



# BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*

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

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18<sup>th</sup> September 2024

Dear Councillor,

You are summoned to attend the **Meeting of the Braunstone Town Council** to be held in the **Council Chamber** at Braunstone Civic Centre on **Thursday 26<sup>th</sup> September 2024** commencing at **8.00pm** for the transaction of the business set out below.

Alternatively, members of the public may observe this meeting, and make contributions under the Public Session item, using Zoom video and web conferencing software (details below).

Join Zoom Meeting

<https://us06web.zoom.us/j/83819667971?pwd=23nwMYUJQYkis6g2r0pbgc3tGtAs6L.1>

Meeting ID: 838 1966 7971

Passcode: 174016

Yours sincerely,

Darren Tilley  
Chief Executive & Town Clerk

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

## **A G E N D A**

1. **Apologies**  
To receive apologies for absence.
2. **Disclosures of Interest**  
To receive disclosures of Interest in respect of items on this agenda:
  - a) Disclosable Pecuniary Interests,
  - b) Other Interests (Non-Pecuniary).
3. **Minutes**  
To confirm the accuracy of the Minutes of the Annual Meeting of Braunstone Town Council held on 27<sup>th</sup> June 2024 to be signed by the Chairperson (**Enclosed**).
4. **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.
5. **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 Millfield Ward (**Enclosed**).
6. **Committee Appointments**  
To consider Committee Appointments following changes in the membership of the Council (**Enclosed**).
7. **Climate Change and Environmental Strategy**  
To consider, following consultation, a revised and updated Climate Change and Environmental Strategy to ensure that it is relevant, fit for purpose and that the Council has a framework for delivering its commitments (**Enclosed**).
8. **Mosssdale Meadows Flood Alleviation and Drainage Improvements – Borrowing Application**  
To seek approval from the Secretary of State for Housing, Communities and Local Government to apply for a Public Works Loan of £128,226 for the cost of the Mosssdale Meadows flood alleviation and drainage improvements (**Enclosed**).
9. **Request for Approved Absence – Councillor Satindra Sangha**  
To receive and consider an absence request from Councillor Satindra Sangha in accordance with Section 85 of the Local Government Act 1972 (**Enclosed**).

**10. Announcements**

To receive announcements/reports (if any):

- a) Town Mayor,
- b) Leader of the Council,
- c) Chief Executive and Town Clerk.

**11. County and District Councillor Reports**

To receive reports from the Town's elected representatives on:

- a) Leicestershire County Council
- b) Blaby District Council

**12. Questions from Councillors**

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

**13. Reports of Standing Committees**

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

- a) Community Development Committee 11/07/2024 p8007
- b) Extraordinary Planning & Environment Committee 18/07/2024 p8014
- c) Employing Committee 15/08/2024 p8020
- d) Planning & Environment Committee 29/08/2024 p8023
- e) Policy & Resources Committee 13/06/2024 p8036
- f) Extraordinary Planning & Environment Committee 19/09/2024 to follow

**14. Motions on Notice**

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

**15. Sealing of Documents**

To authorise the sealing of documents (if any).

*Next Scheduled Meeting: 8pm, Thursday 21<sup>st</sup> November 2024.*

*Deadline for submission of Questions on Notice and Motions on Notice:  
12noon, Tuesday 12<sup>th</sup> November 2024.*



**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**

**27<sup>th</sup> JUNE 2024 at 8.00PM**

**PRESENT:** Councillor Paul Kennedy (Town Mayor), Councillor Marion Waterton (Deputy Town Mayor) and Councillors Anthea Ambrose, Shabbir Aslam, Nick Brown, Richard Forrest, Sam Fox-Kennedy, Leanne Lee, Rebecca Lunn, Gary Sanders, Tracey Shepherd, Darshan Singh and Robert Waterton.

**Officers in Attendance:** Darren Tilley, Chief Executive & Town Clerk and Pauline Snow, Deputy Chief Executive & Community Services Manager.

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

**COUNCILLOR PAUL KENNEDY, TOWN MAYOR, IN THE CHAIR**

**6234 Apologies**

Apologies for absence were received from Councillors Andrew Evans, Sam Maxwell, Satindra Sangha, Christiane Startin-Lorent and Mark Widdop.

**6235 Disclosures of Interest**

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

**6236 Minutes**

The Minutes of the Annual Meeting of Braunstone Town Council held on 9<sup>th</sup> May 2024 were circulated (item 7 on the agenda).

It was proposed by the Town Mayor and seconded by the Deputy Town Mayor and was

**RESOLVED** that the Minutes of the Annual Meeting of Braunstone Town Council held on 9<sup>th</sup> May 2024 be approved and signed by the Chairperson as a correct record.

**6237 Public Session**

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

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

## **6238 Co-option to Vacancy on the Council**

The Council considered expressions of interest in being co-opted as a Councillor to fill the vacancy on the Council for the Millfield Ward, which had been declared on 29<sup>th</sup> April 2024 (item 5 on the agenda).

A request for an election had not been received; therefore, on 7<sup>th</sup> June 2024, in accordance with Standing Order 4.9, the Council had invited expressions of interest in being co-opted. One application had been received on 14<sup>th</sup> June 2024 from Garry Dulon, who was present at the meeting.

**RESOLVED** that Garry Dulon be co-opted as a Town Councillor to fill the vacancy, declared on 29<sup>th</sup> April 2024, for the Millfield Ward.

*Reason for Decision*

*The submission provided background on Garry Dulon, who had set out how he would serve as a member of the Town Council and the Council considered him suitable to serve as a Town Councillor.*

Garry Dulon duly signed the formal Declaration of Acceptance of Office and took up his seat on the Council.

## **6239 Internal Audit Report 2023/2024 and Internal Audit arrangements 2024/2025**

Council received the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31<sup>st</sup> March 2024 and considered the appointment of an Internal Auditor for 2024/2025 (item 6 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

**RESOLVED**

1. that the Internal Audit Report (attached at Appendix 1 of the report) and assessment of the internal control objectives (attached at Appendix 2 of the report) be received and noted;
2. that the recommendations for improvement, along with the proposed response, as set out in the Internal Audit Improvement Action Plan (attached at Appendix 3 of the report), be adopted; and
3. that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2025.

*Reasons for Decision*

1. *The Internal Auditor, having tested all the aspects of the Council's internal controls:*
  - i. *noted that in respect of Internal Control Objective D, the level of*

- general reserves at the end of the 2023/2024 financial year was insufficient and did not meet the guidelines laid out in the JPAG Practitioners' Guide 2024 paragraphs 5.31 to 5.39; and*
- ii. was satisfied that in all significant respects all other Internal Control Objectives were achieved throughout the financial year to a standard adequate to meet the Council's needs.*
  2. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
  3. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

#### **6240 Annual Governance Statement 2023/2024**

The Council received a statement, which enabled it to consider whether there were sound systems of internal control, including the management of risk, for the preparation of accounting statements during the financial year ended 31<sup>st</sup> March 2024 and to authorise the completion and submission of the Annual Governance Statement 2023/2024 accordingly (item 7 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

**RESOLVED** that the systems of internal control and management of risk, as set out in the report and in the updated Corporate Risk Register at Appendix 1, be approved and confirmed as sound; and that Section 1, Annual Governance Statement 2023/24, of the Annual Governance and Accountability Return 2023/2024, attached at Appendix 2 of the report, be completed, signed and submitted accordingly.

#### *Reason for Decision*

*Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and also the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2024, there were sound systems of internal control and management of risk.*

#### **6241 Accounting Statements 2023/2024**

The Council received the End of Year Accounts for the financial year ended 31<sup>st</sup> March 2024 and considered adopting and submitting the Accounting Statements 2023/2024 accordingly (item 8 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

#### **RESOLVED**

1. that Section 2, Accounting statements 2023/24, of the Annual Governance and Accountability Return for the year ended 31st March 2024, attached at Appendix 9 of the report, be completed, signed and submitted accordingly;

- and
2. that it be noted that the Exercise of Public Rights would be undertaken from 1<sup>st</sup> July 2024 until Friday 9<sup>th</sup> August 2024.

#### *Reasons for Decision*

1. *The Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.*
2. *It was good practice to minute the dates of the Exercise of Public Rights upon approval of the Accounting Statements by the Council.*

#### **6242 Announcements**

##### a) Town Mayor

The Town Mayor, Councillor Paul Kennedy, made the following announcements:

“Dear Town Council, this is my first report as Town Mayor. I have been quite busy since our last meeting in May. The events I have been to are as follows”:

- “On 21st May I was fortunate enough to attend The Royal Garden Party at Buckingham Palace with my consort Sam (my wife). Apart from it being wet, I was honoured to represent the Town Council in my role as Mayor. It was interesting to see the palace, meet some very interesting people, for instance The Beefeaters, The Sultans of Saudi, Representatives of the Ukraine Support of East Midlands and I even saw Prince William!!”
- “The next event was Vaisakhi Celebration at the Civic Centre. This was a fun filled, most delightful evening. I was extremely well looked after by Sohan, Darshan and the Asian ladies! I have never been so well fed, after being dragged up to dance by Shabbir and lots of ladies. I have been invited to Diwali later this year, here we go again!”
- “A few days later, I was invited to attend a lovely afternoon of commemorative music by the Ratby Band. This was to mark the D-Day Anniversary celebrations, the music was a selection of war time hits and theme music, thoroughly enjoyed by all!”
- “On June 6th (D-Day), I hosted a ceremony and raised the D-Day flag here at the Civic Centre, to honour the members of 82nd Battalion based at Braunstone and others involved in the D-Day landings. Colonel Robert Martin, Deputy Lord Lieutenant, attended the ceremony and told me about his association with this historical event”.

- “The most recent event I attended was Thorpe Astley on the Beach. I had a stall at this event, trying to raise funds for my chosen charity. Apart from it being windy it didn’t rain, eventually the sun showed its face and everybody who attended really enjoyed themselves. There were lots of activities for children including donkeys, Punch and Judy show, bouncy castle and a sand pit which we couldn’t get the kids out of!! Thank you to those people who supported me on the day including fellow councillors, parents and children who bought my pictures and the winner of the sweets in the jar, dental cost not included!!”

b) Leader of the Council

Councillor Nick Brown commented on the following matters:

- a) A major Police incident took place in Braunstone Town on 4<sup>th</sup> June. Councillor Brown thanked the officers of Braunstone Town Council for their speedy response in setting up an emergency evacuation centre at Braunstone Civic Centre for evacuated residents. Positive feedback on the response put in place had been received from both Blaby District Council and residents for the help and support provided by Town Council officers during the incident.
- b) 80<sup>th</sup> Anniversary of the D-Day Landings. Councillor Brown thanked Braunstone Town Council officers for the work undertaken to arrange Commemorative events for the Anniversary. He also thanked the Braunstone Community Life Group and Braunstone Heritage Archive Group for their displays and support in commemorating the Anniversary.
- c) Thorpe Astley on The Beach event that took place on 8<sup>th</sup> June. Councillor Brown commented on the successful event that took place and that it reflected well on the Town Council and the community.

c) Chief Executive and Town Clerk

The Chief Executive and Town Clerk reported that Councillor Sevim Aslan had resigned on Monday 24<sup>th</sup> June 2024 and a notice of vacancy for electors to decide whether to call a by-election had been published.

**6243 County and District Councillor Reports**

a) Leicestershire County Council

No County Council councillors were present at the meeting to provide a report.

b) Blaby District Council

Councillor Nick Brown, as District Councillor for Millfield Ward, reported on the following matters:

- a) meetings at Blaby District Council had been cancelled or postponed due to the forthcoming General Election on 4<sup>th</sup> July 2024; and



- b) Scrutiny Panel had been discussing the large number of planning applications for conversion to children's homes. A report from the Chief Planning Officer advised that there was little that Blaby District Council could do and each application had to be taken on its own merit.

Councillor Robert Waterton, as District Councillor for Ravenhurst Ward, reported on the following matters:

- a) Enderby Hub planning application had been approved despite large numbers of residents opposing the application.

**6244 Questions from Councillors**

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

No questions had been submitted.

**6245 Reports of Standing Committees: Extraordinary Planning & Environment Committee – 16<sup>th</sup> May 2024**

Council received the Report of the Extraordinary meeting of the Planning and Environment Committee held on 16<sup>th</sup> May 2024 (p7963 – 7965).

It was moved by Councillor Robert Waterton and

**RESOLVED** that the Report be adopted.

**6246 Reports of Standing Committees: Community Development Committee – 16<sup>th</sup> May 2024**

Council received the Report of the meeting of the Community Development Committee held on 16<sup>th</sup> May 2024 (p7966 – p7973).

Pages 7972 and 7973, Minute 16 – Tennis Coaching Sessions (June and July 2024)

Councillor Nick Brown commented on the Tennis Coaching Sessions and hoped that the coaching would increase the use of the tennis courts at Thorpe Astley and Shakespeare Park. Councillor Brown asked for a report back to the Committee on take up.

It was moved by Councillor Anthea Ambrose and

**RESOLVED** that the Report be adopted.

**6247 Reports of Standing Committees: Planning & Environment Committee – 6<sup>th</sup> June 2024**

Council received the Report of the meeting of Planning & Environment Committee held on 6<sup>th</sup> June 2024 (p7974 – p7981).

Page 7979 and 7980, Minute 14 – Braunstone Village Conservation Area Proposals - Consultation

Councillor Robert Waterton confirmed that the consultation on the proposed Braunstone Village Conservation Area was currently taking place and an open evening would take place at Shakespeare Park Sports Pavilion on Wednesday 3<sup>rd</sup> July for residents to review the proposals.

Blaby District Council would be reviewing the consultation results and determining whether to proceed with designation in September 2024.

It was moved by Councillor Robert Waterton and

**RESOLVED** that the Report be adopted.

**6248 Reports of Standing Committees: Corporate Governance Sub-Committee – 13<sup>th</sup> June 2024**

Council received the Report of the meeting of Corporate Governance Sub-Committee on 13<sup>th</sup> June 2024 (p7982– p7986).

It was moved by Councillor Nick Brown and

**RESOLVED** that the report be adopted.

**6249 Reports of Standing Committees: Policy & Resources Committee – 13<sup>th</sup> June 2024**

Council received the Report of the meeting of Policy & Resources Committee on 13<sup>th</sup> June 2024 (p7987– p7998).

Page 7991 and 7992, Minute 12 – Blaby District Council Parish Charter

Councillor Nick Brown welcomed the Blaby District Council Parish Charter and hoped that it would provide a mutual framework for the Parish and District Councils to work together.

It was moved by Councillor Nick Brown and

**RESOLVED** that the report be adopted.

**6250 Motions on Notice**

No Motions on Notice had been submitted.

**6251 Sealing of Documents**

There were no documents for sealing.

The meeting closed at 8.50pm.

**NOTE:**

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

**EQUALITIES ACT 2010**

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

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

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

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

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled 17<sup>th</sup> September 2024.*

DRAFT

## **BRAUNSTONE TOWN COUNCIL**

**26<sup>th</sup> SEPTEMBER 2024**

### **Item 5 – 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 Millfield Ward.

#### Town Councillor Vacancy

A Notice of vacancy in the Office of Town Councillor was published on 26th June 2024 for the Millfield Ward, following the resignation of Sevim Aslan. A request for an election was not received within the required 14 days.

Public elections will not be held until May 2027; therefore, for the interim period the vacancy can be filled by co-option, voted for by the incumbent members of Braunstone Town Council.

Standing Order 4.9a sets out that “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”. Therefore, a Notice of vacancy in the Office of Town Councillor was published on 14th August 2024.

#### 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. on the day of co-option) 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:

1. a local government elector in Braunstone Parish; or

have during the whole of the 12 months preceding the day of co-option:

2. occupied as owner or tenant any land or other premises in Braunstone Parish; or
3. had his/her principal or only place of work in Braunstone Parish; or
4. resided in Braunstone Parish or within three miles of the boundary.

#### Expressions of Interest

Any person interested in being co-opted as a Braunstone Town Councillor had to apply in writing to the Chief Executive & Town Clerk by 12noon on Monday 9th September 2024. No expressions of interest had been received by the deadline.

Therefore, on 9th September, the deadline was extended by a further week until 12noon on Monday 16th September 2024. Again, no expressions of interest were received by the extended deadline.

As a result, on 16th September, the deadline was extended by another week until 12noon on Monday 23rd September 2024.

### Considering Applications

If any expressions of interest are received by the second extended deadline on 23<sup>rd</sup> September, then these will be reported at the Council meeting for consideration.

Any Individual expressing an interest will also be invited to attend the meeting to address Council explaining how he/she intends to serve as a Town Councillor.

### Making the Decision

A formal motion must be put to Council, seconded and voted upon in order for the co-option to take place, which, if approved, will take immediate effect.

If either no applications are received or the decision is not to co-opt, then it is recommended expressions of interest will again be invited for consideration at the following Council meeting (scheduled for 21st November 2024).



## **BRAUNSTONE TOWN COUNCIL**

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*

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

Telephone: 0116 2890045 Fax: 0116 2824785

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### **COMMITTEE MEMBERSHIP & ROLES 2024/2025**

**Town Mayor:**

Cllr Paul Kennedy

**Deputy Town Mayor:**

Cllr Marion Waterton

**Leader of the Council:**

Cllr Nick Brown

**Deputy Leader of the Council:**

Cllr Anthea Ambrose

### **STANDING COMMITTEES**

#### **Appeals Committee (3)**

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

Cllr Shabbir Aslam (Chair)  
Cllr Gary Sanders (Vice-Chair)  
Cllr Leanne Lee

#### **Employing Committee (3)**

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

Cllr Nick Brown (Chair)  
Cllr Anthea Ambrose (Vice-Chair)  
Cllr Sam Maxwell

#### **Community Development Committee (12)**

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

Cllr Anthea Ambrose (Chair)  
Cllr Rebecca Lunn (Vice-Chair)  
Cllr Alex DeWinter  
Cllr Andy Evans  
Cllr Richard Forrest  
Cllr Sam Fox-Kennedy  
Cllr Satindra Sangha  
Cllr Tracey Shepherd  
Cllr Christiane Startin-Lorent  
Cllr Marion Waterton  
Cllr Mark Widdop  
Vacancy

#### **Planning & Environment Committee (11)**

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

Cllr Robert Waterton (Chair)  
Cllr Sam Maxwell (Vice-Chair)  
Cllr Anthea Ambrose  
Cllr Nick Brown  
Cllr Richard Forrest  
Cllr Leanne Lee  
Cllr Gary Sanders  
Cllr Darshan Singh  
Cllr Marion Waterton  
Cllr Mark Widdop  
Vacancy

## **Policy & Resources Committee (11)**

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

Cllr Nick Brown (Chair)

Cllr Anthea Ambrose (Vice-Chair)

Cllr Shabbir Aslam

Cllr Andy Evans

Cllr Leanne Lee

Cllr Rebecca Lunn

Cllr Sam Maxwell

Cllr Gary Sanders

Cllr Tracey Shepherd

Cllr Christiane Startin-Lorent

Cllr Robert Waterton

## **SUB-COMMITTEES AND ADVISORY PANELS**

### **Braunstone Town Citizens Advisory Panel (5)**

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

Cllr Gary Sanders (Chair)

Cllr Leanne Lee (Vice-Chair)

Cllr Sam Fox-Kennedy

Cllr Darshan Singh

Vacancy

### **Corporate Governance Sub Committee (4)**

*Responsibility for detailed oversight of the Council's Financial, Corporate Governance and Risk Arrangements, including Audit. To undertake an annual review of automatic payments under Financial Regulations 6.6 to 6.8.*

Cllr Nick Brown (Chair)

Cllr Anthea Ambrose (Vice-Chair)

Cllr Andy Evans

Cllr Tracey Shepherd

## **OUTSIDE BODY APPOINTMENTS 2024/2025**

### **Braunstone West Social Centre (1 member)**

Cllr Rebecca Lunn

*To report to the Community Development Committee.*

### **Leicestershire & Rutland Association of Local Councils – Annual General Meeting**

#### **(1 member)**

Cllr Nick Brown

*To report to the Policy & Resources Committee.*

### **Shakespeare Park Sports Pavilion Management Association**

#### **(2 members)**

Cllr Andy Evans

Cllr Sam Maxwell

*To report to the Policy & Resources Committee.*

## **BRAUNSTONE TOWN COUNCIL**

**26<sup>th</sup> SEPTEMBER 2024**

### **Item 7 – Climate Change and Environmental Strategy**

#### **Purpose**

To consider, following consultation, a revised and updated Climate Change and Environmental Strategy to ensure that it is relevant, fit for purpose and that the Council has a framework for delivering its commitments.

#### **Background**

On 23rd September 2021, the Town Council adopted a Climate Change and Environmental Strategy (Council Minute 5966). Due to the nature of the Climate crisis, it is vitally important that the Town Council focuses its efforts and has a clear deliverable plan to respond. This Strategy provides that focus, recognising the Council already has a track record of delivering on the environment and therefore is able to build upon those achievements.

Underpinning the Strategy is the need to act and Chapters 7 and 8 set out details of the annual action planning and monitoring process, including the need to set appropriate timescales for review, depending upon the size and scale of the actions to be delivered.

Due to timescales and the need to deliver some large Capital Projects, the first Climate Change & Environmental Action Plan, approved in 2022, covered a period of 22 months. This Action Plan was developed following a Carbon Audit of the Council's activities and included 9 of the 11 recommendations of the Carbon Audit.

The second Action Plan was approved on 7<sup>th</sup> March 2024 and covers the financial year April 2024 to March 2025. The intention is to review the Action Plan on an annual basis alongside setting the Business Plan, Capital Plan and annual budget and precept.

#### **Review of the Strategy**

Section 8, Monitoring and Review, sets out that the Strategy should be reviewed by Policy & Resources Committee at least every three years, which includes in 2024, 2027 and 2030. This is particularly important to ensure that the Council is on track to deliver its commitment for all its activities to be "carbon neutral" by 2030.

Policy & Resources Committee on 13<sup>th</sup> June 2024 considered proposed revisions to the Climate Change & Environmental Strategy and approved these for consultation (Minute 11).

Proposed additions, amendments and deletions are highlighted in red (Appendix 1).



The main areas proposed for change are as follows:

- a) Section 2 – The Journey To Date; to include the achievements since the Strategy was adopted in 2021.
- b) Clarification that the carbon neutral target date is before the end of 2030; this is considered prudent given the delay to commissioning the next carbon audit. The Strategy will be reviewed again in 2027 and if the beginning of 2030 looks to be a realistic target then the date can be considered for amendment at that point.
- c) Inclusion of new commitments, which recognise that the Council not only has to take action to address its impact on the climate but that the climate is changing and that it needs to adjust its operations and services to respond:
  - Section 3, commitment (i);
  - Section 4, commitment (f); and
  - Section 6, commitment (f).
- d) Section 3 – Corporate Activities of Braunstone Town Council; updated to recognise that first Carbon Audit has been completed and that the second Carbon Audit will now take place in 2025.
- e) Section 5 – Procurement; updated to include principles adopted in the Statement of Sustainable Procurement Objectives.
- f) Appendix 1 – Policy and Strategy Links; updated to align with the focussed Strategic Aims adopted in 2022 and updated Service Objectives.
- g) Appendix 2 – Parish Carbon Calculator; updated to include 2024 figures (retaining 2021 for comparison). Note: *the system was producing an error when requested to produce the National figures for the Territorial Footprint in 2024; these will be included when the figures become available.*

### Consultation

To enable Councillors, staff, partners, stakeholders, residents and anyone else with an interest to input into the proposed changes to the Strategy, a six week consultation was held between Monday 1<sup>st</sup> July until 9am on Monday 12<sup>th</sup> August 2024.

No responses were received to the consultation.

### Policy & Resources Committee Consideration

Policy & Resources Committee on 12<sup>th</sup> September 2024 considered, following consultation, a revised and updated Climate Change and Environmental Strategy to ensure that it would be relevant, fit for purpose and that the Council had a framework for delivering its commitments (Policy & Resources Committee minute 30).

Given that the Strategy forms part of the Council's Strategic Policy approach alongside the Medium Term Priorities and Financial Planning process, informing the budget, Capital Plan and Council Priorities and Objectives; Policy & Resources Committee considers proposed amendments to the Strategy for recommendation to Full Council for adoption.

The Chief Executive & Town Clerk reported that the National Territorial Footprint figures for 2024 were now available via the Impact Tool and would be included at Figure B of Appendix 2 (Parish Carbon Calculator). The total National territorial footprint in 2024 was 15.4t CO<sub>2</sub>e.

The Committee resolved:

1. that the definition of Net Zero, as set out in Section 3, Corporate Activities of Braunstone Town Council, be amended to align with the international definition; and
2. that, subject to 1 above, and the inclusion of the National Territorial Footprint figures for 2024 at Figure B of Appendix 2 of the proposed Strategy; **THAT IT BE RECOMMENDED TO COUNCIL** that the proposed revisions to the Climate Change and Environmental Strategy (highlighted red at Appendix 1 of the report) be approved and adopted.

The reasons for the Committee's decision were:

1. to apply the internationally recognised criteria of Net-Zero, ensuring that the commitment was both robust and deliverable; and
2. the Climate Change & Environmental Strategy provided the framework for the Town Council's response to Climate Change; therefore, it was important to ensure that it was fit for purpose, met the needs and aspirations of residents', and would be deliverable.

In respect of 1 above, a similar corresponding amendment has also been proposed to Section 4, Supporting the Local Community.

#### Recommendation

That the proposed revisions to the Climate Change and Environmental Strategy (highlighted red at Appendix 1 of the report) be approved and adopted.

#### Reason

The Climate Change & Environmental Strategy provided the framework for the Town Council's response to Climate Change; therefore, it was important to ensure that it was fit for purpose, met the needs and aspirations of residents', and would be deliverable.



**BRAUNSTONE TOWN COUNCIL**

# **Climate Change and Environmental Strategy**

**23rd SEPTEMBER 2021**  
**(Updated 26<sup>th</sup> September 2024)**

DATE ADOPTED	23 <sup>rd</sup> September 2021	FREQUENCY OF REVIEW	3 years or legislative changes
REVISED DATE/S	26 <sup>th</sup> September 2024		

**BRAUNSTONE TOWN COUNCIL**

**Climate Change and Environmental Strategy**

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## 1. FOREWORD

### From the Leader of Braunstone Town Council

Human influence on climate has been the dominant cause of observed warming since the mid-20th century. Global temperatures have already increased by 1° Celsius from pre-industrial levels. Atmospheric CO2 levels are above 400 parts per million (ppm). This far exceeds the 350 ppm deemed to be a safe level for humanity.

The Intergovernmental Panel on Climate Change (IPCC) Special Report on Global Warming of 1.5°C, published in 2018, describes the enormous harm that a 2°C rise is likely to cause compared to a 1.5°C rise. The report informs us that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector and local communities.

The UK has, at international level, signed into the Paris Accord 2015 and to the commitments agreed in 2018 at the Conference of Parties to the UN Framework Convention on Climate Change (COP24) which amongst other things recognise the need to limit by 2030 temperature rises to between 1.5° C and 2° C above the internationally recognised preindustrial baseline. As a consequence, the UK has set targets into law under the Climate Change Act 2008.

Braunstone Town and the surrounding area have experienced the impact of climate change, such as increased flooding, in recent years. Individuals cannot be expected to make the required changes on their own. Nations and society need to change their sources of energy, laws, taxation policies and infrastructure to make low carbon living easier and the new norm.

A 'Climate Emergency' has been declared and we all have a part to play.

This Climate Change and Environmental Strategy sets out the framework for Braunstone Town Council to deliver its pledge to make its activities carbon neutral and embed climate and environmental awareness in its decision making.

The Strategy also provides the framework for the Town Council to:

- promote and encourage awareness and action on climate change, environmental protection and recycling by local residents, businesses and community organisations;
- put climate change at the heart of its procurement policies including moving to the use of renewable energy sources for its activities and encourage its customers and suppliers to do likewise; and
- protect and enhance the town's Green spaces, promote and encourage tree planting, and seek to increase and enrich biodiversity.

*Councillor Nick Brown*  
*Leader of Braunstone Town Council*

## 2. THE JOURNEY TO DATE

Due to the nature of the Climate crisis, it is vitally important that the Town Council focuses its efforts and has a clear deliverable plan to respond. This Strategy provides that focus, recognising the Council already has a track record of delivering on the environment and therefore is able to build upon our achievements to date.

1. Rainwater harvesting reducing surface water run-off and reducing demand for treated clean water; used at:
  - Thorpe Astley Community Centre to supply water to the toilets, and
  - Shakespeare Park Pavilion to supply water to the toilets and irrigation for the bowling green.
2. LED Lighting use 70 to 80% less energy compared to traditional incandescents; the Town Council has installed LED lighting at:
  - Braunstone Civic Centre (including car park)
  - Thorpe Astley Community Centre (including car park)
  - Shakespeare Park Pavilion (including car park)
  - Mossdale Meadows Parks Depot
  - Thorpe Astley Park
  - Franklin Park
3. The Council commissioned a carbon audit of our activities in 2021 to provide both data on the Council's carbon footprint along with recommended actions to reduce our carbon footprint. As a result, the Council adopted its first Action Plan in June 2022 by installing solar panels, electric vehicle charging points and an air source heat pump during 2023, the Council has reduced its carbon footprint by 40%. At Thorpe Astley Community Centre the initiatives reduce the carbon footprint of the building by approximately 90%.
4. Photovoltaic (PV) Panels harness the sun's natural power and convert it into electricity reducing the amount of electricity needed from the national grid; PV Panels have been installed at:
  - Braunstone Civic Centre (2023)
  - Braunstone Town Library (2023)
  - Shakespeare Park Pavilion (2021)
  - Thorpe Astley Community Centre (2023)
5. Bonded rubber mulch is a durable long lasting playground safety surface that is made from recycled rubber; Braunstone Town Council has installed these surfaces at:
  - Holmfield Park (2015)
  - Franklin Park (2017)
  - Shakespeare Park (2023)

~~the proposals for the refurbishment of Shakespeare Park Play area also include all safety surfaces being bonded rubber mulch;~~ and as existing wet pour surfaces wear out, they are replaced with bonded rubber mulch.

6. Air source heat pumps (sometimes referred to as an air-to-water heat pumps) transfers heat from the outside air to water. This in turn heats rooms in buildings via radiators or underfloor heating. It can also heat water stored in a hot water cylinder for hot taps and showers. Braunstone Town Council has installed an Air Source Heat Pump at Thorpe Astley Community Centre.
7. With a ban on sales of new petrol and diesel cars nationally by 2035, the uptake of electric vehicles is forecast to rapidly increase over the next decade. The UK Government's electric vehicle infrastructure strategy, published in March 2022, predicts that a minimum of 300,000 public charging points will be needed nationally by 2030 to meet the expected demand - currently there are around 50,000. In 2023 Braunstone Town Council installed:
  - 4 Electric Vehicle Charging Points at Braunstone Civic Centre overflow car park;
  - 4 Electric Vehicle Charging Points at Thorpe Astley Community Centre and Park car park.
8. Bike2Work Scheme is a free employee benefit approved by the UK Government, designed to get more people cycling to work, reducing their carbon footprint and living healthier lives. Braunstone Town Council joined the Bike2Work Scheme in 2022 and to date two employees have purchased bikes through the scheme.
9. In 2024, the Council adopted a Working Time Policy & Procedure, setting out how staff can submit flexible working (including home working) requests, alongside flexible arrangements for working time and annualised hours. Not only do the arrangements foster a positive, healthy, productive and flexible working environment built upon employees' work-life balance and equal opportunities, but they provide for both less journeys to be made and for journeys to be made when there is less congestion, reducing the Council's travel to work carbon footprint.
10. Consumers in the UK can purchase electricity from a specialist green energy company, or can ask their current supplier to increase the amount of energy from green sources by switching to a green tariff. These tariffs guarantee that the company source the equivalent of the energy the consumers on the tariff use from ecologically-friendly sources. However, green energy tariffs typically cost more. When renewing the Council's contracts for electricity in 2023, the Council switched to renewable energy tariffs.
11. From April 2023, the Council implemented Sustainable Procurement Objectives for considering all new contracts and suppliers with a value of £5,000 or more. The objectives will take effect for existing and ongoing contracts from April 2025.
12. Action on the climate and the environment is everyone's responsibility; however, it is important to ensure that as a Council we provide for both leadership and delivery:
  - the Council's Resources and Facilities Manager acts as the Council's Officer Energy Champion and raises awareness of energy efficiency and sustainable energy issues; and ensures we work towards increasing the Council's organisational energy performance and reducing our consumption of energy;

- the Council's Communications and Events Officer is responsible for setting up, delivering and administering community initiatives in accordance with the Council's priorities and objectives.



### 3. CORPORATE ACTIVITIES OF BRAUNSTONE TOWN COUNCIL

**OBJECTIVE: To make the activities of Braunstone Town Council carbon neutral by 2030 by embedding climate and environmental awareness in all our decision making.**

Being "carbon neutral" means that through its activities, the Council will emit no more than the same amount of carbon dioxide into the atmosphere that it removes by some other means.

The Council's activities are all its services, operations and corporate governance; and includes the people whose role it is undertake those activities, be they Councillors, staff or volunteers. The baseline footprint encompasses the entire value chain, including purchased goods and services, commuter mileage and leased assets.

To ensure that the Council becomes carbon neutral by **the end of 2030**, we will:

- (a) ~~commission a carbon audit of our activities to provide both data on the Council's carbon footprint along with recommended actions to reduce our carbon footprint;~~
- (b) prioritise Capital Plan Projects, which wholly or significantly deliver towards achieving this objective;
- (c) recommission **a carbon audit of our activities** in ~~2024~~**2025** and **2027** to provide **both data on the Council's carbon footprint along with recommended actions to reduce our carbon footprint** ~~the audit to~~ ensure that all possible actions are being taken and that new and emerging technologies and approaches are utilised;
- (d) ensure that our resources (finance and people) are prioritised to delivering actions identified by the **carbon** audit;
- (e) undertake an annual review of progress;
- (f) prioritise emission reduction initiatives, where emission reduction is not practical then removal, and then offsetting, will be considered as alternatives;
- (g) identifying **further** measures to increase opportunities and the effectiveness of remote working for both staff and councillors;
- (h) continue to reduce our waste and recycle more;
- (i) **future proof our buildings to ensure they are fit for purpose and resilient to the effects of climate change**
- (j) developing an on-going programme of investment in energy efficiency, carbon reduction, removal and offset initiatives beyond 2030.

The ultimate aim of Braunstone Town Council will be to reach "net-zero" by 2050. "Net-zero" means that through our activities, the Council will emit ~~no carbon dioxide into~~ **a small amount of residual emissions that can be absorbed and durably stored by nature and other carbon dioxide removal measures, leaving zero** in the atmosphere. This is an ambitious target, but it is critical to ensuring that we protect our environment for future generations.

#### 4. SUPPORTING THE LOCAL COMMUNITY

**OBJECTIVE: Promote and encourage awareness and action on climate change, environmental protection and recycling by local residents, businesses and community organisations.**

Braunstone Town Council actively supports the objective of Blaby District Council and Leicestershire County Council for the Town, District and County to become carbon neutral no later than 2050.

Being "carbon neutral" means that the carbon dioxide emitted by all the activities in the community, be they individual, domestic, commercial, industrial or transport related, are removed by some other means.

The Council will seek to provide leadership at a local level, including in partnership with the principal Councils (including the City Council) and other organisations, to support our community to respond to the climate change agenda; this includes:

- (a) raising awareness of and promoting "local"; be it local businesses and retail or local producers;
- (b) raising awareness of existing cycling and walking routes around the Town, particularly to community facilities, leisure facilities, employment locations, schools and neighbourhood parades;
- (c) supporting and facilitating initiatives to improve cycling and walking routes in order to provide sustainable transport connections between the various communities, facilities and services in our Town and also between the Town and the City Centre, Fosse Park, railway stations, bus stations and other surrounding retail and employment areas;
- (d) support and promote initiatives to improve air quality, recognising the importance of also preventing a deterioration in air quality in the context of the new developments at Lubbethorpe and in and around the Motorway Retail and Employment Area;
- (e) supporting and promoting initiatives which help residents make sustainable life style choices, such as using low or zero carbon energy and transport;
- (f) **support the community to be resilient to the effects of climate change;**
- (g) support and promote efforts by the principal Councils for the Town to reduce its waste and recycle more; and
- (h) provide opportunities for residents to recycle more of their waste when visiting the Town's parks & open spaces and community facilities and work with the District Council to increase provision across the Town.

The long term aim will be for Braunstone Town to reach "net-zero". "Net-zero" means that all activities in the Town emit **a small amount of ~~no~~** carbon dioxide into the atmosphere, **which are offset by other measures.**

In the medium term the Town Council will need to assess where and how its residents access services, employment and education. The Town Council will need to work with the District and County Council's, as well as with the City Council, to either ensure this can be accessed by sustainable transport or alternatively can be provided for in the community.

## 5. PROCUREMENT

**OBJECTIVE: Put climate change at the heart of our procurement policies including moving to the use of renewable energy sources for its activities and encourage its customers and suppliers to do likewise.**

The Organisation for Economic Co-operation and Development (OECD) background paper “The Role of Public Procurement in Low-carbon Innovation” for the 33rd Round Table on Sustainable Development (12-13 April 2016) identifies that public procurement expenditures amount to 13% of OECD countries’ gross domestic products. The report states that “no occasion should be missed to guide public procurement expenditures towards efficient low-carbon choices in products, services and public works”. The report sets out how government spending decisions are important for the emergence and diffusion of new products and services.

The Council’s aim will be to reduce dependence on resources; then to source low carbon and environmentally sustainable resources.

The Council’s Sustainable Procurement Objectives will be to:

- (a) initially prioritise implementation for new contracts and suppliers;
- (b) reduce our energy use and increase our energy efficiency;
- (c) reduce dependence on chemicals;
- (d) reduce dependence on carbon technology;
- (e) both minimise and reuse waste and maximise recycling;**
- (f) meet more of our own energy needs, for example through installation of new technologies such as PV Panels, reducing dependence upon the national grid;
- (g) obtain best value in terms of all costs when sourcing energy suppliers; this means balancing financial cost with the cost to the environment and the planet;
- (h) critically assess the short term, medium term and long term benefits of procuring new technologies;
- (i) source the provision of goods, services and works “locally” where possible;
- (j) use suppliers who source their products or goods “locally”;
- (k) source materials, which are durable and long lasting, made from sustainable sources and compliments the natural environment;**
- (l) use suppliers who have obtained either government or independent industry accreditation and recognition for sustainable practices;**
- (m) use “fairly” traded products; and
- (n) require the submission of an environmental statement when inviting tenders for the provision of goods, services and works in order to assess the overall impact on the environment in terms of carbon and waste.

The Council ~~will commission a through either a carbon audit or other form of audit/review will examine of our activities to provide both data on the Council’s carbon footprint, including that of its supply chains, along with recommended actions to reduce our carbon footprint.~~ This report will inform the Council’s procurement action plan, which will prioritise the products, services and works to be procured, based on the medium and long term impact of reducing the Council’s carbon footprint and protecting the environment.

## 6. PROTECTING AND ENHANCING GREEN SPACES

**OBJECTIVE: To protect and enhance the town's Green spaces, promote and encourage tree planting, and seek to increase and enrich biodiversity.**

The Town Council is responsible for most of the Town's Parks and Open Spaces. These urban green spaces not only provide for sport, recreation and play but also for an enriched natural environment protecting the Town from and mitigating the effects of climate change and air pollution.

The Council will:

- (a) help fight pollution and climate change by planting trees on our parks;
- (b) produce an Environment and Biodiversity Strategy for our Parks and Open Spaces, which will set out the Council's approach to tree planting and maintenance, along with the Council's commitment to enhancing and enriching biodiversity;
- (c) reuse more of the waste generated from the maintenance of our parks and open spaces (e.g. tree and hedge clippings and grass cuttings) to enhance the biodiversity and environmental aspects of our parks and open spaces;
- (d) where we cannot reuse the waste ourselves, develop arrangements where the waste could be reused by others, composted or recycled;
- (e) identify measures for the management of our land and assets, which reduce the likelihood of flooding and provide for a rolling programme of water course maintenance as part of the annual winter works programme;
- (f) **take measures to future proof our parks facilities to ensure they remain fit for purpose and resilient to the effects of climate change;**
- (g) encourage the involvement of local residents, particularly young people and schools, in projects and initiatives to enhance the natural environment; and
- (h) source materials, including play equipment, which is durable and long lasting, made from sustainable sources and compliments the natural environment.

In the medium term the Council will consider reviewing access to and provision of green space across the Town. In the long term the Council, in partnership with the District and County Councils, will need to develop plans to enhance the built environment across the Town, including tree planting, protecting hedgerows and encouraging wild flower and biodiversity.

## 7. ACTION PLANNING

Underpinning this strategy is the need to take action. The Council will need to consider the deliverability of each identified action and its impact, along with available resources, when deciding which actions will be a priority.

~~Upon adoption of this Strategy,~~ Policy & Resources Committee will develop and approve an annual action plan to deliver the Strategy's Objectives.

The Policy & Resources Committee will seek the input of the Council's Community Development Committee, Planning & Environment Committee and Citizens' Advisory Panel, particularly in respect of

- (a) Supporting the Local Community
- (b) Protecting and Enhancing Green Spaces.

In approving the annual action plan, Policy & Resources Committee may delegate responsibility for delivering and monitoring particular actions to either the Community Development Committee or the Planning & Environment Committee where the identified action falls within that Committee's Terms of Reference and delegated responsibility.

The Action Plan will set out:

- Nature of Action to be delivered;
- Reason for inclusion, i.e. why is it needed;
- Benefits to the Council and the Community;
- Resources Required;
- Potential Barriers to Delivery;
- Summary of steps and sub-actions required to deliver;
- Timescales for Delivery; short-term, medium-term, long-term; and
- Priority Level.

The Council's Management Team will allocate responsibility for delivery of the individual actions to the appropriate Manager, depending upon which Service will be primarily responsible for implementation.

## 8. MONITORING AND REVIEW

Policy & Resources Committee is responsible for the development **and review** of this Climate Change and Environmental Strategy and ensuring adequate input from Councillors, Staff, Partners, Stakeholders and Residents.

The Strategy **will-forms** part of the Council's Strategic Policy approach alongside the Medium Term Priorities and Financial Planning process, informing the budget, Capital Plan and Council Priorities and Objectives; therefore, the Strategy will **need-to** be adopted by the Full Council.

Most of the Council's policies are reviewed at least every three years with reviews earlier if there are legislative or other significant changes. **Following its adoption in 2021 and its review in 2024**, it is intended that this Strategy will be **adopted-in-2021 and** reviewed by Policy & Resources Committee at least every three years, which includes in **2024**, 2027 and 2030. This is particularly important to ensure that the Council is on track to deliver its commitment for all its activities to be "carbon neutral" by **the end of** 2030. Any proposed changes to the Strategy will be submitted to Full Council for consideration and adoption.

The Strategy is supported by an annual action planning process, which will include appropriate timescales for monitoring and review, depending upon the size and scale of the actions to be delivered.

## APPENDIX 1 – Policy and Strategy Links

This Strategy forms part of and compliments the Council's Strategic Policy Framework as a whole.

In particular, the Strategy will form the basis for delivering Aim 1 of the Council's Mission: *“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”.*

The Strategy sets the overarching approach to deliver **Strategic Aim 4 of the Council's Business Plan – Respond to Climate Change and champion sustainable development.** The aim being *“To embed climate and environmental awareness in our decision making and actions and play our part in supporting the community to do the same”.* ~~key priority 10, Responding to Climate Change: *“In recent years the impact of climate change has become increasingly visible and public awareness more widespread. During 2021/22, the Town Council will develop a Strategy and an Action Plan in order to address the impact of its own activities on the climate. In addition, the Town Council will seek to provide leadership, including in partnership with the principal Councils and other organisations, to support the community to respond to the climate change agenda”.*~~

~~The Strategy also compliments part of key priority 3 on Quality of Life Services *“The Town Council continues to provide and support important quality of life initiatives..... The Town Council also seeks to play its part on tackling climate change and poor air quality, recognising the importance of air quality in the context of the new Lubbethorpe development, which could result in an increase in air pollution in Blaby District.....”.*~~

In addition, the Strategy will shape the delivery of the following Service Objectives:

### *Planning and Environment Objectives*

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the **existing built environment and** the needs of future generations.
2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
5. To work with others to minimise the impact from:
  - (a) traffic; and
  - (b) air and light pollution.
8. To monitor the New Lubbethorpe development and to respond to any implications of that development for the environment of the Town.

### *Open Spaces & Parks Objectives*

1. To provide and maintain parks and open spaces to a high standard
4. To help fight pollution and climate change by planting trees on our parks

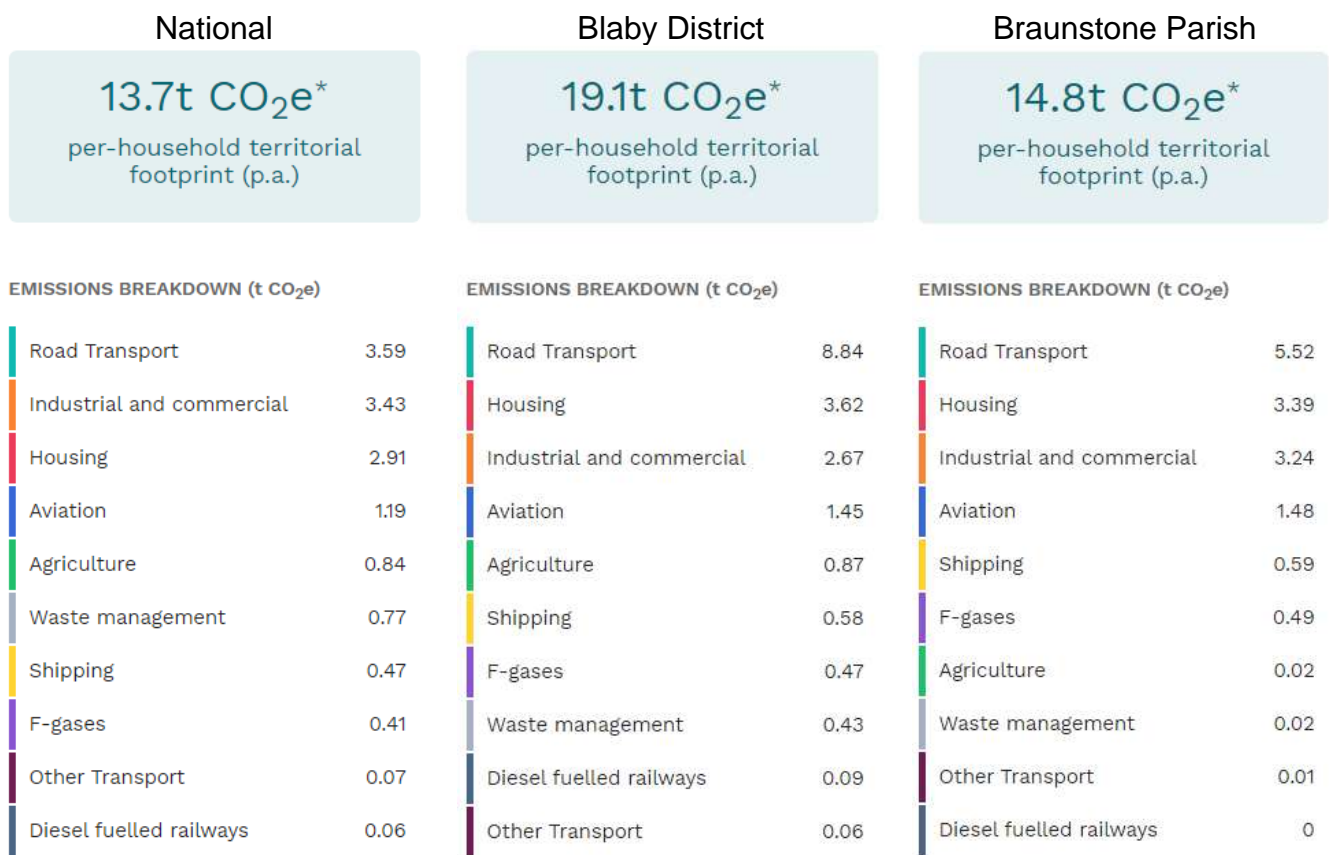
## APPENDIX 2 – Parish Carbon Calculator

Nottingham City Council and The Midlands Energy Hub have developed a carbon calculator specifically designed for Parish and Town Councils.

The Carbon Calculator can be found at: <https://impact-tool.org.uk/>

The Carbon Calculator has been designed for small communities so that parish and town councils can understand their main 'collective' sources of carbon emissions, which would then give the community a better idea of where to target their climate response efforts for the greatest impact.

Figure A – Territorial Footprint 2021



\*CO<sub>2</sub>e stands for "carbon dioxide equivalent" and is a standard unit of measurement in carbon accounting. It expresses the impact of a number of different gases collectively as a common unit.



Figure B – Territorial Footprint 2024



**8285%** of the Town's carbon emissions are made up from Road Transport (**3738%**), Housing (23%) and Industrial and commercial (**2224%**).

Figure BC – Consumption Footprint 2021



\*CO<sub>2</sub>e stands for "carbon dioxide equivalent" and is a standard unit of measurement in carbon accounting. It expresses the impact of a number of different gases collectively as a common unit.

Figure D – Consumption Footprint 2024



**7998%** of the Town's carbon consumption emissions are made up from Consumption of goods and services (**3430%**), Food and diet (**2321%**), Travel (**23%**) and Housing (**2223%**).

## **BRAUNSTONE TOWN COUNCIL**

**26<sup>th</sup> SEPTEMBER 2024**

### **Item 8 – Mossdale Meadows Flood Alleviation and Drainage Improvements – Borrowing Application**

#### **Purpose**

To seek approval from the Secretary of State for Housing, Communities and Local Government to apply for a Public Works Loan of £128,226 for the cost of the Mossdale Meadows flood alleviation and drainage improvements.

#### **Background**

On 28<sup>th</sup> January 2021, Council considered priorities and projects for the Capital Plan. A new project was proposed “To replace vehicle and pedestrian culvert bridges at Mossdale Meadows”. The reason for the proposed addition was “existing culverts are not suitable for flow of water which causes flooding on the park on a regular basis” (Minute 5896, resolution 3).

At the meeting of the Policy & Resources Committee held in 28<sup>th</sup> October 2021 members received a full report regarding the condition of the vehicular and pedestrian bridges over the brook at Mossdale and the increase in incidents of flooding from the brook onto the park.

The main issue that is causing the flooding is the culvert pipes that run under the vehicular and pedestrian access bridge. These are too small and, as there are two pipes next to each other, debris is collecting and building up between them which is restricting flow through the pipes even though they are cleared regularly. The pedestrian bridge is also too small and it was suggested that this is removed, along with the overflow pipe, and replaced with a larger culvert pipe under the vehicular bridge.

Following several tender exercises to obtain costings for the work on the Mossdale Meadows culvert bridge, it was noted that quotations were being received that were exceptionally high and it had been noted that a footpath diversion order that was required for the pedestrian path would take approximately 2 years to obtain.

At the meeting of the Policy & Resources Committee held on 9<sup>th</sup> March 2023 it was agreed further quotations be obtained for the work, excluding the proposed work to the pedestrian bridge. Once the vehicular culvert bridge was complete, with pedestrian access, a footpath diversion order could be submitted. Once the footpath diversion had been approved, then the existing pedestrian bridge and pipe can be removed.

Due to the considerable difference in costs between the two contractors, advice was sought from the Structural and Civil Engineering company that provided the design plans for the project, regarding the costs. As both companies had received the same information, drawings etc. and both their schedule of works were comparable,

the designer felt that cheapest tender was acceptable for the scale of works proposed.

However, the tender fell below the minimum amount for public borrowing and the Town Council was not in a financial position to fund the project through the annual budget and/or its reserves. Grant funding streams were investigated but none were applicable to the proposed project. Consideration was made about other possible works that could be included in a revised plan to provide a larger project plan that could be funded through borrowing.

Problems with flooding and drainage in different areas of Mossdale Meadows had been reported over some years and it was proposed at the meeting of Policy & Resources held on 15<sup>th</sup> June 2023, that revised plans and a new tender be commissioned to include all the following work:

1. Replacement of vehicular culvert bridge over the brook
2. Works to the brook banks as previously proposed
3. Inclusion of drainage channels down the Lubbesthorpe bridle path adjacent to the pavilion building to alleviate flooding issues in the workshop
4. Drainage work to the entrance of Mossdale Meadows car park to drain water from the car park into the brook as the car park entrance was prone to frequent flooding that was raised during the Walking & Cycling route construction.
5. Resurfacing of Mossdale Meadows car park with tarmac. Currently the car park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain.

Items 1 to 3 on the above list were included in the Town Council's Capital Plan; however, items 4 and 5 were not. At the meeting of Council held on 29<sup>th</sup> June 2023 the inclusion of items 4 and 5 as above in the Capital Plan was approved (Minute 6145).

### Proposed Scheme and Tender Process

In January 2024 a site visit was undertaken by a qualified civil engineer to prepare plans for the work and at the Policy & Resources meeting held on 25<sup>th</sup> April 2024 members approved the plans and proposed tender documents.

The tender was advertised via the Crown Commercial Contracts finder service and on the Council's website with a closing date of 12<sup>th</sup> August 2024. Three quotations were received ranging between £394,175 and £541,649.

The cost of the proposed work was considered to be much higher than expected. The amount of borrowing required would result in higher repayment costs than had been assessed as sustainable as part of the Medium Term Financial projections. Therefore, the contractors that had submitted a tender were asked if they would be willing to undertake a smaller project to reduce costs.

The proposed works included in the tender document were considered and, following consultation with Citizens' Advisory Panel on 5<sup>th</sup> September 2024, Policy & Resources Committee on 12<sup>th</sup> September 2024 approved the following priorities for

each of the items in the Capital Plan Scheme:

Vehicular Culvert Bridge	High Priority
Drainage repair work to car park entrance	High Priority
Work to brook bank	Medium Priority
Drainage work down Lubbesthorpe Bridle Path	Medium Priority
Tarmac and work to car park surface	Low Priority

Each contractor who tendered for the full works was given the opportunity to retender for the High Priority works only and were received as follows:

- £122,120;
- £123,386; and
- £244,867.

### Business Case

The existing culvert over Lubbesthorpe Brook at Mossdale Meadows was installed approximately 40 years ago by the Council's grounds staff. The culvert consists of two small pipes, which collect debris at the entrance needing regular clearance.

Despite this, with both significant development in the area over the last 35 years and increased rainfall intensity, the existing pipes are not suitable for the flow of water, which causes regular flooding on the park. The concrete bridleway, which slopes down from Shakespeare Drive towards the brook produces a heavy amount of surface water run off during heavy and prolonged rain causing significant water drainage into the brook.

The bridge is also unstable due to the age of the culvert structure and pipes, which are at risk of collapse and/or subsidence. Should the structure subside then access to the football pitches on the other side will be difficult and no machinery or plant vehicles would be able to access this area of the park to undertake routine maintenance.

Therefore, the proposals remove the existing culvert and vehicular bridge and replace it with a new concrete structure with a larger culvert pipe and new vehicular bridge.

In addition, the contract includes the installation of new drainage at the entrance to the car park. This area regularly floods hindering access to the car park, park, play area and the adjacent shared foot and cycle path.

The proposed drainage work to the entrance of Mossdale Meadows car park will include a drain and channel to drain water from the low point at the car park entrance, which is adjacent to the footway/cycleway, into the brook.

The proposals have been designed by a professional civil engineer and are estimated to have at least a 50 year life span.

Following receipt of tenders from contractors, maximum scheme costs are estimated at £128,226, which includes a contingency for inflation and unforeseen costs, that may arise following excavation.

While both the culvert and drainage will need to be maintained, the maintenance and clearance costs of recent years will be saved, which includes the hiring of contractors with specialist equipment, costing around £2,000 to £3,000 per annum.

## Finance

From previous investigations, it is unlikely that the Council would be successful in funding the project through grants and has insufficient capital reserves to fund the project. Therefore, the most likely source of funding is through borrowing.

The Medium Term Financial projections, updated by Council in March 2024, allow for an annual repayment of £11,004 from May 2025 (provided borrowing is drawn after November 2024).

The Council also saves £4,586 from this year from a matured loan (PW480508) and a further £6,586 after May 2025 in matured loans (PW482623 and PW485188).

To protect the Council against inflation, another contractor being selected, or for unseen costs as a result of excavations, it is recommended that the Council apply to borrow the funds plus 5%. If awarded, the amount will be a maximum, and the Council would be able to borrow up to the maximum amount approved. Therefore, the borrowing request would be for £128,226. The repayment rate on 18<sup>th</sup> September 2024 for a 40 year Annuity Loan was 5.32% meaning the annual repayment would be £7,773.34.

Given the risks and that the investment will be in improved structures with at least a 50 year life span, there is an opportunity for the Council to borrow to finance the project. There are limited grant opportunities available and the Council doesn't have sufficient reserves to fund the project.

Therefore, Policy & Resources Committee on 12<sup>th</sup> September 2024 resolved to recommend to Council on 26<sup>th</sup> September 2024 to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a Public Works Loan of £128,226 over the borrowing term of 40 years for the cost of the Mossdale Meadows flood alleviation and drainage improvements.

A decision from the Ministry of Housing, Communities and Local Government would be expected in four to six weeks.

## Reserves

The end of year accounts for 2023/2024 identifies the levels of reserves as:

- £21,972 General Reserves
- £10,962 Earmarked Reserves.

In January 2024, Policy & Resources Committee and Council received a report on the Council's Financial Position in regard to its cashflow and reserves. Due to the need to urgently address the predicted low level of reserves, Council set a precept for 2024/2025, which was an increase of 26.59% compared to 2023/2024. This included replenishing the reserve by £79,000 (based on overspends and amounts

drawn from the Council's savings account during the financial year).

To ensure that the Council's medium term financial figures were kept up to date and were robust, both Policy & Resources Committee and Council resolved that the projections for the next 5 years be subject to reassessment and presented to Policy & Resources Committee and Council during March 2024.

The projections are based on the following being included in the base budget to replenish the Council's Reserves:

- £79,000 in 2024/2025 (included);
- a further £71,000 (totalling £150,000) in 2025/2026; and
- a reduction of £50,000 in 2026/2027 (totalling £100,000);

resulting in the Revenue (General Fund / Non-Earmarked) Reserve reaching the equivalent of three months net expenditure (£314,451), as recommended by the Joint Panel on Accountability and Governance, during 2026.

These projections, using current tax base information, result in a 14.98% increase on the precept for 2025/26; a total for the year of:

- £23.33 on a typical band B property;
- £26.68 on a band C property; and
- £30.01 on a band D property.

Repayments on the Council's Public Works Loans are made in May and November each year. It is intended to continue with this arrangement. Both repayments dates are shortly after the two tranches of the precept income is received at the end of April and end of September. In 2025 revenue reserves are estimated to be at £214,451, rising to £314,451 in 2026. Therefore, in any unforeseen financial circumstances, the Council will have the necessary funds available to meet its loan repayments while it ascertained its options.

### Timescales and Milestones

- September 2024 – Citizens' Advisory Panel consulted on narrowing the scheme to High Priority Options;
- September 2024 – Policy & Resources Committee approved priorities for the project and selected a preferred contractor;
- September 2024 – Council considers financing through borrowing and whether to apply to the Secretary of State to borrow to finance the project;
- October 2024 – final public engagement on selected scheme;
- October/November 2024 – application for Borrowing;
- December 2024 / January 2025 – Borrowing Approval;
- January / February 2025 – Contract Approvals and Planning;
- March / April 2025 – Lead in period;
- April / May 2025 – Works commence on site; and
- May 2025 draw down on loan monies to make payments.

### Risks

The Risk Assessment and Controls for the Project is attached at Appendix 1.

## Borrowing Process

Local council borrowing is governed by schedule 1 to the Local Government Act 2003. Parish and town councils in England have to apply and receive approval from the Secretary of State for Housing, Communities and Local Government before taking up any borrowing. Councils can borrow for capital expenditure as defined in section 16 of the Local Government Act 2003.

There is no national limit on the total annual amount of borrowing available to local councils in England. However, the amount that an individual council will be allowed to borrow is normally limited to £500,000 in any one financial year. It is worth noting that the total borrowing of the Town Council is currently £1,237,112.03. The annual repayments in 2024/25, including interest, totals £93,154, for which provision exists within the Council's Revenue Budget.

Councils apply using an application form, available from the county associations affiliated to the National Association of Local Councils (NALC). The decision to borrow must be taken by the full council, and the date of the decision recorded on the application form.

When completed and signed, the original application form should be sent to the local county association who will check the details and forward it to the Ministry of Housing, Communities and Local Government.

The formal decision on each application rests solely with the Secretary of State. If the application is agreed, the Ministry of Housing, Communities and Local Government will send the council a borrowing approval letter. If the application is not agreed, the department will tell the council why.

The borrowing approval will set out a number of conditions that need to be fulfilled. It will specify how much the council can borrow, and the maximum term of the loan period.

Approvals are valid for 12 months from the date of issue. Councils can ask for this time limit to be extended.

Councils may borrow from any willing lender. In practice, most councils borrow from the Public Works Loan Board (PWLB) or from a bank. The PWLB will need to see the original borrowing approval before processing any application.

Councils must tell the Ministry of Housing, Communities and Local Government if their circumstances change after they have got approval for borrowing, for example if:

- they no longer need to borrow; or
- they need to delay the borrowing because their project has been delayed.



## Borrowing Application

A guide to Parish and Town Council Borrowing in England, including a summary of the process, is attached at Appendix 2. Information required to support the application for borrowing approval, is attached at Appendix 3. Applications from parish and town councils are made through the County Association to the Ministry of Housing, Communities and Local Government. Information about the process and options for obtaining a Public Works Loan is attached at Appendix 4.

Attached at Appendix 5 is an illustration of a Public Works Loan for £128,226.

To enable the Council to fund the project, which has been identified as a Priority Project in both the current year (2024/2025) Business Plan and Capital Plan; Policy and Resources Committee have recommended that the cost be met by borrowing £128,226.

Total borrowing of £128,226, based on the current interest rate of 5.32% over 40 years, would mean the total repayment is £310,934. The annual repayment is £7,773.34. The annual repayments can therefore be met within the £11,172 from three Public Works Loans, one of which matured in November 2023, and the other two which mature in May 2025.

For a borrowing application to be successful, the full evidence requirement must be met as per the checklist attached at Appendix 3. Below is a summary of how the Town Council meets the evidence requirement:

### *1. Resolution to borrow*

The Council reviews and updates its Capital Plan on an annual basis. Policy & Resources Committee receives a report at each of its scheduled meetings, the decisions and reasons being reported to the subsequent meeting of the Council. This report provides an overview of the justification and detailed arrangements for the project. Should the Council approve a borrowing application, the draft minutes will be signed by the Town Mayor for submission. The draft minutes will be published online as normal to help keep residents informed.

### *2. Budget*

This report and the report to Policy & Resources Committee on 12<sup>th</sup> September 2024 set out the costs of the project, including the cost of and financing of borrowing. The Council's Medium Term Financial Strategy, considered on an annual basis in November by the Council and updated in March 2024, sets out provision for financing the Council's borrowing. The Council is due to make £11,172 in ongoing savings from 2025, due to three Public Works loans being repaid. The Strategy sets aside £11,004 per annum to cover the repayment costs of new borrowing for this scheme. Currently, the annual repayment is estimated at £7,773.34, saving £3,399 against the repayments on the loans which will mature. The Estimated Repayment Costs table from the Public Works Loan Board, for a loan of £128,226, based on the current interest rate of 5.32% over 40 years is attached to this report at Appendix 5.

### 3. *Report to Council / business case*

The Council reviews and updates its Capital Plan on an annual basis. Policy & Resources Committee receives a report at each of its scheduled meetings, the decisions and reasons being reported to the subsequent meeting of the Council. This report provides a summary of the Business Case with an overview of the justification and benefits/potential arising from the proposed improvements.

### 4. *Affordability*

The proposal is for the Council to take out a fixed rate loan for a term of 40 years. The repayments will be fixed and paid twice a year, for which the Council will utilise part of the funds allocated in the revenue budget to repay loans which mature during 2023/2024 and 2025/2026. There is no intention to allocate monies to fund the loan repayments from reserves, grants or any other revenue income. Provision for repayment of existing loans has already been made within the revenue budget. The Council will have sufficient funds in May and November each year to ensure it can meet loan repayments in the event of any unforeseen circumstances (see Reserves section of this report).

### 5. *Precept increase*

A precept increase is not required to meet the repayments since the annual repayments can be met utilising part of the funds allocated in the revenue budget to repay loans which mature during 2023 and 2025.

### 6. *Precept increase survey / public support*

Since the funds required to meet the loan repayment costs will be met from within existing funds, the precept does not increase as a result of this decision.

### 7. *General project consultation*

The Town Council has a Citizen's Advice Panel where local residents are invited to attend quarterly meetings to discuss and consult on activities, projects and proposals from the Town Council.

The Panel considers the review of the Council's Capital Plan and Priorities and Objectives annually in November prior to determination by Policy & Resources Committee and Council in January.

In addition, the Citizens' Advisory Panel were consulted:

- 23<sup>rd</sup> May 2024 – designs and need; and
- 5<sup>th</sup> September 2024 – on the priority level of the items in the scheme.

Updates have been included in the Braunstone Life; a monthly newsletter distributed to each household:

- Annual Report (June 2024); which resulted in a resident writing a letter to the editor about the proposed scheme; and

- Leader's Statement (October 2024).

Details of the Project are also available on the Initiatives pages of the Council's website, where residents can also have their say.

### Decision of Policy & Resources Committee

On 12<sup>th</sup> September 2024, Policy & Resources Committee received tenders and determined timescales and proposed financing for rebuilding the Culvert and carrying out flood alleviation and drainage improvements to Mossdale Meadows (Policy & Resources Committee minute 38).

The Committee resolved:

1. *that the tender documents for the full works be received;*
2. *that the recommendations for the proposed adjusted works, to only include the high priority work on the culvert bridge and car drainage, be approved;*
3. *that the quotation received from Contractor B for the adjusted (high priority) work, be accepted;*
4. *THAT IT BE RECOMMENDED TO COUNCIL that the following resolution be approved "to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £128,226 over the borrowing term of 40 years for the cost of the Mossdale Meadows flood alleviation and drainage improvements; the annual loan repayments will come to around £7,898.36";*
5. *that delegated authority be given to the Chief Executive & Town Clerk, to put together a borrowing application, with supporting evidence, including a financial appraisal, for submission to Council; and*
6. *that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council to:*
  - a) *determine the detailed arrangements, timings and work schedules,*
  - b) *make minor modifications to the design and installation proposals within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations,*
  - c) *award the contract; and*
7. *that the updated draft timeline for required work be approved.*

The Reasons for the Committee's Decision were:

1. *To receive tender quotations received on the full Flood alleviation work on Mossdale Meadows.*
2. *To acknowledge the substantial costs for undertaking the full Flood Alleviation work and to consider a reduced project in order to undertake only high priority work.*
3. *To note that this was the best value for money being the lowest quotation received.*
4. *To enable the application assessment to be progressed and submitted for consideration by the Assessor on behalf of the Secretary of State for Housing, Communities and Local Government.*
5. *To enable the detailed supporting evidence to be gathered and submitted with the Council's application without undue delay. To ensure best financial management to meet the Project's costs.*
6. *To ensure that the work to the Flood Alleviation Scheme could be undertaken in*

*a timely manner.*

7. *To provide a plan of works to be carried out and target dates to work towards.*

### Recommendations

1. That the following resolutions be approved:
  - a) “to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £128,226 over the borrowing term of 40 years for the cost of the Mosssdale Meadows flood alleviation and drainage improvements; the annual loan repayments will come to around £7,773.34”; and
  - b) “it is not intended to increase the council tax precept for the purpose of the loan repayments”; and
2. that delegated authority be given to the Chief Executive & Town Clerk, to put together and submit the borrowing application with supporting evidence.

### Reasons

1. To finance the high priority Mosssdale Meadows Flood Alleviation and Drainage Improvements, as set out in the Capital Plan. The essential works consist of:
  - i. installation of a new brook culvert and bridge, which was at risk of collapse/subsidence, enabling increased water flows, reducing the likelihood of flooding, and
  - ii. drainage improvements at the entrance to the car park, to tackle surface water flooding, which occurs after significant intense rainfall, obstructing access to the car park, park, play area, and adjacent footpath / cycleway;loan repayments would be covered by the amounts set aside in the current revenue budget to repay loans which mature in the last (2023/2024) and next (2025/2026) financial years.
2. To enable the detailed supporting evidence to be gathered and submitted with the Council's application without undue delay.

**BRAUNSTONE TOWN COUNCIL: MOSSDALE MEADOWS FLOOD ALLEVIATION AND DRAINAGE IMPROVEMENTS – September 2024**

Area	Risk	Level	Controls
Procurement	Selected Contractor withdraws or is not suitable to undertake the works	L	<ol style="list-style-type: none"> <li>1. Tender documentation to be circulated to Civic Engineering consultants who provided the designs.</li> <li>2. Invitation to tender advertised in accordance with the Financial Regulations and Procurement Act 2015.</li> <li>3. Suitable period (not less than 6 weeks) for potential contractors to undertake a site visit and ask questions of clarification.</li> <li>4. Tenders received to be assessed by: <ul style="list-style-type: none"> <li>• Chief Executive &amp; Town Clerk</li> <li>• Management Team</li> <li>• Policy &amp; Resources Committee</li> <li>• relevant professional consultant.</li> </ul> </li> <li>5. Contingency amount included in Borrowing request.</li> </ol>
	Terms of contract not fit for purpose	L	<ol style="list-style-type: none"> <li>1. Contractors to submit their terms for consideration by the Chief Executive &amp; Town Clerk and Management Team.</li> <li>2. Policy &amp; Resources Committee to select 2nd choice of contractor to avoid delays to delivery timescales.</li> <li>3. Contingency amount included in Borrowing request.</li> </ol>
Finance	Borrowing Approval not granted – project delayed, risking collapse / subsidence of culvert structure and increased costs.	M	<ol style="list-style-type: none"> <li>1. Time built into timescales to review reasons and amend where necessary.</li> <li>2. Policy &amp; Resources Committee to review alternative short term options to prolong the life of the culvert structure.</li> </ol>

Area	Risk	Level	Controls
Finance (Continued)	Delays to project / increase in costs due to availability of finance	M	<ol style="list-style-type: none"> <li>1. Council undertakes Medium Term Priorities and Financial Planning annually.</li> <li>2. Progress report, including Finance to each meeting of Policy &amp; Resources Committee.</li> <li>3. Policy &amp; Resources Committee to select 2nd choice of contractor to avoid delays to delivery timescales.</li> <li>4. Contingency amount included in Borrowing request.</li> </ol>
	Budget overspend	M	<ol style="list-style-type: none"> <li>1. Policy &amp; Resources Committee and Council receive the annual Medium Term Priorities and Financial Planning assessment each autumn which assesses the Council's plans and finances and identifies financial risks, the impact on the precept and the reserves.</li> <li>2. Project costs and expenditure reported to Policy &amp; Resources Committees each cycle.</li> </ol>
	Complying with borrowing restrictions	L	The Council assesses the funds needed to secure existing and future capital and interest repayments on its loans through the annual Medium Term Priorities and Financial Planning process.
Liability	Risk to third party, property or individuals	M	<ol style="list-style-type: none"> <li>1. Insurance in place.</li> <li>2. Contractors to similarly confirm they have appropriate Insurance in place.</li> </ol>
Capacity & Capability	Loss of Project Management and administrative capacity (e.g. due to sickness)	M	<ol style="list-style-type: none"> <li>1. Whole Management Team to be involved in Project and decisions, to ensure that any of the three Senior Managers are able to Manage the Project if necessary.</li> <li>2. Council has insurance cover which covers the cost of bringing in temporary additional capacity in the event of long term illness in a key post.</li> </ol>

Area	Risk	Level	Controls
Capacity & Capability (Continued)	Lack of Capability	L	<ol style="list-style-type: none"> <li>1. Chief Executive &amp; Town Clerk and Deputy Chief Executive &amp; Town Clerk have received project management training.</li> <li>2. Civic Engineering Consultants engaged in process to provide technical support.</li> <li>3. Council's Leader and Deputy Leader (Chair &amp; Vice-Chair of Policy &amp; Resources Committee) have project management and financial management skills gained in their profession.</li> </ol>
Regulatory Compliance	Non compliance with legislation and regulations.	L	<ol style="list-style-type: none"> <li>1. Tender sets out requirement of the contractor to obtain necessary permissions and permits from the Environment Agency.</li> <li>2. Advice on project sought from Environment Agency.</li> <li>3. Civil Engineers drew up plans and have professional recognition and indemnity.</li> </ol>
Governance	Failure to identify risks or comply with legislation and regulations	L	<ol style="list-style-type: none"> <li>1. Strategic decisions about priorities and finance made by the whole Council.</li> <li>2. Policy &amp; Resources Committee to receive a report each meeting and to select contractors and determine timescales.</li> <li>3. Management Team to receive a regular update on progress.</li> <li>4. Internal and external audit.</li> </ol>

# **A GUIDE TO PARISH AND TOWN COUNCIL BORROWING IN ENGLAND**

## **Introduction**

1. In this guide, all references to statutory provisions are to provisions in the Local Government Act 2003 ('the 2003 Act'). References to parish councils include those designated as town councils, village councils, community councils, neighbourhood councils and city councils in England.

2. This guide replaces all previous guidance on borrowing by parish councils in England and reflects the legal framework in force as at 1 April 2015. The law that allows a parish council to borrow money is contained in paragraph 2 of Schedule 1. Before such a council can borrow a sum of money, it must first receive an approval to borrow from the "appropriate person": in England the Secretary of State by way of the Department for Levelling Up, Housing and Communities (DLUHC), and in Wales, the Welsh Ministers. Evidence of the borrowing approval may be required at audit.

3. This guide sets out the criteria that the Secretary of State generally applies in deciding whether to give borrowing approval, and how parish councils should go about applying for approval. It applies only to England. Community and town councils in Wales should contact the Local Government Finance Division of the Welsh Government (telephone: 029 20 823227 or 029 20 825223) for details of the approval system applicable to them.

4. There is no national limit on the total annual amount of borrowing approvals that will be granted. Councils should only apply for borrowing approval when they are fully ready to take up the borrowing, for example, when planning permission has been obtained. Applications by councils for borrowing approval should be sent to the local County Association affiliated to the National Association of Local Councils (NALC). This applies whether or not the council is a member of NALC.

5. If the Association considers that the application form is complete with no obvious omissions or errors, and that the application is made in good faith, the application will be forwarded to DLUHC. Where an Association has any concerns it will raise the matter with the council. The council may, if it wishes, take up any disputed issue with DLUHC. The review by the County Association is intended to assist councils in submitting well-founded applications to DLUHC. The County Association will provide a brief factual report to DLUHC with the application.

## **Local Accountability and Transparency**

6. The Government's localism agenda aims to place more power into people's hands. For democratic accountability to increase, local people need to be able to hold local authorities to account over how they spend public funds and the decisions that are made on their behalf. This principle applies to decisions made by all levels of local government, including parish councils. Transparency is the foundation of this



accountability and, if people are to play a bigger role in society, they need to have the tools and information to enable them to do so.

7. When considering whether to apply for borrowing approval, parish councils should be fully open and transparent with their residents and taxpayers in all their dealings. Details of the project and plans for borrowing and loan repayment must be available to residents from an early stage. This could include discussion of proposals in open meetings, and ensuring that information is available for the public before and after a decision is taken, for example on the council website or published in local newsletters. Evidence of this will be taken into account in considering whether to give approval for borrowing. When increasing precept to fund borrowing, evidence of public support for increasing the associated precept will be required to support the loan application.

### **What is a Borrowing Approval?**

8. It is a formal approval issued by the Secretary of State to borrow money.

9. The Secretary of State's decision on the borrowing application will be sent direct to the Clerk to the council. A copy of the decision letter will also be sent to the Chair of the council and the local County Association. Where approval to borrow is given, as well as containing the legal authority for the council to borrow money, the approval will state the maximum amount of money that can be borrowed, the purpose for which the money may be used, the period within which money must be borrowed, and the maximum period within which the borrowing must be repaid.

10. Where a council wishes to use borrowed money for a purpose other than that specified in the borrowing approval letter, written consent to the change of use must be obtained from DLUHC, prior to committing to the expenditure. This applies to unused funds.

### **Who can apply for Borrowing Approval?**

11. Any parish council in England.

### **When is a Borrowing Approval not required?**

12. Under paragraph 2(3)(a)(i) of Schedule 1, no approval is required for borrowing by temporary loan or overdraft from a bank or otherwise of sums which the council may temporarily require to meet expenses pending the receipt of revenues receivable by it in respect of the period of account in which the expenses are chargeable.

13. A council may also borrow by temporary loan or overdraft pending the raising of the loan permitted by a borrowing approval (paragraph 2(3)(a)(ii) of Schedule 1). A council must be in possession of the borrowing approval when the temporary loan is taken out, but no second approval is required. The temporary loan must be for the purpose of meeting expenses intended to be met by the approved borrowing. A council can also raise a further loan to repay the original loan without the need for another approval, so long as the new borrowing takes place within the fixed period

(paragraph 2(3)(b) of Schedule 1). For the meaning of "fixed period" see paragraph 33 of this guide.

14. In all other circumstances, borrowing approval is required.

### **How is an application for borrowing approval made?**

15. In the first instance, councils should complete the application form included in this guidance. Contact should also be made with the local County Association who will process the application form once it is completed. All questions in the form need to be answered and all supporting information must be supplied (see paragraph 16 below). The making of the application requires approval by resolution of the full council (paragraph 4 of Schedule 1). The form must be signed by the Chair of the council and the responsible financial officer (in most councils the Clerk is also the responsible financial officer, but the post is sometimes a separate appointment). The completed form must be sent in hard copy to the County Association (see paragraph 4 above).

### **What information must be provided?**

16. In addition the form must be accompanied by:-

- a copy of the council's budget for next year (or for the current year if next year's is not available) clearly illustrating the total income and expenditure and costs associated with the project in question,
- a copy of the written report or business case considered by the council in reaching its decision to apply for borrowing approval,
- the full minutes of the meeting at which the resolution to make the application was passed,
- evidence that residents have been consulted on the following:
  - i) the proposed project,
  - ii) the council's intention to borrow,
  - iii) proposals to increase the precept to meet borrowing costs, if applicable; and
  - iv) if applicable evidence of public support to increase precept because of the proposed borrowing.

17. Where the council intends to provide a grant to another body the references to "project" in this guide and in the application form apply to the assistance being provided by the council, not to the project towards which the assistance is given. For example, if a council wishes to borrow £50,000 to part finance a grant of £100,000 towards the construction by a local charity of a village hall costing £250,000, the application form should show £100,000 as the total cost of the project and £50,000 as the amount to be borrowed, and explain how the remaining £50,000 is to be financed by the council.

### **Parish council precepts and council tax referendum principles**

18. When planning budgets and considering whether to apply for borrowing approval, parish councils should bear in mind the provisions of Chapter 4ZA of Part 1 of the Local Government Finance Act 1992 relating to council tax referendums. Each

year, the Secretary of State will determine “excessiveness principles”. If an authority breaches those principles, it must arrange a referendum to seek the approval of its local electors to the excessive increase in council tax it has set. For 2022-23, no principles were set for parish councils: so the new referendum provisions did not apply to them for that year.

19. However, Ministers have made it clear that when setting principles in future years, the Secretary of State will consider whether this, in light of the extent to which restraint in relation to council tax in 2022-23 has been exercised in order to provide protection for local taxpayers and to extend the principle of direct democracy.

20. If the Secretary of State decides to determine council tax referendum principles in relation to parish councils for the financial year 2023-24, (and in subsequent financial years), a parish council would need to consider whether its relevant basic amount of council tax<sup>1</sup> was excessive by reference to those principles. Councils with precept increases resulting in a relevant basic amount of council tax which exceeded the principles would be required to hold a referendum to seek local electors’ approval to that increase. The result of the referendum would be binding and where an increase was not approved, the parish precept would be substituted with a precept that produced a relevant basic amount of council tax that was not excessive by reference to the principles. Parish councils would be responsible for meeting the costs of any referendum.

21. It should be noted that the Secretary of State will **not** exclude increases in parish council tax precepts attributable to a borrowing approval when considering whether to set council tax referendum principles for parish councils in 2023-24 and in future years.

22. The Secretary of State intends to determine excessiveness principles in parallel with the process for deciding the annual local government finance settlement for each year; so it is expected that principles will be proposed in November/December alongside the announcement of the provisional settlement.

### **What are the criteria for borrowing approval?**

23. The Secretary of State will generally apply the following criteria in deciding whether to give borrowing approval:

- a) the borrowing should be for a purpose that would be capital expenditure as defined in section 16 of the 2003 Act. Appendix A to this guide explains what is covered by the section 16 definition;
- b) the amount to be borrowed should generally not be less than £5 multiplied by the number of local government electors for the area of the council as counted at the latest register for the electoral roll. However, the Department will consider

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<sup>1</sup> For the meaning of “relevant basic amount of council tax” see section 52ZX(5) of the Local Government Finance Act 1992.

applications for a lower borrowing amount where the total project cost is above the threshold and grants or other resources intended for the project expenditure will be refused or reduced if the borrowing does not go ahead;

- c) any unallocated balances (including, where appropriate, capital receipts), beyond those required for the prudent financial management of the council, should be used in the project for which borrowing is required;
- d) the council should have a realistic budget (this must be affordable, taking account of its effect on the council's precept) for the servicing and repayment of the debt. The Secretary of State will expect to see that the affordability of the loan charges and any other revenue costs arising from the project is demonstrated in the written report to the council recommending the borrowing application. A copy of the report should be submitted with the application form. The report should provide:
  - an estimate of the annual costs, and an indication of whether they will be covered by reductions in other expenditure, or by additional income from the precept or other sources,
  - in cases where an increase in the precept is proposed, an estimate of the amount of the increase in both monetary and percentage terms, and recognition that any proposed increase in precept may be subject to council tax referendum principles in future years,
  - evidence that any risks and uncertainties affecting the financing of the project have been taken into account in assessing its affordability,
  - details of any significant financial developments that might affect the ability of the council to finance the costs in future years, so far as can reasonably be foreseen.
- e) The council should have consulted local residents on the project and associated borrowing. The format of consultation with residents is a matter for the council to decide, however councils should note the following:
  - details of the project and plans for borrowing and loan repayment must be accessible to residents from an early stage,
  - decisions on borrowing must be taken in an open and transparent way, following discussion in open meetings,
  - inclusion of the matter on an agenda for a public meeting of the council will not, in itself, be considered sufficient evidence of consultation,
  - the council should ensure that information about the progress of the project continues to be available to residents following the approval to borrow,
  - in particular, any proposal to increase the precept to meet borrowing costs **must** be backed by evidence of public support.

### **When should a council apply?**

24. All councils are encouraged to let their County Associations know of their borrowing requirements as soon as possible. However, councils should not apply for borrowing approval until all negotiations have been completed, all other sources of funding have been secured and all other consents (e.g. planning permission) have been obtained. If an applicant council is successful, processing of the borrowing approval should generally take between 3 – 4 weeks from the date of its receipt by DLUHC. The borrowing approval will authorise the council to take out a loan within a period of twelve months starting with the date of issue of the borrowing approval.

## **How much can a council borrow?**

25. The amount that an individual council will be authorised to borrow will normally be limited to a maximum of £500,000 in any single financial year for any single purpose.

26. Where borrowing approval is sought for an amount higher than £500,000, DLUHC may issue the borrowing approval phased over the life of the project. An approval-in-principle for the full amount will normally be issued at the outset of the project, with formal approval letters issued at stages agreed with the council. DLUHC may request project progress reports at any time during the phased approvals process.

27. A council wishing to borrow more than £500,000 is encouraged to contact DLUHC as early as possible to discuss the approvals process and should acknowledge that the processing times will be longer due to additional stages of review.

## **Where can councils go for funds?**

28. Councils may not, without the consent of HM Treasury, borrow otherwise than in sterling (section 2(3)). In practice, most councils are likely to obtain funds from the Public Works Loan Board or the clearing banks. When councils apply for funds, the Public Works Loan Board will insist that they have sight of the original borrowing approval. Loans may also be taken out from private or voluntary sector organisations, or from individuals. Irrespective of the proposed source of borrowing, councils must have borrowing approval in place before arranging a loan. Evidence of the borrowing approval may be required at audit. Councils are advised to seek appropriate advice.

29. Councils are reminded that the decision to borrow must be taken by the full council (paragraph 2(4) of Schedule 1). This is a separate decision from the decision to apply for borrowing approval. Lenders will generally offer a variety of loan structures such as fixed or variable repayment rates of interest, discount or premiums for early repayment in certain circumstances.

## **Timing of borrowing**

30. A council may borrow by temporary loan or overdraft pending the raising of the loan permitted by a borrowing approval (paragraph 2(3)(a)(ii) of Schedule 1). This means that progress on a project need not be delayed until the longer-term borrowing is arranged. See paragraph 13 above for the requirement for borrowing approval in these circumstances.

## **Security for the lender**

31. All borrowing by a council, together with interest on it, is charged indifferently on all the revenues of the council (section 13(3)). A council cannot mortgage or charge

any of its property as security for money borrowed or which it otherwise owes; any security given in breach of this provision is unenforceable (section 13(1) and (2)).

### **Period of loan**

32. Councils must determine the period within which the money borrowed will be repaid, and they are required to make charges to revenue account sufficient to repay the principal within that period and meet the interest charges on the borrowing (paragraphs 3 and 5 of Schedule 1). The period determined is known as the "fixed period", and the council's determination requires the consent of the Secretary of State. The borrowing approval letter will normally specify the maximum period for the repayment of the loan. The maximum period will begin on the date on which the money is borrowed, and will generally be either:

- *50 years*, for the acquisition of, or works on or to, land, buildings, roads or structures, or the making of grants for such purposes; or
- *10 years or life span of an asset*, in all other cases.

33. Councils are asked to consider carefully whether it would be appropriate to borrow for the permitted maximum or for a shorter period. Generally the borrowing period should be no greater than the period for which the expenditure is forecast to provide benefits to the council (or the body being assisted). Thus if a piece of equipment is only thought likely to last for five years, it would be more appropriate to borrow for five years than for the ten years that the borrowing approval might permit.

### **When a borrowing approval is no longer required**

34. If a council finds it no longer needs the borrowing approval issued to it, it must inform DLUHC.

35. If a council finds that it does not need to borrow the full amount as specified in the approval letter, DLUHC should be informed of the actual loan amount as soon as is reasonably practical.

### **Best Practice**

- Seek appropriate advice and guidance at early stage of the project.
- Programme prudent use of balances as well as borrowing.
- Budgets or revised budgets should be considered before applying for borrowing approval.
- The borrowing term should not exceed the life of the asset.
- Even if the council secures an interest free loan, it will still require borrowing approval.
- Consult local residents about the proposed project and the intention to borrow.
- Make sure residents have access to as much information as possible about the project and loan, both before and after the decision to borrow.
- If increasing precept, ensure residents are consulted on the increase and obtain evidence to support loan application.

# APPENDIX A

## DEFINITION OF CAPITAL EXPENDITURE

1 Section 16 of the 2003 Act defines "capital expenditure" as "expenditure of the authority which falls to be capitalised in accordance with proper practices". In turn section 21(2) defines "proper practices" as those accounting practices that local authorities are required to follow by virtue of any enactment, or of a code of practice or other document specified in regulations. Under this power the Secretary of State has specified (among other documents) the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* ("the Code"). The Code does not apply to parish councils. However, the first of the criteria set out in paragraph 24 of this guide relies on the Code's provisions to provide a definition of capital expenditure for parishes consistent with the definition applicable elsewhere in the public sector. This is done purely to ensure that all applications are judged against uniform criteria, and does not imply that the Code is in any way applicable to a parish council's accounting statements.

2 The key relevant paragraphs of the 2012-13 Code for the purposes of the capital expenditure definition are as follows:

**4.1.2.11 Property, plant and equipment** are tangible assets (ie assets with physical substance) that are held for use in the production or supply of goods and services, for rental to others, or for administrative purposes, and expected to be used during more than one period.

### **Recognition**

**4.1.2.16** The cost of an item of property, plant and equipment falling under this section of the Code shall be recognised (and hence capitalised) as an asset on a local authority Balance Sheet if, and only if:

- it is probable that the future economic benefits or service potential associated with the item will flow to the authority, and
- the cost of the item can be measured reliably.

**4.1.2.17** Costs that meet the recognition principle in paragraph 4.1.2.16 include initial costs of acquisition and construction, and costs incurred subsequently to enhance, replace part of, or service the asset.

The Code goes on to exclude day-to-day servicing (ie repairs and maintenance) from the definition if they do not add to the future economic benefits or service potential of the asset.

3 In addition, section 16 allows the Secretary of State to adjust the definition of capital expenditure by regulation, and, in the case of a particular authority, by direction. Regulation 25 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (SI 2003/3146), as amended, provides as follows:

## **Expenditure to be capital expenditure**

25. —(1) For the purposes of Chapter 1 of Part 1 the following expenditure of a local authority, incurred on or after 1st April 2004, shall be treated as being capital expenditure insofar as it is not capital expenditure by virtue of section 16(1) —

(a) expenditure incurred on the acquisition or preparation of a computer program, including expenditure on the acquisition of a right to use the program, if the authority acquire or prepare the program for use for a period of at least one year for any purpose relevant to its functions;

(b) subject to paragraph (2), the giving of a loan, grant or other financial assistance to any person, whether for use by that person or by a third party, towards expenditure which would, if incurred by the authority, be capital expenditure;

(c) the repayment of any grant or other financial assistance given to the local authority for the purposes of expenditure which is capital expenditure;

(d) subject to paragraph (3) the acquisition of share capital in any body corporate;

(e) expenditure incurred on works to any land or building in which the local authority does not have an interest, which would be capital expenditure if the local authority had an interest in that land or building;

(ea) expenditure incurred on the acquisition, production or construction of assets for use by or disposal to, a person other than the local authority which would be capital expenditure if those assets were acquired produced, or constructed for use by the local authority; and

(f) the payment of any levy by a local authority under section 136 of the Leasehold Reform Housing and Urban Development Act 1993 (levy on disposals)

(2) Where the expenditure referred to in paragraph (1)(b) is a loan given by a parish council or charter trustees to any person, it shall not be treated as being capital expenditure by virtue of this regulation.

(3) Where the expenditure referred to in paragraph (1)(d) is—

(a) an investment in a money market fund; or

(b) an investment in the shares of a company to which Part 4 of the Finance Act 2006 (Real Estate Investment Trusts) applies; or

(c) the acquisition of shares in an investment scheme approved by the Treasury under section 11 (1) of the Trustee Investments Act 1961 (local authority investment schemes).

it shall not be treated as being capital expenditure by virtue of this regulation.

Parish councils should note in particular the effect of paragraph (2) of the regulation.



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This loan application advice and guidance note MUST be read alongside the official NALC guidance and not on its own.

**01 RESOLUTION TO BORROW**

1. As per the official guidance the resolution to borrow must be taken at a full council meeting with all the members present.
2. The resolution needs to be written clearly into the minutes. It should read like the following example:

***It was RESOLVED to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £XXXXX over the borrowing term of XX years for the (INSERT PURPOSE OF LOAN). The annual loan repayments will come to around £XXXXX.***

If the Council will increase the council tax precept for the purpose of the loan repayments then it must add this additional sentence into the resolution to borrow:

***It is also intended to increase the council tax precept for the purpose of the loan repayments by XX% which is the equivalent of an additional £XX a year. This will be subject to a precept increase consultation.***

If the Council will NOT increase the council tax precept for the purpose of the loan repayments then it must add this additional sentence into the resolution to borrow for the official record:

***It is not intended to increase the council tax precept for the purpose of the loan repayments.***

3. The full minutes of this meeting must be submitted with your application and not just an extract of these.
4. It is also important that as soon as the resolution is taken, that the minutes are published on your website even in draft form. If this not possible then it is recommended that a formal announcement or notice is published on your website home page and perhaps in a central noticeboard/s for residents who may not have access to the internet.

**The key underlying theme we will look for in every borrowing approval application is how open and transparent a parish/town council has been with their residents from the start of the project and associated borrowing application. We must see strong evidence of this throughout the application or approval may be delayed.**

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**BUDGET**

**02** With your application we want to see your updated current year budget table which must show all your usual expenditure and income, including any loan/s that yourselves may already be paying off. Most importantly, the expenditure should balance off against the income. Any discrepancies must be explained such as short-falls. The reason we need to see the current year's updated budget is because this is part of the evidence requirement but also because we need to assess the current financial picture of every parish/town council to decide if they are indeed in a healthy position to take on a new or additional loan.

With your application we also want to see a DRAFT budget for the subsequent year as we need to assess how your new loan repayments will impact on your overall expenditure and income going forward. This is also part of the evidence requirement and must be submitted. It must balance up and any discrepancies must be explained with narrative.

For example, if your annual loan repayments come to around £10,000 a year then there MUST be a line in your DRAFT budget table for this amount marked up as PWLB repayments. Or at the very least, the budget table provided must cover the first 6-monthly repayment which in this example would be around £5,000.

If you are paying off any existing loan/s, then this/these also need to be declared in your application and shown separately in your budget table/s.

In order to get further PWLB loan repayment calculations on the loan you are applying for now, please visit:

<https://www.dmo.gov.uk/data/pdfdatareport?reportCode=D9A.1>

In place of your DRAFT subsequent year budget table the alternative option you have is to produce a cash-flow forecast table showing the loan repayment provision over the next 3-5 years or so alongside your other income and expenditure. Although this will be a best-guess estimate, it would still give us a good insight to your forward financial planning, thinking and approach. It would also be very useful for the approving official. Many parish/town councils have been regularly providing these as part of their applications and these have proven very useful. *(An example is attached).*

If the financial information above is not provided we cannot be assured on the loan affordability aspect further down and therefore granting sign-off approval will become difficult and maybe delayed.

This is the most basic finance information that we request as part of the evidence requirement for this section.

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**03**    **REPORT TO COUNCIL / BUSINESS CASE**

This part can vary depending on how big or small a project is, and the size of the loan that you are applying for.

In the first instance, the key document that should be supplied is known as the Report to Council. This is essentially a one or two page summary of the project and borrowing approval application showing the need, the costing and the benefit of the project. This must be the main document that is presented to the council members at the Resolution To Borrow meeting. This will be the crucial document that will inform them as to whether they wish to vote in FAVOUR of the resolution or AGAINST it.

In addition to the Report To Council, it is then up to yourselves to provide any other useful and additional documents and/or annexes that will help us better understand your project in terms of the needs, the costings, the timeline, workplan, project plan, designs, illustrations, title deeds, valuations, surveys, estimates, quotations, planning consents, etc.

We also like to see evidence or confirmation that the business case information has been shared with the residents in one form or another. For example, we prefer to see it published on your website.

**04**    **LOAN AFFORDABILITY**

This section goes hand-in-hand with Section 2 (Budget) as above. If you have adequately shown your loan repayment provision for the loan that you are applying for and any existing loan/s alongside all your usual expenditure and income which all balances out then we can be reasonably confident your loan affordability matter has been covered off.

- **It is also important to highlight for this section what mitigation action would need to be taken if the parish council was to default on the loan. We like to call this the Plan B scenario. So hypothetically, if the parish council were to face any future financial difficulty in the next 3-5 years how would it go about honouring the new loan repayments. Would it call upon its reserves? Would it rely on any other income or future grant? Would it re-adjust its budget to cut back on other expenditure? Would it look to increase its precept? A short narrative on this needs to be supplied as part of your application paperwork.**

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- **You should also highlight your reserves and what other capital you have. A statement or cover note to this effect must be supplied.**

Essentially for this section, we want to see how your existing loan repayments (*if applicable*) and how your new loan repayments will look and balance out against your existing income and expenditure which is why the updated draft budget table or the cash-flow forecast table as requested in Section 2 above are an important requirement. They will help us to assess the affordability element.

- **If you have also secured funding from elsewhere for your project, please send through and/or detail where the other pots of funding are coming from and whether any award/offer letters have been received. We just want some assurance as to how secure or guaranteed the other sources of funding are.**

This is a basic affordability check that we must carry out to ensure that the current finances are strong. We would not want to put any parish /town council in any financial hardship. It is the most basic finance requirement for each application that we assess, whether it is for £50,000 or £500,000.

**05 PARISH COUNCIL TAX PRECEPT INCREASE - (if applicable)**

If your council tax precept is being increased for the repayment of the loan then this section and Section 6 will be crucially important to take note of.

In order to meet the evidence requirement for this section, the parish/town council must provide detailed clarity on THREE key points.

- **By how much in PERCENTAGE terms is it increasing the council tax precept? Is it 5%? 10%? Or 15% for the year on a Band D dwelling?**
- **By how much in MONETARY AMOUNT is it increasing the council tax precept for the year on a Band D dwelling? Is it £5 a year? Is it £10 a year? Or is it £15 a year?**
- **For example; if the council tax precept increase will be £10 a year then will the full £10 amount be for the loan repayments? Or will it be £5 a year for grass-cutting and £5 a year for the loan repayments. Perhaps it might be £2 a year for the allotments and £8 a year for the loan repayments. It is important to be clear in the application details about this.**

**There is nothing wrong with increasing your precept EVEN if it is not for the purpose of repaying the PWLB loan. But this must be made clear in writing with your application.**

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**06 PARISH COUNCIL TAX PRECEPT INCREASE – Public Consultation - (if applicable)**

As it's mentioned in the official guidance, if a parish or town council intends to increase its council tax precept for the purpose of repaying the loan then it **MUST** show evidence of public support of this in order to get the loan approved by DLUHC.

The evidence of public support can only come from a council tax precept increase survey, poll or consultation, which needs to be run at the earliest possible opportunity.

We do not expect a full referendum to be carried out, but just a small, basic low-cost poll, survey or consultation.

- An online survey can be set up via the Survey Monkey online survey software. This can then be linked to the website of the parish/town council. All the households must be informed that the survey has been set up so they can take part. It just needs to be a simple YES/NO survey. If your application is for under £100,000 and the precept increase is under £5 a year we can probably accept a 2-3 week survey. For applications over £100,000, the survey/consultation must run for at least **ONE MONTH** and it must have a deadline. The results must be sent with your application.
- You can also choose to distribute a consultation/survey fliers to all households in your area. They just simply need to have a YES / NO tick box to indicate whether or not the residents are in favour of the precept increase. For applications over £100,000, the survey/consultation must run for at least **ONE MONTH** and it must have a deadline. A copy of the flier and the breakdown of the results needs to be sent with your application.
- You can also choose to have the consultation/survey fliers inserted into your magazine/bulletin/newsletter to be distributed to all households. It just simply needs to have a YES / NO tick box to indicate whether or not the residents are in favour of the precept increase. For applications over £100,000, the survey/consultation must run for at least **ONE MONTH** and it must have a deadline. A copy of the flier and the breakdown of the results needs to be sent with your application.
- You can also choose to have one or more public meetings or open days, where the details of the project, the PWLB application and the council tax precept increase can be presented clearly and openly to the residents. They could then be issued with YES / NO slips to take away to **VOTE** on the precept increase element. Or you can choose to have residents raise their hands in support there

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and then. Again, the results should be carefully recorded and then submitted with the application.

Below are the two preferred YES/NO questions to ask in your survey/consultation activities for the purpose of the borrowing approval application:

- **Are you in favour of XXXXX Parish Council proceeding with the (INSERT PROJECT NAME)? YES / NO**
- **Are you favour of XXXXX Parish Council proceeding with the (INSERT PROJECT NAME) if it includes a council tax precept increase of XX% which is the equivalent of an additional £XX a year for the purpose of the annual loan repayments? YES / NO**

**07 GENERAL PUBLIC CONSULTATION ON PROJECT & BORROWING APPLICATION**

Where there is council tax precept increase for the purpose of the loan repayments then we tend to focus heavily on Evidence Checklist Point 6, but we do still like to see some evidence of general project consultation and/or updates to the residents on the project and associated borrowing approval application.

- **If there is no council tax precept increase survey requirement then all the focus will fall onto this section.**

General project consultation activities could be one or more of the following:

- **Ongoing dedicated website page showing updates to the project and associated borrowing approval application as both progress.**
- **Monthly/quarterly newsletters giving updates on the project and application.**
- **Monthly/quarterly magazine articles giving updates on the project and application.**
- **Local press/media coverage of the project.**
- **Public open days and presentations to the residents on the project.**
- **Online or paper surveys for the residents about the project.**

Within the general public consultation we must see evidence of local residents being informed of:

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- **The need, costs and benefits of the project**
- **The total amount to be borrowed by the council to finance the project**
- **The opportunity for residents to express their views in favour/ against the project and borrowing requirement (and any feedback shared with DLUHC)**

Any plans to increase the precept for the purpose of loan repayments should be clearly communicated as demonstrated within Evidence Checklist Point 6.

Generally it is at the discretion of the Council to decide which consultation activities would be utilised to inform residents which will vary depending on the nature and size of the project/ borrowing. It is expected for all applications exceeding £500k as a minimum that an online/ paper survey is conducted and the feedback is collated and shared.

**All documents, materials produced for your consultation exercises should be submitted as part of your application including any results and feedback from residents.**

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We are happy to discuss any aspect of your application, project and evidence requirement process prior to submitting the application if you wish. But, of course, all the information will need to be followed up by yourselves in writing via email in order for the team to prepare the paperwork for approval.

**IMPORTANT NOTE:**

Some details of your application will be shared with the Public Works Loan Board (PWLB) to assist with your separate application to them when it comes to drawing down your approved loan.

Kind regards

**The Parish Borrowing team**

Department for Levelling Up, Housing and Communities

Local Government Finance

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Department for Levelling Up,  
Housing & Communities





United Kingdom  
Debt Management  
Office

Public Works Loan Board

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11 Philpot Lane  
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EC3M 8UD

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E [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk)  
[www.dmo.gov.uk](http://www.dmo.gov.uk)

## **LOANS TO PARISH, TOWN AND COMMUNITY COUNCILS**

### **1. Powers to Lend**

The Public Works Loan Board (PWLB) has the power to lend to parish and town councils in England, community and town councils in Wales and charter trustees. It is for the PWLB to decide whether to make a loan in respect of an application but it will normally lend if the terms and conditions described in this document are met.

### **2. Purposes for which loans may be made**

Loans may be made to finance capital payments for which a council has a formal borrowing approval. A council may also apply for a loan to replace short-term borrowings (including a bank overdraft) or revenue balances used temporarily for the purpose stated in the approval.

### **3. Borrowing Approval**

The PWLB will only lend once a borrowing approval has been obtained. The letters are issued by the Ministry of Housing, Communities and Local Government (MHCLG) - formerly DCLG, or, in the case of Welsh councils, the Welsh Government (WG). Borrowing approvals state, amongst other things, the purpose of a loan, the amount and the maximum period over which it can be taken.

The related borrowing may only be undertaken within the terms and time limit of the approval. It is not obligatory for the approval to be taken up in a single loan, and separate applications may be made in respect of a scheme where, for example, the expenditure is spread over several months, provided that the loans are covered by a valid approval.

The initial approach for a borrowing approval should be made to the local County Association of Local Councils. In the case of Welsh councils, the approach is direct to the Welsh Government.

Please contact the Board via phone or email if you require any guidance regarding the borrowing approval process.

### **4. Security for Loans**

Under the provisions of the Public Works Loan Acts of 1965 and 1967, loans from PWLB are secured by an automatic charge on the revenues of the council and not on the council's property.

## 5. Applications for Loans

Applications should be made by the Responsible Finance Officer (RFO) on Form LC1, copies of which may be obtained from the PWLB website. The completed form should be accompanied by the following documentation:

- i. Blank cancelled cheque or an original bank statement (bearing the details of the bank account to which the advance is to be made)
- ii. Completed direct debit mandate
- iii. PWLB are advised of all valid borrowing approval letters directly from DCLG or the Welsh Government so a copy of the letter is **not** required

The application should be sent to PWLB **one week** before a loan is required. In completing form LC1 the RFO will be required to supply the following details. Non-receipt of information will result in a delay to the advance.

- Borrowing approval number
- Purpose of loan
- Sum required (must be expressed in whole pounds)
- Type of loan required
- Half-yearly interest payment days (for fixed rate loans)
- Payment frequency (for variable rate loans)
- Method of repayment
- Period of repayment
- Preferred date of advance (optional)

On receiving an application PWLB will review and notify the RFO (via email) when all checks are completed. The notification will invite the RFO to telephone PWLB in line with the following timetable to agree the final terms of the loan including the rate of interest and the date for the advance.

RFO telephones to agree terms	Day of loan advance
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

Where a bank holiday intervenes the timetable moves back by the appropriate number of days. Thus, if a Monday is a non-working day and the advance is required to be made on the Tuesday, the agreement would need to be made the previous Thursday.

Following the loan agreement, a confirmation letter outlining the terms agreed will be sent to the council on the day of advance via email. Any original documentation (i.e. bank statements) will be returned via post except in the case of blank cancelled cheques which will be destroyed securely by PWLB.

## 6. Types of Loan

There are two types of loans available from the PWLB:

- (a) Fixed rate loans, on which the rate of interest is fixed for the life of the loan, and
- (b) Variable rate loans, on which the rate of interest is variable at one, three or six monthly intervals. Once chosen, the roll-over period remains unchanged for the life of the loan.

## 7. Method of Repayment

There are two repayment methods open to Parish, Town and Community Councils:

**Annuity:** half yearly payments where each payment is of a constant amount inclusive of principal and interest (available on fixed rate loans only)

**Equal Instalments of Principal (EIP):** half yearly payments where each payment consists of a constant instalment of principal plus a diminishing amount of interest, calculated on the balance of principal then outstanding

The minimum repayment period on either method is two years.

PWLB also offers Maturity loans at fixed or variable rates but only if the applicant has provided for a sinking fund to meet the repayment of the principal at the end of the term and can demonstrate it has the expertise to operate such a fund. Exceptionally, the PWLB will allow repayment of a loan by the Maturity method where the applicant expects a future receipt to repay the principal at term. Evidence will be required during the application process.

## 8. Interest Rates

The PWLB's interest rates are determined by HM Treasury in accordance with section 5 of the National Loans Act 1968. In practice, rates are set by the DMO on HM Treasury's behalf in accordance with agreed procedures and methodologies which are described in a DMO Technical Note.

In the case of fixed rate loans, a precise rate of interest is prescribed. In the case of variable rate loans the rate is fixed by reference to a formula. The rate of interest charged on a fixed rate loan or the formula for a variable rate loan will be that agreed by telephone two working days before the date of advance.

Fixed interest rates are set twice daily at 9:30am and 12:30pm with a separate rate calculated in 6 monthly bands for periods up to 50 years. Once a loan has been agreed, the rate of interest is fixed for the duration of the loan. Payments are at regular half-yearly intervals (e.g. 1 April and 1 October) but the borrower may choose the half-yearly days so long as the first date is no later than six months from the date of advance. Scheduled interest payments are calculated by applying half of the annual interest rate to the balance of the loan outstanding at the start of the half-year. If the date a loan is issued does not fall on one of the half-yearly days, the borrower pays an amount for the broken period from the date the loan is issued to the date of the first half-yearly payment.

Variable interest rates are set daily with separate rates for 1, 3 and 6 monthly roll-over periods, which are applicable to both EIP and Maturity loans. Borrowers choose the roll-over period of the loan at the time it is agreed. Interest payments are calculated by reference to the balance outstanding since the last loan payment and the number of days in the roll-over period.

Further information on interest rates, including a [Technical Note](#) on their calculation can be found on the PWLB website, [www.dmo.gov.uk](http://www.dmo.gov.uk).

## 9. Loan Repayment Periods

A council may choose the repayment period within the following limits, subject to the maximum repayment period specified in the borrowing approval.

		<b>Minimum period</b> (years)	<b>Maximum period</b> (years)
Fixed rate loans	Maturity	1	50
	Annuity or EIP	2	50
Variable rate loans	Maturity	1	10
	EIP	2	10

Although the borrowing approval will state the maximum period for the borrowing, a lesser period may be chosen, as generally a council should not borrow for longer than necessary.

## 10. Fees

Under the Public Works Loans (Fees) Regulations 1991, as amended, the fees payable by councils in respect of advances from PWLB are:

Fixed rate loans	35p for every £1,000 or part of £1,000
Variable rate loans	45p for every £1,000 or part of £1,000

The minimum fee payable is £25.

## 11. Advance of Loans

A loan when authorised will be transmitted electronically to the council's receiving bank account. The sum to be transmitted will be the amount of the loan less the fee. Interest will be charged from the date of advance.

## 12. Scheduled Repayment of Loans

Scheduled repayments due from parish, town and community councils are collected by direct debit. A direct debit instruction must be provided with the LC1 application form.

A council should ensure that its paying bank account has, on a scheduled repayment day, sufficient funds for the due amount. Repayment notices are issued via email 20 working days prior to each loan repayment. When a repayment date falls on a non-working day, the relevant payment will be made on the next working day. Payments notices are not invoices and scheduled repayments are due under the terms of the loan agreement irrespective.

Further information on payment by direct debit is available from the PWLB website.

PWLB reserves the right to charge interest on late payments, which will be at the Bank of England base rate for the day from the relevant payment date to the date on which PWLB's account is credited. The same terms apply to delayed premature repayments.

### 13. Premature (early) Repayments

Minor authorities should not borrow for longer than necessary. Repayment amounts are calculated on the assumption that the loan will run to maturity and normally a loan is repayable only by the regular payments due under the agreed terms. PWLB cannot renegotiate a loan and, while it will usually accept a premature repayment in whole or in part, in all instances the terms will not favour the borrower over the National Loans Fund. Breakage costs are charged equivalent to the net present value of the outstanding amount of the loan, in line with standard actuarial practice. This means a premium will be payable when the interest rate on the loan to be repaid is higher than the current 'premature repayment' rate for a loan repayable by the same method as, and over the same period as that remaining on, the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the equivalent 'premature repayment' rate, a discount will be allowed. PWLB reserves the right to charge interest to delayed premature repayments, which will be at the Bank of England base rate for the day from the relevant payment date to the date on which PWLB's account is credited. Please note that early repayments will not be accepted for loans that have been in existence for less than one year or have less than one year to maturity.

### 14. Refinancing

The Board will normally allow a minor authority to replace a fixed rate loan with another fixed rate loan, subject to the authority gaining a borrowing approval letter for the new borrowing. Similarly, the Board will permit a borrower to replace a fixed rate loan with a variable rate loan or *vice versa*. However, in all cases the terms for accepting early repayment will apply, so that, again, **the terms will not favour the borrower** over the National Loans Fund. Accordingly, the cost of paying off a high-rated loan will tend to offset the financial advantage of a lower rate on the replacement loan, which loan will be subject to the fee for a new advance. Councils considering refinancing debt should enquire further of the Board.

### 15. Premature (early) Repayments: Procedure

PWLB has discretion to accept a premature repayment:

- in whole, which means 'paying off', or redeeming, the loan in full; or
- in part ('paying down'), which reduces the debt while leaving an outstanding amount of principal remaining to be serviced.

#### Repayment in full ('paying off')

For reasons of timing, remittances for paying off a loan will normally be accepted only by bank transfer. Should a council wish to pay off a loan, the clerk or responsible financial officer would need to telephone the Board to make a formal agreement to repay, and then arrange for the council's bank to remit the sum by bank transfer. The Board follows a timetable of two working days. Accordingly, the call would need to be made two working days before the intended settlement date. On making the agreement the Board will determine the settlement costs. This will entail calculating a premium/discount on the outstanding balance of principal according to the appropriate rate in the 'premature repayment' set of rates prevailing at the time of the agreement. Interest accruing from the previous scheduled repayment date will be included in the settlement sum as necessary. Once the Board has quoted the amount required to pay off the debt, the council should arrange for payment to reach the Board on the agreed date by an automated direct credit transfer to the Board's bank account:

Sort Code       **60-70-80**

Account No.     **10013288**

Account Name   **PUBLIC WORKS LOAN**

The Board will provide confirmation of the telephone agreement and will also provide confirmation once the funds are received. All confirmations will be sent via email to the responsible finance officer.

### **Partial repayment ('paying down')**

It is open to a council to make a partial early repayment ('pay down'). The payment will be applied to the outstanding balance net of any premium or discount and accrued interest, and the council notified once the funds are received of the effect on its outstanding balance of principal and future scheduled repayments. For reasons of timing PWLB cannot provide figures in advance for this effect, but it would be open to a council to make its own estimate.

### **16. Further Information**

Enquiries should be made to the contact points shown in the heading to this note. PWLB's website has a dedicated page on lending to [parish councils and drainage boards](#) which provides the following information:

- Links to related websites (e.g. Ministry of Housing, Communities and Local Government or the Welsh Government)
- Calculator for indicative interest rates and loan charges for new advances
- Application forms

In addition, the Board will give information about its own terms, conditions and procedures. It will provide, on request, an indication of the cost of paying off a debt at the rates in force on the day. A calculator of indicative costs for new fixed rate loans is available on the Board's website. Generally, however, it is for local authorities to take their own advice, including any necessary financial and legal advice.



**PWLB FIXED RATE LOANS  
ESTIMATED REPAYMENT COSTS**

**APPENDIX 5**

Amount of Advance: 128,226.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	5.05	34,105.29	136,421.16	5.06	35,300.62	811.03	136,336.29
Over 2 not over 2½	4.99	27,596.27	137,981.35	4.99	28,844.44	639.85	137,823.72
Over 2½ not over 3	4.92	23,248.29	139,489.74	4.93	24,531.77	526.80	139,288.70
Over 3 not over 3½	4.87	20,145.08	141,015.56	4.88	21,446.71	446.96	140,740.86
Over 3½ not over 4	4.82	17,814.78	142,518.24	4.83	19,124.91	387.08	142,160.96
Over 4 not over 4½	4.78	16,003.47	144,031.23	4.78	17,311.93	340.51	143,549.01
Over 4½ not over 5	4.74	14,552.70	145,527.00	4.74	15,861.56	303.90	144,940.26
Over 5 not over 5½	4.70	13,364.09	147,004.99	4.71	14,676.63	274.52	146,344.33
Over 5½ not over 6	4.67	12,375.83	148,509.96	4.68	13,685.99	250.04	147,729.17
Over 6 not over 6½	4.64	11,538.74	150,003.62	4.66	12,851.20	229.82	149,139.66
Over 6½ not over 7	4.62	10,824.18	151,538.52	4.63	12,127.43	212.03	150,489.24
Over 7 not over 7½	4.60	10,204.60	153,069.00	4.61	11,504.01	197.04	151,870.87
Over 7½ not over 8	4.59	9,665.97	154,655.52	4.60	10,963.32	184.32	153,294.18
Over 8 not over 8½	4.58	9,190.89	156,245.13	4.59	10,485.49	173.11	154,711.08
Over 8½ not over 9	4.57	8,768.75	157,837.50	4.58	10,060.04	163.13	156,121.57
Over 9 not over 9½	4.57	8,395.02	159,505.38	4.57	9,678.70	154.21	157,525.64
Over 9½ not over 10	4.57	8,059.21	161,184.20	4.57	9,341.26	146.50	158,990.62
Over 10 not over 10½	4.57	7,755.89	162,873.69	4.57	9,035.96	139.52	160,455.61
Over 10½ not over 11	4.58	7,484.51	164,659.22	4.57	8,758.42	133.18	161,920.59
Over 11 not over 11½	4.59	7,237.57	166,464.11	4.57	8,505.01	127.39	163,385.57
Over 11½ not over 12	4.60	7,012.02	168,288.48	4.58	8,279.13	122.35	164,930.69
Over 12 not over 12½	4.61	6,805.30	170,132.50	4.59	8,071.83	117.71	166,482.23
Over 12½ not over 13	4.62	6,615.23	171,995.98	4.60	7,880.97	113.43	168,040.17
Over 13 not over 13½	4.63	6,439.98	173,879.46	4.61	7,704.72	109.47	169,604.53
Over 13½ not over 14	4.65	6,281.95	175,894.60	4.62	7,541.52	105.79	171,175.30
Over 14 not over 14½	4.67	6,135.83	177,939.07	4.63	7,390.02	102.36	172,752.48
Over 14½ not over 15	4.68	5,996.39	179,891.70	4.65	7,255.45	99.38	174,435.44
Over 15 not over 15½	4.70	5,870.66	181,990.46	4.66	7,123.99	96.38	176,028.65
Over 15½ not over 16	4.72	5,753.74	184,119.68	4.67	7,001.14	93.56	177,628.27
Over 16 not over 16½	4.74	5,644.81	186,278.73	4.69	6,892.54	91.12	179,343.29
Over 16½ not over 17	4.76	5,543.19	188,468.46	4.70	6,784.66	88.63	180,958.94
Over 17 not over 17½	4.78	5,448.26	190,689.10	4.72	6,689.73	86.46	182,696.40
Over 17½ not over 18	4.80	5,359.46	192,940.56	4.73	6,594.38	84.24	184,328.08
Over 18 not over 18½	4.82	5,276.31	195,223.47	4.75	6,510.94	82.31	186,087.98
Over 18½ not over 19	4.84	5,198.37	197,538.06	4.76	6,426.15	80.31	187,735.69

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	4.86	5,125.23	199,883.97	4.78	6,352.45	78.58	189,518.03
Over 19½ not over 20	4.88	5,056.56	202,262.40	4.80	6,283.07	76.94	191,313.19
Over 20 not over 20½	4.90	4,992.03	204,673.23	4.81	6,211.30	75.22	192,986.54
Over 20½ not over 21	4.92	4,931.34	207,116.28	4.83	6,149.66	73.73	194,804.14
Over 21 not over 21½	4.94	4,874.23	209,591.89	4.84	6,085.07	72.16	196,493.52
Over 21½ not over 22	4.96	4,820.48	212,101.12	4.86	6,030.12	70.82	198,333.57
Over 22 not over 22½	4.98	4,769.85	214,643.25	4.88	5,978.18	69.53	200,186.43
Over 22½ not over 23	4.99	4,717.72	217,015.12	4.89	5,922.65	68.15	201,901.45
Over 23 not over 23½	5.01	4,672.74	219,618.78	4.91	5,876.16	66.98	203,776.76
Over 23½ not over 24	5.03	4,630.34	222,256.32	4.92	5,825.73	65.72	205,507.81
Over 24 not over 24½	5.05	4,590.36	224,927.64	4.94	5,784.04	64.64	207,405.56
Over 24½ not over 25	5.06	4,548.14	227,407.00	4.95	5,738.11	63.47	209,152.63
Over 25 not over 25½	5.08	4,512.58	230,141.58	4.97	5,700.65	62.48	211,072.82
Over 25½ not over 26	5.10	4,479.06	232,911.12	4.98	5,658.71	61.40	212,835.93
Over 26 not over 26½	5.11	4,442.85	235,471.05	5.00	5,625.01	60.48	214,778.55
Over 26½ not over 27	5.13	4,413.04	238,304.16	5.01	5,586.62	59.48	216,557.69
Over 27 not over 27½	5.14	4,380.29	240,915.95	5.02	5,549.85	58.52	218,343.23
Over 27½ not over 28	5.16	4,353.82	243,813.92	5.04	5,521.05	57.70	220,317.91
Over 28 not over 28½	5.17	4,324.18	246,478.26	5.05	5,487.29	56.80	222,119.49
Over 28½ not over 29	5.18	4,295.98	249,166.84	5.06	5,454.91	55.93	223,927.48
Over 29 not over 29½	5.19	4,269.12	251,878.08	5.07	5,423.85	55.09	225,741.87
Over 29½ not over 30	5.20	4,243.56	254,613.60	5.09	5,400.45	54.39	227,758.23
Over 30 not over 30½	5.22	4,224.01	257,664.61	5.10	5,371.83	53.60	229,588.65
Over 30½ not over 31	5.23	4,200.85	260,452.70	5.11	5,344.34	52.84	231,425.49
Over 31 not over 31½	5.23	4,173.96	262,959.48	5.12	5,317.92	52.10	233,268.74
Over 31½ not over 32	5.24	4,152.95	265,788.80	5.13	5,292.53	51.39	235,118.40
Over 32 not over 32½	5.25	4,132.95	268,641.75	5.14	5,268.12	50.70	236,974.47
Over 32½ not over 33	5.26	4,113.91	271,518.06	5.15	5,244.64	50.03	238,836.95
Over 33 not over 33½	5.27	4,095.79	274,417.93	5.16	5,222.05	49.38	240,705.85
Over 33½ not over 34	5.27	4,073.60	277,004.80	5.17	5,200.32	48.74	242,581.15
Over 34 not over 34½	5.28	4,057.18	279,945.42	5.18	5,179.40	48.13	244,462.87
Over 34½ not over 35	5.29	4,041.56	282,909.20	5.19	5,159.26	47.54	246,351.00
Over 35 not over 35½	5.29	4,021.70	285,540.70	5.20	5,139.88	46.96	248,245.54
Over 35½ not over 36	5.30	4,007.58	288,545.76	5.20	5,114.79	46.30	249,912.47
Over 36 not over 36½	5.30	3,989.10	291,204.30	5.21	5,096.81	45.76	251,816.63
Over 36½ not over 37	5.30	3,971.27	293,873.98	5.22	5,079.48	45.23	253,727.20
Over 37 not over 37½	5.31	3,959.15	296,936.25	5.23	5,062.79	44.71	255,644.18
Over 37½ not over 38	5.31	3,942.53	299,632.28	5.23	5,040.29	44.12	257,320.73
Over 38 not over 38½	5.31	3,926.48	302,338.96	5.24	5,024.79	43.63	259,247.33
Over 38½ not over 39	5.32	3,916.12	305,457.36	5.24	5,003.44	43.07	260,927.09
Over 39 not over 39½	5.32	3,901.15	308,190.85	5.25	4,989.05	42.61	262,863.30
Over 39½ not over 40	5.32	3,886.67	310,933.60	5.26	4,975.17	42.15	264,805.92
Over 40 not over 40½	5.32	3,872.67	313,686.27	5.26	4,955.38	41.63	266,492.10
Over 40½ not over 41	5.33	3,864.36	316,877.52	5.27	4,942.49	41.20	268,444.34
Over 41 not over 41½	5.33	3,851.28	319,656.24	5.27	4,923.65	40.71	270,133.71



Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	5.33	3,838.62	322,444.08	5.27	4,905.26	40.22	271,823.09
Over 42 not over 42½	5.33	3,826.37	325,241.45	5.28	4,893.71	39.83	273,788.16
Over 42½ not over 43	5.33	3,814.52	328,048.72	5.28	4,876.17	39.36	275,480.74
Over 43 not over 43½	5.33	3,803.04	330,864.48	5.29	4,865.44	38.98	277,455.42
Over 43½ not over 44	5.33	3,791.93	333,689.84	5.29	4,848.69	38.54	279,151.21
Over 44 not over 44½	5.33	3,781.16	336,523.24	5.29	4,832.32	38.11	280,847.00
Over 44½ not over 45	5.33	3,770.74	339,366.60	5.30	4,822.72	37.76	282,834.50
Over 45 not over 45½	5.33	3,760.64	342,218.24	5.30	4,807.07	37.34	284,533.49
Over 45½ not over 46	5.33	3,750.86	345,079.12	5.30	4,791.75	36.93	286,232.49
Over 46 not over 46½	5.33	3,741.37	347,947.41	5.30	4,776.76	36.54	287,931.48
Over 46½ not over 47	5.33	3,732.18	350,824.92	5.31	4,768.51	36.22	289,935.01
Over 47 not over 47½	5.33	3,723.28	353,711.60	5.31	4,754.15	35.84	291,637.21
Over 47½ not over 48	5.33	3,714.64	356,605.44	5.31	4,740.09	35.46	293,339.41
Over 48 not over 48½	5.33	3,706.27	359,508.19	5.31	4,726.32	35.10	295,041.61
Over 48½ not over 49	5.33	3,698.15	362,418.70	5.32	4,719.24	34.80	297,061.17
Over 49 not over 49½	5.32	3,684.77	364,792.23	5.32	4,706.02	34.45	298,766.58
Over 49½ not over 50	5.32	3,677.12	367,712.00	5.32	4,693.07	34.11	300,471.99

**Note:** 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

## **BRAUNSTONE TOWN COUNCIL**

**26<sup>th</sup> SEPTEMBER 2024**

### **Item 9 – Request for Approved Absence – Councillor Satindra Sangha**

#### **Purpose**

To receive and consider an absence request from Councillor Satindra Sangha in accordance with Section 85 of the Local Government Act 1972.

#### **Background**

Under section 85 of the Local Government Act 1972, a councillor vacates office if he or she fails to attend a relevant meeting for six consecutive months after his or her last attendance, unless before the expiry of that period the Council approves a reason for absence.

A relevant meeting for attendance purposes is a meeting of the Council, Standing Committee, sub-committee or Advisory Panel (whether as a member or as a substitute).

The act provides no definitive reasons, the only provision is that a reason has to be given for the Council to consider and approve a Councillor's absence request.

#### **Councillor Satindra Sangha**

Councillor Satindra Sangha last attended a meeting of the Citizens' Advisory Panel on 30th November 2023. On 1st May 2024, Councillor Sangha requested that the Council approve her absence due to illness; which was approved at the Annual Meeting of the Council on 9th May 2024 (Minute 6225).

The decision is effective for six months, i.e. up to 8th November 2024. Since this meeting is the last meeting prior to that date (subsequent meeting being 21st November), a request for a further extension needs to be considered at this meeting (26th September 2024).

On 15th September 2024, Councillor Satindra Sangha requested the Council approve her absence for another 6 months since she is currently not fit enough to return. If the Council approves the request, Councillor's Sangha's approved absence will be extended by six months from the date of approval to 25th March 2025.

The last meeting of the Council prior to that date is on 20th March 2025.

### Recommendation

That Councillor Satindra Sangha's request for her absence to be approved, in accordance with Section 85(1) of the Local Government Act 1972, be accepted and agreed.

### Reason

Councillor Satindra Sangha had requested on 15th September 2024 that the Council approve an extension to her absence since she was currently not fit enough to return.

## **BRAUNSTONE TOWN COUNCIL**

**26<sup>th</sup> SEPTEMBER 2024**

### **Item 10c – Announcements – Chief Executive and Town Clerk**

#### **Purpose**

To receive an update from the Chief Executive & Town Clerk concerning the incident at Franklin Park, a summary of action taken to support the community, and to discuss any ongoing matters.

#### **Police Statements**

The following is the most recent public statement issued by Leicestershire Police:

#### **Boy, 14, charged with murder of Bhim Kohli (4<sup>th</sup> September 2024)**

“A 14-year-old boy has been charged with murder following the death of Bhim Kohli. Mr Kohli, 80, died on Monday 2 September following an incident in Franklin Park, Braunstone Town, the previous evening (Sunday 1 September)”.

“The youth, who cannot be named for legal reasons, has been remanded into custody and is due to appear at Leicester Youth Court sitting at Leicester Magistrates' Court tomorrow (Thursday 5 September)”.

*\*\*A person has been charged with an offence and will be appearing in court. Nothing should be posted that could prejudice upcoming proceedings and care should be taken over any comment made.\*\**

#### **Town Council Response**

It has been a deeply difficult and traumatic time for local residents, Councillors and staff as the community tried to comprehend the circumstances of the death of Bhim Kohli. The ages of the victim and the alleged perpetrator, along with the time of day and location left many stunned and apprehensive.

The Leader of the Council undertook media interviews on Tuesday 3<sup>rd</sup> and Wednesday 4<sup>th</sup> September, conveying that nothing like this had happened before and that the Town Council would be here to support the community.

Work on how the Town Council intended to support the community in practice began immediately and the initial response centred around facilitating the community to express its thoughts and messages to the family in a way that provided for them to have privacy and space.

### *Community Response to Incident*

The incident, necessary Police cordon, and the associated media interest, caused days of activity at Franklin Park and Bramble Way. As such the Council's aim, working closely with the Police, had been to ensure the family's privacy was respected and for Franklin Park and the adjacent neighbourhood to be returned to some normality.

On Thursday 5<sup>th</sup> September, with the support of the family, the Council made the Civic Memorial Garden at Braunstone Civic Centre available for residents to lay flowers to remember Bhim Kohli and to show their love and support to the family. Flowers laid at Franklin Park were also moved to the Civic Memorial Garden and a sign explaining the reasoning was put up at the Bramble Way entrance to Franklin Park. A public statement to the same effect was also issued.

Also, on Thursday 5<sup>th</sup>, the Council became aware that a member of the public was organising a candle lit vigil at Franklin Park and had shared this on social media and with local media outlets.

The Town Council, working with the Police and family, offered the Civic Memorial Garden for this purpose, which the organiser accepted. The vigil took place on Friday evening between 7pm and 8pm. Mr Kohli's daughter felt able to attend to thank the community for their support and to view the floral tributes and messages.

On Tuesday 10<sup>th</sup> September, with the support of the family, a book of condolence opened at the Library to enable residents to share their memories of Bhim Kohli along with showing their love and support for his family. The completed book will be passed to the family at an appropriate time when they feel ready to receive it. Both the Deputy Mayor and Deputy Leader have added their messages to the book.

### *Reassuring and supporting the Community in the medium to long term*

Going forward, the Town Council has been working with the Neighbourhood Police Area Commander, the Neighbourhood Mental Health Engagement Officer for Leicestershire Partnership NHS Trust, and the Local Area Coordinator concerning how partners can work together to support and reassure the community in the medium to long term.

The Council supported the efforts of the NHS Partnership Trust to hold sessions to engage residents to support them with any anxieties and mental health needs. Two sessions were held in September on Thursday 12<sup>th</sup> at Braunstone Civic Centre and Wednesday 18<sup>th</sup> September at the Library.

Further sessions are also be planned for October, the arrangements for which are being finalised.

In addition, on 25<sup>th</sup> September, the NHS will be training the Council's Reception and Library staff to signpost residents to support services. Further information about support services and access to them will also be publicised and promoted at

upcoming events such as Apple Day.

The Police continue to have a higher profile in the area. Local police officers are now going out into the community to pro-actively gather information from residents and from people who frequent Franklin Park on the level of crime and ASB they have experienced. Door knocking took place over the weekend of 14<sup>th</sup> and 15<sup>th</sup> September in Bramble Way, Welcombe Avenue and some parts of Henley crescent.

A drop in survey event has been organised for Friday 20<sup>th</sup> September from 3pm to 7pm at Braunstone Civic Centre and will be attended by representatives from the Police, District Council and Town Council. This survey is to gather information and to find out why people may not be reporting incidents.

The Police continue reassurance patrols in and around Franklin Park and intend to run further events in the coming weeks and months both to gather further information and feed back to the community on their actions.

One of those events is Apple Day on Saturday 5<sup>th</sup> October at Franklin Park. With the event being a month after the incident and taking place at the top of the park near the car park, play area and orchard, the decision was that the event should go ahead to bring the community together. The local police beat team are keen to attend since it is an opportunity for them to show a presence and engage. The Local Area Coordinator is also planning to be available for part of the event. The family have been engaged and are aware of and understand the Council's thinking.

### *Staffing Response*

During the week after the incident, the Management Team came together quickly to discuss the issue and consider options for the Council's approach which was then discussed with the Leadership. The response of staff during the week included tidying and preparing the Memorial Garden for flowers and for the vigil; assisting at the vigil with signposting and ensuring that everyone was able to pay their respects in a dignified manner; arranging meetings and attendance at the vigil, and putting together and publicising, and responding with statements for the press and public.

I would like to put on record my thanks to the staffing team for their commitment and hard work with delivering the Town Council's response.

### Further Updates

Any further updates during the week will be reported at the meeting.

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 11<sup>th</sup> JULY 2024 AT 7.30pm**

**PRESENT:** Councillor Anthea Ambrose (Chair), Councillor Rebecca Lunn (Vice-Chair), and Councillors Nick Brown (substituting for Sam Fox-Kennedy) Andy Evans, Richard Forrest, Tracey Shepherd and Mark Widdop.

**Officers in attendance:** Pauline Snow, Deputy Chief Executive & Community Services Manager.

There was one member of the public present.

**17. Apologies**

Apologies for absence were received from Councillors Alex DeWinter, Sam Fox-Kennedy, Christiane Startin-Lorent and Marion Waterton.

**18. Disclosures of Interest**

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

**19. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of submitting a petition and/or 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. The gentleman lived in Cressida Court, Braunstone Lane, and was concerned about speeding and safety along Braunstone Lane particularly between Bidford Road and Woodshaw Rise. He stated that the speed of traffic had got worse over the years and now it was unpleasant and unsafe to be out in the front gardens. A vehicle had recently overturned in the area, due to travelling at speed.

**RESOLVED**

1. that the County Councillor for the Division be informed of the concerns raised by the resident including concerns about fading central white line on Braunstone Lane, and
2. Personal injury data for Braunstone Lane be requested from County Council.

*Reasons for Decision*

1. To enable the County Councillor for the Division to raise any relevant matters with County Highways.
2. To assess the number of accidents recorded on Braunstone Lane.

**20. Minutes of the Meeting held 16<sup>th</sup> May 2024**

The Minutes of the Meeting held on 16<sup>th</sup> May 2024 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 16<sup>th</sup> May 2024 be approved and signed by the Chairperson as a correct record.

**21. Town Mayor's Report**

The Committee received a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (Item 5 on the agenda).

It was noted that due to a prior engagement, the Town Mayor would be officially opening the fete but was unable able to stay for the remainder of the day. The Town Mayor had requested volunteers to run his stall in his absence.

**RESOLVED** that the update on the Town Mayor's Engagements be noted.

*Reason for Decision*

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

**22. Community Safety and Neighbourhood Policing Update**

The Committee received an update from the Local Neighbourhood Police Beat team on local community safety and policing initiatives.

The Police had been unable to attend the meeting and members had referred to the stabbing at Thorpe Astley and ongoing concerns with motorbikes on footpaths.

**RESOLVED**

1. that Leicestershire Police be formally requested to provide an update to the Town Council on the recent stabbing incident in Thorpe Astley, including previous reporting and action, along with any learning, and
2. that Leicestershire Police be requested to provide an update on the suggested multi-agency Problem Management Plan, concerning the illegal use of motorcycles.



### *Reasons for Decision*

1. *No update had yet been received from the Police and it was appropriate to follow up on the previous letter to the Police on the subject and to ascertain whether previous reports had been acted upon accordingly and whether there was any learning for the incident.*
2. *To receive an update on the proposals outlined at the previous meeting of the Committee and to ensure that the Town Council could be included in the discussions.*

### **23. Speed Sign Data**

The Committee received recent speed sign data for:

- a) Murby Way
- b) Turnbull Drive

(Item 7 on the agenda)

Following previous discussions with issues of speeding on Braunstone Lane it was

#### **RESOLVED**

1. that both speed activation signs be installed on Braunstone Lane and placed on approved lamp posts in the vicinity of Bidford Road and Woodshaw Rise junctions; and
2. that the speed activation reports for Murby Way and Turnbull Drive be forwarded to the Police Beat Team,

### *Reasons for Decision*

1. *To ensure that any concerns of speeding on roads within the Town would be monitored and data collected.*
2. *To assist the Police with identifying where speeding was a concern in order to consider enforcements and identify particular areas of concern.*

### **24. Report from Commbus**

The Chairperson welcomed Nigel Calver, (Communications Officer) and Kim Richardson, (Chair) of Commbus to the meeting to present an update on the work of the organisation.

It was reported that passenger numbers were now back to pre-covid figures except for Braunstone Town although it was noted that much of Braunstone Town was served with a good bus service.

More volunteer drivers were required to support the service and new timetables had been produced.

It was suggested that the timetables of trips be advertised in the Braunstone Life in order to reach as many residents as possible.

## **RESOLVED**

1. that the update be received and noted; and
2. that the Town Council to help promote the service and publicise the need for more volunteers.

### *Reasons for Decision*

1. *To support needs of residents.*
2. *To support the mini bus with reaching potential customers and volunteers.*

## **25. Library – Community Engagement/involvement and social inclusion**

The Committee received an update on initiatives to develop community involvement in Braunstone Town Library and provide for social inclusion (item 9 on the agenda).

**RESOLVED** that the report be noted.

### *Reason for Decision*

*To ensure that the Community Library continues to thrive and support local residents.*

## **26. Summer Fete 2024**

The Committee received a progress report on arrangements for the Summer Fete 2024 (item 10 on the agenda).

It was noted that there were now 18 community group stalls booked and 22 private/commercial stalls booked.

## **RESOLVED**

1. that the report be noted; and
2. that the recommendation to no longer reserve the Civic Centre rooms on the day of the Summer Fete to be used in the event of bad weather, be approved.

### *Reasons for Decision*

1. *To ensure that suitable events and activities be arranged for the annual Summer Fete.*
2. *To recognise that the Civic Centre was no longer an appropriate venue to transfer the summer fete over to in the event of bad weather and to allow the rooms to be hired out on the day of the Summer Fete and an income to be received.*

**27. Thorpe Astley on the Beach**

The Committee reflected on the event and determined whether it should be held in 2025 and if so in what form (item 11 on the agenda).

It was noted that the event at Thorpe Astley had been very successful with more people attending this year.

It was suggested that if the event was to continue each year, new activities would need to be considered to ensure the event was still attractive to attend.

**RESOLVED**

1. that the Thorpe Astley on the Beach event be arranged in 2025 in a similar format to the 2024 event, and
2. that new attractions be considered to replace or enhance those already used at the event

*Reasons for Decision*

1. *The event provided a community event for Thorpe Astley and residents of Braunstone Town.*
2. *To ensure that the event remains attractive to attend and offers new activities and events for residents to enjoy.*

**28. Tennis Coaching Sessions**

The Committee noted that the planned Tennis Coaching Sessions were cancelled due to the lack of interest and received an update on alternate proposals (item 12 on the agenda).

Alternative options for tennis coaching in September had been proposed but members felt that this was not an appropriate time of year to promote tennis coaching.

**RESOLVED**

1. that no further tennis coaching be arranged for 2024;
2. that tennis coaching be arranged for mid-July and August in 2025 to coincide with Wimbledon,
3. that all options for promotion and publicity for the coaching sessions be considered and investigated to ensure widespread publicity.

*Reasons for Decision*

1. *To note that September was not a suitable time to commence tennis coaching.*
2. *To arrange tennis coaching at an appropriate time in the year to maximise interest in attending coaching sessions.*

3. *To ensure that promotion of tennis coaching reaches all residents of the Town to encourage participation.*

**29. Outside Body Report: Braunstone West Social Centre**

The Committee received no report from Councillor Rebecca Lunn for Braunstone West Social Centre.

**30. School Governing Body Reports**

The Committee received no reports from members of School Governing Bodies.

**31. Summary of Grant Applications**

The Committee received a list of grants paid and applied for from external sources between April 2024 and July 2024 (Item 15 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

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

**32. Community Grant Applications**

The Committee considered Community Grant Applications which had been received (Item 16 on the agenda).

**RESOLVED** that the following grant applications be approved:

- |                           |      |
|---------------------------|------|
| a) Namaste Exercise Group | £500 |
| b) Swagat Group           | £500 |

*Reason for Decision*

*The grant applications met the scheme criteria.*

**33. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2024 to 30<sup>th</sup> June 2024 (item 17 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

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

### 34. **Approval of Accounts**

The Committee considered payments from 8<sup>th</sup> May 2024 until 2<sup>nd</sup> July 2024 (item 18 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions, for the period 8<sup>th</sup> May 2024 until 2<sup>nd</sup> July 2024, be approved.

*Reason for Decision*

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

The Meeting closed at 9.00pm.

**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 are subject to consideration for approval at the currently proposed meeting scheduled for 10<sup>th</sup> October 2024.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF THE EXTRAORDINARY MEETING OF  
PLANNING & ENVIRONMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 18<sup>th</sup> JULY 2024 AT 7.30PM**

**PRESENT:** Councillor Sam Maxwell (Vice-Chair in the Chair) and Councillors Anthea Ambrose, Nick Brown, Richard Forrest, Sam Fox-Kennedy (substituting for Councillor Gary Sanders), Darshan Singh and Mark Widdop.

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

There were two members of the public present at the meeting.

**17. Apologies**

Apologies for absence were received from Councillors Leanne Lee, Gary Sanders, Marion Waterton and Robert Waterton.

**18. Disclosures of Interest**

A disclosure of Non-Pecuniary Interest was made by Councillor Sam Maxwell, as a resident of Avon Road, in agenda item 4, Planning Applications by Members.

**19. Public Participation**

In accordance with Standing Order 3.6, members of the public may submit a petition and/or 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 two members of the public present, both of whom were interested in the consultation response to the two planning applications received (item 4 on the agenda).

The Chair agreed with the residents that they could make their points during the respective item after the presentation (copy filed with these minutes) and the initial comments by members of the Committee.

The following points were raised for the Committee's consideration:

- a) it was important to relate both applications to the Conservation Area proposals, particularly the proposed Management Plan; to ensure the protection of heritage and the village setting as well as ensuring any new development was in keeping with the character of Braunstone Village;
- b) in respect of the impact on the proposed Conservation Area, it was important that Leicester City Council was consulted on the applications;

- c) in respect of the building proposed for demolition, the building had been in use as a business in the past and it was understood that there remained interest in its use for business purposes; furthermore, the Structural Appraisal commissioned by the applicant stated that the building was in good condition;
- d) residents had been confused by the consultations for the Conservation Area, the proposed development and the proposed demolition; and
- e) the site for development was an archeologically important site; the farm building proposed for demolition was part of a group of curtilage listed buildings and Historic England promote the importance of farm buildings in urban environments.

## **20. Planning and Licensing Applications**

The Committee received details of planning applications to be considered by Blaby District Council (item 4 on the agenda). The Committee noted that there were no licensing applications.

In addition to the presentation, which included plans of the location, site and layout (filed with these minutes), the following documents were also circulated at the meeting:

- a) Design Statement (dated 25<sup>th</sup> August 2021), Venture Properties Group;
- b) Archaeological Evaluation and Rapid Building Appraisal of 254 Braunstone Lane (2008), University of Leicester Archaeological Services;
- c) Observations by Blaby District Council's Principal Planning and Conservation Officer (29<sup>th</sup> January 2024);
- d) Structural Appraisal of Listed Barn Survey (8<sup>th</sup> March 2024), GCA Consulting;
- e) Observations by Historic Building and Places (24<sup>th</sup> November 2021);
- f) Further observations by Blaby District Council's Principal Planning and Conservation Officer (19<sup>th</sup> March 2024);
- g) Final Report of an updating ecology and protected species survey of two buildings (June 2024), Tim Smith; and
- h) Heritage Report on the former Mechanised Milking Parlour of Manor Farm (July 2024), John Martin, Professor of Agrarian History.

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

1. **Application No:** 20/1373/FUL  
**Description:** Erection of 13 dwellings with associated infrastructure, landscaping and access  
**Location:** Land to rear of 27 to 45 Avon Road Braunstone Town Leicestershire (Ravenhurst Ward)  
**Response:** *Braunstone Town Council objects to the proposal and recommends refusal, since the proposals:*
  1. *were located on a site which was not an ideal site for a development of this nature; it would result in overdevelopment of the site due to factors including scale and mass;*

2. *have an unsatisfactory relationship with nearby uses that would be significantly detrimental to the amenity enjoyed by the occupiers of those properties, due to considerations of privacy, noise, and vehicular activity;*
3. *were significantly out of keeping with the character and the appearance of the area, particularly the neighbouring Conservation Area, the emerging Conservation Area proposals (both the published Character Appraisal and Management Plan), and listed buildings in the vicinity;*
4. *would potentially impact on an archeologically important site in a proposed Conservation Area;*
5. *were not designed to address climate change and provide for sustainable living;*
6. *would present dangers to the safety of highway users on Avon Road; and*
7. *would result in surface water run off towards Braunstone Lane / Main Street.*

**Reasons:**

1. *The site had not been included in the emerging Blaby District Local Plan Options; which set out options for the location of development and identified reasonable site options. The proposal was for 13 properties, which could contain 13 families; resulting in overall cramped living conditions on the site. The Maisonettes had no private amenity space. A reduction in the number of houses proposed to the site would address this.*
2. *13 properties would be located close together on a small plot of land, which was surrounded by established housing on Avon Road, Bidford Road and Balmoral Drive; due to the size and density of the proposed development, the single narrow access would provide for significant vehicular movements between properties.*
3. *The site was close to a medieval barn and Manor House presenting a threat to its setting; Manor Farm was a Grade 2 listed building; these properties were at risk from the impact of the construction and from surface water run-off. The proposals would impact on the setting of Braunstone Village, which had been identified for a proposed Conservation Area (the Appraisal and Management Plan having been drafted by a professional with technical expertise and approved by Blaby District Council for consultation). Relevant parts of the proposed Appraisal included paragraphs 3, Planning Policy Framework, and 13 Capacity for Change. Relevant parts of the proposed Management Plan included paragraphs 2 Planning Policy*



*Background, 5 Development Management, 6 Setting & Views, 8 Building Features, and 13 New Development.*

4. *A previous planning application for this site contained an archaeological assessment which indicated there was potential for archaeology on this site. The area was part of a medieval farm curtilage. Manor Farm was the first brick-built farm in the village and had been a working farm which produced cheese. The proposed development and finish floor levels were likely to result in excavations to a level which would compromise and destroy the archaeology below the surface.*
5. *The design and layout were contrary to addressing climate change and were not in keeping with the Environment and Sustainability Policies set out in the emerging Local Plan; for example, not installing solar panels. The proposals also didn't provide for sustainable living with a lack of private or communal amenity space.*
6. *While the proposed exit on to Avon Road had been redesigned, along with relocation of the on-site parking for the adjacent bungalow; Avon Road had a significant amount of on-street parking, especially at the times when children were being taken to or collected from school; the vehicular movements associated with the size and scale of the development continued to present highway safety concerns.*
7. *The plans were not clear on how drainage away from Braunstone Lane (Main Street) and towards Avon Road would be secured; the intention seemed to be to utilise the sewage system on Avon Road but the site slopes significantly downwards from Avon Road towards Braunstone Lane.*

**2. Application No:** 21/1110/LBC

**Description:** Demolition of existing building

**Location:** Unit 4 254 Braunstone Lane Braunstone Town Leicestershire (Ravenhurst Ward)

**Response:**

1. *Braunstone Town Council recommends that no decision be made until the following had been submitted, published and the subject of a statutory planning consultation:*
  - (a) *a statement by the applicant setting out compliance with Site Allocations Policy SA5 – Other Existing Employment Sites;*

- (b) *Professor John Martin's, Professor of Agrarian History, research (July 2024) on the heritage value of the curtilage listed building proposed for demolition (this was commissioned by a couple of local residents and was shared with the Town Council at the Committee meeting, it was understood that the residents intend to submit the research to the planning authority); and*
- (c) *the applicant's response to the evidence presented by Professor Martin's research, in particular that the building "remains a vital part of that Listed building's history, curtilage and setting just as much as the only other surviving farm building. Together they form a coherent group but, importantly, it alone represents a period of ten years at Manor Farm when the still largely rural village of Braunstone co-existed with the prosperous City of Leicester on its doorstep to their mutual economic advantage, the significance of which is often overlooked"; and*

2. *subject to 1 above, material weight be given to the proposed Conservation Area Character Appraisal (in particular paragraphs 13.3 and 13.4 Capacity for Change) and Management Plan (in particular 2.5 Planning Policy Background, 6 Setting and Views, 7.2 and 7.3 Building Uses) for Braunstone Village when determining the application.*

**Reasons:**

- 1. *To enable the Planning Authority to suitably determine the material weight.*
  - (a) *The applicant's statement on the applicability of Policy SA5 was submitted in November 2021. The central argument presented was that the "building has not been inhabited as an employment facility for many years preceding the application. Due to its poor state of repair". However, the Structural Assessment of 8<sup>th</sup> March 2024 concluded "the building is in presently adequate condition, notwithstanding the routine maintenance that would be required in the coming years if it were to be retained". The proposed demolition and erection of housing was effectively a Change of Use and therefore, Site Allocations Policy SA5 was applicable and the applicant should submit a statement addressing the three points (i – iii) in the "other existing employment sites, proposals for non-employment development" section of the Policy.*

- (b) *Professor Martin's research attached significant heritage importance to this curtilage listed building, concluding that it "remains a vital part of that Listed building's history, curtilage and setting just as much as the only other surviving farm building".*
- (c) *Development Management Policy 12 provided for the highest level of protection for heritage assets to ensure that they would be conserved and enhanced in a manner appropriate to their significance and contribution to the historic environment.*
2. *The proposed Braunstone Village Conservation Area Character Appraisal and Management Plan had been developed by a professional with technical expertise and approved by Blaby District Council as a suitable proposal for public consultation. Therefore, the evidence in the Appraisal and proposals in the Management Plan provided reasonable evidence and, by extension, material weight.*

The meeting closed at 9.20pm.

**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 currently proposed meeting scheduled for 29<sup>th</sup> August 2024.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF EMPLOYING COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**15<sup>th</sup> AUGUST 2024 at 5.30pm**

**PRESENT:** Councillor Nick Brown (Chair) Councillor Anthea Ambrose (Vice-Chair) and Councillor Sam Maxwell.

**Officer in attendance:** Darren Tilley (Chief Executive & Town Clerk).

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

**1. Apologies**

No apologies for absence were received.

**2. Disclosure of Interest**

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

**3. Public Participation**

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

There were no members of the public at the meeting.

**4. Minutes of the Meeting held 11<sup>th</sup> January 2024**

The Minutes of the Meeting held on 11<sup>th</sup> January 2024 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 11<sup>th</sup> January 2024 be approved and signed by the Chairperson as a correct record.

**5. Annual Report 2024 and Capital Plan 2024/2025**

The Committee received a copy of the Annual Report of the Town Council setting out achievements from 2023/2024 and priorities for 2024/2025, alongside the Capital Plan for 2024/2025 and beyond. The purpose was to set the context for the Employee Development/Appraisal Review of the Chief Executive & Town Clerk (item 5 on the agenda).

**RESOLVED** that the achievements and priorities be received and noted.

*Reason for Decision*

*To provide a focus for undertaking the Chief Executive & Town Clerk's Employee Development and Appraisal Review.*

6. **Employee Development/Appraisal Review of the Chief Executive & Town Clerk**

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

The Committee considered the:

- a) Chief Executive & Town Clerk's Employee Development/Appraisal Review 2023;
- b) Job Description and Person Specification for the Chief Executive & Town Clerk; and
- c) Personal Performance & Development Appraisal Form for 2024, including the self-assessment by the Chief Executive & Town Clerk (item 6 on the agenda).

The Committee then undertook the Personal Performance & Development Appraisal Review of the Chief Executive & Town Clerk.

**RESOLVED**

1. that the Employee Development/Appraisal 2024 review of the Chief Executive & Town Clerk be approved, as set out at item 6c (confidential item filed with the minutes); and
2. that the following actions be approved for the coming year:
  - a) Support the Shakespeare Park Sports Pavilion Management Association to be sustainable and become a Charity and support the Sports Clubs to grow while supporting new activities;
  - b) build on the previous attempt and deliver tennis initiatives to enhance participation;
  - c) have finance and contractor in place to deliver flood alleviation works and improvements at Mossdale Meadows;
  - d) have a plan, finance, and contractor in place to enhance Impey Close Play Area and surrounding open space;
  - e) successful tender process for next Bar and Café Service Contract;
  - f) continue to deliver the actions in the Climate Change & Environmental Action Plan to keep up momentum to achieve our 2030 Carbon Neutral target;
  - g) arrangements in place for a Biodiversity Study and development of Management Plans to enhance the biodiversity of our parks;

- h) continue to support and facilitate the cycling and walking route improvements, including identifying potential, and funding for connecting routes around the Town;
- i) transfer of new parkland adjacent to M1 bridge to Lubbesthorpe;
- j) enhance the Council's website and social media, including the approach to marketing; and
- k) adoption of Braunstone Village Conservation Area.

*Reasons for Decision*

1. *To ensure that the support and resources, including training, was provided to enable the Chief Executive & Town Clerk to deliver the Council's Strategic Objectives and Priorities.*
2. *To ensure effective delivery of initiatives and projects given the limits on resources.*

The meeting closed at 7.05pm.

**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 are subject to consideration for approval at the next meeting.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF PLANNING & ENVIRONMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 29<sup>th</sup> AUGUST 2024**

**PRESENT:** Councillor Robert Waterton (Chair), Councillor Sam Maxwell (Vice-Chair) and Councillors Anthea Ambrose, Nick Brown, Richard Forrest, Darshan Singh, Marion Waterton and Mark Widdop.

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

There were two members of the public present at the meeting.

**21. Apologies**

An apology for absence was received from Councillor Gary Sanders.

**22. Disclosures of Interest**

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

**23. Public Participation**

In accordance with Standing Order 3.6, members of the public may submit a petition and/or 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 two members of the public present at the meeting, both of whom were interested in item 10 on the agenda, Braunstone Village Conservation Area Proposals. Clarity was sought concerning post-consultation amendments.

**24. Minutes of the Meetings held 6<sup>th</sup> June 2024 and 18<sup>th</sup> July 2024**

The Minutes of the meetings held on 6<sup>th</sup> June 2024 and 18<sup>th</sup> July 2024 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meetings held on 6<sup>th</sup> June 2024 and 18<sup>th</sup> July 2024 be approved and signed by the Chairperson as a correct record.

**25. 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 Chief Executive & Town Clerk under delegated authority in forwarding the following observations to Blaby District Council be noted:

Planning Applications

1. **Application No:** 24/0102/FUL
- Description:** Change of use from dwelling house (use Class C3) to residential home for care of up to 2 children (Use Class C2), provision of new hardstanding & vehicular access from Millfield Crescent
- Amended parking/access/landscaping plans & highways technical note*
- Location:** 10 Millfield Crescent Braunstone Town Leicestershire (Millfield Ward)
- Response:** Braunstone Town Council objects to the application due to insufficient private outdoor amenity space.
- Reason:** *Given the proposal was to care for two vulnerable children, the dwelling and curtilage was considered to be unfit for purpose since the property does not contain any private and secure outdoor amenity space. The revised parking and access arrangements would exacerbate this by reducing the existing small outdoor amenity space on the front. However, this would require fencing to make it both private and secure and this would be detrimental to the character and appearance of the street scene.*
2. **Application No:** 24/0475/FUL
- Description:** Change of use from dwelling house (use class C3) to a family assessment centre/residential institution (use Class C2)
- Location:** 8 Riseholme Close Braunstone Town Leicestershire (Millfield Ward)
- Response:** Braunstone Town Council objects to the application in its current form due to:
- a) the proposed size and scale of the operation; and
  - b) insufficient on-site parking arrangements.
- Reason:** *The proposal stated the facility would comprise of 3 families (4 adults and 3 children under three years old) and potentially up to 3 staff. Therefore, there could be 10 people at the proposed facility at any one time, sharing bathroom facilities and living space. It is unclear whether there would be additional professional staff visiting. The property was a*



*terraced/town house located in a cul-de-sac and the number of comings and goings associated with the facility, including family and professionals would exceed the equivalent of a normal domestic dwelling. The number of parking spaces (even considering the on-street space) was insufficient for the size and scale of the proposed facility. As such the application in its current form would adversely impact on the amenity enjoyed by a residential area in terms of size, scale, noise and comings and goings. Therefore, it would not be in accordance with Development Management Policy 1.*

**3. Application No:** 24/0330/FUL

**Description:** Extension to existing school building to create new reception with associated external works including ramp access, bin store and parking layout

**Location:** Kingsway Primary School Kingsway North Braunstone Town Leicestershire (Ravenhurst Ward)

**Response:** Braunstone Town Council does not object to the proposals; subject to:

- a) the recommendations in the submitted Biodiversity Net Gain Assessment, including the recommendation for replacement tree planting, being implemented within one year of the completion of the development;
- b) the implementation in full, within one year of the completion of the development, the recommendations of the submitted Preliminary Ecological Appraisal as follows:
  - 4.2 Mitigation Requirements,
  - 4.3 Compensation Requirements,
  - 4.4 Opportunities for Enhancement;
- c) on-site parking remaining available for use during construction in school term time; and
- d) the proposed reconfigured parking being implemented and remaining available for use in perpetuity.

**Reasons:** *The proposals enhanced the site by providing a secure accessible reception area, with a new ramp providing step free access. The car park would also be enhanced providing accessible spaces and removing the bins to a dedicated store. However, it was important:*

- a) *to ensure any trees removed would be replaced with species which would provide biodiversity net gain;*

- b) that the construction would not have a negative impact on wildlife or the natural environment and that the impact would not only be mitigated but that opportunities should be taken to provide biodiversity and environmental enhancements;
- c) to ensure that there was no displacement of parking on to the highway during the construction; and
- d) to ensure sufficient on-site parking remained available, avoiding additional parking on the narrow highway, which could present safety concerns for highway users and users of the school.

- 4. Application No:** 24/0567/HH
- Description:** Single storey side and rear extension
- Location:** 11 Charlecote Avenue Braunstone Town Leicestershire (Ravenhurst Ward)
- Response:** *Braunstone Town Council does not have any objection to the proposals.*
- Reason:** *The proposal was single storey to the rear and side. The property was located on a large established plot. As such the impact on residential amenity was considered to be low. The proposal both retained and increased the on-site parking availability. As such there would be no adverse impact on highway safety.*
- 5. Application No:** 24/0607/FUL
- Description:** Change of use from dwelling house (Use Class C3) to residential children's home (Use Class C2) to accommodate a maximum of two children aged between 8-18 years old with the inclusion of a bin store and cycle shelter and conversion of sun room to sensory playroom
- Location:** 17 Valley Drive Braunstone Town Leicester Leicestershire (St Mary's Ward)
- Response:** *Braunstone Town Council does not object to the proposed change of use, subject to:*
1. *no more than 2 children, aged from 8 years up to the age of 18 years old, without the prior approval of the local planning authority;*
  2. *the operation of the proposed facility being strictly in accordance with the submitted Planning Statement;*

3. *onsite car parking arrangements, for at least two vehicles, being provided prior to occupation and permanently available for use;*
4. *the onsite car parking (in 3 above) being surfaced with a hard bound material, either permeable or with drainage and permanently maintained; and*
5. *the installation of sound proofing measures, subject to the approval of the Environmental Health Authority, on the party wall with no. 19.*

**Reasons:**

*The property was located on a medium sized established plot and the proposal would support vulnerable children in a community setting; however, it was important:*

1. *to ensure that the number of children cared for was appropriate to the size of the dwelling and its amenities;*
2. *that the facility operated in a manner which provided high quality care and assistance for vulnerable children while minimising the impact on the amenity enjoyed by the neighbouring properties in terms of noise, disturbance and comings and goings;*
3. *to avoid parking on the highway (including the footpath) close to a road junction, which could present safety issues for highway users (including pedestrians);*
4. *to ensure the parking area was suitable for parking while avoiding surface water run-off; and*
5. *to protect the amenity enjoyed by the occupants of the neighbouring property in terms of noise and disturbance.*

**6. Application No:** 24/0516/VAR (Call-in)

**Description:**

Variation of condition 4 attached to planning permission 24/0336/FUL to revise the maximum number of staff working at any one time to 5no. and variation of condition 3 to revise the age limit to between 4 and 17 years (inclusive).

**Location:**

26 Turnbull Drive Braunstone Town Leicester (Millfield Ward)

**Response:**

*Braunstone Town Council recommends that the following conditions should be applied to any variation:*

- a) *a minimum of three on-site parking spaces being provided, surfaced with hard-bound material, and maintained and available for use in perpetuity;*

- b) *the maximum number of children being cared for at the property at any one time being restricted to two; and*
- c) *a staff attendance record being kept on site and made available upon request by the District Planning Authority.*

**Reasons:**

- a) *To avoid additional parking on the Highway (including the footway), which could present safety concerns to highway users (including pedestrians) and cause obstruction to the access to neighbouring properties.*
- b) *Increasing the age limit was unlikely to have a material impact on the amenity enjoyed by the neighbouring properties in terms of noise and disturbance. However, increasing the number of children potentially could and as such any change should be the subject of consideration by the District Planning Authority.*
- c) *To allow the District Planning Authority to monitor the use, to safeguard the living conditions of nearby residents and in the interests of highway safety.*

Licensing Applications

There were no licensing applications to consider.

**26. Planning Applications and Licensing Applications**

The Committee received details of a planning application 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 response be forwarded to Blaby District Council:

- 1. **Application No:** 24/0608/FUL
- Description:** Proposed car port
- Location:** Paul Pender & Son Shakespeare Inn Braunstone Lane Braunstone Town Leicestershire (Ravenhurst Ward)
- Response:** *Braunstone Town Council does not object to the proposed car port; subject to:*
  - 1. *Built in strict accordance with the submitted plans; using the materials identified in the plans, unless an alternative was agreed in writing with the planning authority; and*

2. *the car port blending into the style and design of the neighbouring outbuildings on the site (for example, the vertical timber cladding and support posts being painted white, the slate roof being grey and the guttering/downpipes and brick plinths being black).*

**Reasons:**

1. *To ensure that the car port was built in the proposed design and style in keeping with the site and the wider area.*
2. *The site contained a Listed Building and the wider area was under consideration for designation as a conservation area; therefore, it was important to ensure that the proposed car port was in keeping with both the listed building and the character and setting of the surrounding area.*

## 27. Additional Planning and Licensing Applications

The Committee received details of additional planning applications to be considered by Blaby District Council (item 7 on the agenda). The Committee noted that there were no licensing applications.

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

2. **Application No:** 24/0666/FUL  
**Description:** Retrospective application for siting of an InPost Parcel Locker  
**Location:** Osiers Travellers Check Lubbesthorpe Way Braunstone Town Leicestershire  
**Response:** *Braunstone Town Council does not object to the application.*  
**Reason:** *The Locker appeared in keeping with the buildings and canopy on the site. The location of the locker was behind the kiosk, away from the petrol pumps, with separate vehicular access and room for vehicles to wait without impacting on the highway or vehicular movements on the site.*
3. **Application No:** 24/0688/HH  
**Description:** Single storey side and rear extensions and porch to front  
**Location:** 17 Fishpools Braunstone Town Leicester (Millfield Ward)

**Response:** *Braunstone Town Council does not object to the application; subject to:*

- 1. on-site parking to the front of the property being retained for parking; and*
- 2. no windows, openings or mechanical ventilation in the side elevation of the side extension without the prior permission of the local planning authority.*

**Reasons:**

- 1. With the loss of the garage, to ensure that sufficient on-site parking was retained for the size of the property, avoiding additional parking on the highway close to a junction, which could present safety concerns.*

- 2. To protect the amenity enjoyed by the residents of the neighbouring property in terms of privacy and noise.*

**4. Application No:** 24/0615/OUT

**Description:** Outline application for the demolition of buildings, alterations to existing farmhouse, and the erection of up to 145 new dwellings and creation of associated vehicular access to Hinckley Road and pedestrian/cycle access to Beggars Lane, and associated infrastructure and enabling earthworks, with all matters to be reserved except access points into the Site.

**Location:** Land South of Hinckley Road Leicester Forest East

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

- 1. the site had not been included in the current Local Plan, adopted in February 2019; while that same plan included a Site Allocation (SA1) at "Land North of Hinckley Road, Kirby Muxloe" for at least 750 dwellings, 885 had been approved but remained to be developed;*
- 2. the proposed design and layout of the site was contrary to facilitating active travel and integrating communities; and*
- 3. there was only one vehicular access to the site, which was via the A47, Hinckley Road, opposite the sports clubs (and site SA1 above).*

**Reasons:** *While new housing was needed, it shouldn't be piecemeal, an integrated and evidenced based approach should be pursued:*

- 1. While it was accepted that the site had been put forward for consideration as part of the current review of the Local Plan, the assessment and*

evidence process was not complete, consequently no proposals had been published for consultation. The current adopted local plan included provision for 750 dwellings (25% affordable) on land to the north of Hinckley Road and 885 had been approved; therefore, there was sufficient land allocated to accommodate a further 135 new dwellings on that site.

2. The proposed site was adjacent to a recent development; however, it was separated from it. Active Travel England criterion 7, Site Permeability states “the development should provide / safeguard pedestrian and cycling connections to neighbouring sites including future phases of development”; the proposed site was designed in a way to cut it off from neighbouring areas, with access only from a major road and for pedestrians and cyclists from Beggars Lane. Any development on this site would need to be better integrated with the wider area.
3. The A47 Hinckley Road was significantly congested (not just at commuter times). The site access would be at the same point as the proposed 885 dwellings. Of this site, the Local Plan requires “a comprehensive package of transport improvements informed by a robust transport assessment will be required. The improvements should include:
  - Improvements to junction and link capacity on Hinckley Road (A47);
  - New junction into the site; and
  - Traffic calming measures”.Such information was similarly required for the proposed development, including collective impact and collective mitigation.

## **28. Planning Decisions**

The Committee received and noted planning decisions made by Blaby District Council (item 8 on the agenda).

**RESOLVED** that the planning decisions made by Blaby District Council be received and noted.

*Reason for Decision*

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

## 29. **Feedback on Planning Application Decisions**

Feedback had not been received from Councillor Leanne Lee concerning the following planning decisions:

- 23/1006/HH; two storey side extension and two single storey rear extension including demolition of existing outbuilding (revised scheme to 22/1006/HH) at 31 Headley Road;
- 23/1024/HH; two storey side extension, first floor side and rear extension; at 132 Kingsway; and
- 24/0339/HH; two storey side extension and single storey side and rear extension; at 7 Edward Avenue.

This would be pursued for the next meeting.

Councillor Anthea Ambrose had followed up on decision 23/0787/FUL; two storey extension to provide residential dwelling; single storey extension to provide new retail unit; and demolition of existing lean-to; at 2 Ayston Road.

Councillor Ambrose had obtained a copy of the Planning Officer's delegated decision. Parking was detailed in section 13 and there was a garage at the side of the house, with a parking place to the front. At least one space was required due to the one bedroom flat. An impact report had been received from Highways concerning parking. Parking was available in front of the shop and since the pavement and frontage was wide enough, it was considered not to have an adverse impact on movements along the footpath. While the impact report recognised the arrangement was not ideal, historically and at neighbouring premises, parking was provided on the frontages. Given that many customers would walk and use public transport, the parking arrangements had been considered sufficient.

### **RESOLVED**

1. that feedback be provided at the next ordinary meeting of the Committee, scheduled for 31<sup>st</sup> October 2024, in respect of planning decisions 23/1006/HH, 31 Headley Road, 23/1024/HH, 132 Kingsway, and 24/0339/HH, 7 Edward Avenue; and
2. that the feedback concerning planning decision 23/0787/FUL, 2 Ayston Road, be received and noted.

#### *Reasons for Decision*

1. *To ensure consistency of approach when applying conditions relating to off-road parking.*
2. *A parking place had been provided for the one bedroom flat and an impact assessment had been undertaken by Highways concerning parking arrangements for the retail unit.*

## 30. **Braunstone Village Conservation Area Proposals**

The Committee received an update on the process to consider whether there would be a case to designate an area of Braunstone Village to the South of



Braunstone Lane as a Conservation Area, including timescales for a decision (item 10 on the agenda).

The Chief Executive & Town Clerk advised that a meeting had been arranged for Tuesday 3<sup>rd</sup> September 2024, between officers at Blaby District Council, Leicester City Council and Braunstone Town Council, to review proposed amendments to the Character Appraisal and Joint Management Plan as a result of the consultation responses.

**RESOLVED** that the report be noted.

*Reason for Decision*

*To note progress with the process for considering the area of Braunstone Village to the south of Main Street/Braunstone Lane for designation as a Conservation Area.*

### **31. Lubbesthorpe Impacts Group**

The Committee received an update on progress concerning matters relating to the Lubbesthorpe development, along with a report on the recent meeting of the Lubbesthorpe Impacts Group held on 7<sup>th</sup> August 2024.

The Chair, Councillor Robert Waterton, reported that on 31<sup>st</sup> July 2024 there were 1099 occupations (Phase 1 comprises 1265 dwellings/occupations when completed). This compares to 1025 occupations on 31<sup>st</sup> January 2024 (74 in 6 months, roughly 12 per month). There were 6 new occupations between the end of June 2024 and the end of July 2024.

The Lubbesthorpe Impacts Group discussed the implications of the above relatively slow progress, including:

- a) the consequences for the land for housing 'conveyor belt' – Blaby District Council should have 5 years of potential housing on the 'conveyor belt' but currently has only around 3.6 years. Not moving quickly through the Lubbesthorpe Phases (each of which needs final planning approval) potentially means more new housing developments approved elsewhere in the District;
- b) Implementing the 'affordable' housing strategy at Lubbesthorpe was also slowed down, so planning applications for affordable housing elsewhere (e.g. the Avon Road application) could be approved.

Members were also aware that publicity had been given recently to the tendency of developers to seek to escape from their S106 commitments to building affordable housing in a mixed development because of the impact on their profit margin. There were also stories in the media about affordable houses being built and then standing empty because Housing Associations could not afford to take them on. These issues had not yet, however, shown themselves at Lubbesthorpe.

Local Centre 1 on Tay Road was under way and completion expected in Spring 2025. No progress had been made on GP provision for those, especially in Braunstone Town, who would be disenfranchised by the closure of the Forest

House practice's surgery at Braunstone Crossroads and its replacement by the new surgery in Local Centre 1 (Forest House would continue with the Warren Lane surgery).

The 'Enderby Hub' rejection was taken to Appeal on 9th July 2024 – the decision by the Planning Inspectorate was awaited. In the meantime, the Drummond Estate submitted a second, slightly different application which was approved by Blaby District Council Planning Committee in late July.

Concerning Highways, Members noted the continued Highways infrastructure problems with new developments being approved (e.g. housing in Countesthorpe, the 'Enderby Hub'), with only minor changes to the road system being proposed, with many such proposals either not implemented or subject to delays and with underlying models which were narrowly focused. As Lubbesthorpe expands, this situation was likely to become critical for much of the District and particularly for Parishes represented on the Lubbesthorpe Impacts Group. The much-used A47 through Leicester Forest East and Kirby Muxloe faced not only the impact of Lubbesthorpe but also of the 885 houses to be built on the A47 next to the existing Kirby Muxloe settlement and of, potentially, another 145 houses on the Leicester Forest East side of the road.

The Group had also discussed the ongoing flooding issues, particularly the water run-off onto Beggars Lane from the Lubbesthorpe estate.

It was also noted that the new Government was due to make changes around planning and infrastructure.

The next meeting of the Group had been scheduled for 6th November 2024.

**RESOLVED** that the update be received and noted.

*Reason for Decision*

*To receive details of current and ongoing matters discussed relating to the new Lubbesthorpe development and its impact.*

### **32. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2024 to 31<sup>st</sup> July 2024 (item 12 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 2024/2025.*

### **33. Approval of Accounts**

The Committee received payments from 29<sup>th</sup> May 2024 until 20<sup>th</sup> August 2024 (item 13 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 29<sup>th</sup> May 2024 until 20<sup>th</sup> August 2024 be approved.

*Reason for Decision*

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

The meeting closed at 8.45pm.

**NOTE:**

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

**EQUALITIES ACT 2010**

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

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

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

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

*These minutes are a draft and are subject to consideration for approval at the currently proposed meeting scheduled for 31<sup>st</sup> October 2024.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 12<sup>th</sup> SEPTEMBER 2024 AT 7.30PM**

**PRESENT:** Councillor Anthea Ambrose (Vice-Chair in the Chair) and Councillors Shabbir Aslam, Councillor Nick Brown (Chair), Andy Evans, Rebecca Lunn, Sam Maxwell, Tracey Shepherd, Christiane Startin-Lorent and Robert Waterton.

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

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

**23. Apologies**

No apologies for absence were received. However, Councillors Shabbir Aslam and Nick Brown were delayed and arrived later in the meeting. Councillor Aslam arrived prior to the conclusion of item 6 and Councillor Brown arrived prior to the conclusion of item 8. The Vice-Chair opened the meeting and chaired for the duration of the meeting.

**24. Disclosures of Interest**

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

**25. Public Participation**

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

There were no members of the public at the meeting.

**26. Minutes**

The Minutes of the meeting held on 13<sup>th</sup> June 2024 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 13<sup>th</sup> June 2024 be approved and signed by the Chairperson as a correct record.

## 27. **Financial Comparisons**

The Committee received Financial Comparisons for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> August 2024 (item 5 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*While utilities expenditure was over budget, this would be partly off-set by a new tariff agreement later in the year. In addition, facilities income was higher. Therefore, the Council's net expenditure for the period was on target.*

## 28. **End of Quarter Financial Position – Income, Expenditure, Cash and Balances**

The Committee received a summary of the Council's Income, Expenditure, Cash and Balances for the period 1<sup>st</sup> April 2024 to 30<sup>th</sup> June 2024 (item 6 on the agenda).

**RESOLVED**

1. that the end of quarter financial position to 30<sup>th</sup> June 2024, as detailed in Appendices 1 to 3, be noted;
2. that it be noted that *Cash at the Bank* remained on target compared to the projections considered by the Committee in June 2024, as detailed in the relevant section of the report and at Appendix 4; and
3. that a report be submitted to the meeting of the Committee, scheduled for 7<sup>th</sup> November 2024, assessing the end of quarter figures to 30<sup>th</sup> September 2024 and, if necessary, proposing options for further reducing expenditure up to April 2025.

*Reasons for Decision*

1. *There were no issues of concern with management of the Council's Finances.*
2. *The forecasts considered in June 2024 were on track; however, this was based on using cash reserves towards the end of the financial year and in the first month of the next financial year prior to receipt of precept income.*
3. *Given the projected low balances predicted at 31<sup>st</sup> March 2025 and 25<sup>th</sup> April 2025; reserve options need to be prepared for consideration.*

## 29. **Income from Fees and Charges**

The Committee received an assessment of the impact of the price increases of 1<sup>st</sup> April 2024 following the end of the first quarter (30<sup>th</sup> June 2024) (item 7 on the agenda).

## **RESOLVED**

1. that the report be noted; and
2. that an increase to fees and charges, ideally based on Consumer Price Index Inflation, be considered by Policy & Resources Committee and Council in January 2025, as part of the budget setting process for 2025/2026, for implementation in April 2025.

### *Reasons for Decision*

1. *Income from fees and charges was higher than budgeted and compared to the same period last year; therefore, the price increases had not had a negative impact on demand.*
2. *To avoid a huge jump in prices in subsequent years given the pressure on the precept for 2025/2026.*

## **30. Climate Change Strategy**

The Committee considered, following consultation, a revised and updated Climate Change Strategy to ensure that it would be relevant, fit for purpose and that the Council had a framework for delivering its commitments (item 8 on the agenda).

The Chief Executive & Town Clerk reported that the National Territorial Footprint figures for 2024 were now available via the Impact Tool and would be included at Figure B of Appendix 2 (Parish Carbon Calculator). The total National territorial footprint in 2024 was 15.4t CO<sub>2</sub>e.

## **RESOLVED**

1. that the definition of Net Zero, as set out in Section 3, Corporate Activities of Braunstone Town Council, be amended to align with the international definition; and
2. that, subject to 1 above, and the inclusion of the National Territorial Footprint figures for 2024 at Figure B of Appendix 2 of the proposed Strategy; **THAT IT BE RECOMMENDED TO COUNCIL** that the proposed revisions to the Climate Change and Environmental Strategy (highlighted red at Appendix 1 of the report) be approved and adopted.

### *Reasons for Decision*

1. *To apply the internationally recognised criteria of Net-Zero, ensuring that the commitment was both robust and deliverable.*
2. *The Climate Change & Environmental Strategy provided the framework for the Town Council's response to Climate Change; therefore, it was important to ensure that it was fit for purpose, met the needs and aspirations of residents', and would be deliverable.*

**31. Climate Reduction Initiative: installation of Solar PV Battery Storage**

The Committee considered options, proposals, costs, financial savings and the impact on the Council's Carbon footprint of installing battery storage for the Solar PV (item 9 on the agenda).

**RESOLVED**

1. that the update on *Battery Storage*, as set out in the respective section of the report, be endorsed;
2. that the position with the *Finance*, as set out in the relevant section of the report be received and noted and that the installation saving, and balance of Public Works Loan, of £18,789, be put towards the costs of battery storage; and
3. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to approve a scheme for installing battery storage to the solar PV panels at the Council's facilities, as appropriate, provided the total cost of the scheme did not exceed £20,000 (excluding VAT).

*Reasons for Decision*

1. *To deliver the Council's Climate Change & Environmental Objectives, reduce the Council's Carbon footprint, make savings and generate revenue.*
2. *To note the underspend from the installations in 2023 was allocated to battery storage options to further reduce the Council's carbon footprint.*
3. *To fully assess the options, proposals, costs, financial savings and impact on the Council's carbon footprint, and to ensure installation works could be carried out prior to 17<sup>th</sup> December 2024.*

**32. Improvements to Walking and Cycle Routes**

The Committee received an update on the delivery of proposals for improvements to the connections between walking and cycling routes (item 10 on the agenda).

**RESOLVED**

1. that progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed; and
2. that delegated authority be given to the Chief Executive & Town Clerk to act on behalf of Braunstone Town Council in respect of agreeing to route signage proposals and post locations.

### *Reasons for Decision*

1. *The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.*
2. *To ensure the sign posts would be suitably located and that the destinations used on the signs catered for by both longer distance and local pedestrians and cyclists.*

### **33. Absence Management Policy & Procedure**

The Committee considered, following consultation, a revised and updated Absence Management Policy & Procedure for adoption (item 11 on the agenda).

**RESOLVED** that the proposed revisions to the Absence Management Policy & Procedure, attached at Appendix 1 of the report, be approved and implemented from Monday 16<sup>th</sup> September 2024.

### *Reason for Decision*

*To set out the Council's approach to managing absence recognising that while employees may be prevented from attending work through ill health, the Council had a duty to maintain service delivery and minimise disruption.*

### **34. Review of Officer's Code of Conduct**

The Committee considered proposed amendments to the Officers' Code of Conduct in order to approve these for consultation (item 12 on the agenda).

### **RESOLVED**

1. that the proposed revisions to the Officers' Code of Conduct, attached at Appendix 1 of the report, be approved for consultation with staff, Councillors and the Council's HR Advisor, as detailed in the *Timescales and Implementation* section of the report; and
2. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 7<sup>th</sup> November 2024 for consideration and approval.

### *Reasons for Decision*

1. *To ensure that staff, Councillors and the Council's HR Advisor could input into the proposed changes to the Officers' Code of Conduct to ensure that it would be practical and fit for purpose.*
2. *To ensure the highest standards of conduct from all Town Council employees. The code outlines existing law, regulations and conditions of service and provided further guidance to assist managers and employees in their day-to-day work.*



### **35. Outside Bodies Report**

The Committee received reports from members of Outside Bodies:

#### **a) Leicestershire & Rutland Association of Local Councils**

No Report due to no recent meeting.

#### **b) Shakespeare Park Sports Pavilion Management Association**

A meeting of the Committee of the Shakespeare Park Management Association took place on Monday 2<sup>nd</sup> September 2024. Both of the Council's representatives, Councillors Andy Evans and Sam Maxwell, had given their apologies.

The Chief Executive & Town Clerk was able to attend the second part of the meeting and fed back as follows:

- a) there had been a disagreement between the operator of Hazel's Café and the Bowls Club concerning access to the Pavilion Clubroom, kitchen and toilet facilities; the Management Association was due to put the suggested solution in writing to the operator for further consideration;
- b) the Treasurer had spoken to Blaby District Council who stated that the Association could complete a form to apply for an exemption from National Non-Domestic Rates; the Committee agreed that if an exemption was approved then there would be no need to pursue charitable status;
- c) discussion took place surrounding hard core, which had been laid by the Bowls Club; the Council would be seeking advice on the flooding risks given permission had not been sought;
- d) discussion also took place on anti-climb paint which had been painted on the perimeter fence of the bowling green by a bowls club member; some of the football club children had got this on their clothes; the Chief Executive & Town Clerk confirmed that the Town Council had not given permission and would seek legal and insurance advice on the implications; and
- e) the Chair and Secretary of the Association resigned their positions and their membership of the Committee; an interim Chair was appointed; the Secretary position remains vacant.

### **36. Approval of Accounts**

The Committee considered payments from 5<sup>th</sup> June 2024 until 3<sup>rd</sup> September 2024 (item 14 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 5<sup>th</sup> June 2024 until 3<sup>rd</sup> September 2024 be approved.

*Reason for Decision*

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

**37. Franklin Park Incident**

The Committee received an update concerning the incident at Franklin Park, a summary of action taken to support the community, and discussed ongoing matters (report circulated at the meeting and filed as item 15 on the agenda).

**RESOLVED**

1. that the circulated report be noted; and
2. that the *Town Council Response*, as set out in the relevant section of the report, be endorsed and future actions supported.

*Reasons for Decision*

1. *The incident on Franklin Park on Sunday 1<sup>st</sup> September and subsequent death of Mr Kohli had been deeply difficult and traumatic for the local community.*
2. *To endorse both the action taken to support the community, and to support the ongoing approach and future actions proposed.*

**38. Mossdale Meadows Flood Alleviation and Drainage Improvements**

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

The Committee received tenders and determined timescales and proposed financing for rebuilding the Culvert and carrying out flood alleviation and drainage improvements to Mossdale Meadows (item 16 on the agenda).

Three quotes had been received and a request made to submit a quote to undertake the high priority works only. Quotes had been received from two of the contractors and included in the report. The third contractors quote had been subsequently received for the high priority works at £244,867.

**RESOLVED**

1. that the tender documents for the full works be received;
2. that the recommendations for the proposed adjusted works, to only include the high priority work on the culvert bridge and car drainage, be approved;
3. that the quotation received from Contractor B for the adjusted (high priority) work, be accepted;
4. THAT IT BE RECOMMENDED TO COUNCIL that the following resolution be approved "to seek the approval of the Secretary of State for Housing,

- Communities and Local Government to apply for a PWLB loan of £128,226 over the borrowing term of 40 years for the cost of the Mosssdale Meadows flood alleviation and drainage improvements; the annual loan repayments will come to around £7,898.36”;
5. that delegated authority be given to the Chief Executive & Town Clerk, to put together a borrowing application, with supporting evidence, including a financial appraisal, for submission to Council; and
  6. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council to:
    - a) determine the detailed arrangements, timings and work schedules,
    - b) make minor modifications to the design and installation proposals within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations,
    - c) award the contract;and
  7. that the updated draft timeline for required work be approved.

#### *Reasons for Decision*

1. *To receive tender quotations received on the full Flood alleviation work on Mosssdale Meadows.*
2. *To acknowledge the substantial costs for undertaking the full Flood Alleviation work and to consider a reduced project in order to undertake only high priority work.*
3. *To note that this was the best value for money being the lowest quotation received.*
4. *To enable the application assessment to be progressed and submitted for consideration by the Assessor on behalf of the Secretary of State for Housing, Communities and Local Government.*
5. *To enable the detailed supporting evidence to be gathered and submitted with the Council's application without undue delay. To ensure best financial management to meet the Project's costs.*
6. *To ensure that the work to the Flood Alleviation Scheme could be undertaken in a timely manner.*
7. *To provide a plan of works to be carried out and target dates to work towards.*

#### **39. Improvements to Impey Close Play Area and Open Space**

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

The Committee received tenders and financing options for the refurbishment and enhancement of Impey Close Play Area, along with an update concerning the procurement process for the refurbishment and enhancement of Impey Close Open Space (item 17 on the agenda).

## **RESOLVED**

1. that the shortlisted proposals be received;
2. that Contractor E be selected to undertake the work;
3. that funding sources be investigated to help towards the cost of the proposed work; and
4. that the amended timescales for the project be approved.

### *Reasons for Decision*

1. *To receive proposals from shortlisted tenders to be considered for the work.*
2. *To ensure that the chosen contractor provided a project that would be compatible with the Town Council's vision and provided a fully inclusive and exciting project for the Impey Close playground.*
3. *To ensure that all sources of funding towards the cost of the project were considered.*
4. *To provide a suitable timescale for the project to be undertaken.*

#### **40. Nursery and Pre-school Provision at Thorpe Astley Community Centre**

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

The Committee considered variations to the bespoke hire contract for the provision of a nursery and pre-school at Thorpe Astley Community Centre (item 18 on the agenda).

## **RESOLVED**

1. that a 20% reduction be applied to the annual fee paid by the provider for the academic year 2024/2025; and
2. that delegated authority be given to the Chief Executive & Town Clerk to make arrangements with the provider on how the annual payment, including 20% discount, would be applied.

### *Reasons for Decision*

1. *To continue to meet the needs of Thorpe Astley residents and ensure that the nursery/pre-school remained sustainable and use of the Centre was maximised.*
2. *To enable monthly cash flows of both the provider and Council to be considered.*

#### 41. Land adjacent to the New M1 Bridge, Thorpe Astley

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

The Committee received an update concerning proposals for transferring the land adjacent to the new road and bridge at Thorpe Astley to the Town Council (item 19 on the agenda).

#### **RESOLVED**

1. that it be noted that the agreed remedial works had been completed and that the new parkland was now open for public use;
2. that it be noted that the land transfer process was underway; and
3. that a risk assessment of the boundary with the Motorway be undertaken to identify any risks and potential mitigating actions; and that the assessment be submitted to the next scheduled meeting of the Committee on 7<sup>th</sup> November 2024.

#### *Reasons for Decision*

1. *The agreed remedial works had been carried out in consultation with the Town Council and to the agreed standard.*
2. *Both parties had appointed solicitors who had commenced the transfer process.*
3. *To ensure that the Council assessed the level of risk to public safety and took mitigating action where necessary.*

The meeting closed at 9.55pm.

#### **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 proposed meeting scheduled on 7<sup>th</sup> November 2024.*