



Oadby and Wigston Borough Council

Dear Sir/Madam,

I hereby summon you to attend a meeting of the **COUNCIL** to be held in the Council Offices, Station Road, Wigston on **TUESDAY, 29 APRIL 2014** at **7.00 pm** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston

Chief Executive

17 April 2014

AGENDA

Page No's

- | | | |
|-----|--|---------|
| 1. | Apologies for absence | |
| 2. | Declarations of Interest | |
| 3. | To read, confirm and sign the Minutes of the last Council Meeting | 1 - 13 |
| 4. | Action List | 14 |
| 5. | Motions on Notice | |
| 6. | Mayor's Announcements | 15 |
| 7. | Petitions, Deputations and Questions | |
| 8. | Leader's Statement | |
| 9. | Draft Schedule of Meetings for 2014/15 | 16 - 20 |
| 10. | Adoption of Members Allowance Scheme for 2014/15 | 21 - 35 |
| 11. | Establishing Independent Community Groups | 36 - 37 |
| 12. | Greening of the Borough - Access to Funding Opportunities | 38 - 40 |
| 13. | Service Review Programme for 2014/15 | 41 - 44 |
| 14. | Evolving The Council's Governance Arrangements | 45 - 61 |
| 15. | To Receive the Minutes for information of the meetings of the following Committees, Forums, Working Groups and Outside Bodies: | |
| | (a) Health and Wellbeing Board - 18 February 2014 | 62 - 65 |
| | (b) Development Control Committee - 27 February 2014 | 66 - 72 |
| | (c) Children and Young Persons Forum - 5 March 2014 | 73 - 78 |
| | (d) Development Control Enforcement Sub-Committee - 10 March 2014 | 79 - 81 |

- | | | |
|-----|---|-----------|
| (e) | Service Delivery Committee - 11 March 2014 | 82 - 89 |
| (f) | Wigston Residents Forum - 13 March 2014 | 90 - 96 |
| (g) | Oadby Residents Forum - 19 March 2014 | 97 - 105 |
| (h) | Licensing and Regulatory Committee - 20 March 2014 | 106 - 108 |
| (i) | Development Control Committee - 25 March 2014 | 109 - 116 |
| (j) | Policy, Finance and Development Committee - 25 March 2014 | 117 - 131 |
| (k) | South Wigston Residents Forum - 31 March 2014 | 132 - 138 |
| (l) | Health and Wellbeing Board - 1 April 2014 | 139 - 141 |
| (m) | Constitutional Task Group - 1 April 2014 | 142 - 144 |
| (n) | Greening of the Borough Working Group - 2 April 2014 | 145 - 147 |
| (o) | Armed Forces Working Group - 7 April 2014 | 148 - 150 |
| (p) | Development Control Committee (Extraordinary Meeting) - 10 April 2014 | 151 - 162 |
16. To authorise the common seal of the Council to be affixed to all contracts, orders, deeds and other documents arising out of the minutes and reports referred to in the forgoing items
17. Reports of Members appointed by the Council to serve on outside bodies

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 25 FEBRUARY 2014, COMMENCING AT 7.00 P.M.

IN ATTENDANCE:

Councillor F Broadley – Mayor
Councillor Mrs S A Dickinson – Deputy Mayor

Councillors: L A Bentley, G A Boulter, J W Boyce, Mrs L Broadley, D M Carter, M H Charlesworth, Mrs E M Connell, M L Darr, B Dave, R F Eaton, D A Gamble, Mrs J M Gore, Mrs S A Haq, Mrs R Kanabar, J Kaufman, Mrs L Kaufman, Mrs H E Loydall, K J Loydall, Mrs S B Morris, R E R Morris, P Swift

Officers in Attendance: M Hall, Mrs A Court, J Dickson, A Thorpe and G Richardson

Others in Attendance: Fred Jennings (Mayor’s Chaplain)

Min Ref	Narrative	Officer Resp
57.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from Councillors Mrs L Eaton, Ms M V Chamberlain and R Thakor</p>	
58.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None.</p>	
59.	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>RESOLVED: That</p> <p style="padding-left: 40px;">a) The minutes of the ordinary meeting of the Council held on 3 December 2013 be taken as read, confirmed and signed; and</p> <p style="padding-left: 40px;">b) The minutes of the extraordinary meeting of the Council held on 22 January 2014 be taken as read, confirmed and signed.</p>	
60.	<p><u>ACTION LIST</u></p> <p>The Chief Financial Officer confirmed that regulations and guidance were issued to determine vulnerability criteria.</p>	
61.	<p><u>MOTIONS ON NOTICE</u></p>	

	None.	
62.	<p><u>MAYOR'S ANNOUNCEMENT</u></p> <p>The Mayor read out a letter from Mrs Betty Smith, the widow of Mr Geoff Smith.</p> <p>The Mayor went on to outline several charity events which he is organising, including a race night, a charity curry dinner, a Borough variety show and a bunny race at Brocks Hill. He asked Members to attend and support these events.</p>	
63.	<p><u>PETITIONS, DEPUTATIONS AND QUESTIONS</u></p> <p>None.</p>	
64.	<p><u>LEADER'S STATEMENT</u></p> <p>The Leader commented on the report which had been produced by the County Council to consider the creation of a unitary authority in Leicestershire, following pressure from MP's. He felt that the report was full of errors and commented that despite the claims made in the report that Oadby and Wigston Borough Council is the most expensive District Council in terms of council tax, he felt that this was unjustified as we are the only District Council that does not have parish councils carrying out specific functions.</p> <p>Although he acknowledged that there may be a need for reorganisation in the future, he noted that this needs to be well thought out and appropriate.</p> <p>The Leader added that he felt that a unitary authority would only serve to make the democratic process less accountable and less representative. He said that this may well be a conversation to be had after the next election, but that Oadby and Wigston Borough Council would consult widely and oppose any change which was based solely on saving money at the expense of democracy.</p>	
65.	<p><u>BUDGET PROPOSALS 2014/15</u></p> <p>The Mayor noted that in accordance with recent directions from the Government, all Council's are expected to record the vote of each Member present on any decision relating to the budget or council tax, including any amendment that may be proposed at that meeting. Therefore, Members were asked to maintain their indication of vote until such time as it had been recorded</p>	

accordingly.

It was requested that the matter of recorded votes be looked at by the Constitutional task group to ensure that the processes in place for recording votes was as simple as possible and that it meets the statutory requirements of a recorded vote.

The Chief Financial Officer outlined the report and noted that the report formed the end of a lengthy budget making process. He confirmed that once approved, Members would receive a copy of the budget book.

He commented that the Council should be proud that it has achieved its aims and delivered its commitments through smarter ways of working. He added that he had a statutory duty to give an opinion on the budget and the reserves and noted that he was satisfied with both as well as being satisfied with the process which the Council had followed in setting its budget.

The Chief Financial Officer went on to note a further recommendation which was not shown in the agenda, in relation to the recently introduced national Business Rates Retail Relief Scheme. He noted that guidance had only just been released and the effect was such that qualifying retail properties with a rateable value of less than £50,000 could get a business rates reduction of up to £1,000.

The Chief Financial Officer concluded by noting that much of this information, including rent increases, the capital programme and the HRA account, had been presented to Members before and although the Council has done well with the budget this year, it would need to continue to manage the budget as further savings will be required in coming years.

It was commented that the Council was holding reserves in certain budgets in excess of the minimum required.

Members thanked officers for the hard work which had gone into the robust budgets and commended the fact that they have been able to balance the budget whilst maintaining frontline services and having a capital programme in excess of £14 million. However, it was noted that further reductions would be required in the coming years and work must start now in ensuring that the Council is prepared for this.

A question was asked regarding Section 106 agreement

	<p>receipts and what those receipts have been spent on. He confirmed that he would ensure that Officers put a process into place which facilitated quarterly reporting of Section 106 receipts to the Development Control Committee.</p> <p>The Leader was pleased to be able to say that the Council had not raised council tax during the current financial year and that this commitment would continue for the next financial year and thereafter should his party be re-elected in 2015.</p> <p>Members noted that although further savings were required, they were satisfied that the Council could continue to make these and also that there is an income profile reserve in place if required. Officers were once again thanked for their work on the budgets.</p> <p>Members requested that a training session be given on the business rates retention scheme, as this was a complicated issue but it would be useful to know more about it.</p> <p>All Members present voted in favour of the recommendations set out below.</p> <p>RESOLVED: That:</p> <p>(1) Recommendations 2(a) – 2(g), as set out on page 10 of the report, be approved and adopted; and</p> <p>(2) The following additional Recommendation also be approved and adopted, namely that delegated authority be given to the Chief Financial Officer in consultation with the Chair of the Policy, Finance and Development Committee to introduce the national Business Rates Retail Relief Scheme of up to £1,000 discount for qualifying retail properties with a rateable value of less than £50,000.</p>	
66.	<p><u>COUNCIL TAX SETTING 2014/15</u></p> <p>The Mayor confirmed that in a matter of setting council tax, a disclosable interest does not arise for Members who have an interest in land within the Borough, therefore all Members could speak and vote on this matter.</p> <p>The Chief Financial Officer outlined the report and noted that the report was an aggregation of the council tax levels for the</p>	

	<p>various authorities.</p> <p>Members were once again happy to note that there would be no increase in this Council's rate of council tax and that the only increases had come from the Police and Fire Authorities. They noted their disappointment that the Police and Crime Commissioner had felt the need to increase council tax, despite their budget proposals being criticised by the panel which scrutinises them and having been elected on an extremely poor turnout. It was also noted that the increase in council tax by the Fire Authority had been forced through by a Labour majority.</p> <p>Members noted that the Borough Council has had a lower overall increase in council tax, just 7.68% over the past 8 years, than the Fire Authority (24.7%), the Police (27.7%) and the County Council (9.4%).</p> <p>Members accepted that it would be difficult to keep up the freeze on council tax levels for coming years, but noted that the Council would endeavour to continue to do so through efficiency savings and different ways of working. They commended the fact that the Council had maintained weekly refuse and recycling collections as well as introducing new recycling schemes and the fact that extra houses were being built in the Borough. They also commented on the quality workforce.</p> <p>All Members present voted in favour of the recommendations set out below.</p> <p>RESOLVED: That Recommendations 1 – 5, as set out on pages 44 and 45 of the report, be approved and adopted.</p>	
67.	<p><u>LEICESTER AND LEICESTERSHIRE STRATEGIC ECONOMIC PLAN, CITY DEAL AND EUROPEAN FUNDING</u></p> <p>The Planning Policy and Regeneration Manager gave a brief overview of the report.</p> <p>The Leader noted that this was a complex and confusing subject, but that the simple fact of the matter was that the Council was required to put its investment plans into the process with the other District Council's in order to be in with a chance of receiving some funding. If it transpired that the system was not beneficial to this Council then the Council would pull out of the process.</p> <p>It was confirmed that in order for a decision to be made as to</p>	

	<p>whether or not the Council implement the Community Infrastructure Levy, a decision would need to be made by Full Council and that this could not be done under delegated powers.</p> <p>RESOLVED: That Members</p> <ul style="list-style-type: none"> (1) Endorse, in principle, Leicester and Leicestershire Enterprise Partnership’s Strategic Economic Plan (SEP), delegating the final approvals to the Leader and the Chief Executive; (2) Support the submission of the City Deal (whilst there are still final minor negotiations underway with the Cabinet Office), delegating final approvals to the Leader and the Chief Executive; and (3) Note the outline of the European Structural and Investment Funds (ESIF) Strategy. 	
68.	<p><u>REVIEW OF POLLING PLACES AND PLACING DISTRICTS</u></p> <p>The paralegal outlined the report, noting that the Council was required under a statutory duty to review its polling places at least every four years. This review had been carried out slightly earlier than required in readiness of the European elections in May and consultation had been carried out. The only significant change was to designate Oadby Community Centre as a polling place instead of the Walter Charles Centre, as it was a more suitable venue.</p> <p>Members were fully in support of the new polling station at the Oadby Community Centre on the basis of it being more suited and, in particular, more accessible.</p> <p>The Chief Executive confirmed that the Council would look into parking arrangements on polling day and possibly allowing some leeway with short stay parking</p> <p>Members noted the objections in relation to the Glenmere School polling station and the paralegal confirmed that the Council was working with the school in an attempt to resolve any outstanding issues, but that it was the only suitable polling place in the polling district.</p> <p>RESOLVED: That:</p> <ul style="list-style-type: none"> (1) No changes be made to the existing polling district 	

	<p>boundaries in the Borough;</p> <p>(2) That the scheme for parliamentary polling places, as set out in the report, be adopted; and</p> <p>(3) Members designate the Oadby Community Centre as a polling station in place of the Walter Charles Centre in Polling District No.1 (A) of Oadby St Peters Ward.</p>	
69.	<p><u>PAY POLICY STATEMENT</u></p> <p>The Director of Services explained that the Pay Policy Statement had been produced in accordance with legislative requirements, setting out the pay of senior officers and the relationship of between those salaries and the pay scales.</p> <p>RESOLVED: That Members approved the Pay Policy Statement for 2014/15.</p>	
70.	<p><u>ARMED FORCES COVENANT</u></p> <p>The Chief Executive outlined the report and noted that it was a follow up to an earlier report, which focused on several issues related to the armed forces.</p> <p>This report focused on the armed forces covenant, which had been agreed and was set out in the report. It was noted that it is an evolving covenant and that a cross party Working Group would be set up to coordinate and oversee this.</p> <p>It was noted that the County Council also have an armed forces covenant and we are working with them to ensure that there is no duplication.</p> <p>Apologies were received on behalf of the Chair of the Working Group, who was unable to attend the meeting of the Council. It was noted by Members that this was an important part of the process for reintegrating ex-servicemen into the community.</p> <p>It was suggested that Alderman Michael Griffiths could be invited to the Working Group to offer his support and it was agreed that this suggestion would be taken back to the Chair.</p> <p>Councillor K J Loydall left the room during the debate, so did not vote</p> <p>RESOLVED: That:</p>	

	<p>(1) The Council formally adopts the Oadby & Wigston Armed Forces Covenant as set out in the report;</p> <p>(2) The Working Group leads the implementation, development and evolution of the Covenant and reports back annually to Members on progress; and</p> <p>(3) A formal Civic signing event is organised and that the appropriate contributors are invited.</p>	
71.	<p><u>EVOLVING THE COUNCIL'S GOVERNANCE</u></p> <p>The Chief Executive noted that this report was created in conjunction with the Leader within his remit to constantly oversee the governance of the Council. He stated that there was a commitment to present this report to Members at this meeting of the Council and appreciated that it was not perfect.</p> <p>He added that Councillors had been asked to provide feedback in December and they had tried to incorporate these comments into the report, but noted that some of the information needed to be considered in more detail before a decision could be made.</p> <p>The Leader added that the only recommendations before the Committee were to disband the Overview and Scrutiny Committee, which he felt no longer had a purpose, despite having done some good work over the past 7 or 8 years, as each Committee could scrutinise its own work; and to disband the Standards Committee. He added that the report did not mention a Military Working Group, which was intended to be included in the Committee Structure also.</p> <p>The Leader commented that the most important thing to do was to include as many Members as possible in the decision making process to ensure better outcomes. He accepted that further consultation was required and stated that a further governance report would be presented to the meeting of the Full Council on 29 April 2014, which would include more detail and which would be before Members for adoption.</p> <p>He concluded that Members were requested to approve the disbanding of Overview and Scrutiny Committee and Standards Committee at the present meeting in order to allow the diary of meetings for the coming municipal year to be set.</p> <p>The Leader of the opposition Conservative group thanked the Leader and Chief Executive for their work on this report. He asked that his following comments be taken in good faith as they were intended to be positive and constructive and made</p>	

with the best intentions as to high standards and expectations.

The first point made by the Leader of the opposition Conservative group was in relation to complexity of the document. He stated that this was a very important document and that, as such, it is important that the Council clarifies through this document exactly what the roles of Members are and exactly what the roles of Officers are. He expressed his disappointment that the Member/Officer Protocol formed only a small section towards the end of the report when instead it should be the basis of the Council's governance, as these are the founding principles of the organisation from which Members and Officers take their guidance. He was concerned that the report was too complex, when in fact it should have been written in the simplest way possible such that it would be an easy read for the lay person.

Secondly, the Leader of the opposition Conservative group went on to comment on the quality of the document. He noted that this was a public document and that, as such, a member of the public would be able to locate it with a simple internet search. He stated that as a member of the public or, particularly, a resident of the Borough, you would read this document and notice several basic spelling and grammar mistakes, which does not give a good impression. He felt that this was inappropriate in a document of such high importance and pointed out some basic errors in the report. He stated that a report of this significance should be rigorously checked for errors prior to its publication.

The Leader of the opposition Conservative group's third point related to the lack of clarity in the report as to resource implications. He noted that the report made reference on several occasions to a need for additional resources and it was even noted that there is a risk of "decreasing financial resources" in the implications section of the report. On this basis, he felt that it was improper for the Chief Executive and the Leader to produce this report and ask Members to make a decision without presenting the financial implications of the suggestions contained within the report. He stated that the budgetary requirements should be the first and primary consideration, as this is the core of governance.

The Leader of the opposition Conservative group went on to make a fourth point with regards consultation. He noted that the Member/Officer Protocol should be applicable at all levels and that it was about working with Officers for the benefit of the Council. He could not understand therefore how a Member/Officer Protocol could be implemented when Officers had not been consulted nor involved in the process. He

appreciated that there may have been time limits for bringing this report before Members, but he felt that this lack of consultation undermined the entire governance report. He added that it is unreasonable to have consultations take place after a decision has been made, as this was not an open and transparent process. He suggested that the report be given to all Officers with a reasonable time to allow feedback before being presented back to Members.

The final point made by the Leader of the opposition Conservative group was in relation to Member support. He noted that the report contained a recommendation to appoint an Officer whose primary duties would be to act as a Member Liaison Officer. He noted that 12 months ago he has advised Senior Management Team not to cut back on Member support as this created a “false economy”. At the time he had raised the point that Members require their own support in a different way to Officers and was surprised that the appointment of this Officer was only now being suggested, 12 months after he had made the point initially.

The Leader of the opposition Conservative group concluded by summarising his points and noting that there were also some timescales provided in the report which were unclear and did not make sense to him.

In response, the Leader noted that this report was titled “evolving governance” in that it was an ongoing process and that it had only been brought before Committee at this time as this is what had been promised. He stated that he would not comment on spelling mistakes as this was not a significant issue.

In terms of the resource implications, the Leader contested that you should instead consider what you are trying to achieve and then work out the resources required to achieve it and that as this is an evolving process the Council was not yet at the stage where resources needed to be considered. He confirmed that at the very worst, the changes would cost neutral.

He went on to note that the intention was to match the governance structure with the new Officer structure and to capture information in order to use it more effectively and efficiently. He noted that the issue is that the Council has not gone through the principles yet to identify the resources required, but again noted that the governance is intended to be evolving.

Turning to consider consultation with Officers, he stated that the intention was to speak with members first and then, once the

requirements have been agreed, that Officers be consulted accordingly. He argued that this was simply a matter of timing.

Finally, commenting on the timescales to which the Leader of the opposition Conservative group had referred, the Leader noted that the Council had a deadline to create a calendar of meetings for the coming municipal year. Therefore Members were required to make the decision as to whether or not to disband Overview and Scrutiny Committee and Standards Committee at this meeting so as to ensure that the calendar could be created in time. Beyond this deadline, there were no time constraints.

Several other Members commented that the report was very difficult to read in places, that it should have been written more clearly, that the recommendations were unclear and that generally they were not happy with the report in its current form; however, they accepted that it was an evolving document and as such looked forward to receipt of a final report at the next meeting of the Council, setting out further details and the resource implications, as they were essential.

Most Members agreed that Overview and Scrutiny Committee and Standards Committee were no longer necessary as they did not fit within the Committee Structure. However, Members of the opposition First Conserve group disagreed with the proposal to disband the Overview and Scrutiny Committee commenting that it is a powerful mechanism for overseeing the decisions of other Committees and that, without it, those other Committees would not scrutinise their own decisions.

The Leader clarified the recommendations that were intended to be before the Council, despite what was said in the report. In responding to comments about the disbanding of Overview and Scrutiny Committee, he commented that the Council had a dominant leading party and he felt that it was unnecessary to have this leading party scrutinising its own decisions. He agreed that scrutiny was required, but felt that it should be delivered by the other Committees scrutinising themselves.

In considering the Standards Committee, the Leader stated that there are two types of standards issue. The first is a party issue whereby a breach of the standards regime should give rise to an action by the political party. The second issue relates to standards issues in the public domain whereby the Council is brought into disrepute. He felt that these are better dealt with elsewhere without the requirement for a specific Standards Committee.

The Chief Executive welcomed the comments of the Members

	<p>and apologised for the spelling errors. He stated that these errors demonstrated his need for clerical support, as suggested in the report. He confirmed that the intention was to make scrutiny an integral part of all Committees without the need for a separate Standards Committee. He acknowledged the complexity of the report and commented on the difficulties of producing the report in such a short space of time, and concluded by asking that if Members did have further comments on reports in the future that they raise them prior to the meeting such that work could be carried out on the report prior to it being brought before Full Council.</p> <p>Members sought further clarification on what they would be voting on as it was not clear from the report and Councillor J W Boyce confirmed that despite what was stated in the report, Members were no longer being asked to approve the entire contents of the report, but instead they were being asked to approve the disbanding of Overview and Scrutiny Committee and the disbanding of Standards Committee only, and to note the remaining contents of the report.</p> <p>Councillor D A Gamble left the meeting and therefore did not vote. Councillor L Eaton arrived during the debate and was therefore unable to vote.</p> <p>Councillors Mrs J M Gore and P Swift voted against the motion.</p> <p>RESOLVED: That Members:</p> <ul style="list-style-type: none"> (1) Note the contents of the report; and (2) Approve the disbanding of the Overview and Scrutiny Committee and the disbanding of the Standards Committee. 	
72.	<p><u>MINUTES OF MEETINGS OF COMMITTEES, FORUMS AND WORKING GROUPS</u></p> <p>Members commented on a point raised in the minutes of the Scrutiny Committee, concerning a review of the switchboard and in particular the fact that the service closes at 4.00pm on a Wednesday. It was confirmed that this would be looked at by the Policy, Finance and Development Committee as to whether the service could be staffed after 4.00pm.</p> <p>It was reiterated that Members should not have to use the switchboard, but that they should have access to separate clerical support, as set out in the Evolving Governance report.</p>	

	<p>Members also discussed the changes to the Library service and it was noted that a report was likely to come before Members in the future. They confirmed that although they have been provided with usage figures for the library services by the Interim Head of Customer Services, these figures were not accurate and more information should be provided to Members in due course.</p> <p>The Chief Executive confirmed that these issues would be the subject of a full report which would be brought before the Policy, Finance and Development Committee.</p> <p>It was also noted that the Council had implemented the Living Wage for all employees and it was suggested that we could assist in ensuring that our contractors are also working towards the implementation of the Living Wage.</p> <p>The Chief Executive asked that Members be mindful of making promises in relation to budgetary matters as there will have to be some serious decisions in relation to budgets in the coming years owing to the requirements to make further significant cuts.</p> <p>The Leader discussed the pooling arrangements between the District Council's, which had been abandoned for a period of 12 months with a view to reviewing it after this time owing to several unexpected issues.</p> <p>RESOLVED: That the minutes of the meetings of the committees, forums and working groups as set out in the report be received.</p>	
73.	<p><u>COMMON SEAL</u></p> <p>RESOLVED: That the common seal of the Council be affixed to all contracts, orders, deeds and other documents arising out of the Minutes and Reports in the foregoing items</p>	
74.	<p><u>REPORTS OF MEMBERS APPOINTED BY THE COUNCIL TO SERVE ON OUTSIDE BODIES</u></p> <p>None.</p>	

The Meeting Closed at 9.05 pm

Agenda Item 4

Council

29.4.14

ACTION LIST

<u>Min. No.</u>	<u>Title</u>	<u>Action To be Taken</u>	<u>Officer</u>	<u>Target Date</u>	<u>On Target</u>
65	Budget Proposals	The matter of recorded votes be looked at by the Constitutional Task Group	AC	April 2014	YES
65	Budget Proposals	A process be put into place for quarterly reporting of Section 106 receipts to the Development Control Committee	JD	May 2014	YES
65	Budget Proposals	A training session be arranged about the business rates retention scheme.	JD	Sept 2014	YES
71	Evolving the Council's Governance	Further consultation be undertaken and a report brought back to the next meeting	MH	April 2014	YES

Events Attended by The Mayor From 26 February to 13 May 2014

1. Diamond Wedding Anniversary Party of Residents at William Peardon Court, Wigston
2. OWBC Mayor's Charity Pancake Race
3. Guthlaxton College 'In The Heights' Musical
4. OWBC Mayor's Charity Race Night
5. Charnwood Borough Council - Visit to John Taylor Bell Foundry
6. Blaby District Council Chairman's Civic Dinner
7. Rotary Club of Wigston Orchestra Concert
8. NWLDC Chairman's Civic Service
9. OWBC Concert
10. Charnwood Borough Council Mayor's Charity Concert
11. OWBC Sport Relief Mile
12. Lord Mayor of Leicester Charity Dinner
13. ABF Soldiers Charity Lunch
14. OWBC Mayor's Charity Curry Night
15. Rotary Club of Oadby Lunch
16. Leicester Children's Holiday Centre Fund Raising Dinner
17. NWLDC Green Footprints Challenge Awards 2014
18. Helping Hands Open Day
19. High Sheriff of Leicestershire Choral Evensong
20. OWBC Mayor's Care Home Visits (x 13)
21. Lady Gretton Awards Evening and Celebration Dinner
22. ABF Battle of Mirbat Fundraising Presentation
23. Leicester City Scouts St. George's Day Service and Parade
24. HBBC Civic Service and Dinner

Events Attended by The Deputy Mayor From 26 February to 13 May 2014

1. OWBC Commonwealth Flag Rising
2. OWBC Tree Planting Ceremony

Agenda Item 9



Council

29 April 2014

Matter for Decision

Title: **Draft Schedule Of Meetings 2014/15**
Kalv Garcha, Head of Corporate Resources

Author:

1. Introduction

This report seeks Members' approval of the Schedule of Meetings for the 2014/15 Municipal Year as set out in the Appendix to this report.

2. Recommendations

That the Schedule of Meetings for 2014/15 attached to this report be adopted.

3. Information

The attached Schedule sets out the proposed dates of meetings for the 2014/15 municipal year. The Schedule also includes other meetings and useful dates that are allied to the Council.

Officers and Members have been consulted in the drafting of this Schedule.

Email: ian.dobson@oadby-wigston.gov.uk Tel: 0116 257 2604

Implications	
Financial (PL)	No financial implications
Equalities (KG)	No significant implications
Risk (KG)	No significant implications
Legal (KG)	No significant implications

DRAFT SCHEDULE OF COUNCIL & ALLIED MEETINGS 2014/15

All meetings will start at 7pm unless stated otherwise.

MAY 2014			
MON 5	BANK HOLIDAY	THURS 22	POLLING DAY
TUES 13	ANNUAL GENERAL MEETING	MON 26	BANK HOLIDAY
MON 19	YOUTH COUNCIL <i>(Members Room)</i>	THUR 29	DEVELOPMENT CONTROL COMMITTEE (1)
TUES 20	HEALTH & WELLBEING BOARD (1:30PM) (1)		
JUNE 2014			
TUES 3	MULTICULTURAL GROUP (1)	THUR 12	OADBY RESIDENTS FORUM (6:30PM) (1)
WEDS 4	SENIOR CITIZENS FORUM (2PM) (1)	MON 16	YOUTH COUNCIL
	CHILDREN AND YOUNG PERSONS FORUM (1)	WEDS 18	CONSTITUTIONAL TASK GROUP (6:30PM) (1)
THUR 5	WASTE WORKING GROUP (5:30PM) (1)	TUES 24	COMMUNITY ENGAGEMENT FORUM (1)
	MEMBERS BRIEFING SESSION – INDIVIDUAL ELECTORAL REGISTRATION (6:30PM)	WEDS 25	SOUTH WIGSTON RESIDENTS FORUM (7:30PM) (1)
TUES 10	LICENSING MEMBER TRAINING (6:30PM) (PART I)	THUR 26	DEVELOPMENT CONTROL COMMITTEE (2)
WEDS 11	GREENING THE BOROUGH WORKING GROUP (5:30PM) (1)		
JULY 2014			
TUES 1	SERVICE DELIVERY COMMITTEE (1)	WEDS 16	PLACE SHAPING WORKING GROUP (6PM) (1)
THUR 3	DEVELOPMENT CONTROL BOROUGH TOUR (6:30PM)	MON 21	COMMUNITY SAFETY PARTNERSHIP (2PM) (1)
MON 7	DEVELOPMENT CONTROL SUB- COMMITTEE (5:30PM) (1)		WELFARE & CUSTOMER SERVICES WORKING GROUP (5:30PM) (1)
TUES 8	HIGHWAYS FORUM (5:30PM) (1)		YOUTH COUNCIL
WEDS 9	LICENSING & REGULATORY COMMITTEE (1)	TUES 22	POLICY, FINANCE AND DEVELOPMENT COMMITTEE (1)
MON 14	WIGSTON RESIDENTS FORUM (1)	THUR 24	DEVELOPMENT CONTROL COMMITTEE (3)
AUGUST 2014			
MON 18	YOUTH COUNCIL	FRI 22	SENIOR CITIZENS FORUM (2)
THUR 21	DEVELOPMENT CONTROL COMMITTEE (4)	MON 25	BANK HOLIDAY

SEPTEMBER 2014

TUES 2	COUNCIL (1)	MON 15	YOUTH COUNCIL
WEDS 3	CHILDREN AND YOUNG PEOPLES FORUM (2)	TUES 16	COMMUNITY ENGAGEMENT FORUM (2)
THUR 4	OADBY RESIDENTS FORUM (6:30PM) (2)	WEDS 17	MULTICULTURAL GROUP (2)
MON 8	WIGSTON RESIDENTS FORUM (2)	THUR 18	DEVELOPMENT CONTROL COMMITTEE (5)
TUES 9	HEALTH AND WELLBEING BOARD (1:30PM) (2)	MON 22	PRIDE OF THE BOROUGH AWARDS EVENING
	SUPPORTING LEICESTERSHIRE FAMILIES (6:30PM) (1)	TUES 23	HIGHWAYS FORUM (5:30PM) (2)
WEDS 10	GREENING THE BOROUGH WORKING GROUP (5:30PM) (2)		POLICY, FINANCE AND DEVELOPMENT COMMITTEE (7:30PM) (2) (<i>Statutory Reports</i>)
		WEDS 24	MILITARY COVENANT WORKING GROUP (1)
THUR 11	SOUTH WIGSTON RESIDENTS FORUMS (7:30PM) (2)		WASTE WORKING GROUP (5:30PM) (2)
MON 15	DEVELOPMENT CONTROL SUB-COMMITTEE (5:30PM) (2)	SUN 28	CIVIC SERVICE

OCTOBER 2014

WEDS 1	SENIOR CITIZENS FORUM (2PM) (3)	MON 20	COMMUNITY SAFETY PARTNERSHIP (2PM) (2)
			YOUTH COUNCIL
THUR 2	LICENSING & REGULATORY COMMITTEE (2)	TUES 21	SERVICE DELIVERY COMMITTEE (2)
WEDS 8	WELFARE AND CUSTOMER SERVICE WORKING GROUP (5:30PM) (2)	WED 22	PLACE SHAPING WORKING GROUP (6PM) (2)
WEDS 15	CONSTITUTIONAL TASK GROUP (6PM) (2)	TUES 28	POLICY, FINANCE & DEVELOPMENT COMMITTEE (3)
THUR 16	DEVELOPMENT CONTROL COMMITTEE (6)	THUR 30	DEVELOPMENT CONTROL MEMBER TRAINING (6:30PM) (PART I)

NOVEMBER 2014

MON 3	DEVELOPMENT CONTROL SUB-COMMITTEE (5:30PM) (3)	MON 17	YOUTH COUNCIL
WEDS 5	MULTICULTURAL GROUP (3)	TUE 18	GREENING THE BOROUGH WORKING GROUP (5:30PM) (3)
THUR 6	LICENSING MEMBER TRAINING (6:30PM) (PART II)	WEDS 19	SOUTH WIGSTON RESIDENTS FORUM (7:30PM) (3)
SUN 9	REMEMBRANCE SUNDAY	THUR 20	OADBY RESIDENTS FORUM (6:30PM) (3)
THUR 13	DEVELOPMENT CONTROL COMMITTEE (7)	MON 24	WIGSTON RESIDENTS FORUM (3)

DECEMBER 2014

TUES 9	BUDGET BRIEFING SESSION (6PM)	TUES 16	SENIOR CITIZENS FORUM (2PM) (4)
	COUNCIL (2)		COMMUNITY ENGAGEMENT FORUM (3)
THUR 11	DEVELOPMENT CONTROL COMMITTEE (8)	WEDS 24	CHRISTMAS EVE
MON 15	YOUTH COUNCIL	THUR 25	CHRISTMAS DAY
		FRI 26	BOXING DAY

JANUARY 2015

THUR 1	NEW YEARS DAY	TUES 20	COUNCIL (<i>Setting of Council Tax Support Scheme</i>) SERVICE DELIVERY COMMITTEE (3)
THUR 15	DEVELOPMENT CONTROL COMMITTEE (9)	THUR 22	LICENSING & REGULATORY COMMITTEE (3)
MON 19	COMMUNITY SAFETY PARTNERSHIP (2PM) (3)	MON 26	HOLOCAUST MEMORIAL DAY – OWBC COMMEMORATION EVENT
	DEVELOPMENT CONTROL SUB COMMITTEE (5:30PM) (4)	TUES 27	WASTE WORKING GROUP (5:30PM) (3)
		WEDS 28	WELFARE AND CUSTOMER SERVICE WORKING GROUP (5:30PM) (3)

FEBRUARY 2015

TUES 3	POLICY, FINANCE AND DEVELOPMENT COMMITTEE (4)	TUES 17	GREENING THE BOROUGH WORKING GROUP (5:30PM) (4)
THUR 5	DEVELOPMENT CONTROL COMMITTEE (10)	THUR 19	COUNCIL (3) (<i>Council Tax and Budget Setting</i>)
MON 9	MULTICULTURAL GROUP (4)	WEDS 25	CHILDREN AND YOUNG PERSONS FORUM (3)
TUES 10	CONSTITUTIONAL TASK GROUP (6PM) (3)	THUR 26	DEVELOPMENT CONTROL MEMBER TRAINING (6:30PM) (PART II)
THUR 12	PLACE SHAPING WORKING GROUP (6PM) (3)		

MARCH 2015

TUES 3	WIGSTON RESIDENTS FORUM (4)	TUES 17	COMMUNITY ENGAGEMENT FORUM (4)
WEDS 4	OADBY RESIDENTS FORUM (6:30PM) (4)	WEDS 18	LICENSING MEMBER TRAINING (6:30PM) (PART III)
THUR 5	DEVELOPMENT CONTROL COMMITTEE (11)	THUR 19	LICENSING & REGULATORY COMMITTEE (4)
MON 9	FLY A FLAG FOR THE COMMONWEALTH DAY	TUES 24	HEALTH AND WELLBEING BOARD (1:30PM) (3)
	DEVELOPMENT CONTROL SUB-COMMITTEE (5:30PM) (4)		POLICY, FINANCE AND DEVELOPMENT COMMITTEE (5)
TUES 10	SERVICE DELIVERY COMMITTEE (4)	WEDS 25	MILITARY COVENANT WORKING GROUP (2)
THUR 12	SOUTH WIGSTON RESIDENTS FORUM (7:30PM) (4)		TUES 31

APRIL 2015

WEDS 1	WASTE WORKING GROUP (5:30PM) (4)	TUES 7	WELFARE AND CUSTOMER SERVICES WORKING GROUP (5:30PM) (4)
THUR 2	DEVELOPMENT CONTROL COMMITTEE (12)	WEDS 8	SUPPORTING LEICESTERSHIRE FAMILIES (6PM) (2)
FRI 3	GOOD FRIDAY	TUES 21	COUNCIL (4)
MON 6	EASTER MONDAY	THUR 30	DEVELOPMENT CONTROL COMMITTEE (13)

MAY 2015

MON 4	BANK HOLIDAY	MON 25	BANK HOLIDAY
THURS 7	POLLING DAY	THUR 28	DEVELOPMENT CONTROL COMMITTEE (1)
TUES 19	ANNUAL GENERAL MEETING		

IMPORTANT NOTES

(1) Unless otherwise stated, all main meetings of the Council and its Committees are open to the public and held at 7.00pm in the Council Chamber, Station Road, Wigston. For further information please contact Corporate Resources on 0116 257 2604 or email committees@oadby-wigston.gov.uk.

(2) The venues for the Oadby and South Wigston Residents Forums are to be confirmed. Wigston Residents Forum meetings are to be held in the Council Chamber.

(3) All Waste Working Group meetings are held at 5:30pm in the Committee Room.

(4) All Welfare and Customer Service Working Group meetings are held at 5:30pm in the Committee Room.

(5) All Place Shaping Working Group meetings will take place in the Committee Room and commence at 6pm.

(6) Greening The Borough Working Group meetings will take place in the Committee Room at the Council Offices at 5:30pm.

(7) The Health and Wellbeing Board meetings will take place in the Committee Room and commence at 1:30pm.

(8) Local Highways Forum: In addition to the two meetings scheduled above, two further meetings will occur in 2015 – the dates for these will be set by Leicestershire County Council when their Calendar of Meetings is prepared later in 2014.

(9) The ICT Steering Group will be held in the Committee Room at 6pm.

(10) The Constitutional Task Group will be held in the Committee Room at 6pm.

(11) The Development Control Enforcement Sub-Committee will be held in the Committee Room at 5:30pm.

(12) The times of the above meetings may be varied at the discretion of the Chairman.

(13) Shaded boxes indicate meetings, groups or events that are not directly run by the Council.

Members' Allowances Review
for
Oadby and Wigston Borough Council

Report of the
Independent Remuneration Panel

April 2014

SUMMARY OF RECOMMENDATIONS

The Panel makes the following RECOMMENDATIONS:

- a) Special Responsibility Allowances (SRA) be agreed as set out in Column 2 of the following Table:

	Col 1 - Existing (£)	Col 2 – Proposed (£)
Leader of the Council	7310	7310
Deputy Leader of the Council * halved where shared	2430*	2430*
Leader of the Opposition Group	2430#	2430#
Chairman of Policy, Finance & Development, Service Delivery, Development Control	3450	3450
Vice Chairman of Policy, Finance & Development, Service Delivery, Development Control	1150	1150
Chairman of Council (Mayor)	3040	3040
Vice Chairman of Council (Deputy Mayor)	910	910
Chairman of Licensing & Regulatory Committee	2430	2430
Vice Chairman of Licensing & Regulatory Committee	800	800
Member of Development Control or Overview & Scrutiny Committee (other than Chairman or Vice Chairman) *not applicable to Overview and Scrutiny in 2014/15 due to disbanding of the committee.	240	240
Customer Service Task Group Chairman	N/A	1000
Community Engagement Group Chairman	N/A	1000
Waste Task Group Chairman	N/A	1000
Children and Young People Forum Chairman	1000	1000
Greening of the Borough Working Group Chairman	1000	1000
Community Safety Partnership Chairman (where it is a Member of the Council)	1000	1000
Place Shaping Working Group Chairman	1000	1000
Health and Wellbeing Board Chairman	1000	1000
Residents Forum Chairman	1000	1000
Members Standards Complaints – Adjudication Panel (up to 4 hours*, over 4 hours** per attendance)	50* or 100**	50* or 100**
Member of Licensing Panel (up to 4 hours*, over 4 hours** per attendance)	30* or 60**	30* or 60**
Member of Internal Interview Panel (up to 4 hours*, over 4 hours** per attendance)	50* or 100**	50* or 100**
Representative on Outside Body (up to 4 hours*, over 4 hours** per attendance)	30* or 60**	30* or 60**

Table of Special Responsibility Allowance Payments

- b) The Members Allowance Scheme included at Appendix A to this report be adopted, to be effective for the period 14 May 2014 until 19 May 2015.

- c) The Guidance for Use of Delegated Power by the Chief Executive in respect of Members' Conferences, Seminars and Meetings, attached at Appendix A (Schedule 3), be adopted as part of the Scheme.
- d) The Council note the results of the Panel's continuing benchmarking exercise against comparable local authorities.

INTRODUCTION

The Local Authorities (Members' Allowances) (England) Regulations 2001, requires Local Authorities to establish and maintain an Independent Remuneration Panel (IRP). The Local Authorities (Members' Allowances) (England) Regulations 2003, placed additional responsibilities on the role of the Panel.

The purpose of the Panel is to make recommendations to the Authority about allowances to be paid to Elected Members. The Panel has a duty, each year, to advise the Authority on its scheme and the amounts to be paid. The Council must have regard to this advice.

Membership of the Panel

The Panel comprises of the following individuals;-

Mr Laurie Faulkner	- Magistrate and retired Head of Business Development at De Montfort University
Mr Max Boden	- Leicestershire Chamber of Commerce
Mr David Wood	- Post Office Manager and Borough resident

Process of the Review

The Panel has addressed the requirements of the Regulations in drawing up the recommendations for the Council's 2014/2015 scheme.

The Panel took the opportunity to continue to collect and analyse data following a full review of the Scheme as reported in September 2013. The initial review had sought to rebalance the Scheme to produce a more transparent and simplified structure. The results of the further analysis carried out by the Panel since September 2013 are set out in the body of this report.

The Panel recommends the adoption of the attached Scheme for the 2014/15 municipal year, which remains the same as that agreed by the Council in September 2013, with the exception of changes made as a result of a governance review at the end of the 2013/14 municipal year.

History

To recap, a benchmarking exercise identified that the current structure of the Scheme sets the basic allowance lower than that of many other comparable local authorities. It also highlighted that a number of Schemes adopted by other

comparable local authorities were simpler, with fewer different bandings of special responsibility allowances. Consequently, the report of the Independent Remuneration Panel considered by the Council in September 2013 proposed two options for a Members Allowance Scheme. These can be summarised as 1) a rebalanced Scheme within the existing budget or 2) a re-adoption of the existing scheme with some minor rounding of allowances. The Council resolved to re-adopt the existing Scheme in line with recommendation 2.

In the report considered in September 2013, Recommendation 1 reduced the total number of bandings from thirteen to five, which made the scheme more transparent and much simpler to understand from the perspective of the public. This is due to the rationalisation of some inconsistencies contained within the scheme following the cumulative impact of minor changes made over a number of years.

Work carried out prior to the report in September analysed and adjusted the levels of special responsibility allowances, reducing the number of bandings of special responsibility allowances and removing some attendance allowances. The effect of this reduced the spread of allowances paid to individual councillors.

Since September 2013, the Panel was mindful in its formulation of the proposed scheme for 2014/15 of ongoing financial pressures faced by the Council and more generally within the current economic climate. It was also acknowledged that the Council had expressed a view that it was not appropriate to remodel the scheme against a backdrop of budgetary constraints and cuts in local authority spending. In the circumstances, the Panel recommends no change to the existing Scheme in 2014/15 with the exception of changes made as a result of a governance review at the end of the 2013/14 municipal year.

The scheme for 2014/15 incorporates, at Appendix A (Schedule 3), Guidance for the use of Delegated Powers by the Chief Executive, in order to support the Chief Executive in using the discretionary powers granted to him in December 2011 (referred to at paragraph 4(4) in the Scheme).

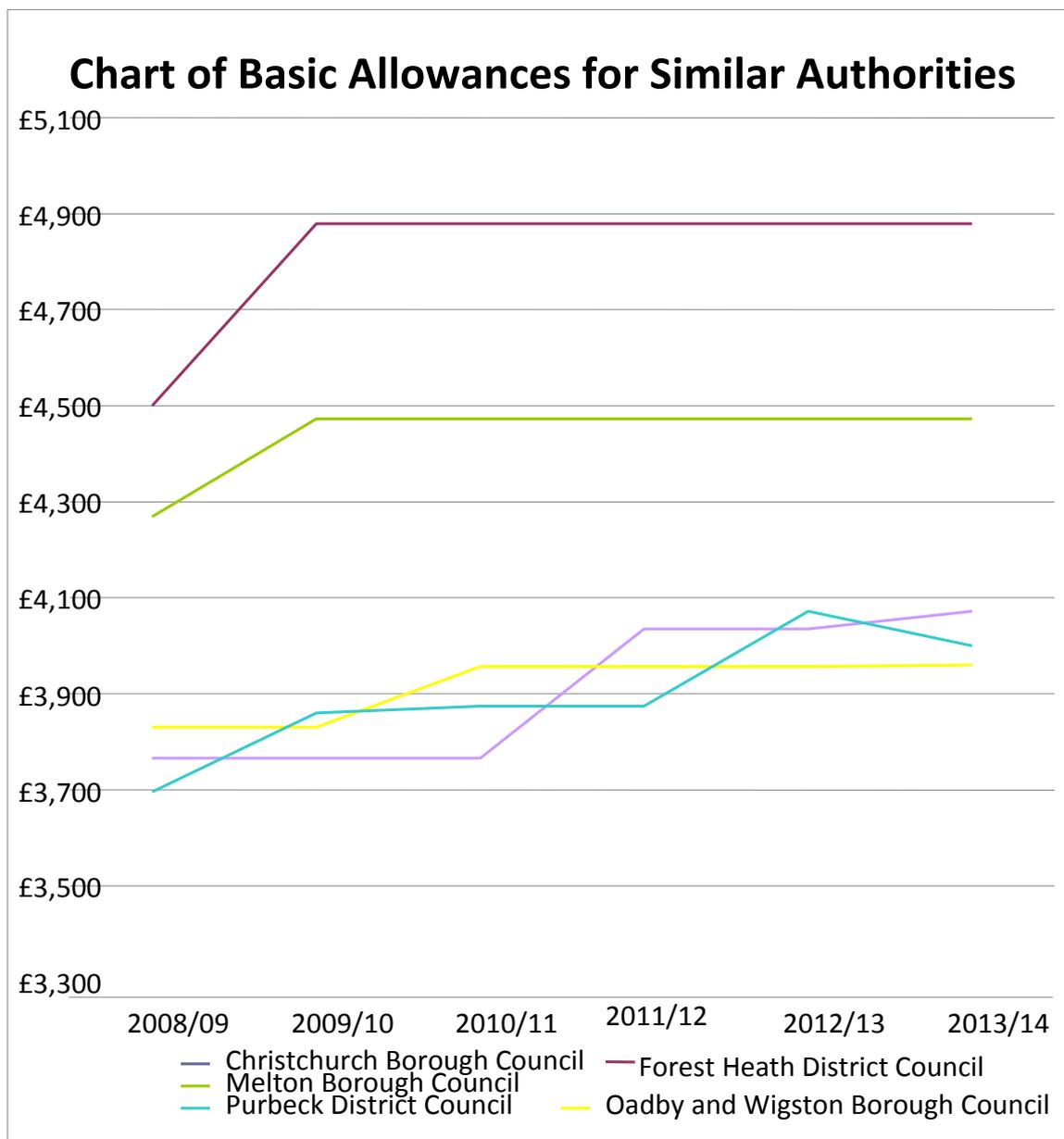
2014/15 Scheme – Work Since September 2013

The Panel's objective has been to continue benchmarking the current structure against other comparable local authorities to provide the Council with more information to support a rebalanced scheme for future years.

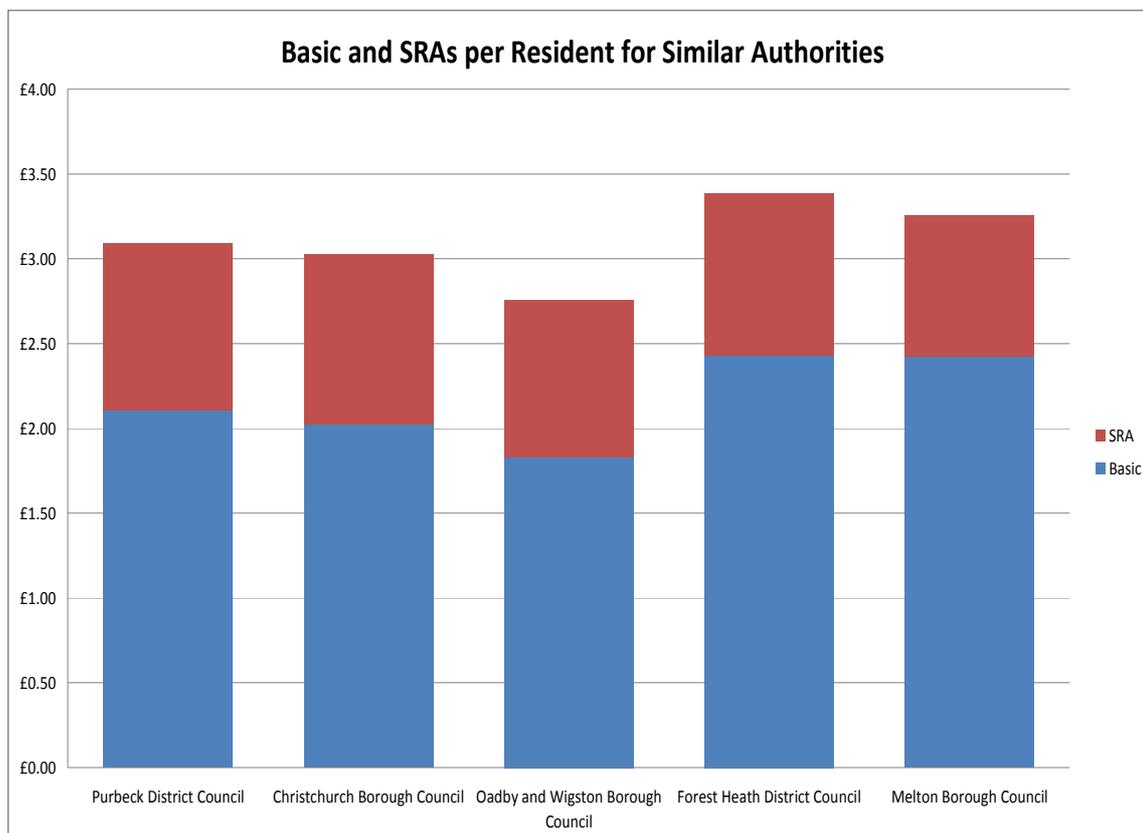
Data was collected from all fourth option local authorities which is set out in the table attached at Appendix B. It was noted that there were wide variations in the number of councillors and also size of population within the data collected from local authorities. Consequently, the Panel identified a cluster of those local authorities which were most similar in terms of the two identified criteria. This resulted in a cluster of five comparable local authorities set out in table 1 below:

TABLE 1		
Name	Population	Councillors
Purbeck District Council	44,973	24
Christchurch Borough Council	47,752	24
Oadby and Wigston Borough Council	56,170	26
Forest Heath District Council	59,748	27
Melton Borough Council	50,376	28
Averages	51,804	26

Analysis of historical payments going back several years of basic allowances across the cluster showed that Oadby and Wigston Borough Council has been consistently lower than average. See chart below:



The Panel decided that further analysis based on the Scheme cost per resident using data for 2012/13 was a useful measure and the results are shown in the chart below. It was noted that while the special responsibility allowance was close to that of the other authorities in the cluster, the basic allowance, once again, was much lower than average. This supports the Panel's recommendation in the report of September 2013 to increase the basic allowance by adjusting other special responsibility allowances, given that it may be undesirable to increase the total budget. It is the Panel's belief that the principles in the proposed remodelled Scheme provide the flexibility to respond to a wide range of budgetary variations.



Due to changes made during a governance review at the end of the 2013/14 municipal year, the Panel gave consideration to the level of special responsibility allowance for chairmen of proposed working groups and disbanding of the Overview and Scrutiny Committee and Standards Committee. These are shown in the table of special responsibility allowances above. It has been assumed that Members Standards Complaints will continue and so the ad-hoc allowance remains within the proposed scheme.

Future Workplan

The Panel intends to continue to collect benchmarking data to monitor Oadby and Wigston's Scheme against a cluster of similar authorities. It is recognised that alternative principles may warrant further consideration and the Panel would welcome feedback from political group leaders during the course of 2014/15.

**OADBY AND WIGSTON BOROUGH COUNCIL
SCHEME OF MEMBERS' ALLOWANCES - 2014/2015**

Oadby and Wigston Borough Council, in exercise of the powers conferred by the Local Authorities' (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:-

1. This scheme may be cited as the Oadby and Wigston Borough Council Members' Allowances Scheme and shall have effect for the period from 14 May 2014 to 19 May 2015.
2. In this scheme,
"Councillor" means a member of the Oadby and Wigston Borough Council who is a Councillor
"Year" means the period ending with 19 May 2015.

Basic Allowance

3. Subject to paragraph 6, a Basic Allowance of **£3960** shall be paid to each Councillor.

The Basic Allowance is intended to recognise the time devoted by Councillors to their work, including their community representative role, and to cover some incidental expenses incurred by them.

Special Responsibility Allowances

4. (1) A Special Responsibility Allowance shall be paid to those Councillors (in addition to the Basic Allowance) who hold the special responsibilities in relation to the Authority that are specified in Schedule 1 to this Scheme.
(2) Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.
(3) Councillors be permitted to claim no more than one Main Chairman's allowances and up to two Vice Chairman's allowances. A Councillor be permitted to claim no more that two 'Group Chairman' allowances. Main Chairmen are precluded from claiming a Group Chairman allowance. Where it appears to a Councillor that this policy has brought about an inequitable situation, that person may appeal to have the matter reviewed, to the independent Adjudication Panel (see paragraph 6 (7) post).
(4) The Chief Executive, in consultation with the Leader of the Council and having regard to the guidance provided at Schedule 3 below, be authorised to approve the attendance of Councillors at appropriate events where they would be representing the Council and to make payment of special responsibility attendance allowance and any other relevant travel and subsistence expenses covered by the Scheme for the relevant period of absence from home, providing that authority for attendance is given by the Chief Executive in advance of the event taking place.

Claiming of Allowances

5. A Councillor may by notice in writing given to the Head of Corporate Resources to claim any part of his or her entitlement to an allowance under this Scheme.

Part-Year Entitlements

6. (1) The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to Basic and Special Responsibility Allowances to a Special Responsibility Allowance where, in the course of the year, this Scheme is amended or that Councillor becomes, or ceases to be, a Councillor or accepts or relinquishes a Special Responsibility in respect of which a Special Responsibility Allowance is payable.
- (2) If an amendment to this Scheme changes the amount to which a Councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance to a Special Responsibility Allowance, then in relation to each of the periods
 - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.
- (3) Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a Basic Allowance shall be to the payment to such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.
- (4) Where this Scheme is amended as mentioned in sub-paragraph (2) above, and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph (2)(a) above, the entitlement of any such Councillor to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days which his or her term of office as a Councillor subsists bears to the number of days in that period.
- (5) Where a Councillor has during part of, but not throughout, a year special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's entitlement shall be to the payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she

has such special responsibilities bears to the number of days in that year.

- (6) Where this Scheme is amended as mentioned in sub-paragraph (2) above, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's or Independent Person's entitlement shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.
- (7) A meeting of an Adjudication Panel comprising the Chief Executive, a member of the Independent Remuneration Panel and a senior Councillor, be called to consider and decide upon any issue of uncertainty or ambiguity that might arise in interpretation of the Scheme.

Travelling and Subsistence Allowances

7. Councillors may claim Travelling and Subsistence Allowances in respect of the following categories of meetings, subject to them being held outside the Borough, at the rates prescribed in Schedule 2 to this Scheme.
 - Conferences and meetings where attendance is authorised by the Council, a Committee or by the Chief Executive
 - Outside Bodies to which the Councillor has been appointed by the Council, a Committee or by the Chief Executive

Note: Councillors may not claim Travelling and Subsistence Allowances in respect of any meetings held inside the Borough. Allowance for such expenses is reflected in the basic allowance.

Childcare and Dependant Carers' Allowance

8. Childcare and Dependent Carers' Allowances be paid for the actual receipted cost incurred to a Councillor, providing this does not exceed £10 per hour. The Allowances to cover attendance at any meeting of the Council for which the Councillor is a member or for attendance at any meeting of an outside body for which the Councillor is attending that meeting as a representative of the Council.

Local Government Pension Scheme

9. A Councillor will be given the option of joining the Local Government Pension Scheme, as provided by the Local Authority (Members' Allowances) (England) Regulations 2003

Claims

10. Claims for the payment of Travelling and Subsistence Allowances under this Scheme must be made on the official forms provided within two months of the date on which the meeting took place.

These forms are available from Corporate Resources.

Payments

11. Payments shall be made in respect of Basic and Special Responsibility Allowances, subject to paragraph 6(2), in installments of one-twelfth of the amount specified in this Scheme direct into Councillor's bank/building society account on the 25th day of each month or as close thereto as is possible.
12. Where a payment of one-twelfth of the amount specified in this scheme in respect of basic allowance or a special responsibility allowance would result in a Councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

Suspension

13. All allowances will be withheld from any Councillor who has been suspended and any allowance paid must be reimbursed with the exception of any payment in arrear in respect of entitlement prior to the time of suspension.

Updating

14. This Scheme shall be updated on 15 May in line with the level of the Retail Price Index in any year when there is no independent review.

Special Responsibility Allowances

A Special Responsibility Allowance at the amount specified below shall be paid per annum to those Councillors who have the special responsibilities in relation to the Council as specified below:-

Leader of the Council	7310
Deputy Leader of the Council * halved where shared	2430*
Leader of the Opposition Group	2430#
Chairman of Policy, Finance & Development, Service Delivery, Development Control	3450
Vice Chairman of Policy, Finance & Development, Service Delivery, Development Control	1150
Chairman of Council (Mayor)	3040
Vice Chairman of Council (Deputy Mayor)	910
Chairman of Licensing & Regulatory Committee	2430
Vice Chairman of Licensing & Regulatory Committee	800
Member of Development Control Committee (other than Chairman or Vice Chairman)	240
Customer Service Task Group Chairman	1000
Community Engagement Group Chairman	1000
Waste Task Group Chairman	1000
Children and Young People Forum Chairman	1000
Greening the Borough Working Group Chairman	1000
Community Safety Partnership Chairman (where it is a Member of the Council)	1000
Place Shaping Working Group Chairman	1000
Health and Wellbeing Board Chairman	1000
Residents Forum Chairman	1000
Members Standards Complaints – Adjudication Panel (up to 4 hours*, over 4 hours** per attendance)	50* or 100**
Member of Licensing Panel (up to 4 hours*, over 4 hours** per attendance)	30* or 60**
Member of Internal Interview Panel (up to 4 hours*, over 4 hours** per attendance)	50* or 100**
Representative on Outside Body (up to 4 hours*, over 4 hours** per attendance)	30* or 60**

#pro-rata based on the total membership of groups where applicable

NOTE: Where daily rates are paid, time to be calculated from time when leaving home to time when returned to home.

Travelling and Subsistence Allowances

A. Travelling

1. Motor Car – 52.2p per mile regardless of engine size *

Motor Car Passengers - 3.0p per mile for the first passenger and 2.0p per mile for the second and subsequent passengers up to 4 (to whom a travelling allowance would otherwise be payable)
2. Motor Cycle - 26p per mile
3. Bicycle - 10p per mile
4. Toll, ferry and parking fees (including overnight garaging) - actual cost on production of a receipt
5. Taxis - actual fare (plus reasonable gratuity) either in case of urgency or where no public transport is reasonably available
6. Public Transport - second class or any available cheap day fare unless there are exceptional circumstances approved by the Chief Financial Officer for first class fare.

* Mileage rate for Council officers.

B. Subsistence

1. Absence not involving absence overnight – up to the following limits on production of a receipt

(a) Breakfast (leaving home before 7.30am)	£ 6.50
(b) Lunch (absent between 12 noon and 2pm)	£ 8.00
(c) Tea * (arriving home after 5.30pm)	£ 6.00
(d) Evening Meal *(arriving home after 8.30pm)	£12.00

* only one of these may be claimed
2. Absence overnight covering continuous period of 24 hours – reasonable cost of accommodation and meals on production of a receipt
3. Main meals on trains (i.e. breakfast, lunch or dinner) - reasonable cost (inc. VAT) on production of a receipt (in lieu of the subsistence allowance for the appropriate meal period)

GUIDANCE FOR USE OF DELEGATED POWERS BY CHIEF EXECUTIVE IN RESPECT OF MEMBERS CONFERENCES/SEMINARS/MEETINGS

Introduction

1. Under the Scheme of Delegation, the Chief Executive has been granted delegated authority, in consultation with the Leader of the Council, to approve attendance by Members at conferences, seminars or meetings which have not previously been approved by the Council.
2. In exercising his/her delegation the Chief Executive must have regard to these guidelines.

Guidelines

3. The Chief Executive must ensure that there is sufficient budgetary provision taking into account:-
 - a) The financial provision required for the support and development needs of all Members for the financial year in question.
 - b) The cost and quality of the seminar/conference/meeting where applicable.
4. The Chief Executive must ensure that:-
 - a) The meeting/conference/seminar is relevant to the Member's role and responsibilities at the Council, (i.e by virtue of membership of a Committee, Sub Committee, Task Group, Panel or Outside Body) or, his/her position as Chairman or Vice-Chairman of a Committee, Sub-Committee, Task Group, Panel or Outside Body, OR
 - b) Attendance would be beneficial to the Council or non-attendance would be prejudicial to the Council or its standing in the wider community, OR
 - c) The conference/seminar/meeting provides necessary or relevant training or education to the Member in his her capacity as a Borough Councillor.

Sorted by Number of Councillors

Name	No. of Councillors	Basic	Total	Basic	Total	Basic	Total	Basic	Total	Pop as % of O&W	Coun as % of O&W
		per council	per council	per council	per council	per council	per council	per council	per council		
		SRA	SRA	SRA	SRA	SRA	SRA	SRA	SRA		
		per pop	per pop	per pop	per pop	per pop	per pop	per pop	per pop		
Purbeck District Council	24	£94,919	£44,120	£139,039	£1,838	£5,793	£2.11	£0.98	£3.09	80.1%	92.3%
Christchurch Borough Council	24	£96,839	£47,941	£144,780	£1,998	£6,032	£2.03	£1.00	£3.03	85.0%	92.3%
Oadby and Wigston Borough Council	26	£102,882	£52,062	£154,944	£2,002	£5,959	£1.83	£0.93	£2.76	100.0%	100.0%
Forest Heath District Council	27	£145,152	£57,020	£202,172	£2,112	£7,488	£2.43	£0.95	£3.38	106.4%	103.8%
Melton Borough Council	28	£121,942	£42,037	£163,979	£1,501	£5,856	£2.42	£0.83	£3.26	89.7%	107.7%
Craven District Council	30	£124,071	£29,669	£153,740	£989	£5,125	£2.24	£0.54	£2.77	98.6%	115.4%
Corby Borough Council	30	£127,429	£38,574	£166,003	£1,286	£5,533	£2.08	£0.63	£2.71	109.1%	115.4%
Broxbourne Borough Council	30	£123,001	£64,795	£187,796	£2,160	£6,260	£1.31	£0.69	£2.01	166.7%	115.4%
Maldon District Council	32	£146,051	£58,559	£204,611	£1,830	£6,394	£2.37	£0.95	£3.32	109.7%	123.1%
Ryedale District Council	33	£105,677	£15,106	£120,783	£458	£3,660	£2.04	£0.29	£2.33	92.1%	126.9%
Richmondshire District Council	34	£100,300	£21,731	£122,031	£639	£3,589	£1.93	£0.42	£2.35	92.5%	130.8%
Torridge District Council	36	£164,471	£41,600	£206,071	£1,156	£5,724	£2.58	£0.65	£3.23	113.7%	138.5%
Barrow Borough Council	36	£80,667	£21,295	£101,962	£592	£2,832	£1.17	£0.31	£1.48	123.0%	138.5%
Wellingborough Borough Council	36	£122,814	£43,644	£166,458	£1,212	£4,624	£1.63	£0.58	£2.21	134.2%	138.5%
East Dorset District Council	36	£145,747	£47,545	£193,292	£1,321	£5,369	£1.67	£0.55	£2.22	155.2%	138.5%
South Derbyshire District Council	36	£215,352	£100,295	£315,647	£2,786	£8,768	£2.28	£1.06	£3.34	168.4%	138.5%
Daventry District Council	37	£151,379	£82,105	£233,484	£4,091	£6,310	£1.94	£1.05	£3.00	138.6%	142.3%
Malvern Hills District Council	38	£152,555	£56,198	£208,753	£1,479	£5,494	£2.04	£0.75	£2.80	132.9%	146.2%
Epsom and Ewell Borough Council	38	£125,715	£22,385	£148,100	£589	£3,897	£1.67	£0.30	£1.97	133.7%	146.2%
Tewkesbury Borough Council	38	£273,600	£51,605	£325,205	£1,358	£8,558	£3.34	£0.63	£3.97	145.9%	146.2%
East Cambridgeshire District Council	39	£158,689	£37,610	£196,300	£964	£5,033	£1.89	£0.45	£2.34	149.2%	150.0%
West Lindsey District Council	39	£185,689	£53,016	£238,705	£1,359	£6,121	£2.08	£0.59	£2.67	158.9%	150.0%
Ribble Valley Borough Council	40	£113,760	£78,464	£192,224	£1,962	£4,806	£1.99	£1.37	£3.36	101.7%	153.8%
Gosport Borough Council	40	192,168	£36,900	£229,068	£922	£5,727	£2.33	£0.45	£2.77	147.1%	153.8%
Selby District Council	41	£168,731	£44,584	£213,315	£1,087	£5,203	£2.02	£0.53	£2.56	148.6%	157.7%
East Northamptonshire District Council	41	£169,872	£41,133	£211,005	£1,003	£5,146	£1.96	£0.47	£2.43	154.5%	157.7%
Tandridge District Council	42	£161,280	£47,392	£208,672	£1,128	£4,968	£1.94	£0.57	£2.51	147.8%	161.5%
North Warwickshire Borough Council	43	£172,132	£50,916	£223,047	£1,184	£5,187	£2.78	£0.82	£3.60	110.4%	165.4%
Weymouth and Portland Borough Council	43	£175,461	£55,451	£230,912	£1,290	£5,370	£2.69	£0.85	£3.54	116.0%	165.4%
Babergh District Council	43	£155,807	£36,419	£192,226	£847	£4,470	£1.78	£0.42	£2.19	156.2%	165.4%
Runnymede Borough Council	48	£98,068	£54,823	£152,891	£1,142	£3,185	£1.22	£0.68	£1.90	143.3%	184.6%
Average	70,828	£144,265	£47,580	£191,846	£1,368	£5,435	£2.06	£0.69	£2.75		
Oadby and Wigston Borough Council (prop)	56,170	£111,800	£42,600	£154,400	£1,638	£5,938	£1.99	£0.76	£2.75	100.0%	100.0%

Agenda Item 11



Council

29 April 2014

Matter for Decision

Title: **Establishing Independent Community Groups**

Author: **Mark Hall – Chief Executive**

1. Introduction

1.1 The purpose of this report is to seek members guidance as to if they wish to establish two existing Council “arms length” run groups as totally independent self-reliant, fully funded Community Groups from 2014/15.

1.2 These groups are the Multi- Cultural Group and Senior Citizens’ Groups.

2. Recommendations

2.1 That the Senior Citizens’ and Multi Cultural Groups are established as independent community groups.

2.2 That they are established on the principles as set out in Section 3 below.

2.3 That funding will be assessed annually by the Council and mutually agreed with those groups at such a level so that both groups are able to fully provide the services, events and activities required. The presumption would be that funding will be granted on a 3 year cycle.

3. Information

3.1 Proposed Basic Principles for Establishing Community Groups

a. These are Groups that members want to see continue and also want strengthening as they are popular, valued and successful.

b. They are Groups that engage directly with, and are highly valued by the community.

c. These Groups will need the financial support of the Council in order for them to continue to be successful.

d. There should be member representatives from the Council on these Groups but the Groups should not be dominated by the Council.

e. The Groups should be seen as independent self-reliant “Community Groups” and be embedded more into the community.

f. The Groups should not be seen or run as “Council” groups or committees.

g. That the Groups themselves should decide how they are constituted structured and operate.

h. That the Council will provide the Groups with a mutually agreed annual level of financial support, but no officer support. The Groups can then be and are seen to be completely independent of the Council.

i. That in order to receive the annual funding from the Council the Groups should have an agreement with the Council based on the premise that they will:

“Embrace the entire community of Oadby & Wigston, be open and transparent and contribute towards making the community as a whole and residents’ individual lives better”

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Background Papers:- Evolving The Council’s Governance Report to Council on 25 February 2014

Implications	
Financial (JD)	The new arrangements are likely to cost up to an additional £10,000 per year in direct costs however there would be commensurate savings in officer time and resources that would then be diverted to support other corporate priorities. The additional £10,000 would be funded in accordance with financial regulations firstly from virement.
Risk (JD)	CR1; Decreasing Financial Resources
Equalities (KG)	An equality impact assessment needs to be carried out to consult with community groups.
Legal (KG)	Any terms of reference will need to establish the nature of the relationship with the Council and transparency of funding streams.

Agenda Item 12



Council	29 April 2014	Matter for Decision
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Title: **Greening of the Borough – Access to Funding Opportunities**

Author: Mark Hall – Chief Executive

1. Introduction

- 1.1 This report has come out of the meeting of the Greening of the Borough Working Group that took place on 2 April 2014. It is being presented to this Council meeting due to its urgency.
- 1.2 The report seeks approval to establish a protocol that will enable external funding to be applied for as expediently as possible within set parameters.

2. Recommendations

- 1.3 That the Brocks Hill Manager in consultation with the Chair of the Greening of the Borough Working Group, Director of Services and Chief Financial Officer is able to access a fund of up to £25,000 in order for the Council to take full expedient advantage of external match funding opportunities as they may arise.
- 1.4 That any delegated spend would then be the subject of a report to the next Service Delivery Committee
- 1.5 That the formal protocol which will enable the Greening of the Borough Working Group to access the Greening of the Borough Reserve is agreed
- 1.6 That the Council agrees a Brocks Hill “Brand and Vision Statement” that will assist the Council when applying for external match funding.

“Brocks Hill becomes recognised as Leicestershire’s premier country park and centre for natural history and the environment that the whole borough embraces and enjoys”

The centre would be known as simply “Brocks Hill” as a brand name from the public’s perspective.

3. Information

- 3.1 At the meeting of the Greening of the Borough Working Group on 2nd April 2014 the Brocks Hill Manager reported that there were external funding opportunities available to the Council to assist in the development of Brocks

Hill. Increasingly, these opportunities have shorter lead in and application times.

3.2 There was a concern at the Working Group that the Council could therefore be missing out on external match funding opportunities at a time when its own finances are very restricted yet it has ambitious plans to develop Brocks Hill as part of Greening of the Borough.

3.3 It was agreed at that Working Group that as this full Council was the next decision making meeting to take place, a report should be presented that seeks approval for a protocol to be put in place that will enable match funding to be accessed more expediently.

3.4 Greening of the Borough is one of the Council's core priorities and consequently Council agreed to set up a funding reserve of £180,000 in order to implement its strategy.

3.5 In instances where an appropriate match funding opportunity presents itself then a quicker response time would be required in order to take full advantage this.

3.6 To cover these specific instances it is therefore recommended that £25,000 of the £180,000 Greening of the Borough Reserve is set aside for the Brocks Hill Manager to be able to access in order to take advantage of and draw down additional external funding. This would only be done in full consultation with the Chair of the Greening of the Borough Working Group and the Director of Services. Any spending would then subsequently be the subject of a full report to the next Service Delivery Committee.

3.7 In addition a formal protocol has never been agreed which sets out how the Working Group should access the remainder of the Greening of the Borough Reserve in order to fund larger scale initiatives.

3.8 Members are therefore also asked as part of this report to provide guidance on if this falls totally within the remit of the Service Delivery Committee or does that Committee in turn need to seek further approval from the Policy, Finance and Development Committee.

3.9 It has also recently become apparent that it would assist the Brocks Hill Manager and place the Council in the best possible position to take advantage of matched funding opportunities if the Council agrees and has a clear "Brand and Vision Statement" for Brocks Hill. The Greening of the Borough Working Group is seeking Council's approval for the following:

"Brocks Hill becomes recognised as Leicestershire's premier country park and centre for natural history and the environment that the whole borough embraces and enjoys"

The centre would therefore be known as simply "Brocks Hill" as a brand name from the public's perspective.

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Background Papers:-

Implications	
Financial (JD)	The Council has an established a specific Greening of the Borough Reserve which contains £180,000. This report does not recommend any specific spend from that reserve at this time other than to put in place a protocol to allocate up to £25,000 through a delegation scheme.
Risk (JD)	CR1; Decreasing Financial Resources
Equalities (KG)	No significant implications
Legal (KG)	The Council need to ensure compliance with any match funding criteria



Council

29 APRIL 2014

Decision

Title: SERVICE REVIEW PROGRAMME FOR 2014/15

Author: **Anne Court, Director of Services and Monitoring Officer**

1 Introduction

1.1 The purpose of this report is to update members' on the organisational change which has continued to evolve within service areas since the Council wide restructuring in January 2012. This continual review is necessary to adapt to future government challenges such as welfare reform and to continue to deliver the Council's Corporate Priorities; particularly, to maintain frontline services, despite the unprecedented public spending cuts. This report sets out the progress on reviews that are underway and those that are due to be carried out.

2. Recommendations

That members':

- 2.1 Note the current position on the continuing and evolving programme of service reviews.
- 2.2 Authorise the Chief Financial Officer in conjunction with the Director of Services to utilise up to £35,000 from the Management of Change Reserve to invest in the services reviews.

3 Information

3.1 The transformation of the organisational structure over the past 2-3 years has resulted in salary savings of over a million pounds. This has enabled front line services to continue to be provided. The public spending cuts are due to continue; these will be particularly challenging for this Council in the next financial year 2015/16. In order to maintain the delivery of the Council's Corporate Priorities it is necessary to proactively review services to ensure these are structured to deliver transparency, cost efficiency and flexibility. Set out below is a summary of the current position with service reviews.

3.2 Current Transformation Reviews

- (i) **Customer Services** - this incorporates revenues and benefits and the frontline customer service for the Council overall. This service in particular needs to be ready to meet the challenges of the government's welfare reform. As presented at a workshop for members' in November 2013 the Council's vision to meet these challenges in the future is to ensure a consistently high level of customer care irrespective of the service they access or how they access that service; this includes dealing with the customer enquiry at the first point of contact.

Over the last 9 months, work has been underway to progress the vision. This has included the basics of understanding the needs of our customers by gathering data including the numbers and reasons for customer contacts, particularly for repeat visits. In addition, the use of IT technology to streamline processing and enable the customer to “serve” themselves is being explored. The redesigning of the Council’s website, as demonstrated at the aforementioned members workshop is underway and is due to “go live” in June 2014.

The outcome of a trial of withdrawing a customer services presence at the Wigston and South Wigston libraries and a reduction in hours at Oadby library to deliver cost efficiencies was reported to the Policy, Finance and Development committee on 25 March 2014. It was resolved to continue the trial for a further 3 months together with the reduction in the cashier’s opening hours at the main Council offices.

Since the installation of an upgraded payment kiosk within the main Council offices there has been approximately a 30% increase in use over the past 3 months.

The review has so far been led by the interim Head of Customer Services. This was an interim solution initially for a 6 month period, and extended until the end of the financial year 2013/14. The contract has not been renewed. The review will now be led by the in-house Welfare and Taxation Processing Manager. Support will be provided through an arrangement with Charnwood Borough Council whereby their Head of Customer Services will provide professional and technical support as and when needed. Charnwood has recently undergone a similar transformation of their Customer Services and will be able to provide the benefit of their experiences of such a transformation.

It is recommended that the one-off investment associated with moving forward with the transformation of Customer Services can be met through the Management of Change Reserve. There is also an approved capital project for the investment of IT technology.

The results of the review and the shaping of future policy will be reported through the proposed Customer Services Task Group.

The timescale for the review is for completion within this financial year.

- (ii) **Refuse and Recycling Services** - A trial of a new food waste collection whilst retaining weekly refuse collections commenced in October 2013. The collection to date has only involved a limited number of rounds across the borough due to highlighted operational issues that need to be overcome. These issues are mainly around suitable vehicle types and the rounds are taking longer to complete than had been anticipated. On this basis, before a decision can be made on whether the scheme can be extended across the entire borough, there needs to be further consideration of the additional revenue expenditure this will incur in terms of vehicles and collection staff. For this purpose The Waste Resources and Action Programme (WRAP) were commissioned to undertake modelling of collection scenarios as to how the food waste collection can be undertaken borough-wide within the existing revenue budgets. The key findings from the WRAP modelling were reported to the Service Delivery committee on 11 March 2014 at which it was resolved that the proposed route optimisation exercise be undertaken together with consultation with the collection staff on delivery options.

The implementation of the new food waste collection has been led to date by the interim Head of Environmental Development and Operations. This was an interim solution for a 9 month period up to the 31 March 2014. Due to the operational issues, the implementation has taken longer than originally anticipated. A permanent position for a Head of Service will shortly be advertised following approval by the Policy, Finance and Development committee of a revised pay grading for Heads of Service, In the meantime, the Director of Services will work with the existing Managers to progress the route optimisation exercise.

The results of the review and the shaping of policy will be reported to the proposed Waste Task Group together with other issues for consideration such as the implications of Leicestershire County Council's proposed reduction in their recycling credit budget.

The costs associated with the transformation of waste and recycling collections will initially be met through the grant received from the Department of Communities and Local Government (DCLG). However the grant funding only covers a two year period and therefore the ongoing sustainability will need to be considered through the results of the review.

The timescale for the optimisation exercise is within the next 3 months and any procurement of vehicles will need to commence by October 2014.

3.3 Proposed Service Reviews

(i) Planning Policy, Planning Control and Building Control

It is intended that the Planning Control, Planning Policy and Building Control services which are high profile and provide an important role in the development and regeneration of land within the borough are reviewed within the next 4 -6 months. The review will consider where the services are best placed within the Council's structure. In particular, with these mainly application led services, it is important to ensure the processes are robust and technology is fully embraced; that they are cost effective and transparent and give confidence to members and the public in the planning process.

The review will include consultation with members' and customers of the services as part of the review.

The costs of the reviews are recommended to be met through the Management of Change Reserve.

. ii) Other service reviews

With the financial challenge the Council is facing in 2015/16 other services areas across the Council will be reviewed as opportunities such as vacancies arise to see how services can be delivered in the most cost effective way and where there are synergies and cross-cutting of services. Operational reviews already planned to take place in this financial year are for Brocks Hill and the Finance department.

4. Financial Implications

4.1 A Management of Change Reserve was set up to enable the Council to invest in one-off projects that would be of long term financial benefit to the Council. It is

proposed that up to £35,000 is invested in the reviews set out in this report. This leaves approximately £200,000 in the Management of Change Reserve.

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Implications	
Financial (JD)	The proposed £35,000 to fund these reviews can be met through the Management of Change Reserve, this will leave the Reserve with a balance of £200,000
Risk (JD)	CR1 –decreasing financial resources; CR8 – Organisational/Transformation Change
Equalities (AC)	Equality impact assessments will be carried out as necessary
Legal (AC)	No significant implications



Council	29 April 2014	Matter for Decision
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Title: **Evolving the Council's Governance Arrangements**

Author: Mark Hall – Chief Executive

1. Introduction

1.1 An initial report on this subject was presented to Council on 25th February 2014 which set out how the Leader of the Council, working with the Chief Executive, was trying to develop the Council's governance arrangements in response to members aspirations and in order to ensure that the Council is best able to face future challenges

1.2 The report also played back the results of the two consultation exercises that had been carried out with members.

1.3 At the Council meeting in February members approved two specific elements of the report which were to delete the Standards Board and Overview & Scrutiny Committee. Members also asked the Chief Executive to do some further work and to change the format of the report to make the information contained within it more accessible.

1.4 Since that meeting the Chief Executive has completed that work and members have been consulted on the revised draft papers. Senior officers have also been consulted.

2. Recommendations

2.1 The recommendations are contained within the information set out below

3. Information

This report consists of three individual sections which form three appendices. In summary these are:

3.1. Governance – Appendix A

This section focuses on three main elements:

3.1.1. It makes proposals to streamline and delete any unnecessary committees, working groups or meetings. To this end the Council meeting in February agreed to delete the Standards Board and Overview & Scrutiny Committee. This report also now proposes the deletion of the ICT Steering Group which, will be encompassed within the new Customer Services Task Group, and the Housing Scrutiny Panel.

3.1.2. It makes proposals that should give members a greater opportunity to get more actively involved in governing the Council and setting policy

To do this it is being proposed that the number of members who can sit on a range of existing Groups and Committees should be increased. It is also proposed that two new task limited working groups should be created.

There would be a new *Waste Task Group* as the Council has work to do to review its policies both in order to achieve efficiencies and improve health & safety. The Working Group will need to consider the policy implications of the County Council's intention to withdraw recycling payments for garden waste from 2015/16 from all district councils which will reduce this council's recycling income by approximately £100,000 pa from next year. The County Council is also intending to stop paying the annual inflationary increase on all recycling credits.

There would also be a new *Customer Services Task Group* which will focus on the policy changes that need to be made as a result of the national welfare reforms, whereby the Government is determined to make changes that will result in residents having to become more self-reliant when claiming benefits. Against that national backdrop the Council needs to look at its policies on how it will improve the way it works to assist residents, particularly the more vulnerable.

3.1.3. It makes a proposal that a review is carried out early in 2014/15 of all working groups and their relevance and to also ensure that where they do continue that they are more focused with a named lead officer and a work plan in each case.

3.1.4 There is also the opportunity to create new Task Groups however before this happens there should always be a full and rigorous evaluation to establish if there is a true need. If there is then the group should be task orientated and time limited. These groups should not become involved in operational issues.

Recommendations

In accordance with the details set out in Appendix A:

3.1.5 The number of places available to members on existing committees and working groups should be increased as proposed in Section 3 of Appendix A

3.1.6 Two new Task Groups should be created - Waste and Customer Services

3.1.7 The ICT Steering Group and Housing Scrutiny Panel should be disbanded

3.1.8 All existing working groups should be reviewed early in Municipal Year 14/15 to assess their relevance

3.1.9 The governance structure as set out and illustrated be approved

3.2. Member Services – Appendix B

This section focuses on identifying ways in which members support can be strengthened and communication with members improved.

3.2.1 It proposes that a more comprehensive induction programme and training package is developed and provided for members together with detailed supporting documentation. This will then be updated throughout the life of the Council and will therefore hopefully assist members when trying to fully understand how the council operates and when dealing with their constituents' queries.

3.2.2 It also proposes that a dedicated resource is provided to better support members based in the Chief Executive's office. This will improve communication and will facilitate 3.2.1 above.

Recommendations

In accordance with the details set out in Appendix B:

3.2.3 A more detailed and comprehensive induction and ongoing training programme and work plan should be developed and introduced for members.

3.2.4 That this should be supported by the production of a comprehensive information pack for members that is regularly updated.

3.2.5 That this information pack should be produced so it can be used by members when assisting their constituents.

3.2.6 That a permanent full time post should be created in the Chief Executive's office in order to more effectively support members, the Mayor and the Management Team.

3.3 Member/Officer Protocols – Appendix C

The purpose of this section is to re-establish the fact that members and officers will always need to work very closely together and that each has a very separate and different role.

3.3.1 The Members role is to set policy and govern the Council, review performance, represent the Council and fulfil their ward based roles.

3.3.2 The Officers role is to implement committee decisions, deliver Council services professionally and in accordance with statute and to provide professional unbiased advice to members.

3.3.3 Officers should respect the right of members to make decisions that may be contrary to officer advice. Similarly members should respect the professional advice of officers even if they are minded to make a decision which is contrary to that advice.

3.3.4 Appendix C then also goes on to propose some working protocols of how that would work in practice. This is primarily so that members don't feel that they have to get involved in operational day to day issues. Officers also need to communicate better and earlier so Members again don't feel the need to have to get involved in the operational issues.

3.3.5 The Constitutional Task Group has started to look at this and have agreed some basic principles which are set out below as recommendations.

Recommendations

In accordance with the details as set out in Appendix C:

3.3.6 The Principles as recommended by the Constitutional Task Group are approved:

Members

- Govern the Council
- Make decisions on behalf of the whole borough
- Set Council Policy
- Review service performance
- Represent the Council
- Fulfil ward based role
- Respect the political neutrality of officers

Officers

- Implement Committee decisions
- Deliver Council services professionally
- Provide unbiased, politically neutral, fact based advice to members
- Pro actively communicate and share information with members
- Be sensitive to the politics of members but not to be influenced by it

It is not the role or expected of members that they would be involved with, or that they would try to influence, any day to day operation of council services or staffing issues (with the exception of the formal Appeals Panel process)

Behaviour Expected from Members and Officers

- Mutually supportive
- Polite
- Courteous and considerate
- Not over familiar or too close on a personal level
- Trusting and respectful

In addition it is proposed that the following is added:

Officers should respect the right of members to make decisions that may be contrary to officer advice. Similarly members should respect the professional advice of officers even if they are minded to make a decision which is contrary to that advice.

3.3.7 That the working protocols as set out in Section 1.6 of Appendix C are approved

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Background Papers:- Evolving the Council's Governance Report to Council on 25 February 2014

Implications	
Financial (JD)	<p>4.1 Governance – Members Special Responsibility Allowances</p> <p>The deletion of the Overview & Scrutiny Committee will save the Council £4,600 whilst the introduction of the new working groups will cost an additional £3,000. This is as recommended by the Independent Remunerations Panel.</p> <p>4.2 Member Services</p> <p>The additional dedicated post to provide additional support will cost approximately £30,000 which has been incorporated into the 2014/15 base salary budget.</p> <p>There are no other direct financial implications</p>
Risk	CR1; Decreasing Financial Resources CR6; Regulatory Governance
Equalities (KG)	Consultation comments have been provided by Officers of the Council.
Legal (KG)	Need to ensure that the constitution of the Council reflects any changes to governance arrangements in respect of the new proposals.

Governance Proposals

1. The Committee System

The main issues raised by members were:

- 1.1 Members are all fully committed to the existing Committee System and none of them favour any form of Executive, Leader or Mayoral model.
- 1.2 All members believe to one degree or another that the Committee System works well and that members' role is to set policy and govern the Council and not to get involved in operational and procedural issues. The overriding intention is to focus officer and member energy and time on achieving positive outcomes for residents.
- 1.3 There is a lack of belief that the Scrutiny function works or adds any real value to the Committee System. Members generally hold the view that each committee effectively should and does scrutinise its own decisions as they are being debated and made in the public arena. It is generally accepted and therefore recommended that the Overview & Scrutiny Committee is no longer relevant and should therefore be disbanded with its work being taken on by the appropriate Committee or Working Group. This recommendation was approved by Council on 25th February 2014.
- 1.4 The national Standards regime has also undergone a fundamental change during the last three years and to reflect this it is also recommended that the existing Standards Board should be disbanded with its work being taken on by the Policy, Finance & Development Committee while any investigations would continue to be carried out using the existing and established processes. This recommendation was approved by Council on 25th February 2014.
- 1.5 Generally more members would like to become more involved in key policy development at an earlier stage. It is recommended that additional Task Groups (initially Waste and Customer Services) are created which will assist in increasing opportunities for members to get more actively involved in taking on extra responsibility and developing services at a more informal level. This would mean that there would be closer working with other members and officers which would in turn strengthen all those relationships. This would also assist with member development and successor planning. Initial suggestions for new groups have been made as Waste and Customer Services. Other specific Working Groups could also be set up and time limited as "task and finish" by Council as and when it deems necessary.
- 1.6 There would be a new *Waste Task Group* as the Council has work to do to review its policies both in order to achieve efficiencies and improve health & safety. The Working Group will need to consider the policy implications of the County Council's

intention to withdraw recycling payments for garden waste from 2015/16 from all district councils which will reduce this council's recycling income by approximately £100,000 pa from next year. The County Council is also intending to stop paying the annual inflationary increase on all recycling credits.

- 1.7 There would also be a new *Customer Services Task Group* which will focus on the policy changes that need to be made as a result of the national welfare reforms, whereby the Government is determined to make changes that will result in residents having to become more self-reliant when claiming benefits. Against that national backdrop the Council needs to look its policies on how it will improve the way it works to assist residents, particularly the more vulnerable.
- 1.8 There is also the opportunity to create new Task Groups however before this happens there should always be a full and rigorous evaluation to establish if there is a true need. If there is then the group should be task orientated and time limited. These groups should not become involved in operational issues.
- 1.9 It is recommended that this would be accompanied by a review of all existing Working Groups early in 2104/15 in order to assess their relevance, if they are still needed and if so to revisit and firm up their purpose, terms of reference, reporting lines, inter relationships to other groups (to prevent silo working), frequency of meetings (which would be published in the annual Calendar), and membership. Each Group would have a Work Plan and protocol for the production of Action Lists and papers in order to give them a clear structure. These Working Groups would be very focused on outcomes and not on operational management and they would have very clear terms of reference and wherever possible be time limited.
- 1.10 It is recommended that each Working Group/Committee should have a named officer as the primary link for that Chair and that they should then mutually agree and set out how that relationship will work including timetable, format and frequency of briefings etc.

2. Performance

The main issues raised by members were:

- 2.1 There was a general consensus that although performance information was available that more could be done to highlight, focus, streamline and publicise it.
- 2.2 It is recommended that performance information should be simple, consistent in format, focused on what is important, easy to access and understand. A suite of Service Charters have been approved by members and contain and highlight performance information which now needs to be refined to achieve this.
- 2.3 The Service Charter Performance information is being reported on a regular basis to the Service Delivery Committee and is published "live" on the Council's website.

In order to build on the strengths of the committee system and widen participation amongst members the following suggestion is recommended as to how the governance model could look.

Council

Supporting Leicestershire Families Coordinating Group

Community Safety Partnership

Armed Forces Working Group

Constitutional Task Group

Development Control DC Enforcement Sub

Policy, Finance & Development

Policy & Strategy

Finance & Budget

External Audit

Information Technology

Standards

Internal Audit Reports

Economic Development (via Place Shaping Working Group)

Working with the Community

Children & Young People

Resident Forums x 3

Community Engagement Forum

Customer Services Task Group

Licensing & Regulatory

Service Delivery

Service Charters

Service Delivery

Service Performance

Working Groups

Health & Wellbeing Board

Greening the Borough WG

Waste Task Group

Explanatory Note

a. The Policy, Finance & Development Committee has overall responsibility for setting the long term aims of the Council and moving it forward in line with them. Its role is to scrutinise and approve the policies of the Council.

b. The Policy, Finance & Development Committee sets the overarching strategic direction for the Council and the Service Delivery Committee oversees the development and performance of services within that overarching strategic direction (with the exception of those services which are the direct responsibility of the P,F & D Committee).

c. The Policy, Finance & Development Committee agrees and sets the overall budgets for the Council and the Service Delivery Committee is responsible for all financial issues relating to its services if they are within those budgets.

d. The Service Delivery Committee has the direct responsibility for the delivery and performance of services. Its role is to scrutinise the services provided by the Council.

e. The Service Delivery Committee has specific responsibility for all aspects of the Greening the Borough initiative both at a strategic and operational level.

f. The Policy, Finance and Development Committee would fulfil the Council's need for a "client" role if the Council tenders a service/contract that the Council would wish to bid for itself. That committee would agree the specification and oversee the tendering process. The Service Delivery Committee would fulfil the Council's need for a "contractor" role if the Council was to tender a service/contract that the Council wished to bid for itself. That committee would approve the bid

g. The existing Overview & Scrutiny Committee has been disbanded and each respective committee will continue to scrutinise their own decisions as they are being debated and made in the public arena.

h. The existing Standards Board has been disbanded with its work being taken on by the Policy, Finance and Development Committee.

i. The groups working with the community (Children & Young People, Resident Forms x 3 and Community Engagement (previously Equalities and Diversity) will report through the Policy, Finance and Development Committee as will the Customer Services Task Group. The Health & Wellbeing Board and Greening of the Borough Working Group will report through the Service Delivery Committee as will the Waste Task Group. The Supporting Leicestershire Families Coordinating Group, Community Safety Partnership, Armed Forces Working Group and Constitutional Task Group will report direct to Council.

j. The Place Shaping Working Group (incorporating Asset Management and Economic Development) will continue to report through the Policy, Finance and Development Committee.

3. Proposed Committees and Working Groups including Increased Numbers

The groups and committees listed below are only those that fall under the direct control of Oadby & Wigston Borough Council.

Development Control Committee (16)

LD	14
C	1
FC	1

Development Control Sub Committee (Enforcement) (5) (Chair sits on DC Committee)

LD	3
C	1

FC 1

Licensing & Regulatory Committee (14)

LD 12

C 1

FC 1

Policy, Finance & Development Committee (11) increase to (14)

LD 12

C 1

FC 1

Service Delivery Committee (11) increase to (14)

LD 12

C 1

FC 1

Children & Young Peoples Forum (10)

(Chair sits on P, F & D Committee)

LD 8

C 1

FC 1

Place Shaping Working Group (10)

(Chair sits on P, F & D Committee)

LD 8

C 1

FC 1

Community Engagement Forum (3)

(Chair sits on P, F & D Committee)

LD 3

Constitutional Task Group (5) increase to (8)

LD 7

C }

} 1

FC }

(New) Customer Services Task Group (10)

(Chair sits on P, F & D Committee)

LD 8

C 1

FC 1

Health & Wellbeing Board (6) increase to (8)

(Chair sits on Service Delivery Committee)

LD 7
C }
 } 1
FC }

**Greening of the Borough Working Group (5) increase to (8)
(Chair sits on Service Delivery Committee)**

LD 7
C }
 } 1
FC }

**(New) Waste Task Group (10)
(Chair sits on Service Delivery Committee)**

LD 8
C 1
FC 1

Armed Forces Working Group (8)

LD 6
C 1
FC 1

Supporting Leicestershire Families Coordinating Group (6)

Leader of the Council

Chairs of:

Policy, Finance & Development Committee

Service Delivery Committee

Children and Young Peoples' Forum

Community Safety Partnership

Health & Wellbeing Board

Appeals Panel (9)

LD 7
C 1
FC 1

Interview Panel (12)

LD 10
C 1
FC 1

Member Services Proposals

1. Induction and Training

The main issues raised by members were:

- 1.1 Although members generally feel that they have adequate information and training opportunities it is clear that this can always be improved upon to help members both in their governance role and when supporting their constituents.
- 1.2 It is recommended that a more detailed and comprehensive Induction Programme is developed and this would not only cover how this Council works but also how Local Government fits into the wider national and local context together with the role and remit of other public services in the borough such as the health service.
- 1.3 It was felt that it would be beneficial and it is therefore recommended that the Induction Programme could be supported and accompanied by the production of an easily accessible comprehensive pack of information for all Councillors that would be reviewed and reissued annually. It should contain details of what the Council does and how it works together with individual descriptions of front line services and the key contacts for each of those services. Signposts to and contacts for services not provided by this Council would also be helpful and should also be included.
- 1.4 It is also recommended that a comprehensive training and development programme should be devised for the life of the Council supported by an annual Work Plan that is incorporated within the Calendar of meetings. Training and development should be offered to members on particular subjects at varying levels which should reflect and accommodate the knowledge and experience of individual members. The vast majority of this programme would be provided internally and joint training carried out with officers and members together where appropriate.

2. Member Support

The main issues raised by member were:

- 2.1 This is generally the area where members feel that more could be done to provide better support, guidance and information through having a consistent continuous direct contact point in the Chief Executive's office. At the same time members would like to see this take some of the pressure off the Management Team who are increasingly trying to fulfil this role themselves.

Member Enquiry System

2.2 Overall, members see the value of the centralised Member Enquiry System that was introduced last year. The vast majority of members use it and report that it works well for general enquiries. It still requires some refinement and it is essential that the information is provided within the agreed timescales and in a helpful format.

2.3 There are two specific areas where it is felt that the general member Enquiries System does not provide members with the information that is needed:

a. Residents' Issues

When members are approached direct by residents it tends to be on a more specific and/or urgent point than the present Member Enquiries System is capable of dealing with. In some circumstances members have found themselves then caught in difficult situations and with sensitive knowledge of particular residents which puts them in a position of personal responsibility and liability.

In order to try and prevent this situation from occurring and members being exposed to these personal risks it has been suggested and is therefore recommended that the comprehensive information pack provided to members as part of the induction programme should also enable members to immediately identify which service and who at the Council the resident needs to contact. The member can then provide the resident with that information on the spot at the time so that they can make that direct contact themselves. This will then take any liability or risk away from the member, who will still be kept abreast of the progress of the issue and, who will always have the ability to pursue it at any time on behalf of their constituent.

b. Urgent Issues - Out of hours

In the unlikely event that anything operational occurs outside of normal office hours that members are made aware of then the member should contact the Council' "Out of Hours" service to report it and it will be dealt with by the appropriate "on call" staff. If it is something that is more urgent and important then members have the contact details of the Management Team and should phone or text one of them.

Members' Central Office Support

2.4 The lack of resource and capacity in the Chief Executive's Office to provide adequate member support was of a general concern and now considered to be a false economy with Management Team increasingly having to provide more administration, coordination and communication themselves in its absence.

- 2.5 Members also highlighted that they would like a greater level of consistency and continuity from this support. It is therefore recommended that at least one full time permanent employee will be dedicated to support members and the Management Team, including the Mayor, in the Chief Executive's office. This person will be the consistent and constant communication point of contact for all members. This person will have a full appreciation and understanding of all activities across the Council and will be in the best position to be able to provide a comprehensive level of information to members. This will also include a review to improve communications with members including the content of the Green/White papers etc. It will be their responsibility to proactively communicate with members particularly on any up and coming ward issues including coordinating periodic "Ward Walks" and any liaison that is necessary with other officers.

Proposed Member/Officer Protocol

1.1 From the discussions with members the key points of agreement are:

2.2 That the member's role is to set policy and govern the council, review performance, represent the Council and fulfil their ward based roles.

1.3 That the officers' role is to implement member decisions made at committee, deliver council services professionally and in accordance with statute and to provide professional unbiased advice for members.

1.4 Members and officers should always be supportive of each other and treat each other with mutual courtesy and respect and act accordingly at all times.

1.5 It is not in the role of, or expected of members, that they be involved in the day to day operation of council services or day to day staffing issues.

1.6 That this opportunity is taken to reiterate the following working protocols:

- Members and officers should always talk.
- All members are welcome at the Council Offices, Brocks Hill and Depot at anytime. Members must simply sign in as this is a security and health & safety requirement.
- The first point of contact for members should be a member of Management Team, a Head of Service or a member of the Chief Executive's Central Office Support, as above. If appropriate these officers will then identify and agree with that member if there is another specific officer who is better placed to deal with that member's issue and the officer will organise that.
- The Members' Room will be kept as a dedicated space for members to be able to meet with officers. This will also ensure a confidential setting which will be free from interruptions.
- Protecting members from exposure to data protection and confidentiality requirements means that members should ideally not visit offices within the buildings unarranged.
- Members should not involve themselves in operational issues or by trying to give instructions or influence officers. To do this will cause potential problems for the member (open to possible accusations of manipulating Council procedures to further personal or political interests) and officers (causes confusion, undermines the management structure and compromises Council processes).
- Officers need to be more aware and sensitive of the issues that may affect councillors and their residents and therefore communicate with members earlier and more pro actively.
- The specific relationship that will need to be forged between a Chair and the appropriate link officer is covered under the Governance Section of this paper.

1.7 That on this basis the Constitutional Task Group be requested to review the Member and Officer Protocols as set out in the Council's Constitution and as attached.

At its meeting on 1st April 2014 the Constitutional Task Group agreed the following basic principles which it recommends to Council.

Members

- Govern the Council
- Make decisions on behalf of the whole borough
- Set Council Policy
- Review service performance
- Represent the Council
- Fulfil ward based role
- Respect the political neutrality of officers

Officers

- Implement Committee decisions
- Deliver Council services professionally
- Provide unbiased, politically neutral, fact based advice to members
- Pro actively communicate and share information with members
- Be sensitive to the politics of members but not to be influenced by it

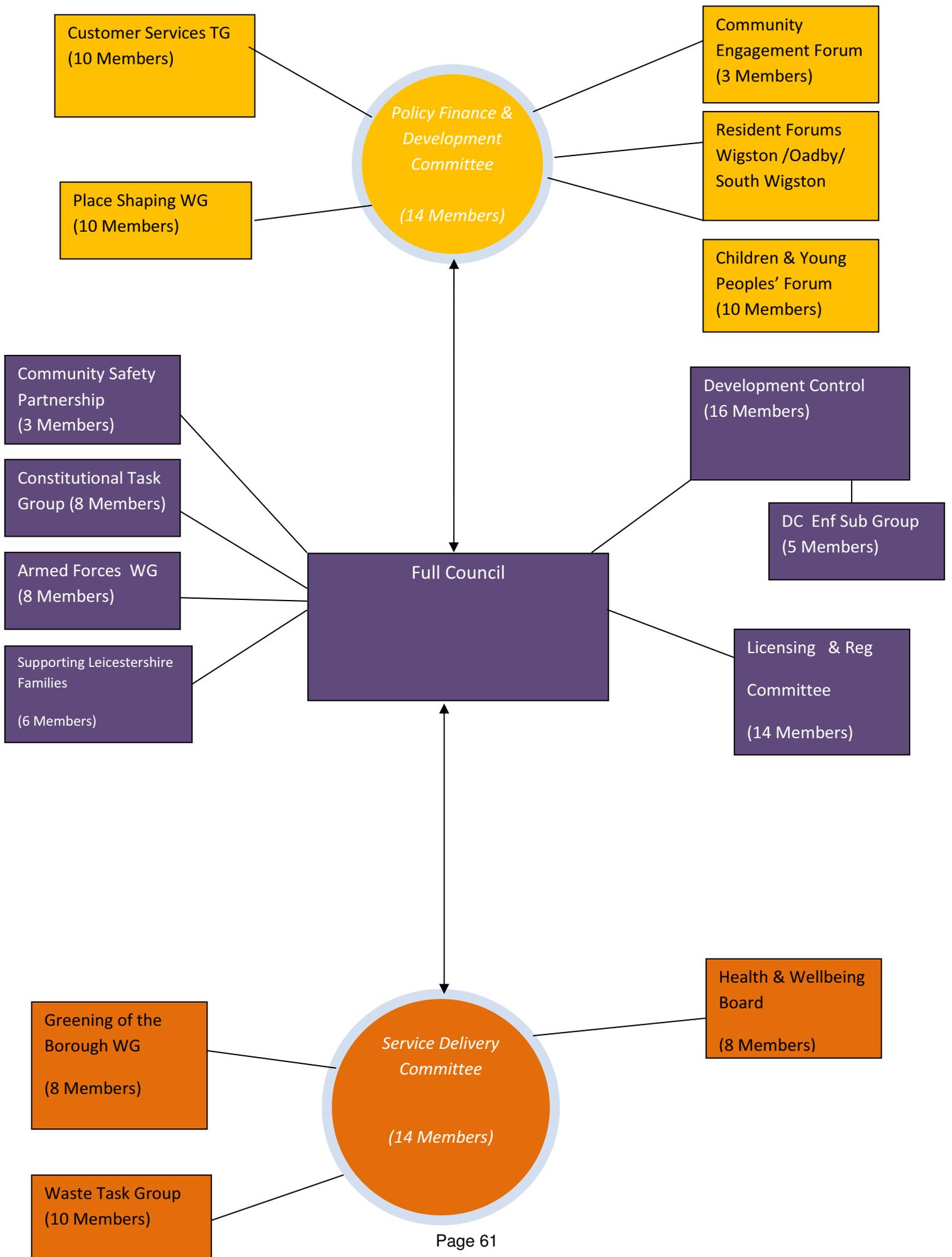
It is not the role or expected of members that they would be involved with, or that they would try to influence, any day to day operation of council services or staffing issues (with the exception of the formal Appeals Panel process)

Behaviour Expected from Members and Officers

- Mutually supportive
- Polite
- Courteous and considerate
- Not over familiar or too close on a personal level
- Trusting and respectful

In addition it is proposed that the following is added:

Officers should respect the right of members to make decisions that may be contrary to officer advice. Similarly members should respect the professional advice of officers even if they are minded to make a decision which is contrary to that advice.



**MINUTES OF A MEETING OF THE HEALTH AND WELLBEING BOARD
HELD AT THE COUNCIL OFFICES, WIGSTON ON
TUESDAY 18 FEBRUARY 2014, COMMENCING AT 1.30PM**

IN ATTENDANCE:

Councillor S Dickinson – Chair

J Boyce, B Boulter and Mrs S Haq

Also in Attendance:
K Banks, N Baker, A Pathak-Mould, A Lennox, M Smith
G Maltby, Dr R Palin, S Kara, S Rose

Min Ref	Narrative	Officer Resp
1.	<p><u>APOLOGIES</u></p> <p>Cllr B Dave, R Pointer (LCC), Stuart Haste (Swanswell)</p>	
2.	<p><u>MINUTES OF LAST MEETING</u></p> <p>RESOLVED: That the Minutes of the Meeting of the Board held on 10 December 2013 be taken as read, confirmed and signed.</p>	
3.	<p><u>MATTERS ARISING</u></p> <p>iHelp Initiative</p> <p>The board heard that the ‘iHelp’ initiative in place in Oadby has been presented to Blaby DC with additional information. Blaby DC is moving forward with the initiative. iHelp is cardiac arrest units which are especially good in town centres. The units themselves can support electronic rolling adverts on their fronts that can aid in funding them.</p> <p>Suggested locations for the units include Parklands and the pools in Oadby & Wigston. The implication of lowering to 2 units due to the new leisure contract was raised, particularly as the units could be unavailable out of hours and especially if they’re inside the buildings. Ideally the units should be relocated outside of the buildings in a seated, covered and signed area and within hard to reach (for emergency services) areas of the towns.</p> <p>Defibrillator at Age Concern</p> <p>The costs of having a defibrillator located at Age Concern is being looked at presently. The board was also advised that the newer models of defibrillator do not require any specialist training to use.</p> <p>Health Practitioners Directory – Electronic Version</p> <p>The board was advised that Mark Finlay is the best point of contact for moving forward with this with the NHS. Mark Smith will email through the current electronic directory to Dr Palin for the attention of Mark Finlay.</p> <p>The board spoke of the need for ‘Web Unity’ with the Practitioners Directory whereby all partners had up to date information. Printed directories are effectively out of date at the moment of printing. The directory is wanted to go live in June and its use supports the ‘movement to self-service’ currently being encouraged.</p> <p>Needs Analysis Day</p> <p>The Needs Analysis was not specific and will be dealt with in another forum.</p>	AL

	<p>Occupational Therapy / DFG Work</p> <p>The district representative for the Disabled Facilities Grant is Jane Toman at Blaby DC. At present money for DFG Work still comes down from LCC but, due to departments merging in 2015/16, this is only transitional funding at present.</p> <p>The board heard that last year there was an underspend on the DFG budget but no reduction in need. Concerns were raised that the DFG money is not being delivered in a timely manner. The board was assured that the spending is on track and likely to catch up at the year end as per previous years. It was felt, however, that a quicker DFG referral process is required in order to deal with a problem when it arises.</p> <p>It has been recommended that the DFG Work becomes an agenda item for the next meeting of the board in order to discuss the new framework for provision of funding. It was then suggested, and agreed, that the DFG Work becomes a regular agenda item.</p> <p>The board was asked if the merging of the departments is likely to increase the available budget. At present there is no firm answer on this although the feeling is that it will be lower. A concern was raised that should be budget be lower would Oadby & Wigston be heading toward a problem over mandatory work. As all DFG related work needs two quotes before it can be undertaken, and the law won't change on this, it is not expected to be an issue.</p>	
4.	<p><u>PRESENTATION: THE CARERS CENTRE</u></p> <p>The board received a presentation on The Carers Centre, operated by LCPT, delivered by S Kara and S Rose.</p> <p>Following the presentation the board asked where leaflets for referral to The Carers Centre will be located. The board were advised that they are already present in Sheltered Schemes. It was recommended that Housing Officers be included in those holding referral leaflets as well as local schools with a view to assisting young carers. A recommendation for this presentation to be repeated at the borough's resident's forums was made and agreed upon.</p> <p>The board mentioned that it is an excellent service with funding until 2015 but would like to know what happens after that funding ends, particularly if there would be any continuity to the support. The board were informed that there are no timescales and the support ends when the carer is ready. There is always the potential to signpost carers on to other schemes. Current funding is focussed on providing in-depth services in active areas. GP reception staff will be trained to refer to other services. The Carers Centre does not want to be the solely relied upon service so that support can remain from others if their funding ends.</p> <p>Other comments involved having a stand for The Carers Centre at the 'Young at Heart Day' on 1st October 2014 and ensuring that the centre builds further networks with voluntary organisations.</p>	
5.	<p><u>PRESENTATION: SWANSWELL</u></p> <p>Planned presentation could not take place due to absence and was deferred to a further meeting.</p>	
6.	<p><u>COUNCIL PRIORITIES UPDATE</u></p> <p>The board received an update on the Council's "Health and Housing" offer including planned practical sessions on the borough's three main priorities such as promotional work and town centre events. The board also heard that meetings are ongoing in order to develop the borough's offer to young carers. There is also movement in increasing the knowledge base of frontline staff and working with the HR department to assist carers within the borough including those who are OWBC staff.</p>	

	<p>O&W Local Sport Alliance</p> <p>At the last Local Sport Alliance (LSA) meeting a discussion took place around the Health and Wellbeing Board (HWBB) becoming a strategic arm of the LSA. This would allow for support from the HWBB, the ability to link into priorities and for a direct influence on schemes whilst the LSA could refocus on ground work. Such a change would also allow for more Voluntary Sector work. This idea met with support at the HWBB but will involve significant discussions further down the line.</p> <p>The board also heard that the funding/commissioning plan for the borough in 2014/15 has been submitted and awaiting feedback before final approval. The proposal documents have also been circulated for feedback.</p> <p>The board discussed how the projects featured in the plan will be advertised. The board were assured that it was a targeted plan and that actions were being taken to engage with the wider community. Schools will be sent information on each project where required but sometimes that can swamp those responsible and place a burden on school admin workers. It was agreed that the process should be about identifying the right people and building relationships with the schools. Targeted funding also received support.</p>	
7.	<p><u>UPDATES</u></p> <p>East Leicestershire and Rutland CCG</p> <p>The two year operation plan has been submitted and signed off. The first plan for the Better Care Fund has also been submitted and will be circulated when available.</p> <p>In regards to the Urgent Care Review the board heard that the public consultation starts in 8 weeks. The preferred option is a Monday – Friday, 8am – 9pm, nurse lead service. On weekends and bank holidays the centre is wanted to run from 8am – 7pm. Alternative locations to Oadby may be considered and GP services may be in a different building. The consultation will be advertised through local press and online mostly. The bottom line in all outcomes is that the Urgent Care service in the borough will not be removed.</p> <p>Lead Locality GP Update</p> <p>No specific update on locality priorities this month. Urgent Care centres are still a priority however. There are no agreed plans in place yet, as opposed to what has been reported in the press, regarding GPs working seven day weeks.</p> <p>Members of the board questioned referral times to emergency departments and specialist treatments from their GP; the board heard that most cases dealt with at the emergency department don't actually need emergency care but more Urgent Care instead. There are no major issues related to the referral process to UHL and treatment times for cancer have improved. On average there is a two month wait, longer for some speciality treatments, but overall times have improved.</p> <p>Community Action Partnership</p> <p>CAP have a new arrangement with LCC regarding the Bassett Centre and are developing it into a Community Hub. Swanswell are now based at the Bassett Centre working in Drug and Alcohol related areas of health. Also based at the Bassett Centre are Family Intervention Services.</p> <p>The Bassett Centre is now recognised by OWBC as a 'Safe Place' as part of the "Keep Safe Places" campaign. Linking into this the centre should also soon become a 'Hate Crime Reporting Centre'.</p> <p>All CAP services, including transport, are now based at the Bassett Centre. Mental Health Services are going out to tender and CAP will be making a bid for them with a focus on peer</p>	

intervention and volunteering. The current Mental Health Befriending scheme will cease and adapt due to changes in funding at an LCC level. An Older Persons Befriending scheme is currently being trailed in Blaby with links to the better neighbourhood scheme; if successful it will be rolled out into O&W.

Healthwatch

Engagement events have taken place across all seven districts in late autumn; the majority of people contacted through these events prioritise integrated care and the continuity of care.

Now one year in from the move from 'Leicestershire Link' to 'Healthwatch Leicestershire'; the new chair is Richard Moore. The first meeting of the new board will be held on 5th March 2014.

The Better Care Together scheme now involves patient and public input. Responsibility not confined to just members of Healthwatch but people must be a member to vote. The information from this scheme is available to all members of the public.

The three local Healthwatch groups are currently working with NHS England local area team to develop a 22 question questionnaire on survey monkey for a random selection of complainants to participate in.

Agenda Item 15b

MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON THURSDAY 27 FEBRUARY 2014, COMMENCING AT 7.00 P.M.

<p><u>IN ATTENDANCE:</u></p> <p>Councillor L A Bentley – Chair Councillor Mrs L M Broadley – Vice Chair</p> <p>Councillors: F S Broadley, D M Carter, M H Charlesworth, B Dave, R Eaton, Mrs J M Gore, Mrs S Z Haq, Mrs R Kanabar, J Kaufman, Mrs L Kaufman, Mrs H E Loydall, R E R Morris</p> <p>Officers in Attendance: K Garcha, C Forrett, T Carey and G Richardson</p> <p>Others: Mark Watherson (Planning Consultant)</p>
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Min Ref	Narrative	Officer Resp
57.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from Councillors Mrs S B Morris and G A Boulter</p>	GR
58.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>Councillor Haq noted that a resident had advised her that he knew her husband but that she had never met the resident before. She confirmed that she had an open mind and therefore could participate in debate and voting.</p> <p>Councillor Kannabar advised that she knew the landlord of the premises subject to the application number 13/00492/COU, but that she had an open mind and therefore could participate in debate and voting.</p> <p>Councillors Mrs L Kaufman and J Kaufman confirmed that they had a close relationship with one of the objectors in relation to application number 13/00492/COU, so they could not therefore participate in the debate and voting on this matter.</p>	
59.	<p><u>PETITIONS AND DEPUTATIONS</u></p> <p>None.</p>	GR
60.	<p><u>MINUTES</u></p> <p>RESOLVED: That the minutes of the previous meeting of the</p>	

	Committee held on 30 January 2014, be taken as read, confirmed and signed, subject to the amendment stated above.	GR
61.	<p><u>REPORT OF THE DEVELOPMENT CONTROL MANAGER</u></p> <p>1. 13/00478/OUT – Development of land for up to 150No. dwellings (Use Class C3) and associated infrastructure, including pedestrian and vehicular access, open space and structural landscaping (Rev B) (Land at Cottage Farm, Glen Road, Oadby)</p> <p>The Agent outlined the merits of the proposal, in particular that it met one of the key objectives of the National Planning Policy Framework by providing 130 new homes. He stated that this was a sustainable development, providing two hectares of public open space, biodiversity and landscape enhancements.</p> <p>He contested that the Council’s local plan could not demonstrate that it would meet the required 5 year supply of new housing developments as several sites do not meet the requirements, and felt that this additional proposal would compliment the Council’s direction for growth. He concluded that this was a highly suitable and unconstrained site, which would provide much needed housing development.</p> <p>Mr Shaughnessy, an objector and local resident, spoke against the application. He was concerned that safety concerns as to the proposed access to the site had not been considered adequately and that the proposal would lead to increased traffic and congestion. He also objected to the use of greenfield land for housing development and felt that the proposed financial contributions to local facilities would be insufficient to account for the increased demand for resources.</p> <p>He noted several other concerns in relation to the proposed development, including the impact on the quality of life of local residents, increased noise and pollution, the fact that the development would not be beneficial to the community as a whole and the risk of setting a dangerous precedent as to development of Greenfield sites.</p> <p>Councillor L Darr also spoke in objection to the proposal. He commented that the proposed development was contrary to the Council’s local plan for housing development and that there was no demand for new homes in Oadby. He felt that no work had been done to consider the impact on traffic and congestion or the impact on wildlife in the area, and added that the new development may result in an increased flood risk for the existing dwellings in the locality.</p>	

Councillor D A Gamble spoke in objection and echoed the comments of his fellow objectors. He noted that the proposed development was at odds with the Council's local plan, which had been endorsed and approved by the Secretary of State, and that this policy permits development of brownfield sites in Oadby town centre rather than development of Greenfield sites.

Mr Watherson, on behalf of the Council, outlined the application. He noted that it was recommended for refusal on the basis that it conflicted with the local plan for the Council. He was confident that the Council could demonstrate the appropriate 5 year supply of housing and that there was a buffer in place also, confirming that his calculations had been made on the basis of a 'worst case' scenario.

He went on to explain that the application was in breach of core strategies 1, 7 and 15, in that the proposal was for development of a Greenfield site not identified by the Council's local plan and that it did not protect the historic landscape of the Borough.

Members thanked Mr Watherson for the clear and concise the report. They queried the requirement of a Section 106 agreement for the proposal and Mr Watherson confirmed that the applicant had stated that it was willing to enter into a Section 106 agreement if permission was granted, but that no definitive contributions had been determined as yet.

Members agreed that this proposal was against the Council's direction for growth and local plan and they were particularly concerned at the risk of setting a precedent for development on Greenfield sites should they permit the application.

Members asked Mr Watherson to confirm the robustness of the 5 year supply of housing and he explained that various calculations had been used to ensure that the figures were as robust as possible, with a significant 20% buffer built in. He added that his calculations in fact identified a 5.9 year supply of housing. He therefore stood by his calculations and confirmed that he was confident that the Council's local plan and the report before Members would be sufficient to form the basis of a defence at an appeal.

Mr Watherson confirmed, as stated in the agenda update, that the reference to archaeology in the reasons for refusal at recommendation 1, on page 32 of the report, should be removed, as the applicant had addressed these outstanding issues with the County archaeologist.

The Planning Control Manager confirmed that as a Section 106 agreement had not been completed, albeit that the applicant

had accepted that one may be required, significant weight should be given to the consequent grounds for refusal, as the material harm that could be caused were the Section 106 agreement not to be completed is high.

Mr Watherson confirmed that if Members were minded to approve the application, this would include several Highways conditions, in particular the requirement to produce a Travel Plan. It was also confirmed that Severn Trent Water had not provided any feedback during the consultation period.

Members queried the amount of new homes that would be delivered by the Council's direction for growth plan and it was confirmed that, as this was a significant proposal for the development of 450 new homes, only 216 of these would be delivered within the first 5 years, with the remainder to follow in later years.

The Planning Control Manager confirmed that a decision would be issued immediately following the conclusion of the Committee and that, as such, the applicant would be unable to withdraw the application prior to the issue of such decision.

Councillors M H Charlesworth, R F Eaton, Mrs J M Gore and R E R Morris abstained from the vote.

RESOLVED: That, for the reasons set out in the report and the agenda update, to Refuse the application.

2. 13/00492/COU – Change of use from storage and distribution (use class B8) to vehicle sales, valeting, servicing and repair garage (Sui Generis) (Rev A) (First floor, 115 London Road, Oadby)

Mr Williams spoke in objection to the application. He noted that although the pre-application was not being considered by the Committee, it was different to the application before the Committee and gave an indication of the applicants true intentions.

He was concerned that there were no objections as to tyre fitting, the storage of tyres, carrying out the valeting of vehicles indoors only and limiting the noise omitted from the site. He contested that the proposed use would have a significant impact on the amenity of the surrounding residential area in that it would increase traffic and congestion, create noise and dust, and create pollution and noise pollution to neighbouring

residential dwellings.

Mr Williams was further concerned that the Highways comments did not address several issues, in particular that the road was not suitable for the increase in traffic.

Mr Hyde, a neighbouring resident, also spoke in objection to the application. He agreed that the highway was insufficient for the proposed use, being only one car width wide, poorly maintained and having no parking restrictions. He noted that congestion was already an issue, which he felt this application would exacerbate.

He was concerned that young children in neighbouring residential properties would be forced to breath in dangerous fumes and dust from the operation of the site and that the use of mechanical tools would result in serious noise pollution as loud as 100dB.

The Area Planning Officer outlined the application. She noted that the noise was intended to be restricted to inside the building, that the opening hours were considered to be reasonable and there was ample on site parking to ensure that parking was not an issue. It was therefore considered that the impact on the local amenity was minimal. She added that it would be difficult to refuse the application on Highway grounds, as the County Council had acknowledged that no harm would be created by the proposal.

Following questions from Members, the Area Planning Officer confirmed that the proposal did not include an indication of where the tyres would be stored but that the yard was secured by a metal gate. She noted that there was a condition on the application requiring details of drainage to be submitted and that the proposal did not include the installation of additional lighting, which would require a separate planning application in its own right.

She confirmed that if Members were minded to condition that valeting should be carried out inside of the building only then they should ensure that this was reasonable.

Members asked about the volume of business that was proposed to be carried out at the site and the Area Planning Officer understood that initially there would be a sole operator, but that there may be more employees in the future. She also noted that it would be reasonable to condition the type of work that could be carried out, perhaps by restricting it to only those types of works listed in the planning application.

Members were concerned about the extent of the usage of the site. The Area Planning Officer noted that the application site could only accommodate 5 or 6 vehicles, which would dictate the level of use. She also noted that Members should be mindful when imposing conditions as to valeting, as the site was already authorised for Use Class B1 and that this meant that the operator could carry out valeting at the present time without any need for planning permission.

Members were also concerned about the noise which would be omitted from the site, in that 100dB is extremely loud. It was noted by the Planning Control Manager that it would be difficult to justify a suitable condition in relation to limiting noise without knowing the amount of noise that would be omitted from the premises. He added that the appropriate Environmental Health legislation was reactive rather than proactive and that, as such, evidence of a noise nuisance would be required before action could be taken.

Members were concerned that Highways had suggested that the access road to the application site was not suitable for the proposed use, being wide enough for only one vehicle, but that they did not object to the proposal owing to the previous use of the site. The Area Planning Officer confirmed that it would be unreasonable to refuse the application on Highways grounds as the Highway Authority had felt unable to justify this as a reason for objection owing to the previous use of the site and the fact that there were two other commercial premises adjacent to the site. She added that the fact that there are two other commercial premises using the site implied that the road was able to accommodate such commercial operations.

The Area Planning Officer clarified conditions 4 and 6 as set out on page 41 of the report.

It was confirmed that Members could condition that tyres should be stored in a separate secure area in the outside yard, were they minded to do so.

Members reiterated their concerns as to Highways issues in relation to the application site, in particular, obstructive and dangerous parking, congestion and traffic, and vehicle testing on the roads in the vicinity of the site.

Members queried whether it was reasonable to give temporary permission for change of use, such that any issues with the proposal could be sounded out during this period, and if so, how long such permission should be for. The Area Planning Officer confirmed that this could be done and that a period of two years would be reasonable. However, she suggested that

Members should consider the cost implications of this proposal in that the applicant would be required to modify the site at their own expense in the knowledge that the temporary permission could be withdrawn at the end of the fixed period.

A motion to refuse permission on the grounds of Highways safety as discussed was moved and seconded accordingly.

Members also moved and seconded a motion to permit temporary permission for a period of two years subject to the conditions contained within the report and additional conditions, namely a restriction that valeting should be carried out inside the building only; a restriction on the type of work that could be carried out, which would be limited to those works listed in the planning application; a condition requiring tyres stored on site to be secured in a separate out building in the yard of the premises; and a note to applicant in relation to noise.

The recommendation contained within the report was also moved and seconded by Members.

The motion for refusal was defeated by majority.

The motion to permit a temporary permission was approved by majority and it was not therefore necessary to vote on the motion to permit as set out in the report.

RESOLVED: That a two year temporary permission would be Permitted to the applicant, subject to the conditions contained within the report and subject to the following additional conditions:

- (1) a restriction that valeting should be carried out inside the building only;
- (2) a restriction on the type of work that could be carried out, which would be limited to those works listed in the planning application
- (3) a condition requiring tyres stored on site to be secured in a separate outbuilding in the yard of the premises; and
- (4) a note to the applicant in relation to the noise omissions from the premises.

The Meeting Closed at 8.55 p.m.

MINUTES OF A MEETING OF THE CHILDREN AND YOUNG PEOPLE'S FORUM HELD AT THE COUNCIL OFFICES, WIGSTON ON WEDNESDAY 5 MARCH 2014, COMMENCING AT 7.00 P.M.

IN ATTENDANCE:

Councillor R E R Morris – Chairman

Councillors J Kaufman, L Bentley
Miss M Chamberlain, Mrs S Haq and Mrs S Morris

Also in Attendance: M Smith, P Pugh (Early Help Manager, LCC)
J Crane (Young Leicestershire), G Pote (Young Leicestershire)
Sgt S Kaya (Leicestershire Police)
PC D Nutbrown (Leicestershire Police)
J Advani (Oadby & Wigston Youth Council)
Representative Young People from the Oadby Youth Centre and
The Wigston Club for Young People

Min Ref	Narrative	Officer Resp
33.	<p><u>APOLOGIES</u></p> <p>Councillors: Mrs J Gore, K Loydall, R Thakor</p>	
34.	<p><u>MINUTES</u></p> <p>RESOLVED: That the Minutes of the Meeting of the Forum held on 4 December 2013 be taken as read, confirmed and signed.</p>	
35.	<p><u>YOUTH SERVICE UPDATE</u></p> <p>Penny Pugh introduced herself as the Early Help Manager responsible for Leicestershire County Council's youth work offer within the borough of Oadby and Wigston.</p> <p>An explanation was given regarding the 11-19 youth work offer within the borough and how changes over the last 2 years at a county level have brought children's and SureStart centres together with the local Social Care Team. The current youth work offer running out of the Bobbin Factory in South Wigston and the work of the associated detached teams was presented to the forum.</p> <p>Penny also announced that she will now be attending</p>	

	<p>the Children and Young Persons Forum on a regular basis as part as her role.</p> <p>Members raised that as the LCC youth service base is in South Wigston, and not Oadby, there is no perceived communication between the youth service and volunteer youth groups across the borough. Penny explained how Nicola and Lynne, the borough's targeted youth workers, have the remit of South Wigston due to the location of the youth base but do part time hours in the rest of the borough.</p> <p>Members also raised that they felt that Oadby and Wigston has not received the support it deserves from the youth service especially as there are a lot of young people within its nine square miles. An explanation was given that an areas number of young people by heads from census data informs the youth work allocation and that South Wigston and Wigston have a higher concentration of young people than Oadby. The youth work allocation in the borough is actually the same as Blaby's which, geographically, is a much bigger area.</p>	
36.	<p><u>PAYP END OF YEAR REVIEW</u></p> <p>Members had a PAYP quarterly review (updated January 2014) circulated to them prior to the meeting and were invited to raise questions based upon it.</p> <p>A question was asked regarding the Halloween event held on Elizabeth Court in October 2013 and how it was perceived by the community. Mark explained how residents welcomed the event and how some 200+ people attended with zero complaints received. Mark then went on to explain how the feedback from the event went on to inform the planning of the subsequent trip to the Tamworth Snowdome for residents on the targeted estates.</p> <p>Members commented on the fact that it was good to see a clear split in the 2013/14 PAYP activities between male and female opportunities.</p> <p>Members questioned why the majority of the PAYP activities took place in Wigston and South Wigston. Mark explained that the activities took place in targeted neighbourhoods and that, due to the two areas being more deprived than Oadby, it is understandable that more activities took place there. Mark also explained that the commissioned activities that took place borough wide also incorporated sessions in Oadby and that</p>	

	<p>overall more applications come in for South Wigston and Wigston than they do in Oadby no matter how much advertising is done in clubs, schools, etc in the area about available funding. Members queried that perhaps due to the old commissioning model where the Locality Partnership of Blaby, Oadby and Wigston made the final decision on projects, and that Blaby outnumbered Oadby and Wigston representatives on the panel, that perhaps more projects were approved in the South Wigston and Wigston areas as they were also accessible to Blaby young people.</p> <p>Members asked how many PAYP projects had been turned down compared to how many were approved. As these would have taken place before Mark came into post he agreed to look into it and provide an answer to the query at the next forum.</p>	
37.	<p><u>EARLY HELP PREVIEW</u></p> <p>Mark, with additional input from Penny Pugh, gave an explanation of the new Early Help funding that is replacing PAYP for the 2014/15 financial year. It was explained to the forum that this money comes with a new set of criteria direct from county level as well as local criteria that was informed by young people's concerns; these were captured through the "Make your Mark" campaign.</p> <p>The new decision making process was also explained and, at the request of the forum, it was clarified that the youth council's say is not the final decision on which projects do or do not receive Early Help funding. The forum was also assured that despite this being the first year where Oadby & Wigston has control of its own spending and is operating its own commissioning model we are learning from the process, from the problems with the previous Blaby, Oadby and Wigston model and evolving the process following the end of the first round of 2014/15 commissioning.</p> <p>Concerns were raised by members of the forum that two Young Leicestershire clubs in the borough did not receive funding in this first round of commissioning and may have to close if they do not receive any. It was explained that as this time the clubs were unsuccessful in their bids due to a lack of evidence around how they intend to meet, or are meeting, local criteria. Whilst the Locality Theme Group, which approves funding, knows of the work the clubs do in the borough they cannot work</p>	

	<p>on assumptions so must make decisions based on the information presented to them in the applications. This also means that should County wish to review the applications approved at any point in the future the information the decision was made on is readily available to them. Local knowledge and assumptions made by the Locality Theme Group would not be.</p> <p>The forum also heard that core funding for projects to run can't be made from Early Help funding as it is intended to either be a 'top-up funding stream' or used for short term/one-off projects. As there is no guarantee that Early Help, or equivalent funding, will be available next year projects seeking core funding should be looking to combine multiple revenue streams to enhance their sustainability.</p> <p>Mark has made it clear to members and others present that he is available to be directly contacted for assistance with applications as part of his core role.</p> <p>The chairman and Mark agreed to assist Young Leicestershire to explore alternative funding opportunities where possible. Mark also agreed to speak to his line manager regarding this matter.</p> <p>Councillor Bentley wished to make it known to the forum that he sits on a board that has direct input to the Wigston Club for Young People.</p>	
38.	<p><u>POLICE UPDATE</u></p> <p>An update was given to the forum by PC Nutbrown on crime figures within the borough between December 2013 and February 2014. The update covered:</p> <ul style="list-style-type: none"> • 14 burglaries across the borough, especially around the university areas in Oadby. Police are working with students to get a safety message across. Plain clothes patrols are still taking place in the area as part of Op Tiger. • 12 burglaries from non-commercial properties which is a reduction of a third from the previous period. • 6 thefts of a motor vehicle, down 1 from previous period. • 16 thefts from a motor vehicle due to cars left to defrost unattended on cold mornings and a spate of number plate thefts. Number plates are being stolen in order to affix to another vehicle used to 	

	<p>steal fuel; tamper proof number plate screws are available from Wigston Police Station.</p> <ul style="list-style-type: none"> • 5 robberies up from 0 in the last period. 2 arrests have been made in relation to these. Those targeted are young people carrying mobile phones and iPods. <p>The forum asked how the police are finding the recent blackouts in place across the borough at midnight. There are no discernable changes in crime rates at the moment.</p> <p>The forum also asked about ASB issues at McDonalds in Wigston. PC Nutbrown explained how McDonalds is linked into the CROW radio scheme, which is currently undergoing redevelopment, and has a direct line to local police. McDonalds also employ a security guard on a Friday/Saturday evening.</p> <p>PC Nutbrown was asked how much crime within the borough is committed by those aged 11 – 19. He answered that young people get bad press and that public opinion of them is spoilt by a minority. Overall crime in the borough committed by young people is not disproportionate to the low levels expected by the police.</p>	
39.	<p><u>YOUTH COUNCIL UPDATE</u></p> <p>The chairman gave an update on the youth council including the excellent job they are currently doing on their Arriva campaign. Arriva's area manager for the borough will be attending the next youth council meeting on Monday, 17 March.</p> <p>The chairman then explained about the discount card scheme the youth council are looking at developing for use in local shops. The forum pointed out that the council's new leisure contract provider, SLM, offer a discount card scheme that could be linked into the youth council's campaign.</p> <p>The forum heard that the youth council is also looking at traffic issues around Beauchamp College, additional grit bins around schools within the borough, a recruitment video to get young people involved in their local youth council and are regularly updating their page on the Jitty website. The forum also heard how the youth council is young person lead at all times with guidance offered by the chairman and Mark.</p> <p>The training undertaken by members of the youth</p>	

	<p>council to qualify them as young inspectors for Early Help funded projects was also explained to the forum.</p> <p>Mark also took this opportunity to promote the youth council's twitter account (@OWYC) in order for members of the forum to keep up to date on the youth council's activities.</p>	
40.	<p><u>SUPERSONIC BOOM 2014</u></p> <p>The forum heard that 2014 will be a difficult year for Supersonic Boom as in 2013 the event was a success in both Oadby and Wigston and it is likely there will only be funding for one event.</p> <p>The chairman asked the forum if anybody would like to be involved in organising the event. Planning will pick up pace from April 2014 in order to have a four month run up to the event in August 2014. Those wanting to get involved were asked to contact Mark to confirm.</p> <p>The forum suggested that this year the event takes place in Wigston, possibly at Horsewell Lane, as it has not held the event for over 7 years and alternates location each year from then on.</p>	
41.	<p><u>ANY OTHER BUSINESS</u></p> <p>Concerns were raised over who is and is not currently receiving invites to the forum. The chairman assured the forum that the relevant person has been contacted to obtain the invite list and amend it appropriately.</p>	

The Meeting Closed at 8:40 p.m.

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL
ENFORCEMENT SUB-COMMITTEE HELD AT THE COUNCIL OFFICES,
WIGSTON ON MONDAY 10 MARCH 2014, COMMENCING AT
5.30 P.M.**

IN ATTENDANCE:

Councillor L A Bentley – Chair

Councillors: Mrs J M Gore, Mrs S Z Haq, R E R Morris

Officers in Attendance: K Garcha, D Biddle and G Richardson

Min Ref	Narrative	Officer Resp
24.	<p><u>APOLOGIES</u></p> <p>None</p>	GR
25.	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>RESOLVED: That the minutes of the previous meeting of the Committee held on 20 January 2014, be taken as read, confirmed and signed.</p>	GR
26.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>Councillor J M Gore noted that there was an item on the agenda which related to a property occupied by a Councillor; however, there was no pecuniary interest and none of those present had a close association.</p>	
27.	<p><u>FORMAL NOTICES SERVED</u></p> <p>The Sub-Committee gave consideration to formal notices served where a breach of planning control has not yet been resolved. These notices are set out in report pages 5 to 7 and should be read together with these minutes as a composite document.</p> <p>The Corporate Enforcement Officer gave an oral update as to each of the cases, including why enforcement notices had been served and cases in which the notices had been appealed.</p> <p>Members asked about works in default and at what point the Council would seek to recover monies secured as a charge</p>	

	<p>over property where works in default had been carried out. The Head of Corporate Resources explained that the Council would have to incur significant costs for carrying out works in default before it would be considered reasonable to seek to recover those costs. It would not be expedient and in the Council's best interests to seek to recover such costs where they were relatively minimal.</p> <p>RESOLVED: That the report be noted.</p>	
28.	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>RESOLVED: That under Section 100 A (4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act (as amended).</p>	
29.	<p><u>FORMAL NOTICES TO BE SERVED</u></p> <p>The Sub-Committee gave consideration to formal notices to be served where a breach of planning control has not yet been resolved.</p> <p>The Corporate Enforcement Officer gave an update on those formal notices which were expected to be served shortly.</p> <p>RESOLVED: That the report be noted.</p>	
30.	<p><u>ITEMS FOR DISCUSSION</u></p> <p>The Sub-Committee considered a number of cases which had been live for 90 days or more. The Sub-Committee were given verbal updates on these cases.</p> <p>The Corporate Enforcement Officer noted that although he had been unable to take action on many of the cases listed owing to the volume of cases that he had inherited and having had to give priority to certain pressing cases, in particular those that had been appealed, he intended to prepare an update on as many cases as possible in advance of the next meeting.</p> <p>Members discussed the circumstances in which the Council could compulsorily purchase derelict properties and the Head of Corporate Resources gave advice on this matter.</p> <p>The Committee determined whether cases could be closed as no further action was required, or whether unresolved matters warranted them being kept open beyond the 90 day period.</p>	

	<p>Members agreed to close several enforcement cases which had now been resolved or which did not warrant further action.</p> <p>RESOLVED: That the following cases be closed:</p> <ul style="list-style-type: none"> • 12/00094/COND • 12/00050/UNAUTU • 13/00078/UNAWKS • 13/00104/CONENF 	
<p>31.</p>	<p><u>LOW PRIORITY CASES</u></p> <p>The Sub-Committee noted low priority cases where a breach of planning control has not yet been resolved.</p> <p>The Corporate Enforcement Officer gave an oral update on several of cases.</p> <p>RESOLVED: That the report be noted.</p>	
<p>32.</p>	<p><u>CLOSED CASES</u></p> <p>The Sub-Committee noted recently closed cases, including those that were closed at the last meeting of the Sub-Committee.</p> <p>The Corporate Enforcement Officer explained the circumstances in which an alleged business use would be actionable. He clarified that it would depend largely on the facts of each individual case and the impact of the business use on the amenity of the local area.</p> <p>RESOLVED: That the report be noted.</p>	

The Meeting Closed at 6.45 p.m.

**MINUTES OF A MEETING OF THE SERVICE DELIVERY COMMITTEE
HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 11 MARCH
2014, COMMENCING AT 7.00 P.M.**

IN ATTENDANCE:

Councillor G A Boulter – Chair
Councillor Mrs S Z Haq – Vice Chair

Councillors J W Boyce, R F Eaton, D M Carter, Mrs J Gore, K J Loydall, R
Thakor, Miss M V Chamberlain

Officers in Attendance: Mrs A Court, L Marshall, J Lee, Mrs A Pathak-Mould and
Miss S Basten

Min Ref	Narrative	Officer Resp
50.	<u>APOLOGIES</u> Apologies for absence received from Councillors L A Bentley and F Broadley.	SB
51.	<u>APPOINTMENT OF SUBSTITUTES</u> None.	
52.	<u>DECLARATIONS OF INTEREST</u> None.	
53.	<u>MINUTES – 21 JANUARY 2014</u> RESOLVED: That the minutes of the previous meeting held on 21 January 2014 be taken as read, confirmed and signed.	SB
54.	<u>ACTION LIST – 21 JANUARY 2014</u> Members agreed that the final three points in the action list should have a target date of June 2014. RESOLVED: That the Committee noted the action list, page 10.	SB

55.	<p><u>PETITIONS AND DEPUTATIONS</u></p> <p>None.</p>	SB
56.	<p><u>STIMULATING ECONOMIC INVESTMENT IN OADBY, WIGSTON AND SOUTH WIGSTON</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 11 to 12, which should be read together with these minutes as a composite document.</p> <p>RESOLVED: That Members noted the report.</p>	
57.	<p><u>APPROVAL AND ISSUE OF STREET NAMING AND NUMBERING WITHIN THE BOROUGH</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Building Control Manager as set out in report pages 13 to 26, which should be read together with these minutes as a composite document.</p> <p>The Committee heard that the purpose of the report is to introduce a protocol that speeds up the process of application for street naming and numbering. Alongside this, the Council would implement a charge scheme whereby charges are set for the different types of application expected for this service.</p> <p>When asked, Members agreed that consent for delegated authority should be given to the Building Control Manager for street naming and numbering without the need to apply to Committee in the first instance.</p> <p>The Committee heard details of the charges the Council are proposing for this service; however these must first be approved by the Policy, Finance and Development Committee.</p> <p>When asked, the Building Control Manager reassured Members that although it is unclear from the report, individuals as well as developers and agencies can apply to have a street named. Consideration would be given to those individuals provided that a justifiable reason is given for their request and that it is in line with protocol.</p> <p>The Committee heard that the Council are responsible for selecting the latter part of the street name, for example Street, Road or Avenue. Should a request be made for a particular street name inclusive of the latter part, justification</p>	

	<p>would be required owing to national guidance prior to any decision being made.</p> <p>A Member recommended that methods of dispute resolution are included as part of the protocol.</p> <p>RESOLVED: That Members:-</p> <ul style="list-style-type: none"> (1) approved the delegation of the powers for street naming and numbering within the Borough to the Building Control Manager in consultation with the Chair of this committee. (2) approved the Street Naming and Numbering Protocol. (3) recommended to the Policy, Finance and Development committee that charges are to be introduced for the administering of the scheme. 	
58.	<p><u>ENVIRONMENTAL DEVELOPMENT UPDATE</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Interim Head of Environmental Development and Operational Services as set out in report pages 27 to 28, which should be read together with these minutes as a composite document.</p> <p>The Committee heard that the Council already operate a service for the scattering of ashes at both cemeteries in Oadby and Wigston, therefore they would impose the same fees and charges for Brocks Hill. The Council are proposing to use the top meadow at Brocks Hill which will include a designated area for memorial trees and benches. When asked, the Interim Head of Environmental Development and Operational Services confirmed that the Council will consider whether this area is to be fenced off.</p> <p>The Committee were informed that the Council must first consult with funeral directors in reference to the site location and accessibility, and consider legally whether the ground needs to be consecrated given its proposed use.</p> <p>Members noted that a protocol should be introduced detailing how the land will be used owing to the ongoing maintenance and conservation of this area.</p> <p>The Interim Head of Environmental Development and Operational Services informed the Committee that a short report detailing the proposed charges and fees for the Councils trade waste service must be approved by the Policy,</p>	

	<p>Finance and Development Committee. He detailed the process of the trade waste collection and the benefits to the Council.</p> <p>RESOLVED: That:</p> <p>(1) Members noted the progress being made in relation to environmental development and operations activities within the Borough.</p> <p>(2) details of the income received for Trade Waste and the scattering of ashes at Brocks Hill is reported to future Service Delivery Committee meetings.</p>	
<p>59.</p>	<p><u>FUTURE WASTE COLLECTION ARRANGEMENTS</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Interim Head of Environmental Development and Operational Services as set out in report pages 29 to 32, which should be read together with these minutes as a composite document.</p> <p>The Committee heard that the Council is not currently in a position to extend food waste collections borough wide. The proposal of a split vehicle to collect this waste is not viable under the current budget therefore additional resource and vehicles would be required in order to facilitate this collection.</p> <p>The Committee were informed of the options the Council were exploring in order to carry out food waste collections borough wide including the modelling undertaken by the Waste Resources Action Group (WRAP).</p> <p>Members suggested that the Council forms a task and finish group to assist with this process.</p> <p>RESOLVED: That Members:</p> <p>(1) note the key findings from the WRAP modelling exercise as detailed in paragraph four of the report.</p> <p>(2) agree to a route optimisation exercise being undertaken in conjunction with consultation with staff on delivery options and a further report to be brought back to the Service Delivery Committee on completion of that exercise.</p>	
<p>60.</p>	<p><u>UPDATE ON HOUSING ALLOCATIONS POLICY</u></p> <p>The Committee gave consideration to the report and</p>	

	<p>appendices delivered by the Head of Community as set out in report pages 33 to 67, which should be read together with these minutes as a composite document.</p> <p>The Head of Community made reference to Appendix 1 which is the Council's Housing Allocations Policy. The Committee heard this document needs to be complex in order to withstand any challenge and will be continually reviewed to ensure best use of resources in terms of stock.</p> <p>The Committee were informed of the Council's responsibilities under the Localism Act 2011, particularly in regard to 16 to 17 year olds who are homeless and letting larger properties which are detailed within the report.</p> <p>The Head of Community informed the Committee of the new service the Council has implemented for mutual exchanges in order to maximise accessibility for all.</p> <p>Members recommended that Officers arrange a seminar to gain a better understanding on this policy. Members were informed that it is a district wide policy therefore the Council are guided by other districts in determining affordability for which a national index will be used.</p> <p>RESOLVED: That Members</p> <p>(1) approve the updates to the Allocations Policy as set out within this report.</p> <p>(2) arrange a seminar on the Housing Allocations Policy.</p>	
61.	<p><u>HOUSING RELATED SUPPORT (HRS) FOR OLDER PEOPLE</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 68 to 69, which should be read together with these minutes as a composite document.</p> <p>The Committee were reminded that Leicestershire County Council (LCC) currently holds the contract for housing related support, including the provision of funding which is to be procured elsewhere by 2015.</p> <p>The Committee were informed that the Council has the opportunity to put forward our own proposals in relation to providing this service locally, dependant on the feasibility and cost for in house service as opposed to that offered by LCC.</p>	

	<p>Members requested that detailed figures are brought to the Committee as part of the report, for consideration.</p> <p>RESOLVED: That:</p> <p>(1) Members agree to accept a formal Notice of extending the current contract that is due to be received in April 2014 (following LCC cabinet approval) to extend the contract period to September 2015.</p> <p>(2) a review of the current provision of service delivery in relation to the Housing Related Support services be commenced with a view to exploring the feasibility and cost implications of an in-house provision as an alternative option to be put to LCC.</p>	
62.	<p><u>DELIVERY OF HOUSING REVENUE ACCOUNT (HRA)</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 70 to 74, which should be read together with these minutes as a composite document.</p> <p>The Head of Community informed the Committee of the review the Council is undertaking of its caretaking service and how the Council can best deliver this. The Committee also heard that consultation will be carried out with residents and members of the public and feedback will be given to Members accordingly.</p> <p>The Head of Community also provided an update on the capital works programme.</p> <p>The Director of Services gave a brief update on the progress with Boulter Crescent and confirmed that a report will be brought back to Committee if required.</p> <p>The Committee heard details of the Community Performance Charter as displayed on the Council’s website.</p> <p>RESOLVED: That Members:</p> <p>(1) note the report</p> <p>(2) note the review of caretaking services</p>	
63.	<p><u>DISCHARGE OF HOMELESSNESS DUTY – EXCEPTIONAL CASES ONLY</u></p>	

	<p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 75 to 86, which should be read together with these minutes as a composite document.</p> <p>The Head of Community detailed the two categories which are classed as exceptional cases for the purpose of the Council's homelessness duty, being significant rent arrears and high levels of anti-social behaviour, alongside the Council's powers under the Localism Act 2011.</p> <p>Members recommended that a report is brought back to this Committee in 12 months time detailing how many times the Homelessness Policy has been used.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That Members approved the amendments to the existing policy as outlined in the report. 2. That an update report is brought to the Committee in 12 months in respect of the Homelessness Policy. 	APM
64.	<p><u>FUTURE GOVERNANCE ARRANGEMENTS FOR THE LOCAL PARTNERSHIP GROUP</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 87 to 89, which should be read together with these minutes as a composite document.</p> <p>The Committee were reminded of the Locality Partnership Group between Blaby and Oadby and Wigston, particularly in reference to children and young people.</p> <p>The Head of Community outlined the opportunities available to the Council as part of the review for this partnership, in order to focus on what is right for the children and young people of Oadby and Wigston and to allow Members to consider future projects for such.</p> <p>Members recommended that a report which clearly defines the decision maker, the budget to be spent including where it is sourced from and how it is governed, is brought back to this Committee.</p> <p>RESOLVED: That Members:</p> <p>(1) note the report</p>	AC

	<p>(2) accept the proposal that the Service Delivery Committee take on the governance responsibilities for the LPG during its transition period from April 2014 to March 2014.</p> <p>(3) A report is brought back to a future meeting setting out financial and governance arrangements.</p>	
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Meeting closed 8:29 p.m.

Agenda Item 15f

MINUTES OF A MEETING OF THE WIGSTON RESIDENTS' FORUM HELD AT THE COUNCIL OFFICES, WIGSTON ON THURSDAY 13 MARCH 2014, COMMENCING AT 7.00 P.M.

IN ATTENDANCE:

Councillor B Boulter – Chairman

Councillors L Bentley, R Eaton, L Eaton, K Loydall, M Charlesworth, J Gore

Officers in Attendance: M Smith (OWBC)

PC D Nutbrown (Leicestershire Police)

K Blanks (Leicestershire Healthwatch)

Residents in Attendance: D Foreman, S Lonslow, R Hailes, J Lobb, S Lobb, H Needles, D Needles, M Drage, M Butler, J Butler, M Yowse, P Reeves, G York, D Moden, I Maes, J Gray, P Payton, R Burnham, J Buck, Y Buck, D Barker, T Woodward, S Green, M Daetwyler, K Ochyra, J Granger, L Pires

Min Ref	Narrative	Officer Resp
22.	<p><u>Local Policing Issues</u></p> <p>An update was given to the forum by PC Nutbrown on crime figures within the borough between December 2013 and February 2014. The update covered:</p> <ul style="list-style-type: none"> • 14 burglaries across the borough, especially around the university areas in Oadby. Police are working with students to get a safety message across. Plain clothes patrols are still taking place in the area as part of Op Tiger. • 12 burglaries from non-commercial properties which is a reduction of a third from the previous period. • 6 thefts of a motor vehicle, down 1 from previous period. • 16 thefts from a motor vehicle due to cars left to defrost unattended on cold mornings and a spate of number plate thefts. Number plates are being stolen in order to affix to another vehicle used to steal fuel; tamper proof number plate screws are available from Wigston Police Station. • 5 robberies up from 0 in the last period. 2 arrests have been made in relation to these. Those targeted are young people carrying mobile phones and iPods. 	

	<p>The forum asked how the police are finding the recent blackouts in place across the borough at midnight. There are no discernable changes in crime rates at the moment.</p>	
<p>23.</p>	<p><u>Leicestershire County Council – Community Forums</u></p> <p>In reference to the Chairman’s Update document circulated to all present at the start of the forum it was announced that Leicestershire County Council is withdrawing from all Community Forums within Leicestershire. This decision is directly related to the budget cuts taking place at County level. This only affects the Borough’s Resident’s Forums insofar that a member of Leicestershire County Council staff will no longer be attending them. Any points raised through the forums that are the responsibility of the County Council will be recorded and passed on to the relevant Councillor to pick up.</p> <p>Items raised by residents:</p> <ul style="list-style-type: none"> • McDonalds Roundabout: Verges are in poor condition following highways work; need a tidy and some repair. • McDonalds Roundabout: New traffic lights on the roundabout are causing congestion with a solid queue of traffic on Oadby Road from 4pm on most days. • McDonalds Roundabout: Why can’t the timing be changed during ‘off peak’ hours so cars aren’t having to wait a long length of time when there is very little traffic? • Street Cleaning: Following the recent bad weather the general condition of several streets within the borough is poor including guttering blocked with twigs etc. • Street Lighting: Residents feel that more lights should be switched off on main roads and less on the side streets. Perhaps 1 in every 3 lights could be shut off? • Launceston Road: Parked cars are becoming an issue as they are forcing cars to have to reverse when a bus is coming in the opposite direction. • Seaton Road: Cars are parking over driveways and causing obstructions at the start and end of the school day at Little Hill Primary. • Wigston Cemetery: The guttering and downright 	

	<p>on the Chapel of Rest are loose.</p> <ul style="list-style-type: none"> • Unitary Council: “The idea is ludicrous”, it’s already hard enough to effect change at a borough level. The withdrawal from resident’s forums already shows the lack of commitment to residents by Leicestershire County Council. <p>The Chairman took this opportunity to inform residents that Station Road will be closed all day on 6th April due to roadworks. Residents were also informed that from 14th April Blaby Road will be closed for four weeks in order to install a new water main.</p>	
<p>24.</p>	<p><u>Wigston Traders Update</u></p> <p>The forum received a presentation from the Wigston Traders revolving around an Easter event they are wanting to put on to build on the success of last year’s Christmas event. This event is planned for 19th April and would include a balloon artist, a magician, face painting, an Easter egg hunt and ice cream and candyfloss stalls. Boots will be offering free makeovers on the day and there may also be Morris dancers and a bouncy castle. It is hoped to run the event over a wider area than just Bell Street.</p> <p>The Wigston Traders then presented a pitch for funding for additional Christmas lights for the area. Last year the Traders were awarded £10,000 for the lights that were used at the successful Christmas event. This year the Traders are hoping for a bigger turnout and want to have a bigger impact around the Leicester Road area; to do this they are wanting to acquire more ‘cross street’ motifs and include more lights on shop canopies. It is also hoped to put additional lights around the Arcade area and in the trees along Wakes Road and Bull Head Street.</p> <p>Over the last 7 years Oadby & Wigston Borough Council have spent approximately £87,500 on decorative lights within the borough. The additional lights sought by the Traders, being LED lights, are cheaper to run and have a much longer shelf life than the existing lights. To achieve the total planned look for Wigston the Traders are seeking £17,499 in funding from the resident’s forum.</p> <p>Following a vote at the forum it was agreed to fund the amount requested from the remaining Wigston</p>	

	<p>Resident's Forum budget and approved for a vote to be taken at the Policy Development Committee to finalise this.</p> <p>The forum also wished for it's thanks to the Wigston Traders for volunteering to undertake this work to be noted.</p>	
25.	<p><u>Carers Health and Well Being Service Presentation</u></p> <p>Item cancelled due to apologies received from Scott Williams; to be delivered at a later forum.</p>	
26.	<p><u>Healthwatch Presentation</u></p> <p>Following an introduction Kevin Blanks delivered a presentation to the forum on the work of Leicestershire Healthwatch.</p> <p>Leicestershire Healthwatch is the “new consumer champion” for health and social care. This follows the belief that the scrutiny of health and social care is best undertaken by members of the public, in part due to the thousands of deaths that took place during the Mid-Staffordshire Hospital scandal.</p> <p>There are, at present, 1448 members within Leicestershire Healthwatch although they are regularly advertising for new members to join. At County level Leicestershire Healthwatch is thought of so highly that they currently have two seats on the Leicestershire Health and Wellbeing Board. Through this they work directly with commissioners to buy in required health services. As Leicestershire Healthwatch are not voting members on the Health and Wellbeing Board they are able to argue against approved votes.</p> <p>Kevin went on to state that Leicestershire Healthwatch can only raise the views of Oadby and Wigston residents at their meetings if Oadby and Wigston residents raise them with Healthwatch. An example of an issue looked at by the Leicestershire Health and Wellbeing Board is the Winterbourne View Care Home scandal.</p> <p>Healthwatch is currently reviewing complaints made against the NHS and is also able to signpost individuals on to health services such as dentists etc.</p> <p>Between April 2013 and April 2014 Healthwatch held</p>	

	<p>24 engagement events with 1009 attendees. From this Healthwatch gained 210 new members. Each borough within Leicestershire had a consultation event with Wigston's taking place in November 2013. Healthwatch hope to develop good links with borough and district councils as well as voluntary groups.</p> <p>Healthwatch are also seeking to establish 'Healthwatch Ambassadors' in each district. These ambassadors would be intermediaries between people within the borough and Healthwatch itself. 'Healthwatch Champions' would sit below ambassadors to represent areas within one borough, such as Little Hill, to capture issues within those areas and feed them upwards.</p> <p>Kevin closed by covering his contact details and encouraging people interested in Healthwatch to contact him.</p>	
27.	<p><u>Children and Young People Presentation</u></p> <p>Mark Smith, Oadby & Wigston Borough Council's Young Persons Co-ordinator, gave a presentation on the Early Help budget and its use within the borough. The forum heard how the Early Help budget is intended to secure high quality youth work provision designed to lead to a reduction in demand for more specialist services. The total combined Early Help budget is approximately £43,330.</p> <p>Mark went on to talk on the outcomes of the current round of Early Help commissioning which saw 27 applications for funding received. Of these 5 applications were approved and 6 were asked to resubmit with minor alterations or further information. In total £12,761 of the budget has been allocated to date.</p> <p>The presentation then highlighted the outcomes of Early Help's predecessor, the 'Positive Activities for Young People' (PAYP) budget, during the 2013/14 financial year. This covered the 22 projects that received funding during this period.</p> <p>A breakdown of where the funding was allocated within the borough (Oadby, Wigston, South Wigston and Borough Wide) was presented to the forum and an explanation given as to perhaps why South Wigston and Wigston were allocated higher amounts</p>	

	<p>of funding. One reason for the funding received by Wigston is the high concentration of secondary schools and colleges within the area.</p> <p>Mark also covered how many young people were directly engaged with through the application of the PAYP budget (2075 up to January 2014) and how these are targets hoped to be replicated with the application of the Early Help budget.</p> <p>Mark closed by stating that the council is wanting to provide the best possible opportunities for young people we can offer within the criteria of the funding and that this will remain the goal for the future.</p>	
<p>28.</p>	<p><u>Chairman's Updates</u></p> <p>a) Capital Projects Update</p> <p>The Chairman spoke of the swimming pool upgrades, through the new leisure contract, to competition standard pools. At present this is likely to generate one year's disruption although the leisure cards will continue to operate, as will the current GP referral scheme.</p> <p>The Chairman also spoke of the upcoming public consultation for the GP centre in Oadby; these will take place on 20th March at Beauchamp College, Oadby, at 6.30pm in the style of a debate and on 3rd April at the Bassett Centre, South Wigston.</p> <p>b) Requests for Spending and Update on Forum Budget</p> <p>The forum received a circulated copy of the Chairman's Update that contained a breakdown of the current spending, and remaining budget, in place with the forum. This document states that the remaining funds for the forum total £67,269.00.</p> <p>The forum approved a further £600 for the installation of grit bins at 1) Mere Road corner with Eastmere Road 2) Highfields drive/Highfields Crescent 3) Top of Avondale Road</p>	
<p>29.</p>	<p><u>Items raised by Residents and Suggestions for Future Items</u></p> <p>Meadow Way: The lid of the dog fouling bin at the bus stop doesn't close and requires repair.</p>	

Dog Fouling: The forum asked why dog fouling signs have been painted onto the footpaths around the borough. These give a bad impression of the borough. The Chairman replied that too often the argument presented by those who let their dogs foul in public areas is a lack of signs stating it is a fineable offence. The painted signs are noticeable and prevent this argument.

Bell Street: The forum heard of the Civic Society's plans for a plaque to be placed on a granite stone on Bell Street commemorating the Queen's jubilee. The Civic Society are also looking at commissioning a piece of public art to be displayed outside of Subway. This is likely to be 6ft high by 1m wide. A human sized chess board is also planned for Bell Street by the Wigston Traders; this is still included in the existing considerations. The forum also asked about graffiti around Bell Street and was informed that the Police are aware of it and currently investigating.

Bell Jitty: The forum was pleased to hear that following the resurfacing work that took place in the jitty next to Sainsbury's in Bell Street that the cobblestones along the edge have been maintained.

Newton Lane: The forum asked about the planning application for new housing along Newton Lane. The Chairman replied that the application was due to be looked at on 27th March but this is currently delayed due to a lack of information.

Moat Street Wasteland: The forum asked if the plans submitted by Sainsbury's for the wasteland on Moat Street had changed. They were informed that at present there are no changes proposed.

New GP Centre: The forum heard that the transport links to the new health centre were being looked at.

Paddock Street: The forum asked if the east end of Paddock Street was likely to be made two way anytime soon as the change was approved 3 years ago. The forum heard that the change has not yet been implemented as it is yet to be approved by Leicestershire County Council.

The Meeting Closed at 20:45.

**MINUTES OF A MEETING OF THE OADBY RESIDENTS' FORUM HELD
AT OADBY BAPTIST CHURCH, OADBY ON WEDNESDAY 19 MARCH
2014, COMMENCING AT 6.30 P.M.**

IN ATTENDANCE:

Councillor D Carter – Chairman

Councillors L Kaufman, J Kaufman, S Dickinson, S Haq, Z Haq

Officers in Attendance: M Smith (OWBC)

PC M Fenwick (Leicestershire Police)

PCSO J Darby (Leicestershire Police)

K Blanks (Leicestershire Healthwatch)

S Kara (The Carers Centre)

D Pegg (NHS England)

A Anderson (NHS England)

Residents in Attendance: K Ross, K Ellis, Dr T K Chowdury, S Lucas, Mr & Mrs Tomkins, Mr & Mrs Coomes, I Roe, M Dalby, M Bradley, S Bolton, D Bromley, D Needham, A Cunliffe, R Turner, K Turner, J Vickerstaff, M Worthington, G Williams, N Pooni, L Harrison, D Harrison, D Burton, A Day, P Newman, H Newman, J Bunce, N Wheeler, D Wheeler (Actual 46)

Apologies: Pat and Peter Bliss

Min Ref	Narrative	Officer Resp
21.	<p><u>LOCAL POLICING ISSUES</u></p> <p>PC Fenwick gave an update of crime figures between 16th December 2013 and 15th March 2014 for the Oadby area. The update was as follows;</p> <ul style="list-style-type: none"> • Theft from Shops are up by 17 to 36 in the last three months. 2 arrests have been made in connection to these. • Criminal damage has reduced by 13 to 33. • Theft has risen by 10 to 33. • Burglaries are up 2 to 16. 3 arrests have been made in connection to this including 1 within the 24 hours prior to the forum. • Theft from Motor Vehicles are down 3 to 14. • Burglaries from areas other than dwellings are down 5 to 11. There has also recently been an arrest and successful prosecution in relation to this. • Drugs related offences are down 3 to 5. 	

- ASB levels have decreased between 15% - 25% due to police targeting prolific offenders and increasing patrols in the Oadby area.

PC Fenwick confirmed to the forum that the Oadby Beat Team's priorities are ASB and Burglary.

The forum asked about the street lighting outages implemented by LCC and if it has had any effect on the level of crime within the area. At present no increase in crime has been recorded but figures are being monitored. One resident stated that his shed has recently been broken into and due to the lack of street lighting no one was able to see the registration of the car they made off in. PC Fenwick reassured the forum that pro-active measures are in place and on-going in order to prevent these instances. The break in is an on-going case so cannot be discussed. Another resident stated that fuel had been siphoned from his vehicle whilst the street lights were off; 4 offences of this nature have been recorded in total and are being looked at. It was confirmed to the forum that in order for street lighting to be reinstated LCC must be contacted directly regarding any issues residents have. The contact details for LCC can be found on every lamppost switched off at night.

Concerns were raised regarding speeding vehicles around Hunters Way where it joins the A6, particularly around school times. PCSO's in the beat team are responsible for each Oadby school and will provide an update at the next forum regarding these issues. Volunteer teams with speed guns will be trained and deployed within the Oadby area. Drivers of speeding vehicles will receive a written notification in the first instance. Poor parking in the area around school times is also an issue which the police are currently working with the schools to resolve.

The forum asked if there was any possible update regarding a break in at Tibbets. PC Fenwick confirmed that arrests have been made in relation to this but no further information can be shared as it is an ongoing case.

PC Fenwick was asked if there are any figures available relating to accidents on the McDonalds roundabout showing the impact of the new traffic lights. No figures are available as yet.

Residents raised concerns of ASB in the car parks

	<p>around the Grange estate. PC Fenwick confirmed to the forum that signs informing people of ongoing monitoring at the car parks are on order and will be placed as soon as possible. In the mean time Police will continue to move people on as necessary.</p> <p>Concern was also raised regarding suspected drug dealing taking place on Fludes Lane around 8.30am between school children and an individual on a pushbike. Police are aware of this as there has been 3 reports in total and are investigating. Police are aware there is a 'youth den' in the area and Fludes Lane has always been a problem area due to underage drinking. The area has now been declared as an alcohol free zone which gives the police the power to remove drink from individuals in the area. Patrols will increase in the interim.</p> <p>In relation to underage drinking in the area residents also raised concerns with the junction of Lowcroft Drive and Highcroft Avenue as there is smashed glass on the roads. This is predominantly linked to young people drinking alcohol bought for them by others from Sainsbury's or Bargain Booze. Patrols will increase in the area and officers will approach shops suspected of serving underage young people. There is also a known issue of youths approaching people in the Sainsbury's car park and asking them to buy alcohol for them.</p> <p>Residents expressed that they are grateful Uplands Park is closed overnight as this seems to have lessened the amount of ASB in the area.</p>	
22.	<p><u>LEICESTERSHIRE COUNTY COUNCIL – COMMUNITY FORUMS</u></p> <p>In reference to the Chairman's Update document circulated to all present at the start of the forum it was announced that Leicestershire County Council is withdrawing from all Community Forums within Leicestershire. This decision is directly related to the budget cuts taking place at County level. This only affects the Borough's Resident's Forums insofar that a member of Leicestershire County Council staff will no longer be attending them. Any points raised through the forums that are the responsibility of the County Council will be recorded and passed on to the relevant Councillor to pick up.</p>	
23.	<p><u>HEALTHWATCH PRESENTATION</u></p>	

Following an introduction Kevin Blanks delivered a presentation to the forum on the work of Leicestershire Healthwatch.

Leicestershire Healthwatch is the “new consumer champion” for health and social care. This follows the belief that the scrutiny of health and social care is best undertaken by members of the public, in part due to the thousands of deaths that took place during the Mid-Staffordshire Hospital scandal.

There are, at present, 1448 members within Leicestershire Healthwatch although they are regularly advertising for new members to join. At County level Leicestershire Healthwatch is thought of so highly that they currently have two seats on the Leicestershire Health and Wellbeing Board. Through this they work directly with commissioners to buy in required health services. As Leicestershire Healthwatch are not voting members on the Health and Wellbeing Board they are able to argue against approved votes.

Kevin went on to state that Leicestershire Healthwatch can only raise the views of Oadby and Wigston residents at their meetings if Oadby and Wigston residents raise them with Healthwatch. An example of an issue looked at by the Leicestershire Health and Wellbeing Board is the Winterbourne View Care Home scandal.

Healthwatch is currently reviewing complaints made against the NHS and is also able to signpost individuals on to health services such as dentists etc.

Between April 2013 and April 2014 Healthwatch held 24 engagement events with 1009 attendees. From this Healthwatch gained 210 new members. Each borough within Leicestershire had a consultation event with Wigston’s taking place in November 2013. Healthwatch hope to develop good links with borough and district councils as well as voluntary groups.

Healthwatch are also seeking to establish ‘Healthwatch Ambassadors’ in each district. These ambassadors would be intermediaries between people within the borough and Healthwatch itself. ‘Healthwatch Champions’ would sit below ambassadors to represent areas within one borough, such as St Peters, to capture issues within those areas and feed them upwards.

	<p>Kevin closed by covering his contact details and encouraging people interested in Healthwatch to contact him before opening for questions.</p> <p>Residents concerned about the future of the Oadby Walk-In Centre asked what Healthwatch's involvement was in the decision making process. Kevin confirmed that Healthwatch are working with East Leicestershire CCG to ensure that the walk-in centre remains in an appropriate location. For Healthwatch to have an affect on the future of the walk-in centre in Oadby more people need to make contact with them and raise their concerns. Approximately 30 people within the forum identified themselves when asked to show hands if they're concerned about the loss of the walk-in centre.</p>	
24.	<p><u>NHS ENGLAND PRESENTATION</u></p> <p>Following an introduction Di Pegg and Amanda Anderson delivered a presentation on the role of NHS England. It was also stated to the forum that NHS England are not responsible for the urgent care provision at the walk-in centre and questions relating to it are better placed at the upcoming public meeting.</p> <p>Di Pegg is the head of Primary Care for Leicestershire, Leicester City, Rutland and Lincolnshire. Her role covers GP services, pharmacies, dentists etc. and her team is split to cover each area. Amanda Anderson covers the Leicestershire area as a Medical and Policy Assistant Contract Manager. This role includes primary care infrastructure such as GP surgeries and the new build health centre in Wigston.</p> <p>NHS England commissions primary care (dentist, optician, GPs and pharmacies) and is not involved in urgent care decisions. All dentists are commissioned by the local area team in Oadby & Wigston including secondary dental care such as orthodontists and maxillofacial care. NHS England is one organisation with 27 national braches and local area teams. These teams need to reflect local needs which is often a difficult balance to maintain. In Oadby there are 5 GP contracts in operation across 6 surgeries, 2 NHS dentists, 5 pharmacies and 2 opticians.</p> <p>The role of NHS England is to work with all stakeholders to improve patient car outcomes, improve quality including access to all services and to hold providers to account. It also ensures vulnerable groups can access</p>	

	<p>the right services and there will be a named, accountable GP for all patients over the age of 75.</p> <p>The CCG's work jointly with the local area teams but don't commission or monitor contacts. CCG has urgent care commissioning responsibilities.</p> <p>The local area teams are responsible for the registered patient list within Oadby. People on this list will receive letters, invites to events and surveys regarding any service changes in the area. These will capture patient views on any changes.</p> <p>Residents were again reminded that whilst Urgent Care may be high on their agenda the CCG is the responsible group to address questions to. The floor was then opened to questions.</p> <p>Residents asked how NHS England hold people to account. Using GPs as an example NHS England would look at national statistics, national GP survey results and complaints and then contact GPs directly to discuss the data. They would then develop an action plan to effect change. Residents were encouraged to use the NHS Choices website to provide good/bad feedback on their GPs etc.</p> <p>The forum then asked how many staff work for NHS England's local area team for Oadby and what their budget is. There are 17/18 staff working in the local area team; information on the budget will be sent on to the chairman for distribution at a future forum.</p> <p>The forum asked who is responsible for private dentists within the area. The answer received was the Care Quality Commission. The forum asked if a representation of the commission could be invited to a future forum.</p> <p>Discussion then turned to the 1300 patients registered at the Oadby Walk-In Centre and what would happen to them if the Walk-In Centre was closed. Comparisons were drawn to the Merlyn Vaz Health Centre within the city boundary. It was pointed out that the Merlyn Vaz's situation is a non-comparable one as the contracts for both centres are different.</p> <p>1300 patients opted to use the Oadby Walk-in for convenience; they don't care who runs the GP service as long as there is consistency in the service. Why not</p>	
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	<p>tender to maintain the service? The forum heard that retendering is an option but no decision has been made yet on what the preferred option is. Regardless of the outcome funding remains for all registered patients within the area.</p> <p>It was asked if pharmacies were on time limited contracts like some of the GP services; it was confirmed that pharmacies are not on time limited contracts.</p>	
25.	<p><u>CARERS HEALTH AND WELLBEING SERVICE PRESENTATION</u></p> <p>Following an introduction Summayya Kara gave a presentation on the Carers Health and Wellbeing Service.</p> <p>The service is supported by LCC and East Leicestershire CCG and started in January 2013 as a pilot scheme. Funding was extended through to January 2015 and covers Oadby, Wigston, South Wigston and North West Leicestershire.</p> <p>Carers can be anyone who is an unpaid care provider. This can include neighbours, family etc. who don't, in many cases, initially realise they are a carer.</p> <p>A big push is being made in this area for home provided support. Once a referral is made to the service information and advice is given. Referrals may then be made to additional services such as MacMillian nurses or respite care. In house advocacy workers assist with any complaints received.</p> <p>Each case and referral is individually assessed. Cases are always followed up once referred on and a case is only closed once a carer feels they have control of the situation.</p> <p>Posters for the service can be found in all GP surgeries. It is important that your GP is aware you are a carer but GP involvement in work with services provided through the carers service is not required.</p>	
26.	<p><u>CHILDREN & YOUNG PEOPLE PRESENTATION</u></p> <p>Due to time constraints it was agreed with Mark Smith to move this presentation to the next forum.</p>	
27.	<p><u>CHAIRMAN'S UPDATES</u></p>	

	<p>Citizen of the Year</p> <p>Residents were informed that nominations for Citizen of the Year must be received by 4th April 2014.</p> <p>Community Engagement Questionnaires</p> <p>The Chair thanked all of those who completed and returned the questionnaire.</p> <p>Mobile Speed Activated Signs</p> <p>At the meeting in September 2013 it was agreed that the decision to purchase the signs would be decided based on data collected from signs in use in Wigston. Due to Wigston's signs not yet being installed no data is available to review so the decision to purchase the signs or not is still on hold.</p> <p>Urgent Care Services</p> <p>The consultation into Urgent Care services is open until 23rd April 2014. There will be a public meeting on the Urgent Care services held on Thursday, 20th March at Beauchamp College, 6.30pm – 8.30pm. There are also drop in sessions at the Walter Charles Community Centre, Oadby on Friday, 28th March, 10am – 12.30pm and at the Bassett Centre, South Wigston on Thursday, 3rd April, 12.00 noon – 3.30pm.</p> <p>Requests for Funding</p> <p>At a previous meeting it was agreed that funding to the tune of £650 would be made available to the Pride of the Borough team for tree works around Hill Way. This work has come in at approximately £100 under budget. Permission was granted via a majority vote for the underspend to remain with the Pride of the Borough team for use in a sustainable planting scheme.</p>	
28.	<p><u>ITEMS RAISED BY RESIDENTS</u></p> <p>Leicestershire County Council Issues</p> <ul style="list-style-type: none"> • The grass verges around Launde Primary School, Oadby require some maintenance due to a large rut having appeared where vehicles are regularly parking. 	

	<ul style="list-style-type: none"> • The gully along the Manor Road Extension / Stoughton Road junction is blocked and regularly causes the road to flood. • At the McDonald's roundabout's Oadby Road crossing there are residual white lines from the previous road markings; these are causing confusion for drivers and need removing. • The grass verges at the McDonald's roundabout need some maintenance following the installation of the new traffic lights. • On Ash Tree Road there are no pedestrian lights on the crossing. • There are several potholes on the main roundabout on the A6 adjacent to the Grange estate. The forum heard that the roundabout at Leicester Racecourse is being improved with barrier works and line repainting. The timing on the Brabazon Road traffic lights is also being improved at the ASDA end. • It was asked why concessionary travel on the buses ends after 11pm at night. <p>OWBC Issues</p> <ul style="list-style-type: none"> • The plans for the Oadby town square are now available in the local library. • There is standing water on Uplands Park adjacent to the pavilion. • On the car park on Florence Wragg Way the litter and dog fouling bins are missing. • On Hunters Way the notice board is missing. The forum heard that this has been moved to Woodland Grange School. • On Hamble Road the notice board has degraded and needs replacing. • On Ullswater Drive the dog bins around the flood basin are missing. • Flooding on Nene Drive is becoming an issue as it is increasing insurance costs for residents. The drainage scheme itself is blocked and requires draining. • A presentation on the plans for the Oadby parade has been requested for the next forum. 	
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The Meeting Closed at 20:50.

Agenda Item 15h

**MINUTES OF A MEETING OF THE LICENSING & REGULATORY
COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON
THURSDAY 20 MARCH 2014, COMMENCING AT 7.00 P.M.**

IN ATTENDANCE:

Councillor Mrs H Loydall – Chair
Councillor R Morris – Vice-Chair

Councillors: F Broadley, R Eaton, Mrs J Gore, J Kaufman
and K Loydall

Officers in Attendance: I Dobson, K Garcha and A Ward

Min Ref	Narrative	Officer Resp
38.	<u>APOLOGIES</u> G Boulter, L Broadley, M Chamberlain, R Kanabar, R Thakor	ID
39.	<u>DECLARATIONS OF INTEREST</u> None.	
40.	<u>DECLARATIONS OF SUBSTITUTIONS</u> None.	ID
41.	<u>PETITIONS AND DEPUTATIONS</u> None.	ID
42.	<u>MINUTES</u> RESOLVED: That the minutes of the previous meeting of the Committee held on 23 January 2014, be taken as read, confirmed and signed.	ID

<p>43.</p>	<p><u>VERBAL UPDATE ON TAXI FORUM</u></p> <p>The Licensing and Land Charges Officer provided the Committee with an update about a taxi forum held prior to the Committee meeting..</p> <p>The Chairman informed Members that the taxi forum had been complimentary about the approach of the Corporate Resources (Licensing Team) towards enforcement and testing arrangements.</p>	
<p>44.</p>	<p><u>REVIEW OF TAXI ENFORCEMENT</u></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 4 – 6 which should be read in conjunction with these minutes as a composite document.</p> <p>The Licensing and Land Charges Officer informed Members that this report proposed four new measures to provide effective enforcement in respect of hackney carriages and private hire vehicles.</p> <p>These measures can be summarised as 1) Random tests as conducted currently 2) Random operator visits to request all vehicles to be presented for testing 3) written requests to present vehicle for testing 4) Random checks of vehicles parked at Operators office.</p> <p>The Committee requested that “dated documentation” is given to licensed drivers following a test to certify that the vehicle has been tested and to avoid frustrating licensed drivers by subjecting them to multiple tests in close succession.</p> <p>RESOLVED: That the four methods of enforcement set out in the report be approved for use from 1 April 2014.</p>	<p>AW</p>
<p>45.</p>	<p><u>REVIEW OF STATEMENT OF LICENSING POLICY UNDER THE LICENSING ACT 2003</u></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 7 – 30 which should be read in conjunction with these minutes as a composite document.</p> <p>The Committee heard that the Policy must be reviewed every 5 years.</p>	

	<p>The Committee discussed the importance of considering the impact of other related pieces of legislation on the Licensing Policy.</p> <p>The Licensing and Land Charges Officer stated that the updated Policy will seek to encourage responsible authorities to take a more pro-active approach to their duties under the Licensing Act 2003.</p> <p><u>RESOLVED:</u> That the Policy be sent out for consultation.</p>	AW
46.	<p><u>SPECIAL TREATMENTS POLICY</u></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 31 – 40 which should be read in conjunction with these minutes as a composite document.</p> <p>The Licensing and Land Charges Officer informed the Committee that the Policy should assist with strengthening and streamlining the process of regulating persons carrying on the business of Special Treatments and ensuring compliance.</p> <p><u>RESOLVED:</u> That the draft Special Treatments Policy be sent out for consultation.</p>	AW
47.	<p><u>EVENTS POLICY</u></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 41 – 53 which should be read in conjunction with these minutes as a composite document.</p> <p>The Licensing and Land Charges Officer informed the Committee that the Policy would assist in co-ordinating different Council departments and outside bodies when arranging events.</p> <p>The Committee noted that the timelines set out in the Policy were recommendations and allowed for flexibility in the appropriate circumstances.</p> <p><u>RESOLVED:</u> That the draft Events Policy be sent out for consultation</p>	

The Meeting Closed at 7:50 p.m.

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL
COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY
25 MARCH 2014, COMMENCING AT 6.00 P.M.**

IN ATTENDANCE:

Councillor L A Bentley – Chair
Councillor Mrs L M Broadley – Vice Chair

Councillors: G A Boulter, F S Broadley, D M Carter, B Dave, R Eaton, Mrs J M Gore, Mrs S Z Haq, Mrs R Kanabar, J Kaufman, Mrs L Kaufman, Mrs H E Loydall, R E R Morris, Mrs S B Morris

Officers in Attendance: K Garcha, A Court, T Carey, S Dukes and G Richardson

Min Ref	Narrative	Officer Resp
62.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from Councillor M H Charlesworth</p>	GR
63.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>Councillor F S Broadley noted that he had attended a Mayoral event at Beauchamp College and that the Headmaster had mentioned the proposed extension, but he confirmed that he had not expressed an opinion</p> <p>Councillors D M Carter, Mrs S Z Haq, J Kaufman and Mrs R Kanabar noted that they were all members of the Oadby Community Stakeholder Group, sitting on the executive alongside employees of Beauchamp College. They each confirmed that they had not entered into discussions about the application and that they entered the meeting with an open mind.</p> <p>Councillors R E R Morris, S B Morris and the Chair noted that they had each spoken individually with objectors in relation to application no. 14/00021/TPO; however, these discussions were about the Council's planning process rather than the application and therefore they confirmed that they each entered the meeting with an open mind.</p>	
64.	<p><u>PETITIONS AND DEPUTATIONS</u></p> <p>None.</p>	GR

65.	<p><u>MINUTES</u></p> <p>RESOLVED: That the minutes of the previous meeting of the Committee held on 27 February 2014, be taken as read, confirmed and signed, subject to the amendment stated above.</p>	GR
66.	<p><u>REPORT OF THE DEVELOPMENT CONTROL MANAGER</u></p> <p>1. 13/00485/FUL – Extensions and remodelling to form new main entrance & ‘Digital Arts & Technology Centre’ with associated landscaping & blocking off vehicular entrance to form pedestrian walkway with lighting bollards & cycle stands (Rev C) (Beauchamp College, Ridge Way, Oadby)</p> <p>Mr Lyons spoke as agent on behalf of the applicant. He commented on the reputation of the College and the intention to enhance the learning experience for students by providing an innovative and quality learning environment. He noted that this application was part of a masterplan of works and represented one of the final stages in that process. The intention was to create a safe entrance and accessible community facility.</p> <p>He accepted that trees would have to be removed to facilitate the proposal, but there is an agreed programme of planting in place which would improve the landscaping. It also replace the existing dangerous vehicular access and this had been approved by the Highways Authority.</p> <p>Mr Newham, an objector, spoke on behalf of residents from Ridge Way and Coombe Rise. He argued that this was primarily a residential area with a school situated within it. He noted that the trees reduced the visual impact of the school on the street scene and that allowing this application would materially affect the street scene.</p> <p>He raised concerns that the proposal would impact on the privacy of residents as the addition of a second storey would block light and create overlooking into neighbouring residential properties.</p> <p>He noted several further concerns in relation to the removal of 16 mature trees to be replaced by other trees that were not inkeeping with the street scene; the escape of noise being directed towards residential properties; the opening hours being far too late; and the issue of students and teachers parking on roads rather than in the designated car park.</p> <p>Councillor L Darr spoke as a ward Councillor on behalf of residents. He was concerned with the size and positioning of</p>	

the proposed extension, noting that there have been several applications for extensions to the site in recent history, which should lead Members to consider whether this application represents overdevelopment.

He also raised concerns in relation to the loss of parking space, the loss of several mature trees and the impact of the design of the new building on the street scene.

The Area Planning Officer outlined the application. She noted that the proposal included the removal of 16 trees; 13 of these were protected by a Tree Preservation order, 10 of which were of moderate quality and 3 of low value. The replacement scheme proposed to replant 12 trees in a more evenly spaced manner.

She added that there were proposed a number of acoustic control measures which would mean a noise egress to neighbouring properties of no more than 30dB, which was considered to be lower than ordinary ambient background levels of noise.

She noted that there would be a net increase in the number of parking spaces and that the site provided double the required amount of parking. There would also be a Section 106 contribution required. It was therefore recommended for approval.

The Area Planning Officer confirmed that the proposal included the widening of Coombe Rise to the width of two cars in order to facilitate the new access and noted that she understood that the existing holding area would remain.

Members noted their concerns as to the size of the development and the potential threat of overlooking into the homes of neighbouring residents if the proposal were given permission. They felt that the extension would be more appropriate to the rear of the building rather than at such a prominent position to the front. The Area Planning Officer confirmed that there are no design standards in respect of distances between commercial and residential properties, but that a distance of 19m across a public highway was considered a sufficient distance.

They felt that the development had been carried out on the site in a piecemeal fashion and rejected the agents claims that there was a masterplan for the College, as Members had asked for evidence of this on several occasions but had received no response.

Members noted further concerns as to the removal of several mature trees on the site and were confused as to why only 12 trees were being replanted when 13 protected trees were being removed. They questioned why there was not a maintenance programme for the replacement trees.

There was also some confusion as to the protection of the replacement trees and it was confirmed that any replacement trees would automatically be protected for a period of 5 years after which time the Council could consider further protection.

Members went on to note concerns about the parking spaces at the site and the reality that students and staff do not always use the designated parking spaces but instead park on the roads surrounding the College. The Area Planning Officer confirmed that Members could not impose a condition to prevent people from parking on the highway.

It was further noted that there were 150 staff on a full time equivalent basis, but Members questioned whether this represented the reality of the staffing levels. They added that it was felt that the modifications to the highway would not alleviate traffic but instead serve to worsen it.

The Area Planning Officer confirmed that the proposal was to be made up of a mixture of different materials in a range of colours, which Members considered would have a serious impact on the street scene.

Members raised further concerns in relation to the opening hours and questioned why the facility would be open from 6.30am in the morning until 10.00pm in the evening. It was confirmed that proposed condition 9 of the permission would restrict the use of the building between 6.30am and 8.00am in the morning and 7.00pm and 10.00pm in the evening for the purposes of cleaning, maintenance and prayers only. This would also alleviate any concerns of light pollution at these times.

It was confirmed that the new building was intended to be used for productions on up to 15 occasions per year and Members stated that if permission was granted then this should be conditioned.

Members went on to discuss the proposed roof terrace and questioned how noise omission would be controlled from this area. The Area Planning Officer noted that the proposed roof terrace would be a significant distance from any residential properties, but that Members could impose a condition on this if required. She also confirmed that the windows in the music

practice rooms would be fixed.

The Area Planning Officer confirmed that the overall height of the development was 8.4m at its highest point.

A motion to refuse the application was moved and seconded on the grounds of overdevelopment, loss of mature trees and the fact that the proposal was out of keeping with the street scene.

The Officers recommendation as contained within the report was also moved and seconded.

The motion to refuse was successful and it was therefore not necessary to vote on Officers recommendations.

Councillor R E R Morris abstained from the vote.

RESOLVED: That, for the reasons set out below, to Refuse the application, namely:

- (1) The proposal represents overdevelopment of the site;
- (2) The proposal would result in the loss of mature trees;
and
- (3) The proposal is out of keeping with the street scene.

2. 14/00021/TPO – Felling of 1No. Pine Trees (T16) Saffron Road (No. 1) Tree Preservation Order 1983 (119 Saffron Road, Wigston)

Mary Ray spoke as an objector. She commented that she had been a tree warden for 20 years and was concerned that the Planning Control team have not been filling their regulatory role.

She explained that she had spoken to the individual who had written the relevant legislation. He had confirmed that when an application is made which relates to safety concerns of trees, the applicant must provide information from an arboriculturalist. This is a mandatory requirement.

She had considered the guidelines provided by the Council for submitting applications and felt that it was unclear as to the validation of applications. This particular application should have been invalidated, but instead the Council compounded its error by obtaining the necessary information itself at a cost to the taxpayer.

She was concerned that by permitting this application the Council would set a dangerous precedent and further threaten all the trees in the area. She concluded by reiterating the cost that the Council has already incurred in relation to this application and noting that the Council has a duty of care to protect trees by ensuring good regulation and governance.

Tony Sumpter also spoke as an objector. He seconded the comments of Mary Rae in relation to the shortcomings of the Council in its procedure.

He noted that the report stated that the application related to a strong tree with good roots. The main consideration in the report was the fears of the applicant that the tree might fall down and he felt that this was not a valid reason in planning terms. He also commented that the tree had survived the strong winds over winter which should have allayed the applicant's fears somewhat.

He added that the report gave a height/diameter ratio of 49.7, which is below the level at which the risk of failure significantly increases, yet the tree was recommended for felling. He felt that the overall attitude of the Council towards trees was wrong and urged Members to refuse the invalid application to fell this healthy tree.

The Director of Services noted that the unusual step of setting out the process of the application had been taken in this report; this was for Members to understand the context of the comments received during the consultation process. She accepted that the process is convoluted and provided a commitment to revisiting this; however, she confirmed that as the planning authority had stepped into the shoes of the applicant and obtained an arboriculturalist report there was enough evidence before Members to make a decision even though there was an error in the process. She went on to say that the question was whether the error had resulted in prejudice and with the objectors having been given the opportunity to respond to the consultation and the speakers tonight she did not perceive there to be an injustice. Overall, she felt that there was no prejudicial impact and that Members could determine the application, but advised that they should not refuse the application on the basis of process alone.

The Planning Control and Enforcement Officer outlined the application. He noted that the process had been somewhat confusing in that the application originally related to three trees but now only relates to one. He summarised the representations received in objection to the application, including the shortcomings in the process, the lack of evidence

submitted by the applicant, the fact that the trees are mature and not dangerous, reductions in pollution, increased amenity and supporting wildlife.

In terms of planning considerations, he noted that the height/diameter ratio of 49.7 was just at the point where the risk of failure increases. He corrected the report in that he had added the word “significantly”, but that the arboriculturalist had not used this. However, on the basis of the guidance given by the expert, the proximity of the tree to the highway and the neighbouring properties and the risk of harm should the tree fail, the application was recommended for refusal.

The Chair clarified that Members should focus on the merits of the application rather than the process, which it had been accepted was incorrect.

Several Members noted their disappointment as to the shortcomings in the Council’s process for determining applications of this nature. They felt it highly inappropriate that the Council had paid for the arboriculturalists report when this should have been provided as part of the original application and that the application had not been invalidated at the outset. The cost of this work to the Council was discussed.

Members were therefore pleased that there was going to be a full review of the process and felt that further training should be given to Members as to tree related issues, to assist their understanding also.

Members noted that although the tree had been given a height/diameter ratio that was borderline, this did not mean that it should be removed. A motion for refusal of the application was therefore moved and seconded, on the basis that there were no legitimate planning reasons to support the Officers recommendations for felling.

Members asked about the trees that are covered by the Tree Preservation Order at the site. It was understood that there were 21 trees covered by the original Order and that permission was given to remove 3 trees, but that there were now only 15 on site. This caused some confusion and the Planning Control and Enforcement Officer admitted that historically the Council’s records weren’t entirely accurate but confirmed that two replacement trees were due to be planted shortly.

Members referred to the professional report as appended to the Committee papers. It was noted that this report stated that the tree was in a good and fair condition with no obvious structural defects. It was further noted that although the height/diameter

ratio had been used to assess this tree, the calculation was generic to all trees and that therefore this tree should be considered on its individual characteristics. The applicant's fear that a tree might fall down was felt to be insufficient in planning terms.

The Planning Control and Enforcement Officer commented that the Officer's recommendation had been based on the comments made in the expert report. He also confirmed that if this tree was felled then the applicant would be required to replace it on a like-for-like basis, as it was protected by a Tree Preservation Order.

Members discussed whether any works could be carried out to the tree rather than felling it in order to allay the applicant's fears. The Planning Control and Enforcement Officer explained that the application before Members was to fell the tree and therefore this was what they should be giving consideration to.

It was requested that future reports before Committee relating to trees should include information as to the age and life expectancy of the trees in question.

There was some discussion of the effect that the removal of this tree would have on the adjacent trees. Members were concerned that the removal of this tree would reduce the support afforded to adjacent trees causing them to become unsafe also. The Planning Control and Enforcement Officer accepted that the felling of this tree could result in other trees becoming susceptible to strong winds, but that the present application related only to the one tree in question.

The Officers recommendation as contained within the report was also moved and seconded.

The motion to refuse was successful and it was therefore not necessary to vote on Officers recommendations.

Councillors L A Bentley and B Dave abstained from the vote.

RESOLVED: To Refuse the application as the height/diameter ratio for tree T16 was marginally lower than the ratio above which the risk of failure of the tree increases and there were no other planning reasons in support of the Officer recommendation.

The Meeting Closed at 7.55 p.m.

MINUTES OF A MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 25 MARCH 2014, COMMENCING AT 8.00 P.M.

IN ATTENDANCE:

Councillor Mrs S B Morris – Chair
Councillor Mrs L Eaton – Vice Chair

Councillors L A Bentley, G A Boulter, J W Boyce, Mrs J M Gore, K J Loydall, Mrs R Kanabar and R E R Morris

Officers in Attendance: Mrs A Court, J Dickson, Ms K Garcha, A Kupusarevic, J Lee and G Richardson.

Also in Attendance: John Cornett (KPMG) and Tim Ridout (CW Audit)

Min Ref	Narrative	Officer Resp
82.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>None.</p>	GR
83.	<p><u>APPOINTMENT OF SUBSTITUTES</u></p> <p>None.</p>	
84.	<p><u>DECLARATION OF INTERESTS</u></p> <p>Councillor Mrs L Eaton noted that she was connected with Soldiers, Sailors, Airmen and Families Association (SSAFA) and that she could therefore not take part in the respective part of the debate and vote that related to SSAFA on agenda item 14.</p> <p>Councillor J W Boyce noted that he had formerly been an employee of Age UK and Councillors G A Boulter and J M Gore noted that they had an existing interest with Age UK, which prevented each of them from taking part in the respective part of the debate and vote that related to Age UK on agenda item 14.</p>	
85.	<p><u>MINUTES OF PREVIOUS MEETING</u></p> <p>RESOLVED: That the minutes of the previous meeting of the Committee held on 4 February 2014, be taken as read, confirmed and signed, subject to the amendment stated above.</p>	GR
86.	<p><u>ACTION LIST</u></p>	

	Members noted the contents of the Action List.	
87.	<p><u>PETITIONS AND DEPUTATIONS</u></p> <p>None.</p>	
88.	<p><u>EXTERNAL AUDIT – AUDIT PLAN 2014/15</u></p> <p>John Cornett outlined the report and highlighted some key issues to Members. He noted that the key risk to the Council is the review of the Pension Scheme, which is re-valued every three years. He confirmed that the role of the audit team would be to consider the accuracy of the information provided and the resulting level of risk. He added that this review was required to be undertaken by all Local Authorities.</p> <p>He commented that there was not a significant increase in risk and the extra information provided in the report simply highlighted the work undertaken by the auditors.</p> <p>He concluded by pointing out the value for money risk, which considered the ability of the Council to deliver the required savings. This would continue to be monitored on an ongoing basis.</p> <p>Members thanked the auditors for their work.</p> <p>RESOLVED: That Members noted the contents of the report.</p>	
89.	<p><u>EXTERNAL AUDIT REPORT AND CERTIFICATION OF CLAIMS</u></p> <p>John Cornett outlined his report, which considered the claims and returns submitted to Central Government in 2012/13.</p> <p>He noted that there was no issues in relation to the Non-Domestic Rates and that an unqualified certificate had been given.</p> <p>In relation to the pooling of Housing Capital Receipts, the audit had identified that the Council had overpaid a small amount to DCLG and the Council needed to ensure that this did not happen again. He confirmed that they had agreed new controls with Officers. He added that this was a minor issue which had been addressed and that DCLG have refunded the overpayment.</p> <p>He discussed the Housing and Council Tax Benefit claim return. He noted that this was a complex claim owing to the number of claimants, the complexity of the claims and the</p>	

	<p>difficulties of regularly changing circumstances. Due to these complexities, he confirmed that it was entirely normal to have a small qualified certificate in relation to Housing and Council Tax Benefit and assured Members that the outcome was not suggestive of any major problems.</p> <p>He finally noted that there was a slight variation in the fee that was to be charged by the auditors for their work. The indicative fee had increased slightly to reflect the audit of the Housing Capital Receipts return which had not been anticipated. The reason for this unexpected change was the fact that the Council's pooling of Housing Capital Receipts had exceeded the <i>de minimis</i> threshold for completing the return, which had not been predicted.</p> <p>RESOLVED: That Members noted the contents of the report.</p>	
90.	<p><u>INTERNAL AUDIT PROGRESS REPORT 2013/14 AND AUDIT PLAN 2014 – 2017</u></p> <p>The Chief Financial Officer outlined the report and noted that its format and content had been updated on the basis of the comments made by Members at the previous Committee meeting. He added that the figures given for the final two years of the plan were indicative only and were subject to change.</p> <p>Tim Ridout first discussed the progress report for 2013/14. He noted that the internal audit team was working in accordance with the original plan and expected to complete on time. He further noted that there were no items of particular concern and added that of 106 recommendations carried forward only 20 remain to be completed, details of which were set out in the report.</p> <p>Members thanked Tim Ridout for his work on simplifying the report.</p> <p>A question was asked as to why the implementation date for Disabled Facilities Grant recommendations had been extended so significantly. The Chair confirmed that this was a very complex matter so what seemed like a long time to complete the recommendation was not in reality.</p> <p>Members queried why in-house options were being considered to bring Disabled Facilities Grants and Council stock adaptations under one umbrella and it was noted that this was intended to improve the services and make them more consistent and efficient.</p> <p>A question was asked as to why a consideration of public</p>	

	<p>health issues does not figure in the pest control service review and the Chair confirmed that the duty of the Council was simply to signpost residents to ensure that the problem is dealt with, not to run a service itself.</p> <p>It was confirmed that the software supplier's reports would be completed before the end of April. It was also confirmed that the new IT software package for risk management was intended as a measure to help embed it.</p> <p>Tim Ridout went on to discuss the audit plan for 2014-2017. He noted that the internal audit standards required the Council to put into place an indicative plan for the following two years, but that this will obviously need to be reviewed closer to the time.</p> <p>He added that the plan aimed to put provisions in place to look at targeted work on fraud detection and prevention and to give assurance in the Council's counter-fraud arrangements. It would also look at strategic procurement, value for money on shared services and front line services, which are considered most important to the Council.</p> <p>Members requested that some time be spent on carrying out an audit of the partnership working and funding, as it was recognised that some of this funding and partnership working was likely to change and possibly even finish in the future. It was also requested that this should include a value for money exercise to determine whether work could have been done more effectively.</p> <p>RESOLVED: That Members:</p> <ul style="list-style-type: none"> (1) Noted the content of the progress report for 2013/14; (2) Approved the Audit Plan and noted that the Plans for 2015/16 and 2016/17 are indicative at this stage and the days that are allocated to each audit for these future years may change following the reviews in 2014/15; and (3) Requested that an audit of the partnership working and funding arrangements was carried out. 	
91.	<p><u>PRUDENTIAL INDICATORS, TREASURY AND INVESTMENT STRATEGIES</u></p> <p>The Chief Financial Officer noted that this was a statutory report which is required to be produced every year. This report had been compiled in conjunction with external advisers and was very detailed and complex.</p>	

	<p>A question was asked as to why the report noted that the repayment period for the redevelopment of the leisure facilities was expressed to be up to 35 years when a 20 year repayment period had been mentioned at a previous meeting. The Chief Financial Officer and the Chair confirmed that the situation had changed since the earlier meeting after discussions with external advisers and external audit. Consideration was being given as to which was the most cost effective and sustainable method of borrowing the money and that if a longer period was deemed to be more efficient then this would be reported to Members for information. It was confirmed that borrowing repayments over a longer period could be less to the Council in terms of the amount repayable per annum.</p> <p>It was also confirmed that when the initial decision as to borrowing was made this longer period of repayment was not an option, but now that it had become apparent further work was being done to consider it.</p> <p>Councillor Mrs J M Gore abstained from the vote.</p> <p>RESOLVED: That Members approved:</p> <ul style="list-style-type: none"> (1) The Prudential Indicators 2014/15; (2) The Treasury Strategy and Plan 2014/15; and (3) The Investment Strategy 2014/15 to 2016/17. 	
<p>92.</p>	<p><u>MEDIUM TERM FINANCIAL STRATEGY 2013/14 TO 2016/17</u></p> <p>The Chief Financial Officer noted that the Medium Term Financial Strategy was a very important document as it sets out the projections for the Council's finances to 2016/17. It also highlights the key issues and risks to be considered and serves as a reminder to Members to ensure that money is being spent on the Council's priorities as appropriate.</p> <p>He noted that the financial model identifies a potential and significant funding deficit for 2015/16. He further noted that the indication is towards a greater deficit in 2016/17, but that this is based on several assumptions and estimates and it is susceptible to change; however, it is important to look forward and plan ways to tackle the deficit as soon as possible.</p> <p>Members thanked the Chief Financial Officer for the document. They recognised the increasing shortfalls in the budget but felt that this was part of the budgetary process. They were looking</p>	

	<p>at a redesign of services offered rather than a service reduction and noted that the key was flexibility.</p> <p>The Chief Financial Officer was asked about the impact of the Chancellor’s Budget on the Council and it was confirmed that very little had been mentioned in relation to Local Authorities. It was also confirmed that the Council was still in ongoing dialogue with Central Government as to whether the Borough’s population had gone up or down following the 2011 Census.</p> <p>It was requested that the Council’s fourth Corporate Priority be amended to recognise that the Council works with several partner agencies in creating a safer Borough, and not just the Police.</p> <p>Councillor Mrs J M Gore abstained from the vote.</p> <p>RESOLVED: That Members approved the Medium Term Financial Strategy as set out in the report.</p>	
<p>93.</p>	<p><u>CORPORATE PROCUREMENT STRATEGY AND SOCIAL VALUE POLICY</u></p> <p>The Chief Financial Officer noted that this report outlined a new Procurement Strategy which the Council is required to have. This report followed a report to Members at the October meeting of the Committee, which set out an interim strategy. It was noted that the Council had taken the decision to embed its Social Value Policy within the Procurement Strategy.</p> <p>The Chief Financial Officer noted that the new interim strategy had been reviewed and would assure that Officers comply with their duty to achieve best value during the procurement process and it was intended that Officers from the Legal and Finance teams would meet to further make the strategy more robust.</p> <p>Members asked that it be added to the “key principles” section of the Strategy that, where possible, the Council will consider using local suppliers and tradesmen, provided that best value is secured, and that it will also consider using contractors who pay their workers the Living Wage. It was also added that Officers should consider what further steps could be taken to get procurement news out locally.</p> <p>Councillor G A Boulter left the room during the debate so did not vote.</p> <p>RESOLVED: That Members approved the revised Corporate Procurement Strategy and action plan and the new Social</p>	

	Value Policy.	
94.	<p><u>RESIDENT FORUMS BUDGET POSITIONS</u></p> <p>The Chief Financial Officer outlined the report, which set out the requests from the respective Resident Forums. He noted that as the South Wigston Resident Forum was yet to meet, one of the recommendations was to delegate this part of the approval to the Chief Financial Officer and the Chair of the Committee such that the requests could be fed into the Council's final Statement of Accounts.</p> <p>It was agreed that this responsibility would be delegated to the Chief Financial Officer in conjunction with the Vice Chair of the Committee, as the Chair of the Committee was also the Chair of the South Wigston Residents Forum.</p> <p>Members asked about grit bins and why these were proposed only on some roads when it was thought that there had been more demand for them. It was confirmed that those roads listed in the report were the only roads that had been agreed at the respective Resident Forums.</p> <p>Members commented that the font size used in the report was too small and requested that this be made larger in the future.</p> <p>RESOLVED: That:</p> <ol style="list-style-type: none"> (1) Members noted the position of the Forum's budget; (2) Members approved the allocations requested by the Forums as set out in the report; (3) Members approved the recommendations in the verbal update relating to the Oadby Residents Forum; and (4) Delegated powers are given to the Chief Financial Officer in consultation with the Vice Chair of the Policy Finance and Development Committee to approve requests put forward by the South Wigston Residents Forum. 	
95.	<p><u>COUNCIL CORE FUNDING</u></p> <p>The Chief Financial Officer set out the recommendations as contained within the report.</p> <p>Members noted that they were happy to give an indication that funding will be made available but that each organisation will have to apply for the same and the decision as to whether to</p>	

	<p>make the grant will depend on the financial constraints at the time of the application.</p> <p>Those Members who had declared an interest in this agenda item did not take part in the debate and voting in relation to their respective interests and they left the room accordingly.</p> <p>RESOLVED: That:</p> <p>(1) Members agreed to fund Age UK £5,500 for 2014/15 subject to all Service Level Agreement Targets being met;</p> <p>(2) Members agree to fund Soldiers, Sailors, Airmen and Families Association £2,500 for 2014/15 subject to all Service level Agreement Targets being met and formal request being made to the Council; and</p> <p>(3) Members agreed to extend the option of funding for a further period of two years, subject to a valid request being made by the respective organisation and such decision being made at the discretion of the Council on the basis of the financial constraints at the time of the application.</p>	
96.	<p><u>CHARGING SCHEME FOR THE ISSUING OR AMENDMENT OF STREET NAMES AND NUMBERS</u></p> <p>The Building Control Manager outlined the report and noted that the Council did not presently charge for the service and that this was a request to invoke a charging scheme.</p> <p>He confirmed that any compensation payable under this scheme would have to be paid by the individual making the request to renumber and that there would be no comeback on the Council whatsoever.</p> <p>RESOLVED: That Members authorise the introduction of the charging scheme as set out in the report.</p>	
97.	<p><u>RETURNING OFFICERS FEES FOR 2014/15</u></p> <p>It was noted that this report was required to be presented to Members but that they could not influence its contents.</p> <p>RESOLVED: That Members formally approved the adoption of the scale of fees for the 2014/15 financial year as set out in the report.</p>	
98.	<p><u>PUBLIC REALM WORKS WITHIN WIGSTON AND OADBY</u></p>	

	<p><u>TOWN CENTRES</u></p> <p>The Director of Services outlined the report. She noted that South Wigston had been excluded from the report as Leicestershire County Council had not felt it appropriate to include South Wigston owing to the ERDF funding that it had received. Therefore in order to secure a bid for Oadby and Wigston it was felt expedient to remove South Wigston from the bid.</p> <p>Members requested a report back to the Committee to confirm initial expenditure, at which point they could make a decision as to whether to spend any left over monies on a similar sign for South Wigston.</p> <p>The Director of Services confirmed the proposed bus shelters would be constructed of robust and sustainable materials which will be able to withstand anti-social behaviour.</p> <p>RESOLVED: That Members approved the spending of approximately £20,000 - £21,000 on display screens in Oadby and Wigston town centres, bus shelters in Oadby and the public art in Wigston to be funded from the remaining money in the ERDF Schemes Reserve, with a further report back to Committee to confirm the initial expenditure and determine whether to spend any left over monies on a display screen in South Wigston.</p>	
99.	<p><u>TAKING CONTROL OF GOODS REGULATIONS 2013</u></p> <p>The Interim Head of Customer Services noted that this report set out the main changes to the legislation regarding debt collection and the work of the Council's bailiffs, which had required the Council to amend its own procedure.</p> <p>RESOLVED: That Members approved:</p> <p>(1) The new hours of operation; and</p> <p>(2) That operational issues are delegated to the Head of Service in consultation with the Chief Financial Officer.</p>	
100.	<p><u>CUSTOMER SERVICES REVIEW</u></p> <p>It was moved and seconded that this trial should be extended for a further period of three months after which time it should be reported to the new Customer Services Working Group.</p> <p>Members noted that more work was needed, as this was a redesign of the service rather than a reduction.</p>	

	<p>Members requested that the email update that had been circulated should be resent, as there were concerns that it had not been received by some members.</p> <p>RESOLVED: That Members approved the changes to customer services delivery channels for a further three month period after which time it should be reported back to the new Customer Services Working Group.</p>	
101.	<p><u>PROGRESS WITH DEVELOPMENT OPPORTUNITIES IN THE BOROUGH</u></p> <p>The Director of Services noted that this report was intended as an update to Members on this ongoing project.</p> <p>It was noted that the delegated powers proposed within the second recommendation of the report were intended to give flexibility and to allow preparatory work to be done. It was recognised that there may on occasion be a need to enter into commercial discussions with consultants before reporting to Members for timeliness; however, it was confirmed that no commitment would ever be made without the matter first being considered by Members at the relevant Committee.</p> <p>Members asked that the report on the proposal to use the former scout hut land as an extension to the Oadby cemetery be brought to Committee as soon as possible, as the cemetery continued to near full capacity.</p> <p>RESOLVED: That Members:</p> <ul style="list-style-type: none"> (1) Noted the position with regard to the potential development opportunities in the Borough; (2) Approved the establishment of a delegated system to enable the Chief Executive and/or the Director of Services in consultation with the Chief Financial Officer and the Leader of the Council and/or the Chair of the Policy, Finance and Development Committee to approve the spending of money to undertake valuations, initial studies and any other necessary work in support of potential regeneration opportunities without the need to report to Committee; (3) Noted the position with regard to the provision of land for burials and cremations and that further consideration of the opportunity to consider the purchase of new land in the Borough for use as a cemetery is referred to Place Shaping Working Group; and 	

	<p>(4) Noted the potential risk of building Council homes in the current climate.</p>	
<p>102.</p>	<p><u>LEISURE MANAGEMENT UPDATE</u></p> <p>The Director of Services noted that the interim contract had been entered into, with the new providers to take over responsibility from 1 April 2014. She further noted that there was a recommendation to extend the agreement with RPT Consulting on this project, which was estimated to cost a maximum of £15,000 for support over the coming year.</p> <p>RESOLVED: That Members:</p> <p>(1) Noted the progress to date with the new Leisure Contract providers, SLM Ltd;</p> <p>(2) Approved a 12 month extension of the arrangements with RPT Consulting to provide project management support for the inception of the contract and construction phase, the costs to be funded from the Management of Change reserve; and</p> <p>(3) Delegated to the Director of Services and the Chief Financial Officer in consultation with the Chair of the Policy, Finance and Development Committee the negotiation of interim arrangements with SLM Ltd to provide catering facilities at Brocks Hill Country Park.</p>	
<p>103.</p>	<p><u>HEALTH AND SAFETY POLICY</u></p> <p>The Head of Corporate Resources noted that the Council has a duty to enforce health and safety at work and comply with the health and safety Regulations. She noted that the Regulations place a primary duty of care on the employer and the management team to ensure that risk assessments, training and emergency procedures are in place. She confirmed that this was a comprehensive policy which required the approval of Members and the sign off of the policy statement by the Chief Executive and the Leader.</p> <p>Members noted that as they had ultimate responsibility, they would like to have health and safety incidents reported to them, perhaps on an annual basis unless there is a serious incident which requires immediate reporting.</p> <p>RESOLVED: That Members approved and adopted the Health and Safety policy</p>	

<p>104.</p>	<p><u>CORPORATE RESOURCES POLICIES</u></p> <p>The Head of Corporate Resources gave an overview of the policies, including their function and purpose.</p> <p>She noted that there was some debate as to whether the policy and procedures should be separate or in one combined document, but that it was recommended by ACAS and the Unions that the two were combined into one comprehensive document to streamline and simplify the process, owing to the “human” nature of such policies. The Chair agreed that she had previously stated and still concurred that they should be combined as a policy and procedure.</p> <p>A question was asked as to whether it would be plausible to carry out all of those performance management measures set out in the Employee Performance Management policy and procedure. The Head of Corporate Resources noted that it was essential for all managers to be carrying out these measures to ensure the appropriate support is afforded to all Officers and to adequately monitor performance. The Director of Services added that this was even more important that this support was afforded given the reduction in the number of Officers and the additional work that remaining Officers were being asked to do.</p> <p>Members agreed that it was best practice to bring the policy and procedure together to Committee as one comprehensive document, but that their role was to consider the policy only.</p> <p>Members asked how progress was monitored and the Head of Corporate Resources confirmed that an independent “Investors in People” assessor reviews the Council every three years which gives a good indication of how well the Council is doing. In addition, regular manager and staff meetings demonstrated it.</p> <p>RESOLVED: That Members approved and adopted the policies.</p>	
<p>105.</p>	<p><u>REVIEW OF SALARY SCALES</u></p> <p>This item came to be considered as the last item shortly before 10.00pm, which is the cut off point for business to be adjourned unless otherwise agreed. Standing Orders were therefore suspended for the meeting to continue after 10.00pm to allow for a full debate and consideration.</p> <p>The Chief Financial Officer noted that this report followed a budget report to the Policy, Finance and Development Committee in February, which highlighted a review of salaries</p>	

for senior managers. He noted that a thorough benchmarking exercise had taken place, which had identified a vast range of levels of remuneration for senior managers at other authorities and also took into account additional levels of statutory responsibility.

The report now proposed three new management “spot” grades as set out in the report. Each Head of Service’s post would be evaluated using the Job Evaluation scheme and placed onto the appropriate grade accordingly. The report also proposed a new Band 11 in the Council’s salary scales, which would recognise those employees who were not quite at Head of Service level but would allow for flexibility and give them something to aspire to.

The Chief Financial Officer commented that this review of senior managers salaries was important for recruitment and retention purposes and it has been carried out objectively. He confirmed that it could be funded from within the existing salary budget and added that consultation would be carried out with the Unions and that an Equality Impact Assessment be undertaken to consider equal pay issues.

He went on to explain that the previous report had proposed a start date of 1 April 2014, but that the revised recommendation is a start date of 1 January 2014.

Members agreed that this review was important to ensure that the correct candidates are recruited to the vacant Heads of Service posts. They also acknowledged the hard work of the two remaining Heads of Service and praised them for their work particularly given their substantial workloads.

Members accepted the first two recommendations as being necessary and fair; however, they did not agree with the third recommendation.

They noted that the review was being undertaken as a result of commercial market forces and although they acknowledged the hard work and effort of the two remaining Heads of Service since coming into post some time ago they did not feel it appropriate to backdate the pay as they were asking other Officers to forgo pay rises. They added that Heads of Service should receive equal treatment, but that out of fairness to other Officers the pay should not be backdated to January, but it was right and fair for commercial market rates to apply to their posts.

They concluded that it was reasonable to pay these revised rates from 1 April 2014, and moved and seconded accordingly.

	<p>Members asked what the approximate cost of the increase in the salaries would be and the Chief Financial Officer explained that this would depend on which “spot” grade each Head of Service was placed on and how many Heads of Service there are.</p> <p>RESOLVED: That, subject to consultation with the Trade Unions, Members approved, in principle:</p> <p>(1) A further 3 Management Level grades as “spot” salaries for Heads of Service, of £55,000, £60,000 and £65,000, as a result of benchmarking with comparable Local Authorities;</p> <p>(2) An additional pay Band 11 ranging from £40,254 - £42,032, to address the pay differential between Band 10 and the first increment of Management Level; and</p> <p>(3) The implementation date of any salary increases are to be effective from 1 April 2014.</p>	
106.	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>RESOLVED: That under Section 100 A (4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act (as amended).</p>	
107.	<p><u>PROTECTING THE PUBLIC PURSE FRAUD BRIEFING</u></p> <p>This matter was moved up the agenda on the evening and was in fact dealt with earlier in the meeting.</p> <p>The Chief Financial Officer noted that this report was produced as a result of a report by the Audit Commission which contained a recommendation that auditors should provide individually tailored fraud briefings to Local Authorities.</p> <p>John Cornett outlined the report and noted that it was intended to provide Members with feedback on the basis of the information which the Council had provided to the Audit Commission. He added that the purpose of the report was to give information about the Council’s performance as compared to other authorities, as well as a review of strategy.</p> <p>The Chief Financial Officer confirmed that a report would be brought back to Members at the next meeting of the Policy,</p>	

	<p>Finance and Development Committee in July.</p> <p>RESOLVED: That Members noted the report.</p>	
108.	<p><u>ITEM ADMITTED TO THE MEETING UNDER SECTION 100B(4)(b) OF THE LOCAL GOVERNMENT ACT 1972:</u></p> <p>RESOLVED: That by reason of special circumstance in that an additional item of business needs to be considered before the next meeting of the Committee, the Chair resolved that the following item should be considered at this Meeting as a matter of urgency.</p>	
109.	<p><u>NON-DOMESTIC RATES WRITE-OFFS – OVER £10,000</u></p> <p>This matter was moved up the agenda on the evening and was in fact dealt with earlier in the meeting.</p> <p>The Interim Head of Customer Services apologised for the lateness of the report, but noted that a decision by the Committee would assist with the year end process. He explained that the report sought Member approval to write off debts where the Council was unable to recover them, in most cases where the company in question had been dissolved.</p> <p>He confirmed that the Council had tried all alternative means of recovering the debts before agreeing to write them off and added that if the company comes back into existence then the Council would seek to recover the debt at that later date.</p> <p>Members queried the lateness of the report and it was confirmed that this was done out of necessity to ensure that the Council pursued the debts for as long as possible before deciding to agree to write them off.</p> <p>Members also asked that action be taken more swiftly so as to ensure that debts are not allowed to accrue over multiple financial years.</p> <p>RESOLVED: That:</p> <p>(1) Members approved the write-offs as set out in the report; and</p> <p>(2) For year end purposes, the power to write-off these debts is delegated to the Chief Financial Officer in consultation with the Chair of the Policy, Finance and Development Committee.</p>	

The Meeting Closed at 10.20 p.m.

Agenda Item 15k

MINUTES OF A MEETING OF THE SOUTH WIGSTON RESIDENT'S FORUM HELD AT FAIRFIELD PRIMARY SCHOOL, SOUTH WIGSTON ON MONDAY 31 MARCH 2014, COMMENCING AT 7.30 P.M.

IN ATTENDANCE:

Councillor Sharon Morris – Chairman

Councillors J Boyce R Morris, B Boulter, J Gore

Officers in Attendance: M Smith (OWBC)

K Blanks (Leicestershire Healthwatch)

C Hiddleston (The Carers Centre)

C Wright (South Wigston Traders)

Residents in Attendance: G Ward, P Ward, J Button, B Wileman, P Draycott, A Denkler, J Varney, M Hanney, R Pearce, E Pearce, J Guesford, J Walton, B Smith, P Belton, D Belton, J Knight, M Glover, M Ray, D Hall, A Waters, B Waters, B Harris, R Barber, D Ironman, A Ironman, K Wright, L Wright, B Hall, M Chaplin, J Watkiss, V Ward, A Kenny, R Hughes (Actual 47)

Min Ref	Narrative	Officer Resp
1.	<p><u>LOCAL POLICING ISSUES</u></p> <p>Item not tabled due to Leicestershire Police being unable to attend the forum.</p>	
2.	<p><u>LEICESTERSHIRE COUNTY COUNCIL – COMMUNITY FORUMS</u></p> <p>In reference to the Chairman's Update document circulated to all present at the start of the forum it was announced that Leicestershire County Council is withdrawing from all Community Forums within Leicestershire. This decision is directly related to the budget cuts taking place at County level. This only affects the Borough's Resident's Forums insofar that a member of Leicestershire County Council staff will no longer be attending them. Any points raised through the forums that are the responsibility of the County Council will be recorded and passed on to the relevant Councillor to pick up.</p>	
3.	<p><u>HEALTHWATCH PRESENTATION</u></p> <p>Following an introduction Kevin Blanks delivered a presentation to the forum on the work of Leicestershire</p>	

Healthwatch.

Leicestershire Healthwatch is the “new consumer champion” for health and social care. This follows the belief that the scrutiny of health and social care is best undertaken by members of the public, in part due to the thousands of deaths that took place during the Mid-Staffordshire Hospital scandal.

There are, at present, 1448 members within Leicestershire Healthwatch although they are regularly advertising for new members to join. At County level Leicestershire Healthwatch is thought of so highly that they currently have two seats on the Leicestershire Health and Wellbeing Board. Through this they work directly with commissioners to buy in required health services. As Leicestershire Healthwatch are not voting members on the Health and Wellbeing Board they are able to argue against approved votes.

Kevin went on to state that Leicestershire Healthwatch can only raise the views of Oadby and Wigston residents at their meetings if Oadby and Wigston residents raise them with Healthwatch. An example of an issue looked at by the Leicestershire Health and Wellbeing Board is the Winterbourne View Care Home scandal.

Healthwatch is currently reviewing complaints made against the NHS and is also able to signpost individuals on to health services such as dentists etc.

Between April 2013 and April 2014 Healthwatch held 24 engagement events with 1009 attendees. From this Healthwatch gained 210 new members. Each borough within Leicestershire had a consultation event with Wigston’s taking place in November 2013. Healthwatch hope to develop good links with borough and district councils as well as voluntary groups.

Healthwatch are also seeking to establish ‘Healthwatch Ambassadors’ in each district. These ambassadors would be intermediaries between people within the borough and Healthwatch itself. ‘Healthwatch Champions’ would sit below ambassadors to represent areas within one borough, such as a primary school community group, to capture issues within those areas and feed them upwards.

Kevin closed by covering his contact details and encouraging people interested in Healthwatch to contact

	<p>him before opening for questions.</p> <p>The forum asked if Healthwatch is likely to be affected by central government cuts to the Children and Youth Services. Kevin confirmed that the grant from the Department of Health received by Healthwatch will be reduced in the next financial year.</p>	
<p>4.</p>	<p><u>CARERS HEALTH AND WELLBEING SERVICE PRESENTATION</u></p> <p>Following an introduction Charles Hiddleston gave a presentation on the Carers Health and Wellbeing Service.</p> <p>The service is supported by LCC and East Leicestershire CCG and started in January 2013 as a pilot scheme. Funding was extended through to January 2015 and covers Oadby, Wigston, South Wigston and North West Leicestershire.</p> <p>Carers can be anyone who is an unpaid care provider. This can include neighbours, family etc. who don't, in many cases, initially realise they are a carer. Carers can provide care for anyone ranging from disabled, sick and elderly individuals or those who suffer with dementia or autism.</p> <p>The Carers Centre is funded by money from Leicestershire County Council and the East Leicestershire CCG. Whilst it doesn't cover the city area at present Leicester City Council will be funding their own centre next year.</p> <p>The Carers Centre currently covers Oadby, Wigston, South Wigston and Northwest Leicestershire. Within the borough of Oadby and Wigston the Carers Centre employs 3 carers; 1 full time and 2 part time.</p> <p>In its operation to date the Carers Centre has engaged with 206 carers. It's ongoing role is to identify and support unknown carers in order to reduce their contact with GPs through the provision of information, advice and support. GPs and other surgery staff are being trained to spot carers amongst their patients. In Oadby and Wigston there are approximately 6,500 carers although only approximately 650 of them are known to Social Services.</p> <p>A big push is being made in this area for home provided support. Once a referral is made to the service information and advice is given. Referrals may then be made to additional services, such as MacMillian nurses or</p>	

	<p>respite care, with the Carers Centre currently referring on to over 30 different support agencies. In house advocacy workers assist with any complaints received.</p> <p>Each case and referral is individually assessed. Cases are always followed up once referred on and a case is only closed once a carer feels they have control of the situation.</p> <p>At present 44% of the 206 carers identified have reduced their contact with GPs. 6% state that they are attending their GP more often but this is to be expect at the early stages of contact due to seeking additional advice.</p> <p>Posters for the service can be found in all GP surgeries. It is important that your GP is aware you are a carer but GP involvement in work with services provided through the carers service is not required.</p>	
5.	<p><u>SOUTH WIGSTON TRADERS UPDATE</u></p> <p>Following an introduction Chris Wright gave a presentation on the South Wigston Traders Association.</p> <p>The South Wigston Traders Association reformed 2 or 3 years ago and is currently comprised of 17 traders who meet 4 times per year. Their current mission is to improve South Wigston's image; this is something that has been affected already by South Leicestershire College and Tesco moving into the area.</p> <p>The Traders also run the Christmas Capers event which was hailed as a major success last year. This was a sentiment echoed by those present at the forum.</p> <p>More recently the Traders have worked with Tesco to access a promotional board outside of the store which is being used to advertise the area. Resident's can access this board to advertise within an A4 sized space. The Traders have also sponsored sports kit and a trophy for a local school; this kit will now bear the web address 'www.southwigstonshopping.com'.</p> <p>A resident enquired as to why some shops on Blaby Road look scruffy and if they could be cleaned up. The Traders responded that many of the shops are rented and whilst the occupiers would like to spruce up the front of the shops this is costly to do. Support is available to help with the costs in the way of a 'shop front grant' but this is provided on the grounds of match funding from the</p>	

	<p>landlord which many are not willing to provide.</p> <p>Another resident asked how many shops are vacant in the South Wigston area. The Traders believe this figure to be 4 premises down from 12 last year. A new government scheme is becoming available to help start up new businesses.</p> <p>The forum also queried the level of involvement OWBC's Town Centre Manager has with the Traders group. It was stated that Councillors are looking at improving this working relationship.</p> <p>The Traders then fed back on the spending of the £4,000 awarded to them for Christmas lights in 2013. The Traders spent just over £3,000 on the lights with the underspend returned to OWBC. A further £4,000 was asked for by the Traders for 2014's Christmas Capers event; this funded was agreed by the forum via majority vote.</p>	
<p>6.</p>	<p><u>DORSET AVENUE</u></p> <p>John Boyce gave an update to the forum on the proposed plans for the Light of Life Church off of Dorset Avenue.</p> <p>Leicester City Council has submitted its own planning application to extend the cemetery into the vacant playing fields. This application cuts into the land covered by the church's application so it is likely only one of the applications will be finalised. Access to the extended cemetery seems to not be from Dorset Avenue but the application does extend into the borough of Oadby and Wigston. As the land is on leasehold it is likely the City Council will offer to buy out the leaseholder in order to extend the cemetery if approved.</p> <p>As part of the 100 year cemetery review this extension would allow the cemetery an additional 15 years worth of funeral land.</p> <p>As the Church already has planning permission, but with several restrictions including parking, there is no information as yet as to whether the Church will go ahead with its development or not. Residents are still concerned that the parking restrictions will lead to visitors to the Church parking along Dorset Avenue.</p> <p>Residents enquired about the proposed crematoriums for the South Leicestershire area. One has been approved</p>	

	opposite Glebe Garden Centre, 1 is proposed for near the new houses in Countesthorpe and another near Great Glen. No decision has been made on these as yet.	
7.	<p><u>ITEMS RAISED BY RESIDENTS</u></p> <p>Leicestershire County Council Issues</p> <ul style="list-style-type: none"> • Slow signs were supposed to have been painted on the road at Crow Mills, this still has not taken place. • Slow signs painted on the road on Lansdowne Grove would deter vehicles from speeding between the bumps. • The manhole over on Lansdowne Grove near Field Court is damaged and requires replacement. • Would it be possible to prevent construction traffic from accessing Lansdowne Grove at the Blaby Road end? • The roundabout at the junction of Blaby Road and Canal Street has yet to be repositioned to the correct location in the carriageway. <p>OWBC Issues</p> <ul style="list-style-type: none"> • There is a significant amount of mud in the highway on Lansdowne Grove that requires clearing. • There are potholes in the carriageway leading up to the South Wigston Health Centre that are in need of immediate attention. • Vehicles are consistently speeding along Dorset Avenue and Lansdowne Grove. • At Glenbourne Road the traffic is a major issue due to the Shakerdale Road turning. Due to their being no accidents or injuries LCC will take no action. Having a yellow box installed on that junction would prevent traffic build up. It would also be safer to place a pedestrian crossing on West Avenue. • A notice board for the South Wigston Action Group should be made available as the usual notice boards are too small. Resident advised to contact Oadby Depot to have items put on the borough's notice boards and to ensure old items are removed from them. • Will there be additional traffic caused by the upcoming work at Wigston Swimming Baths? The work is contained within the site and shouldn't 	

	<p>impact traffic. The pool closes on 31/03/14.</p> <ul style="list-style-type: none">• On Gloucester Crescent a Leicester City Council van is regularly parked in the bus stop. This is causing a danger to pedestrians as they are having to step out into the highway to catch the bus.• Is there going to be a café in the new swimming pool? This will be checked for the next forum.• Is there any update on the railway wheels for Blaby Road Park? They have been agreed but timings etc. will be double checked for the next forum.• What is happening with the flag pole for Blaby Road Park? This will be chased up for the next forum.	
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The Meeting Closed at 20:50.

	<p>also a possibility. Signposting from GPs to the reading groups. Ruth encouraged individuals to respond to the county library consultation.</p> <p>Swanswell presentation – could not take place due to changes in staff and it was agreed that they are offered one more opportunity to present to the HWBB</p>	SP/APM
4.	<p>DFG Work – 2014 Grants</p> <p>AP-M advised members of the grants received to deliver DFG for 2014/15 amounting to £143,457, which experience shows will not meet the demand in the past OWBC have topped up the grant which is getting increasingly difficult to deliver. There continues to be changes in how this service will be delivered in future and OWBC will be monitoring the grants spend through its usual governance structure at Service Delivery. HWBB were keen to know progress on this and agreed to receive information. APM confirmed that there are changes already in what the Occupational Therapists will inspect and that the minor work is likely to be carried out by Red Cross. A county occupational therapist is currently based at Bassett Street and we do work closely with the team both on the private housing and Council Housing requests for adaptations and options.</p>	APM
5.	<p>Council Priorities – updates</p> <p>Local Sport Alliance - Commissioning of Sport and Physical Activity: AL confirmed 2013/14 full year evaluation is currently taking place. Results after 6 months confirmed O&W was exceeding set targets.</p> <p>The proposal for 2014/15 has not been granted full funding. The county Commissioning group has confirmed 50% funding will be released in order to proceed with the first 6 months activity plan; the second 6 months will be dependent on progress to September 2014. In addition county has recommended that OWBC does not recruit to the recently vacant Coordinator post until after a meeting planned for 16 April.</p> <p>The HWBB raised concerns about the impact on the delay in recruitment on the first 6 month results.</p> <p>East Leics/Rutland CCG</p> <p>Dr Palin confirmed the CCG were currently going through their finances which are expected to balance. There will however not be any increase in funding.</p> <p>Care Package - GP's support the framework/ package including training for end of life care packages for care homes, which is expected to made a difference to hospital admissions.</p> <p>Diabetes scheme – those with borderline diabetes have been given pedometers which is helping to improve their health. Cllr Haq confirmed Oadby has a higher than average number of people with diabetes which has seen a higher number of patients attending Doctors surgeries. Public engagement group are to be held across the County. Consultation on the 'walk in clinic' may need to re-consult. Road show to be held in South Wigston. Recent Residents Forum was attended by NHS England.</p>	AL

6.	<p>AOB SLA signed with County on Community grants projects across the borough to promote Health and Well being</p> <p>Cllr Boyce suggested we discuss the 'Better Care' fund at a future meeting.</p>	SD/APM
7.	<p>Future meeting dates – for 2014/15 to be confirmed.</p>	

**MINUTES OF THE CONSTITUTIONAL TASK GROUP, HELD AT COUNCIL
OFFICES, WIGSTON,
On 2 April 2014**

IN ATTENDANCE:

Councillors, Mrs S Morris, Mrs L Broadley, B Boulter, P Swift
Apologies : Mrs H Loydall

Officers: Mark Hall – Chief Executive
Mrs A Court- Director of Services and Monitoring Officer

	Narrative	Officer Responsible
12.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies received from Mrs H Loydall</p>	
13.	<p><u>MINUTES OF THE MEETING on 20 November 2013</u></p> <p>Agreed. No matters arising.</p>	
14.	<p><u>REVIEW OF MAYOR & DEPUTY MAYOR PROTOCOL</u></p> <p>The Director of Services gave an update, that the protocol was virtually complete with just the procedural “aide memoire” booklet for officers to be finalised. Since the last meeting Councillor Mrs L Broadley had met with the Director of Services to assist with the booklet. Further consideration to be given in future job specifications for the PA to the Management Team and Mayor Function attending at the Mayor’s charity events in addition to civic functions to assist with administration tasks. The Director of Services to enquire into the allocation of tickets for the Royal Garden Party to ensure correct number of invites are received in line with other local district authorities. All agreed that a further piece of work on a protocol for</p>	AC/JD

	financial matters relating to the Mayoral roles is needed; particularly on personal allowances; handling cash; travel expenses and entertaining expenses.	
15.	DELEGATION SCHEME Nothing further to add to the previous minutes, other than this is work in progress	AC
16.	PROTOCOL FOR MEMBERS SPEAKING AT COMMITTEE MEETINGS This is in relation to members' who are not on a committee but have the Chair's permission to speak at that committee eg Ward members' It was agreed that it be included within the Constitution's procedural rules that a member who is not on a committee but attends to speak at a meeting, is to sit in the public gallery and not at the table with members of the committee so there is a clear distinction for transparency.	AC
17.	PROPOSED MEMBER AND OFFICER PROTOCOL The Chief Executive circulated a draft of some suggested basic principles for inclusion in a revised member and officer protocol. The group agreed with the principle with some clarification to be added that there would be some involvement by members on day to day operational/staffing issues when they sat as Appeal Panel members. In addition, the group emphasised the need for improved communications with regular good news press releases. The Chief Executive confirmed that it is proposed that the additional resource to support Senior Management Team would take on a communications role. The group also requested that the Chairs of committees be informed beforehand of which Officers will be attending at meetings.	MH
18.	AMENDMENT OF STANDING ORDERS TO REQUIRE RECORDED VOTES FOR BUDGET AND COUNCIL TAX SETTING This was now required by "The Local Authorities (Standing Orders)(England) (Amendment) Regulations 2014. A form of wording drafted by the Director of Services to include with the Constitution procedural rules was agreed with it being made clear that it will not be just a show of hands but that the name of each member present and how they voted will be recorded.	AC

<p>19.</p>	<p>DEVELOPMENT CONTROL SITE VISIT PROTOCOL</p> <p>The report of July 2009 setting out arrangements for site visits prior to a Development Control meeting was considered particularly in view of recent queries as to whether Ward members may also attend. The group agreed that the protocol be amended to include that any Councillor may attend a site visit subject to prior notification to the Planning Control Manager and that they remain with the official group of members' and officers. Some further minor amendments were requested, that references to the Chair leading on the site visit /answering questions etc be amended to Officer.</p>	<p>AC</p>
<p>20.</p>	<p>EVOLVING COUNCIL GOVERNANCE – FUTURE ARRANGEMENTS FOR STANDARDS AND SCRUTINY FOLLOWING ABOLITION OF THOSE COMMITTEES</p> <p>Following the abolition of the above 2 committees being approved at the Council meeting on 25 February 2014 the group confirmed that references to the these 2 committees be deleted from the Constitution</p>	

Greening of the Borough Working Group

Wednesday 2nd April 2014

Present: Cllr Carter (Chair), Cllr Boyce, Cllr F Broadley C Holmes (CMH), A Court (AC), M Hall (MH)

Apologies: Cllr B Boulter

1. Notes of Previous meeting 18th December 2013

Approved

Most actions covered within reports and Agenda items

TCV Edible Food Trail one grant has been unsuccessful and being resubmitted and second bid being submitted to Leicestershire County Council. No further updates provided from TCV.

Agenda items:

4. Projects Update

- a. Assistant Ranger – update on staff member and identified project working areas discussed
- b. Fludes Lane – need for meaningful consultation raised; links to flood basin area discussed (particularly in light as to position with regard to ownership by Severn Trent Water); discussion around the management plan, consultation and community engagement and also any possible future works on aligning designed public rights of way. Use Letterbox for engagement

Action: CH/NH

- c. Chicken Alley approved project ideas
- d. Barn at Brocks Hill – Planning permission submitted. CH to check that application includes all proposed uses. Also consultation to take place with neighbouring properties on The Oval
Action: CMH/AC to investigate and feedback with information from Nick Hague.
- e. TCV Tenancy – legal finalising lease
- f. Soil Association – approval now given for Food Bus to stay overnight at Brocks Hill for intensive week

5. Volunteering Verbal Update

Working with Voluntary Action Leicester (VAL) to review and update current Procedure and Policy. New employee volunteering and training booked with British Gas, Charnwood Foods and Youth Offenders Service. Volunteering opportunities fair at Brocks Hill working with VAL on Monday June 2nd. Volunteering at Fludes Lane identified for Sundays but might include other days as identified following consultation on new group

Action: Any policy updates to be reported to the Policy, Finance and Development committee -CMH

6. Brocks Hill Work Plan and Progress Report

Discussion took place on the report in particular the emphasis that was to be used as to the nature of the site, whether countryside or environment and the brand and vision. It was recommended that the brand would simply be “Brocks Hill and the vision was agreed as follows:

“Brocks Hill to become recognised as Leicestershire’s **premiere** country park and centre for natural history that the whole Borough embraces and enjoys”

Amphitheatre – The wet weather has delayed progress. Discussion took place around simplification of design to achieve an acceptable level of funding. There was also discussion around match funding, potential funders and use of the Greening of the Borough reserves and issues of timing of funding bids. Look towards partners for potential funding. MH to take a report to Council in April recommending a protocol for CMH to access funds without delay to avoid losing out on external funding eg where match funding from the Council is required. This protocol is to tie into the Greening of the Borough action plan. The report is to also seek approval of the way forward for Brocks Hill and the new vision and role as the “home of natural history.”

Action: MH to prepare a report for Council meeting on 29 April 2014.

Natural Cemetery- Based on assessments from the national expert and feedback from Environment Agency it was agreed to place this project on hold (including progression of burial of ashes - the only element that could be considered) for the medium to long term.

Action: CMH to report this to Service Delivery committee

Clarification on the detailed work plan for Brocks Hill and in particular wider biodiversity work, including local wildlife site management plans (sites not yet identified); issues of capacity and targets. Risk area is full time to review historic Phase 1 wildlife surveys and biodiversity audit of Borough. Most work identified with partners so some element of business risk in terms of delivery. Work plan has been developed with team and deemed achievable

7. Greening of the Borough Action Plan

Members requested a simplified public facing Greening of the Borough Strategy document with fewer aims and covering text. This should be available from September/October for wider public consultation and engagement.

Entry Points to the Borough to be reviewed for potential projects and joined up working with the "Clean and Green" team. View that action plan still needs further simplification and more realistic and defined projects.

CMH reported links with Leicester University Botanical Gardens progressed with the Academic team but meeting with Estates team postponed three times. An email has been sent to try and progress this.

Action: CMH to review the action plan for the next meeting of the group.

8. Brocks Hill Technologies Review

Members asked for further details on the life span of technologies and did not rule out potential for future projects following on from this report. CMH identified rain water harvesting as progressing as soon as possible and identified work on the Building Energy Management System and Solar Air Heat Ventilation System as a way forward for initial activity.

Members asked that the Brocks Hill team progress possible wind turbine land rents

Action CMH

9. Project Wild Thing

Endorsed in principle to sign the pledge and join the campaign but to be taken to committee

Action AC/MH

10. Date of Next Meeting: Wednesday 10th 2014 - 5.30pm MH's office

Agenda Item 15o

Meeting of the Armed Forces Working Group

Monday 7th April 2014

Present:

Councillors: B Boulter, M Chamberlain, L Eaton (Chair), R Eaton, P Swift.

Officers: M Hall

Visitors: Lt Col Pope, David Atterbury (Royal British Legion)

1. Apologies for Absence:

Councillors: B Dave, S Haq, S Morris

2. Notes of the last meeting:

6th November 2013 – Approved

3. Armed Forces Covenant:

The Chair welcomed Lt Col Pope and David Atterbury from the British Legion.

Cllr Eaton thanked them as they had both just taken part in the official signing of the Armed Forces Covenant with herself as the Chair of the Working Group and the Mayor.

The Group together with Lt Col Pope and D Atterbury discussed the next practical steps that the Council should take in order to consolidate and develop the Covenant.

In summary these are:

a. Try to capture the raw numbers of how many serving and ex service personnel live in the Borough. It was agreed to do this by contacting:

1. SAFA
2. The Royal British Legion (Leicestershire Branch)
3. Regiments stationed in the Borough
4. Schools – Request how many pupils are in receipt of the Armed Forces Supplement
5. Uniformed youth organisation based on the borough such as the cadets

At this stage it was agreed not to request any detailed information as organisations maybe suspicious and there could also be issues with confidentiality and Data Protection etc. It was agreed that further information could be requested at a later date once these overall figures were known.

The Chair of the Group circulated a letter that she had drafted to be sent to the schools in the borough as per the above. It was approved by the Working Group and MH agreed to have it put onto Council letter headed paper and distributed.

b. As part of the Council's upgrading of its website a dedicated very visible page would be established for the Covenant with appropriate links to other useful organisations. MH said the Council would learn from existing best practice on this.

4. WW1 Centenary Commemorations

a. Councillor Boulter - arrangements for commemorating the start of WW1.

On Sunday 3rd August, on the eve of the declaration of war, there will be a borough wide event at Peace Memorial Park in Wigston.

This will commence at noon and last for about half an hour and will involve a short service in the presence of people invited from across the borough. The local South Wigston Regiment will also be in attendance. The service will be led by the vicar of All Saints in Wigston. Refreshments will be provided by the Friends of Peace Memorial Park afterwards in the Pavilion.

The WG agreed that BB and MH, in consultation with the Chair, should agree the guest list and send out invitations to the event.

b. Appendix B - Letter from St Peter's Church, Oadby

The WG discussed the request by the church that the Council organises an event in Oadby that the church could actively take part in. The WG agreed that the Council's main focus for this year, in addition to Armed Services Day and Remembrance Day, would be the borough wide event on 3rd August in Peace Memorial Park. The WG agreed that MH should write back on that basis on behalf of the WG and suggest that the church works with Oadby Stakeholders and other Oadby groups to organise an event themselves.

It was also suggested that if the church could be floodlit at night that there is a national movement to have red filters fitted to the lights to represent the poppy. It was also suggested that if the church or any event they organise needs funds that they should apply to the Oadby Forum.

c. Appendix C – Letter from Wigston Civic Society

The WG discussed the request that the Civic Society had made for a parade or re enactment to take place in Wigston or South Wigston. The WG agreed that the Council's main focus for this year, in addition to Armed Services Day and Remembrance Day, would be the borough wide event on 3rd August in Peace Memorial Park. The WG agreed that MH should write back on that basis on behalf of the WG. Regarding the enquiry about the national scheme to lay a commemorative stone in the home town of anybody receiving a Victoria Cross in WW1, Col Pope said he would make enquires and let MH know what the current position nationally.

d. Photographic Commemoration of WW1

MC raised the idea of trying to obtain photographs from residents of the borough of WW1. It was agreed by the WG that this was an excellent idea. This request would be publicised in the next edition of Letterbox. Some work will need to be done in the interim to find the best way of obtaining these images securely, scanning and publishing them on the Council's website and then returning them safely to their owners. MC said she felt very passionately about this and would be happy to be actively involved in the project. BB said he had access to a book written by a local Wigston resident that has captured many images of WW1 from Wigston and would let MH see it.

5. Fly the Flag for Commonwealth Day

The national event took place on 10th March 2014. MH was reporting to members that he had received correspondence prior to the event that requested that the Council did not proceed due to the poor human rights records of some of the Commonwealth countries. MH had written back on the basis that these were issues for the Commonwealth Association and those individual countries and that the correspondent should raise his concerns with them direct. The Council was participating in a national event in good faith. MH asked the WG if they were happy with that approach as some members had raised concerns at the time. The WG said that they were happy with the approach that MH had taken and that should continue to be the Council's position.

MWLH
April 2014

MINUTES OF AN EXTRAORDINARY MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT ABINGTON ACADEMY, WIGSTON, ON THURSDAY 10 APRIL 2014, COMMENCING AT 7.00 P.M.

IN ATTENDANCE:

Councillor L A Bentley – Chair
Councillor Mrs L M Broadley – Vice Chair

Councillors: F S Broadley, M H Charlesworth, Mrs S Dickinson (sub) R Eaton, D A Gamble (sub) Mrs J M Gore, Mrs R Kanabar, J Kaufman, Mrs L Kaufman, Mrs H E Loydall, R E R Morris, Mrs S B Morris, R Thakor (sub)

Officers in Attendance: K Garcha, C Forrett, A Court, A Thorpe, G Richardson and A Wright

Others: Marc Watterson (IBI Taylor Young, Planning Consultant)

Min Ref	Narrative	Officer Resp
67.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Councillors G A Boulter, D M Carter, B Dave and Mrs S Z Haq</p>	
68.	<p><u>DECLARATIONS OF SUBSTITUTIONS FOR COMMITTEE MEMBERS</u></p> <p>Councillor R Thakor attended as a substitute on behalf of Councillor B Dave</p> <p>Councillor S Dickinson attended as a substitute on behalf of Councillor G A Boulter</p> <p>Councillor D A Gamble attended as a substitute on behalf of Councillor Mrs S Z Haq</p>	
69.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>Councillors Mrs S B Morris and R E R Morris both respectively noted that they lived on the Harcourt Estate. They confirmed that they did not live in an area which was consulted on this application and that although they had been approached by residents concerning the application that was to be considered before the Committee at this meeting, they had answered questions on process only. They concluded that they therefore attended the meeting with an open mind.</p>	

	<p>Councillor J M Gore noted that she lived on Newton Lane, but that she had not expressed an opinion on the application and that she attended the meeting with an open mind.</p> <p>Councillor M H Charlesworth noted that he had previously indicated that he was opposed to this application, but that this had been before the applicant had provided any of the information that was presented before the Committee at the meeting. He therefore noted that he would approach the application with an open mind.</p> <p>Councillor R Kanabar noted that although she did know some of the members of the public present in the room, she approached the meeting with an open mind.</p>	
70.	<p><u>REPORT OF THE DEVELOPMENT CONTROL MANAGER</u></p> <p>1. 13/00403/OUT – Mixed use development for up to 450 dwellings & 2.5 hectares of employment land (B1/B2) along with new formal recreation space with changing facilities, allotments, landscaping & storm water balancing & associated infrastructure (Rev A-C) (Land South of Newton Land & East of Welford Road, Wigston, Leicestershire)</p> <p>Richard Edwards, a representative of David Wilson Homes, spoke on behalf of the applicant.</p> <p>He outlined the proposal for the development and reminded Members that they had two main considerations. The first of these was whether the proposed development complied with the Council's adopted development plan and Mr Edwards explained how the proposal accorded with the same. In addition, the National Planning Policy Framework states that where proposed development is in accordance with the Council's adopted development plan, it should be approved.</p> <p>The second consideration was whether there were any other material considerations which meant that the application should be refused. He explained that the applicant had worked with statutory bodies to resolve any outstanding issues and those bodies were now satisfied that the developer had sufficiently mitigated and issues. He accepted that there was one remaining objection from the Police, who had requested a capital contribution to purchase new equipment; however, he contended that this request did not satisfy the CIL requirements and was therefore not lawful.</p> <p>Mr Edwards addressed comments made by members of the public who objected to the proposal and felt that these comments could be placed into two categories; the principle of development</p>	

and technical issues. He noted that he had already addressed these issues in his earlier comments, in that the principle for development in this area had been established and that material concerns had been mitigated sufficiently in the opinion of the professional bodies.

He confirmed that a Section 106 agreement would be required and that this would include provisions for affordable housing and various other contributions.

Mr Edwards concluded that this was sustainable development in accordance with the Council's adopted development plan and that the Committee should therefore follow Officer recommendations and approve the proposal.

John Nelson spoke as an objector, representing the Meadowcourt Action Group. He felt that Councillors should represent the residents in refusing this matter and added that the residents felt that the Council had hidden information within complex and difficult to access documents.

He felt that the Council was giving the green light to this proposal with nothing more than a casual interest and questioned the need for so many dwellings. He stated that the location was unsuitable, with unsuitable access and added that insurers were now refusing to reinsure properties on standard terms owing to the increased risk of flooding that would be posed to existing dwellings by the proposed development.

He argued that the existing roads would be unable to cope with the increased demand as they already struggled to cope with current traffic flows. He expressed disappointment that the water companies had not objected to the proposal and that the proposal did not include provisions for a new bus route or community centre. He also felt that the schools would be unable to cope with the increased demand for places.

Mr Nelson urged Members to take more time to consider this application by deferring it to ensure that Wigston was a desirable place to live in the future.

Councillor M Chamberlain spoke as an objector on behalf of residents. She stated that the proposed development of 450 new homes would adversely affect residents on neighbouring estates. She felt that the development would generate too much additional traffic and that the existing infrastructure could not cope with it. She reminded Members that they had previously refused a request by a resident for access from his property onto Newton Lane owing to safety concerns, so it would not be appropriate for them to allow this development with the only

access being via Newton Lane.

She further noted that the development was anticipated to house well over 200 children, which would have an adverse affect on the learning environment afforded to all children attending the local primary schools.

She went on to discuss issues with flooding and drainage, noting that most of the homes which back onto the proposed development site regularly flood. She felt that the proposal would only serve to worsen this problem and did not agree with the comments made by the water authority. Councillor M Chamberlain urged Members to listen to residents and refuse the application.

Marc Watterson presented the Officers report. He set out that this was an outline application for permission with all matters reserved apart from the access and set out the proposal.

He drew Members attention to the fact that there were two key planning principles to consider; firstly whether the proposal accords with the Council's adopted plan and secondly whether there is any other material consideration for the Council not to permit the application.

When considering the first of these issues, Mr Watterson noted that the Council's core strategy was adopted in September 2010. It was reviewed in line with the National Planning Policy Framework (NPPF) and was found to be compliant save for a few minor points, which included a restriction on bringing forward the Direction for Growth no earlier than 2017. He confirmed that the Council's Development Plan was therefore considered to be fully up to date and that this application should be considered in accordance with the Council's policies unless there are overriding material considerations.

He added that a key principle of the Council's Core Strategy was the principle of a single release of Greenfield land and that this approach was more sustainable after town centre locations and other brownfield sites. He added that the development would also support Wigston's position as the main town centre in the Borough.

He concluded that the principle of the development of the application site was therefore well established in adopted and up to date policy, and the bringing forward of this site at this stage in the planning process complied with the NPPF, and should be approved unless there was some other material consideration.

Mr Watterson then addressed the second matter, whether there

were any material considerations, and noted that the speakers concerns centred mainly around three things; highways, ecology and flooding.

In relation to highways, he noted that the applicant had worked with the Highways Authority in order to overcome their initial objections and that this had been achieved as set out in the Agenda Update. The Highways Authority was now satisfied that the proposed measures would adequately mitigate any issues. Mr Watterson noted that there would be phased improvements to several main junctions linked with stages of the development and he proceeded to set out these improvements and explain by what stage in the development they would be carried out.

Moving on to consider ecological issues, Mr Watterson noted that an ecology report and a Great Crested Newt report had been carried out and submitted with the planning application. He confirmed that the Great Crested Newt report found that there were no Great Crested Newts at the development site and that the site was of below average suitability for the species. He added that there may be Great Crested Newts beyond the boundary of the development site but that there was a condition to ensure that up to date surveys were carried out throughout the reserved matters application stage.

He noted that there was no presence of badgers at the site although it was accepted that badgers were present in the wider area, so a condition was included so as to ensure that the site was re-surveyed for badgers prior to the commencement of development.

He added that there was also no evidence of nesting birds at time of the survey, although trees, scrub and hedgerows provided potential habitat. A condition was included to protect potential habitats from being removed without specific approval and the Design Guide also required tree and hedgerow retention information which would inform the reserved matters application.

Mr Watterson further added that there was no evidence of bats at the site although much of the habitat could be considered as suitable. Any loss of such features would be mitigated through additional planting which would be specified through the reserved matters stage. The requirement for a biodiversity management plan under condition would also address these matters.

Finally moving to consider flooding, Mr Watterson noted that the site was within the lowest risk category. In any event, the principle for managing surface water run-off was to ensure adequate drainage which directed all water to specific areas designed for attenuation, before being discharged into local

watercourses at Greenfield run-off rates. Further information on this would be required at the design stage and the Environment Agency considered this to be acceptable in principle.

Severn Trent Water provided a capacity report which confirmed that the development would have a low impact on existing infrastructure and that there was sufficient capacity within the system to accommodate the proposed development. Further conditions required detailed information to be provided at the detailed application stage.

On this basis, Mr Watterson concluded that highways, ecology and flooding / drainage issues were not material considerations which would indicate that the application should be refused.

He noted that although the report addressed some of the other material considerations, many of the points raised would be more appropriately dealt with at the detailed application stage. In particular, he noted that the report recommended a condition that requires a Design Guide which would form the basis of the detailed design for the whole site. He also clarified that there would be no vehicular access from Foston Gate or Cooks Lane.

He therefore did not consider that there were any material considerations to indicate that the application should be determined contrary to the adopted and up to date Development Plan. He was satisfied that the conditions and the proposed Section 106 agreement would successfully mitigate any impacts.

He explained the purpose of the Section 106 agreement and outlined what this was proposed to deal with, including affordable housing provisions, public transport and travel packs, community and youth facility, library services, the provision of open space, and education contributions of £1million for local schools to accommodate demand.

He noted that there had also been a request from the Police for two streams of money. The first was a usual request for financial support for policing needs generated by the development. He asked the Committee to consider that, but that his recommendation was to refuse this request on the basis that it was not sufficiently justified or based on actual policing needs generated by the development. This had been the Council's approach in other applications and he felt that this consistency should be maintained, unless the Police could respond with robust and defensible information to convince Officers. He suggested that if negotiations produced an agreed Section 106 contribution, the recommendation was that the agreed final financial value is delegated to Officers in agreement with the Chair.

He went on to discuss the second request, which was substantial and related to an uplift in signal strength. He added that Officers were still seeking financial justification for this and recommended that this part of the request was delegated to Officers in agreement with the Chair, to continue to negotiate and finalise.

Mr Watterson therefore recommended that Members approved the application subject to the completion of a suitable Section 106 agreement.

The Chair clarified that this was an outline application with all matters reserved except for the access to the site. He reminded Members that they could discuss the reserved matters but not base a decision on them.

Members asked about the proposed Section 106 agreement and asked whether there was any indication as to how the requested education contribution would be distributed and whether there had been any request for a contribution by the local health bodies. Mr Watterson responded that the education contribution would be directed to existing schools, on the basis of necessity. He further responded that the local health bodies had been consulted and given ample opportunity to respond, but had not done so.

Some Members were disappointed that the Highways Authority had rescinded their objections to the proposed development on the basis of what they believed to be cosmetic changes to the proposal. They felt that congestion was already an issue and that a number of key junctions, particularly the junction of Newton Lane, Bull Head Street and Moat Street, would be unable to cope with the increased use generated by the proposed development.

Members referred to an application for the proposed development of 150 new homes at a site in Oadby, which had been considered at a previous Committee meeting, that had been refused on the grounds that it did not accord with the Council's adopted development plan. This decision was currently being appealed and a Member asked whether the outcome of that appeal would have a bearing on the present application and the Council's adopted Development Plan. Mr Watterson confirmed that it would not.

Some Members noted their disappointment that the application before them had all matters reserved for approval at a later date, as it meant that they did not have all of the information as to what was being proposed by the developer.

A Member went on to discuss several other concerns with the

application. It was noted that there was no information as to where the trial trenching would take place or when this would happen, suggesting that the site might be of some heritage value. Mr Watterson confirmed that conditions would govern this process and ensure that it was agreed with the County Council archaeologist. He was confident that the developer was equipped to deal with any archaeological finds at the site.

The Member went on to raise questions as to the request for education contribution. It was felt that the proposed development would generate a significant need for school places and felt that this point should be considered in detail rather than being dealt with at a later stage. Mr Watterson reiterated that the County Council had made a significant request for a financial contribution and that this had been calculated using a standard, well established and accepted formula.

Mr Watterson also reminded Members that the application was in outline form and that many of the matters covered in the report would be considered in more detail at a later stage prior to the commencement of the development.

The Member continued with the objections to the application, disagreeing with the expert report which had deemed the land to be of little biodiversity value and argued that some of the ecological information needed to be more up to date. It was noted that part of the site did host local wildlife and that although there was a condition which dealt with the retention of this it did not deal with the expert management of that part of the site. Mr Watterson explained that all necessary information was up to date and that such reports had been conducted in the usual manner and at the appropriate time for a proposed development of this type.

The Member went on to question the Police's request for such a significant financial contribution and asked why the Police had not considered approaching mobile network providers to assist with airwave coverage. She also raised concerns in terms of forestry and suggested an urgent need for Tree Protection Orders to protect trees at the site.

In terms of the Police's request for a financial contribution to improve network coverage, Mr Watterson reminded Members of his earlier comments in that Officers were still negotiating with them to achieve an agreed outcome. Moving to address the forestry concerns, he explained that there was a scheme for retention and protection of existing trees as appropriate.

The Chair again noted that this was an outline application and that many of the matters being stated in objection to it would

have to be addressed by way of further application.

The Member continued that it was felt that the report by Severn Trent Water, which stated that the existing drainage system could support the proposed development, was incorrect as they were certain that it could not. The Chair again reiterated that this would need to be considered as part of a later application.

The Member went on to discuss affordable housing and suggested that some of the affordable housing should be comprised of bungalows. Mr Watterson noted that this matter would be the subject of future negotiations and that this suggestion would be taken into account.

She moved on to discuss the proposed speed calming measures and suggested that residents objected to the same. Further concerns were raised as to highways issues and the need for better improvements despite what the Highways Authority report had stated. Mr Watterson noted that the proposed measures were well established tools for managing traffic and safety and for reducing speed.

The Chair once again reiterated that these matters would be dealt with at a later stage and that the application was before Members was for outline permission only.

The Member requested that the developer transferred to the ownership of the Council an ancient flower meadow which fell within the application site. She concluded by moving to refuse the application on the basis of insufficient information to allow Members to make an informed decision, as well as safety concerns as to traffic and highways considerations.

Mr Watterson reminded Members that the statutory bodies had accepted the principle of the development and acknowledged that the developer had sufficiently mitigated any outstanding concerns, therefore he felt that refusal on one of these grounds would not be robust enough to be defensible at appeal. He added that if there had been insufficient information to make a decision on this application then Officers would not have presented it before Members.

Several other Members were concerned with flooding and the comments made by an objector suggesting that insurers were refusing to renew insurance on the basis of an increased risk of flooding. Mr Watterson reminded Members that the site was not located within a floodplain and had the lowest risk of flooding.

Several Members also reiterated concerns in relation to highways and felt that the proposed improvements to existing

roads were insufficient and that the main junction with Newton Lane, Bull Head Street and Moat Street would be unable to cope with the increased traffic generated by the proposed development, despite those proposed improvements. They also expressed their confusion that the Highways Authority had not objected to this large scale development despite it only have one means of access and egress from the entire site, which would be directly onto Newton Lane, a road that was already considered to be unsafe, particularly owing to the speed at which vehicles travel along it.

Mr Watterson advised that several reports had monitored the traffic levels and traffic flows on the surrounding roads and, using this data, numerous options for improving the roadways had been considered; however, the Highways Authority were now satisfied that the improvements and measures proposed by the developer sufficiently mitigated any outstanding issues. He pointed out that the speed limit on Newton Lane would be reduced from 60mph to 40mph and that the traffic control and speed calming measures and the infrastructure improvements would help to allay safety concerns.

Mr Watterson further advised that there were a series of proposed conditions set out in the report which were intended to control the information that the developer would be required to submit to the Council through the detailed application stage. Members would therefore have the opportunity to address several of the concerns that they still had with the proposal during a later application.

Several Members contended earlier comments and felt that although this was an emotive subject, it had to be considered in terms of planning merit. They noted the position in Oadby, whereby a single release for development had not been agreed and instead developments had been carried out in a piecemeal fashion. They felt that this proposal was the best and most sustainable way forward for Wigston to satisfy the Council's obligation to build new homes as stipulated by central Government. It was felt that although residents accepted the need for new housing in principle, they simply objected to it being carried out at locations adjacent to their properties.

Those Members felt that this application was in line with the Council's adopted development strategy, which had been out to a number of consultations giving all residents the opportunity to provide feedback. The principle of development in this area had been established by the adopted development plan which had been implemented and had survived several challenges. They felt that to go against this now would place the Council in a difficult position.

Several Members acknowledged the complaints of the residents in relation to the material considerations, particularly highways in which they felt the proposed improvements and mitigating measures would not be ideal; but in any event the professional bodies had accepted these as sufficient and left the Council with no grounds for refusing the application before them. A motion to Permit was moved and seconded on this basis.

The Chair outlined the appeal process and explained that if the application was refused by Members, the applicant would no doubt appeal that decision. At appeal, the Inspectorate would have the authority to overrule the refusal, as well as removing or watering down any conditions as they saw fit. His concern was therefore that the control of the development would be lost if Members did not permit the application at this meeting. Mr Watterson also reiterated that if Members refused the application on the basis of a material consideration, for example highways, of which no objection had been raised by the statutory body, then the applicant would have an absolute right of appeal and it was his professional opinion that they would win any such appeal.

A question was asked about installing pedestrian crossings on Newton Lane and Mr Watterson responded that this could be considered at the reserved matters stage if Members were minded to permit the application.

Mr Watterson confirmed that the phased improvements to the junctions in the area surrounding the development had been staggered according to necessity and would therefore be carried out at fixed stages of the development but including prior to the occupation of the first dwelling.

A question was asked as to whether an increased risk of flooding would be a sufficient reason for refusing the application, as it was understood that an increased risk of flooding was a potential reason for refusing the application.

Mr Watterson reminded Members that the statutory bodies were satisfied by the supporting evidence which showed that the site was at the lowest risk category for flooding. He therefore felt that, although flooding was a material consideration, it was not a suitable or robust enough reason to refuse the present application. The Chair also reminded Members that this was an outline application only and that a detailed flood risk assessment would be considered at the reserved matters stage.

Some Members were concerned that other Members were attempting to formulate a reason for refusal that was not sufficiently justified. Mr Watterson advised that Members should

<p>not, in his professional opinion, refuse the application unless they were confident that they had a sufficiently robust reason for doing so which would be defensible at appeal.</p> <p>The motion for refusal as moved by Councillor J M Gore and seconded by Councillor R F Eaton was voted on by Members and was defeated by majority.</p> <p>Members then voted on the motion to Permit as moved by Councillor D A Gamble and seconded by Councillor J Kaufman.</p> <p>RESOLVED: That, for the reasons set out in the report and the agenda update, to Permit the application subject to the conditions contained within the report and the agenda update.</p>	
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The Meeting Closed at 9.25 p.m.