



**TO COUNCILLOR:**

Mrs R H Adams  
N Alam  
L A Bentley  
G A Boulter  
J W Boyce  
Mrs L M Broadley  
F S Broadley  
D M Carter  
M H Charlesworth

M L Darr  
R F Eaton  
Mrs L Eaton JP (Mayor)  
D A Gamble  
F S Ghattoraya  
Mrs S Z Haq  
Miss P V Joshi  
J Kaufman  
Mrs L Kaufman (Deputy Mayor)

Miss A Kaur  
C D Kozlowski  
Mrs H E Loydall  
K J Loydall JP  
D W Loydall  
Mrs S B Morris  
R E R Morris  
Dr I K Ridley

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, 24 SEPTEMBER 2019** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices  
Wigston  
**16 September 2019**

**Mrs Anne E Court**  
Chief Executive

<b><u>ITEM NO.</u></b>	<b><u>AGENDA</u></b>	<b><u>PAGE NO'S</u></b>
<b>1.</b>	<b>Calling to Order of the Meeting</b>	
	The meeting of the Council will be called to order to receive Her Worship The Mayor and Deputy Mayor.	
<b>2.</b>	<b>Apologies for Absence</b>	
	To receive apologies for absence from Members to determine the quorum of the meeting in accordance with Rule 7 of Part 4 of the Constitution.	
<b>3.</b>	<b>Declarations of Interest</b>	
	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'.	
<b>4.</b>	<b>Minutes of the Previous Meeting</b>	<b>1 - 3</b>
	To read, confirm and sign the minutes of the previous meeting in accordance with Rule 19 of Part 4 of the Constitution.	



## **5. Action List Arising from the Previous Meeting**

There is no the Action List arising from the previous meeting.

## **6. Motions on Notice**

To consider any Motions on Notice in accordance with Rule 14 of Part 4 of the Constitution.

## **7. Petitions, Deputations and Questions**

To receive any Petitions, Deputations and, or, to answer any Questions by Members or the Public in accordance with Rule(s) 11, 12, 13 and 10 of Part 4 of the Constitution and the Petitions Procedure Rules respectively.

## **8. Mayor's Announcements**

To receive any announcements from the Mayor in accordance with Rule 2 of Part 4 of the Constitution.

### **a. List of Official Mayoral / Deputy Mayoral Engagements**

**4 - 6**

## **9. Leader's Statement**

To receive any statement from the Leader of the Council in accordance with Article 2.9.2(ii) of Part 2 of the Constitution.

## **10. Brexit Preparations Update (September 2019)**

Verbal Update of the Resilience Officer

## **11. Appointment of Chief Finance Officer / Section 151 Officer**

**7 - 9**

Report of the Democratic & Electoral Services Manager / Deputy Monitoring Officer

## **12. Review of Polling Districts and Polling Places (September 2019)**

**10 - 23**

Report of the Democratic & Electoral Services Manager / Deputy Monitoring Officer

## **13. Review of Street Trading Policy (September 2019)**

**24 - 27**

Report of the Head of Law & Democracy / Monitoring Officer

## **14. Community Garden at Blaby Road Park, South Wigston**

**28 - 29**

Report of the Head of Law & Democracy / Monitoring Officer

**For more information, please contact:**

### **Democratic Services**

Oadby and Wigston Borough Council  
Council Offices  
Station Road, Wigston  
Leicestershire  
LE18 2DR

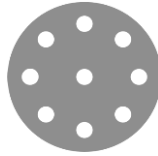
**t:** (0116) 257 2775

**e:** democratic.services@oadby-wigston.gov.uk

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# Agenda Item 4

## **MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 30 JULY 2019 COMMENCING AT 7.15 PM**

### **PRESENT**

Mrs L Eaton JP                      Mayor  
Mrs L Kaufman                      Deputy Mayor

### **COUNCILLORS**

Mrs R H Adams  
N Alam  
L A Bentley  
G A Boulter  
J W Boyce                      Leader of the Council  
Mrs L M Broadley  
F S Broadley  
D M Carter  
M H Charlesworth              Deputy Leader of the Council  
R F Eaton  
Miss P V Joshi                      Leader of the Opposition  
J Kaufman  
Miss A Kaur  
Mrs H E Loydall  
K J Loydall JP  
D W Loydall  
Mrs S B Morris  
R E R Morris  
Dr I K Ridley

### **OFFICERS IN ATTENDANCE**

Mrs A E Court                      Chief Executive / Head of Paid Service  
S Hinds                              Deputy Chief Executive  
A Thorpe                              Head of Built Environment  
S Tucker                              Democratic & Electoral Services Manager / Deputy Monitoring Officer

### **17.      CALLING TO ORDER OF THE MEETING**

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

The meeting was led in prayer by the Reverend to the Mayor.

### **18.      APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors M L Darr, D A Gamble, F S Ghattoraya, Mrs Samia Z Haq and C D Kozlowksi.

### **19.      DECLARATIONS OF INTEREST**

None.

### **20.      MINUTES OF THE PREVIOUS MEETING(S)**

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The minutes of the previous meetings held on Tuesday, 16 April 2019, Tuesday, 14 May 2019 (Annual General Meeting) and Tuesday, 4 June 2019 (Extraordinary) be taken as read, confirmed and signed (as amended).**

**21. ACTION LIST(S) ARISING FROM THE PREVIOUS MEETING(S)**

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The absence of any actions arising from the meeting of the Council held on Tuesday, 16 April 2019 be noted by Members.**

**22. MOTIONS ON NOTICE**

None.

**23. PETITIONS, DEPUTATIONS AND QUESTIONS**

None.

**24. MAYOR'S ANNOUNCEMENTS**

**24a. LIST OF OFFICIAL MAYORAL / DEPUTY MAYORAL ENGAGEMENTS (JULY 2019)**

By affirmation of the meeting, it was:

**UNANIMOUSLY RESOLVED THAT:**

**The list of Official Engagements attended by The Mayor and/or Deputy Mayor be noted.**

**25. LEADER'S STATEMENT**

The Leader of the Council presented a Statement outlining his recent work, the administration's plans and an overview of recent decisions taken since the previous meeting of the Council.

**26. REVIEW OF NEWLY-ESTABLISHED COUNCIL BODIES' TERMS OF REFERENCE AND ALLOCATION OF ADDITIONAL SEATS (JULY 2019)**

The Council gave consideration to the report as set out on pages 14-23 of the agenda, which asked it to approve an increase in, and allocation of, membership to the Audit Committee and Environment Working Group and to adopt Terms of Reference for newly-established Council Bodies.

It was moved by G A Boulter, seconded by Mrs L M Broadley and

**UNANIMOUSLY RESOLVED THAT:**

- (i) The membership of the Audit Committee be increased from 5 Members to 6 Members, with the additional seat allocated to the Conservative Group**

- and Cllr Miss P V Joshi appointed to the seat;
- (ii) The membership of the Environment Working Group be increased from 4 Members to 5 Members, with the additional seat allocated to the Conservative Group and Cllr Miss P V Joshi appointed to the seat;
  - (iii) The Terms of Reference for the Audit Committee, People Committee, IT and Communications Working Group and Constitutional Working Group be approved; and
  - (iv) The amendments to the Constitution made by the Head of Law & Democracy/Monitoring Officer under delegated powers be noted.

**27. MIDLANDS CONNECT THE TRANS-MIDLANDS TRADE CORRIDOR – PROPOSAL FOR AN ECONOMIC DEVELOPMENT STRATEGY**

The Council gave consideration to the report as set out on pages 24-39 of the agenda, which asked it to become a signatory to the proposed Trans-Midland Trade Corridor devised by Midland Connect and become a member of the A46 Partnership.

A Member requested reassurance that the report was accurate insofar as it stated that there were no financial implications arising from the recommendations. The Deputy Chief Executive confirmed that the report was accurate in this regard.

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

**RESOLVED THAT:**

- (i) The Council become a signatory to the 'Midlands Connect: The Trans-Midlands Trade Corridor – Proposal for an Economic Development Strategy; and
- (ii) The Council become a Member of the A46 Partnership.

<b>Votes For</b>	<b>19</b>
<b>Votes Against</b>	<b>0</b>
<b>Abstentions</b>	<b>2</b>

**THE MEETING CLOSED AT 7.45 PM**



\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Tuesday, 24 September 2019**

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## Events attended by the Mayor May – September 2019

### MAY

17 The Royal Yeomanary Annual Frezenberg Dinner

### JUNE

6 Dean of Leicester 75 Anniversary D-Day service  
 8 O&W Muslim Association Eid Celebration  
 9 Wigston Scout Group Annual Summer Fete  
 11 Everyone Active - Parklands Leisure Centre Opening of the £1/4 Million Gym Refurbishment  
 15 Bishop of Leicester Civic Reception  
 16 Oadby & Wigston Lions Fantasy & Adventure  
 22 Leicester City Council Armed Forces Day Parade  
 24 Oadby & Wigston Lions Presentation Evening  
 25 Leicestershire & Rutland Sport Summer Championship  
 26 Ian Robinson Joint Concert  
 27 Lord Mayor of Leicester Civic Service

### JULY

1 Leicestershire Scouts AGM  
 2 Wigston Academy Summer Madness  
 4 East Midlands in Bloom Visit of Judges  
 4 Warning Zone Osprey Cruise Rutalnd Water  
 6 Wigston Club for Young People Summer Fun Day  
 7 Wigston Magna Dog Training Club Annual Dog Show  
 7 Ravaz Riaz Mitzvah Event  
 8 Thythorn Field Primary School Awards Assembly  
 13 St Peter's Church, Oadby Oadby Remembers  
 17 De Montfort University Graduation Ceremony  
 20 ABF The Soldiers' Charity Family Open Day & Hog Roast  
 25 Chairman Leicestershire CC Summer Evening at Beaumanor Hall  
 30 Leicester Scouts & Guides International Camp

## AUGUST

3	Ayelstone Lane Allotment Association	Allotment Day
5	Leicester Childrens Holidays	See children off on their holiday
14	Age UK Oadby & Wigston	Opening of day care facility
21	Helen Loydall	Senior Citizen Forum

## SEPTEMBER

2	Wigston Rotary Club	Lunch & presentation
3	OWBC	Armed Forces Covenant Breakfast Event
7	Wigston Framework Knitters	Sock Day
7	Leicester Children's Holidays	Summer Celebration Picnic in the Park
8	Framwork Knitters Company	Annual Service
11	ABF The Soldiers Charity	Beating Retreat Ceremony
15	City of Leicester RAFA	79th Anniversary Battle of Britain Service
20	Peter Cousins	Opening of Greater Wigston Heritage Centre
20	Blaby DC	Chairman at home
21	Mayor Charnwood	Great Central Railway Dinner
22	Melton BC	Mayor's Civic Service
26	Pride of the Borough	Annual Awards
27	OWBC Cllr Lee Bentley	Thythorn Community Centre opening



## Events attended by the Deputy Mayor May – September 2019

### JUNE

26 Wigston Academy Student Award Evening

### JULY

4 Muslim School Oadby Annual Results Day  
9 Wigston College Student Award Evening

### AUGUST

17 Leicester Cathedral Richard III Evensong

### SEPTEMBER

14 Oadby & Wigston Swimming Club OWSC Swim Gala  
21 Rainbows Hospice Community Open Day  
27 Cedar Court Care Home Harvest Festival



<b>Full Council</b>	<b>Tuesday, 24 September 2019</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Appointment of Chief Financial Officer / Section 151 Officer**

**Report Author(s):** **Steve Tucker (Democratic & Electoral Services  
Manager/Deputy Monitoring Officer)**

<b>Purpose of Report:</b>	To obtain approval for the appointment of the Council's Chief Financial Officer / Section 151 Officer.
<b>Report Summary:</b>	<p>The Council is required to appoint formally the statutory position of Chief Financial Officer / Section 151 Officer under Section 151 of the Local Government Act 1972.</p> <p>Subject to approval, the Constitution will be updated to reflect the powers delegated to the new Chief Finance Officer.</p>
<b>Recommendation(s):</b>	<p><b>A. That the appointment of Clive Mason as the Council's Chief Financial Officer / Section 151 Officer be confirmed with effect from 14 October 2019; and</b></p> <p><b>B. That the Monitoring Officer arrange for the Constitution to be reviewed and amended as appropriate.</b></p>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Stephen Hinds (Deputy Chief Executive) (0116) 257 2681 <a href="mailto:stephen.hinds@oadby-wigston.gov.uk">stephen.hinds@oadby-wigston.gov.uk</a></p> <p>David Gill (Head of Law &amp; Democracy / Monitoring Officer) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a></p> <p>Steve Tucker (Democratic &amp; Electoral Services Manager / Deputy Monitoring Officer) (0116) 257 2605 <a href="mailto:steven.tucker@oadby-wigston.gov.uk">steven.tucker@oadby-wigston.gov.uk</a></p>
<b>Corporate Objectives:</b>	Not applicable.
<b>Vision and Values:</b>	Not applicable.
<b>Report Implications:-</b>	
Legal:	The appointment of a Section 151 Officer is a statutory requirement under Section 151 of the Local Government Act 1972.
Financial:	The Section 151 Officer is responsible for the sound administration of the Council's financial affairs.
Corporate Risk Management:	Regulatory Governance (CR6) Organisational / Transformational Change (CR8)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable

Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	<a href="#">The Constitution of the Council</a>
<b>Appendices:</b>	None.

## 1. Background

- 1.1 In accordance with the Local Government Act 1972, there is a requirement on the Authority to designate three Statutory Officers: Head of Paid Service, Monitoring Officer and Section 151 Officer / Chief Finance Officer.
- 1.2 The latter is required to be a suitably qualified individual. The Section 151 Officer, along with the Head of Paid Service and the Monitoring Officer combine to form the Council's Statutory Officer functions. These roles are key to ensuring lawfulness, fairness, probity and general good governance that support the Council in achieving its aims. It is important that they work effectively together yet maintain appropriate independence.
- 1.3 Since the implementation of a new organisational structure, alongside the adoption of the Council's Corporate Plan on 1 April 2019, the role of Section 151 Officer has been performed on an interim basis by the Deputy Chief Executive (formerly the Director of Finance and Transformation).
- 1.4 In May 2019, the Council began a recruitment exercise for the position of Chief Finance Officer, with the intention that the successful candidate would undertake the duties of Section 151 Officer.
- 1.3 On 1 July 2019, an Appointments Panel was convened to interview shortlisted candidates. As a result of this process, Clive Mason was successfully appointed to the role, and is due to commence employment with the authority on 14 October 2019.
- 1.4 It is a requirement under the Council's Constitution that appointments to the three statutory posts (Head of Paid Service, Section 151 Officer and Monitoring Officer) are confirmed by the relevant Committee.
- 1.5 Clive Mason possesses the necessary experience, expertise and professional qualifications to undertake the statutory role of Section 151 Officer and it is recommended that Council formally confirms his appointment.

## 2. The Role and Duties of the Section 151 Officer

- 2.1 According to the Chartered Institute of Public Finance and Accountancy (CIPFA), there are five key areas critical to the achievement of a Chief Finance Officer's statutory responsibilities:

- maintaining strong financial management underpinned by effective financial controls;
- contributing to corporate management and leadership;
- supporting and advising democratically elected representatives;
- supporting and advising Officers in their operational roles; and
- leading and managing an effective and responsive financial service.

### **3. Other Implications**

- 3.1 Once approved, the Council's Constitution will be reviewed by the Monitoring Officer and amended as appropriate to ensure the power to deal with financial matters that are the statutory responsibility of the Section 151 Officer are accurately referred to in the Constitution.

# Agenda Item 12



<b>Full Council</b>	<b>Tuesday, 24 September 2019</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Review of Polling Districts and Polling Places (September 2019)**

**Report Author(s):** **Steve Tucker (Democratic & Electoral Services Manager)**

<b>Purpose of Report:</b>	To advise the Council on the final arrangements being proposed by the (Acting) Returning Officer for the Harborough Constituency in respect of the polling districts and polling places to be used at all relevant future elections and referendums that take place within the Borough.
<b>Report Summary:</b>	<p>It is proposed that the existing polling arrangements for the Borough of Oadby and Wigston should be retained, with the exception of polling districts 'M' (All Saints) and 'Q' (South Wigston) where external factors have made venue changes necessary.</p> <p>The next scheduled election to take place within the Borough is the Leicestershire Police and Crime Commissioner election on Thursday 7 May 2020. Any changes to the existing polling arrangements agreed by the Council will be implemented in time for this election.</p>
<b>Recommendation(s):</b>	<b>That Council approves the revised polling district and polling place arrangements as proposed by the (Acting) Returning Officer ( as set out at Appendix 2 to this report).</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Anne Court (Chief Executive / Returning Officer) (0116) 257 2602 <a href="mailto:anne.court1@oadby-wigston.gov.uk">anne.court1@oadby-wigston.gov.uk</a></p> <p>David Gill (Head of Law &amp; Democracy / Monitoring Officer) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a></p> <p>Steve Tucker (Democratic &amp; Electoral Services Manager) (0116) 257 2605 <a href="mailto:steven.tucker@oadby-wigston.gov.uk">steven.tucker@oadby-wigston.gov.uk</a></p>
<b>Corporate Objectives:</b>	Providing Excellent Services (CO3)
<b>Vision and Values:</b>	Customer Focus (V5)
<b>Report Implications:-</b>	
Legal:	The implications are as set out at paragraph 7 of this report.
Financial:	The implications are as set out at paragraph 6 of this report.
Corporate Risk Management:	Regulatory Governance (CR6)
Equalities and Equalities	The legislation governing this review requires that representations are

Assessment (EA):	sought from persons who are considered to have an expertise in access for persons with different forms of disability. In order to fulfil this requirement, representations were sought from various local organisations including Age UK, Scope and Vista. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	<ul style="list-style-type: none"> <li>• See Paragraph 3 of the report.</li> </ul>
<b>Background Papers:</b>	<a href="#">Guidance on the Review of Polling Districts and Polling Places</a> <a href="#">The Electoral Commission</a>
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. Returning Officer's Proposals (For Consultation)</li> <li>2. Returning Officer's Final Proposals</li> </ol>

## 1. Background Information

- 1.1 The Electoral Registration and Administration Act 2013 amended the Representation of the People Act 1983 by including a new provision altering the timing of compulsory reviews of Parliamentary polling districts and polling places. The change meant that all local authorities have a duty to complete a compulsory review of their polling districts and polling places every five years. The aim of this was to reflect the move to fixed-term Parliaments and to ensure that all polling places had been reviewed in time for a Parliamentary election.
- 1.2 Whilst the legislative changes outlined at 1.1 above were aimed to coincide with the Parliamentary election originally scheduled for May 2020, this is now out of sync due to the snap Parliamentary election held in June 2017.
- 1.3 The Council's polling districts and polling places were last compulsorily reviewed in 2013. Once a compulsory review is completed, subsequent compulsory reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013. An optional interim review was carried out in July 2018 in preparation for the May 2019 Borough Council elections, however this did not replace the need for a further statutory review to be conducted between 1 October 2018 and 31 January 2020 (inclusive). That said, on the basis that the July 2018 interim review considered and addressed the long-term suitability of polling arrangements appropriately at that time, the proposals arising from the statutory review are minimal.
- 1.4 The current polling arrangements within the Borough are predominantly satisfactory and have been shown at numerous elections conducted in recent years to be practicable given the circumstances that prevail within the areas that they serve. The approach throughout this review has been to only propose changes where a clear conclusion has been reached that the new arrangements will:
  - Better serve the affected electors by offering superior polling facilities, accessibility

- and/or location in comparison with existing arrangements; and/or
- Reduce inconvenience caused by polling day arrangements for local residents without any substantive detrimental effect upon the voting arrangements for affected electors.

## 2. Terminology

- 2.1 **Polling District:** The area created by the division of a constituency, ward or European Parliamentary electoral region into smaller parts, within which a polling place can be determined, which is convenient to electors. In Oadby & Wigston, each Borough ward is divided into a number of polling districts which each have an alphabetical code running from 'A' to 'S', based on the ward in which they are located.
- 2.2 **Polling Place:** The building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.
- 2.3 **Polling Station:** The room or area within the polling place where voting takes place.
- 2.4 It should be noted that the terms 'polling place' and 'polling station' are often used interchangeably and most people consider the polling place (such as a community centre) to be the polling station. However, it is possible to have more than one polling station per polling place (i.e. a double polling station) and this is the case in several polling districts in Oadby & Wigston with a large number of electors.

## 3. Consultation and Engagement

- 3.1 Public notice of the review, which invited representations to be made regarding the existing polling arrangements within the Borough, was published and displayed at the Station Road Council Offices and Bell Street Customer Service Centre on 24 July 2019. In addition, a copy of the review notice was placed on the Council's website and electronic copies were sent to:
- All 26 Oadby & Wigston Borough Councillors (including the 6 Leicestershire County Councillors representing the Oadby & Wigston County Divisions);
  - The Member of Parliament for the Harborough constituency;
  - The 5 MEPs serving the East Midlands Region;
  - Political Parties with known contact details operating within the Harborough constituency; and
  - Organisations operating within Oadby & Wigston having knowledge of, or special expertise in, access for persons with different disabilities.
- 3.2 The initial proposals of the (Acting) Returning Officer (as set out in **Appendix 1** to this report) were received on 23 July 2019 and had to be published within 30 days of receipt. The proposals were published at the Council Offices, the Customer Service Centre and on the Council's website on 24 July 2019.
- 3.3 The only revisions proposed by the Returning Officer to the existing arrangements were:
- **Polling District 'M' (Wigston All Saints)** – Relocation of the designated polling place from Horsewell Lane Pavilion (now demolished) to the adjacent, recently completed Thythorn Hill Community & Sports Centre; and
  - **Polling District 'Q' (South Wigston)** – After the temporary designation of St Mary's Parish Church Hall, Countesthorpe Road for the May 2019 elections, revert back to the designation of Bassett Community Centre, Bassett Street, following its return to use.
- 3.4 No formal written representations either in support or against the Returning Officer's proposals were received during the consultation period. A verbal representation was

received from Age UK, asking the Returning Officer to consider using its Hawthorn Centre facility on Paddock Street, Wigston instead of, or in addition to, The Elms and Ex-Services Social Club. Whilst there have been no reported issues from staff or voters in relation to The Elms to suggest that a change of venue is desirable, it is noted that the facility on Paddock Street provides a viable backup option in the event of The Elms being unavailable at any particular election.

#### **4. Reasons for Recommendations**

- 4.1 Following the review, it is submitted to Council that the needs of affected electors will be best met at future elections and referendums within the Borough by adopting the proposed changes to polling arrangements detailed within **Appendix 2**.

#### **5. Implementation**

- 5.1 The polling districts and polling places as approved by Council will be used for the Leicestershire Police and Crime Commissioner election on Thursday 7 May 2020 and any by-elections or Borough-wide elections/referendums called before the next statutory review of polling districts and polling places takes place.
- 5.2 If any approved polling place becomes unavailable before an election, the polling place can be changed by the Council in accordance with its decision-making arrangements. Under the Council's Constitution, it is a function of Full Council to make decisions concerning electoral wards, therefore any further changes to the arrangements proposed within the report shall be brought back before Council for approval.

#### **6. Financial Implications**

The Council is only responsible for the costs of conducting Borough Council elections, including when held, local by-elections that elect the Borough's own Councillors. At all other elections, all 'actual and necessary' costs, including hire fees for polling venues, are recovered by the Returning Officer from the relevant governing body for that particular election (e.g. Central Government for UK Parliamentary elections).

#### **7. Legal Implications**

- 7.1 In carrying out any review of polling arrangements, the local authority must comply with the steps set out in Schedule A1 Representation of the People Act 1983.
- 7.2 By approving the outcomes of this review the Council will be complying with its statutory duty to keep under review its polling districts and polling places as designated under the Representation of the People Act 1983 section 18A-18E (amended by section 17 of the Electoral Registration and Administration Act 2013).
- 7.3 Rule 20(1)(a) of The Local Elections (Principal Areas) (England and Wales Rules 2006), provides that the Returning Officer may use, free of charge, for the purpose of taking the poll, any room in a school maintained or assisted by the local authority, or in a school in respect of which grants are made out of monies provided by Parliament to the person or body responsible for the management of the school.
- 7.4 Following the conclusion of the local authority's review, certain persons have a right to make representations to the Electoral Commission. There are only two grounds on which a representation may be made. These are if:
- The local authority has failed to meet the reasonable requirements of electors in the constituency; and/or



- The local authority has failed to take sufficient account of accessibility to disabled persons of the polling station(s) within a polling place.

Representations based on any other premise will not be considered.

7.5 Provision is contained within Section 18E RPA 1983 to state that no election is to be questioned by reason of any informality relative to polling districts and polling places.



# Oadby & Wigston

## BOROUGH COUNCIL

## The Returning Officer's Proposals

### Oadby St Peters

#### Existing Arrangements

Polling District	Electors	Polling Place	Disabled access
A	1803	Trinity Methodist Church, Harborough Road	Yes
B	1613	United Reformed Church Hall, Rosemead Drive	Yes

#### Returning Officer's Comments

##### Polling District A:

Following an interim polling review conducted in 2018, the designated polling place for polling district A was changed from Oadby Community Centre, Sandhurst Street, to Trinity Methodist Church, Harborough Road. Feedback received from voters and polling station staff following the Local and European Parliamentary elections in May 2019 indicated that the voter experience at Trinity Methodist Church was positive, with no reported issues.

#### Returning Officer's Proposals

**No change.**

### Oadby Grange

#### Existing Arrangements

Polling District	Electors	Polling Place	Disabled access
C	1902	Immaculate Conception Church Hall, New Street	Yes
D	2059	John Foster Hall, Manor Road, Facilities Building	Yes

#### Returning Officer's Proposals

**No change.**

## Oadby Uplands

Existing Arrangements			
Polling District	Electors	Polling Place	Disabled access
E	3415	The Barnabas Centre, St. Paul's Close	Yes

### Returning Officer's Proposals

No change.

## Oadby Woodlands

Existing Arrangements			
Polling District	Electors	Polling Place	Disabled access
F	3493	Woodland Grange C.P. School, Beaufort Way	Yes

### Returning Officer's Proposals

No change.

## Oadby Brocks Hill

Existing Arrangements			
Polling District	Electors	Polling Place	Disabled access
G	3137	The Pavilion, Coombe Park, Coombe Rise	Yes

### Returning Officer's Proposals

No change.

## Wigston St Wolstans

Existing Arrangements			
Polling District	Electors	Polling Place	Disabled access
H	1791	Freer Community Centre, 242A Leicester Road	Yes
I	1768	Glenmere Community Primary School, Estoril Avenue	Yes
J	1522	Freer Community Centre, 242A Leicester Road	Yes

### Returning Officer's Proposals

No change.

## Wigston Meadowcourt

Existing Arrangements			
Polling District	Electors	Polling Place	Disabled access
K1	2285	Meadow Community Primary School, Meadow Way	Yes
K2	509	Meadow Community Primary School, Meadow Way	Yes
L	1922	South Leicester Rugby Club, Welford Road	Yes

### Returning Officer's Comments

#### Polling District L:

Following an interim polling review conducted in 2018, the designated polling place for polling district L was changed from the Girl Guide Club Room, Welford Road, to South Leicester Rugby Club, Welford Road. Feedback received from voters and polling station staff following the Local and European Parliamentary elections in May 2019 indicated that the voter experience at the Rugby Club was generally positive, but with some improvements required to signage and access which will be implemented prior to the next scheduled poll.

### Returning Officer's Proposals

**No change.**

## Wigston All Saints

Existing Arrangements			
Polling District	Electors	Polling Place	Disabled access
M	2164	The Pavilion, Horsewell Lane Recreation Ground	Yes
N1	2327	The Elms and Ex-Services Social Club, Bushloe End	Yes – ramp provided
N2	301	The Elms and Ex-Services Social Club, Bushloe End	Yes – ramp provided

### Returning Officer's Comments

#### Polling District M:

Thythorn Hill Community & Sports Centre is due for completion in the Autumn of 2019, which will see the subsequent demolition of the old Horsewell Lane Pavilion building. The new Community Centre will be available for polling use at all future elections, offering enhanced facilities both for voters and polling staff.

### Returning Officer's Proposals

**Polling District M - Upon completion, Thythorn Hill Community & Sports Centre be designated as the polling place for this polling district, replacing the former Horsewell Lane Pavilion building.**

**Polling District N1 – No Change.**

## Polling District N2 – No Change.

### Wigston Fields

Existing Arrangements			
Polling District	Electors	Polling Place	Disabled access
O	2152	Central Avenue Christian Church Hall, Central Avenue	Yes
P1	2598	Bethel Evangelical Free Church Hall, Burleigh Avenue	Yes
P2	363	Bethel Evangelical Free Church Hall, Burleigh Avenue	Yes

#### Returning Officer's Proposals

No change.

### South Wigston

Existing Arrangements			
Polling District	Electors	Polling Place	Disabled access
Q	1959	St Mary's Church Hall, Countesthorpe Road	Yes
R	1680	The Pavilion, Blaby Road Park	Yes
S	2452	Fairfield Community Primary School, Chester Building, Cheshire Drive	Yes

#### Returning Officer's Comments

##### Polling District Q:

During the interim polling review conducted in 2018, it was identified that Bassett Community Centre would be unavailable for polling use for a period of time until a new tenant had been secured by Leicestershire County Council. During this period, St Mary's Church Hall, Countesthorpe Road was designated as the polling place for polling district Q, and was used for the 2019 Local and European Parliamentary elections.

Bassett Community Centre is now occupied, and subject to agreeing suitable terms with the tenant for hire of the facility, it is proposed that the Community Centre should be re-designated as the polling place for polling district Q. Whilst there were no significant issues with the use of St Mary's Church Hall during the May polls, it is considered that the Community Centre offers better facilities and access for voters, and is more centrally located within the polling district for voter convenience.

#### Returning Officer's Proposals

**Polling District Q - That Bassett Community Centre, Bassett Street, be designated as the polling place for this polling district.**

**Polling District R – No Change**

**Polling District S – No Change**



# Oadby & Wigston

## BOROUGH COUNCIL

### The Returning Officer's Final Proposals

#### Oadby St Peters

##### Existing Arrangements

Polling District	Electors	Polling Place	Disabled access
A	1803	Trinity Methodist Church, Harborough Road	Yes
B	1613	United Reformed Church Hall, Rosemead Drive	Yes

##### Consultation Responses & Returning Officer Comments

No comments received.

##### Returning Officer's Final Proposal

**Polling District A – Retain this polling station.**

**Polling District B – Retain this polling station.**

#### Oadby Grange

##### Existing Arrangements

Polling District	Electors	Polling Place	Disabled access
C	1902	Immaculate Conception Church Hall, New Street	Yes
D	2059	John Foster Hall, Manor Road, Facilities Building	Yes

##### Consultation Responses & Returning Officer Comments

No comments received.

##### Returning Officer's Final Proposal

**Polling District C – Retain this polling station.**

**Polling District D – Retain this polling station.**

## Oadby Uplands

### Existing Arrangements

Polling District	Electors	Polling Place	Disabled access
E	3415	The Barnabas Centre, St. Paul's Close	Yes

### Consultation Responses & Returning Officer Comments

No comments received.

### Returning Officer's Final Proposal

Retain this polling station.

## Oadby Woodlands

### Existing Arrangements

Polling District	Electors	Polling Place	Disabled access
F	3493	Woodland Grange C.P. School, Beaufort Way	Yes

### Consultation Responses & Returning Officer Comments

No comments received.

### Returning Officer's Final Proposal

Retain this polling station.

## Oadby Brocks Hill

### Existing Arrangements

Polling District	Electors	Polling Place	Disabled access
G	3137	The Pavilion, Coombe Park, Coombe Rise	Yes

### Consultation Responses & Returning Officer Comments

No comments received.

### Returning Officer's Final Proposal

Retain this polling station.

## Wigston St Wolstans

Existing Arrangements			
Polling District	Electors	Polling Place	Disabled access
H	1791	Freer Community Centre, 242A Leicester Road	Yes
I	1768	Glenmere Community Primary School, Estoril Avenue	Yes
J	1522	Freer Community Centre, 242A Leicester Road	Yes

### Consultation Responses & Returning Officer Comments

No comments received.

### Returning Officer's Final Proposal

**Polling District H – Retain this polling station.**

**Polling District I – Retain this polling station.**

**Polling District J – Retain this polling station.**

## Wigston Meadowcourt

Existing Arrangements			
Polling District	Electors	Polling Place	Disabled access
K1	2285	Meadow Community Primary School, Meadow Way	Yes
K2	509	Meadow Community Primary School, Meadow Way	Yes
L	1922	South Leicester Rugby Club, Welford Road	Yes

### Consultation Responses & Returning Officer Comments

No comments received.

### Returning Officer's Final Proposal

**Polling Districts K 1 & K2 – Retain this polling station.**

**Polling District L – Retain this polling station.**

## Wigston All Saints

Existing Arrangements			
Polling District	Electors	Polling Place	Disabled access
M	2164	The Pavilion, Horsewell Lane Recreation Ground	Yes
N1	2327	The Elms and Ex-Services Social Club, Bushloe End	Yes – ramp provided
N2	301	The Elms and Ex-Services Social Club, Bushloe End	Yes – ramp



			provided
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## Consultation Responses & Returning Officer Comments

### Polling District N1 & N2:

A verbal representation was received from Age UK Wigston, requesting that the Returning Officer consider the use of its Hawthorn Centre facility on Paddock Street as a polling place.

### Returning Officer Comments:

The Elms & Ex-Services Social Club has been used for a considerable number of elections and whilst its facilities are relatively modest, there has not been any feedback from voters or staff employed at the station to suggest that any significant issues exist. Therefore, there would need to be evidence that the Age UK facility would offer superior polling facilities and improved convenience for voters in order to make a compelling case for change.

Paddock Street is located at the far north of the polling district, some distance away from the largest centre of population on the Little Hill estate. The Elms is situated centrally in the polling district, which makes it more accessible for the majority of electors both to the north of Moat Street and the south of Bushloe End. In addition, Paddock Street operates a one-way system, so most electors travelling by car would be required to make an extended journey around Moat Street and Bull Head Street in order to cast their vote. Furthermore, although Paddock Street has a good sized car park, arrangements would need to be made on polling day to ensure that spaces accessible to the Hawthorn Centre entrance would be kept free for voters, rather than occupied by town centre shoppers.

On the basis of the above, it is not considered desirable to change the designated polling place for polling districts N1 & N2 to the Hawthorn Centre, however it does meet the criteria for use as a backup option, should The Elms be unavailable for use at any particular election.

## Returning Officer's Final Proposal

**Polling District M – That Thythorn Hill Community & Sports Centre, Horsewell Lane, be designated as the polling place for this polling district.**

**Polling Districts N1 & N2 – Retain this polling station.**

## Wigston Fields

### Existing Arrangements

Polling District	Electors	Polling Place	Disabled access
O	2152	Central Avenue Christian Church Hall, Central Avenue	Yes
P1	2598	Bethel Evangelical Free Church Hall, Burleigh Avenue	Yes
P2	363	Bethel Evangelical Free Church Hall, Burleigh Avenue	Yes

## Consultation Responses & Returning Officer Comments

No comments received.

## **Returning Officer's Final Proposal**

**Polling District O – Retain this polling station.**

**Polling Districts P1 & P2 – Retain this polling station.**

## **South Wigston**

### **Existing Arrangements**

<b>Polling District</b>	<b>Electors</b>	<b>Polling Place</b>	<b>Disabled access</b>
Q	1959	St Mary's Church Hall, Countesthorpe Road	Yes
R	1680	The Pavilion, Blaby Road Park	Yes
S	2452	Fairfield Community Primary School, Chester Building, Cheshire Drive	Yes

### **Consultation Responses & Returning Officer Comments**

No comments received.

## **Returning Officer's Final Proposal**

**Polling District Q – That Bassett Community Centre, Bassett Street, be designated as the polling place for this polling district.**

**Polling District R – Retain this polling station.**

**Polling District S – Retain this polling station.**

# Agenda Item 13



<b>Full Council</b>	<b>Tuesday, 24 September 2019</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Review of Street Trading Policy (September 2019)**

**Report Author(s):** **David Gill (Head of Law & Democracy / Monitoring Officer)**

<b>Purpose of Report:</b>	To consider a review of the Council's Street Trading Policy.
<b>Report Summary:</b>	The report summarises the options available to Members to lawfully facilitate charitable/not-for-profit events taking place in prohibited/consent streets in the Borough, thereby avoiding conflict with the Council's Street Trading Policy.
<b>Recommendation(s):</b>	<p><b>A. That the Head of Law and Democracy / Monitoring Officer be given delegated authority to suspend the Street Trading Policy in a specified street (either a prohibited or consent street) for a period not exceeding 24-hours, following consultation with the Chief Executive and Ward Members, to facilitate community/not-for-profit and charitable events, save as to that the delegation not extending to permitting single street traders on what would otherwise be prohibited streets; and</b></p> <p><b>B. That the Head of Law and Democracy / Monitoring Officer be given delegated authority to grant individual exemptions to the Street Trading Policy to facilitate community/not-for-profit or charitable events for a period not exceeding 24-hours in streets that would otherwise be consent streets, following consultation with the Chief Executive and Ward Members.</b></p>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Stephen Hinds (Deputy Chief Executive) (0116) 257 2681 <a href="mailto:stephen.hinds@oadby-wigston.gov.uk">stephen.hinds@oadby-wigston.gov.uk</a></p> <p>David Gill (Head of Law &amp; Democracy / Monitoring Officer) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a></p>
<b>Corporate Objectives:</b>	Building, Protecting and Empowering Communities (CO1) Providing Excellent Services (CO3)
<b>Vision and Values:</b>	Accountability (V1) Respect (V2) Customer Focus (V5)
<b>Report Implications:-</b>	
Legal:	The implications are as set out at paragraph 2 of this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Reputation Damage (CR4) Regulatory Governance (CR6)

Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	Click to select comment.
Monitoring Officer:	As the author, the report is satisfactory.
<b>Consultees:</b>	<ul style="list-style-type: none"> <li>• Licensing Section</li> <li>• Town Centre Manager</li> </ul>
<b>Background Papers:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Street Trading Policy</a></li> <li>• <a href="#">Report entitled 'Review of Street Trading Policy (September 2019)' to Licensing and Regulatory Committee, 5 September 2019</a></li> </ul>
<b>Appendices:</b>	None.

## 1. Background

- 1.1 In March 2009 the Council adopted a Street Trading policy, the main purpose of which is to prevent uncontrolled trading in streets within the Borough.
- 1.2 The Council adopted a scheme that comprises of 'Prohibited Streets' and 'Consent Streets'. In prohibited streets there is a general ban on street trading and for the purposes of the policy those streets are identified as follows:
- A6 Leicester Road, Harborough Road and Glen Road, Oadby
  - A5199 Leicester Road, Bull Head Street and Welford Road, Wigston (excluding the layby at grid reference 6103 9775)
  - B582 St Thomas Road, Blaby Road (between its junction with Canal Street and its junction with Station Road), Station Road, Bushloe End and Moat Street, Oadby Road, Wigston and Wigston Road and London Road, Oadby
  - A563 Palmerston Way, Oadby
  - B667 New Street, Stoughton Road and Gartree Road, Oadby
  - B5418 Aylestone Lane and Paddock Street and Wakes Road, Wigston
  - B5366 Saffron Road, Wigston
  - All those roads where a speed restriction of 40mph and above applies.
  - All those roads contained within the Oadby Hill Top and Meadowcourt Conservation Area.
- 1.3 All other streets within the Borough are designated as Consent Streets and, subject to the completion of the appropriate application process and payment of a fee, the Council may (but is not bound to) grant a consent if it considers it appropriate.

## 2. Reason for the Review

- 2.1 At the meeting of the Licensing and Regulatory Committee held on 6 June 2019, a Member raised concerns around the attendance of pedlars at the annual 'Christmas Capers' event in South Wigston where they were selling in the street in direct competition with other

stallholders present, and requested that the Head of Law and Democracy look into the issues.

- 2.2 As a result of undertaking that research the Head of Law and Democracy identified that the area in which the event takes place (Blaby Road, South Wigston) is in fact a prohibited street under the Street Trading policy where no trading is permitted.
- 2.3 It would therefore appear that all persons who have previously traded under the auspices of the Christmas Capers event have been trading unlawfully.

### **3. Policy Review Findings**

- 3.1 As this breach in the policy occurs/has occurred in a prohibited street, the Council's options in addressing the issue are limited, namely to actively enforce the policy or to introduce an exemption to the policy because the event is deemed to be a community/not-for-profit or charitable event.
- 3.2 On a more general level, the review has identified that similar issues exist with the Christmas events in Wigston and Oadby town centres, albeit that there are more options to address those issues i.e.
  - (a) Insist that any street traders in attendance at a community/not-for-profit or charitable event fully comply with the policy including payment of the appropriate fee and fully enforce the policy; or
  - (b) Insist that any street traders in attendance at community/not for profit/charitable event fully comply with the with the policy excluding payment of the appropriate fee; or
  - (c) Introduce a total exemption to the policy where the event is deemed to be community/not for profit or charitable event.

### **4. Recommendations**

- 4.1 On 5 September, Members of the Licensing and Regulatory Committee considered the following views and recommendations of the Head of Law and Democracy and unanimously recommended them to Full Council for approval.

### **5. Christmas Events -South Wigston, Wigston and Oadby**

- 5.1. The Head of Law and Democracy is of the view that Members have a simple choice in so far as South Wigston is concerned, because the activity is currently unlawful. If Members wish the event to continue in its current format then they must amend the policy to permit that to happen. In reaching a decision Members are advised to have regard to other similar events that may be proposed in the future.
- 5.2. Insofar as Wigston and Oadby are concerned, the options outlined in paragraph 3.2 above (a and b) are considered to be onerous (both for the organisers of the events but also for Officers – particularly if a fee exemption scheme is also introduced) and the Head of Law and Democracy proposes that any mechanism by which the policy can be suspended should apply equally across the Borough.
- 5.3. It is therefore proposed that Members approve the delegations set out above that authorise the Head of Law and Democracy to suspend the policy in a specified street (either a prohibited or consent street) for a period not exceeding 24 hours following consultation with the Chief Executive and Ward Members to facilitate community/not for profit and charitable

events but that the delegation does not extend to permitting single street traders on what would otherwise be prohibited streets.

- 5.4. It is also proposed that Council approve a further delegation that authorises the Head of Law and Democracy to grant individual exemptions to the policy to facilitate community/not for profit or charitable events for a period not exceeding 24 hours in streets that would otherwise be consent streets following consultation with the Chief Executive and Ward Members.

# Agenda Item 14



<b>Full Council</b>	<b>Tuesday, 24 September 2019</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Community Garden at Blaby Road Park, South Wigston**

**Report Author(s):** **David Gill (Head of Law & Democracy / Monitoring Officer)**

<b>Purpose of Report:</b>	To seek Council approval for the creation of a Community Garden on Blaby Road Park in South Wigston
<b>Report Summary:</b>	The report sets out the details of a request made on behalf of Garden Organics to establish the Community Garden.
<b>Recommendation(s):</b>	<b>A. Council approves the application to create a Community Garden in Blaby Road Park, South Wigston; and B. Council delegates the decision regarding the location within the park and the terms on which a license is granted to the Head of Law &amp; Democracy in consultation with the Ward Members and appropriate officers.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	Stephen Hinds (Deputy Chief Executive) (0116) 257 2681 <a href="mailto:stephen.hinds@oadby-wigston.gov.uk">stephen.hinds@oadby-wigston.gov.uk</a>  David Gill (Head of Law and Democracy / Monitoring Officer) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a>
<b>Corporate Objectives:</b>	Building, Protecting and Empowering Communities (CO1) Providing Excellent Services (CO3)
<b>Vision and Values:</b>	"A Stronger Borough Together" (Vision) Teamwork (V3)
<b>Report Implications:-</b>	
Legal:	The implications are as set out at paragraph 1.5 of this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	No corporate risk(s) identified.
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	Click to select comment.

Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	As the author, the report is satisfactory.
<b>Consultees:</b>	<ul style="list-style-type: none"> <li>• Ward Members</li> </ul>
<b>Background Papers:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Community Garden at Blaby Road Park South Wigston - Proposal and Presentation (August 2019)</a></li> </ul>
<b>Appendices:</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>

## **1. Background**

- 1.1 On 3 September 2019, Members of the Service Delivery Committee received a presentation from Julie Roberts, a Leicester Master Garden Volunteer co-ordinator working on behalf of Garden Organics.
- 1.2 The presentation proposed the creation of a Community Garden on an area of Blaby Road Park in South Wigston and set out in detail the vision and history of the proposal.
- 1.3 A copy of the proposal and presentation is set out in the background papers to this report which can be accessed via the link above.
- 1.4 Following the presentation, there was a discussion amongst Members who were supportive of the scheme and they requested that a report be brought to this meeting of the Council with a recommendation that Members approve the creation of a Community Garden.
- 1.5 It was also proposed that if the necessary legal agreement required to permit the scheme could not be agreed before this meeting, delegated authority should be granted to Officers to agree the detail and progress the matter as quickly as possible.