



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

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16th November 2016

Dear Councillor,

You are summoned to attend a meeting of the **BRAUNSTONE TOWN COUNCIL** in the Council Chamber, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, on **Thursday 24th November 2016** commencing at **8pm** for the transaction of the business set out below.

Yours sincerely,

Executive Officer & Town Clerk

To: The Town Mayor and Members of Braunstone Town Council.

AGENDA

1. **Apologies**
To receive apologies for absence.
2. **Disclosures of Interest**
To receive disclosures of Interest in respect of items on this agenda:
 - a) Disclosable Pecuniary Interests,
 - b) Other Interests (Non-Pecuniary).
3. **Minutes**
To confirm the accuracy of the Minutes of the Meeting of Braunstone Town Council held 29th September 2016 to be signed by the Chairperson (**Enclosed**).
4. **Medium to Long Term Priorities and Financial Planning**
To set out the context for the Council's medium to long term priorities and financial planning (**Enclosed**).
5. **Announcements**
To receive announcements/reports (if any):
 - a) Town Mayor,
 - b) Leader of the Council,
 - c) Executive Officer and Town Clerk.

6. Public Session

Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

7. Questions from Councillors

To answer questions from Councillors where notice has been given in accordance with Standing Order 4.11 (if any).

8. Reports of Standing Committees

To receive reports and minutes of Standing Committees (**Enclosed**):

a) Plans & Environment Committee	13/10/2016	p6093
b) Community Development Committee	13/10/2016	p6100
c) Policy & Resources Committee	27/10/2016	p6107
d) Plans & Environment Committee	10/11/2016	p6119

9. Motions on Notice

To receive and consider motions moved on notice in accordance with Standing Order 4.13 (if any).

10. Sealing of Documents

To authorise the sealing of documents (if any)

11. Outside Body Reports

To receive reports from members of Outside Bodies:

- a) County Councillors
- b) District Councillors
- c) Braunstone West Social Centre
- d) Braunstone Town Community Minibus
- e) Leicestershire Neighbourhood Watch Steering Group
- f) Leicestershire and Rutland Association of Local Councils
- g) Lubbethorpe Strategic Consultative Board
- h) School Governors

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.
EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- *eliminate unlawful discrimination, harassment and victimisation;*
- *advance equality of opportunity between different groups; and;*
- *foster good relations between different groups*

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.



BRAUNSTONE TOWN COUNCIL

**MINUTES OF THE COUNCIL MEETING
HELD AT BRAUNSTONE CIVIC CENTRE**

29TH SEPTEMBER 2016 at 8.00PM

PRESENT: Councillor Bill Wright (Deputy Town Mayor in the Chair) and Councillors Shabbir Aslam, Anthea Ambrose, Ajmer Basra, Parminder Basra, Roger Berrington, Sharon Betts, Nick Brown, Sam Fox-Kennedy, Amanda Hack, Paul Kennedy, Phil Moitt, Gary Sanders, Darshan Singh and Robert Waterton.

Officers in Attendance: Mr D Tilley, Executive Officer & Town Clerk.

There was 1 member of the public present at the meeting.

COUNCILLOR BILL WRIGHT, DEPUTY TOWN MAYOR, IN THE CHAIR

5462 Apologies

Apologies for absence were received from Councillor Berneta Layne (Town Mayor) and Councillors Alex Dewinter, David Di Palma, Sam Maxwell, Stuart Maxwell and from County Councillor Mrs. Jo Fox.

5463 Disclosures of Interest

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by Members.

5464 Minutes

The Minutes of the meeting of Braunstone Town Council held on 30th June 2016 were circulated (item 3 on the agenda).

It was proposed by Councillor Bill Wright and seconded by Councillor Amanda Hack and was:

RESOLVED that the Minutes of the meeting of Braunstone Town Council held on 30th June 2016 be approved and signed by the Chairperson as a correct record.

5465 Appointments to Committees

Council considered making appointments to Committees which included filling two vacant positions on Plans & Environment Committee (item 4 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack and was:

RESOLVED that Councillors Parminder Basra and Darshan Singh be appointed to the vacancies on Plans & Environment Committee.

Reasons for Decision

To enable Councillors Parminder Basra and Darshan Singh, who have recently been co-opted to the Council to serve on a Committee

5466 Announcements

a) Town Mayor

In the absence of the Town Mayor, Councillor Berneta Layne, the Deputy Town Mayor gave a report on her behalf as follows:

“Since our last meeting on 30th June, I have been kept very busy. I have attended events here in Braunstone Town and I have represented the Town in Blaby & Charnwood Districts and Leicester City”.

“The events were centred on the 100th anniversary of the Battle of the Somme from July to November 1916 during World War One. I also attended the summer fete at the Thorpe Astley summer fete at the Thorpe Astley Civic Centre and the Annual Gala on Mossdale Meadows. Both events were blessed with good weather and were supported by so many local volunteers. The Mossdale Gala attracted a lot of visitors but the attendance at the Thorpe Astley event was disappointing”.

“Today I together with my Consort am attending the Blaby District Outstanding Achievements Awards evening supporting the nomination of Trevor Hincks by the Braunstone Town Swimming Club”.

“Just a quick reminder our ‘Apple Day’ is this Saturday 1st October, it is on from 11am to 2pm in the Orchard on Franklin Park”.

At the discretion of the Deputy Town Mayor as the presiding member, Councillor Sam Fox-Kennedy advised Council that former Town Councillor Mrs Julia Cottrell-Gilhorly, who was Town Mayor in 1995/1996, was very ill and was not expected to live much longer. The Deputy Town Mayor passed on the Town Council’s thoughts and best wishes to Mrs Cottrell-Gilhorly and the family.

b) Leader of the Council

The Leader of the Council, Councillor Nick Brown, reminded Councillors that the annual Apple Day was taking place on Saturday 1st October from 11am until 2pm on Franklin Park, if the weather was poor, the event would still go ahead at the Civic Centre.

c) Executive Officer and Town Clerk

No announcements were made.

5467 Public Session

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There was 1 member of the public present at this point during meeting.

5468 Questions from Councillors

No questions had been submitted.

5469 Reports of Standing Committees: Plans & Environment Committee – 14th July 2016

Council received the Report of the Plans & Environment Committee meeting held on 14th July 2016 (p6048 – p6053).

It was moved by Councillor Robert Waterton and

RESOLVED that the Report be adopted.

5470 Reports of Standing Committees: Community Development Committee – 14th July 2016

Council received the Report of the Community Development Committee meeting held on 14th July 2016 (p6054 – p6060).

It was moved by Councillor Anthea Ambrose and

RESOLVED that the Report be adopted.

5471 Reports of Standing Committees: Plans & Environment Committee – 11th August 2016

Council received the Report of the Plans & Environment Committee meeting held on 11th August 2016 (p6061 – p6069).

Page 6068, Minute 45 – Highways Maintenance Policy & Strategy Review

Councillor Amanda Hack expressed concern about communications when maintenance was being undertaken on the highway and roads were closed and diversions were directed through residential areas. In addition, roads and pathways sometimes were not reinstated and this should be routinely checked by the County Council prior to the works being signed off.

It was moved by Councillor Robert Waterton and

RESOLVED that the Report be adopted.

5472 Reports of Standing Committees: Policy & Resources Committee – 25th August 2016

Council received the Report of the Policy & Resources Committee meeting held on 25th August 2016 (p6070 – p6076).

Page 6073, Minute 31 – Shakespeare Park – Improvement & Development

Councillor Nick Brown provided an update on the project to improve sporting, recreation and play facilities at Shakespeare Park. A public consultation has been undertaken and positive feedback has been received with some minor comments which the Town Council would seek to address as it moved forward with the project. Councillor Amanda Hack was assisting officers with identifying potential funding streams to ensure the project was viable.

It was moved by Councillor Nick Brown and

RESOLVED that the Report be adopted.

5473 Reports of Standing Committees: Plans & Environment Committee – 15th September 2016

Council received the Report of the Plans & Environment Committee meeting held on 15th September 2016 (p6077 – p6085).

Page 6078, Minute 54 – Planning Applications

Councillor Bill Wright alerted Councillors to the first planning application considered at 91 Narborough Road South which consisted of alterations to a detached garage and change of use to a dwelling house.

Page 6083, Minute 58 – Narborough Road South West Service Road Traffic Calming

Councillor Nick Brown stated that he had expressed concern at the time when the Bannister Road traffic calming build-out was installed, which was part of the second round of traffic calming measures. However, Councillor Brown added that because the layout looked challenging that it had been effective at slowing vehicles down.

Councillor Phil Moitt added that Plans & Environment Committee had been concerned about the scheme since there was visual evidence that vehicles had mounted the kerb and that plants and shrubs were protruding into the carriageway.

Councillor Robert Waterton stated that the Committee would consider the way forward one it had received a response from Leicestershire County Council to the concerns which had been raised.

It was moved by Councillor Robert Waterton and

RESOLVED that the Report be adopted.

5474 Motions on Notice

No Motions on Notice had been submitted.

5475 Sealing of Documents

There were no documents for sealing.

5476 Outside Body Reports

a) Leicestershire County Council

County Councillor Mrs Jo Fox having sent her apologies, submitted a report, which was given to the meeting by the Chair as follows:

“The full council met yesterday and a motion opposing Teresa May’s reintroduction of grammar schools was supported by Labour and the Liberal democrats however, was voted down by the Tories with support from UKIP. The county council has not met over the summer break so there is not much to report at this time”.

b) Blaby District Council

District Councillor Ben Taylor reported on the work of the Youth Council which had elected their chair for a second term and tackling Hate Crime had been identified as a work a priority. The Youth Council were looking to take their meeting out to different venues across the District over the year. Councillor Taylor added that Planning Committee on 8th November would be considering the Castle Acres proposal and a scrutiny group was currently reviewing the effectiveness of the call-in procedure for planning applications.

Councillor Shabbir Aslam reported that due to his father passing away he had not been able to participate in recent business, he thanked Councillors for their support and best wishes and added that he was now back undertaking his duties.

Councillor Gary Sanders stated that Blaby had submitted for accreditation of its Member Development Scheme and programme, which had been received.

Councillor Bill Wright had attended a meeting on Wednesday 28th September concerning visioning for the Junction 21 area, which had discussed actions, interventions, funding and reaching the full potential of

the area. Councillor Bill Wright added that he had raised significant issues affecting Braunstone Town, which included air quality and traffic congestion.

c) Braunstone West Social Centre

Councillor Phil Moitt reported that a Committee Meeting had been held on Tuesday, currently the Social Centre was looking for a new website provider following the closure of the site on which their page had been located.

d) Braunstone Town Community Minibus

Councillor Paul Kennedy reported that representatives from Braunstone Town Community Minibus had attended a Community Transport meeting at Blaby. The recent trip to the Great Central Railway had been successful and those who attended enjoyed their day. Councillor Kennedy added that Bus Number 2 had been fitted with a new door, which had been an additional expense.

e) Leicestershire Neighbourhood Watch Steering Group

Councillor Bill Wright stated that there was nothing further to report.

f) Leicestershire and Rutland Association of Local Councils

Councillor Amanda Hack confirmed that the next meeting of the Group had been scheduled for 7th December.

g) Lubbesthorpe Strategic Consultative Board

Councillor Robert Waterton referred Town Councillors to Minute 46 on page 6068 of the Reports of Standing Committees, for a summary of the meeting of the Lubbesthorpe Strategic Consultative Board on 27th July 2016. Councillor Waterton added that while provision for school buildings was set out in the section 106 agreement, a provided would need to be found to operate the schools. The Chair of the Group was new and had advised that he was open minded to reviewing how the Group operated, which included membership. Councillor Waterton concluded that the Council would raise issues of air quality through the Group following its investigations through the Plans & Environment Committee.

h) School Governors

Councillor Nick Brown reported on the recent meeting of the Millfield Academy Governors, SATs had been released from January and there were mixed results across the Country.

5477 Termination of Meeting

The meeting closed at 8.50pm.

These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 24th November 2016.

DRAFT

BRAUNSTONE TOWN COUNCIL

24th NOVEMBER 2016

Item 4 – Medium to Long Term Priorities and Financial Planning

Purpose

To set out the context for the Council's medium to long term priorities and financial planning.

Background

By identifying medium to long term priorities and financial planning, the Council aims to safeguard the delivery of important local services whilst ensuring appropriate future investment in the Town's services and infrastructure.

Braunstone Town Council first published an assessment of long term financial considerations in January 2014, this was subsequently updated in November 2014, when it was agreed that the Medium to Long Term Priorities and Financial Planning be revised at least on an annual basis in order that changed circumstances and revised predictions can be incorporated into the Council's Medium to Long Term planning process.

Town Council Priorities

The Council's Mission Statement sets out its vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

Mission Statement - *We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination. "Spectemur. Agendo" translates "Let us be Judged by Our Actions"*

In addition to the Mission Statement, the Council has key objectives relating to its Committees and Service Areas, which are reviewed on an annual basis and are attached as Appendix 1. Policy & Resources Committee agreed at its meeting on 27th October 2016, that each Standing Committee should review its priorities and objectives in the forthcoming cycle, with a view to Council adopting any changes in January 2017.

Key Priorities for 2016/2017 include:

1. Braunstone Town Library

The Town Council continues to work to keep Braunstone Town Library open, this involves, as a community leader, representing the views and aspirations of the community for the future shape of the Library Service and as a Landlord recognising the changing nature of Library service provision while ensuring the sustainability of all services provided from the Civic Centre site. It is anticipated that this role will continue to evolve over the forthcoming years.

2. Customer Service Shop

Following Leicestershire County Council's rejection of the Town Council's proposals for a joint Community Hub facility containing Library and Customer Services, and with Blaby District Council's Customer Service channel shift programme, work is being undertaken alongside Blaby District Council to refocus Customer Service Shop services linking customer access and supporting social inclusion. Both Citizens Advice and counselling services continue to be available. Customer Service staff are undertaking various training programmes in partnership with Blaby District Council. Improvements scheduled prior to the end of the financial year, subject to finance, include provision of public computers, improvements to notice boards and information stands and the provision of a plasma information screen.

3. Thorpe Astley Medical Rooms

Following a consultation with residents, the Town Council continues to impress upon the NHS the importance of providing a GP service at Thorpe Astley. Recent discussions however, indicate that primary care services are unlikely to be delivered from the Centre in the short to medium term. Therefore, while keeping the option open, the Town Council is exploring the option of use by community health services, as well as offering the use of the rooms for counselling services and community groups.

4. Shakespeare Park

The Town Council has ambitious plans to invest in the redevelopment and improvement of sporting, recreation and play facilities at Shakespeare Park. A Working Group has been established involving both the Bowls and football clubs and plans, designs and a schedule of works has been approved and the subject of consultation with partners and the community. The next stages include planning approval, securing funding and appointment of contractors. This is a medium term project which is scheduled for completion in 2018.

5. Thorpe Astley Open Spaces

The Town Council has been responsible for the management and maintenance of Thorpe Astley open spaces since 2014, having received the developer commuted sums. The Town Council aims to complete the legal transfer of open spaces at Thorpe Astley to the Town Council in order to enable future

investment and improvement to the facilities, including ensuring improvements are implemented to the Culvert at Thorpe Astley Park.

6. Quality of Life Services

The Town Council continues to provide and support important quality of life initiatives, such as crime reduction and grants for community groups, youth projects and individuals. Since 2014, the Town Council has supported the Local Area Co-ordination project connecting it with the community and by providing a base from which it can operate. The pilot highlighted issues relating to responsibilities and partnership working which the Town Council is working on with both Leicestershire County Council and Blaby District Council to ensure clarity around the aims of the Local Area Coordination pilot and to ensure that it delivers on its stated objectives.

7. Lubbesthorpe

The Town Council continues to represent the concerns of residents and monitor the impact upon their quality of life of the Lubbesthorpe construction, particularly the M1 bridge construction. Following a consultation, the Town Council is actively working with the developer and Blaby District Council to ensure that the land adjacent to the M1 bridge is suitably landscaped in order to provide protection for residents from the new road and used as a leisure and recreation space.

8. Community Centres

The Town Council is working on improvements to our community facilities at both Braunstone Civic Centre and Thorpe Astley Community Centre; this includes enabling the Civic Centre Bar to provide food and café services, as well as improvements to community rooms and conferencing facilities.

9. Efficient Services

Having made £14,000 of ongoing savings in 2015/2016 without impacting on the delivery of services the Town Council continues to look to make efficiency savings while ensuring the existing services are safeguarded and where appropriate improved. Given the financial uncertainties identified below, it is likely that the Town Council will continue to apply this approach in the medium term.

Capital Programme

The Council is responsible for a significant amount of physical assets and to assist with longer term financial planning, the Council approves, in consultation with the Citizens' Advisory Panel, a list of Capital Projects, which includes identified long term improvements to parks and open spaces, the Capital Plan approved with the 2016/2017 budget in January 2016 is attached as Appendix 2. The Plan identifies projects, which the Town Council will need to deliver to ensure the long term sustainability and efficiency of its services.

During 2016, the Council committed £2,500 from the Council's Reserves towards improvements to the play area at Franklin Park. During 2015/2016 financial year a total of £99,703 was allocated from reserves towards the refurbishment of Millfield Hall (including a new roof) and the play area at Holmfield Park. This year the Town Council has launched an ambitious project to improve and redevelop the facilities at Shakespeare Park. Investment in the Council's infrastructure will continue to present pressures over the forthcoming years and the Council needs to make financial provision for replenishing its reserves and financing public works loans in order to deliver its Capital Programme.

The current position with the reserves is attached at Appendix 3.

Financial Pressures

1. Parish Precept

During October Central Government consulted on the Local Government Finance Settlement for 2017/2018, which included extending to parish and town councils the requirement to hold a referendum where the Band D precept is higher than £75.46 and where the total precept for 2016/17 is £500,000 and the proposal is to increase the precept by 2% or more and this results in an increase of more than £5.00 on a Band D property (the same as the current rules for district councils). There is a proposed exception when taking account of transfers of responsibilities where the cost of meeting the service will be met by the parish precept.

Braunstone Town Council's precept for this year is £495,653 with Band D set at £103.24, so as the proposals stand, the Town Council would not be affected in 2017/2018. However, if the referendum principles are extended and retained in future years then it would be reasonable to assume the base figure would always be the previous financial year (although the consultation doesn't explicitly say this), which could mean the Town Council would be affected in subsequent years.

However, on current projections, the £5 on Band D increase will be sufficient to meet the projected increases in costs over the next 10 years (see Appendix 4).

2. Council Tax Support Grant

In 2013 there were changes in the way council tax was calculated and this resulted in a reduction in the council tax base figure. The Government provided a support grant to principal councils in order to bridge this gap, in Blaby the District Council decided to pass on part of the government grant to parishes. However, there is no guarantee that this grant and its redistribution to parishes will continue in the future.

In 2013/2014 Braunstone Town Council received £56,820 in Council Tax Support Grant, in the current year the Town Council received £49,374, and with the reduction in funding year on year, the amount is expected to gradually decrease (projected in the assumptions in Appendix 4).

In the current Government consultation on the Local Government Finance Settlement for 2017/2018, there is no reference to Council Tax Support Grant, indicating that the Government does not intend to change the current arrangement where it is at the discretion of the billing authority whether or not to pass on to parishes the element of the Council Tax Support Grant which relates to the parish tax base.

Each year the District Council as the Billing Authority formulates a Council Tax Support Scheme and until the Scheme is finalised, the Town Council will not know precisely how much the grant will be. This presents a financial risk to the Town Council if this money is used for revenue funding. Given the potential for future investment in capital projects, it may be prudent to consider whether this funding can be allocated to capital projects leaving the precept to fund day to day operational costs, however, this would require the precept to be increased by approximately 10%.

3. Pension Scheme Auto Enrolment and Actuarial Valuation

Braunstone Town Council's staging date for auto-enrolment was 1st October 2015. Employer's contributions in the 2015/2016 financial year was £47,386, with a budgeted amount of £39,500. There were 7 employees part of the pension scheme prior to auto-enrolment. The Council fully staffed currently has 23 staff members.

In the financial planning approved in the autumn of 2015, the Town Council allowed for gradual increases in the budgeted amount for pensions since it anticipated that since staff could always opt to join the Local Government Pension Scheme, and most had not, that most of the eligible non-members were likely to opt-out when auto-enrolled. In fact, all eligible staff having been auto-enrolled have remained in the pension scheme, meaning the number of staff in the scheme has doubled. As a result, the £45,010 allocated in the current year (2016/2017) budget will not be sufficient with actual spend on 30th September 2016 being £41,918, therefore, there is a current predicted overspend of £38,826 at year end.

The actuarial valuation of the Leicestershire County Council Pension Fund is currently being carried out, based on the position of each employing body at 31st March 2016. One of the key outcomes of the valuation is the setting of employers' contribution rates for the three year period commencing 1st April 2017. The new contribution rates will be announced on Thursday 1st December 2016 and factored into the budget estimates.

4. Review of National Joint Council Salary Scales and Scale Points

As part of the 2016-18 pay deal, the National Joint Council (NJC) agreed to conduct a review of the NJC pay spine. The primary reason for this review is the introduction of the National Living Wage.

Designing a restructured pay spine that is capable of withstanding annual changes to the National Living Wage rate (without the need for regular fundamental reviews) whilst retaining its current flexibility for local employers to

apply local pay and grading structures and being compliant with the Equality Act 2010 and single status principals is a significant challenge for the Local Government sector. It is important to state from the outset that a restructured pay spine will not be possible without some additional cost for councils, with estimates around 10% over the first 5 years from 2019/20. However, the NJC is endeavouring to achieve an outcome that is financially viable for employers and fair to employees.

The review is due to conclude by 30th June 2017. Before any final agreement is reached, the proposed restructured pay spine will be subject to full consultation with councils and union members.

Economic Context

The UK inflation rate averaged 2.68% from 1989 until 2015; however, inflation reached a record low of -0.10% in April 2015, and up until June 2016 averaged at 0.1%. In August inflation was at 0.6% rising to 1% in September, with the weaker pound being cited as the main reason for higher prices.

Economists have predicted the cost of living will rise further, particularly when the fall in the pound makes imports more expensive. Sterling has dropped nearly 20% against the dollar since the UK voted to leave the European Union.

Predictions of economic stagnation and lower tax receipts led to the Government in July abandoning the target to return the public finances to surplus by 2019/2020, nevertheless, the Bank of England's target inflation rate for the next 3 years remains at 2%. However, the 10 year forecasting at Appendix 4 does not at this stage assume any increases in the general operational budget.

While the Town Council has reserves and has budgeted within its revenue base for capital projects and provided a contingency, current economic uncertainties with the potential for further reductions in public spending alongside increased costs is likely to put additional financial pressures on operational expenditure.

Current Financial Year (2016/2017)

The revenue budget for the current financial year (2016/2017) is £782,000.

The actual position on 29th September 2016 was as follows:

	Budgeted	Actual
Income	£391,000	£365,859
Expenditure	£391,000	£395,624
Difference	£0	-£29,765

If the actual income and expenditure continues proportionately to the first six months then by March 2017 there would be a revenue budget deficit of approximately £60,000.

The current deficit can be attributed to lower than anticipated income and a £19,413 overspend to date on pension contributions. In response, all additional revenue expenditure beyond day to day operational costs have been put on hold (examples

include revamping rooms in both Centres and improvements to safety surfaces at Holmfield Park and Impey Close play areas) while the reasons behind the pensions overspend and shortfall in income is being investigated and options for addressing it are considered.

Financial Strategy

Since 2014, the Town Council has adopted the following financial strategy:

- Balancing of annual operational income with annual operational expenditure;
- Continued monitoring of the level of reserves and assessment of future investment needs;
- Regular monitoring of reserves and general fund expenditure with proposed actions to address any issues prior to it becoming structural;
- Forecast future year's expenditure on previous actual income and expenditure;
- Yearly assessment of the financial constraints.

Attached as Appendix 4 are the financial projections for the period until 2025/2026, which is based on the following assumptions:

- the full cost of auto-enrolment of all eligible employees into the pension scheme, with a 2% pay increase each year;
- additional staffing costs as a result of the NJC scale point review;
- 2%, the Bank of England target inflation rate, being added to estimated expenditure;
- financing additional borrowing for the Shakespeare Park improvements
- that the Council will make diminishing savings (up to 2022/2023) to partly offset a predicted decrease in Council Tax Support Grant; and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The projections make use of the Thorpe Astley Commuted Sums Reserve, contingency and annual Capitals Projects budget in the short term to offset large percentage increases in the precept in the financial years when the costs identified above need to be met.

Recommendations

On 27th October 2016, Policy and Resources Committee decided to recommend to Council:

1. that the current projections based on known financial pressures identified in the report be noted;
2. that the Council's Mission Statement and the Objectives for each Service Area be used as the basis for calculating the annual budget and any external funding sought;
3. that the Council's Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations;

4. that the Executive Officer and Town Clerk produce proposals aimed at mitigating the pressures on resources and the precept identified in the current projections for 2017/18 and 2018/19; and
5. that the Medium to Long Term Priorities and Financial Planning be revised and submitted at least on an annual basis.

Reasons

1. To provide a foundation for preparing budget estimates for 2017/2018 and beyond.
2. To ensure the Council focusses its activity and spending given the future financial uncertainties.
3. To ensure the highest possible standards within the resources available in the future.
4. To meet the identified savings equivalent to the projected reduction in Council Tax Support Grant for 2017/2018 and beyond, to meet projected increases in expenditure and to enable continuous improvement.
5. In order that changed circumstances and revised predictions be incorporated into the Council's Medium to Long Term planning process to inform the Council's priorities and decisions.

APPENDIX 1 – COUNCIL OBJECTIVES

On 8th September 2011, the Council approved the following objectives for each of its service areas as part of the delegation arrangements to Committees and the Executive Officer and Town Clerk. This represents the most detailed description of the Council sees its role in the community.

Planning and Environment Objectives

- To seek high standards of design and construction within planning applications for Braunstone Town
- To ensure sustainable development which meets the needs of the present generation without prejudicing the needs of future generations
- To work with others to minimise traffic and light pollution in the Town
- To inform and consult local residents about major planning proposals and Development Plans, etc.
- To promote responsible dog ownership and improve the Town's environment
- To provide and maintain street seats and notice boards at key locations in the town

Community Development Objectives

Nurturing and enhancing community life, equal opportunities and social inclusion.

Young people

- To create opportunities for young people to have a voice
- To identify young people's needs and give support to new local initiatives including summer holiday activities

Crime reduction services

- Reduce opportunities for crime, increase public safety and establish a community spirit

Social inclusion, recreation & culture

- To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
- To provide support for the Office of Town Mayor
- To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
- To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
- To organise arts events/ entertainment's/ Civic Occasions which bring people together
- To encourage the formation of new community groups by promoting free/subsidised use of the Civic Centre
- To promote social inclusion

Corporate Management & Capital Project Objectives

- To ensure effective management of the authority
- To ensure effective implementation of the Council's policies and priorities
- To ensure the Council's management arrangements, facilitate performance and efficient use of resources
- To provide efficient and effective office services to support the Council's activities
- To provide efficient and effective support to the democratically elected members to enable them to make policy decisions
- To provide efficient and effective information to committees
- To deal with telephone calls, and personal callers, promptly, courteously and efficiently
- To ensure and arrange effective staff training
- To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
- To maintain adequate personal records, health and safety controls, and fire evacuation polices
- To manage and control land and property belonging to the Council
- To maintain an effective filing and retrieval system
- To undertake capital projects for the benefit of the citizens of Braunstone Town
- To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
- To provide office accommodation for the Council's administrative staff

Community Centres Objectives

- To provide and maintain high quality function rooms for use by hirers
- To provide and maintain quality meeting rooms for Council and local community groups at low cost
- To provide a Licensed Bar/Catering service for use by hirers and community groups at prices that are comparable with other similar establishments in the area
- To maintain usage of the Centres for the benefit of the community

Open Spaces & Parks Objectives

- To provide and maintain parks and open spaces to a high standard
- To provide quality sports facilities to meet identified needs
- To provide and maintain play equipment to a high and safe standard
- To help fight pollution by planting trees on our parks

APPENDIX 2 – CAPITAL PROGRAMME

The Council's Capital Projects have been identified through identified emerging priorities, the Annual Survey, the Citizens' Advisory Panel and the Parish Plan. A review of the Council's Open Spaces and Parks identified priorities for Capital improvements should external funding arise, as a result Policy & Resources Committee on 11th April 2013 adopted "Proposals and Priorities for Improvements to Our Parks and Open Spaces", which form part of this programme.

Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with Capital Projects and updates the list according to funding and priorities. The Capital Plan forms the foundation of the strategic investment and improvement works undertaken by the Town Council in the year ahead. The Capital Plan proposals are considered and approved at Full Council in January when the budget and precept is set.

Parks and Open Spaces Projects	
Park	Project
Franklin Park	Balance Beams in Play Area (medium risk)
Holmfield Park	2 x new litter bins and 2 x dog bins required in middle and end field
	Additional Bench in Toddler area
	Improvements to appearance of main entrance / gate area
	Repainting of entrance/boundary fencing (dependent if carried out by Council's staff or by a contractor)
	Bow Top Fencing at Holmfield Park – adjacent to Oak Crescent, estimated cost £8,600
Shakespeare Park	Consider alternatives to respond to problems of burst water pipes from the water tank currently sited on top of the football changing rooms (possible options, heating of tank or removal and installation of electric showers in the changing rooms)
	Replacement to Perimeter fencing of Tennis Courts
	Bowling Club Pavilion – (has an expected 10 – 15 year life span remaining) Consider options for the long term future of the building and possible future wider community use, and replacement of building, and the existing club's involvement in sourcing funding opportunities for the replacement.
	Provide additional basketball/netball nets/markings to existing tennis courts to provide an all-year use for the facility.
	Additional balance in play area (2-5 or 5 – 12 age group)
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation
	Safety Surface installed at toddler area
	Additional seat in play area
	Improvements to the entrance to the park area (access from the car park to the park)
	Safety Surface in play area Option 1 - Additional play bark to toddler surface

Parks and Open Spaces Projects (continued)	
Park	Project
Mosssdale Meadows & Merrileys	Bridlepath resurfacing (from Kingsway entrance through to Jelson owned land)
	Possible resurfacing of footpaths
	Top up Pea Gravel to Mosssdale Meadows Car Park, estimated cost £1,500
	Mosssdale: 2 x new litter bins and 2 x dog waste bins required
	Replace kitchen units in changing rooms
	Toddler swings (estimated five year life span – medium risk) MM
	Merrileys: 4 x new litter bins, 4 x dog bins, 4 x seats (replacements)
	Hedge Layering and Management of Coppice areas, estimated cost £2,631
All Parks and Open Spaces	Tree Safety Survey (problem areas and areas of high public usage) – identify safety and a programme of works and maintenance schedules.

Community Centres Projects	
Building	Project
Civic Centre	Re-carpet Foyer and corridor, estimated cost £2,800
	Refurbishment of Ladies Toilets, estimated cost £1,975
	Refurbishment of Toilets (adjacent to Winstanley Room and Civic Centre Bar). <i>The current toilets are approximately 20 years old.</i>
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> • Heating/Air Conditioning • Mood Lighting Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>
	Sound proofing of Partition Doors between Ravenhurst / Winstanley Rooms. <i>Complaints from hirers about noise from adjoining room, potential impact on ability to hire both rooms separately.</i>
	Refurbishment/Replacement of Fire Doors at Braunstone Civic Centre. <i>Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>
	Millfield Hall - install dado rail and paint lower wall
	Civic Centre and Library – creation of single access point and reception area, to include: <ul style="list-style-type: none"> • refurbished reception and welcome desk • refurbished toilets including changing places toilet Potential the Town Council will be involved in managing and operating the Library Service, the creation of a single access point enables greater flexibility of the space and efficiencies in staffing both the Customer Service Shop/Civic Centre and the Library.

Community Centres Projects (continued)	
Building	Project
Thorpe Astley	Retreating/décor of external Thorpe Astley Community Centre, estimated cost £2360
	Creation of Store in Foyer Area at Thorpe Astley Community Centre, estimated cost £3,000 (not required if the Medical Rooms do not get used by the NHS)
	Thorpe Astley Community Centre Main Hall – install dado rail and paint room. Use of the room and movement of furniture causing damage to wall and paintwork. <i>Installation of dado rail reduces furniture damage and allows the lower wall to be repainted more frequently than the upper wall to maintain the attractiveness of the room.</i>

Adopted by Council 28th January 2016 (Minute Reference 5388).

APPENDIX 3 – RESERVES

The table below summarises the movement during 2015/16 and the balance at the end of the financial year:

Table A – Council Reserves 1st April 2015 – 31st March 2016	
1. Balance at 31st March 2015	£424,269.43
2. (+) Annual precept	£477,804.00
3. (+) Total other receipts	£329,155.36
4. (-) Staff costs	£373,274.97
5. (-) Loan interest / capital repayments	£64,038.42
6. (-) Total other payments	£443,494.72
7. Balance at 31st March 2016	£350,420.68

The table below summarises the current balances and intended uses:

Table B – Reserves 2016/2017		
Balance of Reserves		£350,420.68
Earmarked Reserves	<i>Franklin Park Balance Beams</i>	<i>£2,500.00</i>
	Total	£2,500.00
Non-Earmarked Reserves	<i>Thorpe Astley Commuted Sums</i>	<i>£136,555.12</i>
	<i>General Reserve</i>	<i>£211,365.56</i>
	Total	£347,920.68

APPENDIX 4 – INCOME / EXPENDITURE PROJECTIONS

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Total Requirement	£571,527	£568,027	£565,027	£562,527	£560,527	£559,027	£558,027	£557,527	£557,527	£557,527
<i>Less Saving Programme / Income Generation</i>	<i>£3,500</i>	<i>£3,000</i>	<i>£2,500</i>	<i>£2,000</i>	<i>£1,500</i>	<i>£1,000</i>	<i>£500</i>	<i>-</i>	<i>-</i>	<i>-</i>
Total including Savings	£568,027	£565,027	£562,527	£560,527	£559,027	£558,027	£557,527	£557,527	£557,527	£557,527
Additional Pension Provision (+2%)	N/A	£38,826	£39,603	£40,395	£41,203	£42,027	£42,868	£43,725	£44,600	£45,492
Additional Staffing Costs	N/A	£4,480	£11,200	£22,400	£26,134	£29,867	£33,600	£37,334	£41,067	£44,800
Additional Borrowing Repayments	N/A	£10,361	£20,722	£20,722	£20,722	£20,722	£20,722	£20,722	£20,722	£20,722
<i>Deduct Thorpe Astley Reserve (Balance of Reserves)</i>	<i>£23,000 (£113,555)</i>	<i>£25,000 (£88,555)</i>	<i>£20,000 (£68,555)</i>	<i>£15,000 (£53,555)</i>	<i>£10,000 (£43,555)</i>	<i>£5,000 (£38,555)</i>	<i>(£38,555)</i>	<i>(£38,555)</i>	<i>(£38,555)</i>	<i>(£38,555)</i>
<i>Deduct Contingency (Balance for Financial Year)</i>	<i>N/A</i>	<i>£20,000 (£0)</i>	<i>£20,000 (£0)</i>	<i>£20,000 (£0)</i>	<i>£20,000 (£0)</i>	<i>£15,000 (£5,000)</i>	<i>£10,000 (£10,000)</i>	<i>(£20,000)</i>	<i>(£20,000)</i>	<i>(£20,000)</i>
<i>Deduct from Capital Projects (Balance for Financial Year)</i>	<i>N/A</i>	<i>£10,000 (£15,700)</i>	<i>£10,000 (£15,700)</i>	<i>£10,000 (£15,700)</i>	<i>£5,000 (£25,700)</i>	<i>(£25,700)</i>	<i>(£25,700)</i>	<i>(£25,700)</i>	<i>(£25,700)</i>	<i>(£25,700)</i>
TOTAL REQUIREMENT	£545,027	£563,694	£584,052	£599,044	£612,086	£630,643	£644,717	£659,308	£663,916	£668,541
<i>Less Council Tax Support Grant</i>	<i>£49,374</i>	<i>£46,000</i>	<i>£43,000</i>	<i>£40,000</i>	<i>£37,000</i>	<i>£34,000</i>	<i>£31,000</i>	<i>£28,000</i>	<i>£25,000</i>	<i>£22,000</i>
Net Precept	£495,653	£517,694	£541,052	£559,044	£578,086	£596,643	£613,717	£631,308	£638,916	£646,541
Band D (Based on scaled Band D Tax Base of 4,800.88)	£103.24	£107.83	£112.70	£116.45	£120.41	£124.28	£127.83	£131.50	£133.08	£134.67
% Increase	3.1%	4.4%	4.5%	3.3%	3.4%	3.2%	2.9%	2.9%	1.2%	1.2%
Average % Increase	N/A	3%								
£5 Increase on Band D (% increase) Receipt	N/A	N/A	£112.83 4.6%	£117.83 4.4%	£122.83 4.2%	£127.83 4.1%	£132.83 3.9%	£137.83 3.8%	£142.83 3.6%	£147.83 3.5%
			£541,683	£565,688	£589,692	£613,696	£637,701	£661,705	£685,710	£709,714

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANS & ENVIRONMENT COMMITTEE

THURSDAY 13TH OCTOBER 2016

PRESENT: Councillor Robert Waterton (Chair), Councillor Bill Wright (Vice-Chair), and Councillors Parminder Basra, Roger Berrington, Sharon Betts, Berneta Layne (Town Mayor, Ex-Officio), Sam Maxwell (substituting for Councillor Stuart Maxwell), Darshan Singh and Mr. John Dodd (Ex-Officio).

Officers in attendance: Darren Tilley, Executive Officer & Town Clerk and Pauline Snow, Deputy Executive Officer & Community Services Manager.

There were no members of the public present at the meeting.

63. Apologies

Apologies for absence were received from Councillors Stuart Maxwell and Phil Moitt.

64. Disclosures of Interest

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by members.

65. Public Participation

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public present.

66. Minutes of the Meeting held 15th September 2016

The Minutes of the Meeting held on 15th September 2016 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 15th September 2016 be approved and signed by the Chairperson as a correct record.

67. Planning Applications dealt with under Delegated Authority

The Committee received and noted responses to planning applications taken under Delegated Authority (item 5 on the agenda).

RESOLVED that the action taken by the Executive Officer & Town Clerk under delegated authority in forwarding the following observation to Blaby District Council be noted:

- 1. Application No:** 16/1253/HH
- Description:** Two storey side and first floor rear extensions
- Location:** 25 Colbert Drive Braunstone Town Leicestershire LE3 2JB
- Response:** *Braunstone Town Council wishes to make the following observations:*
- a) *On-site parking provision for 3 spaces must be provided;*
 - b) *no windows in the side elevation without the explicit consent of the local planning authority; and*
 - c) *the occupiers of neighbouring properties should be fully consulted in connection with the proposals.*
- Reasons:**
- a) *The plans increased the number of bedrooms from 3 to 4 and for an extension on the side access to the property, therefore in accordance with Local Plan Policy T7, replacement parking should be provided.*
 - b) *To avoid a detrimental effect on the amenity enjoyed by the occupiers of the neighbouring property.*
 - c) *To ensure that the proposals do not have an adverse impact on the amenity enjoyed by neighbouring properties.*
- 2. Application No:** 16/1258/FUL
- Description:** Erection of dwelling served by vehicular access onto Farmway
- Location:** Land Rear Of 10 Millfield Crescent Braunstone Town Leicestershire LE3 2XJ
- Response:** *Braunstone Town Council recommends the following conditions be applied to any approval:*
- a) *the new dwelling house must not be occupied until the two off-road hard standing parking spaces as shown in the plans have been provided for the new dwelling house and the required off-road hard standing parking spaces have been provided for the existing dwelling house, which must be retained in perpetuity,*
 - b) *the windows in the side elevations being of opaque glass and to remain so in perpetuity; and*
 - c) *the occupiers of neighbouring properties should be fully consulted in connection with the proposals.*
- Reasons:**
- a) *To ensure that suitable off-road parking was provided for the new dwelling house and that suitable*

replacement off-road parking was provided for the existing dwelling, which would lose the rear provision.

- b) To avoid a detrimental effect on the amenity enjoyed by the occupiers of the neighbouring properties in terms of privacy.*
- c) To ensure that the proposals do not have an adverse impact on the amenity enjoyed by neighbouring properties.*

3. Application No: 16/1264/FUL

Description: Sub-division of dwelling to provide 6 flats and erection of detached building to provide self-contained living accommodation (including demolition of existing garage)

Location: 17 Narborough Road South Braunstone Town Leicestershire LE3 2HA

Response: *Braunstone Town Council objects to this application on the following grounds:*

- a) insufficient on-site parking provision;*
- b) overdevelopment of the site due to factors including scale and mass;*
- c) insufficient information about the proposed conversion of the garage into living accommodation;*
- d) no access from the street to the bin storage area;*
- e) insufficient access to the separate living accommodation from the street for the emergency services; and*
- f) detrimental impact upon the amenity enjoyed by the residents of the neighbouring properties and the residents of the converted dwelling and garage in terms of noise and privacy.*

Reasons:

- a) Local Plan Policy T7 requires on-site parking facilities of 1 space for 1 bedroom flats/bedsits; the proposals provide for seven studio flats with only three on-site parking spaces; Narborough Road West Service Road is a narrow thoroughfare and a bus route, the location of the site is close to a junction and a traffic calming scheme which narrows the road.*
- b) The locating of living accommodation at the rear of the site adjacent to neighbouring properties results in tandem development with insufficient access.*
- c) There was no detail concerning how the garage conversion would be made into habitable accommodation in terms of heating and insulation to current domestic building regulations.*
- d) The bin storage area was located at the rear of the property (there being no room at the front); however, there was no direct access to the street meaning bins would need to be transported through the house in*

- order to be emptied on bin collection days.
- e) *The only access for emergency services to the rear studio flat would be through the existing dwelling house; presenting safety issues in the event of a fire or gas leak.*
 - f) *The design and layout would have a detrimental impact on the amenity enjoyed by the residents of the neighbouring dwelling house as part of the semi-detached property in terms of noise and vibration and the adjacent dwelling houses in terms of noise and privacy from both the converted dwelling house and garage; there would also be a detrimental impact upon the amenity enjoyed by residents of the converted dwelling house in terms of noise and vibration.*

68. Planning Applications

The Committee received details of planning applications to be considered by Blaby District Council (item 6 on the agenda).

RESOLVED that the following responses be forwarded to Blaby District Council:

1. **Application No:** 16/1298/HHPD

Description: Erection of single storey rear extension, which would extend beyond the rear wall of the original house by 4.6m, for which the maximum height would be 3.3m and the height to the eaves would be 2.3m

Location: 16 Maple Avenue Braunstone Town Leicestershire LE3 3FH

Response: *Braunstone Town Council has no objections to the granting of the application for a rear single storey extension, as set out in the application for prior approval.*

Reasons: *The size dimensions of the extension were within the permitted amounts and there would be no impact upon the amenity enjoyed by neighbouring properties, some who had also extended their own properties.*

69. Additional Planning Applications

The Committee received details of planning applications received since the publication of the agenda (item 7 on the agenda).

RESOLVED that the following responses be forwarded to Blaby District Council:

1. **Application No:** 16/1349/HH

Description: Single storey side and rear extension

Location: 74 Braunstone Lane Braunstone Town Leicestershire LE3 2RU

Response: *Braunstone Town Council does not object to the this application, subject to the provision of two hard standing off-road parking spaces being provided within the curtilage of the property and remaining available for use in perpetuity.*

Reason: *Neighbouring properties had similar extensions to the side and rear and did not impact adversely on the visual amenity; while ensuring that sufficient parking provision was provided for a three bedroom property to avoid on-street parking on the main road of adjacent footway.*

2. **Application No:** 16/1364/HH

Description: Two storey side extension

Location: 2 Larch Grove Braunstone Town Leicestershire LE3 3FG

Response: *Braunstone Town Council does not object to the this application, subject to the provision of three hard standing off-road parking spaces being provided within the curtilage of the property and remaining available for use in perpetuity.*

Reason: *To ensure that sufficient parking provision was provided for a five bedroom property to avoid on-street parking around the road junction of Beech Drive and Larch Grove.*

70. Licensing Applications dealt with under Delegated Authority

The Committee noted that there had been no licensing applications dealt with under delegated authority.

71. Shale Wealth Fund Consultation

The Committee considered a Government Consultation on the Shale Wealth Fund and to respond accordingly (deadline for consultation responses 26th October 2016) (item 9 on the agenda).

RESOLVED

1. that the following issues be addressed as part of the Town Council's response to the consultation:
 - a) clarity was needed around what local community meant, it was important that affected communities were identified, irrespective of administrative boundaries,
 - b) identifying each local community in relation to an individual application, would need to be judged on a case by case basis, and

- c) Parish and Town Councils should be involved in the process and receive a share of the funds; and
2. that, subject to inclusion of the above, delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Chair of the Committee, to prepare responses to each of the questions listed in the consultation and submit a response on behalf of the Council.

Reasons for Decision

1. *To enable the comments and consideration of the committee to be considered.*
2. *To enable each question to be specifically addressed in the context of the guidance and direction given by the Committee and for this full response to be submitted by the consultation deadline.*

72. Lubbesthorpe Strategic Consultation Board

The Committee considered any items for the next meeting of the Lubbesthorpe Strategic Consultative Board scheduled for 26 October 2016.

RESOLVED that the following issues be raised at the next meeting of the Lubbesthorpe Strategic Consultative Board:

- a) Air Quality;
- b) Phasing – triggers, progress impact on services such as schools and Doctors Surgery;
- c) Affordable Housing/Social Housing distinction and housing types; and
- d) M1 Bridge – progress and update.

Reason for Decision

To ensure issues were identified and clarified:

- a) *Current plans to monitor Air Quality and how results would be analysed and action taken were necessary.*
- b) *The original phasing plan timetable has been delayed and there was potential for the timetable to be extended meaning an extended time prior to new services being provided.*
- c) *Clarity was needed on what influence the Planning Authority had over affordable housing and housing types as well as timetables for the provision of social housing.*
- d) *Clarity was sought around the timetable for completion of the construction, the obligations upon the developer to return the construction site to a suitable standard, and the opening of the road for both construction traffic and as a public highway.*

73. Termination of the Meeting

The meeting closed at 7.45pm.

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

SIGNED _____ (CHAIR)

DATE _____

BRAUNSTONE TOWN COUNCIL

MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE

THURSDAY 13th OCTOBER 2016 AT 7.45PM

PRESENT: Councillor Anthea Ambrose (Chair), Councillor Alex DeWinter (Vice Chair) and Councillors Ajmer Basra, Parminder Basra (substituting for Councillor Amanda Hack), Sharon Betts, Nick Brown, Sam Fox-Kennedy, Paul Kennedy, Berneta Layne (Town Mayor ex officio), Sam Maxwell and Gary Sanders

Officers in attendance: Darren Tilley, Executive Officer & Town Clerk and Pauline Snow, Deputy Executive Officer and Community Services Manager

There was one member of the public present at the meeting.

35. Apologies

Apologies for absence were received from Councillors Amanda Hack and David Di Palma

36. Disclosures of Interest

A disclosure of Non-Pecuniary Interest was made by Councillors Alex DeWinter, Sam Fox-Kennedy and Paul Kennedy in agenda item 16, Local Area Co-ordination Pilot. All councillors stated they would withdraw from the meeting and not take part in the discussion or voting.

37. Public Participation

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There was one member of the public present.

38. Minutes of the Meeting held 14th July 2016

The Minutes of the Meeting held on 14th July 2016 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 14th July 2016 be approved and signed by the Chairperson as a correct record.

39. Town Mayor's Report

The Committee received a report setting out the activities of the Town Mayor, Councillor Berneta Layne (item 5 on the agenda).

RESOLVED that the update be noted.

Reason for Decision

To monitor and review the effectiveness of the Town Council's community engagement activities.

40. Town Watchers

The Committee received a progress report on the work and activities of Town Watchers (item 6 on the agenda).

It was noted that an extra ordinary meeting of the Town Watchers has been held on 12th September 2016 and that the Town Watchers were prepared to continue as an independent group meeting only twice a year. The group would seek funding to continue the operation of the organisation.

RESOLVED

1. that the minutes of the Town Watchers meeting held on 15th August 2016 be received and noted; and
2. that the update concerning the extra ordinary meeting of the Town Watchers held on 12th September 2016 be noted.

Reasons for Decision

1. *It was noted that there were no significant crime issues reported.*
2. *To note the group's intention to continue as an independent organisation whilst reducing the work and organisation of the meetings and their desire to obtain funds to cover expenses including postage costs for correspondence and any other financial outgoings.*

41. Crime Statistics

The Committee received the latest crime statistics, including comparative figures (item 7 on the agenda).

RESOLVED that the latest crime statistics and comparative figures be noted.

Reason for Decision

The number of overall crimes had risen very slightly from last year's figures but figures for anti-social behaviour, vehicle crime and burglary had decreased from the same period in 2015.

42. Speed Sign Update

The Committee considered recent speed sign data for Turnbull Drive, including time and date of speeding occurrences (item 8 on the agenda).

Members had requested at the previous meeting that times be submitted with the data in order to assess what time excessive speeding was taking place. It was noted that excessive speeding was taking place during day and night time with no discernible pattern. However it was noted that the majority of vehicles were travelling within the speed limit with only a small minority at excessive speed.

RESOLVED that the data be received and noted and no further action be taken.

Reason for Decision

To monitor speeding issues within Braunstone Town in areas where concerns of vehicle speeding was reported. It was noted that the majority of vehicles were travelling within the speed limit with only a small minority at excessive speed.

43. Thorpe Astley Community Centre - Events

The Committee considered initiatives for events at Thorpe Astley Community Centre (item 9 on the agenda).

RESOLVED

1. that a Spring Fair be arranged at Thorpe Astley Community Centre on 6th May 2017 with proceeds being donated to the Town Mayor's charity;
2. that the local tennis club be contacted with a view to arranging summer coaching sessions at Thorpe Astley Community Centre;
3. that the Wheels Skate Project be booked for summer holidays 2017;
4. that Braunstone Heritage Group be approached regarding a history display at the Centre;
5. that further suitable events be investigated and incorporated into the Programme of Events 2017/2018 at Thorpe Astley Community Centre; and
6. that extensive publicity be given to events at Thorpe Astley Community Centre including Braunstone Life, facebook, twitter, posters and other mediums well in advance of the events.

Reasons for Decision

1. *That this event has proven to be popular at Braunstone Civic Centre and existing craft fair stallholders be encouraged to support this new event.*
2. *To arrange tennis coaching to utilise existing facilities at Thorpe Astley Community Centre and encourage residents to take part in sporting activities.*
3. *To provide a proven popular activity at the centre for young people during the summer school holidays.*
4. *To promote the history of Braunstone Town (including Thorpe Astley) and encourage existing organisations in the Programme of Events to utilise the centre.*

5. *To ensure that more events would be organised at Thorpe Astley Community Centre to utilise the centre and provide local events for residents to attend.*
6. *To ensure that the events were well publicised and attracted wide spread support from the local community.*

44. New Year's Eve Event Applications

The Committee considered applications for use of the Council's facilities for fundraising events on New Year's Eve (item 10 on the agenda).

RESOLVED that the free use of the Millfield Hall be granted to Ceroc subject to 25% of the net proceeds being donated to the Town Mayor's Charity.

Reason for Decision

To ensure a fair and transparent process for hiring of New Year's Eve events.

45. Summary of Grant Applications

The Committee received a list of grants paid to date and applied for from external sources (item 11 on the agenda).

RESOLVED that the position be noted.

Reason for Decision

To monitor progress with supporting community groups with identifying sources of funding and with the awarding of grants under the Council's Community Grants Scheme.

46. Community Grant Applications

The Committee considered Community Grant Applications submitted (item 12 on the agenda).

It was noted that a grant application from Winstanley Wizards Table Tennis Club had been withdrawn by the group following the issue of the agenda.

RESOLVED that Community Grants be approved as follows:

- a) SWAGAT Group - £300.00
- b) Leicester City Permanent Allotment Society - £295.00

Reason for decision

The applications had met the criteria of the grant scheme and the required information had been submitted.

47. Improvements to Parks and Open Spaces

The Committee received a progress report on current projects and funding for Shakespeare Park Improvements (item 13 on the agenda).

It was noted that

- a) the that the public consultation on the project had now been completed and comments received from the public had been helpful;
- b) funding resources were being investigated and Braunstone Town Council officers had arranged a meeting with Leicestershire County Football Association to assess the viability of the project to apply for funding from the Football Foundation;
- c) Blaby District Council had been consulted on the project and had offered support and help with researching and applying for funding; and
- d) improvements and new layout of the playground and tennis courts had been discussed with officers of Braunstone Town Council to provide a basis for tender applications.

RESOLVED

1. that all Braunstone Town Councillors be invited to attend a site visit to view the proposed Shakespeare Park Improvement Project; and
2. that Braunstone Town Heritage Group be invited to attend the site and record the current building and layout of the site and future proposed project.

Reasons for Decision

1. *To have a better understanding of a major project being undertaken by the Town Council.*
2. *To record and preserve evidence and photographs of a long established building and record the work on the replacement project for future generations of residents*

48. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2016 to 30th September 2016 (item 14 on the agenda).

RESOLVED that the report be noted.

Reasons for Decision

There were no issues identified with income and expenditure to date.

49. Approval of Accounts

The Committee considered payments from 22nd June until 4th October 2016 (item 15 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 22nd June until 4th October 2016 be approved.

Reason for Decision

To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.

50. Local Area Co-ordination Pilot

RESOLVED that in view of the special / confidential nature of the business to be transacted, it was in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Personal Information / Legal Advice.*

At this point Councillors Sam Fox-Kennedy, Paul Kennedy, and Alex De-Winter declared an interest in the item and withdrew from the meeting and took no part in the discussion nor voting.

The Committee received a progress report concerning the Local Area Coordinator Project (item 16 on the agenda).

RESOLVED

1. that the Memorandum of Understanding, attached as Appendix 1, be approved as the formal offer to Leicestershire County Council upon which Braunstone Town Council provides support for the Local Area Coordination project in Braunstone Town; and
2. that prior to implementation of 1 above a further meeting be held with Leicestershire County Council to clarify arrangements for addressing conduct related matters.

Reasons for Decision

1. *To recognise the Town Council's continued support for the stated aims and objectives of the Local Area Coordination pilot while recognising that the partnership offer of support would need to be tailored to suit the specific circumstances in terms of delivery.*
2. *To ensure clarity around addressing conduct related matters for both parties.*

51. Termination of Meeting

The meeting closed at 9.20 pm.

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.
EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;*
- advance equality of opportunity between different groups; and;*
- foster good relations between different groups*

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These minutes are a draft and a subject to consideration for approval at the next meeting, scheduled for 8th December 2016.

DRAFT

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

THURSDAY 27th OCTOBER 2016 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Sam Maxwell, Stuart Maxwell, Phil Moitt, Gary Sanders, Robert Waterton and Bill Wright.

Officers in Attendance: Darren Tilley, Executive Officer & Town Clerk.

There were no members of the public present at the meeting.

35. Apologies

No apologies for absence were received.

36. Disclosures of Interest

A disclosure of a Non-Pecuniary Interest was made by Councillor Robert Waterton in agenda item 11, Parks & Open Spaces Winter Works Programme 2016/2017, in respect of winter works being carried out on open space adjacent to his property.

37. Public Participation

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

38. Minutes of the Meeting held 25th August 2016

The Minutes of the Meeting held on 25th August 2016 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 25th August 2016 be approved and signed by the Chairperson as a correct record.

39. Provision of Primary Care and General Practice Services in Braunstone Town

The Committee considered concerns that there was under provision of Primary Care, specifically General Practitioner, Services across Braunstone Town and that this was having a particular impact on the elderly, long term sick and vulnerable, along with receiving an update concerning use of the Medical Room facilities at Thorpe Astley Community Centre (item 5 on the agenda).

In order to assist the Committee with its deliberations concerning the provision of General Practice services in Braunstone Town, Jamie Barrett, Head of Primary Care and Caroline Goulding, Primary Care Assistant Contract Manager from NHS East Leicestershire and Rutland Clinical Commissioning Group attended the meeting and provided the following updates:

- a) work was being undertaken with Kingsway Surgery to enable it to implement a business plan to address capacity and staffing issues; Thursday afternoon closures and the closure of patient registration was temporary, with emergency cover measures in place, while this work was in progress;
- b) closing patient registrations from within the practice boundary had to be approved by the Clinical Commissioning Group and no such approval had been given in respect of Forest House;
- c) NHS East Leicestershire and Rutland Clinical Commissioning Group were unaware of operational changes at Forest House but recognised in the context of capacity issues at Kingsway Surgery, providing GPs from Warren Lane only would exacerbate accessibility issues for Braunstone Town residents.

The Executive Officer & Town Clerk updated the Committee in respect of potential health services to be provided from the Thorpe Astley Community Centre Medical Rooms. The Children's Services Manager of the Leicestershire Partnership NHS Trust had visited the rooms, since she was interested in finding community locations from which to deliver community health services for children. The Centre and the rooms were suitable for this purpose and a decision was anticipated from the Partnership Trust shortly.

RESOLVED

1. that plans by Leicestershire Partnership Trust to make use of the Medical Rooms at Thorpe Astley Community Centre for Children's Community Health Services be welcomed and supported;
2. that the position in respect of primary care services at Kingsway Surgery be received and noted;
3. that NHS East Leicestershire and Rutland Clinical Commissioning Group be asked to explore the following concerns with Forest House Medical Centre:
 - a) that Forest House patient registrations for the practice area remained open,
 - b) that centralising Doctors at Warren Land and Nurses at Park Drive was causing access restrictions to Braunstone Town residents,
4. that NHS East Leicestershire and Rutland Clinical Commissioning Group be asked to explore the potential of practice boundaries of General Practices on Braunstone Park being extended to include Braunstone Town either in full or part; and
5. that Thorpe Astley Community Centre be offered as a potential site extension option provision of Primary Care Services to cater for interim growth in patient numbers as a result of the Lubbethorpe Sustainable Urban Extension.

Reasons for Decision

1. *The Executive Officer & Town Clerk had met the Children's Services Manager from the Leicestershire Partnership Trust who expressed an interest in providing Children's Community Health Services from the Thorpe Astley Medical Rooms, both the rooms and the venue were suitable. While the services were not a Doctors' Surgery, use for Children's Health Services provided a better use for the community and local area than the rooms standing empty or being used for storage.*
2. *Services at Kingsway Surgery had recently suffered due to reduced capacity and staffing issues. NHS East Leicestershire and Rutland Clinical Commissioning Group had been working with the Surgery's Partners to address capacity and build in support to enable the partners to put a business plan together to address the current issues. While these issues were being addressed, the Surgery was closed on Thursday afternoons and alternative arrangements had been in place for emergency cover. The patient registration list has also been closed; however, it was due to reopen in December 2016.*
3. *There were concerns that the patient registration for Forest House may have been closed putting additional pressure on availability, NHS East Leicestershire and Rutland Clinical Commissioning Group had not approved any closure and would be contacting the Forest House to confirm that their patient registration was open. In addition, patients had stated that Forest House was changing its operations by centralising GP appointments at Warren Lane and Nursing appointments at Park Drive, this was causing access issues for patients, particularly Braunstone Town residents, who had to travel to Warren Lane to see a GP, particularly impacting on elderly and vulnerable residents and families.*
4. *There were GP Practices based in Braunstone Park, within NHS Leicester Clinical Commissioning Group Area, which it was understood had spare capacity and were geographically closer to Braunstone Town than the Warren Lane Surgery, at present Braunstone Town was outside these practice boundaries, however, they presented a more accessible alternative which would reduce capacity pressure on the existing surgeries.*
5. *There was sufficient car parking space at the Centre, which provided good access to Thorpe Astley residents as well as Lubbethorpe residents and there was space for Centre expansion.*

40. **Shakespeare Park – Improvement & Development**

The Committee considered consultation comments, to finalise proposals and submit the planning application and to determine tender specifications for the playground and tennis court improvements (item 6 on the agenda).

RESOLVED

1. that the consultation responses be noted and the actions identified in the report, including the submission of a Planning Application, be endorsed;
2. that the detailed schedule of improvements to the Playground, as attached at Appendix 1, be approved and that delegated authority be

- given to the Executive Officer & Town Clerk to make minor modifications where necessary and to draw up the tender specification and criteria and invite tenders for the work;
3. that the detailed schedule of improvements to the Tennis Courts, as attached at Appendix 2, be approved and that delegated authority be given to the Executive Officer & Town Clerk to make minor modifications where necessary and to draw up the tender specification and criteria and invite tenders for the work; and
 4. that the updated Timescales, taking into account decisions in 1 to 3 above, attached at Appendix 3, be approved.

Reasons for Decision

1. *The Consultation identified that there was general support from among the community, stakeholders and users for the improvements and the comments made could be accommodated within the proposals and future decisions to be made on the usage and operation of the facility.*
2. *To enable potential contractors to visit the playground to assess how they could meet our needs and to submit fully detailed and costed solutions for consideration.*
3. *To enable potential contractors to visit the tennis courts to assess how they could meet our needs and to submit fully detailed and costed solutions for consideration.*
4. *To provide a guide for the progression of the project, which could be amended accordingly, as appropriate.*

41. Medium to Long Term Priorities and Financial Planning

The Committee set out the context for the Council's medium to long term priorities and financial planning (item 7 on the agenda).

RESOLVED

1. that each Standing Committee review and, where appropriate, update its objectives (Appendix 1 of the report) during the next cycle of meetings;

THAT IT BE RECOMMENDED TO COUNCIL

2. that the current projections based on known financial pressures identified in the report be noted;
3. that the Council's Mission Statement and the Objectives for each Service Area be used as the basis for calculating the annual budget and any external funding sought;
4. that the Council's Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations;
5. that the Executive Officer and Town Clerk produce proposals aimed at mitigating the pressures on resources and the precept identified in the current projections for 2017/18 and 2018/19; and
6. that the Medium to Long Term Priorities and Financial Planning be revised and submitted at least on an annual basis.

Reasons for Decision

1. *To ensure that the objectives, which had originally been developed in 2011, were relevant to address current and emerging issues faced by the Council and the community.*
2. *To provide a foundation for preparing budget estimates for 2017/2018 and beyond.*
3. *To ensure the Council focusses its activity and spending given the future financial uncertainties.*
4. *To ensure the highest possible standards within the resources available in the future.*
5. *To meet the identified savings equivalent to the projected reduction in Council Tax Support Grant for 2017/2018 and beyond, to meet projected increases in expenditure and to enable continuous improvement.*
6. *In order that changed circumstances and revised predictions be incorporated into the Council's Medium to Long Term planning process to inform the Council's priorities and decisions.*

42. Arrangements for Future Management of Franklin Park Community Orchard/Meadow

The Committee noted that the meeting of the Franklin Park Community Orchard/Meadow Working Group on 24th August 2016 was the last and it received the minutes of the meeting for consideration and approval along with details of the future arrangements for the management of the Community Orchard (item 8 on the agenda).

RESOLVED

1. That the Franklin Park Community Orchard/Meadow Project Working Group be discontinued and that the responsibilities be undertaken directly by existing Standing Committees and the Citizens' Advisory Panel as follows:
 - a) Community Development Committee – to receive progress reports on community use and agree events and community activities,
 - b) Policy & Resources Committee – management of maintenance schedules and improvements undertaken by the Town Council, and
 - c) Citizen's Advisory Panel – engaged on any proposals for works, improvements or new activities (as appropriate),
2. that the minutes of the final meeting of the Franklin Park Community Orchard/Meadow Project Working Group held on 24th August 2016, attached as an Appendix to the report, be approved as a correct record and signed by the chair of the Policy & Resources Committee, and
3. that the hard work and dedication of the members of the Franklin Park Community Orchard/Meadow Project Working Group and the volunteers involved in the project be recognised in delivering the vision for a community orchard and meadow.

Reasons for Decision

1. *To recognise that intense management of the project was no longer*

required post permanent opening of the site to the public, while recognising that the work already invested in the Community Orchard/Meadow project needed to be continued and developed as a community and educational resource utilised by residents, local schools and community groups.

2. *To ensure that the minutes of the final meeting of the Working Group were considered and approved as an accurate record as required.*
3. *To recognise the important contribution the community and volunteers made to shaping the vision and their hard work and dedication in successfully delivering the project.*

43. Highways Grass Cutting

The Committee received background information, including issues and concerns which had arisen as a result of the reduction in the number of Highways Verge Cuts, and determined whether to finance additional grass cuts and make any recommendations as necessary for consideration as part of the budget estimates for 2017/2018 (item 9 on the agenda).

RESOLVED

1. that Blaby District Council's offer to provide an additional (seventh) seasonal highway verge cut, provided this was match funded by the Town Council, be accepted from 2017, subject to the cost not exceeding £1,000 per annum; and
2. that a growth item of £1,000 be included in the Council's budget for 2017/2018 and beyond.

Reasons for Decision

1. *There had been deterioration in the visual amenity, especially during the late summer and early autumn and the offer to part-fund a seventh cut jointly with Blaby District Council would address this issue and was considered good value for money.*
2. *To ensure that sufficient budgetary provision was made.*

44. Use of Parks/Open Spaces for Events

The Committee considered a scheme and application process for community groups and third party organisations who wish to run community events on the Town Council's Parks and Open Spaces (item 10 on the agenda).

RESOLVED that, subject to the requirement to provide supporting risk assessments and template risk assessments being available from the Town Council, the application form and criteria, attached as Appendix A to the report, be adopted.

Reason for Decision

To provide a formal application procedure to apply for the use of open spaces in order to ensure that all the correct information about proposed events was provided by the applicant, including proper assessment and mitigation of risks, and to ensure that a consistent and formal approach was

in place for considering all applications.

45. Park & Open Spaces Winter Works Programme 2016/2017

The Committee considered items for inclusion on the Winter Works Programme for 2016/2017 for the Councils Parks, Open Spaces and Grounds (item 11 on the agenda).

RESOLVED that the submitted Winter Works Programme for 2016/2017 be approved.

Reason for Decision

To ensure that work identified could be prioritised and scheduled accordingly.

46. Insurance Renewal and Valuation of Property

The Committee considered the renewal of the Council's Insurance arrangements and whether to undertake a valuation of buildings and estates (item 12 on the agenda).

It was noted that the Executive Officer & Town Clerk had been in discussions with the insurance broker concerning the additional policy condition on Tree Felling (attached at Appendix 1 of the report) and that they had agreed to cover tree felling activities undertaken by Council staff, provided these were nominal and only undertaken on council property.

RESOLVED that the agreement with the Council's current Insurance Broker be extended by two years to 31st October 2019 and the terms of the extension, as set out in the report, subject to the inclusion of tree felling (as set out above), be approved.

Reason for Decision

To ensure that arrangements were in place to provide a competitive insurance quote and to ensure that the Council's assets were protected from underinsurance.

47. External Audit 2015/2016

The Committee noted that the External Audit was completed on 29th September 2016 and no matters were raised concerning the Town Council's accounts and governance for the year ended 31st March 2016 (item 13 on the agenda).

RESOLVED that it be noted that the External Audit for 2015/2016 financial year was completed on 29th September 2015.

Reason for Decision

An unqualified opinion was given by the External Auditor, Grant Thornton, on the Council's Annual Return for 2015/2016.

48. Local Government Finance Settlement 2017 to 2018: Technical Consultation

The Committee considered a response to the Government's consultation on the Local Government Finance Settlement for 2017/2018 (item 14 on the agenda).

RESOLVED

1. that Braunstone Town Council oppose the Council Tax Referendum Principles for Parish and Town Councils unless other funding policies were adjusted as follows:
 - a) Billing Authorities being required to pass on the Localisation of Council Tax Support Scheme compensation funding to parish/town councils pro-rata to the Tax Base, and
 - b) a proportionate percentage share (to the Tax Base) of locally collected business rates collected within the parish being passed on to the relevant parish / town council; and
2. that in allowing 50% of locally collected business rates to be retained by local authorities, proper safeguards should be included to ensure that the planning process was determined solely on planning grounds and that in business plans for economic growth there was no linkage or justification made based on business rates receipt.

Reasons for Decision

1. *Parish/Town Councils only major source of income for revenue spending was through Council Tax precept and the supporting Council Tax Support Grant. Restrictions on precept rises pose risks to Parish / Town Council budgets should Council Tax Support Grant be withdrawn or reduced. Many businesses benefit from services provided in the local community and Parish / Town Councils have a role in ensuring their communities are sustained with employment opportunities, an income stream from business rates would provide stability and reduce the need to consider precept rises in excess of 2% or £5.*
2. *To ensure credibility and public confidence in the planning process and in the setting of local business rates.*

49. Establishment of Community Centres Working Group

The Committee appointed a Member Working Group to review Community Centres Hire Terms & Conditions and charges, including discounts and promoting use of facilities, in order to report prior to consideration of the Council's budget for 2017/2018 (item 15 on the agenda).

RESOLVED

1. that a Community Centres Working Group be established to review Hire Terms & Conditions and charges, including discounts and promoting use of facilities;
2. that Councillors Nick Brown (Chair), Anthea Ambrose and Phil Moitt be appointed to serve on the Working Group; and

3. that the Working Group report its recommendations to Policy & Resources Committee on 12th January 2017 for consideration as part of the Council's budget for 2017/2018, and after which the Working Group be demised.

Reasons for Decision

1. *To ensure fit for purpose and realistic Hire Terms & Conditions which could be effectively implemented.*
2. *To appoint Councillors to oversee the review.*
3. *To ensure that the proposals could be considered in the context of estimating the Council's income and expenditure for the next financial year and beyond and to formally wind up the Working Group once its task had been completed.*

50. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2015 to 30th September 2016 (item 16 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues of concern with the income and expenditure against the budget to date, other than the Pensions overspend, which was being reviewed as part of the budget setting process and medium to long term financial strategy.

51. Approval of Accounts

The Committee considered payments from 17th August until 18th October 2016 (item 17 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 17th August until 18th October 2016 be approved.

Reason for Decision

To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.

52. Braunstone Town Library – Lease Agreement

RESOLVED that in view of the special/confidential nature of the business to be transacted, it was in the public interest that the press/public be temporarily excluded and that they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Legal Advice.*

The Committee considered proposals from the tenant, Leicestershire County Council, for amendments to the lease agreement, and to sub-let, in respect of the Braunstone Town Library premises (item 18 on the agenda).

RESOLVED

1. that the Executive Officer & Town Clerk's proposals for amendments to clauses 12(a), (d) and (e) of the Library Lease agreement between Braunstone Town Council (the Landlord) and Leicestershire County Council (the Tenant) be approved;
2. that subject to the agreement by the Tenant of the proposed amended clauses, approved in 1 above, delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to make amendments to the wording on the advice of the Council's solicitor, where this would be required for legal reasons and did not change the meaning of the amendments (approved in 1 above), and to conclude the necessary agreements to implement the changes to the Library Lease agreement; and
3. that the Landlord agree in principle to the request of the tenant under clause 2 (16) of the Library Lease to enter into a sub-lease arrangement with a Community Library Group, subject to the full proposed sub-lease agreement being submitted to the Landlord for prior approval by a meeting of the Town Council's Policy & Resources Committee.

Reasons for Decision

1. *To recognise that changes in service delivery methods would be required in order to retain Braunstone Town Library, while continuing to protect Braunstone Civic Centre's business and Braunstone Town Council from additional liabilities and costs over the term of the Library Lease agreement.*
2. *To avoid any further delay in reaching agreement on the Deed of Variation, should the Town Council's proposals be acceptable to Leicestershire County Council, and to enable legal agreements to be approved and drawn up and technical amendments to be made as required.*
3. *To enable further discussions to be held on the detailed arrangements and provisions of a sub-lease arrangement with a Community Library Group and to ensure that any proposed sub-lease agreement was considered and approved by the Committee.*

53. Land Adjacent to M1 Bridge, Thorpe Astley and Land off Meridian East

RESOLVED that in view of the special/confidential nature of the business to be transacted, it was in the public interest that the press/public be temporarily excluded and that they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interests.*

The Committee considered entering into arrangements for the legal transfer of open space adjacent to the new M1 Bridge and Meridian East (item 19 on the agenda).

RESOLVED that, in respect of Land Adjacent to M1 Bridge, Thorpe Astley and Land off Meridian East, the Town Council pursue options as identified in the "Proposed Way Forward" section of the report.

Reason for Decision

To ensure that the Town Council was fully conversant with obligations and liabilities while enabling appropriate plans to be drawn up and implemented which would benefit residents of Thorpe Astley with useable recreation space, while in the case of the land adjacent to the M1 Bridge, provide appropriate screening for local residents reducing any adverse environmental impact.

54. Parks & Grounds Plant Vehicles and Machinery

RESOLVED that in view of the special/confidential nature of the business to be transacted, it was in the public interest that the press/public be temporary excluded and that they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interests.*

The Committee considered future options for fleet vehicles (item 20 on the agenda).

The Committee also received a supplementary report providing an update on future options for fleet vehicles and revised recommendations.

RESOLVED

1. that one of the quotations from Lex Autolease for the lease of a new vehicle be accepted up to a sum of £2891.28 and that the Executive Officer & Town Clerk be given delegated powers to assess the individual specifications of each vehicle and make arrangements for a 5 year lease on the vehicle most suitable for the Town Council's requirements; and
2. that the lease on the current vehicle through Lex Autolease be extended until such time as a new vehicle became available.

Reasons for Decision

1. *To acquire one new vehicle for grounds maintenance that was suitable for the work required.*
2. *To allow the most competitive quotation to be accepted.*

55. Organisation Review – 12 Month Review of Implementation (Community Centres Staff)

RESOLVED that in view of the special/confidential nature of the business to be transacted, it was in the public interest that the press/public be temporary excluded and that they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Personal Information/Legal Advice.*

The Committee considered the results of a 12 month review of the implementation of the Organisation Review for Duty Officer – Community Centres and Cleaner & Premises Operatives and considered proposals to address the issues identified (item 21 on the agenda).

RESOLVED that the review proposals 1 – 5, listed in the report (highlighted bold) be approved with an implementation date of 1st November 2016.

Reason for Decision

The approach provided the Town Council with flexibility, including providing flexible arrangements where there were changes in centre bookings without impacting upon contracted hours and reviewing duties and responsibilities to ensure the most efficient and effective operations for the benefit of centres users and hirers.

56. Termination of the Meeting

The meeting closed at 9.50pm.

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 12th January 2017.

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANS & ENVIRONMENT COMMITTEE

THURSDAY 10TH NOVEMBER 2016

PRESENT: Councillor Robert Waterton (Chair), and Councillors Parminder Basra, Roger Berrington, Berneta Layne (Town Mayor, Ex-Officio), Stuart Maxwell and Mr. John Dodd (Ex-Officio).

Officers in attendance: Darren Tilley, Executive Officer & Town Clerk.

There were no members of the public present at the meeting.

74. Apologies

Apologies for absence were received from Councillors Sharon Betts, Phil Moitt, David Di Palma and Bill Wright.

75. Disclosures of Interest

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by members.

76. Public Participation

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public present.

77. Minutes of the Meeting held 13th October 2016

The Minutes of the Meeting held on 13th October 2016 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 13th October 2016 be approved and signed by the Chairperson as a correct record.

78. Planning Applications dealt with under Delegated Authority

The Committee received and noted responses to planning applications taken under Delegated Authority (item 5 on the agenda).

RESOLVED that the action taken by the Executive Officer & Town Clerk under delegated authority in forwarding the following observation to Blaby District Council be noted:

1. Application No: 16/1358/DOC

Description: Discharge of condition 53 attached to application 11/0100/1/OX details of remaining section of link road between Beggars Lane and M1 motorway bridge

Location: North & South Of The M69 Motorway, West Of The M1 Motorway And East Of Beggars Lane Lubbesthorpe Leicester

Response:

- i. Braunstone Town Council does not object to the discharging of condition 53, subject to the submitted highway construction plans and layout being in accordance with Leicestershire County Council's adoptable standards; and*
- ii. Braunstone Town Council wishes to make the following observation: that the constructed highway should not be opened to through traffic until a scheme of works, including improvements to existing crossing points on Meridian Way (condition 60) have been approved and implemented.*

Reasons:

- i. There were no issues with the proposed design, route and layout, however, Leicestershire County Council Highways would be able to determine whether the design, layout and construction would be in accordance with their adoptable standards.*
- ii. To ensure that once Meridian Way became a through route connecting Lubbesthorpe Way with Beggars Lane, that safe pedestrian and cycle crossing points were provided between Thorpe Astley and Meridian Business Park.*

79. Planning Applications

The Committee received details of planning applications to be considered by Blaby District Council (item 6 on the agenda).

RESOLVED that the following responses be forwarded to Blaby District Council:

1. Application No: 16/1330/FUL

Description: Erection of 8 dwellings with associated access, vehicle parking and amenity space. (Includes demolition of existing commercial buildings) (Revised Scheme)

Location: 2 - 4 Westover Road Braunstone Town Leicestershire LE3 3DT

Response: *Braunstone Town Council objects to this application since:*

- i. there would be a loss of local employment premises;*
- ii. there was insufficient off-road parking;*
- iii. there was no provision for sewage services;*
- iv. the rear car park lacked security measures;*
- v. there was no provision for site clearance of waste or obnoxious items; and*
- vi. the proposed development would be out of keeping with the character/appearance of the area.*

Reasons:

- i. The site currently contains premises suitable for small local enterprises, including retail outlets, which were in under supply in the area.*
- ii. Local Plan Policy T7 requires parking facilities of 2 spaces where there were 3 bedrooms; there were 8 dwellings and only 14 parking spaces.*
- iii. The application indicated that it was unknown how sewage would be dealt with from the development.*
- iv. The location and design of the car park would mean that it was an accessible and secluded site and there were no details of mitigating security measures.*
- v. The current use of the site was industrial and there was no statement on how the site would be transferred from industrial use to residential use.*
- vi. The site would be overdeveloped and the design of the existing residential properties was semi-detached bay fronted housing.*

2. Application No: 16/1398/HH

Description: Demolition of existing conservatory and erection of single storey rear extension

Location: 6 Evelyn Road Braunstone Town Leicestershire LE3 3BA

Response: *Braunstone Town Council does not object to this application.*

Reason: *Neighbouring properties had similar extensions and the proposed extension could be accommodated within the curtilage of the property without an adverse effect upon the amenity enjoyed by neighbouring properties or on the provision of on-site car parking.*

3. Application No: 16/1436/DOC

Description: Application to discharge conditions 2 (materials) and 4 (finished floor levels) attached to planning permission

6121

14/0782/1/PX

Location: Land North Of 68 Radford Drive Braunstone Town
Leicestershire LE3 3DR

Response: *Braunstone Town Council does not object to the discharging of the conditions, subject to the approval of building control.*

Reason: *The applicant has submitted the details requested in the condition, however, Building Control would be in a position to determine whether the materials and finished floor levels were suitable and complied with technical specifications.*

80. Additional Planning Applications

The Committee noted that no additional planning applications had been received since the publication of the agenda.

81. Licensing Applications dealt with under Delegated Authority

The Committee noted that there had been no licensing applications dealt with under delegated authority.

82. Planning Decisions

The Committee received and noted planning decisions made by Blaby District Council (item 9 on the agenda).

RESOLVED that the decisions be noted.

Reason for Decision

To keep a watching brief on the decisions and to review the impact of Town Council comments upon the decision making process.

83. Local Plan Delivery DPD (Preferred Options) - Consultation

The Committee considered the initial proposals for the Local Plan Delivery DPD (preferred options) in order to provide feedback to the consultation, the deadline of which was Wednesday 16th November 2016 (item 10 on the agenda).

A Supplementary Report was circulated, which set out a potential response to the Local Plan Delivery DPD (preferred options) consultation.

RESOLVED that Braunstone Town Council submit the following responses to the Blaby District Local Plan Delivery DPD (preferred options) consultation:

Question	Response
1. Do you agree that Core Strategy Policy CS15 should be updated to reflect the latest Open Space Audit?	Yes, the access provisions (distance and times) will assist with ensuring adequate provision.
2. Have the relevant issues been considered to work out how much housing is needed?	Preference should be given to bringing forward the phases and sub-phases within the proposed Lubbesthorpe Development prior to the four sites identified at 3.2 being considered as sustainable for housing development. These four sites will put additional pressure onto local services and the highway network and the availability of housing early in the plan period on these sites could slow the phasing timetable for Lubbesthorpe meaning that the required highway mitigation measures and new services for Lubbesthorpe being delayed.
3. Have the relevant issues been considered to work out where new sites for housing are needed?	
4. Are there any constraints that will affect the delivery of the site options for housing?	
5. Are you aware of any alternative sites in the PUA or Narborough that are capable of delivering the required number of homes by 2029?	No
6. Have the relevant issues been considered to work out how much employment land is needed?	Yes

Question	Proposed Response
7. Have the relevant issues been considered to work out where new sites for employment land are needed?	In respect of BRA001, while recognising the site would not be included in the land plan allocation, the assessment does consider the site has potential and would be considered favourably for development.
8. Are there any constraints that will affect the delivery of the site options for employment land?	<p>This site however, should be ruled out for development due to its strategic positioning and potential for significantly improving capacity on the Highway Network, i.e. where a southbound exit slip for a direct link from the M1 to the M69 would be located. While understanding this is a decision for Highways England, the land should be available to them should they seek in the future to make such an improvement, which would significantly improve traffic flows around Junction 21 island and the therefore the surrounding network.</p> <p>In addition to the assessment on BRA002, considerations should be given to the adverse effects on the surrounding highway network due to the site's access being adjacent to the roundabout access and on the junction of two arteries on Meridian Business Park.</p>
9. Are you aware of any alternative sites that are capable of delivering new employment land by 2029?	No
10. Do you agree with the site boundaries proposed for Blaby town centre – primary and secondary frontages?	Seems generally reasonable, no particular view expressed.
11. Do you agree with the site boundaries proposed for the District Centres, Rural Centre, Local Centres and Neighbourhood Parades?	Boundaries agreed except Ayston Road (Map 19) should include nos. 12 & 14, as previous A1/A2 use and with current potential, within the boundary and consideration should be given to designating as a Local Centre due to the varying uses and its use by the wider community, including Braunstone Estate and access to passing trade on Braunstone Lane. Thorpe Astley (Map 24) should be considered a Local Centre due to inclusion of pub and potential of site to have more than one and varied uses, the boundary should also be extended to include similar premises on the opposite side of Meridian Way. Sun Way (Map 23) should include the whole curtilage of 1 & 5. Turnbull Drive/Edward Avenue (Map 25) consideration should be given to designating as a Local Centre due to the varying uses and its use by the wider community.

Question	Proposed Response
12. Do you agree with the site boundaries proposed for the Motorways Retail Area?	Agree.
13. Do you agree with the site boundaries proposed for the Meridian Leisure Area?	Agree.
14. Do you agree with the site boundaries proposed for the important recreation resources/valuable wildlife habitats?	Seems generally reasonable, no particular view expressed.
15. Have the relevant issues been considered for the detailed review of Green Wedge, Areas of Separation and Settlement boundaries?	The relevant issues and policies seem to have been considered. The Green Wedge (Parcel C) is supported. Concerning the Areas of Separation: A seems reasonable, although no particular view expressed, B is reasonable so far as that area includes land on both sides of the M1 between Lubbesthorpe and Thorpe Astley and contains Thorpe Astley Park due to its community and recreation use. However, the northern point adjacent to Goodheart Way and the M1 at the rear of Fossebrook School neither serves to separate developments nor as recreation use.
16. Do you agree with the approach proposed for Lubbesthorpe Green Wedge?	
17. Are the proposed Development Management policies clear, positive, based on suitable evidence and capable of being delivered?	Local Centres and DMP3 Neighbourhood Parades should provide favourably for change of use from residential to A1 to A5, Community and Medical, of adjacent properties outside the boundary where that would enhance the services of the local centre/neighbourhood parade.
18. Are there any issues that are not adequately covered by the Development Management policies?	DMP5 Local Parking and Highway Design Standards should be two separate policies. Parking should not be based on the 6C's Design Guide, which deals with highways and transportation infrastructure for new developments, not the principles of off-street parking as a result of changes to existing dwellings under Development Control. Therefore the existing saved plan policies (T1-T12) should be retained and updated accordingly, including provision for excluding the reduction of existing parking as a consequence of the design of the development.
19. Are there any other matters that the Delivery DPD ought to contain?	None identified.

Reasons for Decision

- a) *To ensure that the Lubbesthorpe Development was sustainable and the phases delivered in order to deliver the local infrastructure and service improvements required under the Section 106 agreement.*
- b) *To ensure that an important site within the green infrastructure of Braunstone Town was guaranteed protection.*
- c) *To ensure that development did not take place on land which could be used in the future to provide infrastructure improvements delivering greater capacity to the Motorway and local highway network.*
- d) *To enable important community shopping areas to be retained and identified using the right category*
- e) *To ensure that Green Wedges and Areas of Separation were used to separate developments and protect useable recreation space.*
- f) *To encourage the sustainable expansion of local centres and neighbourhood parades over the locating of shops and retail outlets ad-hoc around residential areas.*
- g) *To ensure that the 6c's as technical guidance was used for its purpose which was the specification of highway infrastructure and that policy guidance, based on evidence, was used to control parking in existing developments, including as a result of development control decisions.*

84. Neighbourhood Planning

The Committee considered whether the Town Council should apply for designation of Braunstone Parish as a Neighbourhood for the purposes of undertaking a Neighbourhood Plan (item 11 on the agenda).

RESOLVED

1. that Braunstone Town Council does not undertake a Neighbourhood Plan or any of the Neighbourhood Planning tools at the present time; and
2. that the Plans and Environment Committee review the Neighbourhood Planning option in 12 months' time.

Reasons for Decision

1. *Successful Neighbourhood Planning required the leadership and involvement of the Town Council and Town Councillors and an indication of a wider community desire to undertake neighbourhood planning; while there was some evidence of support, this was not sufficiently widespread to justify the resources to facilitate the process, including engaging the community and making the necessary applications and applying for funding. Key areas such as Open Spaces were protected and an emerging Retail Study being undertaken by the District Council may provide for the protections the Town needs for its Community and Neighbourhood Shopping areas.*
2. *Neighbourhood Planning was a developing area and the Town Council should take account, by way of a review, of new legislation, the introduction of Neighbourhood Plans by other nearby Parishes, the eventually agreed Blaby District Council's Local Plan Delivery DPD and the Blaby District Council's Retail Study.*

85. Air Quality

The Committee received updated figures and mitigating actions for Braunstone Town and the surrounding area and considered responses from Blaby District Council concerning future arrangements for air quality monitoring (item 12 on the agenda).

Blaby District Council's 2016 Air Quality Annual Status Report had been published and a copy forwarded to the Town Council on 8th November, which was circulated at the meeting.

RESOLVED that a relevant Blaby District Council Officer be invited to attend a future meeting of the Plans & Environment Committee to advise on and answer questions concerning Air Quality monitoring and mitigation measures.

Reason for Decision

To consider the figures and action, particularly where figures exceed defined limits and whether measuring equipment could be relocated to ascertain a wider picture.

86. Narborough Road South West Service Road Traffic Calming

The Committee received an update from Leicestershire County Council concerning the Town Council's request to make improvements to the traffic calming scheme on the Narborough Road South West Service Road (item 13 on the agenda).

The Chair of the Committee, Councillor Robert Waterton, updated the Committee on the site visit which had taken place on 2nd November 2016. Councillors Moitt, Waterton and Wright met two Leicestershire County Council Highways Officers and had viewed the three traffic calming build-outs at Bannister Road, near Edward Avenue and at The Crossway. There was recognition that the traffic calming measure at Bannister Road was a particular problem in terms of effectiveness and safety. Leicestershire County Council would respond in due course concerning whether adjustments could be made to the traffic calming scheme and if so, what options would be available.

RESOLVED that the feedback and the position be noted.

Reason for Decision

Observations had concluded that many vehicles did not slow down for the build-outs often swerving towards on-coming traffic putting pedestrian safety at risk; therefore, the Town Council supported proposals which would make the scheme safer and more effective.

87. Lubbesthorpe Strategic Consultative Board

The Committee received a report on the meeting of the Lubbesthorpe Strategic Consultative Board held on 26th October 2016 (item 14 on the agenda).

The Chair of the Committee, Councillor Robert Waterton, advised that it had been confirmed that the phasing programme currently anticipated the build of 90 houses in year 1, 120 in year 2, 150 in year 3 and 150 in year 4; this would mean that community facilities and services such as the primary school and Doctor's Surgery would not be built until year 3. Future items for discussion at the Board included Air Quality and Affordable Housing.

The Board also noted correspondence received from Braunstone Heritage Archive Group concerning Abbey Farm and the response of the developer that it intended to retain the farm for community use.

The date of the next meeting was Wednesday 1st February 2017.

88. Plans & Environment Committee – Review of Operations

The Committee considered recent Planning Training by Blaby District Council, the position with feedback on Planning Applications and explored different operational approaches to the Committee's consideration of Planning Applications (item 15 on the agenda).

RESOLVED that when the Committee, as part of the Planning Decisions item, identified that a controversial application had been approved, a member of the Committee arrange to meet with the relevant Planning Officer to ascertain how the decision was arrived at and feedback to a future meeting of the Committee accordingly.

Reason for Decision

To understand the nature of the material issues taken into consideration and to build a wider knowledge and perspective, which would assist the Committee with determining future applications.

89. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2016 to 31st October 2016 (item 16 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues identified with income and expenditure to date.

90. Approval of Accounts

The Committee considered payments from 7th September until 1st November 2016 (item 17 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 7th September 2016 until 1st November 2016 be approved.

Reason for Decision

To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.

91. Termination of the Meeting

The meeting closed at 9.45pm.

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 8th December 2016.