MINUTES OF THE LUTTERWORTH TOWN COUNCIL MEETING
HELD ON 8 DECEMBER 2015 AT THE COUNCIL OFFICES
COMMENCING AT 7.30PM

Present: The Town Mayor, Councillor T Hirons
The Deputy Town Mayor, Councillor G Robinson
Councillors J Ackerley, M Perks, B Poulter, I Staples, M Sutton, P Toye
and B Zilberts

269 APOLOGIES FOR ABSENCE

Apologies were received and approved from Councillors R Coleman, R Crouch,
D Gair, B Howes, D Jones and S Todd.

270 DECLARATIONS OF INTEREST

Councillors Ackerley and Robinson declared non-pecuniary interests in Minute
Number 278 (Planning Applications) below due to their appointments as District
Councillors on Harborough District Council’s Planning Committee.

No further declarations of interest were received in respect of items on the Agenda.

271 DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY
HAVE A DISCLOSABLE PECUNIARY INTEREST

None were received.

272 MINUTES, LUTTERWORTH TOWN COUNCIL

RESOLVED that the minutes of the Lutterworth Town Council meeting held on 10
November 2015 be signed by the Town Mayor as a true record.

It was noted that Minute Number 221, cheque number 10949, had been amended to
read £163.00.

273 MINUTES, PLANNING AND GRANTS COMMITTEE

RESOLVED that the minutes of the Planning and Grants Committee held on 1
December 2015 be signed by the Town Mayor as a true record, that the minutes be
adopted and that all recommendations contained therein be approved.

274 TOWN MAYOR’S ANNOUNCEMENTS

The Town Mayor reported his attendance at the following events since the last Town
Council meeting:-

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 November</td>
<td>Memorial Gardens</td>
<td>2 Minute Silence</td>
</tr>
<tr>
<td>13 November</td>
<td>Magna Park</td>
<td>Airfields of Britain Conservation Trust Memorial Unveiling – site of Bitteswell Airfield</td>
</tr>
<tr>
<td>18 November</td>
<td>Harborough District Council</td>
<td>Grant Panel “Speed dating”</td>
</tr>
<tr>
<td>21 November</td>
<td>Wycliffe Rooms</td>
<td>Official Opening of Community Room with Lady Gretton and Councillors Howes and Toye</td>
</tr>
</tbody>
</table>
25 November  Lutterworth  Judging of Christmas Shop Window competition
27 November  Town Hall Square  Switch on of Christmas Lights
28 November  St Mary’s Church  “Sounds of Christmas” concert
29 November  Lutterworth College  Start and take part in Santa Fun Run. Cllr Howes also attended.
2 December  Wycliffe Rooms  Lutterworth Meeting Place presentation for people living with dementia and their carers
3 December  Misterton Hall  Lutterworth Twinning Association – Christmas Meal
5 December  One Stop Shop  Opening of Special Needs Adults Centre – a business for adults with learning disabilities

275  COMMENTS FROM THE PUBLIC

No members of the public were in attendance.

276  ACCOUNTS PAID AND TO BE PAID

Councillors Robinson and Toye confirmed that all was in good order, whilst reporting that cheque 10982 had been signed by Councillor Ackerley as the second signatory as opposed to Councillor Toye.

<table>
<thead>
<tr>
<th>CHEQUE NO</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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<td>10957</td>
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<td>10958</td>
<td>Lutterworth Masonic Association</td>
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<td>10959</td>
<td>Mark Bayliss</td>
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<tr>
<td>10960</td>
<td>Aaron Bayliss</td>
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<td>10961</td>
<td>Steve Brown Fencing</td>
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<td>10963</td>
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<td>10972</td>
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<tr>
<td>10973</td>
<td>Institute of Cemetery Cremation Management</td>
<td>198.00</td>
</tr>
<tr>
<td>10974</td>
<td>Pure Clean Windows</td>
<td>95.00</td>
</tr>
<tr>
<td>10975</td>
<td>Leicestershire County Council</td>
<td>222.00</td>
</tr>
<tr>
<td>10976</td>
<td>LRACL</td>
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Cheques to be paid 08.12.2015

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<tr>
<th>CHEQUE NO</th>
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</thead>
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<td>105.00</td>
</tr>
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</table>

2
Members noted the bank reconciliations and income and expenditure for the end of October 2015 as appended to the Clerk’s report and November 2015 which was circulated at the meeting.

**278 PLANNING APPLICATIONS**

It was noted that members resolved to strongly object to planning application number 15/00865/OUT when it was considered by the Town Council on 14 July 2015. Although amended plans had been received, members **RESOLVED** to continue to **STRONGLY OBJECT** to the following application on the same grounds as previously agreed with the additional comment that insufficient information was available in terms of drainage of water for the lorry park, monitoring current activity in terms of the impact of HGV movement and pollution levels on existing residential development.

It was agreed to include an agenda item for the Town Council meeting to be held on 12 January 2016 regarding the monitoring of pollution levels within the Town Centre and its outskirts since the Air Quality Monitoring Station had been removed from Market Street.

<table>
<thead>
<tr>
<th>Plan No.</th>
<th>Applicant</th>
<th>Nature of Development and Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/00865/OUT</td>
<td>DB Symmetry</td>
<td>Outline application for the erection of up to 278,709sqm of Storage, Distribution building (B8) with ancillary B1(a) offices, creation of access onto A4303 and emergency services only access onto A5, formation of a Lorry Park, creation of SuDS facilities and other associated infrastructure and the demolition of Glebe Farmhouse (Means of access only to be considered). Land Adj Glebe Farm, Coventry Road, Lutterworth</td>
</tr>
</tbody>
</table>

Members **RESOLVED** to **SUPPORT** the following planning applications with reservations regarding the casting of shadows onto neighbouring properties and taking into account the County Ecologist’s point regarding the possible discovery of bats:-

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<th>Nature of Development and Location</th>
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</table>
279   **EVIDENCE OF NEED FOR SECTION 106 DEVELOPER OBLIGATION**

It was noted that Harborough District Council was seeking comments regarding the evidence of need in Lutterworth with regard to potentially securing a Section 106 Developer Contribution if the planning application from Mulberry Property Developments Ltd was approved. In addition, it was noted that any communication regarding potential project funding would not affect the outcome of the planning application.

Following consideration, it was **RESOLVED** to allow the existing Section 106 Working Party to continue its work in examining need for the whole of Lutterworth and that the Town Council’s previous decision to strongly object to the Mulberry Property Developments Ltd application still stood.

280   **PETITION: CHURCH STREET BUILD OUT**

A petition comprising approximately 24 signatures from retail businesses in Church Street, Lutterworth, regarding the Town Council’s resolution taken in October 2015 to revisit a further pedestrian build out on Church Street, was received.

It was noted that the matter would be considered at a future meeting of the Town Council once the information requested from Leicestershire County Council regarding up-to-date costings was received.

281   **SWIFT WARD VACANCY**

Following the by-election held on Thursday 3 December 2015 to elect a town councillor to the Swift Ward, the result of the Poll was announced as follows:-

- Martin Sarfas – 171 votes
- Neil Ackerley – 197 votes

Mr Ackerley was therefore elected to fill the vacancy in the Swift Ward and was invited to complete the Declaration of Acceptance of Office and Register of Interests forms in readiness to attend the Town Council meeting on 12 January 2016.

The turnout was noted as being 20.4%.

282   **LUTTERWORTH TOWN HALL CHARITY**

**RESOLVED** that Cllr Jones be appointed to the vacancy as a Town Hall Trustee on behalf of the Town Council following Mr Bernard Duesbury’s recent resignation.

Referring to the Town Hall Charity’s request to the Town Council to support its application to Harborough District Council for £30,000 Section 106 funding, it was **RESOLVED** to reiterate the fact that the Town Council was seeking to commission a Gap Analysis study in order to examine need across the whole of Lutterworth. To indicate support or otherwise for the Town Hall Charity’s application at this stage would therefore be premature. As part of any Gap Analysis Study, it was the
intention to convene a community meeting whereby suggestions and applications for projects across the board could be considered.

283 CONSULTATION: CONTROLLED DRINKING ZONES

Harborough District Council was consulting on proposals around controlled drinking zones, specifically whether the existing Designated Public Place Protection Orders (DPPOs) should be removed or be replaced by the new Public Spaces Protection Orders (PSPOs).

RESOLVED that the proposals be supported and specifically that the current DPPO for Lutterworth (ie: the town centre) be replaced by the new PSPO.

284 CONSULTATION: PROPOSED DOG LAWS 2014

It was noted that under the Antisocial Behaviour, Crime and Policing Act 2014, Harborough District Council was considering introducing a Public Space Protection Order (PSPO) to address particular problems such as dog fouling and dogs not on leads in public places. Views were invited in respect of potential PSPOs for Lutterworth.

Following consideration, it was RESOLVED that the proposal to introduce a PSPO be supported in respect of:-

- Dog fouling covering the whole of the District; and
- Putting a dog on a lead when required to do so by an authorised officer.

However, the proposal to introduce a PSPO for keeping dogs on leads in certain recreational areas within the District was not supported in case of penalising responsible dog owners that consistently pick up after their dogs when being let off their leads.

285 DOG FOULING: UPDATE

Following the presentation of a petition comprising 150 signatures by a member of the public at the Town Council meeting on 8 September 2015 on the issue of dog fouling within the Swift Ward, the progress report on the action take to date, was noted.

In particular, pavement stencilling, the “We’re Watching You” – Keep Britain Tidy campaign and liaison with the dog warden, were being pursued.

Referring to the pavement stencilling project, approval was sought for £95 to purchase stencils and paint and following consideration, it was RESOLVED that provision be made to purchase the materials which would allow the project to be extended to “hot spot” areas across the town and the effectiveness of the project to be monitored.

286 ELECTORAL REVIEW OF LEICESTERSHIRE

The Local Government Boundary Commission for England was consulting on proposed new electoral arrangements for Leicestershire County Council. New electoral divisions, division boundaries and division names across the County were being recommended.
Members noted that no changes were being proposed for Lutterworth as the division which comprised Bitteswell with Bittesby, Claybrooke Magna, Claybrooke Parva, Lutterworth and Ullesthorpe, had received expressions of support. The division had clear boundaries and gave a good level of electoral equality, as stated within the Commission’s draft recommendations document.

Harborough District Council was liaising with the Electoral Commission regarding Ward boundaries within the District and a response was currently awaited.

287  2016 TOWN GUIDE (DRAFT)

The draft 2016 Town Guide was received and comments invited. Following a list of verbal suggestions which were raised at the meeting, it was **RESOLVED** to convene a further meeting of the Working Party to consider the various amendments prior to the Guide being submitted for publishing.

288  ENERGY ADVICE

Harborough District Council was currently working with Sustainable Harborough and Flourish Partnership to provide a new service for residents to help them access energy efficiency advice and measures to make their homes warmer. Consideration was given as to whether a session within Lutterworth would be valuable to its residents.

**RESOLVED** that a half day drop in session within Lutterworth be co-ordinated in order to allow residents to access information and to speak directly to those who could conduct home assessments.

289  LEICESTERSHIRE MARKET TOWNS ECONOMIC RESEARCH

ERS Ltd had been commissioned by Leicestershire County Council with a view to undertaking research into Leicestershire’s Market Towns for evidence to be used in the pursuit of funding opportunities.

**RESOLVED** that all businesses be regarded as potential stakeholders and should therefore be involved in pursuing funding opportunities for the town, together with the Town Estates Charity and Cllrs J Ackerley, G Robinson and M Sutton.

290  REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Although the County Councillor or the District Councillors were not in attendance, it was noted that the Councils were currently amidst the budget setting timetable. It was reported via the Section 151 Officer that a reduction in grants being awarded to councils could be anticipated, together with increased pressure on businesses within the District in terms of business rates. The Government’s statement was expected to be announced on 17/18 December 2015 when parishes would thereafter be better informed and could decide if an alteration to the precept for 2016/17 may be required.

It was noted that despite consulting on charging for the collection of green waste, the decision had been taken to charge for the service within the Harborough District in order to ensure it could continue in the future.

291  REPORTS FROM MEMBERS WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE TOWN COUNCIL
I) **Lutterworth & District Twinning Association** – the minutes of the meeting held on 18 August 2015 and November 2015 update were noted.

II) **Lutterworth Museum** – the minutes from the meeting held on 25 November 2015 were noted.

During consideration of this item, it was noted that Lutterworth Museum representatives had suggested a joint meeting with the Pavilion Working Party on 27 January 2016 at the Town Council Offices. However, the date clashed with the Harborough District Council Annual Parish Liaison Meeting and would affect Cllrs J Ackerley, M Perks and G Robinson.

Referring to the “Marketing and Activities and Events” paragraph of the Minutes (25 November 2015), an amendment was requested to indicate that an event may take place to mark the Queen's 90th birthday in place of the Carnival, however, a decision had not yet been made and Cllr R Coleman would keep the Museum Working Party updated.

### 292 INFORMATION ITEMS

The following information items were received and noted by members, also available by viewing online through the Members’ Area of the Town Council’s website:

i) Neighbourhood Watch Newsletters – Editions 43 to 46

ii) Rural Community Council Bulletin No 16

iii) Minutes from the Harborough Highways Forum meeting – 3 November 2015

iv) Joint Meeting with Harborough District Council (HDC) – to be held on 13 January 2016, 5pm to 7pm at HDC Offices – agenda items to date included the Cemetery, Allotments and the Whittle Island.

### 293 CONFIDENTIAL

**RESOLVED** that due to the confidential nature of the following items of business and “because publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted, the public and the press be excluded from the remainder of the meeting” and that:

“because the business to be discussed is of a confidential nature relating to members of the staff, the public and the press be excluded from the remainder of the meeting”.

### 294 PAVILION WORKING PARTY

An amendment was approved to the minutes of the Pavilion Working Party meeting held on 16 November 2015 as follows:

Page 1 - “In response, speaking as a Museum Trustee, Cllr Coleman indicated that the Museum was in a better position financially.”

Subject to the above amendment, it was **RESOLVED** that the Minutes of the Pavilion Working Party be approved as a true record, that the minutes be adopted and that all recommendations contained therein be approved.

The date of the next meeting of the Pavilion Working Party would be agreed between the Chairman, Cllr J Ackerley, in consultation with the Clerk.

### 295 MINUTES FROM THE LUTTERWORTH TOWN COUNCIL ESTIMATES MEETING
RESOLVED that the minutes of the Estimates Committee held on 24 November 2015 be signed by the Town Mayor as a true record, that the minutes be adopted and that all recommendations contained therein be approved.

296 LUTTERWORTH CEMETERY

RESOLVED that the minutes of the Cemetery Working Party held on 3 December 2015 be signed by the Town Mayor as a true record, that the minutes be adopted and that all recommendations contained therein be approved.

Members noted the update regarding the draft transfer from Bellway Homes to Harborough District Council and then subsequently from Harborough District Council to Lutterworth Town Council. Following the transfer, there was an obligation on Lutterworth Town Council to undertake the necessary construction work as soon as reasonably practicable. Upon receipt of satisfactory written evidence that the works had been completed, Harborough District Council would then pay its contribution of £5,000 to Lutterworth towards the cost of carrying out the works.

Referring to the transfer documentation, which members were asked to approve to enable it to be officially signed and sealed by the Town Council, it was noted that the indemnity from Bellway to Lutterworth in relation to the Section 106 Agreement was contained in the transfer from Bellway to Harborough at Clause 5.

During consideration, clarification was sought regarding the costs and timescale of submitting a Certificate of Lawfulness application once the land was within the Town Council’s ownership. As a parish council a 50% reduced fee would apply and certainly the District Council would be urged to determine the application within the eight week timescale.

It was noted that Leicestershire County Council’s Landscape Architect had given assurance that a design layout would be completed by mid-January 2016 which would allow time for the Cemetery Working Party to consider and give final sign off prior to Council’s consideration in February 2016.

Bellway had been asked to advise if a warranty would be provided in relation to the works already completed however, their solicitors had confirmed that no guarantees would be provided.

The wording had been amended in relation to the construction work required by the Town Council, in that “the works included within the lease documentation or other such works deemed to be acceptable based on the defined design layout would be carried out in a professional and workmanlike manner”. This amendment was thought to be acceptable with Harborough District Council but had not yet officially been confirmed.

RESOLVED that subject to the reported amendment, the transfer documentation be officially signed and sealed by Lutterworth Town Council.

The meeting closed at 9.06pm.

Signed: .............................................

Date: .............................................