

**MINUTES OF THE MEETING OF THE SERVICE DELIVERY COMMITTEE HELD AT THE  
COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 10 OCTOBER 2017  
COMMENCING AT 7.00 PM**

**PRESENT**

Councillor G A Boulter (Chair)  
Councillor F S Broadley (Vice Chair)

**COUNCILLORS**

J W Boyce  
Mrs L M Broadley  
D M Carter  
Mrs L Eaton JP  
Mrs S Z Haq  
Dr T K Khong

**OFFICERS IN ATTENDANCE**

T Cawthorne (Environmental Health Officer)  
M Hone (Interim Director of Services)  
S Nash (Housing Services Manager)  
C Raymakers (Head of Finance, Revenues & Benefits)  
S Tucker (Electoral Services Manager) (Minutes)

**20. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors L A Bentley, A R Bond, M V Chamberlain, R E Fahey and K J Loydall.

**21. APPOINTMENT OF SUBSTITUTES**

None.

**22. DECLARATIONS OF INTEREST**

None.

**23. MINUTES OF THE PREVIOUS MEETING HELD ON 27 JUNE 2017**

**RESOLVED THAT:**

**The minutes of the previous meeting of the Committee held on 27 June 2017 to be taken as read, confirmed and signed.**

**24. ACTION LIST ARISING FROM THE MEETING HELD ON 27 JUNE 2017**

**RESOLVED THAT:**

**The Action List be noted by Members.**

**25. PETITIONS AND DEPUTATIONS**

None.

**26. COMMITTEE BUDGET REVENUE AND CAPITAL REVIEW (APRIL - AUGUST 2017)**

The Committee received a report as set out on pages 12-18 of the agenda, which asked it to note the current position and to consider the breakdown of capital programmes outlined in the Appendices and recommend them to the Policy, Finance and Development Committee for approval.

**UNANIMOUSLY RESOLVED THAT:**

- (i) The contents of the report be noted by Members; and**
- (ii) The breakdown of capital programmes outlined in Appendix A and B to the report be recommended to the Policy, Finance and Development Committee for approval.**

**27. PROPOSED SCALE OF FEES AND CHARGES 2018/19**

The Committee received a report as set out on pages 19-39 of the agenda, which asked it to consider the proposed fees and charges and recommend them to the Policy, Finance and Development Committee for approval.

**UNANIMOUSLY RESOLVED THAT:**

**The proposed scale of fees and charges be recommended to the Policy, Finance and Development Committee for approval.**

**28. REVIEW OF WASTE RECYCLING AND GREEN WASTE SERVICES**

The Committee received a report as set out on pages 40-42 of the agenda which asked it to note the information contained therein.

The Interim Director of Services introduced the report and advised Members that SLR Consulting Limited had completed now its initial report, which would be brought to the Council meeting on 5 December in accordance with the timetable set by the Policy, Finance and Development Committee.

Members expressed a concern that they had not been given the opportunity to submit their views for inclusion in the consultant's report to be brought to the Council meeting on 5 December. The Interim Director of Services assured Members that the purpose of this particular paper was to present a range of information and potential options for Members to consider, based on SLR's profiling of the Borough, best practice examples and an overview of the different approaches to waste collection taken by other Local Authorities. Assurance was given that Members would be given opportunities to input their views on this key policy decision during the subsequent stages of the timetable.

Members also commented that they had not yet been informed of the date for the Member workshop session referred to within the report. The Interim Director of Services confirmed that a date for the workshop had not yet been set, but acknowledged that time was pressing and Members would be notified as soon as possible, and in any event, before Tuesday 31 October when the Policy, Finance and Development Committee are next due to meet.

**UNANIMOUSLY RESOLVED THAT:**

**The contents of the report be noted by Members.**

## **29. COMMUNITY SERVICES UPDATE**

The Committee received a report as set out on pages 43-61 of the agenda, which asked it to note its contents, agree that Fire Risk Assessments be carried out on a 3 year cycle, and subject to successful completion of negotiations, delegate authority to the Interim Head of Communities to enter into a new lease for a telecommunications aerial at Chartwell House.

Members expressed concern at the current trend of monthly increases in tenant arrears, and asked for assurance that the Council would still achieve its year-end target by March 2018. The Housing Services Manager stated that the Head of Communities was confident of meeting the target, but the situation was becoming increasingly challenging against a backdrop of national policy changes such as Universal Credit and the Welfare Benefit Cap. It was requested by Members that the arrears figures for the next three months be kept under review, and a further update be brought to the Committee's next meeting in January if the figures were showing no sign of improvement.

Concerns were also expressed regarding the unprecedented number of homeless households in the Borough and the lack of available properties within which to house them, exacerbated by the issue of private landlords becoming increasingly unwilling to house tenants in receipt of benefits and seeking guarantors for their rent. Whilst it was acknowledged that many of the current issues appeared to be a direct result of national policy, Members stressed that a Borough-led solution would need to be identified, and as such requested a full report on homelessness be brought to a future meeting of the Committee, as well as a member seminar to be arranged to provide Members with a fuller understanding of the issues presented and the possible options for tackling them.

In relation to empty properties, Members welcomed the progress made in respect of the two properties detailed in the report, and asked what work was being done to assess other empty properties in the Borough, which were often an eyesore and hotspots for anti-social behaviour. The Environmental Health Officer confirmed that a working group continues to assess empty properties in liaison with the Council Tax section with the aim of bringing these properties back into use. Progress could be slow however due to the unwillingness of some owners to engage with the authority, and due to properties needing to be empty for specified periods of time. A question was raised regarding whether the Council was able to recover any of its costs in relation to the case of 114 Uplands Road, Oadby. The Head of Finance, Revenues and Benefits did not have this information to hand, but undertook to obtain the information and report back to Members. A further question was asked in relation to 37 Newton Lane, and the reference in the report to the possibility of applying for a compulsory purchase order (CPO), after Members had been under the impression that previous agreement had already been reached to apply for a CPO. The Interim Director of Services stated that he was not aware of such a previous agreement, but that funds were in place for a CPO to be applied for if this resulted in being the chosen course of action.

The Committee felt that the report contained at Appendix D in relation to the Lighbulb Programme was uninformative given that it did not include figures relating to income. The Interim Director of Services explained that the programme had only gone live on 2 October 2017 so it was too early to provide anything tangible, but undertook to look at the concerns raised and attempt to ensure that more informative details are presented to Members as the programme develops.

Members noted within the report that efforts to commercialise the Council's Pest Control Service had received a limited response thus far, and a Member of the Committee

suggested that the scheme should be abandoned if by the end of 2017 the Council was not on course to achieve its targets. It was explained by Officers that one of the main reasons for the lack of progress to date was due to the long-term sickness related absence of one of the scheme's principal coordinators, and the Head of Communities was confident that the targets remained realistic.

In respect of the new Borough-wide cleaning contract, Members reported receiving a number of complaints from residents, and were unsure who or where to report such concerns to. The Interim Director of Services informed Members that the new contract is being closely monitored and has been made a priority item for discussion at the next meeting of the Senior Management Team, after which information will be sent to Members advising where to report their concerns to. In the meantime, it was suggested that any concerns could be logged as Member Enquiries.

**UNANIMOUSLY AGREED THAT:**

- (i) The contents of the report be noted by Members;**
- (ii) Fire Risk Assessments be carried out on a 3 year cycle; and**
- (iii) Subject to the successful completion of negotiations, delegated authority be given to the Interim Head of Communities to enter into a new lease for the telecommunications aerial at Chartwell House.**

**30. SECTION 106 OPEN SPACE, SPORT AND RECREATION CONTRIBUTIONS**

The Committee received a report as set out on pages 62-67 which asked it to note the list of projects that could be funded through section 106 contributions, note the establishment of a management company to manage the open space provided within the Direction for Growth, and agree that a similar approach be taken in respect of maintenance of open space for other developments in the future.

The Committee welcomed the list of Section 106 projects contained within Section 4 of the report, but requested that all Members of the Council be consulted on the list, so as to enable any missing and/or redundant areas to be identified. Members also asked to be kept informed of any timetable drawn up for delivery of these projects.

**UNANIMOUSLY RESOLVED THAT:**

- (i) The list of attached Open Space, Sport and Recreation projects that could be funded through Section 106 contributions be noted;**
- (ii) The establishment of a management company by the developer, David Wilson Homes, to manage the open space provided within the Direction for Growth (as opposed to the Council adopting the open space and carrying out the maintenance) be noted; and**
- (iii) Where it is possible and appropriate, a similar approach is to be taken in respect of maintenance of open space for other developments in the future.**

**31. CAPACITY AND LIFESPAN OF OADBY CEMETERY**

The Committee received a report as set out on pages 68-70 of the agenda, which asked it to note the contents therein.

Members welcomed the report and expressed support for the idea of extending the lifespan of the cemetery by bringing into use adjacent Council owned-land.

**UNANIMOUSLY RESOLVED THAT:**

**The contents of the report be noted by Members.**

**32. CORPORATE ENFORCEMENT UPDATE**

The Committee received a report as set out on pages 71-75 of the agenda, which asked it to note the contents therein.

The Committee received an update regarding the Marstown Avenue asbestos situation from the Environmental Health Officer, and were also advised that the Public Space Protection Orders (PSPO's) referred to within the report were now in force.

**UNANIMOUSLY RESOLVED THAT:**

**The contents of the report be noted by Members.**

**33. LEISURE SERVICES UPDATE**

The Committee received a report as set out on pages 76-81 of the agenda, which asked it to note the information provided therein and promote the range of opportunities to a wider audience.

The Interim Director of Services introduced the report and provided Members with a timetable update relating to the programme of works taking place at Brocks Hill, as per the partnership arrangement with SLM:

<b>Project</b>	<b>Provisional Start Date</b>	<b>Projected Completion Date</b>
Brocks Hill	20-Nov-17	17-Dec-17
Sports Hall	11-Dec-17	11-Feb-18
Car Park	Application submitted 29-Sep-17	Dependant on planning permission
Public/User consultation	02-Oct-17 (commenced)	29-Oct-17
Staff TUPE consultation	22-Sep-17 (commenced)	19-Nov-17

A question was raised in relation to the Car Park works and whether or not they would be completed in time for the opening of the new climbing facilities. The Interim Director of Services advised that it was intended for these works to be completed in time for the opening of the new facilities, as demand was expected to be significant.

The Committee extended its thanks to the Leisure Services team for its continued hard work and achievements.

**UNANIMOUSLY RESOLVED THAT:**

**The contents of the report be noted by Members, and the range of leisure opportunities available be endorsed and promoted to a wider audience.**

#### **34. FACILITIES SERVICES UPDATE**

The Committee received a report as set out on pages 82-85 of the agenda, which asked it to note the information contained therein.

Members commented that whilst the report provided an update on the Council-owned section of East Street Car Park, no information was provided in relation to the state of repair of potholes in the privately-owned section. The Interim Director of Services undertook to obtain an update in relation to this from the Facilities and Administration Manager.

A question was raised in relation to how the allocation of allotments at Cottage Farm would be determined. The Interim Director of Services undertook to obtain further information and report back to Members.

A request was made that more information be provided in relation to liaison meetings held with South Wigston and Oadby bowls clubs, as the report only gave notice that meetings had been held, rather than reporting on any outcomes.

#### **UNANIMOUSLY AGREED THAT:**

**The contents of the report be noted by Members.**

#### **35. GREENING THE BOROUGH AND OPERATIONAL SERVICES UPDATE**

The Committee received a report as set out on pages 86-93 of the agenda, which asked it to note the information provided therein, as well as approving removal of the multi-activity unit at Brocks Hill and noting that an extension to the temporary planning permission for Tendring Drive footpath may be required.

Members noted the deterioration of the multi-activity unit at Brocks Hill, but expressed disappointment that plans were not in place to provide for immediate replacement, as many visitors to the Brocks Hill site went for the specific purpose of using this equipment. The Committee suggested that the cost of replacement would be small in relation to the overall £1.2 million of funding for the Brocks Hill project, and urged that a capital bid be submitted to add this to the programme of works.

The Committee expressed its delight at the Borough being awarded a Gold Medal for the East Midlands in Bloom competition for the 8<sup>th</sup> consecutive year, and extended its thanks in particular to the volunteers who made a crucial contribution to this.

A question was raised regarding what steps were being taken to ensure that volunteering activities continue once the funding for the Natural Discovery Volunteer Project ends in February 2018. The Interim Director of Services advised that newly recruited Lead Volunteers would be given training with the aim of sustaining activities at the end of the funded project.

#### **UNANIMOUSLY RESOLVED THAT:**

- (i) The removal of the multi-activity unit at Brocks Hill be approved;**
- (ii) The contents of the report be noted by Members, and the range of leisure opportunities available be endorsed and promoted to a wider audience;**  
**and**
- (iii) The potential requirement for an extension to the current temporary**

**planning permission for Tendring Drive footpath, Wigston, be noted.**

**36. CUSTOMER SERVICE AND TRANSFORMATION UPDATE**

The Committee received a report as set out on pages 94-97 of the agenda, which asked it to note the information contained therein.

The Committee extended its thanks to the Customer Service and Transformation staff for making good progress on a variety of complex projects currently being undertaken.

**UNANIMOUSLY RESOLVED THAT:**

**The contents of the report be noted by Members.**

**THE MEETING CLOSED AT 8.25 PM**



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**Chair**  
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**Tuesday, 23 January 2018**  
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