



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

Telephone: 0116 2890045 Fax: 0116 2824785

Email: enquiries@braunstonetowncouncil.org.uk

2nd May 2018

Dear Councillor,

You are summoned to attend the **Annual Meeting of the Braunstone Town Council** at the Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, on Thursday **10th May 2018** commencing at **8pm** for the transaction of the business set out below.

Yours sincerely,

Executive Officer & Town Clerk

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

AGENDA

1. **Election of Town Mayor (2018/2019)**
To elect the Town Mayor for 2018/2019.
To receive the Town Mayor's Declaration of Acceptance of Office.
To announce Town Mayor's Consort and Charity for 2018/2019.
2. **Vote of thanks to Retiring Town Mayor (2017/2018)**
To propose a vote of thanks to the retiring Town Mayor and Consort.
To present a past Town Mayor's badge.
To receive any announcements from the retiring Town Mayor.
3. **Election of Deputy Town Mayor (2018/2019)**
To elect the Deputy Town Mayor for 2018/2019.
To receive the Deputy Town Mayor's Declaration of Acceptance of Office.
4. **Apologies**
To receive apologies for absence.
5. **Disclosures of Interest**
To receive disclosures of Interest in respect of items on this agenda:
 - a) Disclosable Pecuniary Interests,
 - b) Other Interests (Non-Pecuniary).

6. **Minutes**
To confirm the accuracy of the Minutes of the meeting of the Braunstone Town Council held 22nd March 2018 to be signed by the Chairperson (**Enclosed**).
7. **Co-Option to Vacancy on the Council**
To consider expressions of interest and to co-opt a member to fill the vacancy on the Council for the Ravenhurst & Fosse Ward (**Enclosed**).
8. **Standing Orders, Financial Regulations and Scheme of Delegation**
To review the Council's Standing Orders, Financial Regulations and scheme of delegation (**Enclosed**).
9. **Appointment of Leader and Deputy Leader of the Council**
To appoint the Leader of the Council and the Deputy Leader of the Council for 2018/2019.
10. **Establishment of Standing Committees, Sub-Committees and Advisory Panels**
To establish, confirm terms of reference, and make appointments to Standing Committees, Sub-Committees and Advisory Panels, including appointment of Chairpersons and Vice-Chairpersons (**Item to follow**).
11. **Appointments to Outside Bodies**
To appoint representatives to Outside Bodies (**Item to follow**).
12. **Annual Report**
To receive and adopt the Annual Report 2017/2018 (**Enclosed**).
13. **Schedule of Meetings**
To approve the Schedule of Meetings for 2018/2019 (**Enclosed**).
14. **Announcements**
To receive announcements (if any):
 - a) Town Mayor,
 - b) Leader of the Council,
 - c) Executive Officer and Town Clerk.
15. **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.
16. **Reports of Standing Committees**
To receive reports and minutes of Standing Committees (**Enclosed**):

a) Plans & Environment Committee	12/04/2018	p6449
b) Community Development Committee	12/04/2018	p6458
c) Policy & Resources Committee	26/04/2018	p6463

17. Sealing of Documents

To authorise the sealing of documents (if any).

18. Outside Body Reports

To receive reports from members of Outside Bodies:

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



NOTE:

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

EQUALITIES ACT 2010

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

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

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

BRAUNSTONE TOWN COUNCIL

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

22ND MARCH 2018 at 8.00PM

PRESENT: Councillor Bill Wright (Town Mayor) and Councillors Anthea Ambrose, Ajmer Basra, Roger Berrington, Sharon Betts, Nick Brown, Alex Dewinter, David Di Palma, Sam Fox-Kennedy, Amanda Hack, Sam Maxwell, Phil Moitt, Gary Sanders, Tracey Shepherd and Robert Waterton.

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

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

COUNCILLOR BILL WRIGHT, TOWN MAYOR, IN THE CHAIR

5619 Apologies

Apologies for absence were received from Councillors Parminder Basra (Deputy Town Mayor), Paul Kennedy, Berneta Layne and Darshan Singh.

5620 Disclosures of Interest

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

5621 Minutes

The Minutes of the meeting of Braunstone Town Council held on 25th January 2018 were circulated (item 3 on the agenda).

It was proposed by Councillor Bill Wright and seconded by Councillor Gary Sanders and was:

RESOLVED that the Minutes of the meeting of Braunstone Town Council held on 25th January 2018 be approved and signed by the Chairperson as a correct record.

5622 Co-option to Vacancy on the Council

Council considered expressions of interest and to co-opt a member to fill the vacancy on the Council for the Ravenhurst & Fosse Ward (item 4 on the agenda).

It was noted that neither candidate was in attendance at the meeting.

It was proposed by Councillor Roger Berrington and seconded by Councillor Tracey Shepherd and was:

RESOLVED that co-option to the vacancy for the Ravenhurst and Fosse Ward be deferred to the Annual Meeting of the Council, with the two applications received (enclosed with the agenda) to be considered at that meeting, and in the meantime, the vacancy be advertised to allow additional expressions of interest.

Reason for Decision

The two applicants who had expressed an interest in the vacancy were not in attendance at the meeting; therefore, the Council was unable to question them on their suitability for the Town Councillor vacancy.

5623 Committee Appointments

Council considered whether to appoint to the two vacancies on the Planning and Environment Committee (item 5 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Tracey Shepherd and was:

RESOLVED that Councillor Anthea Ambrose be appointed to one of the vacant positions on the Planning and Environment Committee.

Reason for Decision

To ensure that vacant positions on the Committee were filled, while leaving a position for a future co-opted Councillor.

5624 Braunstone Town Library – future management arrangements

Council considered the principle that the Town Council should formally accept an offer from Leicestershire County Council to manage and operate the Braunstone Town Library service (item 6 on the agenda).

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

RESOLVED that subject to an acceptable offer being received from Leicestershire County Council, Braunstone Town Council take over responsibility for the management and operation of the Braunstone Town Library service under the Town Council's corporate governance, decision making and management structures; and in accordance with the Town Council's policies and procedures and allocation of resources and responsibilities.

Reason for Decision

To approve the principle that the Town Council should formally accept an offer from Leicestershire County Council to manage and operate the Braunstone Town Library service, enabling Policy & Resources Committee and the Executive Officer & Town Clerk to enter into the detailed legal arrangements and make provision for the necessary resources and ongoing

management of the Library service.

5625 Internal Audit Services

The Council considered an appointment for a new Internal Auditor for 2017/2018, following the withdrawal of the offer of the originally appointed Internal Auditor to continue to provide internal audit services to the Town Council, and the Council considered whether to join the Leicestershire and Rutland Association of Local Councils Internal Audit Service from the next financial year (commencing 1st April 2018) (item 7 on the agenda).

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

RESOLVED

1. that John Marshall be appointed through the Leicestershire and Rutland Association of Local Councils to undertake the Town Council's Internal Audit for the Year Ending 31st March 2018; and
2. that Braunstone Town Council join the Leicestershire and Rutland Association of Local Councils' Internal Audit Service from the financial year beginning 1st April 2018.

Reasons for Decision

1. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*
2. *To ensure that in future years the Council would be able to access an accredited auditor through a benchmarked local council sector Internal Audit service.*

5626 Announcements

a) Town Mayor

The Town Mayor, Councillor Bill Wright, reported on his forthcoming mayoral engagements as follows:

- i. Quiz Night, Friday 23rd March – ticket price includes refreshments;
- ii. Sunday 1st April – Royal Air Force 100th anniversary commemoration Flag Raising Ceremony;
- iii. Saturday 7th April, 10.30am – Act of Remembrance commemorating 100 years of the Royal Air Force, at Welford Road Cemetery, Leicester;
- iv. Monday 9th April, 7.00pm – Town Mayor's Curry Night, Chef & Spice, Hinckley Road, Leicester – the Town Mayor encouraged Councillors to buy tickets and donate raffle prizes in aid of his Mayoral Charity, Rainbows; and
- v. Friday 20th April, 7.30pm – Town Mayor's Award Evening – the Town Mayor advised that Councillors will have received an invitation to this event.

b) Leader of the Council

No announcements were made.

c) Executive Officer and Town Clerk

No announcements were made.

5627 Public Session

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

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

5628 Questions from Councillors

No questions had been submitted.

5629 Reports of Standing Committees: Planning & Environment Committee – 8th February 2018

Council received the Report of the Planning & Environment Committee meeting held on 8th February 2018 (p6410 – p6415).

It was moved by Councillor Phil Moitt and

RESOLVED that the Report be adopted.

5630 Reports of Standing Committees: Community Development Committee – 8th February 2018

Council received the Report of the Community Development Committee meeting held on 8th February 2018 (p6416 – p6420).

Page 6417, Minute 75 – Crime Reduction Initiatives

Councillor Amanda Hack advised Councillors that the Town and surrounding areas were suffering from vehicle break-ins between 3am and 5am and encouraged everyone to remain vigilant and report suspicious activity to the local police beat team. Councillor Amanda Hack added that she had obtained a map of the part-night lighting scheme and would be working with the police and County Council to review including whether some lights could be dimmed rather than turned off.

Page 6417, Minute 76 – 100th Anniversary of the end of World War 1

Councillor Nick Brown thanked the Community Life Group who were organising community activity to commemorate the 100th anniversary of the end of World War 1. There was a lot of work involved and the group had

already made some 3,000 poppies for a poppy cascade at the Civic Centre and were preparing a parade from St. Crispins Church to the Civic Centre on Remembrance Sunday. Councillor Brown added that there were ideas to improve the Memorial Garden at the Civic Centre and the Group were inviting ideas from the Community.

Councillor Amanda Hack added her support to Councillor Brown's comments and stated that the group was made up of various sections of the community and were bringing people together with ideas for the whole community to commemorate the anniversary.

It was moved by Councillor Anthea Ambrose and

RESOLVED that the Report be adopted.

5631 Reports of Standing Committees: Policy & Resources Committee – 22nd February 2018

Council received the Report of the Policy & Resources Committee meeting held on 22nd February 2018 (p6421 – p6430).

Page 6422, Minute 67 – Shakespeare Park – Improvement & Development

Councillor Nick Brown updated members with progress on the project advising that tenders for the construction and improvement works were being invited and that the tenders were due to be opened and assessed on Wednesday 4th April.

It was moved by Councillor Nick Brown and

RESOLVED that the Report be adopted

5632 Reports of Standing Committees: Planning & Environment Committee – 8th March 2018

Council received the Report of the Planning & Environment Committee meeting held on 18th January 2018 (p6431 – p6440).

It was moved by Councillor Robert Waterton and

RESOLVED that the Report be adopted.

5633 Motions on Notice

No Motions on Notice had been submitted.

5634 Sealing of Documents

- a) Occupational Licence Agreement for Consultancy Room and Treatment Room at Thorpe Astley Community Centre

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

RESOLVED that Braunstone Town Council's Common Seal be applied to the Occupational Licence Agreement for Consultancy Room and Treatment Room at Thorpe Astley Community Centre.

Reason for Decision

To enable an NHS provider to make use of the Thorpe Astley Medical Rooms, which were built to NHS specifications, providing accessible Primary Care, including General Practitioner Services for the benefit of the community.

- b) Extension of Civic Centre Licensed Bar Contract

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

RESOLVED that Braunstone Town Council's Common Seal be applied to the Extension of Civic Centre Licensed Bar Contract.

Reason for Decision

The Licensed Bar contract provisions would need to be reviewed to take into account provision of Café Services, however, a decision on the extent and scope of the building refurbishment required to do this could not be made until completion of the Shakespeare Park procurement and conclusion of the future management arrangements for the Library. With a contract value of £19,000 per annum, a one year contract extension could be offered until 9th July 2019, without breaching the requirements of the Procurement Act 2015.

5635 Outside Body Reports

- a) County Councillors

Councillor Amanda Hack, as County Councillor for Braunstone Division, reported on the following matters:

- i. questions were being asked about the County Council unsecured loans to other authorities, when proposals continued to be made to save money, for example closing 24 Sure Start Centres;
- ii. at the Council meeting which dealt with the budget it was agreed to raise the precept by 5.99%, which would ease pressures but the Council was likely to return to negative spend within months; and
- iii. concerns had been raised about reductions to community transport, particularly for 16 and 17 year olds with disabilities.

b) District Councillors

Councillor Sam Maxwell reported on the following matters:

- i. the Council recently set its budget and Council Tax and also agreed two new special responsibility allowances;
- ii. the Blaby Lottery had been established to raise funds for local community and charitable organisations; and
- iii. the Lightbulb project had received a Local Government Chronicle partnership award for effective joined up local government and NHS service for disabled and vulnerable people.

Councillor Phil Moitt advised of recent planning training and Government proposals to presume consent to developments of nine dwellings or less at the outline stage.

Councillor Bill Wright reported on compulsory purchase of 9 dwellings in the district in order to bring them back into habitable use as housing. The district were also sharing an additional planning enforcement officer with Harborough District. Councillor Wright added that Air Quality Scrutiny's next meeting was scheduled for 30th April.

c) Braunstone West Social Centre

Councillor Phil Moitt reported that good progress was being made with the Winter Works Programme and that the Committee were looking for additional people to serve as Trustees in the forthcoming year.

d) Braunstone Town Community Minibus

Councillor Sam Fox-Kennedy reported on the recent Committee meeting adding that the group do a good job in keeping the Minibus services running. The Group were currently organising their annual quiz night and were looking at alternative options for the main minibus which was becoming unreliable. In addition, Councillor Fox-Kennedy appealed for volunteer drivers, particularly younger drivers.

e) Leicestershire Neighbourhood Watch Steering Group

Councillor Bill Wright advised of recent scams which included ordering items where payment was made 30 days later and intercepting them, leaving the householder with the bill and phone calls asking for bank details in order for parcels to be delivered.

f) Leicestershire and Rutland Association of Local Councils (Blaby Branch)

Councillor Robert Waterton updated Council on the recent branch meeting where they had received information about the Strategic Growth Plan, air quality obligations following the recent European Court ruling and the trial use of combined litter and dog waste bins in Narborough and Littlethorpe.

Councillor Nick Brown stated he had raise the issue of more rural housing in order to ensure that vital services such as schools and GP surgeries could be retained.

g) Lubbesthorpe Strategic Consultative Forum

Councillor Robert Waterton reported on the following matters:

- i. affordable housing rates were discussed, the developers were focussing on 3 and 4 bedroom houses initially, although at some point more affordable provision would need to be provided;
- ii. with the early opening of the bridge over the M1, Meridian Way had become a through route and the route for construction vehicles, yet the promised improvements for crossings, which was approved on the same phasing, had not been brought forward; and
- iii. there was an ongoing debate about infrastructure improvements keeping pace with development, particularly around the A47, there were concerns about the limited powers of local authorities to require delivery of developments at a rate which would deliver infrastructure improvements.

Councillor Amanda Hack added that developers were building 3 or 4 bedroom houses and these were not selling due to market conditions and therefore, slowing the pace of delivery. Councillor Hack requested that this issue be raised at the next Forum meeting.

h) School Governors

Councillor Nick Brown advised that the Millfield Academy Governors were keeping an eye on the proposals for temporary parking restrictions around Millfield School and would comment on the effectiveness of the trial in due course.

5636 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 10th May 2018.

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.

BRAUNSTONE TOWN COUNCIL

10th MAY 2018

Item 7 – Co-option to Vacancy on the Council

Purpose

To consider expressions of interest and to co-opt a member to fill the vacancy on the Council for the Ravenhurst & Fosse Ward.

Town Councillor Vacancy

A Notice of vacancy in the Office of Town Councillor was published on 19th January 2018 for the Ravenhurst & Fosse Ward, due to the expiry of the membership of Dinesh Joshi under Section 87(1) of the Local Government Act 1972. A request for an election was not received within the required 14 days.

Public elections will not be held until May 2019, therefore, for the interim period the vacancy can be filled by co-option, voted for by the incumbent members of Braunstone Town Council.

On 16th February 2018 the Town Council published a notice setting out its intention to co-opt to the vacancy. At the Council meeting on 22nd March 2018, the two applicants who had expressed an interest in the vacancy were not in attendance at the meeting; therefore, the Council was unable to question them on their suitability for the Town Councillor vacancy and resolved that a decision be deferred to the Annual Meeting of the Council, with the two applications received (applications 1 and 2 below) to be considered at that meeting.

Sohan Singh Johal (application 1) has confirmed that he wishes his expression of interest to be considered. Kelvin Gunn (application 2) has not responded to requests to confirm that he wishes his expression of interest to be considered, nor has he withdrawn his expression of interest.

The Council also determined that, in the meantime, the vacancy be advertised to allow additional expressions of interest (minute 5622). As a result a further notice was published on 24th March 2018 setting out the Council's intention to co-opt to the vacancy at the Annual Meeting.

Qualification for holding the Office of Town Councillor

To qualify for co-option, the candidate must:

- be either a British, Commonwealth or European Union citizen;
- on the 'relevant date' (i.e. the day on which you are co-opted) be 18 years of age or over; and
- not be debarred from standing as a Councillor.

additionally the candidate must meet one of the following four qualifications:

- a local government elector in Braunstone Parish; or
- have during the whole of the 12 months preceding the day of co-option occupied as owner or tenant any land or other premises in Braunstone Parish; or
- have during that same period had your principal or only place of work in Braunstone Parish; or
- during the 12 month period resided in the council area.

Applications Received

Any person interested in being co-opted as a Braunstone Town Councillor had to apply in writing to the Executive Officer & Town Clerk by 12noon on Tuesday 1st May 2018 stating how they are qualified to serve as a Town Councillor.

Four applications have been received in the following order:

Original Applications:

1. Sohan Singh Johal, received 16th February 2018 (further details received 13th March 2018), attached as Appendix 1;
2. Kelvin Gunn, received 20th February 2018, attached as Appendix 2;

Applications received in the second expression of interest period:

3. Sandra Pollock, received 24th March 2018, attached as Appendix 3; and
4. Dr Satindra Sangha, received 12th April 2018, attached at Appendix 4.

The candidates have been invited to attend the Annual Council Meeting on Thursday 10th May 2018 to present their case to be co-opted as a Town Councillor and answer any questions.

Considering Applications

The Town Mayor will invite each of the candidates in turn, in the order their applications were submitted, to address Council for no more than 5 minutes each explaining how they intend to serve as a Town Councillor.

After each candidate has made their address, there will be an opportunity for Town Councillors to ask questions of clarification on the application and the address. The Town Mayor will ensure that Councillors questions and the applicant's response is brief and relevant.

During each address and the subsequent questions, other candidates will be asked to wait outside the room.

Arrangements for co-option

In accordance with Standing Order 4.20, Voting on Appointments, *“Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. Any tie may be settled by the Chairperson’s casting vote.*

In the event that there are more applicants than vacancies, the Town Mayor will call for a secret ballot to take place and Town Councillors will be issued with a ballot paper and asked to vote for no more than one candidate. Once the votes are counted, the Town Mayor will declare the number of votes cast for each of the candidates.

Once there is a majority in favour of one candidate, a formal motion must be put to Council, seconded and voted upon in order for the co-option to take place, which can take immediate effect.

Candidates are invited back into the room and informed of the result. The successful candidate who has been co-opted will sign their declaration of acceptance of office and take up their seat among the members of the Council.

Mr.Tilley Mr.Darren
Executive Officer and Town Clerk
Kingsway
Braunstone Town
Leicester
LE3 2PP

dated 16th Feb.2018

Dear Sir,

I came to know that there is vacancy of councillor in Braunstone Town, I applied for that job last time but could not get through. I am still interest in this job if possible please concenter my application for this vacancy. Thank you very much

Yours sincerely

(Sohan Singh Johal)
19 Woodcote ~~Drive~~ *Road*,
Leicester
LE3 2WE

13 MAR 2018

19 Woodcote Road
Braunstone Town
Leicester
LE3 2WE

Braunstone Town Council
Braunstone Civic Centre
Kingsway
Braunstone Town
Leicester
LE3 2PP

8th March 2018

Dear Mr Tilly,

I am writing to express my interest in the current vacancy of Town Councillor for Ravenhurst and Fosse Ward and have been living in Braunstone Town for the past 50 years. I love working for the community and giving something back.

For the last 6 years I have been the chairman of the Punjabi Cultural Society. We annually arrange a summer trip to the seaside for the elderly and those in the community that are isolated. This has been a great success and we are currently planning for this year. We also hold a Vaisakhi celebration at the Braunstone Civic Centre every May for the local community.

I am also a volunteer at the Guru Nanak Sikh Temple in the city centre where many people from the Braunstone community go. I work in the reception office and help members of the community to resolve any problems and help them complete paperwork. We also help people who have difficulty understanding English. I undertook a computer literacy course to enable me to be better at this – the local newspaper called me the ‘Silver Surfer’.

Before helping to set up the Punjabi Cultural Society, I was the Director for the Punjabi Charitable Society – a registered charity. Here we worked hard to raise money for different charities including LOROS and the British Heart Foundation. In April 2001 I was awarded an ‘Award of Merit’ by the Braunstone Town Council for my charity work. I was honoured by this.

Before I retired I was the managing director of my own company – Crusader Textiles. I ran this business for 20 years and during this time build up good relationships with a number of businesses throughout Leicestershire.

I am very hard working and committed to my charity and voluntary work. I am friendly and approachable and think that I would make a valuable contribution to the Braunstone Town Council. I understand that I am required to attend a council meeting on March 22nd 2018. Unfortunately I am overseas until the 20th April 2018 and will be unable to attend. I hope that I can still be considered for this post despite this. If this is not possible I hope to be able to apply again should there be another vacancy for a town councillor.

Thank you for your consideration,

Yours sincerely,

Sohan Johal

Kim Cusack

From: Kelvin Gunn [REDACTED]
Sent: 20 February 2018 17:59
To: Kim Cusack
Subject: Town Councillor vacancy

Hi Darren

My name is Kelvin Gunn I'm 43 years old and I've been a Braunstone Town resident for 18 years living in the vicinity of the Braunstone Civic Centre and where my children have passed through The wonderful Ravenhurst Primary School and the then Winstanley Community College.

I'm a passionate resident who likes to walk his dogs (RESPONSIBLE) through our wonderful Park areas and enjoy what we have with the often litter stick tidying up the litter left by others not so passionate.

I've recently lettered the residents on my road to actively commence our own neighbourhood watch scheme which seems to have been lost following to sad loss of Reg our most recent administrator and allotment secretary.

I would like to assist my community in the above position currently vacant and help others look after our beautiful town and also assist in its improvements.

Please would you advise further with regards this position please.

Kind Regards
Kelvin Gunn

[REDACTED]
[REDACTED]

Sent from Kelvin Gunn

26 Bramble Way,
Leicester, LE3 2GY

24th March 2018

Darren Tilley
Executive Office & Town Clerk
Braunstone Civic Centre
Kingsway
Braunstone Town
Leicester, LE3 2pp
E: executiveofficer@braunstonetowncouncil.org.uk

Dear Mr Tilley,

Re: Vacancy for Town Councillor – Ravenhurst & Fosse Ward

I write to submit an 'Expression of Interest' in the above-mentioned vacancy which is open to be filled by co-option.

I've always been an active member of civil society. I have held voluntary roles on local, regional and national boards, developed programmes and projects which have supported local communities and disadvantaged groups. I am a self employed Director of two businesses.

A few examples of these have been starting a homeless project in Leicester in the 90s called 'Bread of Life', which led to the establishment of the Dawn Centre in Leicester; Project Daughters which provided support to women working in prostitution; development programmes for women to raise self-confidence, employability and business start-up. More recently I have launch the East Midlands Women's Awards which has been set up to identify and celebrate the achievement of every day women in our region.

These and other opportunities meant that I have help roles that have required me to demonstrate problem solving skills, making objective and fair decisions, working with a team, achieving consensus in a timely and effective manner.

I have the ability to maintain and apply a broad perspective on issues, to deal professionally and confidentially with sensitive matters and information and to listen to others with understanding. I have lead and chaired regional and national boards, as well as large and small groups. I regard professionalism and integrity highly and would commit to maintaining this high standard.

More importantly, I believe in working to support the wider community. It has been my desire to become a Town Councillor and contribute more directly with my local community. I can confirm that I am a British citizen; I have lived in the area for 18 years; am a local government elector for Braunstone Parish; above the age of 18; am the owner of property (my home) in the Parish and I am not debarred from standing as a Councillor.

If my application is accepted I confirm that I will be available to attend the Annual Council meeting on 10th May 2018.

I attach a copy of my CV for your information.

Yours sincerely



Sandra Pollock

Mr Darren
Executive Officer and Town Clerk
Kingsway
Braunstone
LE3 2PP

Dr Satindra Sangha
31 Murby Way
Thorpe Astley
Leicester
LE3 3UH

Email: [REDACTED]
Telephone: [REDACTED]

April 10th 2018

12 APR 2018

Dear Mr Darren,

I write to apply for the position of councillor for Braunstone Town. As a local resident for over 17 years, I am an excellent candidate for this position. I have an extensive background in office and operational management and proven success as a manager for a FTSE 100 company.

I am passionate about my community and want to make a difference by helping to develop the future of it. I have various concerns inclusive of issues relating to education, crime and the environment which I feel need addressing.

I am a member of the Nextdoor app which often highlights community issues and views of local people in my area and I would like to represent them.

I have acquired various skills during my 11 year career as an operational manager which I feel will allow me to excel in this role. I have some experience in the voluntary sector which has also helped me obtain a better insight into the needs of the community.

I am also a full-time mother to a 4 year old who currently attends Kingsway Primary School. Education is a key priority to me and I personally have attained a BSc (hons) in Chemistry and a PhD in Chemistry.

I look forward to being able to represent residents views and providing quality service for the community and council alike. I believe that I possess the temperament and experience to excel in this position. Not only am I well organized but I have a passion for my community, environment and local issues. I believe that I will have a significant positive impact in this role.

I look forward to hearing from you about the progress of my application. If you have any further questions or require any additional documentation, please contact me using the above information. Thank you for your time and consideration.

Yours faithfully



Satindra Sangha

BRAUNSTONE TOWN COUNCIL

10th MAY 2018

Item 8 – Standing Orders, Financial Regulations and Scheme of Delegation

Purpose

To review the Council's Standing Orders, Financial Regulations and scheme of delegation.

Standing Orders

The Council's Standing Orders were thoroughly reviewed in 2015, which included restructuring of the order of the rules under topics. Amendments were made in 2016 to comply with the Public Contracts Regulations 2015, which apply to contracts of £25,000 or more.

Public Participation

Section 4 sets out the procedure rules for Council meetings. Standing Order 4.7 sets out the "Order of Business for the Annual Meeting" and Standing Order 4.8 sets out the "Order of Business for an Ordinary Council Meeting". Recently it became apparent that the Public Participation slot on a Council agenda is after the Business Items, which means that members of the public are unable to make representations on these items until after they have been determined, unless Council agrees to move the Public Participation item so that it is considered earlier on the agenda.

The Executive Officer & Town Clerk determines the order of the agenda items for Standing Committees and it has become custom and practice that Public Participation at Standing Committees is held after Declarations of Interest and prior to consideration of the Minutes of the previous meeting.

For consistency of approach it is recommended that paragraphs 4.7 and 4.8 be amended so that Public Participation is included in the order of business after disclosures of interest and prior to consideration of the minutes of the previous meeting.

Co-option to Vacancies on the Council

Where a casual vacancy occurs on the Council and no by-election is called by electors, the Council is required to fill the vacancy by co-option as soon as practically possible. The only requirements are that any person co-opted must meet the qualifications for being a Town Councillor and not be debarred from serving.

It has become custom and practice for the Town Council to advertise the opportunity for co-option and adopt a quasi-judicial approach to the appointment process. For the benefit of clarity and formalisation of these good practice principles, it is recommended that a paragraph is added to the Council Procedure Rules, between

4.8 “Order of Business for an Ordinary Council Meeting” and 4.9 “Business Reserved to Council” (effectively reordering 4.9 and subsequent items) as follows:

4.9 Co-option to Vacancies on the Council

- a) *Where a casual vacancy occurs on the Council and no by-election is called by electors, the Council will publicise that it intends to co-opt to the vacancy at the next meeting of the Council and will invite expressions of interest.*
- b) *At the next available meeting of the Council, the Town Mayor will invite each candidate who expressed an interest in being co-opted, in the order the applications were received, to make a statement to the Council for no more than 5 minutes each explaining how he/she intends to serve as a Town Councillor.*
- c) *After each statement, there will be an opportunity for Councillors to ask questions of clarification on the application and the statement. The Town Mayor will ensure that Councillors questions and the applicant’s response is brief and relevant.*
- d) *During each individual statement and the subsequent questions, other candidates will be asked to wait outside the room (note: there is no legal requirement for them to do so).*
- e) *The Council may debate the merits of each of the candidates as appropriate.*
- f) *In the event that there are more applicants than vacancies, the Town Mayor will call for a secret ballot to take place and Town Councillors will be issued with a ballot paper and asked to vote for no more than the number of candidates required to co-opt to the number of vacancies. The Voting will be carried out in accordance with Standing Order 4.21 – Voting on Appointments.*
- g) *All candidates will be asked to wait outside the room during the debate and voting (note: there is no legal requirement for them to do so).*
- h) *The successful candidate(s) will sign a declaration of acceptance of office and take up a seat among the members of the Council.*

Financial Regulations

A thorough review of the Financial Regulations was adopted by Council on 30th June 2016. Minor alterations were adopted by Council on 11th May 2017 to paragraph 7.1, payment of salaries, to allow the payment of staff expenses from the payroll account rather than the general operating account.

There have been no issues with the Financial Regulations during the year and these are considered fit for purpose.

Delegated Powers of Committees

There are no proposed revisions to the delegated powers of Standing Committees or to the Terms of Reference of the Citizens’ Advisory Panel. However, following a review of Council priorities and objectives, Council on 25th January 2018 approved changes to the Planning & Environment and Corporate Management & Capital

Project Objectives.

Delegated Powers to the Executive Officer and Town Clerk

On 14th May 2015, Annual Council approved a codified set of officer delegations, which have proved successful in adding clarity and transparency to the Council's management and operation of services. Following experience of their implementation, some of the provisions were clarified by Annual Council on 11th May 2017.

During the year, the following issues have arisen, which could result in a delayed response since a Committee decision would be required, and may benefit from being included within the powers of delegation to the Executive Officer & Town Clerk:

1. the ability of the Town Council to support one-off events organised by charities, community groups and residents for the benefit of the community, for example, the Great Get Together;
2. the ability to respond to requests to scattering of ashes on Town Council land (Policy & Resources Committee delegated authority, this now needs codifying); and
3. ability to sign court paper to pursue insurance losses (a Committee decision was required on this, however, the solicitors confirmed that they managed to come to a settlement with the third party's loss adjusters, so the issuing of court proceedings in that case was no longer necessary).

Therefore the following amendments to the specific delegations to the Executive Officer & Town Clerk are recommended:

Proposed New Delegations under "Community Centre, Open Spaces and Parks, All Property and Premises":

- i. To allow the use of the Council's Community Centres and Parks to support residents, Community Groups and charitable organisations to run community events for the benefit of Braunstone Town residents relating to a one-off anniversary, national or local celebration or initiative.*
- ii. To determine requests to scatter / bury ashes on Town Council land in accordance with the agreed process for dealing with such requests.*

Proposed Amendment to the current delegation 22, Assets, Insurance & Risk (proposed new wording underlined):

To manage the Council's insurance arrangements and determine whether to agree to the pursuit of claims/losses (including the issuing of court proceedings) and the settlement of claims by the Council's insurer. To advise the Council's insurers of the addition of items, or changes to the policy for cover.

Member Code of Conduct

The Members Code of Conduct was reviewed by Annual Council on 12th May 2016, no issues have arisen since their adoption and they are considered to be operating effectively.

Consideration by Policy & Resources Committee

The proposals contained within this report were considered by Policy & Resources Committee at its meeting on 26th April 2018, the Committee agreed to recommend to Council the adoption of the recommendations contained within this report (Policy & Resources Minute 92, 2017/2018).

Recommendations

1. That the proposed amendments to Standing Orders 4.7 and 4.8 in respect of Public Participation at Council meetings, as set out in the report, be approved;
2. that the proposed new Standing Order 4.9, Co-option to Vacancies on the Council, be adopted as set out in the report;
3. that the Proposed New Delegations under “Community Centre, Open Spaces and Parks, All Property and Premises” as set out in the report, be approved;
4. that the proposed amendment to the current specific delegation 22 to the Executive Officer and Town Clerk, as set out in the report, be approved; and
5. that, as a result of 2 and 3 above, delegated authority be given to the Executive Officer & Town Clerk to renumber subsequent paragraphs of the Standing Orders and Scheme of Delegation (including the paragraph referred to in 4 above) and update cross-references accordingly.

Reasons

1. To enable members of the public to make representations on items included on the agenda prior to consideration by the Council.
2. To enable the convention adopted by the Council when considering expressions of interest for Co-option to be formalised in order that the process continued to be fair and transparent.
3. To enable the Town Council to respond to residents’ requests in a timely manner, avoiding any undue delay which could result in the opportunity being missed.
4. To enable insurance and loss claims to be pursued by the Council’s Insurance company in a timely manner, avoiding any unnecessary challenge or delay.
5. To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.

BRAUNSTONE TOWN COUNCIL

10th MAY 2018

Item 10 – Establishment of Standing Committees, Sub-Committees and Advisory Panels

Purpose

To establish, confirm terms of reference, and make appointments to Standing Committees, Sub-Committees and Advisory Panels, including appointment of Chairpersons and Vice-Chairpersons.

Recommendations

1. That the following Standing Committees be established, with terms of reference in accordance with the Scheme of Delegated Powers of Committees, and the members be appointed, including to the positions of Chair and Vice-Chair, as follows:

The Town Mayor is an Ex-Officio Member of each Standing Committee.

Appeals Committee (3)

Cllr Amanda Hack (Chair)
Cllr Robert Waterton (Vice-Chair)
Cllr Berneta Layne

Community Development Committee (11)

Cllr Anthea Ambrose (Chair)
Cllr David Di Palma (Vice-Chair)
Cllr Ajmer Basra
Cllr Nick Brown
Cllr Alex DeWinter
Cllr Sam Fox-Kennedy
Cllr Amanda Hack
Cllr Paul Kennedy
Cllr Sam Maxwell
Cllr Gary Sanders
Cllr Tracey Shepherd

Employing Committee (3)

Cllr Nick Brown (Chair)
Cllr Anthea Ambrose (Vice-Chair)
Cllr Phil Moitt

Planning & Environment Committee (10) (Plus Ex-Officio Members from Parish Plan Working Group)

Cllr Robert Waterton (Chair)
Cllr Bill Wright (Vice-Chair)
Cllr Anthea Ambrose
Cllr Parminder Basra
Cllr Roger Berrington
Cllr David Di Palma
Newly co-opted Councillor
Cllr Berneta Layne
Cllr Phil Moitt
Cllr Darshan Singh
Mr John Dodd (Ex-Officio)

Policy & Resources Committee (11)

Cllr Nick Brown (Chair)
Cllr Amanda Hack (Vice-Chair)
Cllr Anthea Ambrose
Cllr Shabbir Aslam
Cllr Parminder Basra
Cllr Sam Maxwell
Cllr Phil Moitt
Cllr Gary Sanders
Cllr Darshan Singh
Cllr Robert Waterton
Cllr Bill Wright

2. that the following Sub-Committees and Advisory Panels be established, and terms of reference approved and that the members be appointed, including to the positions of Chair and Vice-Chair, as follows:

Braunstone Town Citizens Advisory Panel (5)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Phil Moitt (Chair)
Cllr Nick Brown (Vice-Chair)
Cllr Anthea Ambrose
Cllr Tracey Shepard
Cllr Robert Waterton

Corporate Governance Sub Committee (4)

Responsibility for detailed oversight of the Council's Financial, Corporate Governance and Risk Arrangements.

Cllr Nick Brown (Chair)
Cllr Amanda Hack (Vice-Chair)
Cllr Shabbir Aslam
Cllr Phil Moitt

Shakespeare Park Improvement Project Sub Committee (3)

To advise on and develop detailed proposals for the redevelopment and improvement of the Shakespeare Park recreation and pavilion facilities.

Cllr Nick Brown (Chair)
Cllr Amanda Hack
Cllr Sam Maxwell

Reason

To enable the efficient and effective transaction of the Council's business.

BRAUNSTONE TOWN COUNCIL

10th MAY 2018

Item 11 – Appointments to Outside Bodies

Purpose

To appoint representatives to the following Outside Bodies:

- a) Braunstone Town Community Minibus (2 representatives),
- b) Braunstone West Social Centre (1 representative),
- c) Leicestershire and Rutland Association of Local Councils – Blaby Branch (2 representatives),
- d) Lubbethorpe Strategic Consultative Forum (3 representatives).

Recommendation

That appointments be made to Outside Bodies as follows:

Braunstone Town Community Minibus (2 members)

Cllr Sam Fox-Kennedy

Cllr Paul Kennedy

Braunstone West Social Centre (1 member)

Cllr Phil Moitt

Leicestershire & Rutland Association of Local Councils – Blaby Branch

(2 members)

Cllr Nick Brown

Cllr Robert Waterton

Lubbethorpe Strategic Consultative Forum (3 members)

Chair of Planning & Environment Committee (*Cllr Robert Waterton*)

Member of Planning & Environment Committee (*Cllr David Di Palma*)

Executive Officer & Town Clerk (*Darren Tilley*)

Reason

To ensure appointments were made where there were requests for the Town Council to be represented.

BRAUNSTONE TOWN COUNCIL

10th MAY 2018

Item 12 – Annual Report

Purpose

To receive and adopt the Annual Report 2017/2018.

Background

Each year the Council publishes an Annual Report, which is presented at the Annual meeting of the Town Council in May, which sets out its achievements during the previous 12 months. Following adoption of the Annual Report, it is published and circulated along with a satisfaction survey, the results of which are considered by the Town's Citizens' Advisory Panel.

In 2016, the Town Council changed the format of its Annual Report:

- a shorter version, 2 pages instead of 4 pages;
- focus on achievements removing standard references and listing of the Council's services;
- a section summarising key plans/projects for the forthcoming year; and
- information which the Town Council is required to publish: accounts and payments to members of the Council remains included.

Instead of sending to 300 random addresses, the Annual Report is published in the Braunstone Life (in place of the standard monthly page for the month) and will continue to be available on the Council's website and from the Customer Service Shop.

Please note that the end of year financial summary for 31st March 2018 remains to be confirmed and may well be amended following finalisation of the accounts for the internal audit and consideration by Corporate Governance Sub-Committee, Policy & Resources Committee and Council in June.

Consideration by Policy & Resources Committee

The draft Annual Report was considered by Policy & Resources Committee at its meeting on 26th April 2018. To enable the inclusion of the provisional year end accounts, ensure that the document reflected the Council's priorities and decision making arrangements and was finalised and presented for public consumption; the Committee agreed that delegated authority should be given to the Executive Officer and Town Clerk to:

- a) include final data and information,
- b) amend the Plans for 2018/2019, removing quality of life services in order to include references to Thorpe Astley Community Speedwatch, protecting pedestrians around Meridian Way and road safety improvements,
- c) update wording to reflect recent committee name and meeting location

- arrangements, and
- d) finalise the presentation and formatting to the proposed Annual Report 2017/2018.

These amendments have been included in the proposed 2017/2018 Annual Report, which is attached at Appendix 1.

Subject to the above, the Committee recommended adoption by Annual Council (Policy & Resources Minute 87, 2017/2018).

Recommendations

1. That the Annual Report 2017/2018, attached as Appendix 1 to the report, be received and adopted; and
2. that delegated authority be given to the Executive Officer and Town Clerk to amend the financial data for the year ending 31st March 2018, in accordance with the published accounts.

Reasons

1. To report on the Town Council's achievements and to set out its priorities for the forthcoming year.
2. To enable the inclusion of the final published figures in the year end accounts.



Welcome to our Annual Report 2017/2018

By Councillor Nick Brown, Leader of Braunstone Town Council

The Town Council continues to provide important services to the community and this Annual Report provides a summary of our achievements over the last 12 months and looks ahead to our aspirations for the next 12 months. Our Annual Survey responses this year showed high satisfaction across our services. We valued your input and throughout the year have acted on comments you made. Therefore, I encourage residents this year to again respond to our survey, your input is valued in shaping our priorities and services to meet resident's needs. I would also like to extend our appreciation to all those local residents and groups who have, over the year, become involved in events and projects instigated by the Council and given their support to assist us in providing the high level of service to local people.



I am delighted that during the year we made significant progress with the NHS to ensure that the unused medical rooms at Thorpe Astley Community Centre would be utilised for much needed GP services from April 2018. We also received planning approval for our ambitious proposals to improve the pavilion, recreation and play facilities at Shakespeare Park. During 2018/2019 we plan to obtain funding, appoint a contractor and start the works. Finally, on 9th March, Leicestershire County Council approved the principle of the Town Council taking over the management of our Library. Over the summer of 2018 we will be working with the County Council on the detailed legal agreements and timescales for transfer. This is good news for Braunstone Town since this decision at last secures the future of our library after years of uncertainty.

More up to date information on the Council's services and the latest news can be found on our website at www.braunstonetowncouncil.org.uk or contact our Customer Service Shop at Braunstone Civic Centre where the Council's staff would also be pleased to help.

Once again, thank you for your time.

Councillor Nick Brown

Accounts for the Year Ended 31st March 2018

Year Ended 31 st March 2017		Year Ended 31 st March 2018
£		£
350,420.68	Balances brought forward	312,803.46
495,653.00	(+) Annual Precept	519,556.00
233,535.76	(+) Total other receipts	275,112.89
442,383.95	(-) Staff costs	462,128.74
63,912.42	(-) Loan interest / capital repayments	63,786.42
260,509.61	(-) Total other payments	313,358.56
312,803.46	(=) Balances carried forward	268,198.63
308,408.89	Total cash and short term investments	250,239.41
4,542,472.99	Total fixed assets and long term assets	4,549,629.49
379,906.10	Total borrowings	335,103.23
The Audit for 2017 was completed on 22nd September 2017		

MEMBERS ALLOWANCES 2017/2018

The Council believes in openness and transparency, therefore, each year we publish the amount paid to Town Councillors in allowances and the amounts claimed in expenses. Below are the allowances paid (gross) and expenses claimed.

	ALLOWANCE	EXPENSES	TOTAL
Cllr A Ambrose	£375	£0	£375
Cllr M S Aslam	£375	£0	£375
Cllr A S Basra	£375	£0	£375
Cllr P Basra	£375	£0	£375
Cllr R Berrington	£375	£0	£375
Cllr S Betts	£375	£0	£375
Cllr N J Brown	£0	£0	£0
Cllr A DeWinter	£375	£0	£375
Cllr D Di Palma	£0	£0	£0
Cllr S Fox-Kennedy	£375	£0	£375
Cllr A Hack	£375	£0	£375
Cllr D Joshi	£375	£0	£375
Cllr P Kennedy	£375	£0	£375
Cllr B Layne	£375	£0	£375
Cllr S Maxwell	£375	£0	£375
Cllr P L Moitt	£375	£0	£375
Cllr G Sanders	£375	£0	£375
Cllr T Shepherd	£375	£0	£375
Cllr D Singh	£375	£0	£375
Cllr R Waterton	£375	£0	£375
Cllr B Wright	£375	£0	£375

Our 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."



BRAUNSTONE CIVIC CENTRE CUSTOMER SERVICE SHOP

Monday – Friday, 9.00am – 5.00pm

Kingsway, Braunstone Town, Leicester, LE3 2PP TEL: 0116 289 0045 FAX: 0116 282 4785
EMAIL: enquiries@braunstonetowncouncil.org.uk www.braunstonetowncouncil.org.uk



About Braunstone Town Council



The Council provides a wide range of services together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.

The Council comprises 21 members who are elected every four years. Each year the Council elects from amongst its number the Town Mayor, Deputy Town Mayor, Leader and Deputy Leader

The Full Council meets six times a year. The Council has three standing committees: Policy & Resources, Community Development and Planning & Environment Committee. The Planning & Environment Committee meets approximately twelve times a year. All Meetings are open to local residents and include a public participation session on the Agenda. Agendas for the Council and standing committees are available to the public a week before the meeting date. Most meetings are held at the Civic Centre, some meetings are held at Thorpe Astley Community Centre. Further information is available on request by telephoning the Council on 0116 2899270 and can also be found on the notice board at the Town Council Offices, Thorpe Astley Community Centre and on the Council's Website

Our Achievements in 2017/2018

- Held public meetings with the NHS and local GP surgery to **address issues with primary care/General Practice provision** across the Town.
- Worked with the NHS, Kingsway Surgery and Blaby District Council to ensure that **NHS General Practice services** would be provided from **Thorpe Astley Community Centre**, including signing of the agreement and carrying out modifications to the building.
- Co-ordinated and supported Community Groups to deliver a varied **programme of events to the community** including quiz nights, concerts and craft fairs.
- Following vandalism, made **improvements** to play equipment and safety surfaces at **Franklin Park Play area**.
- Reached an in-principle agreement with Leicestershire County Council to manage **Braunstone Town Library**, while the County Council continues to meet its long-term lease obligations.
- Completed the legal transfer and took possession of public open space at Thorpe Astley from Persimmon Homes. We completed transfer arrangements with Barrett Homes, for transfer in 2018/19.
- Obtained planning approval and received tenders for the contract for the **improvements to the Pavilion, recreation and play facilities at Shakespeare Park**, aiming for work to commence in 2018/19.
- Continued to work with Blaby District Council to support initiatives aimed at **improving air quality** and mitigating impact of the Lubbethorpe development on residents.
- Invested in two new **speed monitoring signs** to address safety concerns around speeding traffic and facilitated the establishment of a **Community Speed Watch Scheme** in Thorpe Astley.
- Ensured the **continuation and improvement of pre-school services at Thorpe Astley Community Centre**.
- Invested in new more **efficient parks plant equipment**, while making **on-going savings**.

Plans for 2018/2019

In addition to the continuing with the existing level of services, the Town Council aims to achieve the following during the forthcoming year:

- Invest in the redevelopment and improvement of sporting, recreation and play **facilities at Shakespeare Park**;
- **Improvements to our community facilities** at both Braunstone Civic Centre and Thorpe Astley Community Centre;
- Support Thorpe Astley Community **Speedwatch and road safety measures** to protect the safety of pedestrians around Meridian Way;
- 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**;
- Meet the needs of Thorpe Astley residents by facilitating the delivery of **services and events at Thorpe Astley Community Centre**;
- Continue to work to **keep Braunstone Town Library open**;
- 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**;
- 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;
- Continue to look to make efficiency savings while ensuring the existing **services are safeguarded and where appropriate improved**.

Room Hire Figures

CENTRE		Year Ended 31 st March 2018
Braunstone Civic Centre	Hires	3023
	Income	£70,251.93
Thorpe Astley Community Centre	Hires	1613
	Income	£29,872.27

Annual Survey – available in July and August 2018 Responses Entered into a Free Prize Draw

The views of Braunstone Town residents are vital in assisting the Council in providing services that people really want and also helps us to articulate the needs and aspirations of our local community to the larger District and County Councils or to other agencies and government bodies.

You can help us in making decisions on our services by completing the Council's Annual Survey. Hard copies can be obtained from Braunstone Civic Centre and Thorpe Astley Community Centre, or if you wish we can post it to you. The survey is also available online at www.braunstonetowncouncil.org.uk

CLOSING DATE FOR RETURNING YOUR RESPONSES
9am, TUESDAY 28th AUGUST 2018

BRAUNSTONE TOWN COUNCIL
SCHEDULE OF COUNCIL & COMMITTEE MEETINGS 2018/2019

DATE	TIME	COMMITTEE	DATE	TIME	COMMITTEE
2018			NOVEMBER		
MAY			Continued		
THUR 10	7.30pm 8.00pm	ANNUAL TOWNS MEETING ANNUAL MEETING OF THE FULL COUNCIL	THUR 15		No Meeting
THUR 17		No Meeting	THUR 22	8.00pm	COUNCIL MEETING
THUR 24	7.00pm 7.45pm	Planning & Environment Community Development	THUR 29		No Meeting
THUR 31		BANK HOLIDAY	DECEMBER		
JUNE			THUR 6	7.30pm	Citizens' Advisory Panel
THUR 7	7.30pm	Citizens' Advisory Panel	THUR 13	7.00pm 7.45pm	Planning & Environment (Est) Community Development(Est)
THUR 14	6.30pm 7.30pm	Corporate Governance Policy & Resources (ACC)	THUR 20		No Meeting
THUR 21	7.30pm	Planning & Environment	THUR 27		BANK HOLIDAY
THUR 28	8.00pm	COUNCIL MEETING (ACC)	2019		
JULY			JANUARY		
THUR 5		No Meeting	THUR 3		No Meeting
THUR 12	7.00pm 7.45pm	Planning & Environment Community Development	THUR 10	7.30pm	Policy & Resources (Est)
THUR 19		SUMMER BREAK	THUR 17	7.30pm	Planning & Environment
THUR 26		SUMMER BREAK	THUR 24		No Meeting
AUGUST			THUR 31	8.00pm	COUNCIL MEETING (Est) <i>Precept Deadline: 1st Feb</i>
THUR 2		SUMMER BREAK	FEBRUARY		
THUR 9	7.30pm	Planning & Environment	THUR 7	7.00pm 7.45pm	Planning & Environment Community Development
THUR 16		No Meeting	THUR 14	7.30pm	Policy & Resources
THUR 23	7.30pm	Policy & Resources	THUR 21		MID TERM BREAK
THUR 30		BANK HOLIDAY	THUR 28	7.30pm	Citizens' Advisory Panel
SEPTEMBER			MARCH		
THUR 6	7.30pm	Citizens' Advisory Panel	THUR 7	7.30pm	Planning & Environment
THUR 13	7.30pm	Planning & Environment	THUR 14		No Meeting
THUR 20		No Meeting	THUR 21	8.00pm	COUNCIL MEETING
THUR 27	8.00pm	COUNCIL MEETING	THUR 28		No Meeting
OCTOBER			APRIL		
THUR 4		No Meeting	THUR 4	7.00pm 7.45pm	Planning & Environment Community Development
THUR 11	7.00pm 7.45pm	Planning & Environment Community Development	THUR 11	7.30pm	Policy & Resources
THUR 18		MID TERM BREAK	THUR 18		EASTER BREAK
THUR 25		No Meeting	THUR 25		EASTER BREAK
NOVEMBER			MAY		
THUR 1	7.30pm	Policy & Resources	THUR 2		Local Elections
THUR 8	7.30pm	Planning & Environment	THUR 9		BANK HOLIDAY
			THUR 16	7.30pm 8.00pm	ANNUAL TOWNS MEETING ANNUAL MEETING OF THE FULL COUNCIL

ANNUAL MEETING - In an Election Year the Annual Meeting must take place on the fourth day after the date of the election or within fourteen days thereafter. (Election of Town Mayor and appointment of Committees.)

ANNUAL TOWNS MEETING - The Parish meeting in England must assemble annually on some day between 1st March and 1st June (LGA 1972, Schedule 12). (All Local Government Electors are invited to participate and raise matters of local interest).

NOTES

The deadline date for the Council to adopt the Accounts is 30th June each year.
The deadline date for submitting the Precept request is 1st February each year.

May Day Bank Holiday – Monday 7th May 2018

Mid Term Break – Monday 28th May to Friday 1st June 2018

School Closes – 13th July 2018

Autumn Term Starts – Tuesday 28th August 2018

Mid Term Break – Monday 15th October 2018 to Friday 19th October 2018

School Closes – Friday 21st December 2018

School Opens – Monday 7th January 2019

Mid Term Break – Monday 18th February 2019 to Friday 22nd February 2019

Easter Break – Monday 15th April 2019 to Friday 26th April 2019

May Day Bank Holiday – Monday 6th May 2019

Mid Term Break – Monday 27th May 2019 to Friday 31st May 2019

BANK HOLIDAYS

30th March 2018 (Good Friday)

2nd April 2018 (Easter Monday)

7th May 2018

28th May 2018

27th August 2018

25th December 2018

26th December 2018

1st January 2019

19th April 2019 (Good Friday)

22nd April 2019 (Easter Monday)

6th May 2019

27th May 2019

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANNING & ENVIRONMENT COMMITTEE

THURSDAY 12TH APRIL 2018

PRESENT: Councillor Robert Waterton (Chair), Councillor Sharon Betts (Vice-Chair) and Councillors Anthea Ambrose, Roger Berrington, Sam Fox-Kennedy (substituting for Councillor Berneta Layne), Phil Moitt, Tracey Shepherd, Darshan Singh and Bill Wright (Town Mayor ex-officio).

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

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

143. Apologies

Apologies for absence were received from Councillors Parminder Basra and Berneta Layne.

144. Disclosures of Interest

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

145. 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.

146. Minutes of the Meeting held 8th March 2018

The Minutes of the Meeting held on 8th March 2018 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 8th March 2018 be approved and signed by the Chairperson as a correct record.

147. 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:** 18/0223/FUL
- Description:** Change of Use from Class A3 (restaurant and cafe) to Class A5 (hot food takeaway) and associated works
- Location:** 7 Cyril Street Braunstone Town Leicestershire LE3 2FF
- Response:** *Braunstone Town Council does not object to the application, subject to the following conditions:*
- a) before the takeaway comes into use, a litter bin shall be provided on the forecourt to the property in a location approved by the local planning authority and shall be retained in perpetuity; and*
 - b) no noise or vibration from the operation of the flue shall be perceptible in any adjoining property.*
- Reasons:** *Cyril Street's Neighbourhood Shopping Area should be supported to ensure sustainability and continued access by the local community while:*
- a) taking steps to reduce the amount of litter in the area; and*
 - b) ensuring there would be no adverse impact on the amenity enjoyed by residents and users of neighbouring properties in terms of noise and vibration.*
- 2. Application No:** 18/0239/CLP
- Description:** Application for a Lawful Development Certificate for a proposed building for largely recreational uses incidental to the original bungalow to include exercise swimming pool, gym, studio, workshop and storage. It is not proposed to construct any additional hardstanding or vehicular access at this point but may do in the future
- Location:** 1 Hat Road Braunstone Town Leicestershire LE3 2WF
- Response:** *Braunstone Town Council does not object to the application, subject to the following conditions:*
- a) the proposed building must only be used for normal domestic uses related to the residential use of the main property, i.e. storage, summerhouse, hobby room;*
 - b) the property should be retained as non-business use;*
 - c) the proposed building must be single storey and no additional storeys or basement constructed without the explicit consent of the local planning authority;*
 - d) the proposed building should not be sold, or*

otherwise disposed of, separately to the main dwelling; and

e) no separate vehicular access should be created, without the explicit consent of the local planning authority.

Reasons:

a) To ensure the building was not used to create a separate residential unit, which could lead to noise and disturbance.

b) The proposal was situated in a predominantly residential area.

c) To avoid over-development of the site and an unsatisfactory relationship with neighbouring properties in terms of privacy, noise, disturbance and overbearing effect.

d) To ensure the building was not used to create a separate residential unit, which could lead to noise and disturbance.

e) To avoid detrimental impact upon the highway in terms of safety and the creation of a separate residential unit.

3. Application No: 18/0129/FUL

Description: 2 storey side extension and change of use from flat to HMO (with 4 single bedrooms)

Location: 1 Cleveleys Avenue Braunstone Town Leicestershire LE3 2GG

Response: *Braunstone Town Council objects to the change of use, from flat to HMO, on the following grounds:*

a) impact on the amenity enjoyed by the neighbouring residential properties; and

b) insufficient on-site parking and safety concerns around access to the premises and ground floor retail units.

Reasons:

a) The proposal would result in significant increased levels of noise and disturbance to the occupiers of neighbouring dwellings.

b) There were five bedrooms at the property and since this would be a house in multiple occupation, the requirements of Local Plan Policy T7 in relation to bedsits should be applied – i.e. 5 parking spaces should be provided, otherwise there would be additional parking on this short section of street between two road junctions, which contains a retail unit and has limited availability for parking on the highway without any adverse impact on highway safety.

- 4. Application No:** 18/0267/HH
- Description:** Single storey side and rear extensions
- Location:** 39 Pits Avenue Braunstone Town Leicestershire LE3 2XL
- Response:** *Braunstone Town Council has no objections to this application.*
- Reasons:** *The property was on a large plot, the extensions were single storey and the number of bedrooms remained the same; therefore there was unlikely to be an adverse impact on privacy nor any overbearing effect.*
- 5. Application No:** 18/0231/HH
- Description:** Two storey side extension
- Location:** 16 Evelyn Road Braunstone Town Leicestershire LE3 3BA
- Response:** *Braunstone Town Council does not object to the application, subject to the following conditions:*
- a) on-site parking being provided for a minimum of 3 vehicles prior to the occupation of the extensions and to be retained for use 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 extended property would potentially have 5 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:** 18/0074/DOC
- Description:** Discharge of Condition 29 attached to Planning Application 17/0431/FUL - Details of Solar Thermal Equipment.
- Location:** Lubbethorpe Strategic Employment Site Land To The North Of Leicester Lane Enderby Leicestershire
- Response:** *Braunstone Town Council does not object to the application, subject to the following conditions:*
- a) the equipment being installed and maintained in accordance with the relevant technical standards; and*
 - b) the applicant demonstrating that the installations*

would have no adverse impact upon users of the surrounding highway network in terms of glare from light reflection.

- Reasons:**
- a) To avoid an adverse impact on the character and amenity of the local area in terms of noise and visual amenity.
 - b) To avoid any detriment to highway safety.

Licensing Applications

- 7. Application No:** Marriott Catering Services Ltd
- Description:** New application
- Location:** Tay Road
- Response:** *Braunstone Town Council does not object to the street trading application.*
- Reason:** *The Town Council was not aware of any public safety, health or environmental issues which would impact upon the amenity of Tay Road.*

148. 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 were no licensing applications.

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

Planning Applications

- 1. Application No:** 17/1683/FUL
- Description:** Change of use from Residential Dwelling (Use Class C3) to use as a Care Home (Use Class C2) for up to 5 residents
- Location:** 37 Narborough Road South Braunstone Town Leicestershire LE3 2HB
- Response:**
1. *Braunstone Town Council objects to the change of use, from class C3 Dwelling house to class C2 Residential Institution, on the following grounds:*
 - a) *impact on the amenity enjoyed by the neighbouring residential properties; and*
 - b) *insufficient on-site parking and safety concerns around access to the premises from the highway;*
 2. *the Town Council also urges that any decision on this application should be made in the context of the*

decision on application 18/0129/FUL – 2 storey side extension and change of use from flat to HMO (with 4 single bedrooms); 1 Cleveleys Avenue.

- Reasons:**
1. *There would be an adverse impact on the local amenity:*
 - a) *The proposal would result in significant increased levels of noise and disturbance to the occupiers of neighbouring dwellings, including evenings and weekends, from residents and staff and activity from visitors and deliveries.*
 - b) *Site access was between a traffic calming measure, which obscured views, and a road junction impacting on the safety of highway users. The site did not provide sufficient space for staff and visitors parking while catering for deliveries; with a retail unit on the adjacent street, there was limited availability for parking on the highway without any adverse impact on highway safety.*
 2. *To avoid any adverse cumulative impact.*

2. Application No: 18/0171/FUL

Description: 12 Avon Road Braunstone Town Leicestershire LE3 3AA

Location: Erection of one dwelling, including demolition of existing garage to No. 12 Avon Road

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

- a) *two on-site parking facilities to be provided for the existing dwelling prior to the demolition of the garage and to remain in use in perpetuity;*
- b) *two on-site parking facilities should be provided for the new dwelling prior to use and remain in use in perpetuity; and*
- c) *the windows in the facing side elevations of both properties being of opaque glass and remaining so, and not further windows without the specific consent of the local planning authority.*

- Reasons:**
- a) *The property had two bedrooms and in accordance with local plan policy T7, replacement on-site parking for two vehicles should be provided.*
 - b) *The proposed new dwelling had three bedrooms and to avoid over parking on the highway close to a footpath and a park, in accordance with local plan policy T7, two on-site parking spaces should be provided.*
 - c) *To avoid any adverse impact on the amenity enjoyed by the residents of the existing and new dwellings in*

terms of privacy.

- 3. Application No:** 18/0275/HH
- Description:** Single storey front, side and rear extensions
- Location:** 113 Westover Road Braunstone Town Leicestershire
LE3 3DW
- Response:** *Braunstone Town Council has no objections to this application.*
- Reason:** *The side extensions were single storey, therefore there was unlikely to be an impact on privacy nor any overbearing effect. The number of bedrooms remained the same and there was sufficient off-street parking.*

149. 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 were no additional licensing applications.

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

Planning Applications

- 4. Application No:** 18/0299/FUL
- Description:** Installation of 2 no. roller shutter doors
- Location:** Woodside Centurion Way Meridian Business Park
Braunstone Town
- Response:** *Braunstone Town Council has no objections to the application.*
- Reason:** *The proposed installation of 2 roller shutter doors was in keeping with the employment designation and character and design of the site and was not likely to have any adverse impact upon the amenity enjoyed by neighbouring properties.*
- 5. Application No:** 17/1614/FUL
- Description:** Change of use of existing dwelling (C3 - dwelling house) to bed and breakfast accommodation, single storey rear extension to provide 2 self-contained holiday lets, associated parking spaces and formation of associated highway access to Holmfield Avenue East
- Location:** 518 Braunstone Lane Braunstone Town Leicestershire

LE3 3DH

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

- a) would be significantly out of keeping with the character of the residential area;*
- b) would result in over-development of the site due to factors including scale and mass; and*
- c) the layout of the parking at the front and rear of the site would result in vehicles reversing out onto the highway.*

Reasons:

- a) The extension to provide 2 self-contained holiday lets fronted Holmfield Avenue East and was out of keeping with the character of the existing properties on the street introducing a discordant element to the street scene.*
- b) The proposed use of the dwelling and extensions property would impact on the amenity of the neighbouring properties in terms of privacy, noise, and disturbance.*
- c) When the car parks were full, vehicles would not be able to manoeuvre on the site, meaning vehicles would be reversing out onto the highway presenting safety concerns for Highway Users, particularly pedestrians.*

150. Feedback on Planning Application Decisions

The Committee received feedback concerning planning application decisions by Blaby District Council where the Committee had queried the decision.

On 18th January 2018, the Committee had raised concerns about planning approval of application 17/1290/FUL – Land Adjacent 82 Kingsway, a particular concern was over-development of the site due to factors including scale and mass (Minute 114).

Councillor Wright advised that he would follow up on the matter and report to the next Committee meeting.

RESOLVED that feedback on the decision concerning planning application 17/1290/FUL – Land Adjacent 82 Kingsway, be deferred to the next available meeting.

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.

151. Lubbesthorpe Strategic Consultative Board

The Committee considered any items for the next meeting of the Lubbesthorpe Strategic Consultative Forum scheduled for 9th May 2018.

RESOLVED that the following matters be raised:

- a) background to traffic calming on Maytree Drive and Barry Drive in relation to Lubbethorpe Section 106 Highway Improvements; and
- b) potential impact of £250 Management Fee at new Lubbethorpe.

Reasons for Decision

- a) *To keep a watching brief on Highway Improvement priorities.*
- b) *To monitor whether the ongoing commitment to pay Management Fees was having an impact on the sale of houses.*

152. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2017 to 31st March 2018 (item 10 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.

153. Approval of Accounts

The Committee noted that there had been no payments made from the Planning & Environment service between 28th February 2018 until 31st March 2018.

154. Termination of the Meeting

The meeting closed at 7.40pm.

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 24th May 2018.

BRAUNSTONE TOWN COUNCIL

MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE

THURSDAY 12th APRIL 2018 AT 7.45PM

PRESENT: Councillor Anthea Ambrose (Chair) and Councillors Sharon Betts, Roger Berrington (substituting for Councillor Amanda Hack), Nick Brown, Sam Fox-Kennedy, Sam Maxwell and Gary Sanders.

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.

84. Apologies

Apologies for absence were received from Councillor David Di Palma, Amanda Hack and Paul Kennedy.

85. Disclosures of Interest

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

86. 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.

87. Minutes of the Meeting held 8th February 2018

The Minutes of the Meeting held on 8th February 2018 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 8th February 2018 be approved and signed by the Chairperson as a correct record.

88. 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 Official ribbon cutting for the opening of the new GP surgery at Thorpe Astley Community Centre would take place on 20th April at 12.45pm.

Members were also advised that the Curry Night on Monday 9th April, organised by the Town Mayor to raise funds for his chosen charity, was well attended and enjoyed by all.

RESOLVED that the update be noted.

Reason for Decision

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

89. Improvements to Civic Centre Memorial Garden

The Committee considered proposals for improvements to the Memorial Garden, including the provision of a permanent memorial, as part of the 100th anniversary commemorations of the end of World War 1 (item 6 on the agenda).

RESOLVED

1. that the outline proposal for the layout of memorial garden at Braunstone Civic Centre be approved (Appendix B);
2. that quotations for the installation of a path, hardstanding area and replacement of the existing concrete plinth and the installation of a new memorial stone be obtained; and
3. that the proposals for the Dedication service on 7th November and the Parade and service on 11th November be supported and that the Town Mayor host both events.

Reasons for Decision

1. *To ensure that the memorial garden provides a fitting tribute to those who lost their lives through various conflicts and wars.*
2. *To obtain costings to assess if the proposals would be viable and affordable.*
3. *To ensure that both events could be confirmed and appropriate preparations made to avoid delay.*

90. Speed Sign Data

The Committee considered recent speed sign data (item 7 on the agenda).

Members raised concerns over the apparent speeding vehicles on Braunstone Lane close to the junction with Shakespeare Drive. It was noted

that this area was used by school children crossing from Leicester City area to reach Winstanley School. It had been noted that vehicles in this area did not appear to slow down for the mini roundabouts and were travelling at excessive speeds.

PCSO Calum Loades, Thorpe Astley & Braunstone Town Neighbourhood Beat Team was in attendance and was surprised that there had been no complaints received about speeding in this area.

The speed signs would be installed on approved lampposts as near to this site as possible to monitor vehicle speed.

RESOLVED that further monitoring of vehicle speed be undertaken on Braunstone Lane and Foxon Way.

Reasons for Decision

To obtain evidence of the speed that vehicles were travelling on Braunstone Lane and Foxon Way in order consider appropriate action to be taken.

91. Programme of Events 2018/2019

The Committee considered applications for sponsorship in the Programme of Events for 2018/2019 and to approve a schedule of events (item 8 on the agenda). An updated and amended draft Programme of Events was circulated to members at the meeting that included a new event and removal of an existing event (filed with these minutes).

Members discussed events at Thorpe Astley Community Centre. It was noted that the Live & Local programme that offered heavily subsidised touring shows was not available at the time the draft programme was submitted. However, investigations would be made into any suitable events that could be put on at Thorpe Astley Community Centre.

Discussions would also be held with the new Town Mayor in May about events that could be arranged for inclusion in the Programme of Events to raise funds for the Town Mayor's chosen charity.

RESOLVED that the proposed Programme of Events, attached as an Appendix A to the report, be approved, subject to the amendments included in the circulated draft programme being included and that delegated authority be given to the Executive Officer & Town Clerk, to finalise detailed arrangements and confirm/amend dates where necessary.

Reason for Decision

To support community initiatives to raise funds and to provide a season of events held Braunstone Town Council facilities for the local community to attend.

92. **Summary of Grant Applications**

The Committee received a list of grants paid to date and applied for from external sources (item 9 on the agenda).

RESOLVED

1. that the position be noted; and
2. that the Town Watchers community group be contacted to confirm if they have the documentation required to release the grant approved in April 2017.

Reasons for Decision

1. *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.*
2. *To clarify if the grant was still required. It was noted that the Town Watchers had applied for a grant in April 2017 which was deferred until further documentation had been received from the group.*

93. **Leicestershire Police: Independent Advisory Group**

The Committee received feedback on the Leicestershire Police Independent Advisory Group and considered the merits of nominating to the Group (item 10 on the agenda).

Members agreed that Braunstone Town councillors were welcome to attend any of the Independent Advisory Group meetings that they had a particularly interest in but the Council did not need to nominate a representative.

RESOLVED that information regarding the Leicestershire Police Independent Advisory Group meetings be forwarded to all Town Councillors and that the information be made available on the Town Council website and Facebook page.

Reason for decision

To promote the Police Advisory Group meetings to all councillors and residents.

94. **Improvements to Parks and Open Spaces**

The Committee received a progress report on current projects and funding. It was noted that the Business Case, Business Plan and application to the Sports England Community Asset grant scheme for £150,000 toward the

Shakespeare Park Pavilion Improvements project was ready for submission. A meeting had also been arranged with officers of Blaby District Council to discuss support with sourcing business sponsorship for the project.

95. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2017 to 31st March 2018 (item 12 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

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

96. Approval of Accounts

The Committee considered payments from 31st January 2018 until 31st March 2018 (item 13 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 31st January 2018 until 31st March 2018 be approved.

Reason for Decision

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

97. 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 24th May 2018.

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

THURSDAY 26th APRIL 2018 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair) and Councillors Anthea Ambrose, Sam Maxwell, Phil Moitt, Gary Sanders, Darshan Singh and Robert Waterton.

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

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

83. Apologies

Apologies for absence were received from Councillors Shabbir Aslam, Parminder Basra, Sharon Betts and Amanda Hack.

84. Disclosures of Interest

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

85. 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, Lin Burrows from Community Life, who raised concerns about the cost of road closures and insurance for the Remembrance Sunday parade planned for 11th November 2018.

The item was not a matter on the agenda and therefore, the Executive Officer & Town Clerk would pursue the issues raised outside the meeting with Lin Burrows and if necessary report to the relevant standing committee.

86. Minutes of the Meeting held 22nd February 2018

The Minutes of the Meeting held on 22nd February 2018 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 22nd February 2018 be approved and signed by the Chairperson as a correct record.

87. Annual Report 2017/2018

The Committee received the draft Annual Report 2017/2018 for recommending to the Annual Meeting of the Full Council for adoption (item 5 on the agenda).

RESOLVED

1. that delegated authority be given to the Executive Officer and Town Clerk to:
 - a) include final data and information,
 - b) amend the Plans for 2018/2019, removing quality of life services in order to include references to Thorpe Astley Community Speedwatch, protecting pedestrians around Meridian Way and road safety improvements,
 - c) update wording to reflect recent committee name and meeting location arrangements, and
 - d) finalise the presentation and formattingto the proposed Annual Report 2017/2018 (Appendix 1); and
2. that subject to 1 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2017/2018, attached as Appendix 1, be received and adopted.

Reasons for Decision

1. *To enable the inclusion of the provisional year end accounts and ensure that the document reflected the Council's priorities and decision making arrangements and was finalised and presented for public consumption.*
2. *To report on the Town Council's achievements and to set out its priorities for the forthcoming year.*

88. Sports Pitch Allocations 2018/2019

The Committee received applications for sports pitches for the 2018/2019 season and determined their allocation (item 6 on the agenda).

RESOLVED

1. that the pitch application from Shakespeare Park Bowling Club for use of the Bowling Green and Pavilion at Shakespeare Park for the 2018 season be approved;
2. that the football pitch application requests received, as set out at Appendix 1, for the 2018/2019 season be approved and allocated as submitted;
3. that delegated authority be given to the Executive Officer & Town Clerk to reach an agreement between the football clubs (ref 6 – 9) which submitted pitch application requests for the Sunday 10.30am slot on the Senior and Junior Pitches at Mossdale Meadows for the 2018/2019 season being able to share the pitches and/or be flexible with the day and times; in the absence of such agreement, the allocation be determined at the next meeting of Policy & Resources Committee;
4. that delegated authority be given to the Executive Officer & Town Clerk to allocate teams at Mossdale Meadows to a designated pitch; and
5. that football pitches allocated matches in excess of the approved capacity (Mini Pitches and Junior Pitches at Shakespeare Park) be closed to ad-hoc booking requests until after Christmas and only

opened to ad-hoc bookings should the Executive Officer & Town Clerk deem that each individual pitch quality was suitable.

Reasons for Decision

1. *The Shakespeare Park Bowling Club was the only Club who applied and have a successful track record of operating from the Shakespeare Park site.*
2. *To enable the clubs to have security of a home ground for the season.*
3. *To enable the clubs, who have a local connection and have had regular allocations at Mossdale Meadows to have security of a home ground for the season, recognising that in order to achieve this, the clubs would need to agree to a shift pattern or to rescheduling of their day and time in order to be accommodated.*
4. *Mossdale Meadows contained two pitches for each type (6 pitches in total): Senior, Junior and Mini; once discussions had taken place between the clubs, balanced allocations could be made to specific pitches to avoid over use of specific pitches.*
5. *To avoid further overuse of the pitches, which had been allocated above the approved capacity.*

89. Implementation of General Data Protection Regulation

The Committee considered arrangements for implementing and ensuring subsequent compliance with the General Data Protection Regulation (effective from 25th May 2018), including arrangements for the appointment of a Data Protection Officer (item 7 on the agenda).

RESOLVED

1. that a Personal Data Audit be undertaken, as detailed in the report and using the guidance and template questionnaire at Appendix 2;
2. that the revised and updated Privacy Notices, dealing with how the Council processes data for customers, hirers, residents and members of the general public, attached at Appendix 3, dealing with the Council's processing of data for role holders, attached at Appendix 4, be approved; and that delegated authority be given to the Executive Officer & Town Clerk to make modifications to the Privacy Notices as a result of the findings of the Personal Data Audit;
3. that the proposed Data Protection Policy, attached at Appendix 5, be adopted, with a consultation open to Councillors, Staff, Customers, Hirers and stakeholders, to comment and recommend any changes, with the final version being presented to a future meeting of Policy & Resources Committee for approval; and
4. that delegated authority be given to the Executive Officer & Town Clerk to implement the 19 actions identified in the report, to ensure the changes identified at Appendix 1 to data protection requirements would be implemented; provided that any cost to the Council was within the delegated spending limits under Standing Order 6.6c(ii).

Reasons for Decision

1. *To formally identify the personal data held and processed by the Town*

- Council and assess whether there would be any risks in the processing the Council carries out.*
2. *To ensure that the Council declares in a concise, easy to understand way the lawful basis for collecting and processing personal data and how long personal data would be retained.*
 3. *To codify the Town Council's overarching policy and commitment to lawful and transparent processing of data and to ensure that Councillors, Staff, Customers, Hirers and stakeholders could input into the Town Council's approach.*
 4. *To ensure that the systems, processes, guidance and support was in place to ensure that the Town Council and its Councillors and staff were compliant with the requirements of the GDPR.*

90. Review of Health & Safety Policy

The Committee considered, following consultation, a revised and updated Health & Safety Policy for adoption (item 8 on the agenda).

A response had been received from the Council's Insurance Risk Advisor concerning references to regulations in the proposed new Policy. Some references to regulations had been superseded with new regulations and details were provided to the meeting (filed with these minutes).

RESOLVED

1. that delegated authority be given to the Executive Officer & Town Clerk to update references to regulations, as identified by the Council's Insurance Risk Advisor;
2. that, subject to 1 above, the revised Health & Safety Policy Statement (April 2018), attached as Annex 1 to the report, be approved and adopted on Monday 30th April 2018; and
3. that delegated authority be given to the Executive Officer & Town Clerk to update Appendices 2 and 3 of the Policy Statement and references to legislation, forms and guidance to reflect any changes as they occur.

Reasons for Decision

1. *To ensure that references to Regulations were accurate.*
2. *To ensure that the policy would be compliant with statutory guidance and good practice issued by the Health & Safety Executive and the Council's Insurers; and that the policy statement reflected the nature and scale of activities undertaken by the Town Council.*
3. *To ensure that the references included in the Policy Statement were kept up to date in a timely manner so that the document was an easy and reliable reference document for all health and safety matters.*

91. Review of Continuity Plan

The Committee considered, following consultation, a revised and updated Business Continuity Plan for adoption (item 9 on the agenda).

RESOLVED

1. that delegated authority be given to the Executive Officer & Town Clerk to include references in the Initial Duties section of the Plan to contacting other bodies, particularly principal councils, who could provide advice;
2. that, subject to 1 above, the revised Business Continuity Plan (April 2018), attached as Annex 1 to the report, be approved and adopted on Monday 30th April 2018; and
3. that delegated authority be given to the Executive Officer & Town Clerk to update references in the Plan to reflect changes in legislation, policy, organisation structure, roles and responsibilities and service provision.

Reasons for Decision

1. *To identify the sources of advice available in the event of the contingency plan process being put into operation.*
2. *To ensure that the Plan reflected the nature and scale of the Town Council's activities and the likelihood and risk of disruption to its critical functions.*
3. *To ensure that the references included in the Plan were kept up to date in a timely manner so that the document was an easy and reliable reference document in the event of a significant incident/emergency.*

92. Standing Orders, Financial Regulations and Scheme of Delegation

The Committee reviewed the Council's Standing Orders, Financial Regulations and scheme of delegation in order to recommend adoption at the Annual Council Meeting (item 10 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL

1. that the proposed amendments to Standing Orders 4.7 and 4.8 in respect of Public Participation at Council meetings, as set out in the report, be approved;
2. that the proposed new Standing Order 4.9, Co-option to Vacancies on the Council, be adopted as set out in the report;
3. that the Proposed New Delegations under "Community Centre, Open Spaces and Parks, All Property and Premises" as set out in the report, be approved;
4. that the proposed amendment to the current specific delegation 22 to the Executive Officer and Town Clerk, as set out in the report, be approved; and
5. that, as a result of 2 and 3 above, delegated authority be given to the Executive Officer & Town Clerk to renumber subsequent paragraphs of the Standing Orders and Scheme of Delegation (including the paragraph referred to in 4 above) and update cross-references accordingly.

Reasons for Decision

1. *To enable members of the public to make representations on items included on the agenda prior to consideration by the Council.*
2. *To enable the convention adopted by the Council when considering expressions of interest for Co-option to be formalised in order that the process continued to be fair and transparent.*
3. *To enable the Town Council to respond to residents' requests in a timely manner, avoiding any undue delay which could result in the opportunity being missed.*
4. *To enable insurance and loss claims to be pursued by the Council's Insurance Company in a timely manner, avoiding any unnecessary challenge or delay.*
5. *To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.*

93. Draft Schedule of Meetings

The Committee received a draft Schedule of Meetings for 2018/2019 for recommendation to Full Council for adoption (item 11 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL that the proposed schedule of Council and Committee Meetings for 2018/2019 be approved.

Reason for Decision

To enable the Town Council to undertake its business and meet its statutory obligations.

94. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2017 to 31st March 2018 (item 12 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.

95. Approval of Accounts

The Committee considered payments from 13th February 2018 until 31st March 2018 (item 13 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 13th February 2018 until 31st March 2018 be approved.

Reason for Decision

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

96. 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 temporarily excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Commercial Interests.*

The Committee considered progress with the project and funding position, and determined timescales for assessing tenders and awarding the contract for the site and pavilion improvement works (item 14 on the agenda).

RESOLVED

1. that the decision of the Shakespeare Park Improvement Project Sub Committee to short-list tenders B, C and H, as detailed at Annex 2, for the purpose of further assessment, be endorsed; and that full determination of the short-listed tenders and appointment of a contractor be made at a future meeting of Policy & Resources Committee;
2. that the costs of the project to date, as set out at Annex 4, be noted and the projected Anticipated Costs for the Project, including reserve amounts and costs associated with setting up the management arrangements, be approved as set out in the report;
3. that the funding position set out in the report, including the position with borrowing, options to explore further grant funding and sponsorship and the use of reserves, be endorsed and full proposals be submitted to a future meeting of Policy & Resources Committee;
4. that the Business Case, attached at Annex 7, and Business Plan, attached at Annex 8, be approved; and
5. that the revised timescales for the project, attached at Annex 9, be adopted.

Reasons for Decision

1. *To ensure that the most advantageous tenders would be assessed to ensure that the contractors had the resources (financial or otherwise), experience and expertise to carry out the project.*
2. *To set a budget for the project, to ensure that the use of financial resources would be effectively managed.*
3. *To enable appropriate funding options to be assessed, considered and where appropriate sought to ensure the long term financial stability and sustainability of the project in terms of improving access to sport, recreation and play.*
4. *To set out project deliverables, apply for funding from perspective funders and supporters; and to inform the community and sports clubs of the proposals and our future ambitions for the project.*
5. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate*

97. Termination of the Meeting

The meeting closed at 8.40pm.

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 14th June 2018.