Notwithstanding their current issues, the Committee nevertheless wanted it to be recognised the three Forums were some of the best attended, generously resourced and most successful in terms of community engagement across all of Leicestershire.

The Chair requested that a revised report and appendix, to include the requested and correct information, be prepared and circulated to Members of the Committee by 3 November.

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

RESOLVED THAT:

- (i) The position of the Forums' Budget be noted by Members; and**
- (ii) Delegated authority be granted to the Interim Chief Executive, following consultation with the Chair and Vice-Chair of the Committee, to take the all necessary action(s) to expedite accordingly any outstanding and, or, time-sensitive allocations requests as already agreed by the respective Forums.**

Votes For	11
Votes Against	0
Abstentions	1

39. COLLECTION AND WRITE-OFF OF MISCELLANEOUS DEBTORS

The Committee gave consideration to the report (at pages 123 - 125) as delivered and summarised by the Head of Finance, Revenues and Benefits which should be read together with these minutes as a composite document.

The Committee was advised to be mindful that the introduction of Universal Credit was to have implications upon existing methods used to recoup overpayments of housing benefit which over time would require the use of more traditional collection methods to reduce debt levels. It was further reported that details of the work being undertaken to collect unpaid Council Tax and National Non-Domestic Rates was to also to feature in a report to be brought to the next meeting of the Committee.

RESOLVED THAT:

The contents of the report be noted by Members.

40. 41-43 CANAL STREET, SOUTH WIGSTON: COMPULSORY PURCHASE ORDER (CPO)

The Committee gave consideration to the report (at pages 126 - 125) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

The Committee recognised that the redevelopment of the site made possible by the Compulsory Purchase Order (CPO) was the Council's first and foremost priority. It was therefore considered that a covenant requiring the new owner(s) to bring the property back into beneficial use as housing within a period of five, as opposed to three, years would afford added flexibility in order to better realise this objective.

The Committee was advised that the sale of the property by way of public auction without a reserve price was the best method to establish its true market value.

It was moved by Councillor J W Boyce, seconded by Councillor J Kaufman and

UNANIMOUSLY RESOLVED THAT:

- (i) It be noted that Officers are well advanced with the process of making a Compulsory Purchase Order (CPO) under section 17 and Part XVII of the Housing Act 1985 and the Acquisition of Land Act 1981 and that this will be submitted in early 2018 at the latest;**
- (ii) It be noted that if the CPO is granted to the Council, it will acquire the property by General Vesting Declaration;**
- (iii) It be agreed that the Council will appoint an auctioneer in order to manage the sale of the property by public auction as soon as is practicable after the Council's acquisition; and**
- (iv) It be agreed that the sale will include a covenant for the new owner(s) to bring the property back into beneficial use as housing within a period of five years from the date of transfer.**

41. PUBLICATION OF THE PRE-SUBMISSION LOCAL PLAN FOR PUBLIC

CONSULTATION AND SUBMISSION

The Committee gave consideration to the report and appendices (at pages 131 - 306) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

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

UNANIMOUSLY RESOLVED THAT:

- (i) The Pre-Submission Local Plan document for the purposes of public consultation commencing Monday 6 November 2017, running until Monday 18 December 2017 and subsequent submission to The Planning Inspectorate in January 2018 for Examination be approved; and**
- (ii) It be noted that the Pre-Submission Local Plan document is proposing the Borough can meet both the housing and employment Objectively Assessed Needs (OAN) up to 2031, as set out in the Leicester and Leicestershire Housing and Economic Development Needs Assessment (HEDNA), thus the Council will no longer have unmet need.**

42. LEICESTER CITY LOCAL PLAN: EMERGING OPTIONS STAGE AND DEVELOPMENT MANAGEMENT POLICIES CONSULTATION COMMENTS

The Committee gave consideration to the report (at pages 307 - 310) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

The Committee expressed its mindfulness of the fact that the inability of Leicester City to meet its housing and employment targets would in all probability result in additional pressures being exerted on the Borough to accommodate unmet need.

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

UNANIMOUSLY RESOLVED THAT:

The consultation comments set out in paragraphs 4.2 to 4.6, paragraphs 5.2 to 5.3, and paragraphs 6.2 to 6.4 of the report as Oadby and Wigston Borough Council's formal response to Leicester City Council's current Local Plan consultation stage be approved.

43. COMMENTS ON THE HARBOROUGH LOCAL PLAN 2011-2031: PROPOSED SUBMISSION DOCUMENT

The Committee gave consideration to the report (at pages 311 - 313) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

The Committee noted the fact of the provision contained with the Harborough Local Plan Spatial Strategy for the minimum number of new homes to be built in excess of the District's objectively assessed need with particular significance.

UNANIMOUSLY RESOLVED THAT:

The comments set out in paragraphs 3.1 to 3.7 of the report as Oadby and Wigston Borough Council's formal response to Harborough District Council's

consultation on its Local Plan be approved.

44. PILOT WI-FI PROJECT FOR WIGSTON TOWN CENTRE

The Committee gave consideration to the report (at pages 314 - 318) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

The Committee welcomed the introduction of the Pilot Wi-Fi Project ("the Project") as a means of attracting visitors and shoppers to Wigston Town Centre. Although initial concerns were raised by some Members regarding the potential misuse of the free wi-fi provision by "in-range" residential properties and other perceived anti-social behaviour issues, it was agreed that ways could be investigated to either limit the wireless range or connection times should those issues become apparent after a suitable trial period. The opportunities available to extend the Project to other Borough town centres were also of particular interest to Members, including the possibility of seeking contributions from future developers to extend wi-fi provision.

The Committee was advised that the further supplementary budget was essentially required to install a third wireless access point (WAP) to extend the wireless range along the whole of Leicester Road, Wigston. It also was reported that a consultation process to include residents, business owners and the police was to be undertaken by this Council as part of the Project's implementation process. For clarity, the increase to ongoing revenue costs were said to be £2,400 per year for three years.

It was moved by Councillor J W Boyce, seconded by the Chair and

UNANIMOUSLY RESOLVED THAT:

- (i) A further supplementary budget of £6,138 as match funding towards the capital and the first year revenue support for the Project be approved;**
- (ii) The possibility of the third WAP being installed in an appropriate area covering Oadby Town Centre be explored or, if this was not possible, for the WAP to be installed at the northern end of Leicester Road, Wigston; and**
- (iii) Budgetary provision for the ongoing revenues costs of £2,400 per annum for years two and three of the Project be made available.**

45. CLOSURE OF THE COUNCIL'S MATERIALS RECYCLING FACILITY (MRF) (PART I)

The Committee gave consideration to the report and appendices (at pages 319 - 325) as delivered and summarised by the Interim Chief Executive which should be read together with these minutes as a composite document.

The Committee denounced the decisions taken by Leicestershire County Council ("the County Council") in relation recycling credits and the waste collection arrangements that were to be imposed on this Council. It was acknowledged by Members that the Council had no other option but to comply and, in doing so, would unfortunately necessitate the closure of the Council's Materials Recycling Facility (MRF). It was broadly held that the decisions take by the County Council were to have a profoundly detrimental impact upon the Borough and its residents.

The Committee was advised that, insofar as it was the legal duty of this Council to arrange for the collection as opposed to the disposal of household waste, it alone would be responsible for financing the costs of any and all necessary changes to be made to waste

collection methods in order to comply with the County Council's directions. It was said that residents were be informed as far as reasonable practicable of any changes required using the appropriate communication channels.

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

UNANIMOUSLY RESOLVED THAT:

- (i) **The contents of the report be noted by Members; and**
- (ii) **Delegated authority be granted to the Senior Management Team, following consultation with the Chairs of the Policy, Finance and Development Committee and the Service Delivery Committee, to take the final decision on the effective date for the closure of the Materials Recycling Facility and the management of the decommissioning of the facility after the closure date.**

45a. EXCLUSION OF PRESS AND PUBLIC

RESOLVED THAT:

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 disclosure of exempt information, as defined in the respective paragraph(s) 1 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item(s) outweighed the public interest in disclosing the information.

45b. CLOSURE OF THE COUNCIL'S MATERIALS RECYCLING FACILITY (MRF) (PART II)

The Committee gave consideration to the exempt report (at pages 326 - 327) as delivered and summarised by the Interim Chief Executive in closed session.

RESOLVED THAT:

The contents of the exempt report be noted by Members.

THE MEETING CLOSED AT 8.48 PM



.....
Chair
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.....
Tuesday, 06 February 2018
.....

*Printed and published by Democratic Services, Oadby and Wigston Borough Council
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Internal Audit Progress Report 2017/18**Verbal Update of the Interim Head of Communities**

I can report that substantial progress has been made on the outstanding items in relation to housing rents and housing repairs and those issues which have not been fully completed are still subject to work in progress.

To re-assure members, I will briefly summarise the current position:

- The Orchard rents system has now been fully reconfigured and the automated functions within the system are being used to their full capability. The rents system is now fully aligned with the rent arrears policy.
- Pre-paid accounts are now being monitored on a regular basis and refunds are being made after checking with other departments for outstanding debts. Some tenants do however prefer to keep a credit on their account as a precaution against unforeseen circumstances.
- Housing Register and Allocations - This action has been superseded by the implementation of a new choice based lettings system and random sampling will take place after the system goes live at the end of November.
- Housing Repairs and Market Testing - We are currently investigating options including adopting the National Schedule of Rates and will report back early in the New Year.
- Rechargeable Repairs - There is now a consistent approach to re-charging tenants and the Maintenance Officer meets regularly with the Customer Services Team to agree and sign off re-charges.
- Post Inspection of Empty Properties - 100% of void properties are now taking place in accordance with the 2014 Policy and appropriate records are being maintained. We also post inspect repairs over the value of £2000.
- Void Turnaround Times are within the target of 20 days and there are no undue delays, any exceptions however are recorded.
- Contractor performance data - This is work still in progress and we are testing new working procedures which we hope to implement from the beginning of the new financial year 2018/19.
- Market testing of Void Work costs - We are currently carrying out a benchmarking exercise to compare our costs with the market and consideration is being given to procuring a separate voids contract in 2018/19 which may provide better value for money.
- Budgetary Control Variations to orders are now being monitored and managed effectively.

All of the updates have now been entered on to the Audit System and we will ensure that in the future they are updated in a timely manner to reflect the accurate positions.

Agenda Item 20r

MINUTES OF THE MEETING OF THE SOUTH WIGSTON RESIDENTS' FORUM HELD AT THE FAIRFIELD COMMUNITY PRIMARY SCHOOL, CHESHIRE DRIVE, SOUTH WIGSTON, LEICESTERSHIRE, LE18 4WA ON WEDNESDAY, 8 NOVEMBER 2017 COMMENCING AT 7.30 PM

PRESENT

Councillor J W Boyce (Acting Chair)

COUNCILLORS

G A Boulter
Mrs S B Morris
R E R Morris

OFFICERS IN ATTENDANCE

Ms V Quintyne (Community Engagement Officer)

OTHERS IN ATTENDANCE

1 Police Representative
23 Residents

Prior to the start of the meeting a request was made to tape record it. The Chair asked residents present if they had any objection to this. No objections were raised.

18. LOCAL POLICING ISSUES

There is an ongoing investigation on the Hillsborough Road information received.

Residents were informed that the shop to sell alcohol is not to be a 24-hour outlet. The licence has been granted up until 10pm. It is not to be an eating outlet.

Bricks were reported to have been dumped in a gutter on Kenilworth Road for the past nine months. Councillor Boulter stated he had not seen any bricks dumped at this location.

A drive way by the shops is being used as a shortcut into Gloucester Crescent and Cumberland Road. A blind spot has been reported there which it was felt may lead to a serious accident occurring.

Action:

Councillor Boulter is to check this issue and report back to the Forum.

Anti-social behaviour has been reported around the Crispy Chicken Food shop, the Doctor`s surgery and on the front by Bassett Street. Warning letters have been issued to a few individuals about this. Breaching a warning letter may lead to a criminal record and intervention by the Youth Offending Service.

Speed checks have been conducted on Gloucester Crescent by volunteers and a Police Officer, Councillor Boulter informed residents that this Forum had purchased the camera being used. The camera is one approved by the County Council, the new prison is helping to keep data on traffic movement for evidence,

A resident observed that if there is proof of an increase in traffic speeding the Council could help to do something about this. It was stated that Sturgeon Road is City, it may make a difference on traffic calming but it needs to be recognised the back end of South Wigston College is an emergency service route.

On the Saffron Road the average speed may be low but incidence of speeding was said to be quite high.

Big lorries were said to be using Dorset Avenue as a cut through from early morning to 7pm.

Action:

Councillor Boulter was requested to ask the County Council to put traffic calming measures in place on Gloucester Crescent. It was noted that the last time this was requested of County, it was refused.

Action:

Councillor Boulter stated he will raise the issue of speeding and traffic calming requests at County and bring back a response to the Forum.

Residents stressed Gloucester Crescent and Tigers Road end have all experienced excessive speeding.

The Police requested residents report dangerous and illegal driving. A specific form can be accessed to do this. It needs to include the vehicle registration number. This number is placed on the Police computer. A letter is then generated to the offender.

Halfway between the three local South Wigston roundabouts, it was reported that hundreds of vehicles are speeding at anything from, thirty to sixty miles per hour.

Highways have been contacted and requested to switch back on the street lights. Two residents reported their cars were broken into during the lights switch off.

Drug canisters have been spotted on the pavement corner by the petrol station on Blaby Road.

There has been complaints of urinating up the walls of St Thomas Church, allegedly by contractors.

Cars have been seen parked on foot paths. This makes it difficult for prams to get by and to have a clear view of the road. The Police advised residents to ring the Police Service to report this. There should be visibility of junctions of at least 10 metres.

Tickets can be given for wilful obstruction. The Neighbourhood Team can address inconsiderate behaviour. There has been inconsiderate parking on Northumberland Road.

A big white van was spotted parking on double lines obstructing the whole pavement. Residents were requested to photograph the vehicle but to note, taking photos can be seen as an invasion of privacy.

Turning from Dorset Avenue into Northumberland Road is obscuring both ways.

Shop windows on Blaby Road have been broken in the last three months.

At the corner of Gloucester Crescent and Saffron Road there is a mini roundabout. People are being forced to look down the middle of the road and are then at risk of being in an accident. It was reported that this is almost causing accidents, as it is a speed bottleneck.

Section 59 warnings have been served on some inconsiderate quad bike users in the area. This has occurred on Saffron Road and Gloucester Crescent, Warnings letters issued can last up to 12 months and go on a person's DVLA licence. It can also lead to bikes being automatically taken off an owner.

Current crime figures are now available on the Police website. To access them, insert your post code.

The Police was thanked for attending the meeting. Recognition was paid to the fact that the Police attend. It was felt if they attended every other meeting the Forum runs the risk of breaking the link with the Police.

Action:

Place the issue of speeding on roads on the next agenda.

19. MINUTES OF THE PREVIOUS MEETING HELD ON 13 SEPTEMBER 2017 AND MATTERS ARISING

The draft minutes of the previous meeting were agreed as a true record subject to the amendments received. It was commented that the amendments were about accuracy and were supported by a number of people who were at the previous forum meeting. The amendments were proposed by one resident and accepted by the residents.

In response to a question as to whether there has been a discussion as to who is to chair the South Wigston Residents Forum meeting , the Chair responded that he was chairing the meeting and not the Forum. Once a review of the forum was complete this would be clarified.

MATTERS ARISING

Page 1

A new community centre for South Wigston

This item is on the agenda for discussion. A paper outlining information about the community centre was received to support tonight`s discussion

Page 2

Cutting of Blaby Road Park hedge and crack on the left-hand side of path

The hedge has been trimmed and the Depot is unaware of the crack and have received no reports about it.

Waste Survey Consultation Feedback

There was a meeting to discuss the Waste Survey on; Tuesday 9th November 2017. Further work is to take place next week. The car park is to be visited. There is a report coming on December 5th 2017. It will cover how much revenue is to be saved. A proposal will then be put forward and a consultation is to come next year to consult with residents.

Change to buses servicing the Fairfield Estate

This item forms a substantial item for discussion tonight.

Review of the Resident's Forum Consultation- 3 Questions

A written report on feedback received from residents following the consultation which took place September 13th 2017, is attached with tonight's Forum papers. It was circulated to South Wigston residents electronically. Three responses were received.

Residents were advised if they wish a further opportunity to complete a consultation card to, contact the Community Engagement Officer for a copy.

Christmas Capers

Funding for Christmas Capers is not to be taken from the Residents Forum monies. Its funding will be managed by the Town Centre Manager who will at intervals provide update reports on this.

Action:

A report on Christmas Capers is to be brought to the next Residents Forum.

Council Budget Options 2018/19 and 2019/20

A question was raised asking for clarification on what deadline the Council have when it knows what savings are to be made, The Chair stated some of the information can be brought to the Forum and some not.

Government expects turnover over a four-year period to be reduced by £1.8 million. 700k has already been saved. There is a list of about ten things which can be changed. A report is to be received by the Council on December 5th 2017. Some of the contents is non-contentious and some is internal. Waste is contentious and will be consulted on borough wide. The detail is not yet known as to what is coming to Council. Councillor S Morris added, the final figures are to come from the Government.

A comment was made that the big issues would give Councillors a further perspective on what things to consider.

Action:

The Chair stated he would try to place the Council Budget Options on the next Forum meeting agenda.

The Families Foodies Group

The Families Foodies Group has submitted receipts for its spend of funding awarded by

the Forum.

It was suggested that the Families Foodies Group be requested to provide a written report to be presented at the next Forum meeting.

South Wigston Community Centre-Elliot Hall

A new community centre for South Wigston is on tonight`s agenda for discussion.

Cutting of Blaby Park hedge and crack on left hand side of path.

The hedge has been trimmed and the Depot is unaware of the crack and has received no reports about it.

Change to Arriva Bus services to the Fairfield Estate

Councillor Boulter is to provide an update on the working group deliberations in relation to the Arriva bus service tonight.

Page 3

A common framework for dealing with small and large funding applications, their monitoring and evaluation.

The Council now has a common framework in place, endorsed by Finance for dealing with small and large funding applications, their monitoring and evaluation for resident forums. To access a small grant award form or a large grant award form residents were advised to contact the Community Engagement Officer.

Forum Budget Update.

A budget update paper which outlines progress report on spend and the sum available to the Forum is on tonight`s agenda. The current funds available is: **£21,956**

Taxidermist and smell of dead carcasses

A resident raised a question as to what the Council was doing about the smell emitted from the Taxidermist`s residence.

The Chair pointed out a response was included on the Matter`s Arising sheet as follows:

Environmental Health have spoken to the resident regarding odour escaping the property which is having a detrimental effect to those in the locality of the area. The occupier/premises are checked by senior veterinary inspectors from Animal Plant Health agency (APHA) Saffron House, Tigers Road, Wigston, Leicester. LE18 4UY every three months to comply with regulations. The Veterinary inspector supplies a licence to the occupier which allows them to continue with their Taxidermy.

A further formal notice is due to be served on the resident of North Lodge Cottage under the Anti-Social Behaviour, Crime and Policing Act 2014. If the notice is not complied with i.e. it is breached by odour escaping the premises, Environmental Health will need to be contacted by the person who is affected by the odour to allow the service to make an independent assessment of the odour at the time. Environmental Health can be contacted

via Customer services on (0116) 2888961. They will refer the call to Environmental Health.

There is no substance to the allegation there are dead animal bodies in the "ditch" that runs adjacent to North Lodge Cottage.

The Chair advised residents to ring the Council to report the smell.

Missing Benches

The benches were relocated into Blaby Road Park and not stolen.

20. CHANGING THE FORUM - FEEDBACK REPORT

Residents questioned when will a decision to the change of the Forum go to the Council, to which committee will it be reported and will residents be able to attend?

On the matter of grants funding the Chair stated the Council gives money in different ways. Members and Officers are discussing ideas. There is a five member panel reviewing grants. A report on this is to go to full Council on 5.12. 2017. This may then lead to a meeting in February 2018 where the report would go to the Policy, Finance and Development Committee. The request of residents to be consulted is noted but there is not a guarantee. A suggestion was made that residents put in their response to the previous three consultation questions which had a deadline of October 2017. A request was made for the responses made by Oadby and Wigston Residents Forums with South Wigston Residents. The Chair consented to this and requested residents contact the Community Engagement Officer if they wanted a copy of those returns.

Action:

Residents requiring a copy of the Oadby and Wigston Resident Forum consultation returns are to contact the Community Engagement Officer if they require a copy.

21. THE LOCAL PLAN UPDATE

The Local Plan is now out for consultation for six weeks. The Plan contains policies that drive as well as shape sustainable development. The vast majority of new build houses will be in Oadby. There will be about 5,500.

The sports ground is to be developed. Newton Lane will go up to 1000 houses. The Plan is up for discussion. There is to be 2,500 new houses for South Wigston. Residents can read the Pre submission Draft Local Plan and the supporting evidence based documents on the Council's website or access it via Customer Services in Bell Street, Wigston Library, Oadby Library and South Wigston Library.

It was questioned whether a new drawing was available from Highways for South Wigston. There is a strategic growth plan including the A46 expressway. This will run from a new entrance to the A1 and relink with the A6 at Quinneborough. City, County and District is to plan properly and there will be consultation in the new year.

22. ARRIVA BUS COMPANY - CHANGE OF BUS ROUTE FOR THE 49 / 49A SERVICE

With the removal of the 49a bus service, residents are experiencing difficulty accessing the hospital and health Centre

The initial South Wigston Residents Working Group was liaising with the previous Arriva Manager. Some helpful suggestions had come out of this connection. This relationship was proving helpful but he has now been removed from the job. A new Manager, named Clare Soaper has been hired.

It is the Group`s intention to work to get the bus route reinstated. Arriva is owned by a German consortium. The Council does not subsidise bus routes and has no jurisdiction over them. A number of buses are facing cuts.

It was expressed that, if the number of bus routes are thought not to be viable, they will face cuts. Over the last ten years most of the County Council transport subsidies have gone.

The Circular buses are the only ones which go to the Hospitals. They are not allowed to travel the same routes as Arriva.

Councillor Boulter is working with residents to establish a working Group. The intention is for this Group to meet and reflect the feeling of the area to Arriva of the impact of bus route cuts. This evening two residents volunteered to join the working group. Four residents plus Councillor Boulter make up the current working party. A date is to be agreed for meeting with the Arriva Manager Ms Soaper.

It was also expressed that the 44a bus route will not be extended. This is due to low usage.

23. SOUTH WIGSTON COMMUNITY CENTRE - ELLIOT HALL

A presentation paper outlining information about Elliot Hall, a building to be used as a community centre for South Wigston was discussed with residents. The residents posed questions and made observations about the proposed project.

The presentation paper stated the following:

Elliott Hall better known as Thistle Needle work factory based on Albion Street in South Wigston has been converted into a youth and community building for all people within the community to use at a hire charge.

The building has two floors. The top floor being the biggest, contains a new kitchen, games room, a new stair lift leading to the lower floor to cater for all needs.

The lower floor contains male and female toilets with disabled access toilets. The lower hall leads to a changing room and a small kitchenette.

The building has been fitted with cctv and intercom for the safety of all using the building.

The building will be used for different groups. To date the following groups have confirmed they will be using Elliott Hall.

Wednesday and Saturday -Hope Hearts working with people who have learning difficulties, ages from 6 till 20.

Tuesday and Friday Step Out Youth Group - running activities for the youth of South Wigston and the surrounding area.

Monday, Tuesday, Thursday and Saturday Dance lessons, Jazz, Ball, Latin for all ages.

Wednesday Photography classes will be running.

Mornings will have classes for young and older people in way of sports activities run by Get Doing.

Elliott Hall has limited its open hours from Monday to Saturday from 9am till 10pm and Sundays 10am till 10pm. Setting up can be done before these times but activities cannot be set up before these times.

Elliott Hall has room for four cars, but people have been advised to use public car parks on Station Street and Countesthorpe Rd Car Park.

The following points arose from the discussion:

The Project is supported by Leicestershire County Council. It granted funding for the fitment of the new kitchen.

There is a project to work with young people to know how fresh produce is grown.

A bid for funding is currently with Oadby and Wigston Borough Council.

The building is leased and ownership is held under a trust. A builder is carrying out renovations.

Bassett street Library is closing down.

There is no completion between Elliot Hall and Bassett Street building.

The previous planning permission given for a nursery was not deemed sustainable.as more work was needed. The plan was to extend in both directions outside. Another application did not have the external problems but as it would not go back to a commercial use, it fell through.

A comment was made that the Planners should have taken on board the building is in the middle of houses and there is also only space for four to six cars.

There was not much consultation with residents and it appears there may be a problem with parking and the road is difficult to drive down. If the Forum had known about the Centre residents would have liked to put their opinions forward about it. As a community asset residents should have had a chance to be consulted.

It was expressed that Elliot Hall is a complimentary idea and not in competition with Basset Street Community hub.

The question was asked did not residents have a right to be consulted. No right exists for

residents to be consulted. Apart from those in the immediate vicinity, who were.

Parking currently takes place and has not impacted negatively on residents.

In answer to the question who owns the building, the answer provided was, a man who resides in Ireland. There is a long-term lease which has been taken out on the building.

It is for public use. The running of it is on a non-profit-making basis, any profit made will be ploughed back into the project to help young people, there is no beneficial implications for Mr Walters or his colleague Mr Elliot.

On the question of monitoring usage, it was noted the Council has received information about the Centre for the past four months. It is expected that monitoring of usage will come with revenues for grants made. Annually Elliot Hall will be asked to provide information on what has been achieved. The Centre currently provides thirty-seven hours of use weekly.

No Council grant has been given to the Centre. The centre will be dependant on public grants annually.

The negotiated grant provided by the Council would be a one off. It would come out of Section 106 Tesco monies. As a recurring grant it would be placed in the review of grant making.

The Community Engagement Forum will be given a sum of money on an annual basis and would be a one-off way to control funding.

The Council is considering a request from Elliot Hall to provide a 30k potential grant as a one-off award. It would be for the Community Engagement Forum to consider awarding a grant annually.

The Council is working to have a sense of how funding competes and interlocks.

It was stated that there was an explicit statement made that Elliot Hall hoped to be self-sufficient in five years, therefore what criterion would there be to assess value for money. The Chair expressed the view that the Council would look to see what was being achieved through funding and the project would need to prove it was doing more in order to acquire repeat funding. Outcomes would be assessed before further funding was awarded.

Councillor R Morris stated he has been working with Mark Smith the Senior Youth and Community Partnership Officer and others to support provision for young people in South Wigston. He had liaised with Mr Walters to find out what would be provided for young people. He noted consultation has shown the provision for youth is needed in South Wigston. He praised the delivery of the work done by Mr Walters and the Step Out project. The Youth Council has also been involved and St Thomas Church in the beginning. He emphasised that there is a need for youth provision in the area.

A resident added that it was sad that the discussion on the Centre had not been placed on the agenda for the Forum before and added that it would have been good to know about it, and requested that in future could such an item be brought to the Forum.

Another resident questioned whether it is possible to look at the project`s books. It was

answered that, a report was completed by contractors and as required three quotes were provided.

24. CAPITAL PROJECTS

Litterbin on Saffron Road

The purchase and installation of a litterbin on Saffron Road was agreed, following discussion on where the most appropriate would be to place the bin it was noted that: there is a litterbin on Tigers Road corner and one on the lamp post by Crete Avenue

Action:

It was agreed that Councillor Boulter would liaise with the Street Furnishing Officer to identify where this litterbin should be placed.

25. CHAIR'S UPDATES AND QUESTIONS

The funds for the following items are about to be released:

- South Wigston Market Traders Community newsletter.
- Sep Out Young People`s Group.

The following schemes are now complete:

- Civic Orchestra Commemorative Event.
- Oadby and Wigston Civic Orchestra Plaque at the Train Station.
- Grant for Step Out Project.
- Oadby and Wigston Community First Responders Reflexive Jackets

PWC Circuits Factory

- On the issue of two litter bins to be ordered for Canal Street and Countertop Road it was confirmed that these litterbins are not to be ordered.

26. DATE OF THE NEXT MEETING

Wednesday March 7th 2018 at 7.30pm

THE MEETING CLOSED AT 9.00 PM



.....
Chair
.....

Wednesday, 07 March 2018
.....

Printed and published by Democratic Services, Oadby and Wigston Borough Council

MINUTES OF THE HEARING OF THE ASSESSMENT SUB-COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON FRIDAY, 10 NOVEMBER 2017 COMMENCING AT 3.00 PM

PRESENT

Councillor G A Boulter (Chair)

COUNCILLORS

E R Barr
Mrs K M Chalk

OFFICERS IN ATTENDANCE

Ms L Arnold (Solicitor)
D Gill (Deputy Monitoring Officer)
Mrs J Smith (Personal Assistant to the Senior Management Team) (Minutes)

OTHERS IN ATTENDANCE

M Pearson (Independent Person)

1. ELECTION OF CHAIR

RESOLVED THAT:

Councillor G A Boulter assume the Chair for the Assessment Hearing.

2. APOLOGIES FOR ABSENCE

None.

3. DECLARATIONS OF INTEREST

None.

4. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED THAT:

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 disclosure of exempt information, as defined in the respective paragraph(s) 1 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item(s) outweighed the public interest in disclosing the information.

5. REPORT FOR CONSIDERATION

The Sub-Committee gave consideration to the report as delivered and summarised by the Deputy Monitoring Officer.

RESOLVED THAT:

The recommendation of the Deputy Monitoring Officer as set out in the report be accepted.

THE HEARING CLOSED AT 3.30 PM



.....
Chair
.....

.....
Monday, 13 November 2017
.....

*Printed and published by Democratic Services, Oadby and Wigston Borough Council
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*