



**TO COUNCILLOR:**

Miss A R Bond  
D M Carter  
M L Darr (Chair)  
B Dave

R E Fahey  
D A Gamble  
Mrs S Z Haq  
J Kaufman

Dr T K Khong  
R H Thakor

Dear Sir or Madam

I hereby **INVITE** you to attend a meeting of the **OADBY RESIDENTS' FORUM** to be held at the **TRINITY METHODIST CHURCH, HARBOROUGH ROAD, OADBY, LEICESTER, LE2 4LA** on **WEDNESDAY, 28 FEBRUARY 2018** at **6.30 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 **6:00 PM** and **6.30 PM**.

Yours faithfully

Council Offices  
Wigston  
**19 February 2018**

**Mrs Anne E Court**  
Chief Executive (Interim)

<u>ITEM NO.</u>	<u>AGENDA</u>	<u>PAGE NO'S</u>
1.	<b>Local Policing Issues</b>	
2.	<b>Minutes of the Previous Meeting held on 15 November 2017</b>	<b>1 - 5</b>
3.	<b>Draft Articles and Terms of Reference for the Residents' Forums</b>	<b>6 - 9</b>
	Further information can be found on the Council's website regarding the <a href="#">Draft Articles and Terms of Reference for the Residents' Forums (Report to Full Council on 22 February 2018)</a> by clicking on the link.	
4.	<b>Charging for the Collection of Garden Waste</b>	
	Further information can be found on the Council's website regarding the new <a href="#">Garden Waste Service</a> by clicking on the link.	
5.	<b>Budget Implications for 2018/19 and 2019/20</b>	
	Further information can be found on the Council's website regarding the <a href="#">Medium Term Financial Strategy (Report to Full Council on 22 February 2018)</a> by clicking on the link.	



6. **Air Quality ASR 2018 Update (Briefing Paper)**
7. **Management of Brocks Hill and Parklands and Future Savings (SLM Presentation)**
8. **Pride of the Borough**
9. **Oadby Traders' Update**
10. **Chair's Updates**
  - a) **Capital Projects Update**
  - b) **Forum Budget Update**
  - c) **Spending Requests**
11. **Items Raised by Residents and Suggestions for Future Items**
12. **Date of the Next Meeting**

**For more information, please contact:**

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**MINUTES OF THE MEETING OF THE OADBY RESIDENTS' FORUM HELD AT THE WALTER CHARLES DAY CENTRE, WIGSTON ROAD, OADBY, LEICESTER, LE2 5QE ON WEDNESDAY, 15 NOVEMBER 2017 COMMENCING AT 6.30 PM**

**PRESENT**

Councillor M L Darr (Chair)

**COUNCILLORS**

Miss A R Bond  
D M Carter  
R E Fahey  
J Kaufman

**OFFICERS IN ATTENDANCE**

Ms V Quintyne (Community Engagement Officer)

**OTHERS IN ATTENDANCE**

1 Police Representative  
18 Residents

**22. APOLOGIES FOR ABSENCE**

Apologies were received from James Naylor, SLM – Everyone Active.

**23. LOCAL POLICING ISSUES**

PCSO Len Brown presented the crime statistics for Oadby and took questions.

There had been a spate of burglaries in Oadby, particularly during October.

Two types of Police operations were carried out in Oadby. This has led to arrests locally and wider afield. Since 5 October no further burglaries have occurred.

November's statistics should show what has been happening over the last few years.

The Council helped with petitioning to get the lights switched on until January 2018.

There is an operation to promote Neighbourhood Watch. Copies of the Neighbourhood Watch guidebooks were left for residents to take away.

Neighbourhood Watch is mainly done online. On 23 November 2017 a meeting is to take place at Woodland Grange School at 7pm. The meeting is to promote Neighbourhood Watch in the area.

The Police reported that there has been a trend in robberies focussed on Asian households. This trend relates to targeting homes where gold use is linked to the celebrating of various religious ceremonies this time of year.

The Police are promoting strategies to protect property at this time of the year from theft.

**24. MINUTES OF THE PREVIOUS MEETING HELD ON 20 SEPTEMBER 2017**

The draft minutes of the meeting held Wednesday 20 September 2017 were agreed as a

true and accurate record subject to the following amendment.

The minutes are to record that at the previous meeting held on 20 September 2017, The Oadby Traders requested £2,800 for the hire of a stage, with lighting and insurance cover. The request was agreed without abstention or objection by residents and taken to Finance. Under a moratorium sustained by Finance this proposal and others previously agreed were not taken to the PFD (Policy, Finance, and Development) Committee. The Traders funding request was refused on the basis that it was revenue not capital. As a sum over £2,000 it had not been proposed using an application process format that could create a clear trail for audit and monitoring purposes, nor sustain Council Finance accountability.

Through a process of delegated authority held by the Interim Chief Executive a full listing of schemes which had been taken to Finance, including the Traders proposal for funding, were approved and all now agreed. As from 15 November 2017 the account of the Oadby Traders will be credited with the sum of £2,800.

Going forwards, awards for Resident Forum funding will be required to be for capital items only and be completed using a simplified system.

## **25. CHAIR'S UPDATES AND QUESTIONS**

### **THE COUNCILS ALLOTMENTS POLICY**

Following a query from residents, the Street Furniture Officer provided an update on how the Council allocates its allotments.

Allotments and the way they are administered are governed by the Allotment Acts and therefore the information below can be communicated to the Residents Forum for information but it may be there is not room for changing policy if this is the intention of discussions at the Forum.

There is a waiting list for allotments. Only residents of the Borough can apply for an allotment and be added to the waiting list. When plots become vacant they are offered to the person at the top of the waiting list in strict order. Occasionally there are reasons why the person at the top of the list cannot take on a plot at a particular time and so once they have been offered plots on three occasions and not taken a plot up then they are removed from the list.

If an existing plot holder wants to take on an additional plot then they have to go on the waiting list in order to get another one. They are then eligible for an additional plot once they have reached the top of the list.

Co-workers can be registered against a plot – once they have been a co-worker for three consecutive years on the same plot they are eligible to take over that plot once the tenant vacates, should they wish to (and assuming they live within the Borough).

### **GIANT POPPIES DISPLAYED ON LAMPOSTS**

The question was raised as to why giant poppies were not seen on Oadby lamp posts. Central British Legion supply these giant poppies. Councillor Miss A R Bond stated she would enquire about the poppies. Councillor D M Carter informed residents that poppies placed on Borough Council lampposts are deemed to be fly posting and would require County Council permission to be attached.

## **PARKLANDS AND SOFT PLAY EQUIPMENT**

Work is to begin, mid 2018 on the Soft Play Equipment at Parklands. James Naylor, the representative for SLM is to circulate this information.

### **26. 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.

No questions were raised on the contents of the Local Plan Update.

### **27. COUNCIL'S CAPITAL PROGRAMME - BROCKS HILL, WASTE AND RECYCLING**

The Council is addressing the issue of recycling and bin collections. Following the survey carried out on waste management, it was noted that residents wanted weekly bin collections. This is the Council's preferred option. There will need to be brought in wheelie bins for recycling and general rubbish.

New trucks will be required to take the weekly rubbish so the Council may have to outsource the recycling collections. The options are to be brought for public consultation next year. It was suggested that to stop foxes and birds destroying bags of litter left out the night before, residents could try buying a black bin to place the rubbish in to stop vermin tearing the bags. It was commented that most houses have six to seven bin bags and therefore bins would not hold all of the bags.

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.

### **28. OADBY TRADERS' UPDATES**

An Update was provided by the Oadby Traders representative.

The festive light switch on was a very successful, well organised event which supported community cohesion. The acts were co-ordinated by Chris Swann and consisted of diverse acts. Sarah from Knightsbridge Estate Agents co-ordinated all the retailers. Thanks were extended to them both.

Feedback was requested from any residents who attended the event. If anyone wishes to volunteer their help for next year please let Sam from Epic Accessories know.

The lights require checking. Someone climbed up a tree and vandalised them.

Planning will need to be organised for next year's event and co-ordinated with the Council Town Centre Manager. Residents will need to be asked what they wish to see at next year's event.

The Traders Chair was congratulated by the residents for organising the event which was enjoyed by a record number of people.

A plea for big double bins for the event was requested. Some of the current bins are not working. Council workers had to empty them on Sunday morning. It was commented that food sellers could be asked to provide big drum bins.

The overall consensus of residents was that the event was a brilliant success.

Takings to the event went up due to the increased trade. Residents were reminded that spending money in local shops goes back into the local economy.

## **29. PRIDE OF THE BOROUGH**

Saturday 18 November 2017 and the third Saturday of the month in December are dates organised for Town litter picking. The times are 10am until 12 noon. Other people litter pick midweek. Refreshments will be provided. Pride of the Borough will send out an email. The email goes out monthly to inform residents of the meeting points for litter picking.

The meeting point is outside the Walter Charles Centre on Wigston Road, Oadby. An appeal was made for residents to come along and help.

Pride of the Borough will supply additional litter pickers, with equipment as long as they report occasionally and collect more bags. Where there is a lot of debris the Council will do a special pick up.

It was stated that a house on Primrose Hill had a load of cardboard dumped before it. Pride of the Borough goes and does such pickups when residents miss the bin collections.

Pride of the Borough placed a request for spare unused green bags. Should any residents have some, please contact Pride of the Borough and they will collect them. The Council then collects this debris.

Pride of the Borough cards have now run out. 750 have been ordered. Various shops give different amounts of discount. This ranges from ten to fifty percent. Members holding a valid card before the end of February 2018 will be placed into a prize draw. The prize is a three month membership of Parklands and a ticket from the Race Course for a family of four for the 24 May 2018.

New cards will be issued on 1 December 2017 for 2018. New cards can be purchased from Brocks Hill Cafe, Libraries in Oadby, Wigston and South Wigston. An application form will also be available in the Letterbox magazine.

**30. SPORTS AND LEISURE MANAGEMENT (SLM) / EVERYONE ACTIVE UPDATE**

The SLM – Everyone Active representative, James Naylor, gave apologies for his non attendance at the meeting. The representative is to attend the next Residents Forum meeting due to be held on 28 February 2018.

**31. DATE OF THE NEXT MEETING**

Wednesday 28 February 2018.

**THE MEETING CLOSED AT 8.00 PM**



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**Chair**  
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**Wednesday, 28 February 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.