



TO COUNCILLOR:

E R Barr
L A Bentley
G A Boulter (Chair)
Mrs L M Broadley

F S Broadley
Mrs K M Chalk
Miss M V Chamberlain
M H Charlesworth

R F Eaton
Mrs L Eaton JP
Mrs H E Loydall
K J Loydall JP

Dear Sir or Madam

I hereby **INVITE** you to attend a meeting of the **WIGSTON RESIDENTS' FORUM** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON, LEICESTERSHIRE, LE18 2DR** on **WEDNESDAY, 14 MARCH 2018 at 7.00 PM** for the consideration of the items set out in the Agenda below.

If residents wish to discuss in confidence other issues that affect them and, or, the locality there is a surgery session with Councillors, Council Officers and the Police between **6:30 PM** and **7.00 PM**.

Yours faithfully

Council Offices
Wigston
23 February 2018

Mrs Anne E Court
Chief Executive (Interim)

<u>ITEM NO.</u>	<u>AGENDA</u>	<u>PAGE NO'S</u>
1.	Local Policing Issues	
2.	Minutes of the Previous Meeting held on 29 November 2017	1 - 7
3.	Draft Articles and Terms of Reference for the Residents' Forums	8 - 11
	Further information can be found on the Council's website regarding the <u>Draft Articles and Terms of Reference for the Residents' Forums (Report to Full Council on 22 February 2018)</u> by clicking on the link.	
4.	Charging for the Collection of Garden Waste	
	Further information can be found on the Council's website regarding the new <u>Garden Waste Service</u> by clicking on the link.	
5.	Budget Implications for 2018/19 and 2019/20	
	Further information can be found on the Council's website regarding the <u>Medium Term Financial Strategy (Report to Full Council on 22 February 2018)</u> by clicking on the link.	



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6. **Air Quality ASR 2018 Update (Briefing Paper)**
7. **Oadby & Wigston Lions**
8. **Chair's Updates**
 - a) **Capital Projects Update**
 - b) **Forum Budget Update**
 - c) **Spending Requests**
9. **Items Raised by Residents and Suggestions for Future Items**
10. **Date of the Next Meeting**

For more information, please contact:

Community Engagement Officer

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**MINUTES OF THE MEETING OF THE WIGSTON RESIDENTS' FORUM HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 29 NOVEMBER 2017
COMMENCING AT 7.00 PM**

PRESENT

Councillor G A Boulter (Chair)

COUNCILLORS

Mrs L M Broadley
F S Broadley
M H Charlesworth
R F Eaton
Mrs L Eaton JP

OFFICERS IN ATTENDANCE

Ms V Quintyne (Community Engagement Officer) (Minutes)

OTHERS IN ATTENDANCE

1 Police Representative
29 Residents

20. LOCAL POLICING ISSUES

The Police representative, PCSO 6118 Sarah Parnaby, updated residents on policing matters as follows:

- Regarding the Oadby street lights switch-on, Wigston residents were informed that the street lights will be temporarily switched on until the end of January 2018.
- The Police agreed to the switch-on, due to the spike in burglaries in Oadby. The Broadway and the area generally are being patrolled by the Police. The Police will see if this temporary lights switch-on makes a difference to the level of burglaries.
- The traffic usage on Bradgate Drive is reported to be excessive. There is nowhere to park in the evenings. At times, neighbours have been forced to park in each other's drives.
- It was reported that a neighbour with three cars has the back of one of them hanging out beyond the drive and into the roadway. This was reported as causing an inconvenience to his neighbours. The Police are aware of this. This resident, it was stated, moving. The Police can only issue a ticket on the vehicle if it is not on the drive. It was stated that people are being forced to go onto the road as the back end of the car is hanging out onto the pavement, the front wheels are on the drive.
- The Police suggested residents install H Markings. If an inconvenience is still being caused, on reporting the police can take action.
- Parking outside of schools was reported as an issue. A camera car is to be purchased by the Council to stop drivers parking outside of schools.

A white van was reported as parked on Council land. It was suggested that it creates a blind spot. The Police suggested that when this is occurring residents should ring in to get the Police out to deal with the vehicle. An officer was seen on Cedar Avenue placing tickets.

- The Chair confirmed new coins are being accepted in Paddock Street for parking and the new parking orders have all been altered.

21. MINUTES OF THE PREVIOUS MEETING HELD ON 11 SEPTEMBER 2017 AND MATTERS ARISING

- The minutes of 11 September 2017 were checked for accuracy and then agreed as a true record.
- Page 1 - Residents are to note the gazebos mentioned in the minutes belong to the Friends of Peace Park and are merely on loan to the Lions Group.
- Page 2 - Review of the Residents Fora Consultation.
- On the matter of the residents Fora consultation update feedback, it was observed that Colin Towell's submission was the longest of the five submitted for Wigston. A request was made for the full content of it to be shared with residents at this evening's meeting. The content of the other four were also shared. The submissions raised concerns about resident forum money being granted with greater accountability and follow up on issues such as the timescales for getting feedback and action taken on requests made to the Council. The submissions along with those made by Oadby and South Wigston Residents Fora have all been received by the Council and will form part of the meeting the Council is to hold on Tuesday 5 December 2017. It is to cover issues such as funding and best value.
- A five member panel has been formed to deal with grants and grant making. Following this meeting a new policy on funding through the Council will have been created.
- It was agreed this topic is to form an agenda item for the next residents forum meeting and include information on how funding is to be awarded with a built in accountability trail on spend, how emergency funding can be awarded and project delivery and closure.
- The Chair asked residents present if there was anyone who wished the current meeting venue to change. There were no residents who voiced a wish to change the current meeting venue. No alternative venue was put forward.
- Residents enquired as to what action plan was in place for the forum and if it along with major planning applications and the Council budget and savings could be brought to the next forum meetings as agenda items.
- The Forum meetings are currently advertised on the Council's webpage, Facebook, Twitter, on electronic notice boards, in libraries, in Customer Services at Bell Street, by post to residents who do not have an email address but request notification, on notice boards across the town and in the Letterbox magazine. In 2018 advertising will be extended to some businesses and local meeting places.
- Page 3 - Pride of the Borough and the Chair's update are both on the agenda for discussion.
- Page 3 - The Council Budget Options 2019 to 2020 is on the agenda for discussion.
- Page 3 - Capital Projects Update.
- Sainsbury store in Bell Street has agreed to the defibrillator once purchased to be fixed to the external wall of the store.
- The two bins for Meadow Way and Stanhope Road have been installed.

- The Community First Responders award has been paid.
- The funds for payment of the Girl Guides shed has been cleared, but the shed is yet to be installed.
- The new cooker for Peace Park Pavilion is shortly to be installed.
- Page 3 - The Wigston Residents Forum currently has £51,310 of funds remaining.
- Page 4 - Wigston Pinfold furniture proposal and the first application for drawdown of funding. £385 to cover planning application has been requested.
- Page 4 - A proposal by the Lions Group to customise gazebos, supported by an award from the Forum of £200 has been processed.
- Page 4 - The spend for the laurel bushes has been approved. The project is still awaiting the repairs which are to be completed by the landlord. Once the repairs have been made the laurel bushes will be purchased and planted.
- Page 5 - On the matter of the Old Crown Public House application to build two houses these were refused.
- Page 5 - Messy fences on Little Hill Estate.
- No complaints about messy fences on Little Hill have been received by the Depot Manager.
- A request from a resident to extend the Litter Picker Operative tidying route along the Leicester Road was submitted to the Depot Manager. The Depot Manager has stated that at this point in time the Operative's route cannot be extended.
- Page 5 - Horse and Trumpet application for decking. Decking installed by the Horse and Trumpet Public House received planning permission for installation. The footpath should have got diverted before the decking was completed. The Borough Council was asked to do it. This has gone to the County Council for the diversion to be endorsed. Residents were informed they are within their rights to submit an objection to the footpath.
- Planning permission was given for wooden decking and the wooden surface going over a tiled surface. The path can be diverted with the correct permission. Previously the decking was rejected. The application went back to County Council. The ramp is accessible for people who have disabilities.

22. CHANGES TO PARKLANDS AND BROCKS HILL

- The Chair drew residents attention to a poster placed on all seats. The poster came from Sports and Leisure Management (SLM) representative James Naylor. It outlined partnership working between the Council and Parklands Leisure Centre for the future development of Parklands Leisure Centre on 18 February 2018.
- The poster outlined three areas of future development. The soft play zone for children of all ages, a tiered multi activity soft play structure featuring slides, foam ball shooters, trampolines, a fun climbing walls. Inclusive of colourful and dynamic interactive climbing walls, an introduction to climbing and an opportunity for fun parties and at Brocks Hill Visitor Centre, a new activity space with wooden sprung flooring, a refurbished cafe and a car park extension for Parklands and Brocks Hill.
- **SLM** will run Parklands and Brocks Hill. The central wall is coming out of Parklands to make space for the climbing wall. The deal will save the Council £100k per year. The Council has no wish to cut front line services. The building can be hired out to groups and for activities. Staff with the exception of the Ranger will be tuped over.

The Ranger's role at present will remain at the Depot and another new organisation is moving so room will be freed up. SLM changes will be ready by January 2018 and the Ranger's Office is to be kept on site, if possible.

- Eighty acres will continue to be managed by the Council. Money will be borrowed to make the alterations. The borrowing cost is about £1.3 million pounds which will be paid back but savings will still be made by making this investment. Improvements will be made to existing parking. There will be no application for change of use and it will have the exact same use. The pathway from the Meadows Estate is to be developed later. Access to the path and rights of way are to be dealt with. Potholes will be repaired and a footpath created from Oadby Road to Parklands (planning permission will be required).

23. BUDGET UPDATE

- It was reported that Mere Walk from St Wistan's Church to Brocks Hill at the back gate, residents are seeing more rubble/rubbish being fly tipped. The resident was advised to report fly tipping issues to the Customer Service Centre. It was emphasised that Members have a system to follow when they are working with officers to progress issues. They have a certain number of days to deal with these issues.
- A resident questioned why the two sets of traffic lights on the big roundabouts in Wigston cannot be put on demand around 10pm at night. Moat Street lights also raised a cause for concern. It was agreed that the Chair would address the issue of the roundabout at Moat Street with the County Council. Where there are new housing developments, highways issues have to be addressed as part of the planning application.

Frame Knitters Museum

- The Chair declared an interest as a Director of the museum. A loan was taken out fifteen years ago which paid on for refurbishing the Frame Knitters Museum. Interest on the loan is paid to the Council each year.

Green Waste Credits **Budget Option**

- County Council has withdrawn the recycling credits. The contract for most of the recycling of waste in Leicestershire has gone to Casepak. Casepak does not take clothing or shoes. Cardboard and other items are separated Casepak items are mixed together.
- Green garden waste is a discretionary service and therefore collection of green waste is an option service. From 1 April 2018 it is to be recommended that the Council charge one sum a year for collection.
- There is to be a weekly refuse collection and black bags collected fortnightly. There is to be a mix of variables to choose from.
- The public toilets are to be looked at with the view to savings. £30,000 is spent on toilets annually to maintain them.
- Parking for three hours or more may incur a charge. Residents will be consulted on budget saving suggestions before any decisions are made.

- By 2020 Central Government will no longer provide the revenue support grant but new homes will encourage building and will help with retaining business rates.

OTHER MATTERS

- It was also emphasised that there will only be one bollard left in Bell Street should the current one be damaged and could it have reflective tape on it. A resident supported Bell Street being cycle free.
- A resident complained about motorists speeding on Boulter Crescent and suggested street calming should be introduced before someone is seriously hurt. Councillor Boulter stated he would raise this with the County Council.
- A complaint was made that the piece of grass by the bungalows by Torrington Cross is neglected. It was stated that some of the areas were not adopted. Councillor Charlesworth stated he will look into this matter to see if the grass can be accessed by the working party.

24. LOCAL PLAN UPDATE

- The Local Plan contains planning policies that drive, as well as shape sustainable development in the Borough throughout the Plan period up to 2031. The Plan will also protect and enhance the Borough's historic heritage and green open spaces.
- So far, the Council has undertaken the two stages of public consultation; the first taking place between October and November 2015, the second between November and December 2016. Those periods of consultation sought to focus upon the key challenges and the preferred options for the Borough's Local Plan.
- The comments and the responses from those previous consultation periods have been taken into account by officers whilst producing this pre-submission draft document that is now to be consulted upon. The latest draft of the Local Plan contains the Council's preferred approach to tackling the key challenges and delivering sustainable development for the Plan period. The document is currently being publicly consulted on for a six week period which commenced on Monday 6 November through to 5pm on Monday 18 December 2017. The Pre-Submission Draft Local Plan and its supporting evidence based documents are available to view online on the Council's website, or in the Council's Customer Services Centre in Bell Street, Wigston; Wigston Library; Oadby Library; and, South Wigston Library.
- Once adopted, the new Local Plan will supersede the Saved Local Plan, the Core Strategy and the Town Centres Area Action Plan. The Borough Council will adopt the new Local Plan in Summer 2018.
- There is a requirement to build some 950 houses. The Government will send a directive for building if the Council does not identify areas. The Council will be able to build affordable Council Houses.
- Bushloe Developments the Councils house building company is, to build housing. People will not have a right to buy. Money from rent will come directly into the Council. Most of the three bed houses being sold are under the right to buy scheme. There are currently 12 people in emergency accommodation in the borough. Universal Credit is being paid to people five weeks in areas to pay rent. This may encourage debt.

- Residents were requested to make a comment on the Local Plan which is out for consultation on the Council's website.

25. PRIDE OF THE BOROUGH

- The Pride of the Borough membership card goes on sale on 1 December 2017. It can be purchased from Brocks Hill Visitors Centre and Oadby Library. Retailers in the scheme now number forty two.
- On the 28 February 2018 all card holders will be entered into a prize draw. Parklands are to give a family of four the chance of winning a three month family membership.
- For the fifth consecutive year, Britain in Bloom awarded the Borough, a silver gilt award.
- Tidying up the community was said to be appreciated by lots of local people.
- The Take Pride campaign has been now going for two years. Church groups and others have taken part in joint working parties, including along Aylestone Lane, in litter picking. An appeal was made for the submission of names to Colin Robertson of anyone known who litter pick and on which street. This is so an updated database can be built and maintained to recognise the volunteering residents are doing in keeping litter to a minimum and the area clean.

26. PINFOLD PROJECT

The Pinfold development is being developed by a range of community groups making contributions to the funding and the design. The funding committed is as follows:

- Pride of the Borough - £1,500
- Greater Wigston Historical Society - £100
- Wigston Civic Society - £50
- Donation received from Wigston and Knighton Floral Society - £100 (towards planting and maintenance of the trough)

Supplementary funding request to the Wigston Residents Forum for £872.70.

27. ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS

Wigston Library

A resident brought a copy of a County Council pilot proposal being trialled for Syston and noted how it could potentially be the model for a local library opening in the town. This is about the future use of local public libraries. The resident wanted residents to understand the potential risks to cuts in library services and the move to self servicing. Further points she raised are as follows:

- The lack of facilities for young people to do homework.
- Less staff. Shorter opening hours. Lone working. Putting staff at risk and vandalism. Families put at risk with less secure libraries. This includes Wigston and well as South Wigston.
- Limitations of future services to all residents.
- Printers and copiers running out of ink and paper with no one to help. Misuse of car parks. Three hour working hours for staff, which may be inadequate.

- Users locked out of computers.
- The risk of having libraries opening for only 30 hours a week similar to the pilot running with Syston library, which could lead to a totally diminished library service.

Holmden Avenue Trees

A resident asked what progress had been made on finding funding for the planting of trees on Holmden Avenue. The Chair stated a report is to come to the Council about tree maintenance, types and planting.

William Gunning Park

On the William Gunning Park a water issue reported. This is to be checked with Severn Trent Water Authority.

The Chair in closing the meeting thanked everyone for their attendance.

28. DATE OF THE NEXT MEETING

The date of the next meeting is 14 March 2018 at 7pm.

THE MEETING CLOSED AT 8.44 PM



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Chair
.....

.....
Wednesday, 14 March 2018
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PART I

Article 7 – Residents Forums

Current wording

In order to give local residents a greater say in Council affairs it has appointed a forum for each of the towns within the Borough, Oadby, South Wigston and Wigston.

7.01 General role of the Residents Forums

The Resident Forums will discharge the functions delegated to them by Council as set out in Part 3 of this Constitution.

7.01.1 Finances

Residents forums will have budgets delegated by Council to enable local groups, organisations and individuals to apply to their local forum for funding of projects that seek to improve the quality of life for people who live or work in the Borough. Prior approval for the spending of each Resident Forum budget is subject to the approval of the Policy Finance and Development Committee

Part 3 - Responsibility for Functions

RESIDENTS FORUMS

GENERAL TERMS OF REFERENCE FOR ALL FORUMS

- To increase public involvement in public services
- To help shape the Council's policies for public services
- To challenge and give feedback on the performance of public services
- To promote community cohesion
- To report to the relevant committees

PART II

Proposed Wording

In order to give the local community a greater say in Council affairs, it has appointed a Forum for each of the towns within the Borough: Oadby, Wigston and South Wigston.

7.1. General Role of the Residents' Forums

The Residents' Forums will undertake the role as set out below.

1. Purpose

The Residents' Forums facilitate and enable a constructive relationship between the Council and the residents of the Borough. They provide an opportunity for the

Council to consult the public on its policy decisions, service planning and Council consultations on areas of work that have the potential to impact on residents.

The Residents' Forums ensure that issues important to residents are brought to the attention of the Council and vice versa, always acknowledging that a diversity of views may exist and always promoting better community cohesion.

2. Key Aims

- 2.1 To provide a space for residents to come together and receive updates on current agendas and influence Council policy and decision-makers.
- 2.2 To provide residents with the opportunity to meet and inform elected-Members about issues of concern.
- 2.3 To ensure consultation and engagement on the Council's policies and provide constructive challenge and give feedback on the Council's performance.
- 2.4 To advise and comment on grant applications submitted to the Forums for their specific consideration before final submission to the Policy, Finance and Development Committee.
- 2.5 To act as a key channel for distributing information, engaging with the community and answering questions.

7.2 Finances

The Policy, Finance and Development Committee will have budgets delegated to it by Full Council to enable local groups, organisations and individuals to apply to their local Forum for funding of projects that seek to improve the quality of life for people who live or work in the Borough.

Residents' Forums may make recommendations to the Policy, Finance and Development Committee about the benefits of such grants: however the final approval for the awarding of the grant(s) is a decision to be taken by the Policy, Finance and Development Committee.

Appendix 2 – Draft Terms of Reference**RESIDENTS' FORUMS****1. PURPOSE**

The Residents' Forums are part of Oadby and Wigston Borough Council's ("the Council") governance arrangements that exist to provide assurance that there are robust structures, processes and accountabilities in place for engagement with local people around the decisions and decision-making processes of the Council.

2. TERMS OF REFERENCE

The Terms of Reference of the Residents' Forums are as follows:

- 2.1. To enable local residents to oversee, scrutinise and hold the Council to account regarding its decisions and decision-making.
- 2.2. To provide a conduit between the Council and the local community.
- 2.3. To ensure that positive engagement with the wider community is undertaken to gather information and views and inform decisions.
- 2.4. To offer practical advice and support to new projects where community engagement is required.
- 2.5. To highlight areas of concern raised by the wider community and enable potential need for change, where appropriate.
- 2.6. To listen to, discuss and suggest new proposals and changes that are required.
- 2.7. To ensure that any proposals and/or decisions regarding Council services, service change or redevelopment etc. have had appropriate community involvement.
- 2.8. To support the Council's arrangements for compliance with equality and diversity requirements in all engagement activities.

3. MEMBERSHIP & PARTICIPATION

- 3.1. Membership of the Forums is open to all residents and people who work within the Borough.
- 3.2. The Forum will be an open and accessible platform for community participation and the opportunity for all Forum members to present and share their views.
- 3.3. To achieve the broadest possible levels of participation, the Council will make best use of its various communication channels to promote the Forum meetings.

4. THE CHAIR, MEETING FORMAT & VOTING

- 4.1. The Residents' Forums will be chaired by an elected-Member appointed by the Council at its Annual General Meeting for each ensuing municipal year.

- 4.2. The Forum meetings will take the format of an informal discussion led by and through the Chair.
- 4.3. Where an item requires approval by way of a vote, that vote will be by a show of hands.
- 4.4. Any vote will be determined by a simple majority of those Forum members present and entitled to vote.
- 4.5. Decisions of the Forums will be advisory only and not binding on the Council.

5. STANDARDS OF CONDUCT & CONFLICTS OF INTEREST

- 5.1. Where any member of the Forum believes that he or she has a conflict of interest in relation to one or more agenda items, he or she must declare this at the meeting and in advance of the agenda item being discussed.
- 5.2. It will be responsibility of the Chair to decide in his or her ultimate discretion how to manage the conflict and decide upon an appropriate course of action.

6. FREQUENCY, DURATION & VENUE OF MEETINGS

- 6.1. The Residents' Forums will meet quarterly.
- 6.3. Forum meetings will last for no longer than two hours each.
- 6.2. The dates, times and venues for Forum meetings will be planned for the municipal year ahead and will endeavour to be as accommodating as reasonably possible to maximise the opportunity for participation for all.

7. AGENDA-SETTING, MINUTES & REPORTING ARRANGEMENTS

- 7.1. The Community Engagement Officer will provide administrative support to the Forums and be responsible for the preparation and circulation of meeting agendas, minutes and any other resources as necessary.
- 7.2. The items of the agenda will be determined by the Chair having due regard to any specific requests made by members of the Forum raised at or before meetings.
- 7.3. The minutes will contain a brief summary of the discussions held at Forum meetings and a record of any action points raised and the outcome of any vote taken.
- 7.4. The consideration of the minutes of previous Forum meetings will be limited to points of any factual or typographical inaccuracies within the text as written only.
- 7.5. The minutes of the Residents' Forums will be reported to the next meeting of the Policy, Finance and Development Committee for information.