BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk
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15th November 2017

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 23rd November 2017** 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.

A G E N D A

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 28th September 2017 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	12/10/2017	p6322
b)	Community Development Committee	12/10/2017	p6328
c)	Policy & Resources Committee	26/10/2017	p6335
d)	Plans & Environment Committee	09/11/2017	p6343

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 (Blaby Branch)
g) Lubbesthorpe 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.

LOCAL COUNCIL AWARD SCHEME FOUNDATION

BRAUNSTONE TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT BRAUNSTONE CIVIC CENTRE

28TH SEPTEMBER 2017 at 8.00PM

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

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

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

COUNCILLOR BILL WRIGHT, TOWN MAYOR, IN THE CHAIR

5566 Remembering former Town Councillor – Albert Dowe

The Town Mayor, Councillor Bill Wright, opened the meeting advising Town Councillors that a former Town Councillor, Albert Dowe, had recently passed away. The Town Mayor invited those present to join in a short silence to reflect on Albert's service to the community and to remember his family at this difficult time.

5567 Caribbean Communities affected by recent Hurricanes

Councillor Anthea Ambrose appealed for monetary donations and/or donations of clothes and toiletries for communities in the Caribbean affected by the recent hurricanes. Donations could be given to Councillor Ambrose or directly to the African Caribbean Centre.

5568 Apologies

Apologies for absence were received from Councillors Shabbir Aslam, Alex Dewinter and David Di Palma.

5569 Disclosures of Interest

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

5570 Minutes

The Minutes of the meeting of Braunstone Town Council held on 29th June 2017 were circulated (item 3 on the agenda).

It was proposed by Councillor Bill Wright and seconded by Councillor Roger Berrington and was:

RESOLVED that the Minutes of the meeting of Braunstone Town Council held on 29th June 2017 be approved and signed by the Chairperson as a correct record.

5571 Announcements

a) Town Mayor

The Town Mayor, Councillor Bill Wright, reported that a special lady, Lilian Wignall of Fairbourne Road would be 110 on Sunday 1st October. Earlier in the day, the Town Mayor had visited Lilian to wish her a happy birthday and had taken a card and flowers on behalf of the Town Council and the Town's residents. The Town Mayor found Lilian to be both engaging and remarkable.

The Town Mayor advised that on Saturday 30th September at 12noon he would be abseiling down the tower of Southern Fire and Rescue Station raising money for his charity Rainbows. The Town Mayor encouraged sponsorship.

On the same day, the Deputy Town Mayor would be attending Apple Day at Franklin Park community orchard between 11am and 2pm. The Deputy Town Mayor also attended the Allotments Open Day in August and will be attending the Shakespeare Park Annual Dinner in October.

b) Leader of the Council

The Leader of the Council, Councillor Nick Brown, advised Councillors of the Franklin Park Community Orchard Apple Day taking place on Saturday 30th September between 11am and 2pm and asked for volunteers to assist, including with the Apple Crushing.

c) Executive Officer and Town Clerk

No announcements were made.

5572 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 were no members of the public present at the meeting.

5573 Questions from Councillors

No questions had been submitted.

5574 Reports of Standing Committees: Employing Committee – 19th July 2017

Council received the Report of the Employing Committee meeting held on 19th June 2017 (p6260 – p6271).

It was moved by Councillor Nick Brown and

RESOLVED that the Report be adopted.

5575 Reports of Standing Committees: Planning & Environment Committee – 13th July 2017

Council received the Report of the Planning & Environment Committee meeting held on 13th July 2017 (p6272 – p6276).

It was moved by Councillor Robert Waterton and

RESOLVED that the Report be adopted.

5576 Reports of Standing Committees: Community Development Committee – 13th July 2017

Council received the Report of the Community Development Committee meeting held on 13th July 2017 (p6277 – p6283).

Page 6280, Minute 24 – Speed Sign Data and Community Speedwatch

Councillor Amanda Hack advised of efforts to establish a community speedwatch scheme in Thorpe Astley and advised 200 signatures from residents was required for an expression of interest to be considered and 115 residents have signed to date. Councillor Hack asked for Councillors to volunteer to knock on doors in Thorpe Astley. Councillor Hack added that similar schemes and mobile cameras around the county had not recorded speeds as high as some of the speeds in Thorpe Astley recorded by the Town Council's speed sign, therefore, the County Council should invest in speed measures in the area.

Councillor Robert Waterton added that the form allows for signatories to express an interest in volunteering to operate a community speedwatch and 11 such expressions had been received so far.

Councillor Parminder Basra asked whether there would be any money from Section 106 relating to Lubbesthorpe for speed mitigation measures in the area.

It was moved by Councillor Anthea Ambrose and

RESOLVED that the Report be adopted.

5577 Reports of Standing Committees: Employing Committee – 26th July 2017

Council received the Report of the Employing Committee meeting held on 26th July 2017 (p6284a – p6284b).

It was moved by Councillor Nick Brown and

RESOLVED that the Report be adopted.

5578 Reports of Standing Committees: Planning & Environment Committee – 10th August 2017

Council received the Report of the Planning & Environment Committee meeting held on 10th August 2017 (p6285 – p6293).

Page 6288, Minute 41 – Additional Planning Applications: 1 Hat Road

Councillor Robert Waterton noted that District Councillors had wanted to call this item in but had been unable to due to it being an individual residential application.

Councillor Gary Sanders also raised concerns about the planning call-in process at Blaby District Council stating clarity was needed about what could be called-in.

Councillor Sam Maxwell advised that recent changes to the constitution had made it easier to call-in applications and also ward members were receiving email alerts about applications in their area.

The Executive Officer & Town Clerk agreed to circulate Blaby District Council's planning call-in rules to all Town Councillors.

Councillor Bill Wright, informed Council that he had spoken to the Head of Planning at Blaby District Council about the concerns in respect of the restrictions on planning application call-in, which had also been raised at Scrutiny Commission. Councillor Wright added that the application for 1 Hat Road had been withdrawn.

It was moved by Councillor Robert Waterton and

RESOLVED that the Report be adopted.

5579 Reports of Standing Committees: Policy & Resources Committee – 10th August 2017

Council received the Report of the Policy & Resources Committee meeting held on 10th August 2017 (p6294 – p6302).

It was moved by Councillor Nick Brown and

RESOLVED that the Report be adopted

5580 Reports of Standing Committees: Planning & Environment Committee – 14th September 2017

Council received the Report of the Planning & Environment Committee meeting held on 14th September 2017 (p6303 – p6312).

Page 6310, Minute 59 – Feedback on Planning Application Decisions

Councillor Robert Waterton raised concerns about the decision to approve the application for 4 Hillrise Avenue, given the changes potentially could result in use of the property as a House in Multiple Occupation. Correspondence from the District Planning Authority indicated that the application had been considered under the residential planning rules. Councillor Waterton stated that greater clarity should be sought on planning rules for Houses in Multiple Occupation.

Councillor Roger Berrington stated he had spoken to the planning case officer in respect of 4 Hillrise Avenue and it had been considered acceptable in planning terms.

It was moved by Councillor Robert Waterton and

RESOLVED that the Report be adopted.

5581 Motions on Notice

No Motions on Notice had been submitted.

5582 Sealing of Documents

There were no documents for sealing.

5583 Outside Body Reports

a) County Councillors

Councillor Amanda Hack, as County Councillor for Braunstone Division, gave the following report:

"I'm pleased to report that letter from Braunstone Town Council was put onto the Health Scrutiny agenda in September. As the spokes for the Labour Group I was able to put the case forward to include this as an agenda item – but it was agreed that the concerns about GP capacity issues needed to be widened to North Blaby. This proposal was supported by the scrutiny chair and the cabinet member for Health. The report itself was functional and not the result we wanted, but was debated and questioned fully by councillors from across Scrutiny. The report indicated that a plan for the area would be produced and it's been agreed by the chair (after I put in a separate request) to have this included for information to the November meeting".

"Cllr L Richardson set up a meeting with Tim Sacks and invited 3 District Councillors, myself and Cllr T Richardson to discuss the issue of GP capacity further. This was well received by the cross section of councillors". Councillor Hack added that Tim Sacks understood the problems and felt that the issues around access and capacity in Braunstone Town were being seriously considered and she was cautiously optimistic that there would be a positive outcome.

"Health Scrutiny also reported the improvements for EMAS in the CQC, which is great news. However, it's difficult not to note that the struggles felt by EMAS could be sorted in part if A&E services across the region were able to take patients more quickly. EMAS lost 200 hours in Leicestershire on the day that the new A&E opened".

"I've met with Nigel Thomas from the Library Service at County Hall to understand what was going on with our Library. Nigel assures me that we will have progress on the next stage of our Library in November".

"We had Full Council yesterday and this covered:

- The growth plan for Leicester & Leicestershire, most of which is in the public domain and reported in the Mercury. I think it would be useful for Braunstone Town Council to have a briefing on the impact on our local community as the process goes through consultation.
- Councillors allowances, which was recognised that it was an independent process by most. It was disappointing to note that the Highway Forums have been scrapped through this document; it is yet to be agreed on the best way forward to ensure that the views of local people are included.
- A motion from the Labour Party, following on from allowances about public sector pay which was broadly supported across the council.
- A motion to keep pressure on the Government about the Electrification of the Midland Mainline".

b) <u>District Councillors</u>

Councillor Sam Maxwell reported on the review of the refuse and recycling service and the public consultation. Councillor Maxwell added that it was disappointing there was not a question about whether residents would prefer a weekly or fortnightly refuse collection. The argument being put forward for the change was that the District Council needed to save £740,000, with funding for weekly collections from Central Government and recycling credits from the County Council ending and only 6 authorities across the country provided a weekly refuse collection. However, Councillor Sam Maxwell argued that the service was considered "gold star" and that while supporting the consultation she did not support the underlying reasons for changing the service.

Councillor Gary Sanders added that the consultation did not give a choice, the service was going to be halved and the consultation asked how this should be done.

Councillor Amanda Hack asked whether if residents now required a larger bin, would they have to pay for this or would grants be available. Councillor Sam Maxwell responded that provision of 240 litre bins and whether residents should be charged was in the consultation. However, Scrutiny asked that people with disabilities be exempt and those requiring "specific lifts".

Councillor Nick Brown asked that the District Council ensure that should a two weekly refuse collection be implemented that the collection schedules are reviewed to avoid collections being three weeks over the Christmas/New year period.

Councillor Sam Fox-Kennedy was concerned that on implementation of two weekly refuse collections that there would be an increase in fly-tipping and urged that measures be taken to prevent/respond to this.

Councillor Robert Waterton was concerned about staff redundancies and asked that scrutiny received a report and ensured that it was being handled properly. Councillor Sam Maxwell responded that the District Council had a policy of avoiding compulsory redundancies through voluntary redundancies and redeployment opportunities.

Councillor Bill Wright reported on the scrutiny working group looking at Air Quality. He advised that a meeting would be held on 5th October at 3.30pm, which was open to the public, which would involve the Director of Public Health, Leicestershire County Highways and Highways England, and would scope the scrutiny review.

c) Braunstone West Social Centre

Councillor Phil Moitt advised that he had been unable to attend the last meeting.

d) Braunstone Town Community Minibus

Councillor David Di Palma, who had given his apologies, submitted the following statement concerning the meeting held on 15th August 2017:

1. "I attended the meeting without P.A. support as there was a conflict of interest in respect of P.A. Anne Ward. My other P.A. Alesha was unavailable".

2. "A comprehensive report in respect of fares, charges and bookings was presented by the Coordinator".

3. "As one of the elected members of council serving the committee and an active service user of the bus a number of suggestions, issues and concerns have repeatedly been raised with the committee via myself but have largely gone unanswered. Having taken the residents views on board I've worked with a number of Service Users and my support staff and we have devised a satisfaction and suggestion survey for the Service Users to

complete. The Service Users are very much in favour of a survey but it would be fair to say that the committee were not overly impressed with the proposal. The survey was put to the committee for consideration at the meeting of 15/8/17. The satisfaction survey was debated and reluctantly accepted by the committee. It was accepted on the following conditions -

3.1. The production, circulation and collative costs are met by myself.
3.2. The driver is not responsible for the circulation and collection of the survey.
3.3. The responsibility for the circulation and collection of is my responsibility.
3.4. It is made clear that my name is put upon the survey so service users know the survey is my work".

- "Summary – I'm pleased that the survey will go ahead as the main reason for me joining the committee was to ensure that the service user's views are taken on board and responded to, that I am proactive in improving the service delivery and the opportunities on offer for the wider community. If anyone would like a copy of the survey please let me know".

4. "The date of the next meeting 12th September".

Councillor Paul Kennedy advised that he had sent his apologies to the meeting on 12th September but would be in attendance at the next meeting.

e) Leicestershire Neighbourhood Watch Steering Group

Councillor Bill Wright reported on crime statistics in Blaby District: crimes were down compared to last year, accept violence and sexual assault. No specific area was affected more than any other.

f) Leicestershire and Rutland Association of Local Councils

Councillor Nick Brown reported that the members of the group represent Parishes, although often they answered on behalf of the District Council. Discussions had taken place about GP surgeries and provision and about services across the district generally.

Councillor Robert Waterton noted that some parishes were getting involved in litter picking with volunteer litter pickers.

g) Lubbesthorpe Strategic Consultative Board

Council received a report on the meeting of the Lubbesthorpe Strategic Consultative Board held on 23rd August 2017 (item 10g on the agenda).

There were no questions.

h) School Governors

Councillor Nick Brown reported that the Chair of Millfield Academy had resigned and Councillor Brown confirmed he had put his name forward for the position.

5584 Termination of Meeting

The meeting closed at 9.25pm.

These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 23rd November 2017.

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.

DRAFT

BRAUNSTONE TOWN COUNCIL

23rd NOVEMBER 2017

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.

However, at a meeting of Blaby District Council on 23rd February 2017, the billing authority decided:

- that the reduction of Council Tax Support payments to Parish Councils to zero from 2018/19 be approved.
- That the reduction of New Homes Bonus payments distributed to Parishes to zero from 2018/19 be approved.

This decision was reported to Policy & Resources Committee, which met that evening where the Responsible Financial Officer stated that initial estimates indicated that the removal of the grant from April 2018 would result in a 17% increase on band D of the Town Council's precept, based on the predicted budget spend in the Council's medium to long term financial strategy.

Therefore, Policy & Resources Committee resolved (minute 82 2016/2017) that a revised future years financial and budget projections report be submitted to the Committee on 27th April 2017, where the Committee decided:

1. in order to provide a foundation for preparing budget estimates for 2018/2019 and beyond; that the current projections, set out in Appendix 1 of the report, based on the loss of income from Council Tax Support Grant and New Homes Bonus from April 2018 and the known financial pressures identified in the strategy of November 2016, be received and be the bases upon which decisions about savings, use of reserves and precept rises should be made; and
2. to enable detailed work to be undertaken on the options available to the Council in terms of service provision, savings, precept increases and use of reserves,

along with an assessment of any associated risks; that a three member working group, consisting of Councillors Nick Brown (Chair), Amanda Hack and Robert Waterton (with the option to allow substitutions) be established to consider detailed options to address the funding gap resulting from the loss of the whole of the Council Tax Support Grant from April 2018.

(Minute 91 2016/2017).

Attached as Appendix 1 are the precept projections resulting from the loss of the Council Tax Support Grant, which are based on increasing the amount to be found in ongoing savings as follows:

- 2018/19 from £2,500 to £6,000;
- 2019/20 from £2,000 to £3,500;
- 2020/21 from £1,500 to £2,000; and
- 2021/22 from £1,000 to £1,500.

In addition, the predictions account for an additional £5,000 being taken from the reserves for the two years.

These projections, using the current tax base, result in a 12% increase on the precept for 2018/19, approximately £13 on a band D property and £10 on a typical band B property.

Town Council Priorities and Objectives

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 Priorities for 2017/2018 and key objectives relating to its Committees and Service Areas, which are attached as Appendix 2. This document forms the Council's Business Plan for the year and is reviewed on an annual basis.

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 2017/2018 budget in January 2017 is attached as Appendix 3. The Plan identifies projects, which the Town Council will need to deliver to ensure the long term sustainability and efficiency of its services.

The Capital Plan is a rolling document, which is reviewed annually alongside the

budget. This year, the plan identified, for the first time, priority projects for the current financial year. The major ongoing capital project is to improve and redevelop the facilities at Shakespeare Park. Also included this year is refurbishment of the toilet facilities at Braunstone Civic Centre, put on hold while considering the option of linking the building to the Library, which is no longer being considered since Leicestershire County Council rejected the Town Council's proposals for running the Library. Alongside the toilet refurbishment, consideration is being given to adapting the bar facilities to expand business and income potential by enabling the current bar to operate a café service during the daytime in the week.

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 4.

Financial Pressures

1. *Parish Precept*

Central Government is currently consulting on the Local Government Finance Settlement for 2018/2019, which again includes a proposal to extend to parish and town councils the requirement to hold a referendum on precept rises, although unlike last year, there is no specific proposal. Last year's proposal, which wasn't implemented related to where the Band D precept is higher than £75.46 and where the total preceptor was at least £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 (which was the same as the current rules for district councils). There was a proposed exception when taking account of transfers of responsibilities from principal authorities where the cost of meeting the service will be met by the parish precept.

Braunstone Town Council's precept for this year increased over £500,000 to £519,556 with Band D set at £107.82, so had the referendum principles been extended on the basis set out above to Parish and Town Councils, Braunstone Town Council would have been affected in 2018/2019.

The Government Consultation on the Local Government Finance Settlement for 2018/2019 states at paragraph 4.2.1: *"Last year, the Government issued a challenge to town and parish councils to demonstrate restraint when setting precept increases that are not a direct result of taking on additional responsibilities, and to make precept decisions more transparent to local tax-payers. The continuation of this position in 2018-19 is contingent upon the Government receiving clear evidence of how the sector is responding to this challenge. The Government expects parishes, in setting their precepts, to consider all available options to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for particular purposes or for "invest to save" projects which will lower on-going revenue costs. Any revised proposals will be set out at the time of the provisional local government finance settlement later in the year."*

On current projected increases in costs over the next 10 years, if the Town Council was restricted to the £5 on Band D increase, the precept would not be sufficient to cover our costs until 2024/25 (see Appendix 1).

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. In 2013/2014 Braunstone Town Council received £56,820 in Council Tax Support Grant, which has gradually reduced to £48,897 in the current financial year. Although the percentage reduction has been offset slightly by the increase in the tax base over the same period.

However, as mentioned above, Blaby District Council determined in February 2017 to discontinue the redistribution of this grant to parishes, along with ending the redistribution of the New Homes Bonus, from April 2018.

For the Council Tax Support Grant, the predictions in the strategy are based on the amount of grant gradually being reduced, based on the pattern to date, as follows:

2018/2019 – £43,000
2019/2020 – £40,000
2020/2021 – £37,000
2021/2022 – £34,000
2022/2023 – £31,000

In the current Government consultation on the Local Government Finance Settlement for 2018/2019, there is no reference to Council Tax Support Grant, indicating that the Government does not intent 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 paris tax base.

This presents the most significant financial risk to the Town Council's finances and services, since the grant offsets the income from the tax base which is lost as a result of the reforms to the welfare system. Therefore, without the grant, residents on low income or in receipt of benefits can apply to reduce their Council Tax and the Town Council will no longer receive this payment. The risk of setting significantly higher precepts is that among residents on lower incomes or where income is being squeezed, higher precept increases could increase the number of applications for Council Tax reductions/exemptions.

At present the projections at Appendix 1 take account of making the following ongoing savings in each financial year as follows:

- 2018/19: £6,000;
- 2019/20: £3,500;
- 2020/21: £2,000; and
- 2021/22: £1,500.

In addition, the predictions account for an additional £5,000 being taken from the reserves each year in the next two years.

These projections, using the current tax base, result in a 12% increase on the precept for 2018/19, approximately £13 on a band D property and £10 on a typical band B property.

The Working Group established by Policy & Resources Committee will need to explore options and risks and determine the balance between savings, income generation initiatives and precept rises and make appropriate recommendations to Policy & Resources Committee who in turn will recommend budget and precept proposals to Council in January.

3. Pension Scheme Auto Enrolment and Actuarial Valuation

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 at the time of auto-enrolment (1st October 2015) were likely to opt-out when auto-enrolled. In fact, all eligible staff having been auto-enrolled remained in the pension scheme, meaning the number of staff in the scheme has doubled. As a result, the £45,010 allocated in 2016/2017 budget was not sufficient with an actual spend at the end of the financial year of £78,478, an overspend of £33,468. This has been rectified in the current year with provision in the budget for pensions of £85,010, which takes into account pay increments and a 1% increase on salary scales.

The actuarial valuation of the Leicestershire County Council Pension Fund has been undertaken, 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 for Braunstone Town Council increased from 18.47% to 19.79%, which will need to be 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 Government's 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 was due to conclude by 30th June 2017, however, is ongoing. Before any final agreement is reached, the proposed restructured pay spine will be subject to full consultation with councils and union members.

In February 2015, the Town Council decided to pay the Living Wage, according to the criteria used by the Living Wage Foundation – which is based on the cost of living linked to a basket of household goods and services. The current Living Wage is £8.45 compared to the National Living Wage of £7.50. The lowest NJC pay scale on Braunstone Town Council's establishment is scale point 13, which currently pays £8.55. The Government's National Living Wage is due to reach £9 per hour by 2020; while the NJC review of the salary points will take account of this, predicted increases in the cost of living may result in a widening of the gap between the National Living Wage and the Living Wage Foundation rate, which could require the Town Council to review salary scales for some parks and centres staff posts.

Recent public sector pay review bodies have also made recommendations in excess of 1% Public Sector Pay Cap. While no decision has been taken, there are indications that Government are reviewing the pay cap. However, any increases in excess of 1% recommended by the NJC will need to be met out of the Town Council's budget.

It is difficult in the absence of the conclusion of the NJC review to predict the impact on the Town Council's finances and whether further reviews would be required by the Town Council to continue to meet the Living Wage Foundation rates. On the worst case scenario of the NJC Review – 10% over 5 years would result in an increase in salary costs of £46,000, leaving a £9,000 gap per annum against current projections at the end of the 5 years.

Economic Context

The Bank of England has reviewed its growth forecast for the UK economy in 2017 after 2017 had the slowest growth for the first half of the year since 2011.

In August, the Bank of England reduced its growth forecast for the UK economy, from 1.9% to 1.7%, in line with a growth downgrade for the UK from the International Monetary Fund made in July driven by a slowdown in consumer-led growth.

On inflation, the Bank of England predicts a peak at 3% in October 2017 before falling back to average 2.6% in 2018 and 2.2% in 2019.

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 2016 abandoning the target to return the public finances to surplus by 2019/2020.

However, the 10 year forecasting at Appendix 1 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 (2017/2018)

The revenue budget for the current financial year (2017/2018) is £1,780,833, although this takes into account income and expenditure on capital projects.

The actual position on 30th September 2017 has been verified since the meeting of Policy & Resources Committee 26th October, since the End of Half-Year of accounts was completed on 1st November, and is confirmed as follows:

	Budgeted	Actual
Income	£390,417	£394,056
Expenditure	£390,417	£398,293
Difference	£0	-£4,237

If the actual income and expenditure continues proportionately to the first six months then by March 2018 there would be a revenue budget deficit of approximately £8,500. While projected expenditure is approximately £8,000 higher than budgeted, income is also slightly higher than expected. Currently there is scope to tighten up on expenditure in order to avoid an end of year over spend.

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 1 are the financial projections for the period until 2026/2027, 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 offset increases in cost and the loss of the 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 Commuted Sums Reserve, contingency and annual Capitals Projects budget in the short term to offset larger percentage increases in

the precept in the forthcoming financial year when the costs identified above need to be met and the Council has do deal with the loss of income resulting from the withdrawal of the Council Tax Support Grant.

Recommendations

On 26th October 2017, 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 Working Group set up by Policy & Resources Committee produce proposals aimed at mitigating the pressures on resources and the precept identified in the current projections for 2018/19; and

5. that, following the recommendations of the Working Group, in 4 above, the Medium to Long Term Priorities and Financial Planning be revised and resubmitted to Policy & Resources Committee and Council.

Reasons

1. To provide a foundation for preparing budget estimates for 2018/2019 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 enable detailed work to be undertaken on the options available to the Council, following the withdrawal of Council Tax Support Grant, in terms of service provision, savings, precept increases and use of reserves, along with an assessment of any associated risks, in order to finance meet the identified savings, projected increases in expenditure and to enable continuous improvement.

5. To ensure that the strategy could be revised and projected income and expenditure for future years could be revised in line with the findings and recommendations of the Working Group.

APPENDIX 1 – INCOME / EXPENDITURE PROJECTIONS

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Total Requirement	**£563,154**	**£565,786**	**£565,443**	**£567,598**	**£571,274**	**£575,487**	**£569,732**	**£575,429**	**£581,183**	**£586,995**
Plus Increase in costs	**£5,632**	**£5,658**	**£5,654**	**£5,676**	**£5,713**	**£5,755**	**£5,697**	**£5,754**	**£5,812**	**£5,870**
Less Saving Programme / Income Generation	***£3,000***	***£6,000***	***£3,500***	***£2,000***	***£1,500***	***£0***	***£0***	***£0***	***£0***	***£0***
Total including Savings	**£565,786**	**£565,443**	**£567,598**	**£571,274**	**£575,487**	**£569,732**	**£575,429**	**£581,183**	**£586,995**	**£592,865**
Additional Pension Provision (+2%)	**£38,826**	**£39,603**	**£40,395**	**£41,203**	**£42,027**	**£42,868**	**£43,725**	**£44,600**	**£45,492**	**£46,402**
Additional Staffing Costs	**£4,480**	**£11,200**	**£22,400**	**£26,134**	**£29,867**	**£33,600**	**£37,334**	**£41,067**	**£44,800**	**£45,696**
Additional Borrowing Repayments	**£10,361**	**£20,722**	**£20,722**	**£20,722**	**£20,722**	**£20,722**	**£20,722**	**£20,722**	**£20,722**	**£20,722**
Deduct Thorpe Astley Reserve	*£20,000*	*£25,000*	*£20,000*	*£10,000*	*£0*	£0	£0	£0	£0	£0
(Balance of Reserves)	£93,555	£68,555	£48,555	£38,555	£38,555	£38,555	£38,555	£38,555	£38,555	£38,555
Deduct Contingency	*£20,000*	*£20,000*	*£20,000*	*£15,000*	*£10,000*	*£0*	*£0*	*£0.00*	*£0.00*	*£0.00*
(Balance for Financial Year)	*£0*	*£0*	*£0*	*£5,000*	*£10,000*	*£20,000*	*£20,000*	*£20,000*	*£20,000*	*£20,000*
Deduct from Capital Projects	*£11,000*	*£10,000*	*£10,000*	*£5,000*	*£0*	*£0*	*£0*	*£0*	*£0*	*£0*
(Balance for Financial Year)	*£14,700*	*£15,700*	*£15,700*	*£15,700*	*£25,700*	*£25,700*	*£25,700*	*£25,700*	*£25,700*	*£25,700*
TOTAL REQUIREMENT	**£568,453**	**£581,968**	**£601,115**	**£629,333**	**£658,103**	**£666,922**	**£677,210**	**£687,572**	**£698,009**	**£705,685**
Less Council Tax Support Grant	***£48,897***	***£0***	***£0***	***£0***	***£0***	***£0***	***£0***	***£0***	***£0***	***£0***
Net Precept	**£519,556**	**£581,968**	**£601,115**	**£629,333**	**£658,103**	**£666,922**	**£677,210**	**£687,572**	**£698,009**	**£705,685**
Band D (scaled Tax Base) 4,818.67	**£107.82**	**£120.77**	**£124.75**	**£130.60**	**£136.57**	**£138.40**	**£140.54**	**£142.69**	**£144.86**	**£146.45**
% Increase	**4.40%**	**12.01%**	**3.29%**	**4.69%**	**4.57%**	**1.34%**	**1.55%**	**1.53%**	**1.52%**	**1.10%**
Average % Increase	**N/A**	**3.51%**								
£5 Increase on Band D	**N/A**	**£112.82**	**£117.82**	**£122.82**	**£127.82**	**£132.82**	**£137.82**	**£142.82**	**£147.82**	**£152.82**
(% increase)		**4.64%**	**4.43%**	**4.24%**	**4.07%**	**3.91%**	**3.76%**	**3.63%**	**3.50%**	**3.38%**
Receipt		**£543,649**	**£567,742**	**£591,836**	**£615,929**	**£640,022**	**£664,116**	**£688,209**	**£712,302**	**£736,396**

APPENDIX 2

BRAUNSTONE TOWN COUNCIL

BUSINESS PLAN 2017/2018

Priorities & Objectives

Town Council Mission

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"*

Town Council Priorities (2017/2018)

In addition, Key Priorities for the Town Council during 2017/2018 include:

1. *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.

2. *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.

3. *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 and on tackling poor air quality, recognising the importance of air quality in light of the new Lubbesthorpe development, which could result in an increase in air pollution in Blaby District. 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.

4. *Enhancing a Socially Inclusive and Vibrant Community*

To positively and proactively respond to the evolving and changing social demographic of the community through developing and supporting new and existing events and community/social inclusion initiatives.

5. *Meet the needs of Thorpe Astley residents by facilitating the delivery of services and events at Thorpe Astley Community Centre*

To enable consideration of whether there was a need to extend Customer Services to Thorpe Astley Community Centre in order to reduce isolation and provide better access to services for Thorpe Astley residents. To provide a vibrant community centre, a place for community groups offering a range of activities and events for the community.

6. *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.

7. *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.

8. *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 to provide protection for residents from the new road and to provide a leisure and recreation space.

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 in the Council's Medium to Long Term Financial Planning analysis, it is likely that the Town Council will continue to apply this approach in the medium term.

Town Council Objectives

In addition to the Mission Statement, the Council has key objectives relating to its Committees and Service Areas.

Planning and Environment Objectives

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the needs of future generations.
2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
4. To inform and consult local residents about major planning proposals, Development Plans and other planning initiatives by central and local government.
5. To work with others to minimise traffic, air, light and other pollutants.
6. To promote responsible dog ownership and waste disposal.
7. To provide and maintain street seats and notice boards at key locations.
8. To monitor the New Lubbesthorpe development and to respond to any implications of that development for the environment of the Town.

Community Development Objectives

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

Young people

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

Crime reduction services

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

Social inclusion, recreation & culture

4. To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
5. To provide support for the Office of Town Mayor
6. To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
7. To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
8. To organise arts events/ entertainment's/ Civic Occasions which bring people together

9. To encourage the formation of new community groups by promoting free/subsidised use of the Civic Centre
10. To promote social inclusion

Corporate Management & Capital Project Objectives

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

Community Centres Objectives

1. To provide and maintain high quality function rooms for use by hirers
2. To provide and maintain quality meeting rooms for Council and local community groups at low cost
3. 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
4. To maintain usage of the Centres for the benefit of the community

Open Spaces & Parks Objectives

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

Adopted: 26th January 2017

APPENDIX 3

BRAUNSTONE TOWN COUNCIL

CAPITAL PLAN 2017/2018

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**	**Notes**
Franklin park	Improvement items identified by the Franklin Park Working Group: a) completion of gravel path in orchard (to enable access to lower part when the ground is water logged) b) Railway sleepers for pond support, pathway to pond and lowering of existing gate (an alternative design was approved following vandalism of the platform), c) 1 extra bin required for middle gate of orchard (residents had identified an increase in dog mess in the vicinity)	Items b & c completed Summer 2017
Holmfield Park	2 x new litter bins and 2 x dog bins required in middle and end field	Scheduled for winter works programme 2017/2018 (Policy & Resources agreed in October 2017 to focus activity on a particular park each winter)
	Improvements to appearance of main entrance / gate area and repainting of entrance/boundary fencing	
	Holmfield Park - Replace wetpour under swings with rubber mulch (wetpour damaged and can be fully lifted up. Maintenance repairs no longer viable).	

Parks and Open Spaces Projects (continued)		
Park	**Project**	**Notes**
Impey Close playground	Resurface playground with rubber mulch under play equipment and pathway (Rubber tiles damaged and in places missing. Surfaces having been damaged subject to continued vandalism).	Once open space registered with the Council
Mossdale Meadows & Merrileys	Bridlepath resurfacing (from Kingsway entrance through to Jelson owned land)	On-hold pending review and availability of resources
	Possible resurfacing of footpaths	
	Mossdale: 2 x new litter bins and 2 x dog waste bins required	
	Toddler swings (estimated five year life span – medium risk) MM	
	Merrileys: 4 x new litter bins, 4 x dog bins, 4 x seats (replacements)	
	Refurbishment of Changing Rooms and Sports facilities at Mossdale Pavilion. The Changing Facilities and Social Facilities could make more effective use of the space and are in need of improvement and modernisation.	Once Shakespeare Park Improvements completed – scheduled 2018
	Installation of bio-fuel boiler at Mossdale Pavilion for heating the Sports Facilities and Parks Depot. There is no heating at the premises. There are electric heaters for the staff room at the Depot, which are inefficient and a higher risk for fire. The parks staff also have to pay at the Waste Disposal site to tip hedge and tree cuttings, which could be reused to fuel heat.	Once Shakespeare Park Improvements completed – scheduled 2018
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)	Part of Shakespeare Park Improvement and Development Project, currently scheduled for completion in Spring 2019. ***Priority Project***
	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.	

Parks and Open Spaces Projects (continued)		
Park	**Project**	**Notes**
Shakespeare Park Continued	Provide additional basketball/netball nets/marking to existing tennis courts to provide an all-year use for the facility.	Part of Shakespeare Park Improvement and Development Project, currently scheduled for completion in Spring 2019. ***Priority Project***
	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	
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.	Policy & Resources agreed in October 2017 to focus activity on a particular park each winter

Community Centres Projects		
Building	**Project**	**Notes**
Civic Centre	Re-carpet corridor, estimated cost £1,500	On-hold pending resources
	Refurbishment of both sets of Toilets. *The current toilets are approximately 20 years old.*	***Priority Project***
	Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities (To enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space).	***Priority Project***
	Council Chamber internal refurbishment: • Heating/Air Conditioning • Mood Lighting Audio / Visual Equipment, including sound and loop system and fixed projector. *The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.*	On-hold pending review and availability of resources
	Sound proofing of Partition Doors between Ravenhurst / Winstanley Rooms. *Complaints from hirers about noise from adjoining room, potential impact on ability to hire both rooms separately.*	

Community Centres Projects (continued)		
Building	**Project**	**Notes**
	Refurbishment/Replacement of Fire Doors at Braunstone Civic Centre. *Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.*	Rolling schedule to be implemented starting with Millfield Hall.
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector (The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training).	
	Civic Centre and Library – creation of single access point and reception area, to include: • 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.*	On-hold depending on future relationship with Community Library
Thorpe Astley	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)	To be considered if Medical Rooms are used by NHS permanently.
Both Centres	Repainting of Rooms in both Civic Centre and Thorpe Astley Community Centre where there is dirt or damage (to ensure rooms are attractive to hirers).	***Priority Project***

Plan adopted by Council 26th January 2017 (Minute Reference 5499).

APPENDIX 4 – RESERVES

The table below summarises the movement during 2016/17 and the balance at the end of the financial year:

Table A – Council Reserves 1st April 2016 – 31st March 2017	
1. Balance at 31st March 2016	**£350,420.68**
2. (+) Annual precept	£495,653.00
3. (+) Total other receipts	£233,535.76
4. (-) Staff costs	£442,383.95
5. (-) Loan interest / capital repayments	£63,912.42
6. (-) Total other payments	£260,509.61
7. (=) Balance at 31st March 2017	**£312,803.46**

The table below summarises the current balances and intended uses:

Table B – Reserves 2017/2018		
Balance of Reserves		**£312,803.46**
Earmarked Reserves	*New Ride on Mower*	*£13,034.00*
	Total	£13,034.00
Non-Earmarked Reserves	*Commuted Sums*	*£113,555.12*
	General Reserve	*£186,214.34*
	Total	£299,769.46

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANNING & ENVIRONMENT COMMITTEE

THURSDAY 12TH OCTOBER 2017

PRESENT: Councillor Robert Waterton (Chair) and Councillors Parminder Basra, Roger Berrington, David Di Palma, Berneta Layne, Phil Moitt and Tracey Shepherd.

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

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

65. Apologies

Apologies for absence were received from Councillors Sharon Betts, Darshan Singh and Bill Wright (Town Mayor Ex-Officio) and Mr John Dodd (Ex-Officio).

66 Disclosures of Interest

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

67. 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.

68. Minutes of the Meeting held 14th September 2017

The Minutes of the Meeting held on 14th September 2017 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 14th September 2017 be approved and signed by the Chairperson as a correct record.

69. Planning and Licensing Applications dealt with under Delegated Authority

The Committee received and noted responses to planning and licensing 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 observations to Blaby District Council be noted:

Planning Application

1. Application No: 17/1164/HH

Description: Single Storey Side and Rear Extension

Location: 9 Midhurst Avenue Braunstone Town Leicestershire LE3 2PQ

Response: *Braunstone Town Council has no objections to this application.*

Reasons: *The extension was to the rear and side of the property and neighbouring properties were angled, rather than directly facing, and were on large plots, therefore there was unlikely to be an impact on privacy nor any overbearing effect. The proposed car parking provision was sufficient for the size of the property.*

Licensing Application

2. Application No: Burger World

Description: New Application

Location: Meridian Business Park (West)

Response: *Braunstone Town Council has no objections to the application in general. However, concerning the location, Braunstone Town Council:*

a) has no objections to the proposed location on Meridian West, subject to there being no existing traders in the vicinity; and

b) objects to the proposed reserve location on Meridian East.

Reasons:

a) The proposed location on Meridian West was on the straight section of road and this road provided access to adjacent premises, therefore, did not tend to be used as a through route.

b) Meridian East was a through route for the business park and the proposed location outside Royal Mail was close to a bend, t-junction and roundabout and the location suffered with parking issues, which raised questions of highway safety

70. Planning Applications and Licensing Applications

The Committee received details of planning applications to be considered by Blaby District Council (item 6 on the agenda). The Committee noted that there had been no licensing applications.

DRAFT

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

1. Application No: 17/1195/HH

Description: Garage Conversion.

Location: 3 Darwin Close Thorpe Astley Braunstone Town Leicestershire

Response: *Braunstone Town Council has no objections to the application; subject to the following conditions:*

i. the proposed replacement parking being hard standing, made available prior to the conversion of the garage, and to remain available in perpetuity; and

ii. the tree in the front garden remaining as per the application.

Reason: *There was no extension to the footprint of the property and therefore no visual change to the street scene nor overbearing effect:*

i. to ensure sufficient off-street parking was available; and

ii. to retain the character of the street scene.

2. Application No: 17/1053/RM

Description: Reserved Matters application for the re-plan of 47 dwellings to parcel R2

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

Response: *Braunstone Town Council has no objections to the application, subject to:*

i. the proposals meeting the requirements of the relevant regulating bodies; and

ii. the dwellings containing on-site parking facilities in accordance with Local Plan Policy T7 - dwellings with more than 4 bedrooms - 3 spaces, 3 or less bedrooms - 2 spaces.

Reason: *The application appeared to be in compliance with the outline plan for the site:*

i. to ensure that the proposals complied with the relevant technical specifications; and

ii. to ensure that sufficient parking was provided for the size of the dwellings.

3. Application No: 17/0804/DOC

Description: Discharge of Condition 11 (external building materials) and Condition 29 (details of the construction and installation of overflow parking areas) attached to planning permission 15/088/VAR

Location: Land At Junction Of Soar Valley Way & Narborough Road South Enderby Leicester

Response: *Braunstone Town Council has no objections to the discharge of conditions 11 and 29, subject to the proposals meeting the requirements of the relevant regulating bodies.*

Reason: *To ensure that the proposals complied with the relevant technical specifications.*

71. Additional Planning and Licensing Applications

The Committee received details of planning applications received since the publication of the agenda (item 7 on the agenda). The Committee noted that there had been no licensing applications.

RESOLVED that no response be made to additional planning application 17/04/EIASCR – Environmental Impact Assessment Screening Opinion relating to proposed battery storage facility; Land opposite Redcomb Farm, Desford Road, Lubbesthorpe, Leicester.

Reason for Decision

The application was west of Beggars Lane, with access off the B582 – Enderby to Desford Road; while in Lubbethorpe Parish it was not part of the New Lubbesthorpe Development.

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

4. Application No: 17/0998/HH

Description: The following amendments have been made to this application:
The proposed extension has been reduced in width;
The roof design has been amended; and
Proposed parking has been illustrated.

Location: 160 Kingsway Braunstone Town Leicestershire LE3 2TU

Response: *Braunstone Town Council does not object to the application, subject to the following conditions:*
a) replacement on-site parking being provided in

accordance with local plan policy T7 and retained in perpetuity;

b) no windows in the side elevation without the explicit consent of the local planning authority; and

c) the outbuilding must only be used for normal domestic uses related to the residential use of the main property, e.g. storage, summerhouse, hobby room.

Reasons:

a) Kingsway was a busy thoroughfare and the property was located close to a busy junction.

b) To avoid any adverse impact on the amenity enjoyed by the neighbouring property in terms of privacy.

c) To prevent the outbuilding being used to create a separate residential unit, which could lead to noise and disturbance and overdevelopment of the site/tandem development.

5. Application No: 17/1289/FUL

Description: Refurbishment of existing roof including oversheeting and new raise parapet capping to the perimeter of the roof.

Location: Boden Meridian West Braunstone Town Leicestershire

Response: *Braunstone Town Council has no objections to the application.*

Reason: *The planned refurbishment was of an existing building and the colour coated profile metal cladding appeared to be in keeping with materials used on industrial estates.*

6. Application No: 17/1106/HH

Description: Two storey and first floor extension to the east elevation

Location: 18 Murby Way Thorpe Astley Braunstone Town Leicestershire

Response: *Braunstone Town Council has no objections to the application, subject to:*

i. *there being on-site hard standing parking for 3 vehicles (including the garage space) and being retained in perpetuity; and*

ii. *there being no windows in the first floor rear elevation without the explicit consent of the*

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local planning authority.

Reasons:

i. The proposals provided for a fourth bedroom and there was limited on-street parking availability with the property being on a junction and Murby Way being a thoroughfare for Thorpe Astley; and

ii. To protect the amenity enjoyed by the neighbouring property on Burchnall Road in terms of privacy.

7. Application No: 17/1302/HH

Description: Single Storey side and rear extension

Location: 36 Grass Acres Braunstone Town Leicestershire LE3 2UQ

Response: *Braunstone Town Council has no objections to the application.*

Reason: *The plot was sufficient in size that any single storey rear extension would not impact on the amenity enjoyed by the neighbouring properties nor result in overdevelopment of the site. Neighbouring properties had rear outhouses, conservatories and extensions.*

8. Application No: 17/1290/FUL

Description: Erection of detached dwelling, with access off The Chase

Location: Land Adjacent 82 Kingsway Braunstone Town Leicestershire

Response: *Braunstone Town Council objects to the application and recommends refusal, since it would result in the over-development of the site due to factors including scale and mass.*

Reason: *The proposed development would have an unsatisfactory relationship with other nearby uses that would be significantly detrimental to the amenities enjoyed by the occupiers on the new and existing dwellings due to considerations of privacy, noise, disturbance and overbearing effect.*

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72. Leicester City – Local Plan Consultation

The Committee considered a response to the consultation on Emerging Options, Development Management Policies, and Site Options documents for the Leicester City New Local Plan (item 8 on the agenda).

RESOLVED that the following response be submitted to the Public Consultation on Emerging Options, Development Management Policies, and Site Options documents for the New Leicester Local Plan:

a) the 16 Sustainable Appraisal objectives be supported;
b) that transport policies should include improvements to arterial routes such as the outer ring road;
c) the open space and recreation sites in the Soar Valley between Braunstone and Aylestone having been identified as Green Wedge in 2006 Local Plan should be retained as Green Wedge in the new plan;
d) the following Green Spaces included in 2006 Local Plan should be retained as Green Space: Meynells Gorse, Highway Spinney, Bendbow Spinney, Church Fields and Caldecote Community Primary School Playing Fields;
e) informal open space, north west of Church Fields, south of Woodshawe Rise and north of Braunstone Lane should be designated Green Space;
f) Coal Pit Lane Spinney (North of Braunstone Lane), beyond the Caldecote Community Primary School boundary, should also be designated Green Space;
g) the Plan encourage the development of highway management which prioritises air quality improvements and takes account of potential changes in transport modes, for example, trams, electric cars and driverless cars; and
h) full consideration be given to the link between employment locations and housing in order to minimise travel requirements.

Reason for Decision

To respond to the consultation concerning key issues, which would impact upon Braunstone Town:

a) the Sustainable Appraisal objectives seemed reasonable, appropriate and covered current issues;
b) while it was recognised that transport improvements should focus on sustainable modes of transport and low emission vehicles; it was important for the local economy and for improvements to air quality that vehicles could that move round the city on arterial routes such as the outer ring road without being caught in congestion which could potentially increase traffic on residential streets and through the city centre;
c) the Soar Valley was an important separation area and provided an important recreation amenity; further development in this area would be unsustainable due to the local transport infrastructure being at capacity;
d) in a suburban area these green spaces contributed towards providing a pleasant environment and recreation amenity, contributing towards improved healthy living;
e) this informal open space added to the character of the area and was not fit for development, therefore it should be retained;
f) this woodland was both a recreation amenity and added to the character and appearance of Braunstone Lane and should be protected;

g) evidence showed that shifts in congestion points could reduce pollution particularly where there were schools and residential properties; also by 2050, it was expected that transport modes would have changed significantly; and

h) across the City and Greater Leicester Area, planning opportunities should be taken to reduce or eliminate travel between home and work.

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.

These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 9th November 2017.

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Item 8b

BRAUNSTONE TOWN COUNCIL

MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE

THURSDAY 12th OCTOBER 2017 AT 7.45PM

PRESENT: Councillor Anthea Ambrose (Chair), Councillor, David Di Palma (Vice Chair), and Councillors Ajmer Basra, Roger Berrington (substituting for Paul Kennedy), Nick Brown, Alex DeWinter, Sam Fox-Kennedy, Sam Maxwell, Gary Sanders and Bob Waterton (substituting for Amanda Hack)

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

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

35. Apologies

Apologies for absence were received from Councillors Sharon Betts, Amanda Hack, Paul Kennedy and Bill Wright Town Mayor (ex-officio).

36. Disclosures of Interest

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

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 13th July 2017

The Minutes of the Meeting held on 13th July 2017 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 13th July 2017 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 and any proposals for initiatives during the Civic Year (item 5 on the agenda). It was noted that the Town Mayor had successfully completed an abseil challenge on 30th September to raise funds for his chosen charity.

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RESOLVED that the update be noted

Reason for Decision

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

40. Local Area Co-ordination

The Committee received a progress report concerning the priorities and achievements of the Local Area Co-ordination Project in Braunstone Town (item 6 on the agenda). It was noted that the pilot Local Area Co-ordination Project had now been confirmed as a permanent service. The Local Area Co-ordination project based in Braunstone Town would now also extend into Leicester Forest East.

It was also noted that Simon Dalby and Roo Peake would attend the next meeting of the Community Development Committee to present an update on the project.

RESOLVED that the progress report be noted.

Reason for Decision

To keep up to date with progress and ensure that appropriate support was provided by the Town Council to enable the project to be successful.

41. Speed Sign Data

The Committee considered recent speed sign data for Withers Way (item 7 on the agenda). Comparisons were made with the figures for Withers Way from the previous time that this was recorded and it was noted that there was a considerable improvement in the instances of speeding. However, it had been noted that the speed sign was currently having problems and it was felt that the figures received for Withers Way may not be reliable enough to use as accurate data.

RESOLVED that the figures downloaded be discounted as there was concern that the data may be inaccurate due to a faulty sign

Reason for Decision

To ensure that speed data used for information was accurate and reliable.

42. Crime Statistics

The Committee received the latest crime statistics, including comparative figures (item 8 on the agenda). PCSO Calum Loades reported on the current crime statistics. It was noted that the incidents of Anti-Social Behaviour had

reduced in June 2017 compared to those recorded in June 2016. However, all other incidents of reported crime had increased.

Theft from vehicles had increased but it was noted that a number of these vehicles had been left unlocked by the owners. The Police would be undertaking targeted leaflet drops in areas where these incidences had taken place.

43. Braunstone Life Patronage

The Committee considered arrangements for the Town Council's patronage to the Braunstone Life (item 9 on the agenda).

RESOLVED that the Braunstone Life Patronage be renewed with a gift of £300

Reason for Decision

To support the work of Braunstone Life as a community newspaper, which was operated by volunteers

44. Summary of Grant Applications

The Committee received a list of grants paid to date and applied for from external sources (item 10 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.

45. Community Grant Applications

The Committee considered a Community Grant Application which had been received (item 11 on the agenda). At the Committee meeting held on 13th July 2017 members requested that further information be obtained from Winstanley School with regard to other sources of funding that had been applied to for their project.

Information had subsequently been received confirming this.

RESOLVED

1. that the grant application from Winstanley School be granted in the sum of £100; and
2. that it be suggested to Winstanley Community College that items such as cardboard boxes could be recycled to be used as containers therefore

reducing the cost to provide bins.

Reasons for decision

1. *The application had met the criteria of the grant scheme and the required information had been submitted.*
2. *That recycling of other containers was a more proactive recycling action than purchasing specific bins to collate items*

46. Grant Schemes – Review of criteria and process

The Committee updated the scheme and process to ensure that applicants were fully aware of the scope and criteria of the grant schemes and that the application form encouraged the applicant to provide the necessary evidence as required by the criteria (item 12 on the agenda).

RESOLVED

1. that the amended Individual Grant Scheme Criteria (attached as Appendix 1 to the report) and application form (attached as Appendix 2 to the report) be approved and adopted; and
2. that no changes be applied to the Community Grant Scheme or Youth initiatives Grant Scheme at the present time.

Reasons for Decision

1. *To ensure that applicants were fully aware of the scope and criteria of the Individual Grant Scheme and that the application form encouraged the applicant to provide the necessary evidence as required by the criteria.*
2. *There had been no recent issues concerning the Community Grant Scheme or the Youth Initiatives Grant Scheme, which would require clarification of the criteria or amendment to the application form.*

47. Review of Events and Promotions at Franklin Park Community Orchard

The Committee considered and reviewed events and promotions held at Franklin Park Community Orchard, including Apple Day (item 13 on the agenda). It was noted that the Apple Day event was originally set up to promote the Community Orchard and to allow the public access to the area once a year as it was originally closed to the public. However, the Community Orchard was opened to the public on a permanent basis in 2015 and subsequent Apple Day events had seen a decline in attendance. It was also noted that there was a notable shortage of apples from the orchard for Apple Day once the orchard had been opened to the public resulting in apples having to be purchased. However, it was felt that the Community Orchard was an excellent amenity for the residents and that local schools could be encouraged to use the area for study and projects

RESOLVED

1. that the annual Apple Day at Franklin Park Community Orchard be discontinued; and
2. that local schools be contacted to invite them to use the Community Orchard and Open Spaces in Braunstone Town to enhance school projects.

Reasons for decision

1. *The original intension of the Apple Day event was to allow access to the Community Orchard, which was now permanently open, and the event was no longer as popular or supported as it was in previous years.*
2. *To ensure that the vision behind the Community Orchard, as a place for local wildlife and to cultivate wildlife habitat was utilised by local schools.*

48. 100th Anniversary of the end of World War 1

To assess the feasibility of options for commemorating the 100th anniversary of the end of World War I in November 2018 (item 14 on the agenda). Ideas for commemorating the 100th Anniversary of the end of World War 1 were discussed at a meeting of the Citizen's Advisory Committee. Several ideas were put forward by residents on how the occasion could be commemorated and local organisations had presented ideas for projects.

RESOLVED

1. that a programme of events for the 100th Anniversary of the end of World War 1 be coordinated by the Town Council to be operated from April to December 2018 and based on the same principles as the Annual Programme of Events; and
2. THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL that a budget of £1,000 be included as a one-off for the anniversary in 2018/2019 budget to provide financial support of up to £200 for each group/event.

Reasons for decision

1. *To provide a coordinating role for community to mark 100th the Anniversary of the end of World War 1.*
2. *To ensure appropriate financial support to enable events to be organised and ensure their success.*

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49. Improvements to Parks and Open Spaces

The Committee received a progress report on current projects and funding. It was noted that a planning application for the improvements to Shakespeare Park had been forwarded to the District Council for approval. Once planning permission had been agreed tender documents would be prepared and distributed to relevant organisations.

An application for funding was in the process of being prepared and Blaby District Council had also agreed to help the Town Council in sourcing grants and sponsorship for the project.

It was noted that play equipment on Franklin Park that had been vandalised in June would be replaced in December and that funds from the insurance company had already been received.

50. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2017 to 30th September 2017 (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.

51. Approval of Accounts

The Committee considered payments from 5th July 2017 until 3rd October 2017(item 17 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 5th July 2017 until 3rd October 2017 be approved.

Reason for Decision

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

52. Purchase of Speed Signs

RESOLVED*:-* that in view of the special / confidential nature of the business to be transacted, it is 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). *Reason for exception – Commercial Interests.*

The Committee considered the need to purchase a replacement for the Town Council's speed sign along with a recommendation from Planning & Environment Committee that the Town Council should purchase a second

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speed sign and to determine quotes received.

RESOLVED

1. that the quote from Messagemaker be accepted; and
2. that two signs be purchased (subject to a discount being obtained for purchasing two units) to replace the existing unit and provide a second unit to be used in Thorpe Astley.

Reasons for Decision

1. *The sign provided by Messagemaker offers the best value in cost and necessary equipment required to operate the system;*
2. *To ensure that issues of speeding in Braunstone Town could be monitored in both areas of the Town and that value for money is achieved if purchasing two units*

53. Termination of Meeting

The meeting closed at 8.50pm.

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 14th December 2017.

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BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

THURSDAY 26th OCTOBER 2017 AT 7.30PM

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

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

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

31. Apologies

Apologies for absence were received from Councillors Parminder Basra and Sharon Betts.

32. Disclosures of Interest

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

33. 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.

34. Minutes of the Meeting held 24th August 2017

The Minutes of the Meeting held on 24th August 2017 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 24th August 2017 be approved and signed by the Chairperson as a correct record.

35. Medium to Long Term Priorities and Financial Planning

The Committee received a report setting out the context for the Council's medium to long term priorities and financial planning (item 5 on the agenda).

It was noted that the report should include references and implications of any lifting of the public sector pay cap. Also on page 7 it was confirmed that under Current Financial Year, the outturn predications for the year end was for March 2018.

RESOLVED

1. that the report be updated to include references to the Public Sector Pay Cap and any other subsequent changes or significant factors;

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 Working Group set up by Policy & Resources Committee produce proposals aimed at mitigating the pressures on resources and the precept identified in the current projections for 2018/19; and
6. that, following the recommendations of the Working Group, in 4 above, the Medium to Long Term Priorities and Financial Planning be revised and resubmitted to Policy & Resources Committee and Council.

Reasons for Decision

1. *To ensure the report accurately reflected new and emerging pressures in a changing economic environment.*
2. *To provide a foundation for preparing budget estimates for 2018/2019 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 enable detailed work to be undertaken on the options available to the Council, following the withdrawal of Council Tax Support Grant, in terms of service provision, savings, precept increases and use of reserves, along with an assessment of any associated risks, in order to finance meet the identified savings, projected increases in expenditure and to enable continuous improvement.*
6. *To ensure that the strategy could be revised and projected income and expenditure for future years could be revised in line with the findings and recommendations of the Working Group.*

36. Park & Open Spaces Winter Works Programme 2017/2018

The Committee considered items for inclusion on the Winter Works Programme for 2017/2018 for the Councils Parks, Open Spaces and Grounds (item 6 on the agenda).

RESOLVED

1. that the Winter Works Programme 2017/2018 be approved; subject to the inclusion of clearing and tidying the pond at Franklin Park Community Orchard;
2. that the systematic approach to winter works programme be approved;

and that a report be submitted to the February 2018 meeting setting out standards and criteria for parks works and maintenance programmes;

3. that Holmfield Park be the chosen park/open space to be maintained in the Winter Works Programme 2017/2018; and
4. that a report be submitted to the February 2018 meeting, setting out the current position with the legal transfer of Parks and Open Spaces at Thorpe Astley from the developers to the Town Council, including the options available to the Town Council, the implications and associated costs.

Reasons for Decision

1. *To ensure that parks and open spaces in Braunstone Town were maintained to high level. To ensure that the pond did not become overgrown and unsafe.*
2. *That a structured approach to grounds maintenance would be undertaken. It was important to ensure that maintenance of hedges, trees and waterways across Town Council parks and open spaces was applied to a consistent criteria and standard.*
3. *With little budgetary investment this park would be maintained to high level.*
4. *The Town Council had been responsible for the management of the open space at Thorpe Astley since 2011/2012, for which it had received commuted sums from the developers. However, some of the land remained to be legally transferred to the Town Council, which was adding to pressures on the Town Council's finances as commuted sums depleted.*

37. Personal Policies Update

The Committee received revised and updated personnel policies for adoption, following consultation with staff (item 7 on the agenda).

An amendment was moved to change the minimum notice period in the Disciplinary Policy (Appendix 2) for a hearing for alleged Gross Misconduct from 2 days to 5 working days. The amendment was defeated.

It was noted that on page 34, paragraph c)ii should read "be aware of people observing your movements and loitering for no apparent reason".

RESOLVED

1. that, following consultation, the proposed revised personnel policies:
   - Absence Management (Appendix 1),
   - Disciplinary (Appendix 2), and
   - Grievance (Appendix 3)

   be approved;
2. that, following consultation, the proposed new personnel policies:
   - Internet Use (Appendix 4),
   - Lone Working (Appendix 5),
   - Officer Code of Conduct (Appendix 6), and

- Whistleblowing (Appendix 7)

be approved;

3. that, following consultation, the Council's Retirement Policy (Appendix 8) be deleted; and
4. that the decisions, listed in 1-3 above, take effect on Monday 30th October 2017.

Reasons for Decision

1. *To update existing personnel policies in line with legislation, good practice and experience and to clarify their purpose and the procedures.*
2. *To implement new policies to address issues which arise in the modern working environment and to ensure good governance and high standards of conduct in public office.*
3. *To recognise that flexible working regulations in effect make the Retirement Policy obsolete.*
4. *To allow for staff to be advised of the implementation date and provided with copies of the new policies.*

38. External Audit 2016/2017

The Committee noted that the External Audit was completed on 22nd September 2017 and no matters were raised concerning the Town Council's accounts and governance arrangements for the year ended 31st March 2017 (item 8 on the agenda).

RESOLVED that it be noted that the External Audit for 2016/2017 financial year was completed on 22nd September 2017.

Reason for Decision

An unqualified opinion was given by the External Auditor, Grant Thornton, on the Council's Annual Return for 2016/2017.

39. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2017 to 17th October 2017 (item 9 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues of concern with income and expenditure against the budget for 2017/2018.

40. Approval of Accounts

The Committee considered payments from 16th August 2017 until 17th October 2017 (item 10 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 16th August 2017 until 17th October 2017 be approved.

Reason for Decision

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

41. Shakespeare Park – Improvement & Development

RESOLVED that in view of the special / confidential nature of the business to be transacted, it is 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). *Reason for exception – Commercial Interests.*

The Committee considered the emerging business case and plan, preparations for the next stages of the project, including the contract specification and invitation of tenders for the site and pavilion works (item 11 on the agenda).

The Committee also received a Supplementary Report, which set out the need for site investigation tests to be undertaken in order to determine the suitability of the ground for a new Pavilion and associated drainage and to identify any mitigating works required for the construction in order to prepare the tender documentation (filed with item 11 on the agenda).

RESOLVED

1. that the emerging Business Case (Appendix 1) and Business Plan (Appendix 2) be endorsed;
2. that the VAT implications (Appendix 3) be received and noted;
3. that the approach for the *Preparation for Tenders and Contract*, including the use of the Joint Contract Tribunal, *Contract Pre-meeting* and *Site Meetings and Payments* be approved as set out in the report;
4. that revised timescales for the project (Appendix 7) be adopted;
5. that site investigation tests be undertaken of the ground for the site of the new Pavilion; and
6. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader of the Council, to determine quotes received, up to £5,000, and appoint a contractor to undertake the tests.

Reasons for Decision

1. *To ensure that the Business Case and Business Plan reflect the overall objectives for the project while ensuring that the documents could be adapted in line with the tender process, avoiding undue delay.*
2. *To establish viable options for the future management of the pavilion facility.*
3. *To provide a framework for the preparation of tender documentation and management of the construction of both the site layout and new pavilion.*

4. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*
5. *To determine the suitability of the ground for a new Pavilion and associated drainage and identify any mitigating works required for the construction in order to prepare the tender documentation.*
6. *To enable the tests to be carried out in order that tender documentation could be prepared and tenders invited for the construction work, avoiding delay.*

42. Routing of Power Cable across Thorpe Astley Park

RESOLVED that in view of the special / confidential nature of the business to be transacted, it is 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.*

The Committee considered progress with agreements and legal terms and conditions to install an electricity substation and install a power cable at Thorpe Astley Park (item 12 on the agenda).

RESOLVED

1. that the next stages, as set out in the report, be approved in principle; and
2. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to work with Blaby District Council to agree terms and conditions and finalise the legal agreement.

Reasons for Decision

1. *To ensure that the scheme and its objectives was supported in principle and that Thorpe Astley Park and Community Centre facilities could be enhanced as a result of the project.*
2. *To enable the detailed legal terms and conditions and arrangements to be finalised and implemented.*

43. Insurance Claim

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

The Committee received an update on a current insurance claim (item 13 on the agenda). The Executive Officer & Town Clerk reported on the meeting held with the Health and Safety Advisor from the Insurance Broker, which had concluded that:

a) Health & Safety procedures were in place, compliant and in advance of most other Town Councils;
b) it was unfortunate and unforeseen that others had taken it upon themselves to develop their own “unofficial systems”, however, once discovered this had been appropriately dealt with; and

c) the Insurance Company would seek to keep the claim within the "protocol" and would have taken an "on balance" decision on whether the claim could be won and, where this was the case, an admission of liability would keep costs down.

RESOLVED that the report and the actions contained in it be noted and supported.

Reason for Decision

The Committee were satisfied that the response to the insurance claim was being handled appropriately and was proportionate and that where professional advice identified changes in procedure, this would be suitably implemented.

44. Parks Equipment Renewal

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

The Committee considered quotes for a replacement ride-on tractor unit to replace the current model at the end of the current lease arrangement (item 14 on the agenda).

RESOLVED

1. that the outright purchase of a CM374 Ride on Mower be approved; and
2. that the quotation from Platts Harris for the purchase of the Shibaura for £13,034 + VAT be accepted and funded from the Council's Reserves

Reasons for Decision

1. *That the purchase of the equipment provides better value for money as opposed to leasing the equipment.*
2. *That the quotation from Platts Harris provides the best value and purchase of the equipment would reduce pressures on the revenue budget in future years.*

45. Termination of the Meeting

The meeting closed at 9.05pm.

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 11th January 2018.

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BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANNING & ENVIRONMENT COMMITTEE

THURSDAY 9TH NOVEMBER 2017

PRESENT: Councillor Robert Waterton (Chair), Councillor Sharon Betts (Vice-Chair), Councillors Parminder Basra, Roger Berrington, David Di Palma, Sam Fox-Kennedy (substituting for Councillor Phil Moitt) and Bill Wright (Town Mayor Ex-Officio) and Mr John Dodd (Ex-Officio).

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

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

74. Apologies

Apologies for absence were received from Councillors Sharon Betts (late), Berneta Layne, Phil Moitt and Tracey Shepherd.

75 Disclosures of Interest

The following disclosures of Non-Pecuniary Interest was made by Councillors Roger Berrington and Bill Wright, in agenda item 7, Additional Planning Applications and Licensing Applications, planning application 17/14/18/HH – 60 Woodland Drive, since the applicant was a personal friend. Both Councillors advised that they would not take part in the debate nor vote when the Committee determined its response to the application.

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 was one member of the public present.

77. Minutes of the Meeting held 12th October 2017

The Minutes of the Meeting held on 12th October 2017 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 12th October 2017 be approved and signed by the Chairperson as a correct record.

78. Planning and Licensing Applications dealt with under Delegated Authority

The Committee received and noted responses to planning and licensing 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 observations to Blaby District Council be noted:

Planning Applications

1. Application No: 17/1330/FUL

Description: Extension to existing mezzanine

Location: Harveys Unit D Fosse Park South Enderby Leicestershire

Response: *Braunstone Town Council has no objections to this application.*

Reasons: *The works were internal and were in keeping with the usage of the premises and site; and there would be no adverse impact on the amenity of the site in since there were no changes to the external appearance of the building, parking or landscaping.*

2. Application No: 17/1341/ADV

Description: 1x 300mm Internally Illuminated Fascia Sign

Location: Unit 7B Fosse Park South Enderby Leicestershire

Response: *Braunstone Town Council does not object to the application, subject to the height, hours of use and levels of lighting being in accordance with the District Council's Lighting Policy.*

Reasons: *To avoid adverse impact on the amenity of the site in terms of appearance and nuisance to users in terms of glare and on the local area in terms of unnecessary levels of lighting or light spillage.*

3. Application No: 17/1067/HH

Description: Following the receipt of revised drawings regarding application 17/1067/HH, 3 Woodcote Road, Braunstone Town detailing new proposed materials and roof plan.

Location: 3 Woodcote Road Braunstone Town Leicestershire LE3 2WE

Response: *Braunstone Town Council has no objections to the application.*

Reasons: *The plot was sufficient in size that any extension would not impact on the amenity enjoyed by the neighbouring*

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properties nor result in overdevelopment of the site. Neighbouring properties had similar sized extensions.

79. Planning Applications and Licensing Applications

The Committee received details of planning applications to be considered by Blaby District Council (item 6 on the agenda). The Committee noted that there had been no licensing applications.

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

1. Application No: 17/1371/ADV

Description: Display of 2 internally illuminated fascia signs, 2 sets of internally illuminated 'NEXT' letters and 1 non-illuminated projecting box sign

Location: Unit 6 Fosse Park Avenue Enderby Leicestershire

Response: *Braunstone Town Council does not object to the application, subject to the height, hours of use and levels of lighting being in accordance with the District Council's Lighting Policy.*

Reason: *To avoid adverse impact on the amenity of the site in terms of appearance and nuisance to users in terms of glare and on the local area in terms of unnecessary levels of lighting or light spillage.*

2. Application No: 17/1396/HH

Description: Two Storey Side and Single Storey Rear Extension.

Location: 6 Seacole Close Thorpe Astley Braunstone Town Leicestershire

Response: *Braunstone Town Council recommends the following conditions be applied to any approval:*

i. *that the three on-site parking space shown in the plans be provided at the commencement of the building work and must remain in use in perpetuity; and*
ii. *that no windows be allowed in the side elevations without the explicit consent of the local planning authority.*

Reason:

i. *The property was located on a junction and on-street parking would be dangerous at this location.*
ii. *To protect the privacy enjoyed by the neighbouring properties of 4 Seacole Close and 1 Yeats Close.*

3. Application No: 17/1394/FUL

Description: Internal alterations and single storey rear extension

Location: 79 Henley Crescent Braunstone Town Leicestershire LE3 2SB

Response: *Braunstone Town Council supports the proposals and recommends approval.*

Reason: *The single storey rear extension was within the curtilage of the rear of the property and was unlikely to have an adverse impact upon neighbouring properties to the rear. The internal alterations increased the shop floor space and Braunstone Town Council supported measures which contributed to the enhancement and sustainability of local retail businesses and neighbourhood shopping parades.*

4. Application No: 17/1378/DOC

Description: Erection of a Community Cabin on Parcel R2

Location: Tay Road Lubbesthorpe

Response: *Braunstone Town Council supports the proposals and recommends approval.*

Reason: *The cabin provided a temporary community facility for the existing and next phases of the development, with the necessary office space, community space and parking facilities.*

80. Additional Planning and Licensing Applications

The Committee received details of planning applications received since the publication of the agenda (item 7 on the agenda). The Committee noted that there had been no licensing applications.

Having made a declaration of Non-Pecuniary Interest in planning application 17/14/18/HH – 60 Woodland Drive, since the applicant was a personal friend, Councillors Roger Berrington and Bill Wright did not take part in the debate nor vote when the Committee determined its response to the application.

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

5. Application No: 17/1418/HH

Description: Two storey side and single storey rear extensions

Location: 60 Woodland Drive Braunstone Town Leicestershire LE3 3EB

Response: *Braunstone Town Council does not object to the application, subject to the following conditions:*

a) on-site parking being provided for 3 vehicles prior to the occupation of the extensions and to be retained in perpetuity; and

b) no first floor windows in the side elevation without the explicit consent of the local planning authority.

Reasons:

a) To avoid over parking on the street, the property had 4 bedrooms and in accordance with Local Plan Policy T7, 3 on-site parking spaces should be provided.

b) To avoid any adverse impact on the amenity enjoyed by the neighbouring property in terms of privacy.

6. Application No: 17/1400/HHPD

Description: Single storey rear extension to extend 6m from the rear elevation of the dwellinghouse with a width of 3.6m. Height to eaves 3.1m and roof height 3.7m. This extension is to join onto existing rear/side extension

Location: 9 Francis Avenue Braunstone Town Leicestershire LE3 2PH

Response: *Braunstone Town Council has no objections to this application.*

Reason: *The extension was to the rear of the property in a section next to an existing extension and the property was on a large plot and neighbouring properties were angled, rather than directly facing, therefore there was unlikely to be neither an impact on privacy nor any overbearing effect.*

81. Leicester Integrated Flood Risk Management Strategy

The Committee received and responded, if applicable, to a consultation on the Leicester Integrated Flood Risk Management Strategy - Flood risk action plan (item 8 on the agenda).

RESOLVED

1. that the following response be submitted to the consultation on the Leicester Integrated Flood Risk Management Strategy - Flood risk action plan:
   a) the proposed flood risk management approaches, modelling and measures be welcomed and supported; subject to the annual review of the time frames identified;
   b) the specific proposals for the River Soar and Braunstone Brook be supported; and

c) Braunstone Town Council be advised and consulted on future modifications to the strategy, and the development of specific schemes in the Aylestone Meadows and Braunstone Park areas; and

2. that the responsible body for flood risk management in Blaby District be asked if they would produce an Integrated Flood Risk Management Strategy which covers Blaby District.

Reasons for Decision

1. *While it was recognised that not all flooding instances could be prevented, the proposals in Leicester Integrated Flood Risk Management Strategy would contribute significantly towards preparing for and reducing the likelihood of flooding:*
   a) *a variety of approaches such as flood storage, flow improvements and raised defences were welcomed and collectively would have a positive impact; however, time frames should be reviewed on an annual basis, since climate change and further development may have an impact on the modelling either increasing or decreasing risk;*
   b) *the nature of flooding in the area of the River Soar and Braunstone Brook required a change in approach with more needing to be done, which has been identified in the proposed strategy; and*
   c) *to ensure that Braunstone Town Council could contribute its local knowledge to the proposed schemes and represent the interests of its residents who would be affected.*
2. *Flooding was a significant issue in many parts of Blaby District and across Leicestershire and there was an opportunity to work in partnership with the Environment Agency and with Leicester City Council to seek to address and mitigate flooding and its impact.*

82. <u>Neighbourhood Planning</u>

The Committee reviewed the position concerning whether the Town should be designated as a Neighbourhood for the purposes of undertaking a Neighbourhood Plan (item 9 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 Planning and Environment Committee review the Neighbourhood Planning option at least on an annual basis.

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 are 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, new legislation, the introduction of Neighbourhood Plans by other nearby Parishes, and the emerging Local Plan.*

83. Houses in Multiple Occupation

The Committee considered recent planning decisions, where there was a potential for the house to be used as a house in multiple-occupation and to consider whether these were sufficient to warrant a request for Blaby to consider an article 4 direction (item 10 on the agenda).

RESOLVED that Blaby District Council Scrutiny be requested to examine the number and impact of Houses in Multiple Occupation in the Leicester urban fringe areas of the District and whether the introduction of an Article 4 Direction would be appropriate to mitigate the impact upon residential communities.

Reason for Decision

There were concerns about recent planning applications in Braunstone Town where residential properties were being expanded and had the potential to be converted into Houses in Multiple Occupation. If there was a proliferation of such housing in residential areas, this would have an adverse impact on the quality of life and amenity enjoyed by local residents and therefore should be controlled.

84. Update on Highways Issues - Thorpe Astley

The Committee received and noted progress with addressing highways issues in Thorpe Astley (item 11 on the agenda).

RESOLVED

1. that the report be received and noted; and
2. that a further report be submitted to the Committee once the outcome of the surveys being undertaken by Leicestershire County Council was known.

Reasons for Decision

1. *To note that progress has been made and that action was being taken.*
2. *To assist with addressing traffic, safety and parking issues in Thorpe Astley.*

85. Planning Decisions

The Committee received and noted planning decisions made By Blaby District Council (item 12 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.

86. Feedback on Planning Application Decisions

The Committee received feedback concerning planning application decisions by Blaby District Council where the Committee has queried the decision (item 13 on the agenda).

It was noted that there was currently no decisions on which feedback was sought.

87. Community Governance Review – Lubbesthorpe

The Committee received and respond, if applicable, to a consultation on a Community Governance Review for Lubbesthorpe (item 14 on the agenda).

RESOLVED that the following response be submitted to the consultation on the review of Community Governance Arrangements and Parish Boundaries in the Parish of Lubbesthorpe:

a) a Parish Council should be established for the Parish of Lubbesthorpe;
b) the Parish Council should operate within the existing parish area and there should be no change to the parish boundary;
c) initially wards should be based on the phasing areas for the development;
d) full Parish Council elections should be held when full parish elections were held across the District; although elections would be held each year where new plots had been developed and had resulted in significant population increases in that ward; and
e) the number of Councillors should be based on the population ratios used in surrounding urban parishes.

Reason for Decision

To provide appropriate community governance arrangements for New Lubbesthorpe, which provide for community cohesion:

a) a Parish Meeting would be inappropriate for the size of the new settlement and the area was already a Parish;
b) New Lubbesthorpe would be a new residential community built entirely within the existing parish area; the surrounding settlements were both established and separate communities;
c) Wards based on the existing phasing boundaries would be appropriate for initial community cohesion since each of the plots to be developed within each phase would have its own community feel;
d) to provide an efficient mechanism for elections to the Parish Council as a whole, while recognising the need to add additional members to the Council as plots and phases were developed and the population increased; and
e) to ensure the Parish Council had an appropriate membership to represent and undertake its functions and services to a suburban community.

88. Lubbesthorpe Strategic Consultative Board

The Committee considered any items for the next meeting of the Lubbesthorpe Strategic Consultative Board scheduled for 15th November 2017 (item 15 on the agenda).

RESOLVED that the following issues be raised:

a) update on schedule for the phases and building works; including the trigger points, for example the first primary school;
b) timetable and plans for the removal of the road humps;
c) clarification about where the section 106 funding was allocated, which was originally allocated to the building of the M1 bridge but was not needed due to government pinch point funding;
d) clarification about how section 106 money would be allocated for the transport improvements identified in Leicester City (e.g. Vaughan Way Causeway Lane, Leicester).

Reason for Decision

To ensure that an update was provided on the phasing and timescales for Lubbesthorpe and the wider impact of any delays and to ensure that delivery of infrastructure improvements from Section 106 was being maximised.

89. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2017 to 31st October 2017(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 for 2017/2018.

90. Approval of Accounts

The Committee considered payments from 6th September 2017 until 31st October 2017 (item 17 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 6th September 2017 until 31st October 2017 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 9.15pm

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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:-

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- 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 14th December 2017.

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