



# 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, 2 SEPTEMBER 2014** at **7.00 pm** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices  
Wigston  
22 August 2014

Chief Executive

## AGENDA

## Page No's

- |     |  |         |
|-----|--|---------|
| 1.  | Apologies for Absence  |         |
| 2.  | Declarations of Interest   |         |
| 3.  | To read, confirm and sign the Minutes of the following meetings  |         |
|     | (a) Council Meeting - 29 April 2014  | 1 - 8   |
|     | (b) Annual General Meeting - 13 May 2014   | 9 - 12  |
| 4.  | Action List  | 13      |
| 5.  | Motions on Notice  |         |
| 6.  | Mayor's Announcements  | 14 - 15 |
| 7.  | Petitions, Deputations and Questions   |         |
| 8.  | Leader's Statement   |         |
| 9.  | Appointment of Member of the Independent Remuneration Panel  | 16 - 17 |
| 10. | Constitutional Working Group Update  | 18 - 22 |
| 11. | To Receive the Minutes for information of the meetings of the following Committees, Forums, Working Groups and Outside Bodies: |         |
|     | (a) Development Control Committee - 24 & 29 April 2014   | 23 - 27 |
|     | (b) Place Shaping Working Group - 8 May 2014   | 28 - 30 |
|     | (c) Development Control Sub-Committee - 12 May 2014  | 31 - 33 |
|     | (d) Development Control Committee - 29 May 2014  | 34 - 44 |
|     | (e) Children and Young People Forum - 4 June 2014  | 45 - 47 |
|     | (f) Customer Services Task Group - 5 June 2014   | 48 - 49 |

(g)	Health and Wellbeing Board - 10 June 2014	50 - 52
(h)	Greening of the Borough Working Group - 11 June 2014	53 - 56
(i)	Oadby Residents Forum - 12 June 2014	57 - 63
(j)	Constitutional Working Group - 18 June 2014	64 - 65
(k)	Community Engagement Forum - 24 June 2014	66 - 67
(l)	South Wigston Residents Forum - 25 June 2014	68 - 69
(m)	Development Control Committee - 26 June 2014	70 - 79
(n)	Development Control Sub Committee - 7 July 2014	80 - 82
(o)	Service Delivery Committee - 8 July 2014	83 - 91
(p)	Licensing & Regulatory Committee - 9 July 2014	92 - 94
(q)	Wigston Residents Forum - 14 July 2014	95 - 99
(r)	Waste Task Group - 15 July 2014	100 - 102
(s)	Place Shaping Working Group - 16 July 2014	103 - 116
(t)	Community Safety Partnership - 21 July 2014	117 - 121
(u)	Policy, Finance and Development Committee - 22 July 2014	122 - 135
(v)	Development Control Committee - 23 July 2014	136 - 142
12.	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.	
13.	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 29 APRIL 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

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

Councillors: G A Boulter, J W Boyce, D M Carter, Ms M V Chamberlain, M H Charlesworth, M L Darr, R F Eaton, Mrs L Eaton D A Gamble, Mrs J M Gore, 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, K Garcha and G Richardson

Others in Attendance: F Jennings (Mayor's Chaplain)

Min Ref	Narrative	Officer Resp
75.	<b><u>APOLOGIES FOR ABSENCE</u></b>  An apology for absence was received from Councillors L A Bentley, Mrs L Broadley, B Dave, Mrs S Z Haq, Mrs R Kanabar and R Thakor	GR
76.	<b><u>DECLARATIONS OF INTEREST</u></b>  Councillor Mrs H E Loydall noted that she was the Chair of the Senior Citizens Group, which would receive a grant were Members to approve the recommendation in Agenda Item 11 (Establishment Independent Community Groups); however, she confirmed that she would not receive any benefit herself.	
77.	<b><u>MINUTES OF THE PREVIOUS MEETING</u></b>  <b>RESOLVED:</b> That the minutes of the last meeting of the Council held on 25 February 2014 be taken as read, confirmed and signed.	
78.	<b><u>ACTION LIST</u></b>  None.	
79.	<b><u>MOTIONS ON NOTICE</u></b>  None.	
80.	<b><u>MAYOR'S ANNOUNCEMENT</u></b>  None.	
81.	<b><u>PETITIONS, DEPUTATIONS AND QUESTIONS</u></b>	

	None.	
82.	<p><b><u>LEADER'S STATEMENT</u></b></p> <p>The Leader noted that he had two points that he wished to raise. Firstly, he discussed his attendance at an event organised by the Bank of the Mighty Creative, an organisation that works with young people with creative talents. He noted that he had had the opportunity to witness the work that the organisation had done to support young people with diverse and unique talents and was proud that the Council had provided support and backing to it. The Leader invited all Members to pass with contacts in local community groups to pass on their details to the Bank of Mighty Creative who were looking to work with more young talented individuals in the area.</p> <p>Secondly, he noted that the Council had recently been re-inspected by the Investors in People assessor and that he was pleased to announce that the Council had been re-accredited. He passed on his thanks to officers for their hard work in retaining the Investors in People status.</p>	
83.	<p><b><u>DRAFT SCHEDULE OF MEETINGS FOR 2014/15</u></b></p> <p>The Head of Corporate Resources noted that the report set out the draft schedule of meetings for 2014/15. She outlined the following changes that had been agreed prior to the meeting of the Council:</p> <ul style="list-style-type: none"> <li>• The Health and Wellbeing Board was to be moved from 20 May 2014 to 10 June 2014;</li> <li>• The Service Delivery Committee was to be moved from 1 July 2014 to 8 July 2014, stating that it would commence at 7.00pm;</li> <li>• The meeting of the Development Control Committee was to be changed from 24 July 2014 to a date to be determined;</li> <li>• No Youth Council meetings were listed after December 2014 as they work on a cycle and could not be plotted, however, new dates would be confirmed as and when;</li> <li>• There was no fourth Community Safety Partnership date listed after 19 January 2015;</li> <li>• The date for the Christmas Carol concert to be included in the calendar was 17 December 2014; and</li> <li>• The Budget Briefing Session scheduled prior to Council in December would be rescheduled to take place prior to Council in September.</li> </ul> <p>She also noted that there was a suggested caveat affixed to the schedule which would permit discretion to the Chair of all Working Groups to change the start time of those Working Groups.</p>	

	<p>A Member advised that the dates for the Community Safety Partnership meetings were still being set owing to changes in serious crimes and anti-social behaviour legislation.</p> <p>Members asked that the Armed Forces Day event be included on the calendar, it being on 23 June 2014 at 10.00am.</p> <p>Members asked whether an alternative date had been set for the Development Committee which was to be moved from 24 July and it was confirmed that Members would be advised when this date was set and that this would be done in time for the Annual General Meeting.</p> <p><b>RESOLVED:</b> That the Schedule of Meetings for 2014/15 attached to this report be adopted.</p>	
84.	<p><b><u>ADOPTION OF MEMBERS ALLOWANCE SCHEME FOR 2014/15</u></b></p> <p>The Head of Corporate Resources outlined the report and noted that the recommendation was to adopt the Members Allowance Scheme.</p> <p>A Member asked which Members would be appointed to sit on a Standards Committee should there be any complaints since the Members Adjudication Panel had been disbanded. The Director of Services confirmed that this function will now sit under the Policy, Finance and Development Committee and that as such the Members of the Panel would be selected from that Committee.</p> <p>The Leader noted that the Constitutional Task Group had been tasked with looking into childcare and other care arrangements for those Members with care issues when attending Committees.</p> <p><b>RESOLVED:</b> That Members adopt the Members Allowance Scheme as recommended by the Independent Remuneration Panel.</p>	
85.	<p><b><u>ESTABLISHING INDEPENDENT COMMUNITY GROUPS</u></b></p> <p>The Chief Executive noted that a report had been taken to the previous meeting of the Council regarding the Council's governance structure. This report now specifically dealt with one aspect of that report, namely community groups. He noted that it set out a number of principles for establishing independent groups. The report included financial implications as the groups would need to be able to operate in a sustainable and viable manner.</p> <p>Members asked about the Pride of the Borough group and whether this should be established as a group in the same way. The Chief Executive noted that he understood that this group was already self</p>	

	<p>sustaining and that the Council did not provide administrative support, but confirmed that the arrangement would be reviewed so as to ensure consistency.</p> <p><b>RESOLVED:</b> That:</p> <ul style="list-style-type: none"> <li>(1) The Senior Citizens' and Multi Cultural Groups are established as independent community groups;</li> <li>(2) They are established on the principles as set out in the report; and</li> <li>(3) 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, with a presumption that funding would be granted on a 3 year cycle.</li> </ul>	
86.	<p><b><u>GREENING OF THE BOROUGH – ACCESS TO FUNDING OPPORTUNITIES</u></b></p> <p>The Chief Executive noted that the report was produced by the Greening of the Borough working group. He accepted that ordinarily the report wouldn't be presented at Council, however this was the first available meeting and there was an element of urgency in that there were funding opportunities with deadlines approaching.</p> <p>A reserve of £180,000 had already been set up for Greening of the Borough and the report recommended that a war chest of £25,000 also be set up to allow applications for funding to be made on short notice, where even a short delay in waiting for committee approval would result in the funding opportunity being lost. The Chief Executive confirmed that there would be appropriate checks and consultation requirements in place. Once money had been spent from this budget, the relevant Committee would then have the option to top this back up to £25,000 should they wish.</p> <p>Secondly, the report recommended that the process for approving expenditure from the reserve was altered such that it only required approval by Service Delivery Committee, rather than approval by Service Delivery Committee and Policy, Finance and Development Committee.</p> <p>Finally, the Chief Executive discussed a further recommendation to establish a brand for Brocks Hill. He read the suggested corporate description of Brocks Hill to Members and advised that the site would now be known simply as "Brocks Hill". He added that he was proud to note that Brocks Hill had received accredited Country Park status and thanked Officers for their work on this.</p> <p>Members discussed the wording used in the proposed corporate</p>	

	<p>description. One Member felt that the use of the phrase “premier country park” was difficult to justify on the grounds that some other local country parks were perhaps better recognised. Other Members felt that this was something to aspire to but agreed that this wording could be reconsidered. Overall, however, they agreed with the re-branding of Brocks Hill and felt that it was necessary and appropriate.</p> <p>Members acknowledged that it was unnecessary for expenditure from the Greening of the Borough reserve to be approved by two Committees and that it was therefore sufficient for it to be approved by Service Delivery Committee only.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>(1) 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;</li> <li>(2) Any delegated spend would then be the subject of a report to the next Service Delivery Committee;</li> <li>(3) The formal protocol which will enable the Greening of the Borough Working Group to access the Greening of the Borough Reserve is agreed; and</li> <li>(4) The Council agrees a Brocks Hill “Brand and Vision Statement” that will assist the Council when applying for external match funding.</li> </ol>	
<p>87.</p>	<p><b><u>SERVICE REVIEW PROGRAMME FOR 2014/15</u></b></p> <p>The Director of Services outlined the report, which detailed the ongoing and proposed service reviews for 2014/15. The reviews were intended to ensure that the most cost effective outcomes were being achieved.</p> <p>The Director of Services went on to summarise the reviews and that the progress with the Customer Services review will be reported through the proposed Customer Services Task Group. Similarly, the ongoing review of the Refuse and Recycling service would be referred to the proposed Waste Task Group.</p> <p>The Director of Services highlighted an ambiguity in the second paragraph of the second page of her report and stated that the reference to the 3 month extension to the trial of reduced customer service presence in the libraries also applied to the reduction in the cashier opening hours at the main Council offices to address.</p>	

	<p>She noted that Urban Vision had been appointed to undertake a service review of the Planning Control, Planning Policy and Building Control teams and one of the first steps would be to consult with Members.</p> <p>Members asked for more information about the review of Customer Services and the Director of Services confirmed that the Council was currently undertaking some work with Charnwood Borough Council, who had achieved an outcome similar to that which the Council wished to achieve, in order to determine a way forward. In any event, she confirmed that a report with several options would be presented to Members at a future meeting.</p> <p>A Member noted that this was now the third review of Customer Services, it having previously been reviewed by former Heads of Service, Daren Nowlan and Andrew Kupusarevic.</p> <p>There was some discussion as to whether the Policy, Finance and Development Committee had in fact resolved to permit the extension of the trial of reduced presence at the libraries. The Leader added that it was necessary to allow this further extension of the trial until the next meeting of the Policy, Finance and Development Committee so as not to leave Officers in limbo.</p> <p>A Member suggested that recommendation 2.2 of the report should be amended to require the Chair of the Service Delivery Committee to be consulted also on any decision to invest money in the service reviews. The Director of Services explained that consultation with two Officers had been recommended in accordance with the Financial Regulations.</p> <p>Councillors Mrs H E Loydall and J M Gore abstained from the vote.</p> <p><b>RESOLVED:</b> That Members:</p> <ul style="list-style-type: none"> <li>(1) Note the current position on the continuing and evolving programme of service reviews; and</li> <li>(2) Authorise the Chief Financial Officer in conjunction with the Director of Service to utilise up to £35,000 from the Management of Change Reserve to invest in the services reviews.</li> </ul>	
88.	<p><b><u>EVOLVING THE COUNCIL'S GOVERNANCE ARRANGEMENTS</u></b></p> <p>The Chief Executive noted that this report followed on from the similar report that was presented to Members at the previous meeting of the Council. He noted that the report was intended to be presented in a more accessible way following on from Members' comments at the previous meeting.</p>	

He noted that the report was in three main parts. The first was about governance, including the setting up of new task groups to oversee Customer Services and Waste Collection, with other groups to be considered as and when such a need arises. He noted that Members had previously resolved to disband Standards Committee and Overview and Scrutiny Committee and now this report also proposed to disband the ICT Steering Group whose work would now be done as part of the Customer Services Working Group.

The second part of the report considered Members' services. It proposed an improved induction and training programme, with a detailed information pack to be provided to Members, as well as additional resources in the Chief Executives Office to assist with communication and Officer relationships with Members. The Chief Executive confirmed that provision for this post had already been built into the budget.

The third part of the report dealt with Officer/Member protocol. The Chief Executive noted that the Constitutional Task Group had agreed a set of principles and these were included in the report with some additional working protocols.

The Chief Executive noted that the report also contained the financial implications, as requested by Members at the previous meeting.

Members sought clarification that the Officer/Member protocol in the report would supersede the existing Officer/Member protocol in the Constitution. The Chief Executive confirmed that the Constitutional Task Group would be tasked with amending the Constitution accordingly.

There was some discussion as to the induction and training programme to be given to Members. The Chief Executive confirmed that the programme would be delivered by Corporate Resources in conjunction with the new Officer to be appointed to the Chief Executives Office and that it would be commenced following the Borough Council elections in May 2015. He added that it would be kept as current and up to date as possible and that it would mirror the HR induction processes.

A Member noted his concerns that the disbanding of the ICT Steering Group would result in complex changes to systems and processes that not all Members and residents would understand. He therefore suggested that someone with a lesser understanding of ICT should be placed on the Customer Services Working Group so as to ensure that any ICT changes were presented in the simplest way possible. The Chief Executive confirmed that this was the intention.

Councillor Mrs L Eaton arrived during the debate and therefore could not take part in the vote.

**RESOLVED:** That the recommendations set out in the report at pages 45-49 of the agenda be approved by Members.

89.	<p><b><u>MINUTES OF MEETINGS OF COMMITTEES, FORUMS AND WORKING GROUPS</u></b></p> <p>Members pointed out the following errors in the minutes of Committees, Forums and Working Groups:</p> <ul style="list-style-type: none"> <li>• In the minutes of the Oadby Residents Forum held on 19 March 2014, “Z Haq” had been noted as a Councillor in attendance and this should instead refer to Councillor L Darr.</li> <li>• In the minutes of the Licensing and Regulatory Committee held on 20 march 2014, Councillor D M Carter’s apologies had not been noted; and</li> <li>• In the minutes of the Wigston Residents Forum held on 13 March 2014, Councillor H E Loydall’s attendance had not been noted.</li> </ul> <p>A Member noted his concern that the grit bin locations stated in the minutes of the Wigston Residents Forum on 13 March 2014, were incorrect.</p> <p><b>RESOLVED:</b> That the minutes of the meetings of the committees, forums and working groups as set out in the report be received.</p>	
90.	<p><b><u>COMMON SEAL</u></b></p> <p><b>RESOLVED:</b> 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>	
91.	<p><b><u>REPORTS OF MEMBERS APPOINTED BY THE COUNCIL TO SERVE ON OUTSIDE BODIES</u></b></p> <p>None.</p>	

**The Meeting Closed at 8.05 pm**

**MINUTES OF A MEETING OF THE ANNUAL GENERAL MEETING OF THE COUNCIL HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY, 13 MAY 2014. COMMENCING AT 7.00 P.M.**

Councillor F S Broadley - Mayor

Councillor Mrs S A Dickinson – Deputy Mayor

Councillors: L A Bentley, G A Boulter, J W Boyce, Mrs L M Broadley, D M Carter, Miss M V Chamberlain, M H Charlesworth, Mrs E M Connell, M L Darr, B Dave, Mrs L Eaton, R F Eaton, D A Gamble, Mrs J M Gore, Mrs S Z Haq, Mrs R C Kanabar, J Kaufman, Mrs L Kaufman, Mrs H E Loydall, K J Loydall, R E R Morris, Mrs S B Morris and R Thakor (25)

Officers in Attendance: M Hall, Mrs A Court, J Dickson, and I Dobson.

Min Ref	Narrative	Officer Resp
1.	<p><b><u>APOLOGIES</u></b></p> <p>P Swift</p>	
2.	<p><b><u>MAYOR'S ANNOUNCEMENTS</u></b></p> <p>None.</p>	
3.	<p><b><u>PRESENTATIONS</u></b></p> <p>(a) Young Citizen of the Year 2014/15</p> <p>Councillor Richard Morris paid tribute to Josh Advani describing him as a positive presence in the Borough. The meeting heard of Mr Advani's excellent work and dedication to projects in the Borough and the Youth Council. Mr Advani received a silver salver and a floral presentation was made to his escort as a token of gratitude.</p> <p>(b) Citizen of the Year 2014/15</p> <p>Councillor Sharon Morris paid tribute to Reverend Albert Mosley for his work with the Multicultural Group and Council of Faiths in bringing different faiths together. The meeting heard of Reverend Mosley's compassion and hard work for</p>	

	<p>the good of others. Reverend Mosley was presented with his award and a floral presentation was made to his wife as a token of gratitude.</p>	
4.	<p><b><u>ADDRESS BY HIS WORSHIP THE MAYOR – COUNCILLOR MR F S BROADLEY</u></b></p> <p>The Mayor reflected upon his year in office describing the role as a privilege. He noted that the year had been interesting and filled with highs and lows.</p> <p>The Mayor thanked his fellow Councillors for their support, spoke of his gratitude to his family and expressed his hope that the incoming Mayor enjoyed the role and received lots of support.</p>	
5.	<p><b><u>APPRECIATIONS</u></b></p> <p>The Leader of the Council, Councillor John Boyce led the appreciations for the Mayor’s term of office, by stating that Councillor Broadley had handled meetings with a calm assurance and had been a superb ambassador for the Borough.</p> <p>Councillor Bhupendra Dave thanked the Mayor for his tireless work for the people of the Borough and commended his style of working.</p> <p>Councillor Mrs Gore paid her own tributes to the Mayor, echoing the sentiments of the other appreciations and thanking the Mayor for his charity work and the hard earned money that has been raised.</p>	
7.	<p><b><u>ELECTION OF MAYOR FOR THE 2014/15 YEAR.</u></b></p> <p>The Mayor, Councillor Frank Broadley asked for nominations for the election of Mayor for the year 2014-2015.</p> <p>Councillor Bill Boulter proposed, and Councillor David Carter seconded, that Councillor Mrs Sarah Dickinson be elected to the Office of Mayor for the ensuing year. Both Councillors Boulter and Carter reflected on the period during which they had known Councillor Mrs Dickinson and gave their view that Councillor Mrs Dickinson is an asset to the Borough. The nomination was put to the vote and carried unanimously.</p> <p><b>RESOLVED:</b> That Councillor Mrs Sarah Dickinson be elected as Mayor of the Council for the year 2014-2015.</p>	

	<p>The newly-elected Mayor, Councillor Mrs Sarah Dickinson, read aloud the Declaration of Acceptance of Office and signed the Register. Her Worship the Mayor and her Consort were invested with their respective Chains of Office.</p> <p>The Mayor then addressed the meeting, thanking the retiring Mayor and his Mayoress, and her Proposer and Secunder for their confidence in her and their nomination of her as Mayor. She thanked Councillors Frank and Linda Broadley for working tirelessly throughout the past year. The newly elected Mayor pledged to do her best for the Borough and nominated as her chosen charities, The Alzheimer's Society and Wishes For Kids.</p>	
<p>8.</p>	<p><b><u>ELECTION OF DEPUTY MAYOR FOR THE 2014/15 YEAR.</u></b></p> <p>The Mayor asked for nominations for the appointment of Deputy Mayor for the year 2014-2015. Councillor Jeffrey Kaufman was delighted to nominate Councillor Latif Darr as Deputy Mayor, citing his hard work as a fellow councillor in Oadby Brocks Hill Ward. Councillor Michael Charlesworth seconded the proposal. The proposal was carried unanimously.</p> <p>The newly-elected Deputy Mayor read the Declaration of Acceptance of Office and signed the Register. The Deputy Mayor and his Consort were invested with their respective Chains of Office.</p> <p>The Deputy Mayor addressed the meeting, thanking his Proposer and Secunder, and told the meeting that he was looking forward to fulfilling the expectations of the role in the year ahead.</p> <p>Floral presentations were made to the outgoing Mayoress and newly appointed Mayor and her Consort.</p> <p><b>RESOLVED:</b> That Councillor Latif Darr be elected as Deputy Mayor of the Council for the year 2014-2015.</p>	
<p>9.</p>	<p><b><u>PROPOSED APPOINTMENT OF COMMITTEES AND MEMBERSHIP FOR 2014/15</u></b></p> <p>The Council considered a report setting out proposed memberships to the Council's Committees and associated appointments for 2014-2015, together with the additional paper circulated at the meeting and set out in report pages 1-5 which</p>	

	<p>should be read together with these minutes as a composite document.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) That the Committees and other bodies, and the nominations made to date, set out in the report, and additional paper, be noted.</li> <li>2) That the Chief Executive in consultation with political group leaders be authorised to make minor amendments to memberships of committees and other bodies.</li> </ol>	
<p><b>10.</b></p>	<p><b><u>SCHEDULE OF MEETINGS 2014/15</u></b></p> <p>The Chief Executive presented the report of the final schedule of meetings for 2014/15 as set out in report pages 6-10.</p> <p>It was noted that some minor amendments of dates and times were required and that a final version of the schedule would be provided to Members in due course.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) That the Schedule of Meetings attached to the report be approved and adopted.</li> <li>2) That the Chief Executive in consultation with political group leaders be authorised to make minor amendments to the Schedule.</li> </ol>	
<p><b>11.</b></p>	<p><b><u>ANNOUNCEMENTS BY THE NEWLY ELECTED MAYOR</u></b></p> <p>The newly elected Mayor, Councillor Mrs Sarah Dickinson invited all those present to accompany join her at a Reception following the meeting at Parklands Leisure Centre, Oadby.</p>	

**The Meeting Closed at 7.46 p.m.**

**Council**  
2.9.14

**ACTION LIST**

<b><u>Min. No.</u></b>	<b><u>Title</u></b>	<b><u>Action To be Taken</u></b>	<b><u>Officer</u></b>	<b><u>Target Date</u></b>	<b><u>On Target</u></b>
84	Adoption of Members Allowance Scheme	The matter of childcare and other care arrangements be investigated by the Constitutional Task Group	AC	December 2014	YES
87	Service Review Programme 2014/15	Member consultation for service reviews	AC	September 2014	YES
88	Evolving the Council's Governance	Constitutional Task Group to incorporate Member/Officer protocol into Council's constitution	AC	September 2014	YES

# Agenda Item 6

## Events Attended by The Mayor 13 May to 1 September 2014 Inclusive

1. Royal Yeomanry Annual Freezenberg Dinner
2. Yeomanry Association Annual Freezenberg Memorial Service
3. The Churches Together in Oadby Big Picnic Lunch
4. OWBC Volunteering Fair
5. Royal Garden Party
6. Oadby & Wigston Swimming Club Annual Mayor's Gala
7. Lord Mayor's Civic Service
8. Abington Academy Awards Ceremony
9. Leicester University Sculpture in the Garden Opening
10. Oadby & Wigston Lions Club Summertime Special Concert
11. Oadby & Wigston Lions Club Presentation Evening
12. Charnwood Borough Council Civic Dinner
13. Beauchamp College Lunch with Palestinian Visitor
14. Glenmore Primary School 50<sup>th</sup> Birthday Celebration Day
15. Signature National Care Home Open Day
16. OWBC Mayor's Charity Sponsored Walk
17. OWBC Armed Forces Day
18. OWMA Ladies Committee Coffee Morning
19. Guthlaxton College Summer Concert
20. Leicestershire & Rutland Summer Games Summer Championships
21. Brocks Hill Primary School Opening of New Classroom
22. Leicester Cathedral Opening of Cathedral Gardens
23. OWBC Mayor's Charity High Tea
24. Pride of the Borough East Midlands in Bloom
25. ABF The Soldiers' Charity A Summer Reception
26. Leicestershire County Council Chairman's Summer Reception
27. Lord Mayor of Leicester Royal Anglian Regiment Homecoming
28. Curve Theatre Annie
29. OWBC Green Flag Award
30. Aylestone Lane Association Annual Allotment Day
31. OWBC Service to Commemorate World War 1
32. Parish of St. Peter & St. Paul Morning Prayer – Great War
33. LCC Service of Commemoration to Mark the Start of World War 1
34. The Record Office Book Launch – Wigston in the First World War
35. Parish of St. Peter & St. Paul Vigil of Prayer The Great War
36. Muscular Dystrophy Charity Gig
37. OWBC Supersonic Boom
38. Leicestershire Police City Watch Against Crime
39. OWMA Eid Party
40. Wigston Friends of Local Charities Family Fun Day
41. Leicester Kitchen Depot Showroom Opening and Bake-off
42. Melton Borough Council Civic Service

## **Events Attended by The Deputy Mayor 13 May to 1 September 2014 Inclusive**

1. Lieutenancy Office Armed Forces Day Service and Parade
2. Muslim School Oadby Annual Awards Evening
3. Essential Cuts Hair Salon Fund Raising Event
4. Lord Mayor of Leicester Royal Lancers Homecoming
5. Learning South Leicestershire School Sports Annual Celebration Event
6. The Salvation Army Annual Community Fun Day
7. University of Leicester Summer Degree Congregations

# Agenda Item 9



**Council**

**2 September 2014**

**Matter for  
Information**

Title: **Appointment of Member to Independent Remuneration Panel**

Author: **Kalv Garcha – Head of Corporate Resources**

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## **1 Introduction**

The purpose of this report is to update Members about the appointment of a replacement Member to the Independent Remuneration Panel.

## **2 Recommendations**

That the appointment of the new Independent Panel Member be noted and endorsed.

## **3 Information**

The Council has its own Independent Remuneration Panel that makes recommendations to the Council on allowances to be paid to elected members in accordance with legal requirements.

The panel is made up of independent persons who are appointed to ensure that the setting of members' allowances is open to robust, independent and local scrutiny and is accountable and transparent to local people.

Each year the panel produces a report that makes recommendations for the Council to consider in regard to:

- the level of basic allowance for all members
- the categories of special responsibility for which a special responsibility allowance (SRA) should be paid
- the rate of childcare/ dependency allowance
- travel and subsistence allowance
- annual uplift

Following the decision of a Member to stand down from the Panel, an exercise has been undertaken to recruit a new Member to join the Panel by advertising the position on the Council's website and public noticeboard at the Council Offices.

The Council received one expression of interest as a result of the exercise from a retired senior public servant and serving magistrate. The Panel is satisfied that the applicant has the credentials to complement the existing Members.

The Panel Membership is:

Mr Laurie Faulkner (Chairman – Existing Member)

Mr David Wood (Existing Member)

Mr John Whiting (New Member)

Email: [ian.dobson@oadby-wigston.gov.uk](mailto:ian.dobson@oadby-wigston.gov.uk)

Tel: (0116) 257 2604

**Background Papers:- The Local Authorities (Members Allowances) (England) Regulations 2003**

<b>Implications</b>	
Financial (PL)	No significant implications
Risk	No significant implications
Equalities (KG)	The application process was open to all.
Legal (KG)	The Council has a duty to consider the advice of the Independent Remuneration Panel in determining the Members Allowances.

# Agenda Item 10



<b>Council</b>	<b>2 September 2014</b>	<b>Matter for Decision and Information</b>
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Title: **Adoption of Terms of Reference for Constitutional Working Group and Constitution Update**

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

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## **1 Introduction**

**1.1** This report requests the consideration and adoption of the appended terms of reference for the Constitutional Working Group and the Group's proposed amendments to the Constitution that require Council approval. It also informs members of new legislation in relation to the public's admission to and reporting of meetings and access to information

## **2 Recommendations**

- 2.1** That members consider and adopt the terms of reference for the Constitutional Working Group which are appended to this report as Appendix 1
- 2.2** That members approve the recommendations of the Constitutional Working Group that require the amendments to the Constitution be approved by Council as summarised in this report at Paragraph 3.4
- 2.3** That members note the coming into force of the Openness of Local Government Bodies Regulations 2014 and that the Constitutional Working Group will consider these at the next meeting of the group and report back to Council on any amendments that will be necessary to procedure rules.

## **3 Information**

- 3.1** On 29 April 2014, the Council adopted the recommendations of the "Evolving the Council's Governance" report.
- 3.2** As part of that report it was agreed that a review of all existing Working Groups should take place early in 2014/15 to assess their relevance, if they are still needed and if so to revisit and firm up their purpose, terms of reference, reporting lines, relationships to other groups (to prevent silo working), frequency of meetings (which would be published in the annual Calendar), and membership.
- 3.3** The attached terms of reference are based on a standard format and incorporate the key outcomes that have been discussed and agreed by the Constitutional Working Group at their meeting on 18 June 2014. The Group

considered that because of the on-going nature of its work, it should be referred to as a Working Group as opposed to a Task Group.

**3.4** The proposed changes of the Constitutional Working Group which require approval by Council are as follows:-

- That all members are trained to sit on a Standards panel as and when necessary. (The reporting of the Standards regime to remain under the Policy, Finance and Development Committee but the pool of members of the ad-hoc panels is the whole membership of the Council).
- Officers Code of Conduct – the monetary value of gifts and hospitality to be registered is increased from £25.00 to £50.00 on the basis that this is in line with the requirements under the Members Code of Conduct
- The Mayor and Deputy Mayor will not be appointed as a Chairman of any Committee or Group during their Mayoral role due to their apolitical role whilst in Office.
- The quorum for Working/Task Groups to be set at half the membership of each group.

Other recommendations were minor matters that will be dealt with under officer delegations and clarification of existing procedures.

**3.5** As mentioned in the introduction to this report, the Openness of Local Government Bodies Regulations 2014 (the Regulations) were laid before Parliament on 5<sup>th</sup> August and came into force on 6<sup>th</sup> August. The Regulations make provision in respect of the admission to and reporting of public meetings of local government bodies and in relation to the publishing of delegated decisions. The purpose of the Regulations are to make local government bodies more transparent and accountable to their local communities.

**3.6** In brief and as explained in the guidance on the Regulations from the Department for Communities and Local Government, the requirements reflect the modern digital world that we live and operate in where filming, tweeting, blogging are to be treated as acceptable for the recording of the proceedings of public meetings. There is no requirement that local government bodies have to web cast their public meetings. A member of the public does not have to seek prior permission to carry out these activities but it is advisable that local government bodies encourage prior notification so that they can meet their duty under the Regulations, to provide “reasonable facilities” for the public to report on public meetings. The guidance recommends that local government bodies consider adopting a policy on the filming of meetings. A draft policy can be produced for the consideration of the next meeting of the Constitutional Working Group in October. In the meantime, the guidance suggests that where current procedure rules are not fully in line with the new legislation, then these should be simply waived in the short term whilst formal updates are

prepared in view of the short notice given for the Regulations coming into force. The provisions to exempt items of an agenda subject to the appropriate justification remain in force.

**3.7** In addition to the openness of recording of public meetings, the Regulations also require the reporting of certain delegated decisions taken by Officers, such as the granting permission or licence and the award of contracts or incurring of expenditure which materially affects the Council’s financial position. Further information on this requirement and any further procedures necessary than that which are already in place for publishing delegated decisions such as planning permissions and contract awards will also be reported to the Constitutional Task Group in October. The publication of delegated decisions does not include organisational and administrative decisions or matters relating to individuals such as benefit claims.

**Email: Anne.Court1@oadby-wigston.gov.uk Tel: 0116 2572602**

Background papers: Council’s Constitution.

<b>Implications</b>	
Equalities (AC)	The Council’s decision making is open to the public unless there are circumstances that meet the public interest test to be exempted.
Financial (PL)	No financial implications. Any costs arising from the implementation of the Regulations can be met through existing budgets
Legal (AC)	It is a legal requirement for the Council to have a Constitution
Risk (AC)	A breach of the Constitution opens the Council’s decision making process to legal challenge CR 6 & CR 4

**Oadby & Wigston Borough Council  
Constitutional Working Group**

**1. Purpose and Remit of Working Group**

- a. To provide overall guidance and direction on matters pertaining to the operation of the Council's Constitution
- b. To agree draft outcomes, which for the Constitutional Working Group are:
  - That the Council's Constitution and its associated Standing Orders are current with statutory requirements
  - That the rules of procedure and delegation schemes within the Constitution are fit for purpose
- c. To review progress in delivering these outcomes
- d. To act as a sounding board for the officers
- e. To give guidance on solutions that will resolve any inconsistencies in policy or outcomes
- f. To ensure that the outcomes are achieved within the time limits set.

**2. Membership**

- a. 8 members will be appointed to the Working Group at the Annual General Meeting each municipal year consisting solely of elected councillors
- b. The membership of the Working Group, wherever possible, will reflect the political representation of the Council as a whole.
- c. the quorum for the Working Group shall be set at ( one half) of members appointed to the Group.

**3. Accountability and Duration**

- a. The nature of the group will be that the Lead Officer, the Monitoring Officer will seek members views on proposed amendments to the Council's Constitution
- b. The nature of the group does not required a Chairman to be appointed
- c. A diarised meeting of the Working Group will be convened only if there is business to discuss. An extraordinary meeting of the Working Group may be called when there is urgent business to consider

- d. It is expected that the Working Group will exist for at least the 2014/15 municipal year
- e. The Working Group will report to Full Council at least twice each municipal year

#### **4. Working Methods**

- a. The agenda and supporting papers for meetings will normally be circulated electronically at least five clear days before the date of the meeting
- b. These terms of reference will be reviewed and if necessary updated at least annually
- c. The minutes of the meeting will be circulated to members of the Working Group in a timely manner
- d. An action list will be drawn up following the meeting and circulated to the members of the Working Group with the minutes

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON THURSDAY 24 APRIL 2014, COMMENCING AT 7.00 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, M H Charlesworth, R Eaton, Mrs J M Gore, J Kaufman, Mrs H E Loydall, R E R Morris, Mrs S B Morris, R Thakor (sub)

Officers in Attendance: K Garcha, C Forrett, S Booth, S Dukes and G Richardson

Min Ref	Narrative	Officer Resp
<b>71.</b>	<b><u>APOLOGIES FOR ABSENCE</u></b>  Councillors B Dave, Mrs S Z Haq and Mrs L Kaufman	GR
<b>72.</b>	<b><u>DECLARATIONS OF SUBSTITUTIONS</u></b>  Councillor B Dave appointed Councillor R Thakor as his substitute.	
<b>73.</b>	<b><u>DECLARATIONS OF INTEREST</u></b>  None.	
<b>74.</b>	<b><u>PETITIONS AND DEPUTATIONS</u></b>  None.	GR
<b>75.</b>	<b><u>MINUTES</u></b>  <b>RESOLVED:</b> That the following minutes of the previous meetings of the Committee be taken as read, confirmed and signed: <ul style="list-style-type: none"> <li>• The meeting of the Development Control Committee held on Tuesday 25 March 2014; and</li> <li>• The Extraordinary meeting of the Development Control Committee held on Thursday 10 April 2014</li> </ul>	GR
<b>76.</b>	<b><u>REPORT OF THE DEVELOPMENT CONTROL MANAGER</u></b>	

**1. 14/00051/TCA – Felling of 9No. trees (24 Bushloe End, Wigston, Leicestershire LE18 2BA)**

Members noted that they were happy for this matter to be dealt with by Officers under delegated powers and a motion was moved and seconded accordingly.

Councillor S B Morris abstained from the vote.

**RESOLVED:** That this application be dealt with by Officers under delegated powers.

**2. 14/00124/TCA – Removal of 9No. trees (Rev A) (16 Knighton Rise, Oadby, Leicester LE2 2RE)**

Members noted that they were happy for this matter to be dealt with by Officers under delegated powers and a motion was moved and seconded accordingly.

Councillor S B Morris abstained from the vote.

**RESOLVED:** That this application be dealt with by Officers under delegated powers.

**3. 14/00113/TCA – Felling of 6No. trees and works to 7No. trees (Beaumont Hall & Southmeads hall, Stoughton Drive South, Oadby, Leicester LE2 2NA)**

The Planning Control Manager explained that he had been advised shortly before the meeting that owing to an administrative error, the letter inviting the applicant to speak at the Committee meeting had not been sent out to the applicant. Accordingly, the applicant had not been given an opportunity to make representations before the Committee and, if the application was considered at the meeting, then the Council risked a potential challenge as to the lawfulness of the process.

The Planning Control Manager confirmed that he had consulted with the Head of Corporate Resources and the Legal team on this matter and the recommendation was that the meeting should be adjourned and re-convened on Tuesday 29 April 2014, to consider this application, following the requisite and appropriate notices being given.

Members expressed their disappointment at this error and the

<p>Planning Control Manager confirmed that an independent investigation into the administrative errors in the process would be carried out.</p> <p>Members noted that the determination date of the application was Tuesday 29 April 2014 and asked if they were minded to impose a Tree Preservation Order whether this could be created and effectively served if the Committee was to consider the application on the date on which the determination period expired. The Planning Control Manager and the Head of Corporate Resources confirmed that this would be possible and advised Members of the process.</p> <p>A motion to adjourn and re-convene the meeting at 6.00pm on Tuesday 29 April 2014 to consider this application was moved and seconded.</p> <p>Councillor Mrs H E Loydall abstained from the vote.</p> <p><b>RESOLVED:</b> That the meeting be adjourned and re-convened at 6.00pm on Tuesday 29 April 2014 to consider this application.</p>	
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**The Meeting Adjourned at 7.10 p.m.**

**THE MEETING OF THE DEVELOPMENT CONTROL COMMITTEE RE-CONVENED AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 29 APRIL 2014, COMMENCING AT 6.00 P.M.**

**IN ATTENDANCE:**

Councillor Mrs L M Broadley – Chair

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

Officers in Attendance: K Garcha, S Booth, S Jinks and G Richardson

Councillors L A Bentley, S Z Haq and R Thakor sent their apologies for the re-convened meeting and Councillor Mrs L M Broadley assumed the responsibility of Chair of the meeting

**76. REPORT OF THE DEVELOPMENT CONTROL MANAGER (CONTINUED)**

**3. 14/00113/TCA – Felling of 6No. trees and works to 7No. trees (Beaumont Hall & Southmeads hall, Stoughton Drive South, Oadby, Leicester LE2 2NA)**

The Chair notified Members that this meeting to consider the application had been re-convened from Thursday 24 April 2014.

The Planning Control and Enforcement Officer outlined the application. She explained that the application was for works to trees in a Conservation Area and therefore Members could only decide to permit the application or impose a Tree Preservation Order.

She noted that the County Council arboriculturalist had provided a report which supported the Officer recommendations and set out why the works were considered to be necessary. It was therefore not deemed to be expedient to serve a Tree Preservation Order and the Officer recommendation was to permit the application.

A Member noted that he had asked for this matter to be brought before Committee as, at the time, he was concerned that not enough information had been provided by the Council's Planning Control department to satisfy him that the works were necessary and justified; however, having reviewed the information available to Members at the meeting he was satisfied that they were and was happy to support the Officer recommendation.

Members asked about tree T10 and the grounds for the felling of this tree. It was confirmed that its removal would be beneficial to the health of other nearby trees and that it was necessary owing to the proximity of the tree to a University building.

Members asked about tree T13 and the Planning Control and Enforcement Officer confirmed that it fallen down in recent strong winds leaving just a stump, hence the application for its removal. Members noted that this had been a mulberry tree and asked whether they could require the applicant to ensure that the replacement was also a mulberry tree. The Planning Control and Enforcement Officer explained that this could not be conditioned but that it could be put as a note to applicant.

Some Members noted that, as this application related to the botanic garden, they were confident that the experts knew what was best for the health of the trees and moved and seconded

	the Officer recommendation accordingly. <b>RESOLVED:</b> To Permit the application as set out in the report.	
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**The Meeting Closed at 6.10 p.m.**

## Place Shaping Working Group Minutes Oadby and Wigston Borough Council Thursday 8<sup>th</sup> May 2014

### Councillors:

Councillor J W Boyce (Chair)  
Councillor L A Bentley  
Councillor L Darr  
Councillor Mrs JM Gore

### Officers:

Adrian Thorpe	(Planning Policy and Regeneration Manager)
Anita Pathak-Mould	(Head of Community)
Ed Morgan	(Planning Policy Officer)
Jamie Carr	(Planning Policy Officer)
Kirstie Rea	(Senior Planning Policy Officer)
Stuart Longbottom	(Economic Regeneration Officer)

### Guest Speaker:

Robin Thompson RPT Consulting (Item 4)

### 1. Apologies:

Councillor G A Boulter  
Councillor M Charlesworth  
Councillor J Kaufman  
Councillor Mrs L Kaufman  
Councillor Mrs S B Morris  
Councillor R Thakor

Anne Court	(Director of Services)
Daniel Britton	(Economic Regeneration Officer)
John Dickson	(Section 151 Officer)
Judith Sturley	(Senior Economic Regeneration Officer)
Mark Hryniw	(Town Centre Manager)

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### 2. Minutes and Matters Arising

2.1 None

### 3. Declarations of Interest

3.1 None

### 4. Draft Playing Pitch Strategy – Presentation

4.1 Robin Thompson, RPT Consulting, presented to Members on his findings thus far in relation the work that he and his team have been procured to undertake by the

Council on the Playing Pitch Strategy. He explained that the work had been carried out in-line with the latest guidance and procedures as set out by Sport England. It is important that the Council's Playing Pitch Strategy is carried out in line with this guidance, because, should the Council come to apply for any funding in the future to support the delivery of projects on its Playing Pitches, it must be able to clearly demonstrate that these National standards have been adhered to, when assessing supply and demand in the Borough.

4.2 Robin Thompson explained to Members what he envisaged to be the next steps and stand-out milestones for further progress on this Strategy.

4.3 Members were content with the approach suggested and therefore were supportive of Robin Thompson's proposal to consult with the Horsewell Lane Steering Group on Thursday 12<sup>th</sup> June 2014.

## **5. Draft Strategic Housing Market Assessment - Update**

5.1 Adrian Thorpe apologised to Members for the late circulation of his report, but explained that this is a 'live' project and therefore the update was a reflection of the situation as it stands today.

5.2 At this stage, all content on this paper must remain confidential due to the sensitivity of the work.

5.3 Adrian Thorpe updated Members regarding the latest position for all authorities in Leicestershire having now received a draft report from the consultant, GL Hearn, who have been jointly procured to undertake this work.

5.4 Members discussed the reports draft findings and asked several questions of Officers. However, in principle, Members agreed on the approach that has been suggested in the draft report and by Officers.

## **6. Draft Local Development Scheme**

6.1 Jamie Carr gave an overview of what the Local Development Scheme is and what its objectives are. He drew particular reference to p.24 of the document, Local Plan Review, for it will be at the forefront of Planning Policy and Regeneration's workload for the next two years.

6.2 Councillor Boyce sought clarification over whether Officers deemed the timetable for the Local Plan Review to be deliverable, particularly when considering the likely key dates for the delivery of the emerging Strategic Housing Market Assessment (SHMA) covering the Leicester and Leicestershire Housing Market Area (which incorporates the Borough of Oadby and Wigston). Both Adrian Thorpe and Jamie Carr agreed that the timetable is realistic and deliverable, with Adrian Thorpe adding that it is crucial that the Borough Council is in a position to push forward with the Local Plan Review as soon as the SHMA is published, and therefore, the evidence base supporting the delivery of the Local Plan Review should begin as soon as possible, as illustrated in the Draft Local Development Scheme.

## **7. Draft Statement of Community Involvement**

- 7.1 Ed Morgan gave a summary of the Draft Statement of Community Involvement. Due to changes in National Planning Policy, the document needs to be reviewed to update the Council's approach to consulting with the community on Planning Policy Documents and Planning Applications.
- 7.2 The anticipated key dates were agreed by Members as a suitable course of action.

## **8. National Planning Policy Guidance – Update**

- 8.1 Adrian Thorpe summarised the stand-out categories of the recently published and updated National Planning Policy Guidance (NPPG) that are likely to have an impact upon the Borough Council.
- 8.2 in response to the subjects raised by Adrian Thorpe in relation to the NPPG, Councillor Boyce requested that Planning Policy and Regeneration look into two issues that require more information and / or a piece of written work:
- To decide whether the Council should develop and publish a register of agricultural structures in the Borough;
  - To discover who / which organisation has statutory responsibility for the maintenance of 'Culverts' in the Borough.

## **9. Town Centre Managers Update**

- 9.1 Adrian Thorpe updated Members on a series of key issues that had been set out by the Council's Town Centre Manager within the report.

## **10. Town Centre Public Realm Improvements Update**

- 10.1 Jamie Carr updated Members on the key dates over the coming months in relation to the Public Realm improvements in both Oadby district centre and Wigston town centres.
- 10.2 Work in Oadby will commence on Friday 9<sup>th</sup> May 2014.
- 10.3 Leicestershire County Council will set up a site compound on Sandhurst Street Car Park, the week commencing Monday 12<sup>th</sup> May 2014.
- 10.4 A full road closure for approximately 2-3 weeks is due to take place in the July fortnight in Oadby.
- 10.5 The Council is finalising work on the digital signage boards that are due to be installed in both Oadby district centre and Wigston town centre.

## **11. Any Other Business**

- 11.1 None.

## **12. Date of Next Meeting**

- 12.1 Wednesday 16<sup>th</sup> July 2014

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL  
ENFORCEMENT SUB-COMMITTEE HELD AT THE COUNCIL OFFICES,  
WIGSTON ON MONDAY 12 MAY 2014, COMMENCING AT  
P.M.**

**IN ATTENDANCE:**

Councillor L A Bentley – Chair

Councillors: Mrs S Z Haq, R E R Morris, Mrs J M Gore (arrived at 18:10)

Officers in Attendance: K Garcha, D Biddle and C Forrett

Min Ref	Narrative	Officer Resp
<b>33.</b>	<p><b><u>APOLOGIES</u></b></p> <p>None</p>	
<b>34.</b>	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 10 March 2014, be taken as read, confirmed and signed.</p>	
<b>35.</b>	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None</p>	
<b>36.</b>	<p><b><u>FORMAL NOTICES SERVED</u></b></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 (4 to 6) and should be read together with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	
<b>37.</b>	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b>RESOLVED:</b> 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</p>	

	information as defined in Part 1 of Schedule 12A of the Act (as amended).	
<b>38.</b>	<p><b><u>FORMAL NOTICES TO BE SERVED</u></b></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>Case No. 14/00030/UNAUTU was recommended to be closed and Members resolved to close this case.</p> <p><b>RESOLVED:</b> That the report be noted and that case 14/00030/UNAUTU is closed.</p>	
<b>39.</b>	<p><b><u>ITEMS FOR DISCUSSION</u></b></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><b>RESOLVED:</b> That the report be noted and that the following cases be closed:</p> <p>14/00039/ UNAWKS  13/00174/ UNAWKS  13/00194/215  13/00200/ UNAWKS  13/00159/ UNAUTU  13/00184/ UNAUTU  14/00018/ UNAWKS  14/00070/ UNAWKS  13/00192/ UNAWKS  14/00023/ UNAWKS  13/00166/ UNAWKS  14/00042/ UNAUTU  11/00005/ UNAWKS  14/00007/ UNAUTU  12/00013/ UNAWKS  12/00107/ UNAWKS  13/00198/ COND  13/00121/ UNAUTU  13/00169/ UNAUTU  14/00055/ UNAUTU</p>	
<b>40.</b>	<b><u>LOW PRIORITY CASES</u></b>	

	<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 some of the cases and some were resolved to be closed.</p> <p><b>RESOLVED:</b> That the report be noted and that the following cases be closed:</p> <p>14/00065/ UNAWKS 14/00047/ UNAWKS</p>	
41.	<p><b><u>CLOSED CASES</u></b></p> <p>The Sub-Committee noted recently closed cases.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	

**The Meeting Closed at 6.25 p.m.**

# Agenda Item 11d

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON THURSDAY 29 MAY 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

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

Councillors: G A Boulter, D M Carter, M H Charlesworth, B Dave, Mrs J M Gore, Mrs S Z Haq, Mrs R C 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 C Forrett, S Jinks, and G Richardson

Min Ref	Narrative	Officer Resp
1.	<b><u>APOLOGIES FOR ABSENCE</u></b>  An apology for absence was received from Councillors F S Broadley, R F Eaton and D A Gamble	GR
2.	<b><u>DECLARATIONS OF SUBSTITUTIONS</u></b>  None.	
3.	<b><u>DECLARATIONS OF INTEREST</u></b>  Councillors Kanabar and Bentley noted that both respectively knew one of the residents present at the meeting, but confirmed that they had not discussed the applications with those residents and that they came to the meeting with an open mind.  Councillor Boulter noted that he knew one of the applicants, but confirmed that he attended the meeting with an open mind.	
4.	<b><u>PETITIONS AND DEPUTATIONS</u></b>  None.	GR
5.	<b><u>MINUTES</u></b>  <b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 24 April 2014, be taken as read, confirmed and signed.  The Chair noted that there was an alteration to the published	GR

	<p>minutes of the Development Control Committee on 25 March 2014 owing to a typographical error in those minutes. In Agenda Item 6 (Report of the Development Control Manager), application number 14/00021/TPO, it had been noted that the officer recommendation was for refusal when instead the officer recommendation had been for approval.</p>	
<p><b>6.</b></p>	<p><b><u>REPORT OF THE DEVELOPMENT CONTROL MANAGER</u></b></p> <p><b>1. 14/00015/FUL – Partial demolition, extensions, alterations and refurbishment of former hosiery factory to provide 26No. self contained flats with associated landscaping, boundary treatment, refuse store and cycle shelter (Rev G) (Belvoir House, 30 Paddock Street, Wigston, Leicestershire LE18 2AN)</b></p> <p>Sanjay Mistry of SKM Architects spoke on behalf of the applicant. He explained the applicant had worked with Officers to overcome any issues or concerns relating to the application. He took note of the objections in relation to resident parking and advised that they had worked on other similar residential schemes which had proven to be success. He now felt that parking concerns had been sufficiently addressed.</p> <p>The Planning Control Manager outlined the application for permission to demolish the rear part of the existing building and erect a new building with 26 self contained flats. The site is located within a Conservation Area and the frontage to the building is designated as being of townscape value, therefore the proposal would retain the frontage to the property.</p> <p>He noted that there were three main issues to be considered; the first was the impact of the proposal on the Conservation Area. He noted that the design had evolved through consultation with the Council’s Conservation Officer and the revised proposal now addressed many of the concerns.</p> <p>The second issue was the impact on residential properties in the locality. As this was an existing building that was simply being reconfigured and there was a public road separating the proposal site from neighbouring properties, it was felt that there was no harm to amenity.</p> <p>The final issue was highways concerns, in particular the provision of parking. The Planning Control Manager noted that the proposal only provided three parking spaces; however, the National Policy Planning Framework has a presumption in favour of sustainable development. Given the location of the site, the Planning Control Manager noted that the site must be considered by its very nature as sustainable. In addition, the</p>	

Highways Authority had not objected so it was not felt that a refusal on this ground could be sustained.

The Planning Control Manager noted that a Section 106 agreement was already in place and therefore the application was recommended for approval.

Members were pleased that the proposal included the retention of the frontage to the existing building and, in particular, that it would bring a dilapidated and disused building of significance back into use.

Members raised concerns about the proposed refuse stores, in particular their location and how they would be emptied. The Planning Control Manager noted that the refuse stores were at the back of the premises and therefore the bins would be required to be wheeled to the front of the property such that the Council's refuse team could service the property from the frontage on Paddock Street. This was likely to be carried out by the Council's Refuse and Recycling team.

Members felt that this potentially posed a health and safety risk; however, the Planning Control Manager pointed out that the Council's Environmental Development and Operational Services area had not responded to consultation and therefore he could not comment further on this.

Members questioned the relevance of the Council car park being located adjacent to the proposal site, as they were aware of parking restrictions that existed on that car park and were not aware of the Council issuing permits for resident use. The Planning Control Manager noted that it was a public car park with restrictions and time limits. He was also unsure as to whether the Council issued permits, but asked Members to consider that the fundamental issue was that the site was located within a town centre sustainable location and that, as such, lack of parking was not a justifiable reason for refusal.

Members were still concerned that parking would be a serious issue, as not all residents were likely to be keen on taking up bus passes and other travel pack options. They asked whether the travel packs could be imposed upon the residents of the flats and the Planning Control Manager noted that although there could be a forced initial uptake, the residents of the flats could not be forced not to own or use a vehicle of their own. He was sympathetic to Members comments, but reiterated that parking was not a realistic ground for refusal.

Members asked whether the three parking spaces on site would be allocated to any particular flats and the Planning

Control Manager noted that no information had been provided on the allocation of the spaces. One Member asked whether it would be possible to facilitate underground parking below street level and it was noted that as this was not within the application, which must be considered on its own merits. In any event, it was understood that this was not a practical option.

Members were concerned as to how the applicant would market the properties particularly in terms of the availability of parking. They felt that the properties should be marketed without parking at all, with the spaces to be retained for use by emergency vehicles only, and requested that if they were minded to permit the application they would like a note to applicant which stipulated that they should market the properties as having no available parking.

Some Members noted that they would likely lose at appeal if they refused this application on the basis of lack of parking. A Member added that the property was currently authorised for use as a factory with no planning conditions, so Members should be grateful that they have the power to impose some conditions, rather than none at all.

After some debate, a motion to permit including a note to applicant regarding parking, in particular the lack of parking which should be made clear to potential purchasers, the non-allocation of the three parking spaces and the fact that the Council owned car parks were not available for residents parking, was moved and seconded.

Councillor Bentley abstained from the vote.

**RESOLVED:** That, for the reasons set out in the report, to Permit the application subject to the conditions contained within the report and subject to an additional note to applicant regarding parking, in particular the lack of parking which should be made clear to potential purchasers, the non-allocation of the three parking spaces and the fact that the Council owned car parks were not available for residents parking.

**2. 14/00100/FUL – Demolition of existing leisure centre and erection of new leisure centre and associated parking (Rev A) (Wigston Swimming Pool, Station Road, Wigston, Leicestershire LE18 2DP)**

The Area Planning Officer outlined the application for the proposed demolition and rebuild of the existing leisure centre

with associated facilities. The development would move the leisure centre further from Station Road to the South and would retain the existing access, creating additional parking spaces.

She outlined the reasons that it was considered that the rebuild would have a positive impact on the character of the area, particularly as it was considered that the rebuild would be compatible with the surrounding area.

The proposed hours of use were considered to be reasonable and such that no undue harm would be caused to neighbours. The plant equipment would be located 60m away from the nearest property and the Council's Environmental Health team had not raised any objections in terms of noise nuisance. In addition, no letters of representation had been received from residents.

The County Council arboriculturalist had considered that there would be a small encroachment of the car parking spaces to the root system of the trees fronting Station Road, but this was considered to be insufficient. The application was therefore recommended for approval.

Members asked about the potential damage that could be caused to tree roots and it was confirmed that a proposed condition would require details of works within the root protection area to be submitted in advance of any such works being carried out. The Area Planning Officer also reiterated the comments of the County Council arboriculturalist.

The provision of charging points in the car park for electric vehicles and the provision of parent and child parking spaces were discussed and it was confirmed that these would be considered as part of the rebuild project, which was outside of the scope of the Committee.

Members noted that although the applicant had proposed specific opening hours as set out in the application, there was in fact no planning restriction on opening hours. Members asked whether it would be possible to restrict the opening hours and the Planning Control Manager noted that this could be restricted by a planning condition; however, he asked them to consider whether this was necessary and reasonable given the historic use of the site in that the former leisure centre did not have a restriction on opening hours. A Member suggested that the opening hours should be restricted to 6.00am until 12.00am (midnight), which could be adjusted at a later date if required by a subsequent application. This motion was moved and seconded accordingly.

Members discussed the description of the new build and the Planning Control Manager clarified that although the existing facility is defined as a “swimming pool”. This is simply its postal description based on historic use; however, the existing building and the proposed new build would house facilities consistent with it actually being a leisure centre.

Members asked that the County Council be approached about upgrading the dilapidated railings which run along the boundary between the site and Station Road.

**RESOLVED:** That, for the reasons set out in the report, to Permit the application subject to the conditions contained within the report and subject to an additional condition that opening hours for the facility be restricted to opening between the hours of 6.00am and 12.00am (midnight).

**3. 14/00102 – Erection of a front and side extension to existing leisure centre to accommodate a 25 metre swimming pool with external alterations and access alterations to Washbrook Lane (Revision B – E) (Parklands Leisure Centre, Washbrook Lane, Oadby, Leicestershire LE2 5JJ)**

A resident, Tessa Smith, made representations about the application. She noted that although she had no objections in principle, she was concerned about the risk of noise nuisance, which had previously been an issue at this site.

She noted that a licensing hearing several years prior had imposed certain measures and conditions intended to limit the noise omissions from the leisure centre, in particular in relation to the use of the Cedar Suite. These measures had alleviated many of the residents concerns. However, she understood that the noise limiting equipment had been removed by the new owners and she urged Members to ensure that the same measures were once again put into place to pre-empt any noise nuisance.

The Area Planning Officer outlined the application which proposed extensions to the east and north of the existing building to accommodate a swimming pool and associated access and facilities. She outlined the construction materials that would be used and the structural alterations required to be carried out the building. She confirmed that the extension would be single storey to remain consistent with the existing building.

She explained that alterations were also proposed to Washbrook Lane to improve the site entrance and although there was a small shortfall in the number of parking spaces required, the County Council Highways Department had not raised any objections to this as they could not demonstrate an increase in traffic to the site. She noted that the plant equipment would be located some 125 metres from the nearest residential property. There would be a restriction on opening hours and overall it was considered that the proposal would not result in harm to amenity of neighbouring properties.

She added that 30 trees were to be removed as part of the proposal as they either directly conflicted with the proposal or were so close as to make construction impossible. None of the trees warranted retention.

The application was therefore recommended for approval.

Members raised several concerns as to the speaker's comments in relation to the suggestion that the noise limiting equipment had been removed in breach of the licence conditions. The Planning Control Manager confirmed that this would be addressed in conjunction with the Council's Licensing team after the Committee.

A Member asked whether a footpath could be incorporated into the development which allowed more direct access from Wigston Road to Parklands Leisure Centre and the Area Planning Officer confirmed that although this was not part of the present application, it could be considered outside of the scope of the Committee.

Members asked that if they were minded to permit a note to applicant be included with regards to a programme of replanting. The Area Planning Officer also confirmed that none of the trees to be removed were between the leisure centre and residential properties.

The Area Planning Officer confirmed that, despite some existing spaces being lost by virtue of the extension of the leisure centre, the car park would be reconfigured and some new spaces created such that there would still be an increase to 188 parking spaces. She reiterated that this was deemed to be adequate by the Highways Department.

Councillor H E Loydall left the room during the debate and therefore could not vote.

**RESOLVED:** That, for the reasons set out in the report, to Permit the application subject to the conditions contained within

the report.

**4. 14/00156/FUL – Retention of single storey and rear extension and extended canopy to front (11 Sandy Rise, Wigston, Leicestershire LE18 3QB)**

The Planning Control Manager outlined the report and noted that it was compliant and that it doesn't affect the amenity of neighbouring properties, therefore it was recommended for approval.

A Member noted that she had asked for this application to be presented to Committee as she had received several telephone calls from residents claiming not to have been notified about the proposal; however, she acknowledged that no formal objections had been raised by residents since the paperwork had been sent out.

Councillor Charlesworth abstained from the vote.

**RESOLVED:** That, for the reasons set out in the report, to Permit the application subject to the conditions contained within the report.

**5. 14/00158/COU – Change of use from dwelling house (use class C3) to residential care home (use class C2) (Rev A) (8 Wyndham Close, Oadby, Leicestershire LE2 4HR)**

Ms Elaine Vickerman spoke in objection to the application on behalf of her mother, Ms Sheila Vickerman.

Her main objection related to the issue of access, as she noted that opposite the site there are two driveways which are regularly blocked when people park opposite. She also noted concerns as to the extra vehicles and congestion that would be created by a business in this residential area and suggested that there was a covenant on the land which prevented its use for business purposes.

The Area Planning Officer outlined the application for the change of use from a residential dwelling to a care home intended for 5 elderly persons. She discussed the requirements of the Council's Local Plan 14, in relation to conversions of residential dwellings into care homes. In particular she

discussed the accessibility of the site, the risk of harm to the amenity of the surrounding area and the need for adequate private garden space and parking areas.

She further noted that the County Council Highways Department had raised no objections in terms of parking spaces or the threat of on street parking and that the proposal did not require the removal of any trees on site. Accordingly, it was considered that the site was not sufficiently adverse as to refuse permission and therefore the application was recommended for approval.

Members were concerned about the speaker's suggestion that there was a covenant on the land preventing the site from being used for business purposes. The Area Planning Officer noted that any covenant on the land was a private property right and that it would not be overridden by the grant of planning permission. Therefore if Members were minded to permit the application then this would not prevent the covenant on the land from being enforced.

The Head of Corporate Resources clarified that the covenant would override any planning permission that was granted by Members. She added that if the applicant acted upon the planning permission, but in breach of the covenant, then it would be for the neighbour whose property received the benefit of that covenant to bring a civil action for breach of it.

Members also expressed concern that the Council's Local Plan Housing Proposal 14 required residential care homes to be located close to public amenities such as shops and transport links; however, in this case Officers had deemed that this was not a substantial planning reason for refusal of the application. The Area Planning Officer noted that the proposal site was within a residential area and as such there were already residential dwellings served by the same amenities and transport links. She noted that the main reason for this requirement in the Local Plan was sustainability and it was her opinion that this location was sustainable.

Members expressed further concerns in relation to the issue of parking opposite driveways and blocking access. They sympathised with the comments of the speaker in this regard a Member asked whether it would be possible to condition that those using the site were prevented from parking on the road. The Area Planning Officer confirmed that this was not a lawful planning condition, but that it could be included as a note to applicant. A motion to permit the application with a strongly worded note to applicant about preventing on street parking by users of the site was moved and seconded accordingly.

	<p>A Member asked whether the Committee could take away the permitted development rights of this site to prevent any further extension. The Head of Corporate Resources advised that each application would need to be considered on its own merits. She added that if the applicant wished to add more residents then it was likely that the property would be required to be extended in which case a further application for planning permission would be required.</p> <p>A Member expressed that she did not feel that 6 parking spaces were sufficient, however, the Area Planning Officer reiterated that in fact only 4 parking spaces were required based on the guidance provided by the County Council Highways Department and therefore this exceeded the requirements.</p> <p>The Area Planning Officer confirmed that there were two rooms for staff and that the information submitted with the application suggested that there would be two staff on site at any one time. She confirmed that permission was not required where up to 6 individuals were living in a single property at the same time; however, as this application proposed the housing of 7 individuals at any one time then planning permission was required.</p> <p>The Planning Control Manager clarified the position on whether the use required planning permission referring to case law interpretations, the number of residents and care staff. In this case the intensity of the use meant that permission would be required.</p> <p><b>RESOLVED:</b> That, for the reasons set out in the report, to Permit the application subject to the conditions contained within the report and a strongly worded note to applicant about preventing on street parking by users of the site.</p>	
7.	<p><b><u>TREE PRESERVATION ORDER TPO/0150 – LAND AT BEAUCHAMP COLLEGE, RIDGE WAY, OADBY</u></b></p> <p>The Planning Control Manager outlined the report and noted that this Tree Preservation Order was created as an emergency Order in response to a planning application by the land owner to do some works to the site which included the removal of several trees. Members had since considered the application and resolved to refuse it, citing the loss of the protected trees as being one of the reasons for doing so. It was therefore recommended that this Tree Preservation Order be confirmed.</p> <p><b>RESOLVED:</b> That the Borough Council of Oadby and Wigston</p>	

	(Land at Beauchamp College, Ridge Way, Oadby) Tree Preservation Order 2014, which was made provisionally on 30 January 2014, be confirmed.	
8.	<p><b><u>TREE PRESERVATION ORDER TPO/0281 – LAND AT SOUTH WIGSTON HIGH SCHOOL, ST THOMAS ROAD, SOUTH WIGSTON</u></b></p> <p>The Planning Control Manager outlined the report and noted that this Tree Preservation Order was created as an emergency Order in response to a planning application by the land owner to do some works to the site which could have affected at least one of the trees on the frontage to the site.</p> <p>Permission had subsequently been approved for the site which included the removal of one of the protected trees. A second tree had also been removed owing to it being dangerous. It was therefore recommended that the Order be confirmed subject to modification, namely the removal of the tree affected by the planning permission and the omission of a second tree which had been removed as it was dangerous.</p> <p><b>RESOLVED:</b> That the Borough Council of Oadby and Wigston (Land at South Wigston High School, St Thomas Road, Wigston) Tree Preservation Order 2014, which was made provisionally on 13 February 2014, be confirmed subject to modification, namely the removal of trees T13 and T15 from the Order.</p>	
9.	<p><b><u>TREE PRESERVATION ORDER TPO/0149 – LAND AT 14 KNIGHTON GRANGE ROAD, OADBY</u></b></p> <p>The Planning Control Manager outlined the report and noted that this Tree Preservation Order was created in response to a Conservation Area notification, as it was considered that the tree was worthy of protection. It was still considered that the tree was worthy of protection and it was therefore recommended that this Tree Preservation Order be confirmed.</p> <p><b>RESOLVED:</b> That the Borough Council of Oadby and Wigston (14 Knighton Grange Road, Oadby) Tree Preservation Order 2014, which was made provisionally on 16 January 2014, be confirmed.</p>	

**The Meeting Closed at 9.15 p.m.**

**MINUTES OF A MEETING OF THE CHILDREN AND YOUNG PEOPLE'S FORUM HELD AT THE COUNCIL OFFICES, WIGSTON ON WEDNESDAY 4 JUNE 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor R E R Morris – Chairman

J Kaufman, L Bentley, R Kanabar, R Thakor

Also in Attendance: M Smith (Young Persons Co-ordinator, OWBC)

Min Ref	Narrative	Officer Resp
42.	<p><b><u>APOLOGIES</u></b></p> <p>Councillors: J Crane, L Bentley, P Pugh, G White, M Chamberlain, S Morris, J Gore, K Loydall, L Moscetano</p>	
43.	<p><b><u>MINUTES</u></b></p> <p><b>RESOLVED:</b> That the Minutes of the Meeting of the Forum held on 5 March 2014 be taken as read, confirmed and signed.</p>	
44.	<p><b><u>YOUNG LEICESTERSHIRE CLUBS</u></b></p> <p>The Forum heard an update on the funding situation regarding the Young Leicestershire operated youth clubs within the Borough announcing that funding had been secured from these clubs through the Early Help Grant Scheme.</p> <p>The Chair expressed a wish to see M Smith's contribution to securing this funding recognised in the minutes of the meeting.</p>	
45.	<p><b><u>POLICE UPDATE</u></b></p> <p>Officers representing the Police were unavailable to attend this meeting.</p> <p>L Moscetano provided a written update to the Forum covering Manor High School receiving an Internet Safety presentation from Police Officers. This update also stated that the St. Paul's Youth Group have been targeted to receive the same presentation but as they only meet on a Friday this will be taking place at a future date.</p>	

46.	<p><b><u>PAYP UPDATE</u></b></p> <p>M Smith provided the Forum with final update on the 2013/14 PAYP Budget. This included a breakdown of why certain projects had received the overall rating scores they did and an explanation of the Young Inspectors scheme being put into place with members of the Oadby &amp; Wigston Youth Council.</p> <p>Members present were encouraged to follow the Youth Council's twitter account (@OWYC) to keep up to date on the work the Youth Council is currently undertaking.</p>	
47.	<p><b><u>EARLY HELP UPDATE</u></b></p> <p>M Smith provided an update to the Forum on the current spending taking place from the Borough's 'Early Help Grant Scheme' including the projected outcomes of the total funding and where the funding had been allocated to geographically.</p> <p>The geographic funding allocation being significantly higher in other areas of the Borough than South Wigston was queried. M Smith explained that due to South Wigston being the host area to the County Youth Service the Early Help funding is not requested as frequently within that area.</p>	
48.	<p><b><u>YOUTH COUNCIL UPDATE</u></b></p> <p>The promotional video created by Harvey Kingsley-Elton to advertise the Youth Council was shown to the Forum. Members asked if it would be possible for this video to be shown at a full Council meeting. The Chair will be looking into this possibility.</p> <p>An update was also given to the Forum on the Youth Council's current projects including the Arriva campaign.</p> <p>The monthly update from the County Youth Service was also presented to the Forum by the Chair.</p>	
49.	<p><b><u>SUPERSONIC BOOM 2014</u></b></p> <p>M Smith announced to the Forum that Supersonic Boom 2014 will again be held at Blaby Road Park, South Wigston. The Chair explained to the Forum that M Smith had explored Horsewell Lane as a location for this year's event with the support of OWBC's Park's Team but found the proposed location to be unsuitable. This was put down to access and drainage issues present at the Horsewell Lane site.</p> <p>Supersonic Boom 2014 will be delivered solely by OWBC with no outside involvement in the planning stages. The Youth Council, with support from M Smith, are primarily taking the</p>	

	<p>lead in this although Members were also invited to have their input.</p> <p>M Smith stated that Willow Park, Wigston will be looked at as a possible site to host the event in 2015.</p>	
50.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>Members asked if there were any issues with Faith Groups accessing the Youth Council and Early Help Grant Scheme. M Smith clarified that the Youth Council and Early Help Grant Scheme are open to all interested parties (as long as they also meet grant criteria for Early Help funding) irrespective of their faith.</p>	

**The Meeting Closed at 8:01 p.m.**

# Agenda Item 11f

## Oadby & Wigston Borough Council

### Customer Services Task Group

Thursday 5<sup>th</sup> June 2014

**Present:** Cllrs: L Broadley (Chair), F Broadley, J Boyce, B Dave, D Gamble, H Loydall, J Kaufman

A Court, J Griffith, M Hall

**Apologies:** Cllrs: M Chamberlain, J Gore, S Morris

#### **1. Terms of Reference**

The draft Terms of Reference for the Task Group were discussed and agreed and will be recommended to the next meeting of the Policy, Finance and Development (PFD) Committee on 22<sup>nd</sup> July.

#### **2. Presentation on the Potential Way Forward**

JG made a presentation to the Group based on the report and information previously circulated.

The presentation identified the key things that need to be done to drastically improve customer services in order to deliver the Government's Welfare Reform and Digital agenda and meet the aspirations of members.

In summary the key things set out in the presentation included:

2.1 "Digital by Default" - Introduce on line forms for residents to be able to complete and submit themselves (mainly revenues & benefits)

2.2 Set up self service IT terminals in customer services with residents being given individual support and training by Council staff so they can then do their revs & bens/council/public sector business on line themselves

2.3 Moving back office staff (mainly revs and bens but also others) into the front office to focus on and provide additional support to those residents who can't do it on line themselves

2.4 Redesign and improve the website to make it more compatible with mobile devices and easier to access and navigate

2.5 Improve telephony

2.6 Develop customer service staff using NVQ qualifications

2.7 Improve the customer services centre to make residents' experiences more positive and more efficient for them and the Council. There are a number of costed options as to where the transformed customer services centre could be located. Four are on the existing Bushloe House site with the final one advocating moving it primarily into Wigston Town Centre with satellite operations in Oadby and South Wigston.

The main points that came out of the discussion were:

a. JG to make changes to the Consultation Questionnaire that the Group suggested. (The new version was circulated to the Group the following day for any further comments). The Questionnaire is to be used with all the residents/customers who come into Bushloe House to fill it out over the next 4 week period.

b. The results of this will then form part of the report that is presented to PFD on 22nd July. The Task Group supported all the proposals in the presentation.

c. The PFD report should also contain all of the content of the presentation that was considered, discussed and agreed by the Task Group but in a report format rather than as a presentation. This will also pick up all the key points that the Group highlighted.

d. It was agreed that more detailed work on Options C, D and E, the future location of the customer service centre, needs to be included in the report to PFD which will include a fuller explanation of what each could/would involve together with a more detailed cost breakdown for each option.

e. It was agreed that the report should also try and set out what any future cost savings could look like however as discussed this would be difficult as the primary purpose of the project is to improve Customer Services. It was agreed that as a consequence of stopping duplication and encouraging residents to self serve etc that the operation would be more efficient and costs would reduce over the next two years however it was agreed that this is not the main driver but a consequence.

**Date of next meeting:** Wednesday 8<sup>th</sup> October 2014

# Agenda Item 11g

## Minutes of the Oadby and Wigston Health and Wellbeing Board meeting, held at the Council Offices, Wigston on Tuesday 10 June 2014 (1:30pm)

**Present:** Cllr J Boyce (Chair), Cllr S Dickinson, Cllr H Loydal, Cllr K Loydal, Cllr J Kaufman, Cllr L Kaufman, Anita Pathak-Mould, Avril Lennox, Geoff Maltby, John Adsley, Sharon Rose, Wendy Rollings.

1.	<p><b>Apologies:</b> Ivan Liburd, Healthwatch.</p>	Officer resp
2.	<p><b>Matters arising from previous minutes</b></p> <p><b>iHelp:</b> Peter Baker of iHelp confirmed that OWBC do not need to upgrade the Defibrillators at the leisure sites. The current defibrillators are 'Rescue Ready'. Peter confirmed that iHelp is keen to build a network of Publically Accessible Defibrillators (PADs). However, OWBC is still awaiting actual 'response times' and data from EMAS for the RED 1 (sudden cardiac arrest) and RED 2 (heart attack) call outs.</p> <p>iHelp's decision to roll out the scheme to borough county town centres is dependant on whether Leicester City go ahead with the proposal. This is due to foot-fall in the city centre and advertising /sponsorship opportunities to ensure iHelp can offer a self-funding, sustainable solution at no cost to the tax payer.</p> <p>AL to inform OWBC Planners about the possibility of iHelp, due to the current plan of works for the town centres. Cllr Dickinson to attend the Health Champions Meeting at the end of June, to gain further feedback about the benefits of iHelp.</p> <p><b>Local Sport Alliance update:</b></p> <p>Commissioning of Sport and Physical Activity: Y2 Evaluation results:</p> <ul style="list-style-type: none"> <li>• 2013/14 attendance target was 36,667, Oadby and Wigston locality achieved 41,531</li> </ul> <p><u>2014/15 process:</u></p> <p>AL confirmed that the Oadby and Wigston locality has now been given approval for full-year funding by the County Commissioning Group, following a meeting held on 16 April. The majority of the funding is 'Ring Fenced', (£113,000) leaving approx £22,000 for the year, for other projects (e.g. seated exercise, walk leaders course, diversionary football, disability sports club, community inclusion, wheels project). The recruitment process has begun for the Physical Activity Coordinator post; interviews will be held on 13 June 2014. There are some provisos to receiving the full-year funding as follows:</p> <ul style="list-style-type: none"> <li>• The requirement to provide monthly updates to the Commissioning Group</li> <li>• Formal one-to-one meetings with the Commissioning group will take place at 3 months, 6 months, 9 months and at end of year.</li> <li>• The Commissioning Group to be involved in the new Physical Activity Coordinator recruitment process.</li> <li>• The need to demonstrate the action plan 'shows' links with other Agendas such as SLF, HWBB etc. In addition, there needs to be continued visibility of the strategic join-up</li> <li>• Further consideration needs to be made regarding the targeting of the activities to ensure they are moving from a 'universal offer' to a more 'targeted offer'.</li> <li>• A member of the commissioning group to be invited to the next Health &amp;</li> </ul>	AL SD

	Wellbeing Board.	
3.	<p><b>Presentations:</b> Clinical Care Commissioning – Sharon Rose</p> <p>SR provided an update about the East Leicestershire and Rutland Clinical Commissioning Group. A hand-out was provided. An electronic version from SR will be attached to minutes, covering the following points: New clinical chairs; Co-Commissioning; ‘A &amp; E’ and ‘Referral to Treatment’ update; Consultation; Listening booth tours with locations; and the GP support and Investment Plan 2014 – 16.</p> <p>Discussion took place about the Nurse led/GP led Hub. SR to update APM on final decision once confirmed by the Public Health Board who are meeting today.</p> <p>A new GP representative will join the HWBB at the next meeting, as a result of Dr Richard Palin becoming one of the new vice Clinical Chairs of CCG as of 1<sup>st</sup> July.</p> <p><b>Swanswell presentation</b> – no one was available to attend on behalf of Swanswell. However it is understood that their funding has recently been cut.</p> <p><b>Better Care Fund</b> – APM provided an overview of the Better Care Fund, confirming it is not new money. It is about cost reduction and ensuring duplication is reduced. A presentation will be provided by Cheryl Davenport, Director of Health and Care Integration, Leicestershire County Council at the next HWBB in September.</p> <p><b>Healthwatch</b> – Rick Moore is the new Healthwatch Chair. Ivan Liburd to be invited to next HWBB meeting.</p>	SR
4.	<p><b>Commissioning of Sport and Physical Activity</b></p> <p>AL distributed an update (attached) on progress made to-date. A range of programmes have begun since 1<sup>st</sup> April. Some activities are on-going, e.g. Exercise Referral, the majority of activities are Targeted. An activity such as the Wheels project, which aims to reduce ASB, is also integrated into wider Agendas and work plans e.g. the Community Safety Partnership which Sandra Parker is leading on.</p> <p>There will be a change this year to the way the Exercise Referral programme will be ‘Co-ordinated’. As part of the new Leisure Contact, SLM will be required to provide and pay for a dedicated officer who will be specifically responsible for overseeing the coordination of the Exercise Referral and Heart Smart Schemes. In addition, SLM will provide and pay for the required number of tutors to appropriately deliver the scheme to participants. The dedicated Officer will directly report attendance data to the NHS Health improvement Team and OWBC in order that we report to the Commissioning Group. Some of the Commissioning funding will be allocated to SLM to delivery both initiatives.</p> <p>AL to arrange feedback to GP’s about those patients referred but not taking up the opportunity of exercise on prescription.</p> <p>GM to progress the use of South Wigston High School sports facilities, which are currently limited to external user groups, outside school hours.</p> <p>JK advised that a new Community Engagement Group has just been set up. AL to make contact with the group.</p>	AL GM AL
5.	<p><b>AOB</b></p> <p>JB raised the matter of the HWBB Terms of Reference. These will be reflective of other council committee Terms of Reference. This item to be progressed at the next meeting.</p>	JB

6.	<b>Date of next meeting:</b> Tuesday 9 September 2014 (1:30pm) OWBC offices Wigston (Committee Room)	
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**MINUTES OF THE GREENING OF THE BOROUGH TASK GROUP HELD  
ON 11 JUNE 2014**

**IN ATTENDANCE:**

Councillors:

John Boyce  
David Carter  
Sarah Dickinson  
Helen Loydall

Officers:

Carolyn Holmes  
Anne Court  
Brian Kew

Min Ref	Narrative	Officer Resp
1.	<b><u>APOLOGIES</u></b>  Councillor Frank Broadley Councillor Linda Broadley Councillor Sharon Morris	
2.	<b><u>MINUTES</u></b>  Minutes of Previous Meeting on Wednesday 2 April 2014 were agreed and signed as an accurate record of that meeting.	
3.	<b><u>MATTERS ARISING</u></b>  None.	
4.	<b><u>GREENING OF THE BOROUGH ACTION PLAN</u></b>  The draft Terms of Reference for the Group were before the meeting for approval. It was requested that the draft outcomes of the action plan need to be streamlined and captured in the Terms of Reference and as this is a time-limited Working Group the aim is that the actions initiated through the Group become part of the mainstream work for Officers, the Working Group will then look at new initiatives. Terms of Reference to be revised to include this.	CH

	<p>The Chair introduced the report of the Greening of the Borough Action Plan as being in two parts, firstly looking at progress to date and then the Action Plan for the next 12 months.</p> <p><b>Actions to Date on aims:-</b></p> <p><u>Highway Verges</u></p> <p>In view of the proposed cutbacks to the number of cuts for highway verge maintenance by Leicestershire County Council (LCC), discussion on options for the future included:</p> <ul style="list-style-type: none"> <li>• Bringing it back in-house</li> <li>• Joined-up working with other Districts</li> <li>• Different treatment for different types of verges</li> <li>• Taking action on parking cars on grass verge ways</li> <li>• Opportunities for bio-diversity planting on grass verge ways</li> <li>• Poppy seed sowing to commemorate the anniversary of World War 1 to now take place at Place Memorial Park rather than on an area of verge</li> </ul> <p>Officers were tasked to look at the feasibility in terms of affordability (staff, vehicles and contributions that would be coming from County) and risk assessments. If an in-house solution appears feasible to take a report to the next Service Delivery committee.</p> <p><u>Improving the Gateways and Main Thoroughfares of the Borough</u></p> <p>Some concern was expressed on the state of the floor displays around entrance signs into the Borough such as at Aylestone Lane. It was proposed:-</p> <ul style="list-style-type: none"> <li>• The enhancement of the gateways to the Borough should be a standalone major project</li> <li>• For each Residents Forum to participate in what those gateway signs should consist of because each of the three areas of the borough have individual aspects that needs to be promoted.</li> <li>• Source individual sponsors for each town gateway such as local businesses</li> </ul> <p><u>Streetscene Improvements</u></p> <p>The progress to date, particularly with the volunteer work on</p>	<p>BK/CH</p> <p>BK/CH</p>
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<p>the Chicken Ally project was noted as a good example of a tangible achievement. This shows a success of volunteer working in one place and this is to be progressed across the other areas of the Borough.</p> <p><u>Country Parks and Access to the Countryside</u></p> <p>Progress with a number of actions as set out in the report was welcomed as good news. It was requested for Officers to look as to whether the cut through between Parklands Leisure Centre and Brocks Hill could be made into a proper access route by the laying of a path to encourage walking rather than driving to the Leisure Centre.</p> <p><u>Sustainable Food</u></p> <p>A positive outcome from the work being undertaken in educating residents on health and environmental issues related to food is that the Council has been awarded a place on the Edible Todmorden training day.</p> <p><u>Consultation</u></p> <p>Whilst consultation is important, it was considered to be a process rather than an aim in itself. On this basis it was requested that in future reports the aims are honed down to focus on the outcomes, which at present, are not readily recognisable because of the inclusion of outputs within the report. Future reports should capture what has been done for Greening of the Borough, not how it is done. It was felt that Appendix B is no longer required in future reports in that Members do not need to know for example Officers' responsibility and the management of how the actions are carried out. In future the action plan is to be replaced with reporting on progress made to date on actions that will be set at each meeting and then be reported back to the next meeting.</p> <p><u>Agenda Item 5 – Major Projects Update</u></p> <p>An update on the Oadby Grange Public House proposed project of restoring the orchard, opening up public access and wild flower planting has had some setbacks on a number of issues including whether public access is actually feasible and the anticipated funding might not still be available. CH to check the designation of the land.</p> <p><u>Partnerships</u></p> <p>More promotion of this is required by providing to future meetings a list format of which partners we are working with</p>	<p>CH</p> <p>CH</p>
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	<p>and what actions have been achieved by that partnership working. It was also suggested that promotion such as banner displays of such partnerships, pro-active press releases, inclusion in Letterbox and promotions through the residents' forums of Greening of the Borough.</p> <p><u>Brocks Hill "Home of Natural History"</u></p> <p>The recent £25,000 donation towards developing Brocks Hill as a centre that supports the focus on community involvement and natural history learning engagement was noted.</p>	
<b>6.</b>	<p><b><u>VOLUNTEERING UPDATE</u></b></p> <p>It was noted that Corporate Social Responsibility (CSR) projects were underway at Brocks Hill and had been well-received. There was a request that Senior Management Team look at the Council's positions on CSR opportunities.</p>	AC
<b>7.</b>	<p><b><u>BROCKS HILL COUNTRY PARK AND CENTRE WORK PLAN PROGRESS</u></b></p> <p>It was reported that the Woodlark Forest School proposal to deliver Forest School programmes and site would now commence mid-August. Unfortunately the taster day had not had the take-up as hoped but further promotion of the school offer would be carried out. The Friends of Brocks Hill through a Community Grant bid of £500 have been able to provide a butterfly sculpture at the front entrance to Brocks Hill.</p> <p><u>Amphitheatre</u></p> <p>This is progressing and it is anticipated the works will be completed by the summer holiday as the method of construction has been adapted. A formal opening event to be arranged.</p>	
<b>8.</b>	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>The Chair reminded the Group of the need to continue to raise the profile of the Pride of the Borough Group to ensure it remains viable to assist with the Greening of the Borough. The Pride of the Borough Group had introduced a loyalty card for which membership is £5 and which offers various discounts by traders within the Borough to those who have a loyalty card.</p>	
<b>9.</b>	<p><b><u>DATE OF NEXT MEETING</u></b>  <b>Wednesday 10 September 2014, 6.30 p.m. at Brocks Hill.</b></p>	

**The Meeting Closed at 8.07 p.m.**

**MINUTES OF A MEETING OF THE OADBY RESIDENTS FORUM HELD AT  
THE BARNABAS CENTRE, ST PAULS CLOSE, OADBY ON THURSDAY  
12 JUNE 2014, COMMENCING AT 6.30 P.M.**

**IN ATTENDANCE:**

Councillor D Carter – Chairman

Councillors L Kaufman, J Kaufman, S Dickinson, D Gamble, L Darr,  
R Kanabar

**Officers in Attendance:**

I Dobson (OWBC)  
M Smith (OWBC)  
K Parkes (OWBC)  
J Bhatha (OWBC)  
A Lennox (OWBC)  
D Hicks (SLM – Everyone Active)  
PC I Nadeem (Leicestershire Police)  
PCSO J Darby (Leicestershire Police)

**Residents in Attendance:** D Honeywell, L & D Harrison, R & K Turner, J Fabes, A Day, B Culpin, H Smith, D Wheeler, M Nichol, P & H Newman, K Ellis, J & A Sergeant, D Bromley, G Sutcliffe, M Ellis, P Ballard, P van der Willik, I Sibly, S Lucas, G Lamb, R Kotecha, Mr & Mrs Whitehead, M Worthington, K Solanki, D & M Rourton, H Moore, D Fletcher, J Dobney, I Ahmed, D Needham, S Gutteridge.

**Apologies:** R Thakor, B Dave, A Davies

Min Ref	Narrative	Officer Resp												
1.	<p><b><u>LOCAL POLICING ISSUES</u></b></p> <p>An update on crime figures for the period since the forum last met is summarised below:</p> <table border="0"> <tr> <td>Theft from Shop:</td> <td>up by 6 to 42</td> </tr> <tr> <td>Criminal Damage:</td> <td>down by 7 to 26</td> </tr> <tr> <td>Theft in General:</td> <td>down by 2 to 31</td> </tr> <tr> <td>Burglary in Dwelling:</td> <td>down from 16 to 10</td> </tr> <tr> <td>Burglary Other than Dwelling:</td> <td>up to 20 from 14</td> </tr> <tr> <td>Theft from Vehicle:</td> <td>down to 9 from 11</td> </tr> </table> <p>PCSO Jack Darby provided an update into action taken in respect of anti-social behaviour problems on Fludes Lane. Residents heard that numerous patrols of the area have been conducted since the previous residents forum, where no issues</p>	Theft from Shop:	up by 6 to 42	Criminal Damage:	down by 7 to 26	Theft in General:	down by 2 to 31	Burglary in Dwelling:	down from 16 to 10	Burglary Other than Dwelling:	up to 20 from 14	Theft from Vehicle:	down to 9 from 11	
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Theft from Vehicle:	down to 9 from 11													

	<p>were encountered during the patrols. Contact has been made with the Council about getting some of the 'dens' blocked off by planting new trees in the area however this cannot be done till the autumn.</p> <p>Some residents raised issues regarding speeding near local schools. The Forum heard that some volunteers have been trained in the use of speedguns and it is expected that speedgun operations will be rolled out in the near future.</p> <p>It was reported that figures are still not available for collisions near Wakes Road roundabout so no further information could be provided.</p> <p>Residents heard that steps have been taken to secure Uplands park by closing the main gate at night. It is expected that this will reduce anti-social behaviour on the park.</p> <p>Residents raised concerns about the reduced street lighting scheme. This issue was discussed in relation to theft from motor vehicle crimes. The Police stated that an operation has been undertaken recently whereby over 700 vehicles in the area were checked regarding their security. Of those 700 over 50 were found to be insecure and crime prevention advice was given to those whose vehicles were insecure. At this moment in time there is no official evidence to suggest that the street lights being turned off has resulted in a rise in crime.</p> <p>It was acknowledged that anecdotal evidence may suggest that crime is increasing in areas where street lighting has been reduced. The Police were requested to monitor the situation and make official representations to the County Council if solid evidence becomes available.</p>	
2.	<p><b><u>CHILDREN &amp; YOUNG PEOPLE PRESENTATION</u></b></p> <p>The Young Persons Co-ordinator made a presentation to the Forum about 'Early Years Help' in the Borough.</p> <p>The Forum heard that a total budget of over £44k was available for youth work provision that improves young people's wellbeing and leads to a reduction in demand for more specialist services in the future.</p> <p>The Young Persons Co-ordinator explained to the Forum that by increasing the value of projects, the Council is able to deliver the same level of service with a reduced budget. He went on to explain that this is achieved by targeting the projects in specific areas of need rather than processing applications on a first come, first serve basis.</p>	

	<p>The Forum heard that most early help projects are Borough wide with nearly £9k in funding for projects that are specifically for Oadby.</p> <p>The Young Persons Co-ordinator told the Forum that partnership working and further consultation with young people would be key to continuing to deliver in the future.</p> <p>In response to questions by residents, the Young Persons Co-ordinator told the Forum that projects are promoted through social media and a revitalised Youth Council. He gave an example of the work done at Oadby Boys Club as to successful youth work provision that caters for many categories of young people.</p>	
3.	<p><b><u>RECYCLING PRESENTATION</u></b></p> <p>The Forum heard that cases of contamination of recycling with plastic carrier bags and hard plastics were becoming more frequent so the Council was publicising a reminder of what can be recycled.</p> <p>The Recycling Co-ordinator and Waste Promotions Officer made a presentation to the Forum about what can and cannot be recycled, which is summarised below.</p> <p>In the green recycling bag you can place:</p> <ul style="list-style-type: none"> <li>• Yoghurt pots, margarine tubes, plastic food trays without the film cover, plastic egg cartons and plastic cups</li> <li>• Plastic detergent bottles such as washing up liquid, shampoo and conditioner bottles</li> <li>• Aluminium cans, clean food tins and pet food tins</li> <li>• Washed aluminium trays and wrapping foil</li> <li>• Empty aerosol cans that have not been pierced</li> <li>• Empty juice and milk cartons</li> </ul> <p>In the brown recycling bag you can place:</p> <ul style="list-style-type: none"> <li>• Paper, junk mail (always tear off the bit that contains your personal information) envelopes, cardboard and greeting cards</li> <li>• Newspapers, magazines, catalogues, telephone directories and shredded paper</li> </ul> <p>In a separate brown recycling bag you can also place:</p> <ul style="list-style-type: none"> <li>• Clean clothes</li> <li>• Paired shoes</li> <li>• Handbags</li> </ul>	

	<ul style="list-style-type: none"> <li>• Leather belts</li> <li>• Scarves, hats and gloves</li> <li>• Bed sheets, pillowcases and blankets</li> </ul> <p>In response to questions by residents, the Officers said:</p> <ul style="list-style-type: none"> <li>• That in addition to presenting at the Forums, this information is promoted through the Council’s magazine (Letterbox), the website, newsletters and personal letters to residents that contaminate their recycling.</li> <li>• That current recycling rates are 64% which brings in funds for the provision of services.</li> <li>• That green bags for gardeners cannot currently take any surplus vegetation at allotments as there needs to be a single system throughout the Borough.</li> </ul>	
4.	<p><b><u>LEISURE CONTRACT PRESENTATION</u></b></p> <p>Dan Hicks of Everyone Active made a presentation to the Forum about the provision of new leisure facilities within the Borough.</p> <p>The Forum heard that the Wigston site will see new facilities from around April 2015 which will include:</p> <ul style="list-style-type: none"> <li>• 6 lane 25m pool</li> <li>• Spectator seating for 150</li> <li>• Sauna</li> <li>• 60 station gym</li> <li>• Dedicated changing rooms for gym and swim</li> </ul> <p>The Forum heard that Oadby will see new facilities at Parklands which will include:</p> <ul style="list-style-type: none"> <li>• Phased development</li> <li>• 6 lane 25m pool</li> <li>• Dedicated changing rooms for gym and swim</li> <li>• 120 station gym</li> <li>• 2 exercise studios plus Cedar Suite classes</li> <li>• Outdoor training zone</li> <li>• Refurbished Cedar Suite with wooden sprung floor</li> <li>• Refurbished café</li> <li>• Refurbished reception and foyer</li> </ul> <p>Residents sought assurance that good disabled facilities and car parking will be available, which was confirmed by the presenter.</p> <p>A Resident asked for confirmation of timescales for the building works. The presenter confirmed that planning permissions were</p>	

	<p>in place and a schedule of works would be drafted shortly which would provide detail of works to be completed. Residents were re-assured that in any case it was estimated that both sites would be complete around April 2015.</p> <p>In response to questions, the presenter confirmed that the facilities in each centre had been based on a borough wide consultation and that programmes of activities would be set following further consultation with the Council.</p>	
5.	<p><b><u>CHAIRMAN'S UPDATES</u></b></p> <p>The Chairman provided an update on items contained within the Chairman's Updates document that was circulated at the meeting, which should be read in conjunction with these notes as a composite document.</p> <p>Residents were advised that requests for repairs or replacements to items of street furniture would feed into a wider audit of existing furniture.</p> <p>A resident commented that cigarette extinguishers on bins would be welcomed to prevent fires.</p> <p><b><u>Requests for spending:</u></b></p> <p><b>Festive Lights</b></p> <p>The Chairman of the Oadby Town Centre Association made a presentation to the Forum which provided various options available to supplement the festive lights display in Oadby. The options ranged from £1290 to £17135 for various items. It was requested that the Forum make a contribution to the project to improve the display and make Oadby town centre more attractive over the festive period.</p> <p>Concerns were raised by the Forum about an apparent lack of contribution to the display from the businesses within Oadby town centre. It was suggested that funding be allocated on a match basis to encourage a contribution from businesses, particularly the national businesses.</p> <p>The Forum heard that attempts have been made to get a contribution from the national businesses which had resulted in no contribution, which in turn led to a reluctance of independent businesses to contribute.</p> <p>A resident offered to assist Oadby Town Centre Association in negotiating a contribution from the national businesses.</p>	

	<p>The Forum was divided on this issue with some residents feeling that the benefits to the town centre would be beneficial to all and that match funding was not necessary.</p> <p>The discussion ended in a proposal by a resident to contribute £5k without conditions to the project, which upon being put to the vote was approved by the Forum. It was noted that additional attempts would be made to gain further contributions from businesses.</p> <p><b>World War 1 Commemoration Banners</b></p> <p>Nigel Atter of the group Oadby Remembers 1914-1918 made a request for £380 for two banners with artwork to commemorate the sacrifice of over 60 men who lost their lives during World War 1. The Forum heard that the artwork will be used as part of exhibitions in various public centres in Oadby. The funding was unanimously approved by the Forum.</p>	
6.	<p><b><u>ITEMS RAISED BY RESIDENTS</u></b></p> <p>Residents raised a number of issues in relation to matters which the County Council are responsible for, which are summarised below:</p> <ul style="list-style-type: none"> <li>• Drainage on the A6 from Ash Tree Road to the entrance to The Parade is insufficient</li> <li>• Puddles on Fludes Lane are an obstruction. Can it be resurfaced?</li> </ul> <p><b><u>Other Items</u></b></p> <p>A resident requested an update on the recent Urgent Care Consultation.</p> <p>The Chairman informed residents that following the consultation highlighted by the Clinical Commissioning Group on the future of urgent care at a previous meeting, some minor amendments to opening hours had been made with the centre opening from 8am-9pm Monday – Friday and 9am -7pm at weekends and bank holidays. It was also reported that urgent care services are likely to remain in the current location although providers will be able propose changes for when the Clinical Commissioning Group takes control of urgent care from April 2015.</p>	

	<p>A resident informed the Forum that the Pride of the Borough membership card could be used to get discount from local shops and encouraged residents to contact the Group if they wished to obtain a card.</p>	
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**The Meeting Closed at 21:04**

# Agenda Item 11j

## MINUTES OF THE CONSTITUTIONAL TASK GROUP, HELD AT COUNCIL OFFICES, WIGSTON, On 18 JUNE 2014

### IN ATTENDANCE:

Councillors, Mrs H E Loydall, Mrs L M Broadley , M H Charlesworth, D M Carter, J Kaufman, P Swift

Officers: Mrs A Court- Director of Services and Monitoring Officer

	Narrative	Officer Responsible
1.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Mrs S B Morris. GA Boulter</p>	
2.	<p><b><u>MINUTES OF THE MEETING on 29 April 2014</u></b></p> <p>Agreed. No matters arising.</p>	
3.	<p><b><u>TERMS OF REFERENCE FOR THE GROUP</u></b></p> <p>The draft terms were considered and it was agreed that the title of the group be “Constitutional Working Group rather than “Task “ as the work is an ongoing review of the Constitution rather than with other groups to look at specific time limited projects. It was also proposed that the quorum for task/working groups be set at 50% of the membership of those groups. Other minor amendments to the draft were proposed</p>	<b>AC</b>
4.	<p><b><u>CONSTITUTION UPDATE</u></b></p> <p>Mrs Court explained the changes that had been made to reflect the revised governance arrangements approved by Council on 29 April 2014. Where Terms of References were missing for Task/Working groups this was because the first meeting of the newly constituted groups had yet to take place. Work on the delegation scheme to Officers was reported as ongoing.</p>	<b>AC</b>

Discussion took place on the Constitution as a whole which summary the proposals included:-

**Part 3 – Responsibility for functions**

- all members receive training to sit on a Standards Panel
- The process for selecting members to sit on any type of Panel is on a rotational basis from the list of members appointed to each Panel to ensure participation of all members.

**Part 4 – Rules of Procedure**

- a checklist of key procedural rules be produced for members
- Chairing skill training to be offered to all members
- In the absence of a Chair/Vice Chair it will for the meeting to select the person to Chair/Vice-Chair that meeting from the membership
- Include expressly that the outgoing Mayor remains in Office until the AGM
- Delete the need for a list of substitutes to be agreed in advance by the relevant Political Parties
- Clarification on permitted times for speeches and the purpose of minutes of committees and group being presented to Council is for receipt only, amendments to be raised at the next meeting of the relevant committee or group.
- Clarification on the procedure for speaking at Development Control meetings in relation to supporters and objectors of applications and numbers allowed
- The appointed Mayor/Deputy does not sit as Chair of committee and groups during their Mayoral year.

**Part 5 - Codes and Protocols**

- Officers Code of Conduct – the monetary value of gifts to be registered is increased to £50 from £25 to accord with the limit set for members to declare.
- Clarification required on whether an additional responsibility payment is to be made for members who sit on outside bodies
- To expressly set out that claims for Child Care and Dependent Carers Allowance need not be formal arrangements or receipts, can include family subject to some form of evidence being provided.

# Agenda Item 11k

**MINUTES OF A MEETING OF THE COMMUNITY ENGAGEMENT FORUM  
HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 24 JUNE  
2014, COMMENCING AT  
7.00 P.M.**

<p><b><u>IN ATTENDANCE:</u></b></p> <p style="text-align: center;">Chair – J Kaufman</p> <p>Councillors: Mrs L Kaufman and Mrs S B Morris</p> <p>Officers in Attendance: K Garcha</p>
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Min Ref	Narrative	Officer Resp
1.	<p><b><u>APOLOGIES</u></b></p> <p>None.</p>	
2.	<p><b><u>TERMS OF REFERENCE</u></b></p> <p>The Chair acknowledged that this Forum superseded the Equality and Diversity Forum and considered the terms of reference.</p> <p>The Chair discussed the need to seek engagement from other members of the community where he felt that members from the unrepresented communities needed to be tapped into. It was agreed that the Chair would send an invitation email to the Chairs of the Senior Citizens, Multicultural and Youth Groups.</p> <p>It was also resolved that the Head of Corporate Resources will prepare an invitation notice to present to the Chair and Councillors Mrs L Kaufman and Mrs S B Morris with the purpose of Councillor Mrs S B Morris forwarding that on as a tweet and through other social media and the Chair forwarding that on to his contacts.</p> <p>The Chair and Councillor Mrs L Kaufman agreed to distribute the invitation into the town centre forums and other stakeholders. It was agreed that the Head of Corporate Resources would also place the invitation on the Council's website.</p>	
3.	<p><b><u>COMMUNITY ENGAGEMENT FORUM – THE WAY FORWARD</u></b></p>	

The Chair also enquired after the recruitment of the Community Engagement Officer and the Head of Corporate Resources advised that realistically there probably wouldn't be anyone in post until August/September 2014. It was agreed that notwithstanding the late recruitment/appointment, the next Community Engagement Forum of 16 September 2014 would still sit.

It was agreed that the Community Engagement Officer would work towards delivering the Council's Equality and Diversity Agenda, as adopted on 23 July 2013 by the Policy, Finance and Development Committee.

The Chair also mentioned how democracy week was 13 – 19 October 2014 and therefore they would consider going to the schools, colleges, etc, during that week to try and encourage younger people to get interested in democracy.

**The Meeting Closed at 8.00 p.m.**

# Agenda Item 111

**MINUTES OF A MEETING OF THE SOUTH WIGSTON RESIDENTS FORUM HELD AT FAIRFIELD PRIMARY SCHOOL, CHESHIRE DRIVE, SOUTH WIGSTON ON WEDNESDAY 25 JUNE 2014, COMMENCING AT 7.30 P.M.**

**IN ATTENDANCE:**

Councillor S Morris – Chair

Councillors J Boyce, R Morris

Officers in Attendance: Mrs A Lennox, Mrs K Parkes, Mrs J Bhatha

Min Ref	Narrative	Officer Resp																								
<b>1.</b>	<p><b><u>LOCAL POLICING ISSUES</u></b></p> <p>Leicestershire Police were unable to attend the meeting due to operation constraints.</p> <p>Leicestershire Police have subsequently provided the following information regarding crime figures for South Wigston over the previous six months:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">01/01/2014 to 30/04/2014</th> <th style="text-align: center;">01/04/2014 to 01/07/2014</th> </tr> </thead> <tbody> <tr> <td>Assault</td> <td style="text-align: center;">38</td> <td style="text-align: center;">46</td> </tr> <tr> <td>Burglary (Dwelling)</td> <td style="text-align: center;">5</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Burglary Other Than Dwelling</td> <td style="text-align: center;">12</td> <td style="text-align: center;">7</td> </tr> <tr> <td>Theft of a Motor Vehicle</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Theft from a Motor Vehicle</td> <td style="text-align: center;">6</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Robbery</td> <td style="text-align: center;">0</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Shop Theft</td> <td style="text-align: center;">20</td> <td style="text-align: center;">25</td> </tr> </tbody> </table> <p>Residents further raised concerns with speeding across Lansdowne Grove, Dorset Avenue and surrounding roads.</p>		01/01/2014 to 30/04/2014	01/04/2014 to 01/07/2014	Assault	38	46	Burglary (Dwelling)	5	2	Burglary Other Than Dwelling	12	7	Theft of a Motor Vehicle	4	2	Theft from a Motor Vehicle	6	10	Robbery	0	2	Shop Theft	20	25	
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<b>2.</b>	<p><b><u>LEISURE CONTRACT UPDATE</u></b></p> <p>A presentation was delivered to residents by SLM to introduce the development plans for Wigston Swimming Pool, notify residents of the demolition of the same and announce the changes to Parklands Leisure Centres and the financial benefits of introducing both to the Borough.</p>																									

	<p>Residents raised concerns that Blaby District Council operates concessionary discounts for elderly users; however SLM confirmed that Oadby and Wigston Borough Council are working with SLM as a separate entity and therefore locally agreed discounts are to be agreed and announced.</p> <p>Residents further discussed the likelihood of having adult-only swim times or cordoned areas for small children at Wigston Swimming Pool. SLM advised that whilst they could not yet confirm the timetable, lanes will be sectioned off for swimming events, such as galas or for young persons learning to swim.</p>	
3.	<p><b><u>RECYCLING PRESENTATION</u></b></p> <p>A presentation was delivered by Karen Parkes, Recycling Coordinator and Jayshree Bhatha, Waste Promotions Officer to help residents understand the recycling process and the importance of ensuring recycling bags are not contaminated by waste that is not currently recyclable.</p>	
4.	<p><b><u>CHAIRMANS UPDATE</u></b></p> <p><b><u>CAPITAL PROJECTS UPDATE</u></b></p> <p>A report was circulated by Councillor S Morris concerning the Chairman's Update containing information particularly in relation to the South Wigston Budget and to establish any requests for spending.</p> <p>Residents requested a large gazebo for events, however it was agreed that residents could borrow the gazebo belonging to the Council's Community department which is used for corporate events.</p> <p>No further requests for spending were made.</p>	
5.	<p><b><u>ITEMS RAISED BY RESIDENTS AND REQUESTS FOR FUTURE ITEMS</u></b></p> <p>Further items raised by residents include:</p> <ul style="list-style-type: none"> <li>• Vehicles constantly speeding along roads in South Wigston (as shown in policing issues)</li> <li>• Issue in relation to the non-collection of recycling by a resident - Councillor S Morris dealt with this issue following the meeting</li> </ul>	

**Meeting closed 8:35 p.m.**

# Agenda Item 11m

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON THURSDAY 26 JUNE 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, D M Carter, M H Charlesworth, B Dave, D A Gamble, Mrs J M Gore, Mrs R C Kanabar, J Kaufman, Mrs L Kaufman, Mrs H E Loydall, R E R Morris

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

Min Ref	Narrative	Officer Resp
<b>10.</b>	<b><u>APOLOGIES FOR ABSENCE</u></b>  An apology for absence was received from Councillors G A Boulter and Mrs S B Morris, Mrs S Z Haq	GR
<b>11.</b>	<b><u>DECLARATIONS OF SUBSTITUTIONS</u></b>  None.	
<b>12.</b>	<b><u>DECLARATIONS OF INTEREST</u></b>  Councillor D A Gamble noted that he worked with residents 5 years ago with in objecting to an application relating to Gilbert Murray Hall, at a time when he was not on the Development Control Committee; however, he confirmed that he came to the meeting with an open mind.  Councillor J M Gore noted that she had held a function at one of the University halls in the past but confirmed that she came to the meeting with an open mind.  Councillor D M Carter commented that he knew one of the residents present at the meeting, but confirmed that he had not discussed the application with the resident and attended the meeting with an open mind.	
<b>13.</b>	<b><u>PETITIONS AND DEPUTATIONS</u></b>  None.	GR

14.	<p><b><u>MINUTES</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 29 May 2014, be taken as read, confirmed and signed.</p>	GR
15.	<p><b><u>DRAFT STATEMENT OF COMMUNITY INVOLVEMENT</u></b></p> <p>The Planning Policy and Regeneration Manager outlined the report which set out the Draft Statement of Community Involvement. He noted that there had been a number of changes in the planning legislation which had impacted upon community engagement in the planning process and therefore the Council was required to update its Statement accordingly.</p> <p>A Member asked that in future, where there was a change to an existing policy, the changes to the former policy were marked in some way. The Planning Policy and Regeneration Manager suggested that a separate appendix could be included in future which set out the main changes.</p> <p>Members considered some of the methods of consultation that were available, as set out in the report.</p> <p>A Member noted that the report referred to “AgeUK” when it should instead refer to “AgeUK Oadby and Wigston”, as this was the branch that was associated with the Borough.</p> <p>The Planning Policy and Regeneration Manager confirmed that the Planning Policy and Regeneration team was responsible for preparing the annual monitoring report and that it would be reported to the Council’s Place Shaping Working Group. He also confirmed that the change in the Regulations meant that Members could now sign off their own consultation method.</p> <p>Councillor M H Charlesworth abstained from the vote</p> <p><b>RESOLVED:</b> That Members noted the contents of the report and approved the Draft Statement of Community Involvement for a six week public consultation, running Wednesday 2 July 2014 through to Wednesday 13 August 2014.</p>	
16.	<p><b><u>TREE PRESERVATION ORDER TPO301 – REAR OF ALL SAINTS CHURCH ROOMS</u></b></p> <p>The Planning Control Manager confirmed that this provisional Order had been made in response to a notification to do works to a maple tree in a Conservation Area. The Arboriculturalist had advised that these works were not in the best interests of the tree and therefore the Order was imposed.</p>	

	<p>He confirmed that no representations had been received and that it was still expedient to have the Order, therefore it was recommended for confirmation.</p> <p><b>RESOLVED:</b> That the Borough Council of Oadby and Wigston (TPO/0301 – Land to the rear of All Saints Church Rooms, Bushloe End, Wigston) Tree Preservation Order 2014, which was made provisionally on 13 February 2014, be confirmed.</p>	
17.	<p><b><u>TREE PRESERVATION ORDER TPO280 – 1 MOORES CLOSE</u></b></p> <p>The Planning Control Manager noted that this Order was made provisionally following a request from a member of the public and a Member. He noted that the representations that had been received in support of the Order had been summarised in the report.</p> <p>The Planning Control Manager considered the comments of the Arboriculturalist which noted that on balance, although the tree had some merits, it was not worthy of protection and there was no immediate risk to the health of the tree. It was therefore recommended that the Order should not be confirmed.</p> <p>Several Members disagreed with the recommendation. They felt that the tree was on the cusp of warranting protection and therefore there was no harm in confirming the Order. It was suggested that if the Order was not confirmed then there would be an immediate danger of it being removed or harmful works being carried out to it.</p> <p>Members felt that the tree was a beautiful shape, that it enhanced the street scene and that it was a young tree with potential to develop further in the future. On this basis, there was a formal motion to confirm the Order contrary to Officer recommendation.</p> <p><b>RESOLVED:</b> That the Borough Council of Oadby and Wigston (TPO/0280 – Land at 1 Moores Close, South Wigston) Tree Preservation Order 2014, which was made provisionally on 30 January 2014, be confirmed.</p>	
18.	<p><b><u>TREE PRESERVATION ORDER TPO279 – HM YOUNG OFFENDERS INSTITUTE</u></b></p> <p>The Planning Control Manager confirmed that Members had resolved to make this Order at a previous meeting of the Committee and, as there had been no changes, he recommended it for approval.</p>	

	<p>Members asked about the 2001 Order that was intended to be formally withdrawn and the Planning Control Manager explained that it covered largely the same trees as the current Order, thereby replicating it and rendering it superfluous. He explained that the original Order had remained dormant owing to the principle of Crown Immunity, but this no longer existed therefore Members could confirm the new Order</p> <p><b>RESOLVED:</b> That:</p> <ol style="list-style-type: none"> <li>(1) The Borough Council of Oadby and Wigston (TPO/0279 – Land adjacent to HM Young Offenders Institute, Glen Parva) Tree Preservation Order 2014, which was made provisionally on 30 January 2014, be confirmed and</li> <li>(2) The Borough Council of Oadby &amp; Wigston (TPO/0265 – Land East of H.M. Young Offenders Institution, Glen Parva) Tree Preservation Order 2001 be formally withdrawn as the trees worthy of preservation are now protected by the Order TPO/0279.</li> </ol>	
<p><b>19.</b></p>	<p><b><u>REPORT OF THE DEVELOPMENT CONTROL MANAGER</u></b></p> <p><b>1. 12/00435/CLE – Certificate of lawful use for halls of residence together with day &amp; residential conferences (Beaumont Hall, Stoughton Drive South, Oadby, Leicester LE2 2NA)</b></p> <p>Mr Piatt spoke on behalf of the applicant. He noted that this application was a certificate of lawfulness of existing use rather than a planning application. This meant that planning policy considerations and other matters were not relevant to the decision and the only issue was whether or not the use was lawful. He advised Members that this was a question of fact and that the burden of proof was the balance of probabilities.</p> <p>Mr Piatt then proceeded to set out the evidence that the applicant had supplied in support of their application, which he suggested did demonstrate a continuous use of the site for at least 10 years. As there was no evidence to the contrary, he felt that Members should follow Officer recommendation and grant the certificate of lawfulness.</p> <p>Mr Gasztowiz spoke on behalf of the objectors to the University applications. He questioned the accuracy of the evidence supplied, which only gave dates of conferences held and not the number of attendees nor the duration of those conferences. He therefore contended that the use as a conference centre</p>	

was secondary diminutive use, rather than primary use, and the certificate of lawfulness should be refused on this basis.

He was extremely disappointed that the University had withdrawn from the proposed Unilateral Undertaking just two hours before the Committee despite having previously agreed to enter into it, which he felt had undermined each of the five University applications that were being presented to Members. He suggested that the Unilateral Undertaking had alleviated many of residents concerns, which consequently resulted in less objections being made, but that many more residents would have objected had the University refused to enter into the Unilateral Undertaking from the outset.

Overall, Mr Gasztowiz contended that the strict legal position was such that the applications should be refused therefore he urged Members not to grant this certificate of lawfulness.

The Planning Control Manager explained that the only reason this application for a certificate of lawfulness of existing use was brought before Members was to give them the whole picture in relation to the University site, in particular with regards the application for the Gilbert Murray Hall. He noted that this present application was for a mixed use rather than a principal use and that Counsel had been consulted to give a legal opinion on the application; that being to grant the certificate of lawfulness.

He added that he would later be recommending the deferral of the Gilbert Murray application owing to the University's withdrawal from the Unilateral Undertaking, but asked that Members consider this application, which was basically a legal decision, on its merits.

The Area Planning Officer explained that the application was for a certificate of lawfulness of existing use. She noted that the applicant was required to supply evidence that proved, on the balance of probabilities, that the use had subsisted for at least 10 years and in this case Counsel opinion was that sufficient evidence had been supplied to demonstrate this.

A Member thanked Officers for their work on this application, owing to the volume of evidence that had been supplied by the University in support of this application.

Some Members expressed that although they were dissatisfied with the way in which this application had been brought and the unhelpful and obstructive actions of the University in withdrawing from the Unilateral Undertaking, they appreciated that this was a legal decision and they therefore had no option

but to approve the grant of the certificate of lawfulness. A motion to permit in accordance with Officer recommendations was moved and seconded accordingly.

Other Members were concerned that the consultation had been flawed owing to the University withdrawing from the Unilateral Undertaking, in that residents had refrained from making representations on the basis that the unilateral Undertaking would be in place. On the basis of the complete lack of good faith shown by the University, some Members suggested that the application should therefore be deferred to allow for further consultation

The Planning Control Manager reminded Members that there was no statutory requirement to undertake public consultation in relation to an application for a certificate of lawfulness of existing use; however, the Council had taken the decision to do so on this occasion given that there were several applications that were all connected. On this basis he did not feel that a deferral could be justified on the basis of re-consultation.

A Member felt that the impact of the proposal on the Conservation Area was sufficient to warrant refusal of the application and this motion was moved but was not seconded.

Members asked whether there would be any protection so as to ensure that conferencing did not become the primary use of the site and the Planning Control Manager explained that if the conferencing became the primary use then this would represent a material change that would require separate planning permission.

A vote was held and the motion to defer the application for further consultation was defeated by majority. The motion to permit in accordance with Officer recommendations was also defeated by majority.

The Planning Control Manager explained that Members had now resolved to do nothing with the application, as the motion to refuse had not been carried forward and the motions to permit and to defer for further consultation respectively had been defeated. Following consultation with the Head of Corporate Resources and Monitoring Officer he therefore recommended that the application be deferred for further legal advice and consultation with the University, such that it could be brought back to a future meeting of the Development Control Committee.

Some Members felt that the Committee had acted irresponsibly in making no decision and had given the University solid

grounds for a successful appeal of the decision. They were disappointed that other Members had ignored the evidence in support of the application, which should have essentially been a legal decision. They questioned whether the Council's Constitution allowed for deferral of the application to be re-considered since Members had already resolved not to permit, refuse or defer the application. The Planning Control Manager and the Monitoring Officer advised that this was now the only pragmatic option since Members had resolved not to make any other decision.

Members asked for confirmation of this process from a Legal Officer and the Head of Corporate Resources explained that as it had been resolved not to permit the grant of a certificate of lawful use, it would appear that the application was just left in abeyance. Therefore, in practical terms, as there was not a refusal, just a resolution not to permit, she endorsed the suggestion of the Planning Control Manager and the Monitoring Officer that the application be deferred for further consultation with the University such that it could be brought back to a future meeting of the Development Control Committee.

Some Members expressed their concern about this approach and the democratic process, as a decision to do nothing had already been made by Members, albeit that this decision was highly unsatisfactory.

The Chair noted that the recommendation of the Planning Control Manager and the Monitoring Officer which had been endorsed by the Head of Corporate Resources was now the only way to proceed and conclude this application. A motion to defer for further consultation with the University was therefore moved and seconded accordingly.

Councillors M H Charlesworth and Mrs H E Loydall abstained from the vote.

**RESOLVED:** That the application be deferred for further consultation with the applicant and brought back to a future meeting of the Development Control Committee following such further consultation.

**2. 12/00437/CLE – Certificate of lawful use for halls of residence together with day & residential conferences (Stamford Hall, Stoughton Drive South, Oadby, Leicester LE2 2NG)**

The Planning Control Manager suggested that, owing to the outcome of the previous application, all applications on the agenda which related to University sites should be deferred such that they could be considered collectively at a later date, as many of the issues that arose with the first application were likely to arise subsequently on the remaining applications.

A motion to defer all remaining applications relating to the University site was moved and seconded.

Councillor Charlesworth abstained from the vote.

**RESOLVED:** That the application be deferred for further consultation with the applicant and brought back to a future meeting of the Development Control Committee following such further consultation.

**3. 12/00436/CLE – Certificate of lawful use for halls of residence together with day & residential conferences (John Foster Hall, 15 Manor Road, Oadby, Leicester LE2 2LG)**

**RESOLVED:** That the application be deferred for further consultation with the applicant and brought back to a future meeting of the Development Control Committee following such further consultation.

**4. 09/00254/FUL – Continued use of building as an all year round conference facility plus student facilities, extensions to conference hall including new roof and associated car parking (Gilbert Murray Hall, 18 Manor Road, Oadby, Leicester LE2 2LH)**

**RESOLVED:** That the application be deferred for further consultation with the applicant and brought back to a future meeting of the Development Control Committee following such further consultation.

**5. 09/00253/CON – Retention of demolition of part of Gilbert Murray Hall (Gilbert Murray Hall, 18 Manor Road, Oadby, Leicester LE2 2LH)**

**RESOLVED:** That the application be deferred for further consultation with the applicant and brought back to a future meeting of the Development Control Committee following such further consultation.

**6. 14/00143/FUL – Demolition of existing bungalow and detached garage and erection of two storey building containing 5No. contained flats with associated parking and landscaping and altered access (Rev B) (52 Park Road, Wigston, Leicestershire LE18 4QD)**

Ms Botting spoke in objection to the application. She set out several concerns with the proposal, including light being blocked to neighbouring properties, invasion of privacy and overlooking, noise disturbance, issues with on street parking and vehicle safety and a change of character of the street scene. She therefore objected to the proposal and asked Members to refuse it.

The Area Planning Officer outlined the application. She noted that the existing bungalow was an anomaly in this area that was comprised mainly of two and three storey properties. She discussed the height and design of the property in relation to other properties in the surrounding area and therefore suggested that the impact on the street scene was minimal.

She noted that the proposal complied with the supplementary planning documents as set out in the report. There were no highways objections and a Unilateral Undertaking had been agreed to secure a play and open space contribution. Overall there was no significant impact on the amenity of neighbouring properties, therefore the application was recommended for approval.

The Area Planning Officer confirmed that highways considered there to be sufficient parking proposed in the development and advised that residents do not have a legal right to a view over a neighbour's property.

Members asked about the height of the property and were advised that it was in keeping with the surrounding area albeit that it was slightly higher than the immediate neighbouring properties.

Members were also concerned about the lack of parking and the risk of more on street parking suggesting that the area of

landscaping could have been used to incorporate more parking; however they were reminded that the highways authority had no objected on this grounds and that they should consider the application on its merits as submitted.

The Area Planning Officer confirmed that there was to be no window in the side elevation, which minimised the risk of overlooking. Members asked whether they could prevent a future application which proposed a minor amendment to include a window in the side elevation and the Area Planning Officer confirmed that this could not be prevented, but that any subsequent application would be considered on its merits.

Members discussed the materials that would be used on the development and the Area Planning Officer confirmed that these were acceptable.

Members asked that Officers discuss with the applicant whether some ornamental brick work could be incorporated into the side elevation as there would be no windows.

**RESOLVED:** That, for the reasons set out in the report, to Permit the application subject to the conditions contained within the report.

**The Meeting Closed at 8.30 p.m.**

# Agenda Item 11n

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL  
ENFORCEMENT SUB-COMMITTEE HELD AT THE COUNCIL OFFICES,  
WIGSTON ON MONDAY 7 JULY 2014, COMMENCING AT  
5.30 P.M.**

**IN ATTENDANCE:**

Councillor L A Bentley – Chair

Councillors: B Dave, Mrs J M Gore, R E R Morris

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

Min Ref	Narrative	Officer Resp
1.	<p><b><u>APOLOGIES</u></b></p> <p>An apology for absence was received from Councillor D M Carter</p>	GR
2.	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 12 May 2014, be taken as read, confirmed and signed.</p>	
3.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None.</p>	
4.	<p><b><u>FORMAL NOTICES SERVED</u></b></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 6 and should be read together with these minutes as a composite document.</p> <p>The Corporate Enforcement Officer and the Planning Control Manager gave verbal updates on those notices that had been served. He also discussed the progress of several ongoing appeal cases.</p> <p>Members considered several cases which had been recommended for closure.</p>	

	<p><b>RESOLVED:</b> That the following cases be closed:</p> <ul style="list-style-type: none"> <li>• 11/00103/215</li> <li>• 13/00053/215</li> </ul>	
5.	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b>RESOLVED:</b> 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>	
6.	<p><b><u>FORMAL NOTICES TO BE SERVED</u></b></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>Members also gave consideration to several cases that were recommended for closure.</p> <p><b>RESOLVED:</b> That the following cases be closed:</p> <ul style="list-style-type: none"> <li>• 14/00082/UNAWKS</li> <li>• 14/00104/215</li> </ul>	
7.	<p><b><u>ITEMS FOR DISCUSSION – CONSIDERATION OF CASES TO BE CLOSED</u></b></p> <p>The Sub-Committee considered several cases which had been live for 90 days or more. The Sub-Committee were given verbal updates on these cases and determined whether they 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><b>RESOLVED:</b> That the following cases be closed:</p> <ul style="list-style-type: none"> <li>• 13/00076/215</li> <li>• 13/00182/UNAWKS</li> <li>• 13/00197/UNAWKS</li> </ul>	

	<ul style="list-style-type: none"> <li>• 13/00001/UNAWKS</li> <li>• 13/00113/COND</li> <li>• 13/00132/UNAWKS</li> <li>• 13/00183/UNAUTU</li> <li>• 14/00021/215</li> <li>• 14/00022/215</li> <li>• 14/00077/215</li> <li>• 14/00097/CONSRV</li> <li>• 13/00114/UNAUTU</li> <li>• 13/00087/215</li> <li>• 13/00116/215</li> <li>• 14/00043/UNAUTU</li> <li>• 14/00048/215</li> <li>• 13/00101/UNAUTU</li> <li>• 14/00035/UNAWKS</li> <li>• 14/00040/UNAWKS</li> <li>• 14/00046/UNAWKS</li> <li>• 13/00018/UNAUTU</li> </ul>	
8.	<p><b><u>LOW PRIORITY CASES</u></b></p> <p>The Sub-Committee noted low priority cases where a breach of planning control has not yet been resolved.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	
9.	<p><b><u>CLOSED CASES</u></b></p> <p>The Sub-Committee noted recently closed cases.</p> <p>The Chair requested that the reports on the Agenda for the next meeting of the Sub-Committee should include an average number of days that cases have been live on a ward-by-ward basis, such that Members could address any particular issues with any individual wards. The Planning Control Manager agreed that this could be done.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	

**The Meeting Closed at 6.25 p.m.**

**MINUTES OF A MEETING OF THE SERVICE DELIVERY COMMITTEE  
HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 8 JULY  
2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

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

Councillors L Bentley, F Broadley, M Chamberlain, E Connell, S Dickinson,  
L Eaton, J Gore, R Kanabar, K Loydall and R Thakor

Officers in Attendance: A Court, I Dobson, K Garcha, C Holmes, P Loveday,  
and A Pathak-Mould

Min Ref	Narrative	Officer Resp
1.	<b><u>APOLOGIES</u></b>  J Boyce, D Carter.	ID
2.	<b><u>APPOINTMENT OF SUBSTITUTES</u></b>  None.	
3.	<b><u>DECLARATIONS OF INTEREST</u></b>  None.	
4.	<b><u>PETITIONS AND DEPUTATIONS</u></b>  None.	
5.	<b><u>MINUTES – 11 MARCH 2014</u></b>  <b>RESOLVED:</b> That the minutes of the previous meeting held on 11 March 2014 be taken as read, confirmed and signed.	
6.	<b><u>ACTION LIST – 21 JANUARY 2014</u></b>  <b>RESOLVED:</b> That the action list be noted.	ID

<p>7.</p>	<p><b><u>PROVISIONAL COMMITTEE BUDGET OUTTURN REPORT 2013/14</u></b></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial Officer as set out in report pages numbered 10 to 19, which should be read together with these minutes as a composite document.</p> <p>The Finance Manager stated that the report provided details of the committee provisional outturn position for capital and revenue as well as the outturn for the Housing Revenue Account.</p> <p>A member of the committee commented that there were a number of overspends, in particular for Brocks Hill, Cemeteries and Public Conveniences, which raised concern at this stage of the year.</p> <p>The Finance Manager stated that an increase in demand for other faith burials could explain the increase to Cemetery costs. He went on to say that a reorganisation of support costs had impacted upon spending for Cemetery and Brocks Hill. Further, he commented that a renegotiation of the contract for Public Conveniences had been delayed which led to higher maintenance costs.</p> <p>In response to a question from a Member of the Committee, the Director of Services explained that a decrease in recycling income was primarily driven by the market value of waste.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the reported outturn positions be noted</li> <li>2. the requested revenue and capital carry forwards as set out in appendix 5 of the report be noted.</li> </ol>	
<p>8.</p>	<p><b><u>COMMITTEE BUDGET REVIEW – APRIL TO MAY 2014</u></b></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial Officer as set out in report pages numbered 20 to 21, which should be read together with these minutes as a composite document.</p> <p>Members heard that the Grand Union Footbridge project was still in progress.</p> <p>Members noted that the budget for Reconnecting With Nature was for outdoor and leisure activities at Brocks Hill.</p> <p><b>RESOLVED:</b> That the current positions be noted.</p>	

<p>9.</p>	<p><b><u>DELIVERY OF HOUSING REVENUE ACCOUNT (HRA)</u></b></p> <p>The Committee gave consideration to the report of the Head of Community as set out in report pages numbered 22 to 32, which should be read together with these minutes as a composite document.</p> <p>The Head of Community provided a summary of the key points within the report and updated Members with further information that as of the day of the meeting the Council was 100% compliant with gas safety requirements. She went on to say that there was no anticipation of delay with tendering for market testing procurement as all relevant paperwork had now been issued.</p> <p>A further update was provided in relation to some issues concerning the variances in financial statements that some residents had received in connection with their Supporting People benefit. The Committee heard that early discussions had taken place to identify issues and that a review group had met involving Officers from a spectrum of service areas.</p> <p>The Head of Community informed the committee that the outcome of the bid made by the Homes and Communities Agency for an affordable housing development on Bennett Way should be announced at the end of July. Members requested an update on the outcome.</p> <p>She went on to say that an inspection of a property at Falmouth Drive in respect of subsidence issues had confirmed that the matter could be remedied and that the repairs were achievable.</p> <p>A Member congratulated the Community Team for the works at Boulter Crescent, which had been received very positively by tenants.</p> <p><b>RESOLVED:</b> That the updates contained within the business plan and in particular the introduction of the procurement and market testing for specific housing functions be noted.</p>	
<p>10.</p>	<p><b><u>DISABILITY FACILITIES GRANT (DFG)</u></b></p> <p>The Committee gave consideration to the report of the Head of Community as set out in report pages numbered 33 to 35, which should be read together with these minutes as a composite document.</p> <p>The Head of Community informed the Committee that the funding was required to address a shortfall for existing applications and had already been identified as a requirement by the Committee.</p> <p>In response to questions from Members of the Committee,</p>	

	<p>the Head of Community confirmed that the Council works very closely with social services in providing assistance to disabled persons. She went on to emphasise that the provision of disabled facilities grants are the responsibility of the Council.</p> <p>Members raised concerns that increased demand due to an ageing population could lead to the provision of disabled facilities grants becoming unsustainable.</p> <p>The committee discussed this issue and it was noted that the Better Care Fund should alleviate the financial pressure on the Council, through collaborative working to ensure that adequate measures are in place for people with disabilities s that are discharged from medical care.</p> <p><b>RESOLVED:</b> That Members recommend to Policy, Finance and Development Committee that additional capital funding of £257k be made available to meet demand.</p>	
<p>11.</p>	<p><b><u>PRIVATE SECTOR HOUSING RENEWALS (FINANCIAL ASSISTANCE) POLICY 2014/17</u></b></p> <p>The Committee gave consideration to the report of the Head of Community as set out in report pages numbered 36 to 63, which should be read together with these minutes as a composite document.</p> <p>The Head of Community provided a verbal summary of the key points within the report including that the Policy incorporates provisions for bringing empty properties back into use and providing financial assistance to remove significant health and safety hazards from private sector homes. She went on to say that this Policy would complement the Corporate Enforcement Policy as part of collaborative working between Council service areas particularly in relation to Empty Homes.</p> <p><b>RESOLVED:</b> That the Policy be noted and recommended for adoption by Policy, Finance and Development Committee on 22 July 2014.</p>	
<p>12.</p>	<p><b><u>FOOD SAFETY DELIVERY PLAN 2014/15</u></b></p> <p>The Committee gave consideration to the report of the Head of Community as set out in report pages numbered 64 to 84, which should be read together with these minutes as a composite document.</p> <p>The Head of Community informed the Committee that the Plan was a statutory requirement. In response to a question from the Committee, she went on to say that the Plan sets out</p>	

	<p>minimum good practice standards expected by the Food Standards Agency, which is distinct from the high standards and aspirations of Officers.</p> <p><b>RESOLVED:</b> That the Food Service Delivery Plan for 2014/15 be approved.</p>	
<p><b>13.</b></p>	<p><b><u>GREENING OF THE BOROUGH UPDATE</u></b></p> <p>The Committee gave consideration to the report of the Director of Services as set out in report pages numbered 85 to 90, which should be read together with these minutes as a composite document.</p> <p>The Country Parks and Environment Manager summarised the key points within the report. The Committee heard that work on promoting the aims of the Greening of the Borough Strategy had been undertaken. It was noted that a number of positive outcomes had been achieved including the establishment of a communication plan for engaging with the media and presenting the aims in a simplified format for residents.</p> <p>She went on to say that progress was being made on infrastructure projects at Brocks Hill including a storage and training space for site tenants. It was also noted that the construction of the Jubilee Amphitheatre has re-commenced.</p> <p>A Member of the Committee raised concerns about the pricing structure at the café since the new contractor had taken control and also the layout of the café. The Director of Services stated she was not aware of any increases to the pricing structure would be clarified and reported back to Members.</p> <p>The Country Parks and Environment Manager stated that costings for the layout are currently being worked up.</p> <p>A Member congratulated the Country Parks and Environment Manager on the excellent work being carried out by the team.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That the progress made in respect of the Greening of the Borough Strategy be noted.</li> <li>• That members endorse the way forward for the Strategy and project development work.</li> <li>• That members endorse developments and proposals within the Brocks Hill Centre and Country Park.</li> </ul>	

	<ul style="list-style-type: none"> <li>• That members recommend that the Borough Council pledges support to the National “Project Wild Thing and Wild Network”.</li> <li>• That the progress and work across the Borough through the Clean and Green team be noted.</li> </ul>					
14.	<p><b><u>LOCAL PARTNERSHIP GROUP (LPG)</u></b></p> <p>The Committee gave consideration to the report of the Head of Community as set out in report pages numbered 91 to 98, which should be read together with these minutes as a composite document.</p> <p>The Head of Community informed Members that new structures had been put in place to allow a greater focus on local issues and services, including the joint chairing of the Local Partnership Group by the Head of Community and her counterpart at Blaby District Council.</p> <p>In response to concerns raised about service performance monitoring by a Member of the Committee, the Head of Community reassured Members that monitoring was being undertaken to ensure that services were meeting the needs of users. She went on to say that this represented an improvement to working practices that had existed in the past.</p> <p><b>RESOLVED:</b> That the report be noted.</p>					
15.	<p><b><u>IMPROVEMENTS TO TOWN CENTRE CAR PARKS</u></b></p> <p>The Committee gave consideration to the report of the Director of Services as set out in report pages numbered 99 to 104, which should be read together with these minutes as a composite document.</p> <p>The Committee asked officers to investigate the possibility of making provision for parent and child parking facilities.</p> <p><b>RESOLVED:</b> That the previously agreed capital project ‘Car Park Enforcement Improvements’ no longer goes ahead and that members divert the money to a scheme that improves the infrastructure of the town centre car parks as set out below:</p> <ol style="list-style-type: none"> <li>1. divert the capital allocation to improve the infrastructure of the town centre car parks and address known problems as set out in the table below:</li> </ol> <table border="1" data-bbox="320 2033 1203 2101"> <tr> <td colspan="2"><b>Capital costs</b></td> </tr> <tr> <td>Continue with the existing</td> <td>No cost</td> </tr> </table>	<b>Capital costs</b>		Continue with the existing	No cost	
<b>Capital costs</b>						
Continue with the existing	No cost					

	arrangements whereby all car parks are free for up to 3 hours (no ticket required) with 3 car parks remaining long stay on purchase of ticket.	
	Re-surface areas where there are pot holes.	£7,500
	Line all bays in white	£7,000
	Improve and simplify signage	£7,500
	Install missing height barriers (to include Willow Park car park)	£13,000
	<b>TOTAL</b>	£34,000 (slightly above allocated budget of £32k)
	<b>Revenue costs</b>	
	Ticket rolls/web support/phone lines/3G connectivity to 5 existing machines	Already budgeted for within revenue budget
	Maintenance contract on 5 machines	£2,450 (this is cheaper than call out and parts charged for in 2013-14)
	<b>TOTAL</b>	£2,450 additional revenue budget required (could be dealt with by a virement)
	<p>2. Enforcement time was reduced to 1 x FTE from 1<sup>st</sup> April 2014 in line with the original capital project. There is no proposal to increase this.</p> <p>3. The opportunity exists to direct Civil Enforcement Officer time which does not appear to have actively happened in the past. For example, there was a 26% increase in the number of penalty notices issued in April 2014 over April 2013 by directing CEO to problematic areas despite enforcement time being reduced from the beginning of April.</p>	
<b>16.</b>	<b><u>SCALE OF CHARGES FOR BOWLS CLUB</u></b>	
	<p>The Committee gave consideration to the report of the Director of Services as set out in report pages numbered 105 to 106, which should be read together with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That Policy, Finance and Development Committee be recommended to remove the charge for visiting teams.</p>	

<p>17.</p>	<p><b><u>ADOPTION OF TERMS OF REFERENCE FOR TASK GROUPS</u></b></p> <p>The Committee gave consideration to the report of the Chief Executive as set out in report pages numbered 107 to 111, which should be read together with these minutes as a composite document.</p> <p>The Committee expressed concerns in relation to the naming of the current chairmen within the documents. It was suggested that reference to chairman by position be included as an alternative.</p> <p>Members requested clarification on the reference to task groups being time limited. The Director of Services confirmed that groups would be reviewed annually with a view to ensuring that the outcomes and objectives remained relevant.</p> <p>A verbal update was provided by the Director of Services in respect of the Greening of the Borough Task Group terms of reference, where the second bullet point under section b of the document, had been simplified by the Task Group to “Provide better access to this environment and support for residents and businesses to develop more environmentally sustainable lifestyle choices and practices”.</p> <p><b>RESOLVED:</b> That the terms of reference documents for the Greening of the Borough Working Group and Health and Wellbeing Board be adopted.</p>	
<p>18.</p>	<p><b><u>PERFORMANCE CHARTERS</u></b></p> <p>The Committee gave consideration to the report of the Director of Services as set out in report pages numbered 112 to 118, which should be read together with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That service charter for Brocks Hill Country Park as appended to the report be adopted.</p>	
<p>19.</p>	<p><b><u>CORPORATE ENFORCEMENT UPDATE</u></b></p> <p>The Committee gave consideration to the report of the Head of Corporate Resources as set out in report pages numbered 119 to 123, which should be read together with these minutes as a composite document.</p> <p>The Head of Corporate Resources reported that work had been undertaken to consolidate and improve the coordination of enforcement in respect of all Council services through the creation of a Corporate Enforcement Team.</p> <p>She went on to say that a Policy would be considered by the</p>	

	<p>Policy, Finance and Development Committee to ensure that a consistent process was applied in all cases.</p> <p>A Member thanked the Head of Corporate Resources for consolidating the corporate enforcement work and commented that it was long overdue.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	
<p><b>20.</b></p>	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b><u>RESOLVED:</u></b></p> <p>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>	
<p><b>21.</b></p>	<p><b><u>REVIEW OF TEMPORARY ACCOMODATION FOR HOMELESS FAMILIES WITH CHILDREN</u></b></p> <p>The Committee gave consideration to the report of the Head of Community as set out in report pages numbered 124 to 137, which should be read together with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the lease of the seven bedroom facility not be renewed.</li> <li>2. the ground floor self contained flat be retained as a provision for temporary accommodation.</li> <li>3. a private sector leasing framework be established with an initial lease of two three bedroom houses within the Borough.</li> </ol> <p>Members supported the recommendations based on the information contained within the report and were pleased that poor facilities at high cost had been now ceased by the termination of the lease.</p>	

**Meeting closed 8:29 p.m.**

**MINUTES OF A MEETING OF THE LICENSING & REGULATORY COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON WEDNESDAY 9 JULY 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor Mrs H Loydall – Chair

Councillors: G Boulter, F Broadley, L Broadley, S Dickinson, Mrs J Gore, R Kanabar, J Kaufman, L Kaufman and K Loydall

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

Min Ref	Narrative	Officer Resp
1.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>J Boyce, M Chamberlain, M Charlesworth, R Thakor</p>	ID
2.	<p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p>None.</p>	ID
3.	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None.</p>	ID
4.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None.</p>	ID
5.	<p><b><u>MINUTES OF PREVIOUS MEETING</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 20 March 2014, be taken as read, confirmed and signed.</p>	ID

6.	<p><b><u>TAXI FORUM – VERBAL UPDATE</u></b></p> <p>The Chairman provided the Committee with an update about a taxi forum held prior to the Committee meeting, where it was noted that there was only three attendees.</p>	
7.	<p><b><u>DEREGULATION BILL 2014</u></b></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 outlined some of the changes that would come into effect as a result of the new bill. The Committee heard that more detail would be available when the regulations have been commenced.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	
8.	<p><b><u>SCRAP METAL DEALERS ACT POLICY</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 7 – 25 which should be read in conjunction with these minutes as a composite document.</p> <p>Members discussed the merits of requiring mobile collectors to display a plate so that residents can identify them more easily. The Licensing and Land Charges Officer explained that mobile operators are required to display a licence in the vehicle.</p> <p>The Committee discussed the licensing requirements and viability for a scrap metal collection service operated by the Council and a report was requested for a future meeting. It was mentioned that a previous report had been prepared for the collection of electrical goods which may provide further information for the Committee.</p> <p>Some Members of the Committee suggested that aspects of this matter would be more appropriately considered by the Waste Task Group.</p> <p><b>RESOLVED:</b> That the Policy be adopted.</p>	

<p><b>9.</b></p>	<p><b><u>SPECIAL TREATMENTS POLICY</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 26 – 48 which should be read in conjunction with these minutes as a composite document.</p> <p>In response to a question from a Member, the Licensing and Land Charges Officer confirmed that Environmental Health have a key role in ensuring that persons carrying on the business of Special Treatments are operating safely and that registrations would not be confirmed until practices are confirmed as satisfactory.</p> <p><b>RESOLVED:</b> That the Policy be adopted.</p>	
<p><b>10.</b></p>	<p><b><u>CHARITABLE COLLECTIONS POLICY</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 49 – 66 which should be read in conjunction with these minutes as a composite document.</p> <p>Members discussed some of the commonly reported concerns in relation to charitable collections including the copious amount of house to house collection bags that are received in households and lack of compliance within ‘No Cold Calling Zones’.</p> <p>The Licensing and Land Charges Officer confirmed that the Policy seeks to regulate the frequency of house to house collections which should reduce the amount of collection bags that residents received. He confirmed that the Licensing Team would continue to work with Trading Standards where possible and recommended that breaches of the ‘No Cold Calling Zone’ are reported to them directly.</p> <p><b>RESOLVED:</b> That the Policy be adopted.</p>	
<p><b>11.</b></p>	<p><b><u>LICENSING APPLICATIONS REPORT</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 67 – 71 which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	

**The Meeting Closed at 8:02 p.m.**

**MINUTES OF A MEETING OF THE WIGSTON RESIDENTS FORUM HELD AT THE COUNCIL OFFICES ON MONDAY 14 JULY 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor B Boulter – Chairman

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

**Officers in Attendance:**

I Dobson (OWBC)

K Parkes (OWBC)

J Bhatha (OWBC)

A Lennox (OWBC)

J Naylor (SLM – Everyone Active)

PC D Nutbrown (Leicestershire Police)

**Residents in Attendance:** G & L Blackburn, M Daetwyler, A & G Schofield, Mr & Mrs Moden, J Gray, C Maes, J Elliot, C Huscroft, K Ochyren, J & M Butler, M Hilton, M Drage, R Hailes, D Foreman, C Ambrose, S & J Lobb, P Payton, R Burnham, D Barker, Mr & Mrs Needles, S Lonslow

**Apologies:** Cllrs L Broadley, F Broadley and E Connell

Min Ref	Narrative	Officer Resp																		
1.	<p><b><u>LOCAL POLICING ISSUES</u></b></p> <p>An update on crime figures for the last 3 month period compared to the same period last year is summarised below:</p> <table border="1"> <thead> <tr> <th><u>Crime</u></th> <th><u>No</u></th> <th><u>Last year</u></th> </tr> </thead> <tbody> <tr> <td>Burglary dwelling</td> <td>18</td> <td>7</td> </tr> <tr> <td>Burglary Other than Dwelling</td> <td>18</td> <td>22</td> </tr> <tr> <td>Robbery</td> <td>0</td> <td>1</td> </tr> <tr> <td>Theft of motor vehicle</td> <td>5</td> <td>5</td> </tr> <tr> <td>Theft from motor vehicle</td> <td>30</td> <td>32</td> </tr> </tbody> </table> <p>The Forum heard that a recent operation had revealed that many vehicles or properties are left unsecured. Residents were</p>	<u>Crime</u>	<u>No</u>	<u>Last year</u>	Burglary dwelling	18	7	Burglary Other than Dwelling	18	22	Robbery	0	1	Theft of motor vehicle	5	5	Theft from motor vehicle	30	32	
<u>Crime</u>	<u>No</u>	<u>Last year</u>																		
Burglary dwelling	18	7																		
Burglary Other than Dwelling	18	22																		
Robbery	0	1																		
Theft of motor vehicle	5	5																		
Theft from motor vehicle	30	32																		

	<p>advised to ensure that they secure property and vehicles to reduce the risk of becoming a victim of crime.</p> <p>PC Nutbrown drew the Forum's attention to the website: <a href="http://www.immobilise.com">www.immobilise.com</a> where property can be registered which makes it identifiable to Police if it is found in circulation.</p> <p>PC Nutbrown commented that part night lighting had not made a noticeable difference to crime figures. It was acknowledged that for a full analysis, around 3 years data was required which had not yet been obtained.</p>	
2.	<p><b><u>WIGSTON – PUBLIC REALM WORKS</u></b></p> <p>The Chairman referred to the presentation stand that was on display at the meeting and informed residents that work is likely to commence on 4 August 2014.</p>	
3.	<p><b><u>LEISURE CONTRACT PRESENTATION</u></b></p> <p>James Naylor of Everyone Active made a presentation to the Forum about the provision of new leisure facilities within the Borough.</p> <p>The Forum heard that the Wigston site will see new facilities from around May 2015 which will include:</p> <ul style="list-style-type: none"> <li>• 6 lane 25m pool</li> <li>• Spectator seating for 150</li> <li>• Sauna</li> <li>• 60 station gym</li> <li>• Dedicated changing rooms for gym and swim</li> </ul> <p>The Forum heard that Oadby will see new facilities at Parklands which will include:</p> <ul style="list-style-type: none"> <li>• Phased development</li> <li>• 6 lane 25m pool</li> <li>• Dedicated changing rooms for gym and swim</li> <li>• 120 station gym</li> <li>• 2 exercise studios plus Cedar Suite classes</li> <li>• Outdoor training zone</li> <li>• Refurbished Cedar Suite with wooden sprung floor</li> <li>• Refurbished café</li> <li>• Refurbished reception and foyer</li> </ul> <p>Residents sought assurance that good disabled facilities and car parking will be available, which was confirmed by the presenter.</p> <p>A Resident asked for confirmation of timescales for the building</p>	

	<p>works. The presenter confirmed that planning permissions were in place and a schedule of works would be drafted shortly which would provide detail of works to be completed. Residents were re-assured that in any case it was estimated that both sites would be complete around May 2015 with any slippage from that date being minimal.</p>	
<p><b>4.</b></p>	<p><b><u>RECYCLING PRESENTATION</u></b></p> <p>The Forum heard that cases of contamination of recycling with plastic carrier bags and hard plastics were becoming more frequent so the Council was publicising a reminder of what can be recycled.</p> <p>The Recycling Co-ordinator and Waste Promotions Officer made a presentation to the Forum about what can and cannot be recycled, which is summarised below.</p> <p>In the green recycling bag you can place:</p> <ul style="list-style-type: none"> <li>• Yoghurt pots, margarine tubes, plastic food trays without the film cover, plastic egg cartons and plastic cups</li> <li>• Plastic detergent bottles such as washing up liquid, shampoo and conditioner bottles</li> <li>• Aluminium cans, clean food tins and pet food tins</li> <li>• Washed aluminium trays and wrapping foil</li> <li>• Empty aerosol cans that have not been pierced</li> <li>• Empty juice and milk cartons</li> </ul> <p>In the brown recycling bag you can place:</p> <ul style="list-style-type: none"> <li>• Paper, junk mail (always tear off the bit that contains your personal information) envelopes, cardboard and greeting cards</li> <li>• Newspapers, magazines, catalogues, telephone directories and shredded paper</li> </ul> <p>In a separate brown recycling bag you can also place:</p> <ul style="list-style-type: none"> <li>• Clean clothes</li> <li>• Paired shoes</li> <li>• Handbags</li> <li>• Leather belts</li> <li>• Scarves, hats and gloves</li> <li>• Bed sheets, pillowcases and blankets</li> </ul> <p>Residents commented that the waste collection service in the Borough was excellent.</p>	

<p><b>5.</b></p>	<p><b><u>WIGSTON TRADERS UPDATE</u></b></p> <p>The Chairman of the Wigston Traders Group provided an update about ongoing work towards the enhanced Christmas Lights display. The Forum saw a number of photos depicting lighting options to supplement the existing scheme. It was noted that lights will be installed on buildings in parts of the town centre and a spiral tree will be included in the scheme.</p> <p>The Forum heard that the scheme will cover Bell Street, Wakes Road and Bull Head Street (with a view to drawing attention to the display on Bell Street).</p> <p>She went on to say that the switch on event would take place on 29 November 2014 and planning was underway for a road closure, funfair and food stalls for raising funds for charity.</p> <p>Finally, the Forum heard that the Wigston Traders were organising a collective coffee morning to raise money for Macmillan on 26 September 2014. The start time of the event will be publicised in due course.</p> <p>Residents thanked the Chairman of the Wigston Traders Group for her work.</p>	
<p><b>6.</b></p>	<p><b><u>CHAIRMAN'S UPDATES</u></b></p> <p>The Chairman provided an update on items contained within the Chairman's Updates document that was circulated at the meeting, which should be read in conjunction with these notes as a composite document.</p> <p>Further updates were provided in relation to road closures at the following locations:</p> <ul style="list-style-type: none"> <li>• Launceston Road (29.7.14 for 3 days)</li> <li>• Crow Mills</li> <li>• Spion Kop</li> <li>• Blue Bridge</li> </ul> <p>The Chairman informed the Forum that an event to commemorate the centenary of the First World War is to take place at Peace Park on 3 August 2014 at 12 noon.</p>	
<p><b>7.</b></p>	<p><b><u>ITEMS RAISED BY RESIDENTS</u></b></p> <p>The following items were raised by residents at the meeting:</p> <ul style="list-style-type: none"> <li>• Suggestion that part night lighting could be altered to intermittent switch offs on more roads to reduce impact on those that are in total darkness currently.</li> </ul>	

	<ul style="list-style-type: none"><li>• Residents were agreed that the standard of grass cutting is not satisfactory. The Forum discussed this matter and it was noted that the County Council has reduced their service level to 'highway safety only' following the matter being set as a low priority for residents that completed the recent County Council service questionnaire. Residents requested that this be taken forward by County Councillors. County Councillors at the meeting assured residents that this matter was being highlighted on behalf of residents.</li><li>• The issue of urban foxes was raised and it was requested that work be undertaken to deal with them as pests. The Chairman confirmed that there is no current responsibility for a local authority to deal with them.</li><li>• A resident commented that the footpath from Paddock Street car park to Bell Street is uneven and the railings require painting or removing.</li><li>• A resident raised a point about the traffic light signal pattern in Wigston (Carlton Drive) which appears to rest on red. It was suggested that this is not the most efficient way of managing traffic flow.</li><li>• A resident indicated that they wished to make a proposal for the maintenance of the war memorial at All Saints Church, which would be costed and brought to the next meeting.</li></ul>	
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**The Meeting Closed at 20:37**

# Agenda Item 11r

**MINUTES OF THE WASTE TASK GROUP, HELD AT COUNCIL OFFICES,  
WIGSTON,  
On 14 JULY 2014**

**IN ATTENDANCE:**

Councillors, F S Broadley(Chair) L A Bentley, G A Boulter J Kaufman P Swift  
L Darr ( part)

Officers: Mrs A Court- Director of Services and Monitoring Officer  
Brian Kew – Operations Manager  
Karen Parkes – Recycling Co-Ordinator

	<b>Narrative</b>	<b>Officer Responsible</b>
<b>1.</b>	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Received from Councillors B Dave, Miss M V Chamberlain and D M Carter</p>	
<b>2.</b>	<p><b><u>DRAFT TERMS OF REFERENCE</u></b></p> <p>This item (3) on the agenda was moved forward to agree before discussing further business on the agenda. Terms agreed subject to including at paragraph 1 b) operational changes will be recommended to Service Delivery committee.</p>	
<b>3.</b>	<p><b><u>REPORT ON CURRENT WASTE COLLECTION STREAMS AND FUTURE PROPOSALS</u></b></p> <p>The report set out the current position with the current range of waste services. There was a brief discussion on the current food waste trial on three rounds, particularly highlighting that other than an initial spurt this had not had the intended effect of reducing the number of domestic refuse bags, the majority of households were continuing to put out 3 refuse bags per week. Suggestions of reducing the black bags to a maximum of 2 per household and “food cones” were discussed. The ongoing</p>	

	<p>revenue implications and the future position with Leicestershire County Council supporting food disposal are also considerations. On the positive side, the introduction of the food caddies appeared to have reduced the splitting of refuse bags and strewing of rubbish by foxes. Mrs Court confirmed that a further report on the future collection of food waste would be brought to the Task Group and summarised the main two points of the report that direction from the Group was required to deal with current operational matters as follows:-</p> <p><b>Recycling Collections - Contamination</b></p> <p>i) Mrs Court briefly summarised the current issue of increasing contamination in recycling bags despite attempts of educating residents and awareness raising sessions at recent Residents Forums. The Group endorsed that Officers should continue to reject the collection of contaminated recycling bags in the meantime whilst further steps to educate residents are introduced such as wider promotion eg on collection vehicles, Letterbox newsletter; clearer guidance on what can and cannot be put into recycling bags on stickers for bags. Discussion also took place on whether the collection of bulky and “white” goods was cost effective in view of other collectors of scrap metal operating within the Borough, whose operation would be a matter for the licensing committee.</p> <p><b>Green Waste Collection</b></p> <p>ii) Mrs Court briefly summarised the main issue with the current operating method of green waste collection of health and safety not only from a manual handling perspective but also ingestion of dust and strewn sacks on the highway liable to cause road traffic accidents. It was highlighted that this Borough is the only district within Leicestershire collecting by sacks and recent articles demonstrate that nationally, Councils are withdrawing garden waste sacks on health and safety grounds. A major issue at present is the volume of sacks being put out by residents and photographic evidence to demonstrate this was circulated. In addition. A further major issue is the proposed withdrawal by Leicestershire County Council of green recycling credits which will mean a revenue income loss of £84,000. Mrs Court emphasised that a decision was needed on this as the DCLG grant funding needs to be spent by March 2015 so by October the specification for procurement for new vehicles dependant on the methods and types of collection that are to be operated needs to have commenced at the very latest.</p> <p>The Group considered the potential immediate and longer term solutions set out in the report. In terms of immediate solutions the Group agreed to consider ceasing the green waste collection</p>	<p>JD</p>
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service during the winter months but suggested that this be November, December, January and in the meantime to promote the garden “cone” composting available via Leicestershire County Council. In the longer term the Group were willing to consider a new collection method by rigid plastic containers to address the highlighted health and safety issues and financial pressures. Mr Kew had brought to the meeting a demonstration model of such a container, which confirmed it’s capacity to take at least 4 of the existing waste sacks at 7kg per sack. The charging schemes of some of the other local district councils were set out in the report and the initial thoughts were that a 240 litre container or a 140 litre be supplied free of charge per household and a second could be provided at market cost. The Group asked for a further report setting out the costings for implementation eg purchase and bins and vehicle requirements and ongoing operating such a service and lead in time for delivery of containers, viability for smaller properties, such as terraced.

The meeting finished at 8.15 pm.

**MINUTES OF A MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 22 JULY 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor S B Morris – Chair  
Councillor D Gamble – Vice Chair

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

Officers in Attendance: A Court, J Dickson, I Dobson, K Garcha, J Griffith,  
A Pathak-Mould, P Loveday, G Richardson, and A Thorpe

Also in Attendance: Anand Persaud and Lynn Goldthorp (CW Audit), David Platts  
(Charnwood Borough Council)

Min Ref	Narrative	Officer Resp
1.	<b><u>APOLOGIES FOR ABSENCE</u></b>  L Broadley, B Dave	ID
2.	<b><u>APPOINTMENT OF SUBSTITUTES</u></b>  None.	
3.	<b><u>DECLARATION OF INTERESTS</u></b>  None.	
4.	<b><u>MINUTES OF PREVIOUS MEETING</u></b>  The Committee agreed that Councillor K Loydall had declared an interest in relation to agenda item 14 which concerned Age UK, which had not been recorded in the minutes of the meeting of 25 March 2014.  <b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 25 March 2014, be taken as read, confirmed and signed, subject to the amendment stated above.	
5.	<b><u>ACTION LIST</u></b>  The Director of Services updated Members on the progress of the demolition of the portacabins and confirmed that it would be complete before September 2014.	

6.	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None.</p>	
7.	<p><b><u>INTERNAL AUDIT PROGRESS REPORT 2013/14 AND 2014/15</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p>A Member of the Committee requested an update about work being carried out to identify external funding streams. The Chief Financial Officer confirmed that a full report would be brought to the next meeting of the Committee.</p> <p>In response to questions from the Committee, the Head of Community reported that the Council is 100% up to date with gas safety checks at the time of the meeting. Further, the Internal Audit Manager confirmed that systems and processes were in place to prevent any slippage going undetected.</p> <p>The Head of Internal Audit reported that CW Audit had been commissioned to complete work in respect of protecting the public purse which would be reported to the next meeting.</p> <p><b>RESOLVED:</b> That Members noted the contents of the report for 2013/14 and 2014/15.</p>	
8.	<p><b><u>INTERNAL AUDIT ANNUAL REPORT 2013/14</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Internal Audit confirmed that his overall opinion is that significant assurance can be given that there is a generally sound system of internal control. He went on to say that issues relating to health and safety, payroll and expenses and housing responsive repairs should be declared in the Annual Governance Statement.</p> <p>The Internal Audit Manager confirmed that significantly improved internal controls to deal with housing responsive repairs will be embedded by the implementation of the Orchard software system.</p> <p>The Chairman requested that in the event of follow up work being required in the future, that a report is brought back to the</p>	

	<p>committee highlighting the revised level of assurance.</p> <p><b>RESOLVED:</b> That Members noted the contents of the report.</p>	
9.	<p><b><u>PROVISIONAL COMMITTEE BUDGET OUTTURN REPORT 2013/14</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the reported outturn positions be noted.</p>	
10.	<p><b><u>OVERALL PROVISIONAL BUDGET OUTTURN REPORT 2013/14</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer informed Members that the provision of a Budget Equilibrium Reserve would help to get over the main financial difficulties arising out the reduction in funding from Central Government in 2014/15.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the report and overall provisional outturn positions for both the General Fund and the Housing Revenue Account 2013/14 be noted.</li> <li>2. the requested revenue and capital carry forwards for both the General Fund and Housing Revenue Account as set out in Appendix 3 of the report be approved.</li> <li>3. the transfer of £200,000 from the General Fund Reserve to the Budget Equilibrium Reserve be approved.</li> </ol>	
11.	<p><b><u>COMMITTEE BUDGET REVIEW – APRIL TO MAY 2014</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer commented that the report was being made very early in the financial year and so only April and May were available for consideration.</p> <p><b>RESOLVED:</b> That the reported positions be noted.</p>	

12.	<p><b><u>DRAFT ANNUAL GOVERNANCE REPORT</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the Draft Annual Governance Statement (2013/14) be approved and referred to the Leader of the Council and Chief Executive for formal certification.</p>	
13.	<p><b><u>RESIDENT FORUMS BUDGET POSITIONS</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer reported that there were no additional requests from Wigston Residents Forum, which met after the report had been published.</p> <p>The Committee commented that the commemorative banner requested by Oadby Residents Forum should include appropriate commemorative wording which does not imply celebration.</p> <p>The Leader of the Council requested that additional funds be allocated to the Forums during the next budget setting process.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the Forum budget positions be noted.</li> <li>2. the ongoing forum schemes have their budgets carried forward for completion in 2014/15.</li> <li>3. the allocation requests contained within the report be approved.</li> </ol>	
14.	<p><b><u>ADOPTION OF TERMS OF REFERENCE FOR CUSTOMER SERVICES TASK GROUP</u></b></p> <p>The Committee considered the report of the Chief Executive which should be read in conjunction with these minutes as a composite document.</p> <p>The Director of Services informed Members that the Customer Service Task Group had agreed a number of outcomes, which had been incorporated into a standard terms of reference</p>	

	<p>template.</p> <p>Some discussion took place around the specific wording of the outcomes.</p> <p><b>RESOLVED:</b> That the terms of reference be adopted.</p>	
<b>15.</b>	<p><b><u>INVESTORS IN PEOPLE (OUTCOMES)</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Corporate Resources informed Members that the Investors In People accreditation had now been maintained for the past 18 years. She went on to say that the assessment had led to the creation of a continuous improvement plan, which is currently on target.</p> <p>The Leader of the Council thanked all staff for their contribution to the assessments and the subsequent accreditation. He went on to request that enquiries be commenced for ISO (International Organisation for Standardisation) accreditation.</p> <p><b>RESOLVED:</b> That the Investors In People report and continuous action plan be noted.</p>	
<b>16.</b>	<p><b><u>LOCAL DEVELOPMENT SCHEME</u></b></p> <p>The Committee considered the report of the Planning Policy and Regeneration Manager which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the Local Development Scheme 2014 be approved for publication.</p>	
<b>17.</b>	<p><b><u>STRATEGIC HOUSING MARKET ASSESSMENT AND STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT UPDATE</u></b></p> <p>The Committee considered the report of the Planning Policy and Regeneration Manager which should be read in conjunction with these minutes as a composite document.</p> <p>The Planning Policy and Regeneration Manager informed Members that a Memorandum of Understanding which is currently being prepared will be brought to Committee at a later date. He went on to say that the content of this is currently being considered by councils within the Housing Market Area.</p>	

	<p><b>RESOLVED:</b> That the contents of the report be noted.</p>	
18.	<p><b><u>JOINT STRATEGIC PLANNING MANAGER</u></b></p> <p>The Committee considered the report of the Planning Policy and Regeneration Manager which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That approval be given</p> <ol style="list-style-type: none"> <li>1. for the Council to become an equal partner in the finding and setting of work priorities for a Joint Strategic Planning Manager in the Leicester and Leicestershire Housing Market Area.</li> <li>2. for the Council to contribute 10% of the total cost equating to a maximum contribution of £7k per annum for two years (2014/15 and 2015/16).</li> </ol>	
19.	<p><b><u>BLABY ROAD PARK PAVILION</u></b></p> <p>The Committee considered the report of the Planning Policy and Regeneration Manager which should be read in conjunction with these minutes as a composite document.</p> <p>In response to a question from a Member, the Planning Policy and Regeneration Manager confirmed that the £100k cost for the contracting of a project manager will be met entirely through section 106 agreement monies associated with the Tesco store development in South Wigston.</p> <p>He went on to confirm that the toilet would be secured at night.</p> <p><b>RESOLVED:</b> That the Council contracts the services of a project manager to progress and deliver the refurbishment and extension of Blaby Road Park Pavilion, including the cost of a fully accessible public toilet at an approximate cost of £100k using funding remaining from the Section 106 agreement associated with the Tesco store development in South Wigston.</p>	
20.	<p><b><u>PROGRESS WITH DEVELOPMENT OPPORTUNITIES IN THE BOROUGH</u></b></p> <p>The Committee considered the joint report of the Planning Policy and Regeneration Manager and Head of Community which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Community confirmed that the property would be</p>	

	<p>exempt from the Right To Buy Scheme, due to the adaptations that would be required.</p> <p>A Member of the Committee enquired after the rights of succession in circumstances of disabled persons and the position in relation to carers. In response, the Head of Corporate Resources advised that the legal position would have to be considered and clearly set out in any such tenancy agreement.</p> <p>In response to a question from a Member, the Head of Community confirmed that the announcement in respect of a proposed affordable housing development at Bennett Way is due to be made at the end of July 2014.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the position with regard to development opportunities in the Borough be noted.</li> <li>2. that delegated authority be given to Officers to explore the possibility of purchasing a suitable property for a family with two young children with disabilities to add to the Council's housing stock within current market values of £189k – £200k.</li> </ol>	
21.	<p><b><u>DISABILITY FACILITIES GRANTS (DFG)</u></b></p> <p>The Committee considered the report of the Head of Community which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That additional capital funding of £257k be made available to meet current demand for Disabilities Facilities Grants as recommended by Service Delivery Committee.</p>	
22.	<p><b><u>41 CANAL STREET, SOUTH WIGSTON</u></b></p> <p>The Committee considered the report of the Planning Policy and Regeneration Manager which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That further Expressions of Interest be sought for an appropriate development partner to enable the compulsory purchase of the building and refurbishment for an appropriate use.</p>	
23.	<p><b><u>NOISE NUISANCE INVESTIGATION POLICY 2014-17</u></b></p> <p>The Committee considered the report of the Head of Community which should be read in conjunction with these</p>	

	<p>minutes as a composite document.</p> <p>The Head of Community informed Members that the proposed policy seeks to address noise complaints in a wider context than that of statutory nuisance, to improve the Council's response to such issues through the newly established Corporate Enforcement Team. She went on to say that the Policy incorporates a framework for Environmental Health's use of new powers contained within the Anti-Social Behaviour and Policing Act 2014.</p> <p>A Member of the Committee congratulated the Head of Community on the Policy and commented that aspects of the new powers contained within the Anti-Social Behaviour and Policing Act 2014 would require consideration by the Community Safety Partnership and its partners which would inform how certain procedures would work in practice.</p> <p>The Head of Community confirmed that partnership working would be a key element to proper use of the Policy, as specified within the Policy and report. She went on to say that it was important for the Council to have a sound basis for dealing with noise nuisance.</p> <p>The Head of Corporate Resources confirmed that the requirements of the new act had been considered carefully which was reflected in the Policy to allow for it to be updated accordingly through delegated powers that had been requested by the Head of Community.</p> <p><b>RESOLVED:</b> That the Policy be adopted and that delegated powers be given to the Head of Community to amend the Policy when the new powers contained within the Anti-Social Behaviour and Policing Act 2014 are in effect.</p>	
24.	<p><b><u>PRIVATE SECTOR HOUSING RENEWALS (FINANCIAL ASSISTANCE) POLICY 2014-17</u></b></p> <p>The Committee considered the report of the Head of Community which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the review Private Sector Housing Renewals (Financial Assistance) Policy 2014/17 be adopted as recommended by Service Delivery Committee.</p>	
25.	<p><b><u>ENVIRONMENTAL INFORMATION REGULATIONS 2004 POLICY</u></b></p> <p>The Committee considered the report of the Head of Corporate</p>	

	<p>Resources which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the Policy be adopted for use across all Council Services.</li> <li>2. the scale of charges attached at appendix 1 of the report be adopted for use by the Council.</li> </ol>	
26.	<p><b><u>CORPORATE ENFORCEMENT AND PROSECUTION POLICY</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Corporate Resources informed the Committee that the Policy will allow effective, efficient and consistent governance of enforcement matters across all regulatory services.</p> <p>Several Members commented on the overdue need for such a process to be introduced and thanked the Head of Corporate Resources and the Solicitor for this policy and initiative.</p> <p><b>RESOLVED:</b> That the Policy be approved and adopted for use across all of the Council’s regulatory services.</p>	
27.	<p><b><u>REVISED CORPORATE RESOURCES POLICIES (HR)</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Corporate Resources informed Members that work had been undertaken to update and refresh the Policies in line with legislative changes.</p> <p><b>RESOLVED:</b> That the Policies be approved and adopted.</p>	
28.	<p><b><u>COMPLAINTS, COMPLIMENTS AND COMMENTS POLICY</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Paralegal informed the Committee that the Policy ensures a fair and consistent approach for recognising compliments,</p>	

	<p>dealing with comments and handling complaints.</p> <p>The Leader of the Council commended the Policy and requested that consideration is given to a support mechanism for Member involvement in dealing with complaints.</p> <p><b>RESOLVED:</b> That the Policy be approved and adopted.</p>	
29.	<p><b><u>ADOPTION OF OPEN SPACES</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Paralegal informed the Committee that the report seeks authority to liaise with landowners and adopt if it is within the Council's interests to do so.</p> <p>The Committee discussed this matter and agreed with the principle of the proposal. It was requested that a further report be brought back to the Committee with projected costs and ongoing costs following contact being made with the respective landowners.</p> <p>The Paralegal updated the Committee on a recent piece of work undertaken by the Legal Team in registering land ownership records with the Land Registry.</p> <p>He went on to suggest that a reconciliation exercise could be undertaken to inform a Borough wide strategy for the adoption of open spaces and brought back to the Committee, which was welcomed by Members.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That delegated authority be given to the Legal Team to make contact with the respective owners of the open spaces in Oadby Woodlands Ward and a further report with costs and ongoing costs is brought to a future meeting.</li> <li>2. That a reconciliation exercise be undertaken to identify a strategy for dealing with similar open spaces across the Borough in consultation with the Greening of the Borough Task Group.</li> </ol>	
30.	<p><b><u>ANNUAL REVIEW OF LOCAL GOVERNMENT OMBUDSMAN COMPLAINTS</u></b></p> <p>The Committee considered the report of the Head of Corporate</p>	

	<p>Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Corporate Resources explained that she had submitted an appeal in respect of the complaint that was upheld and was confident that the LGO would reconsider the further information that was being submitted.</p> <p><b>RESOLVED:</b> That the contents of the report be noted.</p>	
<p><b>31.</b></p>	<p><b><u>FUTURE BURIAL PROVISIONS</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer informed Members that consultation was ongoing with faith leaders and a further report would be brought to the next meeting of this Committee.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the report be noted.</li> <li>2. That the Chief Financial Officer be approved to monitor and increase the total budget for this expenditure by virement.</li> </ol>	
<p><b>32.</b></p>	<p><b><u>LEISURE MANAGEMENT CONTRACT</u></b></p> <p>The Director of Services provided an update in relation to the Brocks Hill Café which is currently being operated by the leisure management contractor, Sports Leisure Management (SLM). Members heard that concern in relation to the disparity between the pricing structure at the inspection of the Daventry site and Brocks Hill Café is due to a refresh of all prices across all SLM sites.</p> <p>She went on to say that the operation of the site would continue to be monitored. It was noted that Brocks Hill staff that were formerly involved in the operation of the Café have now been freed up for other duties.</p> <p>The Director of Services confirmed that the demolition of Wigston swimming pool would commence in the next 3 weeks and take around 2 weeks to complete.</p>	
<p><b>33.</b></p>	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b>RESOLVED:</b> That under Section 100 A (4) of the Local</p>	

	<p>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>	
<p><b>34.</b></p>	<p><b><u>LEISURE MANAGEMENT CONTRACT</u></b></p> <p>The Leader of the Council requested an explanation from the Director of Services and Chief Financial Officer of the reasons that the supplementary report had been deemed to be exempt from access to information requirements and not to be included on the open agenda.</p> <p>The Director of Services explained that at the time of publishing the agenda, detailed information had not been received and so the decision had been taken to include the item on the open agenda with a report to follow.</p> <p>Upon receiving more detailed information in relation to the leisure management contract, the Director of Services and Chief Financial Officer decided that the report was exempt from access to information requirements under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as the information related to commercially sensitive information which could adversely affect negotiations. She explained that information within the report could be used by a competitor and lead to reduced value for the Council. She went on to confirm that a full public report would be brought before the committee following the negotiations when a proposal would be put to Members.</p> <p>The Committee considered the report of the Director of Services which should be read in conjunction with these minutes as a composite document.</p> <p>The Director of Services reported to the Committee that abnormal ground conditions at Parklands and Wigston swimming pool have been identified by the contractor which has resulted in additional provisional costs being put forward.</p> <p>Some concern was expressed by several Members about the nature of the conditions and that they should have been foreseeable from the outset, particularly at the tendering stage.</p> <p>The Director of Services reported that an independent review of the survey results carried out by the contractor had raised similar concerns and that ongoing negotiations would continue to resolve the matter. She mentioned that Ridge were reviewing the matter independently on behalf of the Council.</p>	

	<p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the progress to date with the demolition of Wigston swimming pool be noted.</li> <li>2. Delegate to the Chief Financial Officer and Director of Services in consultation with the Chair of the Policy Finance and Development Committee the negotiation and agreement of additional capital costs to be incurred due to findings of abnormal ground conditions at Parklands Leisure Centre and at Wigston swimming pool.</li> <li>3. Approve, that subject to the above negotiations, any additional capital costs incurred for abnormal ground conditions will be met through prudential borrowing or any other funding method as agreed by the Chief Financial Officer. A maximum of £10 million borrowing if necessary has been approved at the meeting of this Committee on 23 July 2013.</li> <li>4. That the progress of SLM Ltd providing catering facilities at Brocks Hill Country Park be noted</li> </ol>	
<p><b>35.</b></p>	<p><b><u>SPORTS GROUND, LEICESTER ROAD, COUNTSTHORPE</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the recommendations contained within the report be adopted.</p>	
<p><b>36.</b></p>	<p><b><u>CUSTOMER SERVICES TRANSFORMATION</u></b></p> <p>The Committee considered the report of the Director of Services which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That Members endorse and support the Customer Service Transformation Programme as set out in this report</li> <li>2. That Members determine option E as the option they wish to pursue in respect of the location of the transformed Customer Services following the additional information obtained and included as requested by the</li> </ol>	

	<p>Task Group</p> <ol style="list-style-type: none"> <li>3. That Members agree the project plan for option E as set out in Appendix 2 of this report.</li> <li>4. That Officers commence negotiations for the lease of the property in Wigston as an identified site for Option E and to bring a full business case of all the costings for Option E to the next meeting of this committee with more details of costs savings.</li> <li>5. That a series of standards for service delivery of customer services need to be established through further consultation with residents for consideration by the Task Group and approval by the Policy, Finance and Development committee</li> </ol>	
37.	<p><b><u>ADOPTION AND PURCHASE OF OPEN SPACE LAND KNOWN AS OADBY GRANGE COUNTRY PARK</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Chair thanked the Head of Corporate Resources and her team for their successful negotiations, in bringing this longstanding matter arising out of a s.106 agreement, to an end.</p> <p><b>RESOLVED:</b> That the entire site known as Oadby Grange Country Park, as negotiated and agreed in principle with the land owner be approved and adopted as set out in recommendation 2 of the report.</p>	

**The Meeting Closed at 10.07 p.m.**

**OADBY & WIGSTON COMMUNITY SAFETY PARTNERSHIP  
MEETING HELD AT  
COUNCIL OFFICES  
WIGSTON  
21 July 2014**

Councillor Kevin Loydall (KL)	Chair
Sandra Parker (SP)	OWBC
Insp Steve Bunn (SB)	Leics Police
James Fox (JF)	LCC Community Safety
Claire Weddle (CW)	WALL
Emma Gouldburn (EG)	OWBC
Jay Patel (JP)	OWBC (Minutes)
Nick Tarry (NT)	Leics Fire & Rescue Service
Dave Frank (DF)	Leics Police
Jen Lovegrove (JL)	Shaw Healthcare/Kennedy Hs
Sally Jobling (SJ)	Shaw Healthcare/Kennedy Hs

**Apologies:**

Cllr Joe Orson (JO)	Leics County Council
Anita Pathak-Mould (APM)	OWBC
Cllr Sarah Dickinson (SD)	OWBC
Probation Service	

Item	Person Responsible
<p><b>1. Minutes of previous meeting 28<sup>th</sup> April 2014 and outstanding actions</b></p> <p>It was agreed the minutes of the meeting on 28<sup>th</sup> April 2014 were approved with the following observations:</p> <ul style="list-style-type: none"> <li>• Lack of young person's being referred Swanswell – SP has a meeting with Pete Singleton this week</li> <li>• No update received with regards to what timescales the Hate Incidents refers in absence of CW</li> <li>• CSP Survey -EG updated that the new CSP survey is in process and is looking at attaching the survey on to sentinel.</li> </ul> <p><b>2. Community Trigger/ASB Tools Implementation – JF</b></p> <ul style="list-style-type: none"> <li>• The Community Trigger is a process which allows members of the community to ask the Community Safety Partnership</li> </ul>	<p><b>SP/PS</b></p> <p><b>EG</b></p>

<p>to review their response to complaints of anti-social behavior</p> <ul style="list-style-type: none"> <li>• The Community Trigger gives victims and communities the right to require action is taken where an ongoing problem has not been addressed. It helps both parties by making sure that no-one suffering the harmful effects of anti-social behaviour and hate incidents falls through the net. It will also ensure that all that can be done is being done.</li> <li>• In order to activate the Community Trigger are required to complete form and forward it to CSP Chair &amp; Community Safety Manager.</li> <li>• If it does meet the threshold, a meeting will take place between the appropriate Community Safety Partnership agencies, or the Registered Housing Provider and other partners (if they are involved) to discuss the anti-social behaviour and what actions have been considered and taken. The group will review how the Partnership has responded and make recommendations on how the problem can be resolved. SB wanted to know if there is a timescale for this process, JF to find out and update for the next meeting</li> <li>• JF mentioned that Community Trigger that is in draft and would like feedback from other agencies before it can be finalised.</li> <li>•</li> </ul>	<p><b>JF</b></p>
<p><b>3. Presentation from Jen Lovegrove &amp; Sally Jobling - Kennedy House.</b></p> <ul style="list-style-type: none"> <li>• Kennedy House not only deal with immediate housing needs but all other areas of residents life which often include substance misuse, mental health needs, finance, domestic violence and more.</li> <li>• Working closely with residents aim to ensure that they move on at a time which is best for them. This could include going through life skills course (where appropriate) to ensure they are best prepared to manage their own accommodation when they move on. Commitment during this process aims to best ensure that residents are able to cope upon leaving Kennedy House, rather than further impacting on services.</li> <li>• continue to explore new collaborative ways to support residents with addressing specific needs such as domestic abuse, or looking at partnerships which may help towards reoffending and anti social behaviour</li> <li>• Due to the Leics. County Council cuts the funding for Kennedy house will be stopping in Sep 2015, risk of the scheme closing which then has a risk it would have on the community.</li> </ul>	<p><b>SB/CW/FB</b></p> <p><b>SB</b></p>

<p><b>4. Performance Update - DF</b></p> <ul style="list-style-type: none"> <li>• Difference in the performance data, previously the figures were projected in percentage, however now there are number based. This to so that the document can condensed to a summary page.</li> <li>• DF went through some of the figure under the categories.</li> <li>• DF mentioned that due to lack of analytical resource this presentation will not be produced in depth in the future.</li> <li>• If need be, on any particular category if the partner noted a continual raise in trend, data can be produced.</li> </ul> <p><b>5. Quarter 1 Deliver Plans update -SP</b></p> <ul style="list-style-type: none"> <li>• SP thanked the partners who have updated their respective area results on the delivery plans. Raised concerned about partners who have not updated their results and highlighted in red. SP to circulate the plan to all partners.</li> <li>• SP has drafted the O &amp; W Community Safety Partnership Time Lines which will need amending as it has an impact how PCC bid deadline. SP to circulate to all partner the final draft</li> </ul> <p><b>6. Budget/Finding Update -S Parker</b></p> <ul style="list-style-type: none"> <li>• SP mentioned that at the end of first quarter, there has not been a lot of request for funding from the partner.</li> <li>• SP to circulate the request form to all partners.</li> <li>• SP requested for feedback from partners with regards to how the CSP budget should b spent, previously been ad-hoc so asked partners whether it needed to be more targeted this year.</li> <li>• SP to set up a meeting with delivery team to discuss this and report back to CSP.</li> </ul> <p><b>7. LFRS update</b></p> <ul style="list-style-type: none"> <li>• KL apologised to NT as there is not item on the agenda for the fire service.</li> <li>• NT updated that there has been a positive trend with 12 primary fires - 8 accidental and 3 deliberate.</li> <li>• Secondary fires are low in number.</li> <li>• LFRS are targeting on RTC to lowering the down over the next 12 months.</li> <li>• NT to work with SP to integrate the LFRS planned community safety activity with CSP to work more effectively</li> </ul>	<p><b>SP</b></p> <p><b>SP</b></p> <p><b>ALL</b></p> <p><b>SP</b></p> <p><b>NT/SP</b></p>
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### **8. CSP and JAG Assessment-S Parker**

- SP mentioned that JAG is reviewing how it works. Last JAG went well without the CSB document. However partners need to feedback any updates.
- Currently have a good attendance, however the current members attending the JAG needs to be reviews.
- All JAG members were asked to carry out the risk assessment without the ICSB documents.

### **9. OpTiger/Hotspots-Steve Bunn**

- Phase 1 & 2 has now been completed and the analyst is comparing the figures with the neighbouring district.
- 3 Hotspot areas have been identified -Bell Street, Balby Road & Tesco which have been highlighted as high in ASN compared to other areas. All these 3 areas combined together show an increase in ASB.
- Hotspot meeting was set up with other partners and action plan has been set up to resolve and reduce the ASB. More details on the action plan will be updated in the next meeting.
- No concerns or ASB has been reported from Oadby.

### **10. Police Restructure-SB**

- Re-structuring of the police is going to take place to enable to save 16 million over 3years.
- The force will remain committed to local policing, supporting communities to be empowered to deal appropriately with local low level issues, and take responsibility for preventing crime. This will be supported by officers and staff across the force, and through work at the regional and sub regional level to deal with more serious or complex threats.
- introduce an ASB triage function that will allocate ASB cases to Neighbourhood Teams or file incidents where further case management is not required and the matter has been dealt with.
- SB briefly went through the Teams & Roles. The current teams and the how the proposed team would work.
- Neighbourhood Policing Areas- Welford Road will be merging with O&W in the proposed changes.
- There will also be a reduction from two to one inspector post.

**SB**

### **11. Domestic Abuse Report-WALL -CW**

- CW handed out O&W report for the 1st Quarter 14/15 which portrays an increase in domestic abuse.
- Increase in 6% in adults that were supported through Adult Outreach Service in O & W compare to last year.
- Self referral has increase due to publicity carried out WALL.
- IDVA Service -30% increase compared to last year.
- Children & Family Project in O & W reported an 40% increase.

### **12. Leicestershire County Council update- James Fox.**

- The County Council Community Safety Team worked with colleagues from Leicester City Council, Rutland County Council and the Police to put together two bids for Ministry of Justice funding on behalf of the Police & Crime Commissioner (PCC) totalling £398,000. The funding was made available to Police & Crime Commissioners as part of their role in commissioning victims and witness services, to be spent by the end of March 2015. The bids were submitted in May 2014 and the PCC was notified that the bids were successful at the start of July 2014.
- The County Council will not be receiving any of this funding directly. The bids covered work on Domestic Abuse and Sexual Violence .The County Community Safety Team will be leading the implementation of the Domestic Abuse pilot, whilst the City Council will be leading the implementation of the Sexual Abuse project.

### **13. AOB**

- SP requested the effects of early switch off of the street lighting and the crime figure to be given to CSP for the next meeting.

**Date of next meeting: 20<sup>th</sup> October 2014**

# Agenda Item 11u

**MINUTES OF A MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 22 JULY 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor S B Morris – Chair  
Councillor D Gamble – Vice Chair

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

Officers in Attendance: A Court, J Dickson, I Dobson, K Garcha, J Griffith,  
A Pathak-Mould, P Loveday, G Richardson, and A Thorpe

Also in Attendance: Anand Persaud and Lynn Goldthorp (CW Audit), David Platts  
(Charnwood Borough Council)

Min Ref	Narrative	Officer Resp
1.	<b><u>APOLOGIES FOR ABSENCE</u></b>  L Broadley, B Dave	ID
2.	<b><u>APPOINTMENT OF SUBSTITUTES</u></b>  None.	
3.	<b><u>DECLARATION OF INTERESTS</u></b>  None.	
4.	<b><u>MINUTES OF PREVIOUS MEETING</u></b>  The Committee agreed that Councillor K Loydall had declared an interest in relation to agenda item 14 which concerned Age UK, which had not been recorded in the minutes of the meeting of 25 March 2014.  <b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 25 March 2014, be taken as read, confirmed and signed, subject to the amendment stated above.	
5.	<b><u>ACTION LIST</u></b>  The Director of Services updated Members on the progress of the demolition of the portacabins and confirmed that it would be complete before September 2014.	

6.	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None.</p>	
7.	<p><b><u>INTERNAL AUDIT PROGRESS REPORT 2013/14 AND 2014/15</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p>A Member of the Committee requested an update about work being carried out to identify external funding streams from Leicestershire County Council. The Chief Financial Officer confirmed that a full report would be brought to the next meeting of the Committee.</p> <p>In response to questions from the Committee, the Head of Community reported that the Council is 100% up to date with gas safety checks at the time of the meeting. Further, the Internal Audit Manager confirmed that systems and processes were now in place to prevent any slippage going undetected.</p> <p>The Head of Internal Audit reported that CW Audit had been commissioned to complete work in respect of Protecting the Public Purse which would be reported to the next meeting.</p> <p><b>RESOLVED:</b> That Members noted the contents of the report for 2013/14 and 2014/15.</p>	
8.	<p><b><u>INTERNAL AUDIT ANNUAL REPORT 2013/14</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Internal Audit confirmed that his overall opinion is that significant assurance can be given that there is a generally sound system of internal control. He went on to say that issues relating to health and safety, payroll and expenses and housing responsive repairs should be declared in the Annual Governance Statement.</p> <p>The Internal Audit Manager confirmed that significantly improved internal controls to deal with housing responsive repairs will be embedded by the implementation of the Orchard software system.</p> <p>The Chairman requested that in the event of follow up work</p>	

	<p>being required in the future, that a report is brought back to the committee highlighting the revised level of assurance.</p> <p><b>RESOLVED:</b> That Members noted the contents of the report.</p>	
9.	<p><b><u>PROVISIONAL COMMITTEE BUDGET OUTTURN REPORT 2013/14</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the reported outturn positions be noted.</p>	
10.	<p><b><u>OVERALL PROVISIONAL BUDGET OUTTURN REPORT 2013/14</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer informed Members that the provision of a Budget Equilibrium Reserve would help to get over the main financial difficulties arising out the reduction in funding from Central Government in 2014/15.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the report and overall provisional outturn positions for both the General Fund and the Housing Revenue Account 2013/14 be noted.</li> <li>2. the requested revenue and capital carry forwards for both the General Fund and Housing Revenue Account as set out in Appendix 3 of the report be approved.</li> <li>3. the transfer of £200,000 from the General Fund Reserve to the Budget Equilibrium Reserve be approved.</li> </ol>	
11.	<p><b><u>COMMITTEE BUDGET REVIEW – APRIL TO MAY 2014</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer commented that the report was being made very early in the financial year and so only April and May were available for consideration.</p>	

	<b>RESOLVED:</b> That the reported positions be noted.	
12.	<p><b><u>DRAFT ANNUAL GOVERNANCE REPORT</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the Draft Annual Governance Statement (2013/14) be approved and referred to the Leader of the Council and Chief Executive for formal certification.</p>	
13.	<p><b><u>RESIDENT FORUMS BUDGET POSITIONS</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer reported that there were no additional requests from Wigston Residents Forum, which met after the report had been published.</p> <p>The Committee commented that the commemorative banner requested by Oadby Residents Forum should include appropriate commemorative wording which does not imply celebration.</p> <p>The Leader of the Council requested that additional funds be allocated to the Forums during the next budget setting process.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the Forum budget positions be noted.</li> <li>2. the ongoing forum schemes have their budgets carried forward for completion in 2014/15.</li> <li>3. the allocation requests contained within the report be approved.</li> </ol>	
14.	<p><b><u>ADOPTION OF TERMS OF REFERENCE FOR CUSTOMER SERVICES TASK GROUP</u></b></p> <p>The Committee considered the report of the Chief Executive which should be read in conjunction with these minutes as a composite document.</p> <p>The Director of Services informed Members that the Customer Service Task Group had agreed a number of outcomes, which</p>	

	<p>had been incorporated into a standard terms of reference template.</p> <p>Some discussion took place around the specific wording of the outcomes.</p> <p><b>RESOLVED:</b> That the terms of reference be adopted.</p>	
<b>15.</b>	<p><b><u>INVESTORS IN PEOPLE (OUTCOMES)</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Corporate Resources informed Members that the Investors In People accreditation had now been maintained for the past 18 years. She went on to say that the assessment had led to the creation of a continuous improvement plan, which is currently on target.</p> <p>The Leader of the Council thanked all staff for their contribution to the assessments and the subsequent accreditation. He went on to request that enquiries be commenced for ISO (International Organisation for Standardisation) accreditation.</p> <p><b>RESOLVED:</b> That the Investors In People report and continuous action plan be noted.</p>	
<b>16.</b>	<p><b><u>LOCAL DEVELOPMENT SCHEME</u></b></p> <p>The Committee considered the report of the Planning Policy and Regeneration Manager which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the Local Development Scheme 2014 be approved for publication.</p>	
<b>17.</b>	<p><b><u>STRATEGIC HOUSING MARKET ASSESSMENT AND STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT UPDATE</u></b></p> <p>The Committee considered the report of the Planning Policy and Regeneration Manager which should be read in conjunction with these minutes as a composite document.</p> <p>The Planning Policy and Regeneration Manager informed Members that a Memorandum of Understanding which is currently being prepared will be brought to Committee at a later date. He went on to say that the content of this is currently being considered by councils within the Housing</p>	

	Market Area.  <b>RESOLVED:</b> That the contents of the report be noted.	
18.	<b><u>JOINT STRATEGIC PLANNING MANAGER</u></b>  The Committee considered the report of the Planning Policy and Regeneration Manager which should be read in conjunction with these minutes as a composite document.  <b>RESOLVED:</b> That approval be given  1. for the Council to become an equal partner in the finding and setting of work priorities for a Joint Strategic Planning Manager in the Leicester and Leicestershire Housing Market Area.  2. for the Council to contribute 10% of the total cost equating to a maximum contribution of £7k per annum for two years (2014/15 and 2015/16).	
19.	<b><u>BLABY ROAD PARK PAVILION</u></b>  The Committee considered the report of the Planning Policy and Regeneration Manager which should be read in conjunction with these minutes as a composite document.  In response to a question from a Member, the Planning Policy and Regeneration Manager confirmed that the £100k cost for the contracting of a project manager will be met entirely through section 106 agreement monies associated with the Tesco store development in South Wigston.  He went on to confirm that the toilet would be secured at night.  <b>RESOLVED:</b> That the Council contracts the services of a project manager to progress and deliver the refurbishment and extension of Blaby Road Park Pavilion, including the cost of a fully accessible public toilet at an approximate cost of £100k using funding remaining from the Section 106 agreement associated with the Tesco store development in South Wigston.	
20.	<b><u>PROGRESS WITH DEVELOPMENT OPPORTUNITIES IN THE BOROUGH</u></b>  The Committee considered the joint report of the Planning Policy and Regeneration Manager and Head of Community which should be read in conjunction with these minutes as a composite document.	

	<p>The Head of Community confirmed that the property would be exempt from the Right To Buy Scheme, due to the adaptations that would be required.</p> <p>A Member of the Committee enquired after the rights of succession in circumstances of disabled persons and the position in relation to carers. In response, the Head of Corporate Resources advised that the legal position would have to be considered and clearly set out in any such tenancy agreement.</p> <p>In response to a question from a Member, the Head of Community confirmed that the announcement in respect of a proposed affordable housing development at Bennett Way is due to be made at the end of July 2014.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the position with regard to development opportunities in the Borough be noted.</li> <li>2. that delegated authority be given to Officers to explore the possibility of purchasing a suitable property for a family with two young children with disabilities to add to the Council's housing stock within current market values of £189k – £200k.</li> </ol>	
21.	<p><b><u>DISABILITY FACILITIES GRANTS (DFG)</u></b></p> <p>The Committee considered the report of the Head of Community which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That additional capital funding of £257k be made available to meet current demand for Disabilities Facilities Grants as recommended by Service Delivery Committee.</p>	
22.	<p><b><u>41 CANAL STREET, SOUTH WIGSTON</u></b></p> <p>The Committee considered the report of the Planning Policy and Regeneration Manager which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That further Expressions of Interest be sought for an appropriate development partner to enable the compulsory purchase of the building and refurbishment for an appropriate use.</p>	
23.	<p><b><u>NOISE NUISANCE INVESTIGATION POLICY 2014-17</u></b></p> <p>The Committee considered the report of the Head of</p>	

	<p>Community which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Community informed Members that the proposed policy seeks to address noise complaints in a wider context than that of statutory nuisance, to improve the Council's response to such issues through the newly established Corporate Enforcement Team. She went on to say that the Policy incorporates a framework for Environmental Health's use of new powers contained within the Anti-Social Behaviour and Policing Act 2014.</p> <p>A Member of the Committee congratulated the Head of Community on the Policy and commented that aspects of the new powers contained within the Anti-Social Behaviour and Policing Act 2014 would require consideration by the Community Safety Partnership and its partners which would inform how certain procedures would work in practice.</p> <p>The Head of Community confirmed that partnership working would be a key element to proper use of the Policy, as specified within the Policy and report. She went on to say that it was important for the Council to have a sound basis for dealing with noise nuisance.</p> <p>The Head of Corporate Resources confirmed that the requirements of the new act had been considered carefully which was reflected in the Policy to allow for it to be updated accordingly through delegated powers that had been requested by the Head of Community.</p> <p><b>RESOLVED:</b> That the Policy be adopted and that delegated powers be given to the Head of Community to amend the Policy when the new powers contained within the Anti-Social Behaviour and Policing Act 2014 are in effect.</p>	
24.	<p><b><u>PRIVATE SECTOR HOUSING RENEWALS (FINANCIAL ASSISTANCE) POLICY 2014-17</u></b></p> <p>The Committee considered the report of the Head of Community which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the review Private Sector Housing Renewals (Financial Assistance) Policy 2014/17 be adopted as recommended by Service Delivery Committee.</p>	
25.	<p><b><u>ENVIRONMENTAL INFORMATION REGULATIONS 2004 POLICY</u></b></p>	

	<p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1. the Policy be adopted for use across all Council Services.</li> <li>2. the scale of charges attached at appendix 1 of the report be adopted for use by the Council.</li> </ol>	
<p><b>26.</b></p>	<p><b><u>CORPORATE ENFORCEMENT AND PROSECUTION POLICY</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Corporate Resources informed the Committee that the Policy will allow effective, efficient and consistent governance of enforcement matters across all regulatory services.</p> <p>Several Members commented on the overdue need for such a process to be introduced and thanked the Head of Corporate Resources and the Solicitor for this policy and initiative.</p> <p><b>RESOLVED:</b> That the Policy be approved and adopted for use across all of the Council’s regulatory services.</p>	
<p><b>27.</b></p>	<p><b><u>REVISED CORPORATE RESOURCES POLICIES (HR)</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Corporate Resources informed Members that work had been undertaken to update and refresh the Policies in line with legislative changes.</p> <p><b>RESOLVED:</b> That the Policies be approved and adopted.</p>	
<p><b>28.</b></p>	<p><b><u>COMPLAINTS, COMPLIMENTS AND COMMENTS POLICY</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Paralegal informed the Committee that the Policy ensures</p>	

	<p>a fair and consistent approach for recognising compliments, dealing with comments and handling complaints.</p> <p>The Leader of the Council commended the Policy and requested that consideration is given to a support mechanism for Member involvement in dealing with complaints.</p> <p><b>RESOLVED:</b> That the Policy be approved and adopted.</p>	
29.	<p><b><u>ADOPTION OF OPEN SPACES</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Paralegal informed the Committee that the report seeks authority to liaise with landowners and adopt if it is within the Council's interests to do so.</p> <p>The Committee discussed this matter and agreed with the principle of the proposal. It was requested that a further report be brought back to the Committee with projected costs and ongoing costs following contact being made with the respective landowners.</p> <p>The Paralegal updated the Committee on a recent piece of work undertaken by the Legal Team in registering land ownership records with the Land Registry.</p> <p>He went on to suggest that a reconciliation exercise could be undertaken to inform a Borough wide strategy for the adoption of open spaces and brought back to the Committee, which was welcomed by Members.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That delegated authority be given to the Legal Team to make contact with the respective owners of the open spaces in Oadby Woodlands Ward and a further report with costs and ongoing costs is brought to a future meeting.</li> <li>2. That a reconciliation exercise be undertaken to identify a strategy for dealing with similar open spaces across the Borough in consultation with the Greening of the Borough Task Group.</li> </ol>	
30.	<p><b><u>ANNUAL REVIEW OF LOCAL GOVERNMENT OMBUDSMAN COMPLAINTS</u></b></p>	

	<p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Head of Corporate Resources explained that she had submitted an appeal in respect of the complaint that was upheld and was confident that the LGO would reconsider the further information that was being submitted.</p> <p><b>RESOLVED:</b> That the contents of the report be noted.</p>	
<p><b>31.</b></p>	<p><b><u>FUTURE BURIAL PROVISIONS</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p>The Chief Financial Officer informed Members that consultation was ongoing with faith leaders and a further report would be brought to the next meeting of this Committee.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the report be noted.</li> <li>2. That the Chief Financial Officer be approved to monitor and increase the total budget for this expenditure by virement.</li> </ol>	
<p><b>32.</b></p>	<p><b><u>LEISURE MANAGEMENT CONTRACT</u></b></p> <p>The Director of Services provided an update in relation to the Brocks Hill Café which is currently being operated by the leisure management contractor, Sports Leisure Management (SLM). Members heard that concern in relation to the disparity between the pricing structure at the inspection of the Daventry site and Brocks Hill Café is due to a refresh of all prices across all SLM sites.</p> <p>She went on to say that the operation of the site would continue to be monitored. It was noted that Brocks Hill staff that were formerly involved in the operation of the Café have now been freed up for other duties.</p> <p>The Director of Services confirmed that the demolition of Wigston swimming pool would commence in the next 3 weeks and take around 2 weeks to complete.</p>	
<p><b>33.</b></p>	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p>	

	<p><b>RESOLVED:</b> 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>	
<p><b>34.</b></p>	<p><b><u>LEISURE MANAGEMENT CONTRACT</u></b></p> <p>The Leader of the Council requested an explanation from the Director of Services and Chief Financial Officer of the reasons that the supplementary report had been deemed to be exempt from access to information requirements and not to be included on the open agenda.</p> <p>The Director of Services explained that at the time of publishing the agenda, detailed information had not been received and so the decision had been taken to include the item on the open agenda with a report to follow.</p> <p>Upon receiving more detailed information in relation to the leisure management contract, the Director of Services and Chief Financial Officer decided that the report was exempt from access to information requirements under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as the information related to commercially sensitive information which could adversely affect negotiations. She explained that information within the report could be used by a competitor and lead to reduced value for the Council. She went on to confirm that a full public report would be brought before the committee following the negotiations when a proposal would be put to Members.</p> <p>The Committee considered the report of the Director of Services which should be read in conjunction with these minutes as a composite document.</p> <p>The Director of Services reported to the Committee that abnormal ground conditions at Parklands and Wigston swimming pool have been identified by the contractor which has resulted in additional provisional costs being put forward.</p> <p>Some concern was expressed by several Members about the nature of the conditions and that they should have been foreseeable from the outset, particularly at the tendering stage.</p> <p>The Director of Services reported that an independent review of the survey results carried out by the contractor had raised similar concerns and that ongoing negotiations would continue to resolve the matter. She mentioned that Ridge were</p>	

	<p>reviewing the matter independently on behalf of the Council.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the progress to date with the demolition of Wigston swimming pool be noted.</li> <li>2. Delegate to the Chief Financial Officer and Director of Services in consultation with the Chair of the Policy Finance and Development Committee the negotiation and agreement of additional capital costs to be incurred due to findings of abnormal ground conditions at Parklands Leisure Centre and at Wigston swimming pool.</li> <li>3. Approve, that subject to the above negotiations, any additional capital costs incurred for abnormal ground conditions will be met through prudential borrowing or any other funding method as agreed by the Chief Financial Officer. A maximum of £10 million borrowing if necessary has been approved at the meeting of this Committee on 23 July 2013.</li> <li>4. That the progress of SLM Ltd providing catering facilities at Brocks Hill Country Park be noted</li> </ol>	
<p><b>35.</b></p>	<p><b><u>SPORTS GROUND, LEICESTER ROAD, COUNTSTHORPE</u></b></p> <p>The Committee considered the report of the Chief Financial Officer which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the recommendations contained within the report be adopted.</p>	
<p><b>36.</b></p>	<p><b><u>CUSTOMER SERVICES TRANSFORMATION</u></b></p> <p>The Committee considered the report of the Director of Services which should be read in conjunction with these minutes as a composite document.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That Members endorse and support the Customer Service Transformation Programme as set out in this report</li> <li>2. That Members determine option E as the option they wish to pursue in respect of the location of the transformed Customer Services following the additional</li> </ol>	

	<p>information obtained and included as requested by the Task Group</p> <ol style="list-style-type: none"> <li>3. That Members agree the project plan for option E as set out in Appendix 2 of this report.</li> <li>4. That Officers commence negotiations for the lease of the property in Wigston as an identified site for Option E and to bring a full business case of all the costings for Option E to the next meeting of this committee with more details of costs savings.</li> <li>5. That a series of standards for service delivery of customer services need to be established through further consultation with residents for consideration by the Task Group and approval by the Policy, Finance and Development committee</li> </ol>	
37.	<p><b><u>ADOPTION AND PURCHASE OF OPEN SPACE LAND KNOWN AS OADBY GRANGE COUNTRY PARK</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources which should be read in conjunction with these minutes as a composite document.</p> <p>The Chair thanked the Head of Corporate Resources and her team for their successful negotiations, in bringing this longstanding matter arising out of a s.106 agreement, to an end.</p> <p><b>RESOLVED:</b> That the entire site known as Oadby Grange Country Park, as negotiated and agreed in principle with the land owner be approved and adopted as set out in recommendation 2 of the report.</p>	

**The Meeting Closed at 10.07 p.m.**

# Agenda Item 11v

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON WEDNESDAY 23 JULY 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor L A Bentley – Chair  
Councillor D M Carter – Vice Chair

Councillors: G A Boulter, M H Charlesworth, R F Eaton, J M Gore, S Z Haq, R C Kanabar, J Kaufman, L Kaufman, H E Loydall, R E R Morris, S B Morris

Officers in Attendance: K Garcha, A Court, C Forrett, S Booth, and I Dobson

Others in Attendance: Mrs P McConnell (University of Leicester), Mr S Gasztowiz (Objector)

Min Ref	Narrative	Officer Resp
20.	<b><u>APOLOGIES FOR ABSENCE</u></b>  F S Broadley, L M Broadley	GR
21.	<b><u>DECLARATIONS OF SUBSTITUTIONS</u></b>  None.	
22.	<b><u>DECLARATIONS OF INTEREST</u></b>  Councillor J M Gore declared that she knew some people in attendance in the public gallery but maintained an open mind about the business to be transacted.  Councillors G A Boulter, J M Gore and J Kaufman declared that they had attended functions at the University of Leicester in various capacities, but all stated that they maintained an open mind about the business to be transacted.	
23.	<b><u>PETITIONS AND DEPUTATIONS</u></b>  None.	GR
24.	<b><u>MINUTES</u></b>  <b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 26 June 2014, be taken as read, confirmed and signed.	

	<p>Councillor R F Eaton stated that he had sent his apologies by email for the previous meeting but that they had not been recorded.</p> <p>Councillor D A Gamble stated that the interest declared at the previous meeting related to the Local Plan and not Gilbert Murray Hall and that the time period was 7 years ago and not 5 years ago.</p>	
<p><b>25.</b></p>	<p><b><u>REPORT OF THE DEVELOPMENT CONTROL MANAGER</u></b></p> <p>The Planning Control Manager summarised what Members were able to consider in determining the certificate of lawful development agenda items. Members heard that they must apply a legal test in relation to the use of the buildings over a ten year period, based on evidence that the applicant has supplied in support of the certificate. He went on to say that the test required Members to consider whether on the balance of probabilities the use of the building is lawful. Members were reminded that planning merits were irrelevant in these cases. It was confirmed that both Counsel and the Planning Control Manager had provided clear advice in each case.</p> <p><b>1. 12/00435/CLE Beaumont Hall, Stoughton Drive South, Oadby – Certificate of lawful use for halls of residence together with day &amp; residential conferences.</b></p> <p>Mrs Penny McConnell addressed the Committee on behalf of the applicant. She noted that this application was a certificate of lawfulness of existing use rather than a planning application. This meant that planning policy considerations and other matters were not relevant to the decision and the only issue was whether or not the use was lawful. She advised Members that this was a question of fact and that the burden of proof was the balance of probabilities.</p> <p>Mrs McConnell then proceeded to set out the evidence that the applicant had supplied in support of their application, which she suggested did demonstrate a continuous use of the site for at least 10 years. As there was no evidence to the contrary, she felt that Members should follow Officer recommendation and grant the certificate of lawfulness.</p> <p>Mr Gasztowiz spoke on behalf of the objectors to the University applications. He stated that he had looked carefully at the legal position since the last meeting and emphasised that the decision was to be made by Members based on the evidence before them. He stated that legal advice received was there to assist Members but they must make the decision. He questioned the accuracy of the evidence supplied, which only gave dates of conferences held and not the number of attendees nor the duration of those conferences. He went on to</p>	

read a quote from University literature which stated that the building is primarily used as a halls of residence. He therefore contended that the use as a conference centre was secondary diminutive use, rather than continuous primary use, and the certificate of lawfulness should be refused on this basis.

A Member commented that he wished to abstain from the application based on the process that had been followed at the previous meeting, which was described as wholly inappropriate and not in accordance with the Council's constitution. He went on to say that the applications being brought to this meeting so soon after the last meeting could be perceived as attempting to get a particular resolution.

The Monitoring Officer acknowledged that the situation at the last meeting was unusual in that Members had effectively resolved to do nothing with the applications. She went on to say that the Planning Control Manager had suggested a further vote as a pragmatic and common sense response to the situation. She confirmed that subsequent legal advice had been taken from Counsel in this respect which stated that the Council had acted reasonably. In response to the comment about the timing of the applications, she stated that resolution of this matter quickly was important in preventing a challenge from the University.

The Monitoring Officer commented that Counsel had examined the applicant's evidence and advised as set out in the report. She went on to say that the alternative to accepting the advice is for Members to examine the evidence themselves.

The Committee debated the issue with some Members emphasising that the report provided professional advice from Officers and Counsel which is the best basis for making a decision. It was accepted that Members must place the appropriate weight upon the oral accounts of the speakers.

A Member wanted clarification on the data contained within the report which indicated the number of conferences that had occurred throughout the ten year period. He was concerned around the threshold between primary use and secondary diminutive use.

The Chairman and Vice-Chairman made the point that advice from Counsel and Officers is that on the balance of probabilities the entirety of the data provided amounted to mixed use and that it was not the responsibility of the committee to provide evidence to the contrary.

Upon being put to the vote, the motion to permit was carried.

**RESOLVED:** That, for the reasons set out in the report, the Certificate of Lawful Development for mixed use for student halls of residence, meeting rooms and conference use, such meeting room and conference use being limited to a non-residential use except during University vacations be granted.

**2. 12/00437/CLE – Stamford Hall, Stoughton Drive South, Oadby - Certificate of lawful use for halls of residence together with day & residential conferences**

Mrs Penny McConnell addressed the Committee on behalf of the applicant. She informed Members that this application was a certificate of lawfulness of existing use rather than a planning application. This meant that planning policy considerations and other matters were not relevant to the decision and the only issue was whether or not the use was lawful. She advised Members that this was a question of fact and that the burden of proof was the balance of probabilities.

Mrs McConnell then proceeded to set out the evidence that the applicant had supplied in support of their application, which she suggested did demonstrate a continuous use of the site for at least 10 years. As there was no evidence to the contrary, she submitted that Members should follow Officer recommendation and grant the certificate of lawfulness.

Mr Gasztowiz spoke on behalf of the objectors to the University applications. He responded to an earlier point made by a Member that contrary to what was perceived although he was a lawyer he was speaking as a resident and did not benefit from any payment for any of the time spent upon this matter. Mr Gasztowiz suggested that the figures contained within the report did not show year round mixed use. Further, he revealed from research that he had undertaken using schedules supplied by the applicant that 7 days out of 201 term time dates during 2006 had been used for conferencing which he suggested did not amount to year round continuous use. He therefore contended that the use as a conference centre was secondary diminutive use, rather than continuous primary use, and the certificate of lawfulness should be refused on this basis.

The Planning Control Manager stated that Counsel advice indicated that on the balance of probabilities the evidence demonstrates a 10 year period of mixed use.

Some Members expressed concern that it appeared to them that there may have been a period where the use of the

building did not amount to mixed continuous use.

A Motion was proposed to refuse the application.

A Member requested an opinion from the Planning Control Manager as to whether 7 conferences during term time suggested continuous mixed use.

The meeting adjourned at 20:19 to allow for the Planning Control Manager to examine schedules relating to the intensity of use during 2006.

The meeting reconvened at 20:36.

The Planning Control Manager stated that he had examined some of the evidence in relation to use of the building in 2006 and his view, supported by the advice of Counsel was that on the balance of probabilities the 10 year period demonstrated continuous mixed use.

In response to a request from a Member, the Head of Corporate Resources advised the Committee that Counsel had given an advice after his consideration of all of the evidence and as such Counsel had held that the applicant had satisfied the legal test by providing evidence demonstrating continuous mixed use over a ten year period. She went on to say that it was for Members to look at everything in the round, in that they must consider the application and evidence before them, advices from Officers and Counsel and also what was orally being provided by the speakers themselves. She went on to confirm that they were then required to make a judgement based on all of that information and evidence placed and presented to them.

Members discussed the matter and were divided on the issue. The Motion to refuse the application was seconded.

The Motion to refuse the application was defeated by majority.

The substantive Motion to permit the application was tied upon being put to the vote. The Chairman cast a deciding vote in favour of permitting the application.

**RESOLVED:** That for the reasons set out in the report, a Certificate of Lawful Development for a mixed use for student halls of residence, meeting rooms and conference use, such

meeting room and conference use being limited to a non-residential use except during University vacations.

**3. 12/00436/CLE – John Foster Hall,15 Manor Road, Oadby - Certificate of lawful use for halls of residence together with day & residential conferences**

Mrs Penny McConnell addressed the Committee on behalf of the applicant. She noted that this application was a certificate of lawfulness of existing use rather than a planning application. This meant that planning policy considerations and other matters were not relevant to the decision and the only issue was whether or not the use was lawful. She advised Members that this was a question of fact and that the burden of proof was the balance of probabilities.

Mrs McConnell then proceeded to set out the evidence that the applicant had supplied in support of their application, which suggests that the planning permissions granted in 2004 and 2005 are unclear as to the permitted lawful use of the buildings and site as a whole. She went on to say that as a result consideration must be given to extrinsic evidence that relates to the previous use of the demolished building and references to controls on car parking in the Officer's report at the Development Control committee meeting in 2004.

Mr Gasztowiz addressed the committee. He informed Members that he agreed with the advice by Counsel to refuse the application.

The Planning Control Manager stated that lawful use of the building is as a halls of residence and that the planning permissions are not ambiguous as suggested by the applicant. He went on to say that it is inescapable that the use has not been in effect for a period of ten years and stated that it was his view and the view of Counsel that the application should be refused.

Upon being put to the vote the Motion to refuse was carried unanimously.

**RESOLVED:** That, for the reason set out in the report to refuse to grant a Certificate of Lawfulness of existing use or development.

**4. 14/00254/HPA – 42 Forryans Close, Wigston – Proposed extension to the rear extending 3.4 metres**

**beyond the rear wall of the original dwelling house at a maximum height of 3.9 metres with an eaves height of 2.5 metres**

The Planning Control and Enforcement Officer summarised the proposal and informed Members that the application had been brought to Committee as it related to a member of staff's property and could not be determined through delegated powers.

Upon being put to the vote the Motion to permit the application was carried.

**RESOLVED:** That, for the reasons set out in the report, give prior approval for the development.

**The Meeting Closed at 9.15 p.m.**